



User Documentation



Studywiz Learning Environment (with ePortfolio) Teacher's Guide

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1 Getting Started

1.1 Log in to Studywiz

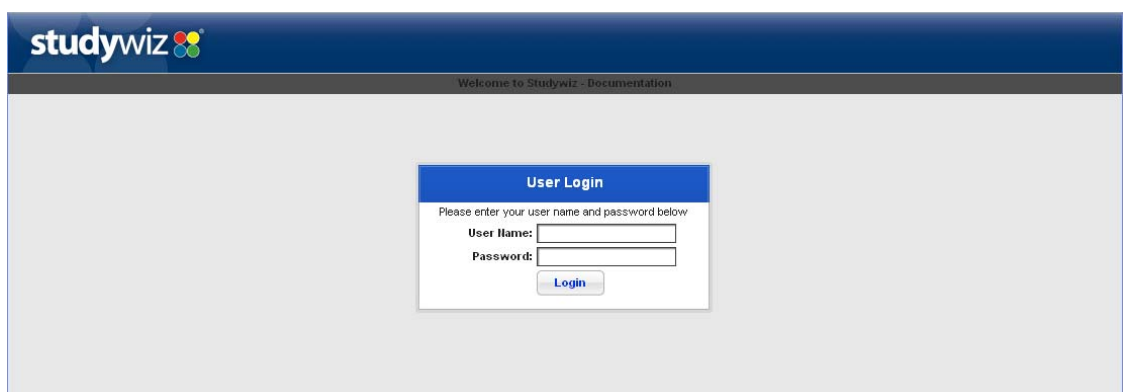
1. Open a web browser window.
2. In the address field enter the location of your organisation's Studywiz login page. The Studywiz login page appears.



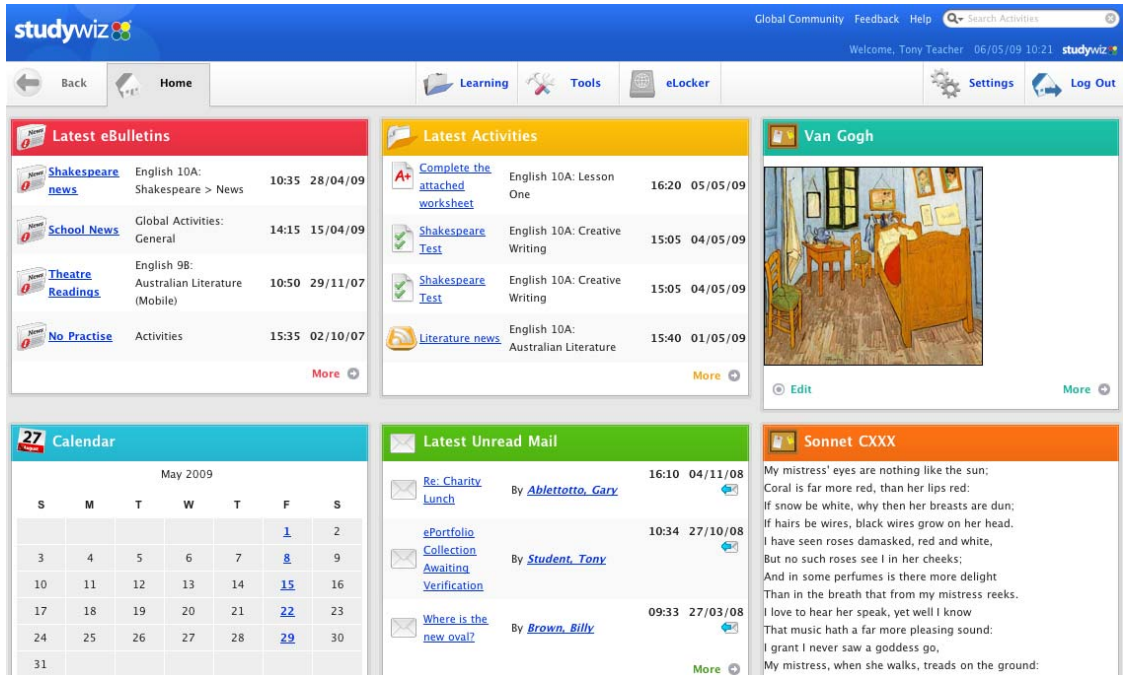
Your Studywiz login page may have been designed specifically for your school and may look different to the one shown below.



3. Click the **Learning Environment Login** button. The User Login dialog box appears.



4. Enter your user name and password.
5. Click **Login**. The Studywiz home page appears.



The screenshot shows the StudyWiz home page with a blue header containing the logo, navigation links (Global Community, Feedback, Help), a search bar, and a welcome message. Below the header is a button bar with 'Back', 'Home', 'Learning', 'Tools', 'eLocker', 'Settings', and 'Log Out'. The main content area is divided into several sections:

- Latest eBulletins:** A list of news items including 'Shakespeare news', 'School News', 'Theatre Readings', and 'No Practise'.
- Latest Activities:** A list of activities such as 'Complete the attached worksheet', 'Shakespeare Test', and 'Literature news'.
- Calendar:** A calendar for May 2009 showing dates from 1 to 31.
- Latest Unread Mail:** A list of unread emails including 'Re: Charity Lunch', 'ePortfolio Collection Awaiting Verification', and 'Where is the new oval?'.
- Van Gogh:** A section featuring a painting of a bedroom by Van Gogh.
- Sonnet CXXX:** A section featuring a sonnet by Shakespeare.

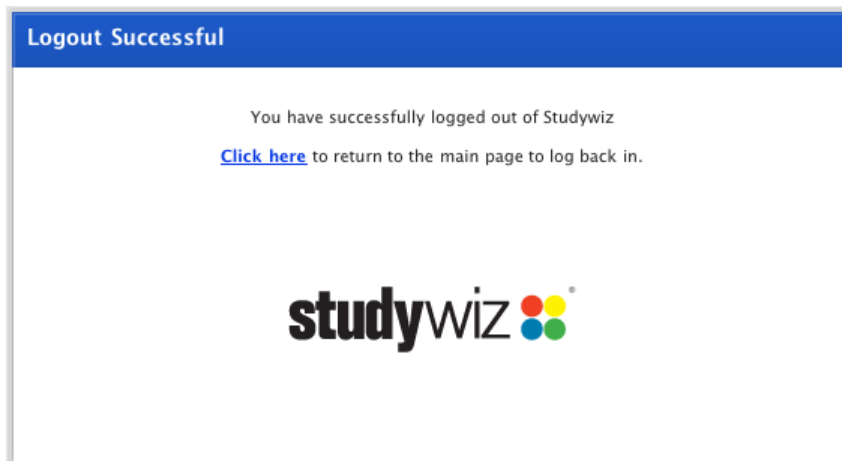
From the Studywiz home page you have access to all the features of Studywiz.

1.2 Log out of Studywiz

1. Click the **Log Out** button, located on the Studywiz button bar.



The Logout Successful panel appears.



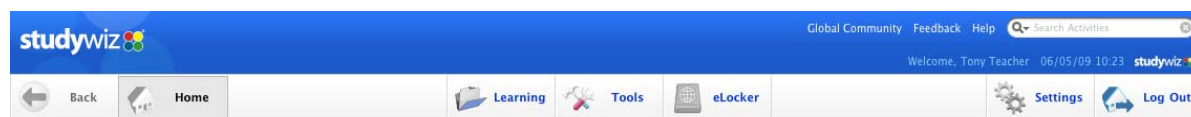
The screenshot shows the 'Logout Successful' panel with a blue header. The text inside reads: 'You have successfully logged out of Studywiz. [Click here](#) to return to the main page to log back in.' Below the text is the StudyWiz logo.

You are now logged out of Studywiz.

1.3 Studywiz Help

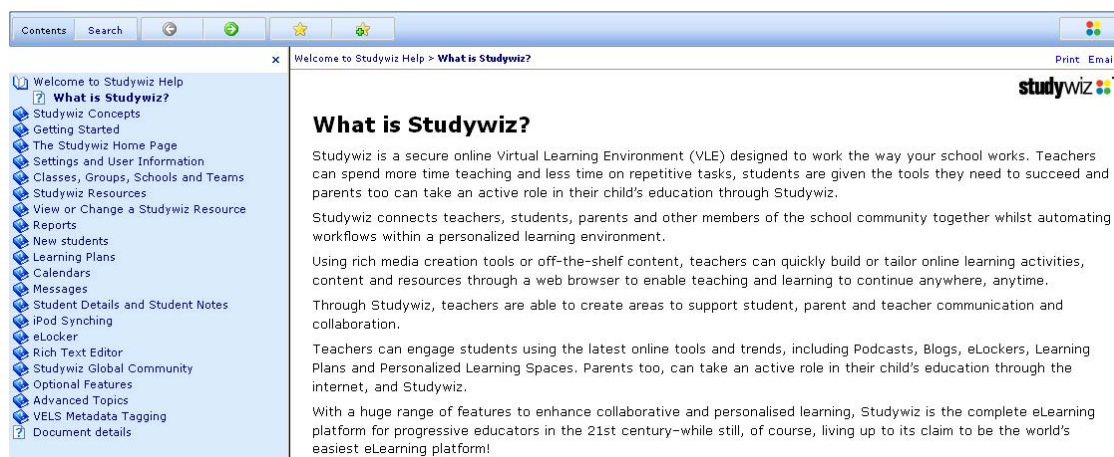
Studywiz help is a comprehensive online guide to using all the different Studywiz features. It is customised for your user type and for the Studywiz features enabled at your school. You can search the help system for particular words or phrases, or browse using the contents page. You can also bookmark your favourite sections, access the Studywiz web site and email Studywiz Support directly from the help system.

The Studywiz **Help** button is located on the Information Bar above Studywiz pages and panels so that you can access it from anywhere within Studywiz.





1.3.1 Access Studywiz Help

1. Click the **Help** button. The Teacher's Help window opens.



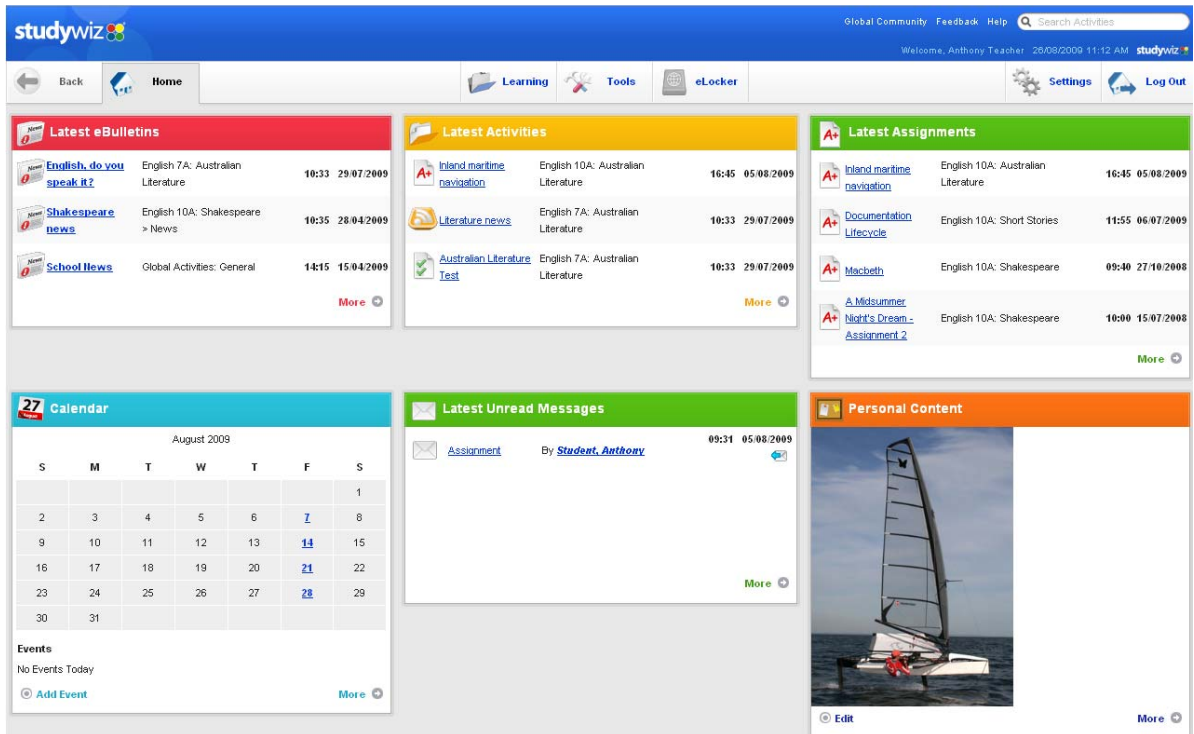
From the Help page you can:

Help Feature	Description
Browse Help	<p>Select the Contents tab and browse the Help information in the contents panel.</p> <p>Click a topic book  and the topic expands.</p> <p>Click a topic heading and the topic information is displayed.</p>
Search Help	Select the Search tab and enter your search terms in the search panel.
Email Studywiz Support	In the top right-hand corner of the page, click the Email link.
Print Sections of the Help	In the top right-hand corner of the page, click the Print link.
Access the Studywiz website.	<p>In the top right-hand corner of the page, click the Studywiz button .</p> <p>The Studywiz webpage opens in a new window.</p>

2 About Studywiz

2.1 What is Studywiz?

The Studywiz Learning Environment is a secure online learning platform designed to work the way your school works. Teachers can spend more time teaching and less time on repetitive tasks, students are given the tools they need to succeed, and parents too can take an active role in their child's education.



Studywiz connects teachers, students, parents and other members of the school community together whilst automating workflows within a personalised learning environment.

Using rich media creation tools or off-the-shelf content, teachers can quickly build or tailor online learning activities, content and resources through a web browser to enable teaching and learning to continue anywhere, anytime.

Teachers can engage students using the latest online tools and trends, including Podcasts, Blogs, eLockers, Learning Plans and personalised Learning Spaces. Parents too, can take an active role in their child's education through the internet, and Studywiz.

With a huge range of features to enhance collaborative and personalised learning, Studywiz is the complete eLearning platform for progressive educators in the 21st century – while still, of course, living up to its claim to be the world's easiest eLearning platform!

2.2 Optional Components

Your Studywiz deployment has the following optional components:

- Studywiz ePortfolio – an individual space for students to showcase achievement and reflect on learning. For help with Studywiz ePortfolio, see the following section:

- [ePortfolio](#)

2.3 What's New in Studywiz 9.4.4

Studywiz 9.4.4 provides many incremental improvements over Studywiz 9.4.3. Most changes won't be obvious through the user interface, but have been made to improve the performance and reliability of Studywiz. The changes that affect the user experience are listed here.

Calendar

- Calendar events are now directly accessible through links on the Calendar home page panel.
- Calendar events now have the full Rich Text Editor display.

eLocker

- eLocker User alerts have been updated

Gallery

- Gallery comments can now be entered and viewed across more than one page.
- Gallery comments can now be viewed by contributor.

Games

- Reports can now be produced on Mega Money and Pop 'n' Globbs games.

Individual Learning Plans

- Individual Learning Plans can now be imported.

Markbook

- The Markbook workflow and scheduling workflow has been improved
- Week display in Markbook has been updated.

Messaging

- The messaging interface has been updated for improved usability
- If you move to a different school on the same deployment as your old school, you are no longer able to send messages to users in your old school.

QT Assessment

- QTAssessment results are no longer cut off when viewed in the Primary/Elementary interface.

Studywiz Restart

- If you are working in Studywiz when an automatic restart is due to occur (usually scheduled for 3am), the system no longer shuts down and logs you off but now waits until all users are logged off.

Test

- Formatting of Test questions has been improved.
- The Test Matching question has a new points system. You now score points for each correct answer within the question, instead of needing to get every answer correct.

3 The Studywiz Teacher's Guide

This Studywiz Teacher's Guide provides conceptual and procedural documentation for Studywiz version 9.4.2. It contains definitions of Studywiz concepts, information regarding Studywiz activities, and procedures for using the wide variety of Studywiz features.

All the information you need as a teacher to successfully operate and get the most out of your Studywiz deployment is contained in this document.

The information in this document can also be accessed through online help from your Studywiz home page. Additionally, for simple and concise guides, refer to the Studywiz Quick Start Guides.

3.1 How to Use This Guide

It is not intended that you read this guide from start to finish. If you are new to Studywiz, you should read the Introduction and the Getting Started section and then use the other sections of the guide as you need them.

Think about the task you are trying to achieve, then find the section of the manual that helps you to reach your goal. For example, if you want to compose an eBulletin for your class, jump straight to the Create an eBulletin section. Each section contains step by step instructions, with screenshots, to help you achieve your aim.

3.2 Disclaimer

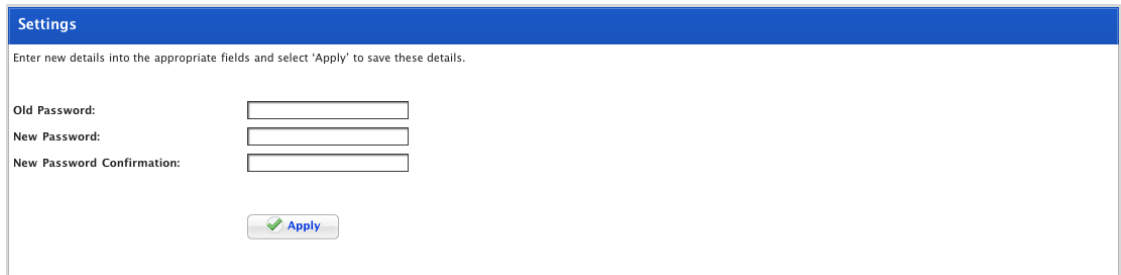
Please note that this documentation may not be exactly representative of your implementation of Studywiz. Some screenshots and described functionality may vary depending on the configuration of your Studywiz deployment.

4 Settings and Feedback

Most Studywiz deployments allow you to edit various Studywiz settings. These settings are changed on the Settings page.

4.1 Change Your Studywiz Password

1. Click the **Settings** tab. The Settings page appears.



2. In the **Old Password** field, type your current Studywiz password.
3. In the **New Password** field, type your new Studywiz password.
4. In the **New Password Confirmation** field, type your new Studywiz password again.
5. Click the **Apply** button. The 'Saved' notification appears.

4.2 Studywiz Feedback

As you use Studywiz, if you find any problems or have any suggestions or feature requests you can complete a feedback form. The information you provide will be available to the Studywiz Support and Development teams to help us continue to improve Studywiz.

The Studywiz **Feedback** button is located on the Information Bar above Studywiz pages and panels so that you can access it from anywhere within Studywiz.



Your feedback is not visible to other users at your school or to any other Studywiz user.

4.2.1 Submit Feedback

1. On the Information page, click **Feedback**. The Feedback panel appears.

Feedback

Thank you for taking the time to fill out the Studywiz feedback form!

The information you provide will be available to the Studywiz Support and Development teams to help us continue to improve Studywiz.

The system automatically reports the following information: Deployment ID, Studywiz Version, User ID, User Type, Previous Page, Stacktrace (for error page), Date/Time, Screen resolution, Browser, Operating System.

Your feedback is not visible to other users at your school or to any other Studywiz user.

Use the Feedback Type drop-down list and the Comments field to enter your feedback, and then click the Submit Feedback button.

Feedback type:

Problem

Comments:

800 characters remaining

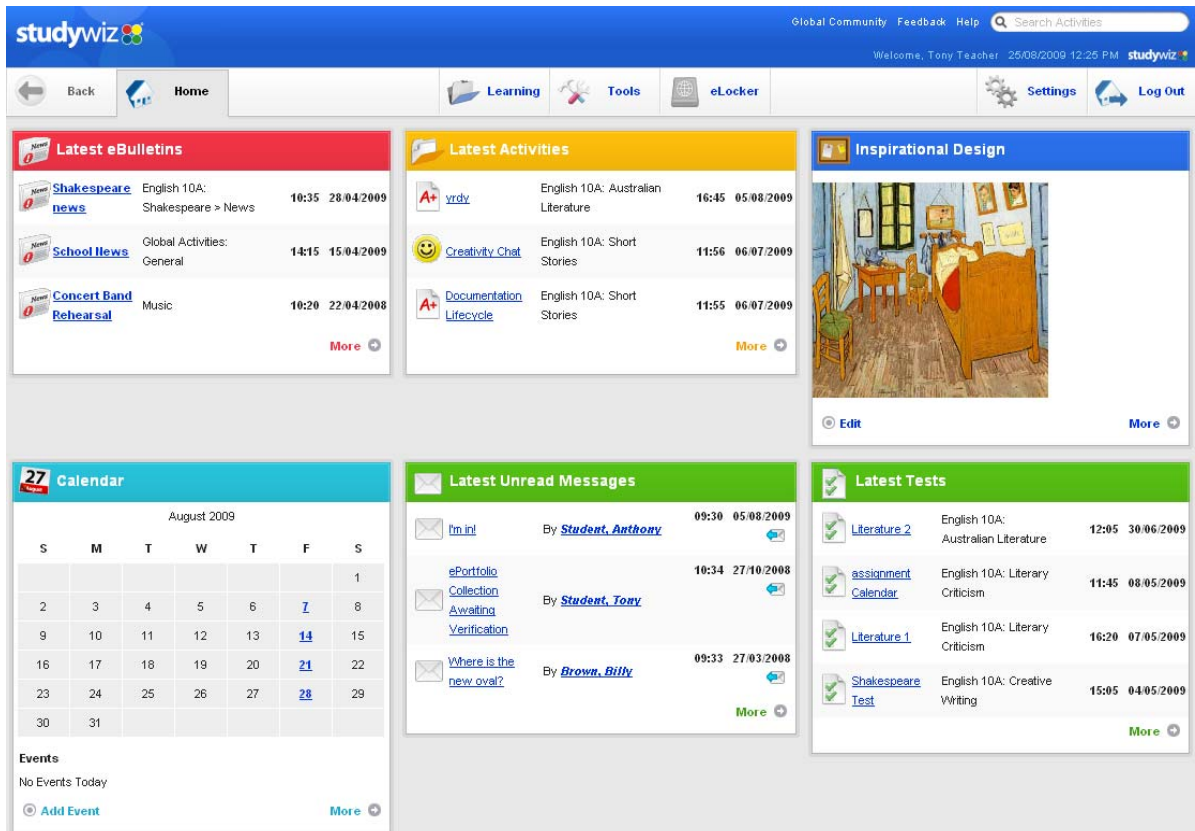
Submit Feedback

2. From the **Feedback type** drop-down list, select the type of feedback you are submitting.
3. In the **Comments** field, type your feedback.
4. Click the **Submit Feedback** button. Your feedback is submitted.

5 Studywiz Pages and Navigation

5.1 The Studywiz Home Page

The Studywiz home page is the control centre of Studywiz. The most commonly used features of Studywiz are immediately accessible through this page.



The screenshot shows the Studywiz Home Page interface. At the top is a blue header bar with the Studywiz logo, navigation links (Global Community, Feedback, Help), a search bar, and a welcome message. Below the header is a white tab bar with buttons for Back, Home, Learning, Tools, eLocker, Settings, and Log Out. The main content area is divided into several sections: Latest eBulletins, Latest Activities, Inspirational Design, Calendar, Latest Unread Messages, and Latest Tests. Each section contains a list of items with details like titles, dates, and times.

The page has three main areas; the information bar at the top, the tab bar below that, and the content area at the bottom. The top two sections remain the same wherever you are in Studywiz.

5.1.1 The Information Bar



The screenshot shows the Studywiz information bar, which is a blue header bar. It contains the Studywiz logo, navigation links (Global Community, Feedback, Help), a search bar, and a welcome message.

The Studywiz information bar contains your login name, the date and time, a link to the Studywiz Global Community, the **Search** field, the **Feedback** button and the **Help** button.

5.1.2 The Tab Bar



The screenshot shows the Studywiz tab bar, which is a white bar with buttons for Back, Home, Learning, Tools, eLocker, Settings, and Log Out.

The tab bar displays tabs for navigating to the different sections of Studywiz.



Do not use the forward and back buttons of your web browser to navigate within Studywiz. Use the tab bar instead.

The tab bar may have any of the following tabs:



Click this tab to go back to the previous page.



Click this tab to return to the Studywiz home page.



Click this tab to open the Learning page for each of your Classes and Groups. From the Learning page you can create and locate all Studywiz activities contained in your Classes and Groups.



Click this tab to access Student reports, Blogs, synchronise your iPod, manage Groups, create and edit Learning Plans, and manage your calendar and messages.



Click this tab to open your personal Studywiz storage space.



Click this tab to open your Studywiz Settings page.



Click this tab to log out of Studywiz.

5.1.3 Home Page Panels

The standard layout of the Studywiz home page is shown below.

The screenshot shows the Studywiz home page with a tab bar at the top containing Back, Home, Learning, Tools, eLocker, Settings, and Log Out. Below the tab bar, the page is divided into several panels:

- Latest eBulletins:** A red panel showing three bulletins: 'Shakespeare news' (English 10A: Shakespeare > News, 10:35 28/04/2009), 'School News' (Global Activities: General, 14:15 15/04/2009), and 'Concert Band Rehearsal' (Music, 10:20 22/04/2008). A 'More' link is at the bottom.
- Latest Activities:** A yellow panel showing three activities: 'vrdv' (English 10A: Australian Literature, 16:45 05/08/2009), 'Creativity Chat' (English 10A: Short Stories, 11:56 06/07/2009), and 'Documentation Lifecycle' (English 10A: Short Stories, 11:55 06/07/2009). A 'More' link is at the bottom.
- Inspirational Design:** A blue panel showing a painting of a bedroom interior. An 'Edit' link is at the bottom left, and a 'More' link is at the bottom right.
- Calendar:** A teal panel showing a calendar for August 2009. The calendar grid shows dates from 1 to 31. Below the calendar, it says 'Events' and 'No Events Today'. An 'Add Event' link is at the bottom left, and a 'More' link is at the bottom right.
- Latest Unread Messages:** A green panel showing three messages: 'I'm in!' (By Student, Anthony, 09:30 05/08/2009), 'ePortfolio Collection Awaiting Verification' (By Student, Tony, 10:34 27/10/2008), and 'Where is the new oval?' (By Brown, Billy, 09:33 27/03/2008). A 'More' link is at the bottom right.
- Latest Tests:** A green panel showing three tests: 'Literature 2' (English 10A: Australian Literature, 12:05 30/06/2009), 'assignment Calendar' (English 10A: Literary Criticism, 11:45 08/05/2009), and 'Literature 1' (English 10A: Literary Criticism, 16:20 07/05/2009). A 'More' link is at the bottom right.

The standard layout contains the Latest eBulletins, Latest Activities, Personal Content, Calendar, Latest Unread Mail and the Latest Tests panels.

Some Studywiz deployments have a fixed home page panel configuration while others allow you to select the panels that appear on your own home page. The number of panels on your Studywiz home page is also configurable.

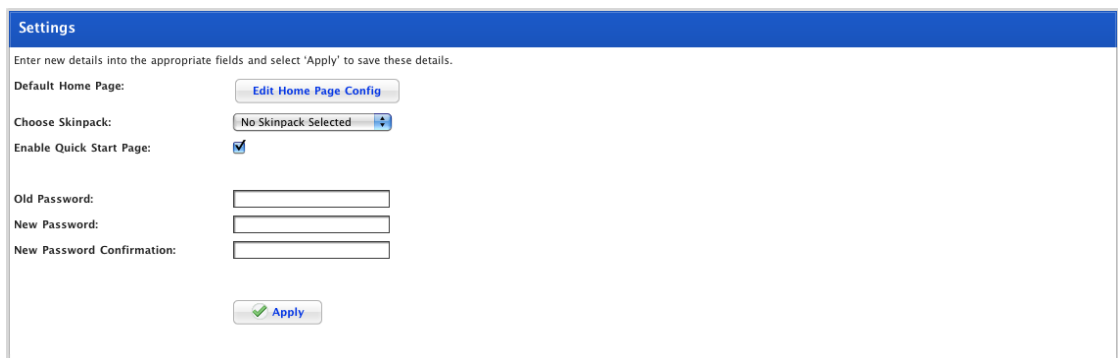
The following home page panels are available:

- Latest eBulletins
- Latest Bookmarks
- Latest Assignment
- Latest Tests
- Latest Discussion Threads
- Home Page General Content 1
- Home Page General Content 2
- Home Page General Content 3
- Latest Unread Mail
- Latest Mail
- Today's Calendar
- Today's Events List
- Latest RSS Feed Readers
- Latest Activities
- Personal Content
- Latest ILPs

5.1.3.1 Change your Home Page Layout

If user editing of home page configurations is enabled on your deployment, you can change the panels that appear on your home page.

1. Click the **Settings** button. The Settings page appears.



2. Click the **Edit Home Page Config** button. The Home Page Configuration panel appears.

3. In each of the panel sections, from the drop-down list, select the item that you want to see on your Studywiz home page.
4. Click **Apply**. Your changes are saved. Next time you view the Studywiz home page, you will see your new configuration.

5.1.3.2 Edit a Home Page Content Panel

There are four different types of content panels with different contribution access rights and view access rights:

Content Panel Type	Default Contribution Access	View Access
Personal Content Panel	Only you can add content to this panel.	Only you can view the content in this panel.
General Content Panel 1	Both students and teachers can add and edit the content in this panel.	All Studywiz users can view the content in this panel.
General Content Panel 2	Only Studywiz teachers can add and edit the content in this panel.	All Studywiz users can view the content in this panel.
General Content Panel 3	Only Studywiz teachers can add and edit the content in this panel.	All Studywiz users can view the content in this panel.

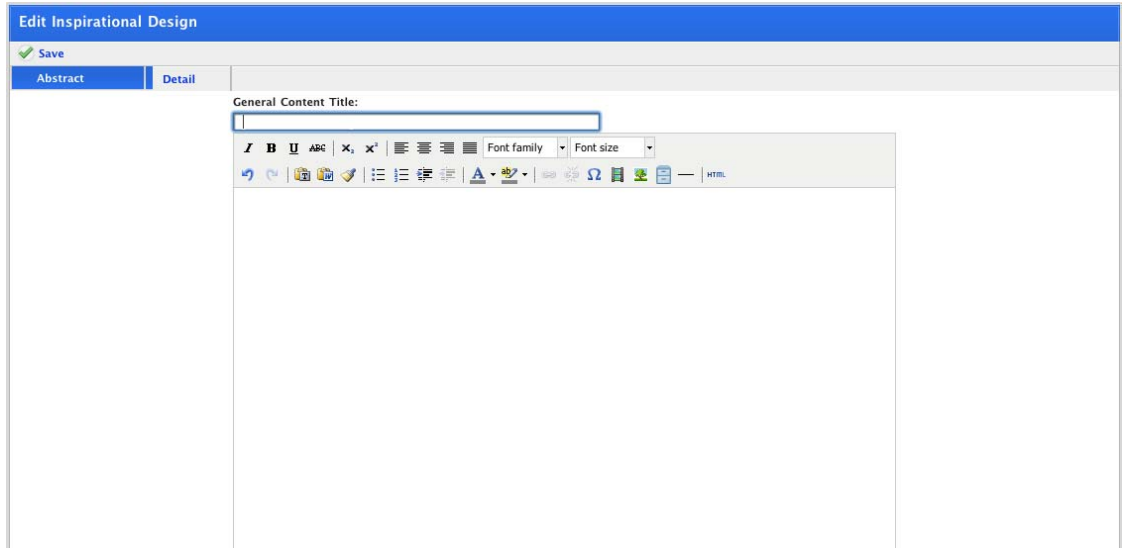


Your Studywiz deployment may have a set home page configuration with none or only one type of content panel.

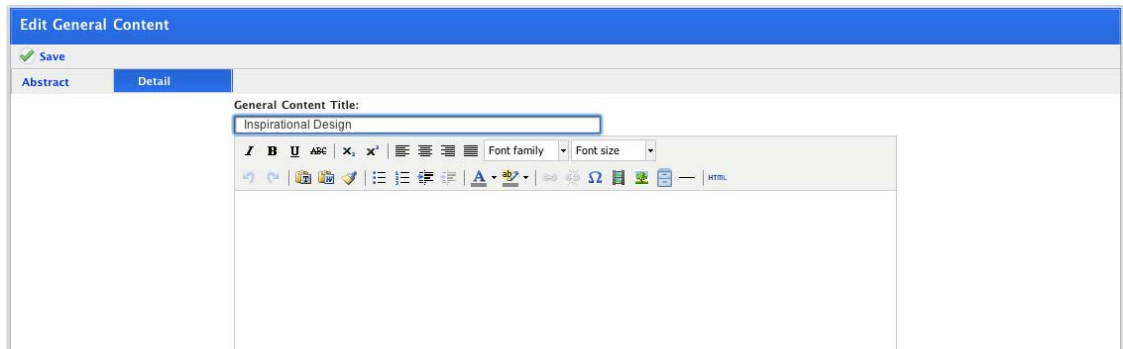
Through the [Home Page Configuration](#) panel you may be able to select and add panels to your personal Studywiz home page.

Editing access to the three general content panels is configurable and can be changed on your school's deployment by Studywiz Support.

1. On the Studywiz home page, at the bottom of the Content panel you want to edit, click the **Edit** button. The Edit <General Content> panel appears.



2. In the **General Content Title** field, type a title for the content.
3. In the **Abstract** field, type a brief summary of the content.
4. Click the **Detail** tab, the **Detail** field appears.
5. In the **Detail** field, add the remaining content.



6. Use the Rich Text Editor to format the text as desired.



To add an image to the text, refer to the [Rich Text Editor](#) section of this document.

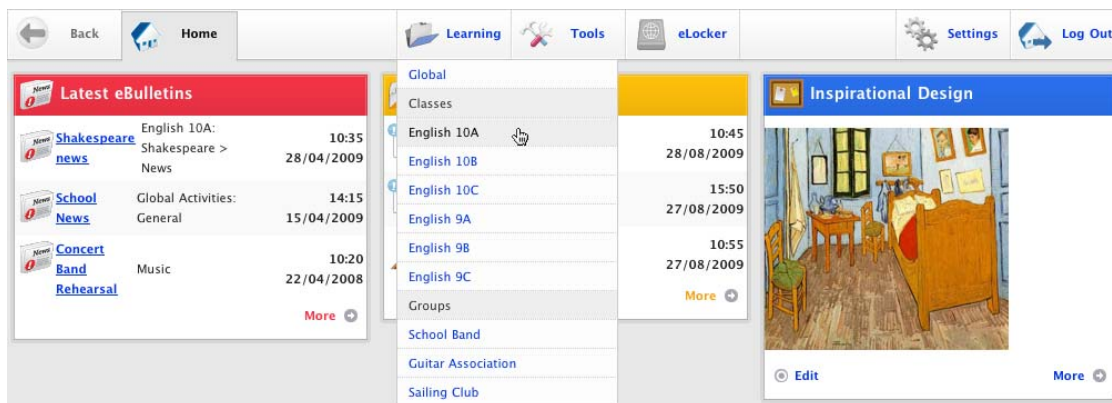
7. Click **Save**. The content is saved and added to the Content panel.
8. To return to the Studywiz home page, click the **Home** tab.

5.2 Learning Pages

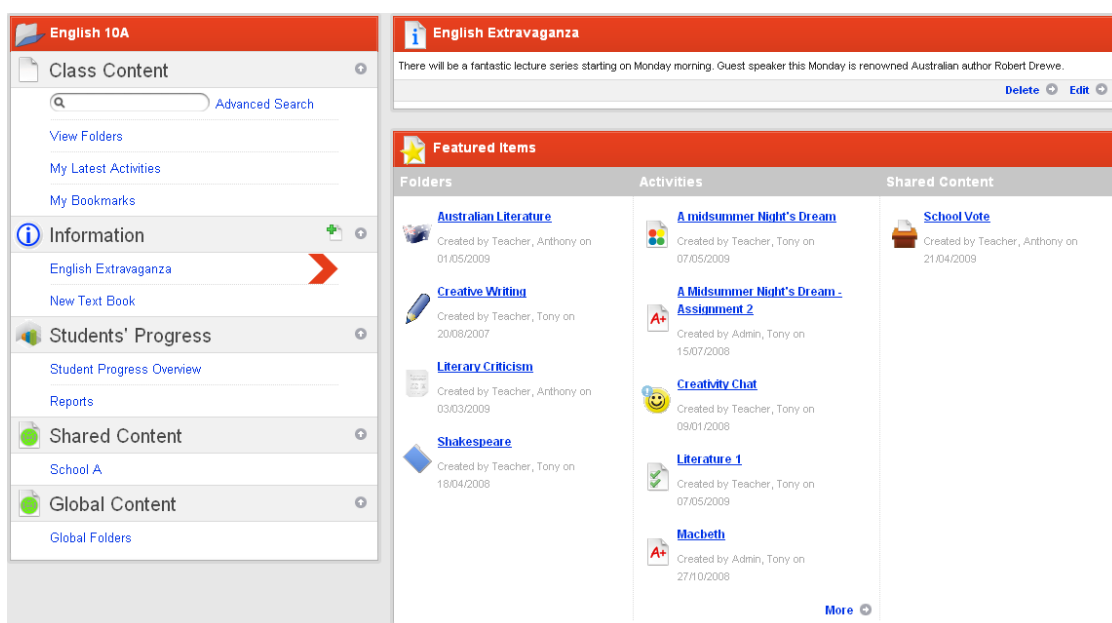
Learning pages are accessed by clicking the **Learning** tab on the Tab bar. Learning pages display a navigation panel on the left and a content panel on the right. The material in the content panel is determined by the selections made in the navigation panel.

5.2.1 Open a Learning Page

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.





2. Click the Class or Group that you want to view. The Learning page for the selected Class or Group appears.



5.2.1.1 The Navigation Panel

The Navigation panel on the left hand side of the page displays a list of the class's Information Panels, links to the Students' Progress pages, folders that contain learning content for the class, and the school's shared content.

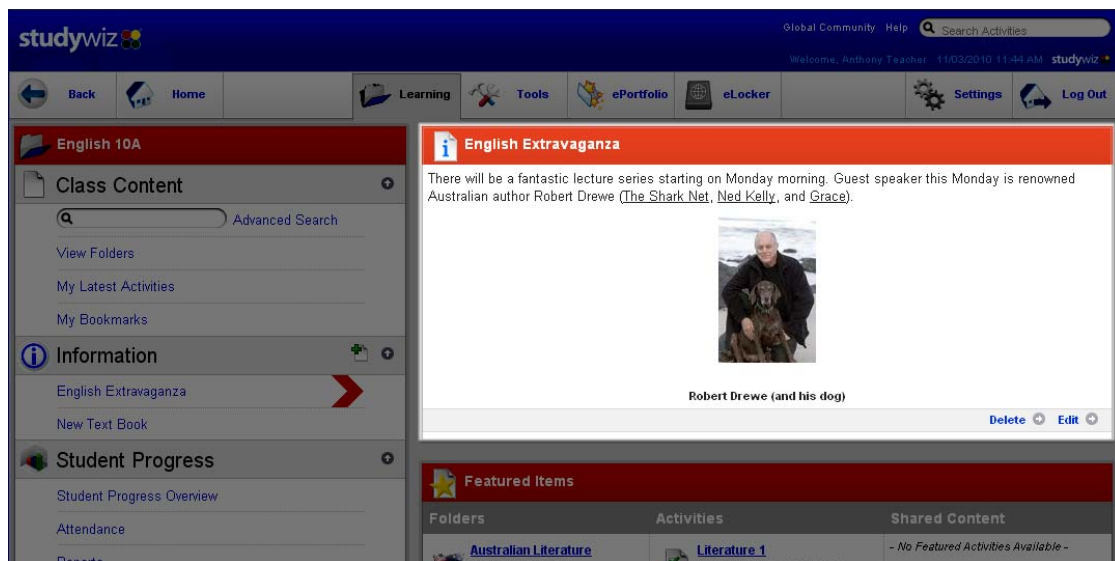
- To hide a section in the navigation panel, click the corresponding **Hide Section**  button
- To display a section in the navigation panel, click the corresponding **Show Section**  button.

5.2.1.2 The Content Panel

The Content panel displays Information Panels, progress pages or learning content according to the selection made in the Navigation panel.

5.3 Information Panels

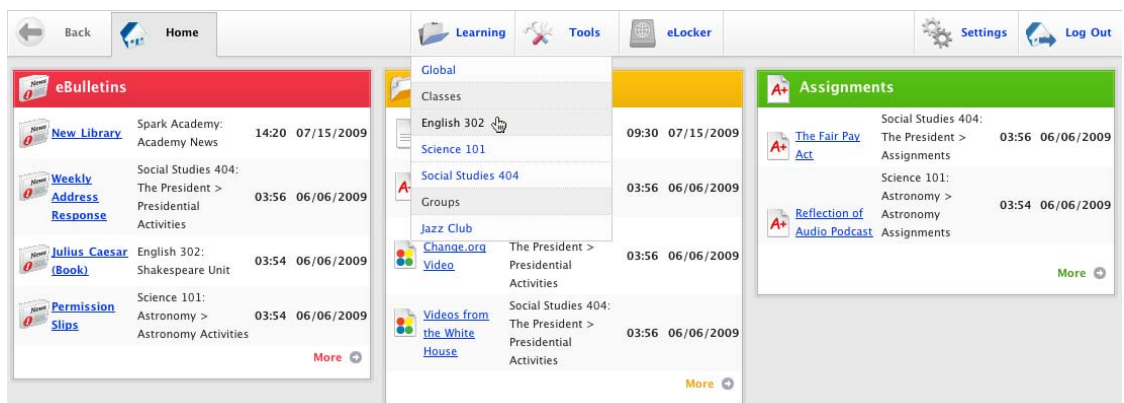
Information Panels allow you to provide extra information for students in your classes. Information Panels appear at the top of Class and Group pages.



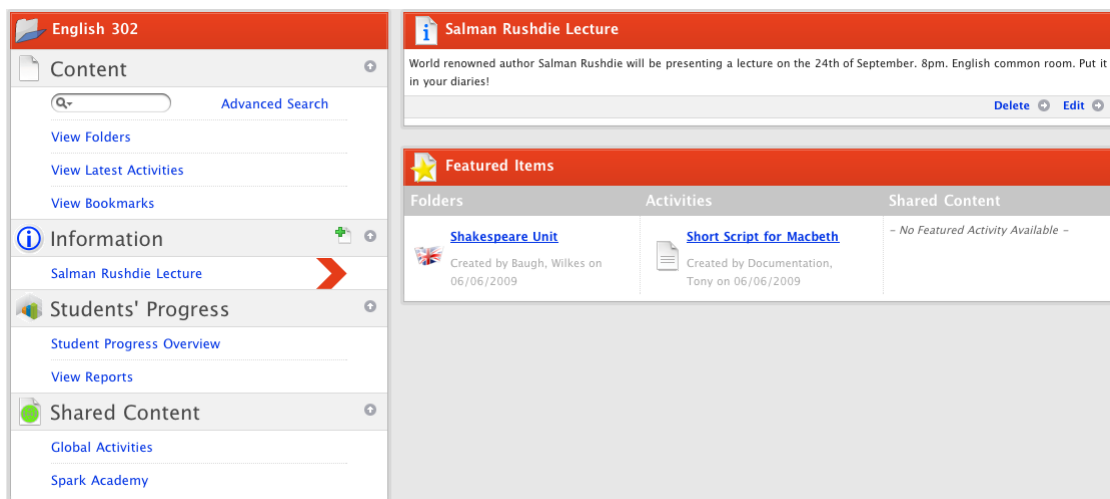
You can create as many information panels as you need and can set them up in any order. Within each information panel, you have access to the full rich text editor and can insert multimedia as well as text.


5.3.1 Create an Information Panel

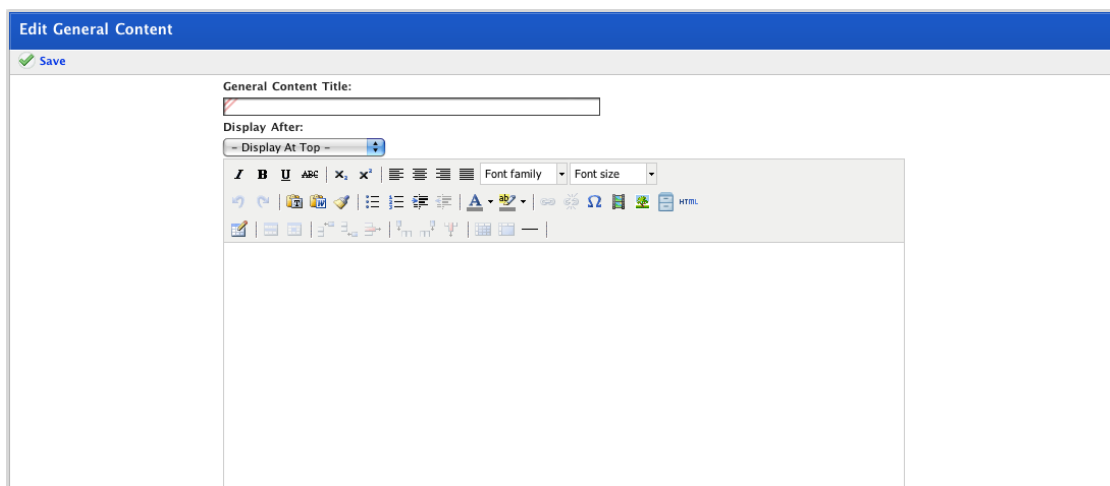
1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



2. Click the Class or Group that you want to view. The Learning page for the selected Class or Group appears.



3. In the Information section of the navigation panel, click the **Add New Information**  button. The Edit General Content page appears.



4. In the **General Content Title** field, type a title for the Information Panel.
5. In the large text field, type the content for the Information Panel.



If you want to format the text or add a repository item to the text field, refer to the [Rich Text Editor](#) section of this document.

6. Click **Save**. The Information is saved.

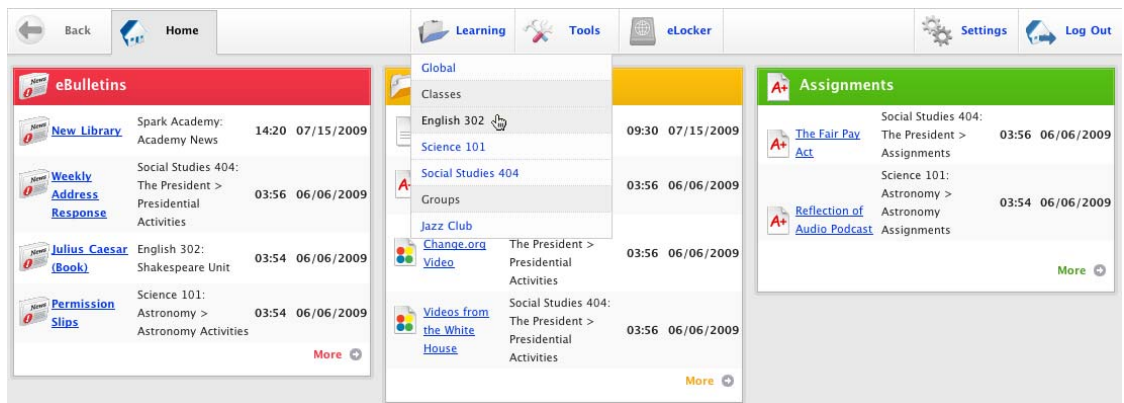
5.3.2 Edit an Information Panel

Follow this procedure to modify the content of an information panel.

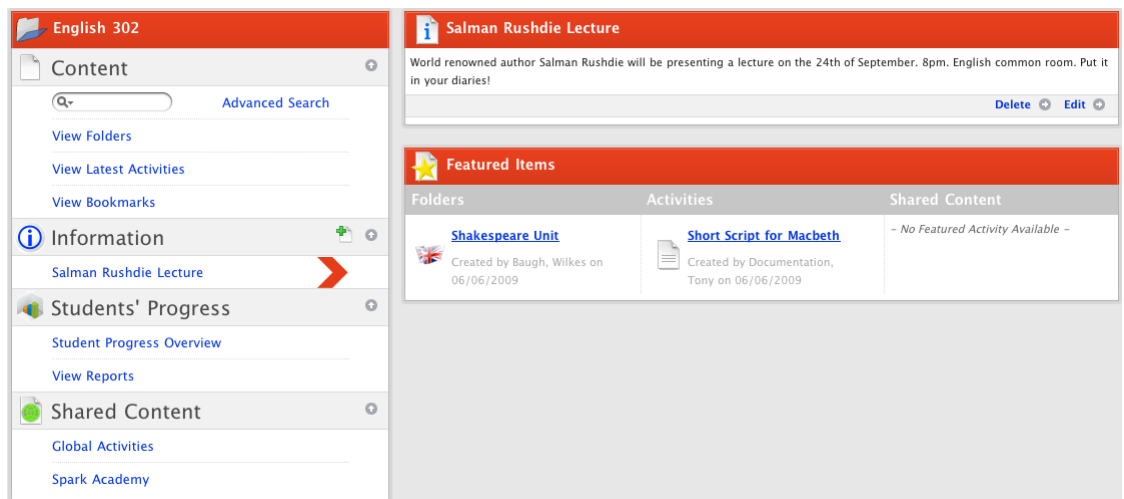


If all the information panels for the class have their **Display After** setting set to 'Display at top', the most recently edited panel will appear at the top of the list. Follow the [Change the order of Information Panels](#) procedure to update the order.

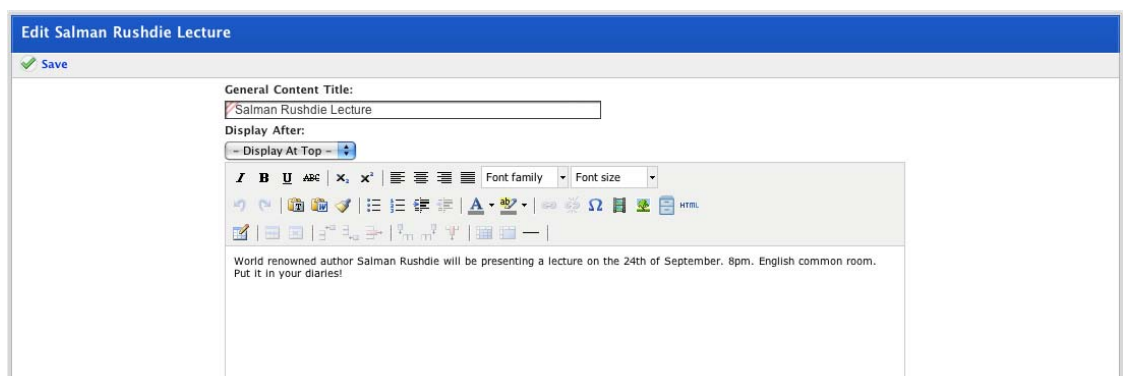
1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



2. Click the Class or Group that you want to view. The Learning page for the selected Class or Group appears.



3. In the <Information Title> panel, below the Information text, click **Edit**. The Edit panel and the Content Activities panel appear.



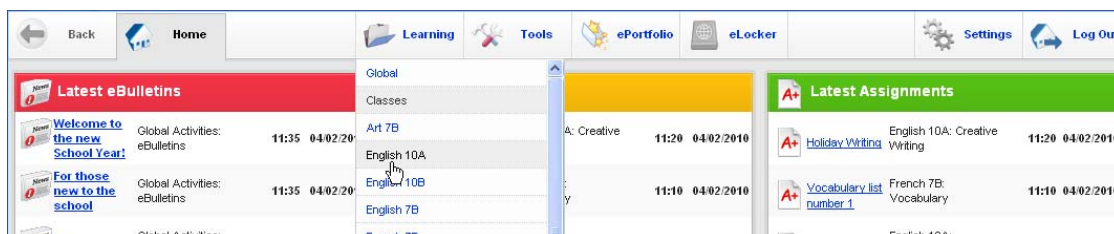
4. Update the panel content.
5. Click **Save**. The changes are saved.
6. To return to the Learning page, click the Studywiz **Back** button.

5.3.3 Change the order of Information Panels

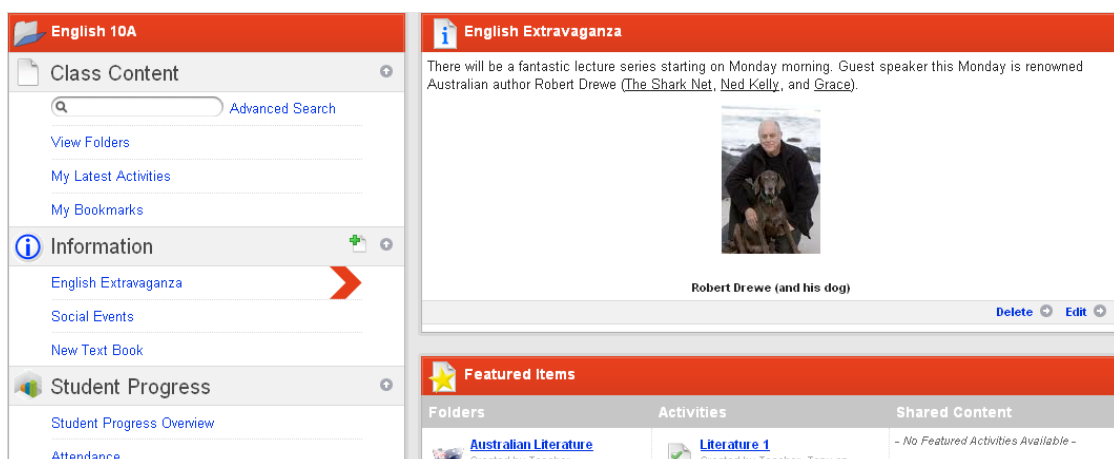
By default, Studywiz information panels appear with the most recently edited panel at the top of the list. The information panel that is listed first will open by default when a user enters the page.

Follow this procedure to rearrange the order of the panels.

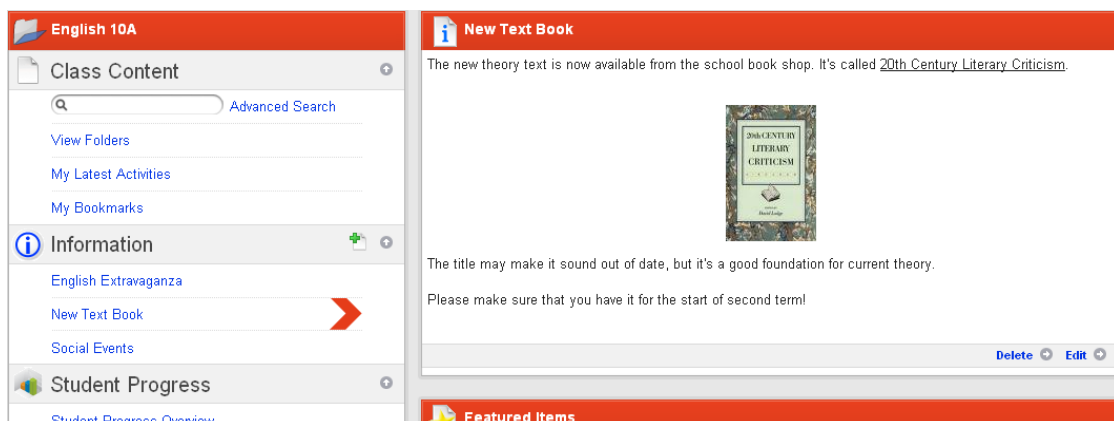
1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



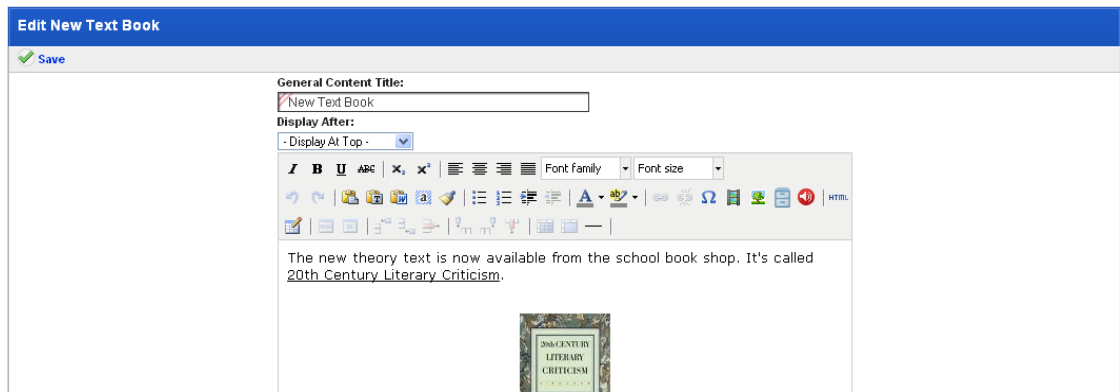
2. Click the Class or Group that you want to view. The Learning page for the selected Class or Group appears.



3. In the navigation panel, in the **Information** section, click the name of the panel that you want to appear first in the list, and open by default when users enter the page. The information panel appears.

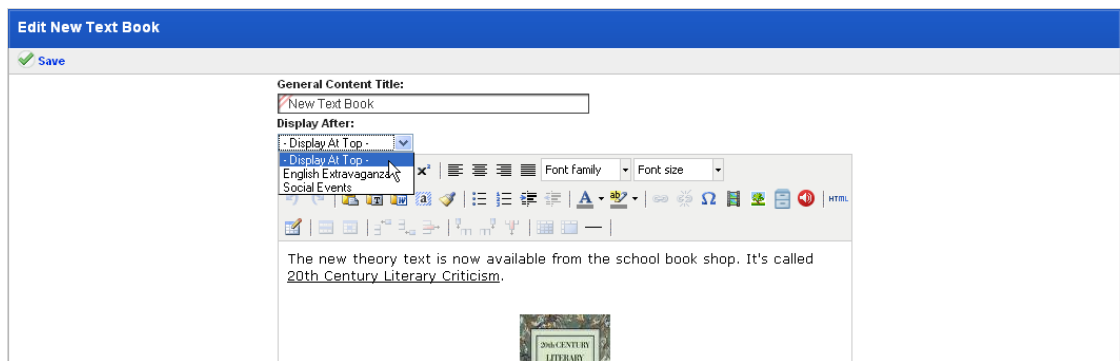


4. In the <Information Title> panel, click **Edit**. The Edit panel and the Content Activities panel appear.



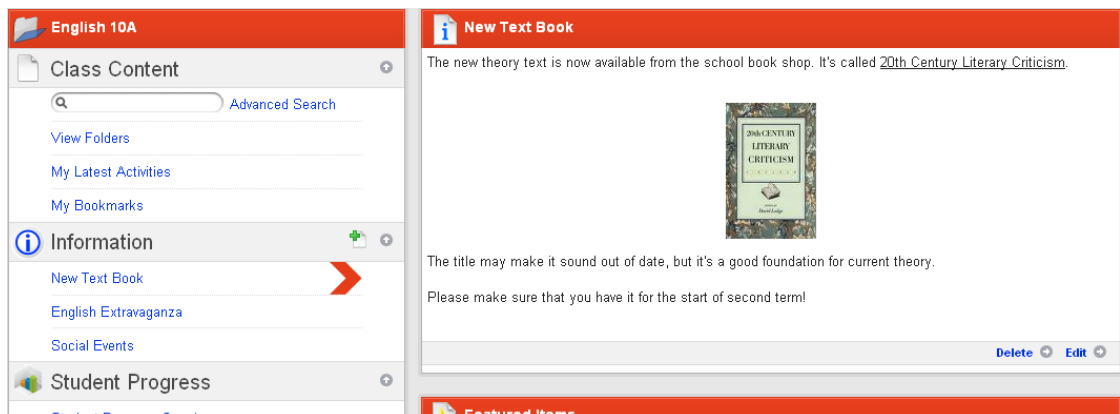
5. Set the position of the information panel:

- To display the page link first in the Information list, and have it appear by default when users enter the page, from the **Display After** drop-down list, select **–Display at Top–**.
- To display the page link lower down in the list, from the **Display After** drop-down list, select the page after which you want the current page to appear.



6. Click **Save**. The new page order is saved.

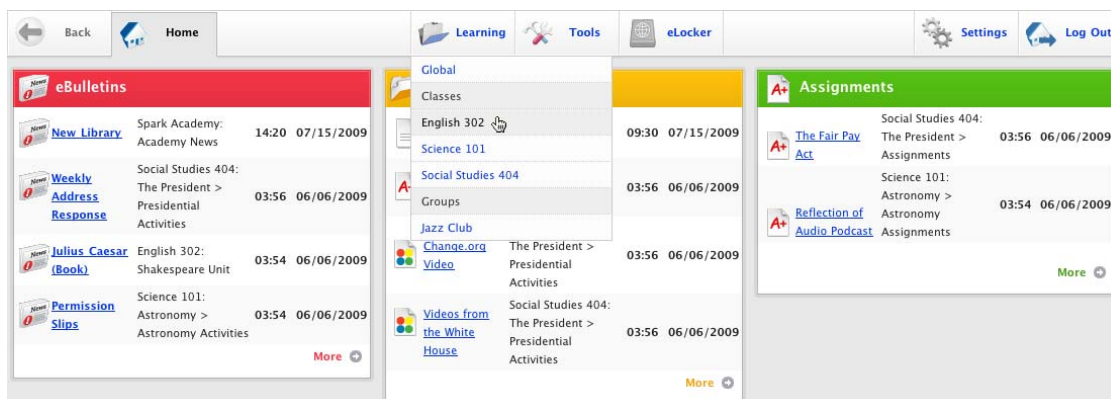
7. Click the **Back** button. The Class page reappears.



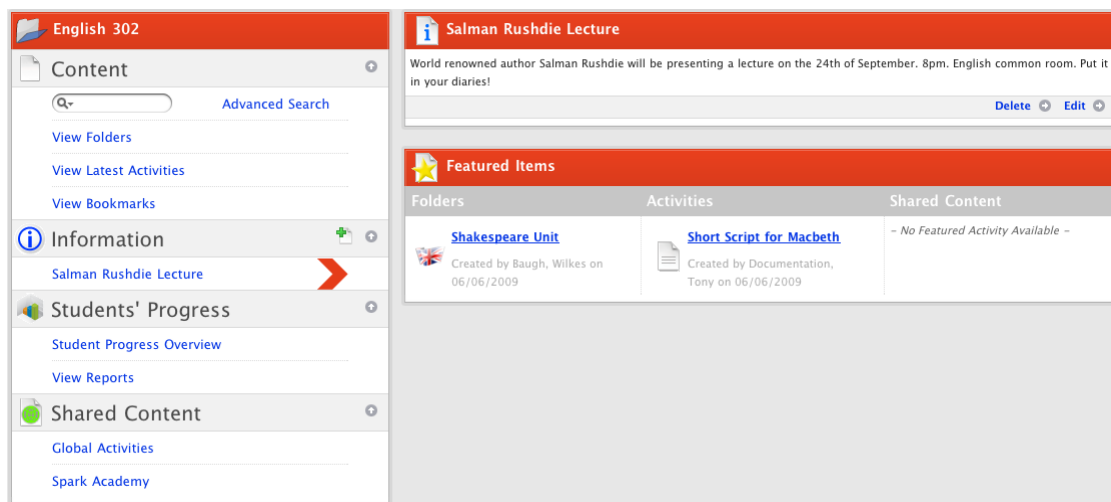
Repeat this procedure for each information panel page until all panels appear in the correct position in the list.

5.3.4 Delete an Information Panel

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



2. Click the Class or Group that you want to view. The Learning page for the selected Class or Group appears.



3. In the <Information Title> panel, below the Information text, click **Delete**. The Information Panel is deleted.

6 Managing Folders

Most learning content in Studywiz is provided to Classes and Groups and is available only to Class and Group members. You can also provide school-wide resources or limit resources to teams and individuals.

For instructions on managing this content, see the [Class and Group Content](#) section below. Learning content can also be provided to all members of a school, or to a single school in a multi-school deployment. For instructions on managing this content, see the [Shared and Global Content](#) section below.

6.1 Class and Group Content

Studywiz Classes provide a representation of the classes at your school. A Class consists of all the Students in the class, at least one Teacher, and the Parents associated with the Students in the class. Classes allow Teachers to set up Activities for every member of a Class without having to specify each Class member individually.

Studywiz Groups are a way of bringing Teachers, Students and Parents from across a School community into a single group. Groups allow Teachers to set up Activities for a group of users who are not all part of the same class.

6.2 Shared and Global Content

The Shared Content and the Global Content sections are located at the bottom of the Navigation Panel on each Learning page.

Shared
Content

Activities in this section are contained in School/Level folders and are available to everyone in the School (for multi-school deployments) or every one in the Level (for single school deployments).

Global
Content

Activities in this section are contained in Global folders and are available to everyone in Studywiz.

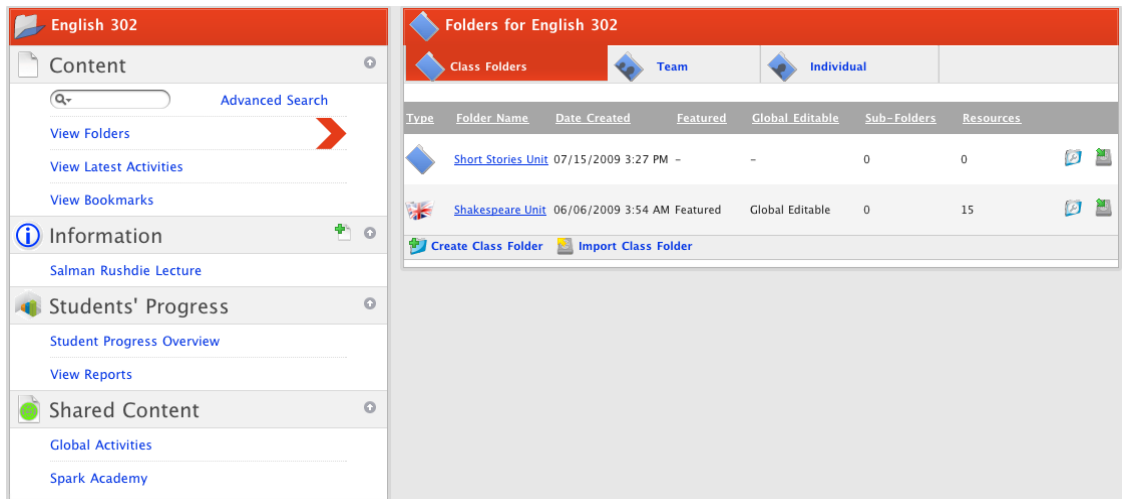
6.3 Open a Folder

6.3.1 Open a Class or Group Folder

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.

2. Select the Class or Group that you want to view. The Learning page for the selected Class or Group appears.

- In the Content section, click **View Folders**. The folders for the Class/Group appear.

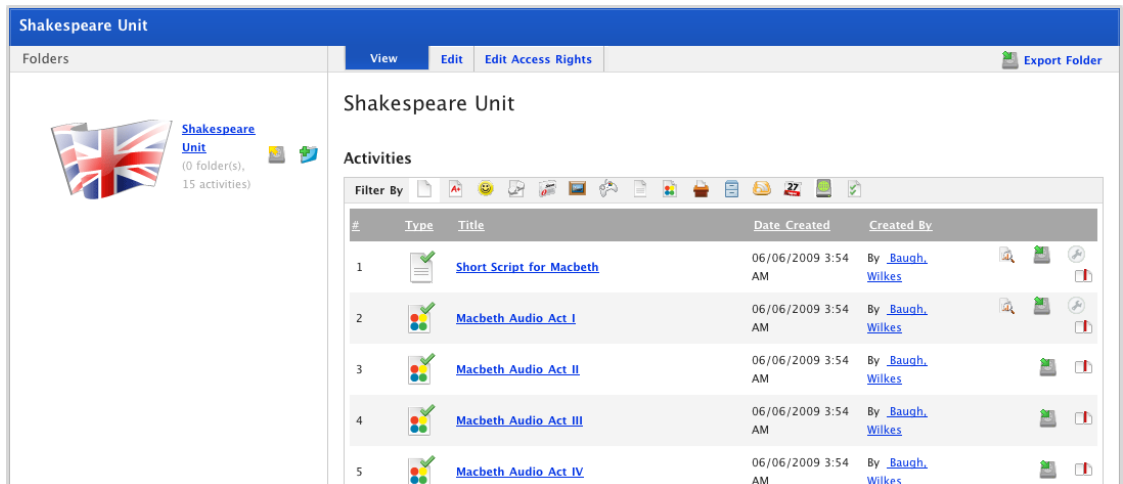


The screenshot shows the 'English 302' Content section on the left with a sidebar containing 'View Folders', 'View Latest Activities', and 'View Bookmarks'. The main area displays 'Folders for English 302' with tabs for 'Class Folders', 'Team', and 'Individual'. A table lists folders:

Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Resources
	Short Stories Unit	07/15/2009 3:27 PM	-	-	0	0
	Shakespeare Unit	06/06/2009 3:54 AM	Featured	Global Editable	0	15

Buttons for 'Create Class Folder' and 'Import Class Folder' are also visible.

- Click the appropriate folder type tab:
 - If you want to view a general folder, click the **Class/Group Folders** tab.
 - If you want to view a Team folder, click the **Team** tab.
 - If you want to view an Individual folder, click the **Individual** tab.
- Click the folder that you want to open. The contents of the folder appear in the content panel.



The screenshot shows the 'Shakespeare Unit' folder. On the left, a sidebar displays a Union Jack icon and 'Shakespeare Unit (0 folder(s), 15 activities)'. The main area has tabs for 'View', 'Edit', 'Edit Access Rights', and 'Export Folder'. Below the tabs, a table lists activities:

#	Type	Title	Date Created	Created By
1	Document	Short Script for Macbeth	06/06/2009 3:54 AM	By _Baugh, Wilkes
2	Audio	Macbeth Audio Act I	06/06/2009 3:54 AM	By _Baugh, Wilkes
3	Audio	Macbeth Audio Act II	06/06/2009 3:54 AM	By _Baugh, Wilkes
4	Audio	Macbeth Audio Act III	06/06/2009 3:54 AM	By _Baugh, Wilkes
5	Audio	Macbeth Audio Act IV	06/06/2009 3:54 AM	By _Baugh, Wilkes

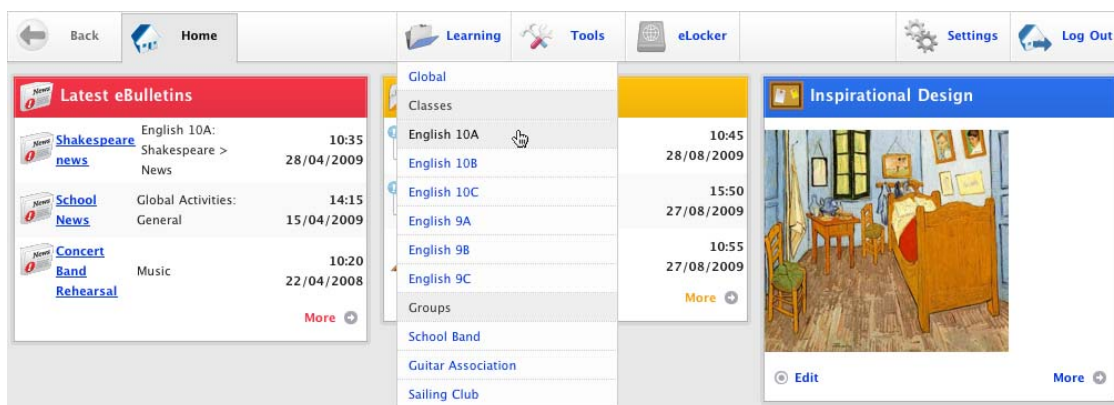


If the Folder was created by another teacher and Collaborative Editing is not enabled, you will not see the Folder tabs.

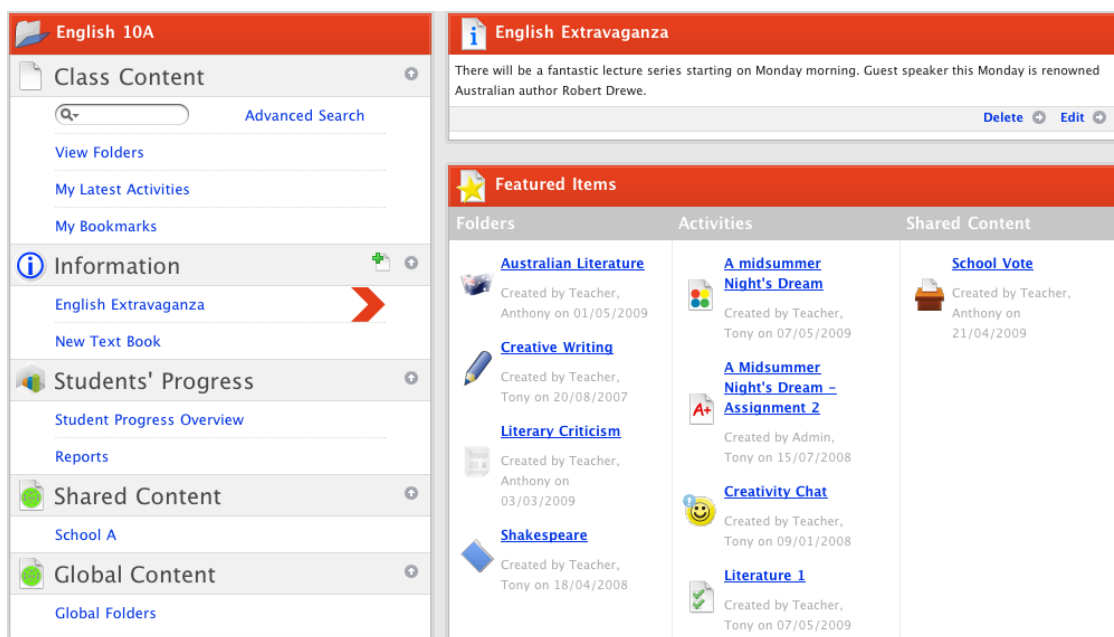
6.3.2 Open a School/Level Folder

Follow this procedure to open an Activity in a School/Level folder.

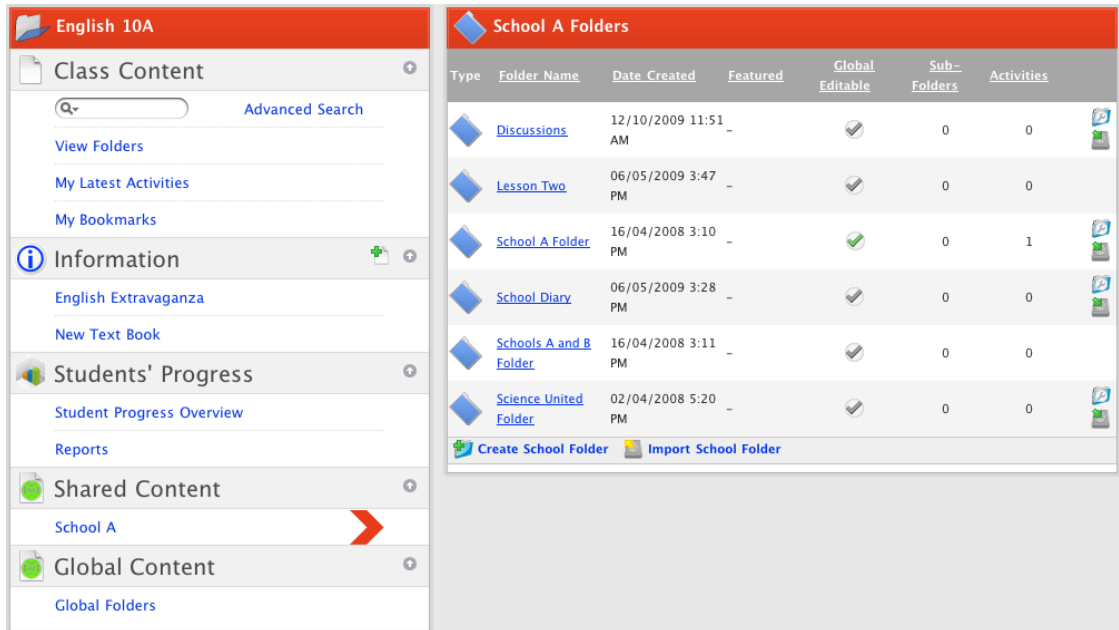
- Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



- From the **Learning** drop-down list, select a Class. The Learning page appears.

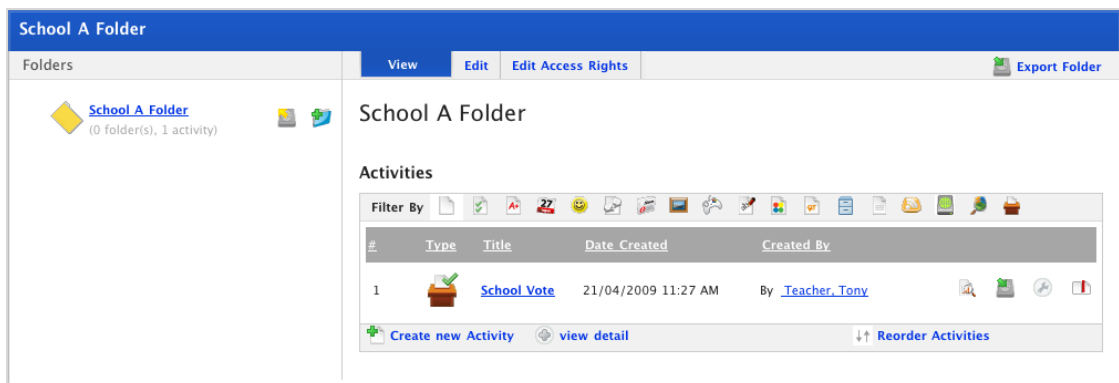


- In the Shared Content section, click the School folder that you want to open. The <School Name> Folders panel appears.



Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Activities
Discussion	Discussions	12/10/2009 11:51 AM	-	✓	0	0
Lesson	Lesson Two	06/05/2009 3:47 PM	-	✓	0	0
School Folder	School A Folder	16/04/2008 3:10 PM	-	✓	0	1
School Diary	School Diary	06/05/2009 3:28 PM	-	✓	0	0
Schools A and B Folder	Schools A and B Folder	16/04/2008 3:11 PM	-	✓	0	0
Science United Folder	Science United Folder	02/04/2008 5:20 PM	-	✓	0	0

- Click the School folder that contains the activity you want to view. The activities within the folder appear in the content panel.



#	Type	Title	Date Created	Created By
1	✓	School Vote	21/04/2009 11:27 AM	By Teacher Tony

6.4 Create a Folder

Creating a Folder in Studywiz is essentially the same regardless of whether the Folder is for a Class, Group or School.

When you create a Class or Group Folder, you can assign the Folder to the whole Class/Group or to teams or individuals within the Class/Group. If you assign a Folder to a team or individuals, only the students to whom it is assigned can access it.

6.4.1 Create a Class or Group Folder

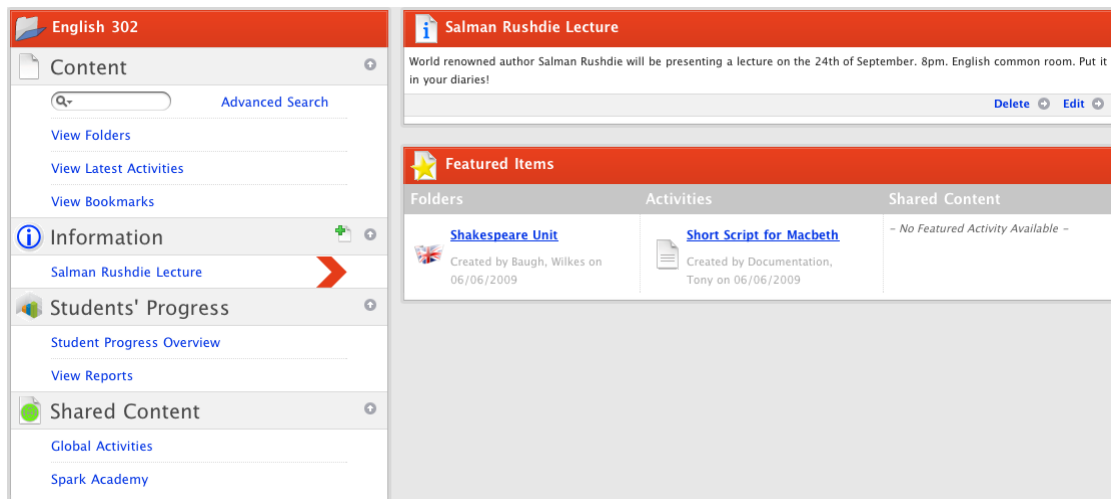
Studywiz allows you to create Individual Folders, Team Folders and general Folders within a Class or Group:

- Individual Folders allow you to create folders to be available to individual Teachers or Students within the Class/Group.
- Within Team Folders you can create folders to be available to selected Teams of Students and Teachers within the Class/Group.
- General Folders are available to all members of the Class/Group.

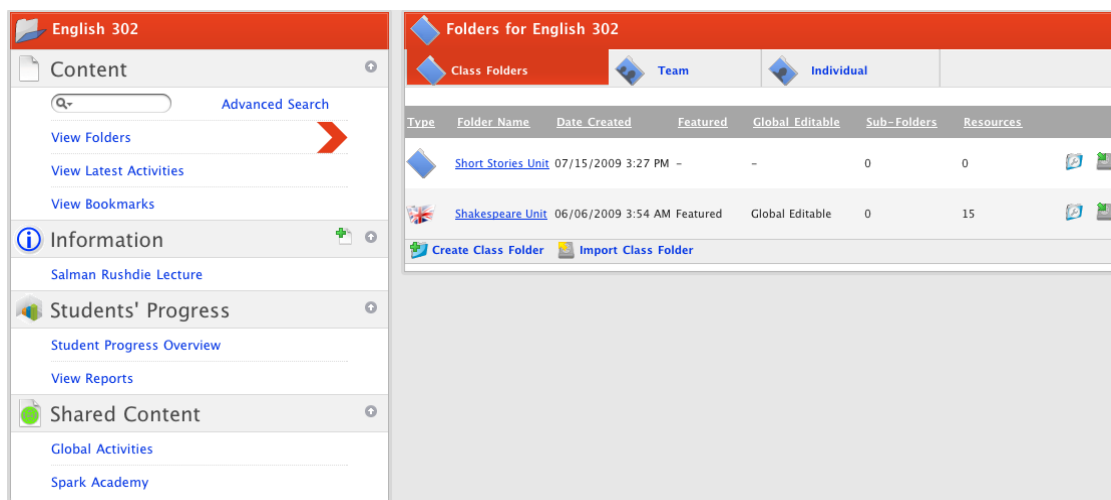
6.4.1.1 Create a Folder for a Single Class or Group

Class/Group folders are available to all Teachers, Students and Parents in a Class/Group.

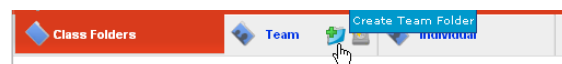
1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
2. From the **Learning** drop-down list, select the Class/Group in which you want to create the folder. The Learning page appears.




3. Click **View Folders**. The Folders for <Class/Group name> panel appears.



To quickly add a Class/Group, Team or Individual folder, roll your mouse pointer over the appropriate tab and click the **Create Folder** button that appears.



4. Ensure that the **Class/Group Folders** tab is selected.
5. Click **Create Class/Group Folder**. The Create Folder page appears.



Create Folder

Name:

Featured: ☐ Display this folder in the featured folders list

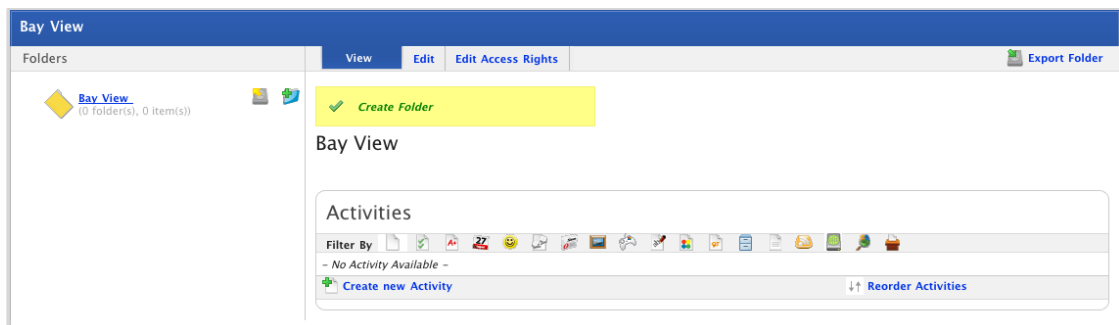
Class: English 10A

☒ Assign to everyone within this class

☐ Assign to multiple classes

[Create Folder](#)

6. In the **Name** field type the name of the new folder.
7. If you want the folder to feature on the Class/Group page, ensure that the **Featured** checkbox is selected.
8. Ensure that the **Assign to everyone within this class/group** option is selected.
9. Click the **Create Folder** button. The new Folder is created and the <Folder Name> panel appears.



Bay View

Folders: [Bay View](#) (0 folder(s), 0 item(s))

[View](#) [Edit](#) [Edit Access Rights](#) [Export Folder](#)

[Create Folder](#)

Bay View

Activities

Filter By: [No Activity Available](#)

[Create new Activity](#) [Reorder Activities](#)

The Folder is now ready for you to create Subfolders and Activities in.

10. If you want to add a folder icon or description, or allow collaborative editing, refer to the [Edit a Folder](#) procedure.

6.4.1.2 Create a Folder for Multiple Classes or Groups

Class/Group folders are available to all Teachers, Students and Parents in the selected Classes/Groups.

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
2. From the **Learning** drop-down list, select the Class or Group in which you want to create the folder. The Learning page appears.

The screenshot shows the English 302 dashboard. On the left, the 'Content' panel is active, displaying a search bar, 'Advanced Search' link, and links for 'View Folders', 'View Latest Activities', and 'View Bookmarks'. Below this are sections for 'Information' (Salman Rushdie Lecture), 'Students' Progress' (Student Progress Overview, View Reports), and 'Shared Content' (Global Activities, Spark Academy). On the right, the 'Salman Rushdie Lecture' announcement is displayed, followed by a 'Featured Items' section with links to 'Shakespeare Unit' and 'Short Script for Macbeth'.

- Click **View Folders**. The Folders for <Class/Group name> panel appears.

The screenshot shows the English 302 dashboard with the 'Folders for English 302' panel on the right. The panel has tabs for 'Class Folders', 'Team', and 'Individual'. Below the tabs is a table with columns: Type, Folder Name, Date Created, Featured, Global Editable, Sub-Folders, and Resources. The table lists two folders: 'Short Stories Unit' and 'Shakespeare Unit'. At the bottom of the panel are buttons for 'Create Class Folder' and 'Import Class Folder'.

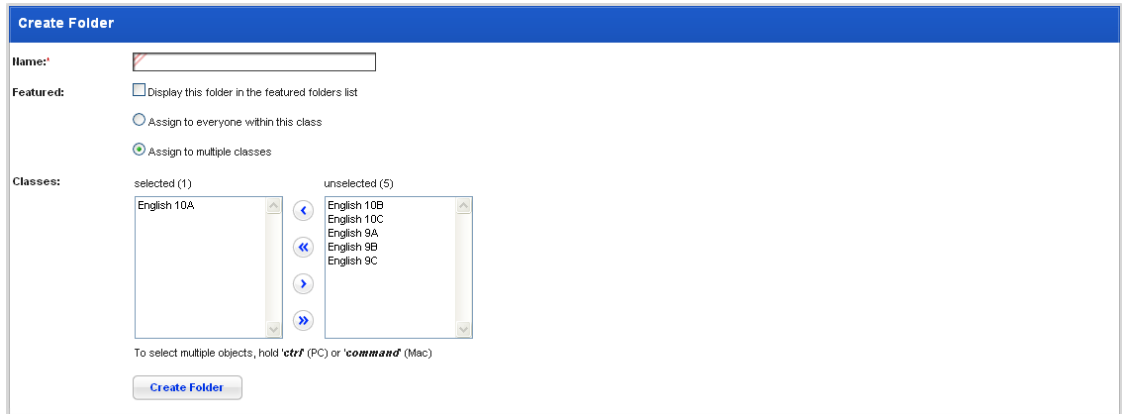


To quickly add a Class/Group folder, roll your mouse pointer over the **Class/Group Folders** tab and click the **Create Class/Group Folder** button that appears.

- Ensure that the **Class/Group Folders** tab is selected.
- Click **Create Class/Group Folder**. The Create Folder page appears.

The screenshot shows the 'Create Folder' form. It has a 'Name' field with a text input box. Below it is a 'Featured' section with a checkbox labeled 'Display this folder in the featured folders list'. Underneath is a 'Class' section with a dropdown menu showing 'English 10A'. There are two radio button options: 'Assign to everyone within this class' (selected) and 'Assign to multiple classes'. At the bottom is a 'Create Folder' button.

- In the **Name** field, type the name of the new folder.
- If you want the folder to be featured, ensure that the **Featured** checkbox is selected.
- Select the **Assign to multiple classes/groups** option. The Classes/User Groups fields appear.



Create Folder

Name:

Featured:

- ☐ Display this folder in the featured folders list
- ☐ Assign to everyone within this class
- ☒ Assign to multiple classes

Classes:

selected (1)

English 10A

unselected (5)

English 10B

English 10C

English 9A

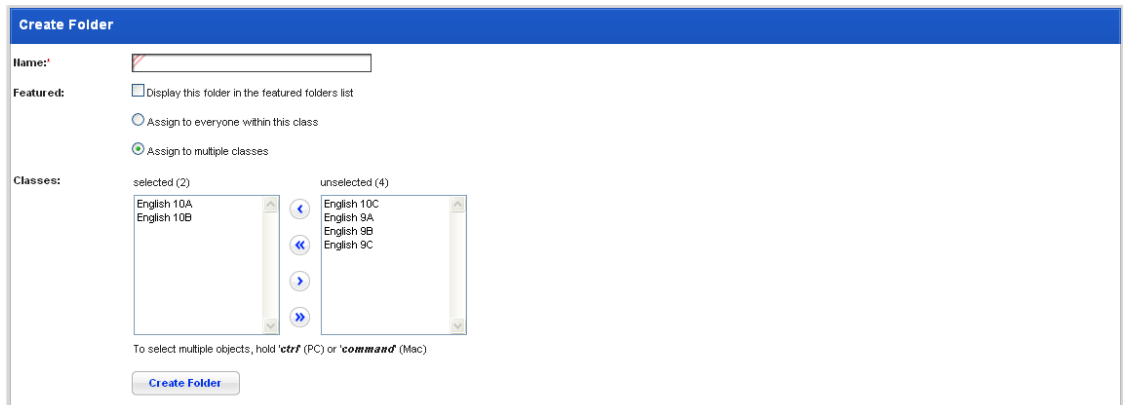
English 9B

English 9C

To select multiple objects, hold 'ctrl' (PC) or 'command' (Mac)

[Create Folder](#)

- From the unselected list, select the Classes/Groups to which you want the folder to be available.
- Click the **Add Selected** button. The Classes/Groups are added to the selected list.



Create Folder

Name:

Featured:

- ☐ Display this folder in the featured folders list
- ☐ Assign to everyone within this class
- ☒ Assign to multiple classes

Classes:

selected (2)

English 10A

English 10B

unselected (4)

English 10C

English 9A

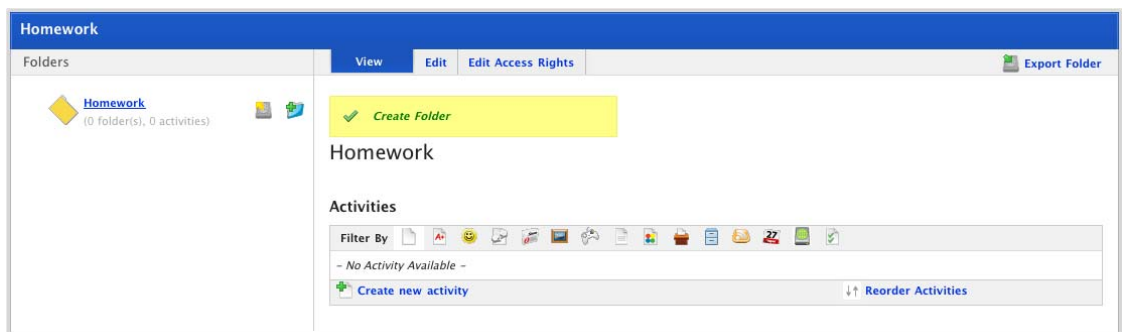
English 9B

English 9C

To select multiple objects, hold 'ctrl' (PC) or 'command' (Mac)

[Create Folder](#)

- Click the **Create Folder** button. The folder is created and the <Folder Name> panel appears.



Homework

Folders

Homework (0 folder(s), 0 activities)

View Edit Edit Access Rights Export Folder

[Create Folder](#)

Homework

Activities

Filter By

- No Activity Available -

[Create new activity](#) [Reorder Activities](#)

- If you want to add a folder icon or description, or allow collaborative editing, refer to the [Edit a Folder](#) procedure.

6.4.1.3 Create a Team Folder

Team folders can be created to include any number of Students and Teachers within the Class or Group.

- Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
- From the **Learning** drop-down list, select the Class or Group in which you want to create the folder. The Learning page appears.

The screenshot shows the 'English 302' dashboard. On the left is a sidebar with sections: Content (with a search bar and links to View Folders, View Latest Activities, and View Bookmarks), Information (with a link to Salman Rushdie Lecture), Students' Progress (with links to Student Progress Overview and View Reports), and Shared Content (with links to Global Activities and Spark Academy). The main area features a red header for 'Salman Rushdie Lecture' with a text announcement: 'World renowned author Salman Rushdie will be presenting a lecture on the 24th of September, 8pm. English common room. Put it in your diaries!'. Below this is a 'Featured Items' section with three columns: Folders (containing 'Shakespeare Unit' by Baugh, Wilkes), Activities (containing 'Short Script for Macbeth' by Documentation), and Shared Content (showing 'No Featured Activity Available').

- Click **View Folders**. The Folders for <Class/Group name> panel appears.

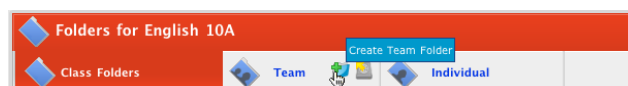
The screenshot shows the 'Folders for English 302' panel. It has a red header and three tabs: 'Class Folders', 'Team', and 'Individual'. Below the tabs is a table with the following data:

Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Resources
	Short Stories Unit	07/15/2009 3:27 PM	-	-	0	0
	Shakespeare Unit	06/06/2009 3:54 AM	Featured	Global Editable	0	15

At the bottom of the table are two buttons: 'Create Class Folder' and 'Import Class Folder'.



To quickly add a team folder, roll your mouse pointer over the **Team** tab and click the **Create Team Folder** button that appears.



- Click the **Team** tab. The Team Folders panel appears.

The screenshot shows the 'Folders for English 302' panel with the 'Team' tab selected. The table now includes a new row:

Type	Folder Name	Users	Date Created	Featured	Global Editable	Sub-Folders	Resources
	Project 1	3	07/15/2009 4:46 PM	-	-	0	0


At the bottom are buttons for 'Create Team Folder' and 'Import Team Folder'.

5. Click **Create Team Folder**. The Create Folder page appears.

6. In the **Name** field, type the name of the new Team Folder.
7. If you want the folder to feature on the Class/Group learning page for all user who have access to the folder, ensure that the **Featured** checkbox is selected.
8. To filter the users by user type, select a user type from the **Filter By** drop-down list.
9. In the **unselected** field select the users you want to include in the new Team.



To select multiple users, hold down the **Command** key (Mac) or the **Ctrl** key (Windows) and then click the users' names.

10. Click the **Add Selected**  button. The users are added to the selected list.
11. Click the **Create Folder** button. The new Team Folder is created and the <Folder Name> panel appears.

12. If you want to add a folder icon or description, or allow collaborative editing, refer to the [Edit a Folder](#) procedure.

6.4.1.4 Create an Individual Folder

Follow this procedure to create an Individual Folder for any Student.

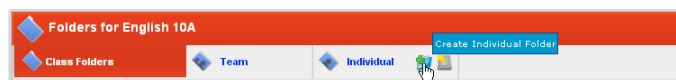
1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
2. From the **Learning** drop-down list, select the Class/Group in which you want to create the individual folder. The Learning page appears.

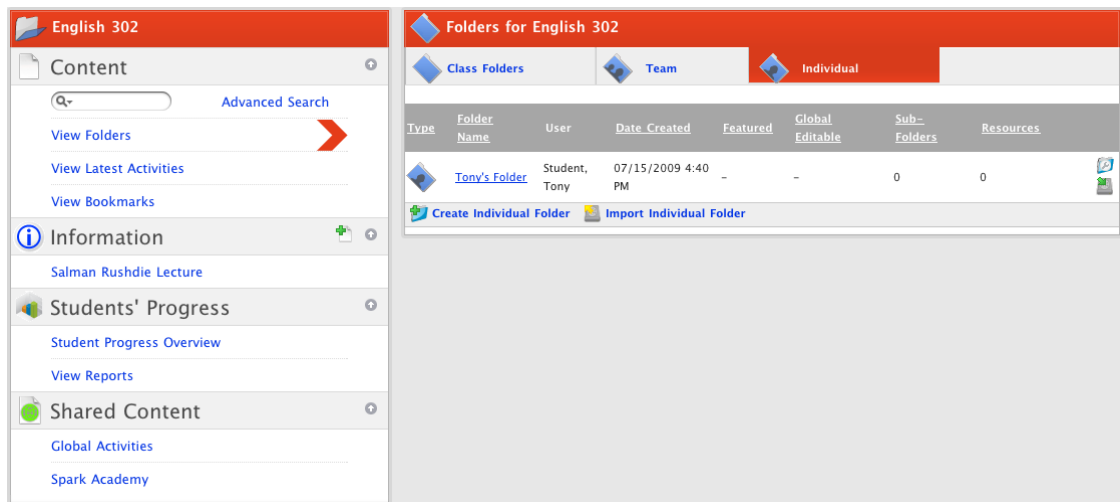
3. Click **View Folders**. The Folders for <Class/Group name> panel appears.

4. Click the **Individual** tab. The Individual Folders panel appears.

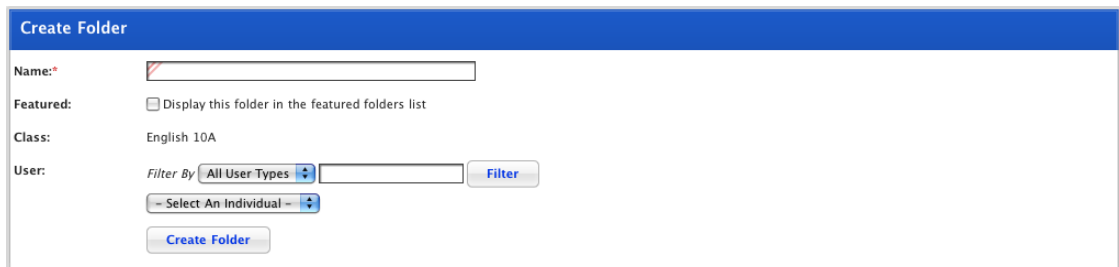


To quickly add an individual folder, roll your mouse pointer over the **Individual** tab and click the **Create Individual Folder** button that appears.

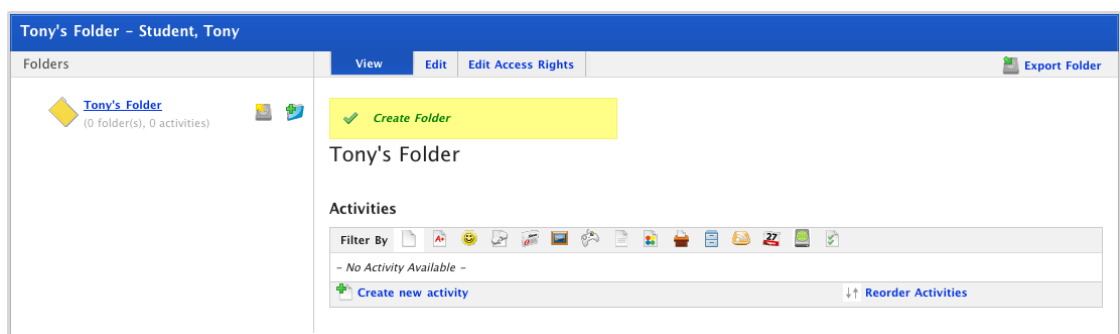




- Click **Create Individual Folder**. The Create Folder page appears.



- In the **Name** field, type a name for the Individual Folder.
- If you want the folder to be featured on the selected student's Class/Group learning page, ensure that the **Featured** checkbox is selected.
- From the **Select An Individual** drop-down list, select the individual user for whom you want to create the folder.
- Click the **Create Folder** button. The Individual folder is created and the <Folder Name> panel appears.



- If you want to add a folder icon or description, or allow collaborative editing, refer to the [Edit a Folder](#) procedure.

6.4.2 Create a new School or Level Folder

Folders created in the School or Level Folders section can be made available to:

- everyone in the school/level, or

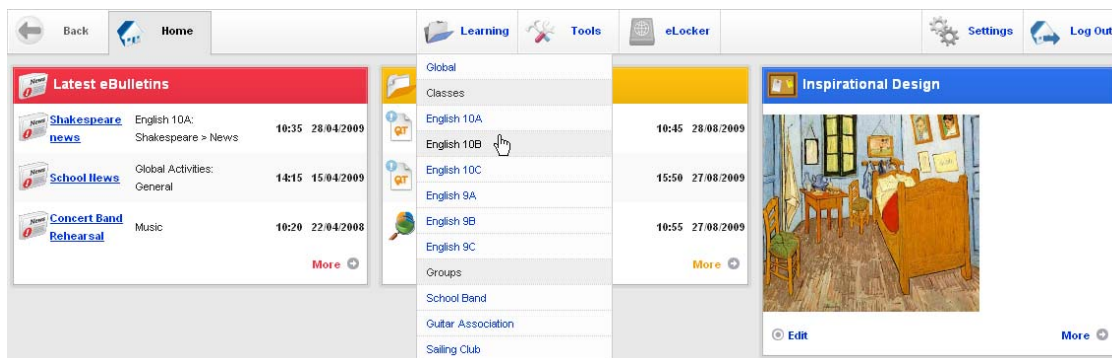
- everyone in multiple schools/levels.

Follow the appropriate procedure below.

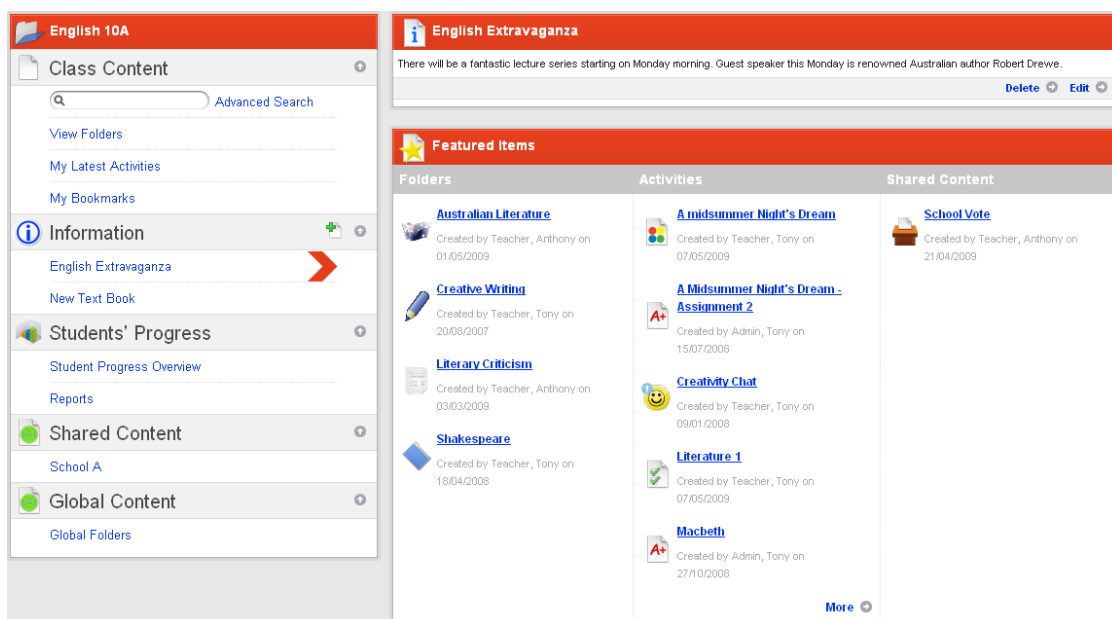
6.4.2.1 Create a Folder for Everyone in a Single School/Level

Follow this procedure to create a folder available to everyone in a single school/level.

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



2. From the **Learning** drop-down list, select a Class. The Learning page appears.



3. In the Shared Content section, click the School or Level in which you want to create the folder. The <School/Level Name> Folders page appears.

Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Activities
Lesson Two	Lesson Two	06/05/2009 3:47 PM	-	<input checked="" type="checkbox"/>	0	0
School A Folder	School A Folder	16/04/2008 3:10 PM	-	<input checked="" type="checkbox"/>	0	1
School Diary	School Diary	06/05/2009 3:28 PM	-	<input checked="" type="checkbox"/>	0	0
Schools A and B Folder	Schools A and B Folder	16/04/2008 3:11 PM	-	<input checked="" type="checkbox"/>	0	0
Science United Folder	Science United Folder	02/04/2008 5:20 PM	-	<input checked="" type="checkbox"/>	0	0

- Click **Create School Folder**. The Create Folder page appears.

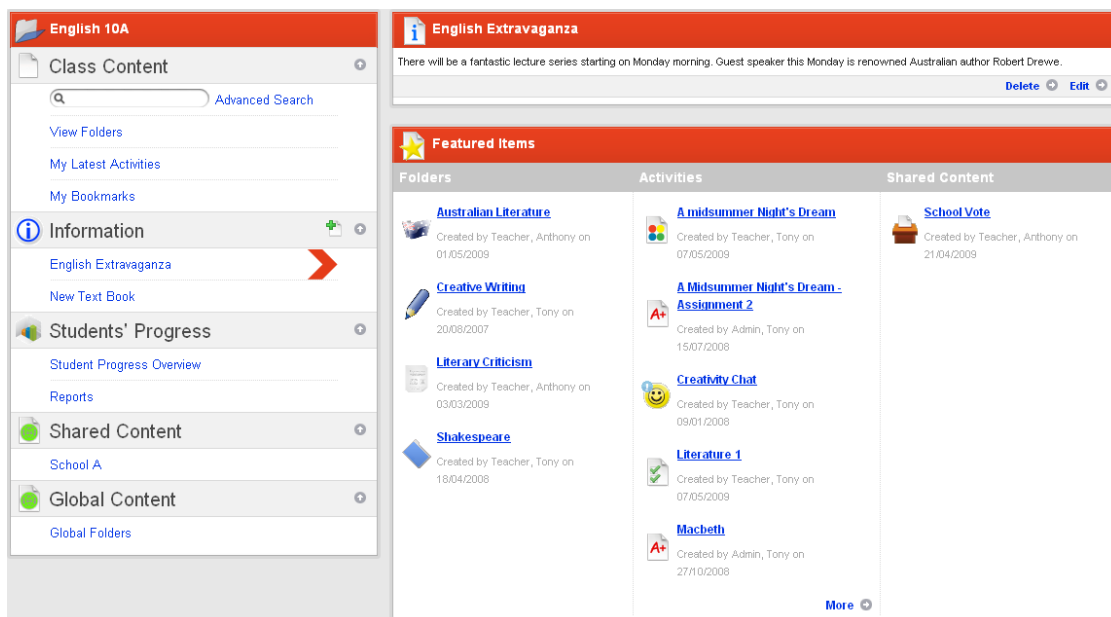
- In the **Name** field type the name of the new folder.
- If you want the folder to be featured, select the **Featured** checkbox.
- Ensure that the **Assign to everyone within this school** option is selected.
- Click the **Create Folder** button. The new folder is created and the <Folder Name> panel appears.

6.4.2.2 Create a Folder for Everyone in Multiple Schools/Levels

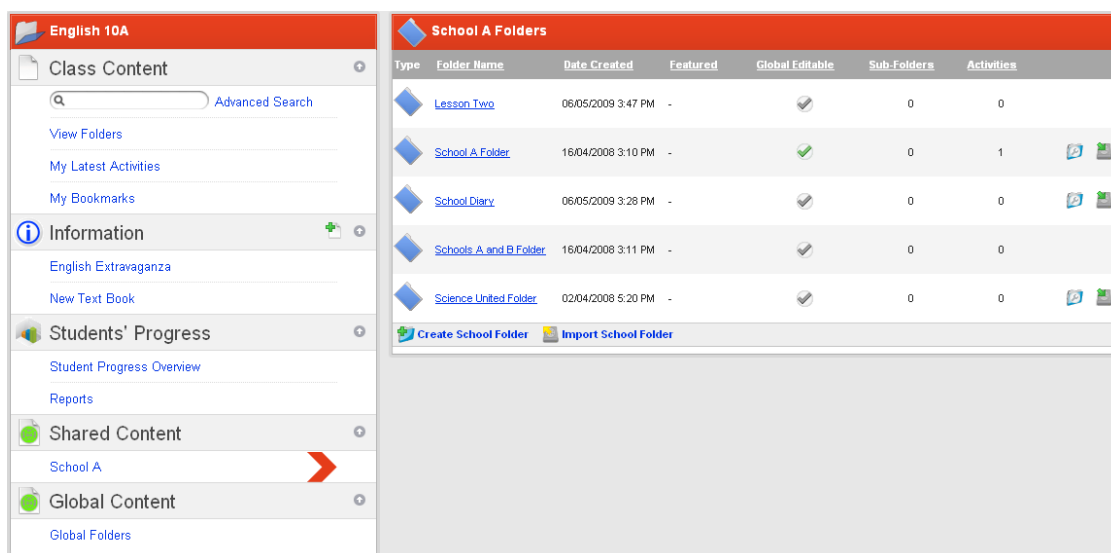
Follow this procedure to create a folder available to everyone in a single school.

- Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.

- From the **Learning** drop-down list, select a Class. The Learning page appears.



3. In the Shared Content section, click a School/Level folder. The <School/Level Name> Folders page appears.

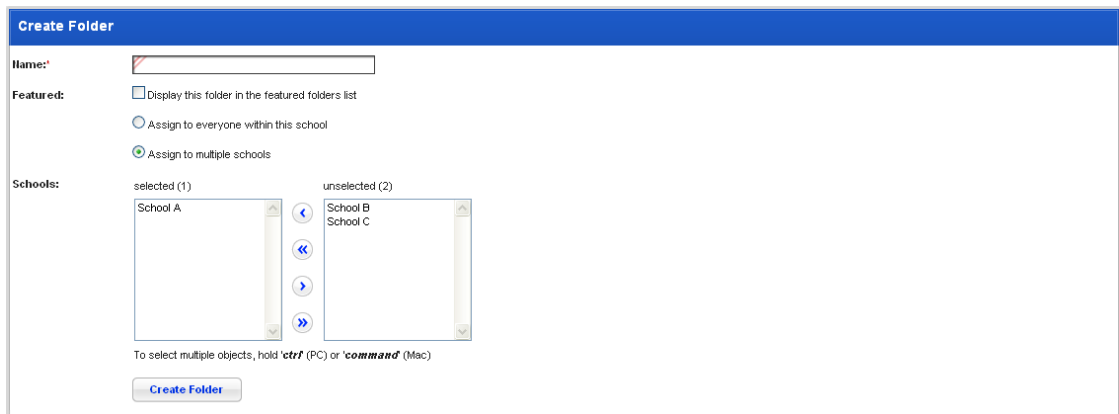


4. Click **Create School/Level Folder**. The Create Folder page appears.

The screenshot shows the 'Create Folder' page. It has a blue header with the title 'Create Folder'. Below the header are three sections: 'Name:' with a text input field, 'Featured:' with a checkbox labeled 'Display this folder in the featured folders list', and 'School:' with a dropdown menu showing 'School A'. Below the dropdown are two radio buttons: 'Assign to everyone within this school' (which is selected) and 'Assign to multiple schools'. At the bottom is a 'Create Folder' button.

5. In the **Name** field type the name of the new folder.
6. If you want the folder to be featured, select the **Featured** checkbox.
7. Ensure that the **Assign to multiple schools** option is selected.

- Click **Create Folder**. The Select Schools panel appears.



Create Folder

Name:

Featured:

- ☐ Display this folder in the featured folders list
- ☐ Assign to everyone within this school
- ☒ Assign to multiple schools

Schools:

selected (1)


School A

unselected (2)

School B
School C

To select multiple objects, hold 'ctrl' (PC) or 'command' (Mac)

Create Folder

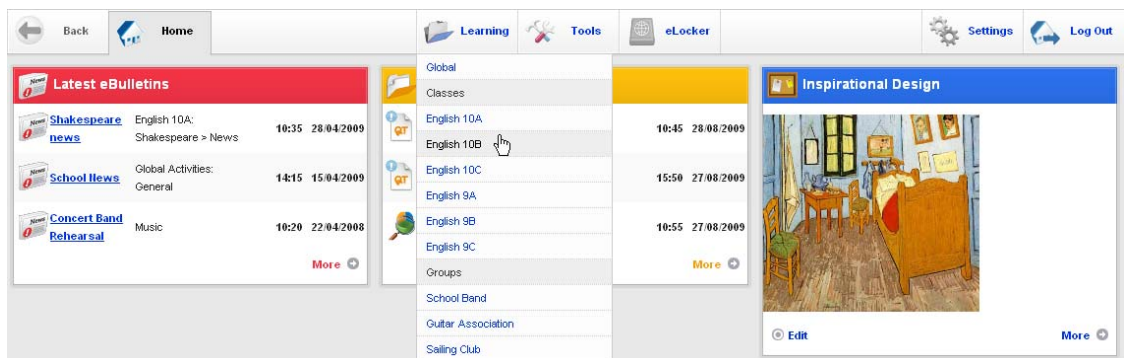
- In the **unselected** list, click the schools that you want to have access to the folder.
- Click the **Add Selected**  button. The schools move to the **selected** list.
- Click the **Create Folder** button. The new folder is created and the Class page reappears.

The new folder appears in the <School Name> section of the Shared Content area for each school selected in step 8.

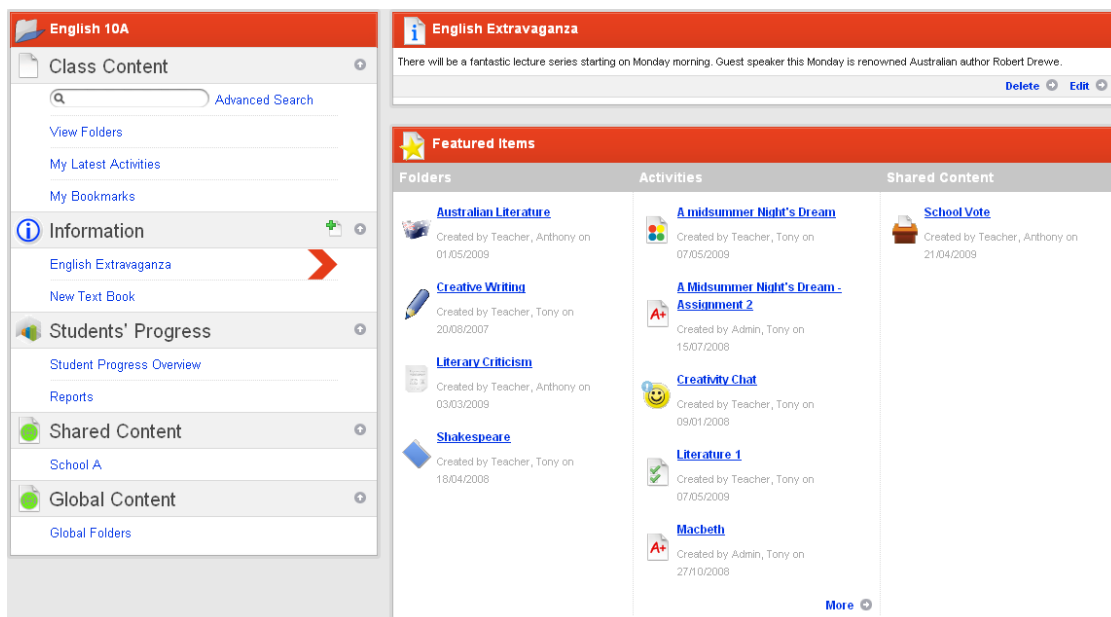
6.4.3 Create a Global Folder

Activities in Global folders are available to all users of Studywiz. Follow the steps in this procedure to create a Global Activities folder.

- Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.

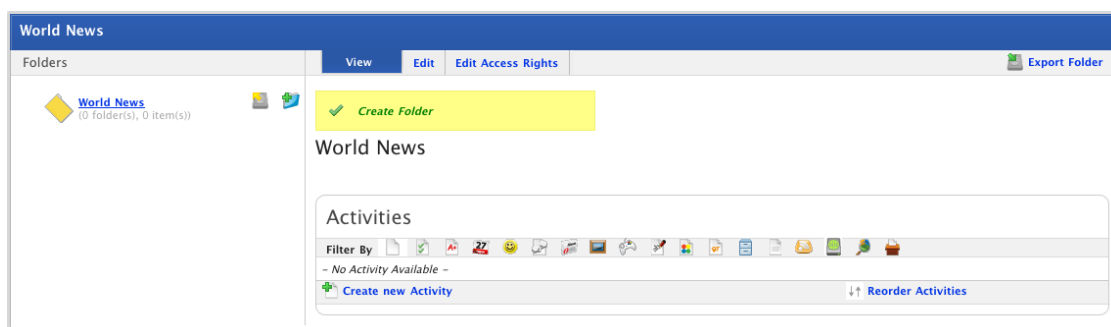


- From the **Learning** drop-down list, select a Class. The Learning page appears.



3. In the Global Content section, click **Global Folders**. The Global Folders page appears.
4. Click **Create Global Folder**. The Create Folder panel appears.

5. In the **Name** field, type the name of the new Global Folder.
6. If you want the folder to be featured, select the **Featured** checkbox.
7. Click the **Create Folder** button. The new folder is created.



To create a global activity, create an appropriate activity within the new Global Activity folder, or import an activity into the new global folder from your eLocker.



For instructions on creating specific Studywiz activities, refer to the Studywiz Activities section of this document.

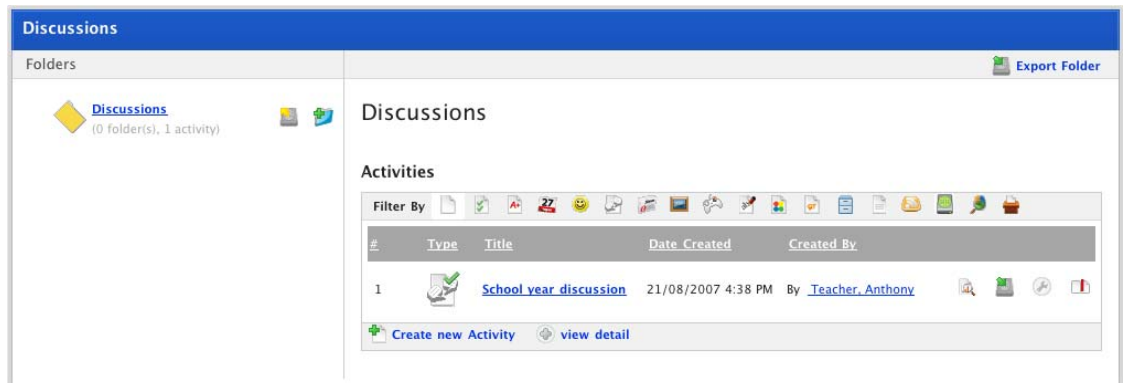
6.4.4 Create a Subfolder

Subfolders are folders that sit within another folder. You can create two levels of subfolders, allowing a total of three folder levels.

You can create a subfolder in either a:

- Class/Group folder
- Team folder
- Individual folder
- School/Level folder
- Global folder

1. Open the folder in which you want to create the new subfolder.
- The <folder name> page is on the screen.



2. Click the **Create Sub-Folder**  button. The Create Folder panel appears.



3. In the **Name** field, type a name for the folder.
4. Click the **Create Folder** button. The <Root Folder Name> page appears.

6.5 Edit a Folder

1. Open the folder that you want to edit. The <folder name> page is on the screen.



To edit a sub folder, click the sub folder that you want to edit.

- Click the **Edit** tab. The edit folder fields appear.



If you don't have edit access to the Folder, the tabs will not appear.

- If you want to add text or media to the folder use the **Description** field.



Use the [Rich Text Editor](#) to add media to the text field.

- If you want other teachers to edit the folder, ensure that the **Allow Collaborative Editing** checkbox is selected.

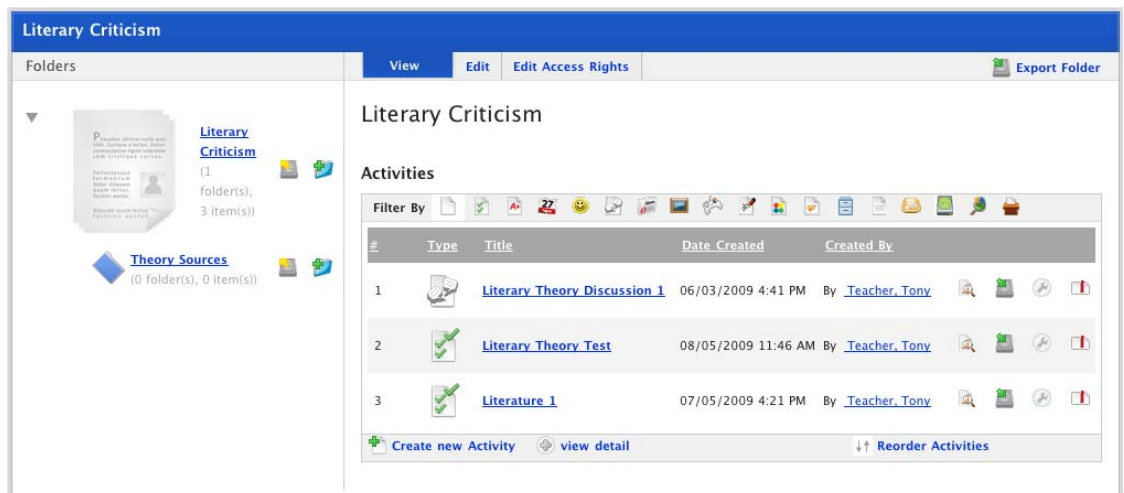
5. If you want the folder to appear as a featured folder on the Class/Group learning page, ensure that the **Featured** checkbox is selected.
6. If you want the activities in the folder to be viewed by students in the correct order, ensure that the **Sequenced** checkbox is selected.
7. If you want to select an icon for the folder, click **Choose Icon**. The Select A Folder Icon panel appears.



- a. Click the icon that you want to use. The icon is selected as the current icon for the folder.
8. Click **Save**. The View panel appears.

6.6 Delete a Folder

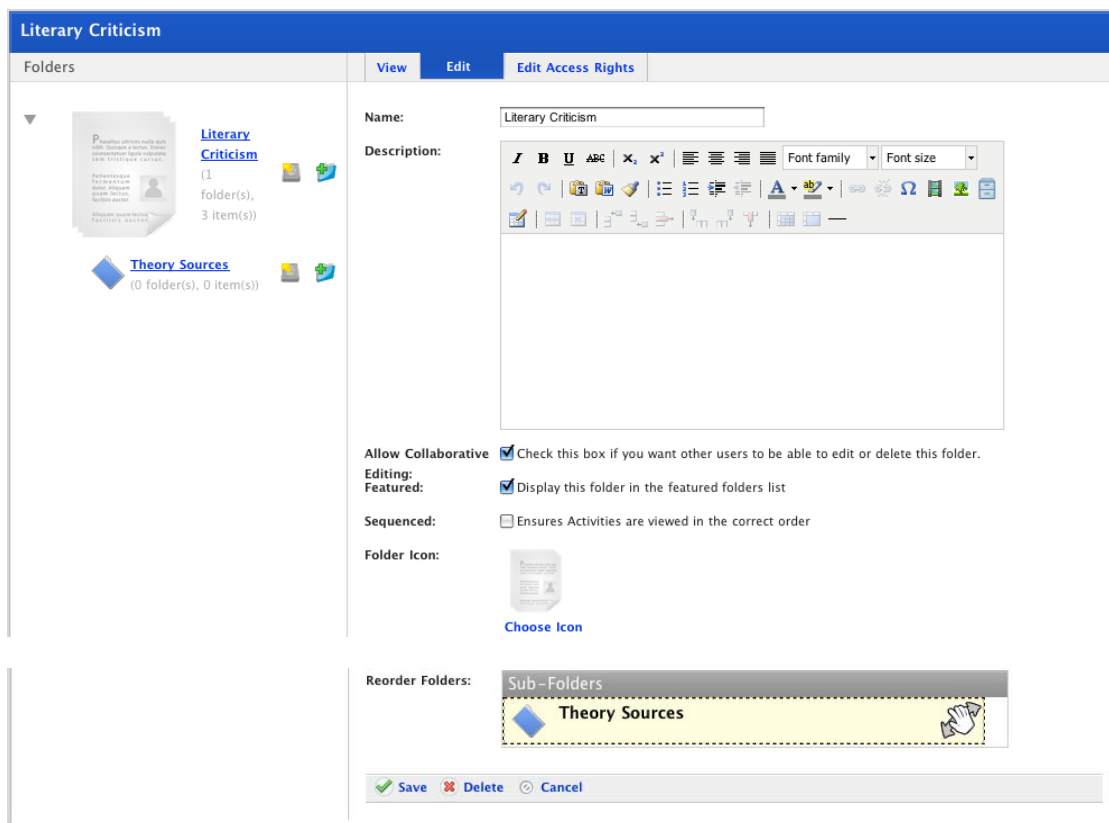
1. Open the folder that you want to delete. The <folder name> page is on the screen.



2. Click the **Edit** tab. The Edit Folder panel appears.



The **Edit** tab only appears if you have edit access to the folder.



3. Click **Delete**. A confirmation dialog box appears.
4. Click the **OK** button. The folder is deleted and the Learning page reappears.

6.7 Change Folder Type

Follow the instructions in this section to change a folder to a different folder type.

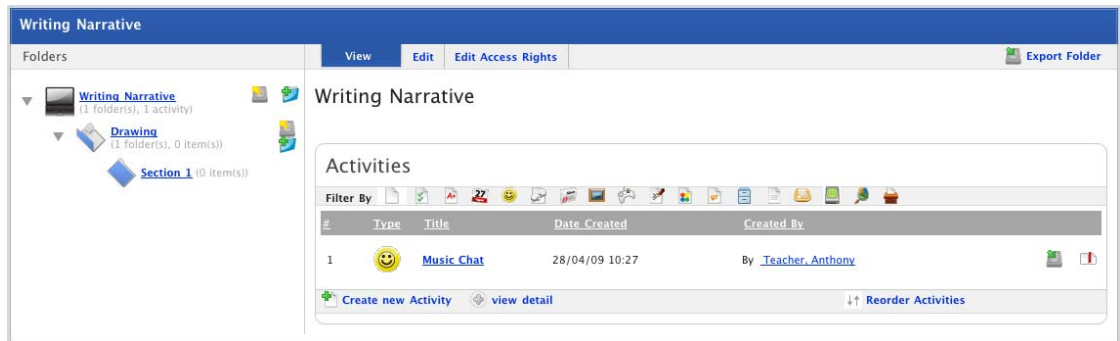
By changing the type folder you change who has access to the folder and subsequently who has access to the Activities within the folder.

Access Type	Availability
Individual Folder	Available to a single user.
Team Folder	Available to a Team within a single Class or Group
Group Folder	Available to a whole Group or to multiple Groups
Class Folder	Available to a whole Class or to multiple Classes
Level/School Folder	Available to a whole Level or School, or to multiple Levels/Schools
Global Folder	Available to all users in the deployment

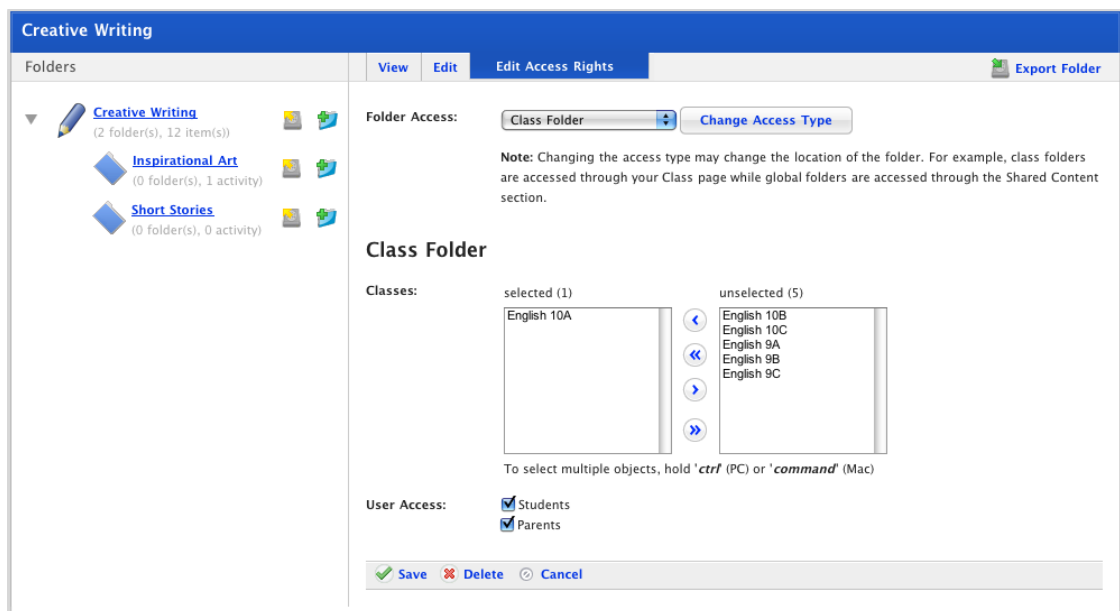
1. Navigate to the folder that you want to edit. The folder can be:

- an Individual Folder
- a Team Folder
- a Group Folder
- a Class Folder
- a School or Level Folder or,

- a Global Folder
2. Click the folder that you want to edit. The folder page appears.



3. Click the **Edit Access Rights** tab. The Access Rights fields appear.



4. From the **Folder Access** drop-down list, select the folder type that you want to convert the folder to.
5. Click the **Change Access Type** button. The folder access type is changed and the specific fields for the folder type appear.

Set the specific folder type access fields by following the appropriate procedure below:

- [Individual Folder](#)
- [Team Folder](#)
- [Group Folder](#)
- [Class Folder](#)
- [School/Level Folder](#)
- [Global Folder](#)

6.7.1 Individual Folder

A-Team - Rudewych, Myron

Folders: **A-Team** (0 folder(s), 0 item(s))

View Edit **Edit Access Rights** Export Folder

Folder Access: **Class Individual Folder** [Change Access Type](#)

Note: Changing the access type may change the location of the folder. For example, class folders are accessed through your Class page while global folders are accessed through the Shared Content section.

Class Individual Folder

Class: **select a class** [Select](#)

Please select the Class of the individual.

[Save](#) [Delete](#) [Cancel](#)

1. From the **Class/User Group** drop-down list, select a Class/Group to which the individual folder will belong.
2. Click the **Select** button. The Individual section appears.

Moving around

Folders: **Moving around** (0 folder(s), 0 item(s))

View Edit **Edit Access Rights** Export Folder

Folder Access: **Individual Folder** [Change Access Type](#)

Note: Changing the access type may change the location of the folder. For example, class folders are accessed through your Class page while global folders are accessed through the Shared Content section.

Class Individual Folder

Class Or Group: **English 10B** [Select](#)

Please select the Class or Group of the individual.

User: **All User Types**

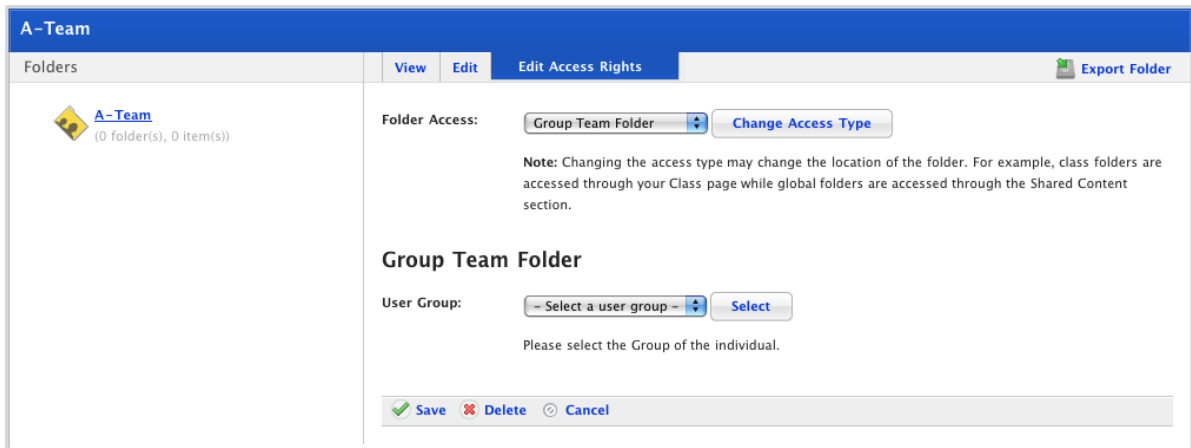
Filter By [Filter](#)

select an individual

[Save](#) [Delete](#) [Cancel](#)

3. From the **Select An Individual** drop-down list, select the individual user to whom the folder will belong.
4. Click **Save**. The folder is now an individual folder and will appear in your Individual folders for the selected Class/Group.

6.7.2 Team Folder



A-Team

Folders: **A-Team** (0 folder(s), 0 item(s))

View Edit **Edit Access Rights** Export Folder

Folder Access: Group Team Folder Change Access Type

Note: Changing the access type may change the location of the folder. For example, class folders are accessed through your Class page while global folders are accessed through the Shared Content section.

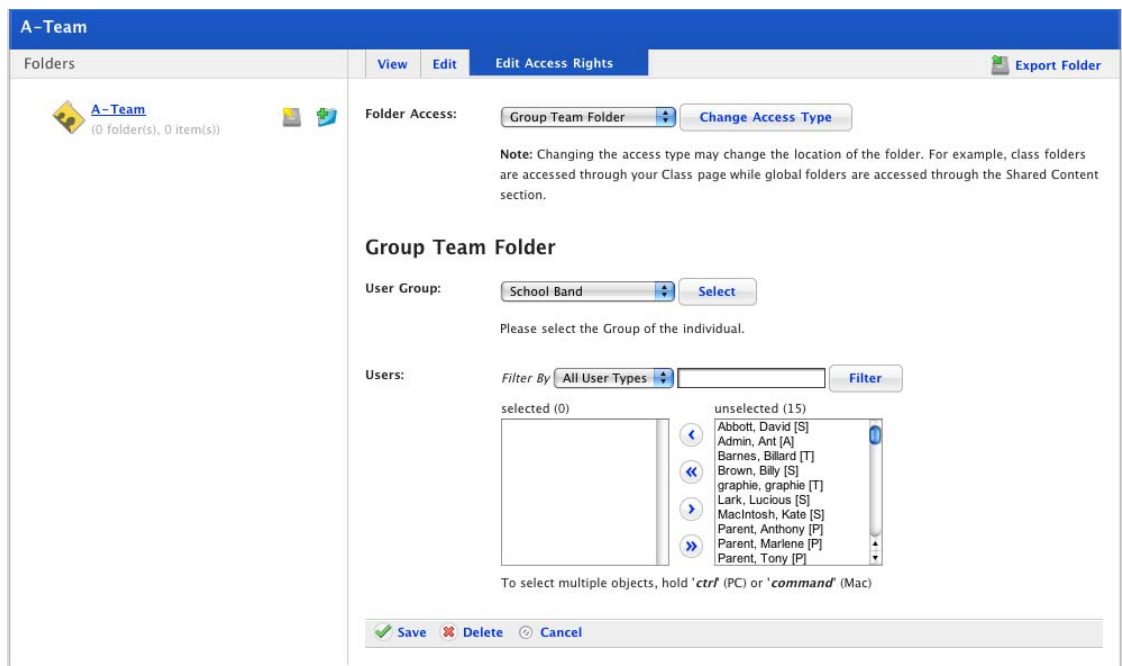
Group Team Folder

User Group: Select a user group Select

Please select the Group of the individual.

Save Delete Cancel

1. From the **Class/User Group** drop-down list, select a Class/Group, to which the team folder will belong.
2. Click the **Select** button. The **Users** section appears.



A-Team

Folders: **A-Team** (0 folder(s), 0 item(s))

View Edit **Edit Access Rights** Export Folder

Folder Access: Group Team Folder Change Access Type

Note: Changing the access type may change the location of the folder. For example, class folders are accessed through your Class page while global folders are accessed through the Shared Content section.

Group Team Folder

User Group: School Band Select

Please select the Group of the individual.

Users: Filter By All User Types Filter

selected (0)

unselected (15)

Abbott, David [S]
Admin, Ant [A]
Barnes, Billard [T]
Brown, Billy [S]
graphie, graphie [T]
Lark, Lucious [S]
MacIntosh, Kate [S]
Parent, Anthony [P]
Parent, Marlene [P]
Parent, Tony [P]


To select multiple objects, hold 'ctrl' (PC) or 'command' (Mac)

Save Delete Cancel

3. From the **unselected** field, select the users that you want to add to the new team folder.



If you want to select a number of users, hold down the **Ctrl** key (Windows) or the **Command** key (Mac).

4. Click the **Add Selected Users**  button. The users are added to the **selected** field.
5. Click **Save**. The folder is now a Team folder and will appear on the Team folders page for the Class/Group you selected.

6.7.3 Group Folder

A-Team

Folders

View **Edit** **Edit Access Rights**

Folder Access: Group Folder Change Access Type

Note: Changing the access type may change the location of the folder. For example, class folders are accessed through your Class page while global folders are accessed through the Shared Content section.

Group Folder

User Groups:

selected (0)

unselected (2)

School Band
Guitar Association

To select multiple objects, hold **ctrl** (PC) or **command** (Mac)

User Access: ☒ Members

Save Delete Cancel

1. From the **unselected** field, select the Groups to which the folder will belong.
2. Click the **Add Selected** button. The Groups are added to the **selected** field.
3. If you want to restrict access to the folder for a user type, deselect the appropriate user type checkbox in the **User Access** section.
4. Click **Save**. The folder is now a Group folder and will appear on the Group folders page for the Groups you selected.

6.7.4 Class Folder

A-Team

Folders

View **Edit** **Edit Access Rights** **Export Folder**

Folder Access: Class Folder Change Access Type

Note: Changing the access type may change the location of the folder. For example, class folders are accessed through your Class page while global folders are accessed through the Shared Content section.

Class Folder

Classes:

selected (0)

unselected (6)


English 10A
English 10B
English 10C
English 9A
English 9B
English 9C

To select multiple objects, hold **ctrl** (PC) or **command** (Mac)

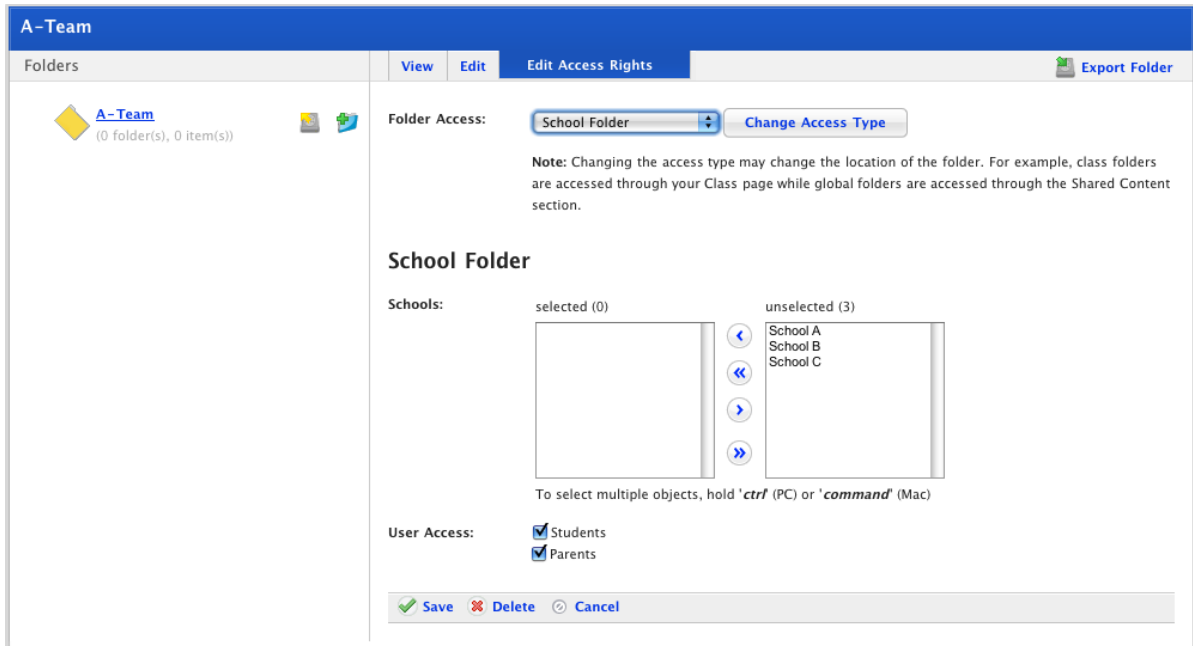
User Access: ☒ Students ☒ Parents

Save Delete Cancel

1. From the **unselected** field, select the Classes to which the folder will belong.

2. Click the **Add Selected**  button. The Classes are added to the **selected** field.
3. If you want to restrict access to the folder for a user type, deselect the appropriate user type checkbox in the **User Access** section.
4. Click **Save**. The folder is now a Class folder and will appear on the Class folders page for the Classes you selected.

6.7.5 School/Level Folder



A-Team

Folders View Edit Edit Access Rights Export Folder

A-Team
(0 folder(s), 0 item(s))

Folder Access: School Folder Change Access Type

Note: Changing the access type may change the location of the folder. For example, class folders are accessed through your Class page while global folders are accessed through the Shared Content section.

School Folder

Schools:


selected (0) ← ← → →

unselected (3)
School A
School B
School C

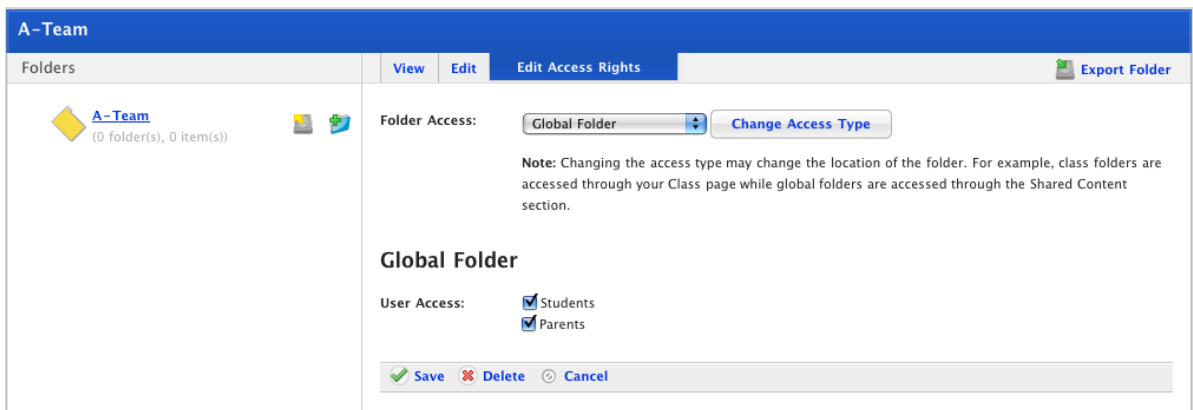
To select multiple objects, hold '**ctrl**' (PC) or '**command**' (Mac)

User Access: ☒ Students ☒ Parents

Save Delete Cancel

1. From the **unselected** field, select the Schools/Levels to which the folder will belong.
2. Click the **Add Selected**  button. The Schools/Levels are added to the **selected** field.
3. If you want to restrict access to the folder for a user type, deselect the appropriate user type checkbox in the **User Access** section.
4. Click **Save**. The folder is now a School/Level folder and will appear in the Shared Content section.

6.7.6 Global Folder



A-Team

Folders View Edit Edit Access Rights Export Folder

A-Team
(0 folder(s), 0 item(s))

Folder Access: Global Folder Change Access Type

Note: Changing the access type may change the location of the folder. For example, class folders are accessed through your Class page while global folders are accessed through the Shared Content section.

Global Folder

User Access: ☒ Students ☒ Parents

Save Delete Cancel

1. If you want to restrict access to the folder for a user type, deselect the appropriate user type checkbox in the **User Access** section.
2. Click **Save**. The folder is now a global folder and will appear in the Global Content section.

6.8 Edit Folder Access Rights

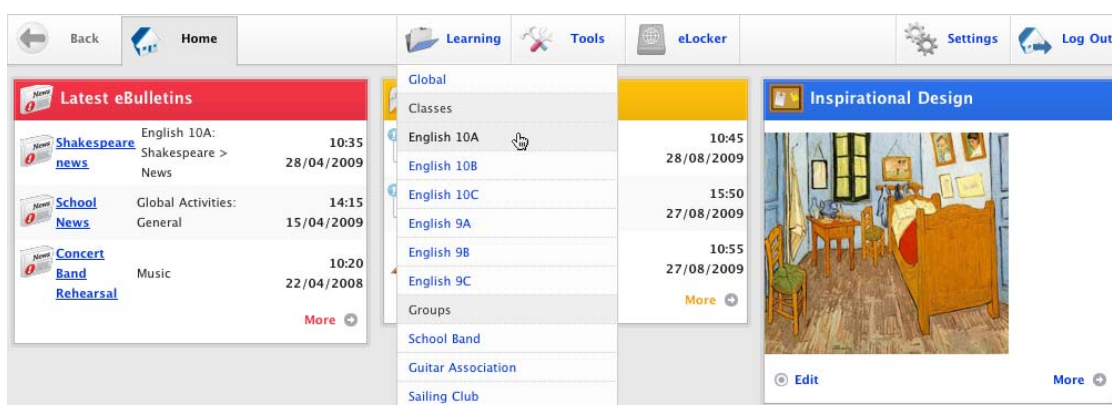
Each Studywiz Activity is created within a Class, Group, School/Level or Global Folder. By controlling access to Folders, you also control access to the Activities within the Folders.

Studywiz allows you to set access rights to allow different groups of Teachers, Students and Parents to access Folders in your Classes, Groups and School. By limiting access to a Folder you limit access to the Activities within the Folder.

Changing the folder access rights also enables you to share a folder between your Classes or move a folder between Classes. However, changing access rights does not enable you to copy folders between Classes. To copy a folder, refer to the [Import and Export Learning Content](#) section.

6.8.1 Set Access Rights to an Individual folder

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



2. Select the Class/ Group that contains the folder you want to edit. The Learning page for the selected Class/Group appears.

3. In the Content section, click **View Folders**. The folders for the Class/Group appear.
4. Click the **Individual** tab. The Individual folders for the Class/Group appear.

Type	Folder Name	User	Date Created	Featured	Global Editable	Sub-Folders	Activities
Folder	English Project	Student, Tony	12/10/2009 1:57 PM	-	<input checked="" type="checkbox"/>	0	0
Folder	First Lessons	Student3, Anthony	06/05/2009 2:57 PM	-	<input checked="" type="checkbox"/>	0	0
Folder	News	Student, Tony	28/04/2009 10:52 AM	-	<input checked="" type="checkbox"/>	0	1

5. Click the individual folder that you want to edit. The contents of the folder appear in the content panel.

6. Click the **Edit Access Rights** tab. The Access Rights fields appear.

The screenshot shows the 'English Project - Student, Tony' interface. On the left, there's a 'Folders' section with a folder icon and the text 'English Project (0 folder(s), 0 item(s))'. The main area has tabs for 'View', 'Edit', and 'Edit Access Rights'. The 'Edit Access Rights' tab is active, showing 'Folder Access' with a dropdown set to 'Class Individual Folder' and a 'Change Access Type' button. A note states: 'Note: Changing the access type may change the location of the folder. For example, class folders are accessed through your Class page while global folders are accessed through the Shared Content section.' Below this, the 'Class Individual Folder' section has a 'Class' dropdown set to 'English 10A' with a 'Select' button. A message says 'Please select the Class of the individual.' The 'User' section has a 'Filter By' dropdown set to 'All User Types' and a 'Filter' button. Below that, a dropdown shows 'Student, Tony'. At the bottom are 'Save', 'Delete', and 'Cancel' buttons.

7. If you want to change the Class/Group that contains the Individual folder:

- Select a new Class/Group from the **Class or Group** drop-down list.
- Click the **Select** button. The folder belongs to a new Class/Group.



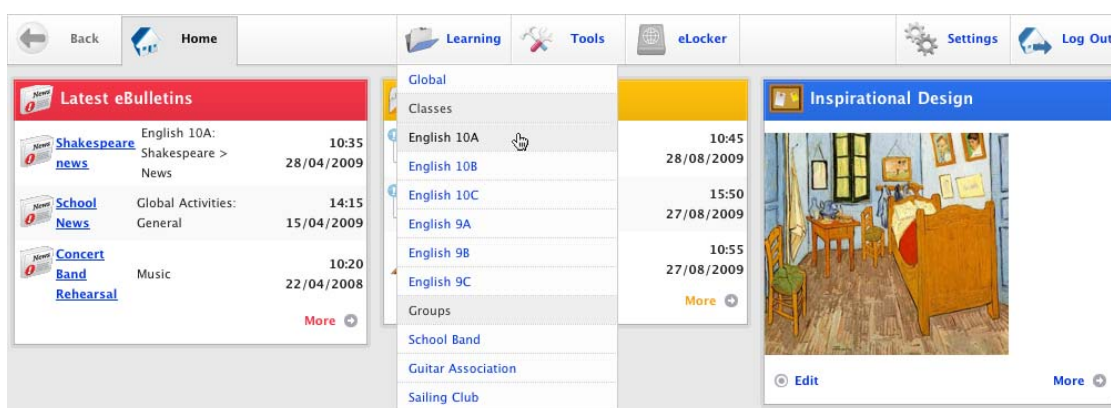
The individual folder can only belong to an individual within the selected Class/Group.

- If you want to specify a user type, from the **User Types** drop-down list select a user type.
- From the **Individual** drop-down list, select the individual user to whom the folder will belong.
- Click **Save**. The changes are saved.

6.8.2 Set Access Rights to a Team Folder

A Team is defined by setting the access rights to the Team Folder when you set it up. Changing the access rights effectively changes the team membership.

- Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



- Select the Class/Group that contains the folder you want to edit. The Learning page for the selected Class/Group appears.

3. In the Content section, click **View Folders**. The folders for the Class/Group appear.
4. Click the **Team** tab. The Team folders for the Class/Group appear.

Type	Folder Name	Users	Date Created	Featured	Global Editable	Sub-Folders	Activities
Team	A-Team	5	27/04/2009 12:29 PM	-	<input checked="" type="checkbox"/>	0	0
Team	Dream Team	3	12/05/2008 1:46 PM	-	<input checked="" type="checkbox"/>	1	0

[Create Team Folder](#) [Import Team Folder](#)

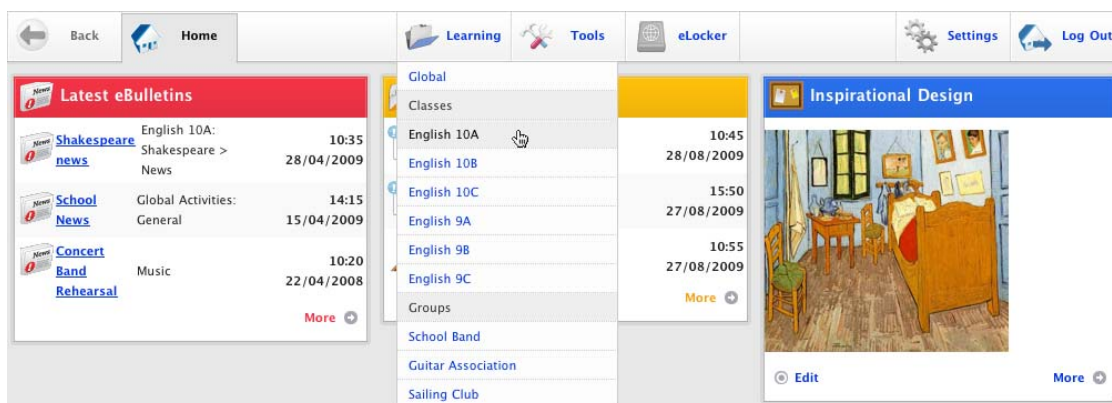
5. Click the Team folder that you want to edit. The contents of the folder appear in the content panel.

6. Click the **Edit Access Rights** tab. The Access Rights fields appear.

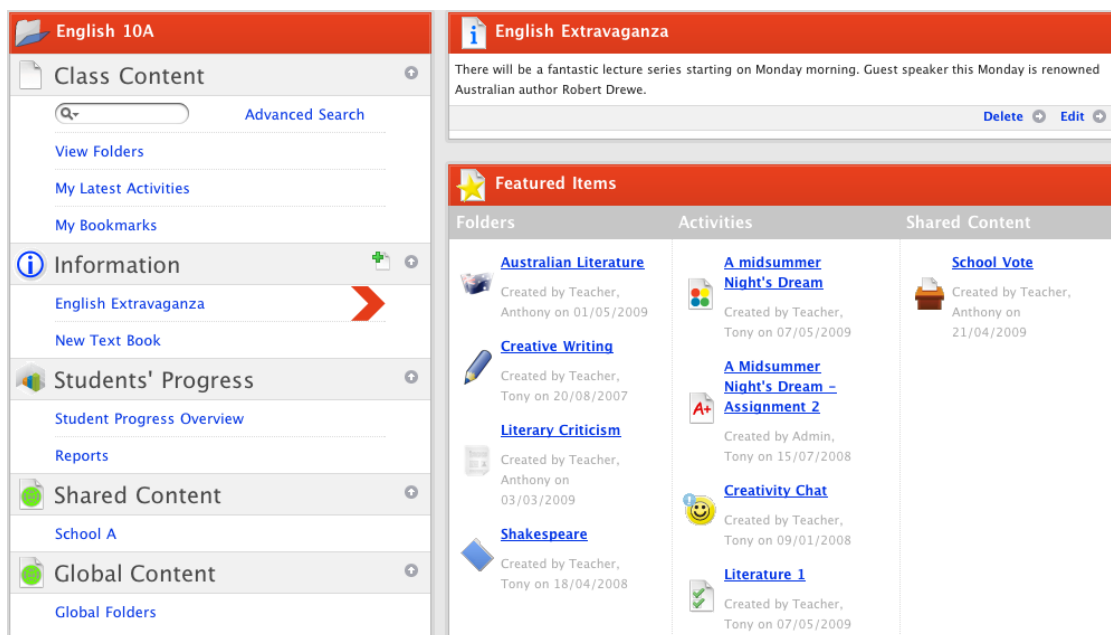
7. If you want to change the Class/Group that contains the Team folder:
 - a. Select a new Class/Group from the **Class or Group** drop-down list.
 - b. Click the **Select** button. The folder belongs to a new Class/Group.
8. In the **Users** section of the panel, the **selected** field displays the users who are currently team members
 - a. To add users to the Team, select them in the **unselected** list and click the **Add Selected Users** button. The users are added to the **selected** list.
 - b. To remove users from the Team, select them in the **selected** list and click the **Remove Selected Users** button. The users are removed from the **selected** list.
9. Click **Save**. Your changes to the Team folder are saved.

6.8.3 Set Access Rights to a Class/Group Folder

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.

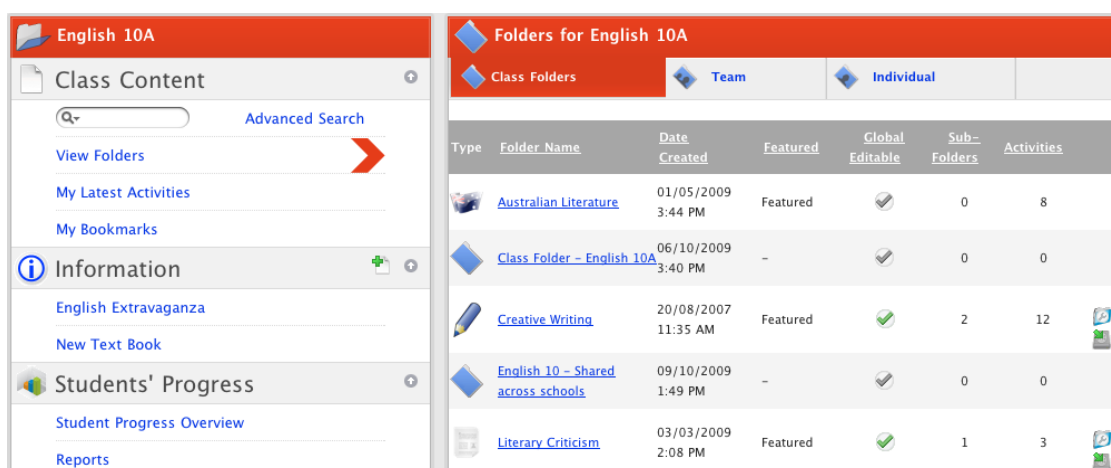


2. Select the Class/Group that contains the folder you want to edit. The Learning page for the selected Class/Group appears.



The screenshot shows the 'English 10A' Learning page. On the left is a sidebar with sections: 'Class Content' (with a search bar and 'Advanced Search' link), 'Information' (with links to 'English Extravaganza' and 'New Text Book'), 'Students' Progress' (with links to 'Student Progress Overview' and 'Reports'), 'Shared Content' (with link to 'School A'), and 'Global Content' (with link to 'Global Folders'). The main area is titled 'English Extravaganza' and contains a text announcement about a lecture series. Below this is a 'Featured Items' section with three columns: 'Folders' (listing 'Australian Literature', 'Creative Writing', 'Literary Criticism', and 'Shakespeare'), 'Activities' (listing 'A Midsummer Night's Dream', 'A Midsummer Night's Dream - Assignment 2', 'Creativity Chat', and 'Literature 1'), and 'Shared Content' (listing 'School Vote').

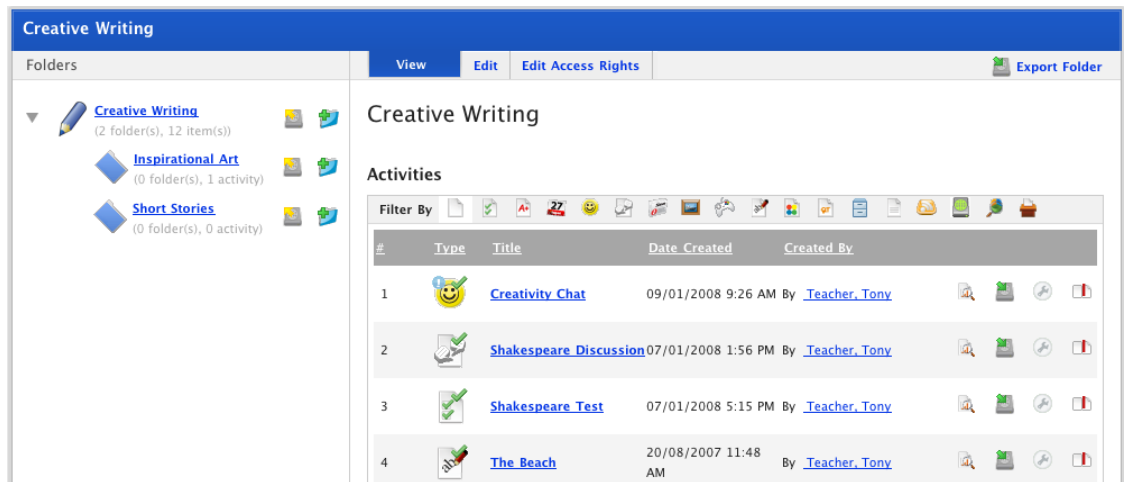
3. In the Content section, click **View Folders**. The folders for the Class/Group appear.



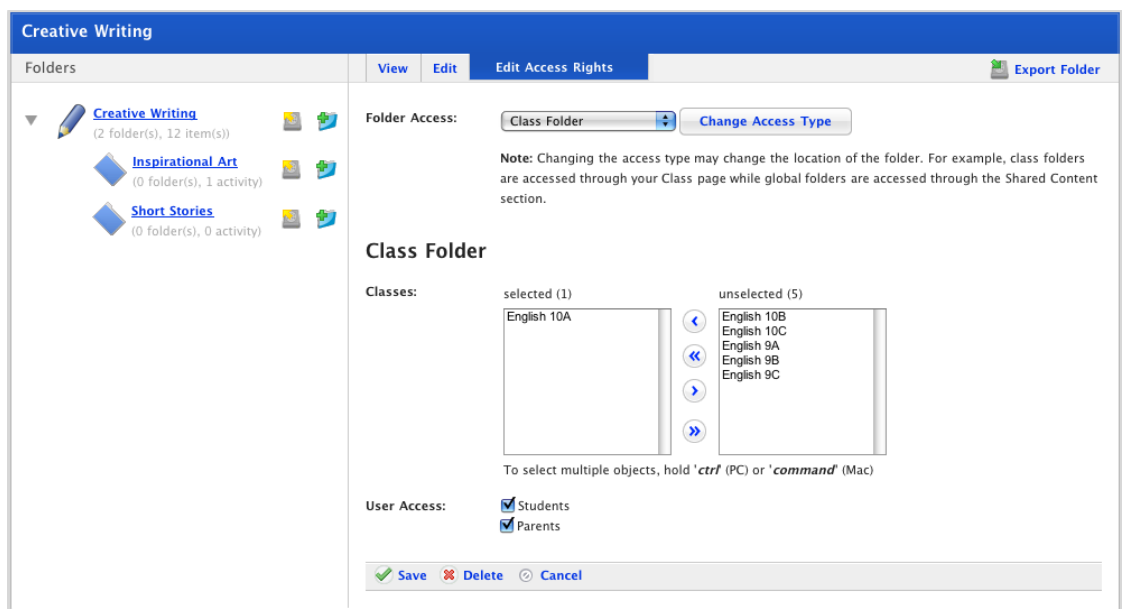
The screenshot shows the 'Folders for English 10A' page. The sidebar is identical to the previous screenshot. The main area is titled 'Folders for English 10A' and has tabs for 'Class Folders', 'Team', and 'Individual'. Below the tabs is a table listing folders:

Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Activities
Folder	Australian Literature	01/05/2009 3:44 PM	Featured	<input checked="" type="checkbox"/>	0	8
Folder	Class Folder - English 10A	06/10/2009 3:40 PM	-	<input checked="" type="checkbox"/>	0	0
Folder	Creative Writing	20/08/2007 11:35 AM	Featured	<input checked="" type="checkbox"/>	2	12
Folder	English 10 - Shared across schools	09/10/2009 1:49 PM	-	<input checked="" type="checkbox"/>	0	0
Folder	Literary Criticism	03/03/2009 2:08 PM	Featured	<input checked="" type="checkbox"/>	1	3

4. Click the Class/Group folder that you want to edit. The contents of the folder appear in the content panel.



- Click the **Edit Access Rights** tab. The Access Rights fields appear.

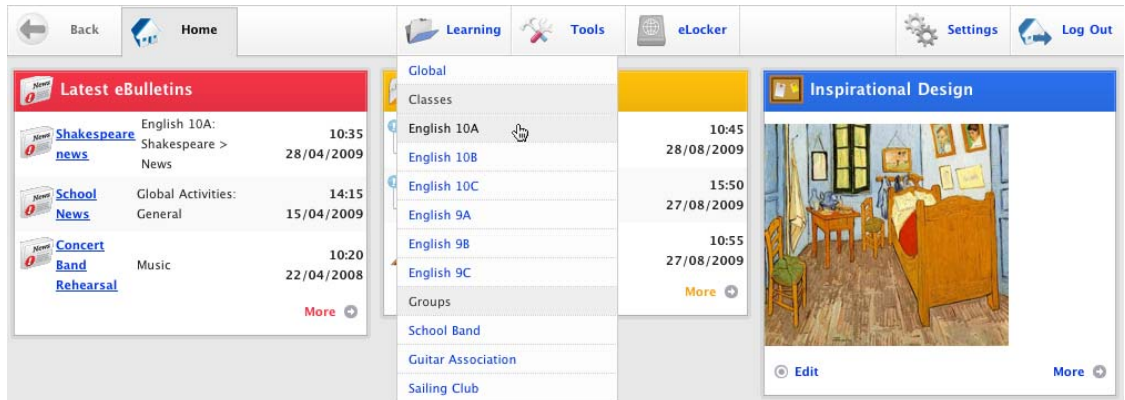


The Class(es)/Group(s) to which the folder belongs are listed in the **selected** field, your other Classes/Groups are listed in the **unselected** list.

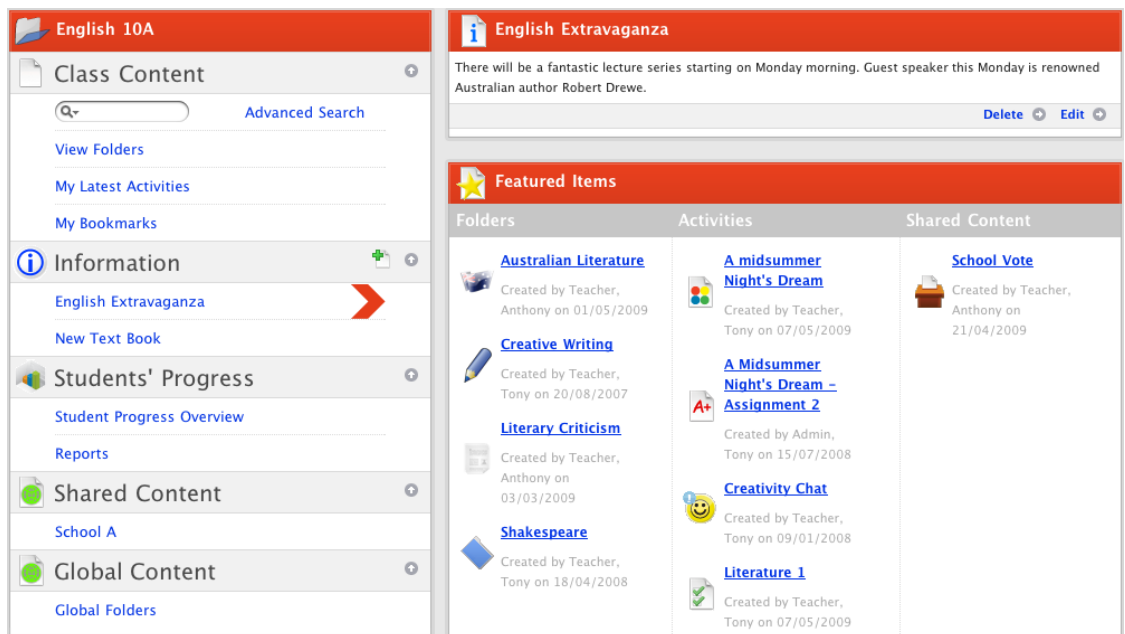
- To add Classes/Groups to the **selected** list select them in the **unselected** list and click the **Add Selected** button.
- To remove Classes/Groups from the **selected** list select them and click the **Remove Selected** button.
- To make the folder only available to Students or Parents select the appropriate checkboxes.
- Click **Save**. Your changes to the Folder are saved.

6.8.4 Set Access Rights to a School/Level Folder

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



2. From the drop-down select a Class. The Learning page appears.



3. In the Shared Content section of the Navigation Panel, click the School that contains the folder you want to edit. The School's folders are listed.

English 10A

Class Content

Advanced Search

View Folders

My Latest Activities

My Bookmarks

Information

English Extravaganza

New Text Book

Students' Progress

Student Progress Overview

Reports

Shared Content

School A

School A Folders

Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Activities
	Discussions	12/10/2009 11:51 AM	-	<input checked="" type="checkbox"/>	0	0
	Lesson Two	06/05/2009 3:47 PM	-	<input checked="" type="checkbox"/>	0	0
	School A Folder	16/04/2008 3:10 PM	-	<input checked="" type="checkbox"/>	0	1
	School Diary	06/05/2009 3:28 PM	-	<input checked="" type="checkbox"/>	0	0
	Schools A and B Folder	16/04/2008 3:11 PM	-	<input checked="" type="checkbox"/>	0	0
	Science United Folder	02/04/2008 5:20 PM	-	<input checked="" type="checkbox"/>	0	0

Create School Folder Import School Folder

4. Click the school folder that you want to edit. The Folder page appears.

School A Folder

Folders

School A Folder (0 folder(s), 1 activity)

Activities

Filter By

#	Type	Title	Date Created	Created By
1		School Vote	21/04/2009 11:27 AM	By Teacher, Tony

Create new Activity view detail Reorder Activities

5. Click the **Edit Access Rights** tab. The access rights options appear.

School A Folder

Folders

School A Folder (0 folder(s), 1 activity)

Folder Access:

School Folder Change Access Type

Note: Changing the access type may change the location of the folder. For example, class folders are accessed through your Class page while global folders are accessed through the Shared Content section.

School Folder

Schools:

selected (1)

School A

unselected (2)

School B

School C

To select multiple objects, hold 'ctrl' (PC) or 'command' (Mac)



User Access:

☒ Students

☒ Parents

Save Delete Cancel

The schools to which the folder belongs are listed in the **selected** list. Your other schools are listed in the **unselected** list.

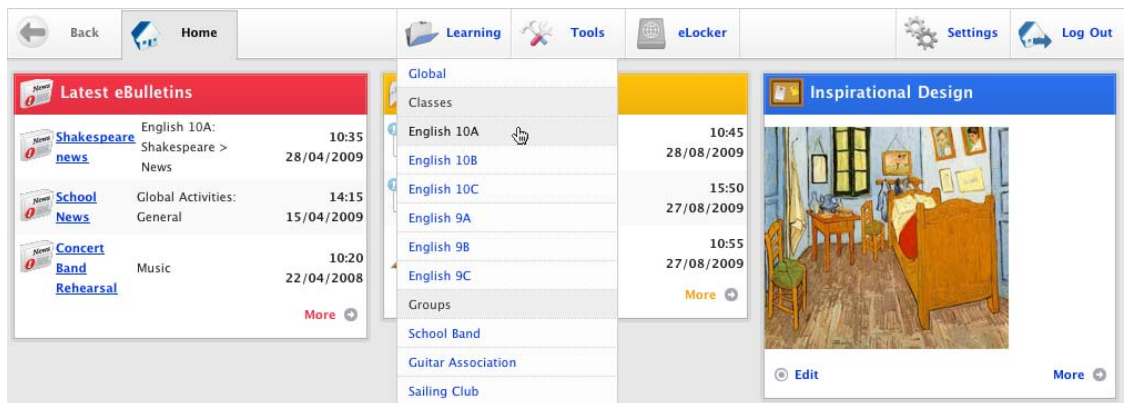
6. To add a school to the **selected** list, select it in the **unselected** list and click the **Add Selected**  button.
7. To remove a school from the **selected** list, select it and click the **Remove Selected**  button.
8. To make the folder available to Students or Parents select the appropriate **User Access** checkboxes.
9. Click **Save**. The View Folder panel reappears and displays the 'Saved' notification.

6.8.5 Set Access Rights to a Global Activities Folder

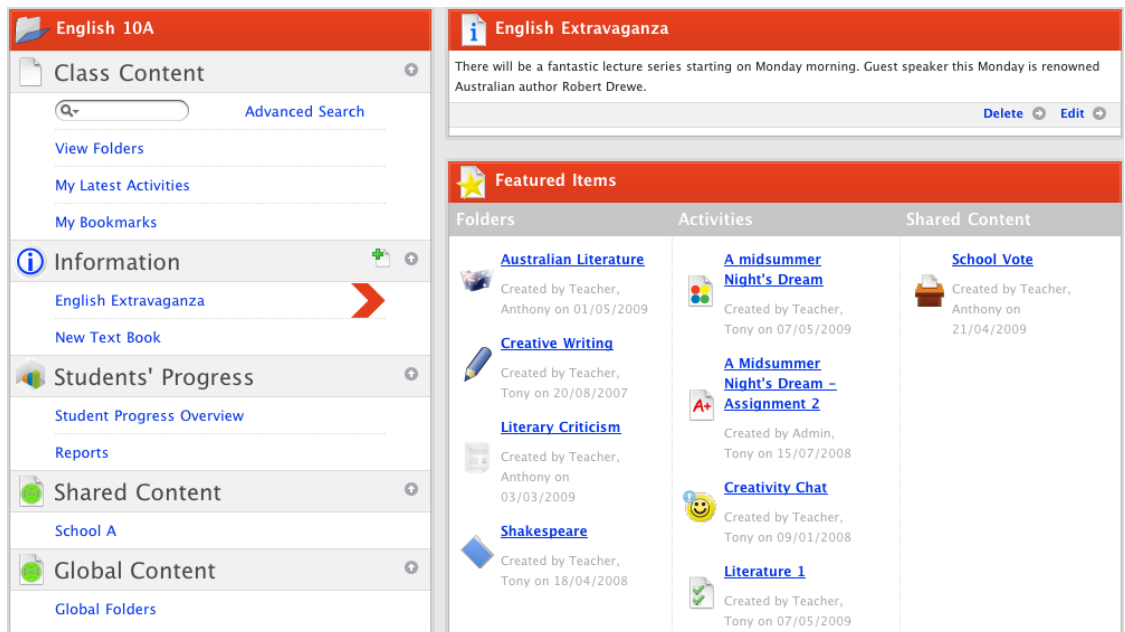


You can only set the access rights for global folders to which you have edit access.

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



2. From the drop-down select a Class. The Learning page appears.



3. In the Global Content section of the Navigation Panel, click **Global Folders**. The Global folders are listed.

The screenshot shows the 'English 10A' interface. On the left is a sidebar with sections: 'Class Content' (with links for View Folders, My Latest Activities, My Bookmarks), 'Information' (with links for English Extravaganza, New Text Book), 'Students' Progress' (with links for Student Progress Overview, Reports), 'Shared Content' (with link for School A), and 'Global Content' (with link for Global Folders). On the right is the 'Global Folders' table:

Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Activities
	Discussions	21/08/2007 4:38 PM	-	<input checked="" type="checkbox"/>	1	1
	eBulletins	21/08/2007 3:28 PM	-	<input checked="" type="checkbox"/>	0	1
	Featured Global	07/10/2009 4:32 PM	Featured	<input checked="" type="checkbox"/>	0	0
	General	21/08/2007 4:40 PM	-	<input checked="" type="checkbox"/>	0	8
	Moving around	06/05/2009 4:19 PM	-	<input checked="" type="checkbox"/>	0	0
	World News	24/04/2009 2:17 PM	Featured	<input checked="" type="checkbox"/>	0	0

At the bottom of the table are links for 'Create Global Folder' and 'Import Global Folder'.

- Click the global folder that you want to edit. The Folder page appears.

The screenshot shows the 'World News' folder page. It has a blue header with 'World News' and tabs for 'View', 'Edit', 'Edit Access Rights', and 'Export Folder'. The 'View' tab is active. On the left, there's a 'Folders' section showing 'World News' with '(0 folder(s), 0 item(s))'. The main area shows 'World News' with an 'Activities' section. The 'Activities' section has a 'Filter By' dropdown and a row of icons. Below the icons, it says '- No Activity Available -' and has links for 'Create new Activity' and 'Reorder Activities'.

- Click the **Edit Access Rights** tab. The access rights options appear.

The screenshot shows the 'World News' folder page with the 'Edit Access Rights' tab selected. The 'Folders' section on the left remains the same. The main area shows 'Folder Access:' with a dropdown set to 'Global Folder' and a 'Change Access Type' button. Below this is a 'Note: Changing the access type may change the location of the folder. For example, class folders are accessed through your Class page while global folders are accessed through the Shared Content section.' Underneath is the 'Global Folder' section with 'User Access:' checkboxes for 'Students' and 'Parents', both of which are checked. At the bottom are 'Save', 'Delete', and 'Cancel' buttons.

- Use the **User Access** checkboxes to select the user types that can access the Activity.
- Click **Save**. The View Folder panel reappears and displays the 'Saved' notification.

6.9 Activity Sequencing

Activity sequencing allows you to set up a Studywiz Folder so that the Activities it contains must be completed in the sequence that you set.

When a folder has the **Sequenced** option enabled a precedence setting can be selected for each activity in the folder. The precedence setting determines what a student needs to achieve before they can proceed to the next Activity in the folder.

- To enable Folder Sequencing, follow the [Set a Folder as Sequenced](#) procedure.
- To set Activity Precedence follow the [Set Activity Precedence](#) procedure.

Different precedence options apply for different Activity types:

Activity Type	Precedence Options Available
Repository Reference	No option
Calendar, eBulletin, Fast File, Multi-Media, RSS Feed Reader, Shared eLocker	None, viewed
Assignment, Chat Room, Discussion, Gallery, Game, Group Writing, Survey, Vote	None, viewed, completed
QTAssessment, Test	None, viewed, completed, passed

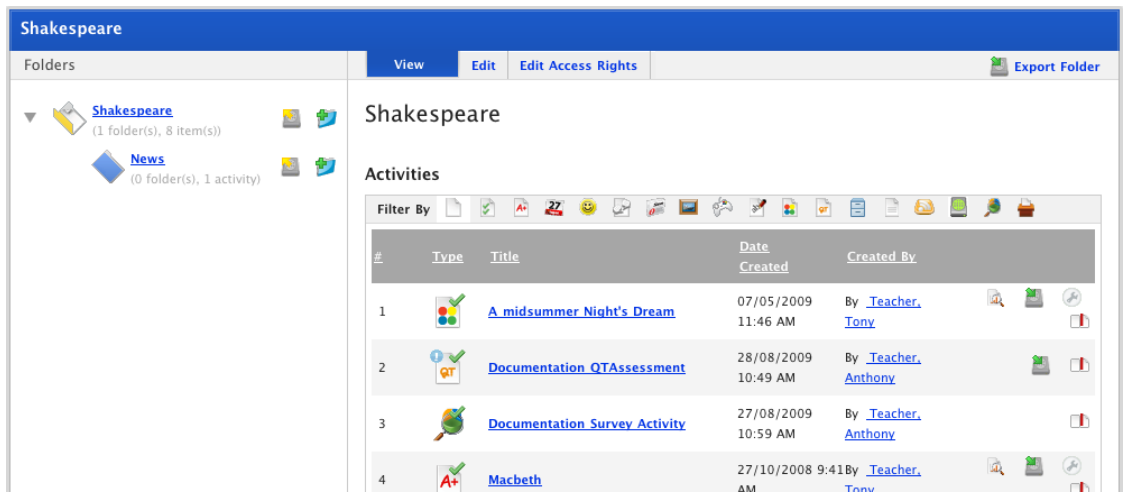
The different precedence options determine what the students must achieve before they can move on to the next Activity:

Precedence Option	Effect
None	Students can move on to the next Activity without viewing Activities with the option set to None
Viewed	Students must open the Activity before the next Activity in the folder is available.
Completed	Students must complete the Activity before the next Activity is the folder is available. Completion of the Activity depends on the Activity type.
Passed	Students must achieve a specified mark, or better, before they can move on to the next Activity in the folder.

6.9.1 Set a Folder as Sequenced

Follow this procedure to enable sequencing of Activities within a Folder.

1. Open the folder that you want to sequence. The <folder name> page is on the screen.



2. Click the **Edit** tab. The edit folder fields appear.

Shakespeare

Folders

View Edit Edit Access Rights

Name: Shakespeare

Description:

Featured: ☒ Display this folder in the featured folders list

Sequenced: ☒ Ensures Activities are viewed in the correct order

Folder Icon: No Folder Icon Selected
[Choose Icon](#)

Reorder Folders:

Sub-Folders

News

Save Delete Cancel

3. Ensure that the **Sequenced** checkbox is selected.
4. Click **Save**. The folder is now a sequenced enabled folder.

6.9.2 Set Activity Precedence

An Activity that has precedence enabled must have the precedence requirement met before the student can proceed to the next Activity in the sequence. Follow this procedure to set a precedence option for a Studywiz Activity.



Activity precedence works in folders which have the **Sequenced** option enabled. To enable the Sequenced option for a folder, follow the [Set a Folder as Sequenced](#) procedure.

1. Follow the [Edit Activity](#) procedure to open the activity for editing.

Edit Assignment

* Indicates a required field

Folder: English 10A: Shakespeare

Created By: Teacher, Tony

Date Created: 27/10/2008 9:41 AM

Last Modified By: Admin, Tony

Date Modified: 06/05/2009 1:56 PM

Allow Collaborative Editing: ☒

From: 9:40 on 27/10/2008

To: 9:40 on 30/04/2010

Associate Events: Activity Start [Create Event](#)

Assignment Title*: Macbeth

Short Description: Macbeth essay

Keywords: essay

Date Due: 9:40 on 13/03/2009

Assignment must contain file: ☒ (Leave unchecked to allow students to submit their assignment without having to upload file)

Upload: [Upload](#) [Import file from eLocker](#)

Description*: Write an essay on Macbeth.
Was Macbeth on a power trip?

Activity precedence: ☐ None ☐ Viewed ☒ Completed
 (These options are only available for a folder with the 'Sequenced' option enabled)

Featured Activity: ☒

Publish: ☒ (When this box is ticked, this activity is visible to the intended audience)

2. Select an **Activity precedence** option.

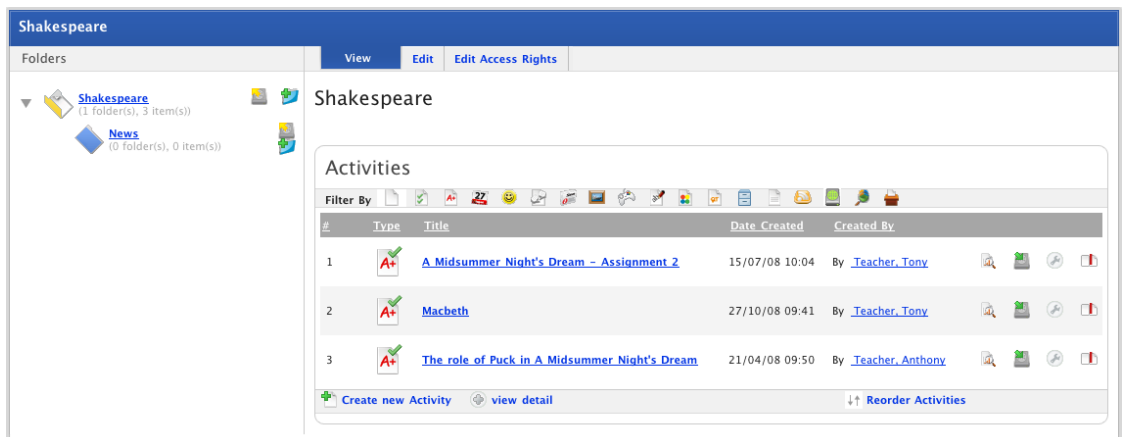


These options take effect if the **Sequenced** option for the folder is enabled. See the [Set a Folder as Sequenced](#) section to enable sequencing.

3. Click **Save**. The precedence for the activity is set.

6.9.3 Reorder Activities in a Folder

1. Open the folder that contains the activities you want to reorder. The <folder name> page is on the screen.

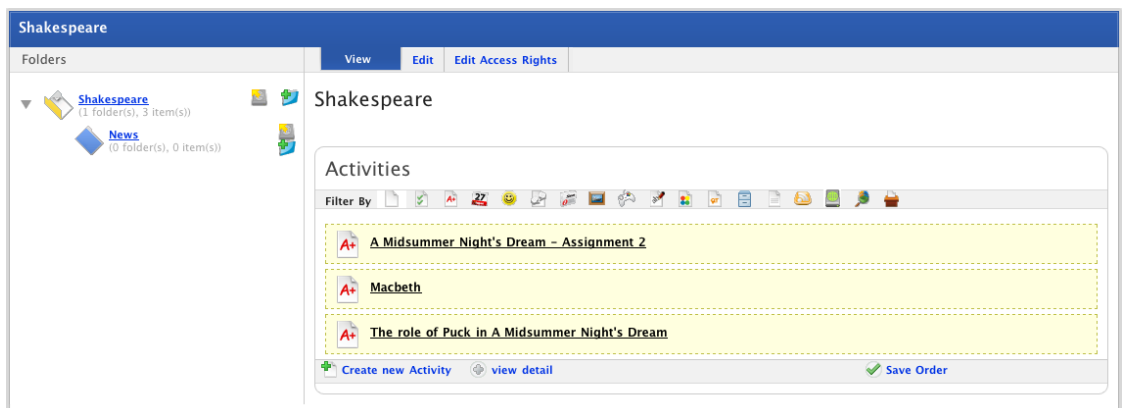


The screenshot shows the 'Shakespeare' folder page. On the left, there's a 'Folders' sidebar with 'Shakespeare' (1 folder(s), 3 item(s)) and 'News' (0 folder(s), 0 item(s)). The main area has tabs for 'View', 'Edit', and 'Edit Access Rights'. Below the tabs, the 'Activities' section is displayed. It includes a 'Filter By' bar with various icons. A table lists three activities:

#	Type	Title	Date Created	Created By
1	A+	A Midsummer Night's Dream – Assignment 2	15/07/08 10:04	By Teacher_Tony
2	A+	Macbeth	27/10/08 09:41	By Teacher_Tony
3	A+	The role of Puck in A Midsummer Night's Dream	21/04/08 09:50	By Teacher_Anthony

At the bottom of the activities list, there are links for 'Create new Activity', 'view detail', and 'Reorder Activities'.

2. Click **Reorder Activities**. The activities are outlined.



This screenshot shows the same 'Shakespeare' folder page, but the activities are now outlined with dashed yellow borders, indicating they are ready to be reordered. The 'Reorder Activities' link has been replaced by a 'Save Order' button.

3. Drag and drop the activities into your desired order.
4. Click **Save Order**. The new order of activities is saved.

6.10 Featured Content

The Featured Items panel appears on every Class Learning page. It displays the featured folders and featured activities for the class as well as the featured shared content.

6.10.1 Featured Activities

You can set any number of Activities to appear as 'featured activities' on the Content panel on the Class Learning page. The list of featured activities appears whenever an information page is selected.

The screenshot shows the 'English 10A' class interface. On the left, the 'Class Content' sidebar has the 'Information' section selected, showing 'English Extravaganza' and 'New Text Book'. The main area displays the 'Featured Items' panel, which lists various activities under three categories: Folders, Activities, and Shared Content. The 'Activities' list includes 'Australian Literature', 'Creative Writing', 'Literary Criticism', 'Shakespeare', 'A Midsummer Night's Dream', 'A Midsummer Night's Dream - Assignment 2', 'Creativity Chat', 'Literature 1', and 'Macbeth'. Each item shows its creator and creation date.



If you set an activity in an Individual or Team folder, it will only appear in the featured activities list for students who have access to that Individual or Team folder.

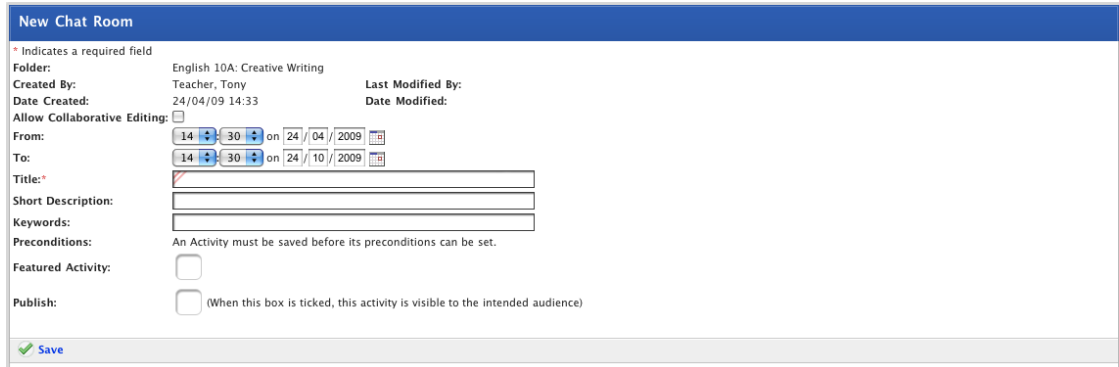
The Featured Items panel shows the five most recent featured activities. If there are more than five featured activities for the class the **More** button appears at the bottom of the list.

- If you want to view all of the featured activities, click the **More** button. A list of all the featured activities for the class appears.

The screenshot shows the 'English 10A' class interface. On the left, the 'Class Content' sidebar has the 'Information' section selected, showing 'English Extravaganza' and 'New Text Book'. The main area displays the 'Featured Activities for English 10A' panel, which shows a list of activities in a table format. The table has columns for Type, Title, Date Created, and Created By. The activities listed are 'Creativity Chat', 'Shakespeare Discussion', 'The Beach', 'A Midsummer Night's Dream', 'Literature 1', and 'Literature news'. Each item shows its creator and creation date.

6.10.1.1 Set an Activity as a Featured Activity

1. Open an activity for editing. (A Chat Room Activity is shown below; other Activity types have a similar editing panel.)

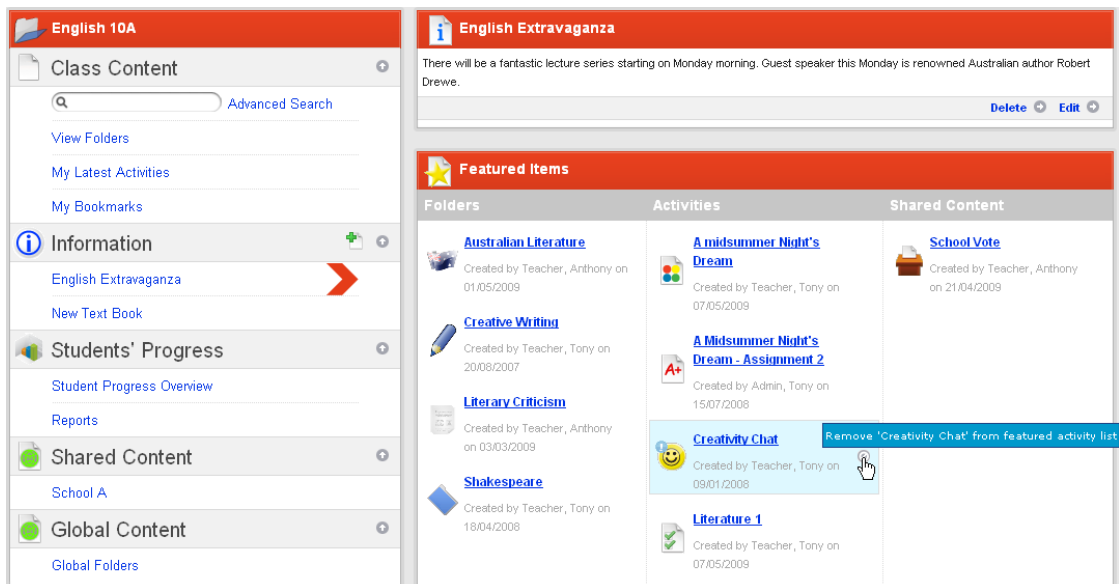


2. Ensure that the **Featured Activity** checkbox is selected.
3. Click **Save**. The 'Saved' message appears.

The Activity will now appear as a featured Activity for users who have access to the Activity.

6.10.1.2 Remove an Activity from the Featured Activity List

1. Open the Class or Group Learning page that contains the featured activity you want to remove.
2. Roll the mouse pointer over the featured activity. The **Remove** button appears.



3. Click the **Remove** button. The activity is removed from the featured activities list.

The activity is not deleted. You can still access the activity by navigating to the class/group folder in which it is saved.

6.10.2 Featured Folders

You can set any number of Folders to appear as 'featured folders' on the Content panel on the Class page. The list of featured Folders appears whenever an information page is selected.

English 10A

Class Content

View Folders

My Latest Activities

My Bookmarks

Information

English Extravaganza

New Text Book

Students' Progress

Student Progress Overview

Reports

Shared Content

School A

Global Content

Global Folders

English Extravaganza

There will be a fantastic lecture series starting on Monday morning. Guest speaker this Monday is renowned Australian author Robert Drewe.

Featured Items

Folders	Activities	Shared Content
Australian Literature Created by Teacher, Anthony on 01/05/2009	A Midsummer Night's Dream Created by Teacher, Tony on 07/05/2009	School Vote Created by Teacher, Anthony on 21/04/2009
Creative Writing Created by Teacher, Tony on 20/08/2007	A Midsummer Night's Dream - Assignment 2 Created by Admin, Tony on 15/07/2008	
Literary Criticism Created by Teacher, Anthony on 03/03/2009	Creativity Chat Created by Teacher, Tony on 09/01/2008	
Shakespeare Created by Teacher, Tony on 19/04/2008	Literature 1 Created by Teacher, Tony on 07/05/2009	
	Macbeth Created by Admin, Tony on 27/10/2008	

[More](#)



If you set an Individual folder or a Team folder as a featured folder, it will only appear in the featured folders list for students who have access to that Individual or Team folder.

The Featured Items panel shows the five most recent featured folders. If there are more than five featured folders for the class the **More** button appears at the bottom of the list.

- If you want to view all of the featured folders, click the **More** button. A list of all the featured folders for the class appears.

6.10.2.1 Set a Folder as a Featured Folder

- Open the folder that you want to feature. The <folder name> page is on the screen.

Creative Writing

Folders

Creative Writing
(2 folder(s), 12 item(s))

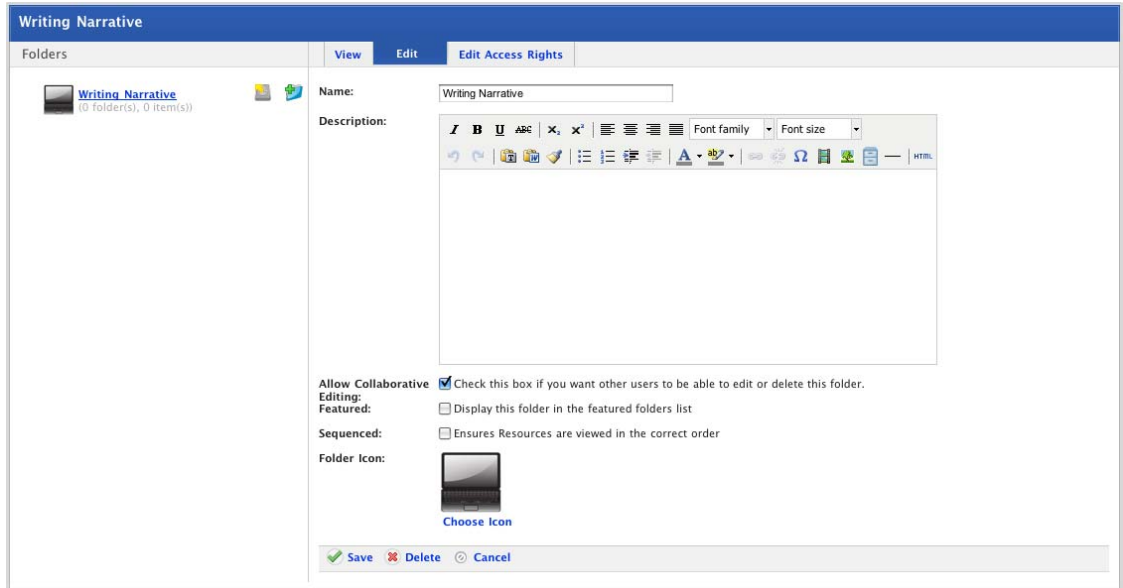
Inspirational Art
(0 folder(s), 1 activity)

Short Stories
(0 folder(s), 0 activity)

Activities

#	Type	Title	Date Created	Created By
1		Creativity Chat	09/01/2008 9:26 AM	By Teacher, Tony
2		Shakespeare Discussion	07/01/2008 1:56 PM	By Teacher, Tony
3		Shakespeare Test	07/01/2008 5:15 PM	By Teacher, Tony
4		The Beach	20/08/2007 11:48 AM	By Teacher, Tony

- Click the **Edit** tab. The edit folder fields appear.

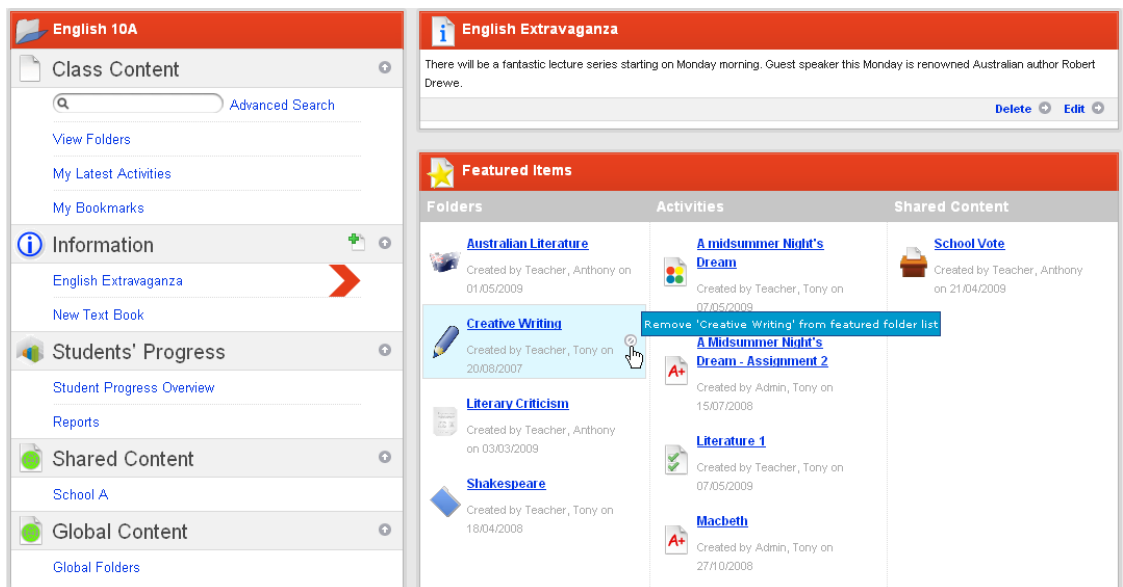


3. Ensure that the **Featured** checkbox is selected.
4. Click **Save**. The 'Saved' message appears.

The folder will now appear as a featured folder for users who have access to the folder.

6.10.2.2 Remove a Folder from the Featured Folders List

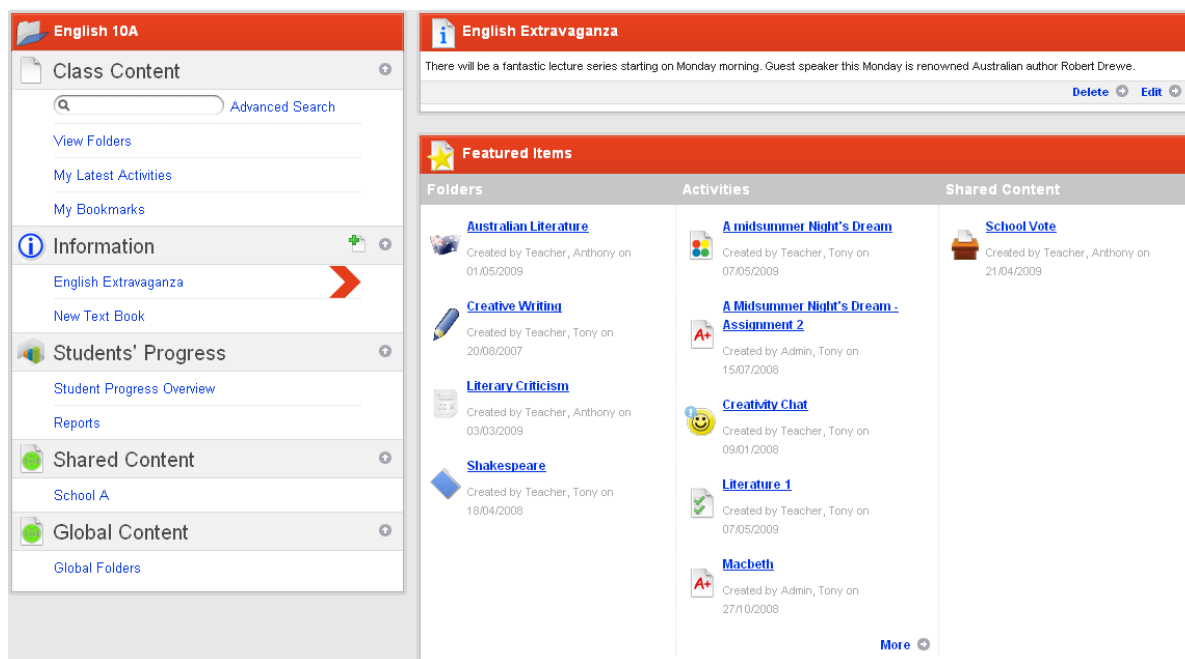
1. Open the Class or Group Learning page that contains the featured folder you want to remove.
2. Roll the mouse pointer over the featured folder. The **Remove** button appears.



3. Click the **Remove** button. The folder is removed from the featured folders list.

6.10.3 Featured Shared Content

Shared Activities that have been featured appear on the Learning page for all your Classes. The list of featured shared content appears whenever an information page is selected.



The Featured Items panel shows the five most recent featured shared activities. If there are more than five featured shared activities the **More** button appears at the bottom of the list.

- If you want to view all of the featured shared activities, click the **More** button. A list of all the featured shared activities for the class appears.

6.10.3.1 Set a Shared Activity as a Featured Activity

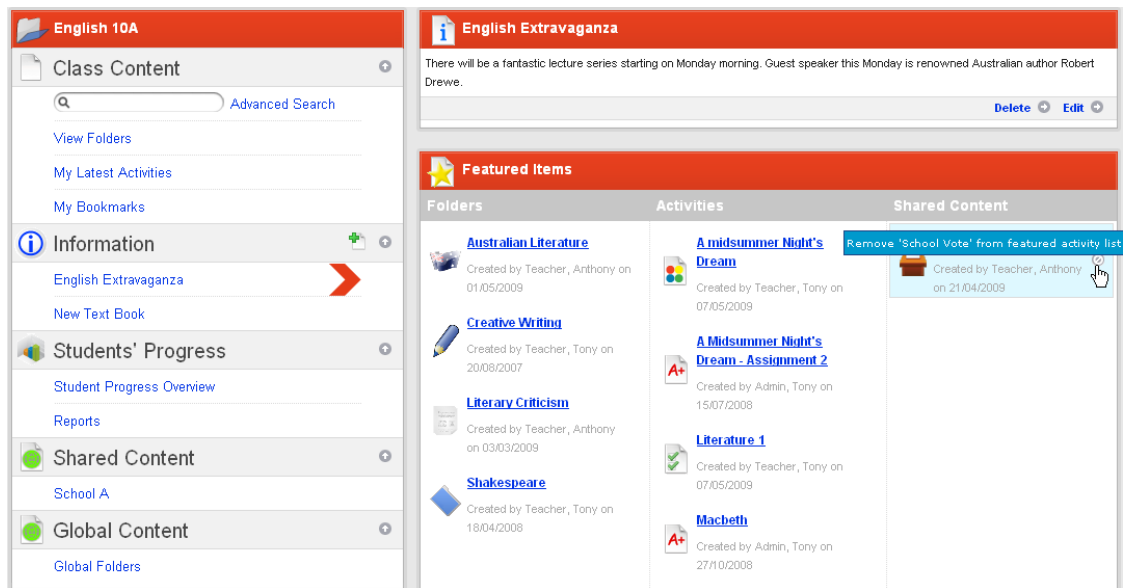
1. Open a shared activity for editing. (A Chat Room Activity is shown below; other Activity types have a similar editing panel.)

2. Ensure that the **Featured Activity** checkbox is selected.
3. Click **Save**. The 'Saved' message appears.

The Activity will now appear as a featured activity for users who have access to the Activity.

6.10.3.2 Remove a Shared Activity from the Featured Shared Content List

1. Open a Class Learning page.
2. Roll the mouse pointer over the featured shared content activity. The **Remove** button appears.



3. Click the **Remove** button. The activity is removed from the featured shared content list.

6.11 Copy a Class Folder

If you copy a Folder and its contents from a Class or Group to another Class or Group, each Class or Group will have access to its own copy. To copy a folder, you export it from its original location to your eLocker, then import it into the Class or Group where you want the copy.

6.11.1 Copy a Folder to your eLocker

Studywiz allows you to copy whole folders of activities into your eLocker and then copy them to new locations. This can be useful if you change Classes and want to take a whole set of activities with you, or if you want to modify activities to use with another Class. Follow this procedure to copy an entire activity folder to your eLocker.

Folders copied to your eLocker appear in the eLocker as zip files.

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
2. From the **Learning** drop-down list, select the Class or Group that contains the activity folder you want to export. The Learning page appears.

English 10A

Class Content

Advanced Search

[View Folders](#)
[My Latest Activities](#)
[My Bookmarks](#)

Information

[English Extravaganza](#)
[New Text Book](#)

Students' Progress

[Student Progress Overview](#)
[Reports](#)

Shared Content

[School A](#)

Global Content

[Global Folders](#)

English Extravaganza

There will be a fantastic lecture series starting on Monday morning. Guest speaker this Monday is renowned Australian author Robert Drewe.

Delete
Edit

Featured Items

Folders

Australian Literature

Created by Teacher, Anthony on 01/05/2009

Creative Writing

Created by Teacher, Tony on 20/08/2007

Literary Criticism

Created by Teacher, Anthony on 03/03/2009

Shakespeare

Created by Teacher, Tony on 18/04/2008

Activities

A Midsummer Night's Dream

Created by Teacher, Tony on 07/05/2009

A Midsummer Night's Dream - Assignment 2

Created by Admin, Tony on 15/07/2008

Creativity Chat

Created by Teacher, Tony on 09/01/2008

Literature 1

Created by Teacher, Tony on 07/05/2009

Macheth

Created by Admin, Tony on 27/10/2008

Shared Content

School Vote

Created by Teacher, Anthony on 21/04/2009

More



If the folder you want to copy is a featured folder, it appears in the Featured Items panel. Click the folder and continue this procedure from step 5.

- Click **View Folders**. The Folders for <Class/Group name> panel appears.

English 10A

Content

Advanced Search

[View Folders](#)
[My Latest Activities](#)
[My Bookmarks](#)

Information

[English Extravaganza](#)
[New Text Book](#)

Students' Progress

[Student Progress Overview](#)
[Attendance](#)
[GradeBook](#)
[View Reports](#)

Shared Content

[Global Activities](#)
[School A](#)

Folders for English 10A

Class Folders

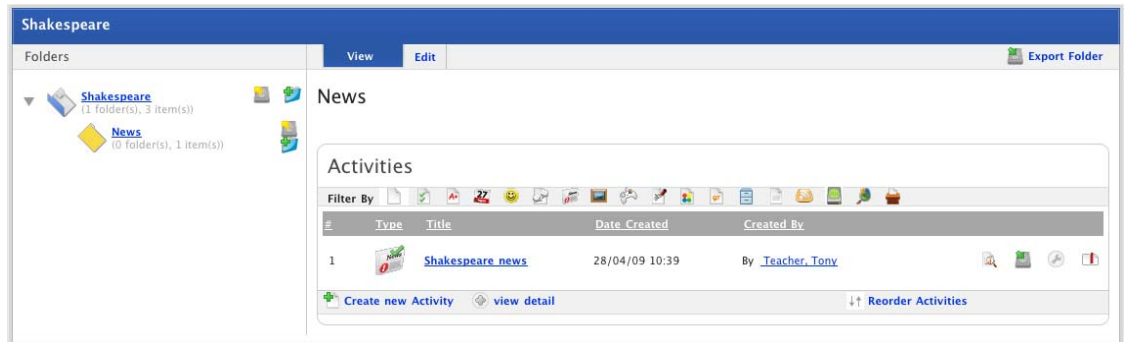
Team

Individual

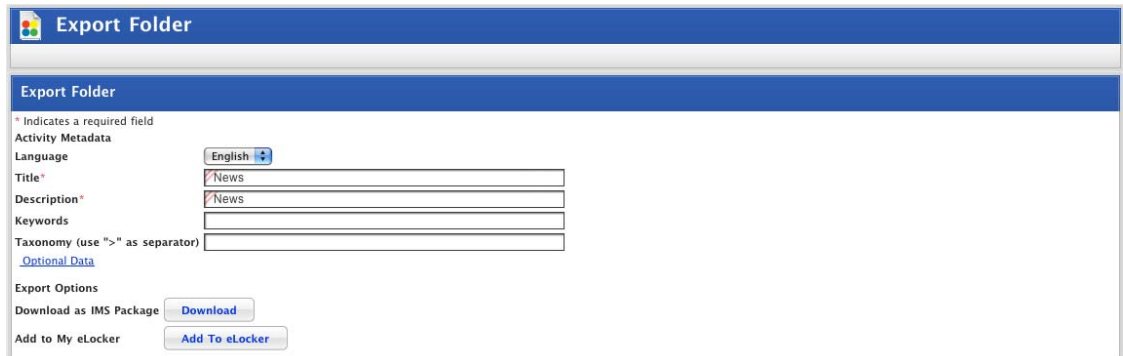
Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Resources
	Writing Narrative	24/04/09 14:58	Featured	Global Editable	0	0
	GradeBook Folder	03/03/09 14:08	-	-	0	2
	Creative Writing	20/08/07 11:35	Featured	Global Editable	2	10
	Shakespeare	18/04/08 10:47	-	Global Editable	1	3
	Short Stories	07/03/08 11:16	-	Global Editable	0	3

[Create Class Folder](#)
[Import Class Folder](#)

- Click the folder that you want to copy, or the folder that contains the sub folder that you want to copy. The folder page appears. The sub folders are listed and the activities in the folder appear in the right hand panel.
 - If you want to export a sub folder click the sub folder. The activities in the sub folder appear.



5. In the top-right corner of the page, click the **Export Folder**  button. The Export Folder panel appears.



The 'Export Folder' panel contains the following fields and options:

- Activity Metadata:**
 - Language: English (dropdown)
 - Title*: News (text input)
 - Description*: News (text input)
 - Keywords: (text input)
 - Taxonomy (use ">" as separator): (text input)
 - [Optional Data](#)
- Export Options:**
 - Download as IMS Package: [Download](#)
 - Add to My eLocker: [Add To eLocker](#)

You can change the name and description of the folder or leave them as they are.

6. Click the **Add To eLocker** button. The folder is added to your eLocker and the



notification appears.



The folder in your eLocker is a copy. The source folder remains in its original location.

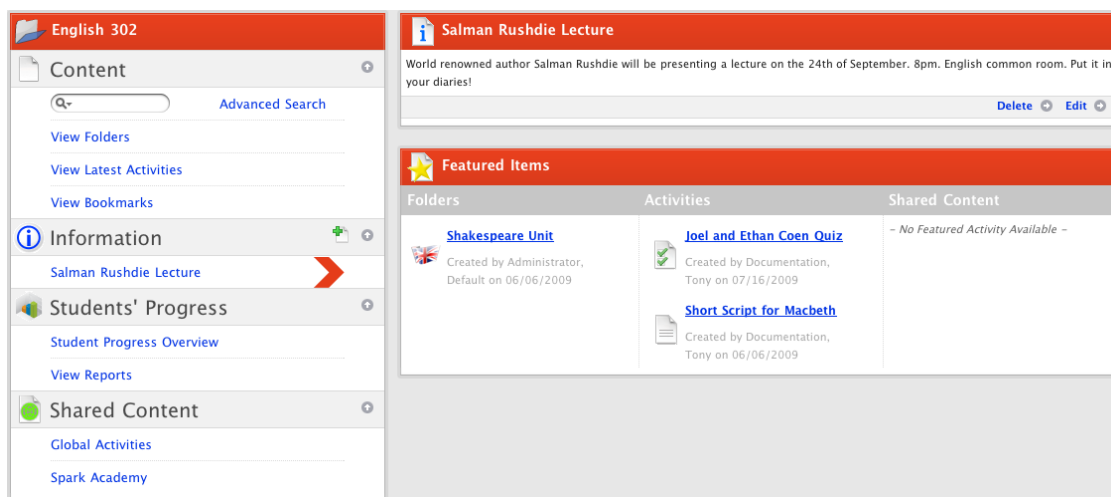
6.11.2 Import a Folder from your eLocker

Follow the procedures in this section to copy an entire folder of activities from your eLocker to a Class or Group.

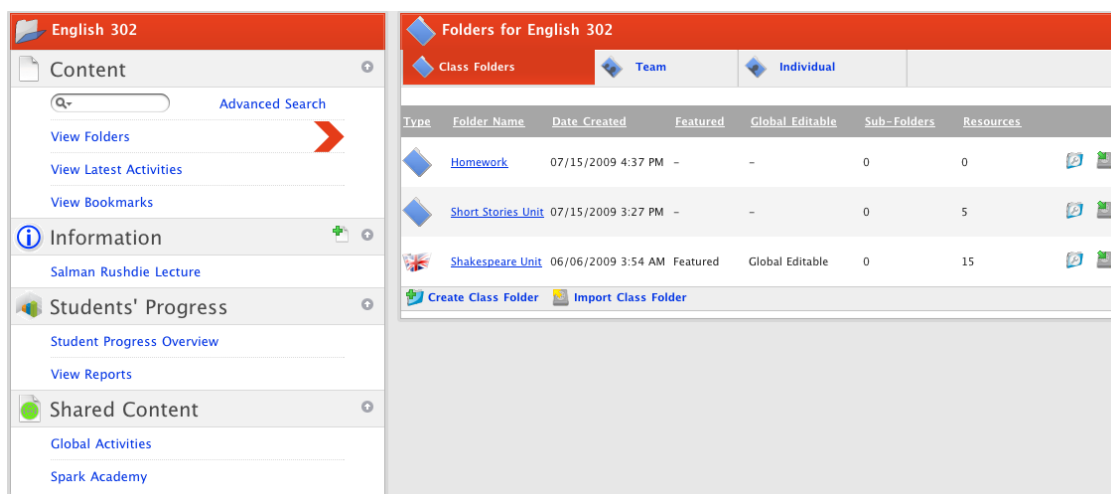
You can import a folder at the base folder level or as a sub folder. Follow the appropriate procedure below.

6.11.2.1 Import a Base Level Folder

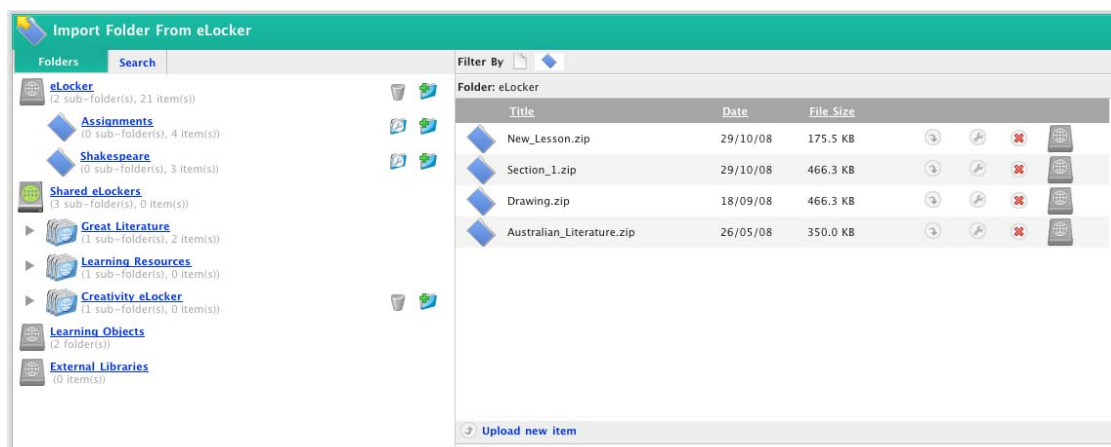
1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
2. From the **Learning** drop-down list, select the Class or Group in which you want the activity folder to appear. The Learning page appears.



- Click **View Folders**. The Folders for <Class/Group name> panel appears.



- Click the appropriate folder type tab:
 - If you want to import a Class/Group folder, click the **Class/Group Folders** tab.
 - If you want to import a Team folder, click the **Team** tab.
 - If you want to import an Individual folder, click the **Individual** tab.
- Click **Import <Folder Type> Folder**. The Import Folder From eLocker page appears.



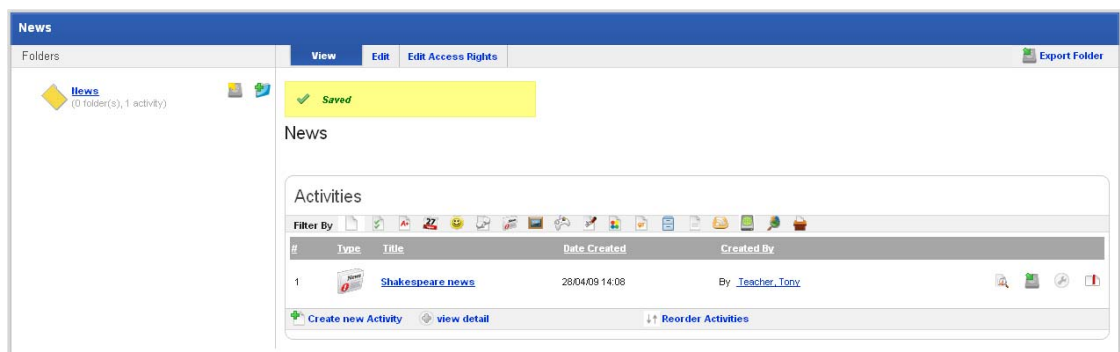
6. Navigate through your eLocker to the folder that you want to import.
7. Adjacent to the folder that you want to import, click the **Import Folder from eLocker** button.
 - If you are importing a Class/Group folder the folder is imported and the View folder panel appears.
 - If you are importing a Team or Individual folder the Edit Access Rights panel appears.
8. If you are importing a Team or an Individual folder:
 - a. Set the folder access rights.



For information on setting Individual folder access rights refer to the [Set Access Rights to an Individual Folder](#) procedure.

For information on setting Team folder access rights refer to the [Set Access Rights to a Team Folder](#) procedure.

- b. Click **Save**. The folder is imported and the View folder page appears.

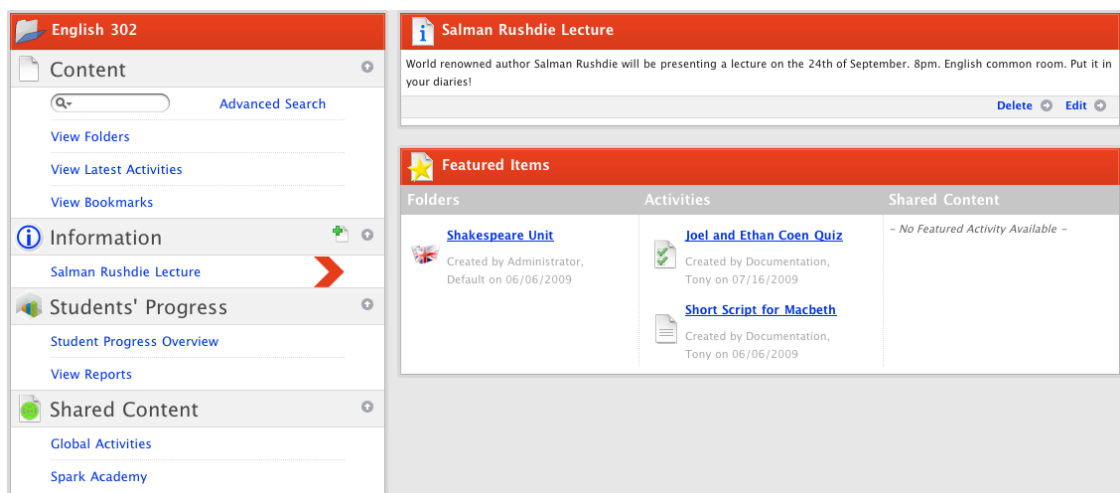


There are now two active copies of the folder – the original one and the imported one. There is also an archived copy in your eLocker.

The imported folder contains all the activities of the original folder. These activities are now independent of the original ones and any changes made to one set will not affect the other set.

6.11.2.2 Import a Sub Folder

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
2. From the drop-down list, select the Class or Group in which you want the activity folder to appear. The Learning page appears.



- Click **View Folders**. The Folders for <Class/Group name> page appears.

The screenshot shows the 'English 302' interface. On the left, the 'Content' sidebar has a 'View Folders' button with a red arrow. The main area is titled 'Folders for English 302' and has tabs for 'Class Folders', 'Team', and 'Individual'. Below the tabs is a table of folders:

Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Resources
	Homework	07/15/2009 4:37 PM	-	-	0	0
	Short Stories Unit	07/15/2009 3:27 PM	-	-	0	5
	Shakespeare Unit	06/06/2009 3:54 AM	Featured	Global Editable	0	15


Below the table are links for 'Create Class Folder' and 'Import Class Folder'.

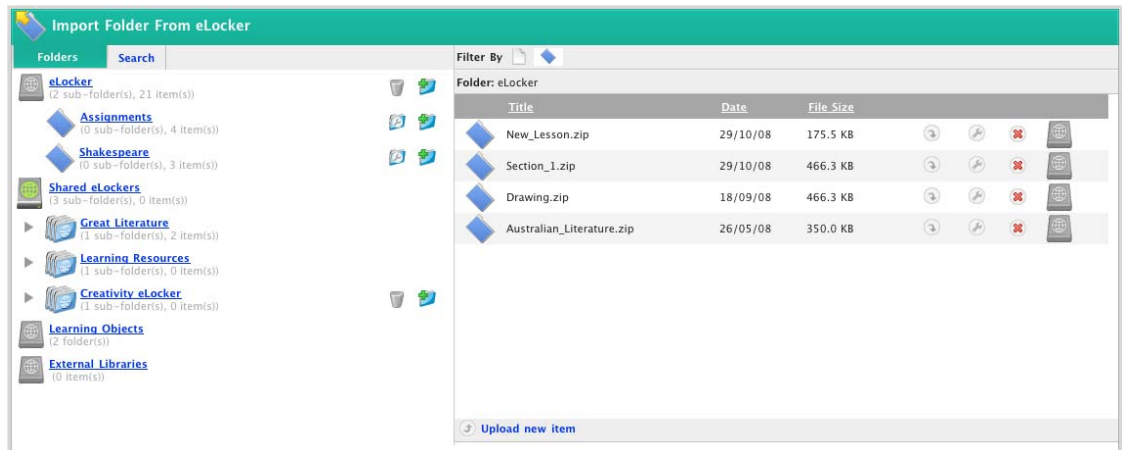
- Click the appropriate folder type tab:
 - If you want to import a Class/Group folder, click the **Class/Group Folders** tab.
 - If you want to import a Team folder, click the **Team** tab.
 - If you want to import an Individual folder, click the **Individual** tab.
- Click the folder into which you want to import the sub folder. The folder page appears.

The screenshot shows the 'Short Stories Unit' folder page. The left sidebar shows 'Short Stories Unit' with '(0 folder(s), 5 activities)'. The main area has tabs for 'View', 'Edit', and 'Edit Access Rights', and an 'Export Folder' button. Below the tabs is a table of activities:

#	Type	Title	Date Created	Created By
1		Literature news	07/16/2009 12:47 PM	By Documentation, Tony
2		Joel and Ethan Coen Quiz	07/16/2009 12:47 PM	By Documentation, Tony
3		The role of Puck in A Midsummer Night's Dream	07/16/2009 1:57 PM	By Documentation, Tony
4		Short Story Unit Calendar	07/16/2009 2:42 PM	By Documentation, Tony
5		A midsummer Night's Dream	07/16/2009 3:35 PM	By Documentation, Tony

At the bottom are links for 'Create new activity', 'view detail', and 'Reorder Activities'.

- Click the **Import Folder**  button. The Import Folder From eLocker page appears.



- Navigate through your eLocker to the folder that you want to import.
- Adjacent to the folder that you want to import, click the **Import Folder from eLocker** button. The folder is imported and the View folder page appears.

There are now two active copies of the folder – the original one and the imported one. There is also an archived copy in your eLocker.

The imported folder contains all the activities of the original folder. These activities are now independent of the original ones and any changes made to one set will not affect the other set.

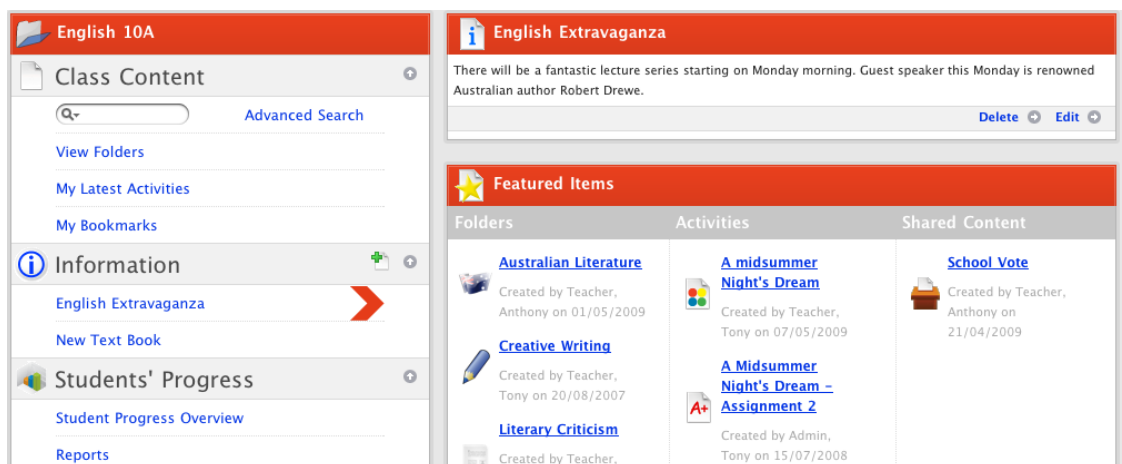
6.12 Move a Folder

Studywiz allows you to move Folders from one Class or Group to another. If you move a Folder, the Folder and its contents will no longer be accessible by the members of the original class, but will be accessible to the members of the new Class. Follow this procedure to move a Folder.



Moving a group folder between groups functions in the same way, at the start of the procedure just select the group that contains the folder from the **Learning** drop-down list.

- From the **Learning** drop-down list, select the Class that contains the folder you want to move. The Learning page appears.



- Click **View Folders**. The Folders panel appears.

The screenshot shows the English 10A interface. On the left, the 'Class Content' sidebar includes links for 'View Folders', 'My Latest Activities', 'My Bookmarks', 'Information', 'English Extravaganza', 'New Text Book', 'Students' Progress', 'Student Progress Overview', and 'Reports'. The main area is titled 'Folders for English 10A' and has tabs for 'Class Folders', 'Team', and 'Individual'. Below these tabs is a table listing folders:

Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Activities
	Australian Literature	01/05/2009 3:44 PM	Featured	<input checked="" type="checkbox"/>	0	8
	Class Folder - English 10A	06/10/2009 3:40 PM	-	<input checked="" type="checkbox"/>	0	0
	Creative Writing	20/08/2007 11:35 AM	Featured	<input checked="" type="checkbox"/>	2	12
	English 10 - Shared across schools	09/10/2009 1:49 PM	-	<input checked="" type="checkbox"/>	0	0
	Literary Criticism	03/03/2009 2:08 PM	Featured	<input checked="" type="checkbox"/>	1	3

3. Click the Folder you want to move. The Folder appears.



The screenshot shows the 'Literary Criticism' folder view. On the left, the 'Folders' sidebar lists 'Literary Criticism' (1 folder(s), 3 item(s)) and 'Theory Sources' (0 folder(s), 0 item(s)). The main area has tabs for 'View', 'Edit', 'Edit Access Rights', and 'Export Folder'. The 'Activities' section shows a list of activities:

#	Type	Title	Date Created	Created By
1		Literary Theory Discussion 1	06/03/2009 4:41 PM	By Teacher, Tony
2		Literary Theory Test	08/05/2009 11:46 AM	By Teacher, Tony
3		Literature 1	07/05/2009 4:21 PM	By Teacher, Tony

4. Click the **Edit Access Rights** tab.

The screenshot shows the 'Literary Criticism' folder view with the 'Edit Access Rights' tab selected. The 'Folder Access' section shows 'Class Folder' selected and a 'Change Access Type' button. A note states: 'Note: Changing the access type may change the location of the folder. For example, class folders are accessed through your Class page while global folders are accessed through the Shared Content section.' The 'Class Folder' section has two lists: 'selected (2)' and 'unselected (4)'. The 'selected' list contains 'English 10A' and 'English 9A'. The 'unselected' list contains 'English 10B', 'English 10C', 'English 9B', and 'English 9C'. Below these lists is a note: 'To select multiple objects, hold 'ctrl' (PC) or 'command' (Mac)'. The 'User Access' section has checkboxes for 'Students' and 'Parents', both of which are checked. At the bottom are buttons for 'Save', 'Delete', and 'Cancel'.

The Class(es) to which the folder belongs are listed in the **selected** field, your other Classes are listed in the **unselected** list.

- Click the **Remove All**  button. The **selected** field is cleared.
- From the **unselected** list, select the Class to which you want to move the folder.
- Click the **Add Selected**  button. The class is added to the **selected** field.
- Click **Save**. The Folder is now available to the Class in the **selected** list.

6.13 Share a Folder between Classes

When you create a Folder in a Class, it is available only to that Class. However, Studywiz allows you to share Folders between Classes and make the Folder and its contents accessible to multiple Classes. Follow this procedure to share a Folder between Classes.

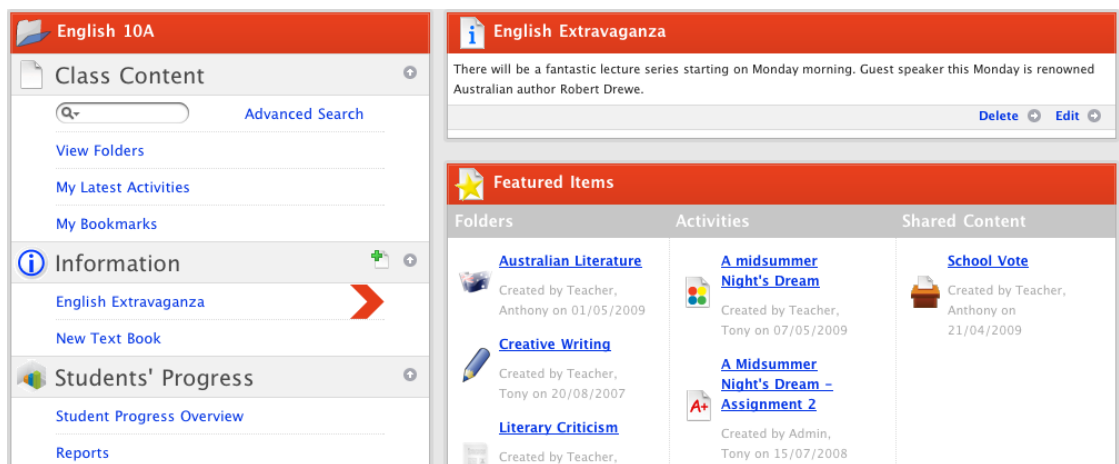


Sharing a folder between groups functions in the same way, at the start of the procedure just select the group that contains the folder from the **Learning** drop-down list.

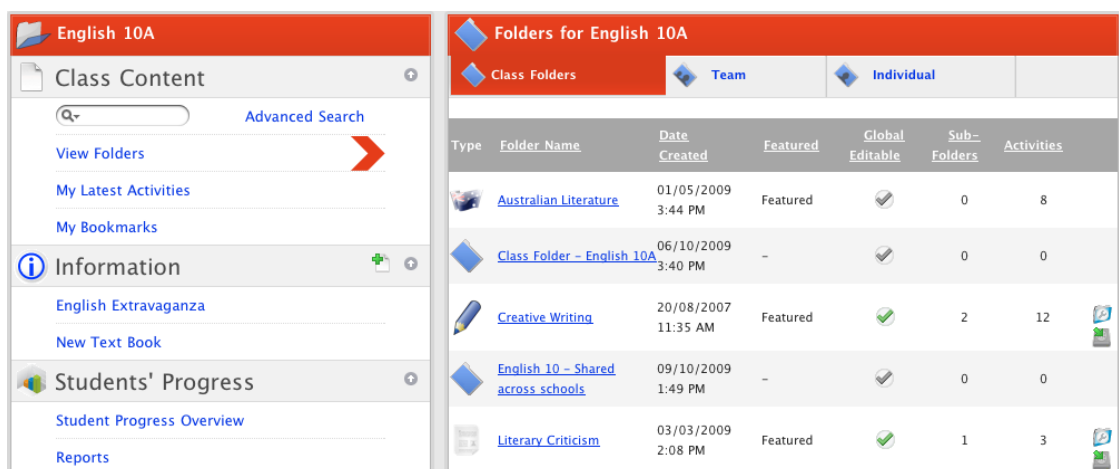







You can share Folders between Classes, and you can share Folders between Groups. You cannot make a single Folder available to a Class and a Group.

- Click the Learning tab and select the Class that contains the Folder you want to share. The Class page appears.



- In the navigation panel, click **View Folders**. The folders appear.



Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Activities
	Australian Literature	01/05/2009 3:44 PM	Featured	<input checked="" type="checkbox"/>	0	8
	Class Folder - English 10A	06/10/2009 3:40 PM	-	<input checked="" type="checkbox"/>	0	0
	Creative Writing	20/08/2007 11:35 AM	Featured	<input checked="" type="checkbox"/>	2	12
	English 10 - Shared across schools	09/10/2009 1:49 PM	-	<input checked="" type="checkbox"/>	0	0
	Literary Criticism	03/03/2009 2:08 PM	Featured	<input checked="" type="checkbox"/>	1	3

- Click the Folder that you want to share.




If the Folder you want to share is a Team or Individual Folder, click the Team or Individual tab.

The Folder page appears.

#	Type	Title	Date Created	Created By
1		Literary Theory Discussion 1	06/03/2009 4:41 PM	By Teacher, Tony
2		Literary Theory Test	08/05/2009 11:46 AM	By Teacher, Tony
3		Literature 1	07/05/2009 4:21 PM	By Teacher, Tony

- Click the **Edit Access Rights** tab.








- From the **unselected** list, select the new Classes to which you want to make the Folder available.
- Click the **Add Selected**  button. The Classes are added to the **selected** list.
- Ensure that the **User Access** checkboxes are selected for the user types you want to be able to access the folder.
- Click **Save**. The Folder is now available to the Classes in the **selected** list.









7 Studywiz Activities

Learning content is delivered in Studywiz 'Activities'. Each type of Studywiz activity is designed to cater to a range of learning requirements. Activities can be created by teachers and made available to a class, to a group or to an individual student.

7.1 Studywiz Activity Types

The table below describes each type of Studywiz Activity.

Activity	Uses
Assignment 	<p>The Studywiz Assignment reflects a conventional assignment structure. It allows Teachers to upload a worksheet or task for students to download and complete. Outcomes, assessment criteria and due date can be set. Students can submit their completed assignment through Studywiz for private teacher comment, cycles of revision and assessment. When each Student's Assignment is complete, the Teacher can mark it on line and make the marks available to the Student and their Parents through Studywiz.</p> <p>The Assignment Activity also allows Teachers to share students' work with others; Teachers can publish completed Assignments to Classes, Groups or Students.</p> <p>Assignment start, end and due dates can be added to the calendar.</p>
Calendar 	<p>Calendars are set up for individuals, Groups, Classes and for the whole school. Users select which Calendars they want to see in their individual Calendar. The personal calendar shows all events from calendars to which a user is subscribed, including Activity start and finish times.</p> <p>Users can switch between Day, Week, Month and event displays.</p>
Chat Room 	<p>A Studywiz Chat session provides a virtual location that allows Students, Teachers and Parents to have live real-time conversations through the Studywiz interface. Teachers can set a start time and end time for the Chat and the entire chat is logged. The chat logs can be viewed at any time by Class Teachers, providing the potential for assessment.</p>
Discussion 	<p>A Studywiz Discussion allows teachers to post questions or topics for Studywiz users to discuss. Students then respond as they would in an online forum. A Discussion can be moderated by the teacher.</p> <p>Discussions are especially useful when used for groups or for remote learning where a group of Students can communicate when doing a project together.</p>
eBulletin 	<p>The Studywiz eBulletin is the simplest way to post news, messages or announcements for other Studywiz users, or to a specified individual or Group. eBulletins can be made visible to all Studywiz users or to a specified Class, Student or Group. They can contain formatted text and images and cannot have attachments.</p>
Gallery 	<p>The Studywiz Gallery is a Teacher-controlled collaborative space. It allows any user to submit any type of file (most often image and sound files) and make them available to other users. Students and Teachers can discuss each Gallery item in its own online forum. Gallery files can be copied and downloaded by any user with access to the Gallery. Teachers can remove any unwanted material. Gallery items can be tagged and rated by users.</p>
Game 	<p>The Studywiz Game Activity allows students to test themselves using media-rich game show-style quiz games. Teachers can quickly and easily create a game, setting questions and time limits. They can then check students' game results and use it as a formative testing device.</p>

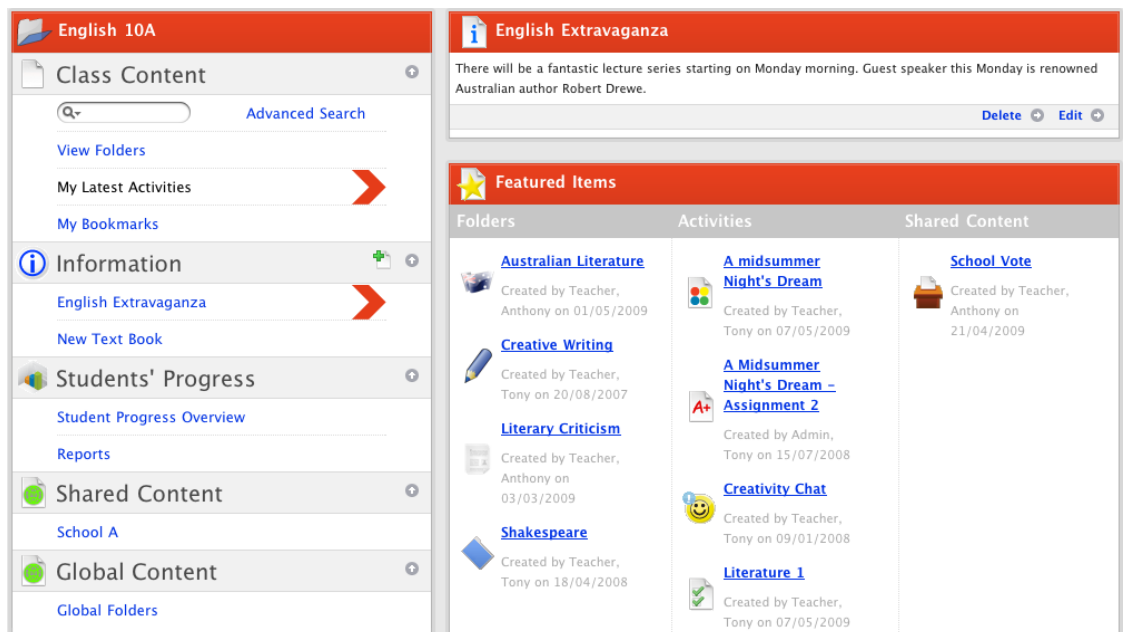
Activity	Uses
Group Writing 	<p>The Group Writing Activity is a text-based Activity, which allows Teachers to set a topic for Students to respond to in writing. Students work within the Studywiz interface and Teachers publish contributions. The Activity is Teacher-moderated so that Students can't see Group Writing contributions from other Students until they have been approved by the Teacher.</p> <p>Students can see previously published responses, which appear as separate entries in alphabetical order by author name.</p>
Multi-Media 	<p>The Multi-Media Activity is a great way for a Teacher to set a task for Students and provide files and links for them to work with. It allows users to upload just about any kind of text, images, audio and video.</p>
Repository Reference 	<p>The Repository Reference activity provides a quick and easy way for you to publish repository content for Students to access. Using your rich text editor repository you can upload a new item or add a ClickView item, an eLocker item, a Web Course or a SCORM Course.</p>
Resource 	<p>The Studywiz Resource is the easiest way to get a file to a Student, a Class or a Group. It allows you to load virtually any type of file into Studywiz. Other users can then download the file or copy it to their eLocker.</p>
RSS Feed Reader 	<p>Studywiz can be linked directly to an RSS feed so that Studywiz users can be kept up to date on topics selected by Teachers. It takes a news feed from a news service and displays it within Studywiz itself.</p>
Shared eLocker 	<p>The Studywiz Shared eLocker provides shared storage locations for users to upload and download files and Studywiz activities. This makes it easy to share items between Studywiz users.</p>
Test 	<p>Studywiz Tests allow teachers to set up comprehensive tests for their students. Tests have many configurable options, produce comprehensive reports on your students' results and can include any combination of questions of the following four types:</p> <ul style="list-style-type: none"> • Fill in the Blanks • Matching • Multiple Answer • Multiple Choice <p>Studywiz automatically collates test results and produces comprehensive test reports.</p>
Vote 	<p>A Studywiz Vote allows you to pose a single question with a number of Teacher-set answers. It is used to question Students, Teachers or Groups on their opinions. Users view the Vote and select their answer from the answer list. Studywiz compiles the results and users can then view the Vote results.</p>

7.2 Create a Class or Group Activity

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



2. From the drop-down list, select the Class/Group in which you want to create the activity. The Class/Group Learning page appears.



3. Click **View Folders**. The Class/Group folders for the Class/Group appear.

The screenshot shows the 'English 10A' interface. On the left, the 'Class Content' sidebar includes links for 'View Folders', 'My Latest Activities', 'My Bookmarks', 'Information', 'Students' Progress', 'Shared Content', and 'Global Content'. The main area, 'Folders for English 10A', has tabs for 'Class Folders', 'Team', and 'Individual'. Below these tabs is a table of folders.

Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Activities
	Australian Literature	01/05/2009 3:44 PM	Featured	<input checked="" type="checkbox"/>	0	8
	Class Folder - English 10A	06/10/2009 3:40 PM	-	<input checked="" type="checkbox"/>	0	0
	Creative Writing	20/08/2007 11:35 AM	Featured	<input checked="" type="checkbox"/>	2	12
	English 10 - Shared across schools	09/10/2009 1:49 PM	-	<input checked="" type="checkbox"/>	0	0
	Literary Criticism	03/03/2009 2:08 PM	Featured	<input checked="" type="checkbox"/>	1	3
	Shakespeare	18/04/2008 10:47 AM	Featured	<input checked="" type="checkbox"/>	1	8
	Short Stories	07/03/2008 11:16 AM	-	<input checked="" type="checkbox"/>	0	5

At the bottom of the folder list are links for 'Create Class Folder' and 'Import Class Folder'.

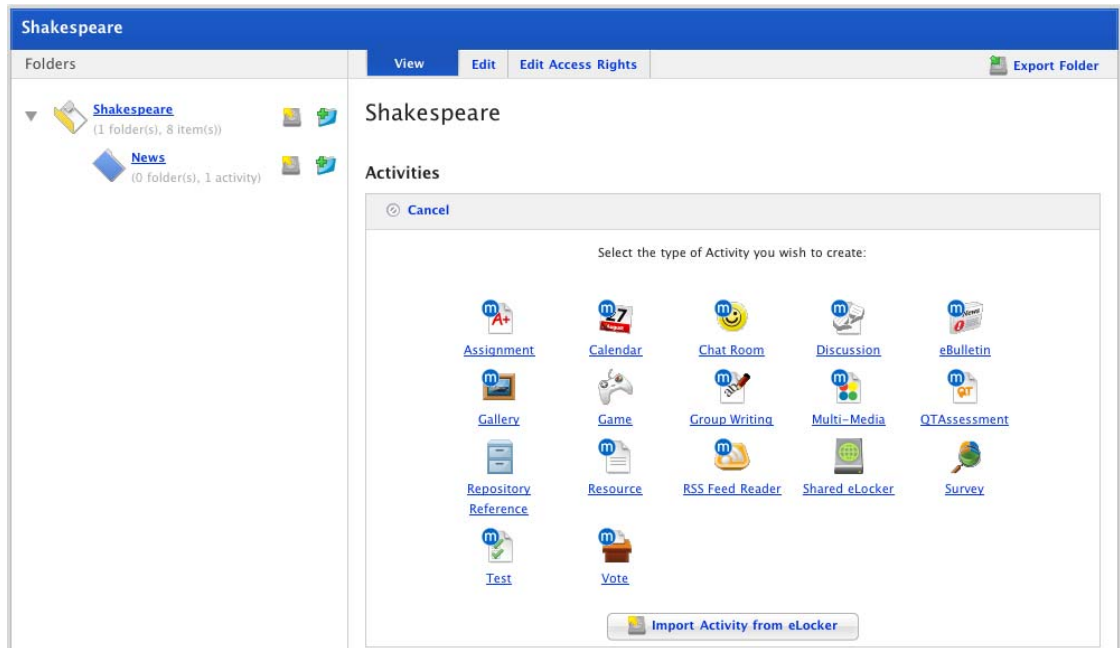
4. Ensure that the correct folder type tab is selected, depending on whether you want to create an activity for the whole Class/Group, a team, or an individual.
5. Click the folder in which you want to create the activity. The folder's contents appear.

The screenshot shows the 'Shakespeare' folder view. The 'Folders' panel on the left shows 'Shakespeare' with 0 folders and 3 items. The main 'Activities' panel has a filter bar and a table of activities.

#	Type	Title	Date Created	Created By
1		A Midsummer Night's Dream - Assignment 2	15/07/08 10:04	By Teacher, Tony
2		Macbeth	27/10/08 09:41	By Teacher, Tony
3		The role of Puck in A Midsummer Night's Dream	21/04/08 09:50	By Teacher, Anthony

At the bottom of the activities panel are links for 'Create new Activity', 'view detail', and 'Reorder Activities'.

- a. If you want to create the activity in a sub folder, click the sub folder. The contents of the sub folder appear.
6. At the bottom of the View panel, click **Create new Activity**. The Activities panel, displaying the activities you can create, appears.

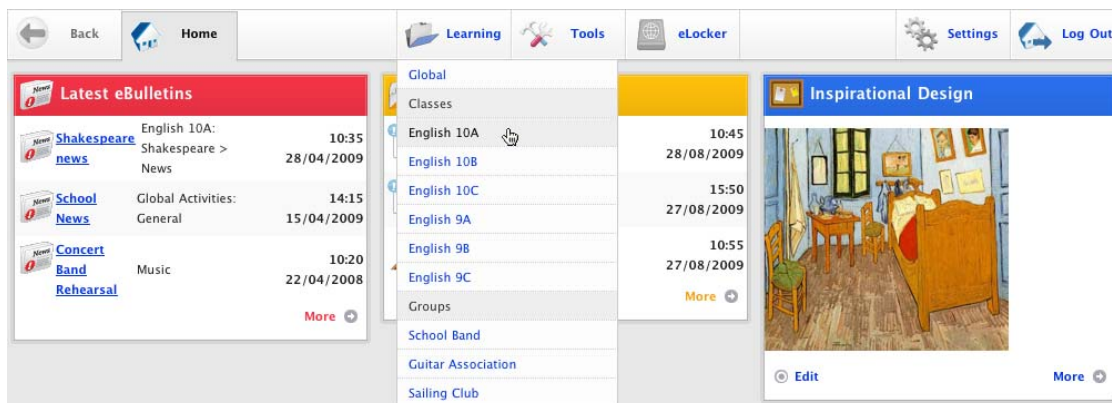


7. Refer to the appropriate procedure below for the activity that you want to create:

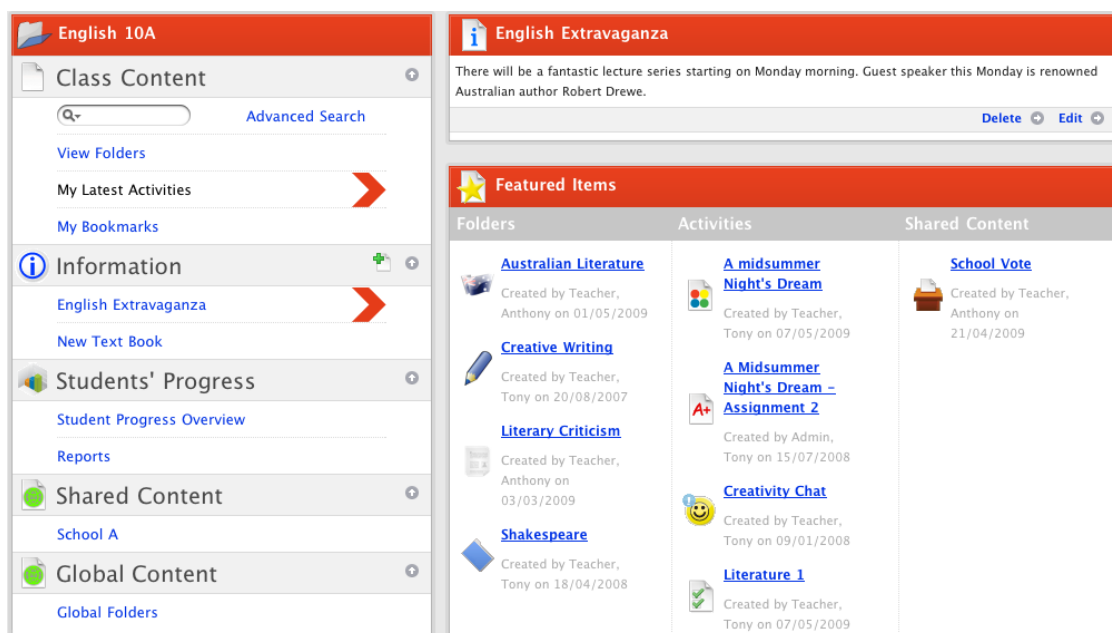
1. [Create an Assignment](#)
2. [Create a Calendar](#)
3. [Create a Chat Room](#)
4. [Create a Discussion](#)
5. [Create an eBulletin](#)
6. [Create a Gallery](#)
7. [Create a Game](#)
8. [Create a Group Writing Activity](#)
9. [Create a Multi-Media Activity](#)
10. [Create a Repository Reference Activity](#)
11. [Create a Resource](#)
12. [Create an RSS Feed](#)
13. [Create a Shared eLocker](#)
14. [Create a Test](#)
15. [Create a Vote](#)

7.3 Create a School Activity

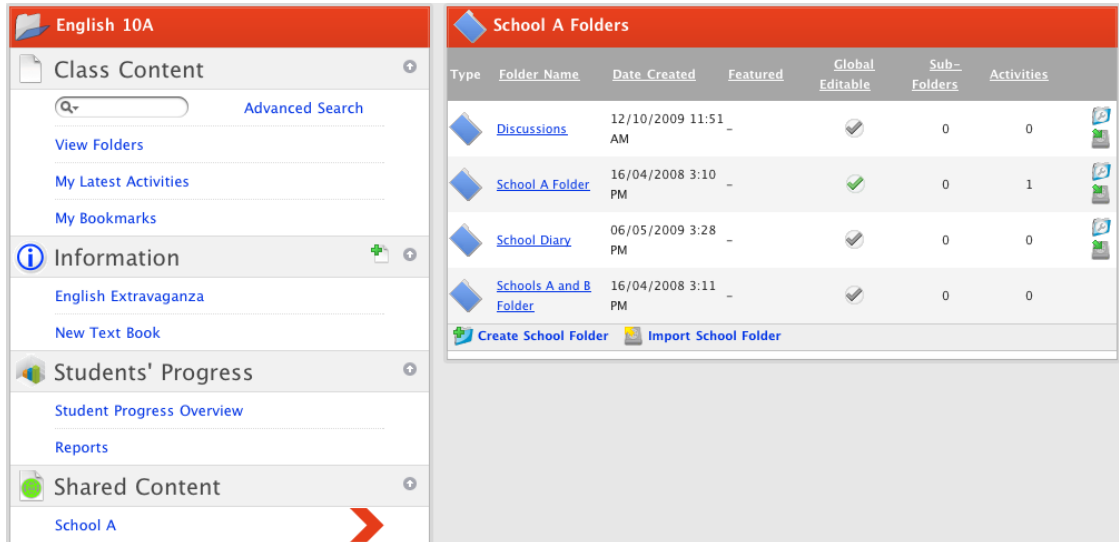
1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



2. From the drop-down list, select a Class. The Learning page appears.



3. In the Shared Content section of the page, click the School for which you want to create the activity. The <School Name> Folders page appears.



English 10A

Class Content

Advanced Search

[View Folders](#)

[My Latest Activities](#)

[My Bookmarks](#)

Information

[English Extravaganza](#)

[New Text Book](#)

Students' Progress

[Student Progress Overview](#)

[Reports](#)

Shared Content

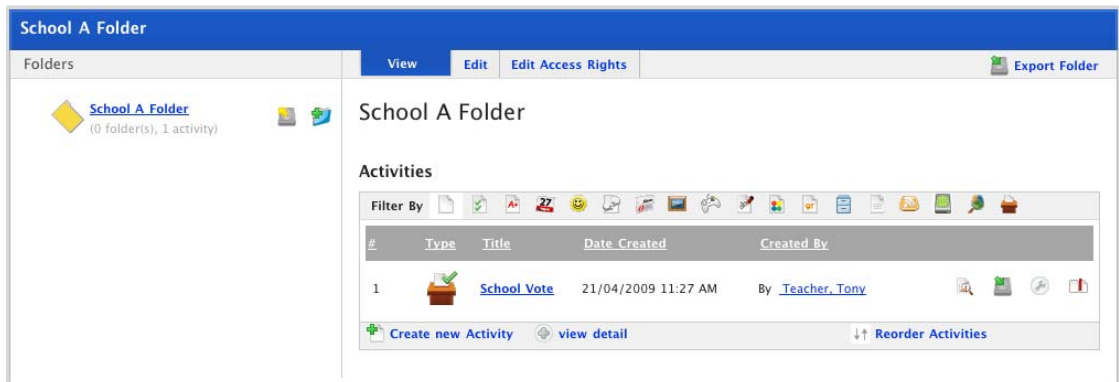
[School A](#)

School A Folders

Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Activities
	Discussions	12/10/2009 11:51 AM	-	<input checked="" type="checkbox"/>	0	0
	School A Folder	16/04/2008 3:10 PM	-	<input checked="" type="checkbox"/>	0	1
	School Diary	06/05/2009 3:28 PM	-	<input checked="" type="checkbox"/>	0	0
	Schools A and B Folder	16/04/2008 3:11 PM	-	<input checked="" type="checkbox"/>	0	0

[Create School Folder](#) [Import School Folder](#)

4. Click the folder in which you want to create the new School activity. The folder opens.



School A Folder

Folders View Edit Edit Access Rights Export Folder

[School A Folder](#)
(0 folder(s), 1 activity)

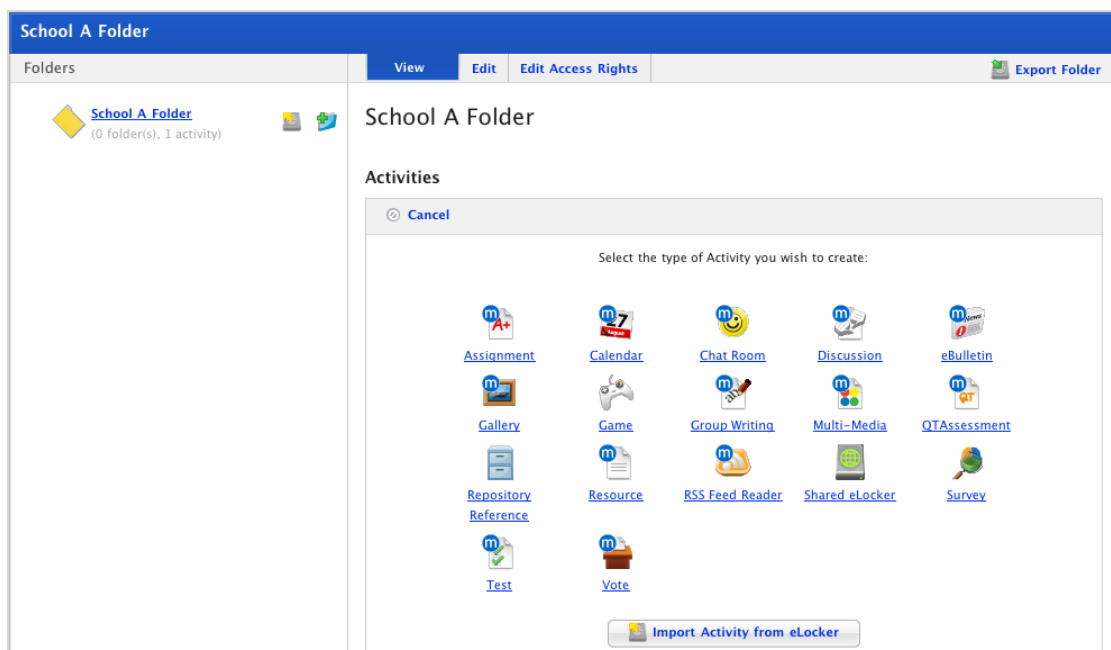
Activities

Filter By

#	Type	Title	Date Created	Created By
1		School Vote	21/04/2009 11:27 AM	By Teacher, Tony

[Create new Activity](#) [view detail](#) [Reorder Activities](#)

- a. If you want to create the activity in a sub folder, click the sub folder. The contents of the sub folder appear.
5. At the bottom of the View panel, click **Create new Activity**. The Activities panel, displaying the activities you can create, appears.



6. Refer to the appropriate procedure below for the activity that you want to create:

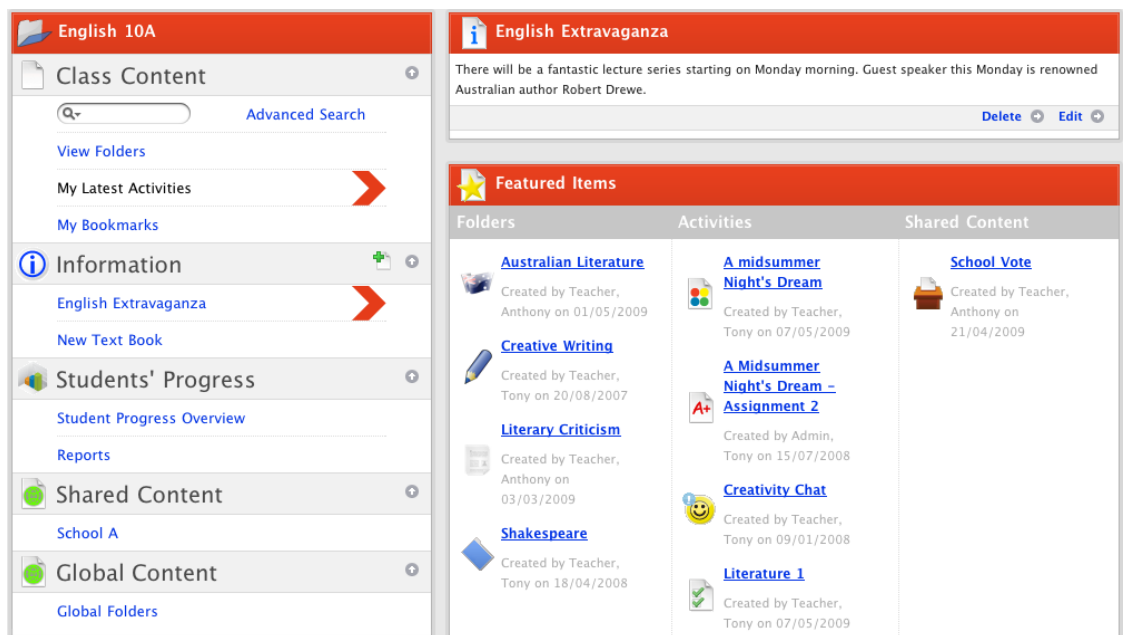
16. [Create an Assignment](#)
17. [Create a Calendar](#)
18. [Create a Chat Room](#)
19. [Create a Discussion](#)
20. [Create an eBulletin](#)
21. [Create a Gallery](#)
22. [Create a Game](#)
23. [Create a Group Writing Activity](#)
24. [Create a Multi-Media Activity](#)
25. [Create a Repository Reference Activity](#)
26. [Create a Resource](#)
27. [Create an RSS Feed](#)
28. [Create a Shared eLocker](#)
29. [Create a Test](#)
30. [Create a Vote](#)

7.4 Create a Global Activity

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



2. From the drop-down list, select a Class. The Learning page appears.



3. In the Global Content section of the page, click Global Folders. The Global Folders page appears.

English 10A

Class Content

[Advanced Search](#)

[View Folders](#)

[My Latest Activities](#)

[My Bookmarks](#)

Information

[English Extravaganza](#)

[New Text Book](#)

Students' Progress

[Student Progress Overview](#)

[Reports](#)

Shared Content

[School A](#)

Global Content

[Global Folders](#)

Global Folders

Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Activities
	Discussions	21/08/2007 4:38 PM	-	<input checked="" type="checkbox"/>	1	1
	eBulletins	21/08/2007 3:28 PM	-	<input checked="" type="checkbox"/>	0	1
	Featured Global	07/10/2009 4:32 PM	Featured	<input checked="" type="checkbox"/>	0	0
	General	21/08/2007 4:40 PM	-	<input checked="" type="checkbox"/>	0	8
	Moving around	06/05/2009 4:19 PM	-	<input checked="" type="checkbox"/>	0	0
	World News	24/04/2009 2:17 PM	Featured	<input checked="" type="checkbox"/>	0	0

[Create Global Folder](#)
[Import Global Folder](#)

4. Click the folder in which you want to create the new Global activity. The folder opens.

eBulletins

Folders

eBulletins

(0 folder(s), 1 activity)

eBulletins

Activities

Filter By

#

Type

Title

Date Created

Created By

1

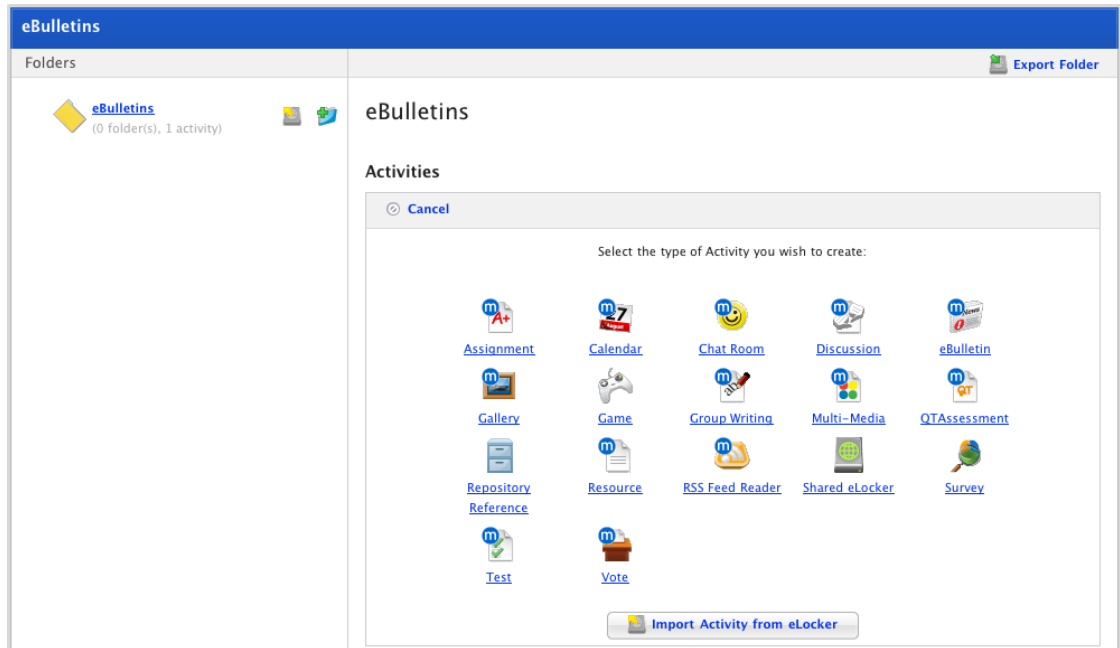
[Important Announcement](#)

21/08/07 15:28

By [Teacher, Anthony](#)

[Create new Activity](#)
[view detail](#)

- a. If you want to create the activity in a sub folder, click the sub folder. The contents of the sub folder appear.
5. At the bottom of the View panel, click **Create new Activity**. The Activities panel, displaying the activities you can create, appears.



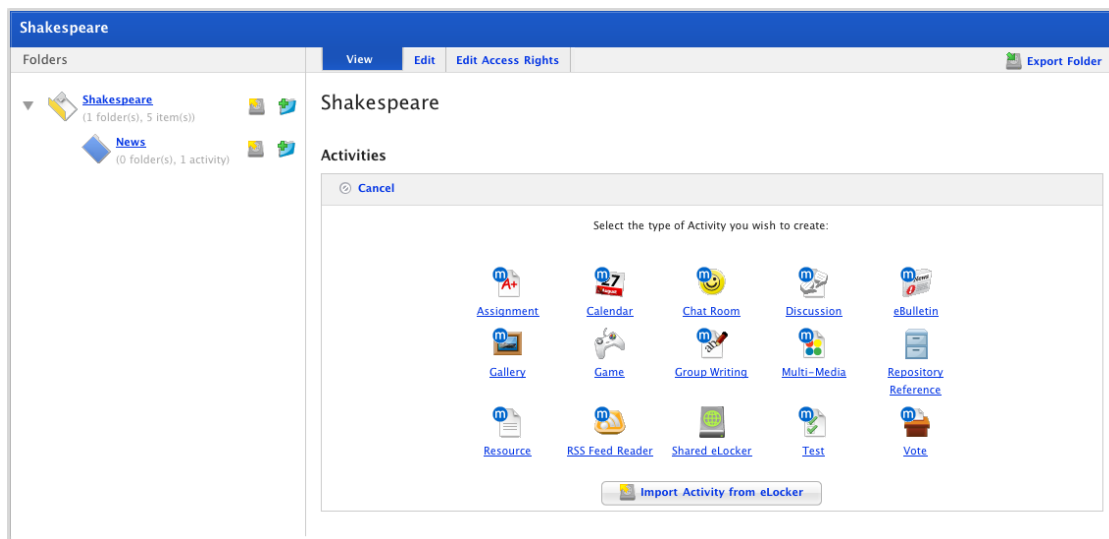
6. Refer to the appropriate procedure below for the activity that you want to create:

31. [Create an Assignment](#)
32. [Create a Calendar](#)
33. [Create a Chat Room](#)
34. [Create a Discussion](#)
35. [Create an eBulletin](#)
36. [Create a Gallery](#)
37. [Create a Game](#)
38. [Create a Group Writing Activity](#)
39. [Create a Multi-Media Activity](#)
40. [Create a Repository Reference Activity](#)
41. [Create a Resource](#)
42. [Create an RSS Feed](#)
43. [Create a Shared eLocker](#)
44. [Create a Test](#)
45. [Create a Vote](#)

7.5 Create an Assignment

1. Begin creating the Assignment according to the appropriate procedure:
 46. If you want to create a Class or Group Assignment, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.
 47. If you want to create a School Assignment, select the School by following the [Create a School Activity](#) procedure.
 48. If you want to create a Global Assignment, follow the [Create a Global Activity](#) procedure.

When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.



2. Click the **Assignment** button. The New Assignment panel appears.

New Assignment

* Indicates a required field

Folder: English 10A: Shakespeare

Created By: Teacher, Tony

Date Created: 04/05/09 15:26

Last Modified By:

Date Modified:

Allow Collaborative Editing: ☐

From: 15 25 on 04/05/2009

To: 15 25 on 04/11/2009

Assignment Title: *

Short Description:

Keywords:

Date Due: 15 25 on 04/05/2009

Assignment must contain file: ☒ (Leave unchecked to allow students to submit their assignment without having to upload file)

Upload:

Description: *

Preconditions: An Activity must be saved before its preconditions can be set.

Add Results to GradeBook: ☐ (Tick this box to attach an assessment to this resource.)

On specified date: / /

for Class/Group: English 10A

Please select output items:

☒ Grade (This is a mandatory item.)

Featured Activity: ☐

Enable Plagiarism Checks: ☐

Publish: ☐ (When this box is ticked, this activity is visible to the intended audience)

3. If you want other teachers to be able to edit the activity, ensure that the **Allow Collaborative Editing** checkbox is selected.
4. Set the **From** and **To** dates for the activity. These are the dates between which the activity will be visible to students.
5. In the **Assignment Title** field type a name for the Assignment. This name will appear in the Activities list for your students.

6. In the **Short Description** field type a description of the Assignment.
7. In the **Keywords** field type some keywords (separated by spaces or commas) relating to the Assignment subject area.



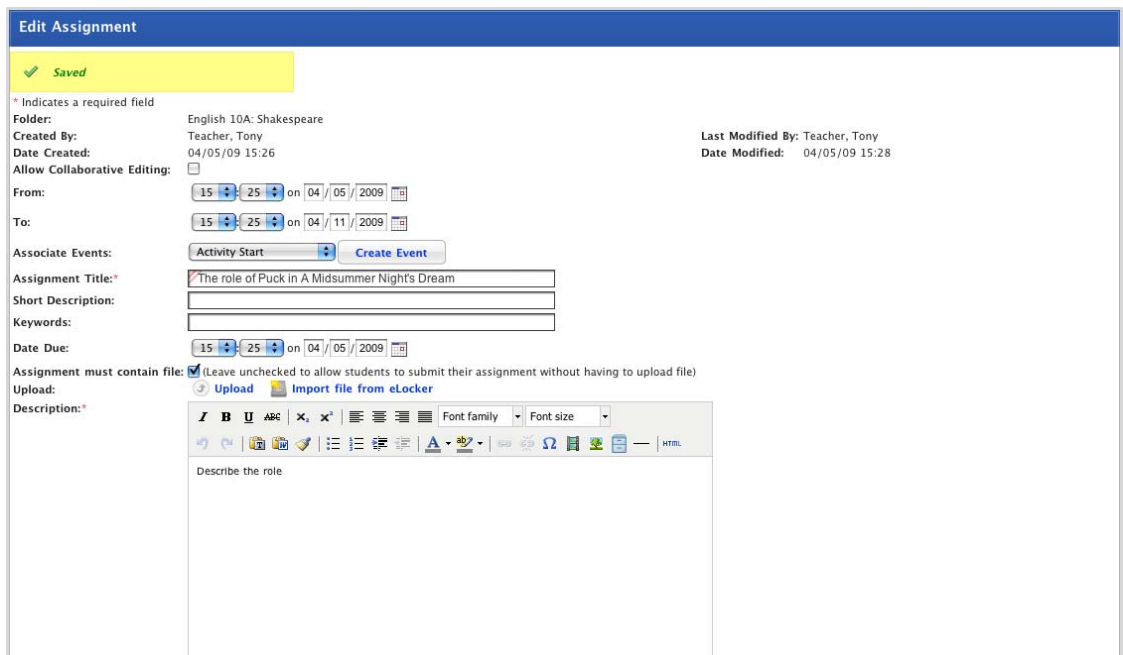
Keywords can be separated by spaces or commas.

8. In the **Date Due** fields select the date on which the Assignment is due. Students will not be able to submit an Assignment after this date.



The **Date Due** must be a day between the **From** and **To** dates. If you set the due date outside the **From** and **To** dates you will not be able to save the assignment.

9. Select or de-select the **Assignment must contain file** checkbox:
 49. If you require your Students to upload a file into Studywiz, ensure that the checkbox is selected.
 50. If the students do not need to upload a file, ensure that the checkbox is not selected.
10. In the **Description** field type a description of the Assignment.
11. If you want to set the Activity as a Featured Activity, select the Featured Activity checkbox.
12. If you want to enable plagiarism checks, select the **Enable Plagiarism Checks** checkbox.
For more information on Plagiarism Checks, refer to the [TurnItIn](#) procedures in this document.
13. If you want to publish the assignment, ensure that the **Publish** checkbox is selected.
14. Click the **Save** button. The assignment is saved and the **Associate Events** drop-down list and the **Create Event** button appear.



Edit Assignment

✓ Saved

* Indicates a required field

Folder: English 10A: Shakespeare

Created By: Teacher, Tony

Date Created: 04/05/09 15:26

Last Modified By: Teacher, Tony

Date Modified: 04/05/09 15:28

Allow Collaborative Editing: ☐

From: 15:25 on 04/05/2009

To: 15:25 on 04/11/2009

Associate Events: Activity Start Create Event

Assignment Title: The role of Puck in A Midsummer Night's Dream

Short Description:

Keywords:

Date Due: 15:25 on 04/05/2009

Assignment must contain file: ☒ (Leave unchecked to allow students to submit their assignment without having to upload file)

Upload: Upload Import file from eLocker

Description: Describe the role

Preconditions: There are no valid Prerequisites that can be created

Add Results to GradeBook: ☐ (Tick this box to attach an assessment to this resource.)
 On specified date: / /
 for Class/Group:
 Please select output items:
☒ Grade (This is a mandatory item.)

Featured Activity: ☐

Enable Plagiarism Checks: ☒

Publish: ☒ (When this box is ticked, this activity is visible to the intended audience)

If you need to give your Students a file to work with you can upload a file or import a file from your eLocker. Follow the appropriate procedure below.

Additionally, you can now set the Assignment start, end and due dates to appear on Studywiz calendars by following the [Set Assignment Dates](#) procedures below.

7.5.1 Upload a File for an Assignment

Follow this procedure to upload a file from a hard drive or network drive to an Assignment.

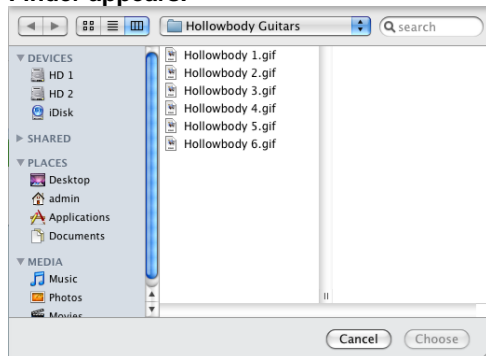
1. Click **Upload**. The **Select a file to upload** page appears.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows upload procedures are shown below:

Macintosh

Select a file to upload

- a. Click the **Choose File** button. The **Finder** appears.

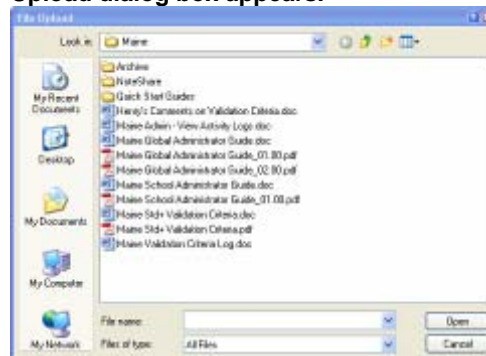


- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Choose** button. The dialog box closes and the **Select a file to Upload** panel reappears.

Windows

Select a file to upload

- a. Click the **Browse** button. The **File Upload** dialog box appears.



- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Open** button. The dialog box closes and the **Select a file to Upload** panel reappears.

2. Click the **Upload** button. The file is transferred and then the **Edit File Details** page appears.

Edit File Details

* Indicates a required field

File Name: .jpg

Link Title:

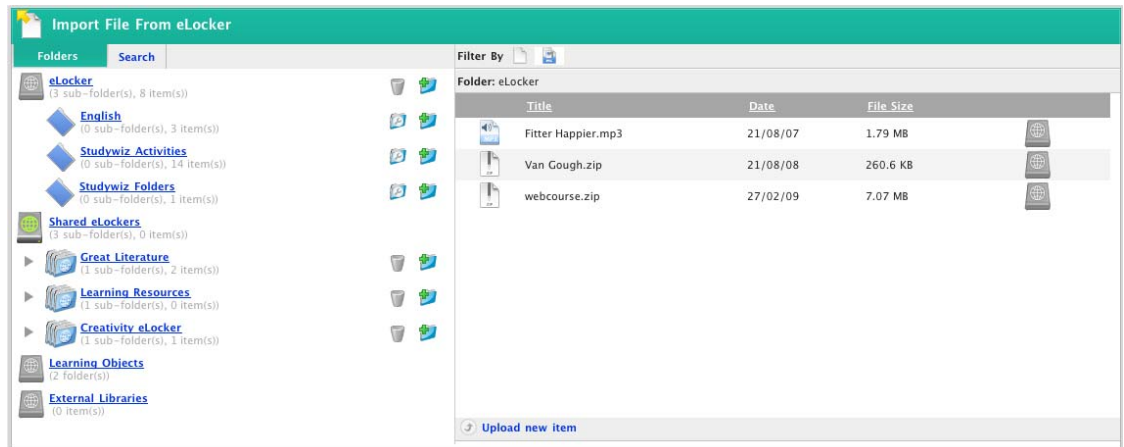
File Type:


- Click the **Save and return** button. The file is added to the assignment and the Assignment is saved.

7.5.2 Import a File for an Assignment

Follow this procedure to import a file to an Assignment from your Studywiz eLocker or from a shared eLocker.

- Click the **Import file from eLocker** button. The Import File From eLocker page appears.



- Navigate through the eLocker folders to the file you want to import.
- Adjacent to the file you want to import, click the **Import file from eLocker**  button. The Edit Assignment panel reappears.
- Click **Save**. The file is added to the assignment and the assignment is saved.

7.5.3 Assignments and Studywiz Calendars

You can set Assignment start, end, due and 'event' dates to appear on Studywiz Calendars that are in the same folder as the Assignment. If there isn't a calendar in the folder, Studywiz gives you the opportunity to create a calendar during the scheduling procedure.



Setting an Assignment event adds the event to the specified calendar but there is no link between the events and the Assignment. This allows you to set start, end and due events on multiple calendars.

- If you want to schedule Assignment dates on an existing calendar, follow the [Set Assignment Dates](#) procedure below.
- If you want to create a new calendar, or if there are no existing calendars in the folder, create a new calendar according to the [Create a new Calendar](#) procedure below.

7.5.3.1 Create a new Calendar

1. Open the Edit Assignment page.

2. From the **Associate Events** drop-down list, select the event you want to set on the calendar.
3. Click the **Create Event** button. The Edit Event panel appears.

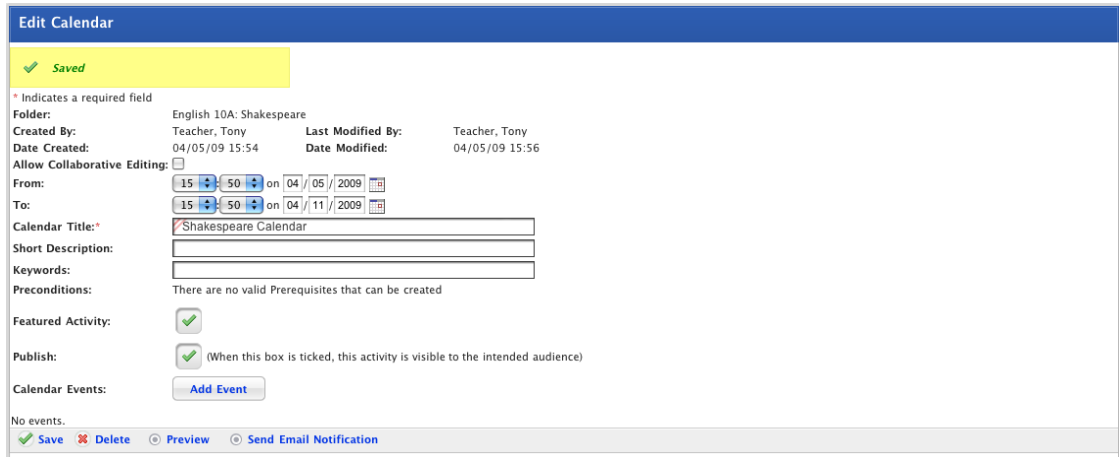


If there are no calendars in the folder, the Select This Calendar drop-down list and button do not appear.

4. Click the **Create New Calendar** button. The New Calendar panel appears.

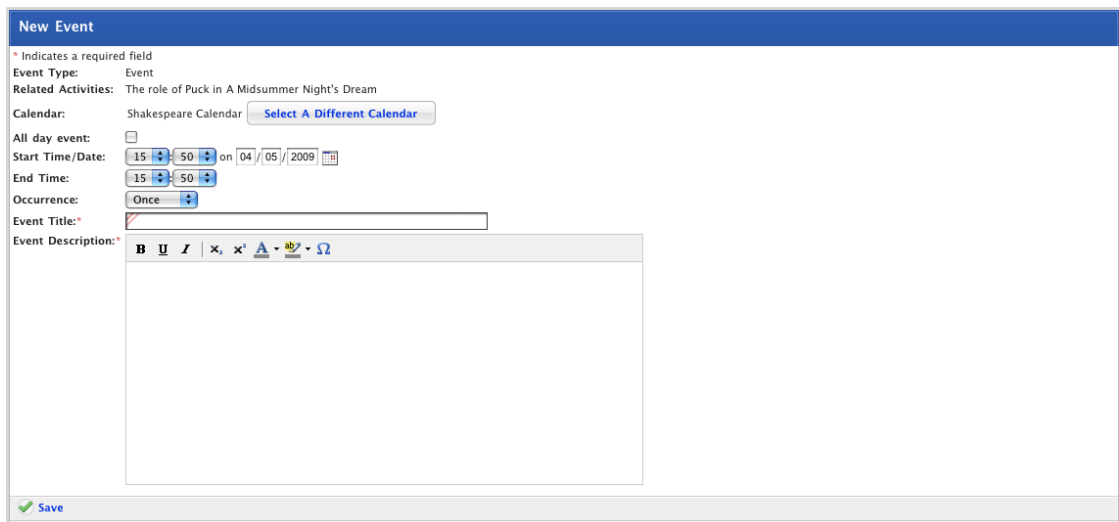
5. If you want other teachers to be able to edit the Calendar, select the **Allow Collaborative Editing** checkbox.
6. Set the **From** and **To** dates for the activity. These are the dates between which the activity will be visible to students.
7. In the **Calendar Title** field, type a name for the Calendar.
8. In the **Short Description** field, type a description of the Calendar.

9. In the **Keywords** field, enter some keywords to help other users find the Calendar in a search. Use spaces or commas to separate the keywords.
10. If you want the Calendar to appear as a featured activity, select the **Featured Activity** checkbox.
11. Select the **Publish** checkbox.
12. Click **Save**. The 'Saved' notification appears and the **Add Event** button is displayed.



You have finished creating the new calendar and can continue to schedule the Assignment.

13. Click the **Back** tab. The New Event page appears.



14. Click the **Back** tab again. The Edit Assignment panel reappears.
15. Follow the procedure below to set the assignment events.

7.5.3.2 Set Assignment Dates

Follow the steps in this procedure to set Assignment Start, End, Due and Event dates on a Calendar. Assignment dates can be set on any calendar accessible to the Class for whom the Assignment has been created.

1. Open the Assignment for editing.

- From the **Associate Events** drop-down list, select either **Activity Start**, **Activity End**, **Assignment Due Date** or **Event**.
- Click the **Create Event** button. The Edit Event panel appears.

- From the **Calendar** drop-down list, select the Calendar on which you want the event to appear.
- Click the **Select This Calendar** button. The New Event panel appears.

- In the **Event Title** field, type the text that you want to appear on the Calendar.
- In the **Event Description** field, type a description.
- Click **Save**. The Assignment Event is saved and the 'Saved' notification appears.

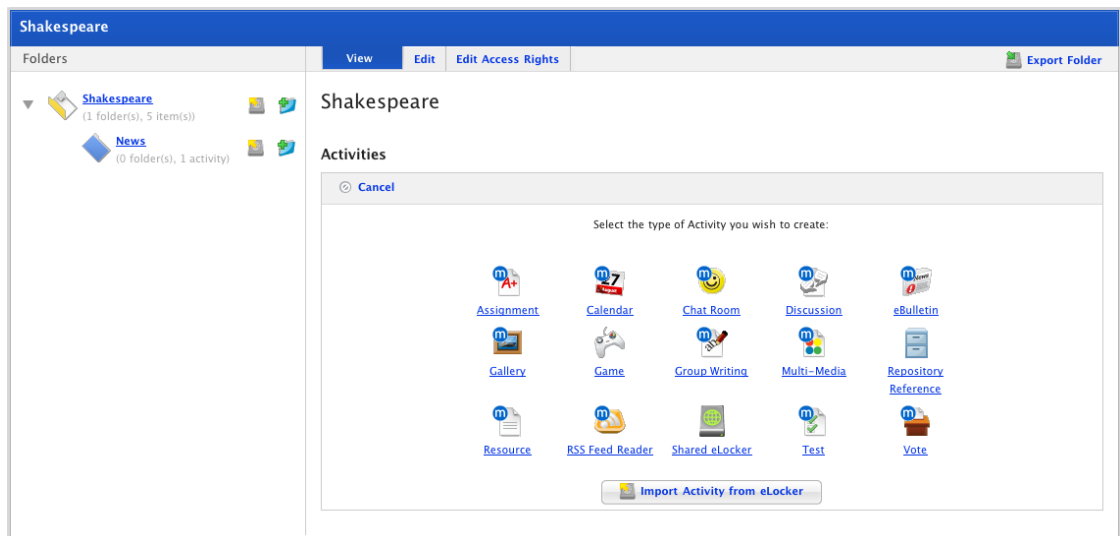
9. Click the **Back** button. The Edit Assignment page appears. The event is displayed on the Edit Assignment page alongside the Associate Events section.

Repeat this procedure as necessary to create other Assignment dates.

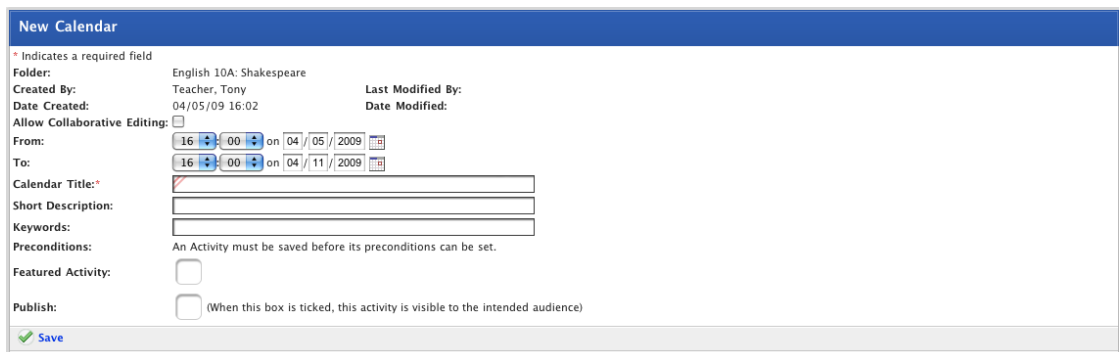
7.6 Create a Calendar

1. Begin creating the Calendar according to the appropriate procedure:
 51. If you want to create a Class or Group Calendar, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.
 52. If you want to create a School Calendar, select the School by following the [Create a School Activity](#) procedure.
 53. If you want to create a Global Calendar, follow the [Create a Global Activity](#) procedure.

When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.



2. Click the **Calendar** button. The New Calendar panel appears.



3. If you want other Teachers to be able to edit the Calendar, select the **Allow Collaborative Editing** checkbox.
4. Set the **From** and **To** dates for the activity. These are the dates between which the activity will be visible to students.

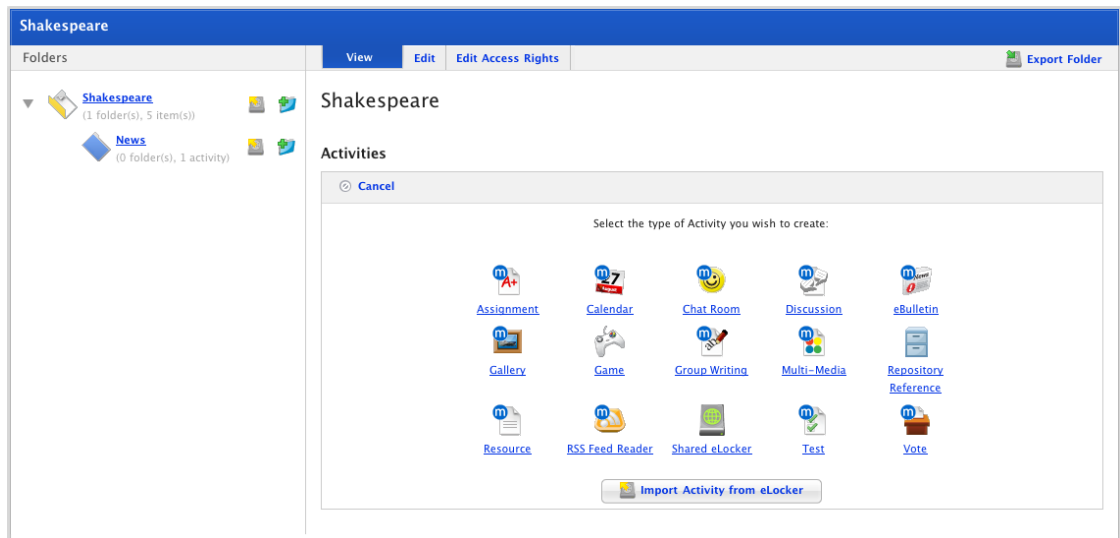
5. In the **Calendar Title** field, type a name for the Calendar.
6. In the **Short Description** field, type a description of the Calendar.
7. In the **Keywords** field, enter some keywords to help other users find the Calendar in a search. Use spaces or commas to separate the keywords.
8. If you want to set the Activity as a Featured Activity, select the **Featured Activity** checkbox.
9. If your Calendar is complete, select the **Publish** option to publish the Calendar.
10. Click the **Save** button. The Saved notification appears and the **Add Event** button is displayed.

For more information on Studywiz Calendars, refer to the procedures in the [Calendars](#) section.

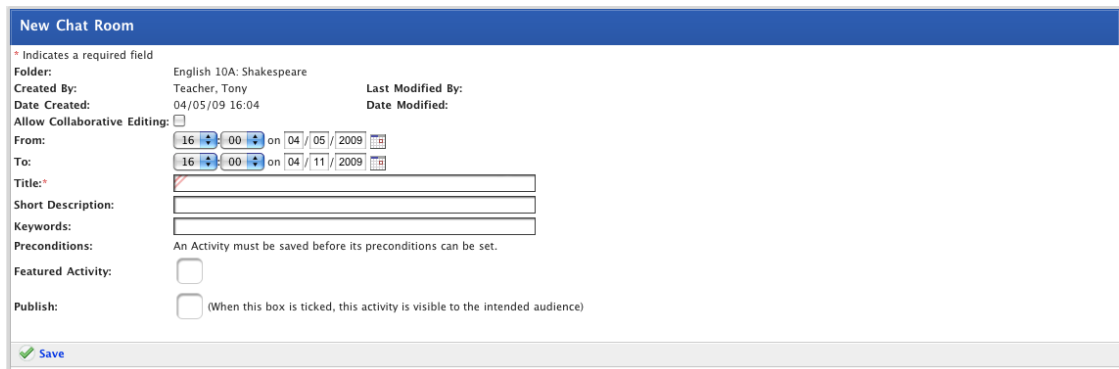
7.7 Create a Chat Room


1. Begin creating the Chat Room according to the appropriate procedure:
 54. If you want to create a Class or Group Chat Room, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.
 55. If you want to create a School Chat Room, select the School by following the [Create a School Activity](#) procedure.
 56. If you want to create a Global Chat Room, follow the [Create a Global Activity](#) procedure.

When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.



- Click the **Chat Room** button. The New Chat Room panel appears.

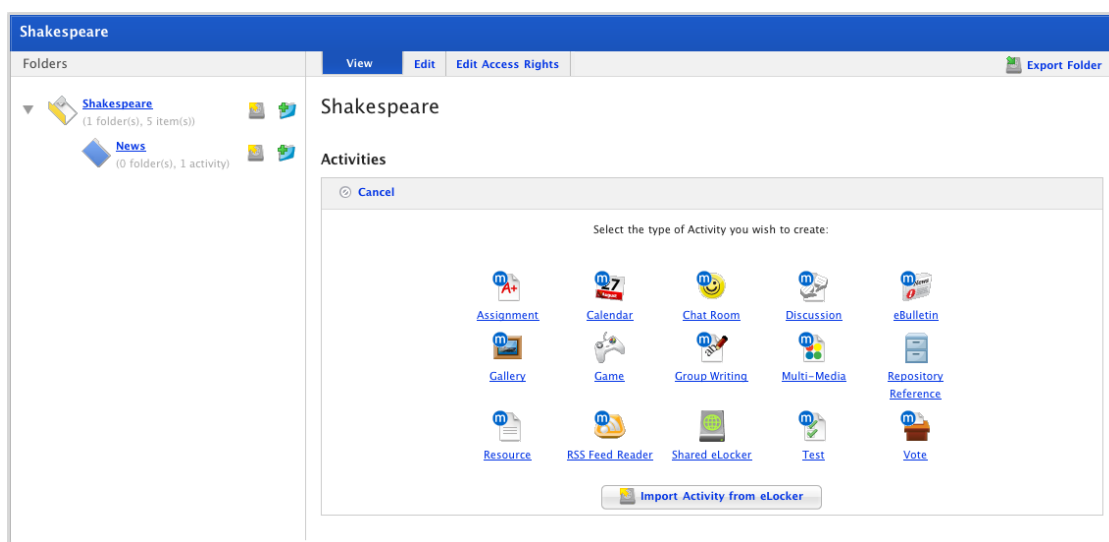


- If you want other teachers to be able to edit the activity, ensure that the **Allow Collaborative Editing** checkbox is selected.
 - Set the **From** and **To** dates for the activity. These are the dates between which the activity will be visible to students.
 - In the **Title** field type a name for the Chat room. This name will appear in the Activities list for your students.
 - In the **Short Description** field type a short description of the Chat topic.
 - In the **Keywords** field type some keywords relating to the Chat subject. This will assist Students and other Teachers if they need to search for Chat rooms.
-  Keywords can be separated by spaces or commas.
- If you want to set the Activity as a Featured Activity, select the **Featured Activity** checkbox.
 - If the Chat Room is ready to publish, select the **Publish** checkbox. If you want to leave it in development and finish it later, leave the checkbox unselected.
 - Click the **Save** button. The 'Saved' notification appears. You have finished creating your Chat Activity.

7.8 Create a Discussion

1. Begin creating the Discussion according to the appropriate procedure:
 57. If you want to create a Class or Group Discussion, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.
 58. If you want to create a School Discussion, select the School by following the [Create a School Activity](#) procedure.
 59. If you want to create a Global Discussion, follow the [Create a Global Activity](#) procedure.

When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.



2. Click the **Discussion** button. The New Discussion panel appears.

The screenshot shows the 'New Discussion' form. At the top, it says '* Indicates a required field'. The form has several sections:

- Folder:** English 10A: Writing Narrative
- Created By:** Teacher, Tony
- Date Created:** 07/05/09 11:23
- Last Modified By:**
- Date Modified:**
- Allow Collaborative Editing:** ☐
- Students Can Contribute:** ☒
- From:** 11:20 on 07/05/2009
- To:** 11:20 on 07/11/2009
- Subject:** *
- Short Description:**
- Keywords:**
- Body:** * (with a rich text editor toolbar and a large text area)
- Preconditions:** An Activity must be saved before its preconditions can be set.
- Featured Activity:** ☐
- Publish:** ☒ (When this box is ticked, this activity is visible to the intended audience)

 At the bottom left is a green 'Save' button.

3. If you want other teachers to be able to edit the activity, ensure that the **Allow Collaborative Editing** checkbox is selected.
4. If you want students to be able to view the Discussion but not participate, de-select the **Students can Contribute** checkbox.
5. Set the **From** and **To** dates for the activity. These are the dates between which the activity will be visible to students.
6. In the **Subject** field type a name for the Discussion. This name will appear in the Activities list for your students.
7. In the **Short Description** field type a short description of the Discussion.
8. In the **Keywords** field type some keywords relating to the Discussion subject. This will assist Students and other Teachers if they need to search for Discussions.



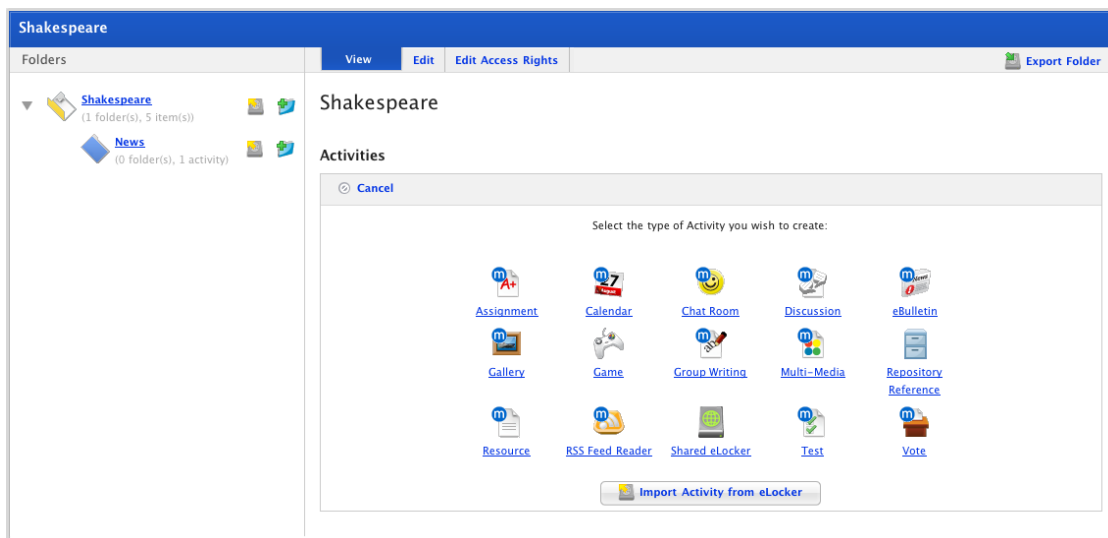
Keywords can be separated by spaces or commas.

9. In the **Body** field type the instructions for the Discussion.
10. If you want to set the Activity as a Featured Activity, select the **Featured Activity** checkbox.
11. If the Discussion is ready to publish, select the **Publish** checkbox. If you want to leave it in development and publish it later, leave the checkbox unselected.
12. Click the **Save** button. The Saved notification appears. You have finished creating the Discussion Activity.

7.9 Create an eBulletin

1. Begin creating the eBulletin according to the appropriate procedure:
 60. If you want to create a Class or Group eBulletin, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.
 61. If you want to create a School eBulletin, select the School by following the [Create a School Activity](#) procedure.
 62. If you want to create a Global eBulletin, follow the [Create a Global Activity](#) procedure.

When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.



- Click the **eBulletin** button. The New eBulletin panel appears.

- If you want other teachers to be able to edit the activity, ensure that the **Allow Collaborative Editing** checkbox is selected.
- Set the **From** and **To** dates for the activity. These are the dates between which the activity will be visible to students.
- In the **eBulletin Title** field type a name for the eBulletin. This name will appear in the Activities list for your students.
- In the **Short Description** field type a short description of the eBulletin.
- In the **Keywords** field type some keywords relating to the eBulletin subject. This will assist Students and other Teachers if they need to search for eBulletins.



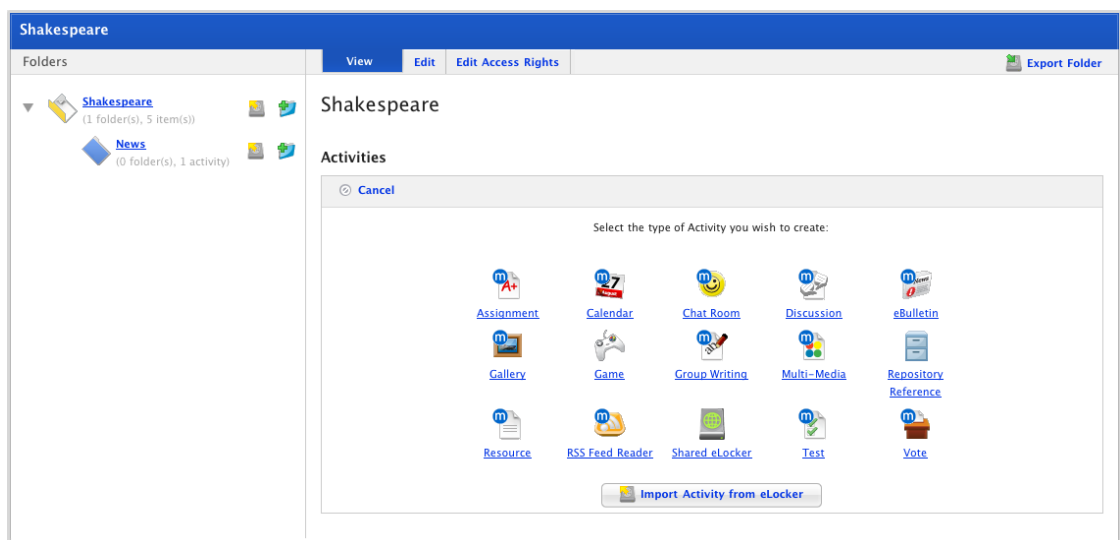
Keywords can be separated by spaces or commas.

8. In the **eBulletin Message** field type the eBulletin text.
9. If the eBulletin is ready to publish, select the **Publish** checkbox. If you want to leave it in development and publish it later, leave the checkbox unselected.
10. If you want to set the Activity as a Featured Activity, select the **Featured Activity** checkbox.
11. Click the **Save** button. The Saved notification appears. You have finished creating your eBulletin.

7.10 Create a Gallery

1. Begin creating the Gallery according to the appropriate procedure:
 63. If you want to create a Class or Group Gallery, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.
 64. If you want to create a School Gallery, select the School by following the [Create a School Activity](#) procedure.
 65. If you want to create a Global Gallery, follow the [Create a Global Activity](#) procedure.

When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.



2. Click the **Gallery** button. The New Gallery panel appears.

14. If you want the Gallery to appear in the Featured Activities list, select the Featured **Activity** checkbox.
15. If the Gallery is ready to publish, select the **Publish** checkbox. If you want to leave it in development and publish it later, leave the checkbox unselected.
16. Click the **Save** button. The 'Saved' notification appears.

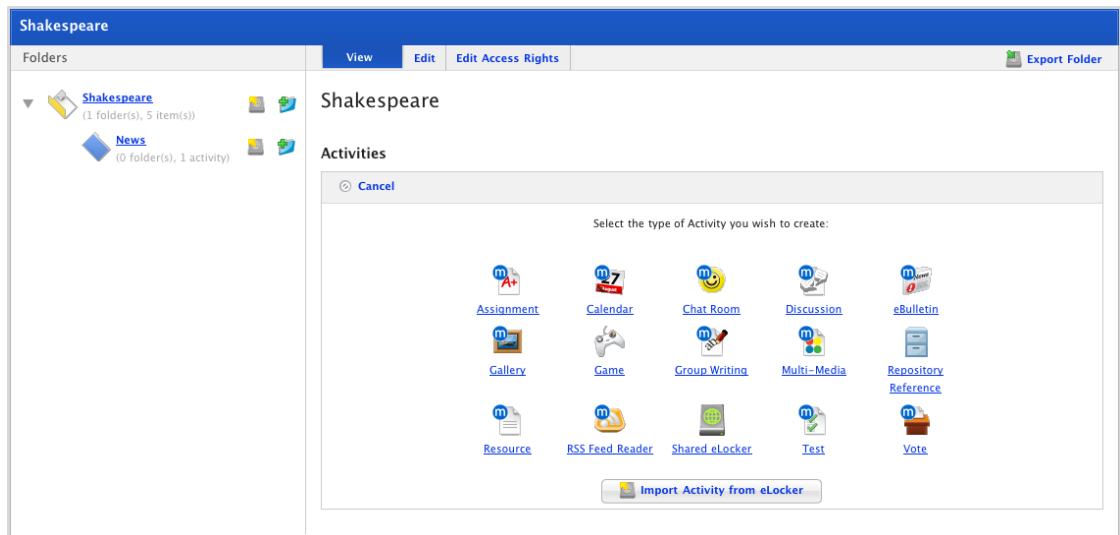


You have finished creating your Gallery.

7.11 Create a Game

1. Begin creating the Game according to the appropriate procedure:
 66. If you want to create a Class or Group Game, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.
 67. If you want to create a School Game, select the School by following the [Create a School Activity](#) procedure.
 68. If you want to create a Global Game, follow the [Create a Global Activity](#) procedure.

When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.



2. Click the **Game** button. The New Game panel appears.

New Game

* Indicates a required field

Folder: English 10A: Writing Narrative

Created By: Teacher, Tony Last Modified By:

Date Created: 07/05/09 11:27 Date Modified:

Allow Collaborative Editing: ☐

From: 11 / 25 on 07 / 05 / 2009

To: 11 / 25 on 07 / 11 / 2009

Title:*

Short Description:

Keywords:

Game Type: Beat the Clock

Preconditions: An Activity must be saved before its preconditions can be set.

Featured Activity: ☐

Publish: ☒ (When this box is ticked, this activity is visible to the intended audience)

[Save](#)

3. If you want other teachers to be able to edit the activity, ensure that the **Allow Collaborative Editing** checkbox is selected.
4. Set the **From** and **To** dates for the activity. These are the dates between which the activity will be visible to students.
5. In the **Title** field, type a name for the Game. This name will appear in the Activities list for your students.
6. In the **Short Description** field type a short description of the Game.
7. In the **Keywords** field type some keywords relating to the Gallery. This will assist Students and other Teachers if they need to search for Galleries.



Keywords can be separated by spaces or commas.

8. From the **Game Type** drop-down list, select the type of game you want to create.

Five game types are available:

Beat the Clock	A quiz game with progressively revealed clues.
Hungry Frog	A times tables game.
Mega Money	A quiz game.
Pop'n'Globs	A question and answer game with free-form answers.
Search for a Genius	A multiple choice quiz game.

9. If you want to set the Activity as a Featured Activity, select the **Featured Activity** checkbox.
10. If the Game is ready to publish, select the **Publish** checkbox. If you want to leave it in development and finish it later, leave the checkbox unselected.
11. Click the **Save** button. The Saved notification appears.



Two new links, **edit content** and **view results** appear.

12. Click the **edit content** link. The Edit Game Content panel appears.

The Edit Game Content panel is specific to the type of game you have selected.

13. Continue to the appropriate game creation section below.

7.11.1 Create a Beat the Clock Game

1. Follow the instructions in the [Create a Game](#) section. The Edit Game Content panel is on the screen.




2. Read the Game Rules.
3. Click the large star.

7.11.1.1 Add the First Question



4. In the **Quiz Name** field, type a name for the Quiz.
5. Click **NEW QUIZ**. The Question 1 fields appear.



6. In the **Question** field, type the question.
7. In the **Clue** fields, type the clues. These clues will be revealed to the student at 10-second intervals.
8. In the **Answer** field, type the answer to the question.
9. Click **Save Quiz**.

7.11.1.2 Add Subsequent Questions

10. If you want add a new question, click **Create New Question**.
11. Repeat steps 6 to 9 until you have all the questions you require.



Use the **Previous Question** and **Next Question** buttons to navigate through your quiz.

7.11.1.3 Preview the Game

12. Click the **Preview Quiz** button. The game begins.
13. Play the game and check that each question works as you expect it to.

7.11.1.4 Delete a Question

14. Use the **Previous Question** and **Next Question** buttons to find the question you want to delete.



There is no confirmation dialog box for this action. When you click the **Delete Question** button the question will be permanently deleted.

15. Click the **Delete Question** button. The question is deleted.

7.11.1.5 Save the Game

16. Click the **Save** button. The game is saved.

- Click the Studywiz **Back** button. The Edit Game panel appears.

7.11.1.6 Create a Hungry Frog Game

- Follow the instructions in the [Create a Game](#) section. The Edit Game Content panel is on the screen.

Add Levels

- In the **Times Table (Multiples of...)** field, type the times table that you want your students to practice.
- In the **Time Limit** field, enter a time limit for the game.
- In the **Highest Multiplier** field, enter the highest number that will be used to create the possible answers.
- Select a difficulty level option. This determines the rate at which the dragonflies emerge.
- To add a new level to the same game, click **Add Level**. The level you just created is added to the Level List.



Use levels to make the game progressively harder by changing the Difficulty setting.

Preview a Level

- To preview a level, click the **Assessment Level** button.
- Play the level and check that it operates as you want it to.

Delete a Level

- Adjacent to the question you want to delete, click the **Delete**  button.



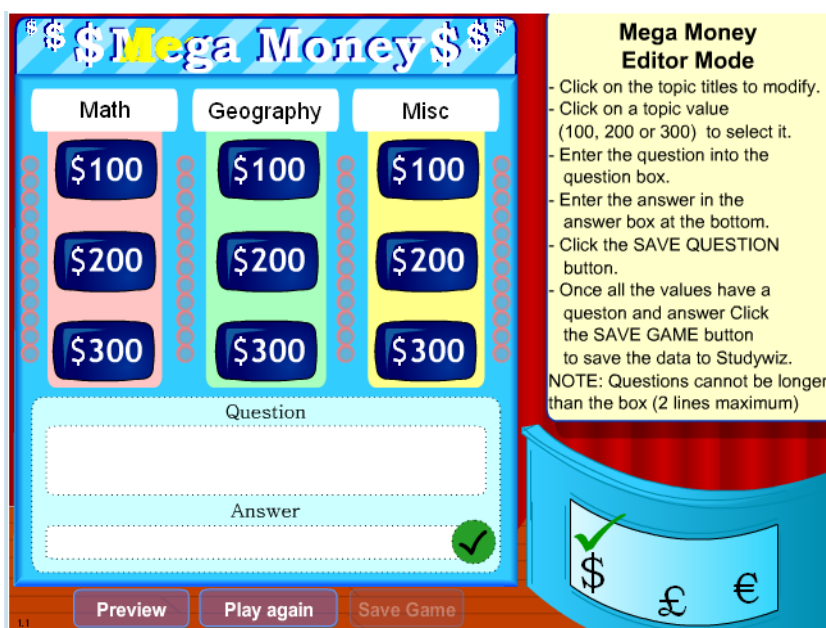
There is no confirmation dialog box for this action. When you click the **Delete Question** button the question will be *permanently* deleted.

Save the Game


10. When your game has all the levels you want, click the **Save Game** button.
11. Click the Studywiz **Back** button. The Edit Game panel appears.

7.11.1.7 Create a Mega Money Game

1. Follow the instructions in the [Create a Game](#) section. The Edit Game Content panel is on the screen.



Add Questions


2. Click in each of the white topic boxes and enter the topic titles.
3. To set the question value, click a topic value button (either: \$100, \$200 or \$300).
4. In the bottom right-hand corner, select the currency for the game.
5. In the **Question** box, type the question.
6. In the **Answer** box, type the answer. The question and answer length cannot be longer than two lines.
7. Click the  button. The question is saved.
8. Repeat steps 2 to 6 for all the other topics and their three different valued questions.

A red tick appears over the topic values that have complete questions and answers.

When all the questions and answers are complete, the **Save Game** button is activated.

Edit a Question

9. To edit a question, click the question value button. The question and answer text appears in the **Question** and **Answer** fields.
10. Click in the text field you want to edit and make the desired changes.

11. Click the  button. The changes to the question are saved.

Preview the Game

12. To preview the game, click the **Preview** button.
13. Play the game and check that it operates as you want it to.

Save the Game

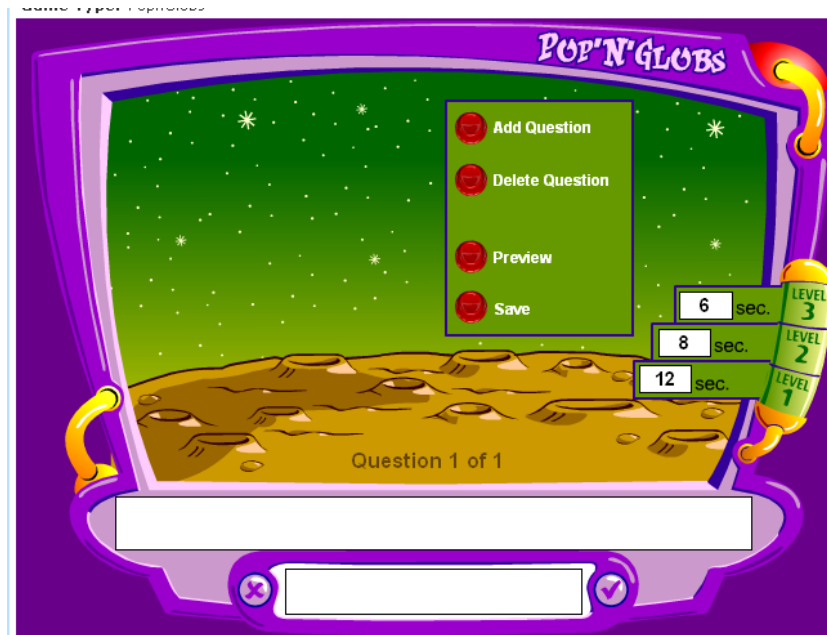
14. Click the **Save Game** button. The game is saved.



15. Click the Studywiz **Back** button. The Edit Game panel reappears.

7.11.1.8 Create a Pop'n'Globs Game



1. Follow the instructions in the [Create a Game](#) section. The Edit Game Content panel is on the screen.



Add the First Question

2. Click in the question box and type the question.
3. Click in the answer box and type the correct answer.
4. Click the **Add Question** button. A new blank question appears.

Add Subsequent Questions

5. Repeat steps 2 to 4 to add subsequent questions.
6. Move between questions by clicking the yellow arrows  .
7. Set the time allowed for each question at the different levels (the same questions are used for each level, but the time allowed is different).

Preview the Game

8. Click the **Preview** button. The game begins.
9. Play the game and check that each question works as you expect it to.

Delete a Question

10. Use the arrow buttons   to find the question you want to delete.



There is no confirmation dialog box for this action. When you click the **Delete Question** button the question will be *permanently* deleted.

11. Click the **Delete Question** button. The question is deleted.

Save the Game

12. Click the **Save** button. The game is saved.
13. Click the Studywiz **Back** button. The Edit Game panel appears.

7.11.1.9 Create a Search for a Genius Game

1. Follow the instructions in the [Create a Game](#) section. The Edit Game Content panel is on the screen.



Add the First Question

2. Click in the **Topic** box and type the topic of your game.
3. Click the **Time Left** box and set a time limit for each question in the game (in seconds).



All questions have the same time limit. It is not possible to set different time limits for each question.

4. Click in the centre of the **Question** box and type the first question.
5. Click in each of the answer boxes and type four possible answers.
6. For the answer that is correct, click the white circle. A green check mark appears.

Add Subsequent Questions

7. Click the **Add Question** button. A blank question panel appears.
8. Click in the centre of the **Question** box and type the question text.
9. Click in each of the answer boxes and type four possible answers.
10. For the answer that is correct, click the white circle. A green check mark appears.



Use the orange arrow buttons to move between questions.

Preview the Game

11. Click the **Preview** button. The game begins.
12. Play the game and check that each question works as you expect it to.

Delete a Question

13. Use the arrow buttons   to find the question you want to delete.



There is no confirmation dialog box for this action. When you click the **Delete Question** button the question will be *permanently* deleted.

14. Click the **Del Question** button. The question is deleted.

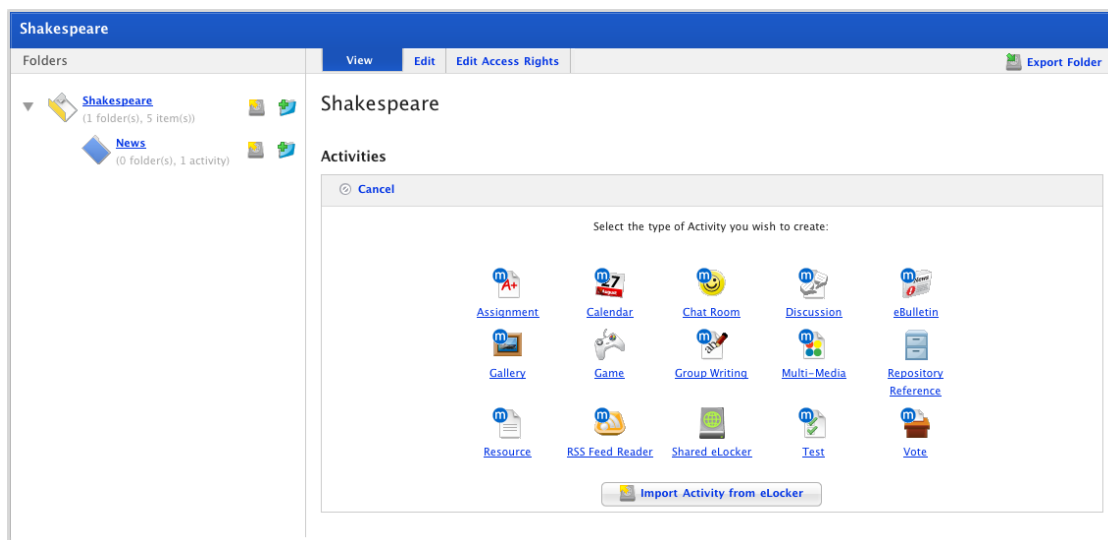
Save the Game

15. Click the **Save** button. The game is saved.
16. Click the Studywiz **Back** button. The Edit Game panel appears.

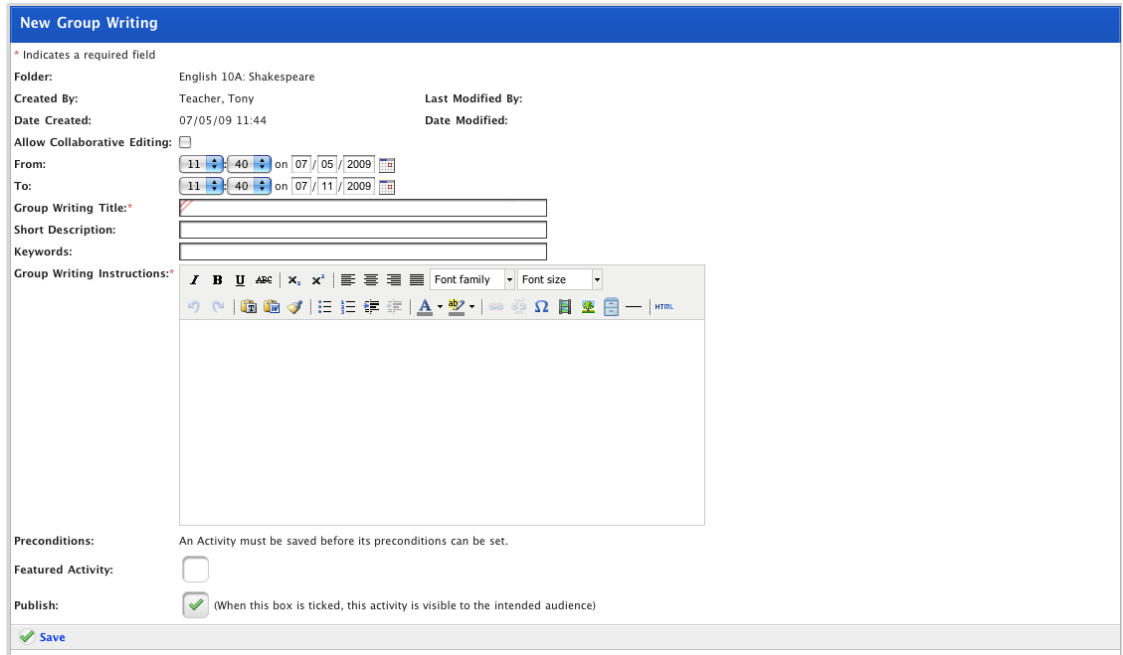
7.12 Create a Group Writing Activity

1. Begin creating the Group Writing Activity according to the appropriate procedure:
 69. If you want to create a Group or Class Group Writing Activity, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.
 70. If you want to create a School Group Writing Activity, select the School by following the [Create a School Activity](#) procedure.
 71. If you want to create a Global Group Writing Activity, follow the [Create a Global Activity](#) procedure.

When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.



2. Click the **Group Writing** button. The New Group Writing page appears.



New Group Writing

* Indicates a required field

Folder: English 10A: Shakespeare

Created By: Teacher, Tony

Date Created: 07/05/09 11:44

Last Modified By:

Date Modified:

Allow Collaborative Editing: ☐

From: 11:40 on 07/05/2009

To: 11:40 on 07/11/2009

Group Writing Title:*

Short Description:

Keywords:

Group Writing Instructions:*

Preconditions: An Activity must be saved before its preconditions can be set.

Featured Activity: ☐

Publish: ☒ (When this box is ticked, this activity is visible to the intended audience)

[Save](#)

3. If you want other teachers to be able to edit the activity, ensure that the **Allow Collaborative Editing** checkbox is selected.
4. Set the **From** and **To** dates for the activity. These are the dates between which the activity will be visible to students.
5. In the **Group Writing Title** field, type a name for the Group Writing Activity. This name will appear in the Activities list for your students.
6. In the **Short Description** field type a short description of the Group Writing Activity.
7. In the **Keywords** field type some keywords relating to the Group Writing Activity. This will assist Students and other Teachers if they need to search for Activities.



Keywords can be separated by spaces or commas.

8. In the **Group Writing Instructions** field type the instructions for your Group Writing Activity.
9. If you want to set the Activity as a Featured Activity, select the **Featured Activity** checkbox.
10. If the Group Writing Activity is ready to publish, select the **Publish** checkbox. If you want to leave it in development and publish it later, leave the checkbox unselected.
11. Click the **Save** button. The Saved notification appears.

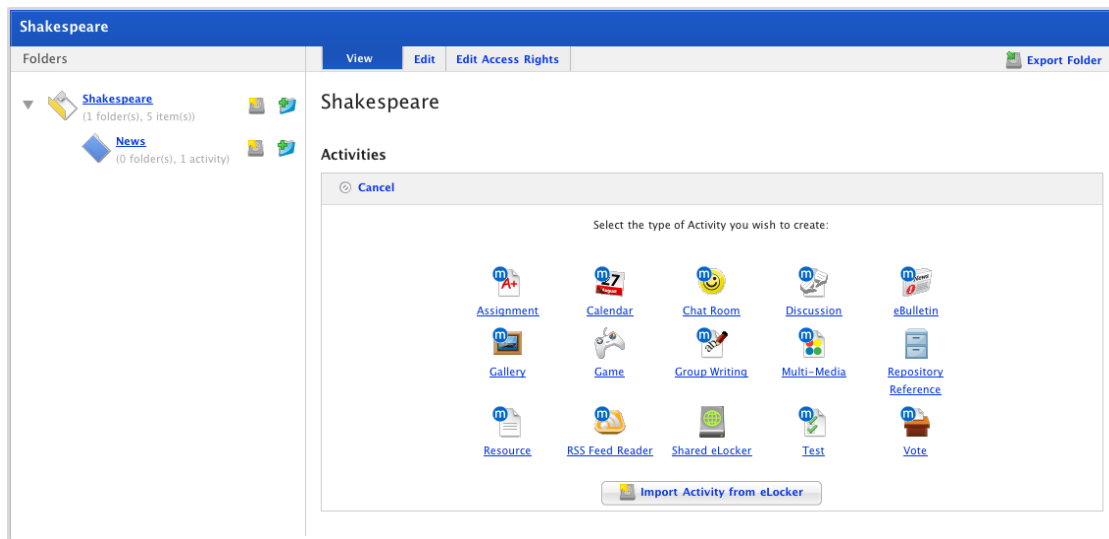
You have finished creating your Group Writing assignment.

7.13 Create a Multi-Media Activity

1. Begin creating the Multi-Media Activity according to the appropriate procedure:
 72. If you want to create a Class or Group Multi-Media Activity, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.

73. If you want to create a School Multi-Media Activity, select the School by following the [Create a School Activity](#) procedure.
74. If you want to create a Global Multi-Media Activity, follow the [Create a Global Activity](#) procedure.

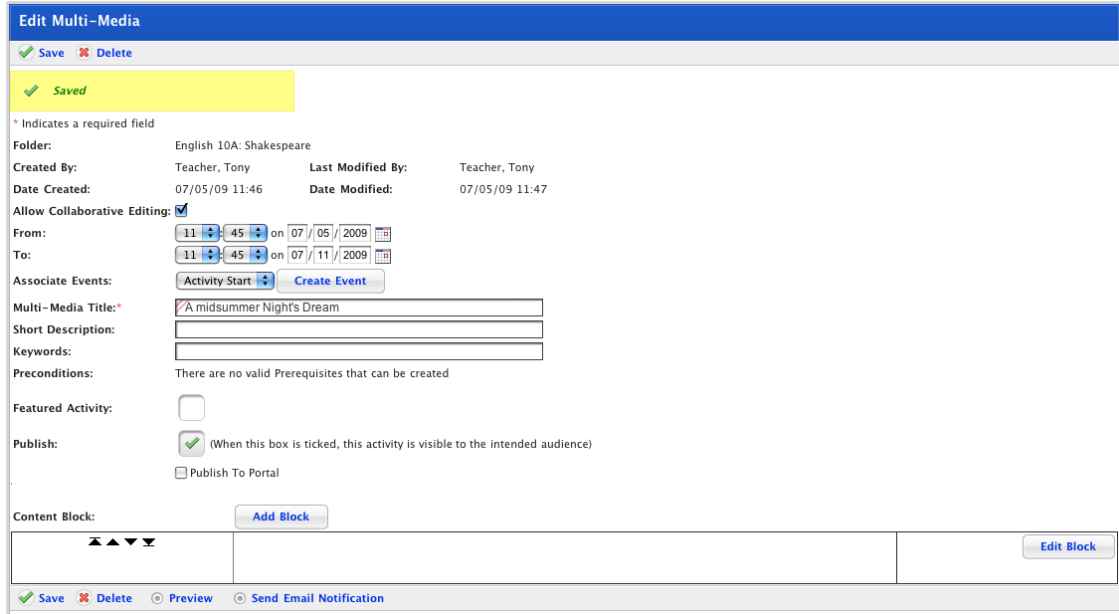
When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.



2. Click the **Multi-Media** button. The New Multi-Media panel appears.

3. If you want other teachers to be able to edit the activity, ensure that the **Allow Collaborative Editing** checkbox is selected.
4. Set the **From** and **To** dates for the activity. These are the dates between which the activity will be visible to students.
5. In the **Multi-Media Title** field, type a name for the Multi-Media Activity. This name will appear in the Activities list for your students.
6. In the **Short Description** field, type a short description of the Multi-Media Activity.
7. In the **Keywords** field, type some keywords relating to the Multi-Media Activity subject. This will assist Students and other Teachers if they need to search for Activities.
8. If you want to set the Activity as a Featured Activity, select the **Featured Activity** checkbox.

9. If the Multi-Media Activity is ready to publish, select the **Publish** checkbox. If you want to leave it in development and finish it later, leave the checkbox unselected.
10. Click the **Save** button. The Edit Multi-Media Activity panel appears and displays the 'Saved' notification. This panel is similar to the new Multi-Media Activity panel but includes an empty content block at the bottom.



A **Content Block** section is where you add and edit the content for your Multi-Media Activity. By default you have one Content Block to work with.

75. If you need more than one Content Block you can add as many new ones as you need by clicking the **Add Block** button.
76. If you need only one Content Block you can work with the default block by clicking the **Edit Block** button.

7.13.1 Add a Content Block

You can choose from five different types of Content Block:

3. Text
4. Link
5. File
6. Media
7. Embedded Video



It is best to keep each block to a single element. For example, a movie, an image and a piece of text should each be in a separate Content Block.

Follow the instructions in the sections below to add each type of Content Block.

7.13.1.1 Add Text

A Text block contains a heading and a block of text which can be formatted with the Rich Text Editor.

1. Open the Edit Content Block page:

77. To add content to the default content block, click the **Edit Block** button. The Edit Content Block page appears.
78. To add an additional content block, click the **Add Block** button. The Edit Content Block page appears.

2. In the **Block Title** field, type a heading for the paragraph of text that will appear below.
3. In the **Block Text** field, type the text that you want to appear in the paragraph.



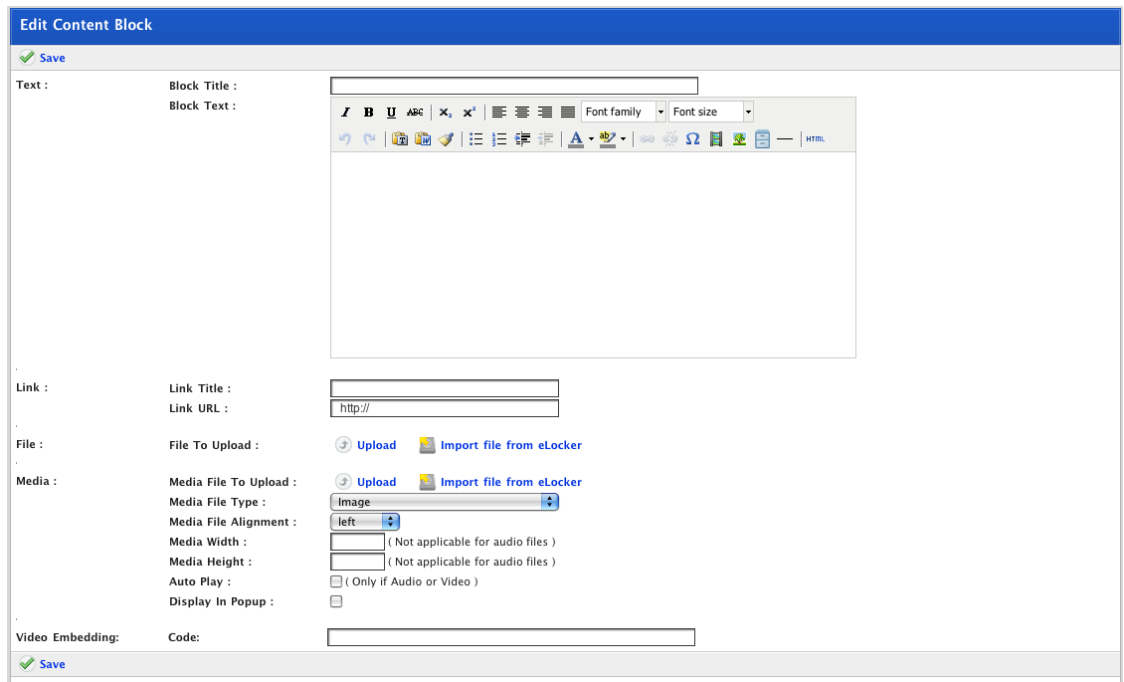
Use the Rich Text Editor to format the text.

4. Click the **Save** button. The 'Saved' notification appears.
5. Click the **Back** button. The Edit Multi-Media page reappears.

7.13.1.2 Add a Link

Use a Link Content Block to add a link to a web site.

1. Open the Edit Content Block page:
 79. To add content to the default content block, click the **Edit Block** button. The Edit Content Block page appears.
 80. To add an additional content block, click the **Add Block** button. The Edit Content Block page appears.



2. In the **Link Title** field, type the title that you want to appear on your page.
3. In the **Link URL** field, type the web address of the page to which you want to link.
4. Click the **Save** button. The new block is saved.
5. Click the Studywiz **Back** button. The Edit Multi-Media page reappears.

7.13.1.3 Upload a File

1. Open the Edit Content Block page:
 81. To add content to the default content block, click the **Edit Block** button. The Edit Content Block page appears.
 82. To add an additional content block, click the **Add Block** button. The Edit Content Block page appears.

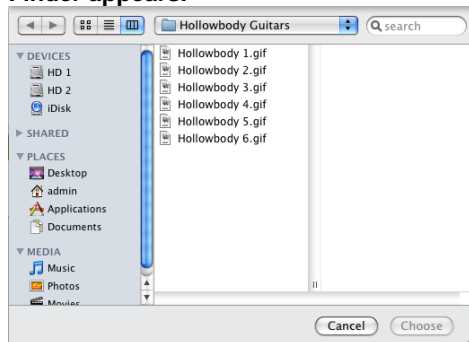
2. In the File section click **Upload**. The Select a file to upload panel appears.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows upload procedures are shown below:

Macintosh



- a. Click the Choose File button. The Finder appears.

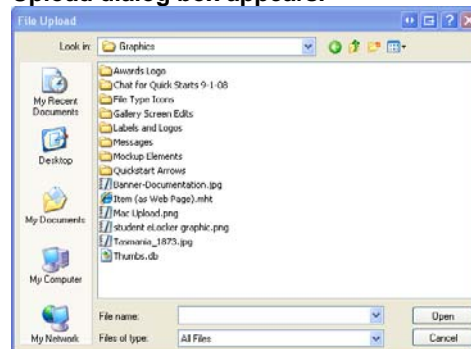


- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the Choose button. The dialog box closes and the Select a file to Upload panel reappears.

Windows

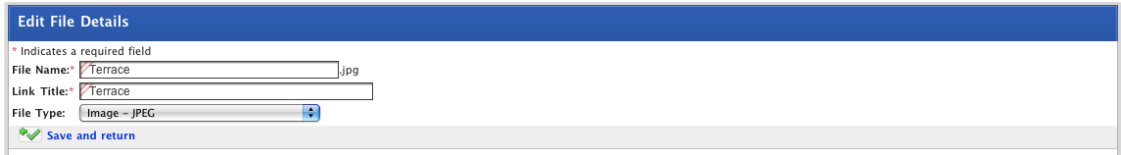


- a. Click the Browse button. The File Upload dialog box appears.



- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the Open button. The dialog box closes and the Select a file to Upload panel reappears.

3. Click the **Upload** button. The *Uploading Please wait* message appears and then the Edit File Details panel appears.



Edit File Details

* Indicates a required field

File Name: .jpg

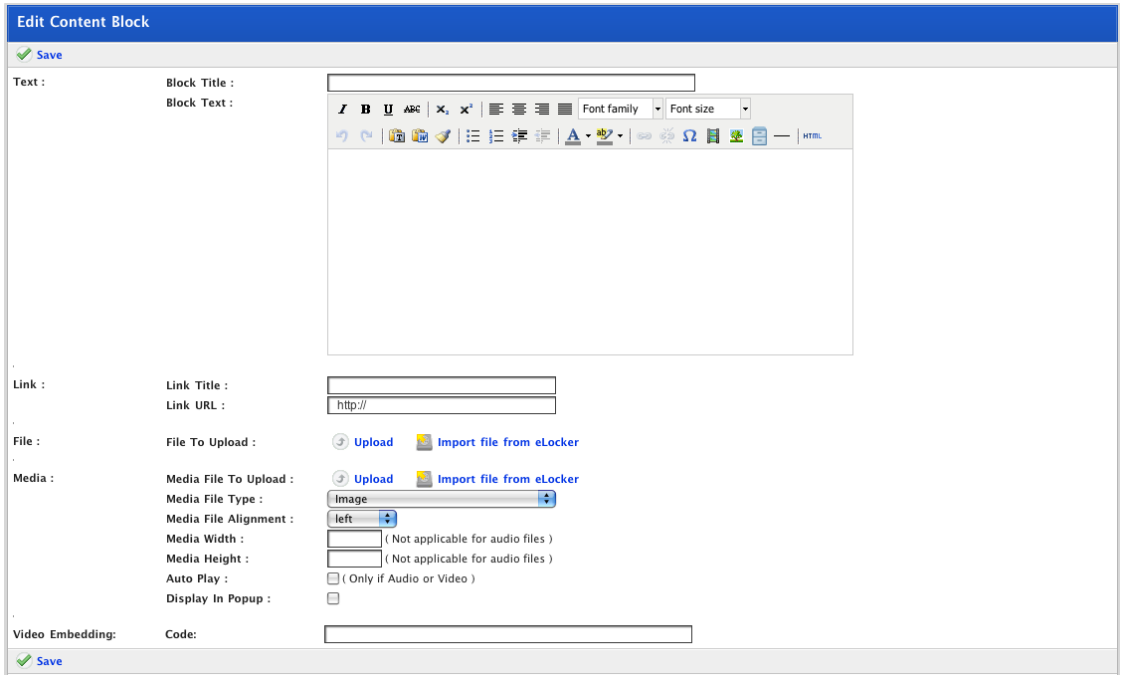
Link Title:

File Type:

4. In the **Link Title** field type a title for the link.
5. Click the **Save and return** button. The Edit Content Block panel appears and displays the 'Saved' notification.
6. Click the Studywiz **Back** button. The Edit Multi-Media page reappears.

7.13.1.4 Import a File from your eLocker

1. Open the Edit Content Block page:
 83. To add content to the default content block, click the **Edit Block** button. The Edit Content Block page appears.
 84. To add an additional content block, click the **Add Block** button. The Edit Content Block page appears.



Edit Content Block

Text :
 Block Text :

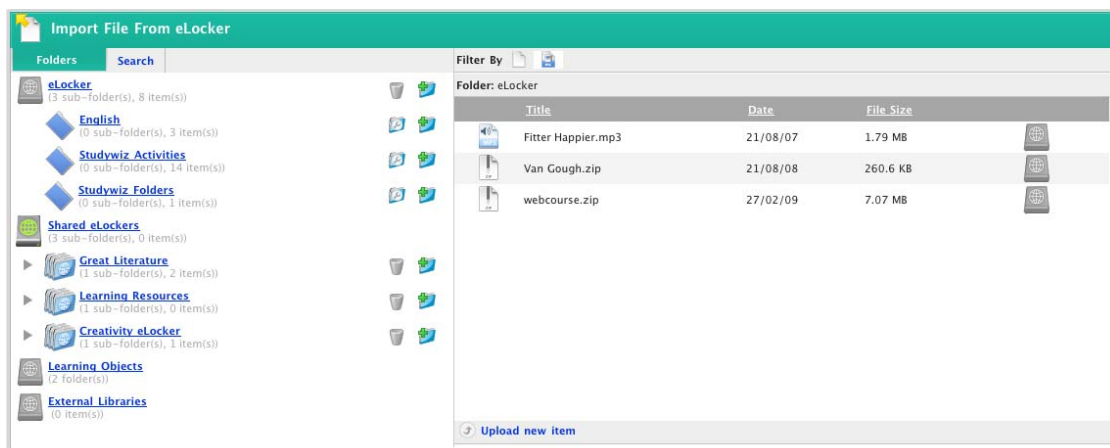
Link :
 Link URL :


File :

Media :
 Media File Type :
 Media File Alignment :
 Media Width : (Not applicable for audio files)
 Media Height : (Not applicable for audio files)
 Auto Play : ☐ (Only if Audio or Video)
 Display In Popup : ☐

Video Embedding:

2. In the File section, click **Import file from eLocker**. The Import File From eLocker page appears.



3. Adjacent to the file you want to import, click the **Import File From eLocker**  button. The Edit Content Block panel reappears and the media is imported.
4. Click the **Save** button. The Edit Content Block panel appears and displays the 'Saved' notification.
5. Click the Studywiz **Back** button. The Edit Multi-Media page reappears.

7.13.1.5 Upload Media Content

1. Open the Edit Content Block page:
 85. To add content to the default content block, click the **Edit Block** button. The Edit Content Block page appears.
 86. To add an additional content block, click the **Add Block** button. The Edit Content Block page appears.

Edit Content Block

✓ Save

Text : Block Title :
 Block Text :

B **I** **U** **ABC** **X** **X** **Font family** **Font size**

Link : Link Title :
 Link URL :

File : File To Upload :

Media : Media File To Upload :
 Media File Type :
 Media File Alignment :
 Media Width : (Not applicable for audio files)
 Media Height : (Not applicable for audio files)
 Auto Play : ☐ (Only if Audio or Video)
 Display In Popup : ☐

Video Embedding: Code:

✓ Save

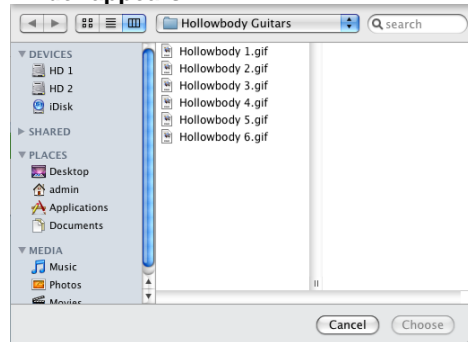
2. In the Media section, click **Upload**. The Select a file to upload panel appears.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows upload procedures are shown below:

Macintosh



a. Click the **Choose File** button. The **Finder** appears.

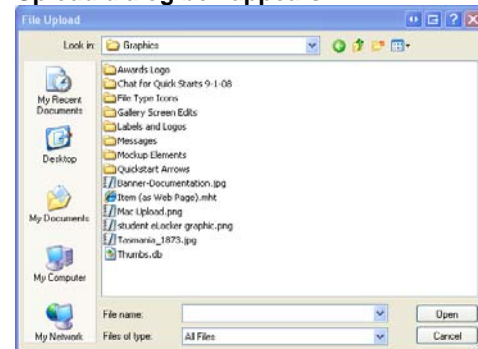


- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Choose** button. The dialog box closes and the **Select a file to Upload** panel reappears.

Windows



a. Click the **Browse** button. The **File Upload** dialog box appears.



- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Open** button. The dialog box closes and the **Select a file to Upload** panel reappears.

3. Click the **Upload** button. The 'Uploading. Please wait.' notification appears and then the **Edit File Details** panel appears.

By default the **Link Title** field is set to the file name.

4. Change the **Link Title** field to a descriptive title for the file.
5. Click the **Save and return** button. The **Edit Content Block** panel reappears.

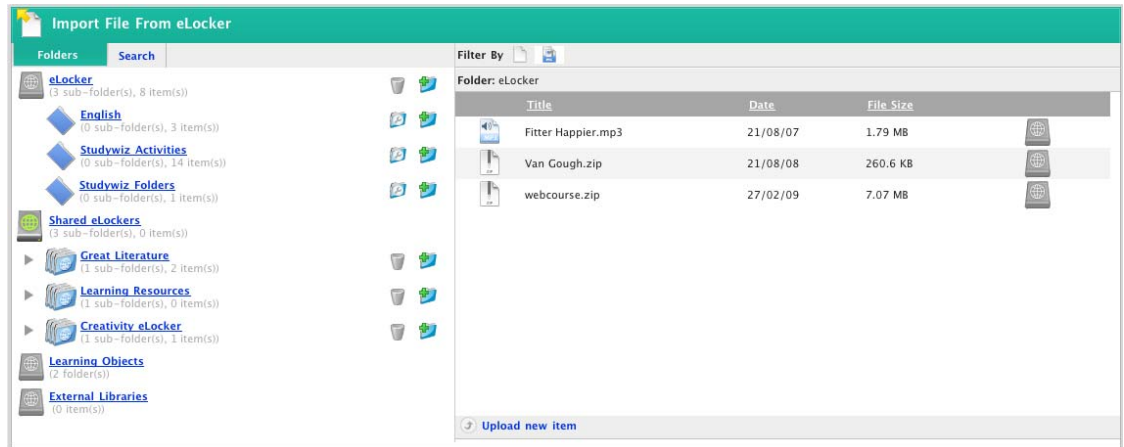
6. From the **Media File Type** drop-down list, select the media file type.
7. From the **Media File Alignment** drop-down list, select how you want the media file aligned.


8. If you are uploading an image, in the **Media Width** and **Media Height** fields type the size, in pixels, that you want the image to appear.
9. If you are uploading an audio or video file and you want the file to start automatically, select the **Auto Play** checkbox.
10. If you want the file to appear in a separate window, leave the **Display In Popup** checkbox selected.
11. Click the **Save** button. The Edit Content Block panel appears and displays the 'Saved' notification.
12. Click the Studywiz **Back** button. The Edit Multi-Media page reappears.

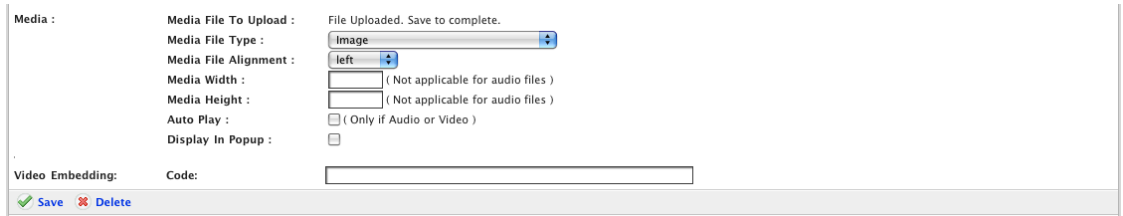
7.13.1.6 Import Media Content from your eLocker

1. Open the Edit Content Block page:
 87. To add content to the default content block, click the **Edit Block** button. The Edit Content Block page appears.
 88. To add an additional content block, click the **Add Block** button. The Edit Content Block page appears.

2. In the Media section, click **Import file from eLocker**. The Import File From eLocker page appears.



3. Adjacent to the media you want to import, click the **Import From eLocker**  button. The Edit Content Block panel reappears and the media is imported.



4. From the **Media File Type** drop-down list, select the media file type.
5. From the **Media File Alignment** drop-down list, select the position in which the media file will appear in the window.
6. If you are uploading an image, in the **Media Width** and **Media Height** fields type the size, in pixels, that you want the image to appear.
7. If you are uploading an audio or video file and you want the file to start automatically, select the **Auto Play** checkbox.
8. If you want the file to appear in a separate window, leave the **Display In Popup** checkbox selected.
9. Click the **Save** button. The Edit Content Block panel appears and displays the 'Saved' notification.
10. Click the Studywiz **Back** button. The Edit Multi-Media page reappears.

7.13.1.7 Embed a Video

1. Open the Edit Content Block page:
 89. To add content to the default content block, click the **Edit Block** button. The Edit Content Block page appears.
 90. To add an additional content block, click the **Add Block** button. The Edit Content Block page appears.

Edit Content Block

✓ Save

Text : Block Title :
Block Text :

Link : Link Title :
Link URL :

File : File To Upload :

Media : Media File To Upload :
Media File Type :
Media File Alignment :
Media Width : (Not applicable for audio files)
Media Height : (Not applicable for audio files)
Auto Play : ☐ (Only if Audio or Video)
Display In Popup : ☐

Video Embedding: Code:

✓ Save

- In the Video Embedding section, in the **Code** field, paste or type the embed link.



You can copy embed links for videos from video sites such as YouTube and TeacherTube. A YouTube video URL and Embed link are displayed in the image below.

URL
Embed



- Click **Save**. The video is embedded.
- Click the Studywiz **Back** button. The Edit Multi-Media page reappears.

7.13.1.8 Move a Content Block

Open the Edit Multi-Media panel.

Featured Activity: ☐
Publish: ☒ (When this box is ticked, this activity is visible to the intended audience)
☐ Publish To Portal

Content Block:

▲▲▼▼		<input type="button" value="Edit Block"/>
▲▲▼▼		<input type="button" value="Edit Block"/>
▲▲▼▼		<input type="button" value="Edit Block"/>

✓ Save ✗ Delete ○ Preview ○ Send Email Notification

Move a Content Block up or down

1. Adjacent to the Content Block you want to move click the up ▲ or down ▼ arrow button.

Move a Content Block to the top or bottom

1. Adjacent to the Content Block you want to move to the top or bottom click the up ▲ or down ▼ arrow with a line button.

7.13.1.9 Delete a Content Block

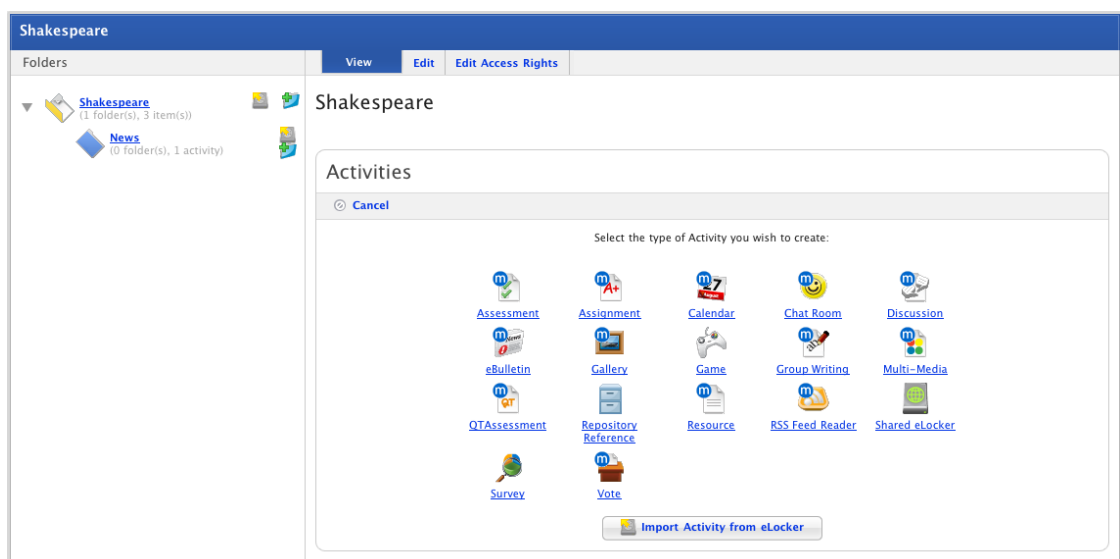
1. Adjacent to the Content Block that you want to delete, click the **Edit Block** button. The Edit Content Block panel appears.
2. Click the **Delete** button. A dialog box appears with the message 'This will delete this content block. Do you wish to continue?'
3. Click the **OK** button. The dialog box closes, the Content Block is deleted and the Edit Multi-Media page reappears, displaying the 'Deleted From Database' notification.

7.14 Create a QTAAssessment Activity

Follow this procedure to create a new QTAAssessment Activity. When creating a new QTAAssessment Activity, you can use an existing QTAAssessment or create a new one as you go. Creating the Activity is easier if you already have a QTAAssessment to use. See the QTAAssessment section for instructions on managing QTAAssessments.

1. Begin creating the QTAAssessment according to the appropriate procedure:
 91. If you want to create a Class or Group Survey, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.
 92. If you want to create a School Survey, select the School by following the [Create a School Activity](#) procedure.
 93. If you want to create a Global Survey, follow the [Create a Global Activity](#) procedure.

When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.



2. Click the **QTAssessment** button. The New QTAssessment panel appears.

3. Complete the settings as shown in the table below:

Name	Setting
Allow Collaborative Editing	If you want other teachers to be able to edit the QTAssessment, ensure that the Allow Global Edit checkbox is selected.
From	Select the date from which you want the QTAssessment to be available.
To	Select the date on which you want the QTAssessment to end.
Title	Type the title of the QTAssessment. This will appear in the Activities list for your students.
Short Description	Type a short description of the QTAssessment.
Keywords	Type some keywords relating to the assessment This will assist students and other teachers if they need to search for activities. Keywords can be separated by spaces or commas.

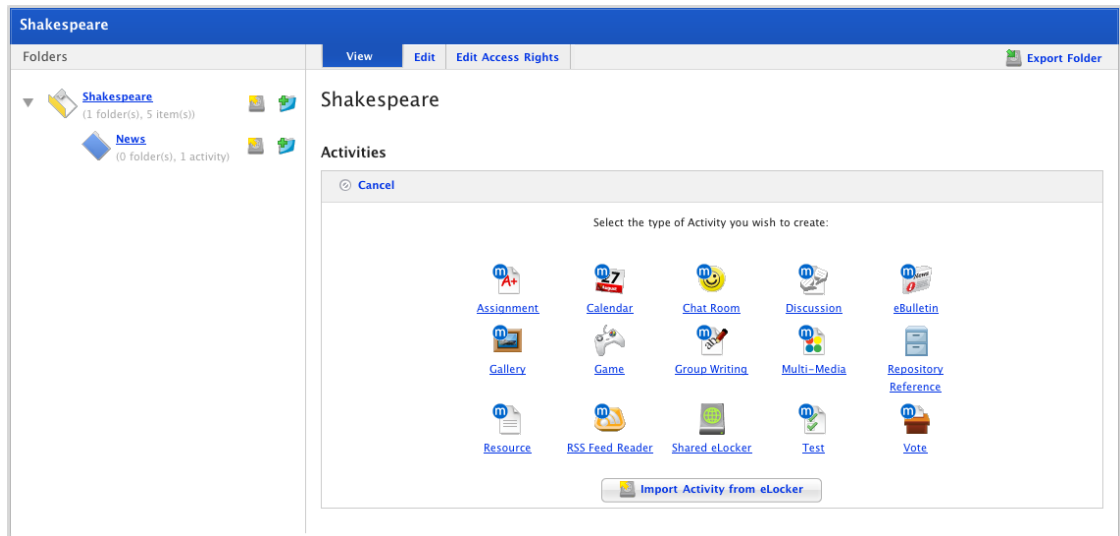
4. If you want to set the Activity as a Featured Activity, select the **Featured Activity** checkbox.
5. If you want to publish the QTAssessment as soon as the content is complete, select the **Publish** checkbox.
6. Click **Save**. The QTAssessment activity is saved and the 'Saved' notification appears.
The Studywiz Activity information is now complete.
7. Adjacent to the **Assessment Content** heading, click the **Edit** button. The Edit Assessment page appears.
8. Follow the *Create or Edit QTAssessments* instructions from the Set the Basic Information steps onwards.

7.15 Create a Repository Reference Activity

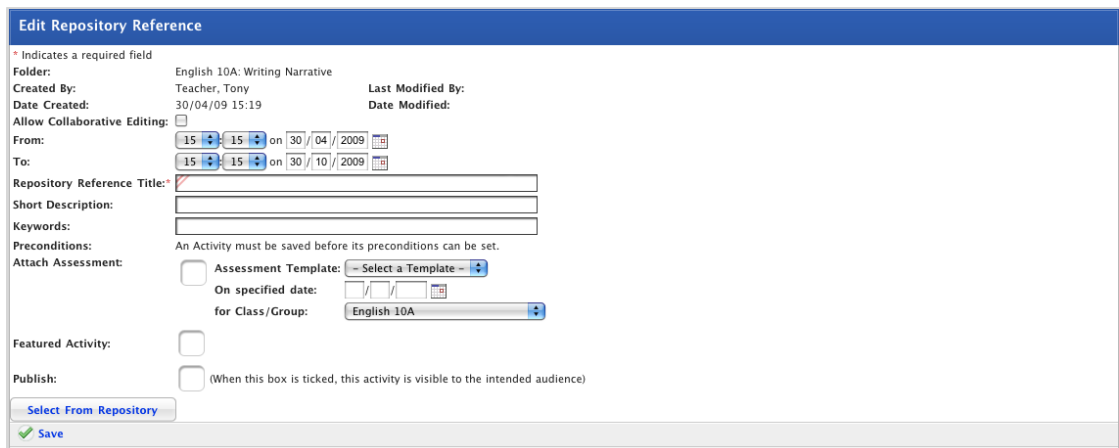
1. Begin creating the Repository Reference Activity according to the appropriate procedure:
 94. If you want to create a Class or Group Repository Reference Activity, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.
 95. If you want to create a School Repository Reference Activity, select the School by following the [Create a School Activity](#) procedure.

96. If you want to create a Global Repository Reference Activity, follow the [Create a Global Activity](#) procedure.

When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.

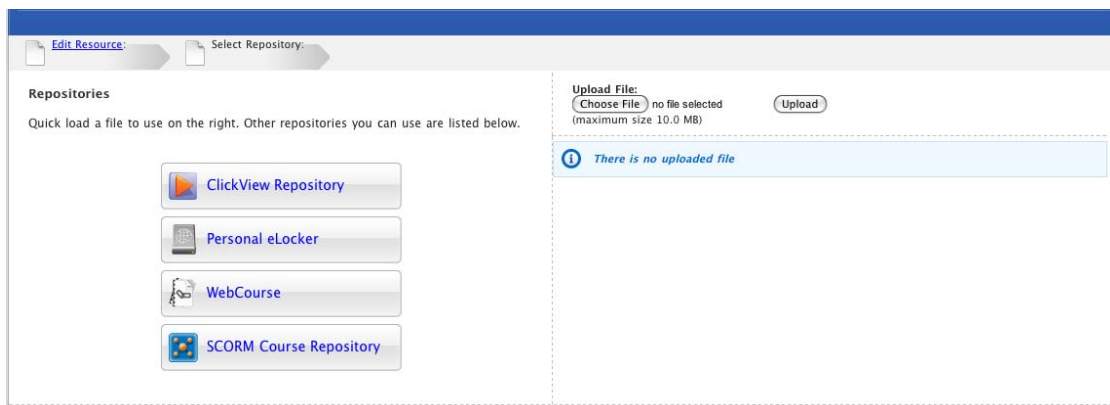


2. Click **Repository Reference**. The Edit Repository Reference page appears.



3. If you want other teachers to be able to edit the activity, ensure that the **Allow Collaborative Editing** checkbox is selected.
4. Set the **From** and **To** dates for the activity. These are the dates between which the activity will be visible to students.
5. In the **Repository Reference Title** field type a name for the Repository Reference activity. This name will appear in the Activities list for your students.
6. In the **Short Description** field type a short description of the Chat topic.
7. In the **Keywords** field type some keywords. This will assist Students and other Teachers if they need to search for the Repository Reference Activity.
8. If you want to set the Activity as a Featured Activity, select the **Featured Activity** checkbox.

9. If the Repository Reference Activity is ready to publish, select the **Publish** checkbox. If you want to leave it in development and finish it later, leave the checkbox unselected.
10. Click the **Select From Repository** button. The Repository page appears.

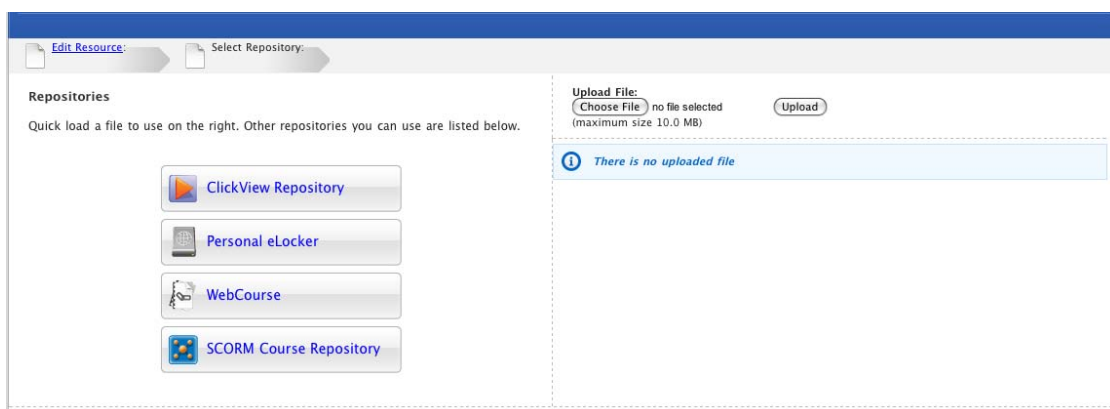


You can upload a new item or add a ClickView item, an eLocker item, a Web Course or a SCORM Course.

11. Select and add your repository item according to the appropriate procedure below:

7.15.1 Upload an Item

1. Follow the [Create a Repository Reference Activity](#) procedure. The Select Repository page is on the screen.

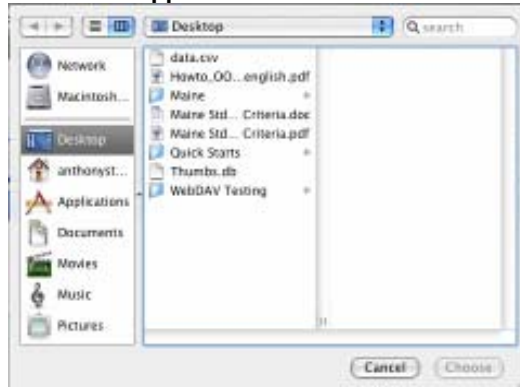


2. Click the **Choose File** button if you are using a Mac or the **Browse** button if you are using Windows.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows upload procedures are shown below:

Macintosh

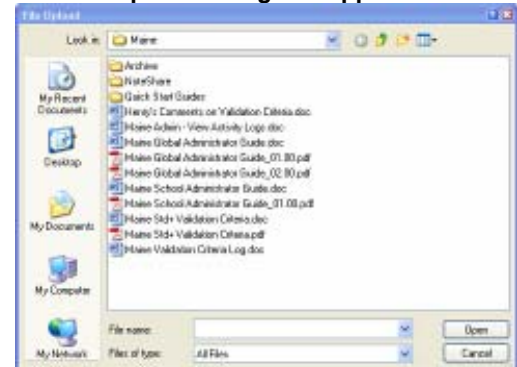
The Finder appears.



- Navigate to the appropriate directory.
- Select the file you want to upload.
- Click the **Choose** button. The dialog box closes and the **Select A File To Upload** panel reappears.

Windows

The File Upload dialog box appears.



- Navigate to the appropriate directory.
- Select the file you want to upload.
- Click the **Open** button. The dialog box closes and the **Select A File To Upload** panel reappears.

- Click the **Upload** button. The file is uploaded and added to the Repository Reference activity. The Edit Repository Reference activity page reappears.

Edit Repository Reference

* Indicates a required field

Folder: English 10A: Writing Narrative

Created By: Teacher, Tony

Date Created: 30/04/09 15:19

Allow Collaborative Editing: ☐

From: 15 / 15 on 30 / 04 / 2009

To: 15 / 15 on 30 / 10 / 2009

Repository Reference Title: *

Short Description: *

Keywords: *

Preconditions: An Activity must be saved before its preconditions can be set.

Attach Assessment: ☐ Assessment Template: -- Select a Template --

On specified date: / /

for Class/Group: English 10A

Featured Activity: ☐

Publish: ☐ (When this box is ticked, this activity is visible to the intended audience)

Select From Repository

Repository Name: Uploaded Files

Content Type: Image

Repository Item Name: Terrace.jpg

Align: top

Border: 0

Hspace: 0

Vspace: 0

Width: 478

Height: 600

Save

The item details are displayed under the **Select From Repository** button.



The item details vary according to the type of file you have imported.

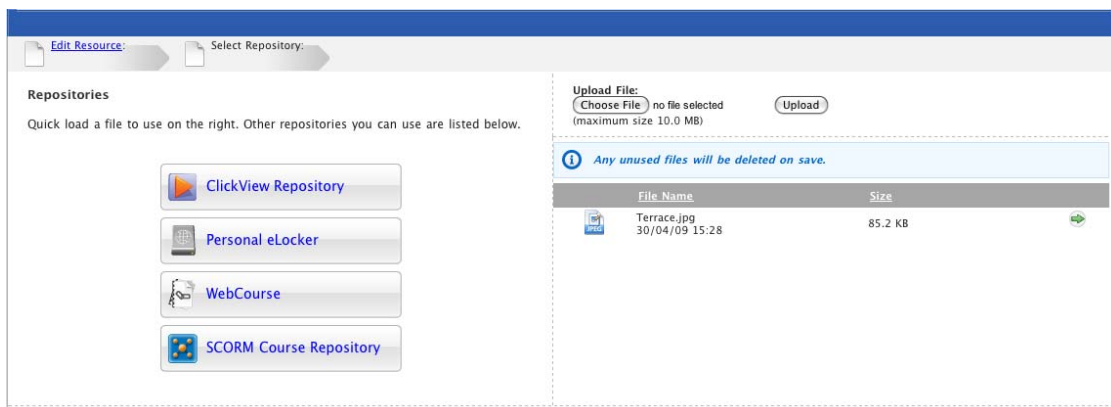
- Set the appropriate item parameters.
- Click the **Save** button. The 'Saved' notification appears. You have finished creating your Repository Activity.

7.15.2 Add a ClickView Item

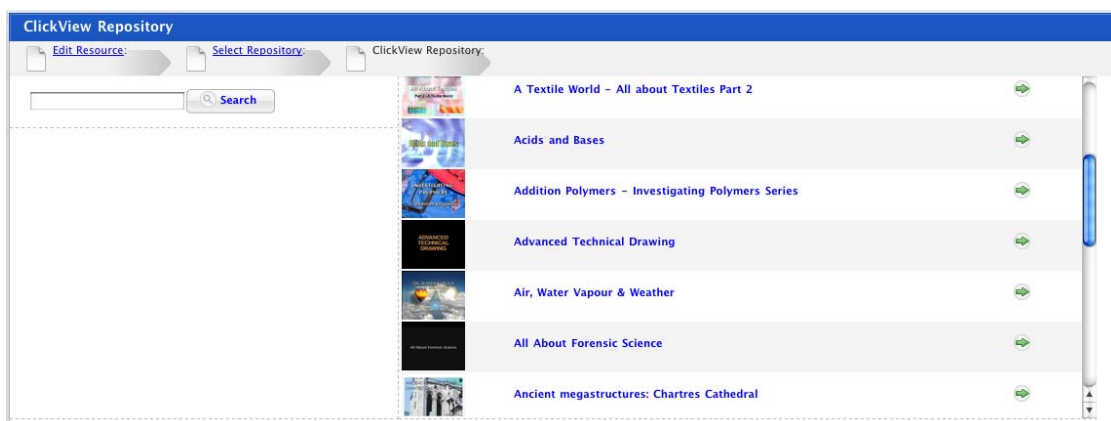


Access to the ClickView repository is not a default Studywiz feature and may not be enabled on your deployment.

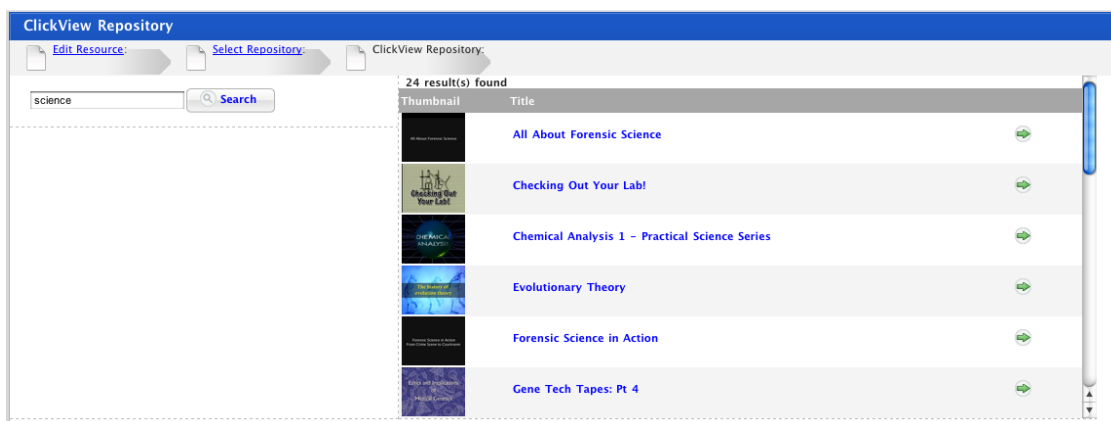
1. Follow the [Create a Repository Reference Activity](#) procedure. The Select Repository page is on the screen.




2. Click the **ClickView Repository** button. The ClickView Repository page appears.



3. In the **Search** field, type any keywords to refine your ClickView search.
4. Click **Search**. The search results appear.



5. Adjacent to the ClickView item that you want to import, click the **select**  button. The Edit Repository Reference page reappears.

Edit Repository Reference

* Indicates a required field

Folder: A General Class: Multiple Classes

Created By: teacher, teacher

Date Created: 30/04/2009 15:39

Last Modified By:

Date Modified:

Allow Collaborative Editing: ☐

From: 15 on 30/04/2009

To: 15 on 30/10/2009

Repository Reference Title: *

Short Description:

Keywords:

Preconditions: An Activity must be saved before its preconditions can be set.

Featured Activity: ☐

Publish: ☒ (When this box is ticked, this activity is visible to the intended audience)

[Select From Repository](#)

Repository Name: ClickView Repository

Content Type: ClickView

[Save](#)

The item details are displayed under the **Select From Repository** button.

- Click the **Save** button. The 'Saved' notification appears. You have finished creating your Repository Activity.

7.15.3 Add an eLocker Item

- Follow the [Create a Repository Reference Activity](#) procedure. The Select Repository page is on the screen.

[Edit Resource](#) [Select Repository](#)

Repositories

Quick load a file to use on the right. Other repositories you can use are listed below.

[ClickView Repository](#)

[Personal eLocker](#)

[WebCourse](#)

[SCORM Course Repository](#)

Upload File:

[Choose File](#) no file selected (maximum size 10.0 MB) [Upload](#)

Any unused files will be deleted on save.

File Name	Size
Terrace.jpg 30/04/09 15:28	85.2 KB

- Click the **Personal eLocker** button. Your personal eLocker appears.

Personal eLocker

[Edit Resource](#) [Select Repository](#) [Personal eLocker](#)

[Search](#)

eLocker

English
(0 sub-folder(s), 3 item(s))


Studywiz Activities
(0 sub-folder(s), 14 item(s))

Studywiz Folders
(0 sub-folder(s), 1 item(s))

Folder: eLocker

File Name	File Size
Assignment.zip 02/04/09 09:33	68.8 KB
Fitter Happier.mp3 21/08/07 11:08	1.79 MB
Macbeth.zip 28/04/09 09:52	1.0 KB
Shakespeare.zip 29/04/09 14:45	478.3 KB
Structuralism_Unit.zip 02/04/09 11:11	1.1 KB
Van Gough.zip 21/08/08 17:04	260.6 KB
webcourse.zip 27/02/09 11:10	7.07 MB

- Navigate through your eLocker to the item that you want import.

- Adjacent to the item that you want to import, click the **Select**  button. The Edit Repository Reference page reappears.

Edit Repository Reference

* Indicates a required field

Folder: English 10A: Writing Narrative

Created By: Teacher, Tony

Date Created: 30/04/09 15:19

Last Modified By:

Date Modified:

Allow Collaborative Editing: ☐

From: 15 on 30 / 04 / 2009

To: 15 on 30 / 10 / 2009

Repository Reference Title: *

Short Description: *

Keywords: *

Preconditions: An Activity must be saved before its preconditions can be set.

Attach Assessment: ☐ Assessment Template: Select a Template

On specified date:

for Class/Group: English 10A

Featured Activity: ☐

Publish: ☐ (When this box is ticked, this activity is visible to the intended audience)

Select From Repository

Repository Name: Uploaded Files

Content Type: WindowsMedia

Repository Item Name: Fitter Happier.mp3

Align: top

Border: 0


Hspace: 0

Vspace: 0

Width: 200

Height: 150

Auto Start: ☒

 Save

The item details are displayed under the **Select From Repository** button.



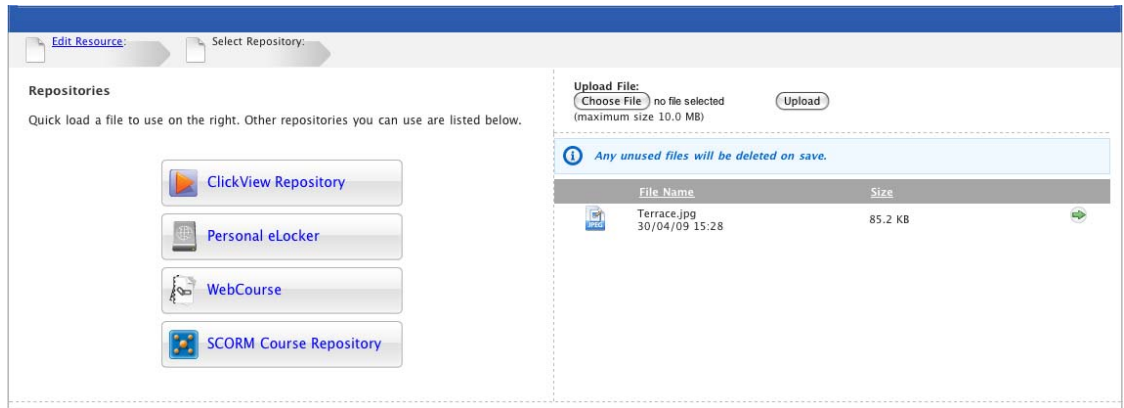
The item details vary according to the type of file you have imported.

- Set the appropriate item parameters.
- Click the **Save** button. The 'Saved' notification appears. You have finished creating your Repository Activity.

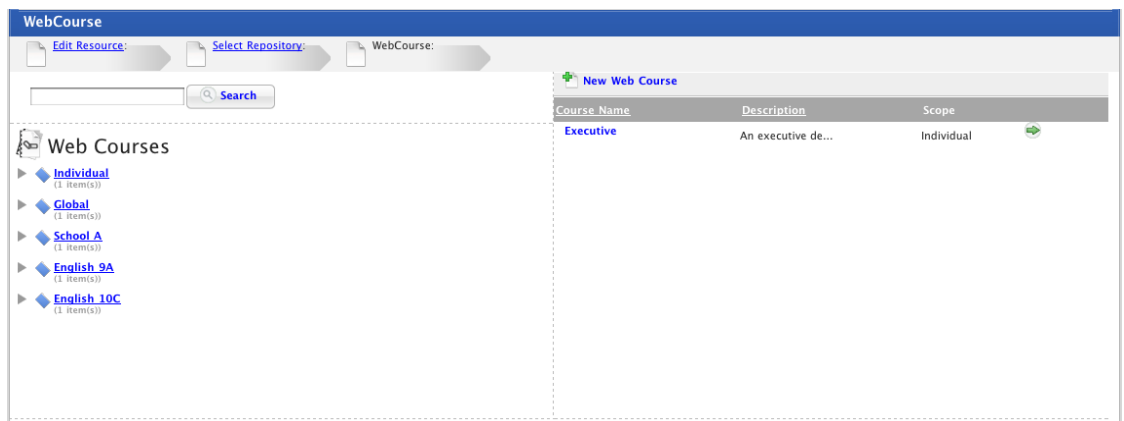
7.15.4 Add a Web Course

Before you add a Web Course, ensure that the Web Course you want to add is in the Web Courses folder of your eLocker. To upload a Web Course into your eLocker, refer to the [Upload a Web Course](#) procedure in this document.

1. Follow the [Create a Repository Reference Activity](#) procedure. The Select Repository page is on the screen.



2. Click the **WebCourse** button. The WebCourse page appears.



To upload a new Web Course, refer to the [Upload a New Web Course into the Text Field](#) procedure.

3. If you want to search for a Web Course by a keyword:
 - a. Type the keyword in the **Keywords** field.
 - b. Click **Search**. The search results are listed in the right hand side pane.
4. If you want to navigate to the web course, click the Scope (or sharing options) folder that contains the web course. The web courses in the folder appear in the right hand side pane.

The screenshot shows the 'WebCourse' interface. At the top, there are tabs for 'Edit Resource', 'Select Repository', and 'WebCourse'. Below the tabs is a search bar. On the left, there is a tree view of 'Web Courses' with categories: Individual (1 item(s)), Global (1 item(s)), School A (1 item(s)), English 9A (1 item(s)), and English 10C (1 item(s)). On the right, there is a table titled 'New Web Course' with columns: Course Name, Description, and Scope. The table contains one row: 'Web Course', 'A Web Course ab...', and 'School'.

5. Adjacent to the web course you want to import click the **Select**  button. The Edit Repository Reference page reappears.

The screenshot shows the 'Edit Repository Reference' page. It contains several sections:

- Folder:** English 10A: Writing Narrative
- Created By:** Teacher, Tony
- Date Created:** 30/04/09 15:19
- Last Modified By:**
- Date Modified:**
- Allow Collaborative Editing:** ☐
- From:** 15 / 15 on 30 / 04 / 2009
- To:** 15 / 15 on 30 / 10 / 2009
- Repository Reference Title:**
- Short Description:**
- Keywords:**
- Preconditions:** An Activity must be saved before its preconditions can be set.
- Attach Assessment:**
 - ☐ **Assessment Template:** -- Select a Template --
 - On specified date:**
 - for Class/Group:** English 10A
- Featured Activity:** ☐
- Publish:** ☐ (When this box is ticked, this activity is visible to the intended audience)
- Select From Repository** button
- Repository Name:** WebCourse
- Content Type:** Web Course
- Repository Item Name:** Web Course
- Display Mode:** link(open in another window)
- Width:** 200
- Height:** 150
- Save** button

The item details are displayed under the **Select From Repository** button.

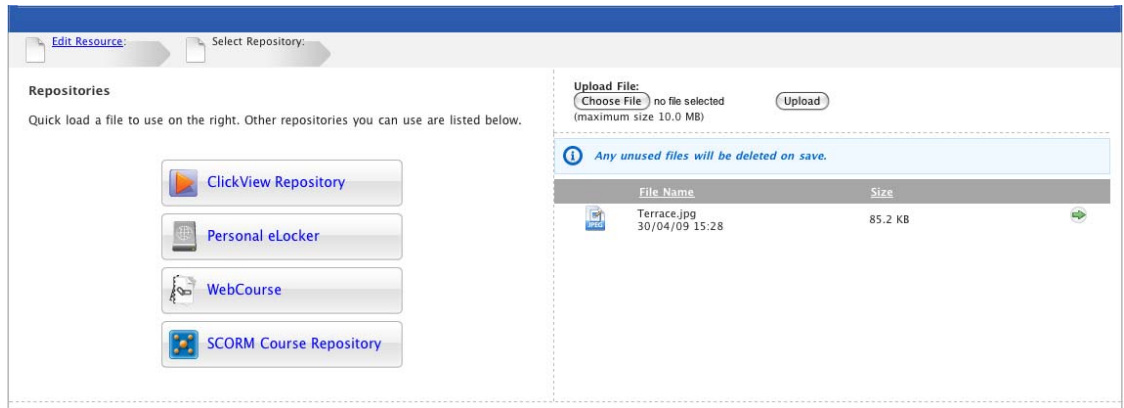
6. In the **Repository Item Name** field, type the name that will be displayed for the web course.
7. From the **Display Mode** drop-down list, select the display mode.

Link (open in the same window)	A link to the Web Course will appear in the text field. The Web Course will open in the same window.
Link (open in another window)	A link to the Web Course will appear in the text field. The Web Course will open in a new window.
Embed	The Web Course will be embedded in the text field. Some Web Courses do not support the embed option.
8. Click the **Save** button. The 'Saved' notification appears. You have finished creating your Repository Activity.

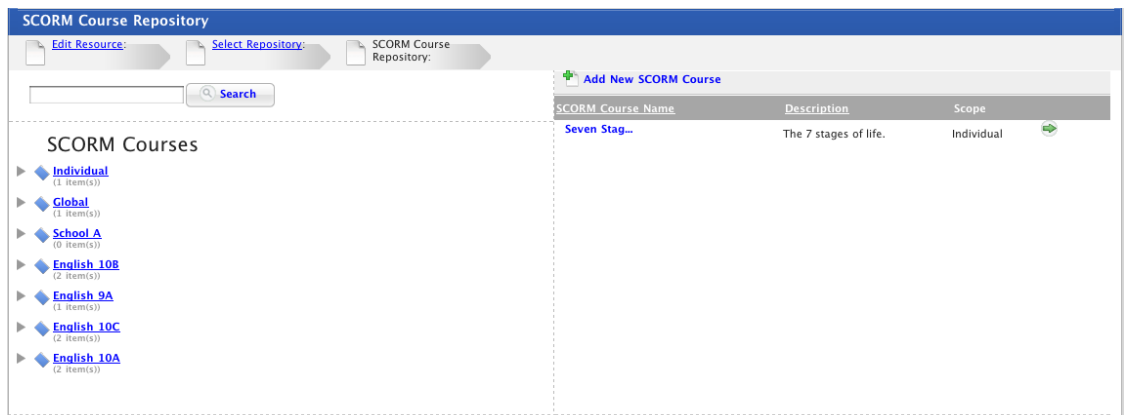
7.15.5 Add a SCORM Course

Before you add a SCORM Course, ensure that the SCORM Course you want to add is available in the SCORM Courses folder of your eLocker. To upload a SCORM Course into your eLocker, refer to the [Upload a SCORM Course](#) procedure in this document.

1. Follow the [Create a Repository Reference Activity](#) procedure. The Select Repository page is on the screen.




2. Click the **SCORM Course Repository** button. The SCORM Course Repository page appears.



To upload a new SCORM Course, refer to the [Upload a New SCORM Course into the Text Field](#) procedure.

3. If you want to search for a SCORM Course by a keyword:
 - a. Type the keyword in the **Keywords** field.
 - b. Click **Search**. The search results are listed in the right hand side pane.
4. If you want to navigate to the SCORM Course, click the Scope (or sharing options) folder that contains the SCORM Course. The SCORM Courses in the folder appear in the right hand side pane.

The screenshot shows the 'SCORM Course Repository' page. At the top, there are tabs for 'Edit Resource', 'Select Repository', and 'SCORM Course Repository'. Below the tabs is a search bar. On the left, there is a list of SCORM Courses with expandable categories: Individual (1 item), Global (1 item), School A (0 items), English 10B (2 items), English 9A (1 item), English 10C (2 items), and English 10A (2 items). On the right, there is a table of SCORM Courses. The table has columns for 'SCORM Course Name', 'Description', and 'Scope'. The 'Boating' course is listed with the description 'Boating License Scorm' and a scope of 'Global'.

5. Adjacent to the SCORM Course that you want to add, click the **Select**  button. The Edit Repository Reference page appears.

The screenshot shows the 'Edit Repository Reference' page. It contains various fields for editing a repository reference. At the top, there is a note: '* Indicates a required field'. The fields include: Folder (English 10A: Writing Narrative), Created By (Teacher, Tony), Date Created (30/04/09 15:19), Last Modified By, Date Modified, Allow Collaborative Editing (checkbox), From (15/04/2009), To (15/04/2009), Repository Reference Title (required), Short Description, Keywords, Preconditions (An Activity must be saved before its preconditions can be set.), Attach Assessment (checkbox), Assessment Template (Select a Template), On specified date, for Class/Group (English 10A), Featured Activity (checkbox), Publish (checkbox, When this box is ticked, this activity is visible to the intended audience), Select From Repository button, Repository Name (SCORM Course Repository), Content Type (SCORM Course), Repository Item Name (Boating), Display Mode (normal), and a Save button at the bottom.

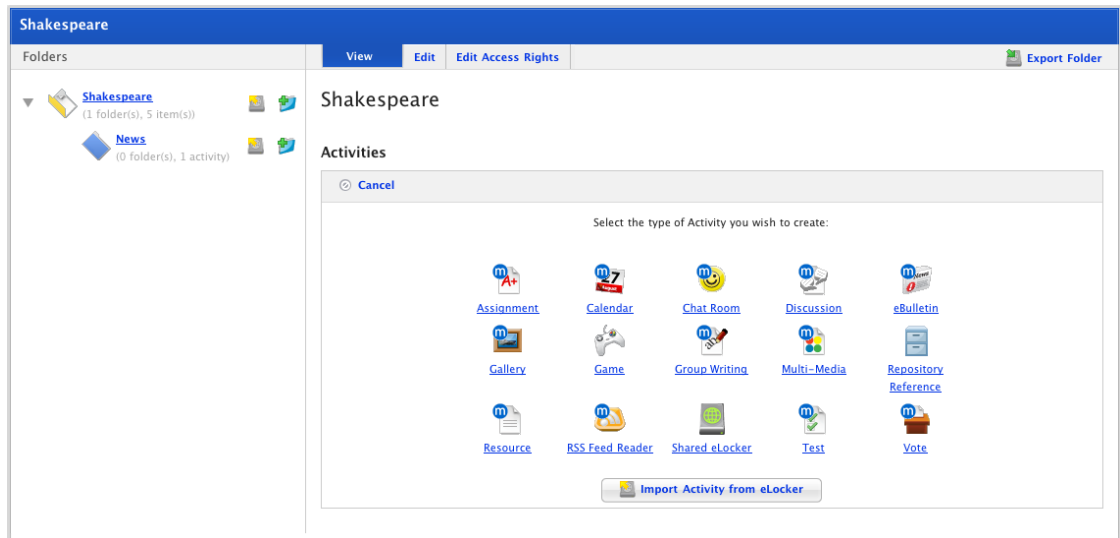
The item details are displayed under the **Select From Repository** button.

6. In the **Repository Item Name** field, type the name that will be displayed for the course.
7. From the **Display Mode** drop-down list, select the display mode.
8. Click the **Save** button. The 'Saved' notification appears. You have finished creating your Repository Activity.

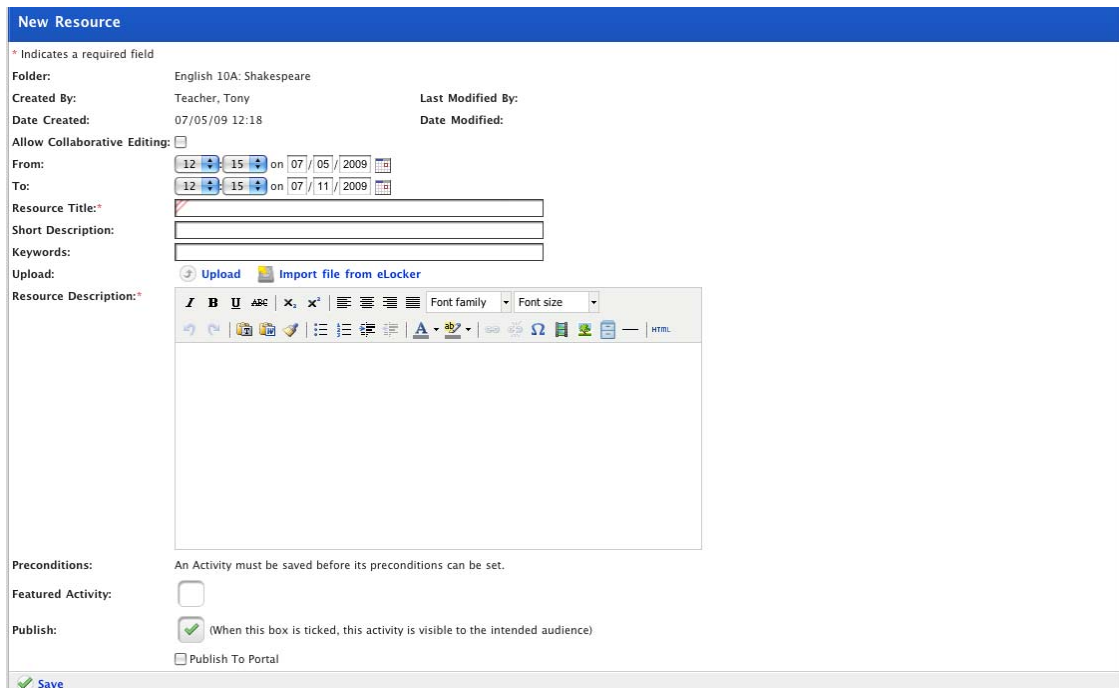
7.16 Create a Resource

1. Begin creating the Resource Activity according to the appropriate procedure:
 97. If you want to create a Class or Group Resource Activity, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.
 98. If you want to create a School Resource Activity, select the School by following the [Create a School Activity](#) procedure.
 99. If you want to create a Global Resource Activity, follow the [Create a Global Activity](#) procedure.

When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.



2. Click the **Resource** button. The New Resource panel appears.



3. If you want other teachers to be able to edit the resource, ensure that the **Allow Collaborative Editing** checkbox is selected.
4. Set the **From** and **To** dates for the activity. These are the dates between which the activity will be visible to students.
5. In the **Resource Title** field, type a name for the Resource. This name will appear in the Activities list for your students.
6. In the **Short Description** field, type a short description of the Resource.
7. In the **Keywords** field type some keywords relating to the Resource subject. This will assist Students and other Teachers if they need to search for Resources.



Keywords can be separated by spaces or commas.

8. In the **Resource Description** field, type a description of the file you are uploading. This is the description that users will see when they are looking for files.

7.16.1 Upload or Import a File

You can upload your file from a network location or disk drive or you can import it from your eLocker:

7.16.1.1 Upload a File from a network or hard drive

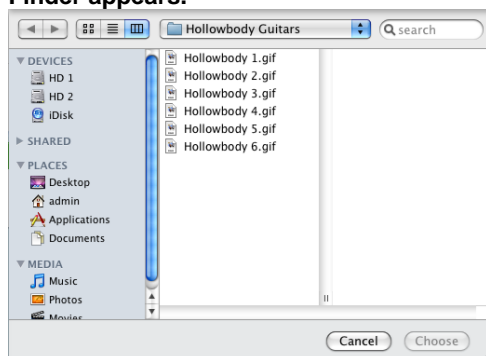
1. Click **Upload**. The Select a file to upload panel appears.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows file upload procedures are shown below:

Macintosh



- a. Click the **Choose File** button. The **Finder** appears.

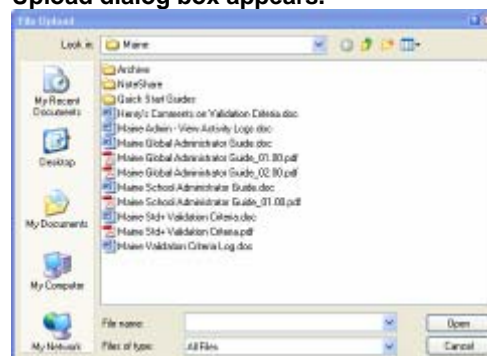


- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Choose** button. The dialog box closes and the **Select a file to Upload** panel reappears.

Windows



- a. Click the **Browse** button. The **File Upload** dialog box appears.



- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Open** button. The dialog box closes and the **Select a file to Upload** panel reappears.

2. Click the **Upload** button. The **Edit File Details** panel appears.

Edit File Details

* Indicates a required field

File Name: .jpg

Link Title:

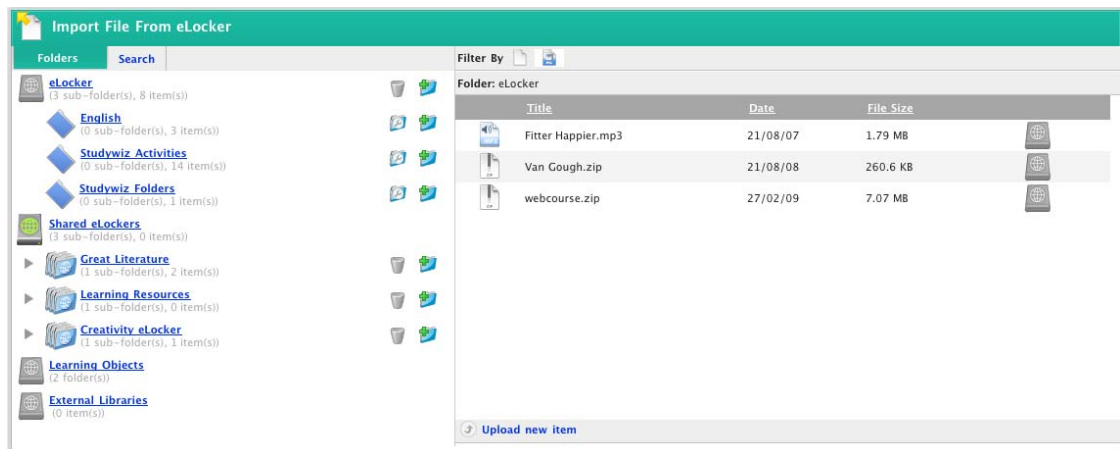
File Type:


Save and return

3. In the **Link Title** field type the title of the link that will appear to your users.
4. Click the **Save and return** button. The **New Resource** panel appears.
5. Continue to the [Publish and Save](#) procedure.

7.16.1.2 Import a Resource from your eLocker

- Click **Import file from eLocker**. The Import File From eLocker page appears, displaying your eLocker folders on the left and the contents of the selected folder on the right.



- Navigate to the eLocker folder that contains the file you want to import.
- Adjacent to the item you want to import, click the **Import File From eLocker**  button. The New Resource panel appears.
- Continue to the [Publish and Save](#) procedure.

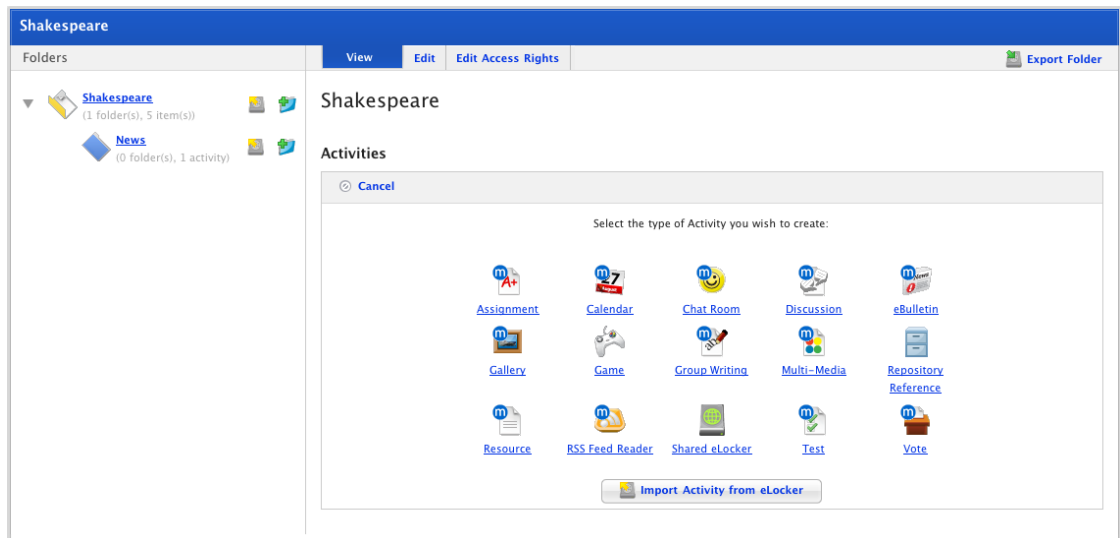
7.16.1.3 Publish and Save

- If the activity is ready to publish, select the **Publish** checkbox. If you want to leave it in development and finish it later, leave the checkbox unselected.
- If you want to set the Activity as a Featured Activity, select the **Featured Activity** checkbox.
- Click the **Save** button. The Edit Activity panel appears. It now displays the file, the **Edit** button, the **Remove** button and the 'Saved' notification.

7.17 Create an RSS Feed Reader

- Begin creating the RSS Feed Reader Activity according to the appropriate procedure:
 - If you want to create a Class or Group RSS Feed Reader Activity, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.
 - If you want to create a School RSS Feed Reader Activity, select the School by following the [Create a School Activity](#) procedure.
 - If you want to create a Global RSS Feed Reader Activity, follow the [Create a Global Activity](#) procedure.

When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.



- Click the **RSS Feed Reader** button. The New RSS Feed Reader panel appears.

- If you want other teachers to be able to edit the activity, ensure that the **Allow Collaborative Editing** checkbox is selected.
- Set the **From** and **To** dates for the activity. These are the dates between which the activity will be visible to students.
- In the **Title** field, type a name for the RSS Feed. This name will appear in the Activities list for your students.
- In the **Short Description** field, type a short description of the RSS Feed.
- In the **Keywords** field, type some keywords relating to the RSS Feed. This will assist Students and other Teachers if they need to search for your RSS Feed Activity.



Keywords can be separated by spaces or commas.

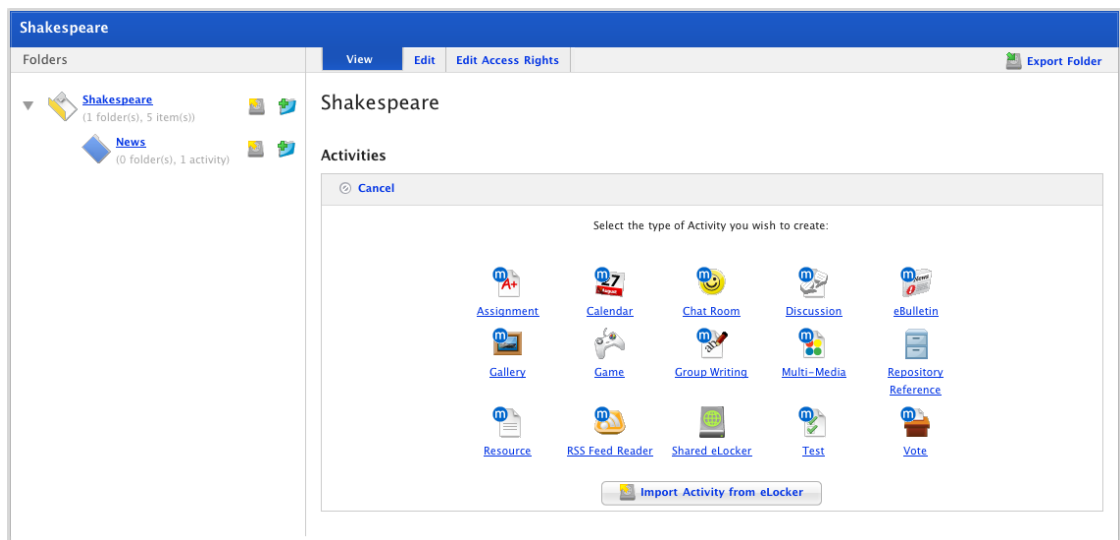
- In the **RSS Feed Reader URL** field, type the URL of the RSS feed that you want to publish.
- If you want to set the Activity as a Featured Activity, select the **Featured Activity** checkbox.
- If the RSS Feed is ready to publish, select the **Publish** checkbox. If you want to leave it in development and finish it later, leave the checkbox unselected.
- Click the **Save** button. The 'Saved' notification appears.

7.18 Create a Shared eLocker

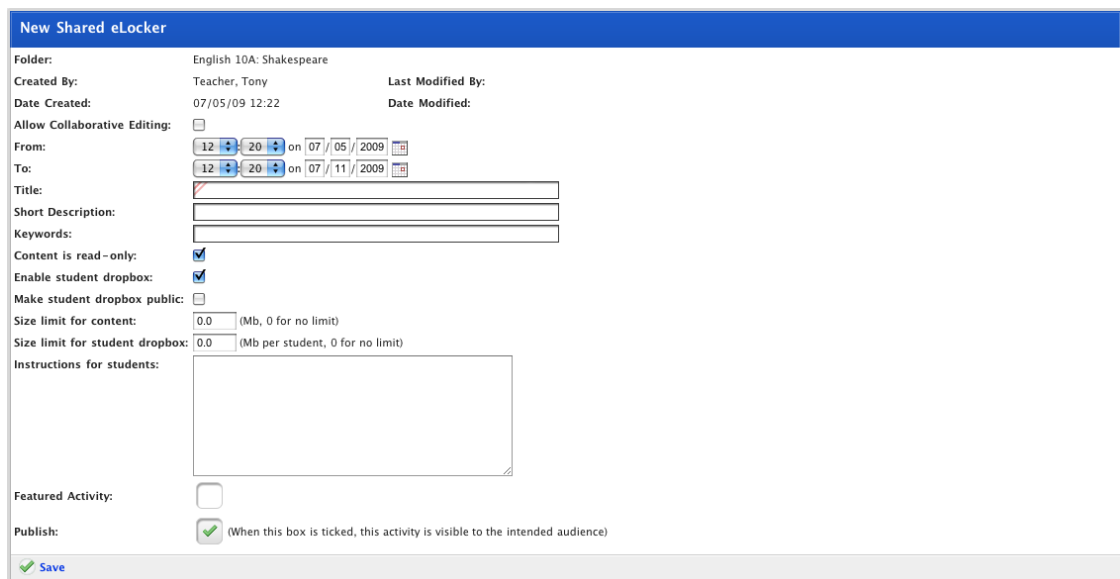
Shared eLockers are created like any other Studywiz activity. Where you create the Shared eLocker determines who has access to it. For example, if you create a Shared eLocker in a class folder, only members of that class will be able to access it.

1. Begin creating the Shared eLocker according to the appropriate procedure:
 103. If you want to create a Class or Group Shared eLocker, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.
 104. If you want to create a School Shared eLocker, select the School by following the [Create a School Activity](#) procedure.
 105. If you want to create a Global Shared eLocker, follow the [Create a Global Activity](#) procedure.

When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.



2. Click the **Shared eLocker** button. The New Shared eLocker panel appears.



3. If you want other teachers to be able to edit the activity, ensure that the **Allow Collaborative Editing** checkbox is selected.
4. Set the **From** and **To** dates for the activity. These are the dates between which the activity will be visible to students.
5. In the **Title** field, type a name for the Shared eLocker. This name will appear in the Activities list for your students.
6. In the **Short Description** field, type a short description of the Shared eLocker.
7. In the **Keywords** field, type some keywords relating to the Shared eLocker. This will assist Students and other Teachers if they need to search for your Shared eLocker.



Keywords can be separated by spaces or commas.

8. Set the Student access rights:
 106. To make the Shared eLocker content read only, select the **Content is read-only** checkbox.
 107. If the Shared eLocker content is read only, students will only be allowed to view and download content, they will not be able to upload new content into the Shared eLocker.
 108. To give your students upload access to the Shared eLocker, leave the **Content is read only** checkbox unselected.
 109. As well as being able to download files from the Shared eLocker students will be able to create folders copy and move files, and upload files into the shared eLocker.
9. Enable or disable student dropboxes:
 110. To enable student dropboxes, select the **Enable student dropbox** checkbox.

The students will each get an individual dropbox into which they and their class teachers can upload files.
 111. To disable student dropboxes, leave the **Enable student dropbox** unselected.
10. Make student dropboxes public or private:
 112. To make student dropboxes public, select the **Make student dropbox public** checkbox:

All students in the class will be able to view each others dropboxes and will be able to download files from each others dropboxes. Each student will still only be able to upload files into their own dropbox.
 113. To make the student dropboxes private, leave the **Make student dropbox public** checkbox unselected:

Students will only be able to view their own dropbox. Both students and their teachers will be able to upload files to their private dropbox and download files from their private dropbox.
11. In the **Size limit for content** field, type the Shared eLockers content limit (in megabytes).
12. In the **Size limit for student dropbox** field, type a student dropbox content limit (in megabytes).

13. In the **Instructions for students** field, type the instructions for the Shared eLocker.
14. If you want to set the Activity as a Featured Activity, select the **Featured Activity** checkbox.
15. If the Shared eLocker is ready to publish, select the **Publish** checkbox. If you want to leave it in development and finish it later, leave the checkbox unselected.
16. Click the **Save** button. The Saved notification appears.

7.19 Create a Survey Activity

Follow the procedures in this section to create a Survey Activity. A Survey Activity lets you deliver a Survey globally or to a Class or Group.

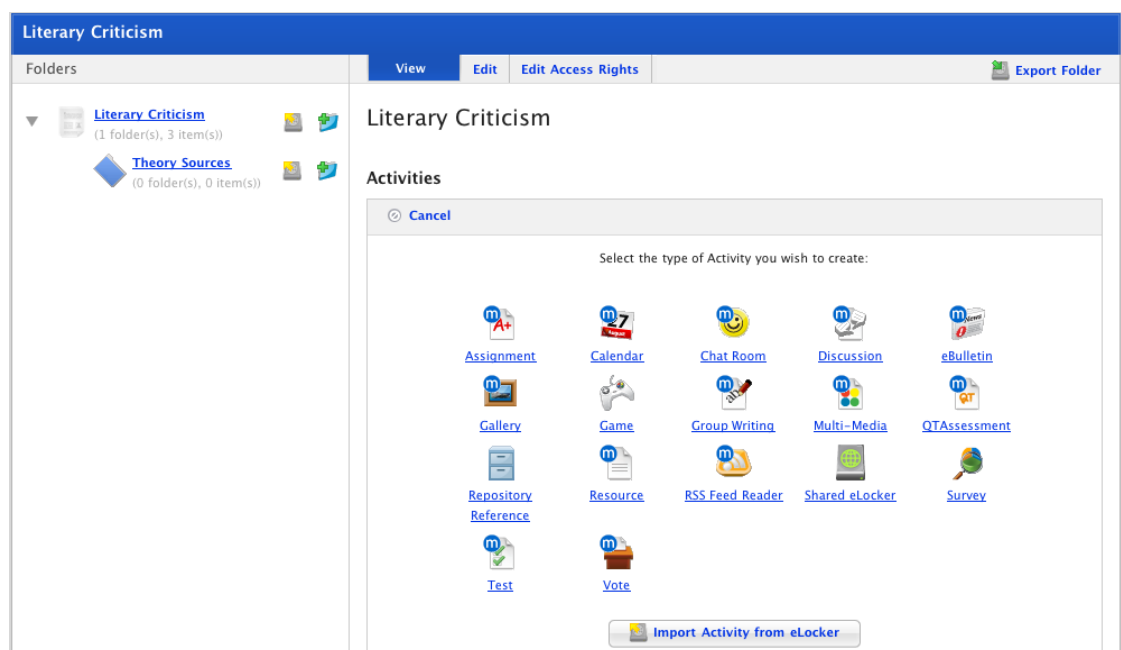
Creating a Studywiz Survey Activity is easier if you already have a Survey available for delivery. It is possible to create a new Survey whilst creating the Activity, but it is simpler to create the Survey first and then create the Activity.

If you need to create a new Survey, follow the instructions in the Manage Surveys section.

To create a Survey Activity using an existing Survey, follow the procedure in this section.

1. Begin creating the Survey Activity according to the appropriate procedure:
 114. If you want to create a Class or Group Test Activity, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.
 115. If you want to create a School Test Activity, select the School by following the [Create a School Activity](#) procedure.
 116. If you want to create a Global Test Activity, follow the [Create a Global Activity](#) procedure.

When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.



2. Click the **Survey** button. The New Survey panel appears.

New Survey

* Indicates a required field

Folder: English 9A: Literary Criticism

Created By: Teacher, Tony

Date Created: 14/10/2009 11:57 AM

Last Modified By:

Date Modified:

Allow Collaborative Editing: ☐

From: 11/55 on 14/10/2009

To: 11/55 on 14/12/2009

Survey Title:*

Short Description:

Keywords:

Survey Link

Activity precedence: ☐ None ☐ Viewed ☒ Completed
(These options are only available for a folder with the 'Sequenced' option enabled.)

Available Surveys: Line Call Survey

Selected Survey: not selected

Featured Activity: ☐

Publish: Please select a survey to enable the checkbox.

3. If you want other teachers to be able to edit the Survey activity, select the **Allow Collaborative Editing** checkbox.
4. In the **From** and **To** drop-down lists, select the dates between which you want the Survey activity to be available.
5. In the **Survey Title** field, type a name for the Survey activity. This name will appear in the Activities list for your students.
6. In the **Short Description** field, type a short description of the Survey activity.
7. In the **Keywords** field, type some keywords relating to the Survey subject. This will assist Students and other Teachers if they need to search for Survey Activities.
8. Select a survey from the **Available Surveys** drop-down list.



It is possible to create a new survey at this point. To do so, save the activity, then click the Manage Surveys button and follow the procedures in the Manage Surveys section.

You will then have to re-open the activity for editing and can then import the new survey.

9. Click the **Select Survey** button. The name of the survey appears next to the **Selected Survey** header.
10. If you want to set the Survey as a Featured Activity, select the **Featured Activity** checkbox.
11. If you want to publish the Survey Activity, select the **Publish** checkbox.
12. Click **Save**. The Survey Activity is saved.

Edit Survey

Saved

* Indicates a required field

Folder:	English 9A: Literary Criticism		
Created By:	Teacher, Tony	Last Modified By:	Teacher, Tony
Date Created:	14/10/2009 11:57 AM	Date Modified:	14/10/2009 11:57 AM

Allow Collaborative Editing: ☐

From: 11 : 55 on 14 / 10 / 2009

To: 11 : 55 on 14 / 12 / 2009

Survey Title:

Short Description:

Keywords:

Survey Link

Activity precedence: ☐ None ☐ Viewed ☒ Completed
(These options are only available for a folder with the 'Sequenced' option enabled.)

Available Surveys: Line Call Survey

Selected Survey: [Line Call Survey Preview](#)

Direct Survey Link:

For students:
<http://documentation.ett.internal/cgi-bin/WebObjects/StudywizDOCStandard.woa/wa/viewResource?id=1&rid=945>

For teachers:
<http://documentation.ett.internal/cgi-bin/WebObjects/StudywizDOCStandard.woa/wa/viewResource?id=2&rid=945>

For parents:
<http://documentation.ett.internal/cgi-bin/WebObjects/StudywizDOCStandard.woa/wa/viewResource?id=3&rid=945>

Featured Activity: ☐

Publish: ☐ (When this box is ticked, this activity is visible to the intended audience)


Save Delete ☐ Take Survey

Direct survey links appear for each user type. You can send these links to users so that they can directly access the survey.

7.19.1 Preview the Survey Activity

Preview a Survey to make sure that it will work as you intend it to. When you preview a Survey, it behaves just as it will for users, but the results will not be saved.

1. Click the **Preview** link. The Survey opens.



Surveys - 2D Controlling a Floor Turtle (2) (Preview Mode)

[Back to Start](#)

Sections	Required	Status
1. Understanding	Optional	Started
2. Skills	Optional	Not Started
3. Capability	Optional	Not Started


Sections 1: Understanding

1. I understand that once programmed, Roamer can repeat the same instructions.


☐ Red
☐ Amber
☐ Green

[Next >>](#)

2. Complete the survey. After you have answered the last question, the Survey Completed notification appears.



Surveys - 2D Controlling a Floor Turtle (2) (Preview Mode)


[Back to Start](#)

Survey "2D Controlling a Floor Turtle (2)" Completed.

Thankyou for completing the survey.

3. Click **Return**. The Surveys page appears.

4. Set the **From** and **To** dates for the activity. These are the dates between which the activity will be visible to students.
5. In the **Title** field type a name for the Test. This name will appear in the Activities list for your students.
6. In the **Short Description** field type a short description of the Test.
7. In the **Keywords** field type some keywords relating to the Test subject. This will assist Students and other Teachers if they need to search for Tests.



Keywords can be separated by spaces or commas.

8. In the **Description** field type a longer description of the Test.

The screenshot displays three rich text editors stacked vertically. Each editor has a toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and font size. The first editor is labeled 'Instructions:', the second 'Default Feedback:', and the third 'For Incorrect Answer:'.

9. In the **Instructions** field type the instructions for your Test.
10. In the **Default Feedback** fields type the default feedback for a correct answer and an incorrect answer to each question. You can also set this individually for each question.

The screenshot shows a settings form with the following sections:

- Default Points:** A text input field containing '0' followed by 'points'.
- Options:** A list of checkboxes:
 - ☐ Reveal Correct Answer
 - ☒ Show Feedback
 - ☐ Randomise Question Order
 - ☐ Display All Questions (Max 10 per page)
 - ☐ Multiple Sessions
 - ☐ Allow Unanswered Questions
- Questions:** A text input field with the placeholder text 'Save Assessment to add questions'.
- Preconditions:** A text input field with the placeholder text 'An Activity must be saved before its preconditions can be set.'
- Featured Activity:** A checkbox.
- Publish:** A checkbox with a green checkmark icon and the text '(When this box is ticked, this activity is visible to the intended audience)'.
- Save:** A green button with a checkmark icon and the text 'Save'.

11. In the **Default Points** field type the default score for a correct answer. You can also set this individually for each question.

12. Select the **Options** checkboxes for the options you want to apply to the Test. The following options are available:

Option	Effect
Reveal Correct Answer	Displays the correct answer to the Student after each question
Show Feedback	Displays feedback for correct and incorrect answer for each question
Randomise Question Order	Presents the questions in random order
Display All Questions	Presents all questions in each test session
Multiple Sessions	Allows Students to have multiple attempts at a test
Max Sessions	Sets the maximum number of times a Student can attempt a test.
Allow Unanswered Questions	Allows students to finish the test even if they have unanswered questions.

13. If the Test is ready to publish, select the **Publish** checkbox. If you want to leave it in development and finish it later, leave the checkbox unselected.
14. If you want to set the Activity as a Featured Activity, select the **Featured Activity** checkbox.
15. Click the **Save** button. The **Questions** drop-down list and the **Add Question** button appear.

16. From the **Questions** drop-down list, select a question type. The following question types are available:

Question type	Description
Fill in the Blanks	Poses a statement to the student with one or more words missing. The student types the missing word(s) in the blank spaces.
Matching	Displays two lists of items which must be matched together.
Multiple Answer	Poses a question to the student. The student then chooses one or more answers from a list.
Multiple Choice	Poses a question to the student. The student then chooses one answer from a list.

17. Click the **Add Question** button. The New Question panel for your question type appears.
18. Create the question according to the appropriate procedure below.

7.20.1 Create a Fill In The Blanks Question

A Fill in the Blanks question presents a sentence or a series of sentences to Students with one or more words missing. Blanks are displayed for students to fill in the missing words.

1. Follow the [Create a Test](#) procedure. The New Fill In The Blanks Question page is on the screen.

New Fill In The Blanks Question

* Indicates a required field

Question Points: ☒ Use Default Setting: 0 points
☐ Use Custom Value: points

Question Image: ☒ Upload ☐ Import file from eLocker

Feedback: ☒ Use Default Setting:
 For Correct Answer:
☐ Use Custom Values:
 For Correct Answer:
 For Incorrect Answer:

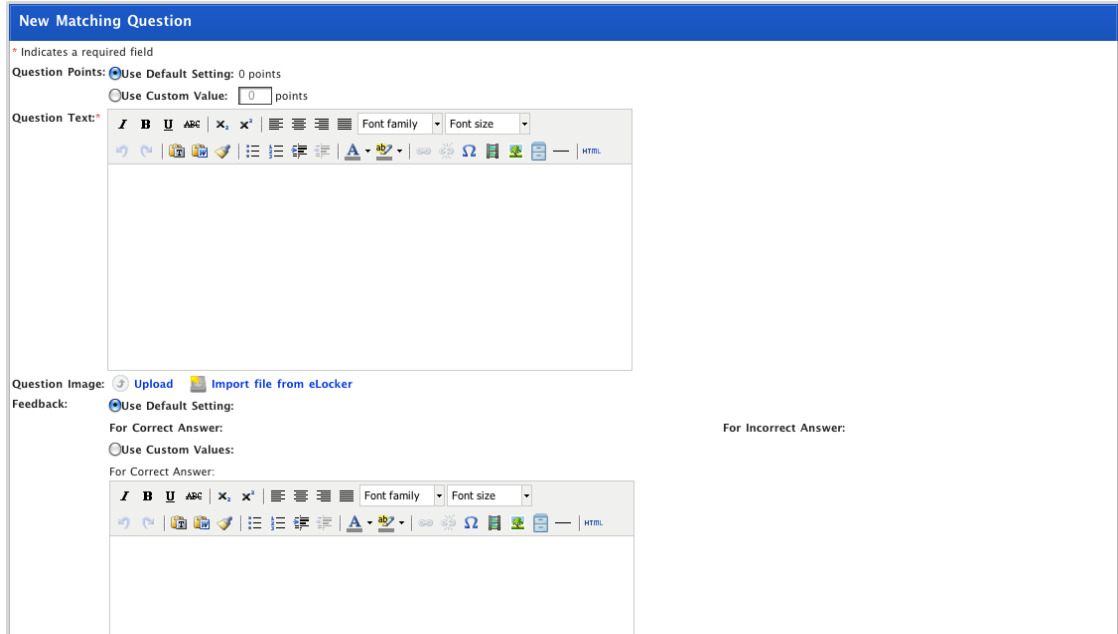
Rich text editor for 'For Correct Answer' and 'For Incorrect Answer' with toolbar (Bold, Italic, Underline, ABC, X₂, X², Bulleted list, Numbered list, Indent, Font family, Font size, Link, Unlink, Image, Table, Undo, Redo, HTML).

2. Set the **Question Points** by selecting either:
 120. **Use Default Setting** to use the default number of points that you set earlier in the New Test panel, or
 121. **Use Custom Value** to set a value for this question only and then enter a points value in the field.
3. If you want users to see a picture when they answer the question, click either:
 122. **Upload** to upload an image from a file location, or
 123. **Import from eLocker** to import an image from your eLocker.
4. Set the **Feedback** by selecting either:
 124. **Use Default Setting** to use the default feedback message set above, or
 125. **Use Custom Values** and enter feedback that will be used for this question only.

7.20.2 Create a Matching Question

A Matching question presents two numbered lists to Students. The task for the Students is to match the items in the first list with the items in the second.

1. Follow the [Create a Test](#) procedure. The Matching Question page is on the screen.



2. Set the **Question Points** by selecting either:
 126. **Use Default Setting** to use the default number of points that you set on the New Test panel, or
 127. **Use Custom Value** to set a value for this question only and then enter a points value in the field.
3. In the **Question Text** field type the instructions for completing the matching question.
4. If you want users to see a picture when they answer the question, adjacent to **Question Image** click either:
 128. **Upload** to upload an image from a file location, or
 129. **Import from eLocker** to import an image from your eLocker.
5. Set the **Feedback** by selecting either:
 130. **Use Default Setting** to use the default feedback message set above, or
 131. **Use Custom Values** and enter feedback that will be used for this question only.

Matching Pairs: [Add Answer](#)

	Order List 1	Image	Save to upload >	Order List 2	Image	Save to upload	Remove
1	<div>B U I x x² A Ω</div>			<div>B U I x x² A Ω</div>			
2	<div>B U I x x² A Ω</div>			<div>B U I x x² A Ω</div>			
3	<div>B U I x x² A Ω</div>			<div>B U I x x² A Ω</div>			
4	<div>B U I x x² A Ω</div>			<div>B U I x x² A Ω</div>			

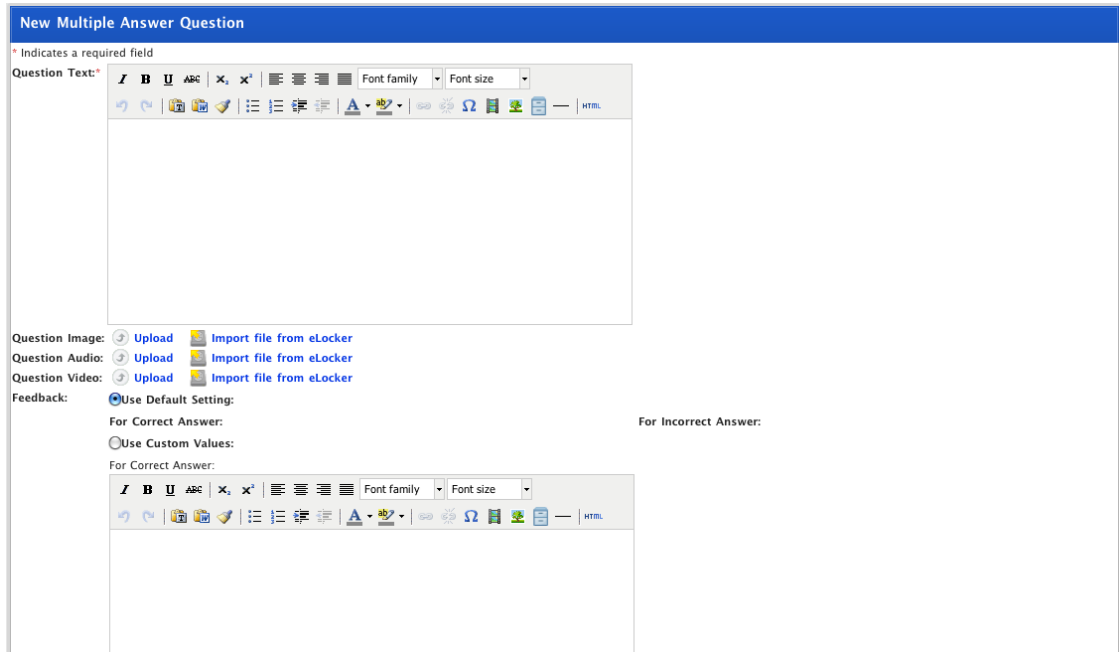
[Save](#)

6. Set up the number of matching pairs you need by clicking **Add Answer** or **Remove**.
7. In the **List 1** fields type the items that will appear in the first list. These items will appear in the order displayed on this page.
8. In the **List 2** fields type the Items that will appear in the second list. Ensure that these items are adjacent to their matching items in List 1.
9. Use the **Order** drop-down lists to select the order in which the List 2 items will appear.
10. Click the **Save** button. The question is saved and the Edit Test page appears.
11. To add answer images for the question, click the **Edit question** button adjacent to the question. The Edit Question page appears.
12. Add images by clicking the **Add/View** buttons and navigating to suitable images. (To remove an image, click the **Remove** button.)
13. Click the **Save** button. The changes to the question are saved and the Edit Test page appears.

7.20.3 Create a Multiple Answer Question

A Multiple Answer question allows you to pose a question and have Students select one or more correct answers from a list.

1. Follow the [Create a Test](#) procedure. The New Multiple Answer Question panel is on the screen.



2. In the **Question Text** field type the question.
3. Set the **Question Points** by selecting either:
 132. **Use Default Setting** to use the default number of points that you set on the New Test panel, or
 133. **Use Custom Value** to set a value for this question only and then enter a points value in the field.
4. If you want users to see a picture when they answer the question, click either:
 134. **Upload** to upload an image from a file location, or
 135. **Import from eLocker** to import an image from your eLocker.
5. Set the Feedback by selecting either:
 136. **Use Default Setting** to use the default feedback message set above, or
 137. **Use Custom Values** and enter feedback that will be used for this question only.

Answers:

[Add Answer](#)

Order	Correct Answer	Answer Value	Point Value	Answer Image
1	<input type="checkbox"/>	<div>B U I X₁ X² A ab Ω</div>	<input type="text" value="0"/>	<div>Save to upload Remove</div>
2	<input type="checkbox"/>	<div>B U I X₁ X² A ab Ω</div>	<input type="text" value="0"/>	<div>Save to upload Remove</div>
3	<input type="checkbox"/>	<div>B U I X₁ X² A ab Ω</div>	<input type="text" value="0"/>	<div>Save to upload Remove</div>
4	<input type="checkbox"/>	<div>B U I X₁ X² A ab Ω</div>	<input type="text" value="0"/>	<div>Save to upload Remove</div>

Total: 0

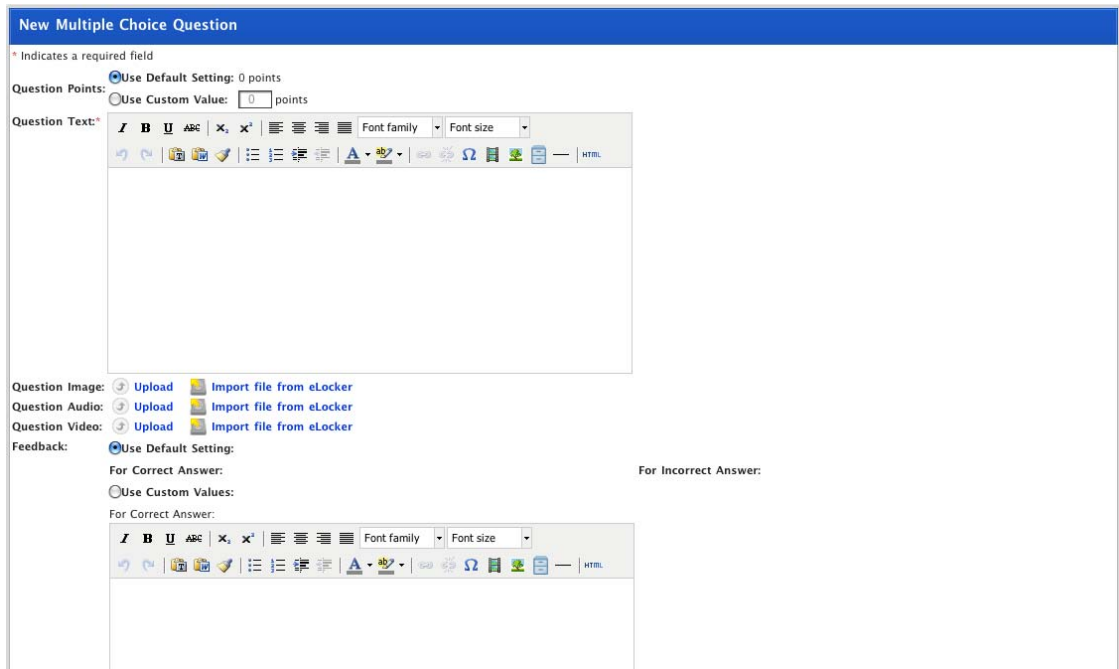
[Save](#)

6. Decide how many answers you need and either:
 138. Click the **Add Answer** button to add another answer, or
 139. Click a **Remove** button to remove an answer.
7. In the **Answer Value** fields type the possible answers to your question.
8. For each correct answer (you may have more than one) select the **Correct Answer** checkbox.
9. For each correct answer, in the **Point Value** fields enter the number of points that will be awarded.
10. Click the **Save** button. The question is saved and the Edit Test page appears.
11. To add answer images for the question, click the **Edit** question button adjacent to the question. The Edit Question page appears.
12. Add images by clicking the **Add/View** buttons and navigating to suitable images. (To remove an image, click the **Remove** button.)
13. Click the **Save** button. The changes to the question are saved and the Edit Test page appears.

7.20.4 Create a Multiple Choice Question

A Multiple Choice question allows you to pose a question and have Students select one correct answer from a list.

1. Follow the [Create a Test](#) procedure. The New Multiple Choice Question panel is on the screen.



2. Enter the required information as described below:
3. Set the **Question Points** by selecting either:
 140. **Use Default Setting** to use the default number of points that you set on the New Test panel, or
 141. **Use Custom Value** to set a value for this question only and then enter a points value in the field.
4. If you want users to see a picture, hear an audio file or see a video when they answer the question, then adjacent to the appropriate category click either:
 142. **Upload** to upload a file from a directory location, or
 143. **Import from eLocker** to import a file from your eLocker.
5. Set the Feedback by selecting either:
 144. **Use Default Setting** to use the default feedback message set above, or
 145. **Use Custom Values** and enter feedback that will be used for this question only.

Answers:

[Add Answer](#)

Order	Correct Answer	Answer Value	Point Value	Answer Image
1	<input type="checkbox"/>	<div>B U I X² A₁ ab₂ Ω</div>	0	Save to upload Remove
2	<input type="checkbox"/>	<div>B U I X² A₁ ab₂ Ω</div>	0	Save to upload Remove
3	<input type="checkbox"/>	<div>B U I X² A₁ ab₂ Ω</div>	0	Save to upload Remove
4	<input type="checkbox"/>	<div>B U I X² A₁ ab₂ Ω</div>	0	Save to upload Remove

Total: 0

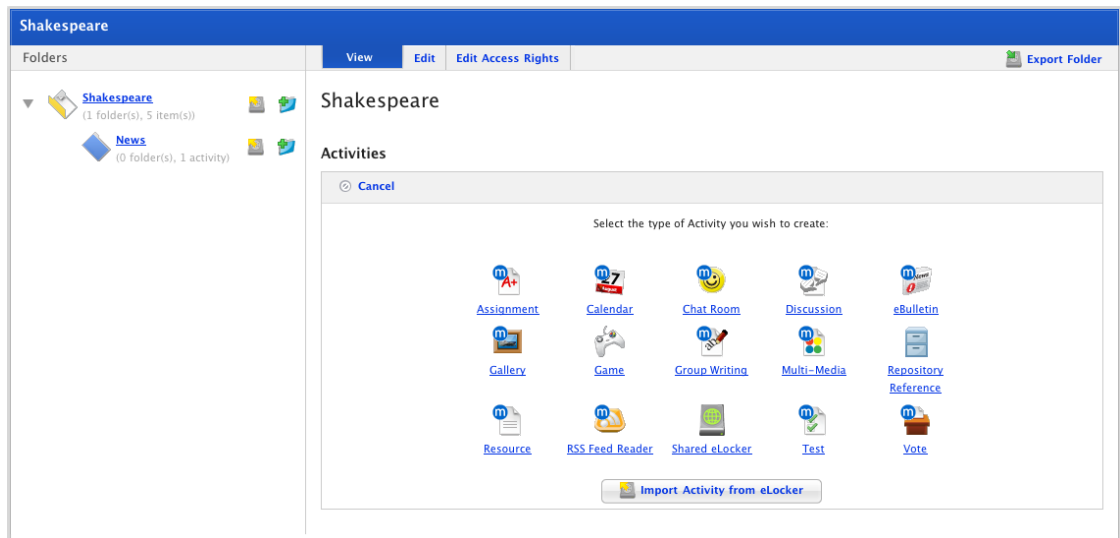
[Save](#)

6. Decide how many answers you need and either:
 146. Click the **Add Answer** button to add another answer, or
 147. Click a **Remove** button to remove an answer.
7. In the **Answer Value** fields type the possible answers to your question.
8. For the correct answer select the **Correct Answer** checkbox.
9. Click the **Save** button. The Saved notification and the Edit Test page appear.
10. To add answer images for the question, click the **Edit** question button adjacent to the question. The Edit Question page appears.
11. Add images by clicking the **Add/View** buttons and navigating to suitable images. (To remove an image, click the **Remove** button.)
12. Click the **Save** button. The changes to the question are saved and the Edit Test page appears.

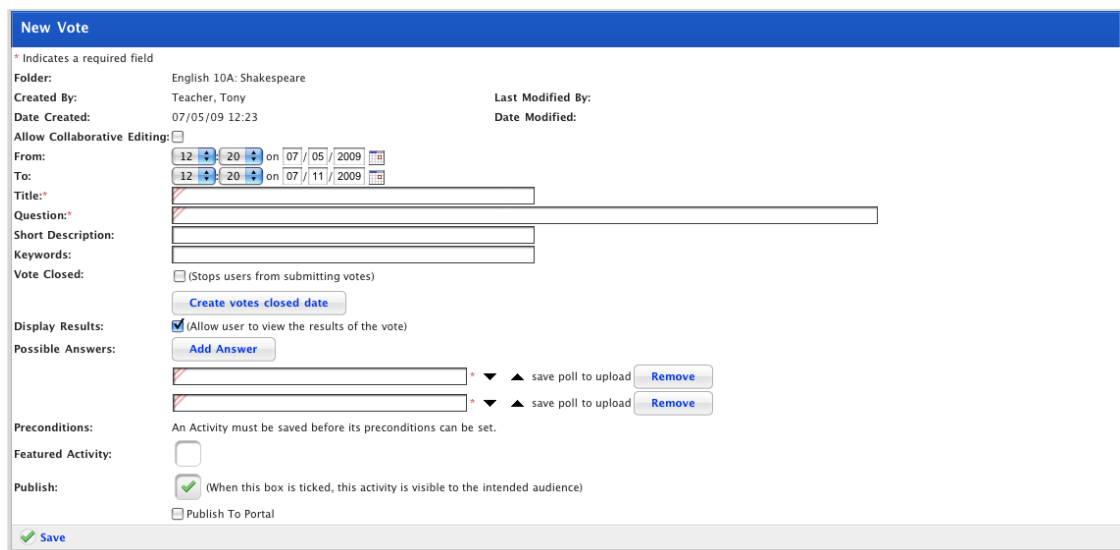
7.21 Create a Vote

1. Begin creating the Vote Activity according to the appropriate procedure:
 148. If you want to create a Class or Group Vote Activity, select the Class or Group by following the [Create a Class or Group Activity](#) procedure.
 149. If you want to create a School Vote Activity, select the School by following the [Create a School Activity](#) procedure.
 150. If you want to create a Global Vote Activity, follow the [Create a Global Activity](#) procedure.

When you have completed one of these procedures, the Activities panel, displaying the Activities you can create, is on the screen.



2. Click the **Vote** button. The New Vote panel appears.



3. Complete the following settings:

Name	Setting
Allow Collaborative Editing	If you want other teachers to be able to edit the activity, ensure that the Allow Collaborative Editing checkbox is selected.
From	Select the time and date on which you want the activity to appear.
To	Select the time and date on which you want the activity to end.
Title	Type a title for the Vote. This title will appear in the activity list.
Question	Type the question that the Vote will ask.
Short Description	Type a short description of the Vote.
Keywords	Type some keywords relating to the Vote. This will assist Students and other Teachers if they need to search for Activities. Keywords can be separated by spaces or commas.
Possible Answers	Type the possible answers for the Vote. If you need more than two answers, see step 9 below.

4. If you want to set a date for the Vote to close, click the **create votes closed date** button and from the date selection fields that appear set a date. Users will not be able to submit votes after this date.
5. If you want users to be able to see a results tally while the vote is still open, select the **Display Results** option.



Users will only see the results tally after they have submitted their own vote.

6. If you need more than two answers, click the **Add Answer** button. A new answer field appears. Repeat this step until you have as many answers as you need.
7. To remove an answer, click the **Remove** button adjacent to the answer.
8. To move answers up or down click the up or down arrow buttons next to the answers.
9. If you want to set the Activity as a Featured Activity, select the **Featured Activity** checkbox.
10. If the Vote is ready to publish, select the **Publish** checkbox. If you want to leave it in development and finish it later, leave the checkbox unselected.
11. Click the **Save** button. The Saved notification appears.

8 Latest Activities

Each Class or Group in Studywiz has a Latest Activities list.

8.1 View the Latest Activities for a Class or Group

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
2. From the **Learning** drop-down list, select the Class/Group that you want to view. The Learning page appears.

The screenshot shows the 'English 302' Learning page. On the left, the 'Content' menu is expanded, showing options like 'View Folders', 'View Latest Activities' (which is highlighted with a red arrow), and 'View Bookmarks'. The main content area features a 'Salman Rushdie Lecture' announcement and a 'Featured Items' section with two items: 'Shakespeare Unit' and 'Short Script for Macbeth'.

3. In the left panel, under the Content header, click **My Latest Activities**. The Latest Activities panel appears.

The screenshot shows the 'Latest Activities for English 302' panel. The left sidebar is the same as the previous screenshot. The main content area displays a table of activities. The table has columns for 'Type', 'Title', 'Date Created', and 'Created By'. The activities listed are:

Type	Title	Date Created	Created By
Test	Test	07/15/2009 9:30 AM	By Baugh, Wilkes
King Lear Videos	King Lear Videos	06/06/2009 3:54 AM	By Baugh, Wilkes
Julius Caesar (Book)	Julius Caesar (Book)	06/06/2009 3:54 AM	By Baugh, Wilkes
Shakespeare RSS Feed	Shakespeare RSS Feed	06/06/2009 3:54 AM	By Baugh, Wilkes
UNIT PLAN: Macbeth and the Metaphysical Poets	UNIT PLAN: Macbeth and the Metaphysical Poets	06/06/2009 3:54 AM	By Baugh, Wilkes
Shakespeare Resources	Shakespeare Resources	06/06/2009 3:54 AM	By Baugh, Wilkes
3 stage Productions	3 stage Productions	06/06/2009 3:54 AM	By Baugh, Wilkes
Macbeth vs. History	Macbeth vs. History	06/06/2009 3:54 AM	By Baugh, Wilkes

The Latest Activities panel displays all the Activities available to the Class/Group. You can change the way the list of Activities is presented:

- Click the column headers to change the order in which the Activities are listed.
- If there are more than one page of Activities, move between pages by clicking the **Next** and **Previous** buttons.

8.2 View all Activities of One Type

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
2. From the **Learning** drop-down list, select a Class/Group. The Learning page appears.

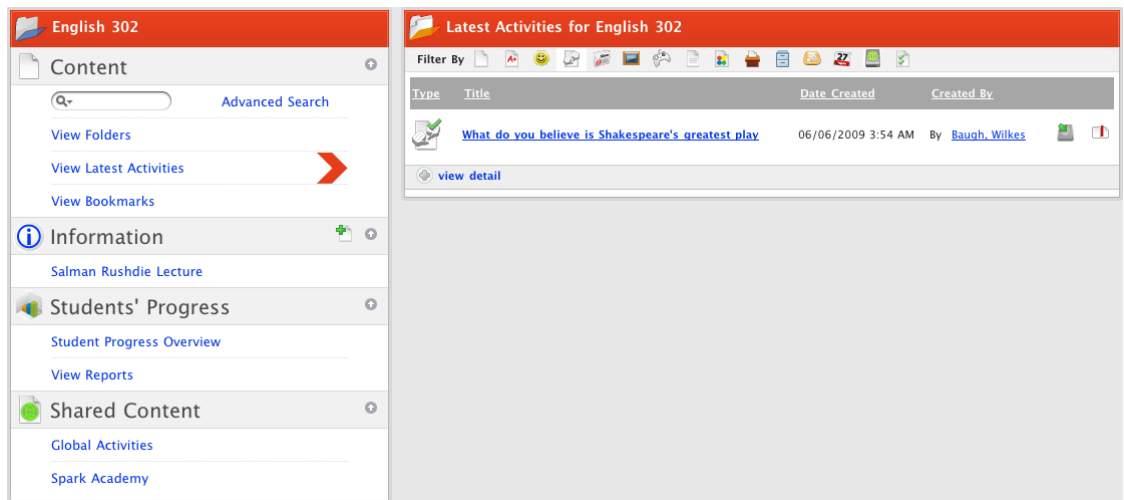
The screenshot shows the Studywiz Learning Environment interface. On the left, a sidebar for 'English 302' contains sections: 'Content' (with links for View Folders, View Latest Activities, View Bookmarks), 'Information' (with a link to 'Salman Rushdie Lecture'), 'Students' Progress' (with links for Student Progress Overview, View Reports), and 'Shared Content' (with links for Global Activities, Spark Academy). The main content area has a red header 'Salman Rushdie Lecture' with a text box stating: 'World renowned author Salman Rushdie will be presenting a lecture on the 24th of September. 8pm. English common room. Put it in your diaries!'. Below this is a 'Featured Items' section with three columns: 'Folders' (containing 'Shakespeare Unit'), 'Activities' (containing 'Short Script for Macbeth'), and 'Shared Content' (showing 'No Featured Activity Available').

3. In the left panel, under the Content header, click **My Latest Activities**. The Latest Activities panel appears.

The screenshot shows the 'Latest Activities for English 302' panel. The left sidebar remains the same. The main content area has a red header 'Latest Activities for English 302' and a 'Filter By' button. Below is a table of activities:

Type	Title	Date Created	Created By
Test	Test	07/15/2009 9:30 AM	By Baugh, Wilkes
King Lear Videos	King Lear Videos	06/06/2009 3:54 AM	By Baugh, Wilkes
Julius Caesar (Book)	Julius Caesar (Book)	06/06/2009 3:54 AM	By Baugh, Wilkes
Shakespeare RSS Feed	Shakespeare RSS Feed	06/06/2009 3:54 AM	By Baugh, Wilkes
UNIT PLAN: Macbeth and the Metaphysical Poets	UNIT PLAN: Macbeth and the Metaphysical Poets	06/06/2009 3:54 AM	By Baugh, Wilkes
Shakespeare Resources	Shakespeare Resources	06/06/2009 3:54 AM	By Baugh, Wilkes
3 stage Productions	3 stage Productions	06/06/2009 3:54 AM	By Baugh, Wilkes
Macbeth vs. History	Macbeth vs. History	06/06/2009 3:54 AM	By Baugh, Wilkes

4. At the top of the Latest Activities panel, click a **Filter By** Activity button. Only activities of the selected type are shown.



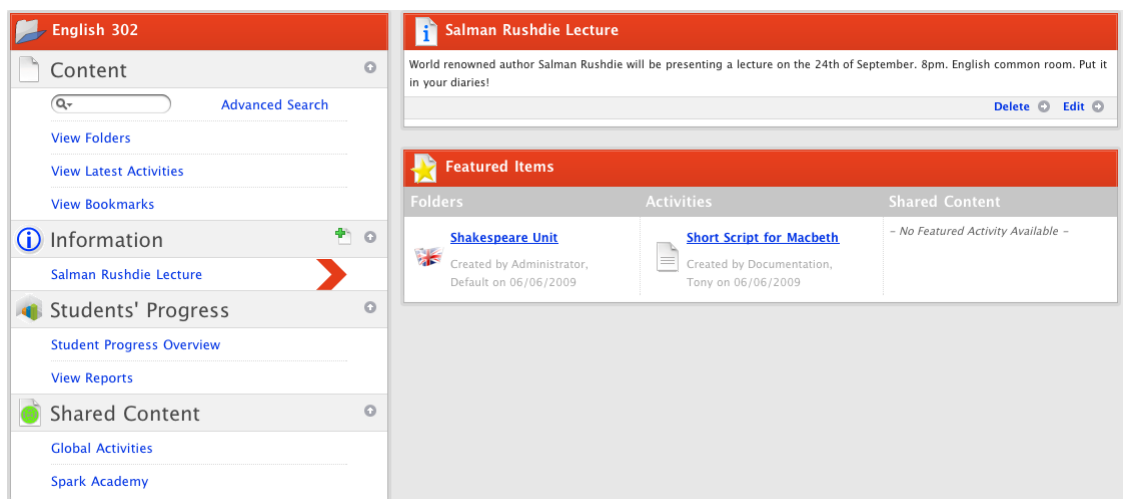
You can change the way the list of Activities is presented:

- Click the column headers to change the order in which the Activities are listed.
- If there are more than one page of Activities, move between pages by clicking the **Next** and **Previous** buttons.

8.3 Activity Reports

Activity Reports display the names of users who have used an Activity, the user type, the number of times they have viewed an activity, the total time for which they have viewed the Activity and the average time per view. You can select a date range and types of users for which you want to produce the report.

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
2. From the **Learning** drop-down list, select a Class or Group. The Learning page appears.



3. In the left panel, under the Content header, click **View Latest Activities**. The Latest Activities panel appears.

English 302

Content

Advanced Search

View Folders

View Latest Activities

View Bookmarks

Information

Salman Rushdie Lecture

Students' Progress

Student Progress Overview

View Reports

Shared Content

Global Activities

Spark Academy

Latest Activities for English 302

Type	Title	Date Created	Created By
Test	Test	07/15/2009 9:30 AM	By Baugh, Wilkes
King Lear Videos	King Lear Videos	06/06/2009 3:54 AM	By Baugh, Wilkes
Julius Caesar (Book)	Julius Caesar (Book)	06/06/2009 3:54 AM	By Baugh, Wilkes
Shakespeare RSS Feed	Shakespeare RSS Feed	06/06/2009 3:54 AM	By Baugh, Wilkes
UNIT PLAN: Macbeth and the Metaphysical Poets	UNIT PLAN: Macbeth and the Metaphysical Poets	06/06/2009 3:54 AM	By Baugh, Wilkes
Shakespeare Resources	Shakespeare Resources	06/06/2009 3:54 AM	By Baugh, Wilkes
3 stage Productions	3 stage Productions	06/06/2009 3:54 AM	By Baugh, Wilkes
Macbeth vs. History	Macbeth vs. History	06/06/2009 3:54 AM	By Baugh, Wilkes

- In the Latest Activities panel, locate the Activity for which you want to see the report.



Use the column headers and the filter buttons to help you locate the activity.

- Adjacent to the activity, click the **Usage Report** button. The Activity Details page appears and displays the Activity View Duration Report panel.

Activity Details

Resource View Duration Report

Resource Name: Macbeth

Start Date: 00:00 on 1 January 2007

End Date: 16:30 on 24 April 2009

User Types: ☒ Students ☐ Teachers ☐ Parents

Search

Total Users Viewed: 2

Total Time Viewed: 2 sec

Average Time Viewed: 1 sec

[View Users](#)

- Set the **Start Date** and **End Date** drop-down fields to the date range for which you want to produce the report.
- Select the **User Types** checkboxes according to the types of users for which you want to produce the report.
- Click the **Search** button. The report information is updated.
- Click **View Users**. A list of users who viewed the Activity, including their type, the number of times they viewed the activity, the total time and the average time for which they viewed it appears.

Resource View Duration Report

Resource Name: Macbeth

Start Date: 00:00 on 1 January 2007

End Date: 16:30 on 24 April 2009

User Types: ☒ Students ☐ Teachers ☐ Parents

Search

Total Users Viewed: 2

Total Time Viewed: 2 sec

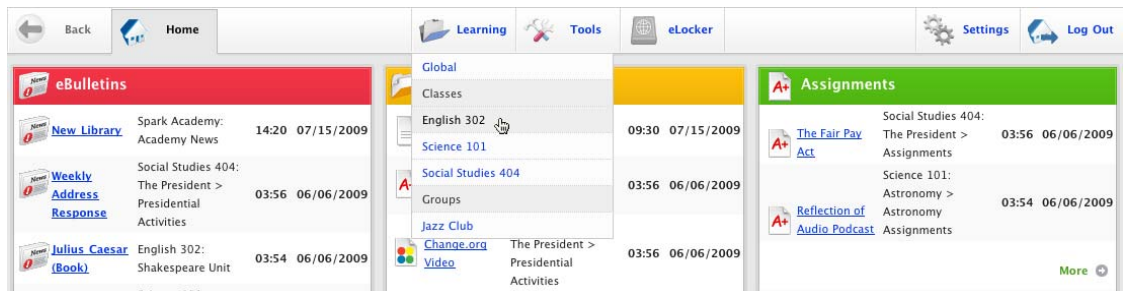
Average Time Viewed: 1 sec

[hide](#)

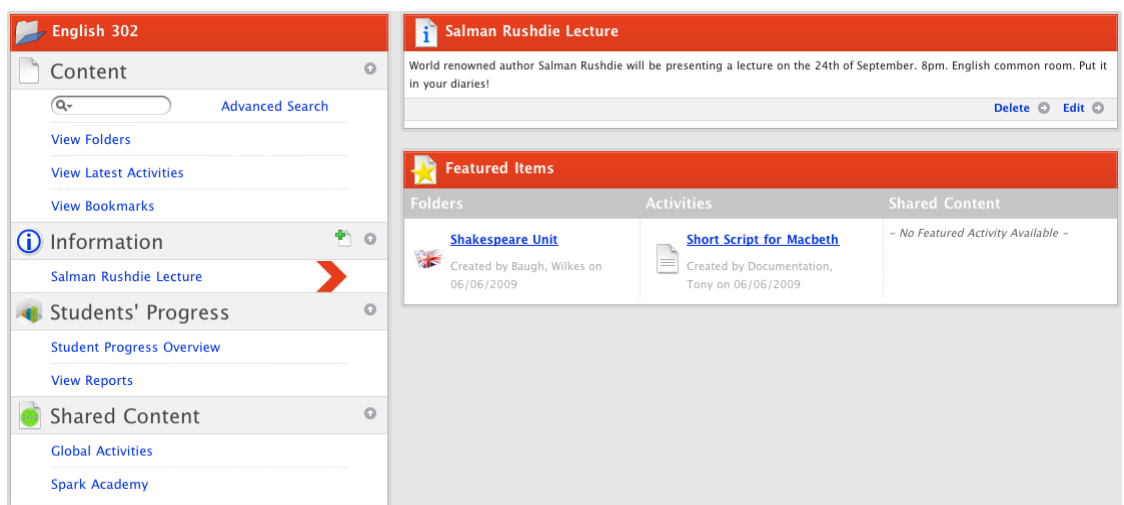
Users Name	Type	Views	Total Time	Average Time
Student, Tony	Student	1	1 sec	1 sec
Student, Anthony	Student	1	1 sec	1 sec

8.4 Open an Activity

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.

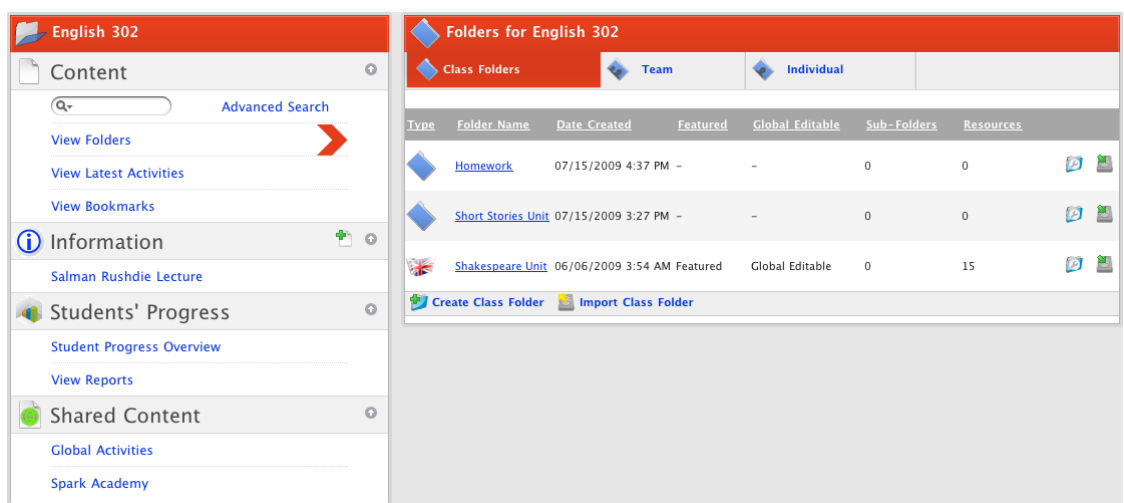


2. Click the Class or Group that contains the Activity you want to open. The Learning page appears.

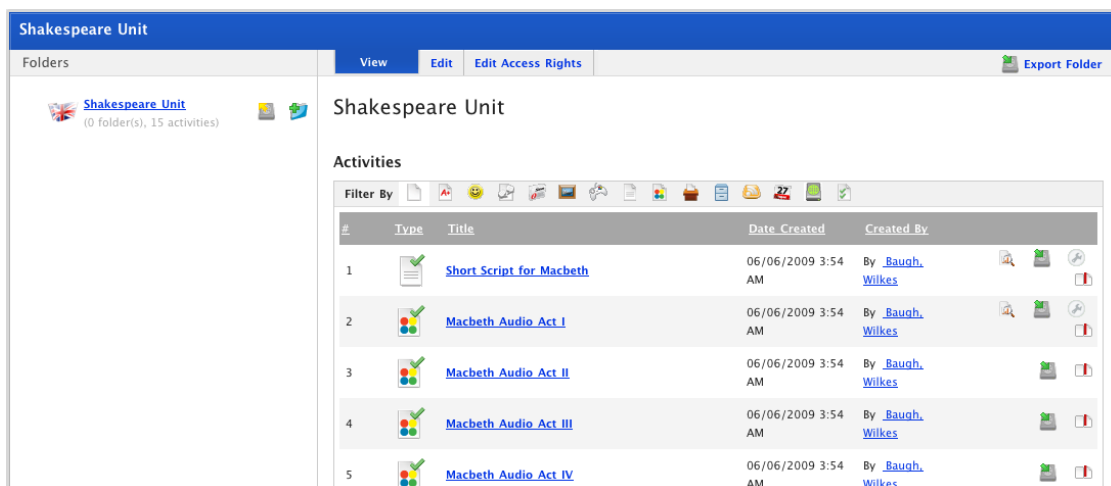


To view the Latest Activities for the Class/Group, click **View Latest Activities**.

3. Click **View Folders**. The Folders for <Class/Group Name> panel appears.



4. Click the folder that contains the activity that you want to open. The folder opens.



You can change the way you view the list of Activities. Choose an option from the list below to change the view.

Filter To filter the Activities click an activity type in the **Filter By** list.

Next To see the next page of Activities click **Next Page**.

Previous To see the previous page of Activities click **Previous Page**.

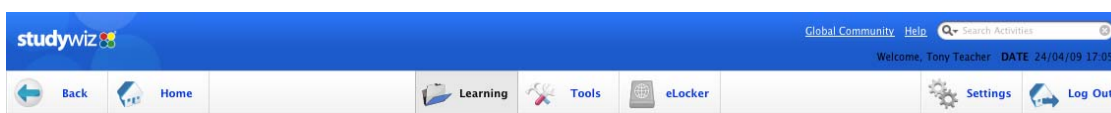
- Click the title of the Activity you want to open. The Activity opens.

8.5 Search for a Studywiz Activity

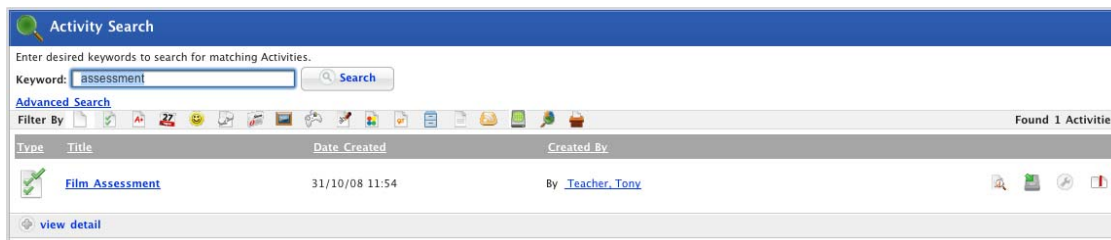
Studywiz allows you to conduct a basic search for Activities directly from the home page (this searches all your Studywiz classes and groups) or you can do a basic or advanced search from a particular Class/Group learning page (this only searches for activities within the particular Class/Group).

8.5.1 Search from the Studywiz Home Page

- In the search field in the right-hand end of the Information Bar, type your search terms.



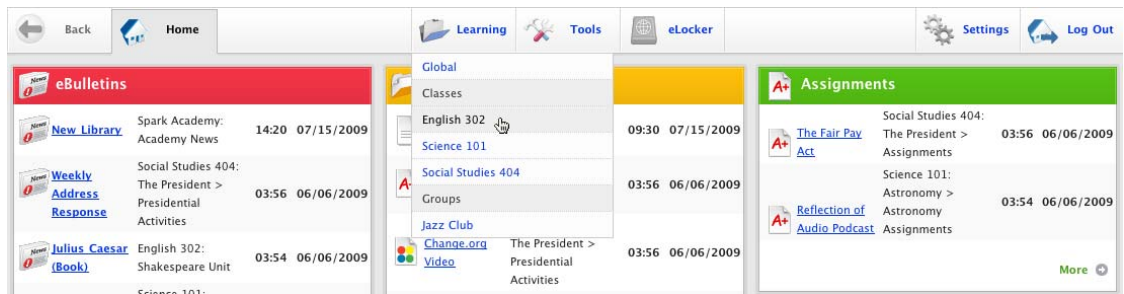
- Press the **Enter** key. The Activities page appears with the Search page displayed. The Activities that meet your search criteria are shown.



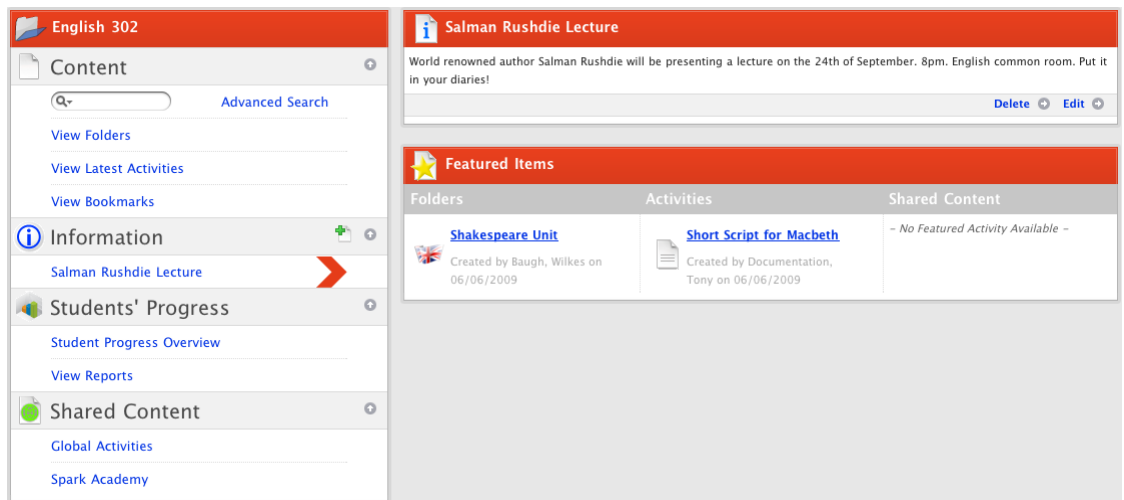
Use the activity title links and the buttons to the right to open or manipulate the activities.

8.5.2 Search from a Class or Group Page

- Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.

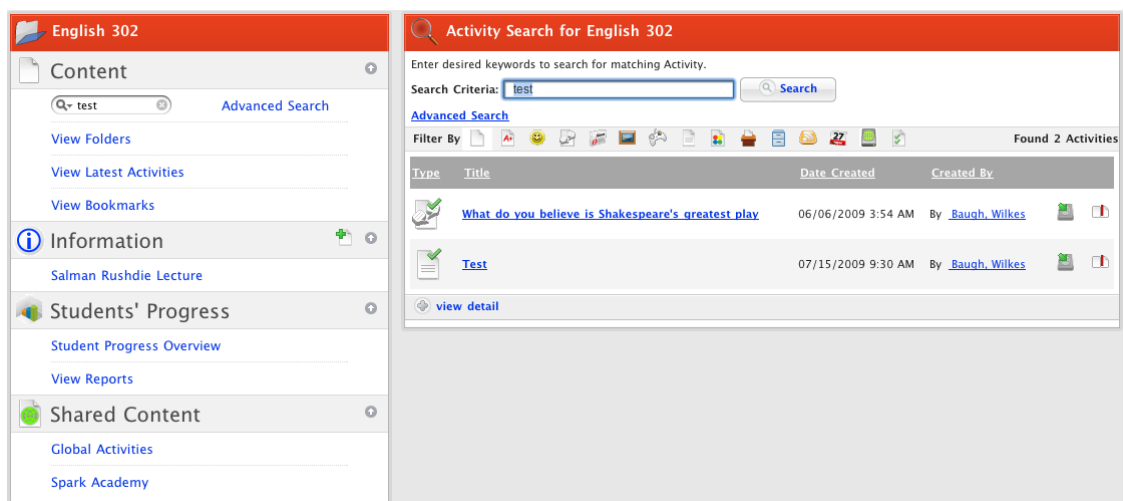


- Click the Class/Group that you want search. The learning page appears.



The search field is located in the Content section of the navigation panel.

- In the **Search** field, type your search terms.
- Press the **Enter** key. The search results appear in the Content Panel.

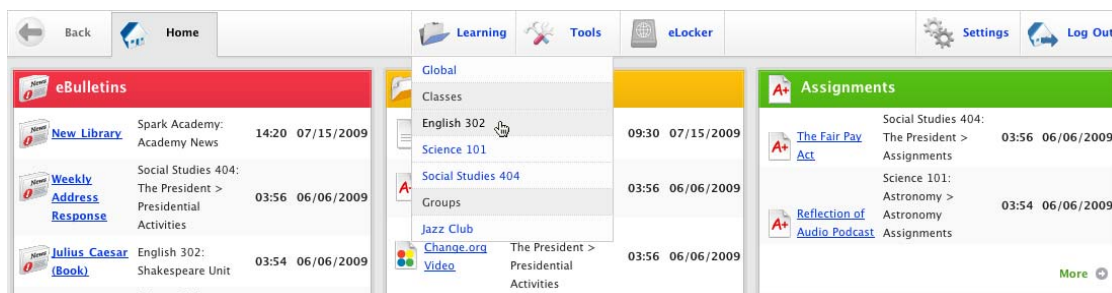


Use the activity title links and the buttons to the right to open or manipulate the activities.

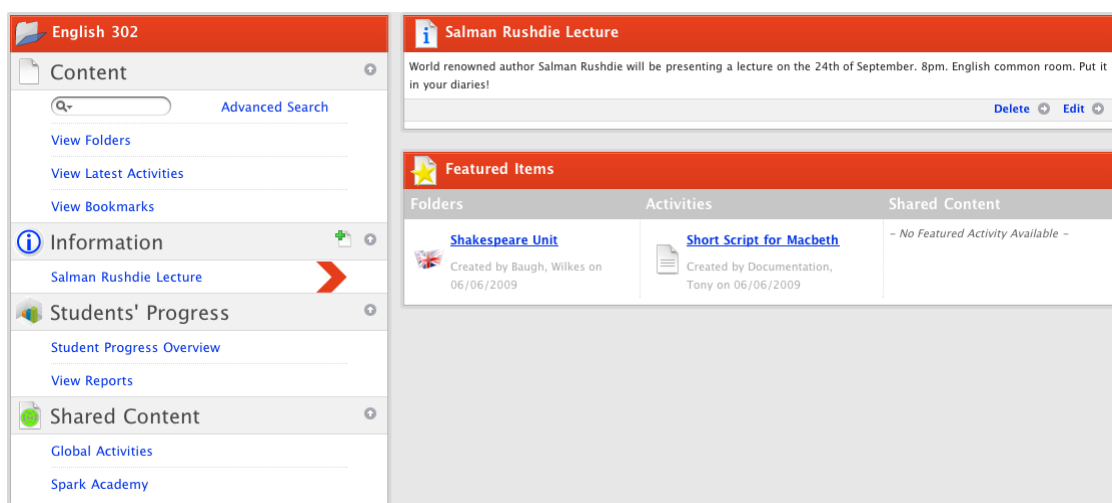
8.5.3 Complete an Advanced Search from a Class or Group Page

The StudyWiz Advanced Search gives you the opportunity to target your search. This is particularly useful if a basic search returns a large number of results and it is still difficult to find the Activity you are looking for. Follow this procedure to carry out an Advanced Search from a Class/Group page.

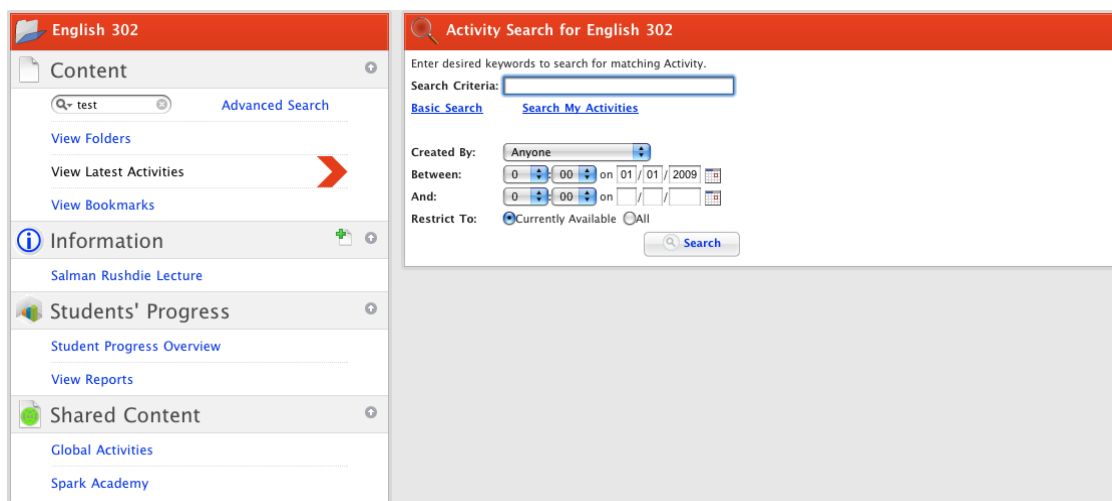
1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



2. Click the Class/Group that you want search. The learning page appears.



3. Click **Advanced Search**. The advanced search fields appear in the Content Panel.



You can limit your search by selecting various options in the search panel.

- You can search for activities created by a particular user from the **Created By** drop-down, or
- You can search within a date range by selecting dates from the **Between** and **And** date fields.



It is possible to use a combination of search parameters.

- Enter your search criteria and click the **Search** button. The search results appear in the Content Panel.

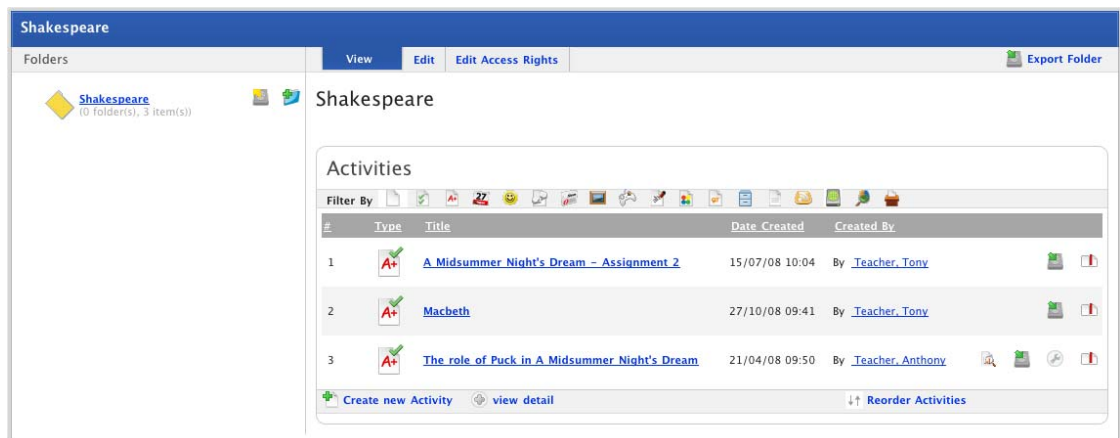
8.6 Activity Bookmarks

Once you have made or located a Studywiz Activity you can make it easier to find later by bookmarking it.

8.6.1 Bookmark an Activity

Follow this procedure to bookmark an activity.

- From the Learning page, locate the Activity that you want to bookmark. You may find the Activity in the Latest Activities panel or in a Class/Group folder.
- Open a listing that contains the Activity you want to bookmark.



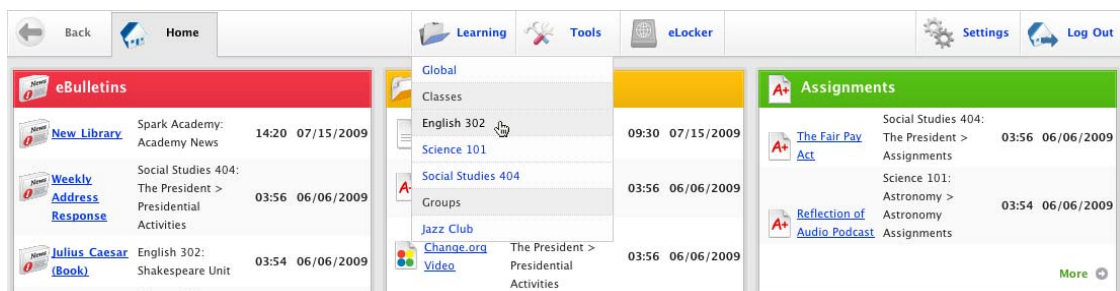
- Once you have found the Activity you want to bookmark, click the adjacent **Bookmark** button. The Bookmark is added.

8.6.2 Open a Bookmarked Activity

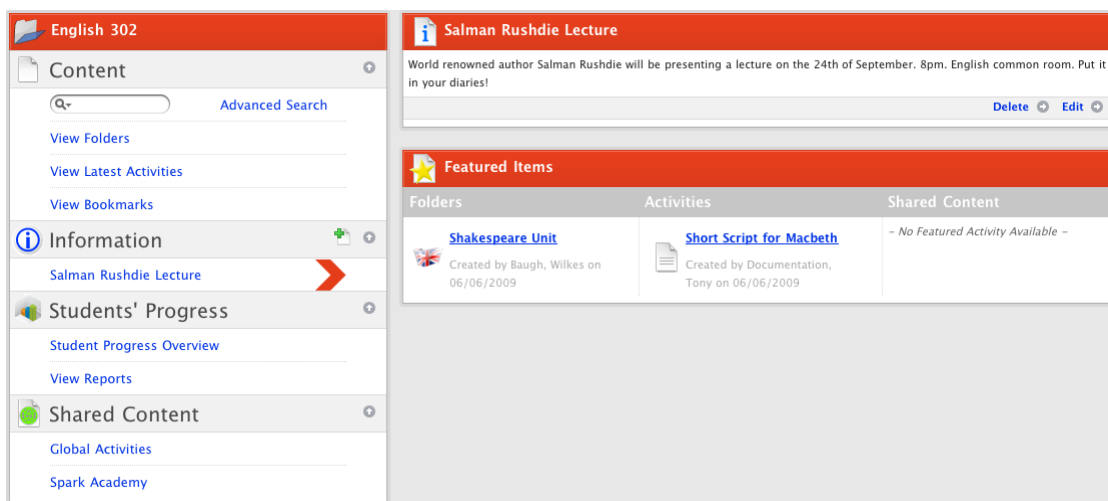
You can view your bookmarked activities for a single Class/Group or for all your Classes and Groups. Follow the appropriate procedure below.

8.6.2.1 Open a Bookmarked Activity in a Particular Class/Group

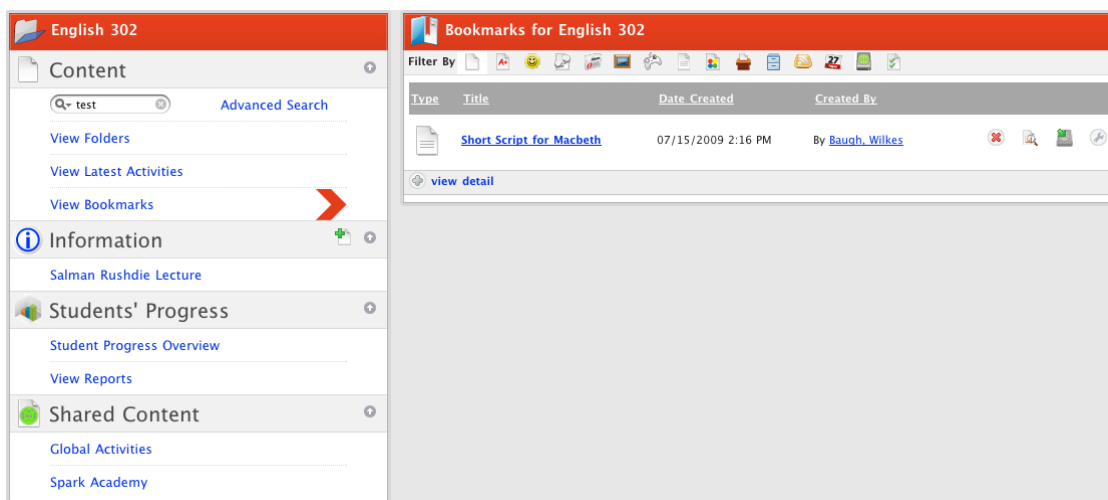
- Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



- Click the Class/Group that contains the bookmarked activity. The learning page appears.



- Click **View Bookmarks**. The bookmarked items appear in the Content Panel.



- You can change the way you view the list of Activities. Choose an option from the list below to change the view.

Filter To filter the Activities click an activity type in the **Filter By** list.

Details To see more details of each Activity, click **view detail**.

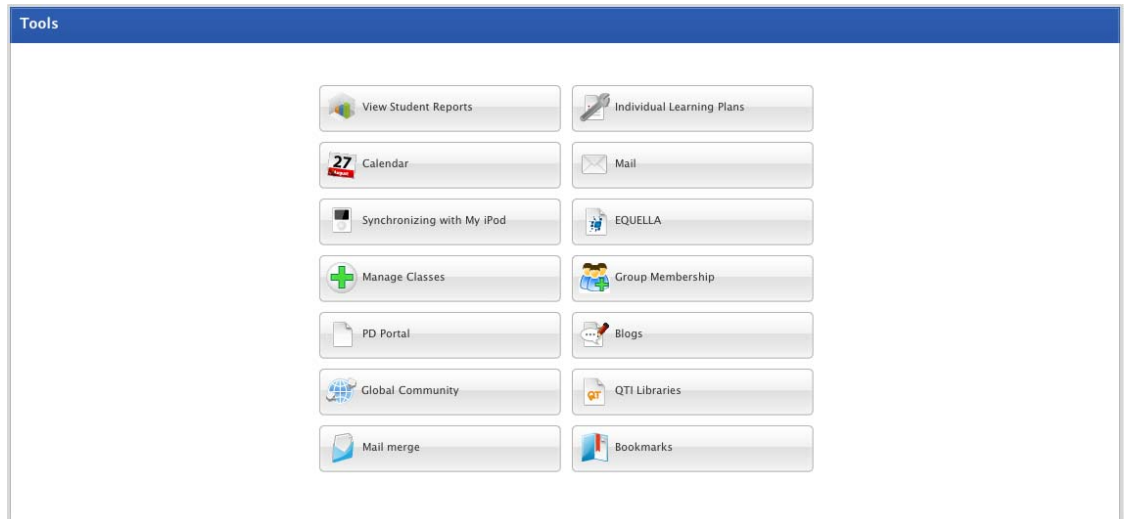
Next To see the next page of Activities, click **Next**.

Previous To see the previous page of Activities, click **Previous**.

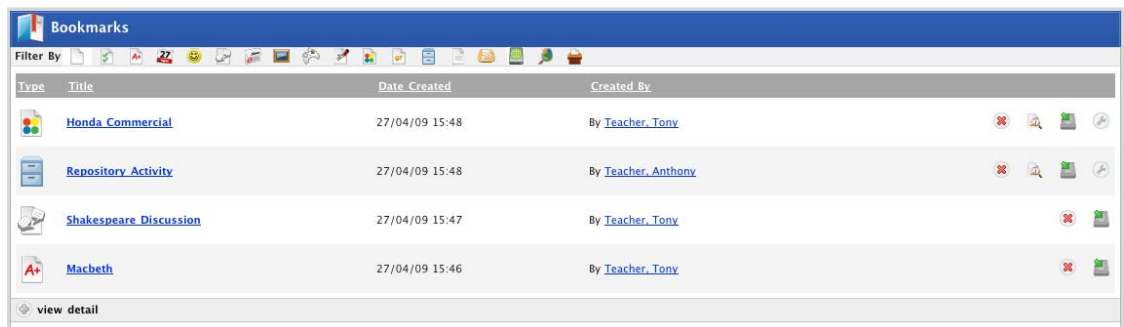
- Click an activity name to open the Activity.

8.6.2.2 View all your Bookmarked Activities

- On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



- Click the **Bookmarks** button. The Bookmarks page appears.



The Bookmarks page lists your bookmarked activities from all your Classes and Groups.

- You can change the way you view the list of Activities. Choose an option from the list below to change the view.

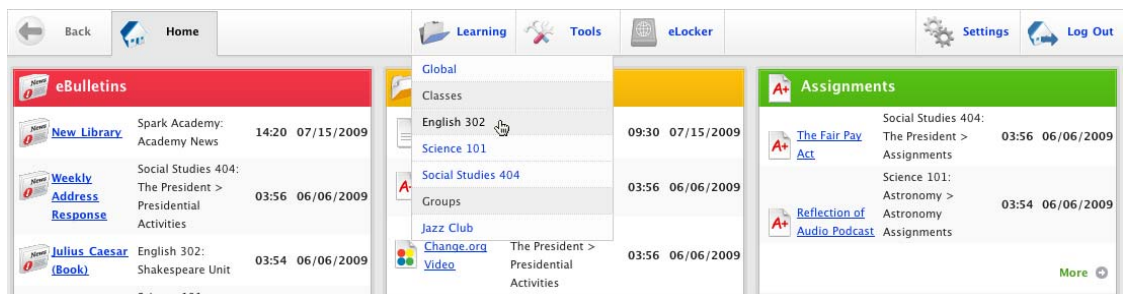
Filter To filter the Activities click an activity type in the **Filter By** list.

Details To see more details of each Activity, click view detail.

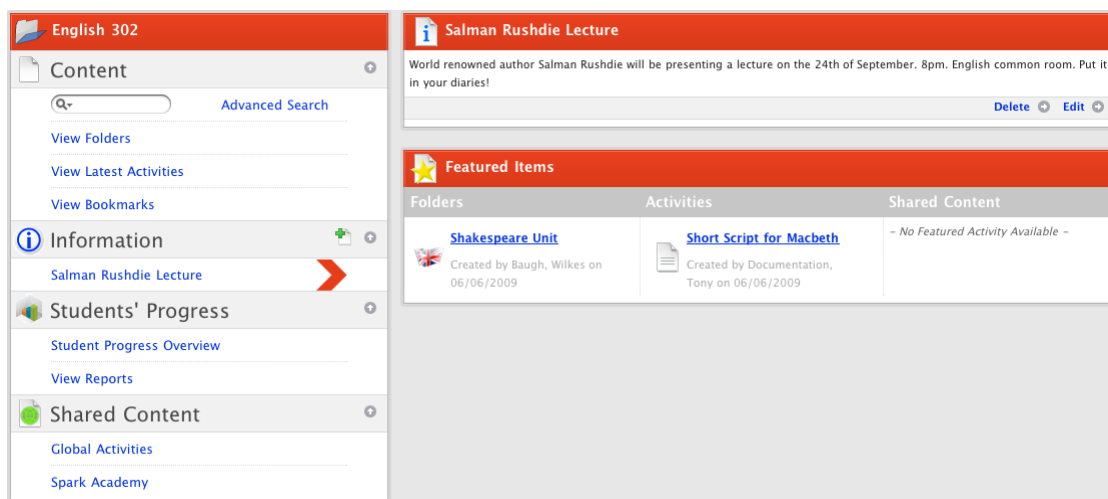
- Click an activity name to open the Activity.

8.7 Edit a Studywiz Activity

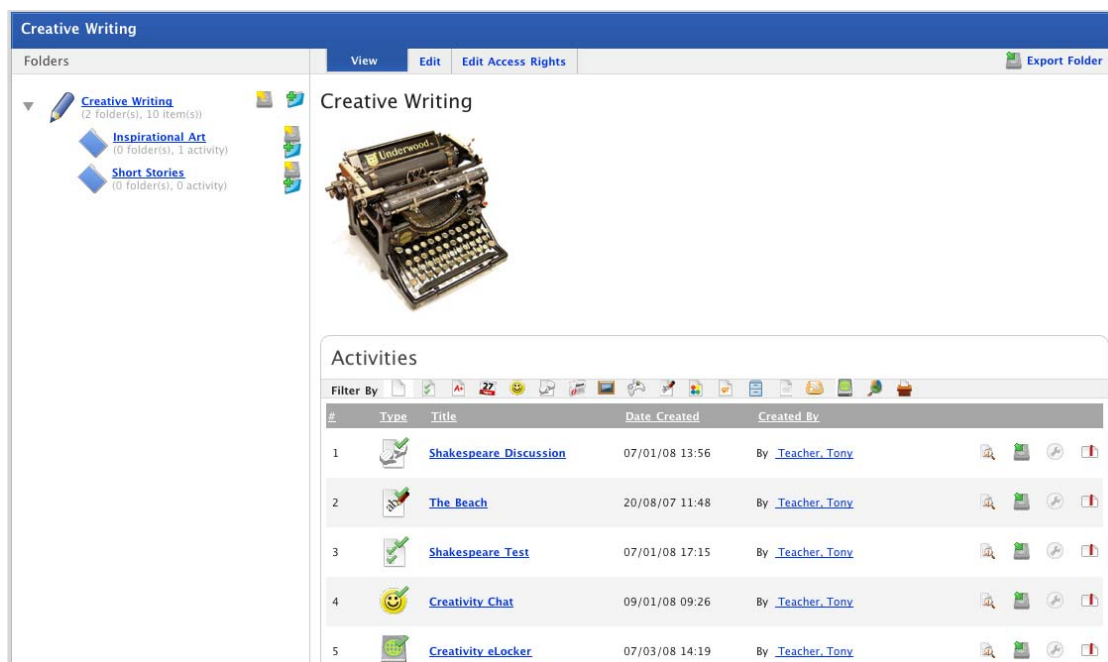
- Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



- Select the Class/Group that contains the activity you want to edit. The Class/Group Learning page appears.



3. In the Content section, click **View Folders**. The folders for the Class/Group appear.
4. Locate and click the Class/Group folder that contains the activity you want to edit. The folder's contents appear in the navigation panel.



5. Adjacent to the Activity you want to edit, click the **Edit Activity** button. The Edit <Activity Type> panel appears.
6. Follow the instructions in the relevant section of Studywiz Activities.

8.7.1 Add a Precondition



Activity preconditions may not be enabled on your Studywiz deployment.

Any activity can have an Assessment or QT Assessment set as a precondition. This means that an Assessment or a QT Assessment has to be completed by a student before they can move on to the next activity.

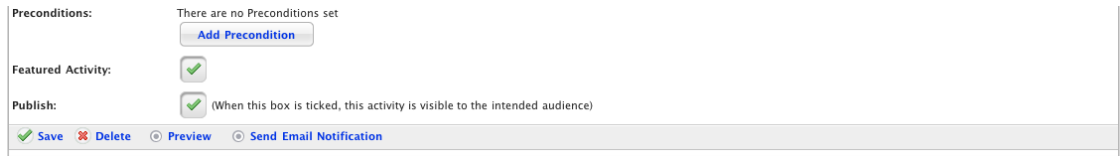
A precondition can be set when editing an activity. Activities can have more than one precondition.



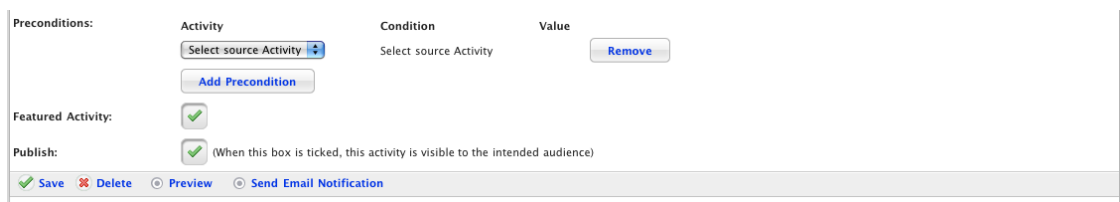
To set an activity as a precondition for another, the two activities must be in the same folder. This ensures that students are able to access both activities.

If there are no Assessments or QAssessments saved in the folder in which you are working then the Preconditions options will not appear.

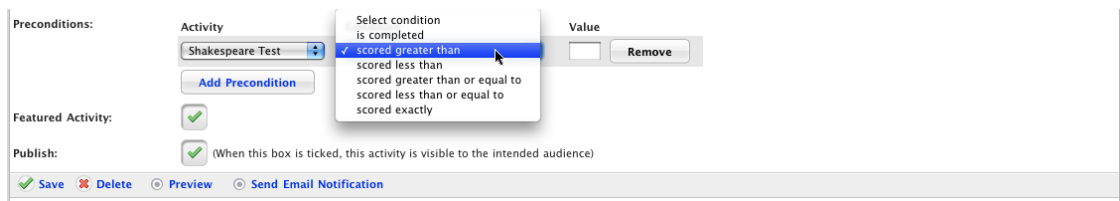
1. Open the activity for which you want to set a precondition.
2. Locate the **Preconditions** section. It is usually below the **Keywords** field and above the **Featured Activity** checkbox.



3. Click the **Add Precondition** button. The Precondition section expands.



4. From the **Select source Activity** drop-down list, select the Activity that you want to set as a precondition. The **Condition** drop-down list appears.



5. From the **Condition** drop-down list, select the condition that must be met before the students can continue from the precondition activity to the current activity.
6. In the **Value** field, enter an appropriate value for the condition that you have set.
7. Click the **Save** button. The changes to the Activity are saved.



To add another precondition, carry out this procedure again from step 3 onwards.

To remove a precondition, click the adjacent **Remove** button.

8.7.2 Send Email Notifications



Activity Email Notifications may not be enabled on your Studywiz deployment.

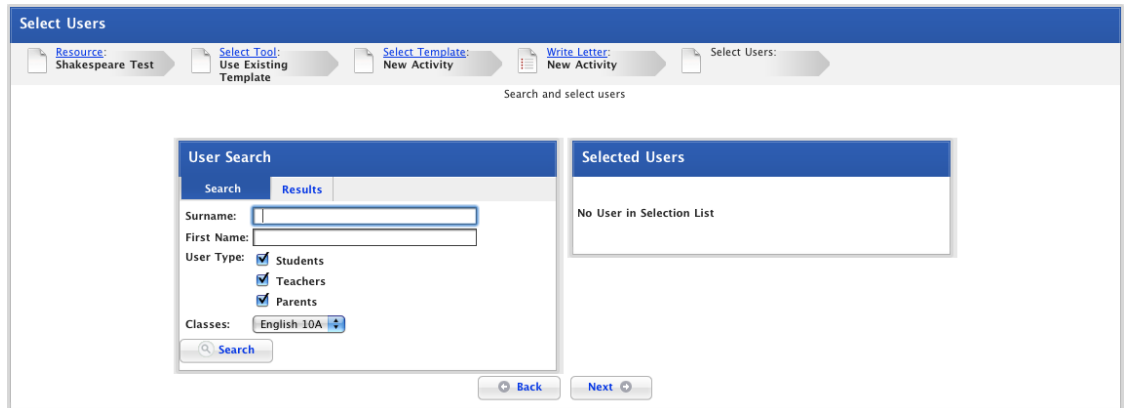
When you first save or then edit an activity you can send Email Notification to the Class or Group members. Email notification is sent using the Studywiz Mail Merge feature, through which you can create and store email notification templates.

Follow this procedure once you have created an appropriate email notification template. To create a new template, follow the [Create a New Email Notification Template](#) procedure.

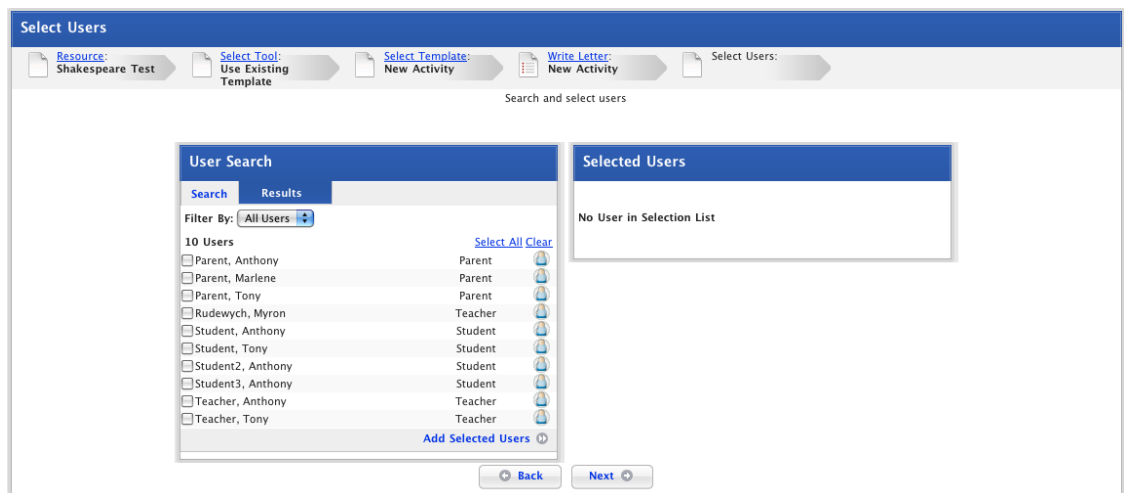


As you create a letter, search for users and then send or generate the letter, you can use the crumb trail or the **Next** and **Back** buttons to navigate through the Mail merge process.

6. If you want you can edit or adjust the letter to fit your purposes.
- To save the changes to the letter, click the **Save** button.
- To save the letter as a new template, click the **Save As** button.
7. Click **Next**. The Select Users page appears.



8. Enter your search terms:
 - Enter a surname in the **Surname** field.
 - Enter a first name in the **First Name** field.
 - To refine the search to certain user types, select your chosen user types from the **User Type** checkboxes.
 - To narrow the search to a specific Class, select a Class from the **Class** drop-down list.
9. Click **Search**. The search results appear.



10. Select the checkboxes adjacent to the users you want to send the notifications to.
11. Click **Add Selected Users**. The users are added to the Selected Users pane.
12. Click the **Next** button. The Generate Output page appears.

The screenshot shows the 'Send Notification' form with the following steps in the top bar: Resource: Shakespeare Test, Select Tool: Use Existing Template, Select Template: New Activity, Write Letter: New Activity, Select Users: (4) Selected, and Send Notification. Below the steps, there is a note: 'Generate PDF' - to generate printable format, 'Send Message' - to send as message body or send as PDF attachment. The 'Generate PDF' section is selected with a radio button. Under this section, 'Individual Letters' is selected with a radio button, and 'All In One Letters' is unselected. There is also an unselected 'Send Message' option. A 'Generate Preview' link is visible. At the bottom are 'Back' and 'Generate' buttons.

You can send the letter as an internal Studywiz message or as an external email message or as a message attachment.

13. Select the **Send Message** option. The additional send message options appear.

The screenshot shows the 'Send Notification' form with the 'Send Message' option selected with a radio button. Under this section, there are two sub-sections: 'Transport' and 'Format'. In the 'Transport' section, 'Internal Message' is selected with a radio button, and 'External Message' is unselected. In the 'Format' section, 'As HTML' is selected with a radio button, and 'As PDF Attachment' is unselected. There is a 'Subject:' label followed by a text input field. At the bottom are 'Back' and 'Generate' buttons.

14. Select the message **Transport** options:

- To send the letter internally through the Studywiz messaging system, select the **Internal Message** option.
- To send the letter as an external email message, select the **External Message** option.



Before you select this option, ensure that the user has a valid email address listed in their user details.

15. Select the message **Format** options:

- To contain the letter within the message/email, select the **As HTML** option.
- To send the letter as a PDF attachment to the message/email, select the **As PDF Attachment** option.

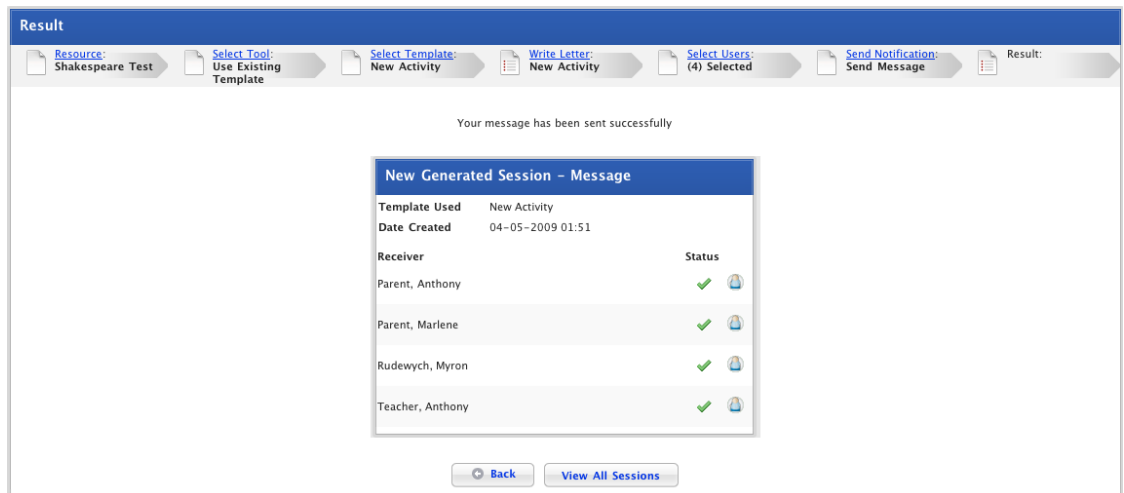
16. In the **Subject** field, type a title for the Message.

17. If you selected the **As PDF Attachment** option, add a message in the **Body** field.



The body field will only appear if you have selected the **As PDF Attachment** option.

18. Click the **Generate** button. The message is sent and the Results page appears.



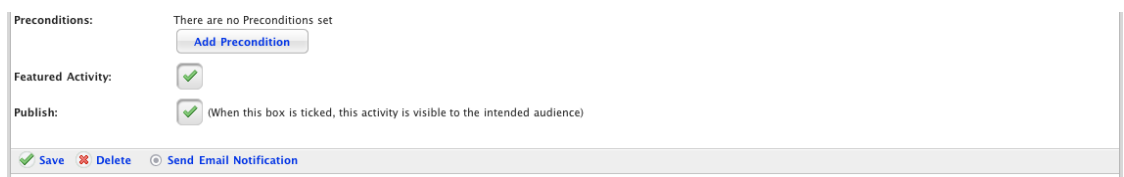
The results page shows if the user has received the message.

19. Use the crumb trail at the top of the page or the Studywiz button bar to continue working with Studywiz.

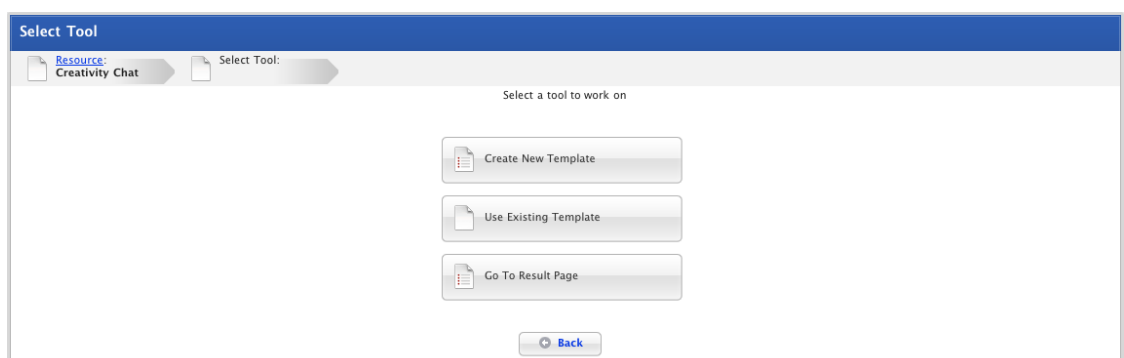
8.7.2.1 Create a New Email Notification Template

To create a new letter template that you can send straight away as well as save for use later on, follow the procedure below.

1. Open the activity for editing. The Edit <Activity> Page appears.



2. At the bottom of the page, click **Send Email Notification**. The Mail merge Select Tool page appears.



3. Click the **Create New Template** button. The Write Letter page appears.

4. In the **Title** field, type a letter template title.
5. If you want to share the letter template, select the **Share** checkbox. A shared letter template will be available to other admin users and teachers.
6. Type your letter in the field provided.
7. If you want to format the text, use the rich text editor menu above the text field.
8. If you want to add personalised information to the letter template follow these steps:
 - a. Click the area in the text box where you want to insert the personalised information.
 - b. In the Rich Text Editor menu, click the **Studywiz Mail merge** button. The **Studywiz Mail merge Available data:** window appears.

General	User	Resource
<u>Studywiz URL</u>	<u>First Name</u>	<u>Activity URL</u>
	<u>User Name</u>	<u>Activity Description</u>
	<u>Display Name</u>	<u>Activity Name</u>
	<u>Password</u>	
	<u>Classes</u>	
	<u>Last Name</u>	
	<u>Groups</u>	
	<u>Date Of Birth</u>	
	<u>Email</u>	

- c. Click the personalised information you want to add. The window closes and personalised text is added. The personalised information is displayed in the letter template between tildes. For example a password would be displayed in the template as: ~Password~. When each letter is generated the selected user's password will be displayed.



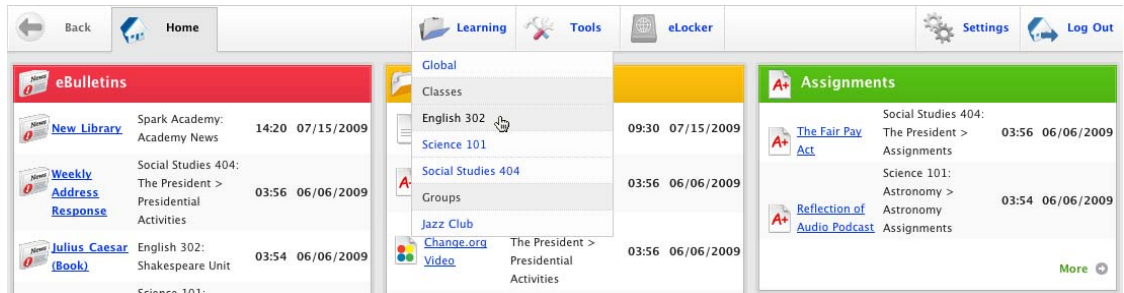
Once the personalised information is added you can't move it around within the letter because you'll break the code and it will not generate correctly.

- d. To add more personalised information, repeat the preceding 3 steps.

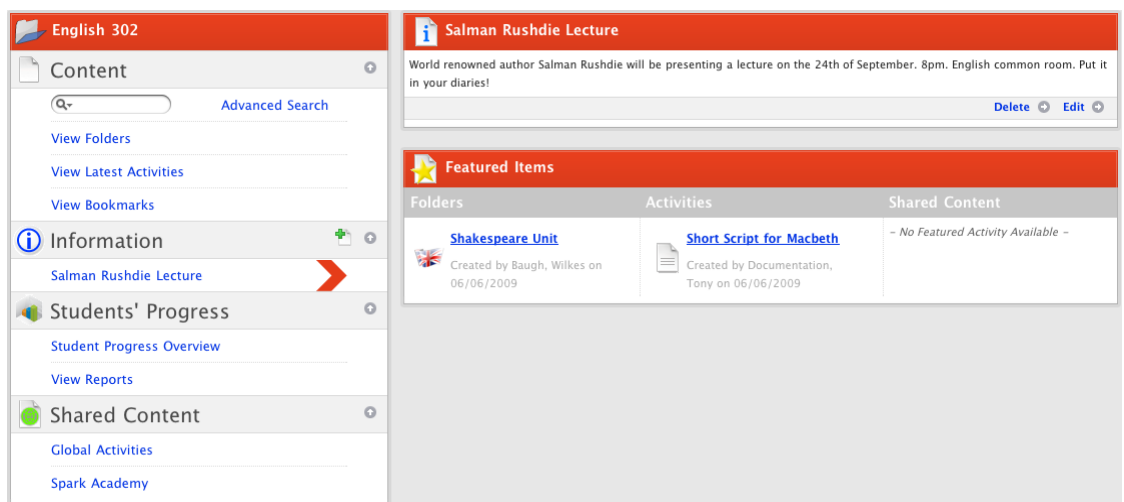
9. Click **Save**. The letter is saved. It can now be selected from the Select Template page.
10. If you want to select users and then send or generate the email notification, click the **Next** button, and follow the [Send Email Notification](#) procedure from step 7.

8.8 Delete a Studywiz Activity

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



2. Select the Class/Group that contains the activity you want to delete. The Class/Group Learning page appears.



3. In the Content section, click **View Folders**. The folders for the Class/Group appear.
4. Locate and click the Class/Group folder that contains the activity you want to edit. The folder's contents appear in the navigation panel.

Creative Writing

Folders

- Creative Writing** (2 folder(s), 10 item(s))
 - Inspirational Art** (0 folder(s), 1 activity)
 - Short Stories** (0 folder(s), 0 activity)

Activities

#	Type	Title	Date Created	Created By
1	Discussion	Shakespeare Discussion	07/01/08 13:56	By Teacher, Tony
2	Text	The Beach	20/08/07 11:48	By Teacher, Tony
3	Test	Shakespeare Test	07/01/08 17:15	By Teacher, Tony
4	Chat	Creativity Chat	09/01/08 09:26	By Teacher, Tony
5	eLocker	Creativity eLocker	07/03/08 14:19	By Teacher, Tony

- Adjacent to the Activity you want to delete, click the **Edit Activity** button. The Edit <Activity Type> panel appears.

Edit eBulletin

* Indicates a required field

Folder: English 10A: Sequenced Resource Testing

Created By: Teacher, Anthony Last Modified By: Teacher, Anthony

Date Created: 22/09/2009 10:48 AM Date Modified: 22/09/2009 10:55 AM

Allow Collaborative Editing: ☐

From: 10/45 on 22/09/2009

To: 10/45 on 22/11/2009

eBulletin Title: eBulletin to read after Gallery Activity

Short Description:

Keywords:

eBulletin Message:

You can only read this eBulletin if you have completed the Gallery. Once we know what that means.

Activity precedence: ☒ None ☐ Viewed

Featured Activity: ☐

Publish: ☒ (When this box is ticked, this activity is visible to the intended audience)

[Save](#) [Delete](#) [Preview](#)

- Click the **Delete** button. A confirmation dialog box appears.
- Click the **OK** button. The Activity is deleted.

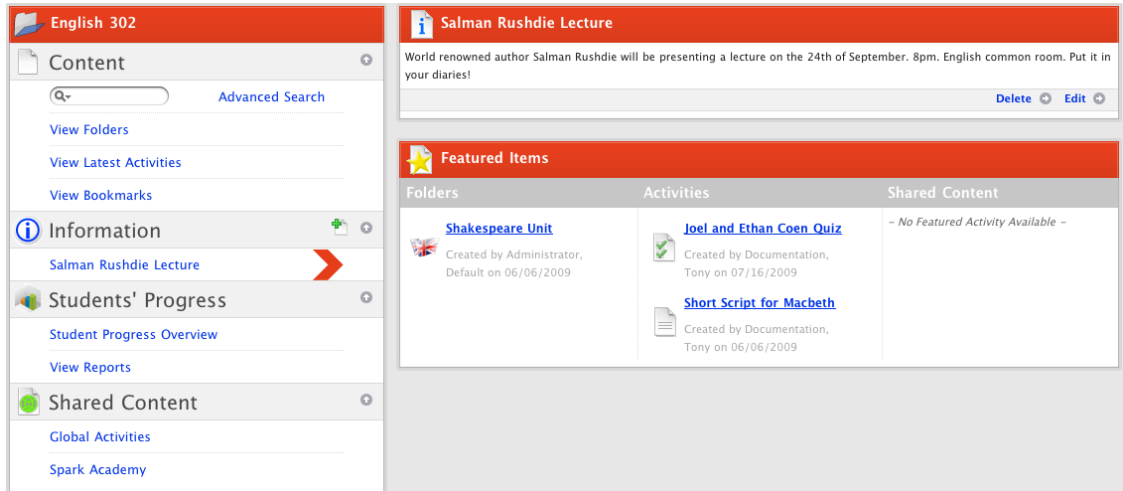
8.9 Copy a Studywiz Activity

To copy an activity from one class or group folder to another, you export it from its original location to your eLocker, then import the activity into the class or group folder where you want the copy.

8.9.1 Copy an Activity to your eLocker

- Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.

- From the **Learning** drop-down list, select the Class or Group that contains the activity that you want to copy. The Learning page appears.



English 302

Content

Advanced Search

[View Folders](#)

[View Latest Activities](#)

[View Bookmarks](#)

Information

[Salman Rushdie Lecture](#)

Students' Progress

[Student Progress Overview](#)

[View Reports](#)

Shared Content

[Global Activities](#)

[Spark Academy](#)

Salman Rushdie Lecture

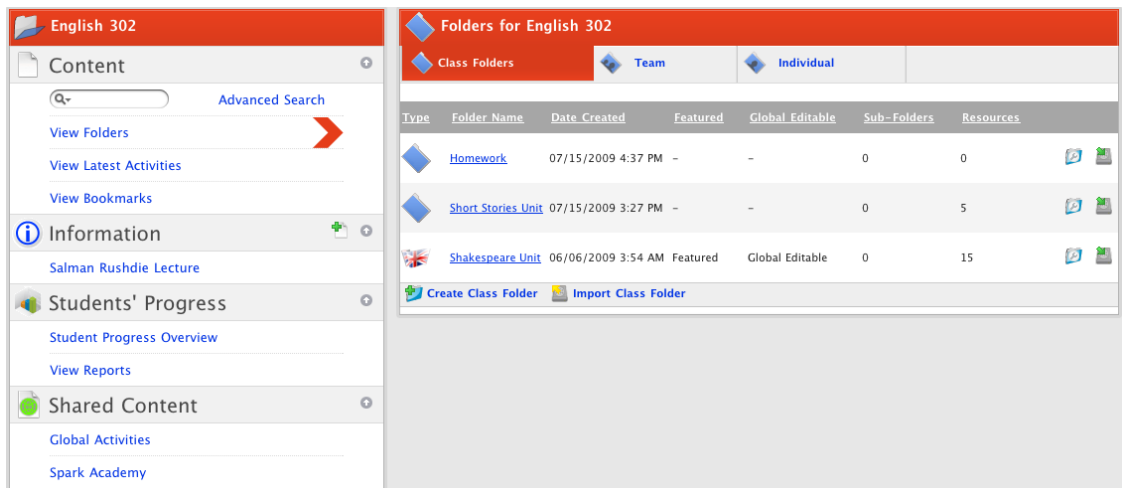
World renowned author Salman Rushdie will be presenting a lecture on the 24th of September. 8pm. English common room. Put it in your diaries!

[Delete](#) [Edit](#)

Featured Items

Folders	Activities	Shared Content
Shakespeare Unit Created by Administrator, Default on 06/06/2009	Joel and Ethan Coen Quiz Created by Documentation, Tony on 07/16/2009 Short Script for Macbeth Created by Documentation, Tony on 06/06/2009	- No Featured Activity Available -

- Click **View Folders**. The Folders for <Class/Group name> panel appears.



English 302

Content

Advanced Search

[View Folders](#)

[View Latest Activities](#)

[View Bookmarks](#)

Information

[Salman Rushdie Lecture](#)

Students' Progress

[Student Progress Overview](#)

[View Reports](#)

Shared Content

[Global Activities](#)

[Spark Academy](#)

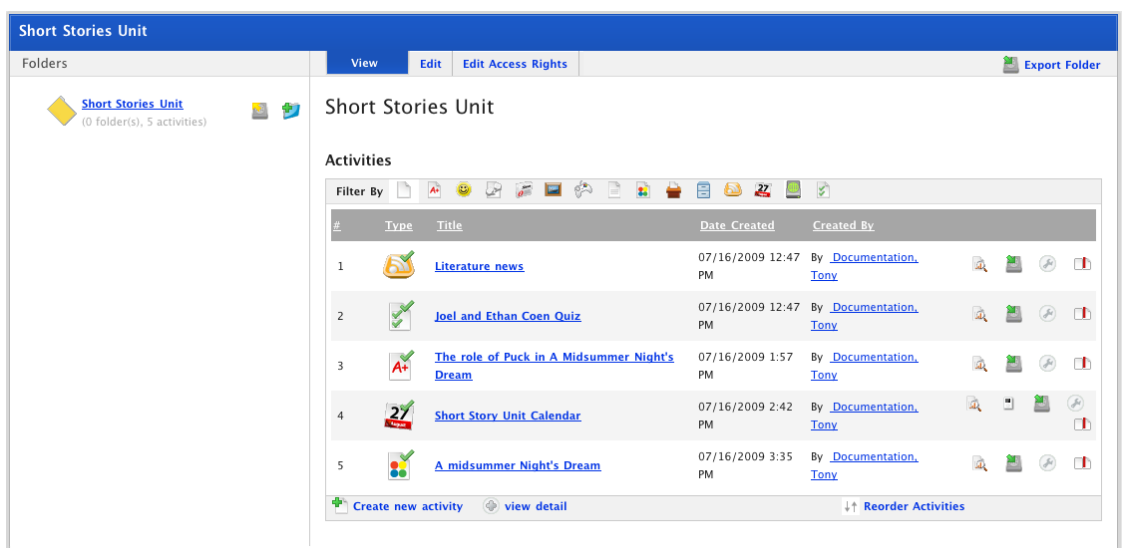
Folders for English 302

[Class Folders](#) [Team](#) [Individual](#)

Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Resources
	Homework	07/15/2009 4:37 PM	-	-	0	0
	Short Stories Unit	07/15/2009 3:27 PM	-	-	0	5
	Shakespeare Unit	06/06/2009 3:54 AM	Featured	Global Editable	0	15

[Create Class Folder](#) [Import Class Folder](#)

- Navigate through the Content folders to the activity you want to copy.



Short Stories Unit

[View](#) [Edit](#) [Edit Access Rights](#) [Export Folder](#)

Folders

[Short Stories Unit](#)
(0 folder(s), 5 activity(s))

Short Stories Unit

Activities

Filter By

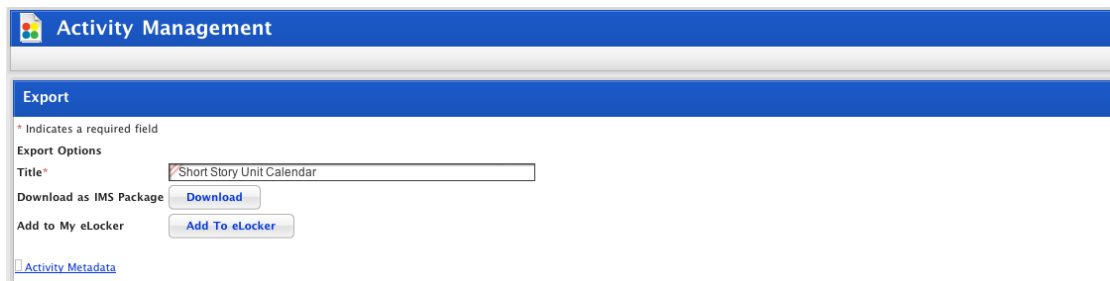
#	Type	Title	Date Created	Created By
1		Literature news	07/16/2009 12:47 PM	By Documentation, Tony
2		Joel and Ethan Coen Quiz	07/16/2009 12:47 PM	By Documentation, Tony
3		The role of Puck in A Midsummer Night's Dream	07/16/2009 1:57 PM	By Documentation, Tony
4		Short Story Unit Calendar	07/16/2009 2:42 PM	By Documentation, Tony
5		A midsummer Night's Dream	07/16/2009 3:35 PM	By Documentation, Tony

[Create new activity](#) [view detail](#) [Reorder Activities](#)



You can filter folder content pages and The Latest Activities page by activity type.

- Adjacent to the activity, click the **Export Activity**  button. The Activity Management page appears and displays the Export panel.



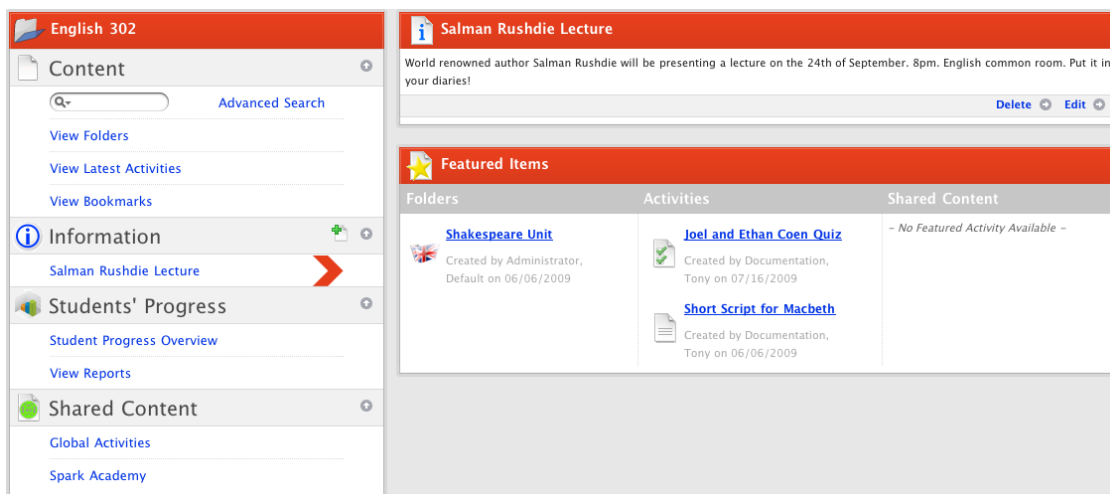
The screenshot shows the 'Activity Management' page with a blue header. Below the header is the 'Export' section. It includes a note: '* Indicates a required field'. Under 'Export Options', there is a 'Title*' field with the value 'Short Story Unit Calendar'. Below this are two buttons: 'Download' and 'Add To My eLocker'. At the bottom, there is a checkbox for 'Activity Metadata'.

- Click the **Add To eLocker** button. A copy of the activity is now in your eLocker, at the root level.
- To see the new item in your eLocker, on the Studywiz tab bar, click the **eLocker** tab.

8.9.2 Import an Activity from your eLocker to an Activity Folder

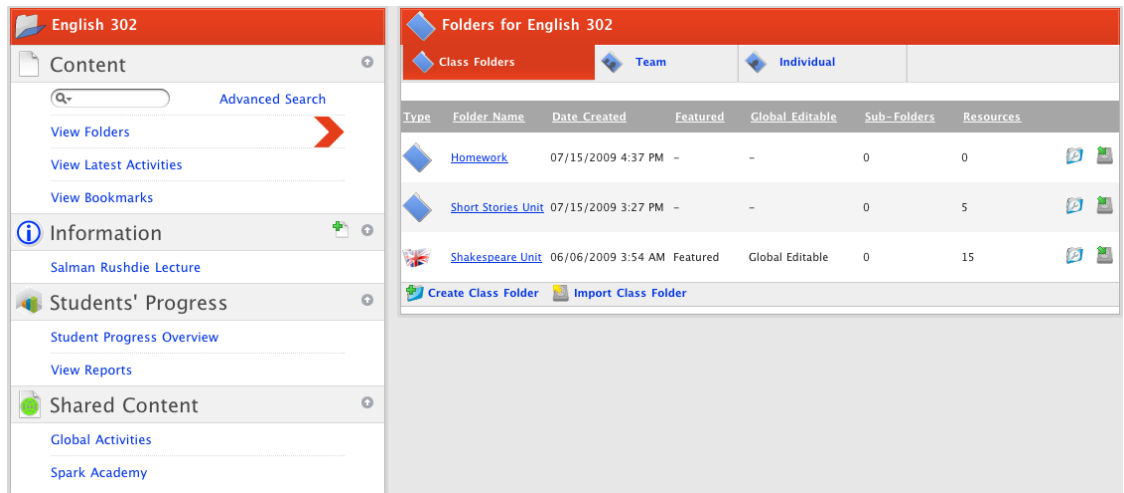
Activities that you have stored in your eLocker can easily be copied to a Class, Group or Global folder for other users to access.

- Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
- From the **Learning** drop-down list, select the Class or Group in which you want the activity to appear. The Learning page appears.



The screenshot shows the 'English 302' page. On the left is a sidebar with sections: 'Content' (with links for View Folders, View Latest Activities, View Bookmarks), 'Information' (with a link for Salman Rushdie Lecture), 'Students' Progress' (with links for Student Progress Overview, View Reports), and 'Shared Content' (with links for Global Activities, Spark Academy). The main area has a red header for 'Salman Rushdie Lecture' with a description and 'Delete'/'Edit' buttons. Below this is a 'Featured Items' section with three columns: 'Folders' (Shakespeare Unit), 'Activities' (Joel and Ethan Coen Quiz, Short Script for Macbeth), and 'Shared Content' (No Featured Activity Available).

- Click **View Folders**. The Folders for <Class/Group name> panel appears.



English 302

Content

Advanced Search

[View Folders](#)

[View Latest Activities](#)

[View Bookmarks](#)

Information

[Salman Rushdie Lecture](#)

Students' Progress

[Student Progress Overview](#)

[View Reports](#)

Shared Content

[Global Activities](#)

[Spark Academy](#)

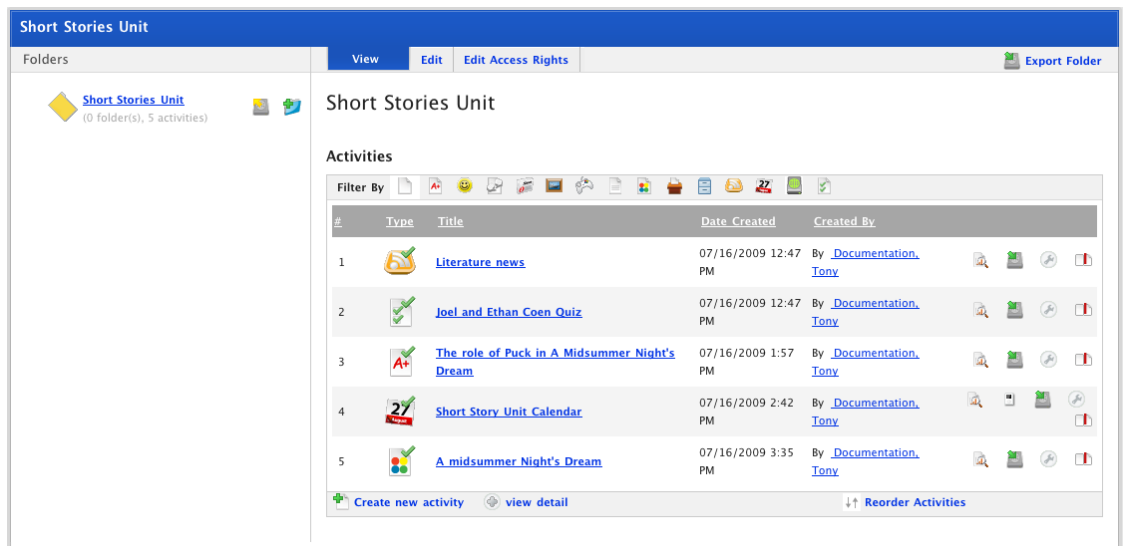
Folders for English 302

Class Folders **Team** **Individual**

Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Resources
	Homework	07/15/2009 4:37 PM	-	-	0	0
	Short Stories Unit	07/15/2009 3:27 PM	-	-	0	5
	Shakespeare Unit	06/06/2009 3:54 AM	Featured	Global Editable	0	15

[Create Class Folder](#) [Import Class Folder](#)

4. Navigate to or create the folder in which you want the activity to appear.



Short Stories Unit

Folders **View** **Edit** **Edit Access Rights** [Export Folder](#)

[Short Stories Unit](#)
(0 folder(s), 5 activities)

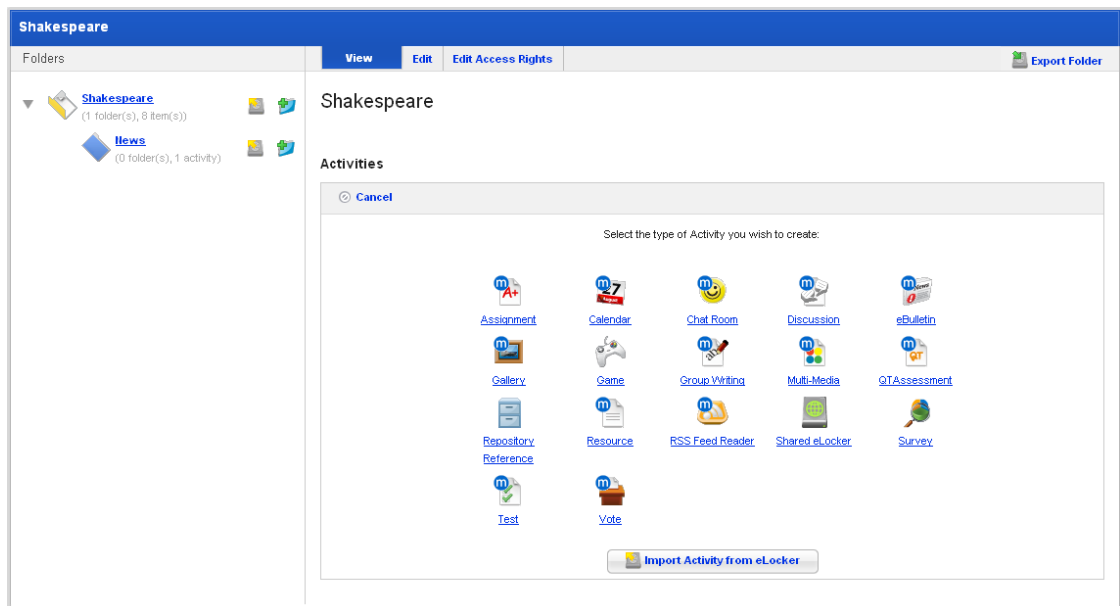
Activities

Filter By

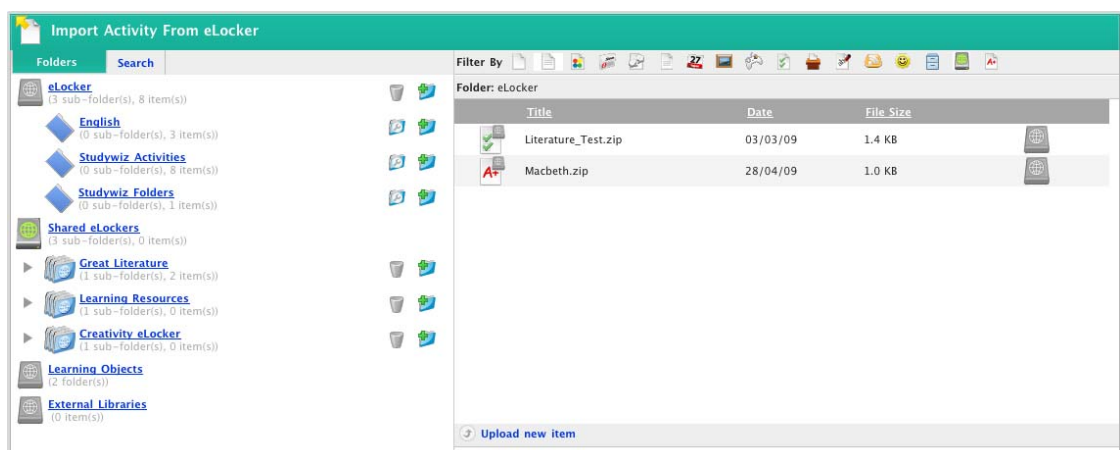
#	Type	Title	Date Created	Created By
1		Literature news	07/16/2009 12:47 PM	By Documentation, Tony
2		Joel and Ethan Coen Quiz	07/16/2009 12:47 PM	By Documentation, Tony
3		The role of Puck in A Midsummer Night's Dream	07/16/2009 1:57 PM	By Documentation, Tony
4		Short Story Unit Calendar	07/16/2009 2:42 PM	By Documentation, Tony
5		A midsummer Night's Dream	07/16/2009 3:35 PM	By Documentation, Tony


[Create new activity](#) [view detail](#) [Reorder Activities](#)

5. In the folder content panel, click **Create new Activity**. The Activities panel, displaying the activities you can create, appears.



6. Click the **Import Activity From eLocker** button. The Import Activity From eLocker page appears.



7. In the Folders panel navigate to the folder that contains the activity you want to import.
8. Adjacent to the item click the **Import Activity From eLocker**  button. The Edit <Activity> page appears.



The activity is automatically opened so that you can make any changes needed for the Class/Group with which you are using the activity.

Activities are imported from the eLocker as **unpublished**. Select the **Publish** checkbox to publish the activity.

9. Make any changes needed to the activity and click **Save**. The activity is imported to the activities folder.

9 Review, Mark or Contribute to a Studywiz Activity

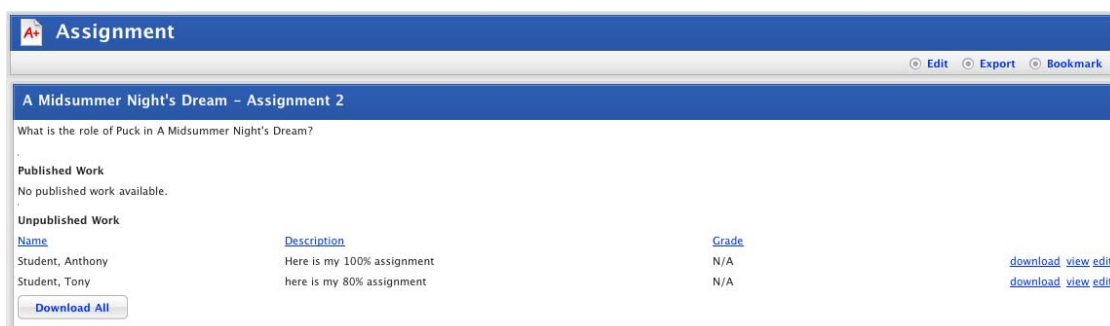
Some Studywiz activities may need to be marked or reviewed, while some allow you to contribute. The procedures in this section describe how to interact with the activity types that may require teacher contribution.

9.1 Assignment

Assignments that have been submitted by Students through Studywiz can be viewed and marked online by Teachers.

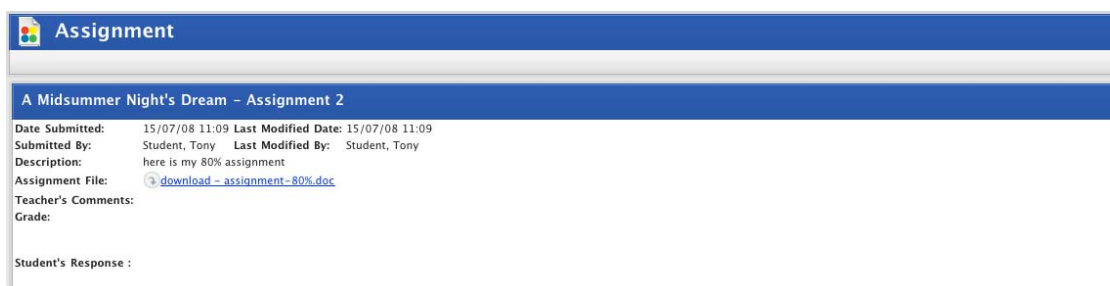
9.1.1 View an Assignment

1. Navigate to the Class or Group folder that contains the Assignment.
2. Click the Assignment name. The Assignment opens.



In the **Unpublished Work** area of the panel a list of assignments recently submitted by Students is displayed.

3. To view an assignment, click the adjacent **view** link. The Student's submitted Assignment opens.



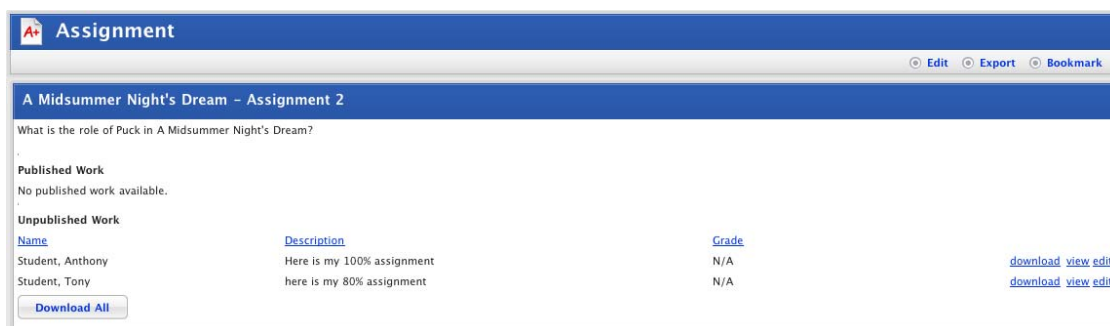
If the assignment is attached you can download it.

4. To download the student's assignment, click the **download** link.

9.1.2 Mark an Assignment

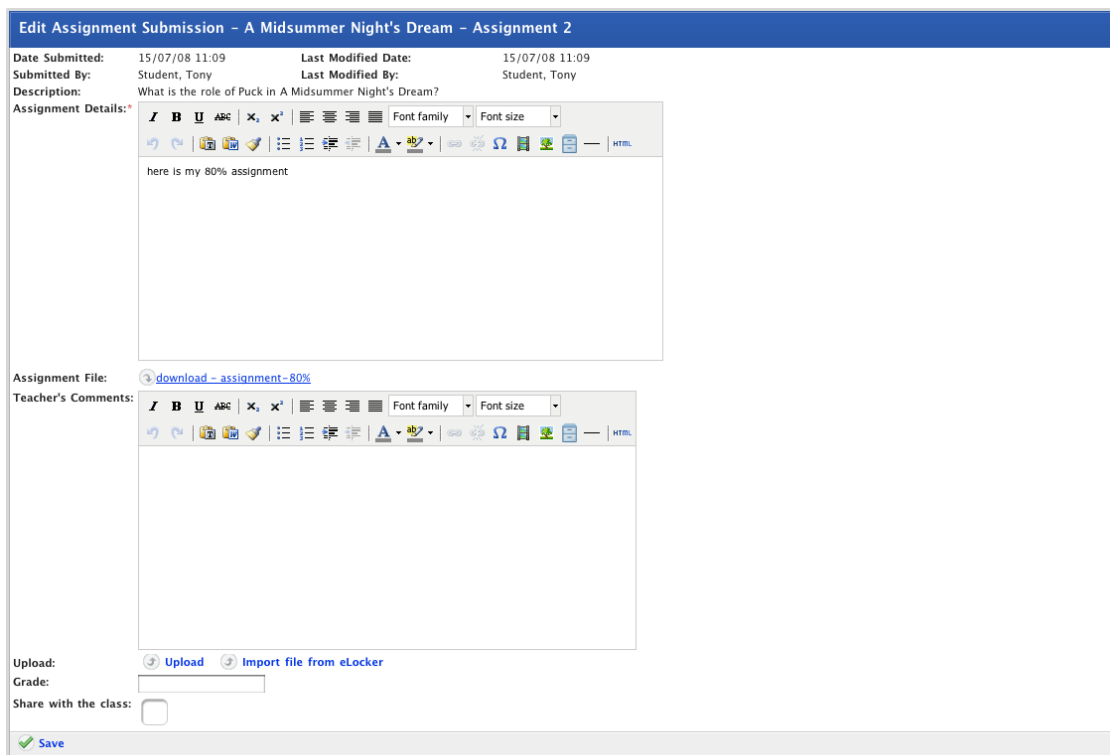
1. Navigate to the Class or Group folder that contains the Assignment.

- Click the Assignment name. The Assignment opens.



In the **Unpublished Work** area of the panel a list of assignments recently submitted by Students is displayed.

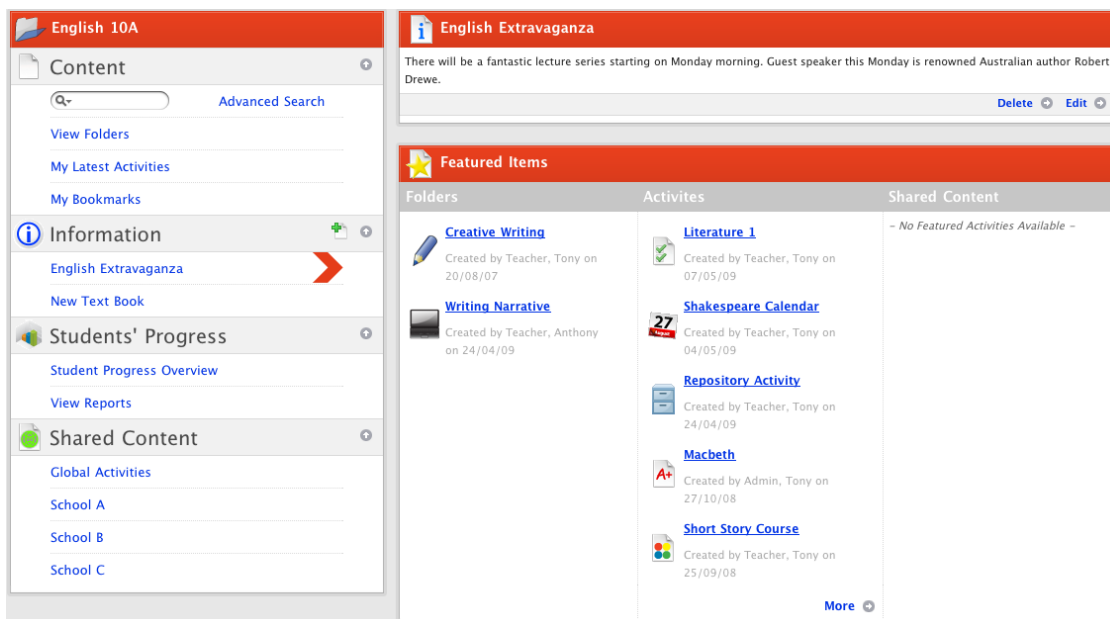
- Adjacent to the assignment you want to mark, click **edit**. The Edit Assignment Submission panel opens.



- Add your comments in the **Teacher's Comments** field.
- Mark the assignment by typing a grade in the **Grade** field.
- To share the assignment with the rest of the class, select the **Share with the class** checkbox.
- Click **Save**. The Student's assignment marks are saved.

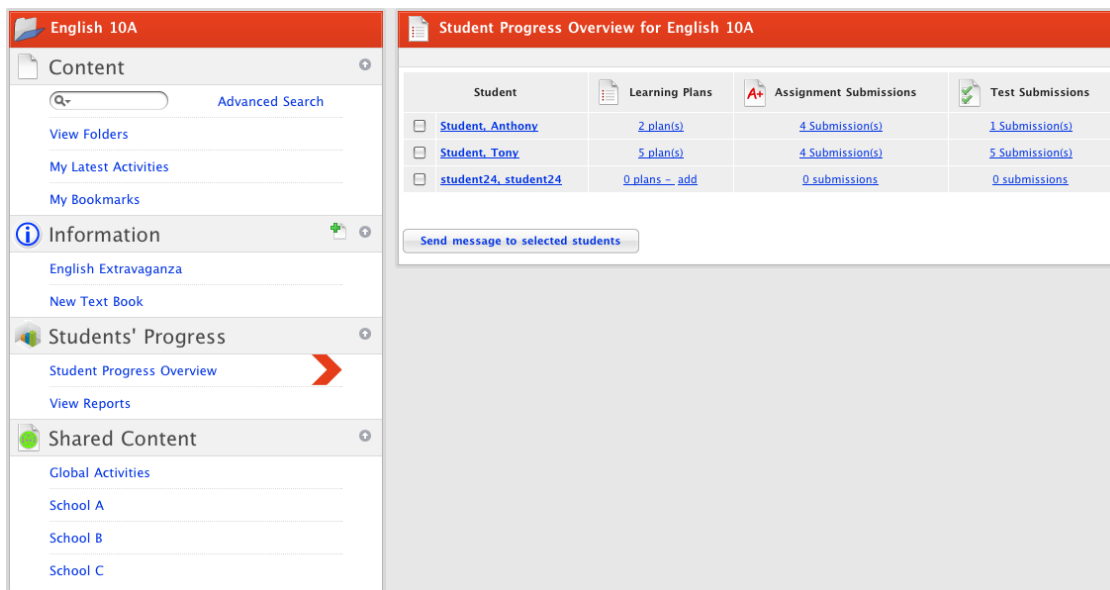
9.1.3 View the Assignments and Assignment Results for a Class

- Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
- From the **Learning** drop-down list, select the Class that you want to view. The Learning page appears.



The screenshot shows the English 10A dashboard. The left sidebar contains sections for Content, Information, Students' Progress, and Shared Content. The main area displays a message about a lecture series, a list of featured items, and a 'More' link.

3. In the Students' Progress section, click **Student Progress Overview**. The Student Progress Overview for the class appears.



The screenshot shows the Student Progress Overview for English 10A. The table displays student progress across Learning Plans, Assignment Submissions, and Test Submissions.

Student	Learning Plans	Assignment Submissions	Test Submissions
<input type="checkbox"/> Student, Anthony	2 plan(s)	4 Submission(s)	1 Submission(s)
<input type="checkbox"/> Student, Tony	5 plan(s)	4 Submission(s)	5 Submission(s)
<input type="checkbox"/> student24, student24	0 plans - add	0 submissions	0 submissions

Send message to selected students

4. Adjacent to the student whose Assignment Submissions you want to view, in the **Assignment Submissions** list, click the **Submission(s)** link. The Student's assignments for the class appear.

Assignment Title	Status	Grade	Teacher's Comment
Short Story	Submitted	B+	Good Job
Macbeth	Submitted	Not Available	Not Available
A Midsummer Night's Dream	Submitted	Not Available	Not Available
Assignment 2	Submitted	Not Available	Not Available
The role of Puck in A Midsummer Night's Dream	Submitted	Not Available	Not Available

The class assignments are listed and the teacher's comments, submission status and grades are displayed.

To open an assignment, click the assignment. The Assignment page appears.

To view another student's assignment results, select another student from the **Select Student** drop-down list.

9.1.4 Turnitin Integration

Studywiz provides plagiarism checking of students' Assignment submissions through the online plagiarism reporter Turnitin. Follow the procedures in this section to enable plagiarism checks for a Studywiz assignment, and to view the Turnitin results.



This feature may not be enabled on your deployment.

Turnitin plagiarism checking requires your school to have a valid Turnitin account.

Turnitin grades each Studywiz assignment submission with a similarity score. This score rates the percentage of the assignment content that is similar to pre-existing content found in internet databases.

9.1.4.1 Enable the Plagiarism Checker

1. Navigate to the Class or Group folder that contains the Assignment.
2. Adjacent to the assignment, click the **Edit** button. The edit page appears.

Edit Assignment

* Indicates a required field

Folder: English 10A: Shakespeare

Created By: Teacher, Tony

Date Created: 15/07/08 10:04

Last Modified By: Teacher, Tony

Date Modified: 29/04/09 16:22

Allow Collaborative Editing: ☐

From: 10:00 on 15/07/2008

To: 10:00 on 30/01/2010

Associate Events: [Activity Start](#) [Create Event](#)

Assignment Title: A Midsummer Night's Dream - Assignment 2

Short Description:

Keywords:

Date Due: 9:50 on 01/05/2008

Assignment must contain file: ☒ (Leave unchecked to allow students to submit their assignment without having to upload file)

Upload: [Upload](#) [Import file from eLocker](#)

Description:

What is the role of Puck in A Midsummer Night's Dream?

Preconditions: There are no valid Prerequisites that can be created

Add Results to GradeBook: ☐ (Tick this box to attach an assessment to this resource.)

On specified date: / /

for Class/Group: English 10A

Please select output items:

☒ Grade (This is a mandatory item.)

Featured Activity: ☒

Enable Plagiarism Checks: ☐

Publish: ☒ (When this box is ticked, this activity is visible to the intended audience)

[Save](#) [Delete](#) [Preview](#) [Send Email Notification](#)

3. Select the **Enable Plagiarism Checks** checkbox.
4. Click **Save**. The plagiarism checker is enabled.

9.1.4.2 View the Similarity Score

The Assignment plagiarism results appear on the Assignment page. The results are displayed as a similarity score which is listed adjacent to the assignment submissions.

1. Navigate to the Class or Group folder that contains the Assignment.
2. Click the Assignment name. The Assignment opens.

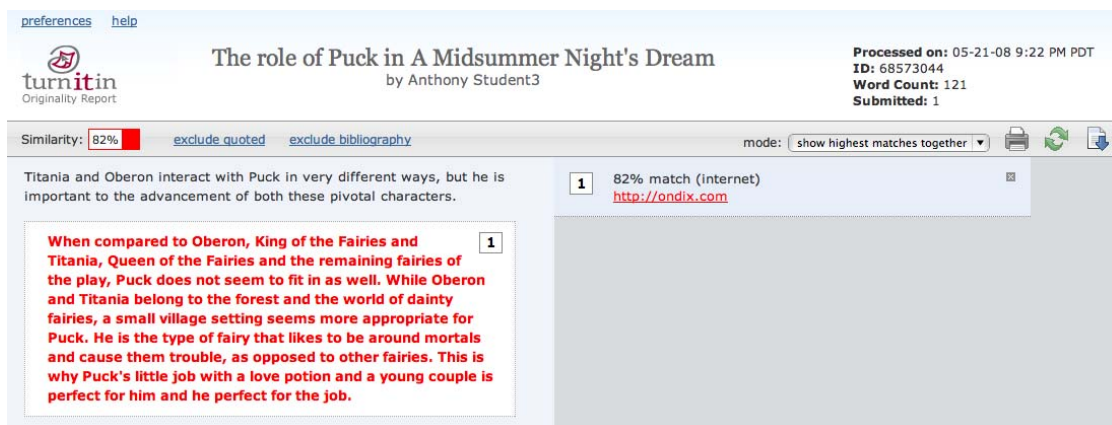
Assignment				
A Midsummer Night's Dream - Assignment 2				
What is the role of Puck in A Midsummer Night's Dream?				
Published Work				
No published work available.				
Unpublished Work				
Name	Description	Grade	Similarity Index	
Student, Anthony	Here is my 100% assignment	N/A	in progress... refresh	download view edit
Student, Tony	here is my 80% assignment	A	in progress... refresh	download view edit
Download All				

The Turnitin similarity score is listed adjacent to each assignment submission.



If a student has submitted their assignment before you enabled the Plagiarism Checker, you can still submit the assignment to Turnitin for a similarity score. Click the **Submit Paper** link, adjacent to the assignment submission.

- To view the details of the similarity score, click the **details** link. The Turnitin page appears in a new window.



The Turnitin page displays plagiarised content in red, inside numbered boxes, with links to the sites on which the plagiarised text was found. Original content appears in black.

9.2 Gallery

Once a Studywiz Gallery has been created you can add single files or multiple files to the gallery, you can also browse the gallery, as well as view a gallery slideshow. When you view a gallery item you can add tags, rate the item and add comments about the item. You can also subscribe to an RSS feed from the Gallery so that you are automatically kept up to date when new items are added.

Pictures in Galleries are usually displayed as thumbnail images. If a thumbnail can't be generated, a generic image icon will appear. When non-pictorial items are added to a Gallery, they are displayed with an icon to indicate their type.

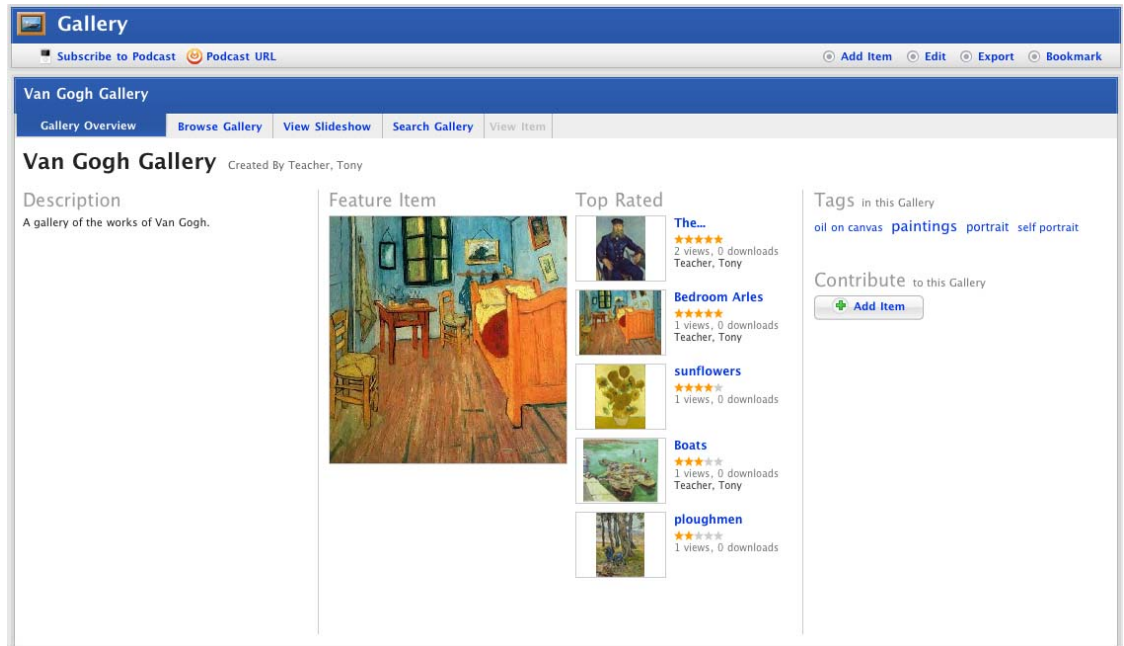


9.2.1 Navigate a Gallery

There are a number of different ways you can view a Studywiz Gallery: you can view the Gallery overview, you can browse the Gallery, you can view a slideshow of the Gallery and you can view a 3D version of the Gallery. You can also search by keyword, file type, size and the date that gallery items were published. See the sections below for more details.

9.2.1.1 Open a Gallery

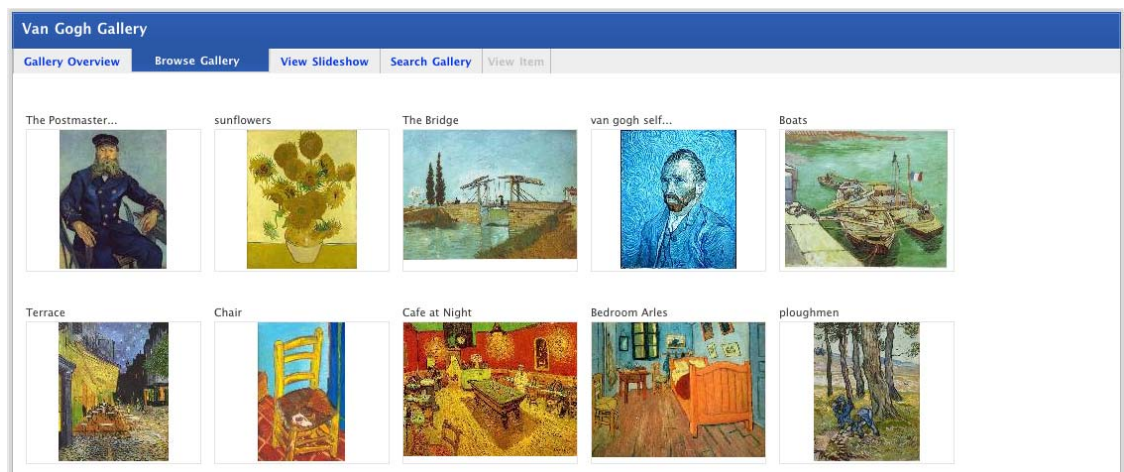
- Navigate to the Class or Group folder that contains the Gallery.
- Click the Gallery name. The Gallery Activity opens, automatically displaying the **Gallery Overview** tab.



The **Gallery Overview** tab displays the gallery description, the feature image, the top rated images, the Gallery Tags and the **Add Item** button.

9.2.1.2 Browse a Gallery

1. Click the **Browse Gallery** tab. The Browse Gallery page appears.



The **Browse Gallery** tab displays all the gallery items in rows.

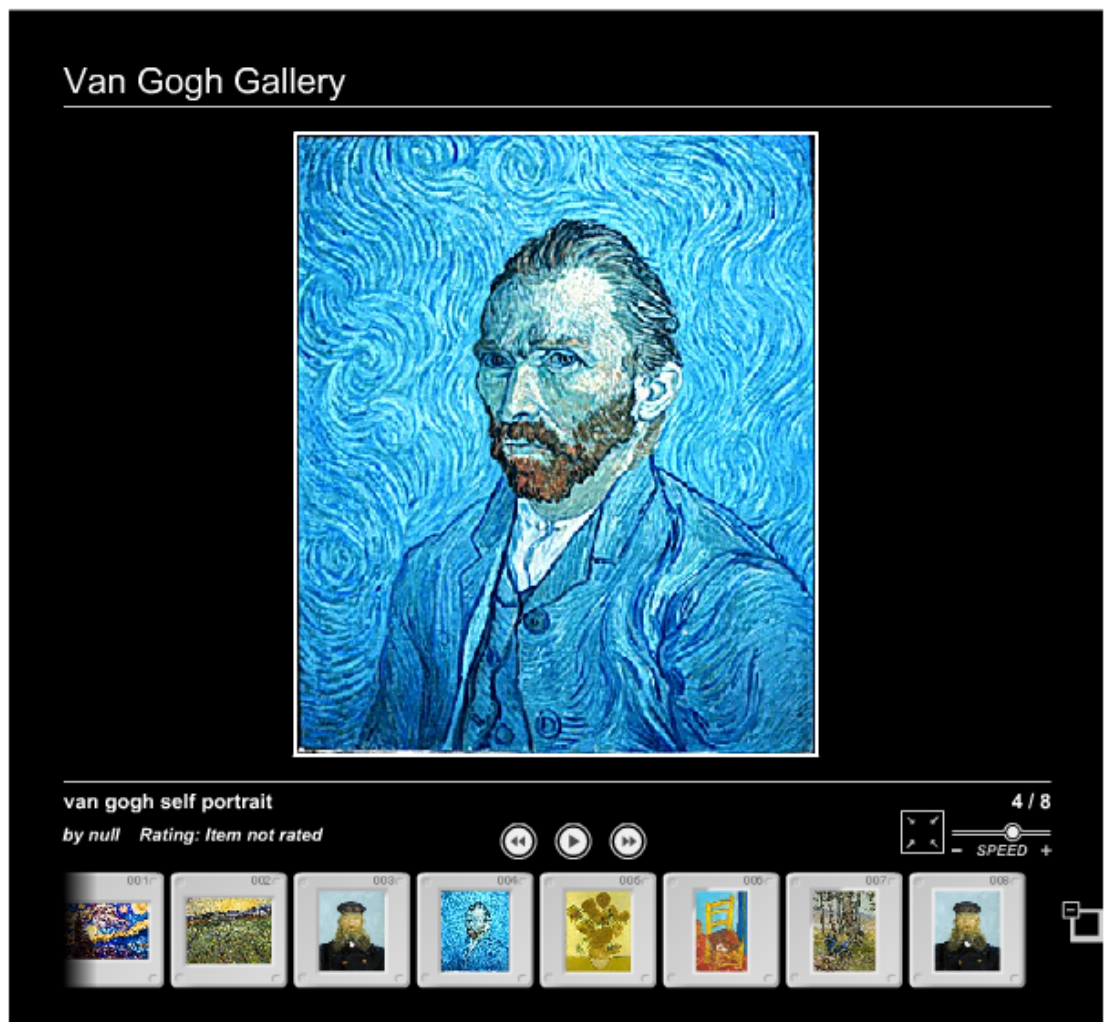
If you created the gallery and hold your cursor above an item the **Edit**, **Delete** and **Move Item** buttons appear.




To view an item separately, click the item. The **View Item** tab opens.


9.2.1.3 View a Gallery Slideshow


1. Click the **View Slideshow** tab. The slideshow appears.





The gallery slideshow displays all the gallery items as thumbnails in a row at the bottom of the page, while it automatically browses through and displays the items as a slideshow above.


To increase the speed of the slideshow, adjust the **SPEED**  icon.

To pause the slideshow on a certain item, click the **Pause**  button.

To skip to the next item, click the **Next**  button.

To skip to the previous item, click the **Previous**  button.

To hide the thumbnails displayed at the bottom of the slideshow, click the **Hide Thumbnails**  button.

To view the Gallery in fullscreen, click the **Enter Fullscreen Mode**  button.

To view a certain item, click the item thumbnail at the bottom of the slideshow.



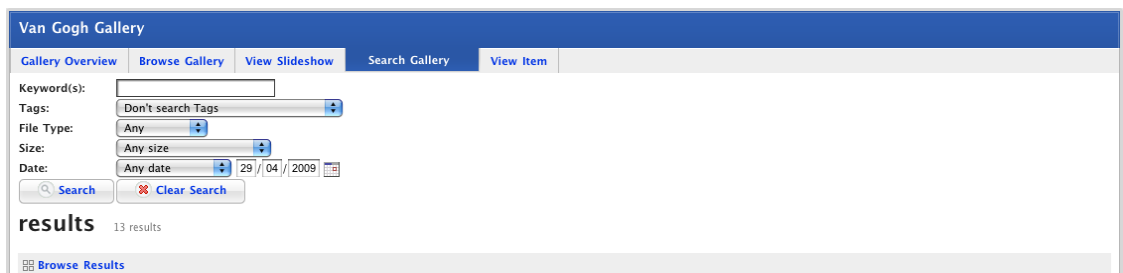
Images in BMP format cannot be shown in the slideshow. If the Gallery contains BMPs, they will simply be omitted from the slideshow view but are still available in the other Gallery views.

9.2.1.4 Search a Gallery

Search using the Search tab

When a Gallery becomes very large, it can be useful to search for particular items. Studywiz Galleries offer a comprehensive search facility with which you can search by keyword, tags, file type, file size and date.

1. Click the **Search Gallery** tab.



- a. In the **Keywords** field, enter your search terms
 - b. From the drop-down lists, select your other search parameters.
2. Click the **Search** button. Studywiz searches the gallery items for the search parameters you enter and displays the results in a list view or a browse view below the search fields.

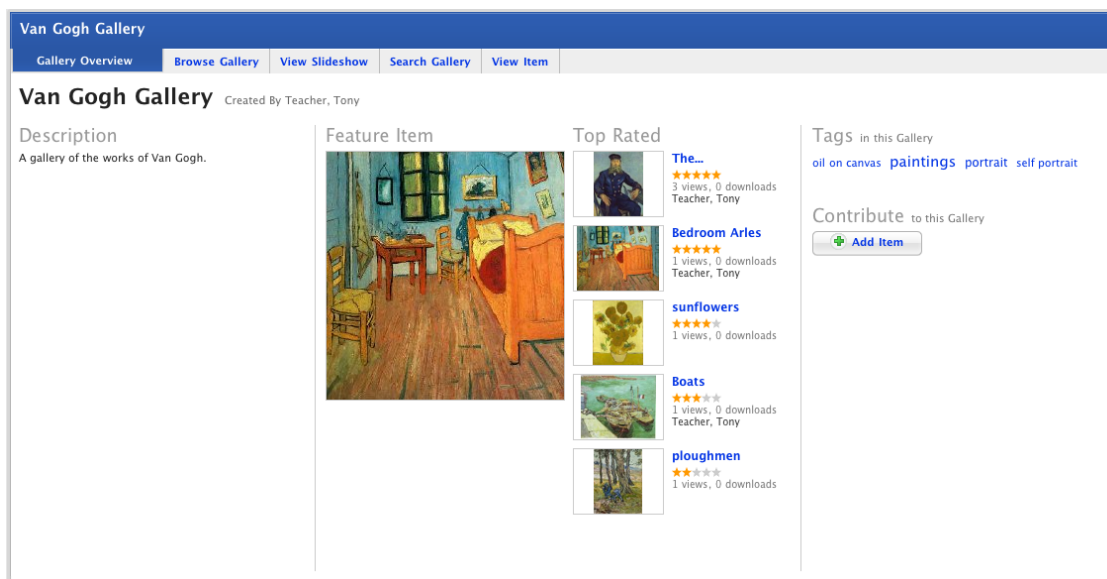
To view a list of the search results, click **List Results**. The results appear as a list, with item information adjacent to each item.

To quickly browse through the results, click **Browse Results**.

To clear the search results, click the **Clear Search** button.

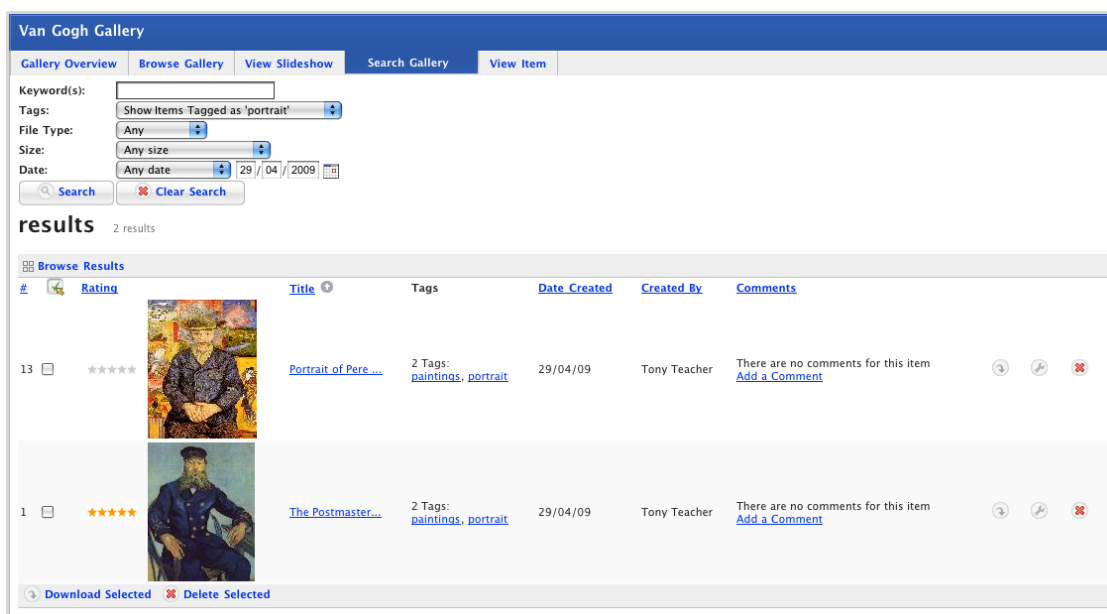
Search using Tags

1. Navigate to the Class or Group folder that contains the Gallery.
2. Click the Gallery name. The Gallery Activity opens and displays the **Gallery Overview** tab.



In the Tags section of the page, all the Tags in the gallery are displayed.

3. Click the Tag you want to search for. The **Search** tab appears and lists all the items with that tag.



9.2.2 Gallery Items

Each Studywiz Gallery is made up of individual gallery items (or files). If you have import or upload access to a gallery you can add individual items or you can add multiple items that are saved in a **zip** file. Depending on the gallery configuration you can also rate, tag and comment on gallery items.

9.2.2.1 Add an Item to a Gallery

You can either upload files into the Gallery or import files from your eLocker. Follow the appropriate procedure below.

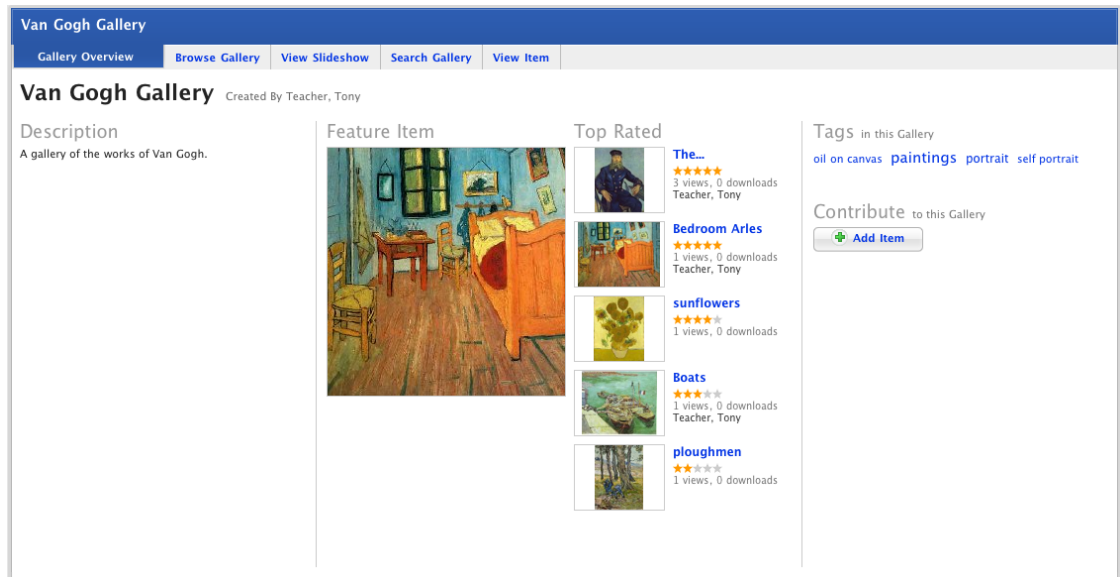


Images in BMP format cannot be shown in Gallery slideshows. If the Gallery contains BMPs, they will simply be omitted from the slideshow view but are still available in the other Gallery views.

Upload an item from your Computer

You can upload just about any file from your computer's hard drive or other network-accessible location.

1. Navigate to the Class or Group folder that contains the Gallery.
2. Click the Gallery name. The Gallery Activity opens and displays the **Gallery Overview** tab.



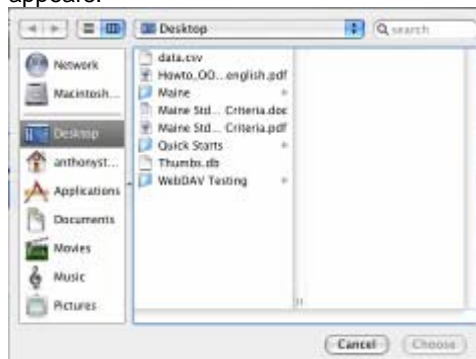
3. Click the **Add Item** button. The Upload File panel appears.

The File Upload behaviour depends on the operating system you are using. Macintosh and Windows upload procedures are shown below:

Macintosh



- a. Click the **Choose File** button. The Finder appears.

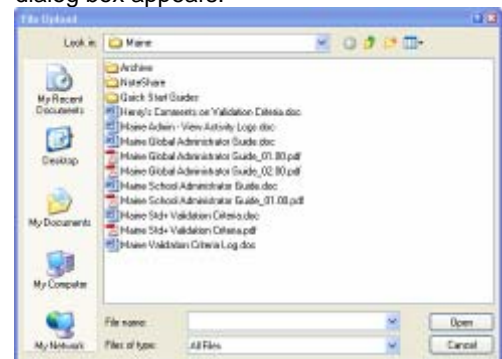


- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Choose** button. The dialog box closes and the Select a file to Upload panel reappears.

Windows



- a. Click the **Browse** button. The File Upload dialog box appears.



- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Open** button. The dialog box closes and the Select a file to Upload panel reappears.

Upload File

Upload File:

Upload file: Choose File Terrace.jpg Upload

Import file(s): Import file from eLocker

Cancel

- Click the **Upload** button. The Edit Details page appears.



If you are uploading an image file a thumbnail of the image is generated.

Edit Details

Upload File: Upload File Edit Details:

Tag these Items

These Tags will be added to all uploaded Item(s)

Include existing Tags...

Item Details

[Terrace.jpg](#)

Item Title : Terrace

Thumbnail:

Featured Item ☐ (tick if you want this image to be the featured item)

Previous Next

- Add tags for the file:

From the **Include Existing Tags** drop-down list add any relevant tags, or
Type any new tags in the **Add Tags** text field.



Item tags are keywords and themes that make it easier to navigate within the gallery.

- If you want to change the title, type it in the **Item Title** field.
- If you want the file to be the featured item, select the **Featured Item** checkbox.
- Click the **Next** button. The item is added and the Preview items page appears.

Preview items

Upload File: Upload File Edit Details: Edit Items Details Preview items:

Add Item

Terrace

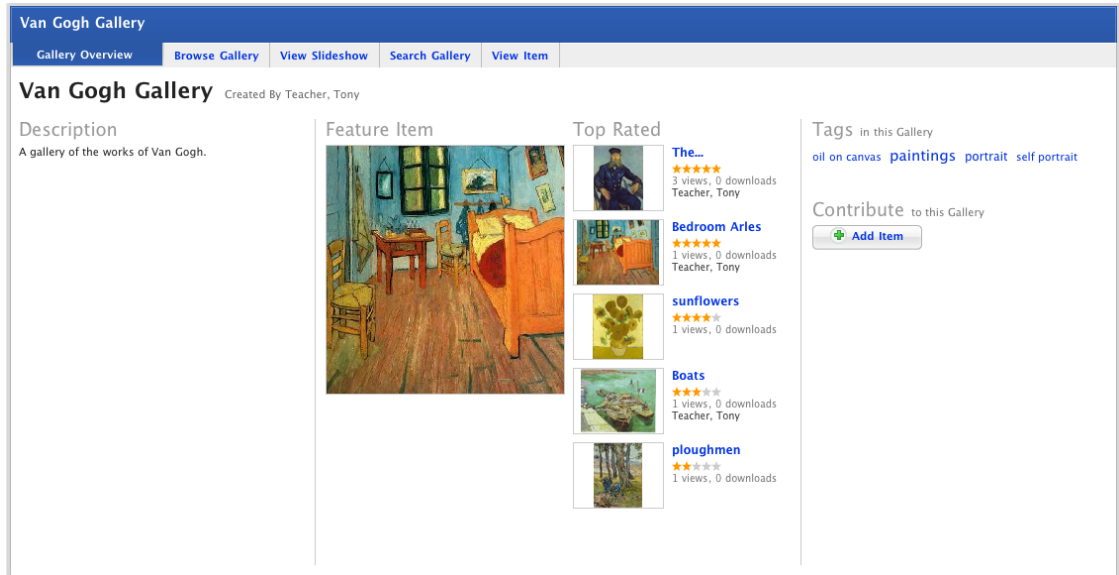
Re-Upload File Finish

- Click the **Finish** button. The Gallery overview page appears.

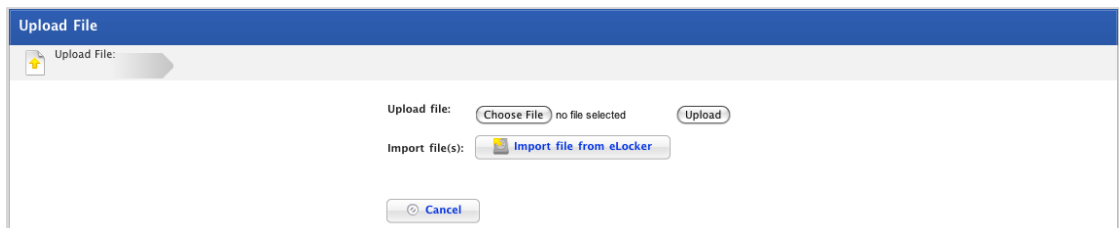
Import an item from your eLocker

If you have files in your eLocker that you want to import to the gallery, follow this procedure. Just about any type of file can be imported.

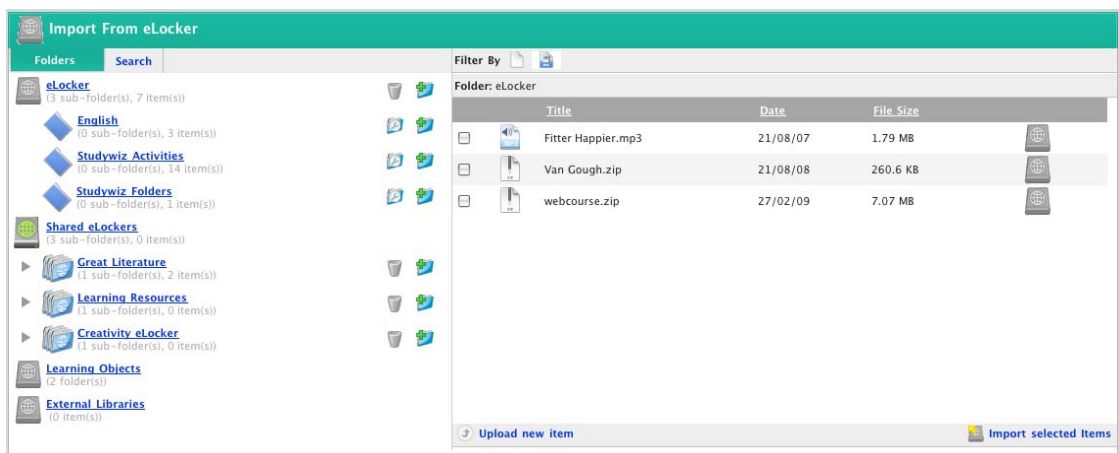
1. Navigate to the Class or Group folder that contains the Gallery.
2. Click the Gallery name. The Gallery Activity opens and displays the **Gallery Overview** tab.



3. Click the **Add Item** button. The Upload File panel appears.



4. Click **Import file from eLocker**. Your eLocker appears.



5. Navigate through your eLocker files to the item you want to upload.

6. Adjacent to the item, click the **Import File From eLocker** button. The Edit Details page appears.



If you are uploading an image file a thumbnail of the image is generated.

7. Add tags for the file:

From the **Include Existing Tags** drop-down list add any relevant tags, or
Type any new tags in the **Add Tags** text field.



Tags are item keywords and themes that make it easier for users to navigate within the gallery.

8. If you want to change the title, type it in the **Item Title** field.
9. If you want the file to be the featured item, select the **Featured Item** checkbox.
10. Click the **Next** button. The item is added and the Preview items page appears.

11. Click the **Finish** button. The Gallery overview page appears.

9.2.2.2 Add a Zip File to a Gallery

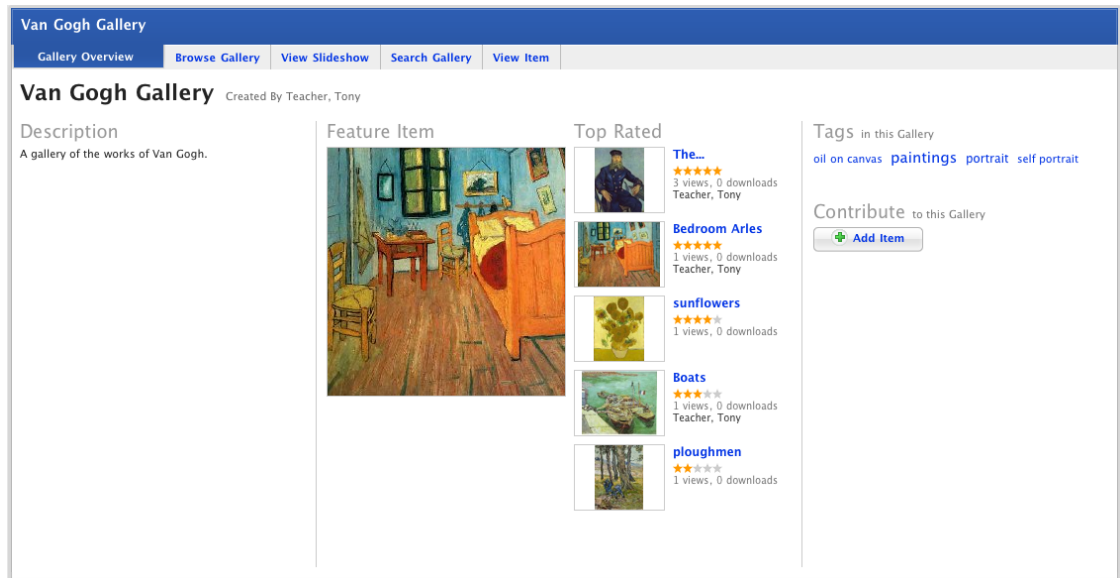
You can either import or upload a single **zip** file, or you can extract the file and import its separate contents. This feature allows you to upload multiple files at the same time, you first need to zip the files and then upload and extract the single **zip** file. The files that you want to add to the gallery need to be at the base (or root) level of the zip archive. Any files that are contained in folders in the zip archive will not be added to the gallery.



Before you begin ensure you have a **zip** file of all the files you want to add to the gallery.

Upload a Zip File

1. Navigate to the Class or Group folder that contains the Gallery.
2. Click the Gallery name. The Gallery Activity opens and displays the **Gallery Overview** tab.



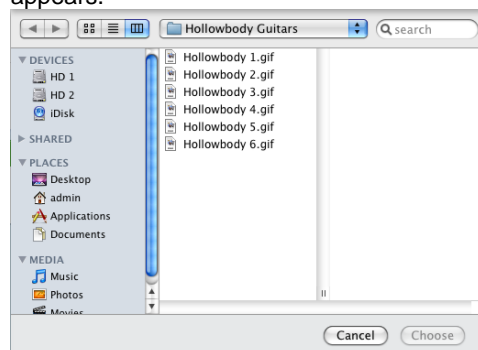
3. Click the **Add Item** button. The Upload File panel appears.

The File Upload behaviour depends on the operating system you are using. Macintosh and Windows upload procedures are shown below:

Macintosh

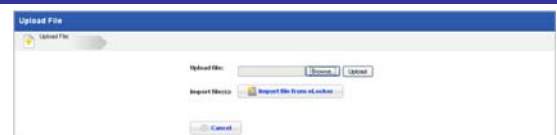


- a. Click the **Choose File** button. The Finder appears.

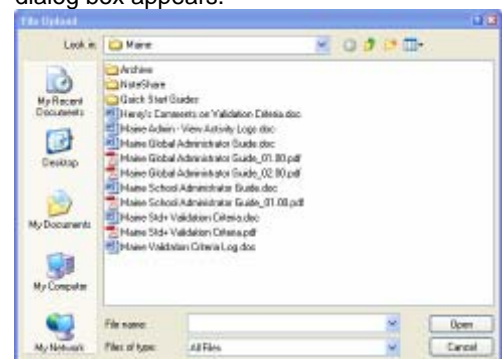


- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Choose** button. The dialog box closes and the Select a file to Upload panel reappears.

Windows



- a. Click the **Browse** button. The File Upload dialog box appears.




- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Open** button. The dialog box closes and the Select a file to Upload panel reappears.


4. Click the **Upload** button. The Unpack Option page appears.

5. If you want to Extract and import the multiple files within the **zip** file, ensure that the **Extract and import multiple files** option is selected.
6. Click the **Next** button. The Edit Details page appears. If you chose to extract and import multiple files the page displays all the items within the **zip** file.

7. Use the checkboxes adjacent to the files to select the items that you want to add to the Gallery.



To select all the files, click the **Select All**  button.

To deselect all the files, click the **Deselect All**  button.

8. Add tags for the files:

From the **Existing Tags** drop-down list, add any relevant tags, or
Type any new tags in the **Add Tags** text field.



If you want to add separate Tags to an item do so once the Items have been added. Follow the [Add Tags to an Item](#) procedure below.

9. If you want to edit the titles of the files, adjust the titles in the **Item Title** fields.
10. Click the **Next** button. The item is added and the Preview items page appears.



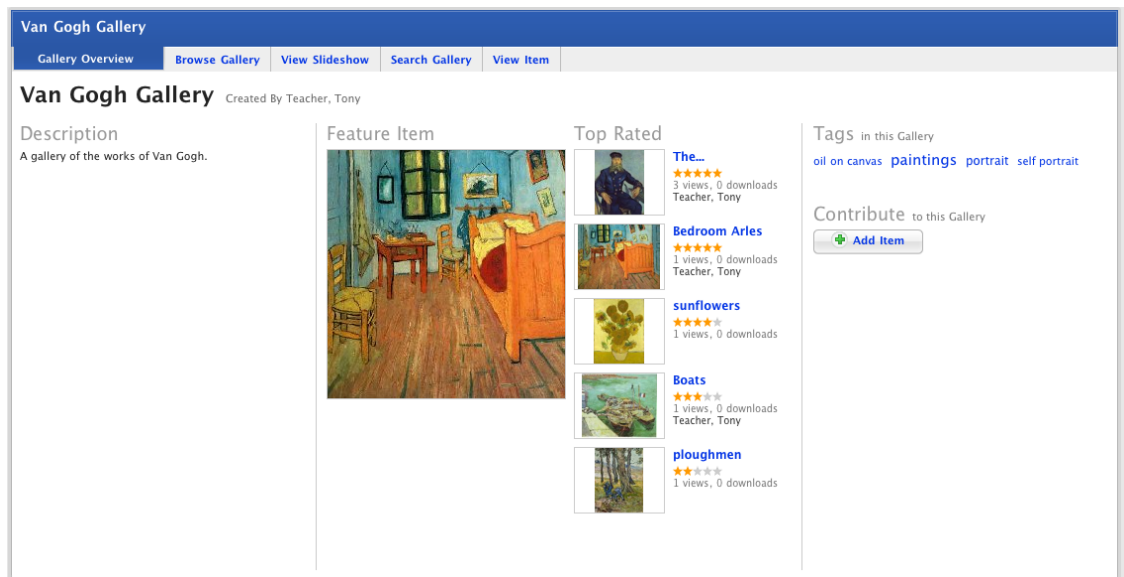
If some of the items are image files, the Generating Thumbnails panel appears.



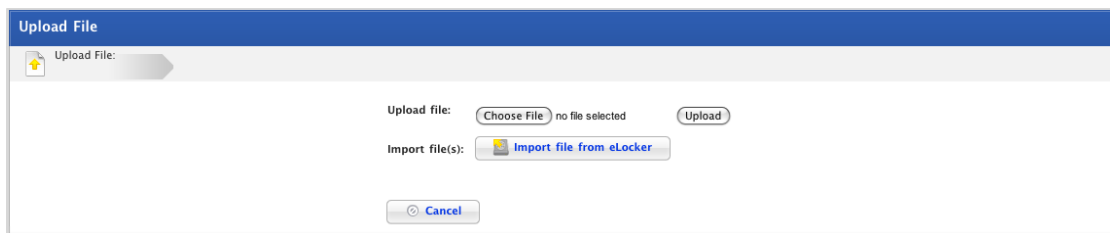
11. Click the **Finish** button. The Gallery overview page appears.

Import a Zip File

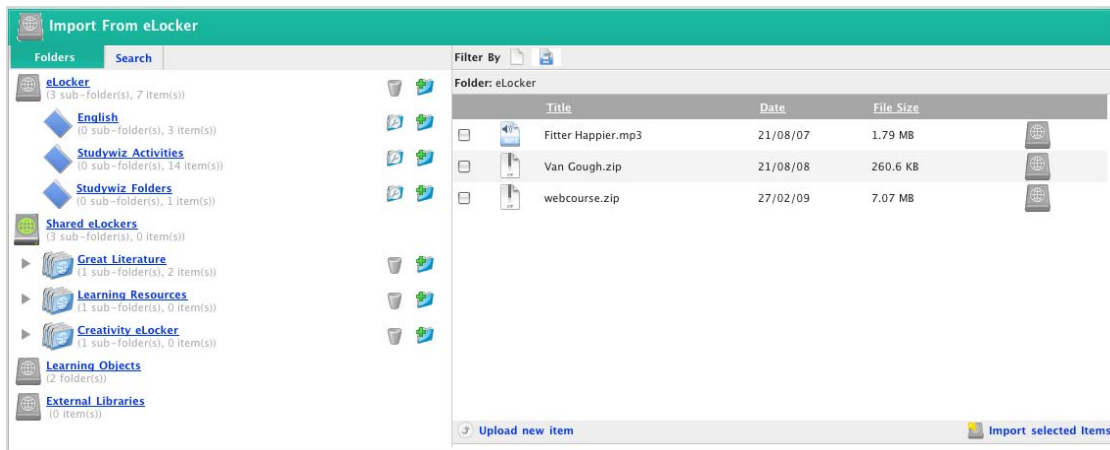
1. Navigate to the Class or Group folder that contains the Gallery.
2. Click the Gallery name. The Gallery Activity opens, automatically displaying the **Gallery Overview** tab.



3. Click the **Add Item** button. The Upload File panel appears.



4. Click **Import from eLocker**. Your eLocker appears.



5. Navigate through your eLocker files to the **zip** file you want to upload.

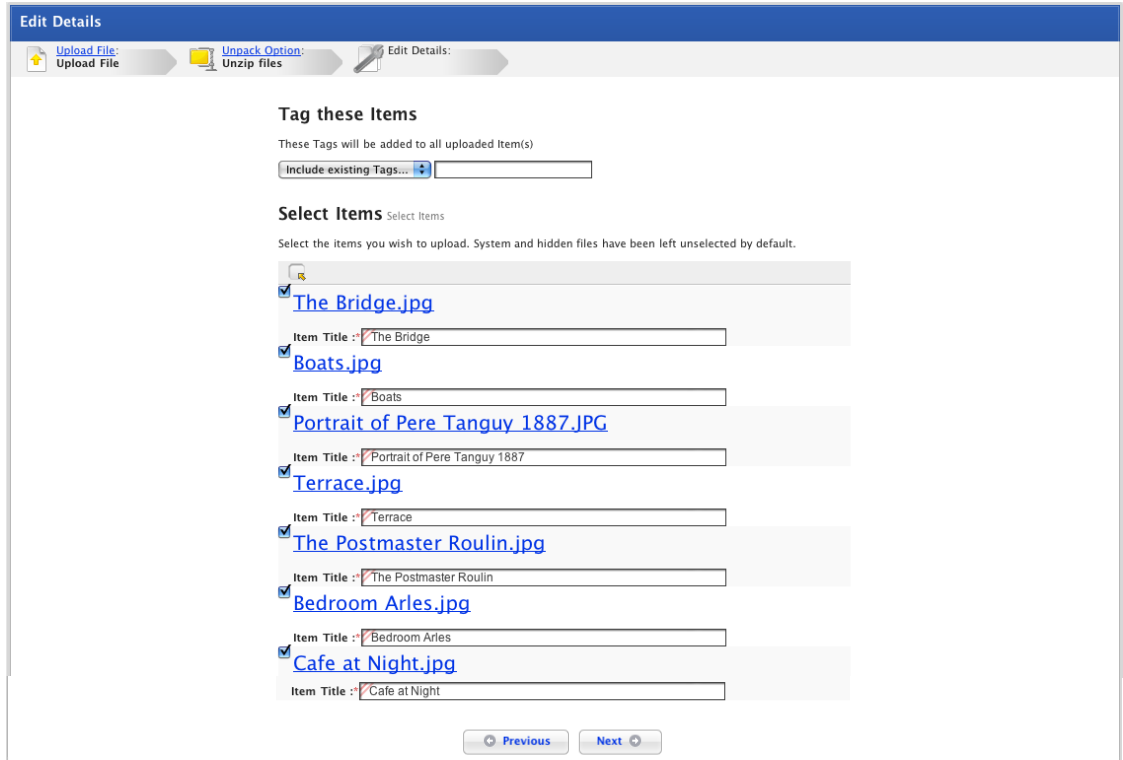


The files that you want to add to the gallery need to be at the base (or root) level of the zip archive. Any files that are contained in folders in the zip archive will not be added to the gallery.

6. Adjacent to the item, click the **Import File From eLocker** button. The Unpack Option panel appears.





7. If you want to Extract and import the multiple files within the **zip** file, ensure that the **Extract and import multiple files** option is selected.
8. Click the **Next** button. The Edit Details page appears. If you chose to extract and import multiple files the page displays the items within the **zip** file.



9. Use the checkboxes adjacent to the files to select the items that you want to add to the Gallery.



To select all the files, click the **Select All**  button.

To deselect all the files, click the **Deselect All**  button.

10. Add tags for the files:

From the **Existing Tags** drop-down list, add any relevant tags, or
Type any new tags in the **Add Tags** text field.



If you want to add separate Tags to an item do so once the Items have been added. Follow the [Add Tags to an Item](#) procedure below.

11. If you want to edit the titles of the files, adjust the titles in the **Item Title** fields.
12. Click the **Next** button. The item is added and the Preview items page appears.



If some of the items are image files, the Generating Thumbnails panel appears.

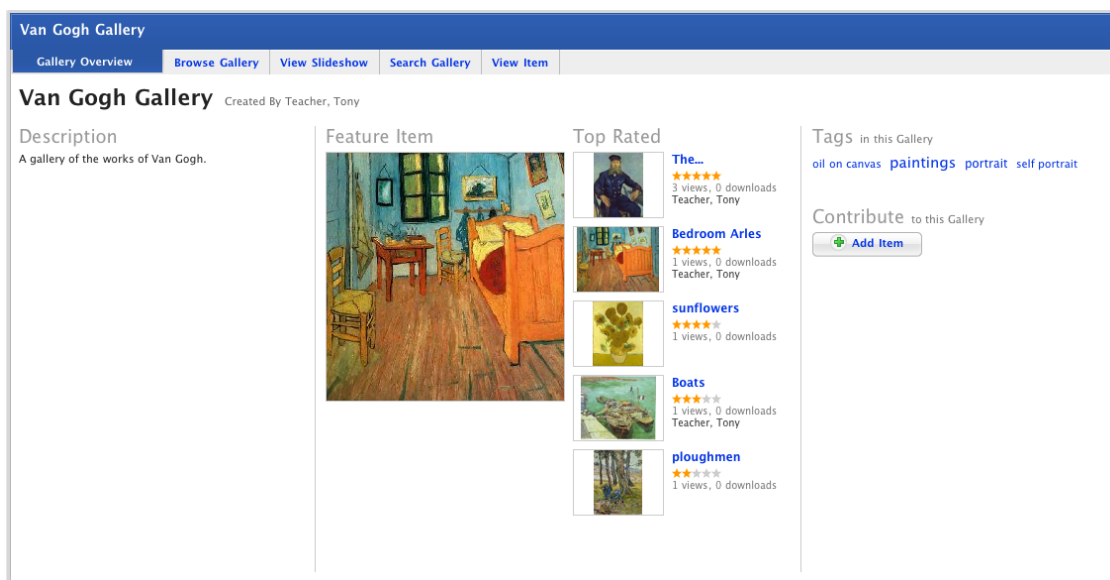


13. Click the **Finish** button. The Gallery overview page appears.

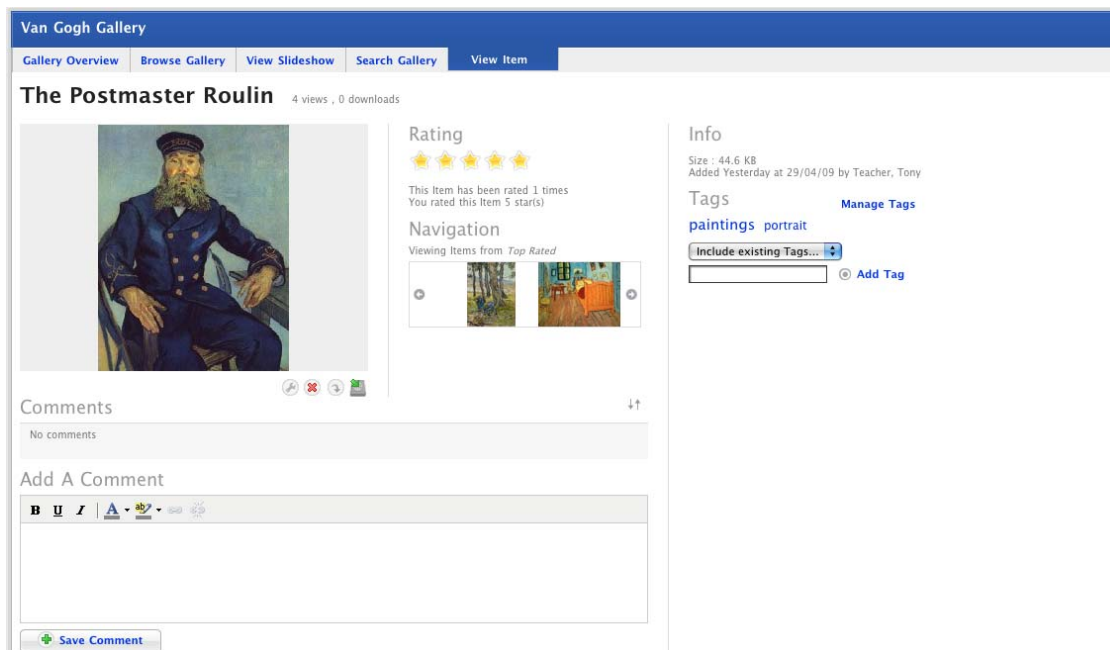
9.2.2.3 Edit a Gallery Item

If you created the gallery you can edit any items that have been added to the gallery. If you haven't created the gallery you can only edit items that you have added to the gallery.

1. Navigate to the Class or Group folder that contains the Gallery.
2. Click the Gallery name. The Gallery Activity opens.



3. If the item doesn't appear on the **Gallery Overview** page, click the **Browse Gallery** tab and browse for the item.
4. Click the item. The **View Item** tab appears.




5. Below the item, click the **Edit** button. The **<item title>** page appears.

The Postmaster Roulin

* Indicates a required field

Item Title:

Uploaded File: [The Postmaster Roulin.jpg](#) [Replace uploaded file](#) (Upload a new file)
[Copy To eLocker](#)

Thumbnail:  [Generate Thumbnail](#)

Featured Item: ☐ (Check this option if you want this to be the Gallery's featured Item)

[Save](#) [Delete](#)

From this page you can:

Feature	Description
Edit the title of the item	Type the new title in the Item Title field.
Delete the item	Click the Delete button.
Generate a thumbnail for the item	Click the Generate Thumbnail button.
Select the item as the gallery feature image	Select the Featured Item checkbox.

9.2.2.4 Delete a Gallery Item

If you created the gallery you can delete any items that have been added to the gallery. If you haven't created the gallery you can only delete items that you have added to the gallery.

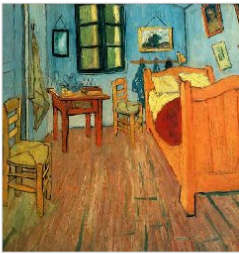
1. Navigate to the Class or Group folder that contains the Gallery.
2. Click the Gallery name. The Gallery Activity opens.

Van Gogh Gallery

Gallery Overview Browse Gallery View Slideshow Search Gallery View Item

Van Gogh Gallery Created By Teacher, Tony

Description
A gallery of the works of Van Gogh.

Feature Item


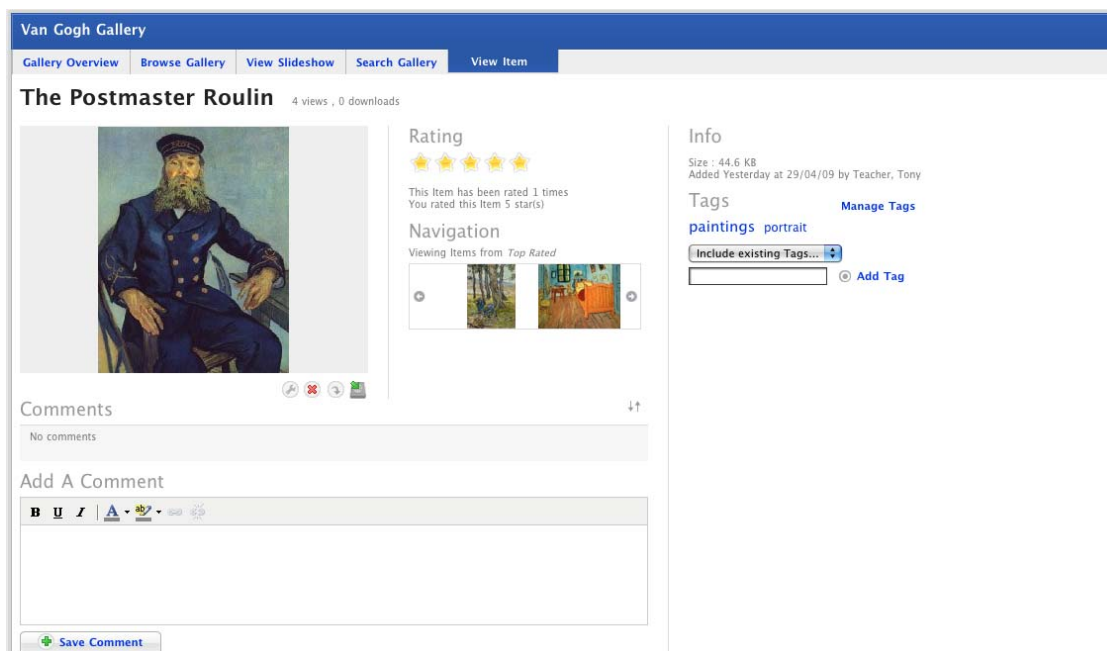
Top Rated

- The...** ★★★★★ 3 views, 0 downloads Teacher, Tony
- Bedroom Arles** ★★★★★ 1 views, 0 downloads Teacher, Tony
- sunflowers** ★★★★★ 1 views, 0 downloads
- Boats** ★★★★★ 1 views, 0 downloads Teacher, Tony
- ploughmen** ★★★★★ 1 views, 0 downloads

Tags in this Gallery
oil on canvas paintings portrait self portrait

Contribute to this Gallery
[Add Item](#)

3. If the item doesn't appear on the **Gallery Overview** page, click the **Browse Gallery** tab and browse for the item.
4. Click the item. The **View Item** tab appears.

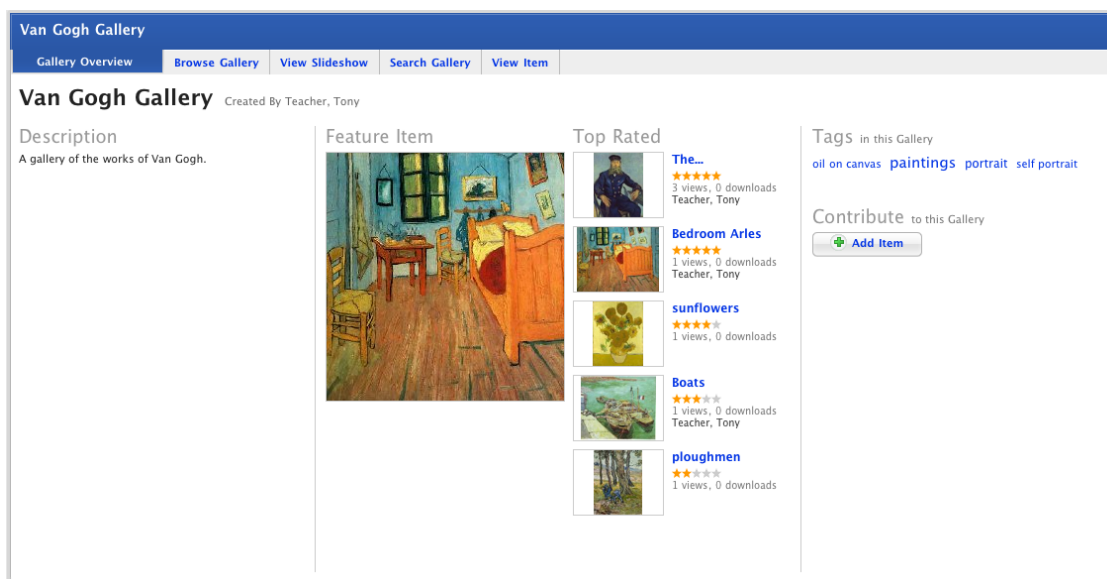


5. Below the item, click the **Delete** button. The 'This will delete the gallery item. Do you wish to continue' dialog box appears.
6. Click **Ok**. The item is deleted.

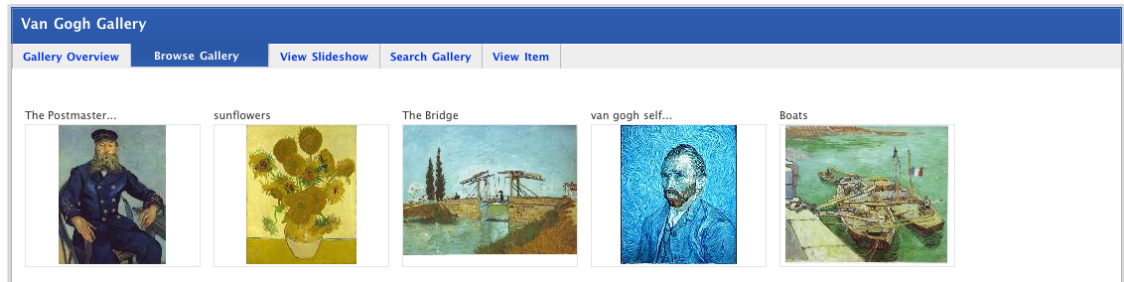
9.2.2.5 Change the Gallery Order


To change the order that gallery items appear in on the Browse page and on the Slideshow page, follow the procedure below.

1. Navigate to the Class or Group folder that contains the Gallery.
2. Click the Gallery name. The Gallery Activity opens.



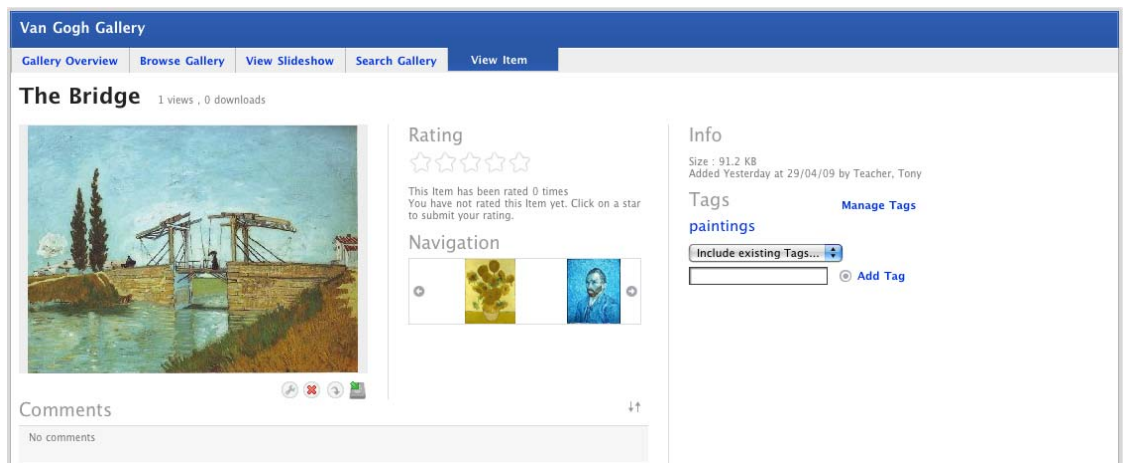
3. Click the **Browse Gallery** tab. The Browse Gallery page appears.



4. Hold your Cursor over the image you want to move. The **Move** Button  appears.
5. Click the **Move** button and drag the image to create the order you want.
6. To move any other items, repeat steps 4 and 5.
7. Once the list is in the order you want, click the **Save New Order** button. The new order is saved and the Saved New Order notification appears.

9.2.2.6 Rate a Gallery Item

1. Navigate to the Class or Group folder that contains the Gallery.
2. Click the Gallery name. The Gallery Activity opens.
3. If the item doesn't appear on the overview page, click the **Browse Gallery** tab and browse for the item.
4. Click the item. The **View Item** tab appears.

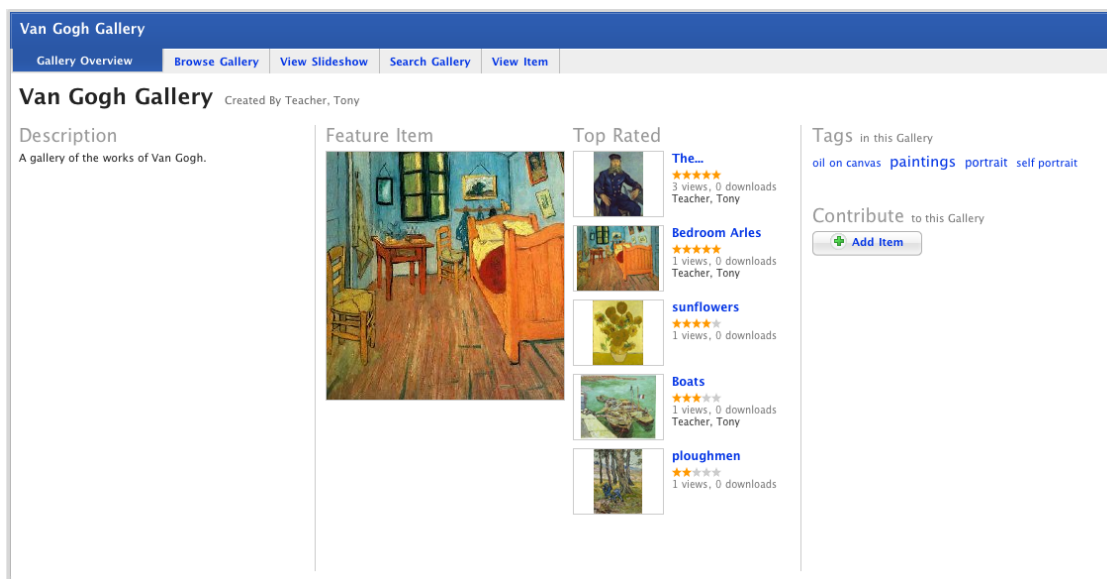


5. In the **Rating** section, select the number of stars you give the item. You can rate it from 1 to 5 stars.

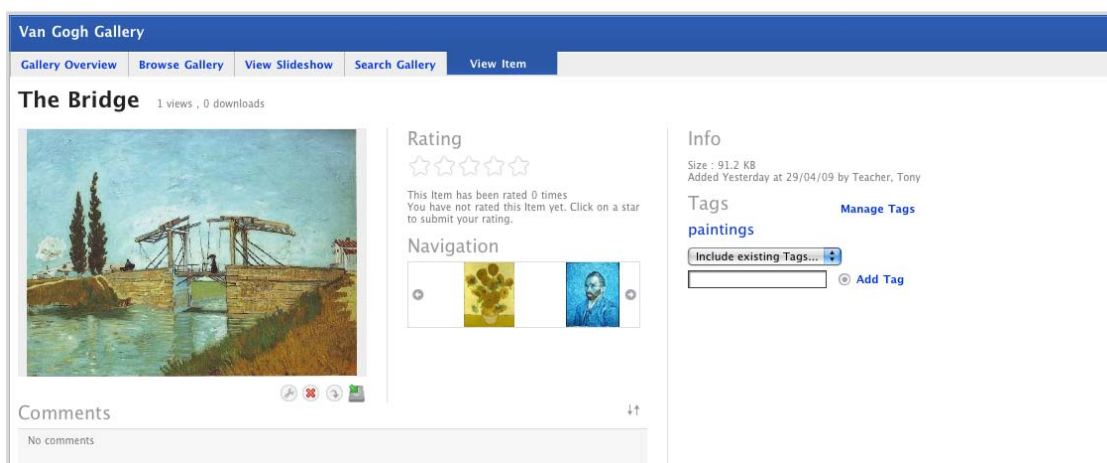
9.2.2.7 Item Tags

Add Tags to an Item

1. Navigate to the Class or Group folder that contains the Gallery.
2. Click the Gallery name. The Gallery Activity opens.



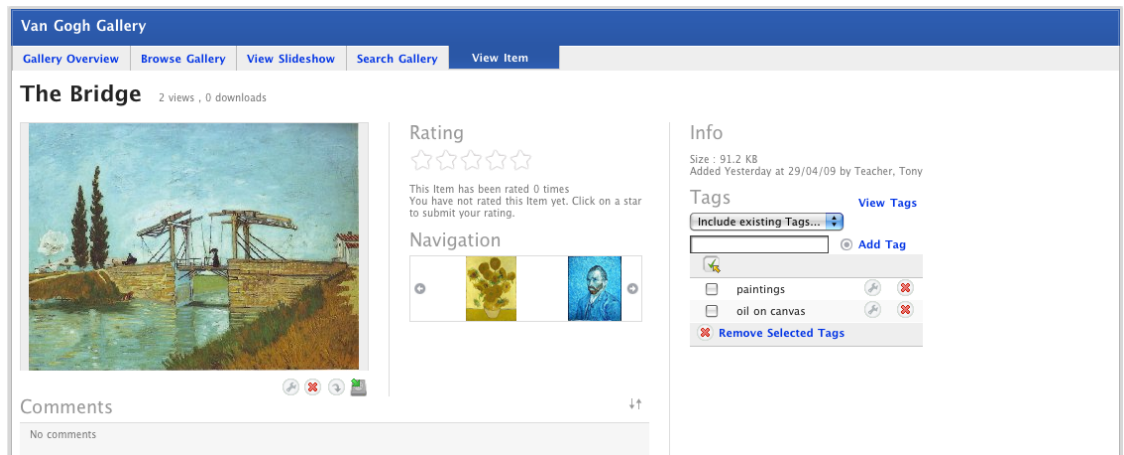
3. If the item doesn't appear on the **Gallery Overview** page, click the **Browse Gallery** tab and browse for the item.
4. Click the item. The **View Item** tab appears.



5. Add the new tags:
From the **Existing Tags** drop-down list select any relevant tags, or
Type any new tags in the **Add Tags** text field.
6. Click **Add**. The tags are added.

Remove Tags

1. On the View Item page, Click **Manage Tags**. The manage tags options appear.




2. Select the tags that you want to remove:

To select tags individually, select the checkboxes adjacent to the tags you want to remove, or

To remove all the tags, click the **Select All**  button.

3. Click **Remove Selected Tags**. The tags are removed.

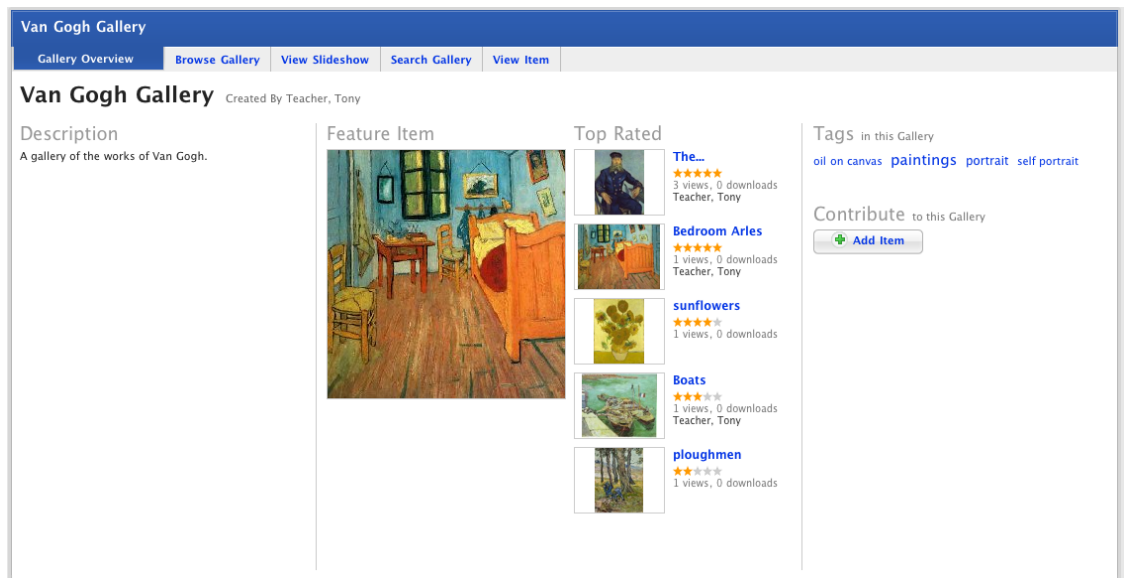


To delete tags individually, click the adjacent **Delete**  button.

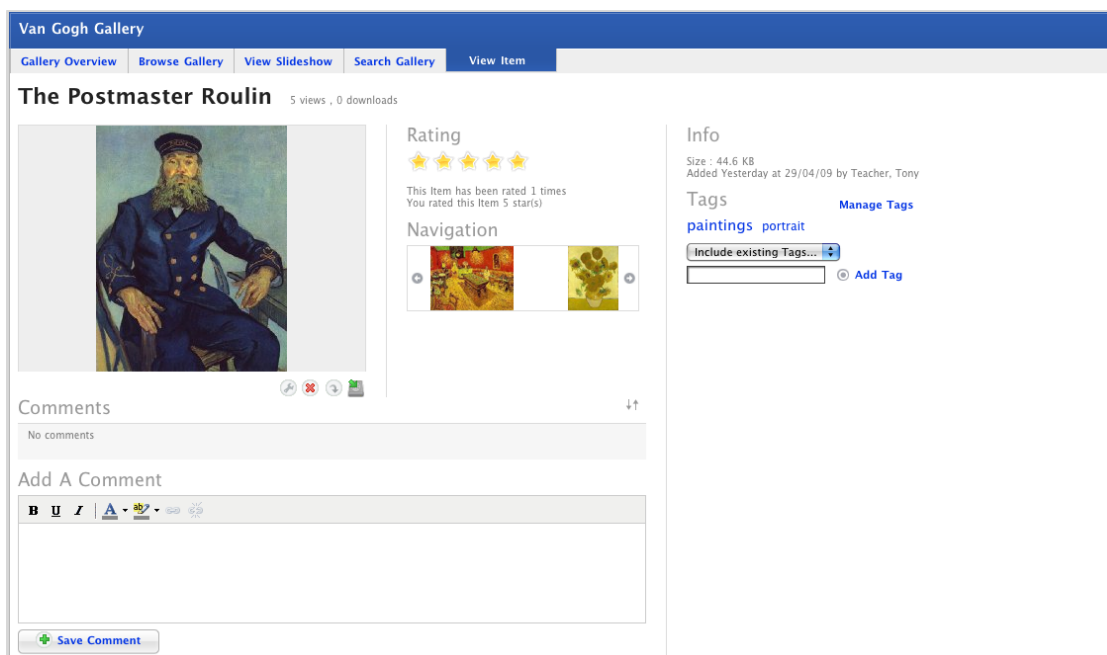
9.2.2.8 Item Comments

Add a Comment

1. Navigate to the Class or Group folder that contains the Gallery.
2. Click the Gallery name. The Gallery Activity opens.



3. If the item doesn't appear on the **Gallery Overview** page, click the **Browse Gallery** tab and browse for the item.
4. Click the item. The **View Item** tab appears.



5. In the **Post a Comment** field, type your comment.

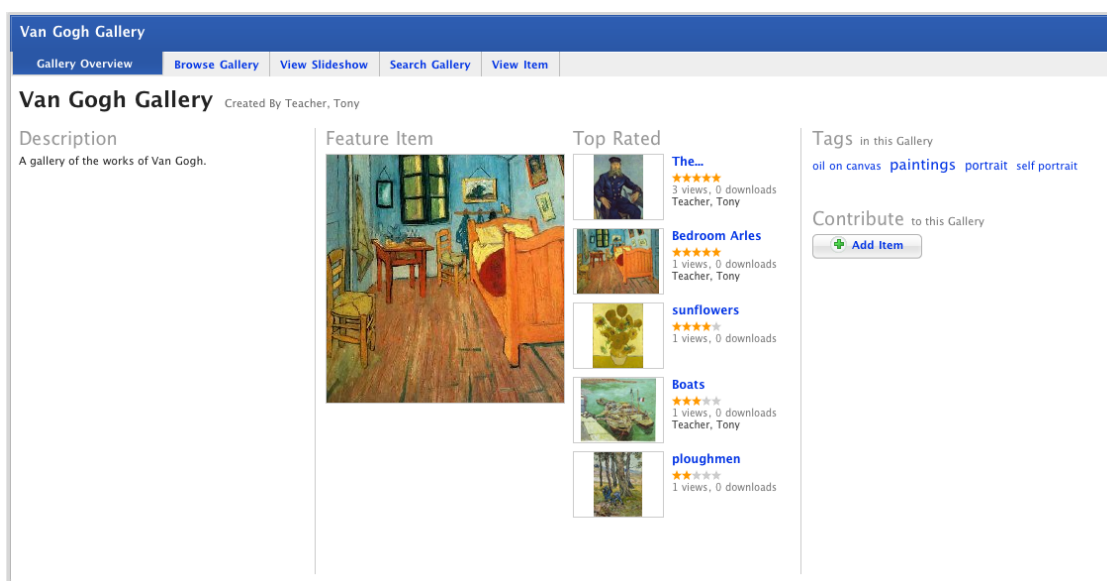
Use the [Rich Text Editor](#) menu to format the text.

6. Click the **Save Comment** button. The Comment is added to the list of comments below the item.

[Edit a Comment](#)

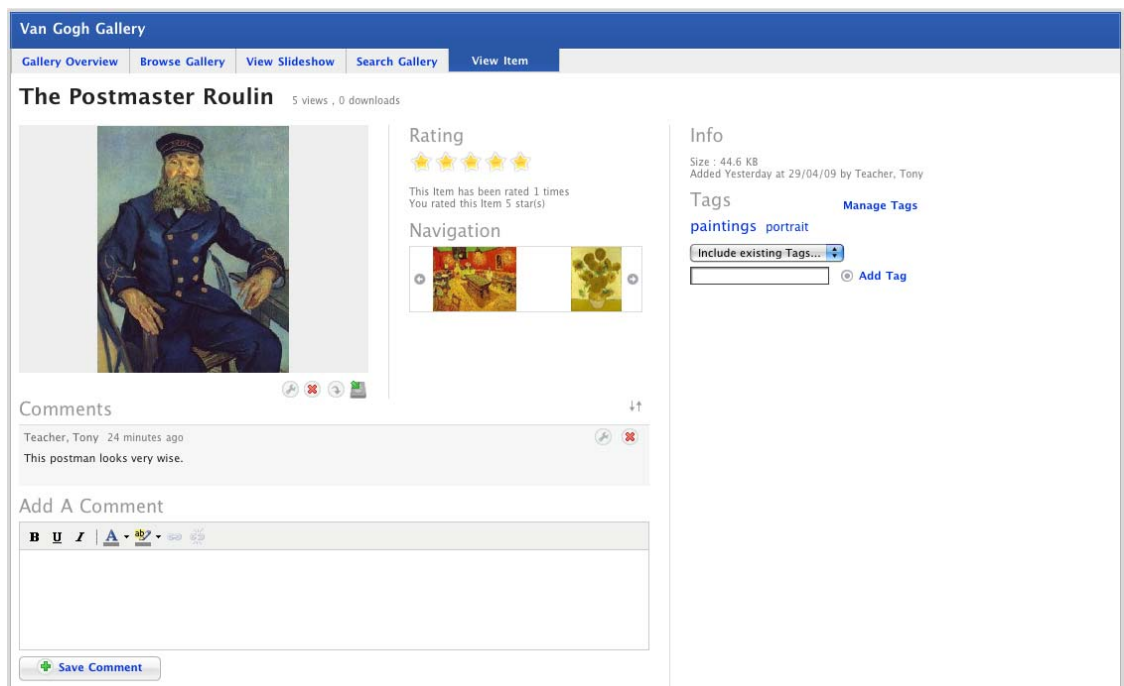
You can edit any comments that you have made about a Gallery item and if you created the gallery you can edit comments from other users. Follow the steps in this procedure to edit a comment.

1. Navigate to the Class or Group folder that contains the Gallery.
2. Click the Gallery name. The Gallery Activity opens.

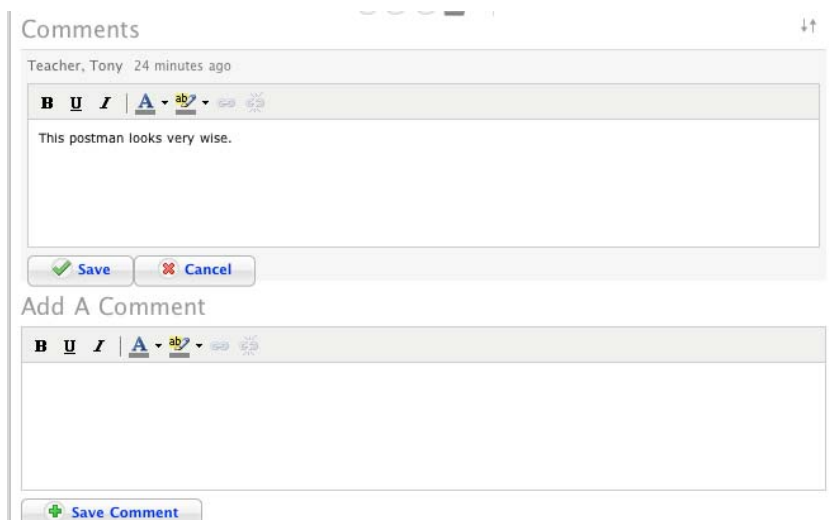


3. If the item doesn't appear on the **Gallery Overview** page, click the **Browse Gallery** tab and browse for the item.

- Click the item. The **View Item** tab appears.



- Adjacent to the comment you want to edit, click the **Edit** button. The comment text appears in a new text field.

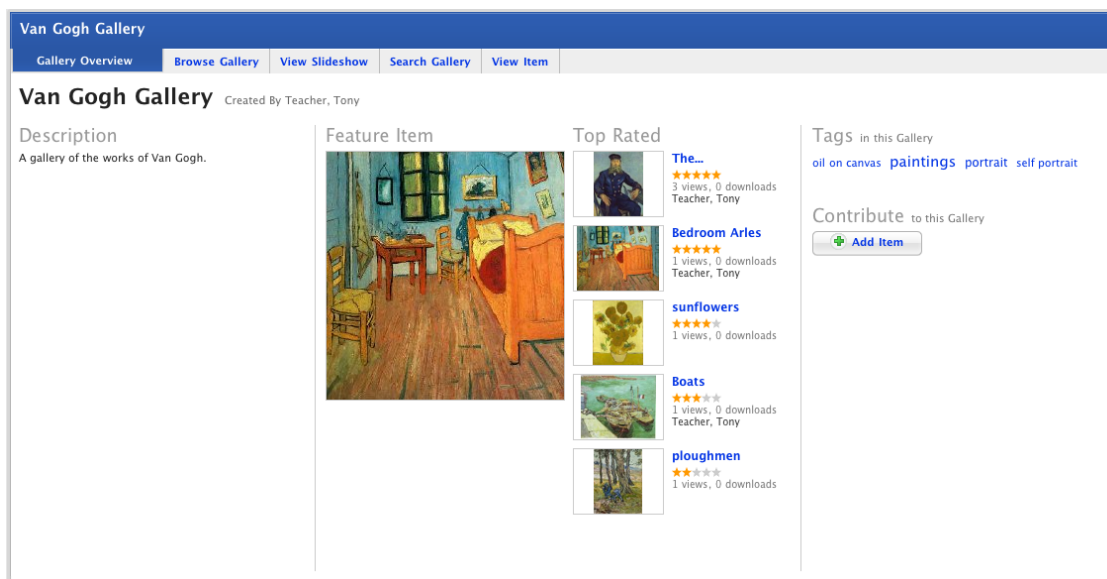


- Edit the comment as required.
- Click **Save**. The changes are saved and the text box closes.

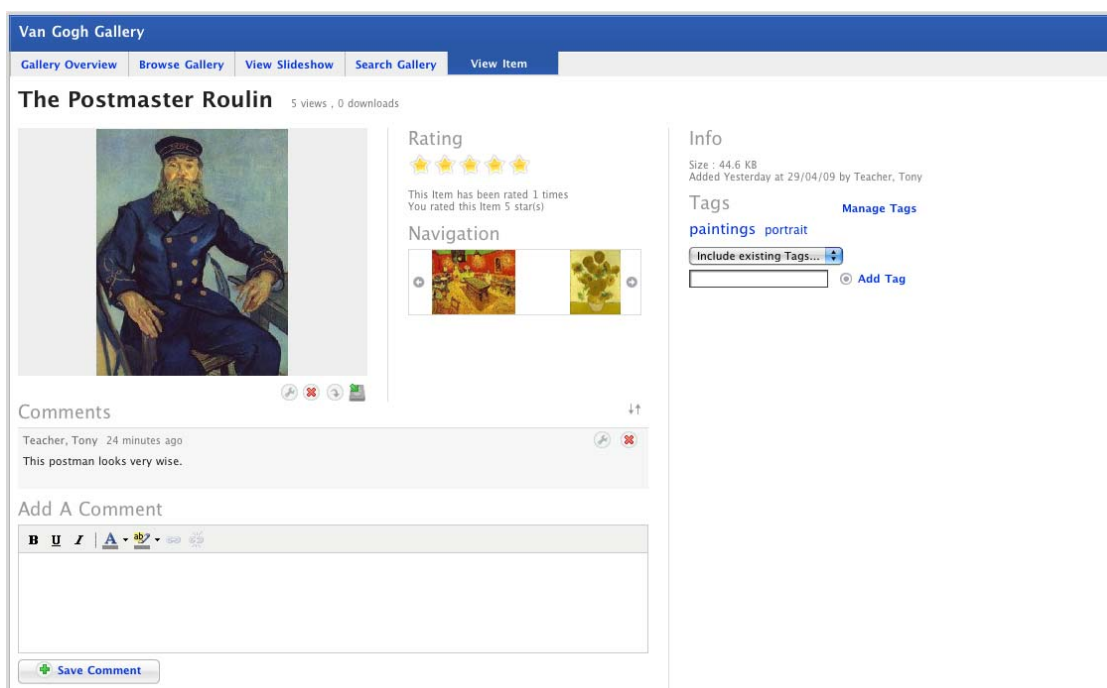
Remove a Comment

You can remove any comments that you have made about a Gallery item and if you created the gallery you can remove comments from other users. Follow the steps in this procedure to remove a comment.

- Navigate to the Class or Group folder that contains the Gallery.
- Click the Gallery name. The Gallery Activity opens.



3. If the item doesn't appear on the **Gallery Overview** page, click the **Browse Gallery** tab and browse for the item.
4. Click the item. The **View Item** tab appears.



5. Adjacent to the comment you want to remove, click the **Remove** button. The 'This will delete the gallery item comment. Do you wish to continue?' dialog box appears.
6. Click **OK**. The comment is removed from the gallery.

9.2.3 Subscribe to a Gallery RSS feed

There are two ways you can subscribe to a Studywiz Gallery RSS feed; you can subscribe directly with iTunes or you can subscribe using an RSS feed reader.

Using iTunes allows you to automatically sync your iPod with changes in the Studywiz Gallery. You can also use a reader built into the latest versions of Safari, Firefox and Internet Explorer, an online RSS reader, or an RSS reader application.

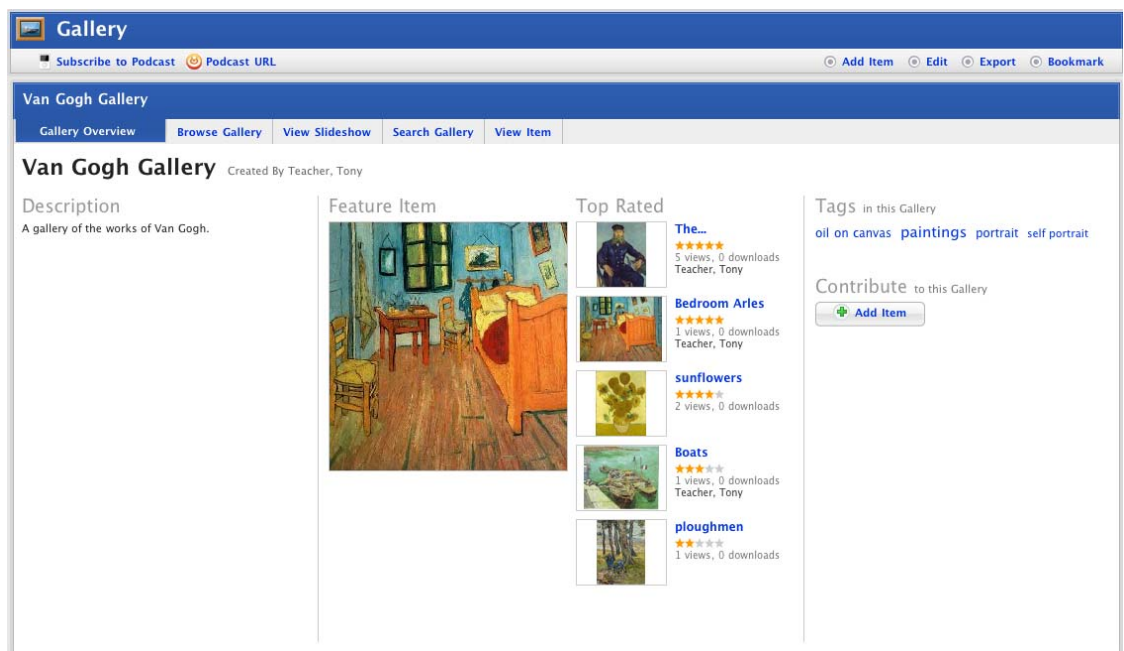
9.2.3.1 Subscribe using iTunes

Follow this procedure to subscribe to a Studywiz Gallery RSS feed using iTunes. Once you have done this, new items added to the Gallery will automatically appear in iTunes.



iTunes does not synchronise image files. Images in a Studywiz Gallery cannot be automatically downloaded to iTunes.

1. Navigate to the Class or Group folder that contains the Gallery.
2. Open the Gallery.

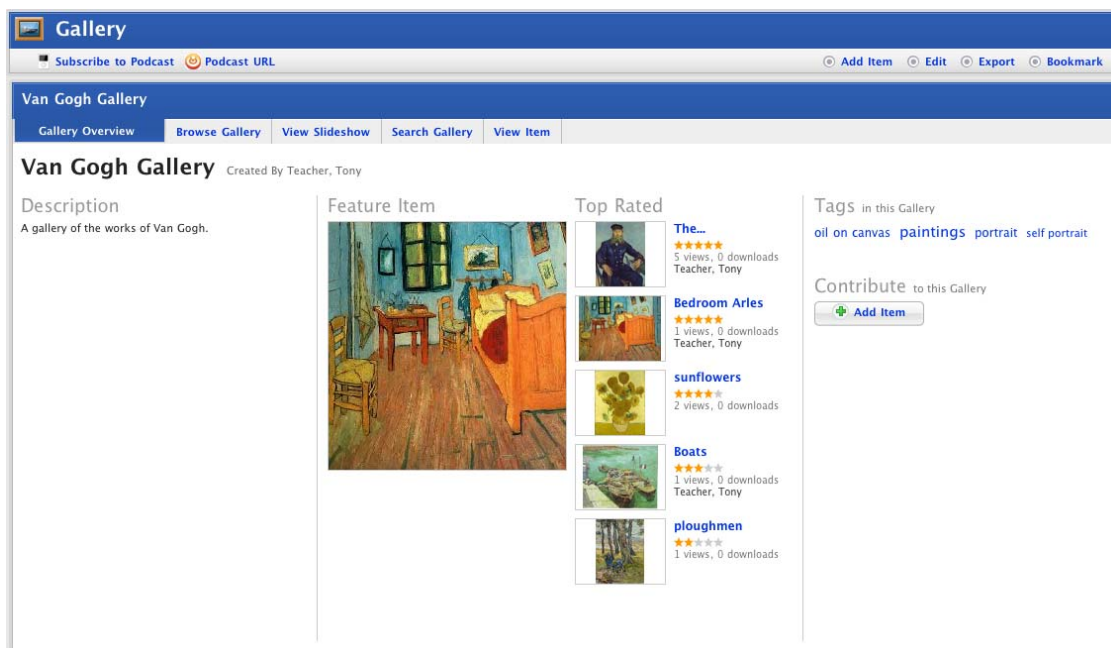


3. At the top of the Gallery page, click **Subscribe to Podcast**. If you have iTunes installed on your computer, the Podcast is added to iTunes.
4. Open iTunes and under **Library** select **Podcasts**. The RSS feed appears in the Podcast list.

9.2.3.2 Subscribe using an RSS reader

Follow this procedure to subscribe to a Studywiz Gallery RSS feed using the RSS reader of your choice.

1. Navigate to the Class or Group folder that contains the Gallery.
2. Open the Gallery.

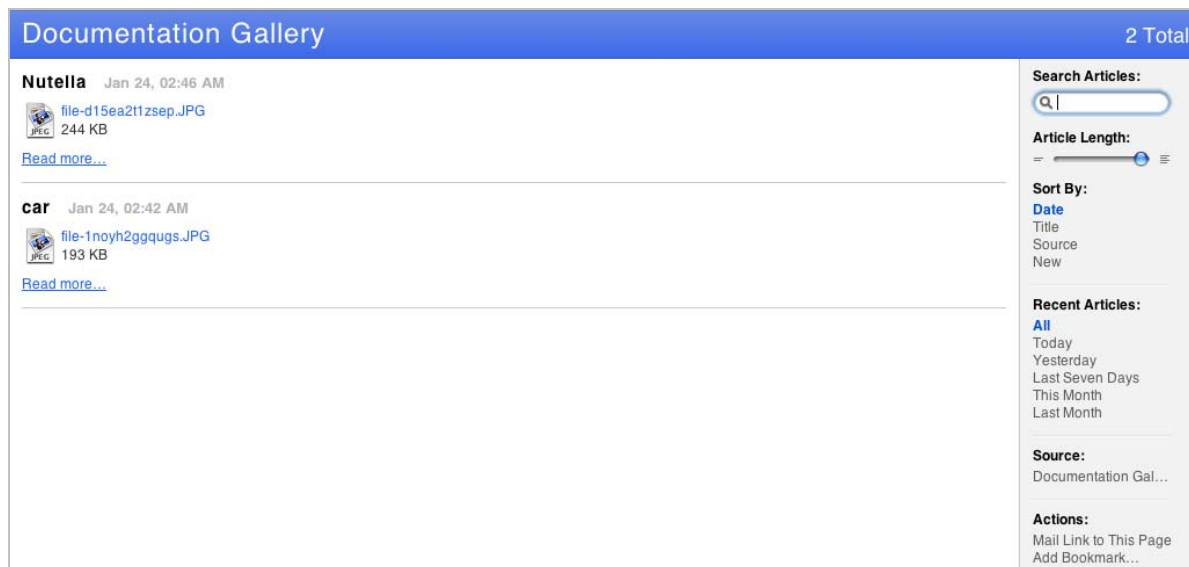


3. At the top of the Gallery page, click **Podcast URL**. A new browser tab or window opens, displaying the RSS Feed information.

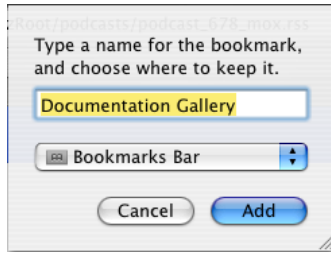
The way your computer handles the RSS feed depends on your browser. Follow the appropriate procedure below:

Safari

In Safari, a page similar to that shown below appears.



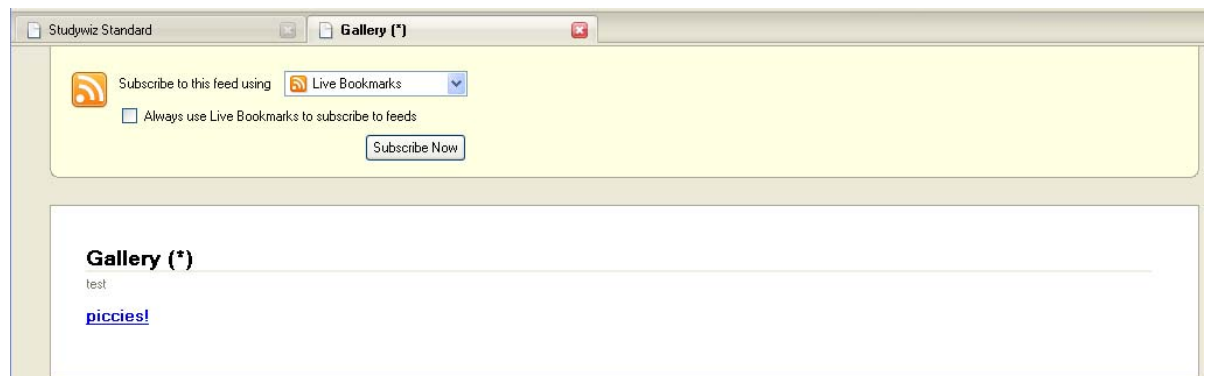
1. In the menu on the right hand side, click **Add Bookmark**. A dialog box appears.



2. The name field is pre-filled with the Studywiz Gallery name. You can change the name of the link if you want to.
3. From the drop-down list select a location on your bookmark bar for the new bookmark.
4. Click **Add**. The Gallery RSS feed is added to your live bookmarks.

Firefox

In Firefox, a page similar to that shown below appears.




1. From the drop-down list, select your RSS reader. You can subscribe using 'live bookmarks' in Firefox itself, select another reader installed on your computer, or select an online reader.
2. Click **Subscribe Now**.
3. Complete the subscription process according to the option you have chosen.

Internet Explorer

In Internet Explorer, a page similar to that shown below appears.

Documentation Gallery

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

 [Subscribe to this feed](#)

Displaying 2 / 2

All 2


Sort by:

▼ Date

Title


Nutella

Wednesday, 24 January 2007, 2:46:47 AM →

 [file-d15ea2t1zsep.JPG](#)

car

Wednesday, 24 January 2007, 2:42:51 AM →

 [file-1noyh2ggqugs.JPG](#)

1. Click **Subscribe to this feed**. The Subscribe to this Feed dialog box appears.

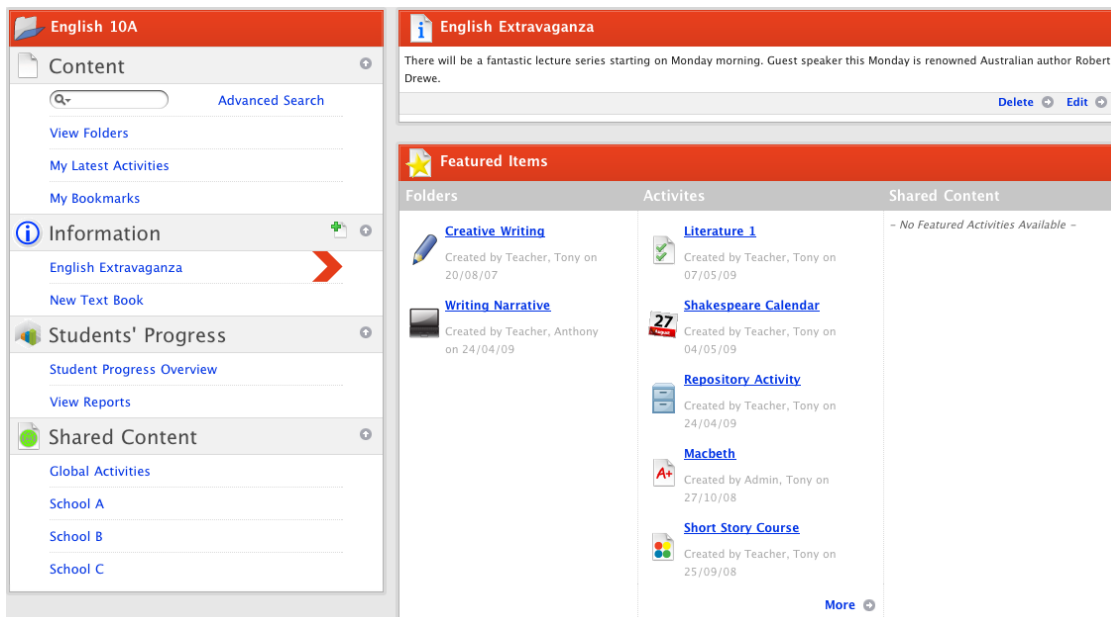


2. The name field is pre-filled with the Studywiz Gallery name. You can change the name of the link if you want to.
3. From the **Create in** drop-down list select a location for the new bookmark.
4. Click **Subscribe**. The Gallery RSS feed is added to your live bookmarks.

9.3 View Test Results

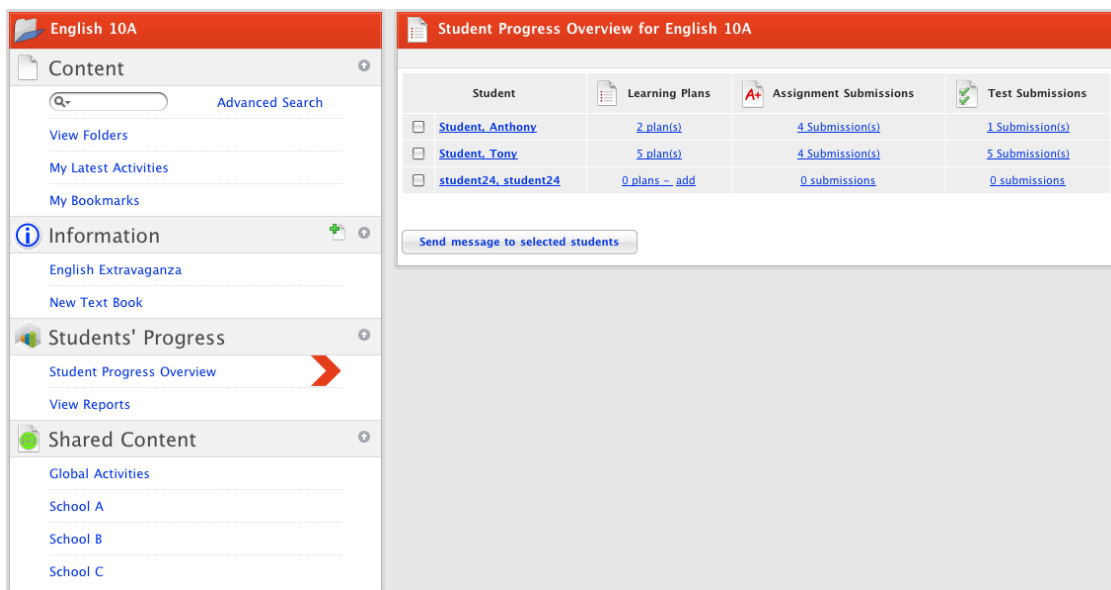
Once your students have completed a test, their results are available on the Test Submissions page.

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
2. From the **Learning** drop-down list, select the Class that you want to view. The Learning page appears.



The screenshot shows the English 10A dashboard. The left sidebar contains sections for Content, Information, Students' Progress, and Shared Content. The main area displays a featured item about a lecture series by Robert Drewe, followed by a grid of featured items including Creative Writing, Literature 1, Writing Narrative, Shakespeare Calendar, Repository Activity, Macbeth, and Short Story Course.

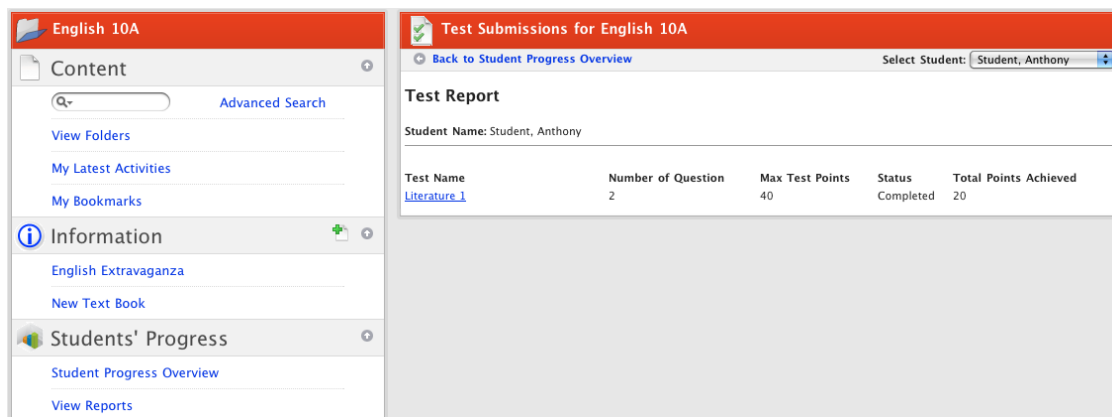
3. In the Students' Progress section, click **Student Progress Overview**. The Student Progress Overview for the class appears.



The screenshot shows the Student Progress Overview for English 10A. The left sidebar is the same as the previous screenshot. The main area displays a table with columns for Student, Learning Plans, Assignment Submissions, and Test Submissions. Below the table is a button to send a message to selected students.

Student	Learning Plans	Assignment Submissions	Test Submissions
<input type="checkbox"/> Student, Anthony	2 plan(s)	4 Submission(s)	1 Submission(s)
<input type="checkbox"/> Student, Tony	5 plan(s)	4 Submission(s)	5 Submission(s)
<input type="checkbox"/> student24, student24	0 plans -- add	0 submissions	0 submissions

4. Adjacent to the student whose Test Submissions you want to view, in the **Test Submissions** list, click the **Submission(s)** link. The Student's tests for the class appear.



The panel displays the name of each test for the class, the number of questions, points available, the status of the student with regard to each test and the points they have achieved.

To open a test, click the test name. The Test page appears.

To view another student's test results, select another student from the **Select Student** drop-down list.

9.4 Vote

1. Navigate to the Class or Group folder that contains the Vote.
2. Click the Vote name. The Vote opens.

School Vote

Question: What is your preferred end of year excursion?

Created By: Teacher, Tony

Date Posted: 21/04/09 11:25

User: Teacher, Tony

Vote Stats: [View Stats](#)

Your Answer:

Possible Answers: Wet and Wild, Dreamworld, Bob-Sleding

Answer: ☐ Wet and Wild, ☐ Dreamworld, ☐ Bob-Sleding

[Save](#)

3. Read the question.
4. Select the answer that best matches your opinion.
5. Click the **Save** button. The Submit vote panel changes to show your answer and a link to the Vote statistics appears.

School Vote

✓ Cast Vote

Question: What is your preferred end of year excursion?

Created By: Teacher, Tony

Date Posted: 21/04/09 11:25

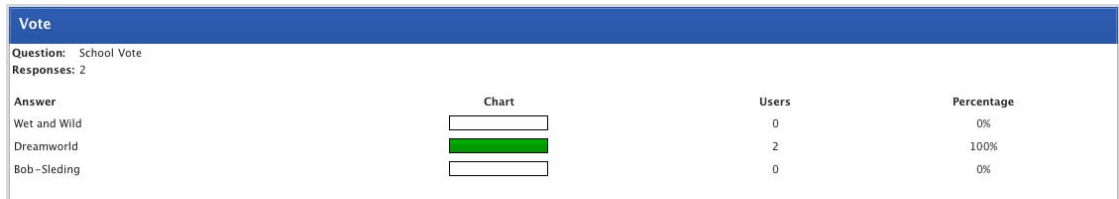
User: Teacher, Tony

Vote Stats: [View Stats](#)

Your Answer: Dreamworld

Possible Answers: Wet and Wild, Dreamworld, Bob-Sleding

6. To see the Vote statistics, click **View Stats**. The Vote statistics appear.



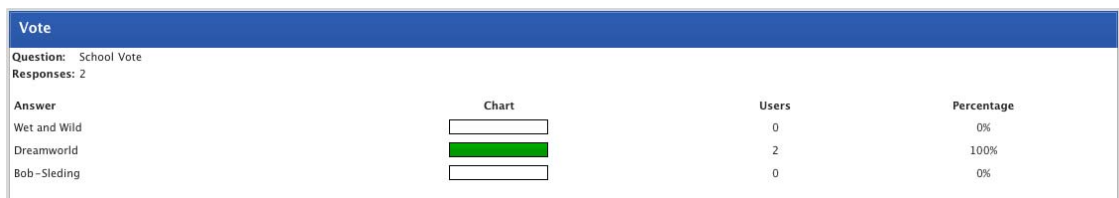
9.4.1 View the Results of a Vote

1. Navigate to the Class or Group folder that contains the Vote.
2. Click the Vote name. The Vote opens.

School Vote

Question: What is your preferred end of year excursion?
 Created By: Teacher, Tony
 Date Posted: 21/04/09 11:25
 User: Teacher, Tony
 Vote Stats: [View Stats](#)
 Your Answer: Dreamworld
 Possible Answers: Wet and Wild
 Dreamworld
 Bob-Sleding

3. Click **View Stats**. The statistics panel appears.



9.4.2 Close a Vote

If at any point during the Vote, you want to end voting early, follow this procedure. The Vote and its results will still be visible but users will not be able to vote.

1. Locate the Vote and open it for editing. The Edit Vote panel appears.

Edit Vote School Vote

* Indicates a required field

Folder: School A: School A Folder
 Created By: Teacher, Tony
 Date Created: 21/04/09 11:27
 Last Modified By: Teacher, Tony
 Date Modified: 21/04/09 11:28

Allow Collaborative Editing: ☒

From: 11:25 on 21/04/2009
 To: 11:25 on 21/10/2009

Title: School Vote
 Question: What is your preferred end of year excursion?
 Short Description:
 Keywords:
 Vote Closed: ☐ (Stops users from submitting votes)
[Create votes closed date](#)

Display Results: ☒ (Allow user to view the results of the vote)
[View Results](#)

Possible Answers:
[Add Answer](#)

Wet and Wild * [Remove](#)
 Dreamworld * [Remove](#)
 Bob-Sleding * [Remove](#)

Preconditions: There are no valid Prerequisites that can be created

Featured Activity: ☒

Publish: ☒ (When this box is ticked, this activity is visible to the intended audience)
☐ Publish To Portal

[Save](#) [Delete](#) [Preview](#) [Send Email Notification](#)

2. Select the **Vote Closed** checkbox.

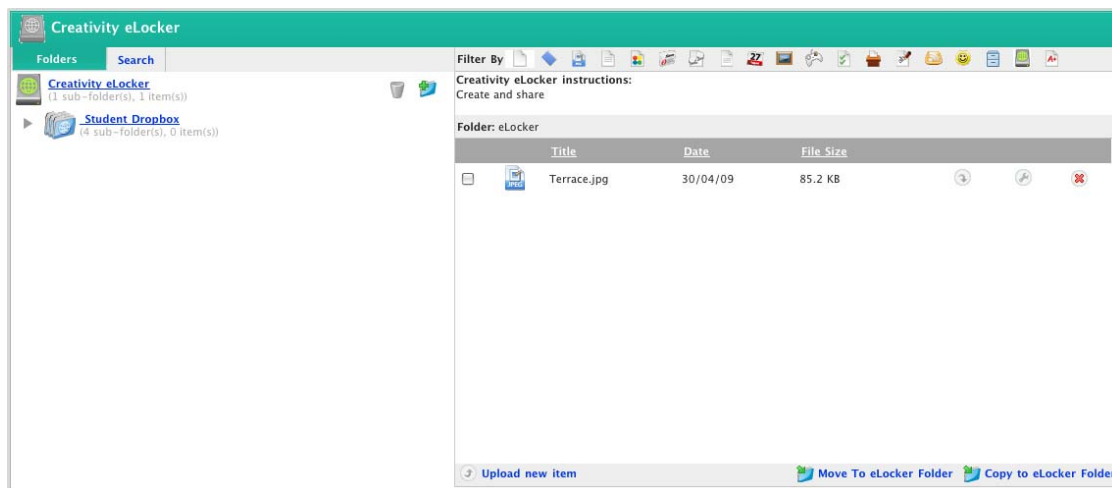
3. Click **Save**. The Vote is closed. When users open the activity they will see the results but will not be able to vote.

9.5 Open a Shared eLocker through a Class or Group Page



You can also access Shared eLockers from your eLocker page. On your eLocker page all your Shared eLockers are listed as folders under the Shared eLocker heading.

1. Navigate to the Class or Group folder that contains the Shared eLocker.
2. Click the Shared eLocker that you want to open. The Shared eLocker opens.



Depending on your Shared eLocker access rights you can upload new items, create new folders and move and copy items to folders.

10 Import and Export Learning Content

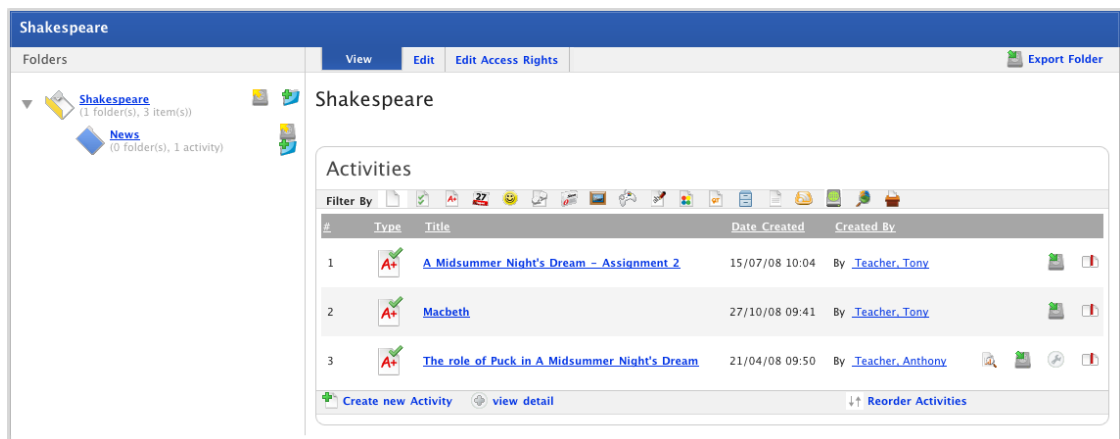
Studywiz Activities and Folders can be exported and saved in IMS-compliant format.

Once an activity or a folder has been downloaded you can import it back into Studywiz via your eLocker.

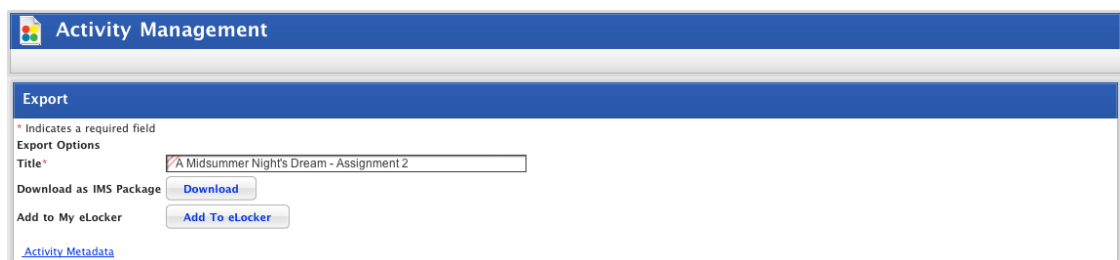
10.1 Export an Activity

Follow the steps in this procedure to export a Studywiz Activity.

1. Navigate to the Activity that you want to export.



2. Adjacent to the activity, click the **Export Activity**  button. The Activity Management page appears and displays the Export panel.



10.1.1 Add Activity Metadata and Optional data

Studywiz has the capacity for you to add metadata and other optional data to your Studywiz Activities to comply with the requirements of particular educational organisations.

Follow the steps in this procedure to add metadata and other optional data to your downloaded course archive.

3. To add activity metadata and optional data, follow these steps.

Activity Management

Export

* Indicates a required field

Export Options

Title*

Download as IMS Package

Add to My eLocker

[Activity Metadata](#)

- a. Click **Activity Metadata**. The Metadata fields appear.

Activity Management

Export

* Indicates a required field

Export Options

Title*

Download as IMS Package

Add to My eLocker

[Activity Metadata](#)

Language

Description*

Keywords

Taxonomy (use ">" as separator)

[Optional Data](#)

- b. From the **Language** drop-down list, select the language of the activity.
- c. The **Description** field is pre-filled from creation of the activity.
- d. In the **Keywords** and **Taxonomy** fields enter information appropriate to the activity.
- e. Click **Optional Data**. The optional data fields appear.

Export

* Indicates a required field

Export Options

Title*

Download as IMS Package

Add to My eLocker

[Activity Metadata](#)

Language

Description*

Keywords

Taxonomy (use ">" as separator)

[Optional Data](#)

Coverage (use ">" as separator)

Description

Content

Version

Status

Semantic density

Difficulty

Copyright

- f. Complete the **Optional Data** fields as appropriate.

10.1.2 Download the Activity

4. Click the **Download** button. The Download Package notification appears.

Activity Management

Download Package

The Folder you selected has been packaged and is ready for download.

[download](#)

- Click **download**. A dialog box appears, prompting you to save the Zip file that contains the activity.



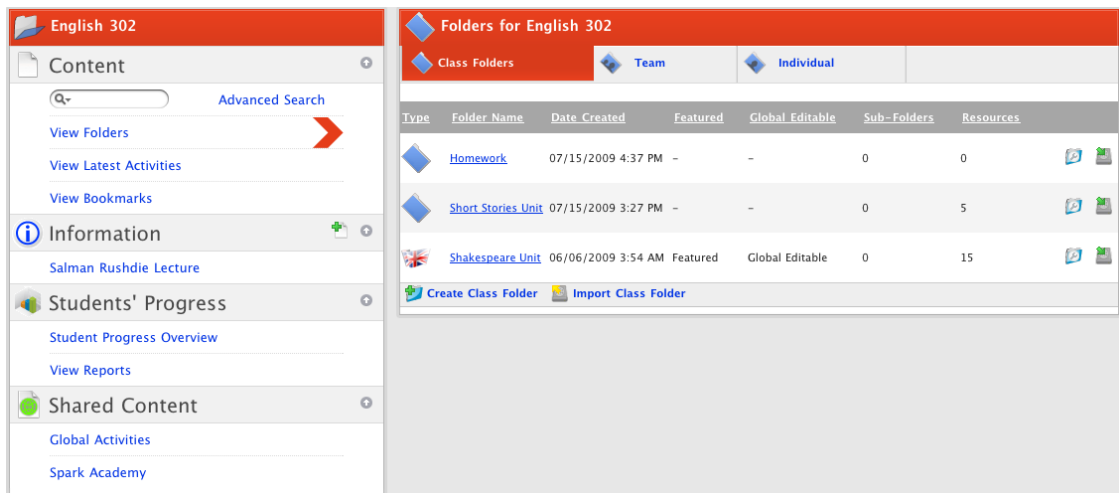
The behaviour of the download depends on your browser configuration.

- Save the activity in a suitable location.
 - You can import the activity back into Studywiz via your Studywiz eLocker.

10.2 Export a Folder

Follow the steps in this procedure to export a Studywiz folder.

- Navigate to the folder that you want to export.

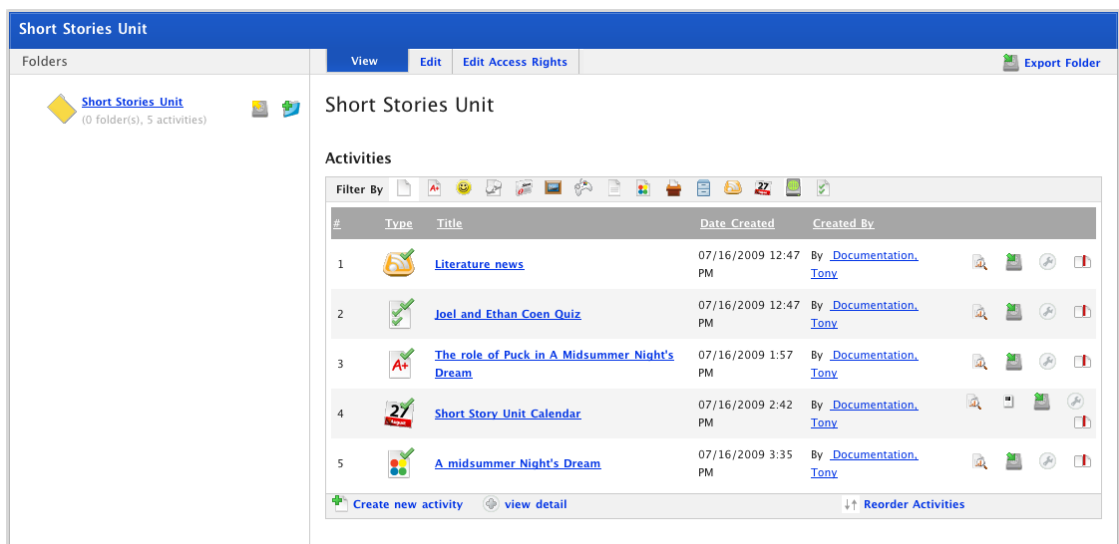


The screenshot shows the Studywiz interface for 'English 302'. On the left is a sidebar with 'Content', 'Information', 'Students' Progress', and 'Shared Content'. The main area is titled 'Folders for English 302' and has tabs for 'Class Folders', 'Team', and 'Individual'. A table lists folders:

Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Resources
Class Folder	Homework	07/15/2009 4:37 PM	-	-	0	0
Class Folder	Short Stories Unit	07/15/2009 3:27 PM	-	-	0	5
Class Folder	Shakespeare Unit	06/06/2009 3:54 AM	Featured	Global Editable	0	15

At the bottom of the table are links for 'Create Class Folder' and 'Import Class Folder'.

- Click the folder that you want to export. The View folder panel appears.



The screenshot shows the 'Short Stories Unit' view panel. It has tabs for 'View', 'Edit', 'Edit Access Rights', and 'Export Folder'. The 'View' tab is active, showing a list of activities:

#	Type	Title	Date Created	Created By
1	Literature news	Literature news	07/16/2009 12:47 PM	By Documentation, Tony
2	Quiz	Joel and Ethan Coen Quiz	07/16/2009 12:47 PM	By Documentation, Tony
3	Document	The role of Puck in A Midsummer Night's Dream	07/16/2009 1:57 PM	By Documentation, Tony
4	Calendar	Short Story Unit Calendar	07/16/2009 2:42 PM	By Documentation, Tony
5	Document	A midsummer Night's Dream	07/16/2009 3:35 PM	By Documentation, Tony

At the bottom are links for 'Create new activity', 'view detail', and 'Reorder Activities'.

- Click **Export Folder**. The Export Folder page appears.

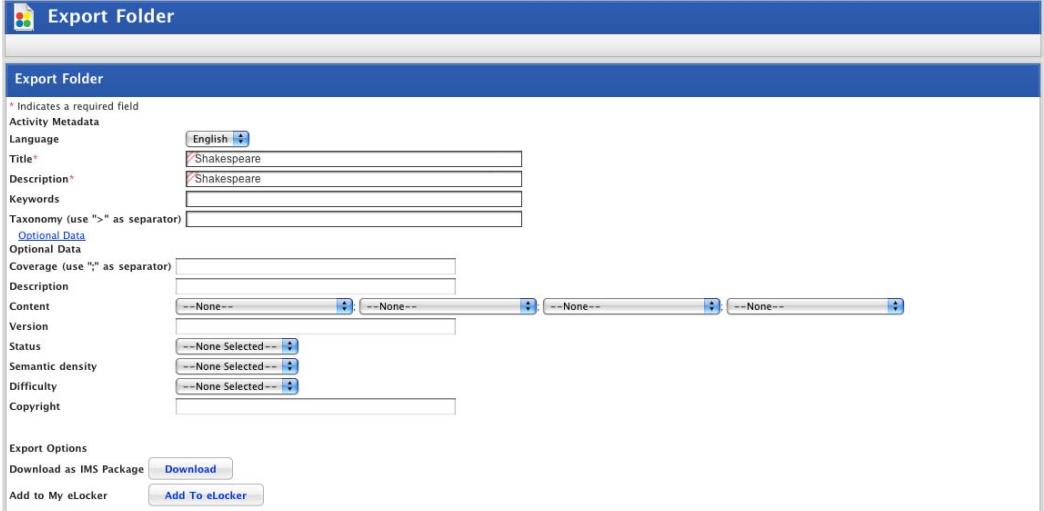
10.2.1 Add Folder Metadata and Optional data

Studywiz has the capacity for you to add metadata and other optional data to your Studywiz folders to comply with the requirements of particular educational organisations.

Follow the steps in this procedure to add metadata and other optional data to your downloaded course archive.

4. To add folder metadata and optional data, follow these steps.

- a. From the **Language** drop-down list, select the language of the Folder.
- b. The **Title** and **Description** fields are pre-filled from creation of the Folder.
- c. In the **Keywords** and **Taxonomy** fields enter information appropriate to the Folder.
- d. Click **Optional Data**. The optional data fields appear.



Export Folder

* Indicates a required field

Activity Metadata

Language: English

Title*: Shakespeare

Description*: Shakespeare

Keywords:

Taxonomy (use ">" as separator):

[Optional Data](#)

Optional Data

Coverage (use ";" as separator):

Description:

Content: --None--

Version:

Status: --None Selected--

Semantic density: --None Selected--

Difficulty: --None Selected--

Copyright:

Export Options

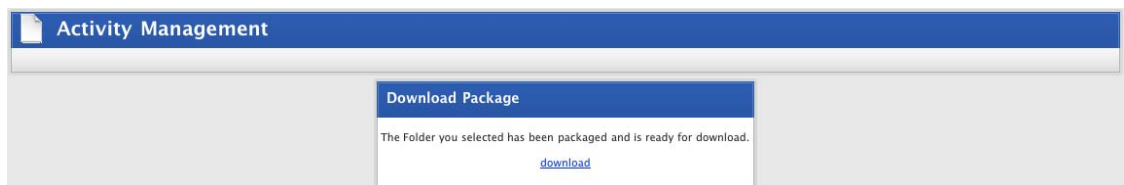
Download as IMS Package: [Download](#)

Add to My eLocker: [Add To eLocker](#)

- e. Complete the **Optional Data** fields as appropriate.

10.2.2 Download the Folder

5. Click the **Download** button. The Download Package notification appears.



6. Click **download**. A dialog box appears, prompting you to save the Zip file that contains the folder.



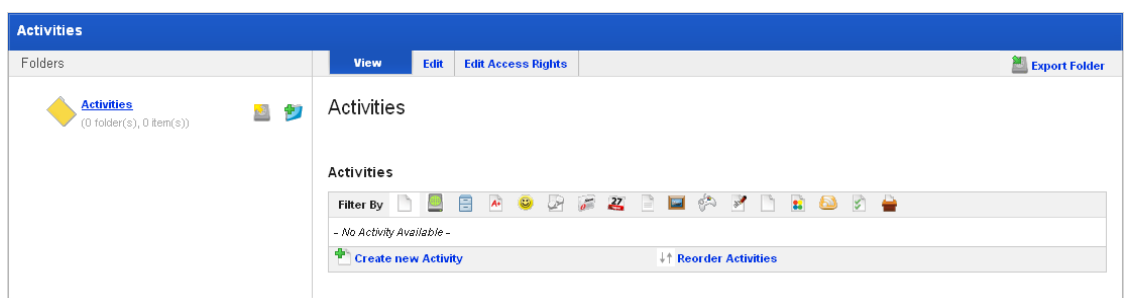
The behaviour of the download depends on your browser configuration.

7. Save the folder in a suitable location.
- You can import the folder back into Studywiz via your Studywiz eLocker.

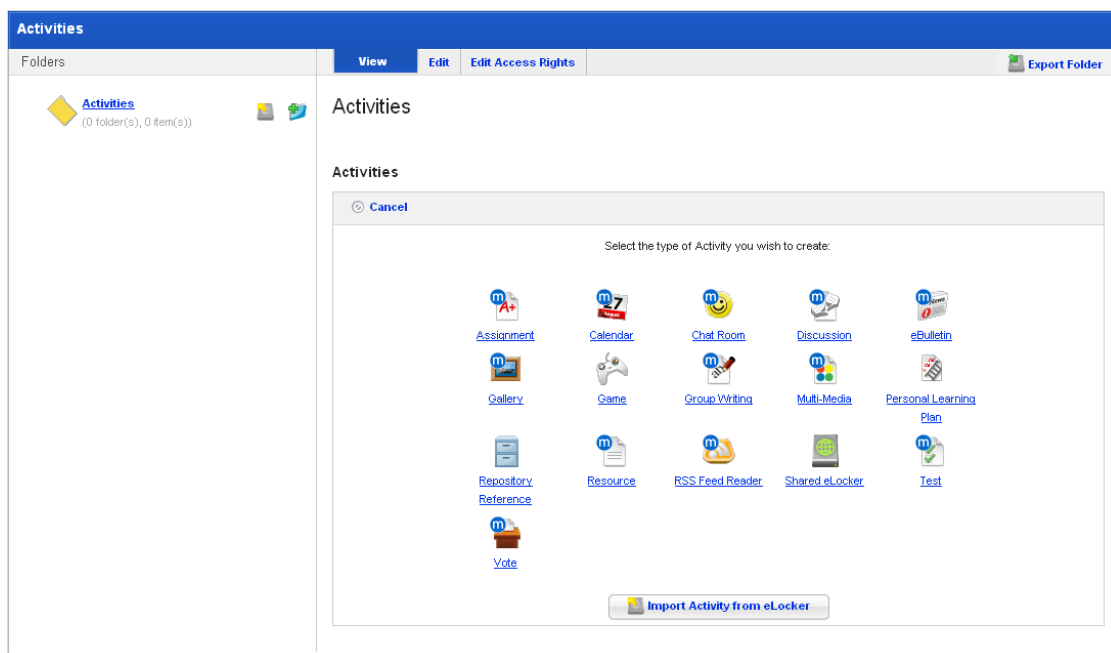
10.3 Import an Activity

Follow this procedure to import an Activity that you have saved to a, iPod, USB drive, hard drive or network-accessible location.

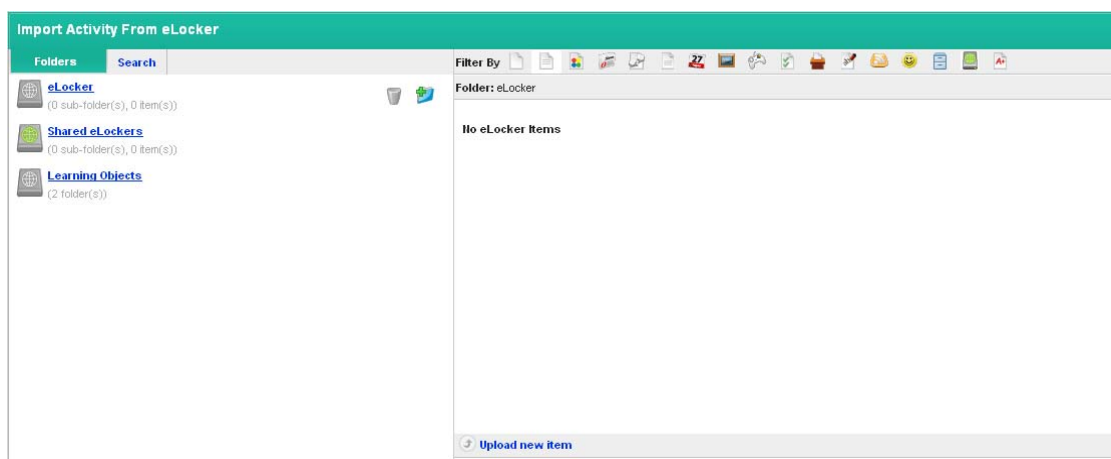
1. Navigate to the Folder into which you want to import the Activity.



2. Click **Create new Activity**. The Activities panel appears.

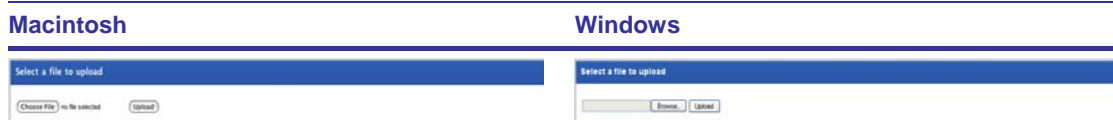


3. Click the **Import Activity from eLocker** button. Your eLocker appears.



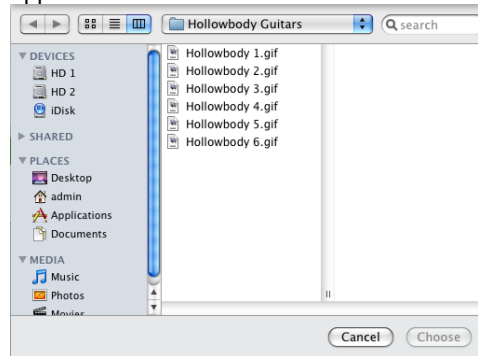
4. Click **Upload new item**. The Select a file to upload panel appears.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows file upload procedures are shown below:



Macintosh

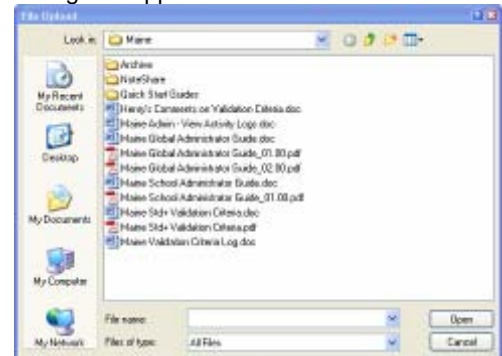
- a. Click the **Choose File** button. The Finder appears.



- b. Navigate to the appropriate directory.
c. Select the file you want to upload.
d. Click the **Choose** button. The dialog box closes and the Select a file to Upload panel reappears.

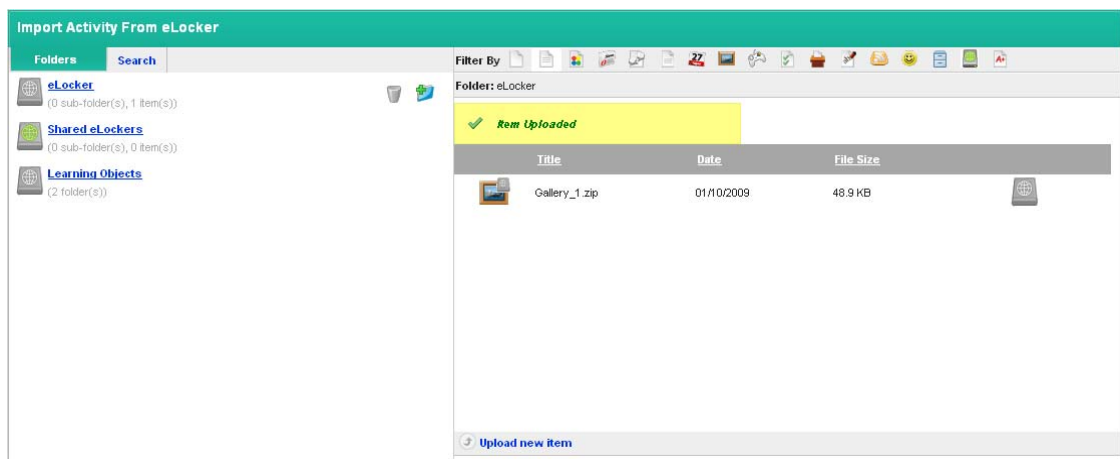
Windows

- a. Click the **Browse** button. The File Upload dialog box appears.

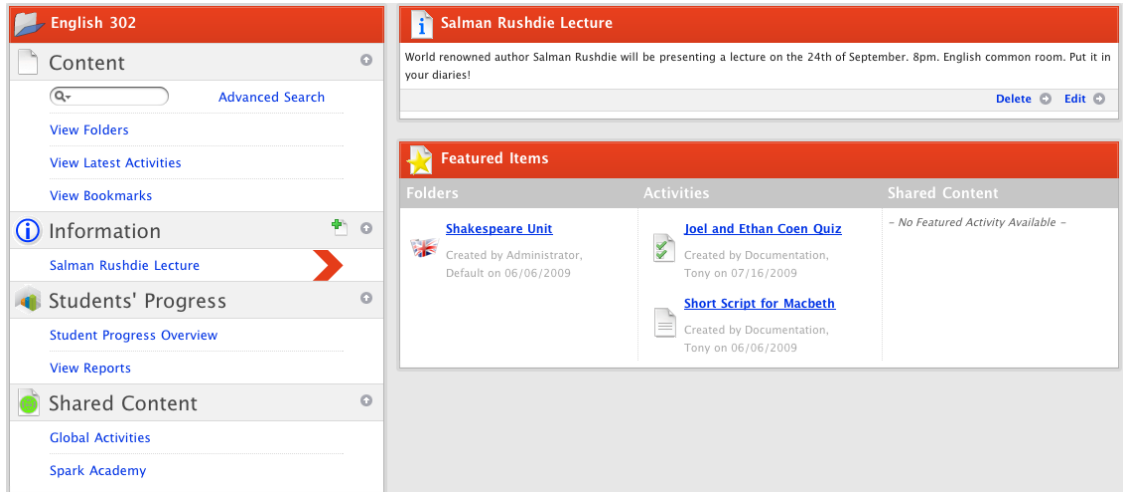


- b. Navigate to the appropriate directory.
c. Select the file you want to upload.
d. Click the **Open** button. The dialog box closes and the Select a file to Upload panel reappears.

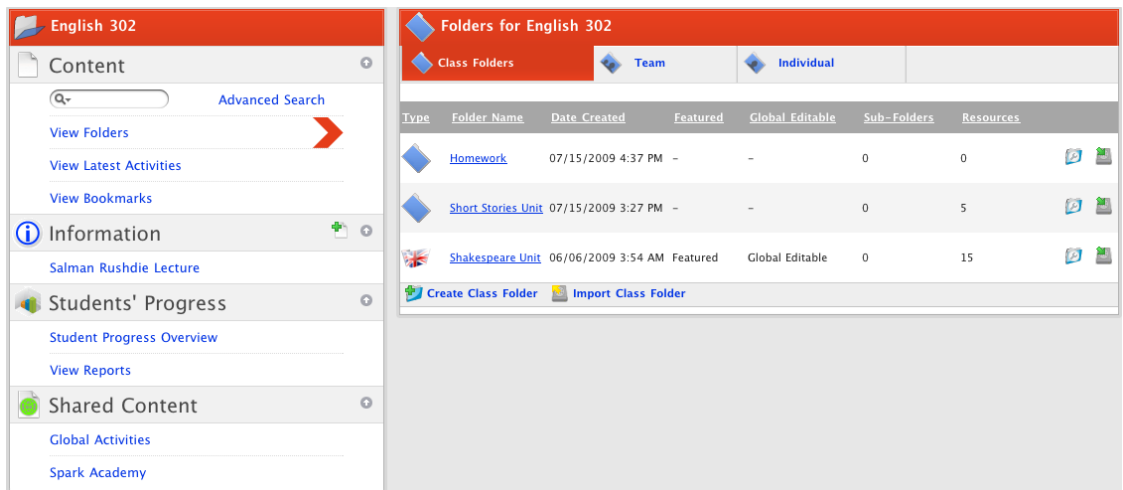
5. Click the **Upload** button. The Activity is uploaded to your eLocker.



6. Adjacent to the imported Activity, click the **Import Activity from eLocker**  button. The Edit page for the Activity appears.

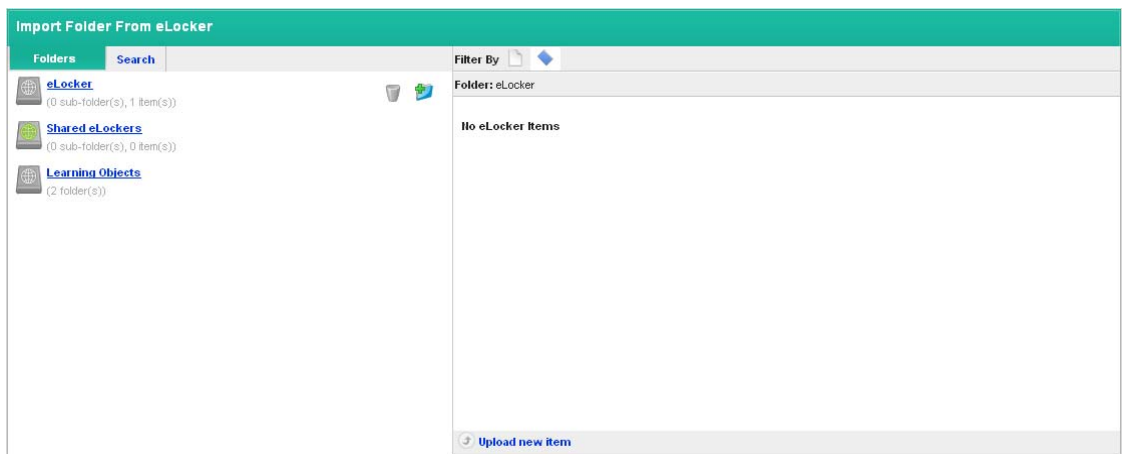


3. Click **View Folders**. The Folders for <Class/Group name> panel appears.



Type	Folder Name	Date Created	Featured	Global Editable	Sub-Folders	Resources
Class Folder	Homework	07/15/2009 4:37 PM	-	-	0	0
Class Folder	Short Stories Unit	07/15/2009 3:27 PM	-	-	0	5
Class Folder	Shakespeare Unit	06/06/2009 3:54 AM	Featured	Global Editable	0	15

4. Click the appropriate folder type tab:
- If you want to import a Class/Group folder, click the **Class/Group Folders** tab.
 - If you want to import a Team folder, click the **Team** tab.
 - If you want to import an Individual folder, click the **Individual** tab.
5. Click **Import <Folder Type> Folder**. The Import Folder From eLocker page appears.



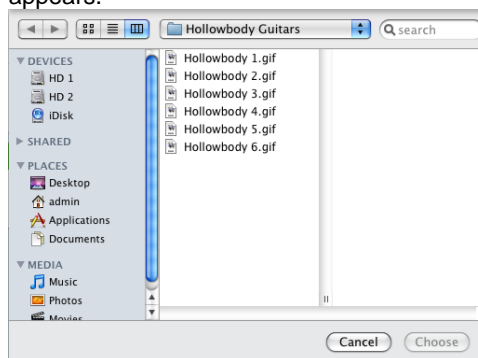
6. Click **Upload new item**. The Select a file to upload panel appears.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows file upload procedures are shown below:

Macintosh



- a. Click the **Choose File** button. The Finder appears.

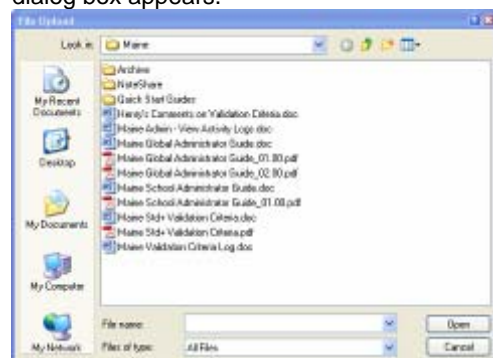


- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Choose** button. The dialog box closes and the Select a file to Upload panel reappears.

Windows

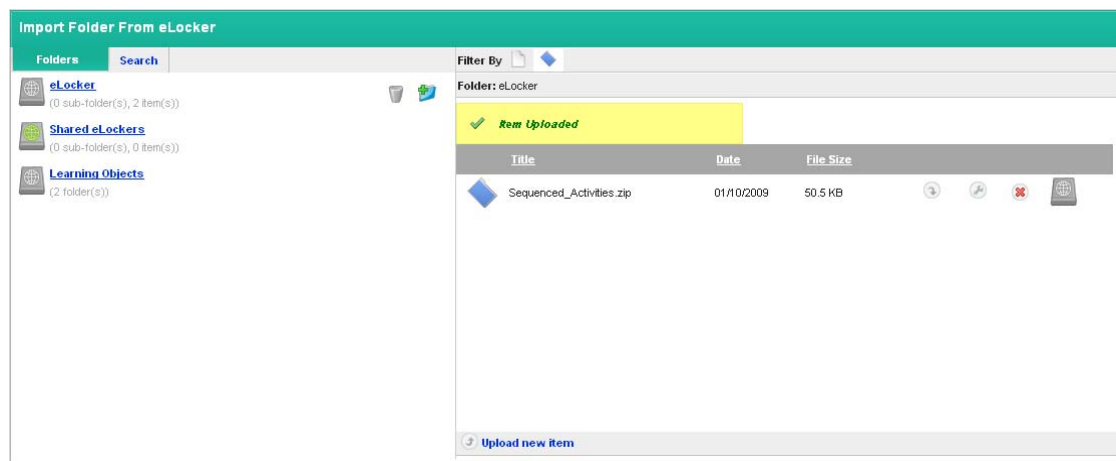



- a. Click the **Browse** button. The File Upload dialog box appears.



- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Open** button. The dialog box closes and the Select a file to Upload panel reappears.

7. Click the **Upload** button. The Activity is uploaded to your eLocker.



8. Click the **Import Folder from eLocker**  button.
 - If you are importing a Class/Group folder the folder is imported and the View Folder panel appears.
 - If you are importing a Team or Individual folder the Edit Access Rights panel appears.
9. If you are importing a Team or an Individual folder:

- a. Set the folder access rights.

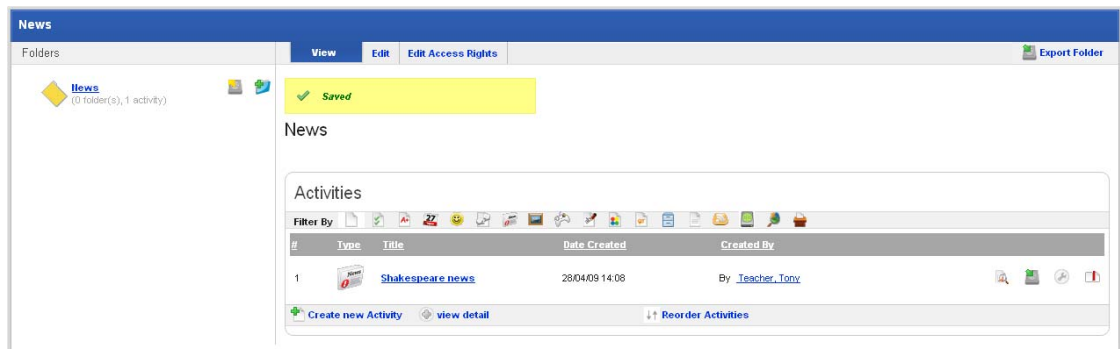


For information on setting Individual folder access rights refer to the [Set Access Rights to an Individual Folder](#) procedure.

For information on setting Team folder access rights refer to the [Set Access Rights to a](#)

[Team Folder](#) procedure.

- b. Click **Save**. The folder is imported and the View folder page appears.



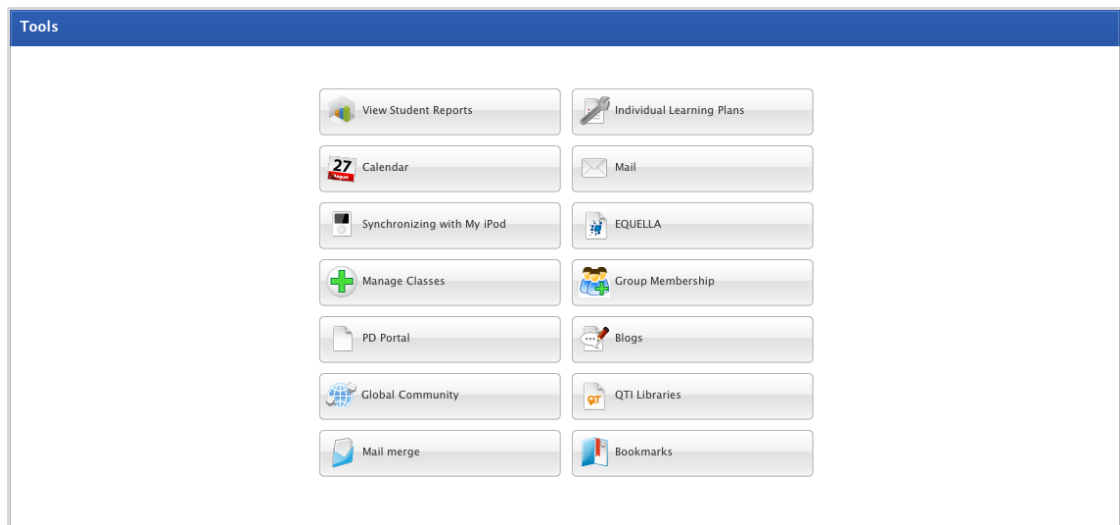
11 iPod Syncing

Studywiz provides the facility to synchronize Courses, Video, Audio and Calendar files to your iPod.

11.1 Download Activities to your iPod

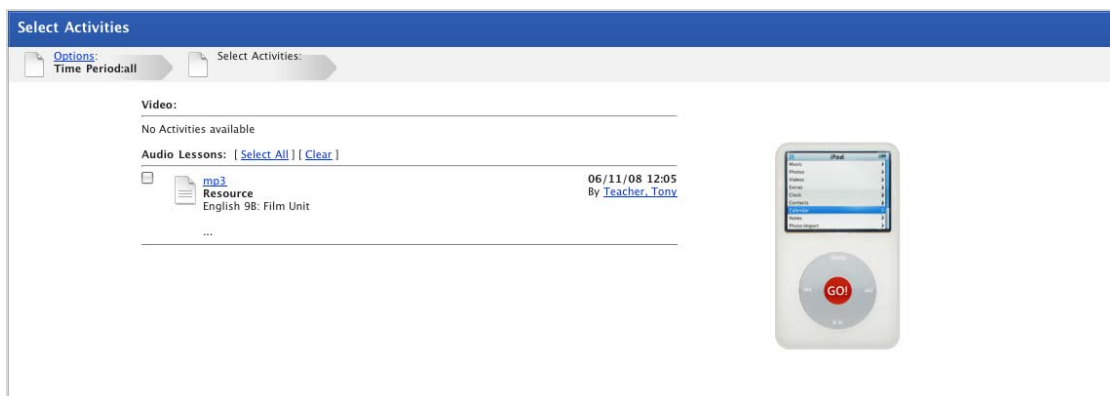
Follow the steps in this procedure to download Studywiz Activities to your iPod.

1. Click the **Tools** button. The Tools page appears.



2. Click the **Synchronizing with My iPod** button. The Options page appears.

3. From the **Select Time Period** list, select the time period you want to see.
4. From the **Select Activities to include** list select the Activity types you want to include.
5. If you want Global Activities to be available for download, select **Yes**. Otherwise leave the **No** option selected.
6. Click the **Next** button. The Select Activities panel appears.



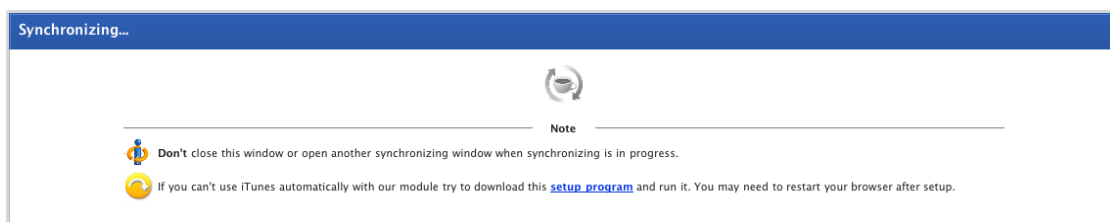
7. Select the Activities you want to download to your iPod using the checkboxes adjacent to each Activity title.



Activities you can synchronize include any type of iPod compatible audio file, any type of iPod compatible video file and any Studywiz calendars you have access to.

iPod compatible audio and video files include: m4v, mp4, m4a, mp3, mov, aiff, wav and aac.

8. Click the **Go!** button. The Synchronizing page appears.



The selected Activities are downloaded to your iPod.

12 Reports and Logs

Studywiz produces a number of reports depending on the features enabled on your Studywiz deployment. The four default reports are listed below:

- **Activity Reports**
- **Test Reports**
- **SCORM Course Reports**
- **Class List Reports.**



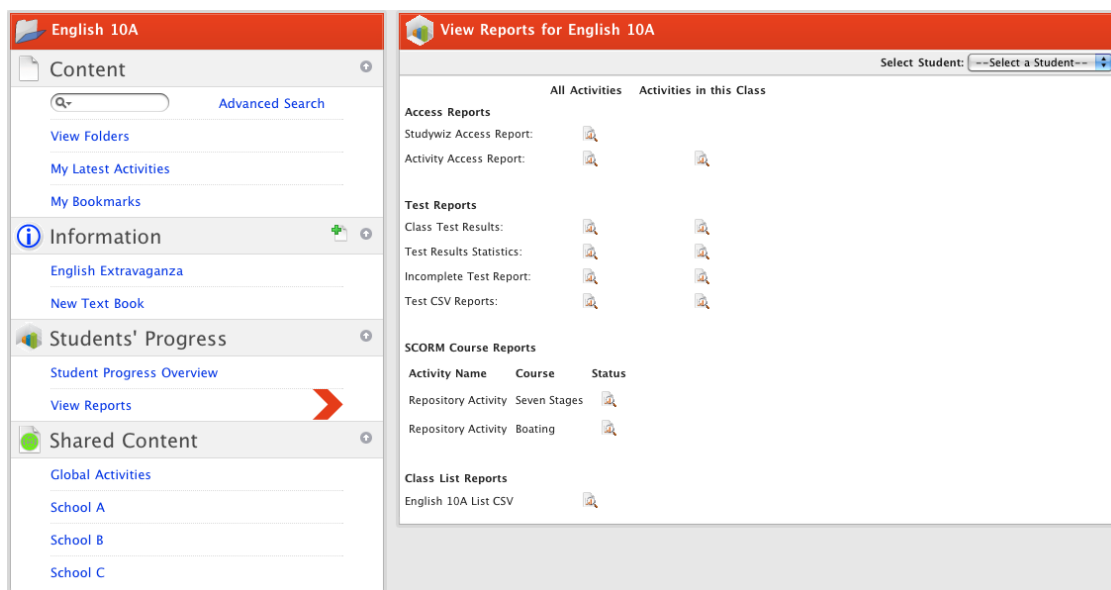
The **Back** button on the Tab Bar may not work while you are in the Reporting section. Use the other Studywiz buttons to navigate out of the Reporting section.

12.1 Open the Reports Page

Follow the steps in this procedure to open the Studywiz Reports page.

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
2. From the **Learning** drop-down list, select the Class or Group for which you want to view reports. The Learning page appears.

3. In the Students' Progress section, click **View Reports**. The reports for the class appear.



From this panel you can access any Studywiz Report for your Classes and Students.

- To view the Activity Reports for a selected student, select a student from the **Select Student** drop-down list.

Each Report type is described in the sections below.

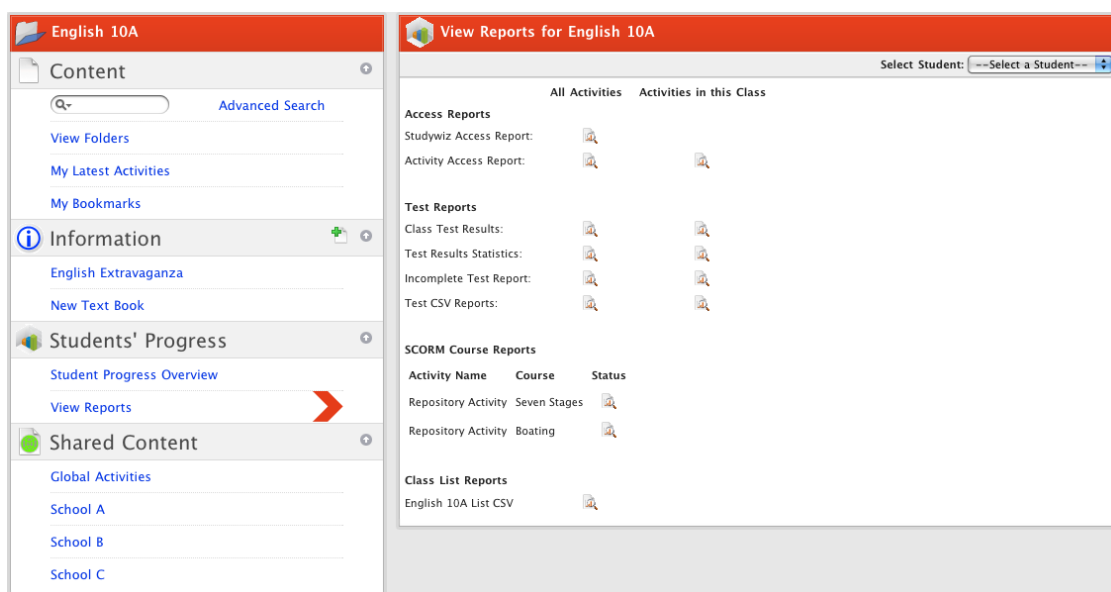
12.1.1 Activity Reports


Activity Reports tell you how many times each student has logged in to Studywiz, and how many times they have accessed each Activity in the selected Class.

12.1.1.1 Studywiz Access Report

The **Studywiz Access Report** shows a table of all Students in the Class, displaying how many times each Student has logged in to Studywiz and how many Activities they have accessed.

- Follow the [Open the Reports Page](#) procedure. The View Reports page is on the screen.



- Under **Activity Reports**, adjacent to **Studywiz Access Report**, click the **view**  button. The Studywiz Access Report for the Class you selected appears.

Studywiz Access Report			
English 10A			
Export			
Date: 07/05/09 14:38			
Student	Logged In	Logged Out	Viewed Activity
Student, Anthony	195	75	128
Student, Tony	211	93	152
Student2, Anthony	4	2	1
student24, student24	0	0	0
Student3, Anthony	3	2	0

- Click the links as shown in the table below to access the functions available from the Studywiz Access Report page.

Function	Link
Open User Details in a new window	Student's username
Open the Log-in Summary Report (See the Log In Summary Report section below)	Hyperlinked number in the Logged In or Logged Out columns
Open the Activity Access Report (See the Student Activity Access Report section below)	Viewed activity number
Export the Studywiz Access Report as a CSV file	Export

Log In Summary Report

The Log In Summary Report displays the date and time of each log in and log out of the selected student.

- Ensure that the Studywiz Access Report page is open.

Studywiz Access Report			
English 10A			
Export			
Date: 07/05/09 14:38			
Student	Logged In	Logged Out	Viewed Activity
Student, Anthony	195	75	128
Student, Tony	211	93	152
Student2, Anthony	4	2	1
student24, student24	0	0	0
Student3, Anthony	3	2	0

- Locate the student for whom you want to see the Log In Summary Report and click the number in either the **Logged In** or **Logged Out** column. The Log In Summary Report appears.

Log In Summary Report

[Return](#)

Student, Anthony

[Export](#)

Student: [Student, Anthony](#)
Date: 07/05/09 14:40

Displaying page 1 of 4 logins

Next

Logins

21/08/07 15:54
22/08/07 10:03
23/08/07 13:17
24/08/07 12:56
27/08/07 11:09
27/08/07 16:27
29/08/07 11:19

Displaying page 1 of 2 logouts

Next

Logouts

21/08/07 15:58
27/08/07 16:46
06/09/07 11:51
05/03/08 16:45
06/03/08 14:31
07/03/08 14:03
07/03/08 14:05

To return to the previous page, click **Return**.

Student Activity Access Report

The Student Activity Access Report displays the details of each time the selected student has accessed each activity. It includes the activity title, type, the number of times the student viewed it, when they first and last viewed the activity and the total viewing time.

1. Ensure that the Studywiz Access Report page is open.

Studywiz Access Report			
Return			
English 10A			
Export			
Date: 07/05/09 14:38			
Student	Logged In	Logged Out	Viewed Activity
Student, Anthony	195	75	128
Student, Tony	211	93	152
Student2, Anthony	4	2	1
student24, student24	0	0	0
Student3, Anthony	3	2	0

2. Locate the student for whom you want to see the report and click the number in the **Viewed Activity** column. The Student Activity Access Report appears.

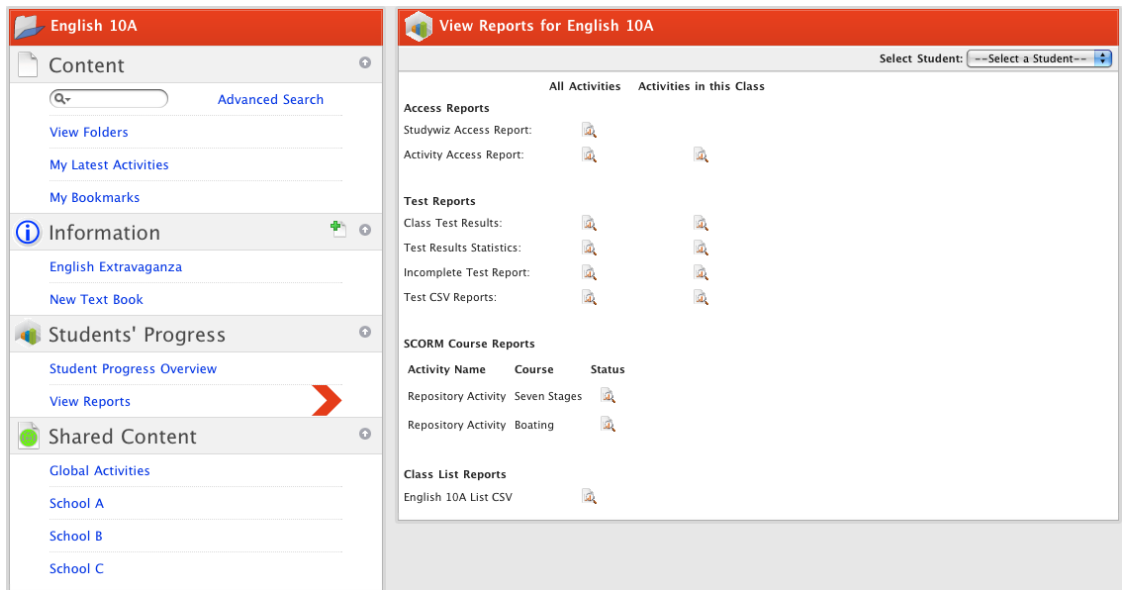
Studywiz Access Report					
Return					
Student, Anthony					
Export					
Student: Student, Anthony Date: 07/05/09 14:41					
Activity Title	Activity Type	Number of Views	First Viewed	Last Viewed	Total Duration
The Beach	Group Writing	1	05/05/09 15:46	05/05/09 15:46	1 min, 37 sec
Andy Warhol Assignment	Assignment	4	18/09/07 14:42	22/05/08 13:43	15 sec
School year discussion	Discussion	2	18/09/07 15:06	23/10/07 14:06	1 min, 10 sec
This is Group Writing	Group Writing	1	18/09/07 15:06	18/09/07 15:06	4 sec
Bladerunner	Multi-Media	1	09/11/07 10:01	09/11/07 10:01	1 min, 24 sec
Link test	Multi-Media	1	09/11/07 10:01	09/11/07 10:01	1 sec
Bridge to Wisemans Cove Assessment	QTAssessment	3	10/09/07 11:50	11/10/07 11:51	16 min, 2 sec
English in 2007 Survey	Survey	1	14/09/07 11:32	14/09/07 11:32	0 sec
End Survey Test	Survey	1	17/09/07 14:28	17/09/07 14:28	0 sec
Is Seinfeld Funny?	Vote	1	18/09/07 15:05	18/09/07 15:05	4 sec
Bliss - Ray Lawrence	QTAssessment	21	08/10/07 14:03	11/10/07 14:29	5 min, 4 sec
Anthony's Chat	Chat Room	2	08/10/07 09:33	08/10/07 09:44	22 min, 54 sec


To return to the previous page, click the **Return** link.

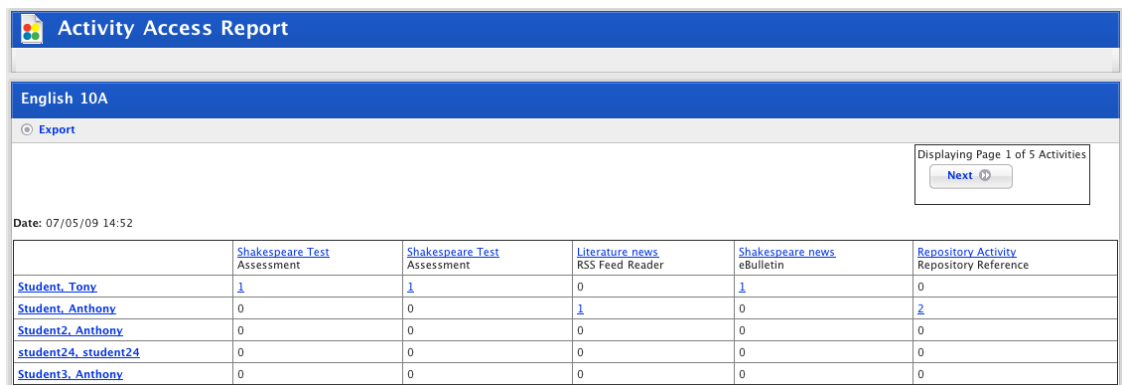
12.1.1.2 Activity Access Report

The **Activity Access Report** shows a table of all Students and all Activities for the Class, displaying how many times each Student has accessed each Activity.

1. Follow the [Open the Reports Page](#) procedure. The View Reports page is on the screen.



2. Click the Activity Access Report **view**  button for either all activities or just activities in the class. The report opens.



Activity Name	Course	Status
Shakespeare Test Assessment	Seven Stages	1
Repository Activity	Boating	2

3. Click the links as shown in the table below to access the functions available from the Activity Access Report page.

Function	Link
Open a User Details page in a new window	Student's username
Open an Activity	Activity name
Display the next page of Activities	Next
Display the previous page of Activities	Previous
Export the report as a CSV file	Export
Display Activity details	Hyperlinked numbers in the table

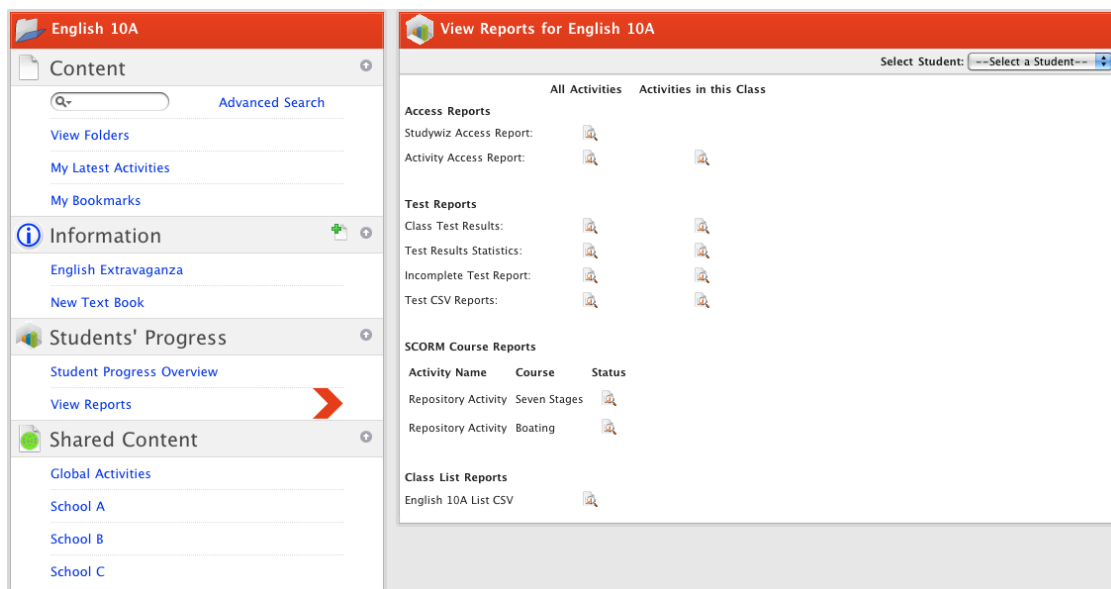
12.1.2 Test Reports

Test Reports display detailed information about your students' interaction with Tests for your classes. Six different types of Test Reports are available.

12.1.2.1 Class Test Results

The **Class Test Results** report shows a table of all Students in a Class and their results for each Test. You can also change the score required for Students to pass a test and instantly see how many Students have passed and failed.

- Follow the [Open the Reports Page](#) procedure. The View Reports page is on the screen.



- Under **Test Reports**, click the Class Test Results **view** button for either all activities or just activities in the class. The Class Test Results page appears.

Class Test Results			
English 10A			
<div>Export</div> <div> <div>Date: 04/06/09 12:18</div> <div> <div>Displaying Page 1 of 3 Assessments</div> <div>Next</div> </div> </div>			
Student	Assessment: Answer the questions	Assessment: Art History Test	Assessment: Art Test
Student, Tony	Not Started	40	20
Student, Anthony	0	0	Not Started
student24, student24	Not Started	Not Started	Not Started
Points Needed to Pass	<input type="text"/> <div>Update</div>	<input type="text"/> <div>Update</div>	<input type="text"/> <div>Update</div>
Passed	1	2	1
Failed	0	0	0
Not Finished	2	1	2

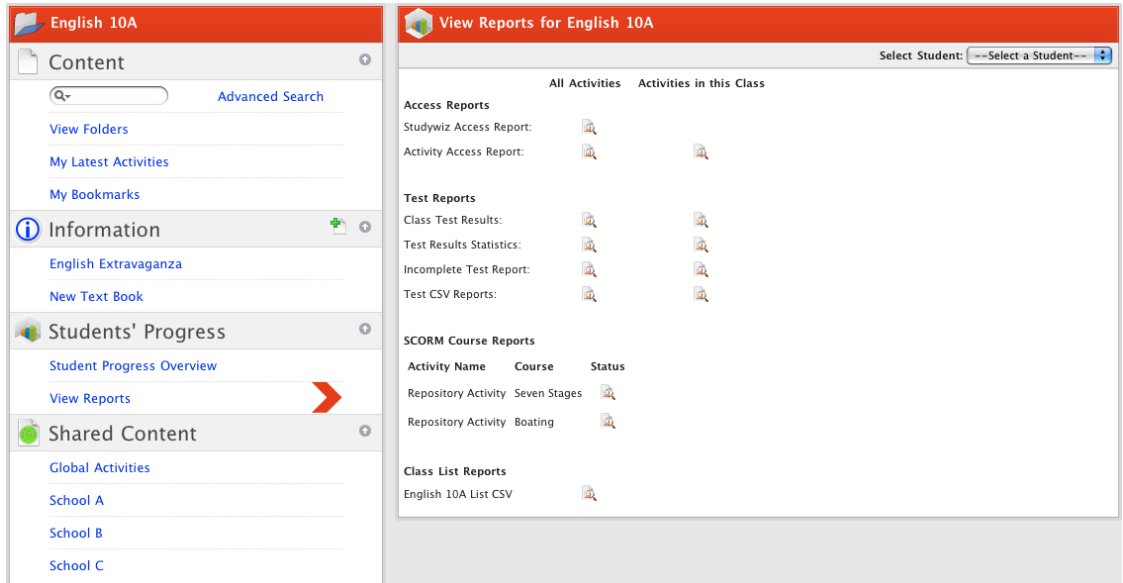
- Click the links as shown in the table below to access the functions available from the Class Test Results page.


Function	Link
Open User Details page in a new window	Student's username
Open a Student's results for a particular test	Test Score or Not Finished link
Change the Points needed to pass and update results	Enter a score in the Points Needed to Pass field and click Update
Display the next page of Test Results	Next button
Display the previous page of Test Results	Previous button
Export the report as a CSV file	Export

12.1.2.2 Test Results Statistics

The Test Results Statistics panel provides links to Detailed Reports and Distribution Reports for each Test for the Class. It shows every Test that has been completed by at least one Student.

1. Follow the [Open the Reports Page](#) procedure. The View Reports page is on the screen.



2. Under **Test Reports**, click the Test Result Statistics **view**  button for either all activities or just activities in the class. The Test Results Statistics page opens.

Test Results Statistics		
English 10A		
Date: 04/06/09 12:19		
	Detailed Report	Distribution Report
Answer the questions	view	view
Art History Test	view	view
Art Test	view	view
Literature 1	view	view
Literature Test	view	view
Shakespeare Test	view	view

Detailed Report

The **Detailed Report** gives a visual representation of the number of Students who got each question correct or incorrect and shows how many didn't attempt each question. The exact information displayed depends on the question type. Detailed Reports are a good way for teachers to check that they have set good questions. They can be viewed quickly in Class time to provide a quick means of conducting formative test.

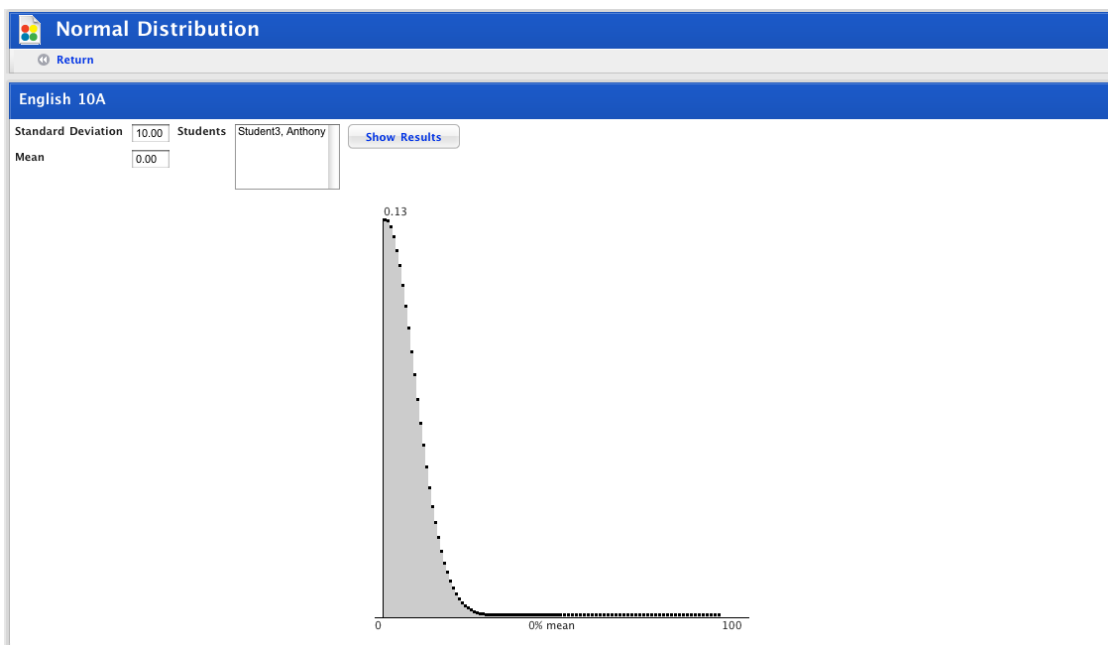
1. On the Test Results Statistics page, for the Test for which you want to see a report, click the **Detailed Report** link. The Detailed Report page appears.

Detailed Report		
Return		
Literature 1		
Question 1 (Multiple Answer) Question: Which are F Scott Fitzgerald novels? Correct Answer: 1, 3, 4		
1. The Great Gatsby	<div><div></div></div>	60%
2. As I Lay Dying	<div><div></div></div>	20%
3. The Beautiful and Damned	<div><div></div></div>	60%
4. Tender is the Night	<div><div></div></div>	20%
Not Attempted	<div><div></div></div>	20%

Distribution Report

The **Distribution Report** displays standardised Test results on a chart.

- On the Test Results Statistics page, for the Test for which you want to see a report, click the **Distribution Report** link. The Normal Distribution page appears.

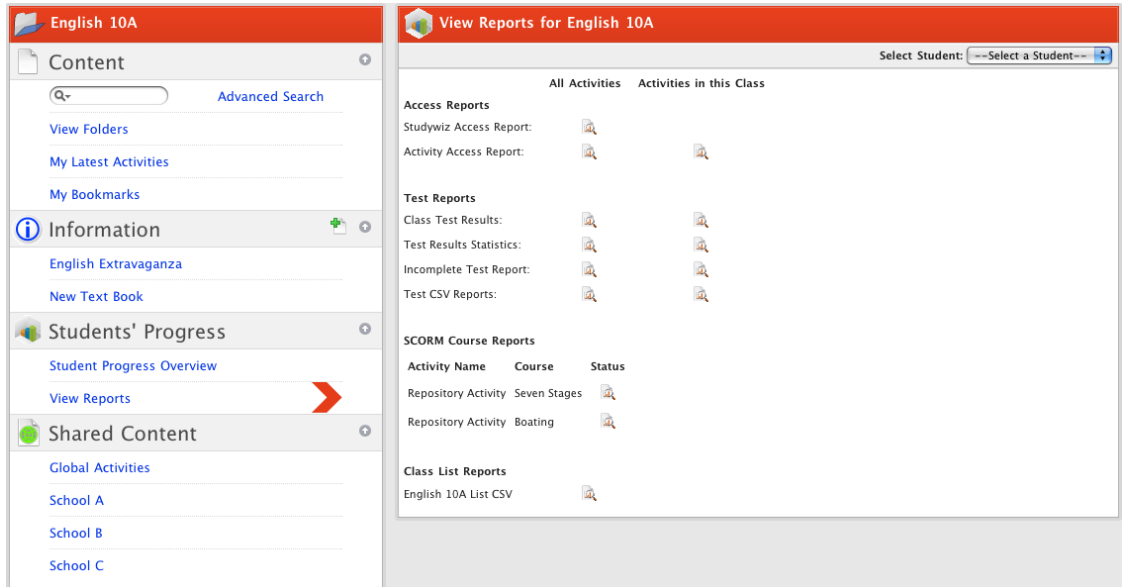



- To see individual Students' results on the chart, select Students from the list and click the **Show Results** button. The Student's results appear as a green line on the chart.

12.1.2.3 Incomplete Test Report

The Incomplete Test Report provides a list of all tests that have not been finished by all students in the class (including tests that have not been started).

- Follow the [Open the Reports Page](#) procedure. The View Reports page is on the screen.



- Under **Test Reports**, click the Incomplete Test Report **view**  button for either all activities or just activities in the class. The Incomplete Test Report page opens.

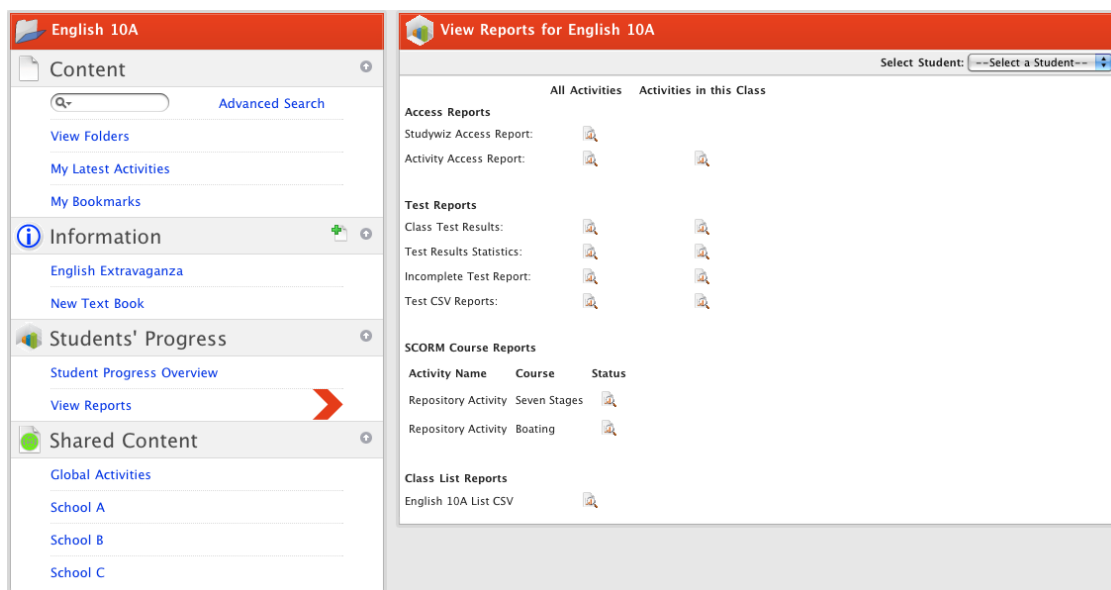
Incomplete Test Report	
English 10A	
Date: 04/06/09 12:20	
	Detailed Report
Art History Test	view
assignment Calendar	view
Literature 1	view
Shakespeare Test	view
Shakespeare Test	view
Simpsons Game	view

- Under **Detailed Report** click **view**. The Incomplete Test Report detail appears. This report shows which Students have started each test, when they started and also shows which Students haven't started each test.

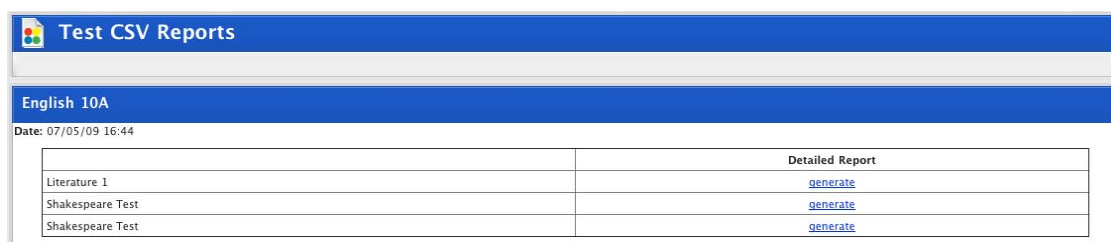
12.1.2.4 Test CSV Reports

Test CSV Reports provide a link for each test to comprehensive test score information.

- Follow the [Open the Reports Page](#) procedure. The View Reports page is on the screen.



- Under **Test Reports**, click the Test CSV Reports **view** button for either all your activities or just activities in the class. The CSV Export page opens.

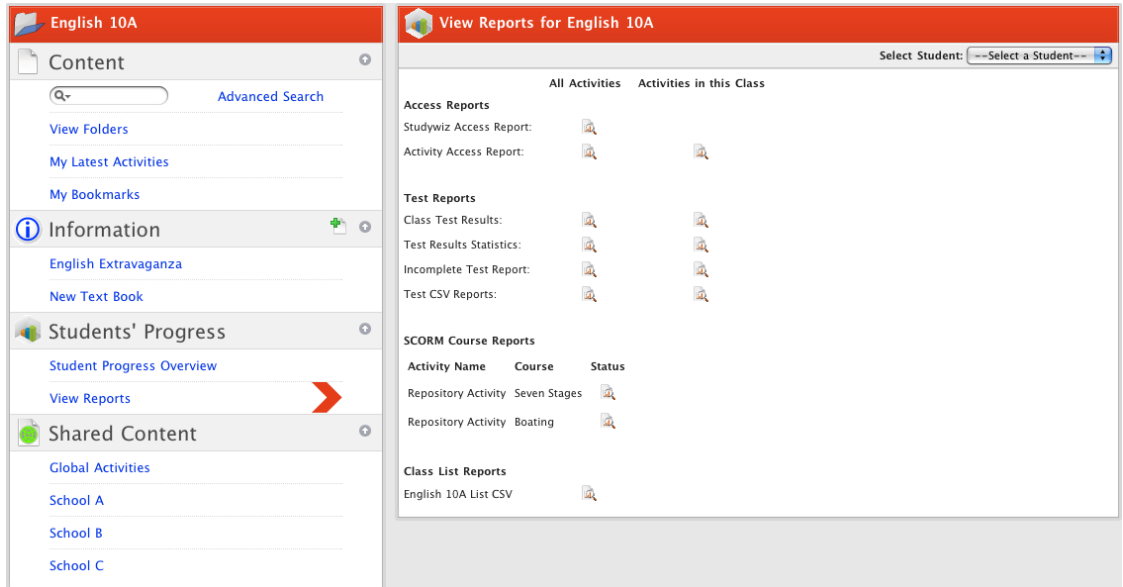



- Click **generate**. A single CSV file is produced for the Class that shows for all Tests for a Class:
 - Test name
 - Student name
 - Question number
 - Maximum possible points
 - Points scored by Student
 - Student's answer.

12.1.3 SCORM Course Reports

SCORM Course reports show the course results for all Students who attempted the selected course. From the SCORM Results page you can also download a CSV version of the report.

- Follow the [Open the Reports Page](#) procedure. The View Reports page is on the screen.



- Under **SCORM Course Reports**, adjacent to the SCORM Course you wish to view the results of, click the **view**  button. The SCORM Results page appears.

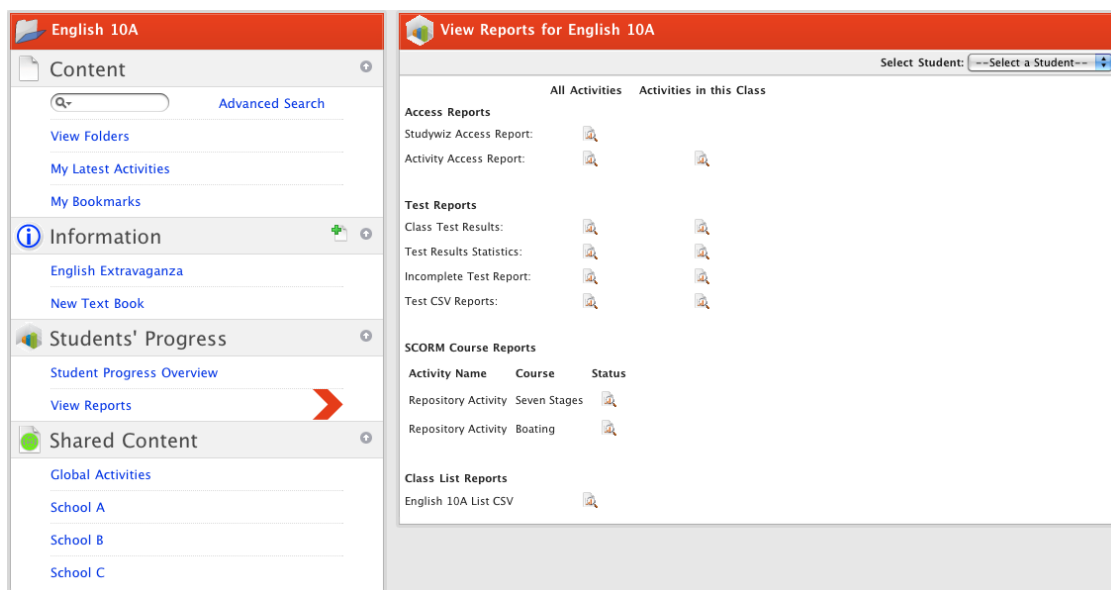
SCORM Results on Course "Boating" for English 10A			
Download CSV Version Report			
Student Name	Total Scores	Total Time	
Student, Anthony	0.0	00:00:41.058	View Details
Student, Tony	N/A	N/A	View Details
Student2, Anthony	0.0	00:00:29.261	View Details
student24, student24	N/A	N/A	View Details
Student3, Anthony	N/A	N/A	View Details

- If you want to view more details of the course and the report, click the **View Details** link.
- If you want to download a CSV version of the report, click the **Download CSV Version Report** button and follow the download procedure. The behaviour of this function depends on your operating system and browser settings.

12.1.4 Class List Reports

The Class List Reports allow you to export the Class list as a CSV file.

- Follow the [Open the Reports Page](#) procedure. The View Reports page is on the screen.



2. Click the **Class List CSV** view  button. The Class list is exported.

The behaviour of this function depends on your operating system and browser. On some systems the CSV file will appear in the browser; on other systems you may see a dialog box prompting you to open or download the file.

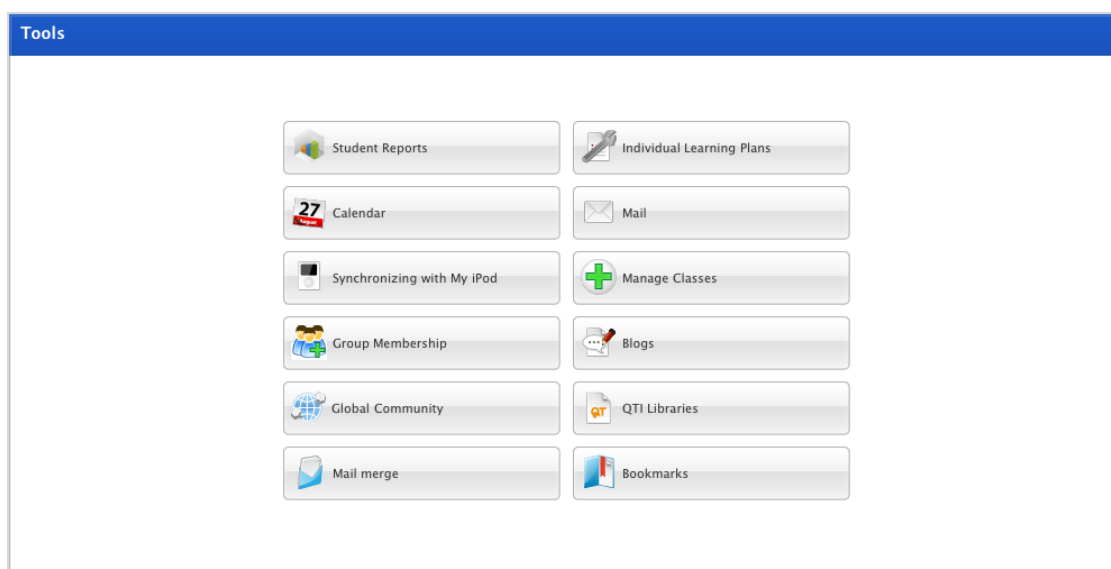
12.2 Activity Logs

Studywiz Activity Logs record every log-in, log-out and Activity access for each user within your classes and groups. The Activity Log Search searches this list of events for the keywords you enter and allows you to produce a report on log-ins, log-outs and the use of Activities within your classes.

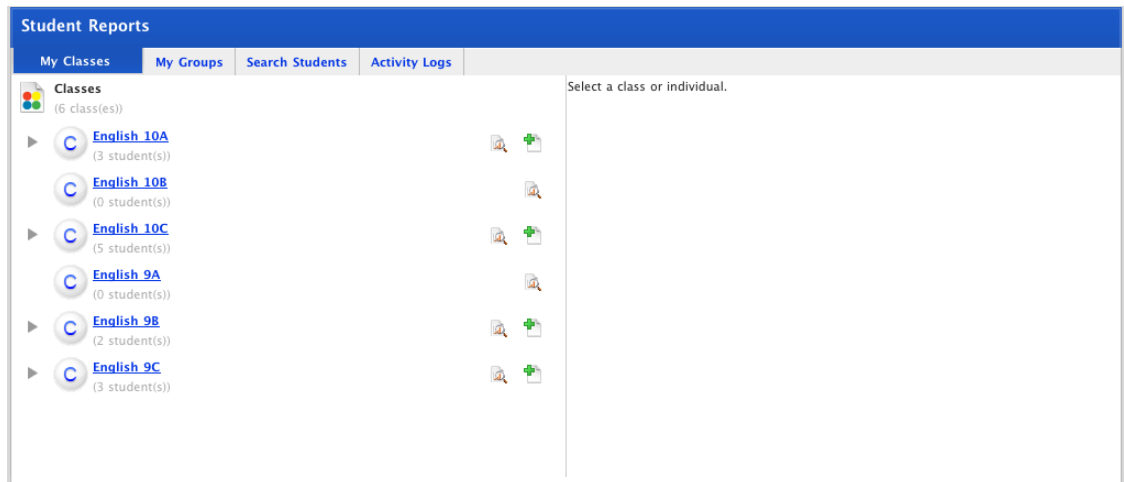
12.2.1 Basic Search

Follow the steps in this procedure to do a basic activity log search.

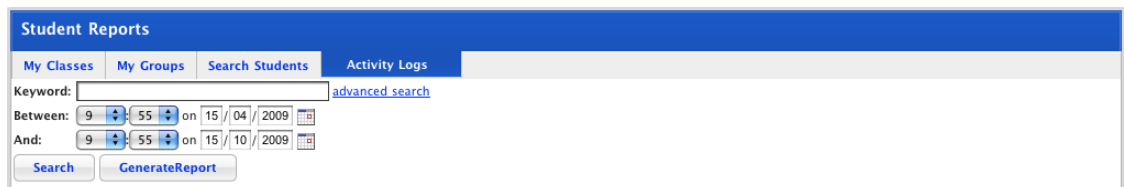
1. Click the **Tools** button. The Tools page appears.



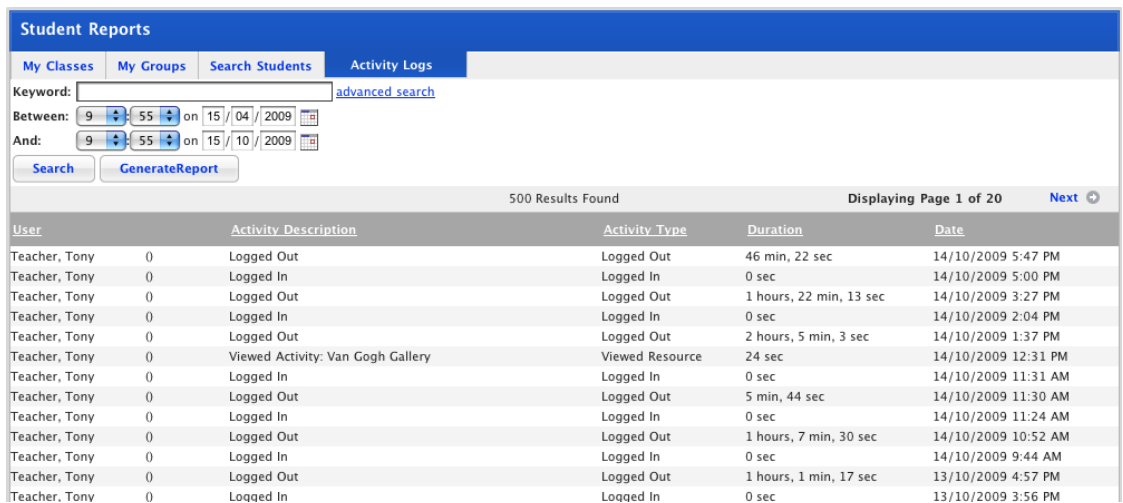
2. Click the **Student Reports** button. The Student Reports page appears.



3. Click the **Activity Logs** tab. The Activity Logs panel appears.



4. In the **Keyword** field, enter your search terms:
- to see a report of log ins, log outs and Activities viewed, leave the **Search Criteria** field empty.
 - to see a report of log ins only, type **logged in**
 - to see log outs enter **logged out**
 - to see a report of log ins and log outs, type **logged**
 - to see a report of Activities viewed, type **viewed**.
5. If you want to search for Activities between particular dates, select the dates from the **Between** and **And** date fields.
6. Click the **Search** button. A list of search results appears.



User	Activity Description	Activity Type	Duration	Date
Teacher, Tony	0	Logged Out	46 min, 22 sec	14/10/2009 5:47 PM
Teacher, Tony	0	Logged In	0 sec	14/10/2009 5:00 PM
Teacher, Tony	0	Logged Out	1 hours, 22 min, 13 sec	14/10/2009 3:27 PM
Teacher, Tony	0	Logged In	0 sec	14/10/2009 2:04 PM
Teacher, Tony	0	Logged Out	2 hours, 5 min, 3 sec	14/10/2009 1:37 PM
Teacher, Tony	0	Viewed Activity: Van Gogh Gallery	24 sec	14/10/2009 12:31 PM
Teacher, Tony	0	Logged In	0 sec	14/10/2009 11:31 AM
Teacher, Tony	0	Logged Out	5 min, 44 sec	14/10/2009 11:30 AM
Teacher, Tony	0	Logged In	0 sec	14/10/2009 11:24 AM
Teacher, Tony	0	Logged Out	1 hours, 7 min, 30 sec	14/10/2009 10:52 AM
Teacher, Tony	0	Logged In	0 sec	14/10/2009 9:44 AM
Teacher, Tony	0	Logged Out	1 hours, 1 min, 17 sec	13/10/2009 4:57 PM
Teacher, Tony	0	Logged In	0 sec	13/10/2009 3:56 PM

7. To see subsequent pages of the report, click **Next**. The next page appears.

8. To produce the full report, click the **Generate Report** button. The Report Generation Results panel appears.
9. Click **view report**. The report opens.



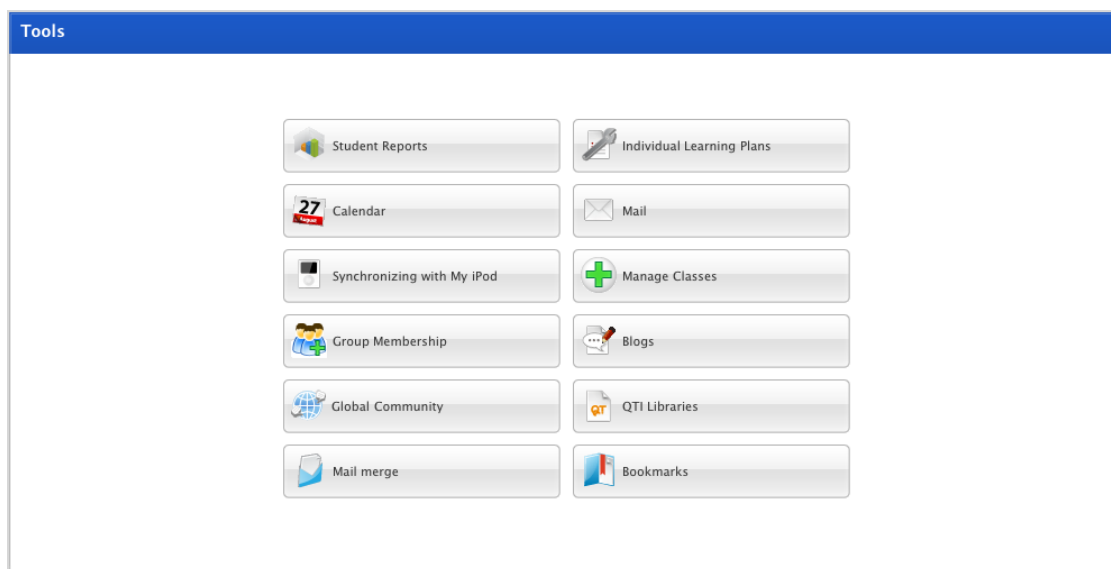
How the report opens varies according to the browser you are using.

12.2.2 Advanced Search

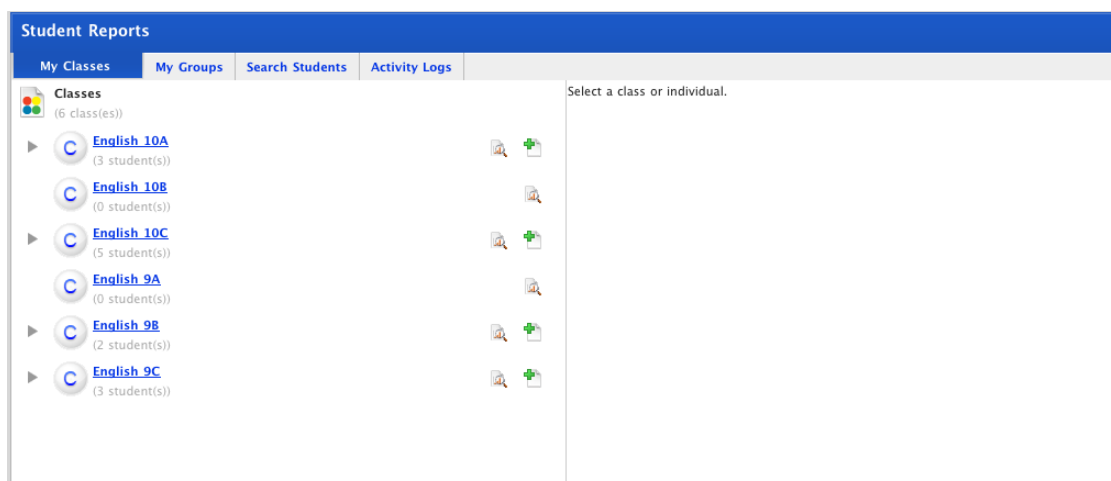
Follow the steps in this procedure to do an advanced activity log search.

Conducting an Advanced search allows you to target your search according to Class or Individual.

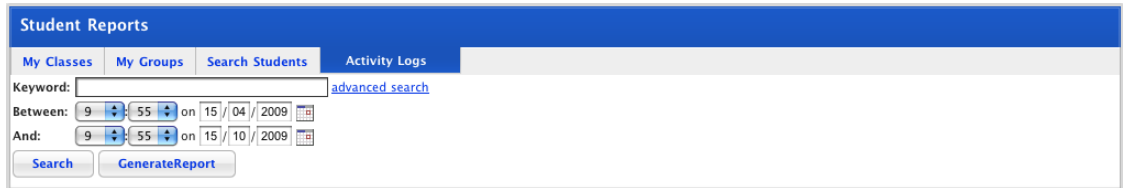
1. Click the **Tools** button. The Tools page appears.



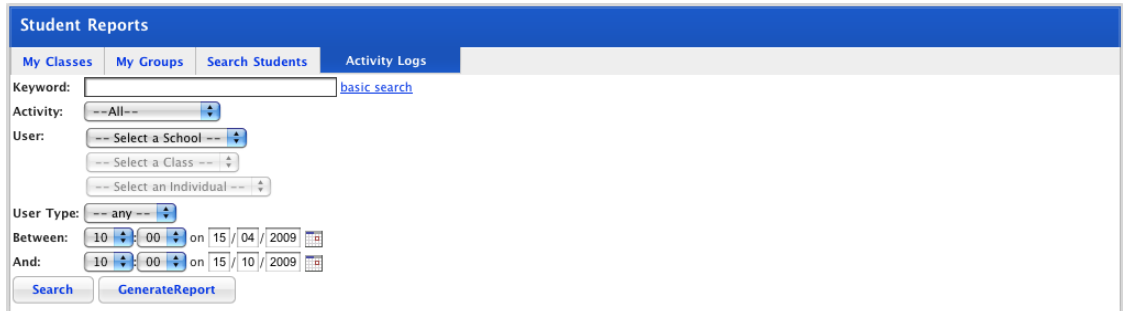
2. Click the **Student Reports** button. The Student Reports page appears.



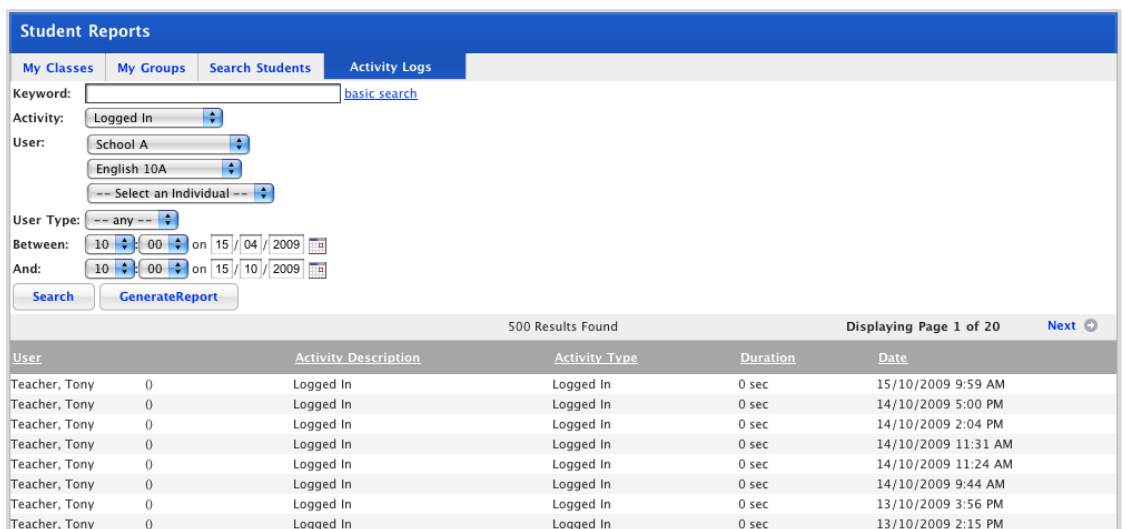
3. Click the **Activity Logs** tab. The Activity Log panel appears.



4. Click the **Advanced Search** link. The advanced search options appear.



5. In the **Keyword** field, enter your search terms.
6. If you want to search for Activities between particular dates, select the dates from the **Between** and **And** date fields.
7. From the Activity drop-down list select:
 - **Logged In**
 - **Logged Out**
 - **Unknown Activity** or
 - **Viewed Activity**.
8. If you want to search for logs on a particular Class or Individual, from the **User** drop-down lists select the appropriate items.
9. Click the **Search** button. A list of search results appears.



User	Activity Description	Activity Type	Duration	Date
Teacher, Tony	0	Logged In	0 sec	15/10/2009 9:59 AM
Teacher, Tony	0	Logged In	0 sec	14/10/2009 5:00 PM
Teacher, Tony	0	Logged In	0 sec	14/10/2009 2:04 PM
Teacher, Tony	0	Logged In	0 sec	14/10/2009 11:31 AM
Teacher, Tony	0	Logged In	0 sec	14/10/2009 11:24 AM
Teacher, Tony	0	Logged In	0 sec	14/10/2009 9:44 AM
Teacher, Tony	0	Logged In	0 sec	13/10/2009 3:56 PM
Teacher, Tony	0	Logged In	0 sec	13/10/2009 2:15 PM

- To see subsequent pages of the report, click Next. The next page appears.
10. To produce the full report, click the **Generate Report** button. The Report Generation Results panel appears.

11. Click **view report**. The report opens.



How the report opens varies according to the browser you are using.

13 New Students

13.1 Add New Students

New students are usually added by Studywiz Administrators.

If you have new students in your class, they will need to be added to the Studywiz deployment. Contact your Studywiz Administrator to have new students added.

13.2 Send Induction Letters to a whole Class

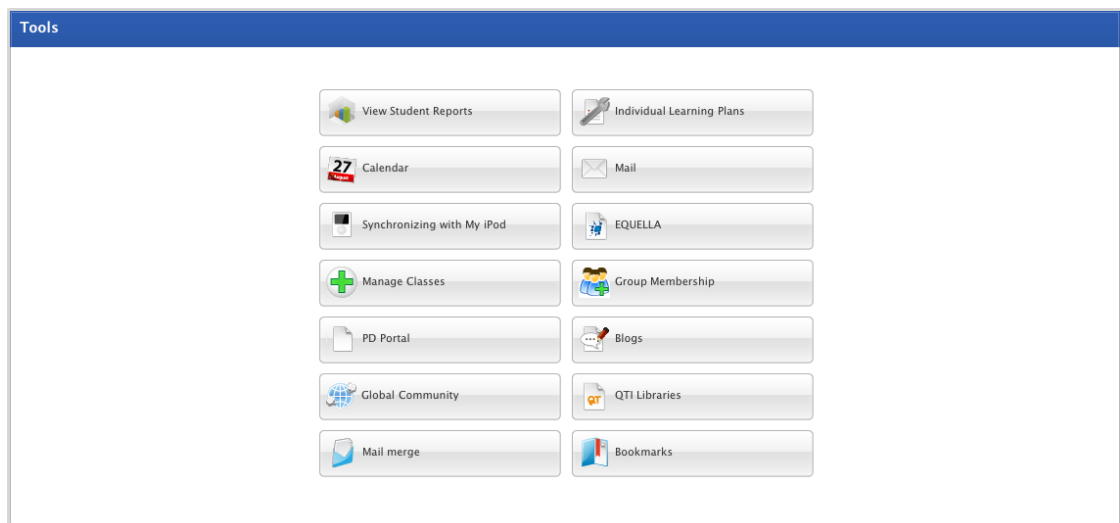
After new users have been added to Studywiz by your Studywiz Administrator, you can introduce the new students to Studywiz by creating Studywiz Induction Letters. Induction letters are created, stored and delivered using the Studywiz Mail Merge feature.

Follow this procedure once you have created an appropriate induction letter template. To create a new template, follow the [Create a New Induction Letter Template](#) procedure below.

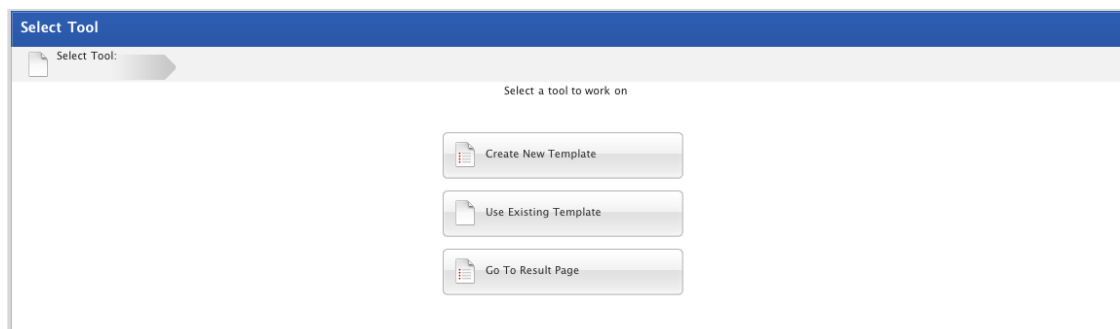


As you create a letter, search for users and then send or generate the letter, you can use the crumb trail or the **Next** and **Back** buttons to navigate through the Mail merge process.

1. On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



2. Click the **Mail merge** button. The Select Tool page appears.



- Click the **Use Existing Template** button. The Select Template panel appears.

Select Template

Select a template to use

Template Name	Date Created	Owner
<input type="radio"/> Groups	01/07/08	Admin, Tony
<input type="radio"/> New Parent Welcome	07/04/08	Admin, Default
<input type="radio"/> New Student Welcome	27/03/08	Admin, Default
<input type="radio"/> New Template	23/06/08	Admin, Default
<input type="radio"/> Studywiz Groups	07/04/08	Admin, Default

☐ Create New Template

Back Next



If you want to create a new template select the **Create New Template** option and follow the [Create a New Induction Letter Template](#) procedure from step 3.

- Select the existing template that you want to use.
- Click the **Next** button. The Write Letter page appears.

Write Letter

Edit

Title: New Student Welcome

Share ☒

Rich Text Editor:

Welcome to Studywiz!

Hi ~First Name~,

Your Studywiz account has been set up. Log in using the account details below:

~User Name~

~Password~

You are enrolled in the following classes:

~Classes~

Log in and have a look around!

Regards,

~Teacher Name~

Save As... Cancel

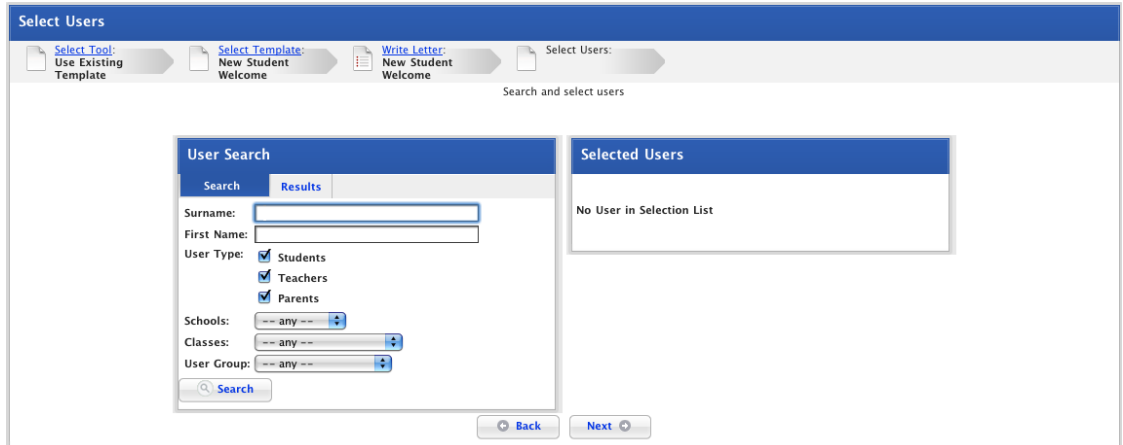
Back Next

- If you want to you can edit or adjust the letter to fit your purposes.

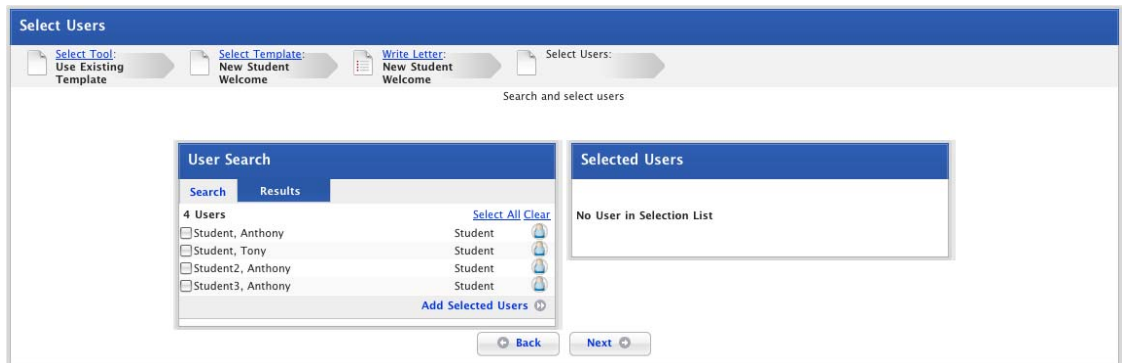
To save the changes to the letter, click the **Save** button.

To save the letter as a new template, click the **Save As** button.

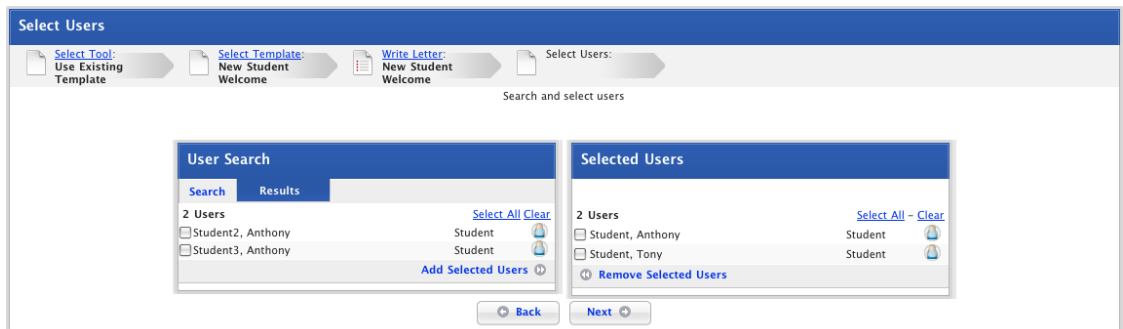
- Click the **Next** button. The Select Users page appears.



8. In the User Search panel, enter your search terms.
9. Click the **Search** button. The search results appear.



10. In the User Search panel, use the checkboxes to select the users to whom you want to send the induction letters.
11. Click **Add Selected Users**. The users are moved to the Selected Users panel.




To add more users, in the User Search panel, click the **Search** tab and repeat steps 7 to 11.

12. Click the **Next** button. The Generate Output panel appears.

From this page you can either generate a PDF document that you can then download and print, or you can send the letter as a message or as a message attachment. Follow the appropriate procedure below.

13.2.1 Generate a PDF document

To convert the letter to a PDF file and then download it, follow this procedure.

The Generate Output page is on the screen.

1. Ensure that the **Generate PDF** option is selected


2. Select the Generate PDF options:

If you want to generate separate PDF files for all the selected users, select the **Individual Letters** option.

If you want to generate a single PDF file for all the selected users, select the **All In One Letters** option.

3. To preview the letter, click **Generate Preview**.

4. Click the **Generate** button. The Generating Letter panel appears and is replaced by the Result page.

5. To download a PDF file of the letter or letters, click the **Download** button  adjacent to the file(s). The PDF file downloads according to your operating system and browser configurations.

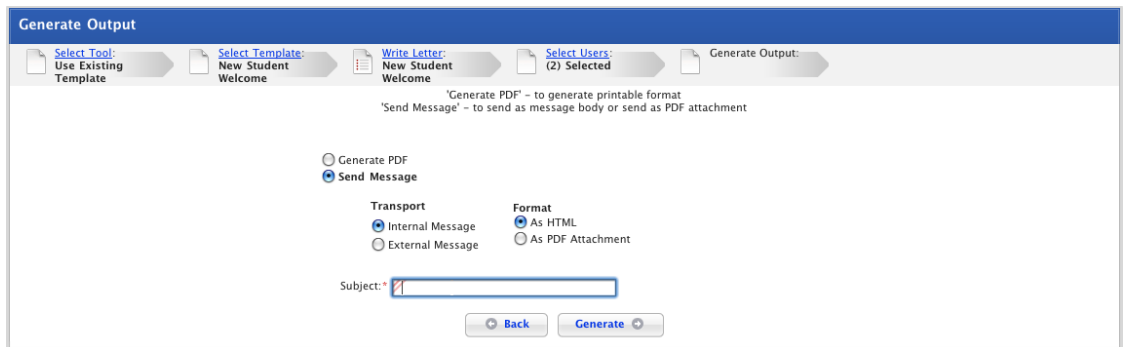
6. Use the crumb trail at the top of the page or the Studywiz tab bar to continue working with Studywiz.

13.2.2 Send the letter as a Message

To send the letter as an internal Studywiz message or as an external email message or as a message attachment, follow this procedure.

The Generate Output page is on the screen.

1. Select the **Send Message** option. The additional send message options appear.



2. Select the message **Transport** options:



The option to send an Induction Letter as an external message may not be enabled on your Studywiz deployment.

To send the letter internally through the Studywiz messaging system, select the **Internal Message** option.

To send the letter as an external email message, select the **External Message** option.



Before you select this option, ensure that the user has a valid email address listed in their user details.

3. Select the message **Format** options:

To contain the letter within the message/email, select the **As HTML** option.

To send the letter as a PDF attachment to the message/email, select the **As PDF Attachment** option.

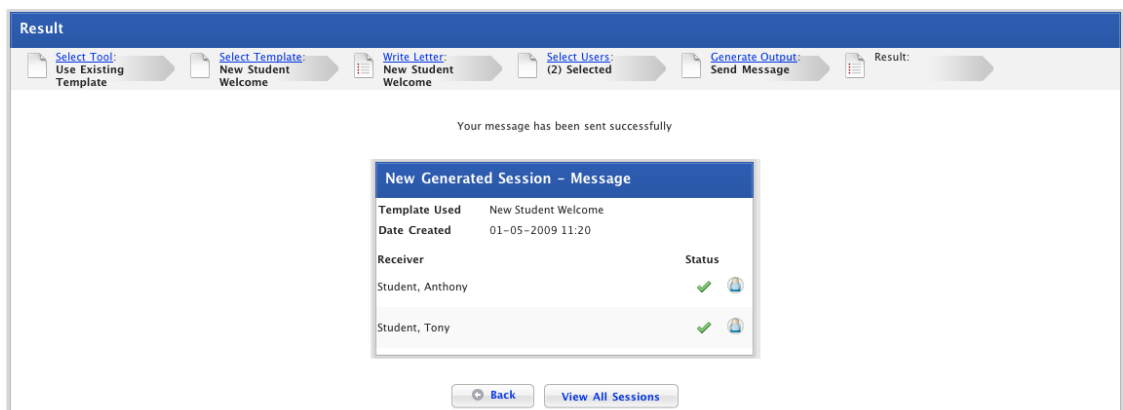
4. In the **Subject** field, type a title for the Message.

5. If you selected the **As PDF Attachment** option, add a message in the **Body** field.



The body field will only appear if you have selected the **As PDF Attachment** option.

6. Click the **Generate** button. The message is sent and the Results page appears.



The results page shows if the user has received the message or not.

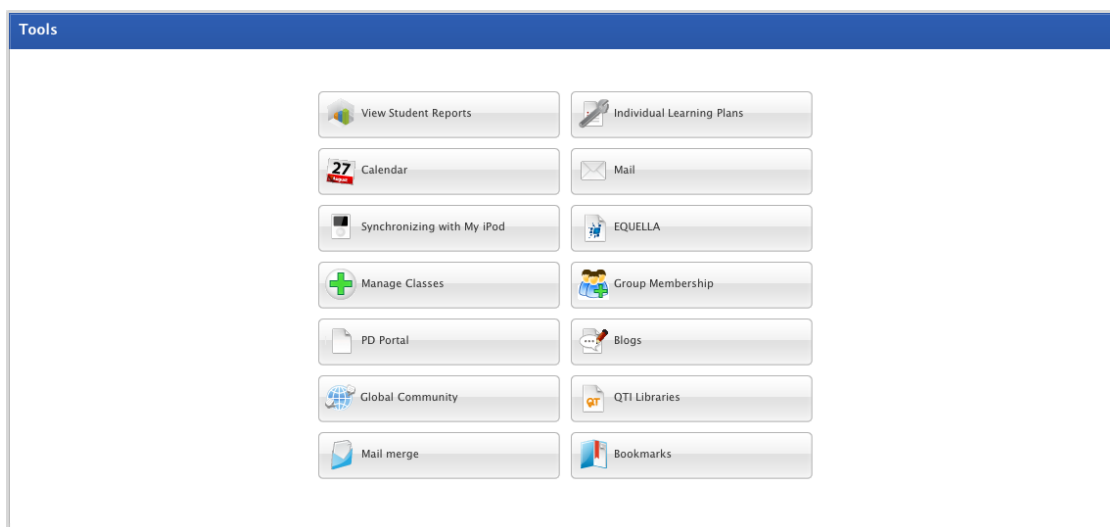
7. To see the results of all your sent Induction Letters, click the **View All Sessions** button. The All Sessions panel appears.

8. Use the crumb trail at the top of the page or the Studywiz tab bar to continue working with Studywiz.

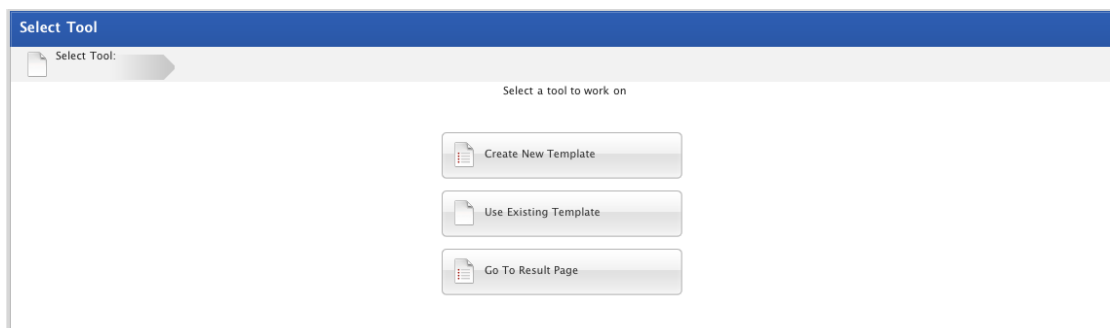
13.3 Create a New Induction Letter Template

To create a new letter template that you can send straight away as well as save for use later on, follow the procedure below.

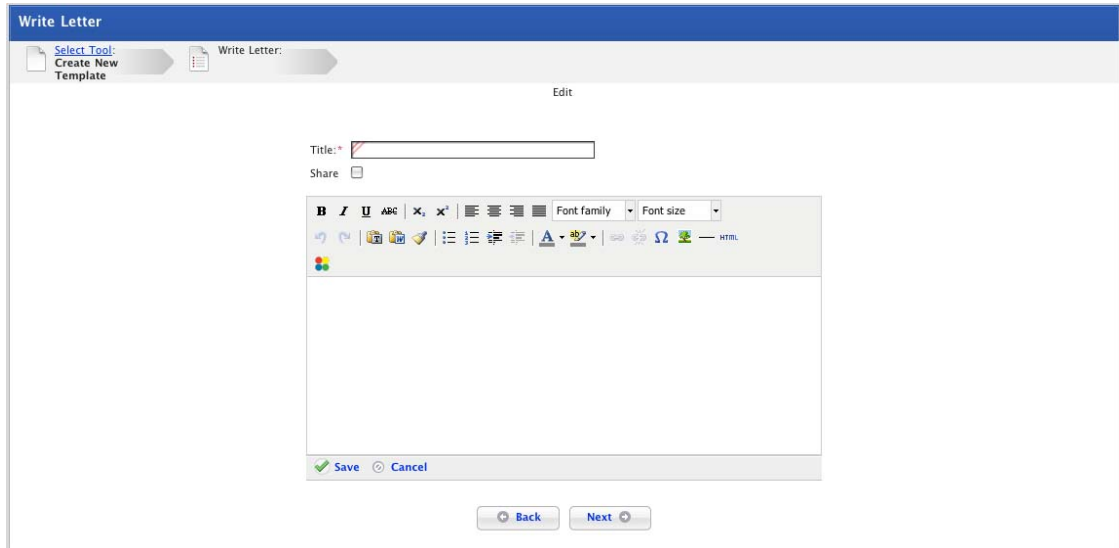
1. On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.




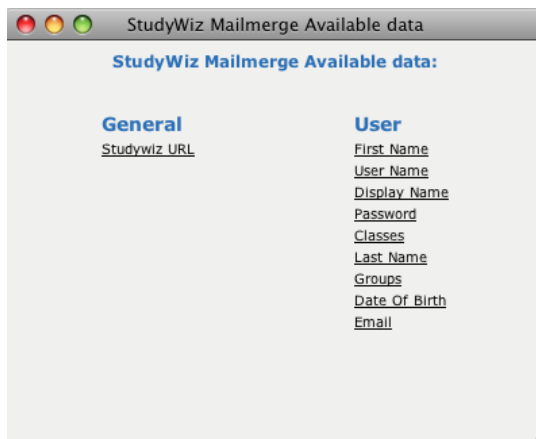
2. Click the **Mail merge** button. The Select Tool page appears.



3. Click the **Create New Template** button. The Write Letter page appears.



4. In the **Title** field, type a letter template title.
5. If you want to share the letter template, select the **Share** checkbox. A shared letter template will be available to other admin users and teachers.
6. Type your letter in the field provided.
7. If you want to format the text, use the [Rich Text Editor](#) menu above the text field.
8. If you want to add personalised information to the letter template follow these steps:
 - a. Click the area in the text box where you want to insert the personalised information.
 - b. In the rich text editor menu, click the **Studywiz Mail merge**  button. The Studywiz Mail merge Available data window appears.



- c. Click the personalised information you want to add. The window closes and personalised text is added. The personalised information is displayed in the letter template between tildes. For example a password would be displayed in the template as: ~Password~. When each letter is generated the selected user's password will be displayed.



Once the personalised information is added do not move it around within the letter because you will break the code and the personalised information will not generate correctly.

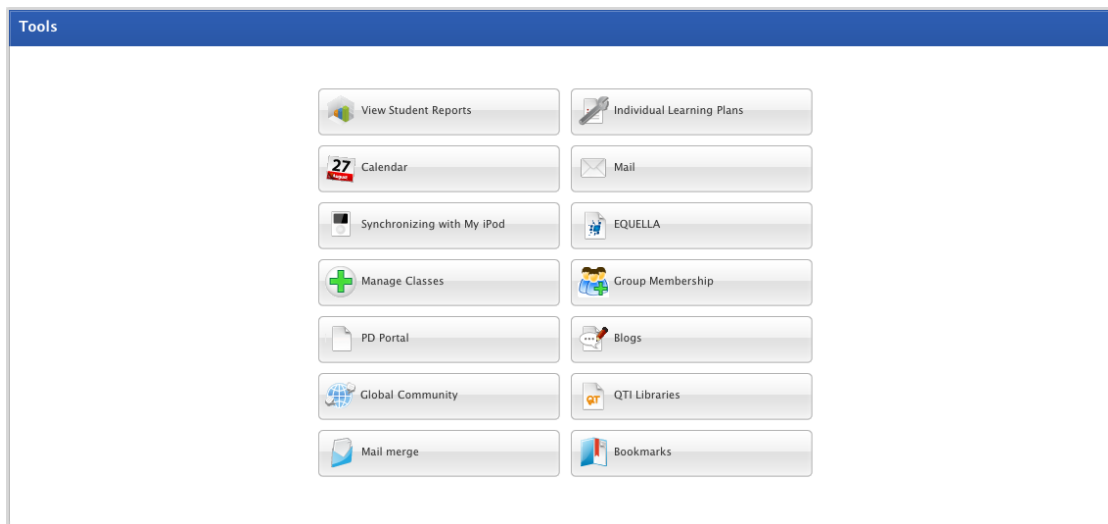
- d. To add more personalised information, repeat the preceding 3 steps.

9. Click **Save**. The letter is saved. It can now be selected from the Select Template page.
10. If you want to select users and then send or generate the letter, click the **Next** button, and follow the [Send Induction Letters](#) procedure from step 8.

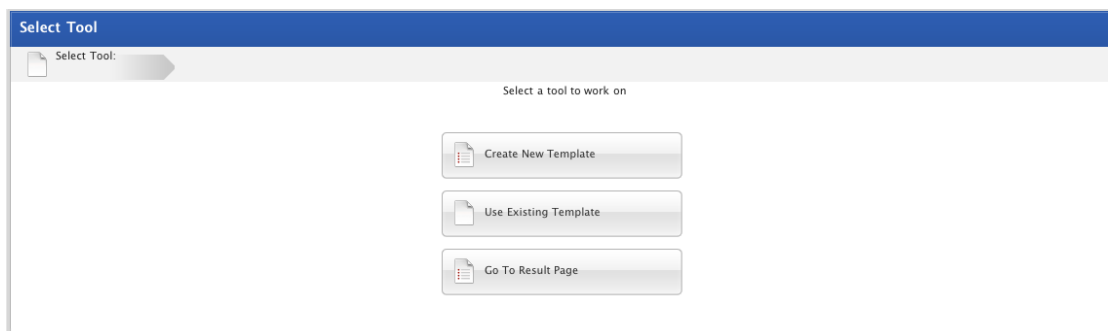
13.4 View the Result Page

Follow this procedure to view the results of all your sent induction letters and also all sent email notifications.

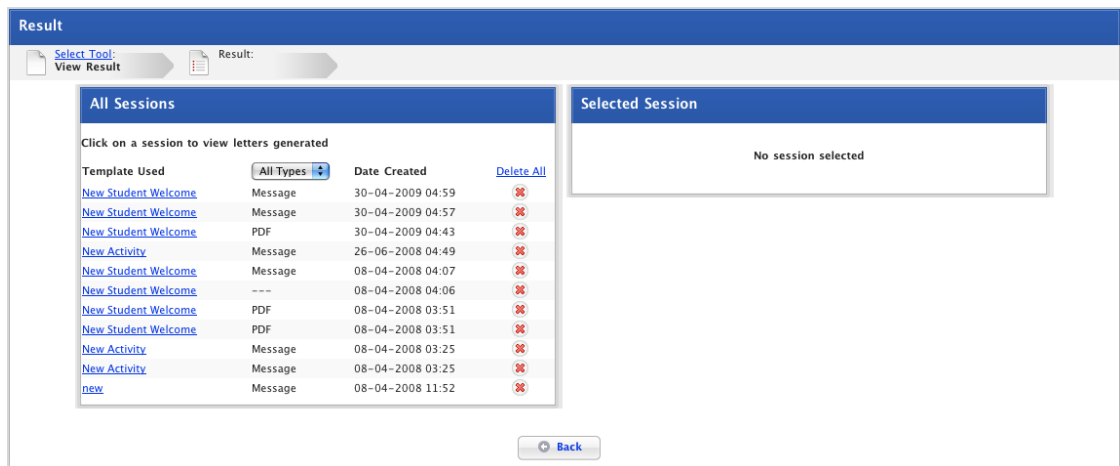
1. On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



2. Click the **Mail merge** button. The Select Tool page appears.




3. Click the **Go To Result Page** button. The Results page appears.



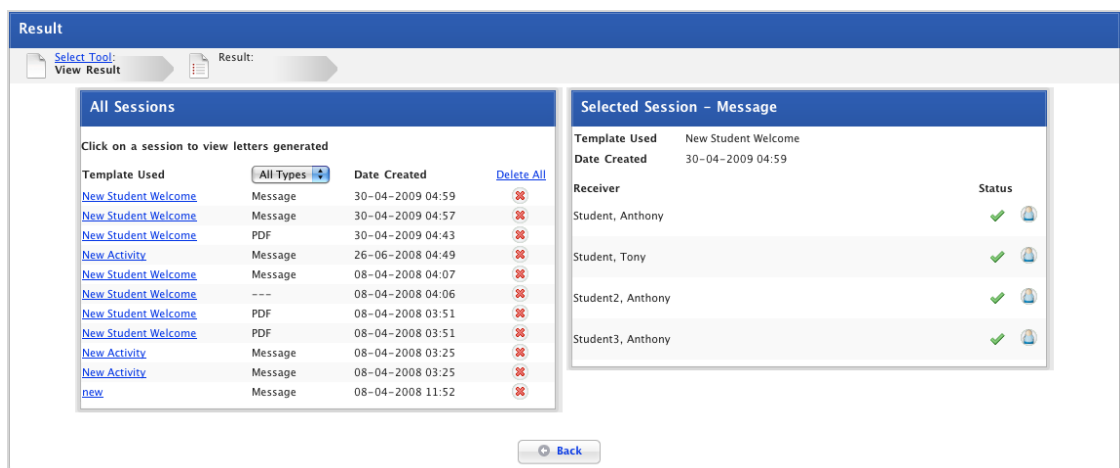
4. To filter the sessions by letter type, select a format from the **All Types** drop-down list.



5. To delete Session content:

Click the **Delete**  button adjacent to the session, or

To delete all session content, click the **Delete All** link.

6. To view the details of a session, click the particular session. The Selected Session pane appears.



Message sent status is shown by the red exclamation mark  (message failed) or the green tick  (message sent).

If the message failed to send you can click the **Try other option for failed message** link. The Generate Output page reappears.

To view a user's Studywiz account details, click the **View User Details** button  adjacent to the user.

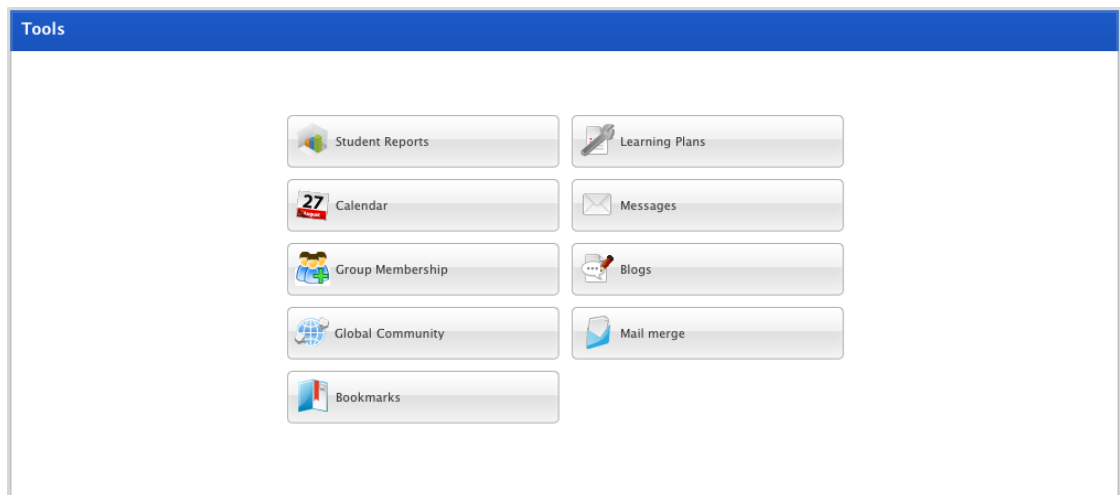
7. Use the crumb trail at the top of the page or the Studywiz tab bar to continue working with Studywiz.

14 Student Details and Student Notes

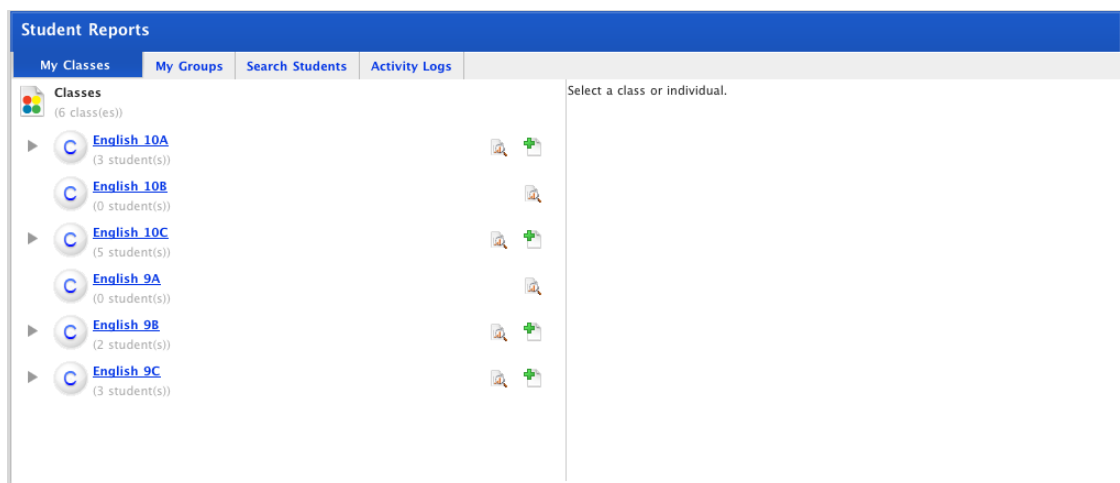
The Student Reports page allows you to view Student details and also notes on each Student in your Classes and Groups.

14.1 View Student Details

1. Click the **Tools** tab. The Tools page appears.



2. Click the **Student Reports** button. The Student Reports page appears.

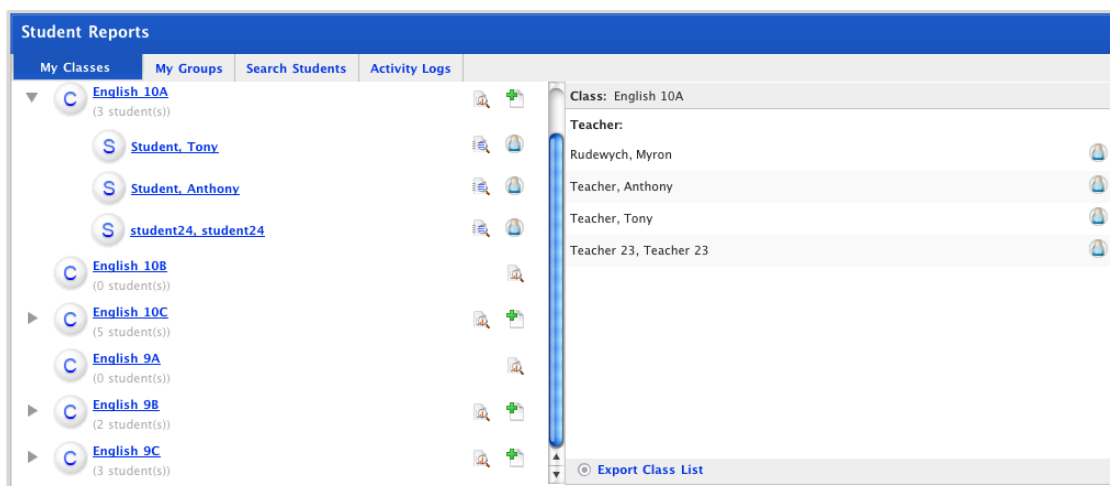


3. To locate a Student in a Class or Group, click the **My Classes** or **My Groups** tab.

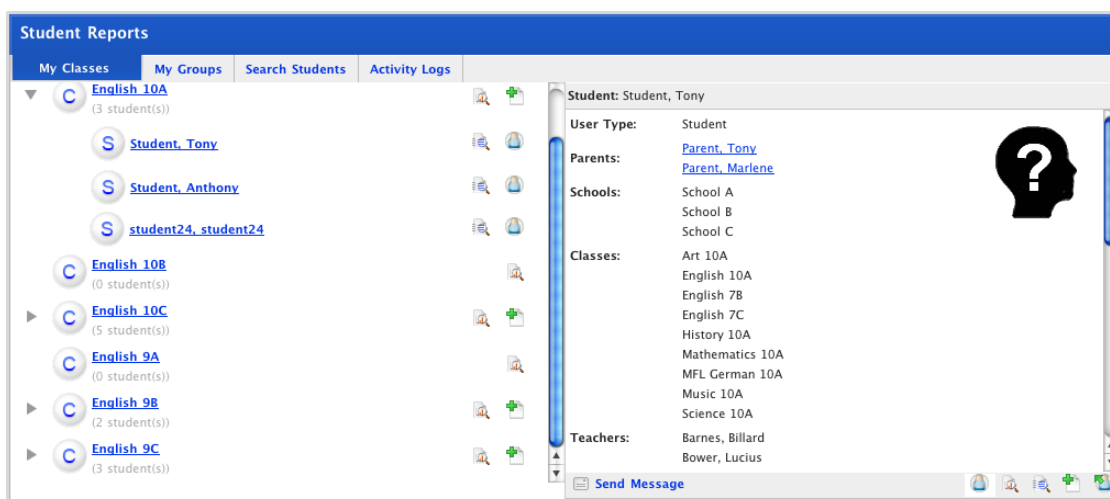


If you need to search for a Student, click the **Search Students** tab. Enter Student information and click the **Search** button. The search results appear.

4. Click the Class or Group name. The Class or Group expands to show the list of Students.



5. In the left hand panel click a Student's name. The Student's details appear in the right hand panel.

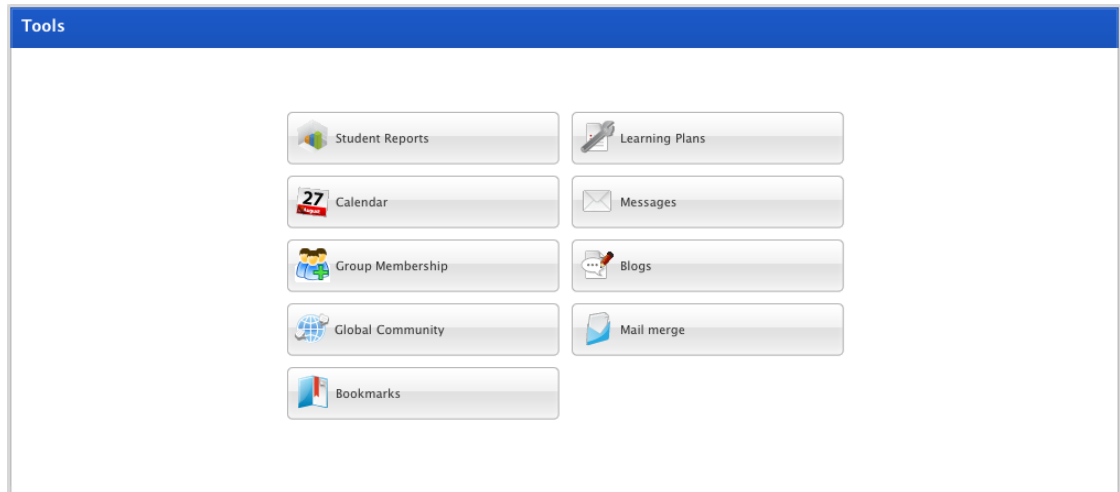


The exact information shown in the student details panel depends on the configuration of your deployment. The Student Details panel may show a selection of the information below.

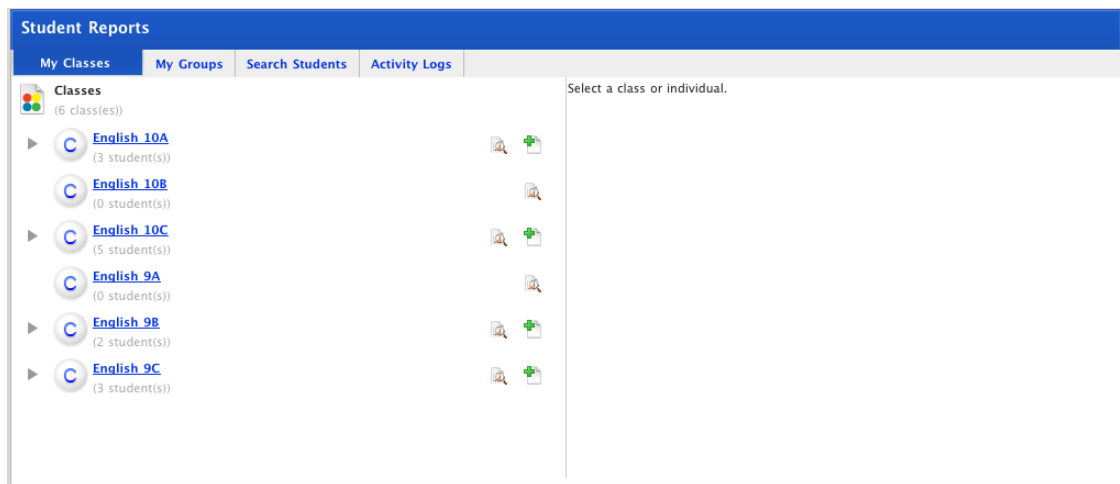
14.2 Restrict a Student's Messaging Access

Through the Students Details page you can restrict a student's messaging access. This means the student will only be able to message their teachers.

1. Click the **Tools** tab. The Tools page appears.



- Click the **Student Reports** button. The Student Reports page appears.

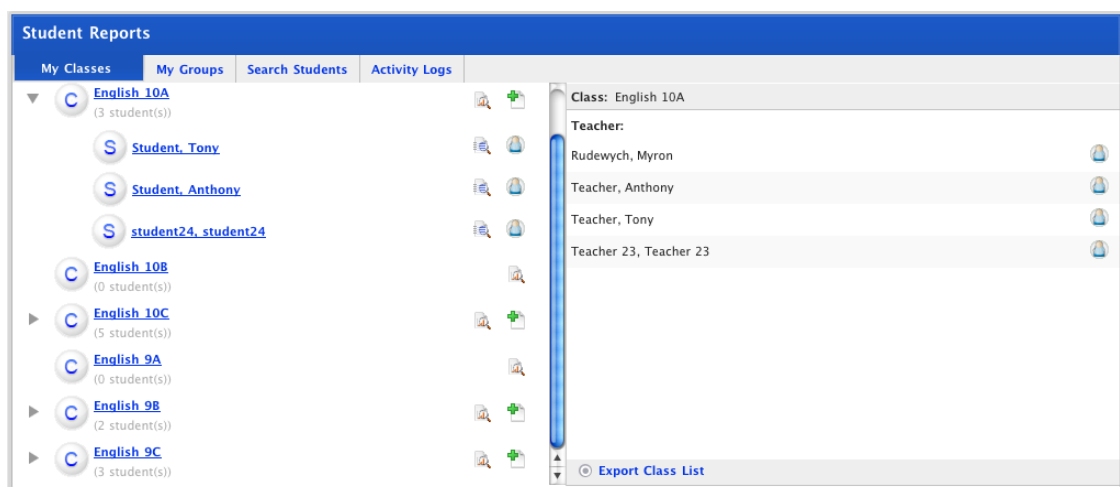


- To locate a Student in a Class or Group, click the **My Classes** or **My Groups** tab.

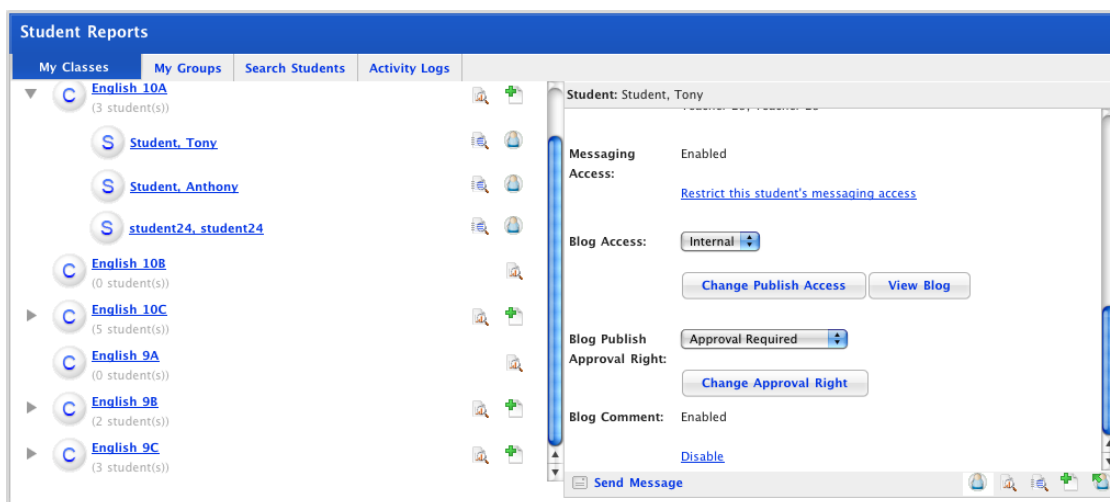


If you need to search for a Student, click the **Search Students** tab. Enter Student information and click the **Search** button. The search results appear.

- Click the Class or Group name. The Class or Group expands to show the list of Students.



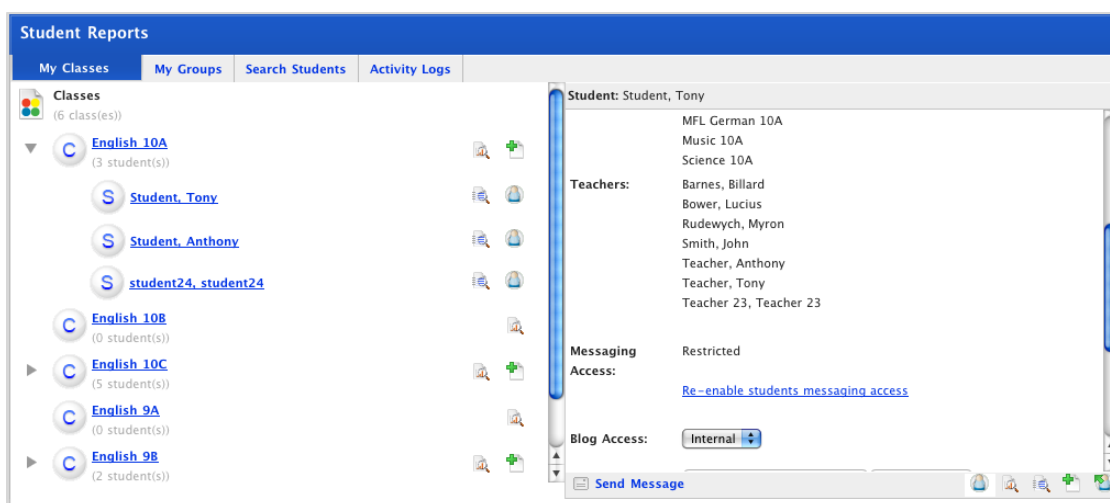
5. In the left hand panel click a student's name. The student's details appear in the right hand panel.
6. Scroll down to the bottom of the student's details panel.



7. In the Messaging Access section, click **Restrict this student's messaging access**. The student can now only send messages to teachers.

14.2.1 Re-enable student's messaging access

1. Open the particular student's Details page.



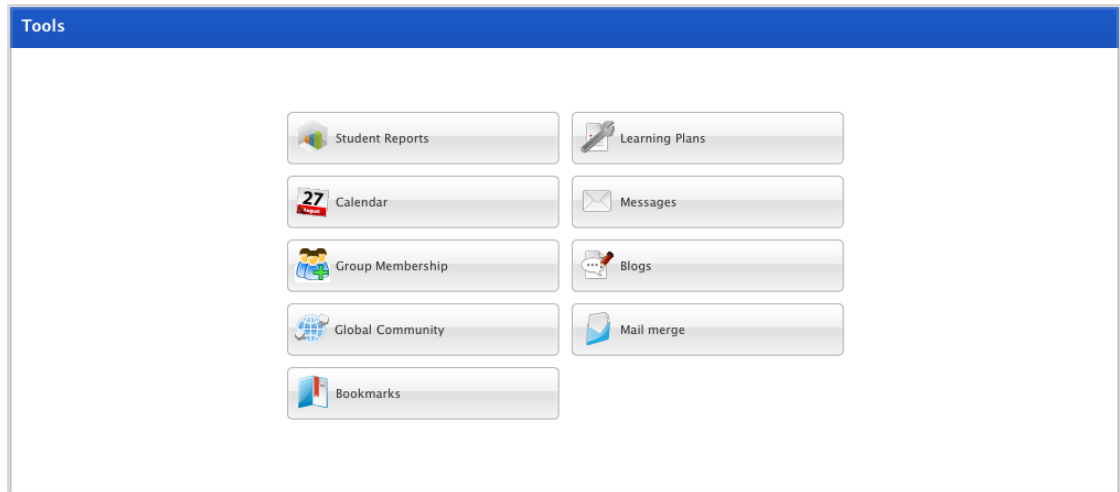
2. Click **Re-enable student's messaging access**. The student's messaging access is now re-enabled.

As well as being able to message teachers, the student can now message other students.

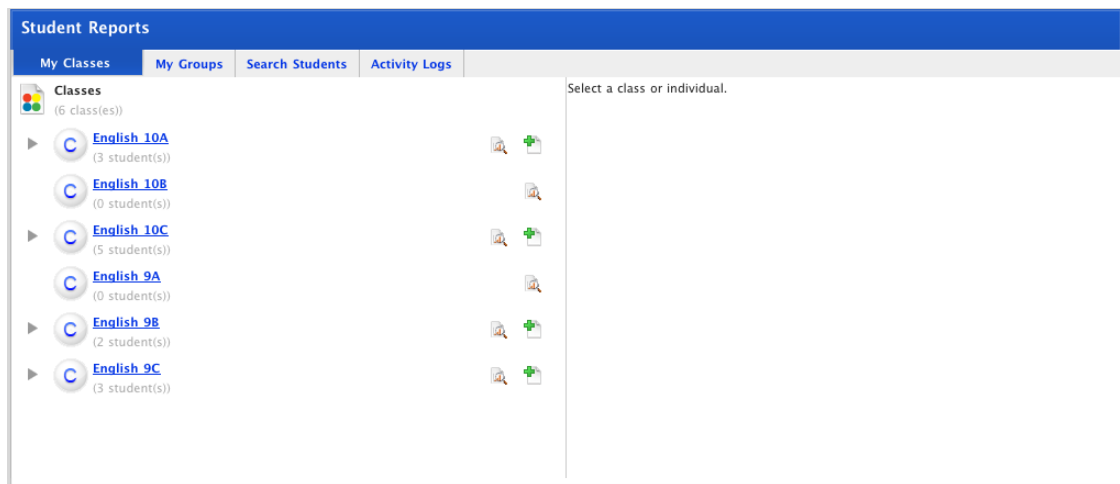
14.3 View Student Notes

Studywiz Student Notes provides the ability for Teachers to record classroom observations about Students. You can set each note to be visible to yourself only or to other Teachers as well.

1. Click the **Tools** tab. The Tools page appears.



- Click the **Student Reports** button. The Student Reports page appears.

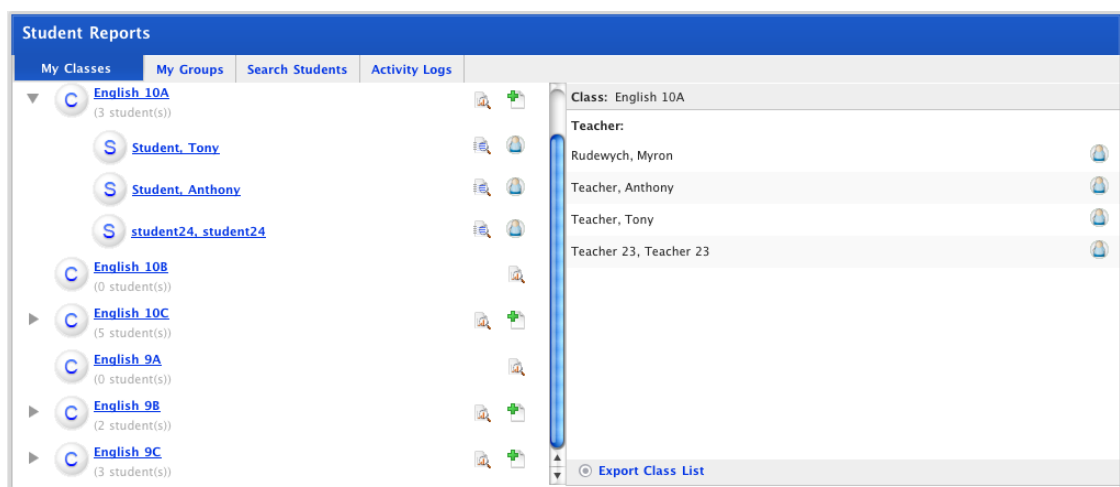


- To locate a Student in a Class or Group, click the My Classes or My Groups tab.

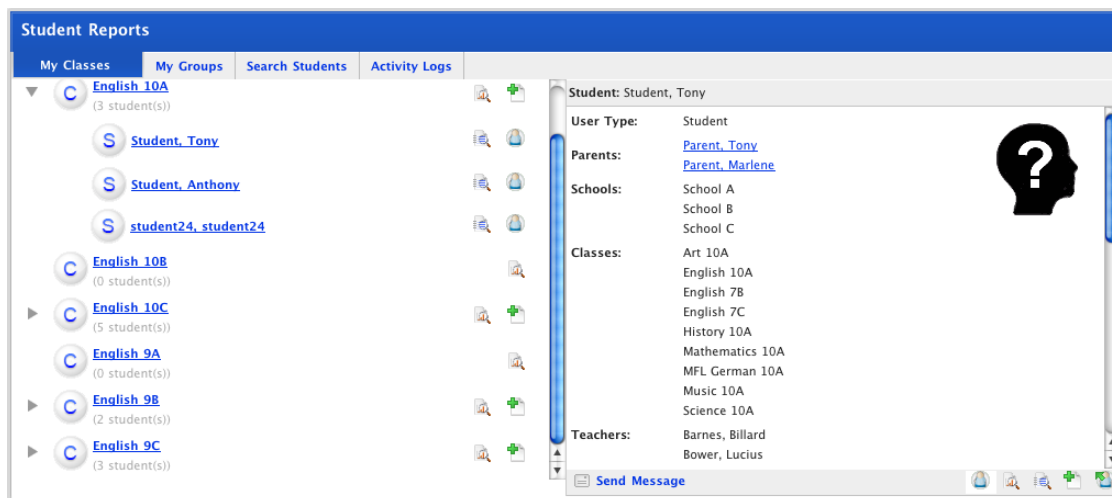


If you need to search for a Student, click the **Search Students** tab. Enter Student information and click the **Search** button. The search results appear.

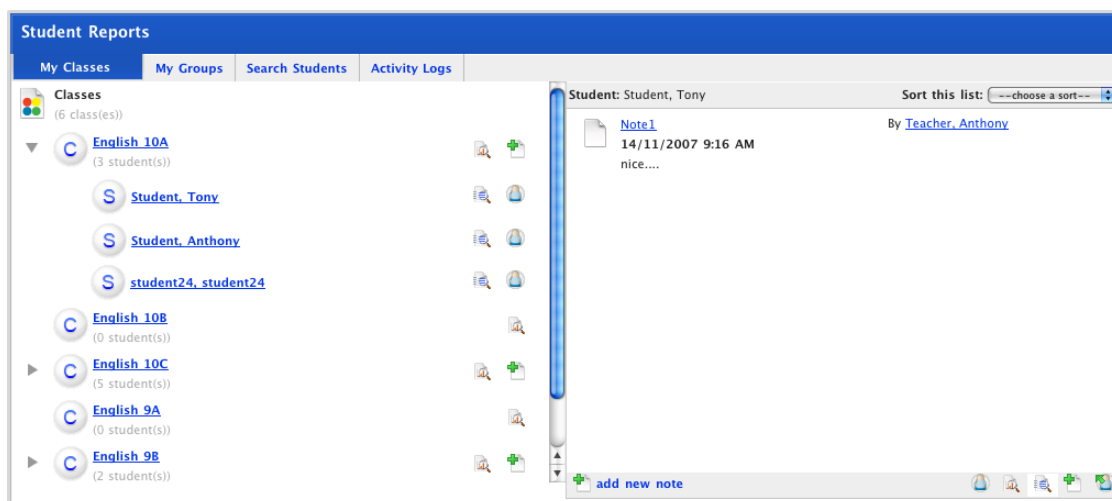
- Click the Class or Group name. The Class or Group expands to show the list of Students.



- In the left hand panel click a Student's name. The Student's details appear in the right hand panel.



- In the bottom right corner of the right hand panel click the **Notes on Student** button. Student Notes appear in the right hand panel. If there are no existing Student notes the 'No Student Notes Available' message appears.




14.3.1 Add a new Note

- Carry out the [View Student Notes](#) procedure above.
- Click **add new note**. The New Student Note page appears.

The screenshot shows the 'New Student Note' form. It includes a 'Date Created' field with the value '01/05/09 10:07'. The 'Created By' field is 'Teacher, Tony' and the 'Student' field is 'Student, Tony'. The 'Subject' field is a text input box. The 'Description' field is a larger text input box. There is a 'Security' section with a checkbox 'Make viewable by all Teachers' which is currently unchecked. An 'Apply' button is at the bottom right.

- In the **Subject** field type the subject of the note.

4. In the **Description** field type the full text of the note.
5. If you want all Teachers to be able to read the Note, select the **Make viewable by all Teachers** checkbox.
6. Click the **Apply** button. The 'Saved' notification appears. 
7. Click the **Back** tab to return to the Student Reports page.

15 Learning Plans

Learning Plans provide a means for Students to develop a strategy for learning about a particular topic. Teacher and Parent involvement is not mandatory, but Teachers and Parents can view and can contribute to their Students' Learning Plans. A Learning Plan is typically used to guide a Student through a long term project with clearly defined goals.

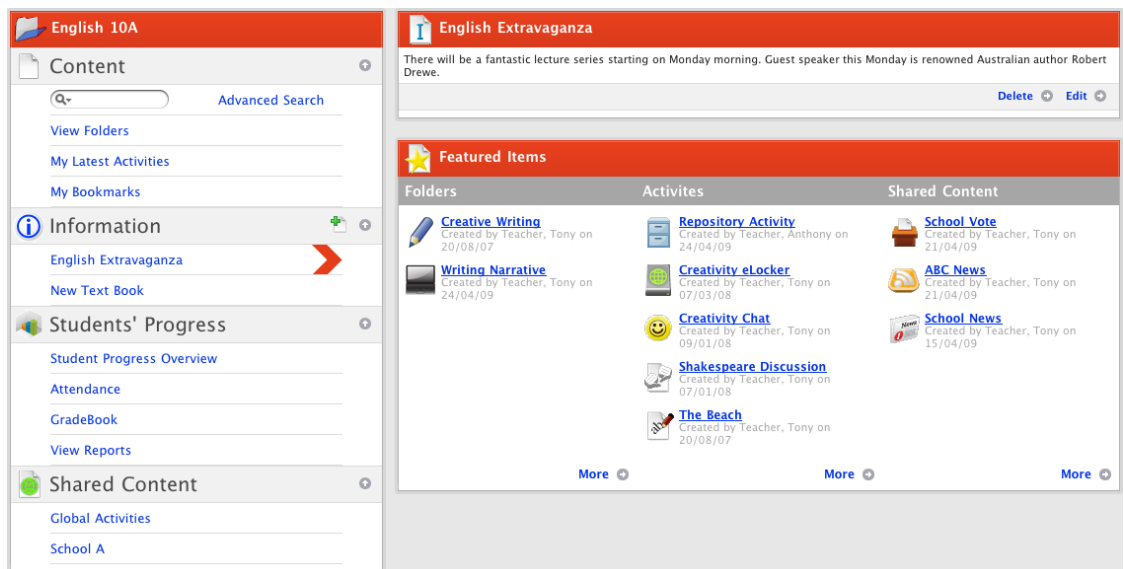
Learning Plans are presented through a fun interactive Flash interface with a choice of different templates.

15.1 View and Contribute to a Learning Plan

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



2. Select a Class that contains the student whose Learning Plan you want to view. The Learning page appears.



3. In the Students' Progress section, click the **Student Progress Overview** link. The Student Progress Overview for the class appears.

Student	Learning Plans	Assignment Submissions	Assessment Submissions
<input type="checkbox"/> Student, Anthony	1 plan(s)	2 Submission(s)	0 submissions
<input type="checkbox"/> Student, Tony	3 plan(s)	2 Submission(s)	0 submissions
<input type="checkbox"/> Student2, Anthony	0 plans - add	0 submissions	0 submissions
<input type="checkbox"/> Student3, Anthony	0 plans - add	0 submissions	0 submissions

Send message to selected students

4. Adjacent to the student whose Learning Plan you want to view, in the **Learning Plans** list, click the **Plan(s)** link. The Student's current Learning Plans for the class appear.

Back to Student Progress Overview Select Student: [Student, Anthony](#)

Course Learning Plan

Student Name: Student, Anthony
Subject: Default Subject

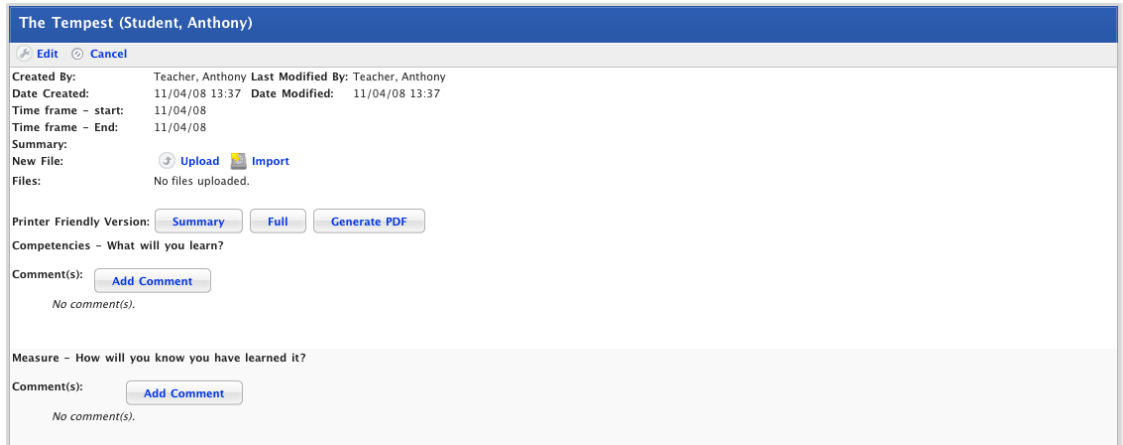
[Add learning plan](#)

[The Tempest \(flash\)](#)
ILPs
Created by: Teacher, Anthony

You can view the Learning Plan as a standard activity or you can view it through a flash interface. Follow the appropriate procedure below.

15.1.1 Open the Learning Plan as a Studywiz Activity

1. Click the Learning Plan. The <Learning Plan Title> panel appears.



The Tempest (Student, Anthony)

[Edit](#) [Cancel](#)

Created By: Teacher, Anthony Last Modified By: Teacher, Anthony
 Date Created: 11/04/08 13:37 Date Modified: 11/04/08 13:37
 Time frame - start: 11/04/08
 Time frame - End: 11/04/08

Summary:
 New File: [Upload](#) [Import](#)
 Files: No files uploaded.

Printer Friendly Version: [Summary](#) [Full](#) [Generate PDF](#)

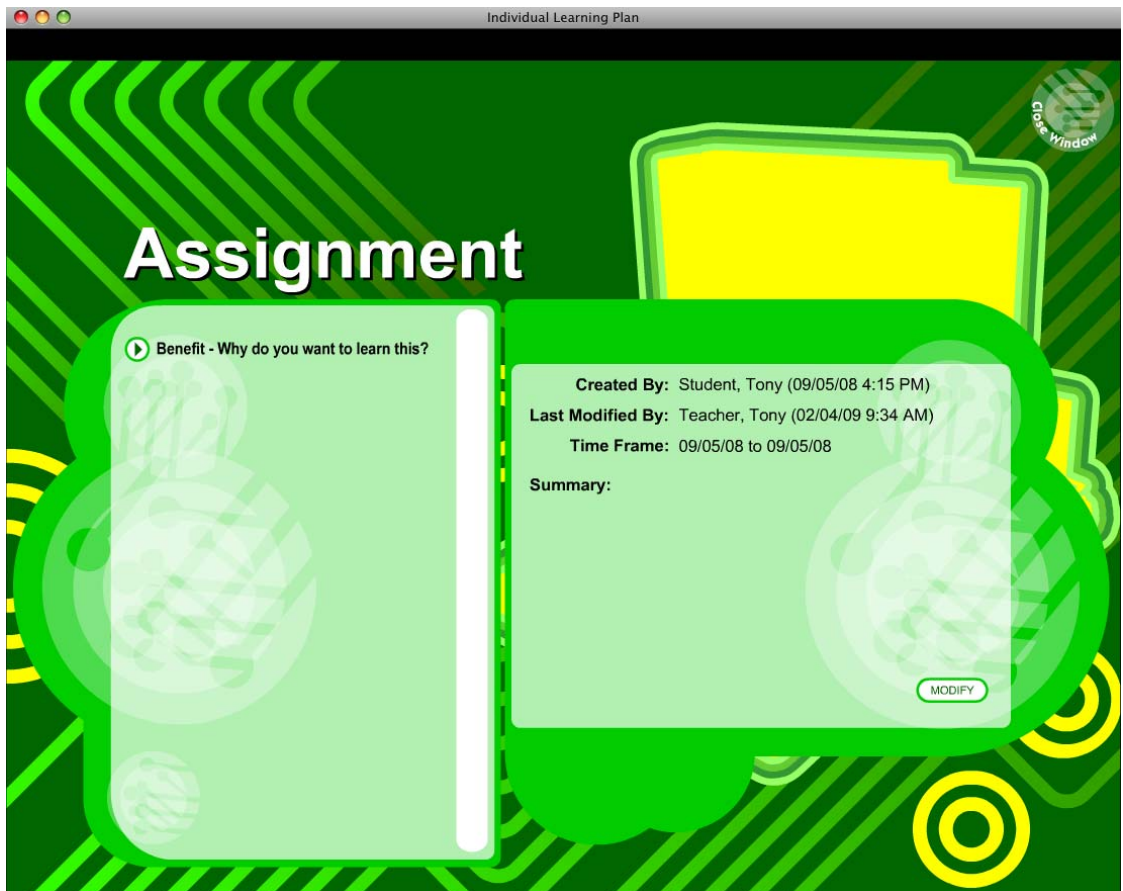
Competencies - What will you learn?
 Comment(s): [Add Comment](#)
 No comment(s).

Measure - How will you know you have learned it?
 Comment(s): [Add Comment](#)
 No comment(s).

2. To add comments to a question, click the adjacent **Add Comment** button. The Comment panel appears.
 - a. Enter the comment into the comment field.
 - b. Click **Save**. The comment is added to the Learning Plan.

15.1.2 Open the Learning Plan with the Flash interface

1. Adjacent to the Learning Plan you want to open click **(flash)**. The Learning Plan opens with the Flash interface.



Individual Learning Plan

Assignment

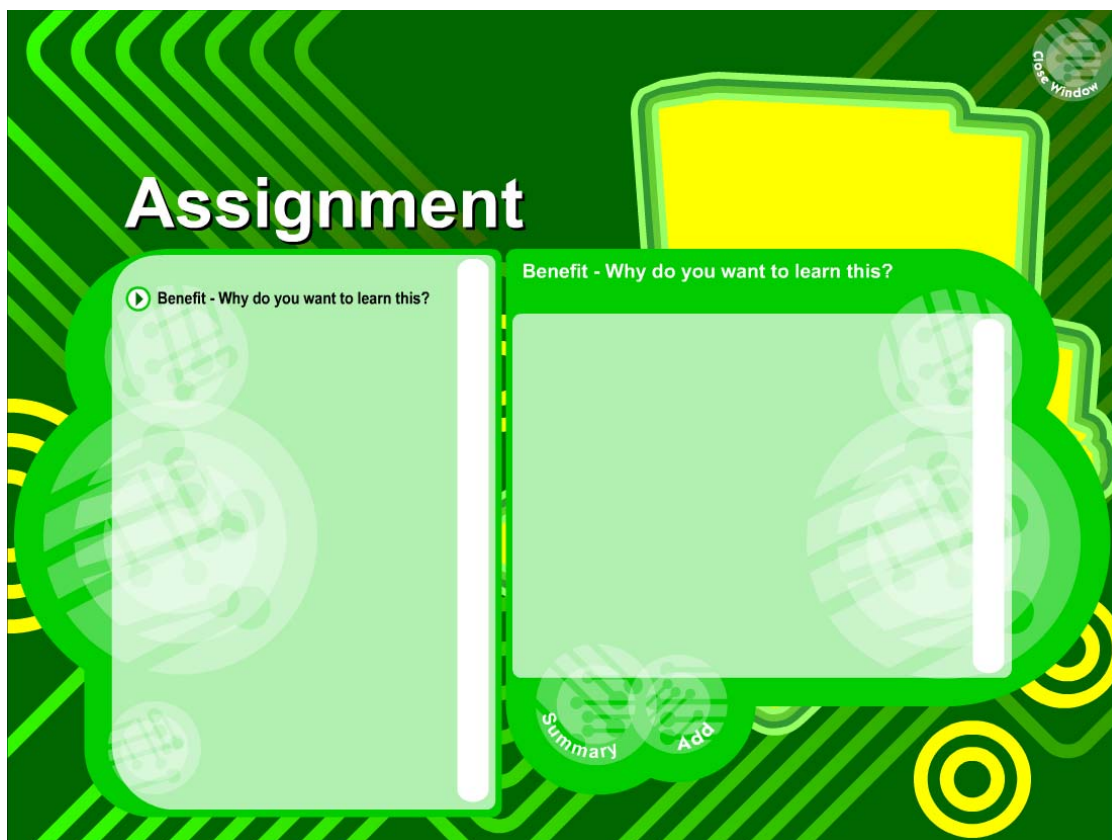
Benefit - Why do you want to learn this?

Created By: Student, Tony (09/05/08 4:15 PM)
 Last Modified By: Teacher, Tony (02/04/09 9:34 AM)
 Time Frame: 09/05/08 to 09/05/08
 Summary:

[MODIFY](#)

[Close Window](#)

2. In the left panel click any question to open it in the right panel.



- a. To edit existing content, click the **Modify** button.
- b. To add new content click the **Add** button.
- c. To return to the Summary, click the **Summary** button.
- d. To close the Learning Plan, click the **Close Window** button in the top right corner.

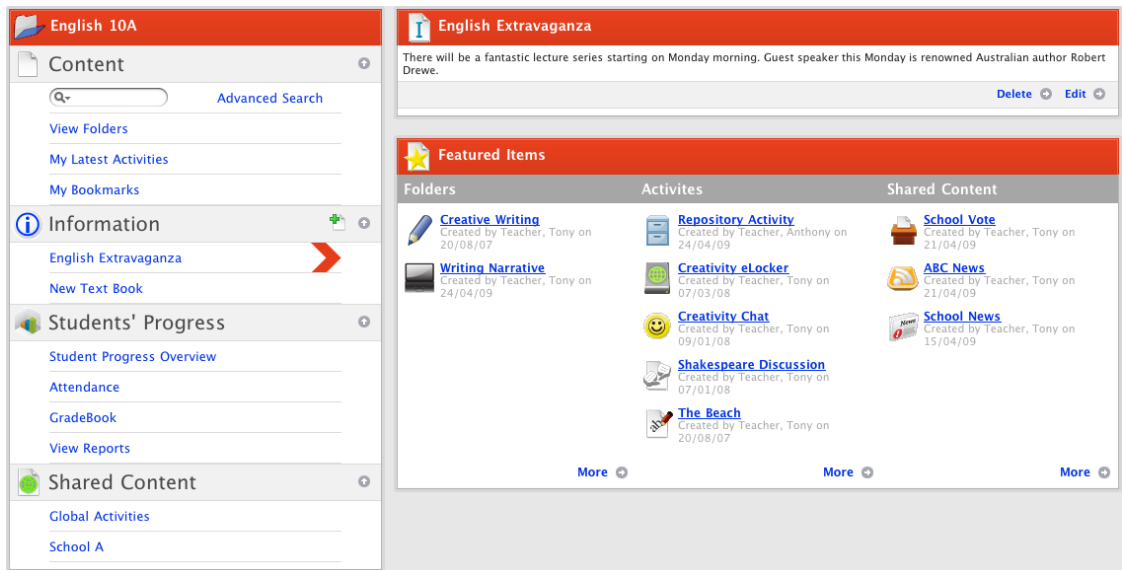
15.2 Create a Learning Plan Folder

Before you create Learning Plans, you need to create at least one folder in which to store them. Each student has their own set of Learning Plans and their own folders. You, the student and the student's parents can create Learning Plan Folders and Learning Plans.

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.

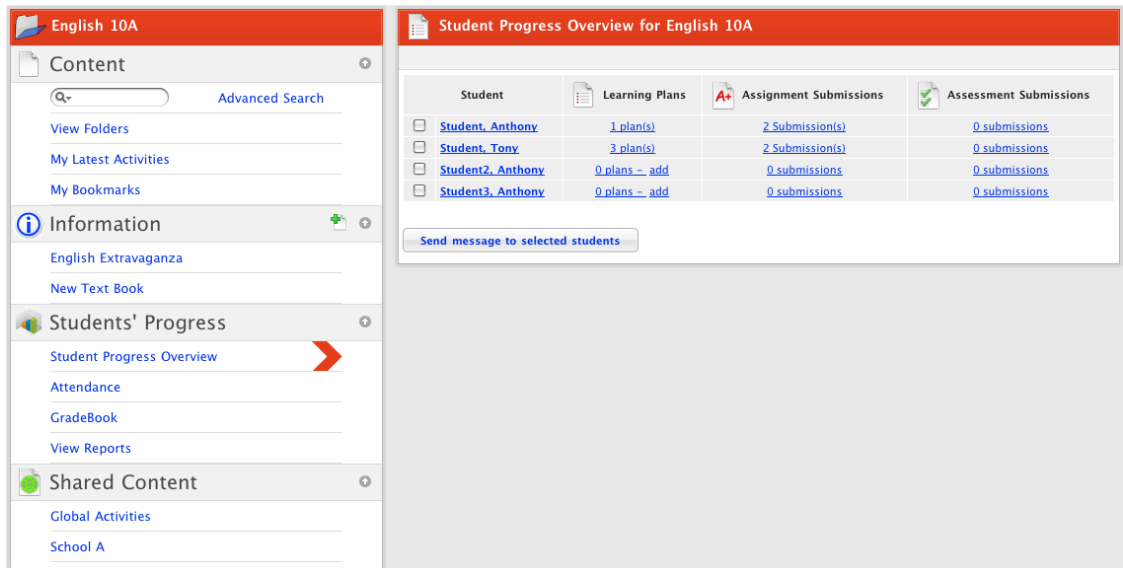


- Click a class or group. The class or group Learning page appears.



The screenshot shows the 'English 10A' Learning page. The left sidebar contains sections: Content (with a search bar and links for View Folders, My Latest Activities, and My Bookmarks), Information (with links for English Extravaganza and New Text Book), Students' Progress (with links for Student Progress Overview, Attendance, GradeBook, and View Reports), and Shared Content (with links for Global Activities and School A). The main content area has a red header 'English Extravaganza' with a message about a lecture series. Below this is a 'Featured Items' section with three columns: Folders (Creative Writing, Writing Narrative), Activities (Repository Activity, Creativity eLocker, Creativity Chat, Shakespeare Discussion, The Beach), and Shared Content (School Vote, ABC News, School News). Each item includes a date and creator.

- In the Students' Progress section, click the **Student Progress Overview** link. The Student Progress Overview for the class appears.

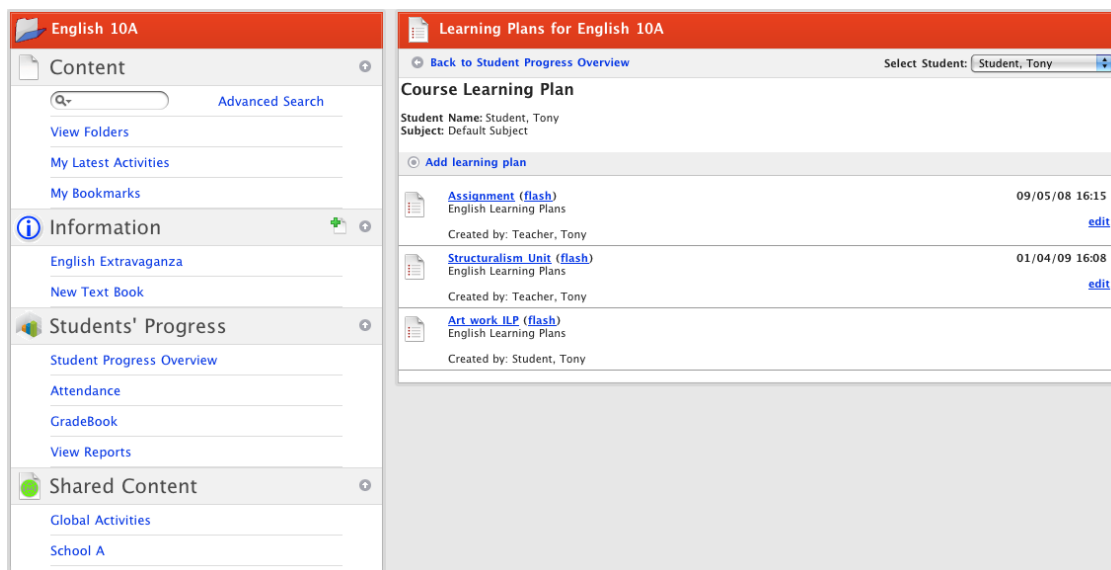


The screenshot shows the 'Student Progress Overview for English 10A' page. The left sidebar is identical to the previous screenshot, but the 'Student Progress Overview' link is highlighted with a red arrow. The main content area displays a table with student progress data.

Student	Learning Plans	Assignment Submissions	Assessment Submissions
<input type="checkbox"/> Student, Anthony	1 plan(s)	2 Submission(s)	0 submissions
<input type="checkbox"/> Student, Tony	3 plan(s)	2 Submission(s)	0 submissions
<input type="checkbox"/> Student2, Anthony	0 plans -- add	0 submissions	0 submissions
<input type="checkbox"/> Student3, Anthony	0 plans -- add	0 submissions	0 submissions

Below the table is a button: [Send message to selected students](#)

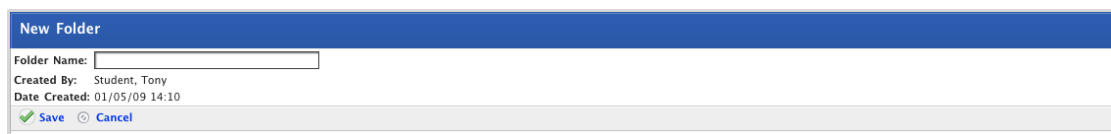
- Adjacent to the student whose Learning Plan you want to view, in the **Learning Plans** list, click the **Plan(s)** link. The Student's Learning Plans for the class appear.



- Click **Add learning plan**. The Learning Plans page appears.



- Click **add folder**. The New Folder panel appears.



- In the **Folder Name** field, type a name for the new folder.
- Click **Save**. The folder is added.

15.3 Create a Learning Plan

- Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



- Select a Class that contains the student for whom you want to create the Learning Plan. The Learning page appears.

English 10A

Content

[Advanced Search](#)

[View Folders](#)

[My Latest Activities](#)

[My Bookmarks](#)

Information

[English Extravaganza](#)

[New Text Book](#)

Students' Progress

[Student Progress Overview](#)

[Attendance](#)

[GradeBook](#)

[View Reports](#)

Shared Content

[Global Activities](#)

[School A](#)

English Extravaganza

There will be a fantastic lecture series starting on Monday morning. Guest speaker this Monday is renowned Australian author Robert Drewe.
 [Delete](#) [Edit](#)

Featured Items

Folders

[Creative Writing](#)
 Created by Teacher, Tony on 20/08/07

[Writing Narrative](#)
 Created by Teacher, Tony on 24/04/09

Activities

[Repository Activity](#)
 Created by Teacher, Anthony on 24/04/09

[Creativity eLocker](#)
 Created by Teacher, Tony on 07/03/08

[Creativity Chat](#)
 Created by Teacher, Tony on 09/01/08

[Shakespeare Discussion](#)
 Created by Teacher, Tony on 07/01/08

[The Beach](#)
 Created by Teacher, Tony on 20/08/07

Shared Content

[School Vote](#)
 Created by Teacher, Tony on 21/04/09

[ABC News](#)
 Created by Teacher, Tony on 21/04/09

[School News](#)
 Created by Teacher, Tony on 15/04/09

[More](#)
[More](#)
[More](#)

3. In the Students' Progress section, click the **Student Progress Overview** link. The Student Progress Overview for the class appears.

English 10A

Content

[Advanced Search](#)

[View Folders](#)

[My Latest Activities](#)

[My Bookmarks](#)

Information

[English Extravaganza](#)

[New Text Book](#)

Students' Progress

[Student Progress Overview](#)

[Attendance](#)

[GradeBook](#)

[View Reports](#)

Shared Content

[Global Activities](#)

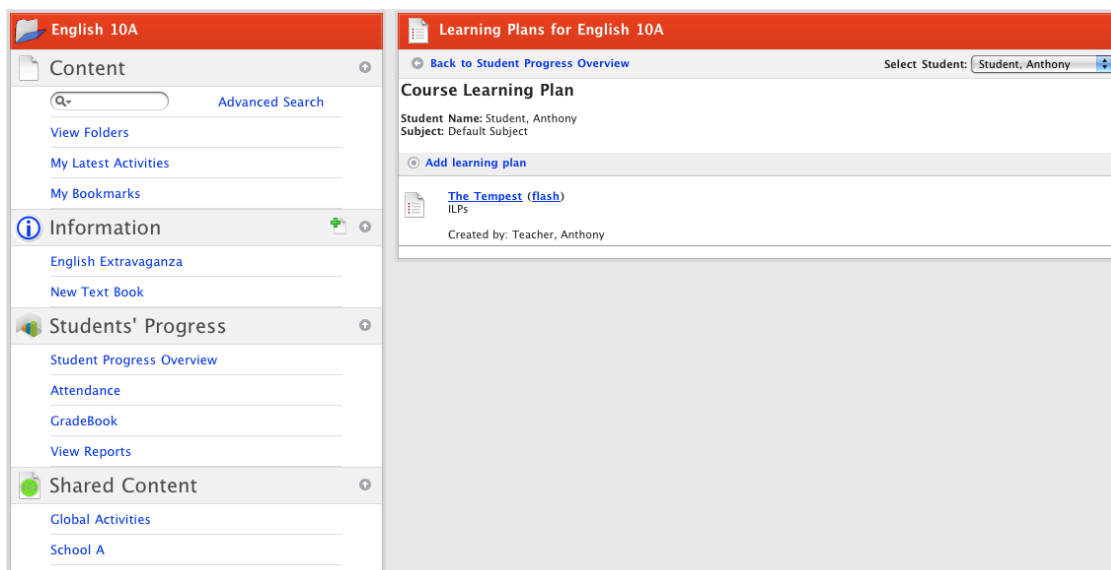
[School A](#)

Student Progress Overview for English 10A

Student	Learning Plans	Assignment Submissions	Assessment Submissions
<input type="checkbox"/> Student, Anthony	1 plan(s)	2 Submission(s)	0 submissions
<input type="checkbox"/> Student, Tony	3 plan(s)	2 Submission(s)	0 submissions
<input type="checkbox"/> Student2, Anthony	0 plans -- add	0 submissions	0 submissions
<input type="checkbox"/> Student3, Anthony	0 plans -- add	0 submissions	0 submissions

[Send message to selected students](#)

4. Adjacent to the student for whom you want to create a Learning Plan, in the **Learning Plans** list, click the **Plan(s)** link. The Student's Learning Plans for the class appear.

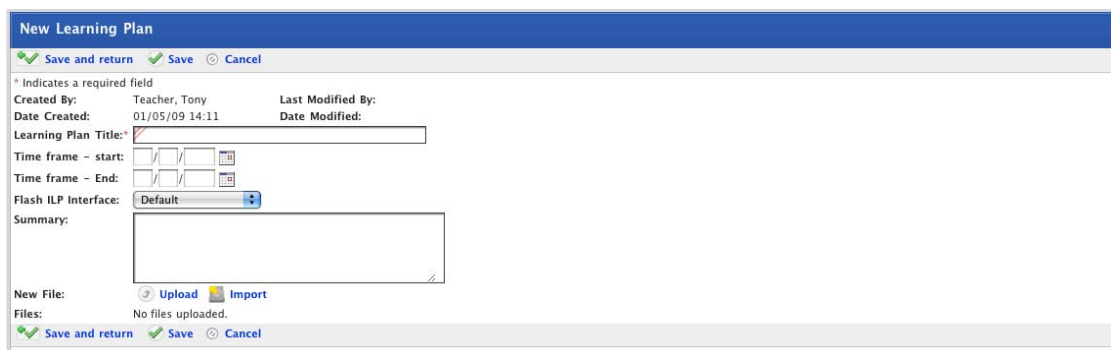


- Click **Add learning plan**. The Learning Plans panel appears.



If there are no folders for the Student, click the **add folder** button and create a new folder.

- From the **–choose action–** drop-down list, select **New Learning Plan**. The New Learning Plan panel appears.

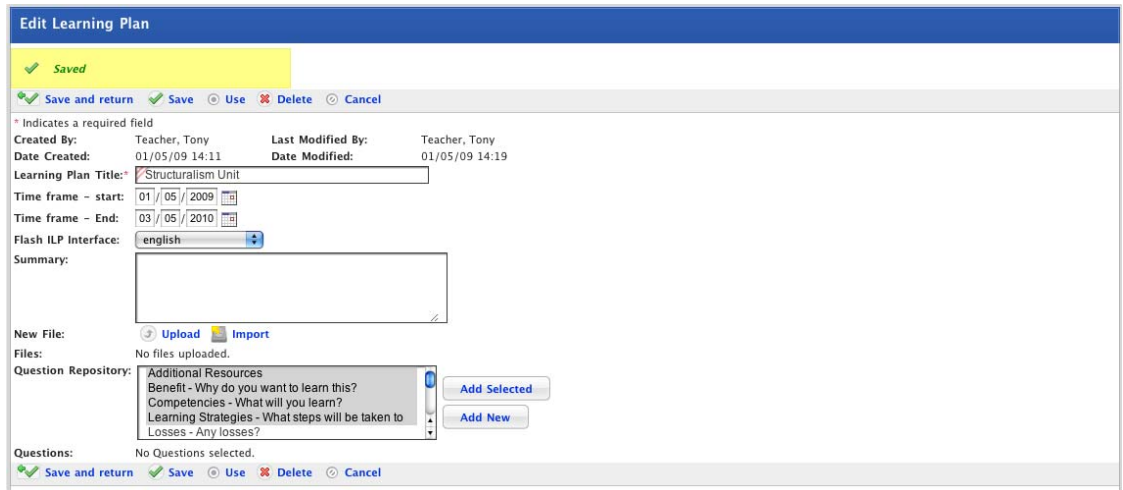


- In the **Learning Plan Title** field type a name for the Learning Plan.
- Set the **Time frame – Start** and the **Time frame – End** dates for the Learning Plan.



Once created, a Studywiz Learning Plan is always available. The Time Frame dates are a guideline for the period during which the student should work on the project.

- From the **Flash ILP Interface** drop-down list, select an interface appropriate to the subject.
- Click **Save**. The Question Repository and Questions sections appear.



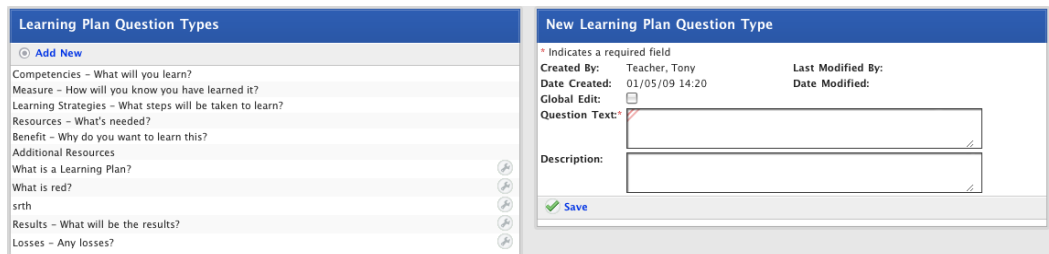

All questions in the Repository are selected by default.

11. Select the questions you want in the Learning Plan and click the **Add Selected** button. The questions are added to the Questions area of the Learning Plan.
12. If the questions included by default in the ILP do not suit your needs, follow these steps to create new questions.



Questions created for an Individual Learning Plan may be added to the Question Repository, in which case they will be available to other users of your Studywiz deployment, or they may be added only to the ILP you are creating.

- a. Click the **Add New** button. The New Learning Plan Question Type panel appears.



- b. In the **Question Text** field type the new question.
- c. In the **Description** field type one or two sentences describing how Students should answer the question.
- d. Click the **Save** button. The Saved notification appears and the question is added to the Learning Plan Question Types list.



To add another new question, click the **Add New** button.

- e. Click the **Back** tab. The Edit Learning Plan page appears.



You can change the order of the questions by clicking the arrow buttons alongside each question.

13. Click the **Save and return** button. Your Learning Plan is saved and the Learning Plan is added to the Student's Learning Plans list.

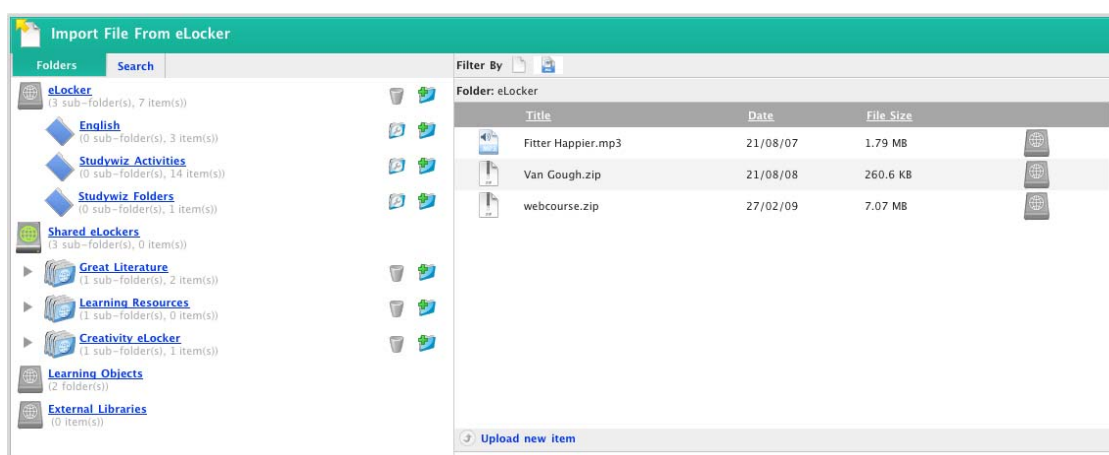
15.3.1 Add a File to a Learning Plan

You can add a file to a Learning Plan from either the View Learning Plan page or the Edit Learning Plan page. You can either import a file from your eLocker, or you can upload a file. Follow the appropriate procedure below.

15.3.1.1 Import a File from your eLocker

If you want to import a separate file into the Learning Plan, follow the steps in this procedure.

1. Open the Learning Plan or the Edit Learning Plan page.
2. Click the **Import** button. The Import File From eLocker page appears.



3. Navigate to the item you want to import.
4. Adjacent to the item, click the **Import File From eLocker** button. The file is imported and the Edit Learning page reappears.
5. Click **Save**. The changes to the learning plan are saved.

15.3.1.2 Upload a File

If you want to upload a separate file into the Learning Plan, follow the steps in this procedure.

1. Open the Learning Plan or the Edit Learning Plan page.
2. Click the **Upload** button. The 'Uploading. Please wait' notification appears and then the Edit File Details panel appears.

Edit File Details

* Indicates a required field

File Name: .zip

Link Title:

File Type:

Save and return

3. In the **Link Title** field type a suitable title. This text will appear on the Learning Plan page as a clickable link.
4. Click the **Save and return** button. The file is added to the Learning Plan and the 'Saved' notification appears.

Art work ILP (Student, Tony)

✓ **Saved**

[Edit](#) [Cancel](#)

Created By: Student, Tony Last Modified By: Teacher, Tony
 Date Created: 07/04/08 15:01 Date Modified: 01/05/09 14:35
 Time frame – start: 07/04/08
 Time frame – End: 16/12/08
 Summary: Art ILP
 New File: [Upload](#) [Import](#)
 Files: [Bedroom Arles](#)
 01/05/09 14:32 – Teacher, Tony [Edit](#) [Remove](#)

Printer Friendly Version: [Summary](#) [Full](#) [Generate PDF](#)

Competencies – What will you learn?

Comment(s): [Add Comment](#)
 No comment(s).

Measure – How will you know you have learned it?

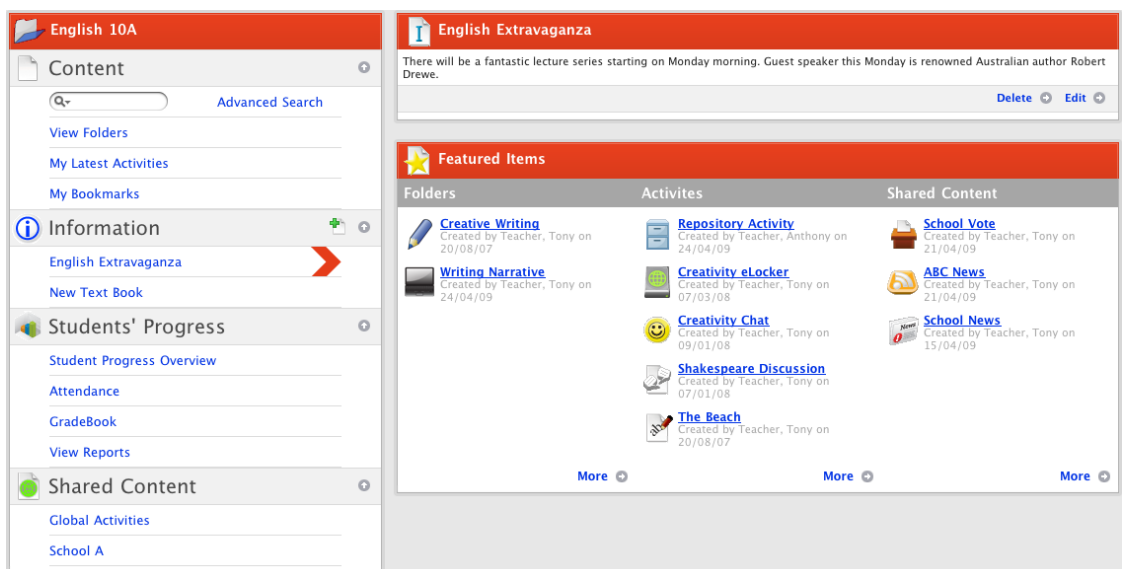
Comment(s): [Add Comment](#)
 No comment(s).

15.4 Save a Learning Plan to your eLocker

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



2. Select the Class or Group that contains the student whose Learning Plan you want to export. The Learning page appears.



3. In the Students' Progress section, click the **Student Progress Overview** link. The Student Progress Overview for the class appears.

Student	Learning Plans	Assignment Submissions	Assessment Submissions
Student, Anthony	1 plan(s)	2 Submission(s)	0 submissions
Student, Tony	3 plan(s)	2 Submission(s)	0 submissions
Student2, Anthony	0 plans - add	0 submissions	0 submissions
Student3, Anthony	0 plans - add	0 submissions	0 submissions

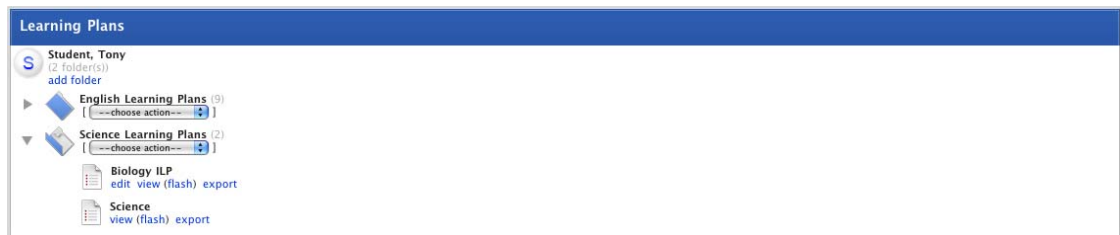
4. Adjacent to the student whose Learning Plan you want to export, in the **Learning Plans** list, click the **Plan(s)** link. The Student's Learning Plans for the class appear.

5. Click **Add learning plan**. The Learning Plans page appears.

6. Locate the Learning Plan that you want to export.



Click the folders to view the Learning Plans they contain.



- For the Learning Plan you want to export click the **export** button. The Export panel appears.



- Click the **Add To eLocker** button. The 'Add to My eLocker' notification appears.

The Learning Plan is now available from your eLocker.



If you want to import a learning plan from your eLocker, refer to the [Import a Learning Plan from your eLocker](#) procedure.

- Click the Studywiz **Back** tab to return to the Learning Plans page.

15.5 Import a Learning Plan from your eLocker

If you have exported a Learning Plan to your eLocker you can import it for different students. This is useful if you want give a Learning Plan to a number of students.



To export a Learning Plan to your eLocker, follow the [Save a Learning Plan to your eLocker](#) procedure.

- Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



- Select a Class that contains the student for whom you want to import the Learning Plan. The Learning page appears.

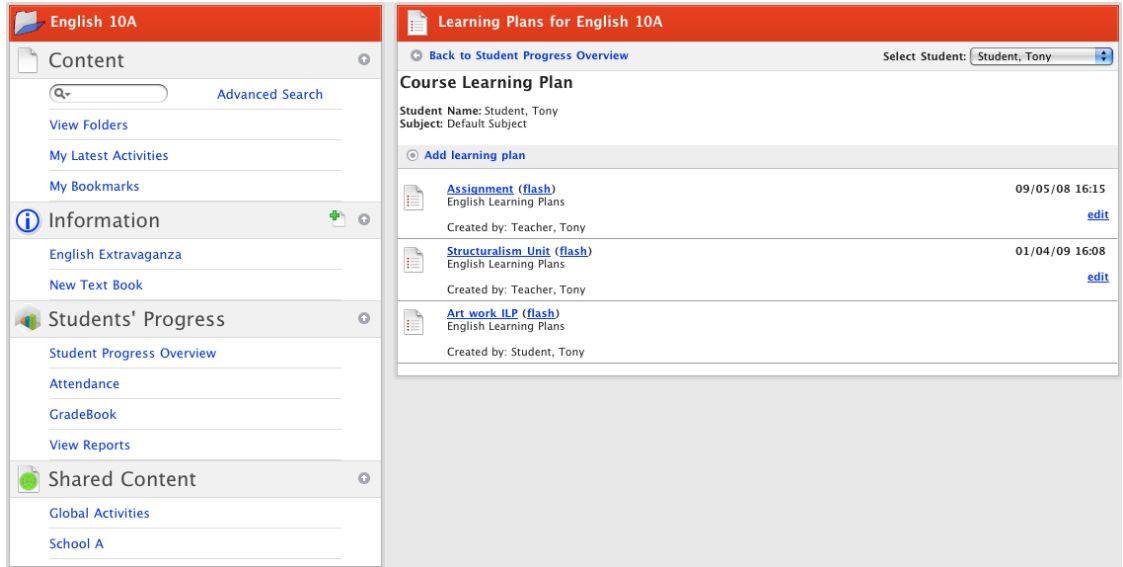
The screenshot shows the English 10A dashboard. The left sidebar contains links for Content, Information, Students' Progress, and Shared Content. The main area displays a message about a lecture series, a Featured Items section with various activities, and a list of folders, activities, and shared content.

- In the Students' Progress section, click the **Student Progress Overview** link. The Student Progress Overview for the class appears.

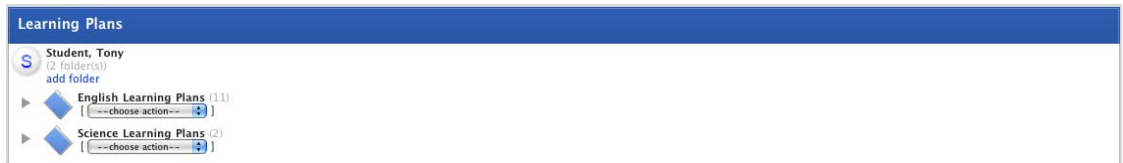
The screenshot shows the Student Progress Overview for English 10A. The left sidebar is the same as the previous screenshot. The main area displays a table with columns for Student, Learning Plans, Assignment Submissions, and Assessment Submissions. Below the table is a button to send a message to selected students.

Student	Learning Plans	Assignment Submissions	Assessment Submissions
<input type="checkbox"/> Student, Anthony	1 plan(s)	2 Submission(s)	0 submissions
<input type="checkbox"/> Student, Tony	3 plan(s)	2 Submission(s)	0 submissions
<input type="checkbox"/> Student2, Anthony	0 plans -- add	0 submissions	0 submissions
<input type="checkbox"/> Student3, Anthony	0 plans -- add	0 submissions	0 submissions

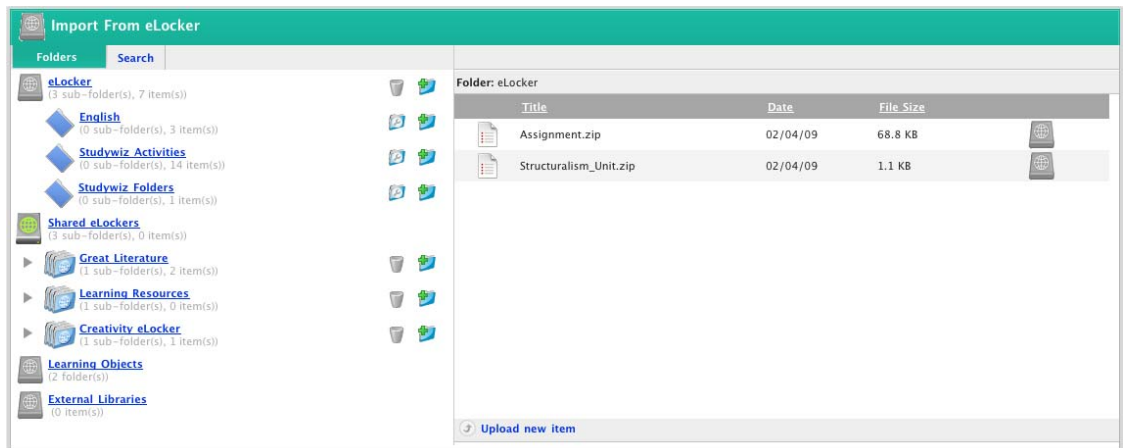
- Adjacent to the student for whom you want to import the Learning Plan, in the **Learning Plans** list, click the **Plan(s)** link. The Student's Learning Plans for the class appear.



5. Click **Add learning plan**. The Learning Plans panel appears.

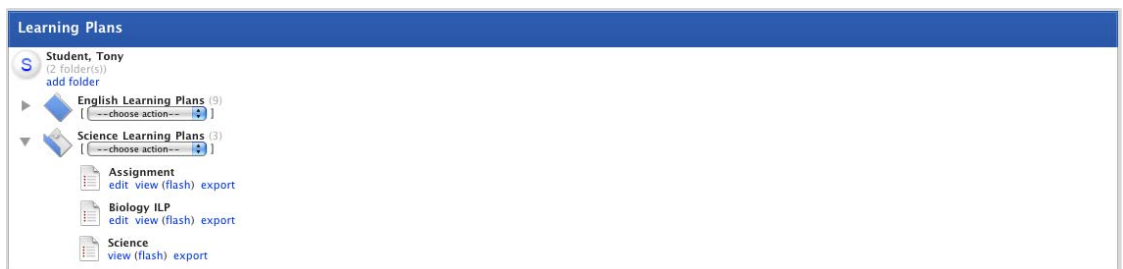


6. From the **choose action** drop-down list, select **import learning plan**. The Import From eLocker page appears.



Title	Date	File Size
Assignment.zip	02/04/09	68.8 KB
Structuralism_Unit.zip	02/04/09	1.1 KB

7. Adjacent to the Learning Plan that you want to import, click the **Import From eLocker** button. The Learning Plan is imported and the Learning Plans page reappears.



15.6 Edit a Learning Plan

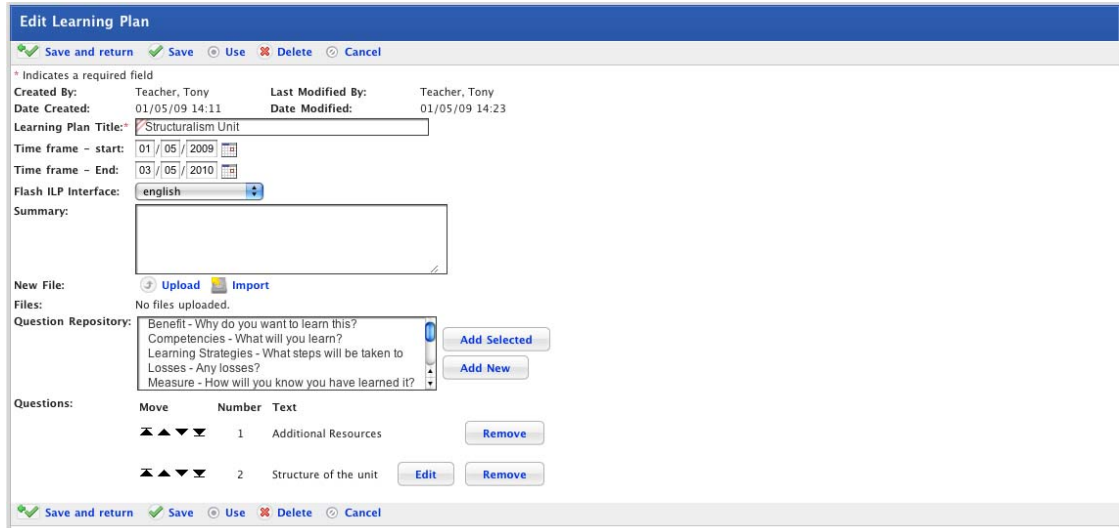
Follow this procedure to change the setup of a Learning Plan. If you want to contribute to the Learning Plan's content, refer to the [View and Contribute to a Learning Plan](#) Section above.

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
1. Select a Class that contains the student whose Learning Plan you want to edit. The Learning page appears.
2. In the Students' Progress section, click the **Student Progress Overview** link. The Student Progress Overview for the class appears

Student	Learning Plans	Assignment Submissions	Assessment Submissions
<input type="checkbox"/> Student, Anthony	1 plan(s)	2 Submission(s)	0 submissions
<input type="checkbox"/> Student, Tony	4 plan(s)	2 Submission(s)	0 submissions
<input type="checkbox"/> Student2, Anthony	0 plans - add	0 submissions	0 submissions
<input type="checkbox"/> Student3, Anthony	0 plans - add	0 submissions	0 submissions

3. Adjacent to the student whose Learning Plan you want to edit, in the **Learning Plans** list, click the **Plan(s)** link. The Student's Learning Plans for the class appear.

4. Adjacent to the Learning Plan you want to edit to click the **edit** button. The Edit Learning Plan page appears.



Edit Learning Plan

Save and return Save Use Delete Cancel

* Indicates a required field

Created By: Teacher, Tony Last Modified By: Teacher, Tony
 Date Created: 01/05/09 14:11 Date Modified: 01/05/09 14:23

Learning Plan Title: Structuralism Unit

Time frame - start: 01/05/2009
 Time frame - End: 03/05/2010

Flash ILP Interface: english

Summary:

New File: Upload Import

Files: No files uploaded.

Question Repository: Benefit - Why do you want to learn this?
 Competencies - What will you learn?
 Learning Strategies - What steps will be taken to
 Losses - Any losses?
 Measure - How will you know you have learned it?

Questions:

Move	Number	Text	
▲ ▲ ▼ ▼	1	Additional Resources	Remove
▲ ▲ ▼ ▼	2	Structure of the unit	Edit Remove

Save and return Save Use Delete Cancel

From the Edit Learning Plan panel you can add more questions and if you created the Learning Plan you can also remove questions.

15.7 Delete a Learning Plan

1. Follow the [Edit a Learning Plan](#) procedure to open the Learning Plan for editing.
2. On the Edit Learning Plan page, click the **Delete** button. The 'This will delete the learning plan. Continue?' dialog box appears.
3. Click the **OK** button. The Learning Plan is deleted and the Learning Plans panel reappears.

15.8 Export a Learning Plan as an IMS Package

You can export a Learning Plan as an IMS Package.

1. Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



2. Select a Class that contains the student whose Learning Plan you want to export. The Learning page appears.

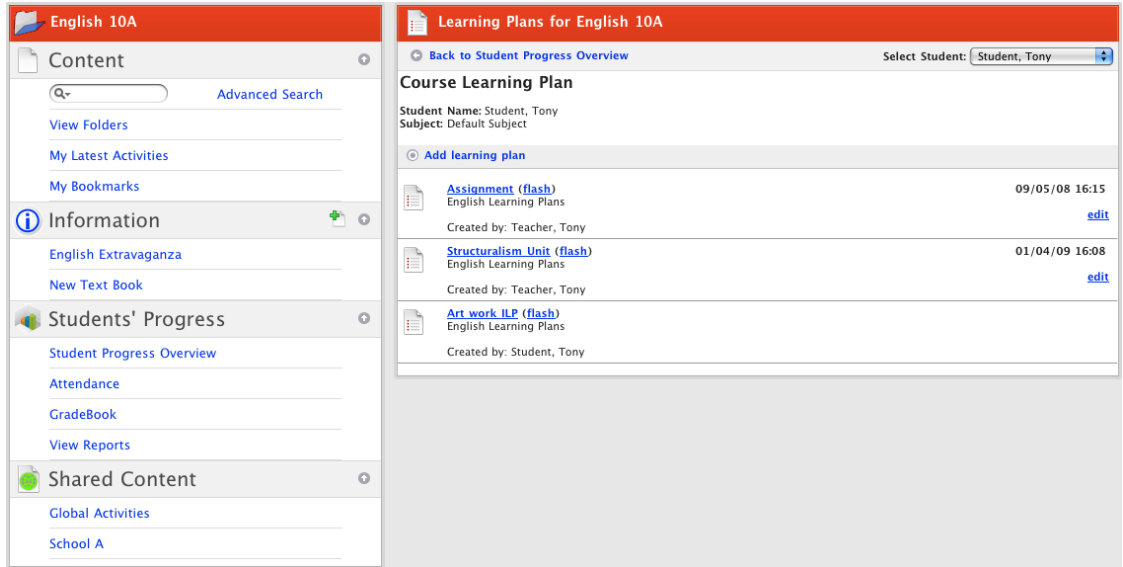
The screenshot shows the English 10A dashboard. The left sidebar contains sections: Content (with a search bar and links to View Folders, My Latest Activities, and My Bookmarks), Information (with links to English Extravaganza and New Text Book), Students' Progress (with links to Student Progress Overview, Attendance, GradeBook, and View Reports), and Shared Content (with links to Global Activities and School A). The main area shows a notice about a lecture series by Robert Drewe, followed by a Featured Items section with three columns: Folders (Creative Writing, Writing Narrative), Activities (Repository Activity, Creativity eLocker, Creativity Chat, Shakespeare Discussion, The Beach), and Shared Content (School Vote, ABC News, School News). Each item includes a date and creator.

3. In the Students' Progress section, click the **Student Progress Overview** link. The Student Progress Overview for the class appears.

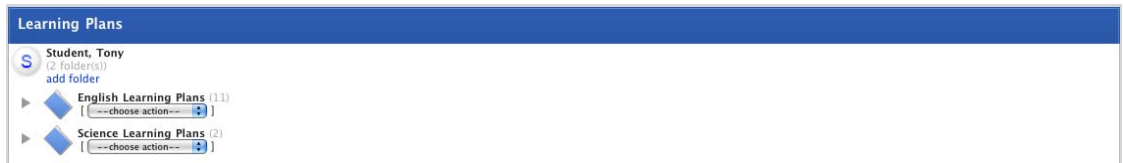
The screenshot shows the Student Progress Overview for English 10A. The left sidebar is the same as the previous screenshot, but the 'Student Progress Overview' link is highlighted with a red arrow. The main area displays a table with columns: Student, Learning Plans, Assignment Submissions, and Assessment Submissions. Below the table is a button labeled 'Send message to selected students'.

Student	Learning Plans	Assignment Submissions	Assessment Submissions
<input type="checkbox"/> Student, Anthony	1 plan(s)	2 Submission(s)	0 submissions
<input type="checkbox"/> Student, Tony	3 plan(s)	2 Submission(s)	0 submissions
<input type="checkbox"/> Student2, Anthony	0 plans -- add	0 submissions	0 submissions
<input type="checkbox"/> Student3, Anthony	0 plans -- add	0 submissions	0 submissions

4. Adjacent to the student whose Learning Plan you want to export, in the **Learning Plans** list, click the **Plan(s)** link. The Student's Learning Plans for the class appear.



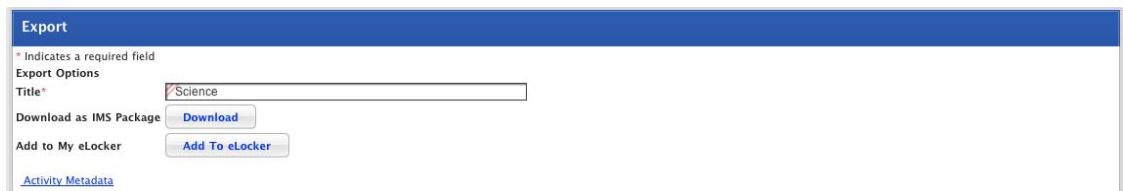
5. Click **Add learning plan**. The Learning Plans page appears.



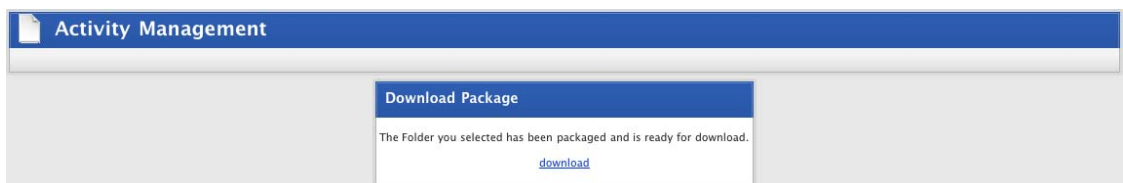
6. Open the Learning Plan folder that contains the Learning Plan that you want to export.



7. For the Learning Plan you want to export click the **export** button. The Export panel appears.



8. Click the **Download** button. The Download Package panel appears.



9. Click **download** and save the file to a suitable location.

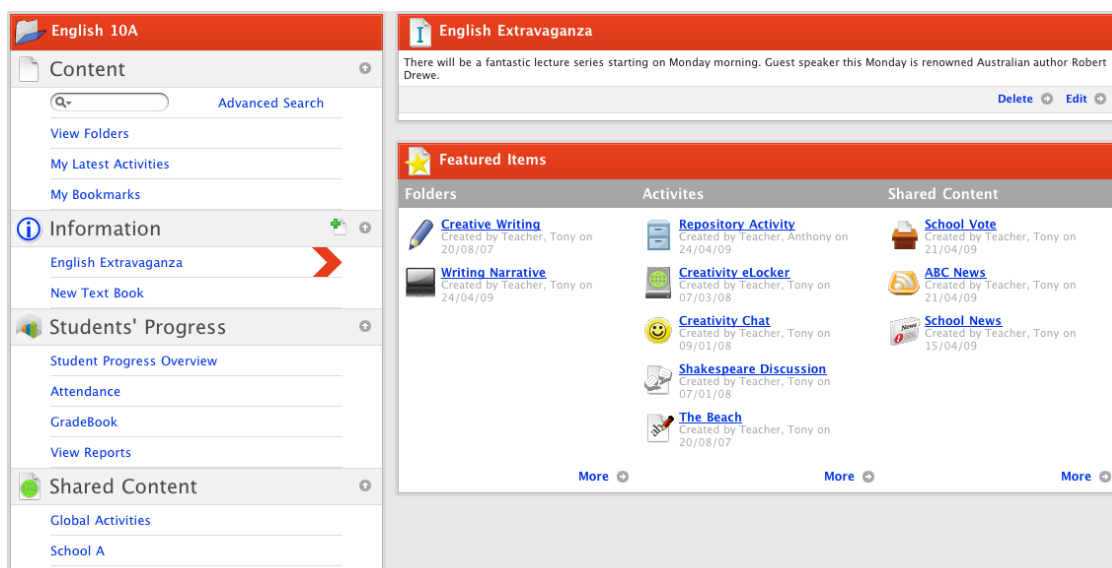
- Click the Studywiz **Back** tab twice to return to the Learning Plans page.

15.9 Print a Learning Plan

- Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.



- Select a Class or Group that contains the student whose Learning Plan you want to print. The Learning page appears.



- In the Students' Progress section, click the **Student Progress Overview** link. The Student Progress Overview for the class appears.

English 10A

Content

Advanced Search

View Folders

My Latest Activities

My Bookmarks

Information

English Extravaganza

New Text Book

Students' Progress

Student Progress Overview

Attendance

GradeBook

View Reports

Shared Content

Global Activities

School A

Student Progress Overview for English 10A

Student	Learning Plans	Assignment Submissions	Assessment Submissions
<input type="checkbox"/> Student, Anthony	1 plan(s)	2 Submission(s)	0 submissions
<input type="checkbox"/> Student, Tony	3 plan(s)	2 Submission(s)	0 submissions
<input type="checkbox"/> Student2, Anthony	0 plans - add	0 submissions	0 submissions
<input type="checkbox"/> Student3, Anthony	0 plans - add	0 submissions	0 submissions

Send message to selected students

4. Adjacent to the student whose Learning Plan you want to print, in the **Learning Plans** list, click the **Plan(s)** link. The Student's Learning Plans for the class appear.

English 10A

Content

Advanced Search

View Folders

My Latest Activities

My Bookmarks

Information

English Extravaganza

New Text Book

Students' Progress

Student Progress Overview

Attendance

GradeBook

View Reports

Shared Content

Global Activities

School A

Learning Plans for English 10A

Back to Student Progress Overview

Select Student: [Student, Tony](#)

Course Learning Plan

Student Name: Student, Tony
Subject: Default Subject

Add learning plan

<div>Assignment (flash)</div> <div>English Learning Plans</div> <div>Created by: Teacher, Tony</div>	09/05/08 16:15 edit
<div>Structuralism Unit (flash)</div> <div>English Learning Plans</div> <div>Created by: Teacher, Tony</div>	01/04/09 16:08 edit
<div>Art work ILP (flash)</div> <div>English Learning Plans</div> <div>Created by: Student, Tony</div>	

5. Click the Learning Plan that you want to print. The Learning Plan opens.

Structuralism Unit (Student, Tony)

Edit Cancel

Created By: Teacher, Tony Last Modified By: Teacher, Tony
Date Created: 01/05/09 14:11 Date Modified: 01/05/09 14:23
Time frame - start: 01/05/09
Time frame - End: 03/05/10
Summary:
New File: [Upload](#) [Import](#)
Files: No files uploaded.

Printer Friendly Version: [Summary](#) [Full](#) [Generate PDF](#)

Additional Resources

Comment(s): [Add Comment](#)
No comment(s).

Structure of the unit

Comment(s): [Add Comment](#)
No comment(s).

Edit Cancel

6. In the **Printer Friendly Version** field:

- To print a summary of the Action Plan, click **Summary**. A print friendly summary opens in a new window.
- To print the full Action Plan, click **Full**. A print friendly version opens in a new window.
- To generate a PDF version of the Action Plan that you can then download, click **Generate PDF**. A download link appears.

16 Calendars

Each Studywiz user has their own Studywiz Calendar. Additional Calendars can be created for Classes, Groups, Schools and individuals. There is no limit to the number of Calendars that can be created.

Your Studywiz Calendar displays all your scheduled private events as well as events from other Calendars to which you are subscribed. It can also display the start, end and due dates for Assignments.

The current month is displayed on the Studywiz home page and you can see the complete Calendar, with a range of views, by clicking the **Calendar** link or the **More** button or by opening the Calendar through the Tools page.



Create a Calendar for a Class or Group before you create Activities for the Class or Group. You can then schedule the Activities on the calendar as you create them.

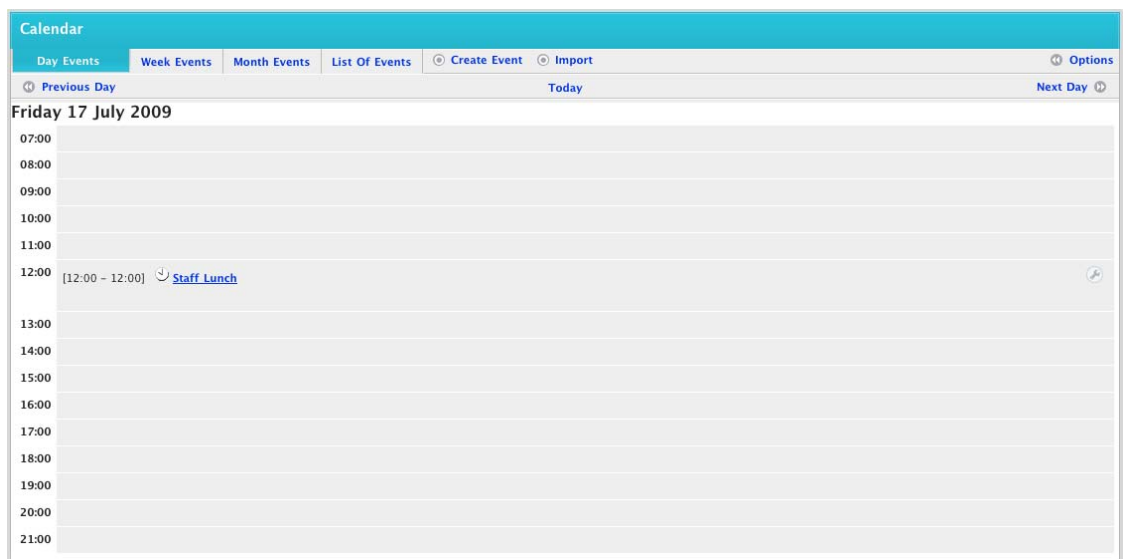
16.1 Open your Studywiz Calendar

1. On the Studywiz home page click **Calendar**. Your Calendar appears with the current day displayed.

If the Calendar does not appear on your home page, click the **Tools** button and then click the **Calendar** button.



This calendar displays all events from all calendars to which you are subscribed. To select which calendars are displayed follow the [Remove a Calendar from your Personal Calendar](#) procedure below.











Click the **Week Events** tab to see the whole week.

Click the **Month Events** tab to see the whole month.

Click the **List Of Events** tab to see a list of all your Calendar events.

16.1.1 Calendar Icons

The event icons shown below appear on the Calendar.

Icon	Event type
	All day event
	Event
	Assignment start
	Assignment due
	Assignment end
	Edit
	Add Event
	Export Calendar (download your Calendar in iCal format)

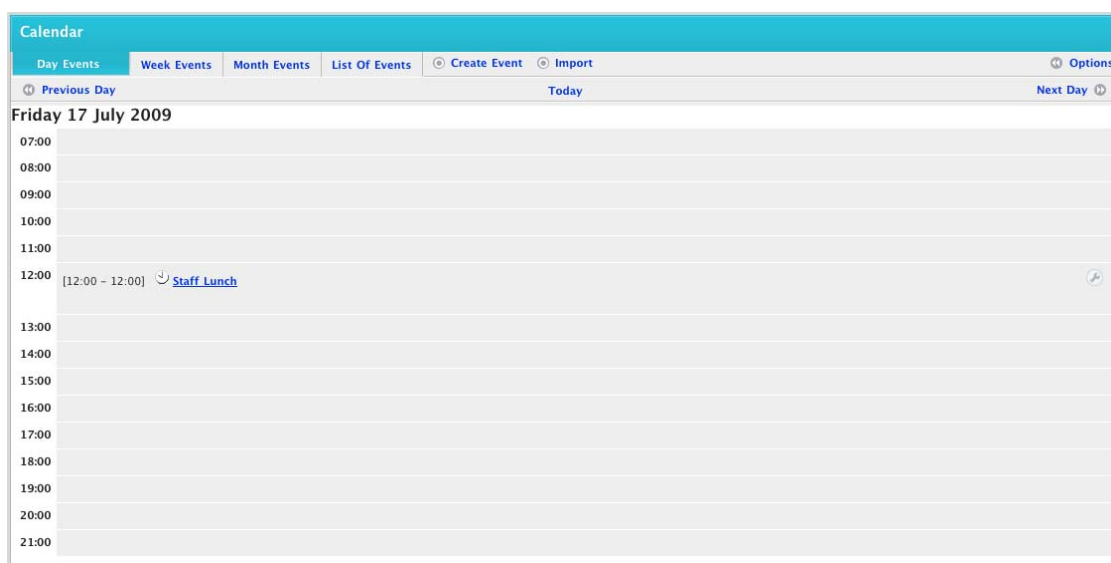
16.2 Schedule an Event on a Calendar

Carry out the steps in this procedure to schedule events on any calendar.

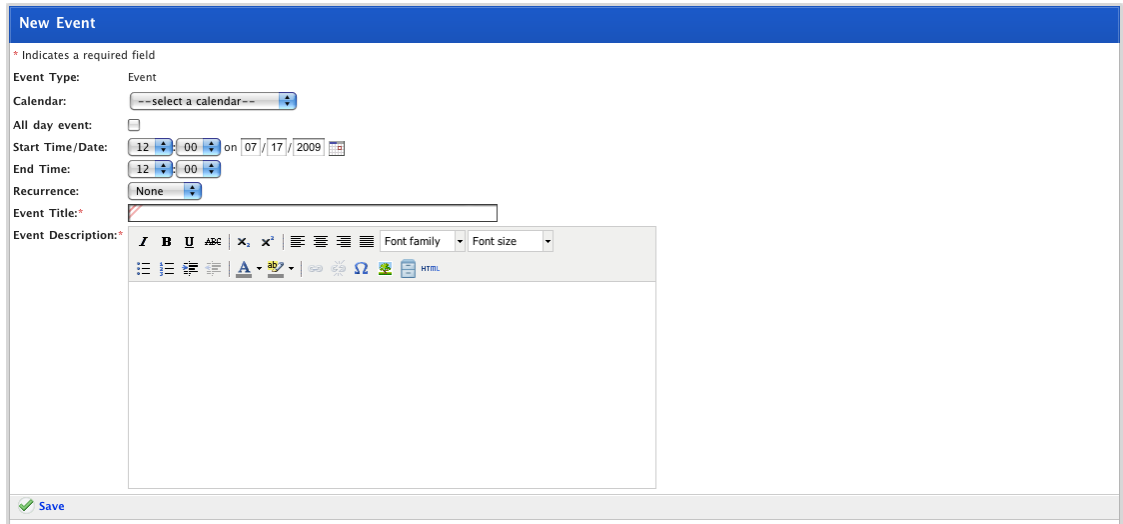


To schedule Assignment Start, Due and End events, follow the instructions in the [Assignments and Studywiz Calendars](#) procedure.

1. On the Studywiz home page click **Calendar**. The Calendar page appears.



2. Click **Create Event**. The New Event panel appears.



3. From the **Calendar** drop-down list select the Calendar on which you want the event to appear.

To have the event appear only on your personal calendar select **My Calendar**.



The Calendar drop-down list displays your personal Calendar 'My Calendar' as well as your Class, Group and School Calendars.


4. Set the **Start Time** and **Date** on which you want the new event to be scheduled.
5. From the **End Time** drop-down lists set the end time for the event.
6. In the **Occurrence** field select **Once**, **Daily**, **Weekly**, **Monthly** or **Yearly**.
 - a. If you set the Occurrence to repeat, the **Expiry Date** fields appear. Set a date for the recurrence to end.
7. In the **Event Title** field type the title that you want to appear in your Calendar.
8. In the **Event Description** field type more details about the event.
9. Click the **Save** button. The 'Saved' notification message appears at the top of the page.

16.3 Edit an Event

1. On the Studywiz home page click **Calendar**. The Calendar page appears.



You can edit an event from either the **Day Events** tab the **Week Events** tab or the **Month Events** tab.

2. Locate the event you want to edit from either from the **Day Events** tab, the **Week Events** tab, or the **Month Events** tab.
3. Adjacent to the event click the **Edit**  button. The Edit Event panel appears.


4. Make your changes to the event.
5. Click **Save**. The changes are saved.
6. Click the Studywiz **Back** tab to return to your Calendar page.

16.4 Delete an Event

1. On the Studywiz home page click **Calendar**. The Calendar page appears.



You can edit an event from either the **Day Events** tab the **Week Events** tab or the **Month Events** tab.

2. Locate the event you want to delete from either from the **Day Events** tab, the **Week Events** tab, or the **Month Events** tab.
3. Adjacent to the event click the **Edit**  button. The Edit Event panel appears.

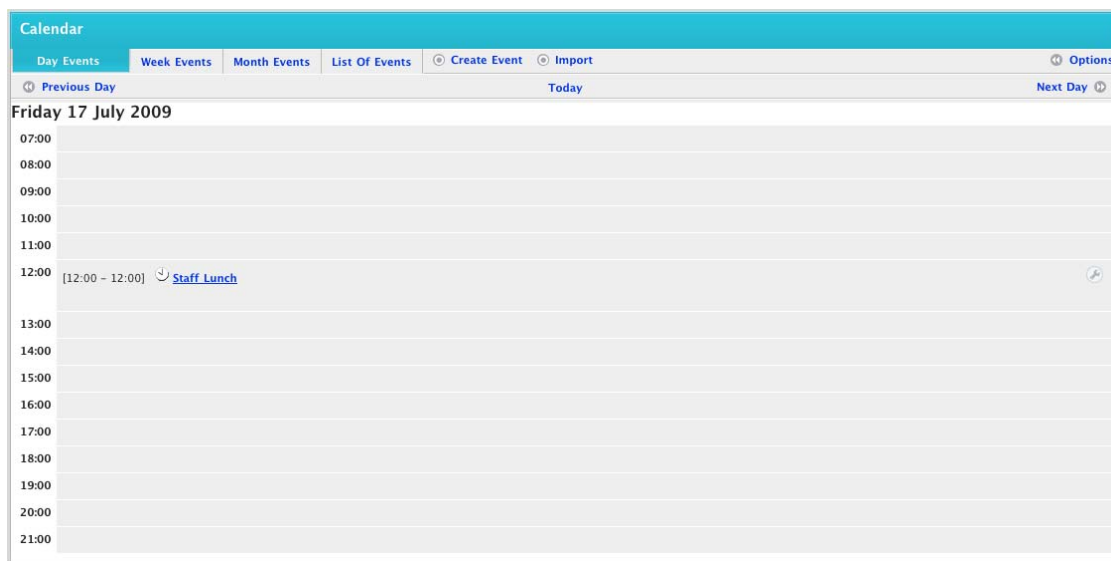
4. Click the **Delete** button. The 'This will delete the event. Do you wish to continue?' dialog box appears.
5. Click **OK**. The event is deleted and your calendar page reappears.

16.5 Create a new Calendar

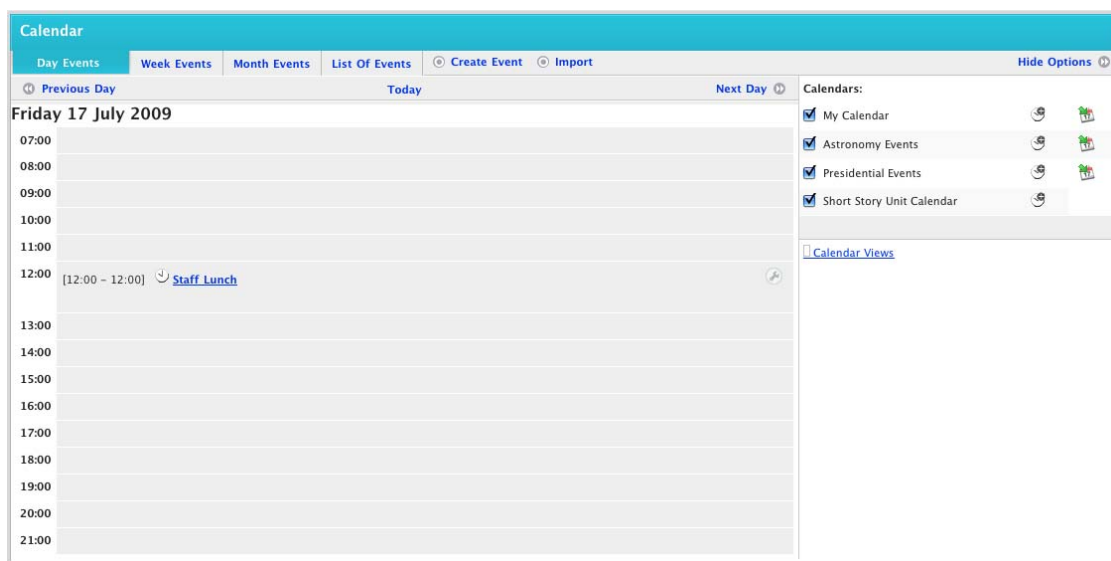
To create a new calendar for a class or group, follow the [Create a Calendar](#) procedure.

16.6 Remove a Calendar from your Personal Calendar

1. On the Studywiz home page click **Calendar**. The Calendar page appears and displays the current day.



2. Click **Options**. The Calendars list appears, displaying each Calendar to which you are subscribed.



The Calendars list allows you to select which items you see on your Calendar. You can switch complete Calendars on and off and you can change the types of items you see on your Calendar.

3. De-select the checkbox for the Calendar you want to remove. The events for that Calendar will no longer appear on your personal Calendar. The Calendar remains in the Calendars list.

16.7 Select the Event Types that Appear on your Personal Calendar

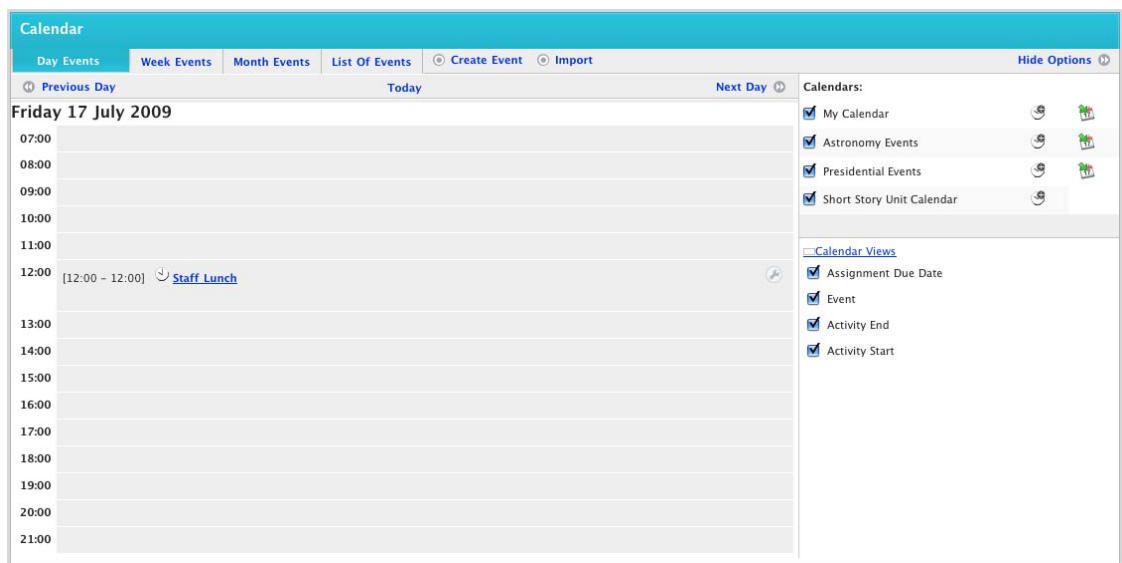
By default the Studywiz Calendar shows the following events:

- Assignment Due

- Event
- Activity End
- Activity Start.

Follow this procedure to configure the Calendar to show a selection of these four event types, or to show none at all.

1. On the Studywiz homepage click **Calendar**. The Calendar page appears.
2. Click the **Options** button. The Calendars list appears, displaying each Calendar to which you are subscribed.
3. Click **Calendar Views**. The Calendar Views list appears, showing event types with checkboxes.



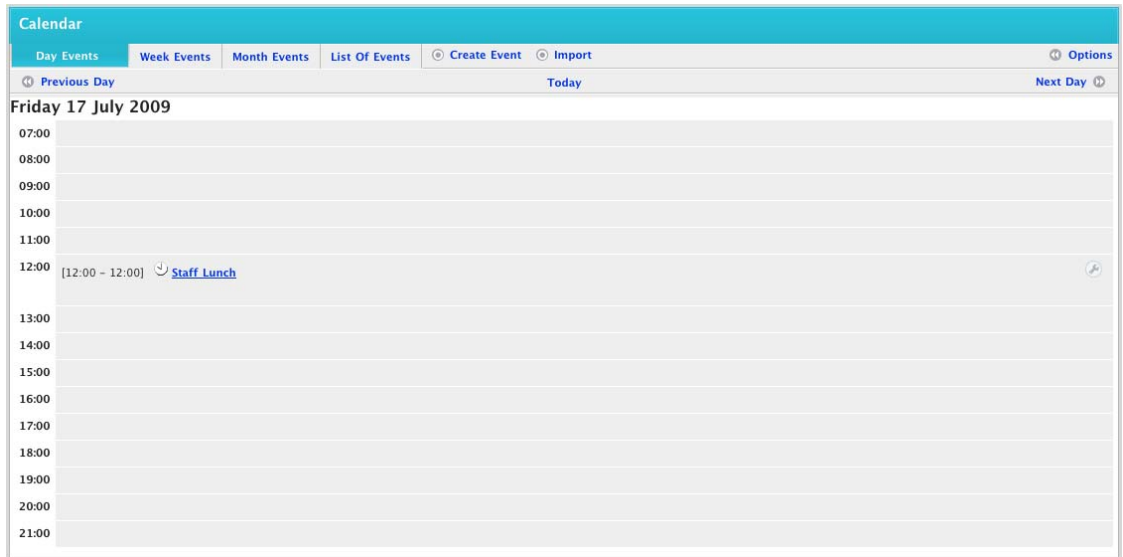
4. Click the checkboxes to select and de-select the different event types.

16.8 Import a Calendar

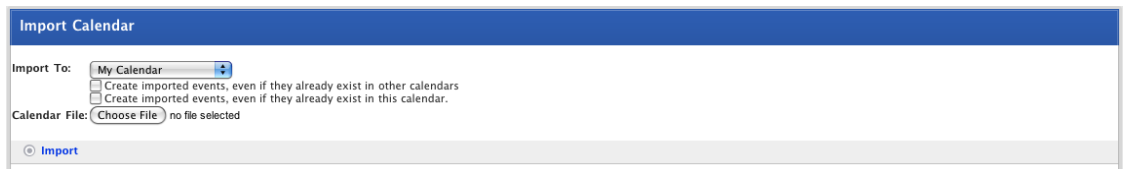
Studywiz allows you to import a Calendar, exported from an iCalendar-compliant calendar application such as iCal, into your Studywiz calendar.

Before you begin this procedure, export the calendar from your calendar application.

1. On the Studywiz home page, click **Calendar**. The Calendar page appears.



2. Click **Import**. The Import Calendar panel appears.

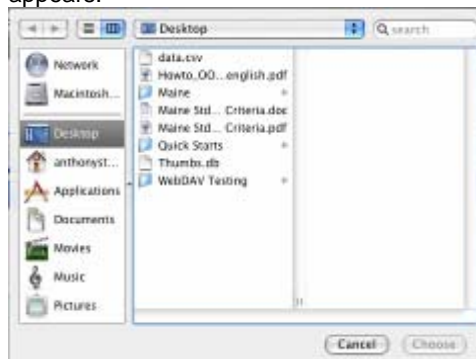


- From the **Import To** drop-down list select the calendar into which you want to import the new calendar.
- To import events from the calendar that already exist in your other calendars, select the **Create imported events, even if they already exist in other calendars** checkbox.
- To import events that already exist in the selected calendar, select the **Create imported events, even if they already exist in this calendar** checkbox.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows file upload procedures are shown below:

Macintosh

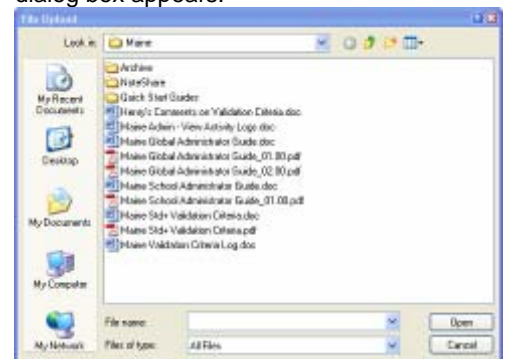
- a. Click the **Choose File** button. The Finder appears.



- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Choose** button. The dialog box closes and the Select a file to Upload panel reappears.

Windows

- a. Click the **Browse** button. The File Upload dialog box appears.



- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Open** button. The dialog box closes and the Select a file to Upload panel reappears.

- Click **Import**. The 'Calendar Importing' notification appears and then the Calendar Import Results panel appears.

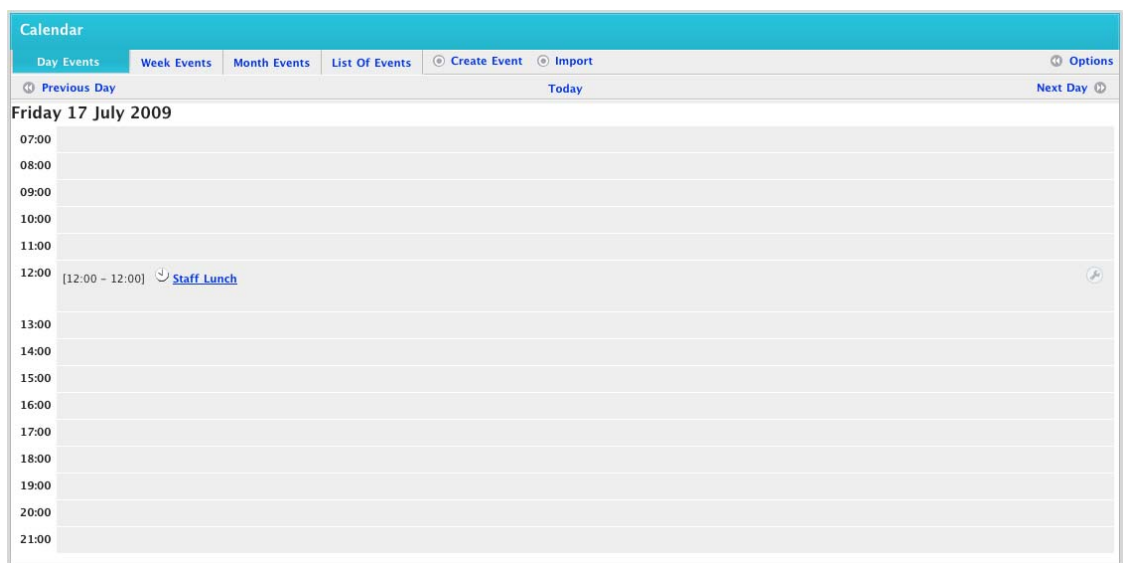


- Click the **Back** button. Your Studywiz Calendar appears, and now includes events from the imported calendar.

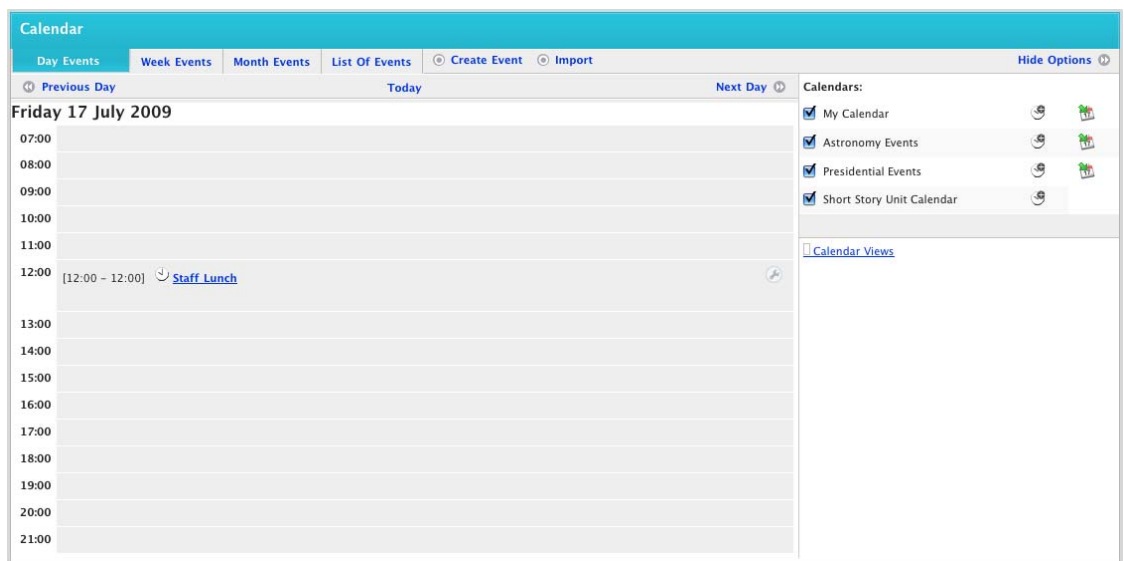
16.9 Export a Calendar


Follow this procedure to export a Calendar as an iCal file. This file can be imported to any iCal compatible program, or ideally Mac iCal.

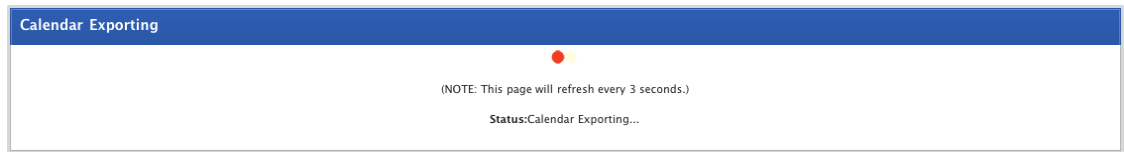
- On the Studywiz home page, click **Calendar**. The Calendar page appears.



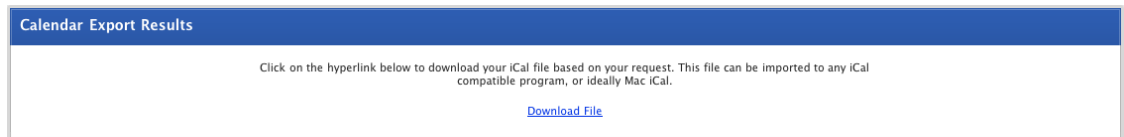
- Click **Options**. The **Options** panel appears, with a list of all available Calendars.



3. Click the **Export**  button adjacent to the Calendar you wish to export. The **Calendar Exporting** page appears.



This is followed by the **Calendar Export Results** page.



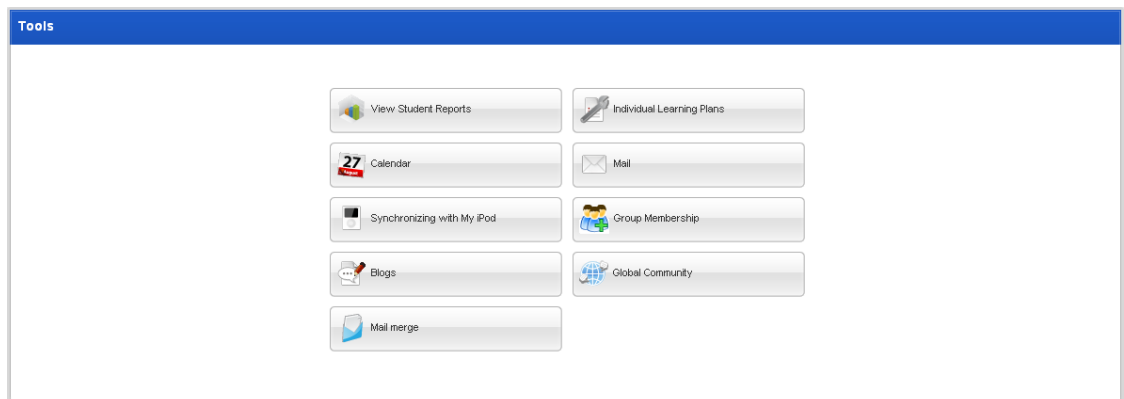
4. Click the **Download File** link. The iCal file downloads.

17 Messages

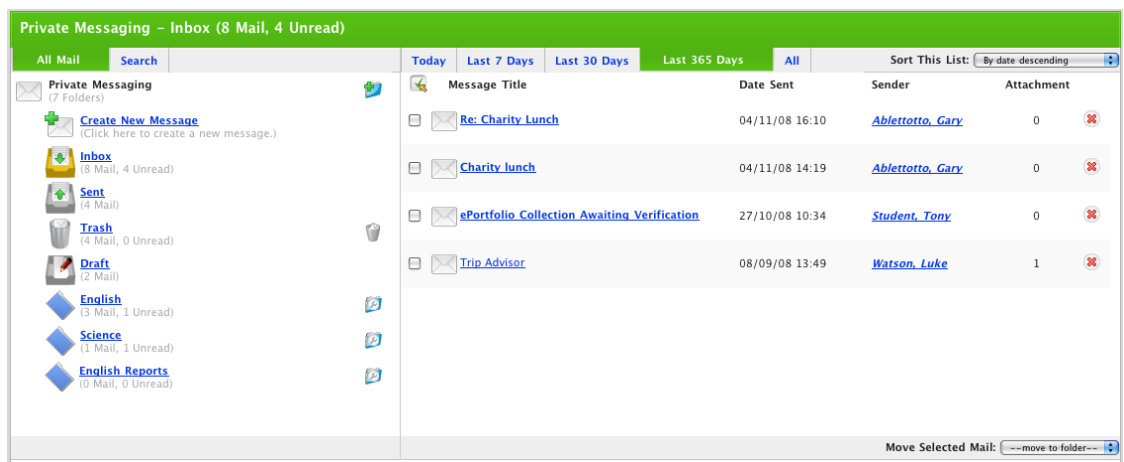
Studywiz provides a messaging system which allows you to send messages within Studywiz to other Studywiz users.

17.1 Compose and Send a Studywiz Message

1. Click the **Tools** tab. The Tools page appears.




2. Click the **Mail** button. The Private Messaging – Inbox page appears.








3. Click **Create New Message**. The Edit Message page appears.

17.1.1 Select Individual Users

4. To add individual users to the recipients list, follow these steps.
 - a. From the **To** drop-down list, select the Class or Group that contains the recipients of your message. A list of users appears in the left hand selection field and the filtering options appear.

 To see only teachers, parents or students, select a user type from the filtering drop-down list.
 To filter by a specific name, type the name in the **Filter By** field and click **Search**.
 - b. Click the user or users to whom you want to send the message.

 To select multiple message recipients, hold down the **Command** key (Mac) or the **Ctrl** key (Windows) and then click the recipients' names.
 - c. Add recipients to the Selected Recipients list:
 - i. To add the selected recipients, click the **Add Selected Users**  button.
 - ii. To add all the users in the Selection field, click the **Add All Users**  button.
 - iii. To remove a user from the Selected Recipients field, click the user and then click the **Remove Selected Recipients**  button.
 - iv. To remove all the users from the Selected Recipients field, click the **Remove All Recipients**  button.
 - d. To add recipients from another Class or Group, repeat step 3.

17.1.2 Select a Recipient Group

5. To add a predefined group of recipients to the recipients list, follow these steps.



Before you begin this procedure, ensure that you have created the relevant Recipient Group. To create a Recipient Group, follow the [Create a new Recipient Group](#) procedure.

- a. From the **Select a Group** drop-down list, select a recipient group.
- b. Click the **Add** button. The Recipient Group users are added to the **Selected Recipients** field.



To add additional individual users, follow the [Select Individual Users](#) procedure above.

17.1.3 Upload a Message Attachment

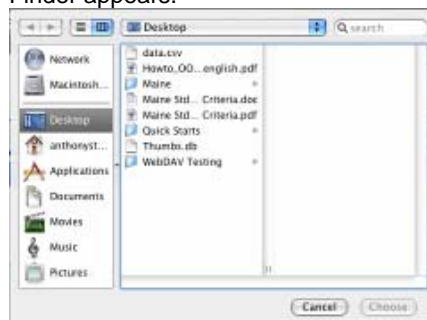
6. To add an attachment to the message, follow these steps.
 - a. Click the **Upload** button. The Select a file to Upload panel appears.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows file upload procedures are shown below:

Macintosh



- i. Click the **Choose File** button. The Finder appears.

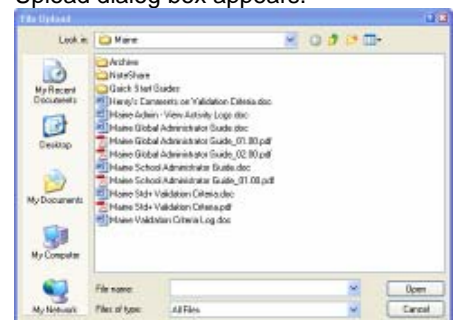


- ii. Navigate to the appropriate directory.
- iii. Select the file you want to upload.
- iv. Click the **Choose** button. The dialog box closes and the Select a file to Upload panel reappears.

Windows

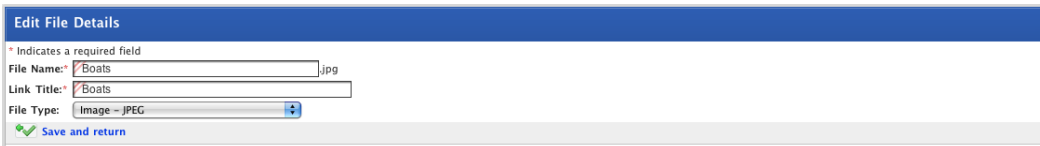


- i. Click the **Browse** button. The File Upload dialog box appears.



- ii. Navigate to the appropriate directory.
- iii. Select the file you want to upload.
- iv. Click the **Open** button. The dialog box closes and the Select a file to Upload panel reappears.

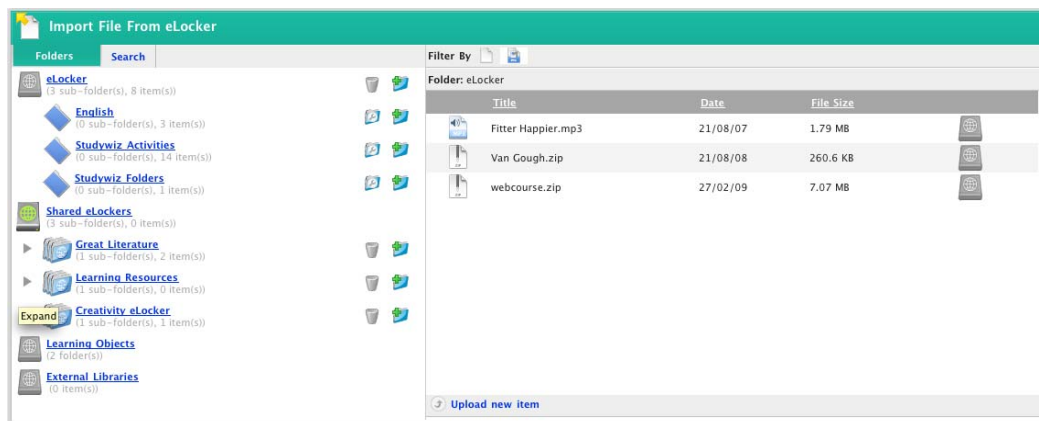
- b. Click the **Upload** button. The file is transferred and then the Edit File Details panel appears.



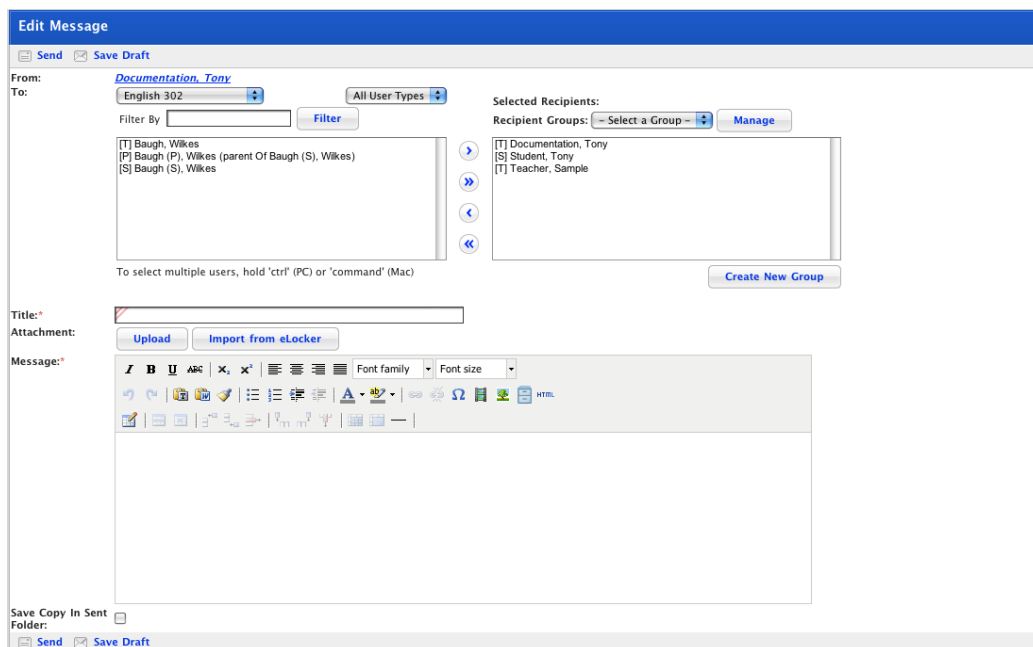
- c. Click **Save and return**. The Edit Message page appears.

17.1.4 Import a Message Attachment from your eLocker

7. To import an attachment from your eLocker follow these steps.
 - a. Click the **Import file from eLocker** button. The Import File From eLocker page appears.



- b. Navigate to the file that you want to import.
- c. Adjacent to the file that you want to import, click the **Import File From eLocker** button. The file is added to the message as an attachment.



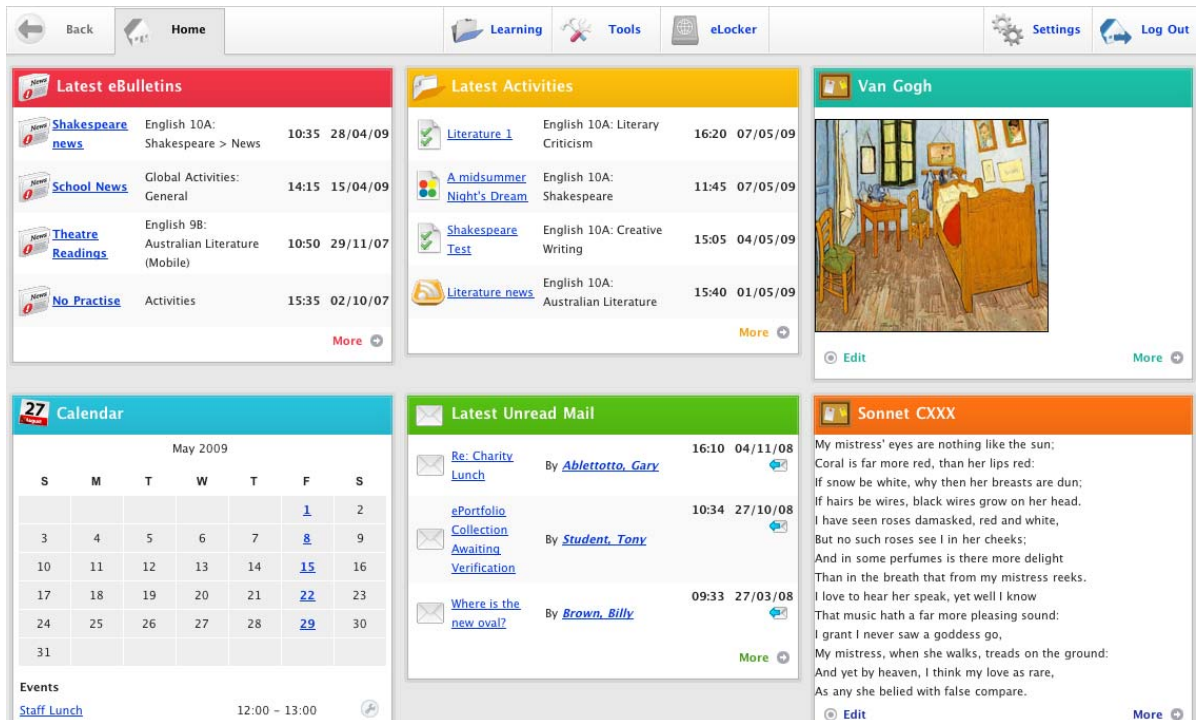
17.1.5 Compose and Send the Message

8. In the **Title** field, type the title of your message.
9. In the **Message** field, type the text of your message.
10. If you want to save a copy of the message in the Sent folder, ensure that the **Save Copy In Sent Folder** checkbox is selected.
11. Click **Send**. The message is sent and your Private Messaging – Inbox reappears.

17.2 Open a New Message

17.2.1 From the Studywiz Home Page


On most Studywiz deployments a **Latest Unread Mail** panel appears on the Studywiz home page. It shows your five latest unread messages and enables you to open messages and reply directly from the home page.



The screenshot shows the StudyWiz home page with a navigation bar at the top containing links for Back, Home, Learning, Tools, eLocker, Settings, and Log Out. The main content area is divided into several panels:

- Latest eBulletins:** A list of recent news items including Shakespeare, School News, Theatre Readings, and No Practise.
- Latest Activities:** A list of recent activities including Literature 1, A midsummer Night's Dream, Shakespeare Test, and Literature news.
- Van Gogh:** A panel featuring a painting of a bedroom by J.M.W. Turner.
- Calendar:** A calendar for May 2009 showing dates 1 through 31.
- Latest Unread Mail:** A panel showing five unread messages with details like subject, sender, and time.
- Sonnet CXXX:** A panel displaying the text of Sonnet CXXX by William Shakespeare.

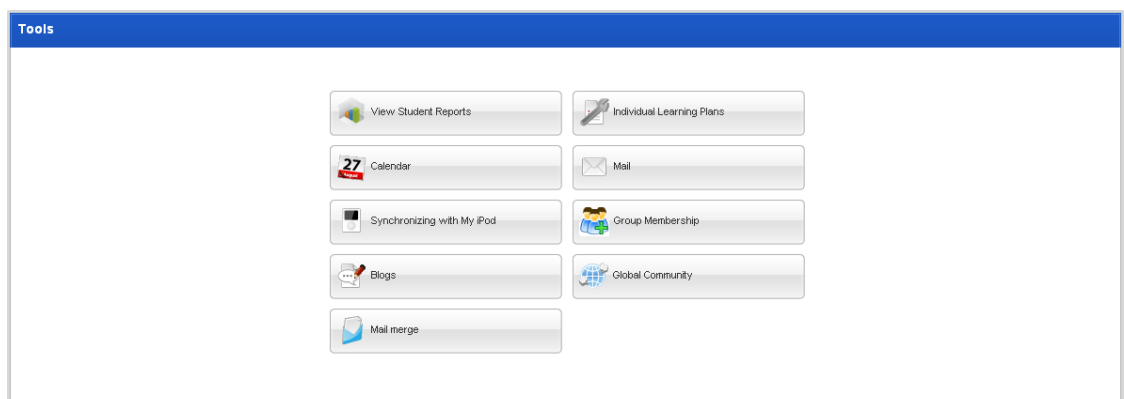
To open a message click the message title

To reply to a message click the **Reply**  button.

17.2.2 From your Messaging – Inbox page

Your complete inbox is shown on the Private Messaging page.

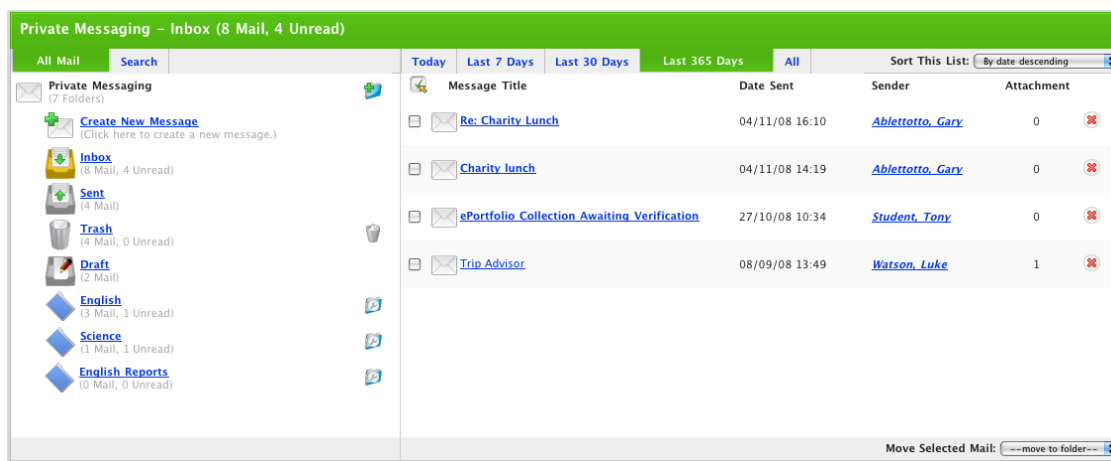
1. Click the **Tools** tab. The Tools page appears.



The screenshot shows the Tools page with a blue header bar labeled "Tools". Below the header, there are several utility buttons arranged in a grid:

- View Student Reports
- Individual Learning Plans
- Calendar
- Mail
- Synchronizing with My iPod
- Group Membership
- Blogs
- Global Community
- Mail merge

2. Click the **Mail** button. The Private Messaging – Inbox page appears.



To view all the messages received for the day, click the **Today** tab.

To view all the messages received for the week, click the **Last 7 Days** tab.

To view all the messages received for the month, click the **Last 30 Days** tab.

To view all the messages received for the year, click the **Last 365 Days** tab.

To view all messages received, click the **All** tab.



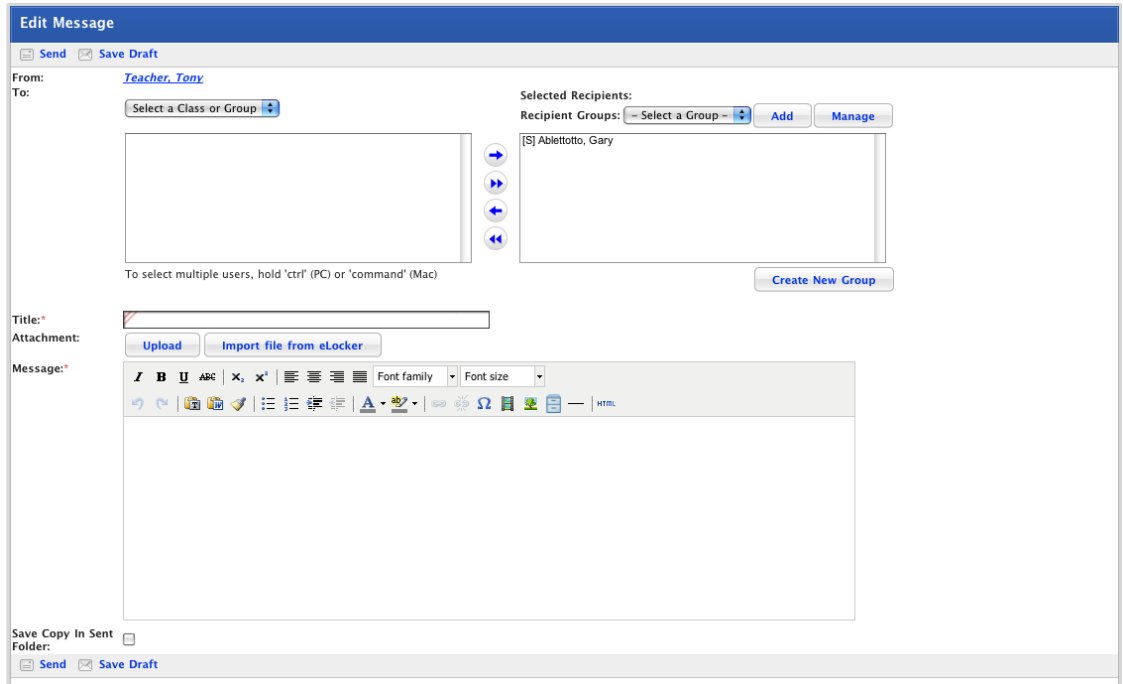
To sort the list of messages, from the **Sort This List** drop-down, select a sorting option.

3. In the right side of the pane click the message you want to open. The message opens.
4. Click the **Back** button to return to your inbox.

17.3 Reply to a Message

There are two ways to reply to a message in Studywiz. If the message appears on the Studywiz Home page, you can reply directly from there, or you can open the message and then reply.

1. Click the **Reply** button. The Edit Message panel appears. The Message box contains the text of the message to which you are replying.



2. Click in the **Message** field and type your reply.



If you want to send the message to users other than the sender, use the **To** fields to select the other users.

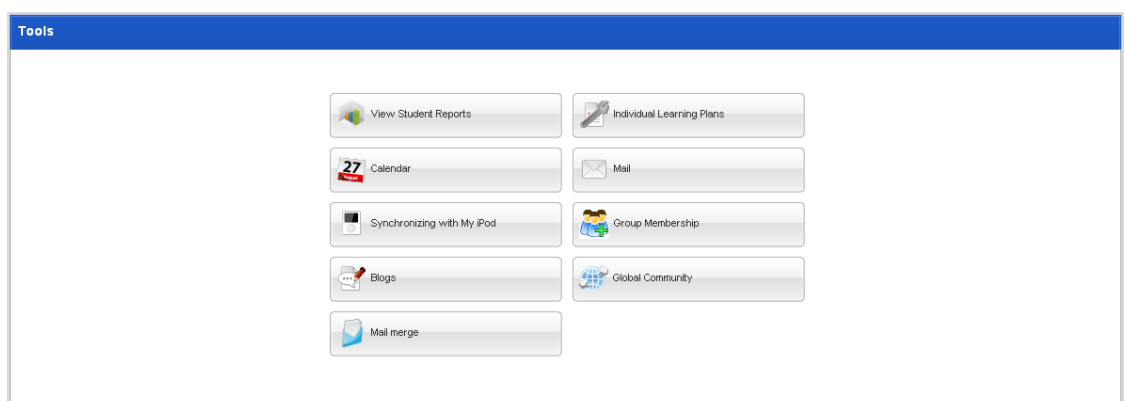
3. Click **Send**. The message is sent and the Studywiz home page appears.

17.4 Delete Messages

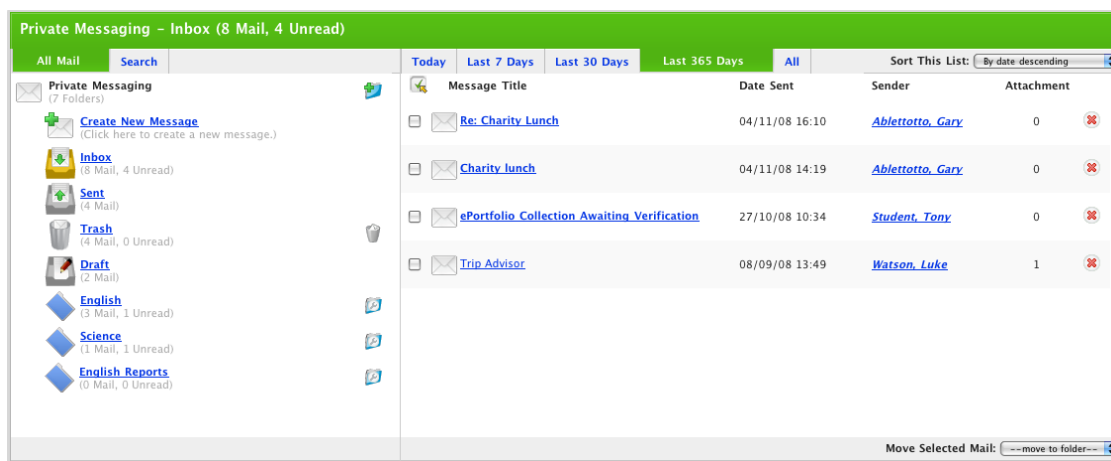
17.4.1 Move a Message to the Trash folder


Follow this procedure to move a message to the Trash folder.

1. Click the **Tools** tab. The Tools page appears.



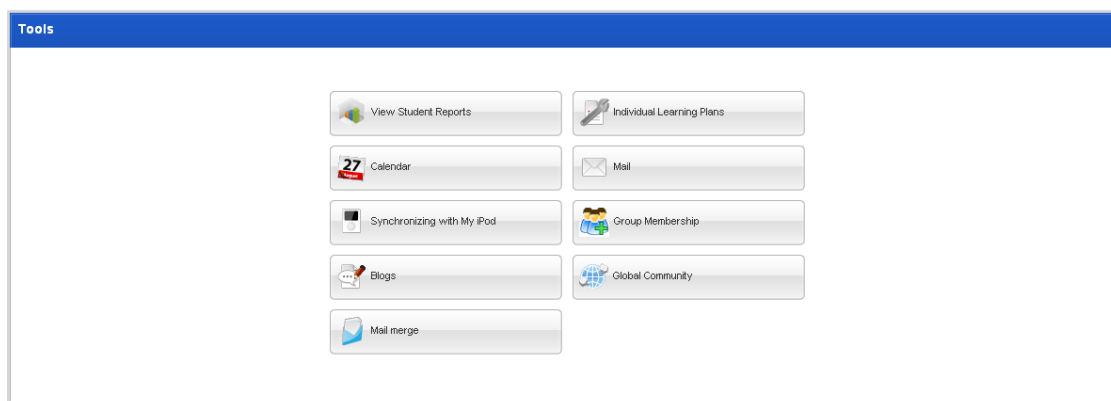
2. Click the **Mail** button. The Private Messaging – Inbox page appears.



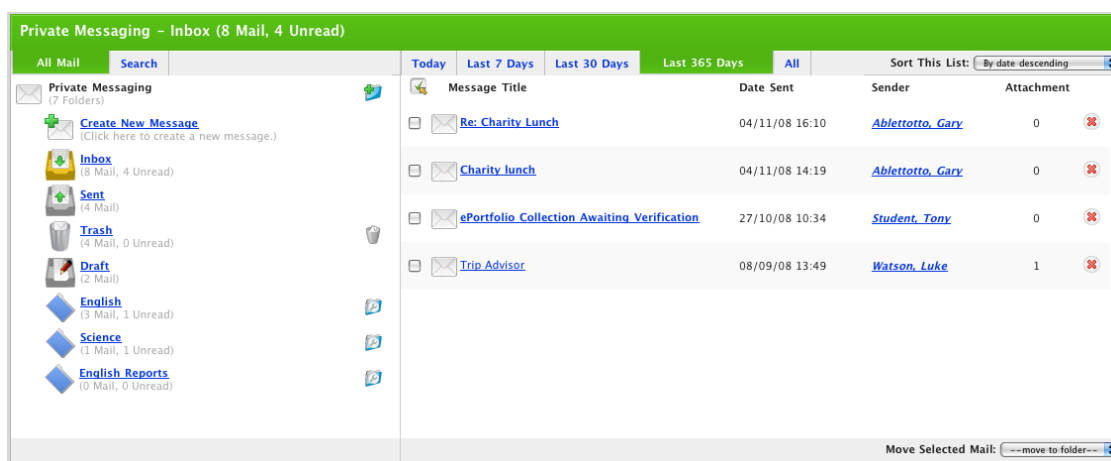
3. Adjacent to the message you want to delete, click the **Delete**  button. The message is added to Trash and the **Delete Message** notification appears.

17.4.2 Move a group of Messages to the Trash folder

1. Click the **Tools** tab. The Tools page appears.



2. Click the **Mail** button. The Private Messaging – Inbox page appears.



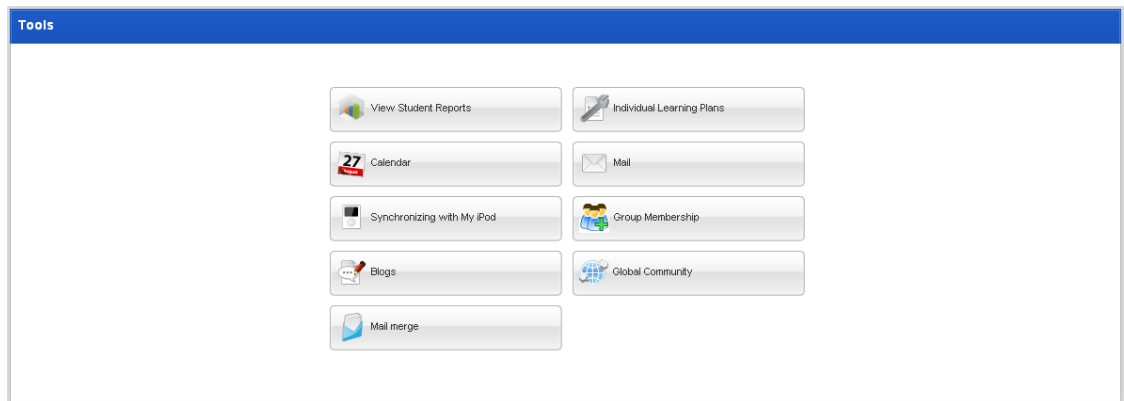
3. Select the messages you want to delete:
Select each message individually by selecting the adjacent checkbox, or

Select all the messages by clicking the **Select All**  button.

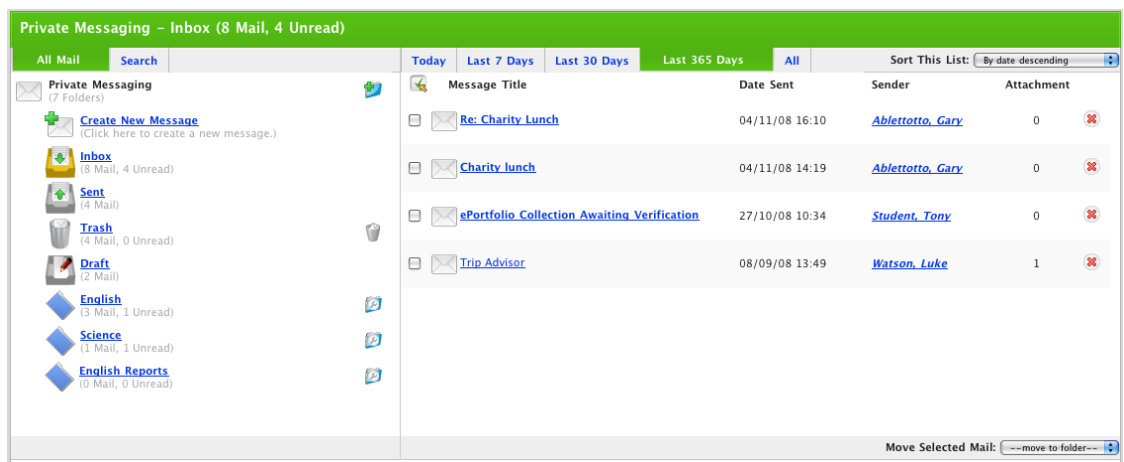
- From the **Move Selected Messages** drop-down list, select Trash. The messages are moved to the Trash folder.


17.4.3 Empty Trash Folder

- Click the **Tools** tab. The Tools page appears.



- Click the **Mail** button. The Private Messaging – Inbox page appears.



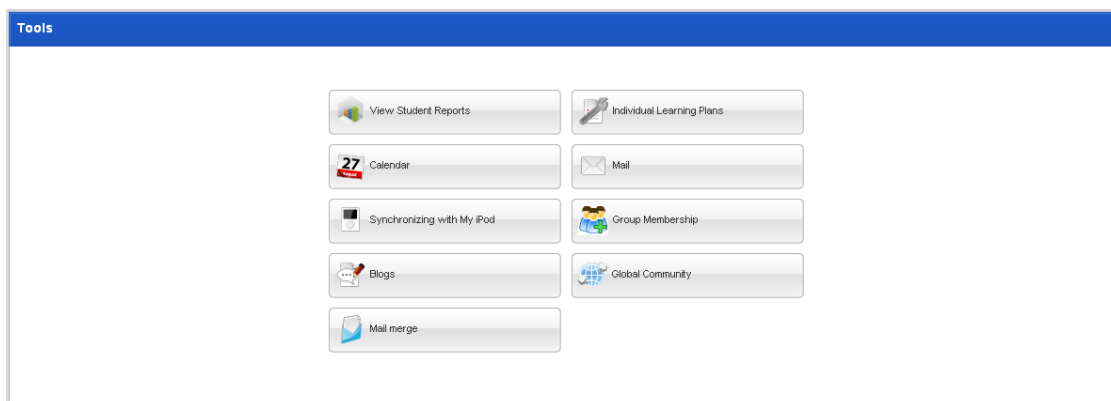
- Adjacent to the Trash folder icon in the left pane, click the **Empty Trash**  button. The messages are deleted.

17.5 Sent Messages

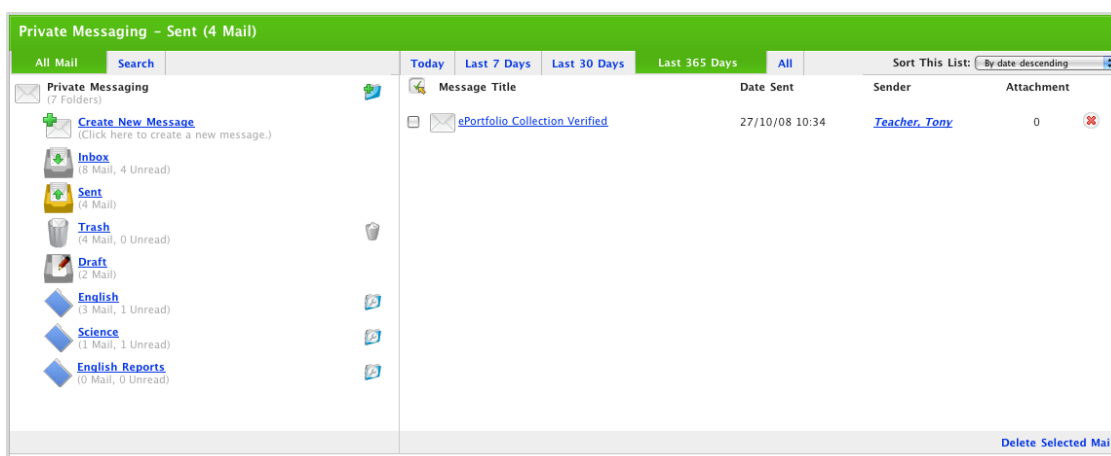
The Sent messages folder contains your saved sent messages. From the sent messages folder you can view messages and see which recipients have read your messages.

17.5.1 View Sent Messages

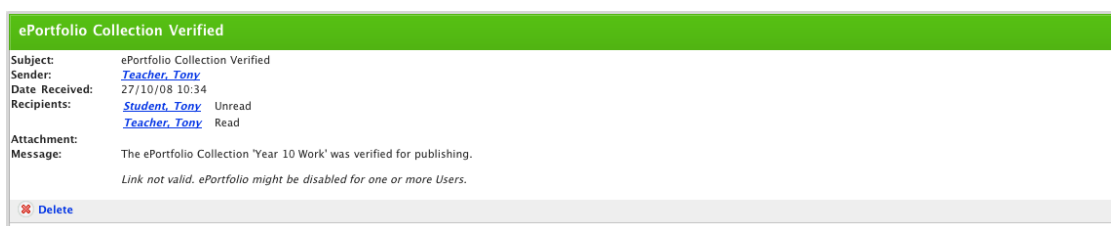
- Click the **Tools** tab. The Tools page appears.



2. Click the **Mail** button. The Private Messaging – Inbox page appears.
3. Click the **Sent** folder. The Sent folder contents appear in the right pane.



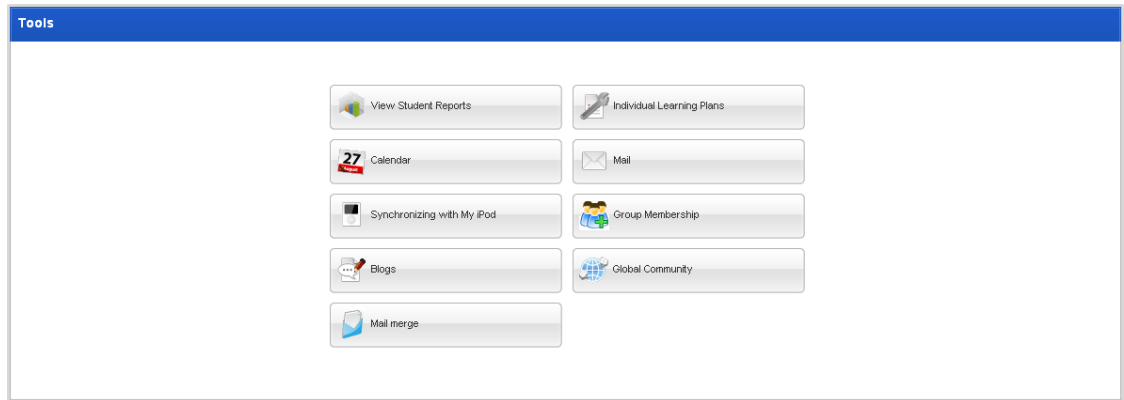
4. Click the sent message you want to open. The Message panel appears.



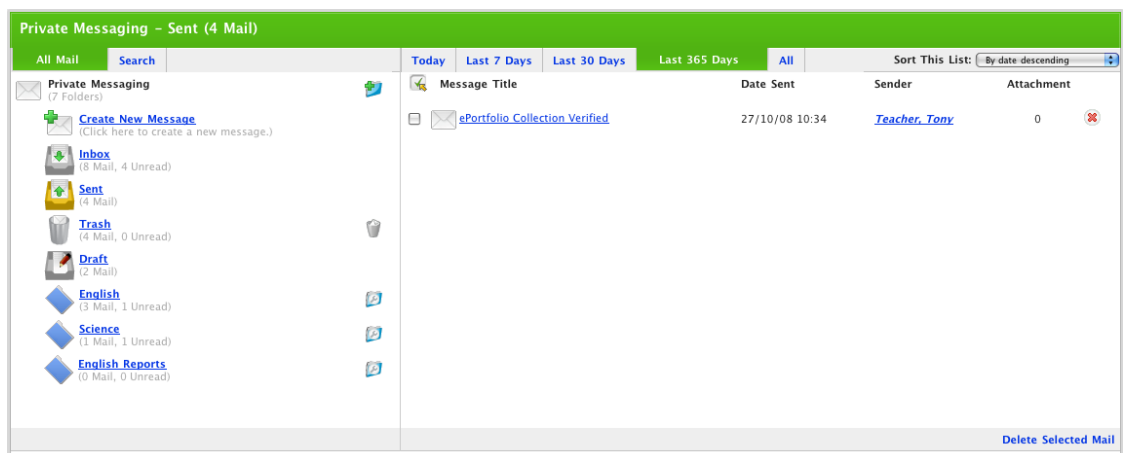
From this panel you can reread the message and see which recipients have read the message.


17.5.2 Delete Sent Messages

1. Click the **Tools** tab. The Tools page appears.




2. Click the **Mail** button. The Private Messaging – Inbox page appears.
3. Click the **Sent** folder. The Sent folder contents appear in the right pane.



4. Select the messages you want to delete:
Select each message individually by selecting the adjacent checkbox, or
Select all the messages by clicking the **Select All**  button.
5. Click **Delete Selected Messages**. The selected messages are deleted.



To delete messages individually, click the adjacent **Delete**  button.

17.6 Message Drafts

When you create a message, you have the option to save it as a draft. Drafts are saved in the Draft folder. Saving a message as a draft is useful if you don't have time to complete the message. You can then come back to complete and send the message later.

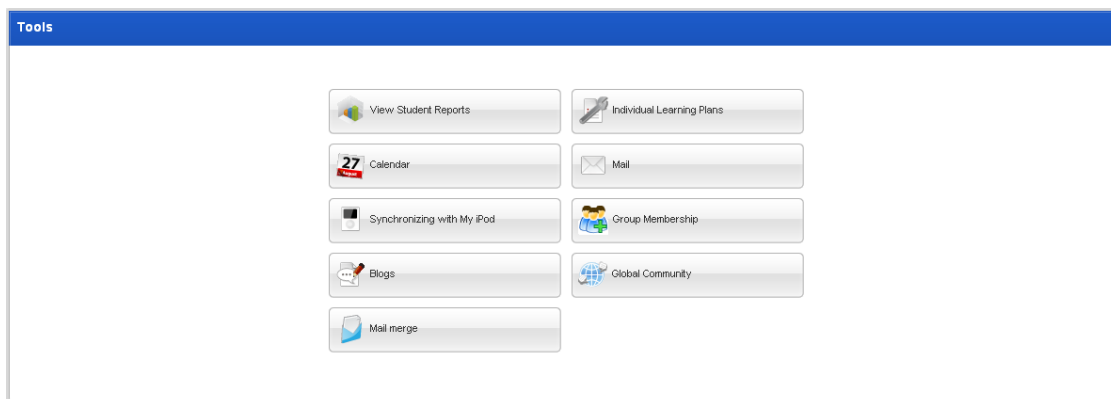
17.6.1 Compose a Message Draft

1. Follow the [Compose and Send a Studywiz Message](#) procedure up to the final step.
2. Click **Save Draft**. The message is not sent but saved as a draft in the Drafts folder.

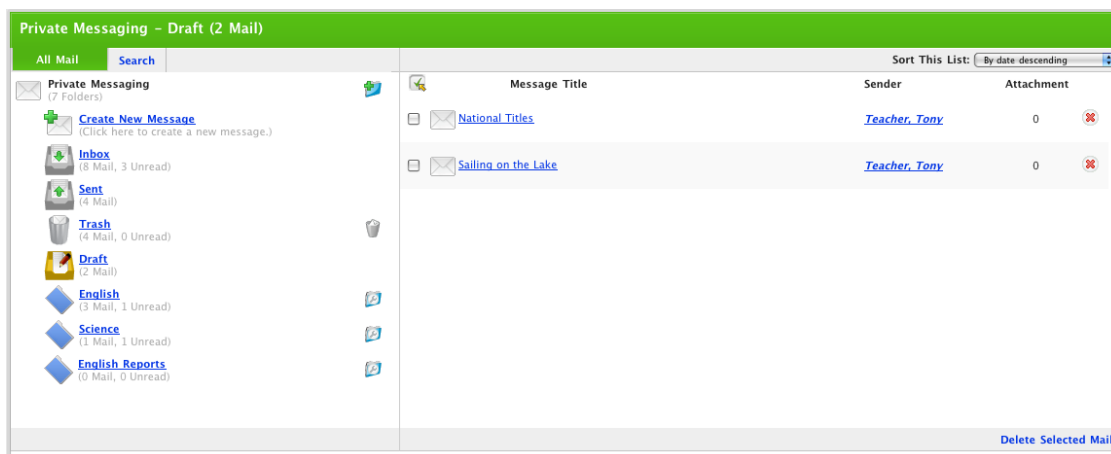
You can now edit and send the message at a later date.

17.6.2 Open, Edit and Send a Message Draft

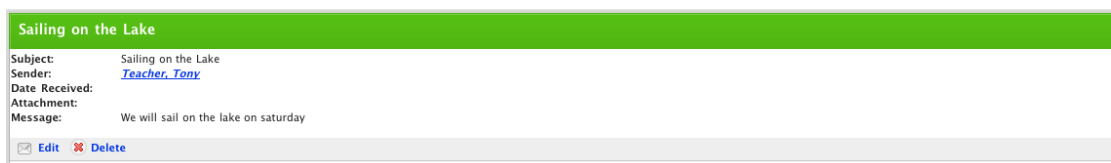
1. Click the **Tools** tab. The Tools page appears.



2. Click the **Mail** button. The Private Messaging – Inbox page appears.
3. Click the **Draft** folder icon. The folder contents appear in the right pane.



4. Click the draft you want to open. The Draft panel appears.



5. Click the **Edit** button. The Edit Message panel appears.

6. Select the message recipients.

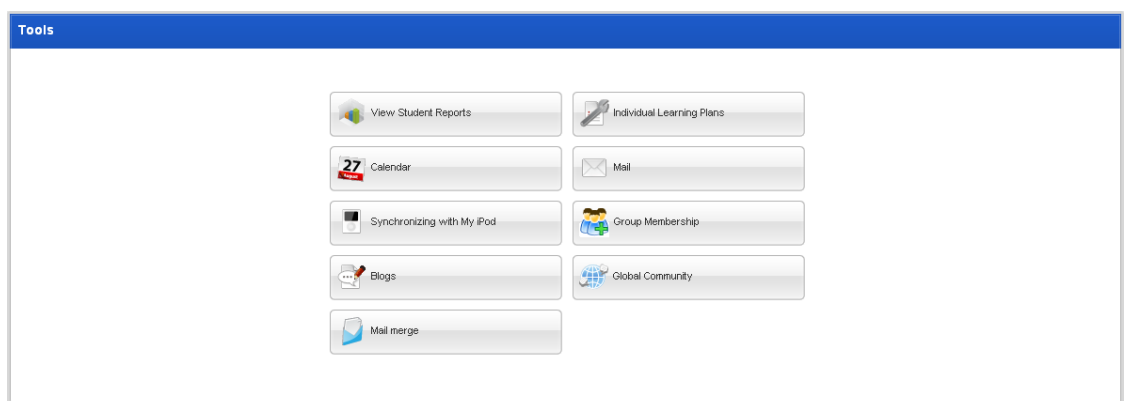


For more information about selecting message recipients, refer to the [Compose and Send a Studywiz Message](#) procedure.

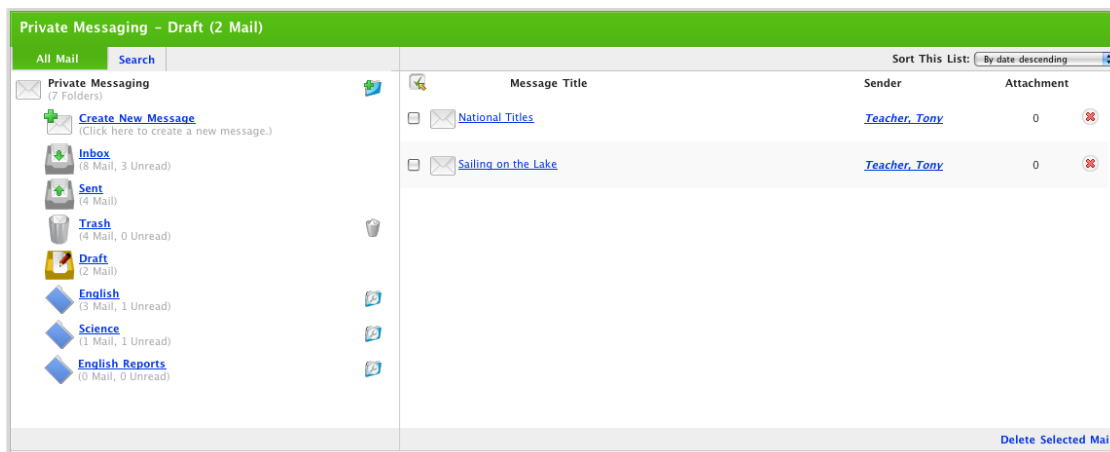
7. Edit the **Message** and the message **Title** fields as required.
8. If you want the message to be saved in the Sent Folder, ensure that the **Save Copy In Sent Folder** checkbox is selected.
9. Click **Send**. The message is sent and your Private Messaging – Inbox reappears.

17.6.3 Delete Message Drafts

1. Click the **Tools** tab. The Tools page appears.



2. Click the **Mail** button. The Private Messaging – Inbox page appears.
3. Click the **Draft** folder. The Draft folder contents appear in the right pane.




4. Select the drafts you want to delete:

Select each draft individually by selecting the adjacent checkbox, or

Select all the drafts by clicking the **Select All**  button.

5. Click **Delete Selected Messages**. The selected drafts are deleted.



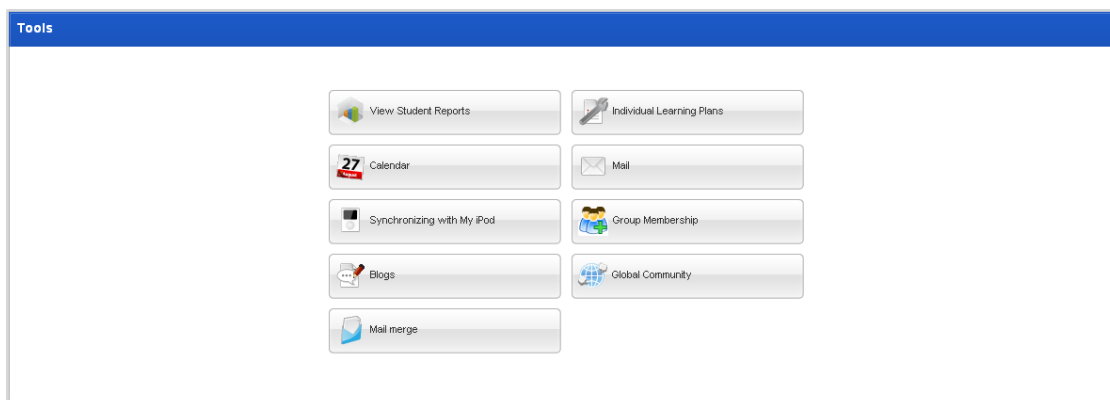
To delete each draft individually, click the adjacent **Delete**  button.

17.7 Message Folders

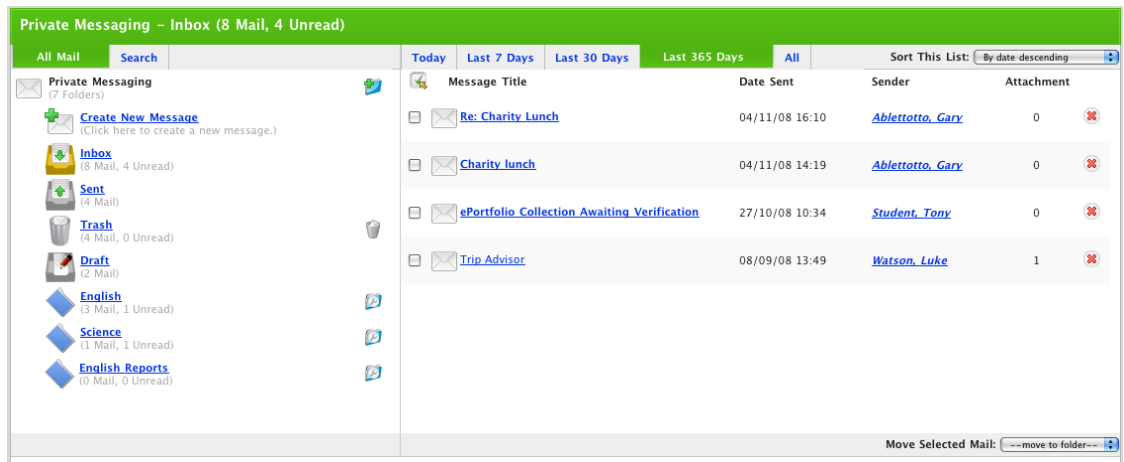
A good way to keep your messages organised is to create message folders. Follow the procedures in this section to create, edit and delete message folders and to move messages between folders.


17.7.1 Create a new Message Folder

1. Click the **Tools** tab. The Tools page appears.



2. Click the **Mail** button. The Private Messaging – Inbox page appears.



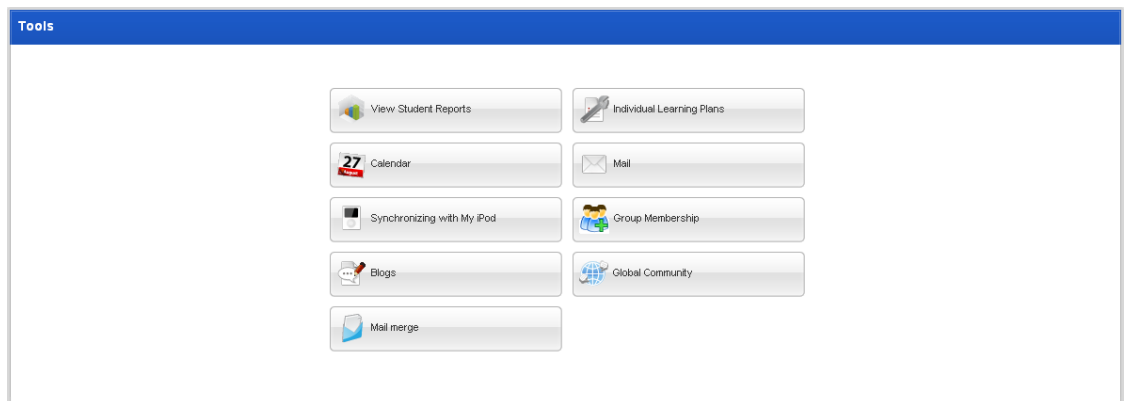
3. In the left pane, adjacent to Private Messaging, click the **Create Folder**  button. The New Folder page appears.



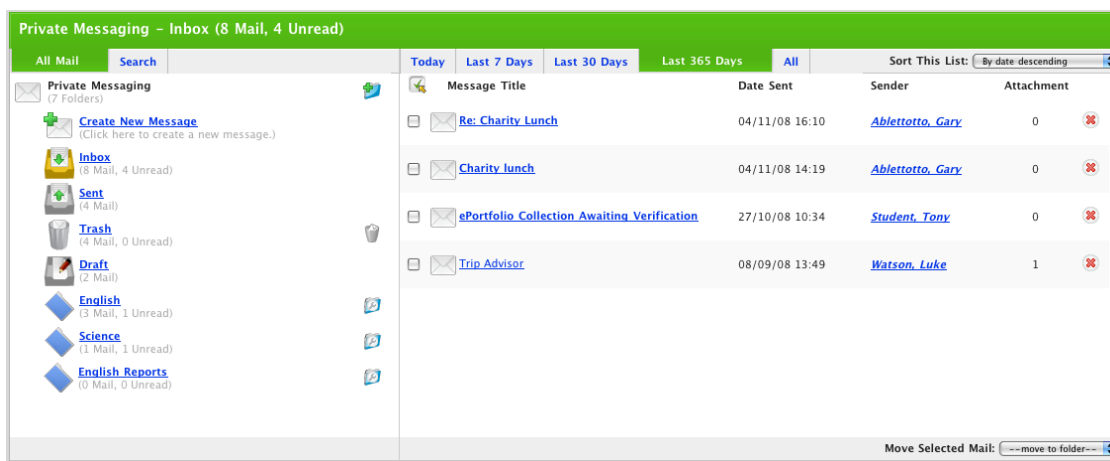
4. In the **Folder Name** field, type the name of the new folder.
5. Click **Save**. The Private Messaging – Inbox appears and the new folder is displayed in the folder list.

17.7.2 Move Messages to a Folder

1. Click the **Tools** tab. The Tools page appears.



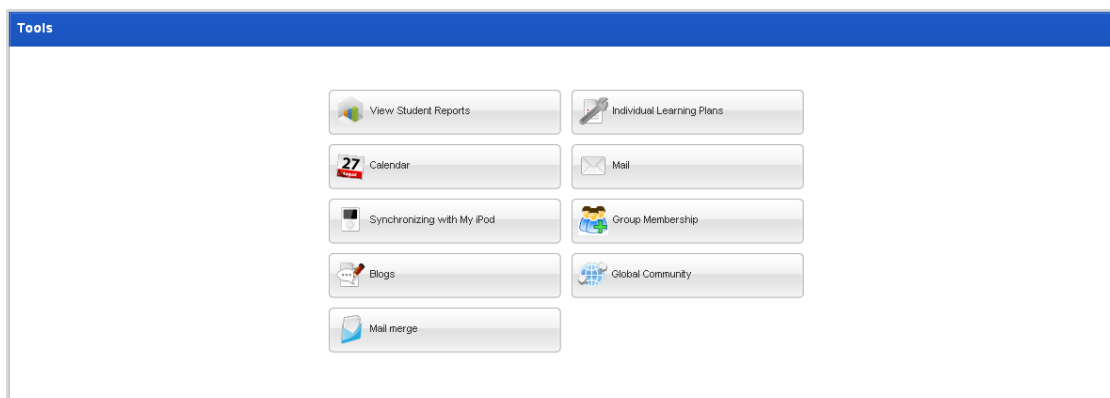
2. Click the **Mail** button. The Private Messaging – Inbox page appears.



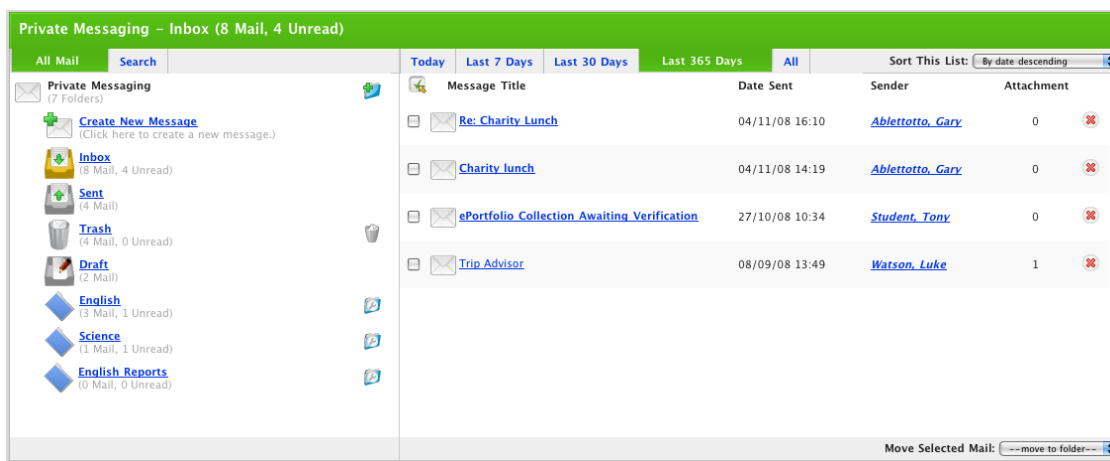
3. In the right pane, select the messages you want to move:
Select each message individually by selecting the adjacent checkbox, or
Select all the messages by clicking the **Select All** button.
4. From the **Move Selected Messages** drop-down list, select the folder to which you want to move the messages. The messages are moved to the folder you selected.


17.7.3 Change the name of a Message Folder

1. Click the **Tools** tab. The Tools page appears.



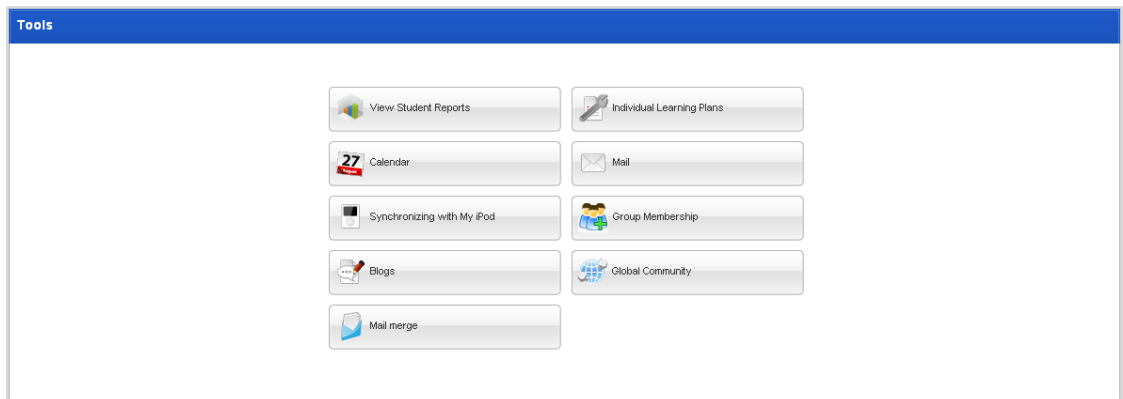
2. Click the **Mail** button. The Private Messaging – Inbox page appears.



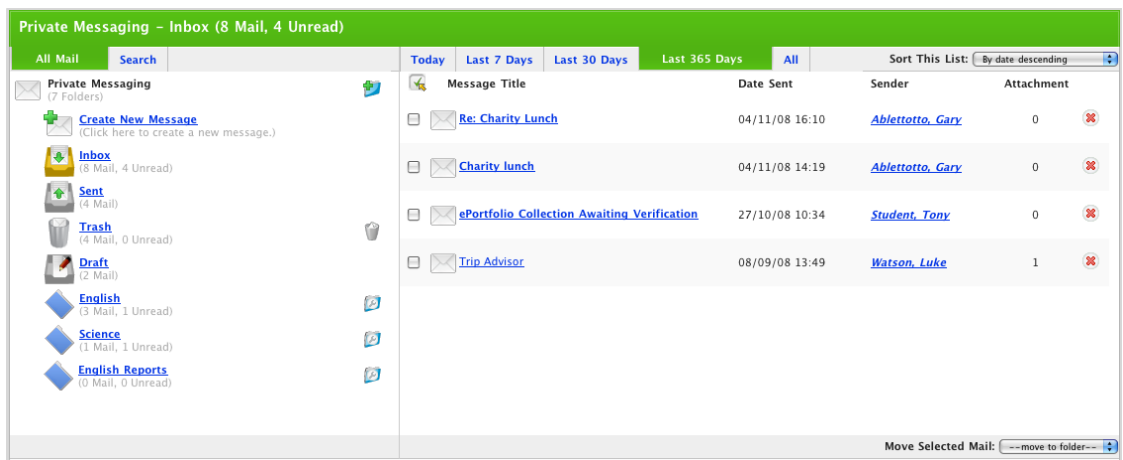
3. In the left pane, adjacent to the Folder you want to change, click the **Edit Folder**  button. The Edit Folder page appears.
4. In the **Folder Name** field type the new name of the folder.
5. Click **Save**. The change is saved and the Private Messaging page reappears.


17.7.4 Delete a Message Folder

1. Click the **Tools** tab. The Tools page appears.



2. Click the **Mail** button. The Private Messaging – Inbox page appears.



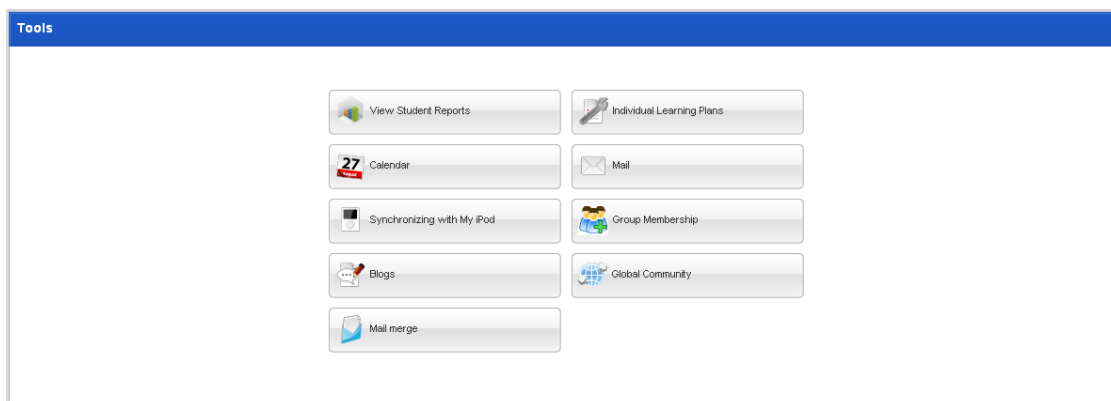
3. In the left pane, adjacent to the Folder you want to delete click the **Edit Folder**  button. The Edit Folder page appears.
4. Click **Delete**. The folder is deleted.

17.8 Recipient Groups

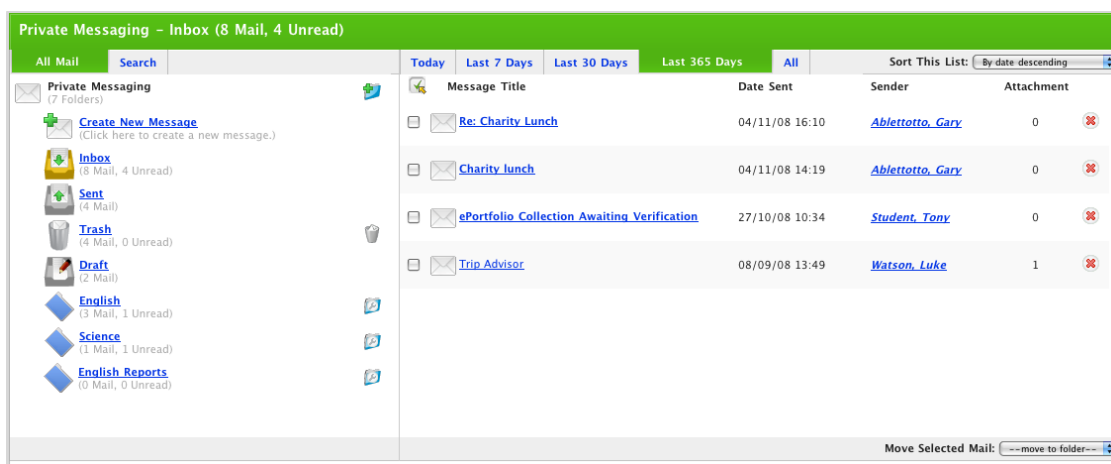
The Studywiz Recipient Group feature allows you to group together users to whom you send the same messages.

17.8.1 Create a new Recipient Group

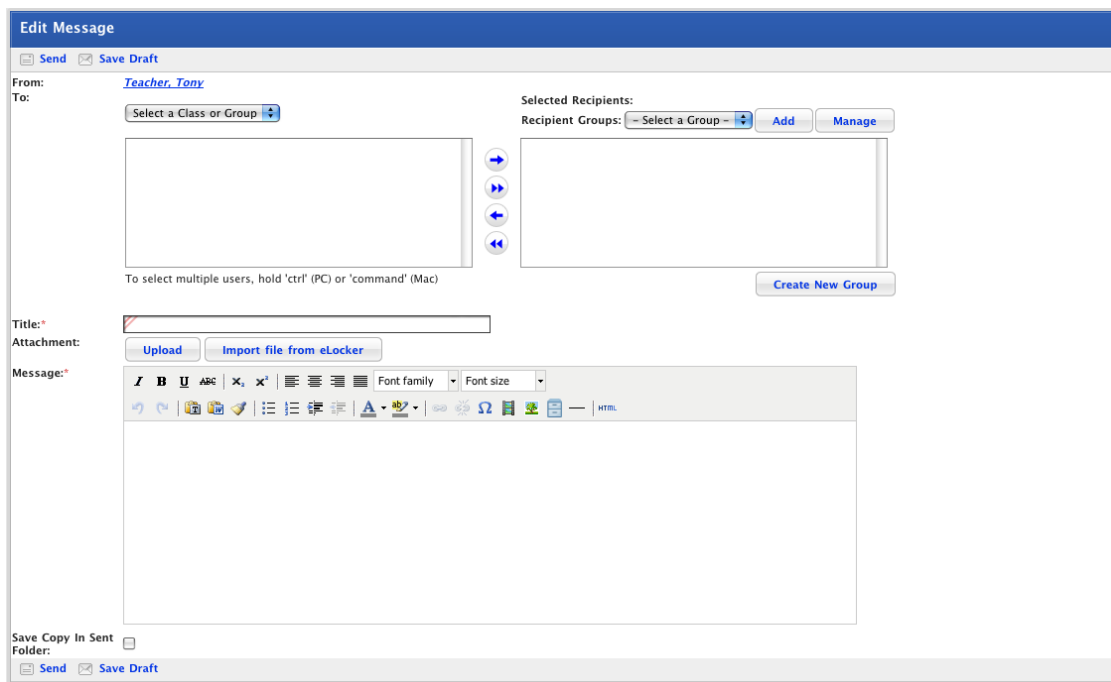
1. Click the **Tools** tab. The Tools page appears.



2. Click the **Mail** button. The Private Messaging – Inbox page appears.



3. Click **Create New Message**. The Edit Message page appears.



4. Click the **Create New Group** button. The My Recipient Group page appears.

5. In the **Group Name** field, type a name for the new recipient group.
6. In the **Description** field, type a recipient group description.
7. Click the **Manage** button. The Search for Recipient page appears.

8. In the Search fields, enter your search terms.
9. Click the **Search** button. The search results appear.



Use the **Filter By** drop-down list to filter the search results by user type.

10. Select the users you want to add to the recipient group.
11. Click **Add Selected Users**. The users are added to the Selected Recipients List.

12. To add more users, repeat steps 7 to 10.

13. Once you have selected the users, click the Studywiz **Back** button. The My Recipient Group page appears.

14. Click **Apply**. The Recipient group is saved.

You can now select the group of users whenever you send a new Studywiz message.

15. Use the Studywiz tab bar to continue working with Studywiz.

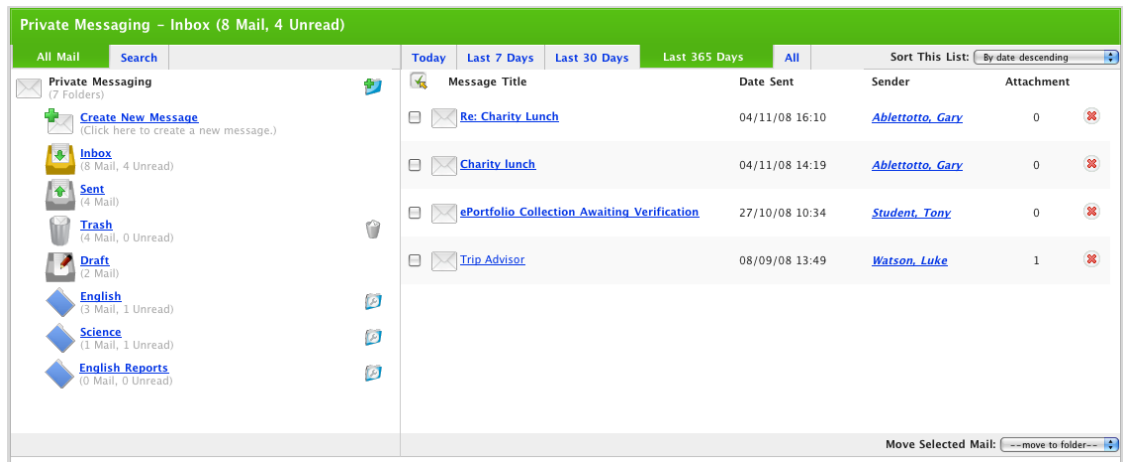
17.8.2 Edit a Recipient Group

Once you have created a recipient group you are able to edit the group details and add or remove users from the group.

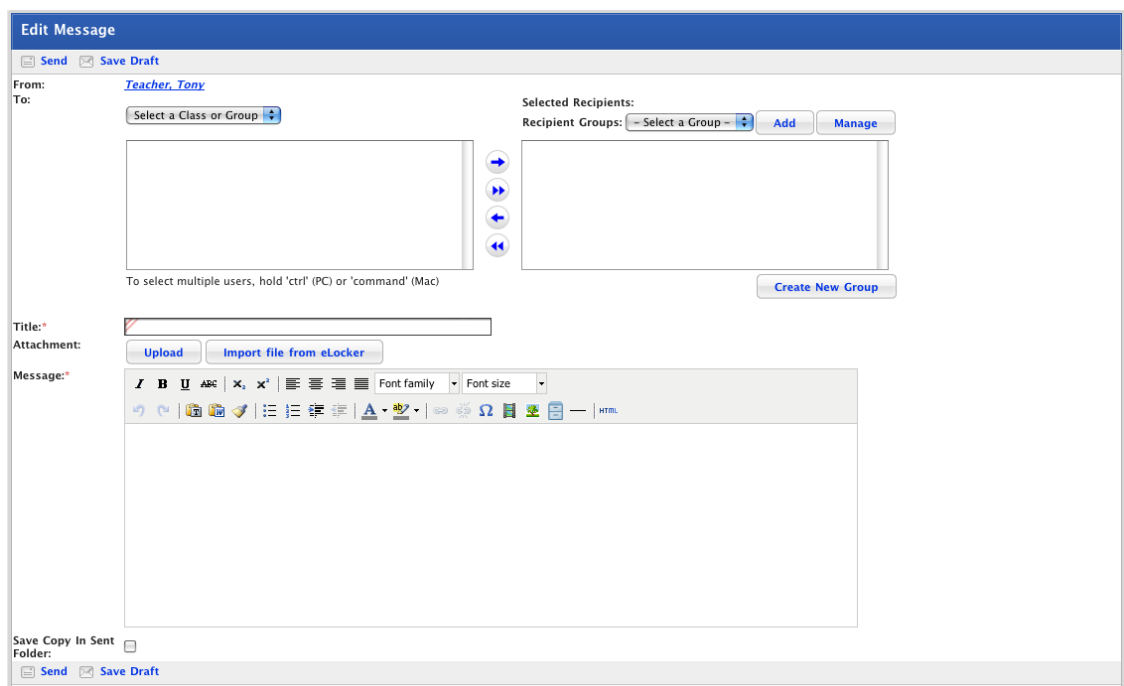
17.8.2.1 Add Additional Users to a Recipient Group

1. Click the **Tools** tab. The Tools page appears.

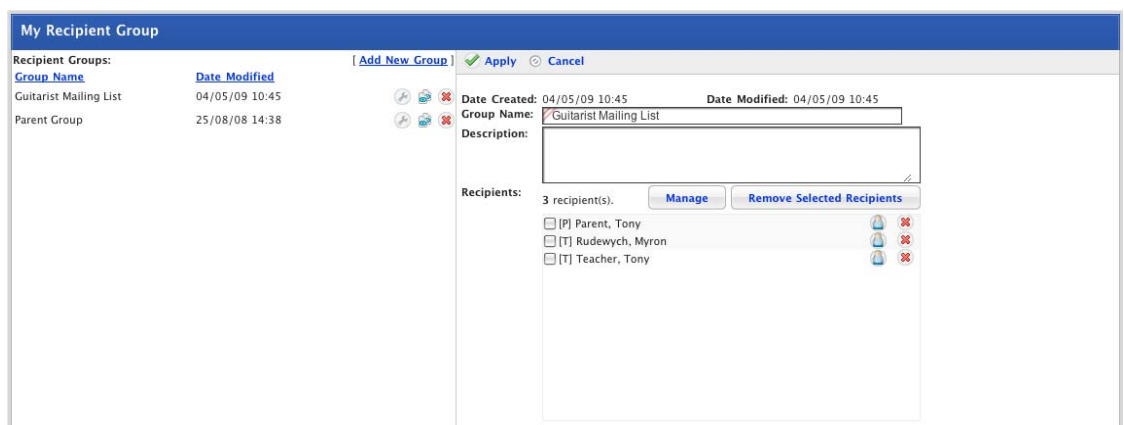
2. Click the **Mail** button. The Private Messaging – Inbox page appears.



3. Click **Create New Message**. The Edit Message page appears.



4. From the **Recipient Group** drop-down list, select the recipient group that you want to manage.
5. Click the **Manage** button. The My Recipient Group page appears.



- Click the **Manage** button. The Search for Recipient page appears.

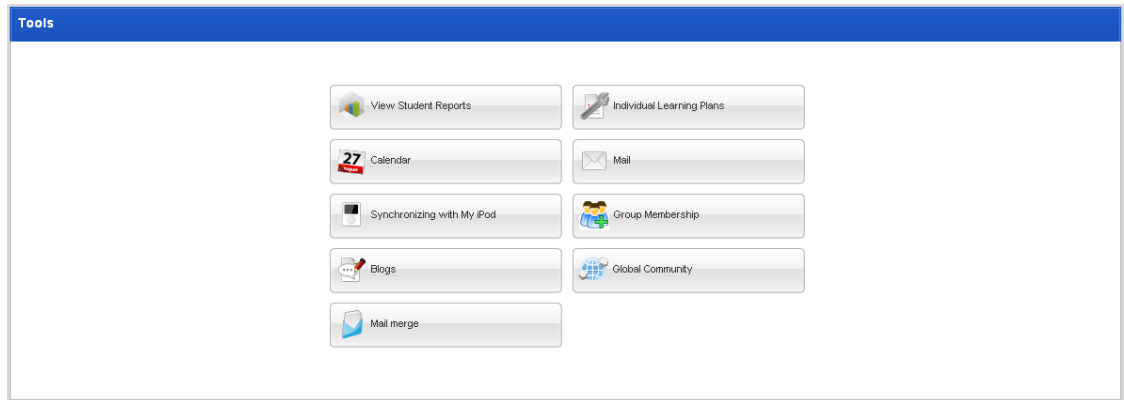
- In the Search fields, enter your search terms.
- Click the **Search** button. The search results appear.

- Select the users you want to add to the recipient group.
- Click **Add Selected Users**. The users are added to the Selected Recipients List.

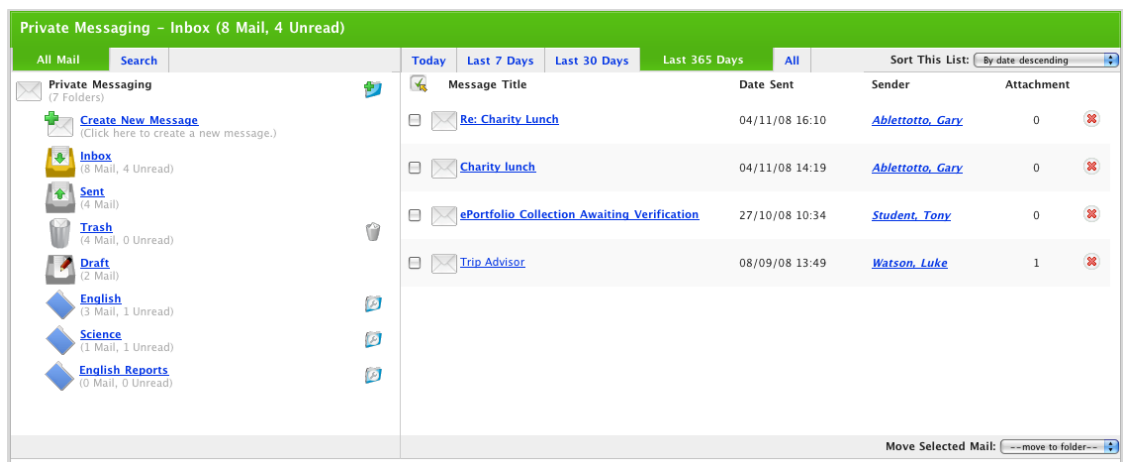
- To add more users, repeat steps 7 to 10.
- Use the Studywiz tab bar to continue working with Studywiz.

17.8.2.2 Remove Users from a Recipient Group

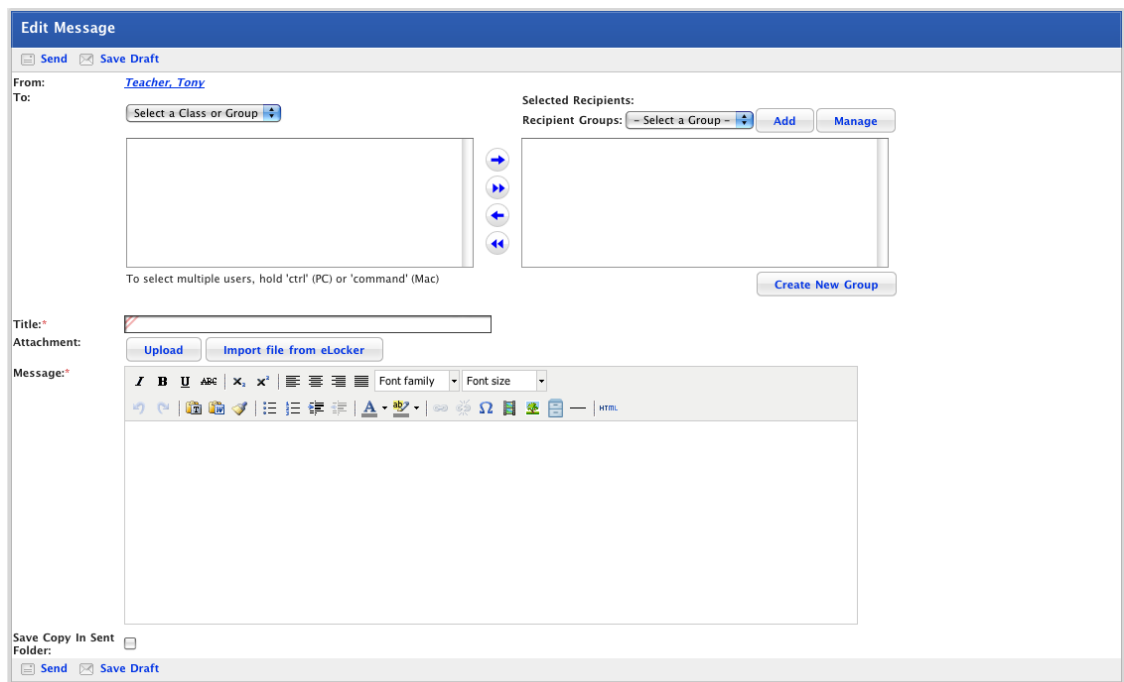
- Click the **Tools** tab. The Tools page appears.



- Click the **Mail** button. The Private Messaging – Inbox page appears.



- Click **Create New Message**. The Edit Message page appears.



- From the **Recipient Group** drop-down list, select the recipient group that you want to manage.
- Click the **Manage** button. The My Recipient Group page appears.

My Recipient Group

Recipient Groups: [Add New Group](#) [Apply](#) [Cancel](#)

Group Name	Date Modified	
Guitarist Mailing List	04/05/09 10:51	
Parent Group	25/08/08 14:38	

Date Created: 04/05/09 10:45 Date Modified: 04/05/09 10:51

Group Name:

Description:

Recipients: 7 recipient(s). [Manage](#) [Remove Selected Recipients](#)

- ☐ [P] Ablettotto, Gary Snr
- ☐ [A] admin, ant
- ☐ [A] Admin, School A
- ☐ [A] Admin, Tony
- ☐ [P] Parent, Tony
- ☐ [T] Rudewych, Myron
- ☐ [T] Teacher, Tony



To remove an individual user, adjacent to the user you want to remove, click the **Delete**

6. Select the Users that you want to remove from the group.
7. Click the **Remove Selected Recipients** button. The users are removed from the list.
8. Use the Studywiz tab bar to continue working with Studywiz.

17.8.3 Delete a Recipient Group

1. Click the **Tools** tab. The Tools page appears.

Tools

- View Student Reports
- Individual Learning Plans
- 27 Calendar
- Mail
- Synchronizing with My iPod
- Group Membership
- Blogs
- Global Community
- Mail merge

2. Click the **Mail** button. The Private Messaging – Inbox page appears.

Private Messaging – Inbox (8 Mail, 4 Unread)

All Mail Search

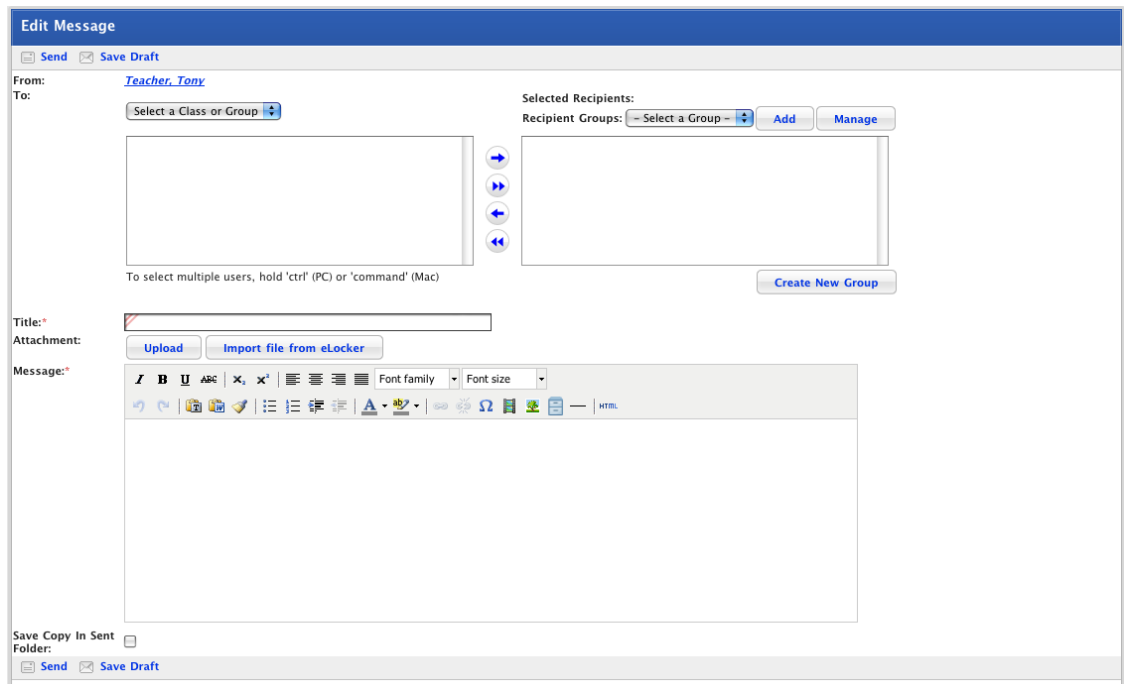
Today Last 7 Days Last 30 Days Last 365 Days All

Sort This List: [By date descending](#)


Message Title	Date Sent	Sender	Attachment
<input type="checkbox"/> Re: Charity Lunch	04/11/08 16:10	Ablettotto, Gary	0
<input type="checkbox"/> Charity lunch	04/11/08 14:19	Ablettotto, Gary	0
<input type="checkbox"/> ePortfolio Collection Awaiting Verification	27/10/08 10:34	Student, Tony	0
<input type="checkbox"/> Trip Advisor	08/09/08 13:49	Watson, Luke	1






Move Selected Mail: [--move to folder--](#)


- Click **Create New Message**. The Edit Message page appears.



- Click the **Manage** button. The My Recipient Group page appears.



Group Name	Date Modified	
Guitarist Mailing List	04/05/09 10:51	  
Parent Group	25/08/08 14:38	  

- Adjacent to the Recipient Group that you want to delete, click the **Delete**  button. The 'This will delete the recipient group. Continue?' dialog box appears.
- Click **OK**. The Recipient Group is deleted.
- Use the Studywiz tab bar to continue working with Studywiz.

18 eLocker

Every Studywiz Teacher and Student has one personal eLocker and any number of Shared eLockers. As a Teacher you can access your material in your eLocker from any location with web access without having to physically carry any data storage media.

18.1 Personal eLocker

The Studywiz personal eLocker is a storage space used to store just about anything 'Studywiz related' including many types of resources such as Studywiz activities, media files and images. You can use your stored Studywiz activities whenever you need to by adding them to any area of Studywiz. This makes the eLocker a very useful tool for re-using activities, moving them around in Studywiz, sharing them with other teachers and making them available to students. You can even copy activities to your eLocker, modify them and re-use them with other classes.

18.2 Shared eLockers

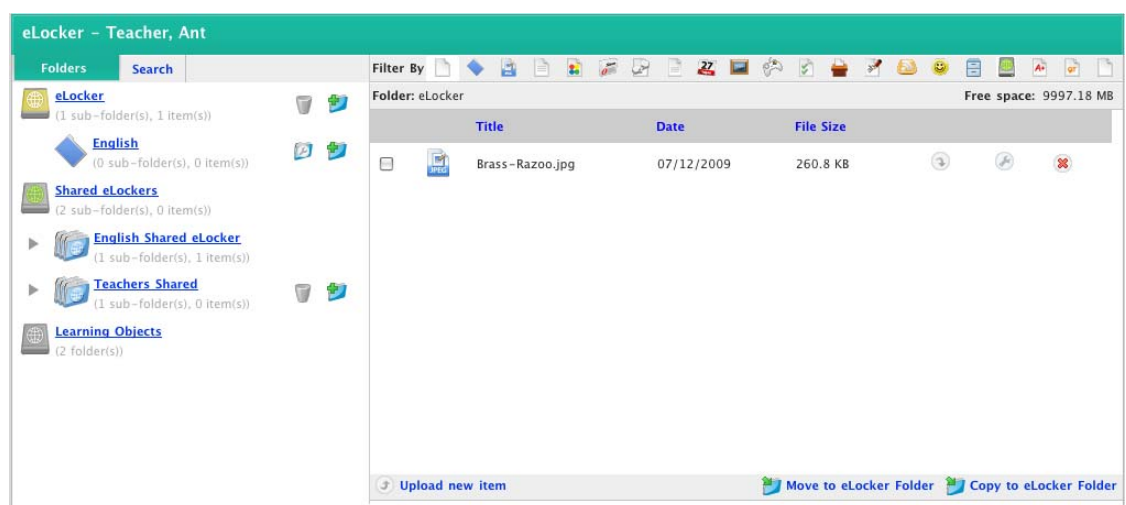
Shared eLockers are eLockers that can be accessed by a Class, a Group or a whole School. A shared eLocker is created like any other Studywiz activity, and it behaves like any other activity in that if it is created in a certain class folder only members of that particular class can access it. When creating a Shared eLocker you can set folders within it to be read only and you can allow each student in the class or group to have a private or public dropbox. The Shared eLockers that you have access to appear not only in the relevant class or group folders but also in your eLocker itself. This enables you to move files seamlessly between shared eLockers and your personal eLocker.

A Shared eLocker behaves like your personal eLocker in all general eLocker functions, such as: creating folders, uploading items, and moving files between folders. Whether or not you can contribute to a Shared eLocker depends on your Shared eLocker access rights. If you created the Shared eLocker you can upload new items, create new folders and move or copy items to other folders.

For information on creating a Shared eLocker refer to the [Create a Shared eLocker](#) procedure.

18.3 Open your eLocker

1. On the Studywiz tab bar click the **eLocker** tab. Your eLocker appears.



The left hand pane is the navigation area of the eLocker. It contains the Personal eLocker folders, the Shared eLocker folders, and the Learning Objects folders.



You can also access individual Shared eLockers from the Class Folder in which they are saved.

The right hand pane displays the contents of the selected eLocker folder.



If you want to sort the eLocker items by title, date or file size, click the appropriate column heading.

Each item has an icon that shows you the item type.

Icon	File type	Icon	File type
	Apple Keynote file		PowerPoint file
	Apple Pages file		Word file
	Audio file		Text file
	Image file		Video file
	HTML text file		Zip file
	Studywiz folder		Studywiz activity
	Flash file		Excel file


18.4 eLocker Folders

You can create folders in your eLocker in which you can store items. This helps keep your eLocker organised and simple to navigate. Once you have created folders you can move items between them.

18.4.1 Create a new eLocker Folder

1. On the Studywiz tab bar click the **eLocker** tab. Your eLocker appears.

The screenshot shows the eLocker interface for a user named 'Teacher, Ant'. The left pane displays a tree view of folders: 'eLocker' (1 sub-folder, 1 item), 'English' (0 sub-folders, 0 items), 'Shared eLockers' (2 sub-folders, 0 items), 'English Shared eLocker' (1 sub-folder, 1 item), 'Teachers Shared' (1 sub-folder, 0 items), and 'Learning Objects' (2 folders). The right pane shows a list of items in the 'eLocker' folder, with columns for 'Title', 'Date', and 'File Size'. The list contains one item: 'Brass-Razoo.jpg' with a date of '07/12/2009' and a file size of '260.8 KB'. At the bottom of the right pane, there are buttons for 'Upload new item', 'Move to eLocker Folder', and 'Copy to eLocker Folder'. The top right corner indicates 'Free space: 9997.18 MB'.

- On the **Folders** tab, at the eLocker level or at a sub-folder level, click the **Create Folder**  button. The Edit eLocker Folder panel appears.



Edit eLocker Folder

* Indicates a required field

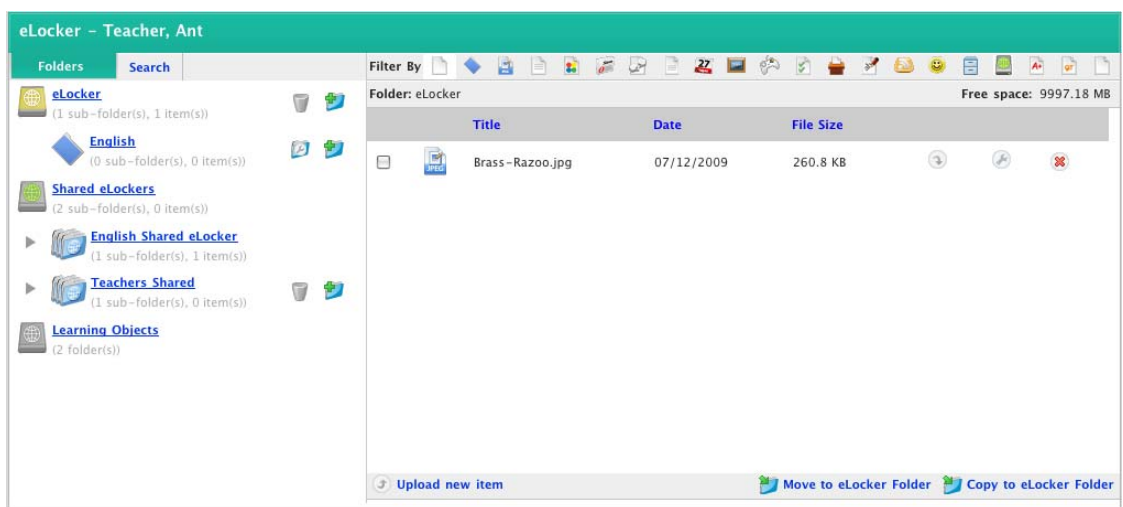
Title:

 Save  Cancel

- In the **Title** field, type a name for the new folder.
- Click **Save**. The eLocker page reappears. The Folder Saved notification appears, and the new folder is displayed in the eLocker.

18.4.2 Edit an eLocker Folder

- On the Studywiz tab bar click the **eLocker** tab. Your eLocker appears.



eLocker - Teacher, Ant

Folders **Search**

eLocker
(1 sub-folder(s), 1 item(s))

English
(0 sub-folder(s), 0 item(s))

Shared eLockers
(2 sub-folder(s), 0 item(s))

English Shared eLocker
(1 sub-folder(s), 1 item(s))




Teachers Shared
(1 sub-folder(s), 0 item(s))

Learning Objects
(2 folder(s))

Folder: eLocker

Title	Date	File Size
Brass-Razoo.jpg	07/12/2009	260.8 KB

Free space: 9997.18 MB

 Upload new item  Move to eLocker Folder  Copy to eLocker Folder

- Adjacent to the folder, click the **Edit Folder**  button. The Edit eLocker Folder page appears.



Edit eLocker Folder

* Indicates a required field

Title:

 Save  Delete  Cancel

- Edit the Folder title.
- Click **Save**. The changes are saved.

18.5 eLocker Items

You can upload files of any type from any network-accessible storage location to your Studywiz eLocker. Items stored in your eLocker are then available to you from any location at which you can access Studywiz.

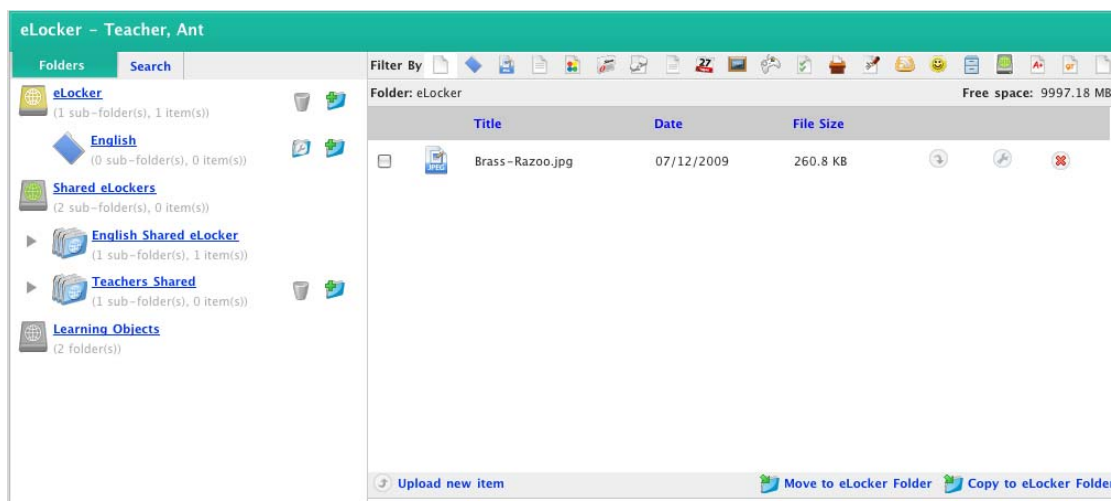


One use for uploaded files is using them in conjunction with Assignments.

18.5.1 Upload an Item to Your eLocker

Follow this procedure to upload files from a drive or your desktop to your eLocker.

1. On the Studywiz tab bar click the **eLocker** tab. Your eLocker opens.



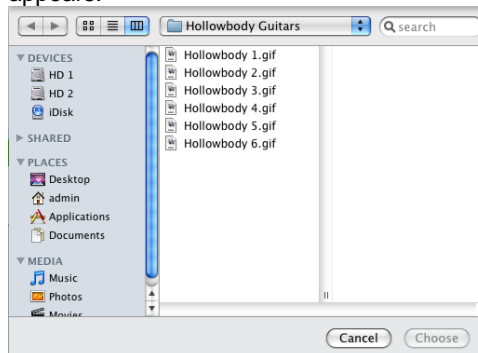
2. In the navigation panel of the eLocker, from the Folders tab navigate to the eLocker folder to which you want to upload the new item.
3. Click **Upload new item**. The Select a file to upload panel appears.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows file upload procedures are shown below:

Macintosh



- a. Click the **Choose File** button. The Finder appears.

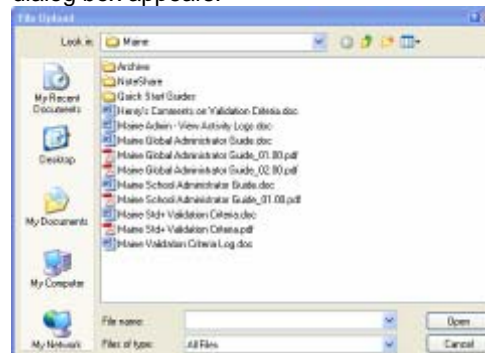


- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Choose** button. The dialog box closes and the Select a file to Upload panel reappears.

Windows



- a. Click the **Browse** button. The File Upload dialog box appears.



- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Open** button. The dialog box closes and the Select a file to Upload panel reappears.

4. Click the **Upload** button. The 'Uploading. Please wait' message appears and then the eLocker reappears. The new file is now shown in your eLocker and the Item Uploaded message is displayed.

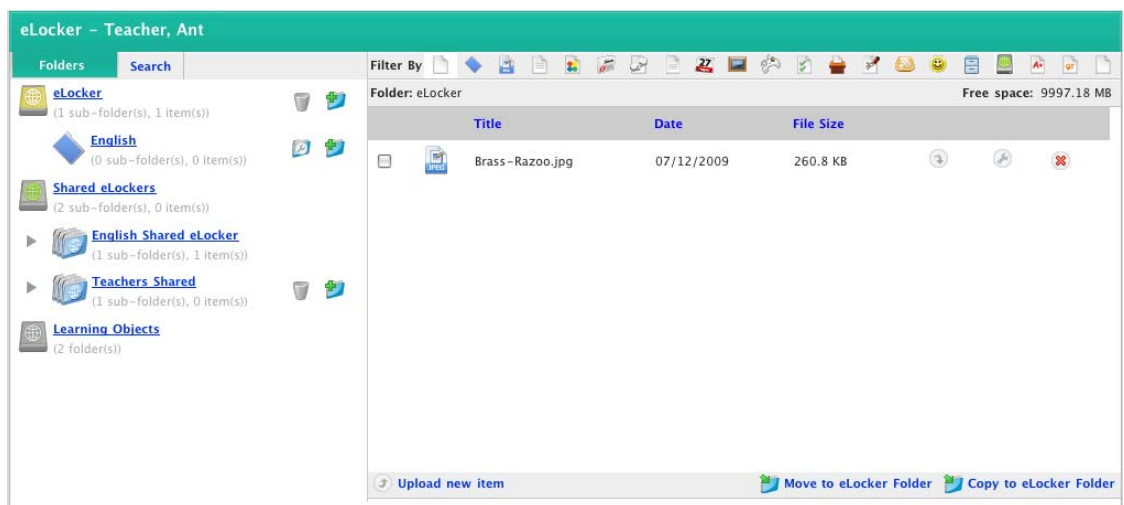
18.5.2 Move or Copy Items Between eLocker Folders

Once you have created folders within your eLocker, you can move or copy items between folders. This helps to keep your Studywiz activities organised. Follow this procedure to move items between folders in your eLocker.



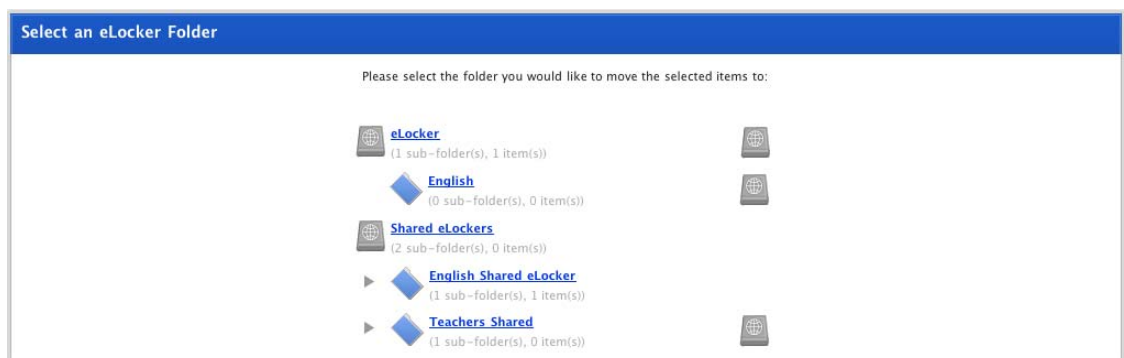
You can move items to both personal eLocker folders and to the Shared eLocker folders to which you have contribution access.

1. Click the **eLocker** tab. Your eLocker opens.
2. Navigate to the item you want to move.
3. In the right hand panel of the eLocker use the checkboxes to select items you want to move.



4. Move or copy the items:

To move the item to a new location, click **Move to eLocker Folder**. The Select an eLocker Folder panel appears.
To copy the item to a new location, click **Copy to eLocker Folder**. The Select an eLocker Folder panel appears.



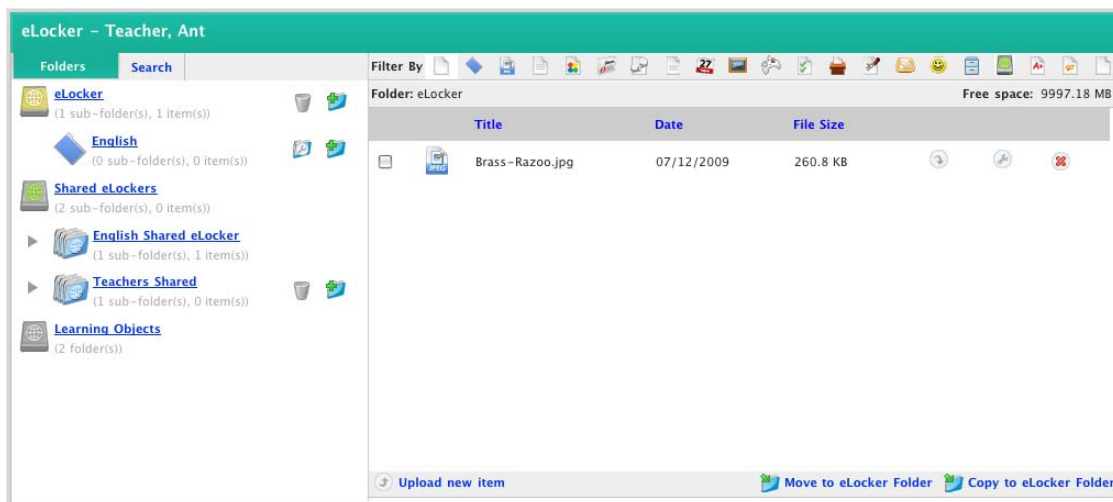
5. Adjacent to the eLocker or specific eLocker folder to which you want to move the item click the **Select Folder** button. The item is moved to the selected folder and the eLocker page reappears, displaying a confirmation message.

18.5.3 Search for an eLocker Item

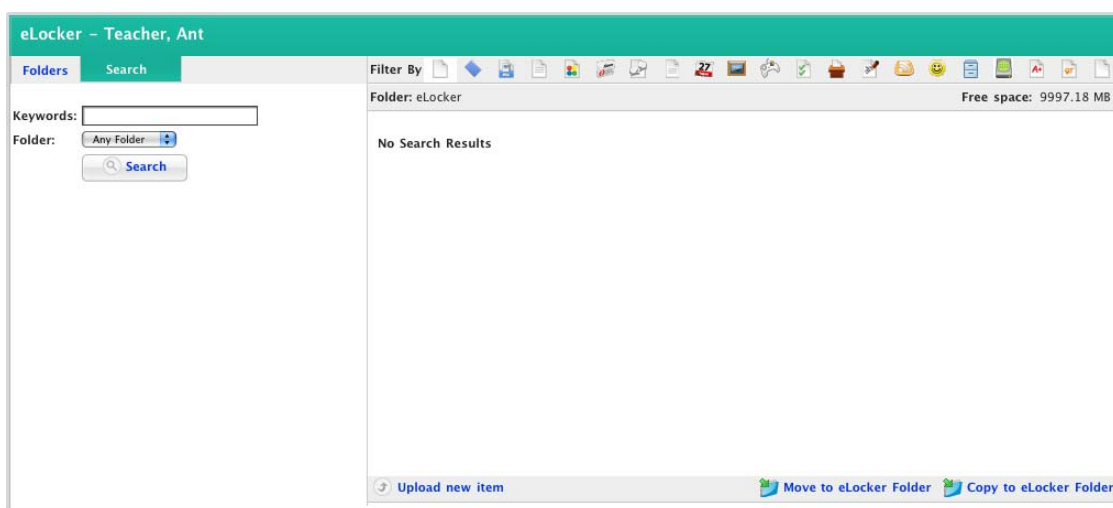
The search eLocker feature searches for items by keywords across all eLockers to which you have access, including shared eLockers and student Dropboxes. Studywiz searches for exact matches to the search terms you enter.

Follow this procedure to search eLockers.

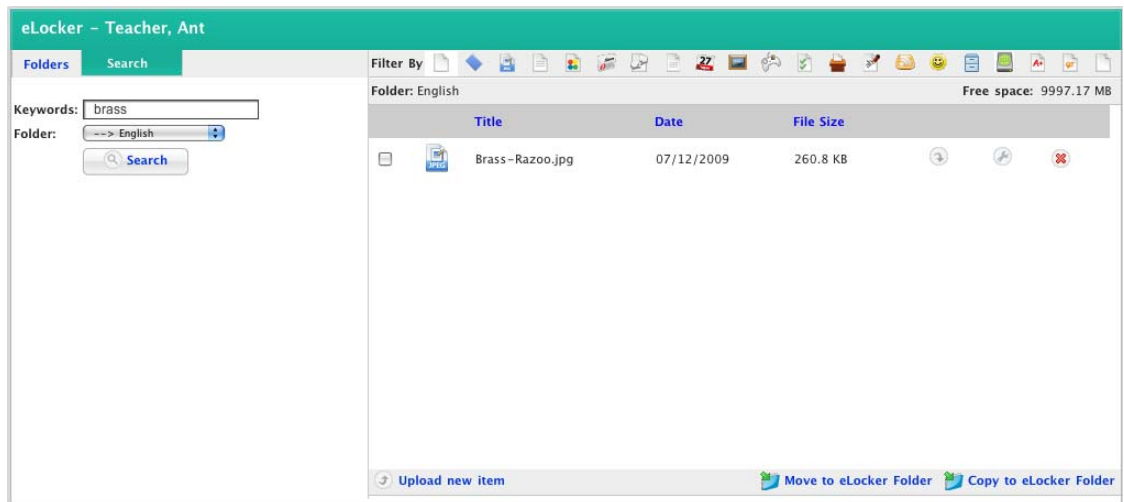
1. On the Studywiz bar click the **eLocker** tab. Your eLocker opens.



2. Click the **Search** tab. The Search panel appears.



3. In the **Keywords** field, type your search terms.
4. If you want to specify an eLocker folder, from the **Folder** drop-down list, select the eLocker folder that you want to search.
5. Click the **Search** button. The search results appear in the right hand section of the panel.



You can now use the controls on the page to download, edit, delete, move or copy the items found.

18.5.4 Drag and Drop Items Between your eLocker and System Folders

Drag and Drop (WebDAV) eLockers allow you to set your operating system to point to your Studywiz eLocker as though it was a hard drive on your computer. This allows you to drag and drop files directly into and out of Studywiz.

You can drag and drop any of the following file types into and out of your eLocker, using the eLocker folder on your desktop:

Videos

Images

Audio

Documents

Studywiz activities

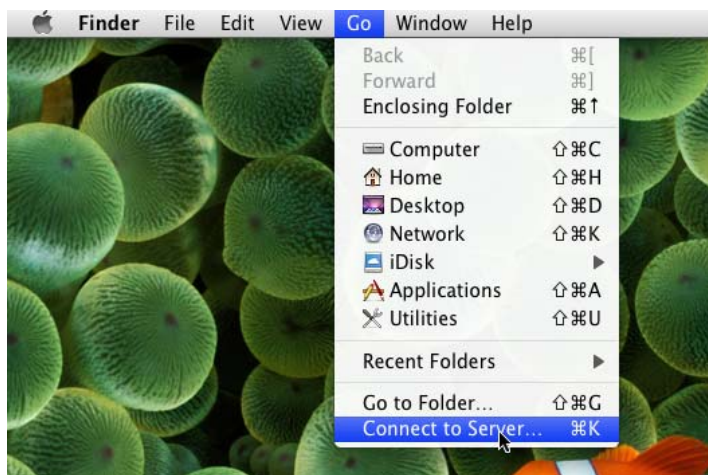
SCORM and Web Courses (see the *Learning Objects Library* section)

Whole folders and their contents.

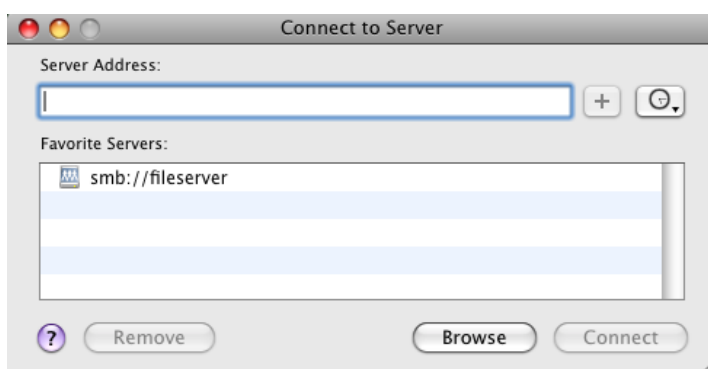
Before you can use this feature it needs to be enabled on your Studywiz deployment and you carry out a short set up procedure on your computer. Follow the procedure below, as appropriate for your operating system.

18.5.4.1 Mac OS Users

1. Open the Finder.
2. From the **Go** menu, select **Connect to Server**.



The Connect to Server dialog box appears.



3. In the **Server Address** field, type **http://<Studywiz>/eLocker/<username>**

Where:

Studywiz = the URL you use to access your deployment of Studywiz

Username = your Studywiz username.

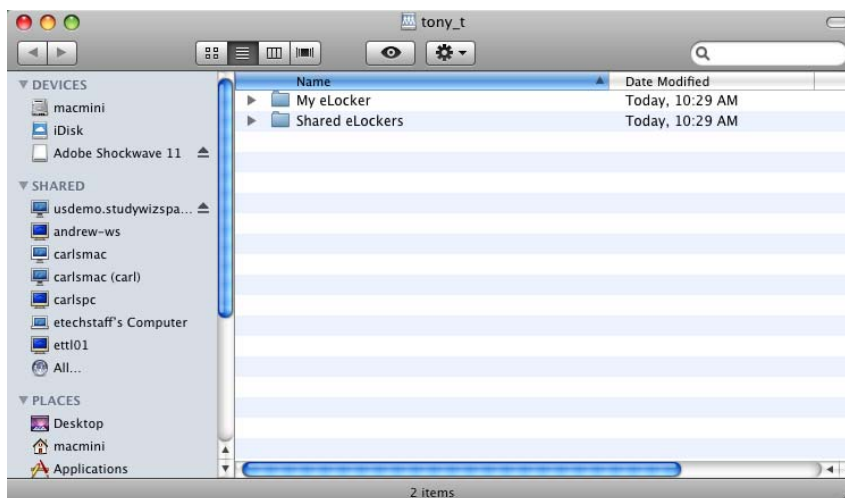


Make sure you spell eLocker with a capital 'L'.

4. Click the **Connect** button. The Connecting To Server progress indicator appears, and the WebDAV File System Authentication dialog box also appears.



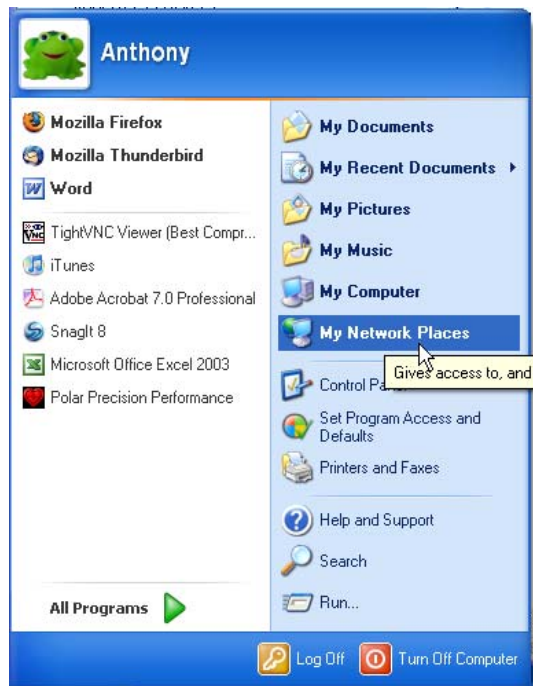
5. In the **Name** field, type your Studywiz user name.
6. In the **Password** field, type your Studywiz password.
7. Click the **OK** button. A Finder window appears, displaying your eLocker as a network drive. Your eLocker contents are visible in the right hand panel of the window.



You can now use your eLocker as you would any other drive on your computer.

18.5.4.2 Windows Users

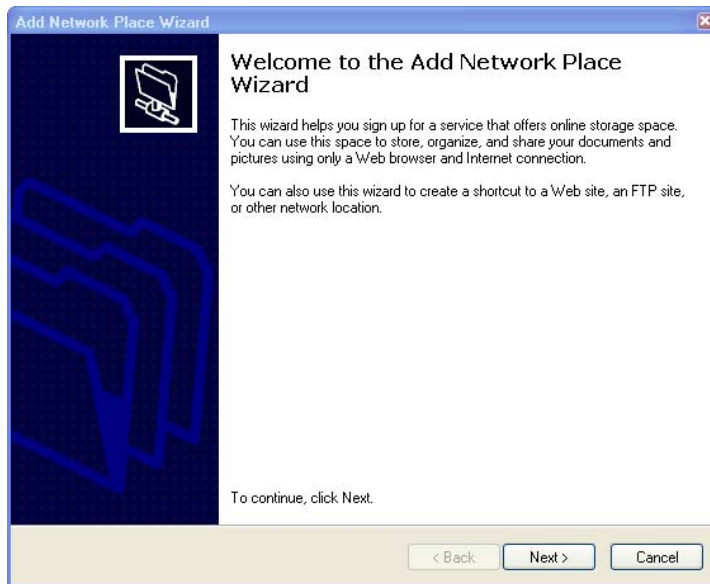
1. From the **Start** menu select **My Network Places**.



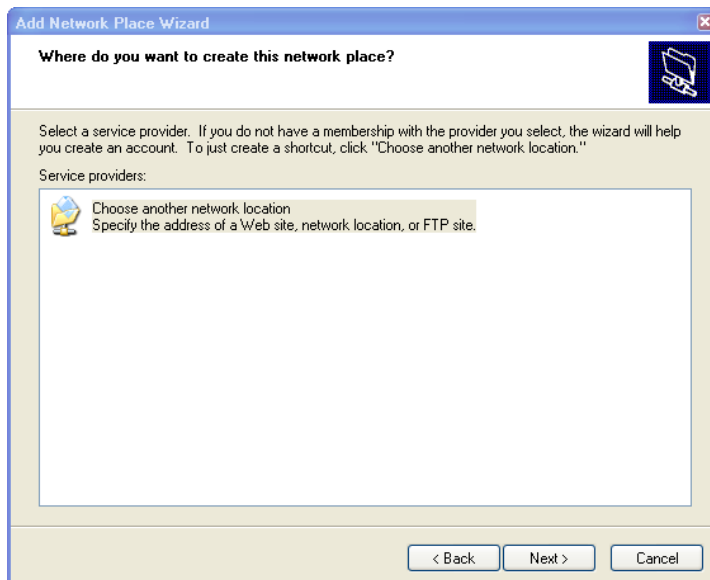
A Windows Explorer window appears and displays the My Network Places location.



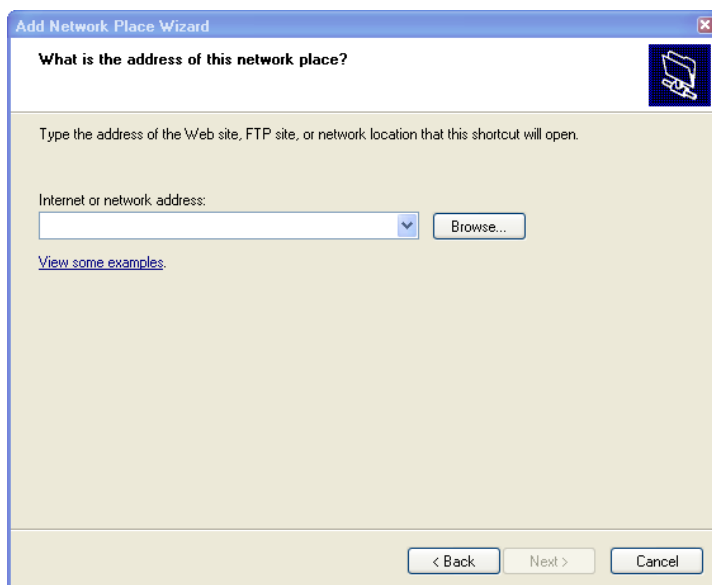
2. In the Network Tasks panel, click **Add a network place**. The Add Network Place Wizard dialog box appears.



3. Click the **Next** button. The *Where do you want to create this network place?* prompt appears.



4. From the **Service providers** list, select a location.
5. Click the **Next** button. The *What is the address of this network place?* prompt appears.



6. In the **Internet or network address** field, type **http://<Studywiz>/eLocker/<username>**

Where:

Studywiz = the URL you use to access your deployment of Studywiz

Username = your Studywiz username.



Make sure you spell eLocker with a capital 'L'.

7. Click the **Next** button. The Connect to <Studywiz URL> dialog box appears.



8. In the **Name** field, type your Studywiz user name.
9. In the **Password** field, type your Studywiz password.
10. Click the **OK** button. The dialog box closes.

11. In the Add Network Place Wizard dialog box, click the **Next** button. The Completing the Add Network Place page appears.
12. Ensure that the **Open this network place when I click Finish** check-box is selected.
13. Click the **Finish** button. A Windows Explorer window appears and displays the contents of your eLocker.

You can now access your eLocker as you would any other drive on your computer.

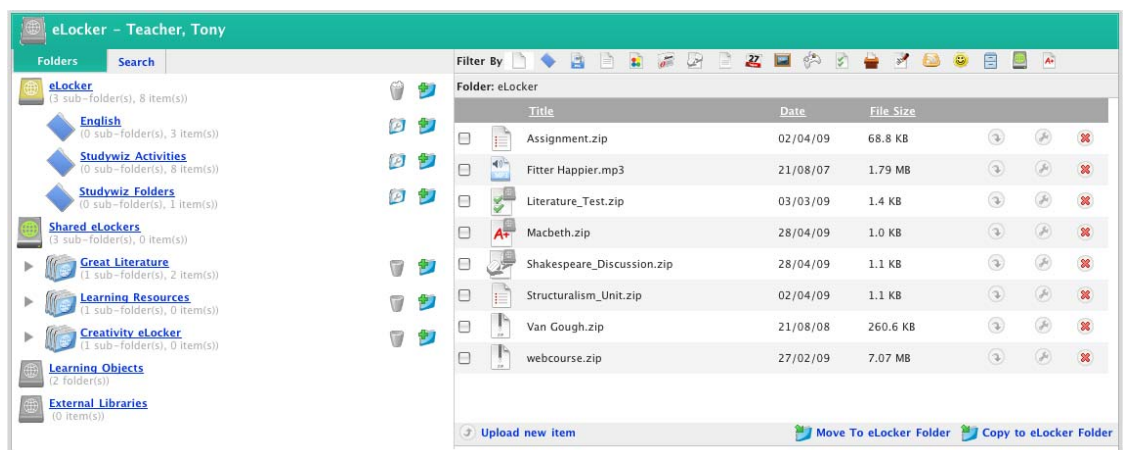
To navigate to your eLocker at any time, click the **Start** button, select **My Network Places** and then double click your eLocker in the list of network places that appears.


18.6 Remove eLocker Content

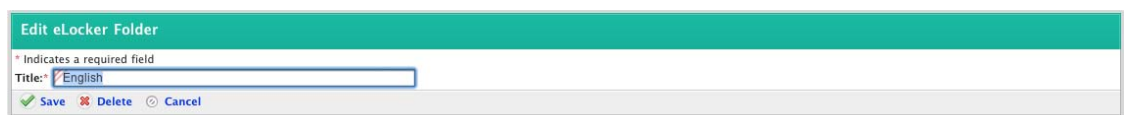
When you delete an eLocker item or folder it is removed from the eLocker but not deleted from the system. Deleted eLocker items are saved in a Trash folder for the selected eLocker (either your personal eLocker or a Shared eLocker to which you have access). Follow the procedures in this section to manage the removal of eLocker items.

18.6.1 Move an eLocker Folder to Trash

1. On the tab bar click the **eLocker** tab. Your eLocker appears.
2. On the **Folders** tab, expand the folders so that you can see the folder that you want to delete.



3. Adjacent to the folder that you want to delete, click the **Edit Folder**  button. The Edit eLocker Folder dialog box appears.

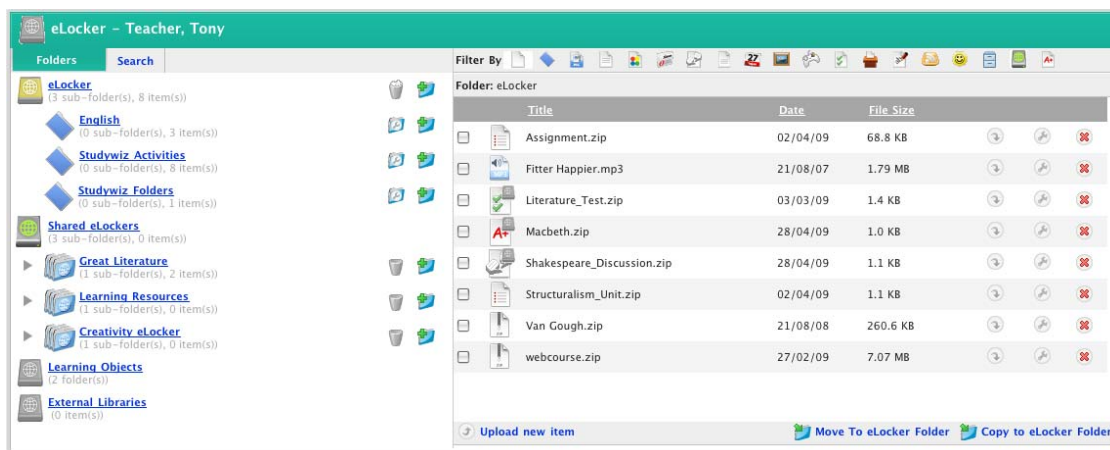


4. Click **Delete**. A dialog box appears, asking you to confirm the delete.
5. Click the **OK** button. The folder is moved to the eLocker trash folder and the 'Deleted' notification appears.

18.6.2 Move an eLocker Item to Trash

Follow this procedure to move an eLocker item to the Trash folder.

1. On the tab bar click the **eLocker** tab. Your eLocker appears.

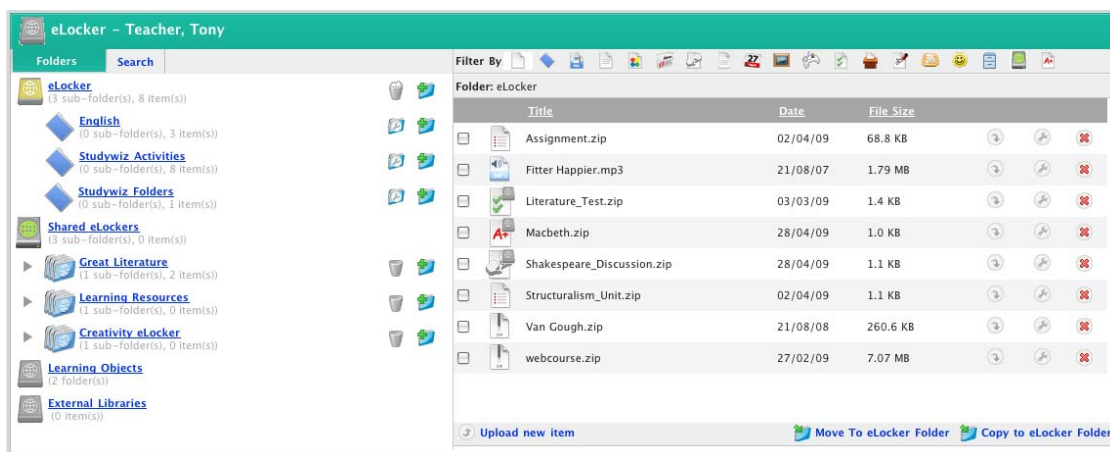


2. Click the folder that contains the item you want to delete.
3. Adjacent to the item you want to delete, click the **Delete** button. A dialog box appears, asking you to confirm the delete.
4. Click the **OK** button. The item is moved to the trash folder.

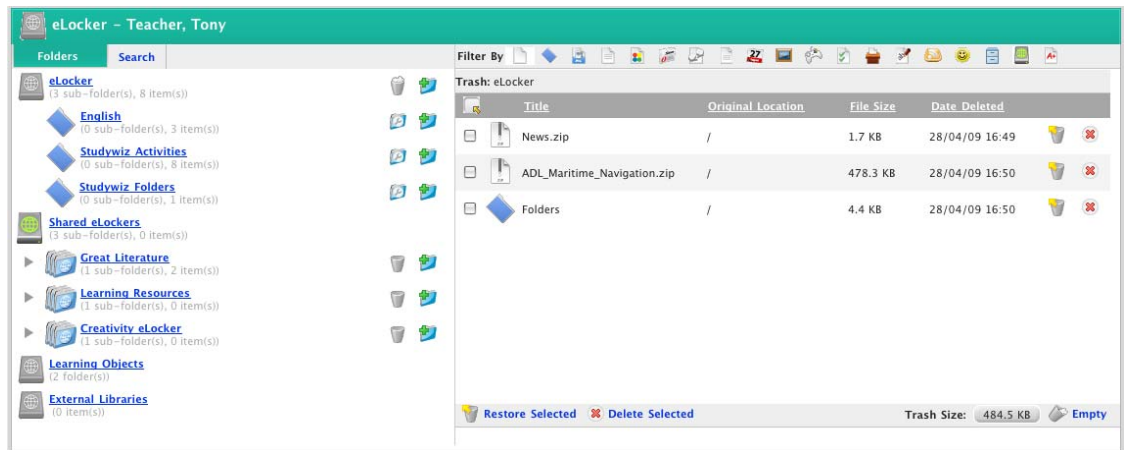
18.6.3 Restore eLocker Content that has been Trashed

If you have accidentally deleted eLocker content that you want to keep, you can restore the content from the eLocker Trash folder.

1. On the Studywiz tab bar click the **eLocker** tab. Your eLocker appears.



2. Adjacent to the eLocker or Shared eLocker that contained the item that you want to restore, click the **Trash** button. The trash for the eLocker appears.



3. Restore the item or items:

To restore a single item, adjacent to the item that you want to restore, click the **Restore** button. The item is restored to its original eLocker directory.

To restore a number of items, select the checkboxes adjacent to the items and click **Restore Selected**. The selected items are restored to their original eLocker directory.



If the original directory for the item has since been deleted a new directory with the same name is created.

18.6.4 Empty your eLocker Trash

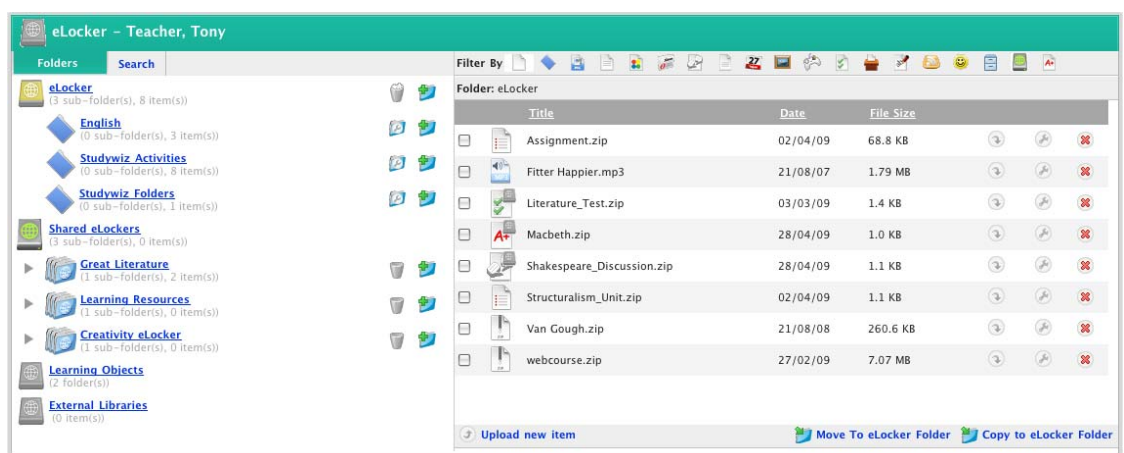


If you need to create more space in your eLocker it is a good idea to first empty your eLocker trash.

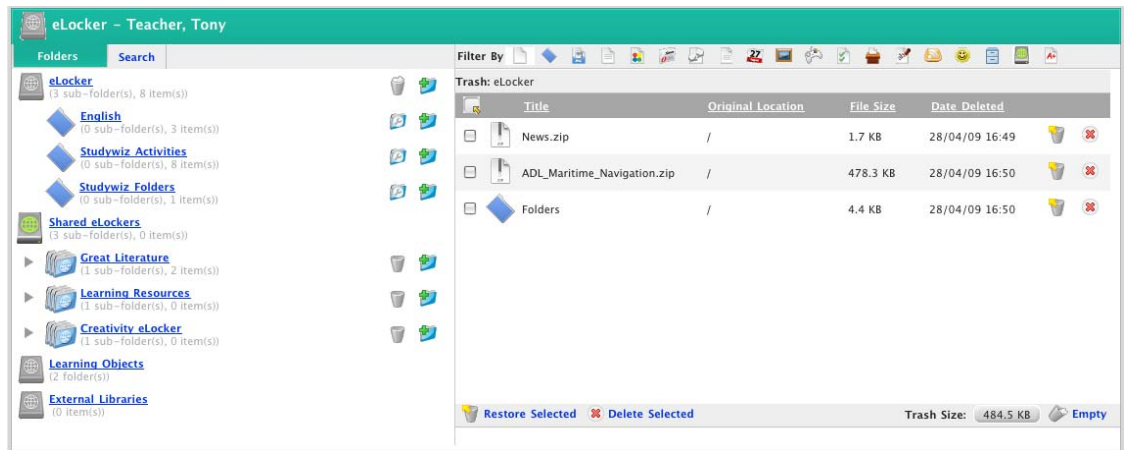


Emptying your trash folder will delete the eLocker items from the system.

1. On the Studywiz tab bar click the **eLocker** tab. Your eLocker appears.



2. Adjacent to your eLocker or the Shared eLocker that contains the trash you want to empty, click the **Trash** button. The trash folder for the eLocker appears.



3. At the bottom right hand side of the page, click the **Empty** button. The 'This will delete all items! Continue?' dialog box appears.
4. Click the **OK** button. The items are deleted from the system.

18.7 The Learning Objects Library

Your eLocker provides access to the Learning Objects Library, a single storage area available to all Teachers in the Studywiz deployment. The Learning Objects Library contains SCORM (Shareable Content Object Reference Model) courses and web courses. SCORM courses are compliant with the SCORM standard and Web courses are zipped 'Web Quest' packages.

18.7.1 Create a SCORM Course or a Web Course Activity

The courses you upload to your Learning Objects library in your eLocker appear in your SCORM or Web Course repository. To use a SCORM Course or a Web Course within Studywiz, you need to [Create a Repository Reference Activity](#) and use the repository to import the appropriate course.

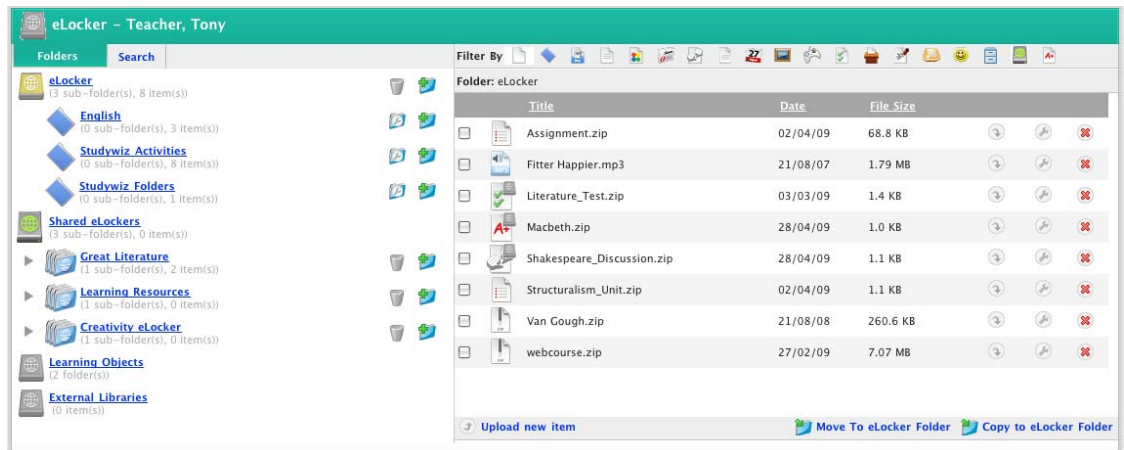
You can also import a SCORM or Web Course into any Studywiz Activity text field that has the Rich Text Editor. For more information refer to the [Rich Text Editor Repository](#) section.

18.7.2 Upload a SCORM Course

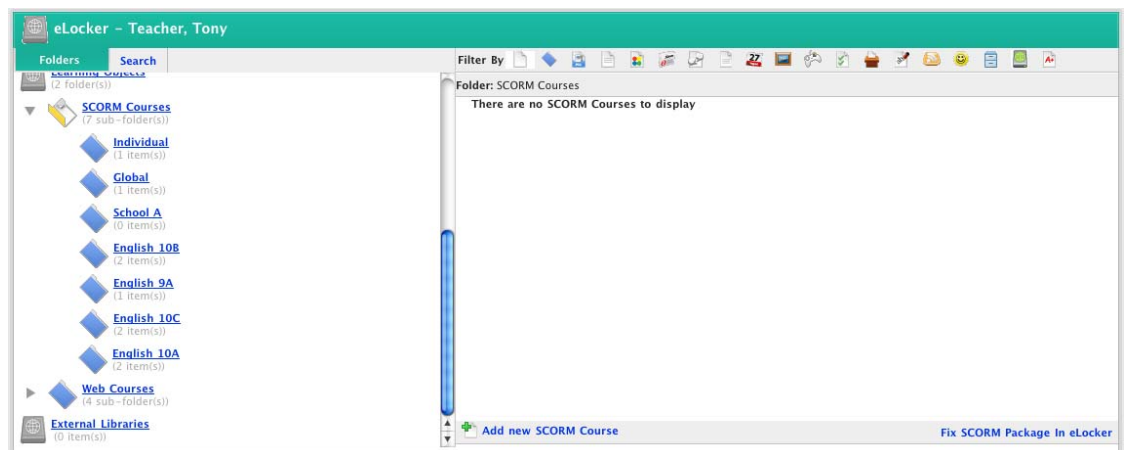
There are two ways to use your eLocker to upload a SCORM Course; you can use the upload feature in the Learning Objects Library, or you can use the drag-and-drop eLocker to save it directly into your eLocker and then import it from the eLocker to the Learning Objects Library.

18.7.2.1 Upload a Course Directly to the Learning Objects Library

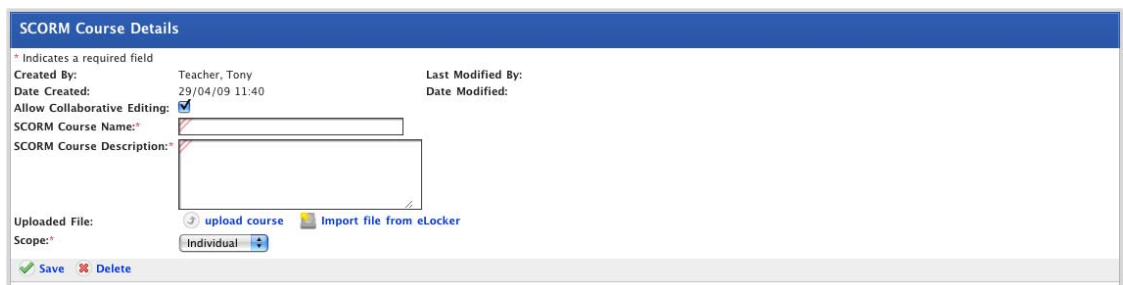
1. On the tab bar, click the **eLocker** tab. Your eLocker appears.



- In the Folders area, click **Learning Objects**. The SCORM Courses and Web Courses folders appear.
- Click the **SCORM Courses** folder. The contents of the folder appear.



- Click **add new SCORM Course**. The SCORM Course Details panel appears.



The screenshot shows the 'SCORM Course Details' panel. It contains the following fields and controls:

- Created By:** Teacher, Tony
- Date Created:** 29/04/09 11:40
- Last Modified By:**
- Date Modified:**
- Allow Collaborative Editing:** ☒
- SCORM Course Name:**
- SCORM Course Description:**
- Uploaded File:**
- Scope:**
- Buttons:**

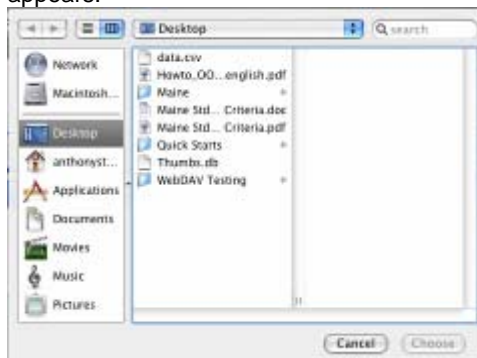
- If you want other teachers to be able to edit the SCORM course details, ensure that the **Allow Collaborative Editing** checkbox is selected.
- In the **SCORM Course Name** field, type a name for the course.
- In the **SCORM Course Description** field, type a description of the course.
- Click **upload course**. The Select a file to upload panel appears.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows file upload procedures are shown below:

Macintosh



- a. Click the **Choose File** button. The Finder appears.

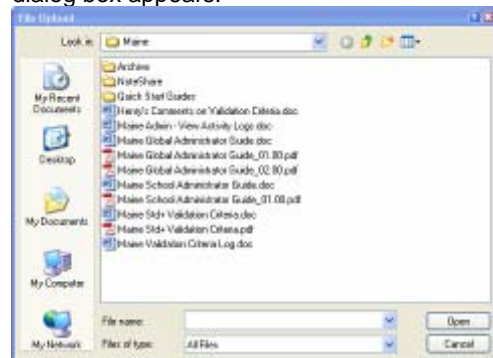


- b. Navigate to the appropriate directory.
c. Select the file you want to upload.
d. Click the **Choose** button. The dialog box closes and the Select a file to Upload panel reappears.

Windows



- a. Click the **Browse** button. The File Upload dialog box appears.



- b. Navigate to the appropriate directory.
c. Select the file you want to upload.
d. Click the **Open** button. The dialog box closes and the Select a file to Upload panel reappears.

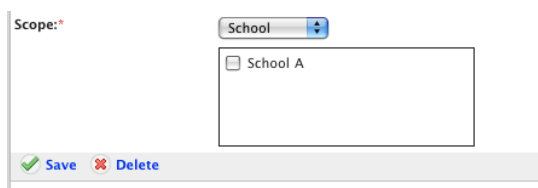
9. Click the **Upload** button. The SCORM Course uploads and the SCORM Course Details page appears.

10. From the **Scope** drop-down list, select a sharing option:

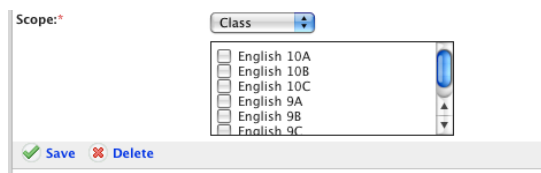
To make the course available only to yourself, select **Individual**.

To make the course available to all teachers in your Studywiz deployment, select **Global**.

To make the course available to all teachers in a school, select **School** and then select the specific schools.



To make the course available to all teachers in a class, select **Class** and then select the specific classes.



To make the course available to all teachers in a group, select **User Group** and then select a specific group.

Scope:*

User Group: ▼

☐ School Band
☐ Guitar Association
☐ Sailing Club

✓ Save ✗ Delete

11. Click the **Save** button. The course is saved, and the Saved notification appears.

The SCORM Course is now available to use in Studywiz activities via the Rich Text Editor Repository:

Refer to the [Import a SCORM Course](#) procedure to insert a SCORM Course into a Studywiz activity text field.

Refer to the [Create a Repository Reference activity](#) procedure to insert a SCORM Course directly into a Repository Reference activity.

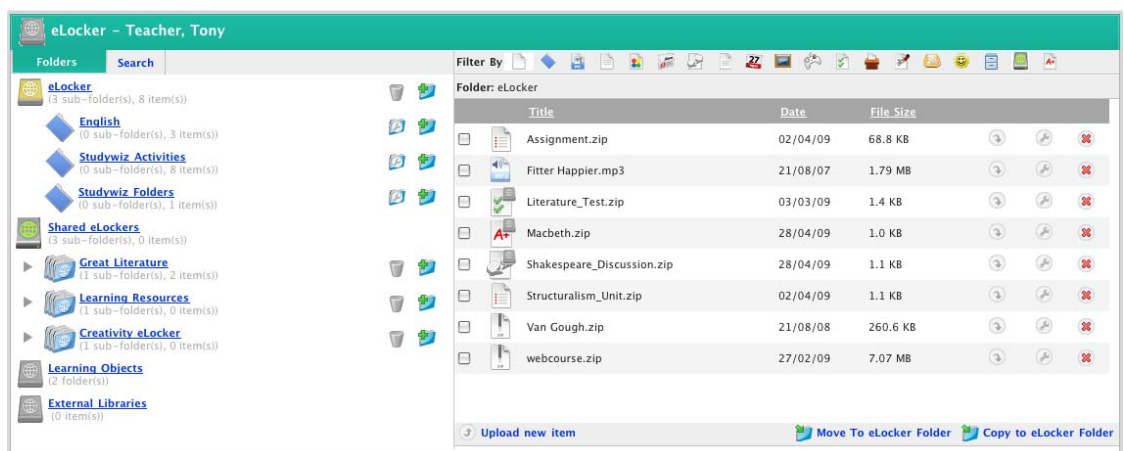
18.7.2.2 Upload a Course using your Drag-and-Drop eLocker

1. Ensure that you have connected to your eLocker according to the instructions in the [Drag and Drop Items between your eLocker](#) section.
2. Using the Finder (Mac) or an Explorer Window (PC) drag a SCORM course to your eLocker. The SCORM course will appear in your eLocker in Studywiz.

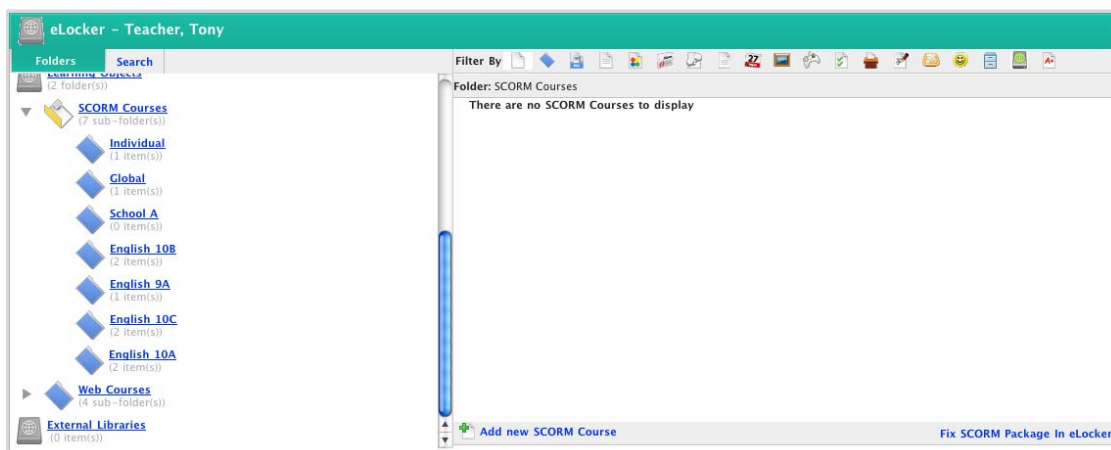


Drag-and-Drop eLockers allow you to drag items between your desktop and your eLocker. Read the [Drag and Drop Items between your eLocker](#) section for more information.

3. On the tab bar, click the **eLocker** tab. Your eLocker appears.



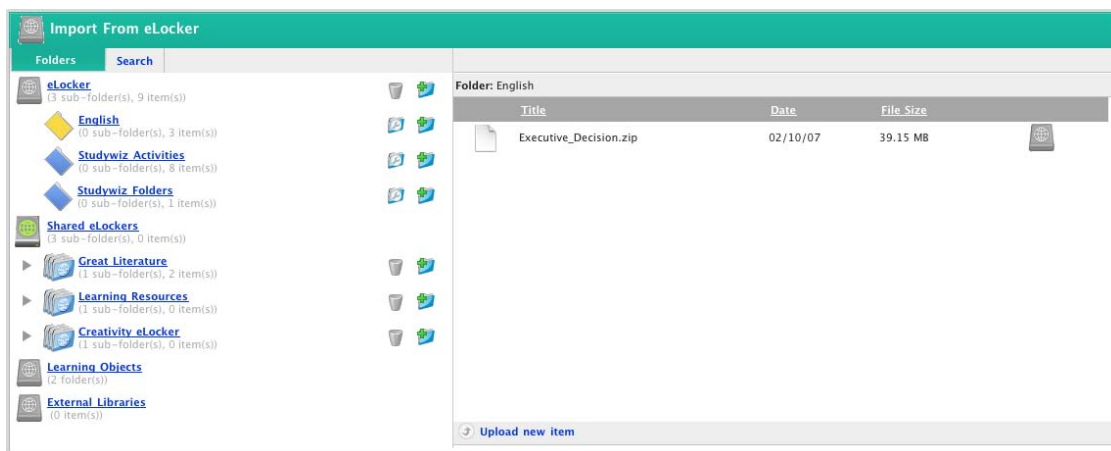
4. In the Folders area, expand **Learning Objects**. The SCORM Courses and Web Courses folders appear.
5. Expand the **SCORM Courses** folder. The contents of the folder appear.




- Click **add new SCORM Course**. The SCORM Course Details panel appears.

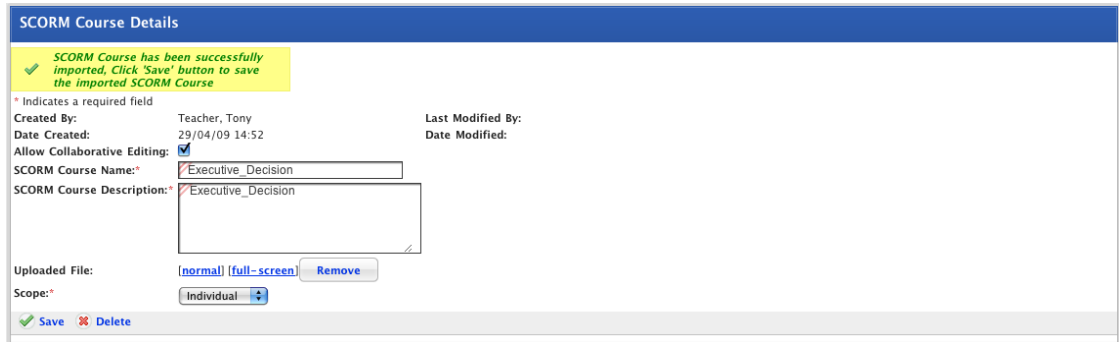
The screenshot shows the 'SCORM Course Details' panel. It includes fields for 'Created By' (Teacher, Tony), 'Date Created' (29/04/09 13:50), 'Last Modified By', and 'Date Modified'. There is a checkbox for 'Allow Collaborative Editing' which is checked. Below this are input fields for 'SCORM Course Name' and 'SCORM Course Description'. At the bottom, there is an 'Uploaded File' section with buttons for 'upload course' and 'Import file from eLocker'. A 'Scope' dropdown menu is set to 'Individual'. At the very bottom are 'Save' and 'Delete' buttons.

- Click **Import file from eLocker**. The Import From eLocker page appears.



If the SCORM Course you want is in a subfolder, expand the subfolder to see it.

- Adjacent to the SCORM Course that you want to use, click the **Import From eLocker**  button. The SCORM Course Import is in Progress notification appears, and then the SCORM Course Details panel appears.

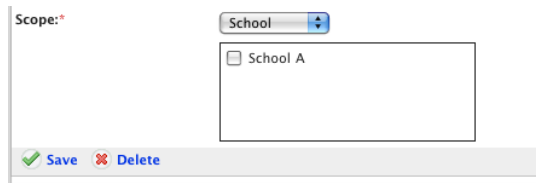


9. If you want other teachers to be able to edit the SCORM course details, ensure that the **Allow Collaborative Editing** checkbox is selected.
10. If required, in the **SCORM Course Name** field, type or edit the name of the course.
11. If required, in the **SCORM Course Description** field, type or edit the description of the course.
12. From the **Scope** drop-down list, select a sharing option:

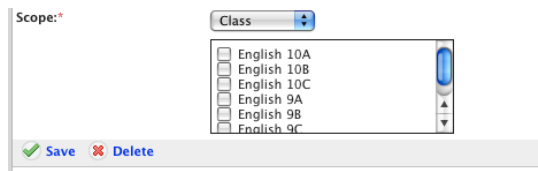
To make the course available only to yourself, select **Individual**.

To make the course available to all teachers in your Studywiz deployment, select **Global**.

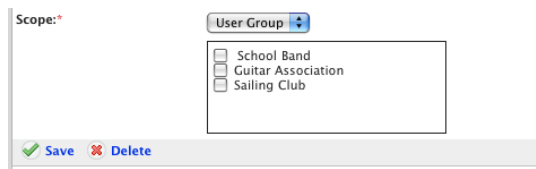
To make the course available to all teachers in a school, select **School** and then select the specific schools.



To make the course available to all teachers in a class, select **Class** and then select the specific classes.



To make the course available to all teachers in a group, select **User Group** and then select a specific group.

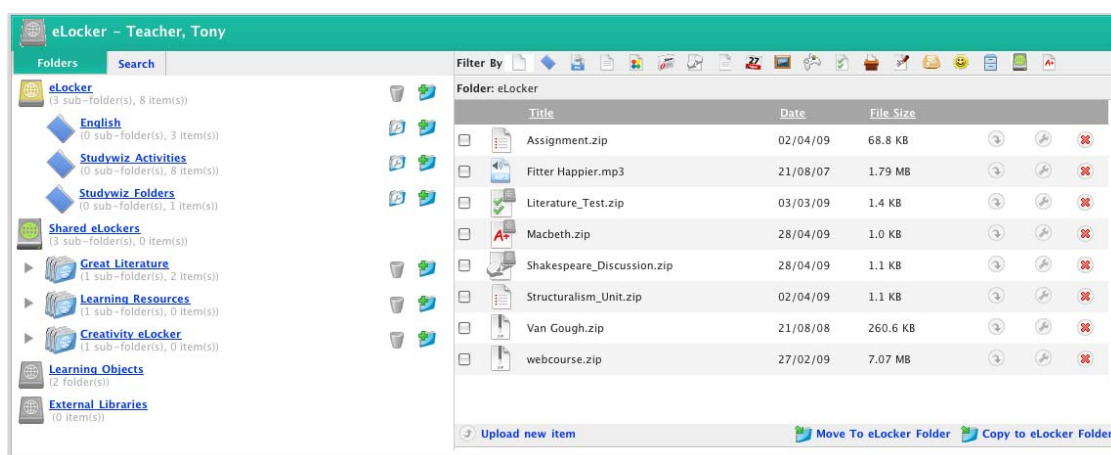


13. Check the details and then click **Save**. The Saved notification appears.
14. Use the Studywiz tab bar to keep working in Studywiz.

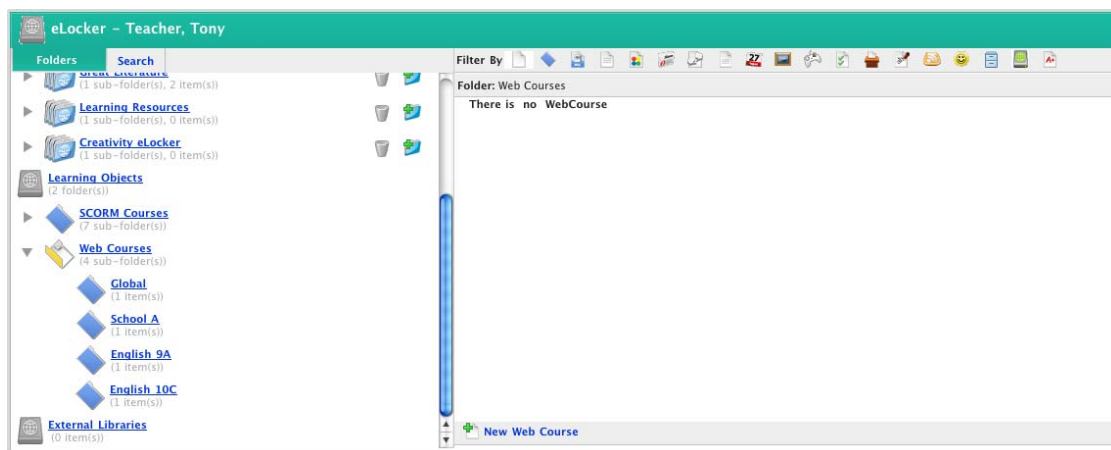
18.7.3 Upload a Web Course

Before you begin this upload procedure, ensure that you have a zipped Web Course archive that contains an appropriate start file.

1. On the tab bar, click the **eLocker** tab. Your eLocker appears.



2. In the Folders area, click **Learning Objects**. The SCORM Courses and Web Courses folders appear.
3. Click the **Web Courses** folder. The contents of the folder appear.



4. Click **New Web Course**. The Web Course Details panel appears.

Web Course Details

* Indicates a required field

Created By: Teacher, Tony
Date Created: 29/04/09 14:59
Allow Collaborative Editing: ☒
Web Course Name:
Web Course Description:
Web Course Start File:
Uploaded File:
Scope:

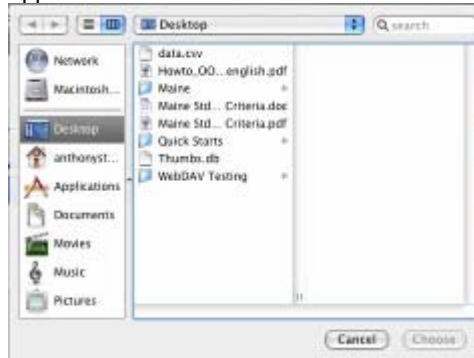
5. If you want other teachers to be able to edit the Web Course details, ensure that the **Allow Collaborative Editing** checkbox is selected.
6. In the **Web Course Name** field, type a name for the course.
7. In the **Web Course Description** field, type a description of the course.
8. Click **upload course**. The Select a file to upload panel appears.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows file upload procedures are shown below:

Macintosh



- a. Click the **Choose File** button. The Finder appears.

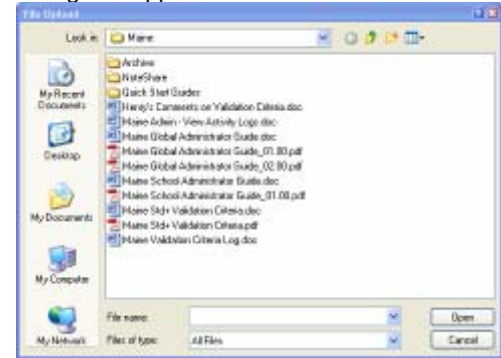


- b. Navigate to the appropriate directory.
c. Select the file you want to upload.
d. Click the **Choose** button. The dialog box closes and the Select a file to Upload panel reappears.

Windows



- a. Click the **Browse** button. The File Upload dialog box appears.



- b. Navigate to the appropriate directory.
c. Select the file you want to upload.
d. Click the **Open** button. The dialog box closes and the Select a file to Upload panel reappears.

9. Click the **Upload** button. The Web Course uploads and the Web Course Details page appears.

Web Course Details

* Indicates a required field

Created By: Teacher, Tony Last Modified By:

Date Created: 29/04/09 14:59 Date Modified:

Allow Collaborative Editing: ☒

Web Course Name: *

Web Course Description: *

Web Course Start File: *

Uploaded File: *

Scope: *

10. In the **Web Course Start File** field, click the Web Course start file.

The Web Course start file is the html file that the course starts from. The start file is located at the root level of the Web Course archive.

11. From the **Scope** drop-down list, select a sharing option:

To make the course available only to yourself, select **Individual**.

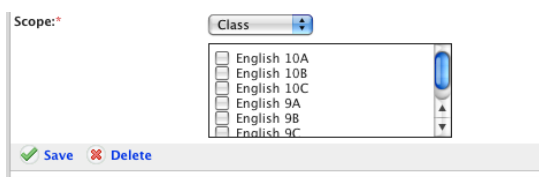
To make the course available to all teachers in your Studywiz deployment, select **Global**.

To make the course available to all teachers in a level, select **Level** and then select the specific levels.

Scope: *

☐ School A

To make the course available to all teachers in a class, select **Class** and then select the specific classes.



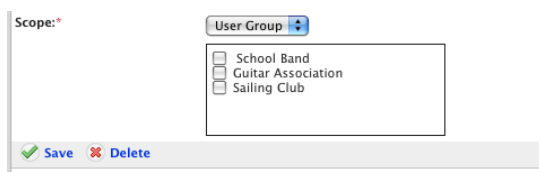
Scope:*

Class

- ☐ English 10A
- ☐ English 10B
- ☐ English 10C
- ☐ English 9A
- ☐ English 9B
- ☐ English 9C

Save Delete

To make the course available to all teachers in a group, select **User Group** and then select a specific group.



Scope:*

User Group

- ☐ School Band
- ☐ Guitar Association
- ☐ Sailing Club

Save Delete

12. Click **Save**. The Web Course is saved.

The Web Course is now available to use via the Rich Text Editor Repository, refer to the [Import a Web Course](#) procedure to add a Web Course to a Studywiz text field.

13. Use the Studywiz tab bar to keep working in Studywiz.

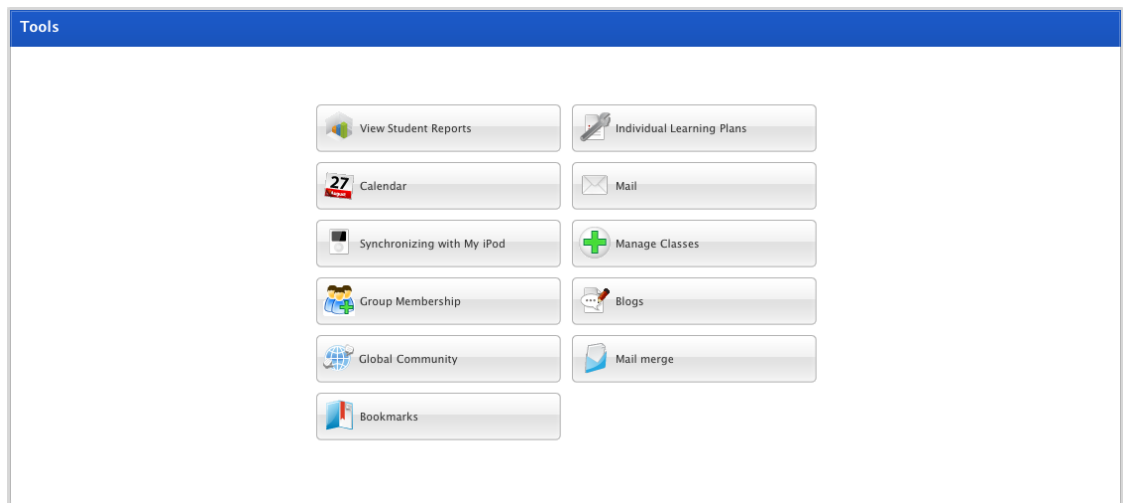
19 Blog

The Studywiz Blog is a feature that students and teachers can use to write about the topics that interest them. Users can keep their writing private or publish it to other members of the school community. Because Studywiz Blogs are such a free-form resource, there are also publishing and approval options to allow teachers to moderate students' blogs.

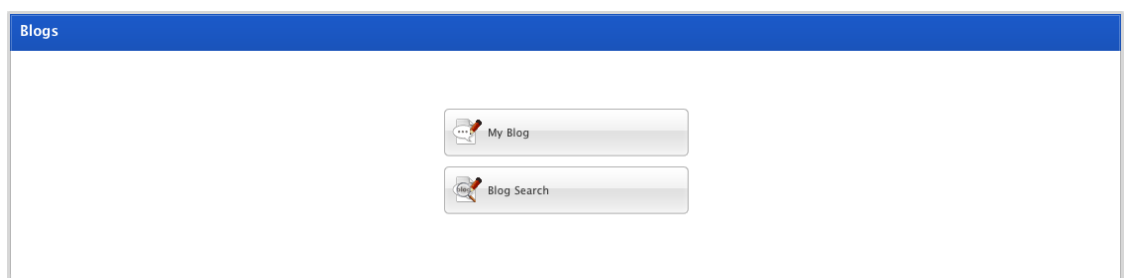
Refer to the procedures in this section for instructions on creating, editing, viewing and publishing blog posts, and for managing Blog user profiles.

19.1 Open your Blog

1. Click the **Tools** tab. The Tools page appears.



2. Click the **Blog** button. The Blogs page appears.



3. Click the **My Blog** button. Your Blog page appears.

Watson, Luke

Cecil B DeMille

[22/05/09 14:36]

Cecil B DeMille (1881-1959) was a successful Academy Award-winning American filmmaker in the first half of the 20th century, known for the flamboyance and showmanship of his movies.

DeMille directed dozens of silent films, including Paramount Pictures' first production, The Squaw Man (1914), which was co-directed by Oscar Apfel, before coming into huge popularity during the late 1910s and early 1920s, when he reached the apex of his popularity with such films as Don't Change Your Husband (1919), The Ten Commandments (1923), and The King of Kings (1927). A few of his silent films featured scenes in two-strip Technicolor.

[Bookmark this blog entry](#)
[Add Comment \(2\)](#) | [Edit](#) | [Delete](#)

Newspapers

[23/02/09 10:44]

A newspaper is a written publication containing news, information and advertising, usually printed on low-cost paper called newsprint. General-interest newspapers often feature articles on political events, crime, business, art/entertainment, society and sports. Most traditional papers also feature an editorial page containing columns which express the personal opinions of writers. Supplementary sections may contain advertising, comics, coupons, and other printed media. Newspapers are most often published on a daily or weekly basis, and they usually focus on one particular geographic area where most of their readers live. Despite recent setbacks in circulation and profits newspapers are still the most iconic outlet for news and other types of written journalism.

There is a sense of nostalgia when it comes to news print. The feel of the paper in ones hands. The bad quality pictures and the even badder quality writing. It offers a unique experience. One that perhaps, in years to come, will be forgotten. I for one will be nostalgic for my morning paper. Over the years it has gone hand in hand with a hot cup of coffee and a crossaint.


"Have you ever read the morning news?"

Search

[Create New Entry](#)

[Bookmark this blog](#)

My Profile



Watson, Luke

[Edit](#)

Latest Entries

- [Cecil B DeMille](#)
- [Newspapers](#)
- [Howard Hawks](#)

[View All](#)

Archive

- [May 2009 \(2\)](#)
- [April 2009 \(1\)](#)
- [March 2009 \(0\)](#)
- [February 2009 \(0\)](#)
- [January 2009 \(0\)](#)
- [December 2008 \(0\)](#)
- [November 2008 \(0\)](#)
- [October 2008 \(0\)](#)
- [September 2008 \(0\)](#)
- [August 2008 \(0\)](#)

The Blog title is at the top of the panel (in this case it is 'Luke Watson's Blog').

Your most recent post titles and the first three lines appear at the top of each section on the left.

19.2 Create a New Entry

1. Open your Studywiz Blog page.

Watson, Luke

Cecil B DeMille
[22/05/09 14:36]

Cecil B DeMille (1881-1959) was a successful Academy Award-winning American filmmaker in the first half of the 20th century, known for the flamboyance and showmanship of his movies.

DeMille directed dozens of silent films, including Paramount Pictures' first production, The Squaw Man (1914), which was co-directed by Oscar Apfel, before coming into huge popularity during the late 1910s and early 1920s, when he reached the apex of his popularity with such films as Don't Change Your Husband (1919), The Ten Commandments (1923), and The King of Kings (1927). A few of his silent films featured scenes in two-strip Technicolor.


[Bookmark this blog entry](#) [Add Comment \(2\)](#) [Edit](#) [Delete](#)

Search

[Create New Entry](#)

[Bookmark this blog](#)

My Profile



Watson, Luke


[Edit](#)


2. Click **Create New Entry**. A blank Blog entry appears.

Watson, Luke

Title:

Tags:

I B U ABC x_1 x^2  Font family Font size



Allow Comment: ☐

Publish To:


[Save](#) [Cancel](#)

Search

[Create New Entry](#)

[Bookmark this blog entry](#)

My Profile



Watson, Luke

[Edit](#)

Latest Entries

- Cecil B DeMille
- Newspapers
- Howard Hawks

[View All](#)

Archive

3. In the **Title** field, type a title for the blog entry.
4. In the **Tags** field, type any relevant blog entry keywords. These will be used as tags for the Studywiz Blog search function.
5. In the text field type your blog post.



If you want to format the text, or add images or other media files to the blog use the [Rich Text Editor](#).

6. If you want to allow other users to comment on your new entry, ensure that the **Allow Comment** checkbox is selected.
7. From the **Publish To** drop-down list select **private** or **internal**.
 - Private Blog posts can only be seen by you and Global Administrators of your Studywiz deployment.
 - Internal Blog posts can be seen by other Studywiz users in your school/level.
8. Click the **Save** button. The blog post is saved.
9. To return to your blog page, click your blog name at the top of the panel.

19.2.1 Select the Users able to View a Blog Entry

Once you have internally published a blog entry you can limit the view access to the entry to a maximum of ten students.

1. Open your Studywiz Blog page.

2. Under the Blog entry for which you want to specify users, click the **Edit** link.

Watson, Luke

Title:

Tags:

Rich Text Editor:

Font family: [Dropdown] **Font size:** [Dropdown]

Tools: [B] [I] [U] [ABC] [X] [x²] [List] [Link] [Image] [Table] [HTML]

A newspaper is a written publication containing news, information and advertising, usually printed on low-cost paper called newsprint. General-interest newspapers often feature articles on political events, crime, business, art/entertainment, society and sports. Most traditional papers also feature an editorial page containing columns which express the personal opinions of writers. Supplementary sections may contain advertising, comics, coupons, and other printed media. Newspapers are most often published on a daily or weekly basis, and they usually focus on one particular geographic area where most of their readers live. Despite recent setbacks in circulation and profits newspapers are still the most iconic outlet for news and other types of written journalism.

There is a sense of nostalgia when it comes to news print. The feel of the paper in ones hands. The bad quality pictures and the even badder quality writing. It offers a unique experience. One that perhaps, in years to come, will be forgotten. I for one will be nostalgic for my morning paper. Over the years it has gone hand in hand with a hot cup of coffee and a crossaint.

"Have you ever read the morning news?"

Allow Comment: ☒ This post will be visible to all users. To select specific users to view this post click [here](#).


Publish To:

Status: Waiting For Approval

[Create New Entry](#)

[Bookmark this blog entry](#)

My Profile



Watson, Luke

[Edit](#)

Latest Entries

- [Cecil B DeMille](#)
- [Newspapers](#)
- [Howard Hawks](#)

[View All](#)

[Archive](#)

3. Click the **here** link. The User Search page appears.

User Search

Search
Results

Surname:

First Name:

User Type: ☒ Students

Schools:

Classes:

User Group:

Selected Users

No User in Selection List



To view a list of all users, leave the search fields blank.

4. To refine your search, complete the search terms.
5. Click the **Search** button. The search results appear.

User Search

Search
Results

3 Users [Select All](#) [Clear](#)

<input type="checkbox"/> lovely, portal_is	Student	
<input type="checkbox"/> Student, Anthony	Student	
<input type="checkbox"/> Student, Tony	Student	

[Add Selected Users](#)

Selected Users

No User in Selection List

Save
Cancel

6. From the list in the User Search panel, select the students that you want to be able to view your blog.
7. Click **Add Selected Users**. The selected users are added to the Selected Users list.
8. Click **Save**. The Edit Blog page appears. The added students are listed in the Allowed Users list.

Title:

Tags:

I B U ABC
Font family Font size

A newspaper is a written publication containing news, information and advertising, usually printed on low-cost paper called newsprint. General-interest newspapers often feature articles on political events, crime, business, art/entertainment, society and sports. Most traditional papers also feature an editorial page containing columns which express the personal opinions of writers. Supplementary sections may contain advertising, comics, coupons, and other printed media. Newspapers are most often published on a daily or weekly basis, and they usually focus on one particular geographic area where most of their readers live. Despite recent setbacks in circulation and profits newspapers are still the most iconic outlet for news and other types of written journalism.

There is a sense of nostalgia when it comes to news print. The feel of the paper in ones hands. The bad quality pictures and the even badder quality writing. It offers a unique experience. One that perhaps, in years to come, will be forgotten. I for one will be nostalgic for my morning paper. Over the years it has gone hand in hand with a hot cup of coffee and a crossaint.

"Have you ever read the morning news?"

Allow Comment: ☒

Publish To: Internal

Status: Waiting For Approval

Allowed Users

Student, Tony

Student, Anthony

Update List

[Delete](#)

[Delete](#)

Save
Cancel

Search

[Create New Entry](#)

[Bookmark this blog entry](#)

My Profile

Watson, Luke

[Edit](#)

Latest Entries

- [Cecil B DeMille](#)
- [Newspapers](#)
- [Howard Hawks](#)

[View All](#)

Archive

19.3 Edit a Blog Entry

1. Open your Studywiz Blog page.
2. Below the entry you wish to edit, click the **Edit** link. The Edit Blog Entry panel appears.

Watson, Luke


Title:

Tags:

[Create New Entry](#)

[Bookmark this blog entry](#)

My Profile



Watson, Luke

[Edit](#)

Latest Entries

- [Cecil B DeMille](#)
- [Newspapers](#)
- [Howard Hawks](#)

[View All](#)

Archive

- [May 2009 \(2\)](#)
- [April 2009 \(1\)](#)

Font family ▾ **Font size** ▾

I **B** U ABC | x₂ x² | [List Icons]

[Color Picker] [Background Color] | [Link Icon] [Unlink Icon] [Image Icon] [HTML]

A newspaper is a written publication containing news, information and advertising, usually printed on low-cost paper called newsprint. General-interest newspapers often feature articles on political events, crime, business, art/entertainment, society and sports. Most traditional papers also feature an editorial page containing columns which express the personal opinions of writers. Supplementary sections may contain advertising, comics, coupons, and other printed media. Newspapers are most often published on a daily or weekly basis, and they usually focus on one particular geographic area where most of their readers live. Despite recent setbacks in circulation and profits newspapers are still the most iconic outlet for news and other types of written journalism.

There is a sense of nostalgia when it comes to news print. The feel of the paper in ones hands. The bad quality pictures and the even badder quality writing. It offers a unique experience. One that perhaps, in years to come, will be forgotten. I for one will be nostalgic for my morning paper. Over the years it has gone hand in hand with a hot cup of coffee and a crossaint.

"Have you ever read the morning news?"

Update List

[Delete](#)

[Delete](#)

Allow Comment: ☒

Publish To: Internal ▾

Status: Waiting For Approval

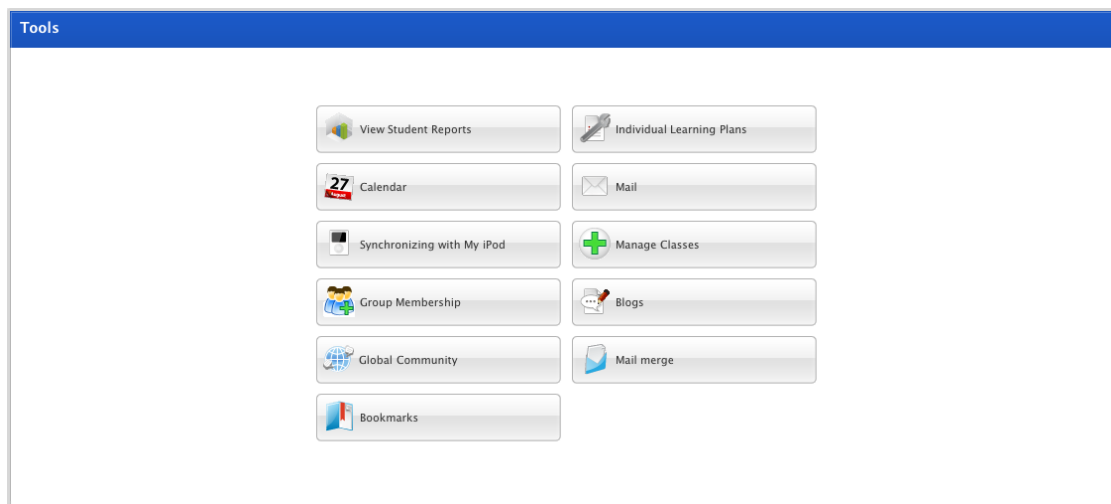
3. Make the changes to the entry.
4. Click the **Save** button. The changes to the entry are saved.

19.4 Search for a Blog

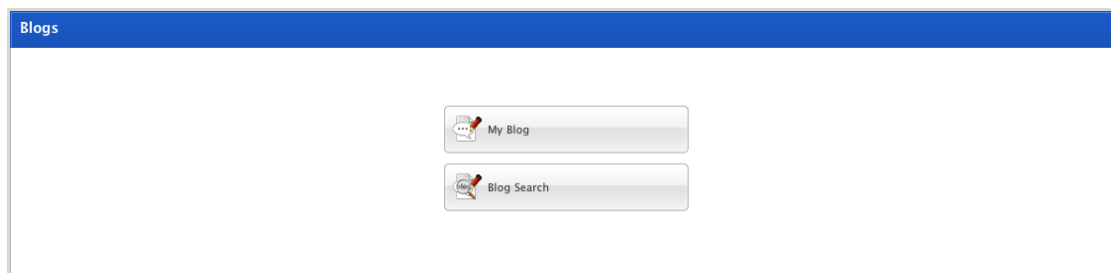
To view the blog or a blog entry of another Studywiz user, follow the procedures in this section.

19.4.1 Search for a User's Blog

1. On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



2. Click the **Blogs** button. The Blogs page appears.



3. Click the **Blog Search** button. The Blog Search page appears.

4. In the **Search string** field:
 - If you want to specify a particular user's blog, enter a username or part of a username in the field
 - If you know the name a user has given to their Blog, enter the name in the field.
5. Select the **Title** and **Name** options.

- To search the titles that users have given to their Blog, select the **Title** checkbox.
- To search by username, select the **Name** checkbox.
- To search by title or username leave both checkboxes selected.
- You now need to select where you want to search for the blog. Follow the appropriate procedure below:
- [Search all Blogs to which you have Access](#)
- [Search for a Blog in one of your Levels or Classes](#)
- [Search for a Blog in one of your Groups](#)
- [Search for a Selected User's Blog.](#)

19.4.1.1 Search all Blogs to which you have Access

To search all the Blogs to which you have access, follow these steps.

1. Ensure that the **All blogs** option is selected.
2. Click the **Search** button. A list of available Blogs appears.

The screenshot shows the 'Blog Search' interface. At the top, there are two tabs: 'Blog Search' and 'Entry Search'. Below the tabs, there is a 'Search string' input field containing the text 'ant'. Underneath, 'Search In Fields:' has two checked checkboxes: 'Title' and 'Name'. Below that, 'All blogs:' is selected with a radio button. There are also three unselected radio buttons for 'Level/Class blogs:', 'Group blogs:', and 'User blogs:'. A 'Search' button is located below these options. At the bottom right of the search area, there is a sort dropdown menu showing '-- sort by --' and '-- choose a sort --'. The search results are displayed in a table with two columns: 'Blog Title' and 'Owner'. The results show three entries: 'Student, Ant' and 'Teacher, Ant' under the 'Blog Title' column, and 'Student, Ant' and 'Teacher, Ant' under the 'Owner' column. Each entry has a small icon to its left.

- To open a Blog, in the **Blog Title** column, click a user's name.
- To see a user's details, in the **Owner** column, click their username.

19.4.1.2 Search for a Blog in one of your Levels or Classes

To search for a Blog in one of your classes, follow these steps.

1. Ensure that the **Level/Class blogs** option is selected.
2. Select a level from the **Select Level** drop-down list.
3. If you want to specify a class in the level, from the **Class** drop-down list, select a class.

- Click the **Search** button. A list of available Blogs appears.

Blog Title	Owner
Student, Ant	Student, Ant
Teacher, Ant	Teacher, Ant

- To open a Blog, in the **Blog Title** column, click a user's name.
- To see a user's details, in the **Owner** column, click their username.

19.4.1.3 Search for a Blog in one of your Groups

To search for a Blog in one of your Groups, follow these steps.

- Select the **Group blogs** option. The **Select Group** drop-down list appears.
- From the **Select Group** drop-down list, select a Group.

- Click the **Search** button. A list of available Blogs appears.

- To open a Blog, in the **Blog Title** column, click a user's name.
- To see a user's details, in the **Owner** column, click their username.

19.4.1.4 Search for a Selected User's Blog

To search for a selected user's blog, follow these steps.

1. Select the **User blogs** option. The **Select Users** button appears.
2. Click the **Select Users** button. The User Search and Selected Users panels appear.

3. Complete the relevant Search fields.



To view a list of all users leave the search fields blank and then click the Search button.

4. Click the **Search** button. The search results appear.
5. Select the users that you want to add to the Selected Users list.
6. Click **Add Selected Users**. The selected users are added to the Selected Users list.

User Search

Search

Results

Filter By: All Users

1 Users

[Select All](#)
[Clear](#)

☐ Teacher, Ant

Teacher

[Add Selected Users](#)

Selected Users

1 Users

[Select All](#)
[Clear](#)

☐ Student, Ant

Student

[Remove Selected Users](#)

[Add Selected](#)

[Cancel](#)

- Click the **Add Selected** button. The Blog Search page reappears.

Blog Search

Blog Search

Entry Search

Search string

Search In Fields:

☒ Title
☒ Name

All blogs:
☐

Level/Class blogs:
☐

Group blogs:
☐

User blogs:
☒

Search

Search will be limited to selected users

Student, Ant

[Clear Selection](#)
[Change Selection](#)

- Click the **Search** button. A list of available Blogs appears.

Blog Search

Blog Search

Entry Search

Search string

ant

Search In Fields:

☒ Title
☒ Name

All blogs:
☐

Level/Class blogs:
☐

Group blogs:
☐

User blogs:
☒

Search

Search will be limited to selected users

Teacher, Ant

[Clear Selection](#)
[Change Selection](#)

-- sort by --: --choose a sort--

Blog Title

Teacher, Ant

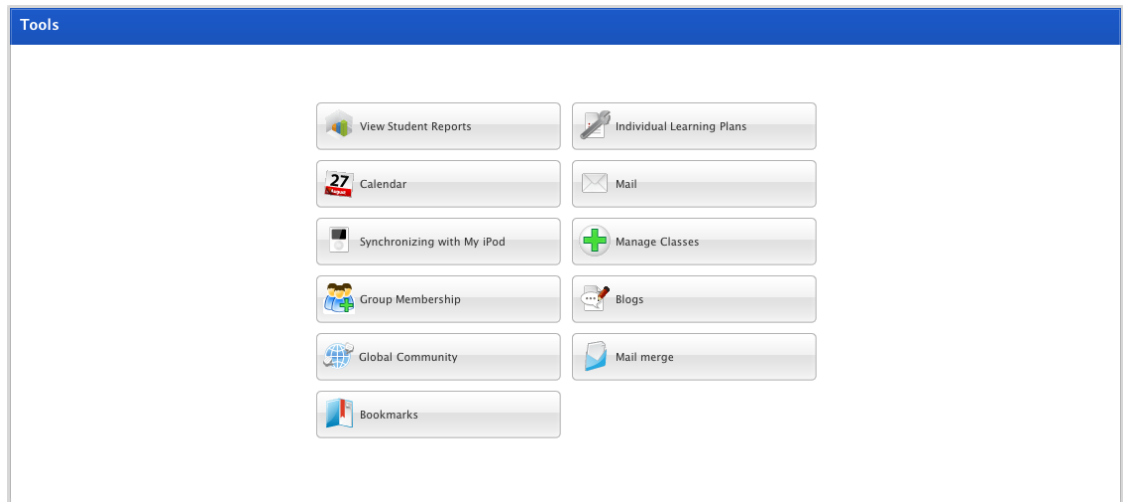
Owner

Teacher, Ant

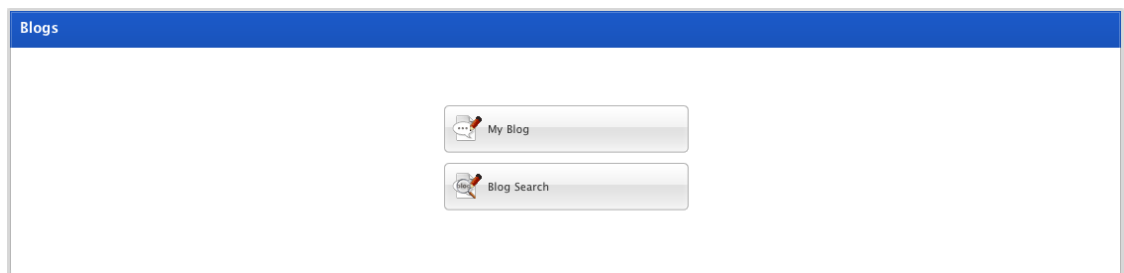
- To open a Blog, in the **Blog Title** column, click a user's name.
- To see a user's details, in the **Owner** column, click their username.

19.4.2 Search Blog Entries

1. On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



2. Click the **Blogs** button. The Blogs page appears.



3. Click the **Blog Search** button. The Blog Search page appears.

The screenshot shows the 'Blog Search' page with a blue header bar. Below the header, there are two tabs: 'Blog Search' and 'Entry Search'. The 'Blog Search' tab is active. The page contains a search form with the following elements: a 'Search string' text box, 'Search In Fields' with checkboxes for 'Title' and 'Name' (both checked), 'All blogs' with a radio button, 'Level/Class blogs' with a radio button, a dropdown menu for 'Select Level', and a dropdown menu for 'Any Class In Level', 'Group blogs' with a radio button, and 'User blogs' with a radio button. At the bottom, there is a 'Search' button.

4. Click the **Entry Search** tab. The Entry Search panel appears.

5. In the **Search string** field, type any keywords about the blog you are searching for.
6. From the **Search In Fields** checkboxes, select the fields to search.
 - You now need to select where you want to search for the blog entry. Follow the appropriate procedure below:
 - [Search all Blog Entries to which you have Access](#)
 - [Search for Blog Entries in one of your Levels or Classes](#)
 - [Search for Blog Entries in one of your Groups](#)
 - [Search for a Selected User's Blog Entries.](#)

19.4.2.1 Search all Blog Entries to which you have Access

To search all the Blogs to which you have access, follow these steps.

1. Ensure that the **All blogs** option is selected.
2. If you want to refine the search to a particular publish status, select a publish status from the **Publish Status** drop-down list.
3. Click the **Search** button. The search results appear.

Entry Title	Owner	Date Modified	Publish Status
newspaper volume 2	Teacher_Ant	24/12/2009 3:25 PM	No Approval Required
Do you like my avatar?	Student_Ant	16/12/2009 1:29 PM	No Approval Required



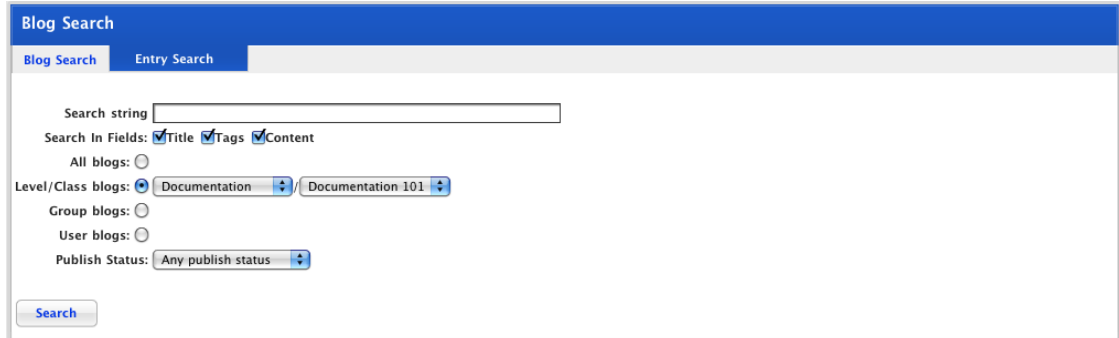
The publish status of the Blog entries are marked in the search results and are colour coded. There are five types of publish status: approved, no approval required, waiting approval, denied and unpublished.

4. Click the Blog icon or the blog post title. The Blog Entry page appears.

19.4.2.2 Search for Blog Entries in one of your Levels or Classes

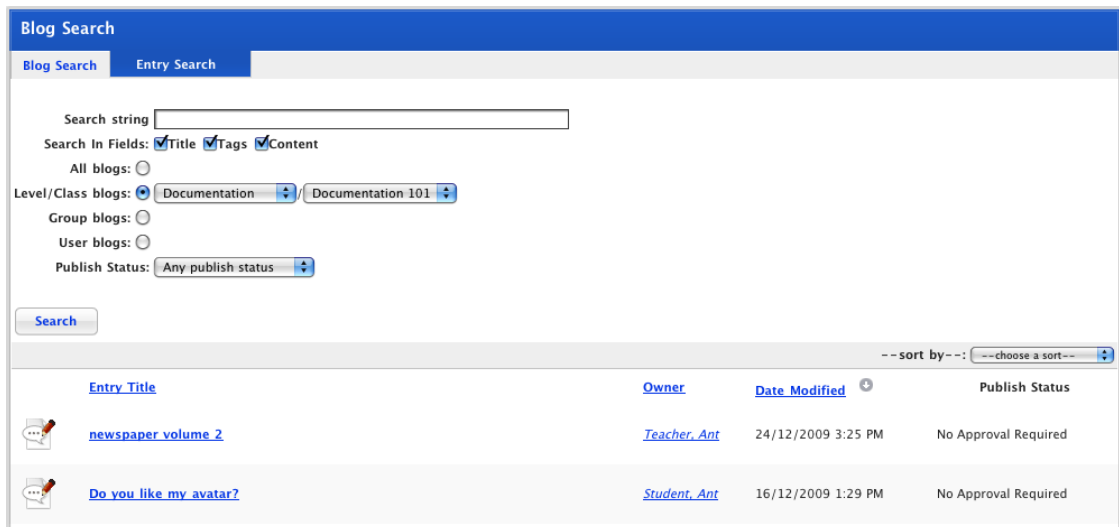
To search for a Blog in one of your classes, follow these steps.

1. Ensure that the **Level/Class blogs** option is selected.
2. Select a level from the **Select Level** drop-down list.
3. If you want to specify a class in the level, from the **Class** drop-down list, select a class.





The screenshot shows the 'Blog Search' tab selected. The 'Search string' field is empty. Under 'Search In Fields', 'Title', 'Tags', and 'Content' are all checked. 'All blogs' is selected with a radio button. Under 'Level/Class blogs', 'Documentation' is selected in the first dropdown and 'Documentation 101' is selected in the second dropdown. 'Group blogs' and 'User blogs' are not selected. 'Publish Status' is set to 'Any publish status'. A 'Search' button is at the bottom left.

4. If you want to refine the search to a particular publish status, select a publish status from the **Publish Status** drop-down list.
5. Click the **Search** button. The search results appear.



The screenshot shows the same search filters as before, but now search results are displayed. At the top right of the results area, there is a 'sort by' dropdown set to 'choose a sort'. The results are shown in a table with columns: Entry Title, Owner, Date Modified, and Publish Status.

Entry Title	Owner	Date Modified	Publish Status
 newspaper volume 2	Teacher, Ant	24/12/2009 3:25 PM	No Approval Required
 Do you like my avatar?	Student, Ant	16/12/2009 1:29 PM	No Approval Required



The publish status of the Blog entries are marked in the search results and are colour coded. There are five types of publish status: approved, no approval required, waiting approval, denied and unpublished.

6. Click the Blog icon or the blog post title. The Blog Entry page appears.

19.4.2.3 Search for Blog Entries in one of your Groups

To search for a Blog in one of your Groups, follow these steps.

1. Select the **Group blogs** option. The **Select Group** drop-down list appears.
2. From the **Select Group** drop-down list, select a Group.

3. If you want to refine the search to a particular publish status, select a publish status from the **Publish Status** drop-down list.
4. Click the **Search** button. The search results appear.

Entry Title	Owner	Date Modified	Publish Status
newspaper volume 2	Teacher, Ant	24/12/2009 3:25 PM	No Approval Required
Do you like my avatar?	Student, Ant	16/12/2009 1:29 PM	No Approval Required



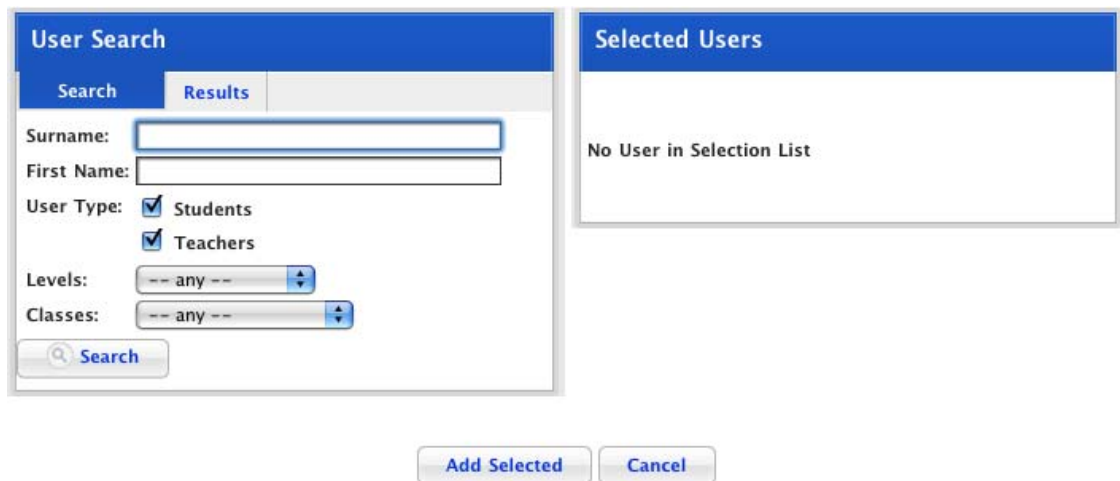
The publish status of the Blog entries are marked in the search results and are colour coded. There are five types of publish status: approved, no approval required, waiting approval, denied and unpublished.

5. Click the Blog icon or the blog post title. The Blog Entry page appears.

19.4.2.4 Search for a Selected User's Blog Entries

To search for a selected user's blog, follow these steps.

1. Select the **User blogs** option. The **Select Users** button appears.
2. Click the **Select Users** button. The User Search and Selected Users panels appear.



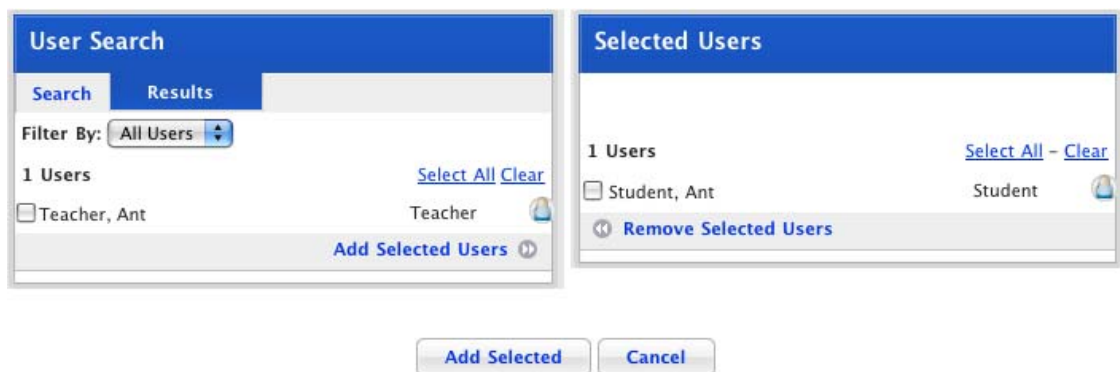
The image shows two side-by-side panels. The left panel, titled 'User Search', has a 'Search' tab and a 'Results' tab. It contains input fields for 'Surname' and 'First Name', checkboxes for 'Students' and 'Teachers' (both checked), and dropdown menus for 'Levels' and 'Classes' (both set to '-- any --'). A 'Search' button is at the bottom. The right panel, titled 'Selected Users', is empty and contains the text 'No User in Selection List'. Below the panels are 'Add Selected' and 'Cancel' buttons.

- Complete the relevant Search fields.



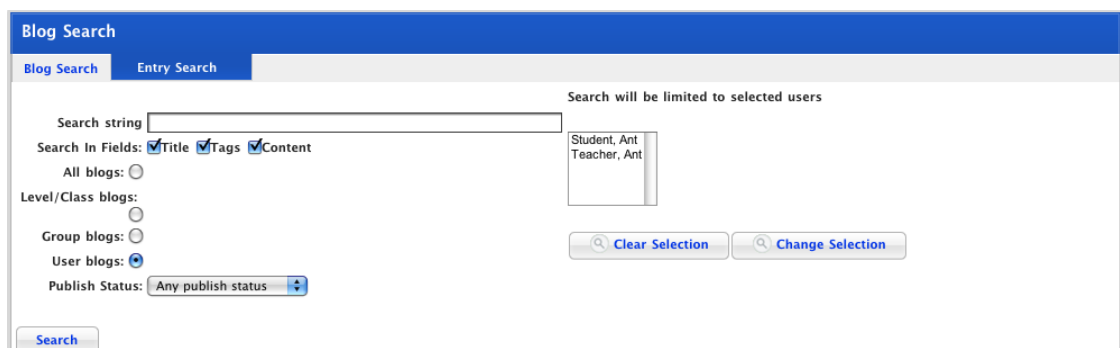
To view a list of all users leave the search fields blank and then click the Search button.

- Click the **Search** button. The search results appear.
- Select the users that you want to add to the Selected Users list.
- Click **Add Selected Users**. The selected users are added to the Selected Users list.



The image shows the same two panels as before, but now with search results. The 'User Search' panel has a 'Filter By' dropdown set to 'All Users'. It shows '1 Users' with a list containing 'Teacher, Ant' (with a checkbox). There are links for 'Select All', 'Clear', and 'Add Selected Users'. The 'Selected Users' panel now shows '1 Users' with a list containing 'Student, Ant' (with a checkbox). There are links for 'Select All - Clear' and 'Remove Selected Users'. Below the panels are 'Add Selected' and 'Cancel' buttons.

- Click the **Add Selected** button. The Blog Search page reappears.



The image shows the 'Blog Search' interface. It has a 'Blog Search' tab and an 'Entry Search' tab. It contains a 'Search string' input field, checkboxes for 'Search In Fields' (Title, Tags, Content), radio buttons for 'All blogs', 'Level/Class blogs', 'Group blogs', and 'User blogs' (selected), and a 'Publish Status' dropdown set to 'Any publish status'. There is a 'Search' button. On the right, there is a list of selected users: 'Student, Ant' and 'Teacher, Ant'. There are 'Clear Selection' and 'Change Selection' buttons. A note at the top right says 'Search will be limited to selected users'.

- If you want to refine the search to a particular publish status, select a publish status from the **Publish Status** drop-down list.
- Click the **Search** button. The search results appear.

Blog Search

Blog Search Entry Search

Search will be limited to selected users

Search string:

Search In Fields: ☒ Title ☒ Tags ☒ Content

All blogs: ☐

Level/Class blogs: ☐



Group blogs: ☐

User blogs: ☒

Publish Status:

Student, Ant
Teacher, Ant

-- sort by --:

Entry Title	Owner	Date Modified	Publish Status
 newspaper volume 2	Teacher, Ant	24/12/2009 3:25 PM	No Approval Required
 Do you like my avatar?	Student, Ant	16/12/2009 1:29 PM	No Approval Required



The publish status of the Blog entries are marked in the search results and are colour coded. There are five types of publish status: approved, no approval required, waiting approval, denied and unpublished.

- Click the Blog icon or the blog post title. The Blog Entry page appears.












19.5 Blog Bookmarks

You can bookmark a user's blog or a specific blog entry. The bookmarked blog will appear in the Bookmarks section of each of your classes and groups.

19.5.1 Bookmark a Blog

- On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.

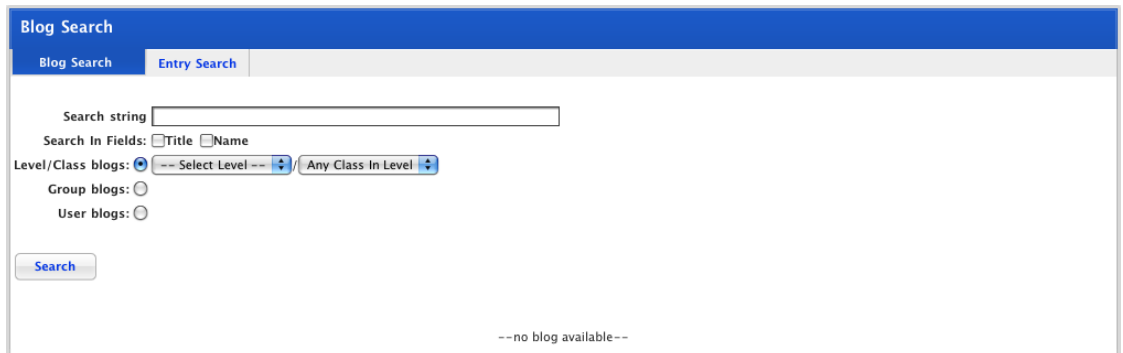
Tools

 View Student Reports	 Individual Learning Plans
 27 Calendar	 Mail
 Synchronizing with My iPod	 Manage Classes
 Group Membership	 Blogs
 Global Community	 Mail merge
 Bookmarks	

- Click the **Blogs** button. The Blogs page appears.



- Click the **Blog Search** button. The Blog Search page appears.

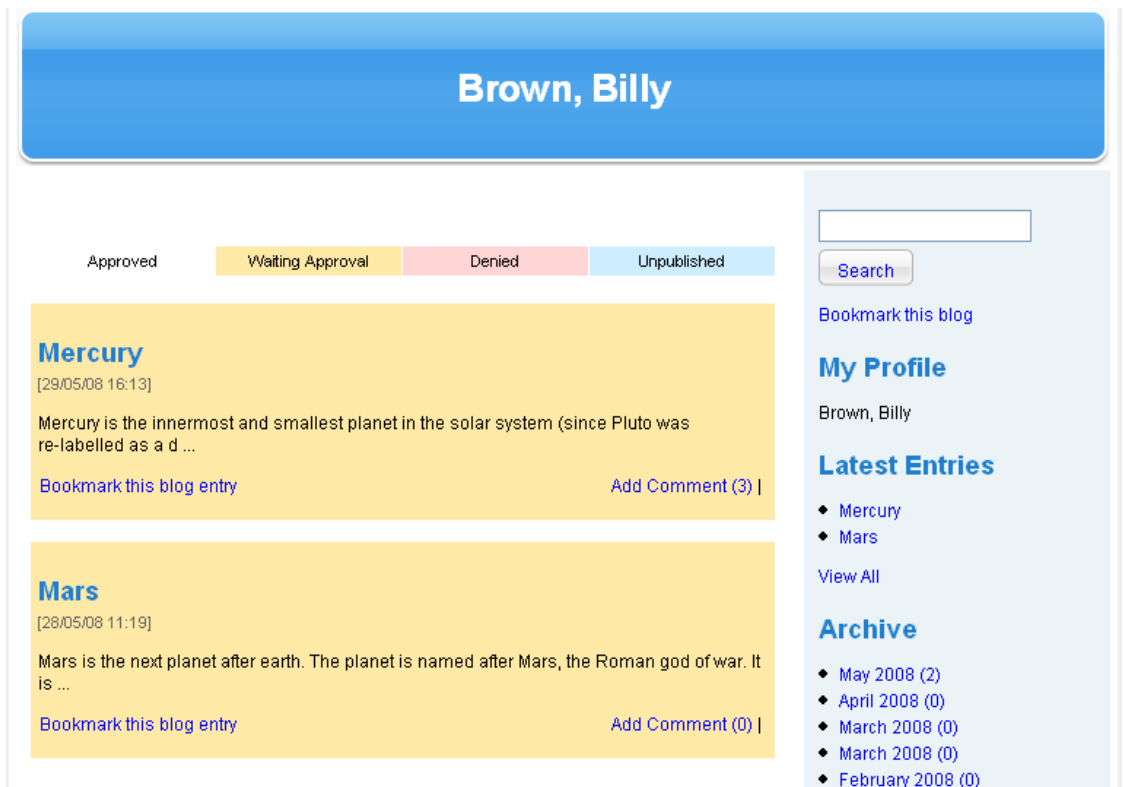


- Complete the relevant search fields.



For more information about searching for blogs, refer to the [Search for a User's Blog procedure](#).

- Click **Search**, the search results appear.
- Click the blog you want to bookmark. The Blog page appears.

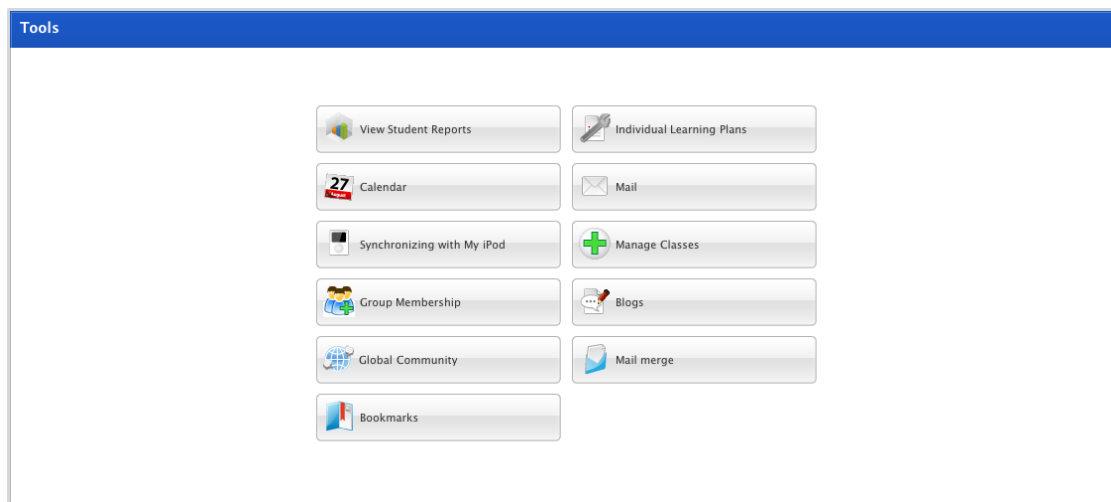


- Under the search field, click the **Bookmark this Blog** link. The Bookmark Added notification appears.

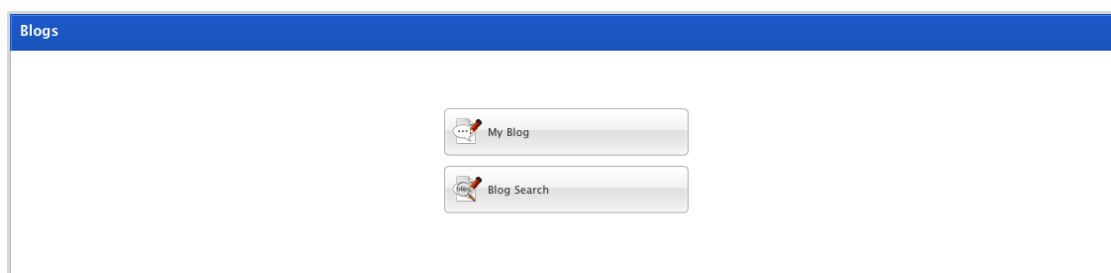
You can now access the blog from the Bookmarks section of your Class and Group Learning pages.

19.5.2 Bookmark a Blog Entry

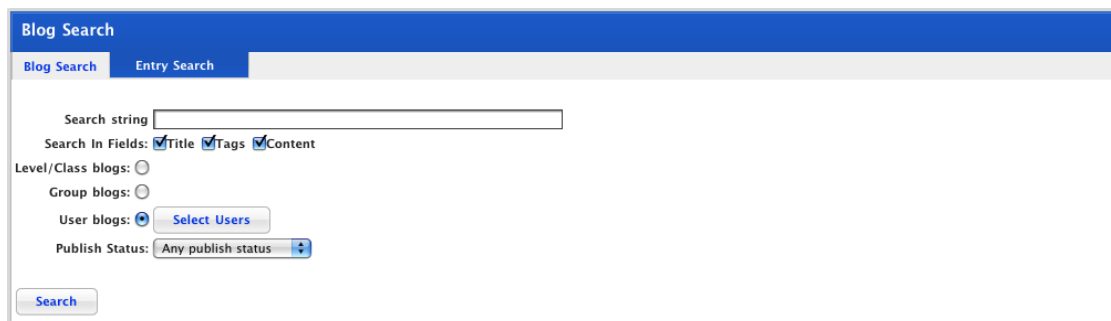
- On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



- Click the **Blogs** button. The Blogs page appears.



- Click the **Blog Search** button. The Blog Search page appears.
- Click the **Entry Search** tab. The entry search fields appear.



- Enter your search terms.
- Click the **Search** button. The search results appear.
- Click the entry you want to bookmark. The blog entry appears.

Brown, Billy

Mars

[28/05/08 11:19]

Tags: astronomy, planets, solar system

Mars is the next planet after earth. The planet is named after Mars, the Roman god of war. It is also none as the "Red Planet" because of its reddish appearance which we see from Earth. Mars has a thin atmosphere and surface features reminiscent both of the impact craters of the Moon and the volcanoes, valleys, deserts and polar ice caps of Earth. Mars is the site of Olympus Mons, the highest known mountain in the Solar System, and of Valles Marineris, the largest canyon. In addition to its geographical features, Mars' rotational period and seasonal cycles are similar to those of Earth.

Publish To: Internal - Waiting For Approval [Approve](#) [Deny](#)
[View History](#)
 (Updated on 10/01/70 05:12)

Search

[Bookmark this blog entry](#)

My Profile

Brown, Billy

Latest Entries

- Mercury
- Mars

[View All](#)

8. Under the search field, click the **Bookmark this blog entry** link. The bookmark is added.

You can now access the blog entry from the Bookmarks section of My Resources.

19.6 Blog Comments

With Studywiz Blogs you can comment on your own or other users' blog posts.

19.6.1 Comment on a Blog Entry

1. From the Blog Entry search page, search for the blog entry on which you wish to comment.

Blog Search

Blog Search

Entry Search

Keywords:

Search In Fields: ☒ Title ☒ Tags ☒ Content

Class: -- Select Class --

Publish Status: -- choose a publish status --

Entry Title	Owner	Date Modified	Publish Status
Cecil B DeMille	Watson, Luke	22/05/09 14:36	Waiting For Approval
Newspapers	Watson, Luke	23/02/09 10:44	Waiting For Approval
Mercury	Brown, Billy	02/06/08 11:12	Approved
Jupiter	Brown, Billy	02/06/08 09:42	Waiting For Approval

2. Click the blog entry. The blog entry appears.


Brown, Billy

Mercury

[29/05/08 16:13]

Tags: Planets, solar system

Mercury is the innermost and smallest planet in the solar system (since Pluto was re-labelled as a dwarf planet), orbiting the Sun once every 88 days.



Publish To: Internal - Waiting For Approval [Approve](#) [Deny](#)
[View History](#)
 (Updated on 11/01/70 10:07)

Comment

B U I | **A** ▾ ab 2

[Add Comment](#)

[Search](#)

[Bookmark this blog entry](#)

My Profile

Brown, Billy

Latest Entries

- ◆ [Mercury](#)
- ◆ [Mars](#)

[View All](#)

Archive

- ◆ May 2008 (2)
- ◆ April 2008 (0)
- ◆ March 2008 (0)
- ◆ February 2008 (0)
- ◆ January 2008 (0)
- ◆ December 2007 (0)
- ◆ November 2007 (0)
- ◆ October 2007 (0)
- ◆ September 2007 (0)
- ◆ August 2007 (0)
- ◆ July 2007 (0)
- ◆ June 2007 (0)

[View All](#)

3. In the **Comment** field, type your comment.
4. If you want to format the text, do so using the text editor menu.
5. Click the **Add Comment** button. The comment is added to the list of comments below the blog entry.

19.6.2 Reply to a Comment

The author of a blog post can reply to comments made about their blog. Follow this procedure to reply to a comment.

1. Open your Studywiz Blog page.
2. Click the blog entry that contains the comment to which you want to reply. The Blog Entry page appears.


Watson, Luke

Cecil B DeMille

[29/05/08 15:03]

Tags: film, director

Cecil B DeMille (1881-1959) was a successful Academy Award-winning American filmmaker in the first half of the 20th century, known for the flamboyance and showmanship of his movies.

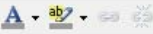


DeMille directed dozens of silent films, including Paramount Pictures' first production, The Squaw Man (1914), which was co-directed by Oscar Apfel, before coming into huge popularity during the late 1910s and early 1920s, when he reached the apex of his popularity with such films as Don't Change Your Husband (1919), The Ten Commandments (1923), and The King of Kings (1927). A few of his silent films featured scenes in two-strip Technicolor.

[Edit](#) [Delete](#)

Publish To: Internal - Approved [Unpublish](#)

Comment

B U I | 

Add Comment

Search

[Create New Entry](#)

[Bookmark this blog entry](#)

My Profile

Watson, Luke

[Edit](#)

Latest Entries

- ◆ Cecil B DeMille
- ◆ Howard Hawks
- ◆ Newspapers

[View All](#)

Archive

- ◆ May 2008 (2)
- ◆ April 2008 (1)
- ◆ March 2008 (0)
- ◆ February 2008 (0)
- ◆ January 2008 (0)
- ◆ December 2007 (0)
- ◆ November 2007 (0)
- ◆ October 2007 (0)
- ◆ September 2007 (0)
- ◆ August 2007 (0)
- ◆ July 2007 (0)
- ◆ June 2007 (0)

[View All](#)

From: Watson, Luke

[29/05/08 16:18]

His films must be really old

[Quote](#) [Edit](#) [Delete](#)

Etch Group is not responsible for the content of this blog.

3. If you want to quote another user's comment, click the **Quote** link below the comment. The quote is placed above the Comment text field.
4. In the **Comment** field, type your reply.
5. Click the **Add Comment** button. The comment is added to the list of comments below the blog entry.

19.6.3 Delete a Comment

Follow this procedure to delete another user's comment on one of your own blog entries. Deleted comments are removed from display, but are not deleted from the system.

1. Open the blog entry that contains the comment you want to delete.

The screenshot shows a blog interface. At the top, there's a 'Comment' section with a text input field and an 'Add Comment' button. Below this, there's a 'Show deleted comments' link. The deleted comments are listed in a box. The first two comments are from 'Watson, Luke' and are marked as '(Deleted By Watson, Luke, On 29/05/08 16:44)'. The third comment is from 'Brown, Billy' and says 'His films must be really old'. Below it, there's a 'Quote Delete' link. The fourth comment is from 'Watson, Luke' and says 'Yes his films are old, but the are very influential and entertaining.' Below it, there's a 'Quote Edit Delete' link. At the bottom of the page, there's a blue footer bar that says 'Etech Group is not responsible for the content of this blog.'

2. Below the comment you wish to remove, click **Delete**. A confirmation dialog box appears.
3. Click the **OK** button. The comment is deleted.







To view a deleted comment, click the **Show Deleted Comments** link.

19.6.4 Edit a Comment

Follow this procedure to edit one of your own comments on a blog post.

1. Below the comment you want to edit, click the **Edit** link. The comment text appears in the **Comment** field.

Comment

B U I |    

Is there more information about Mercury? You've only written one sentence!

[Save](#)

- January 2008 (0)
- December 2007 (0)
- November 2007 (0)
- October 2007 (0)
- September 2007 (0)
- August 2007 (0)
- July 2007 (0)
- June 2007 (0)

[View All](#)

From: Watson, Luke
[29/05/08 15:15]

Is there more information about Mercury? You've only written one sentence!

[Quote](#) [Edit](#) [Delete](#)

From: Watson, Luke
[29/05/08 16:42]

Mercury is really **hot**

[Quote](#) [Edit](#) [Delete](#)

From: Brown, Billy
[29/05/08 16:43]

Yes it is the second hottest planet

[Quote](#) [Delete](#)

Etech Group is not responsible for the content of this blog.

2. Edit the comment.
3. Click the **Save** button. The changes to the comment are saved.

19.7 Blog Administration

As a Studywiz teacher you can moderate (approve or deny Student posts) and you can edit an individual student's Blog access rights. Follow the appropriate procedures in this section.

19.7.1 Moderate Student Blog Posts

Studywiz Blogs can be configured to allow teacher moderation of blog posts. If blog moderation is enabled, a teacher must approve each student-published blog post before it can be seen by other users. All new student posts sit in the 'waiting for approval' list until a teacher has approved them.

The publish status of the blog entries are marked in the search results list. There are five types of publish status: waiting approval, approved, denied, unpublished and no approval required.

Follow the procedures in this section to review and approve posts.



Blog approval may not be enabled on your deployment. If required, it can be enabled by Studywiz Support.

19.7.1.1 Review Posts 'Waiting For Approval'

1. Open the Blog Search page.

Blog Search

Blog Search **Entry Search**

Search string

Search In Fields: ☒ Title ☒ Name

School/Class blogs: ☒ --Select School-- / ☒ Any Class In School

Group blogs: ☐

User blogs: ☐

2. Click the **Entry Search** tab. The entry search fields appear.

Blog Search

Blog Search **Entry Search**

Search string

Search In Fields: ☒ Title ☒ Tags ☒ Content

School/Class blogs: ☒ --Select School-- / ☒ Any Class In School

Group blogs: ☐

User blogs: ☐

Publish Status:

3. From the **Select School/Level** drop-down list, select the school/level you want to search.
4. From the **Publish Status** drop-down list, select **Waiting For Approval**.
5. Click the **Search** button. A list of student blog posts waiting for approval appears.

Blog Search

Blog Search **Entry Search**

Search string

Search In Fields: ☒ Title ☒ Tags ☒ Content

School/Class blogs: ☒ School A / ☒ Any Class In School

Group blogs: ☐

User blogs: ☐

Publish Status:

-- sort by --: --choose a sort--

Entry Title	Owner	Date Modified	Publish Status
How many fish?	Student, Anthony	30/11/2009 2:10 PM	Waiting For Approval
fish and dinghies	Student, Tony	30/11/2009 2:09 PM	Waiting For Approval

6. Locate the blog post you wish to review and click its title. The blog post opens.


Student, Tony

Finding Nemo

[30/05/08 13:56]

Tags:

Finding Nemo is probably my favourite film. It was funny and and exciting. I loved the animations, I thought they were very well done.




Publish To: Internal - Waiting For Approval [Approve](#) [Deny](#)
[View History](#)
 (Updated on 12/01/70 07:50)

Comment

--no comment available--

Bookmark this blog entry

My Profile



Student, Tony

Latest Entries

- [Finding Nemo](#)

View All

Archive

- [May 2008 \(1\)](#)
- [April 2008 \(0\)](#)
- [March 2008 \(0\)](#)
- [March 2008 \(0\)](#)
- [February 2008 \(0\)](#)
- [January 2008 \(0\)](#)
- [December 2007 \(0\)](#)
- [November 2007 \(0\)](#)
- [October 2007 \(0\)](#)
- [September 2007 \(0\)](#)
- [August 2007 \(0\)](#)
- [July 2007 \(0\)](#)

- a. To approve the post, below the blog text click **Approve**. The post is approved and the **Unpublish** link appears. The post is now viewable by Studywiz users.

Publish To: Internal - Approved [Unpublish](#)
[View History](#)
(Approved - By Teacher, Tony On 12/01/70 07:53)

- b. To deny the post, below the blog text click **Deny**. The **Approve** link appears. The student will be notified within the post that the publishing of the post has been denied.

Publish To: Internal - Denied [Approve](#)
[View History](#)
(Denied - By Teacher, Tony On 12/01/70 07:58)

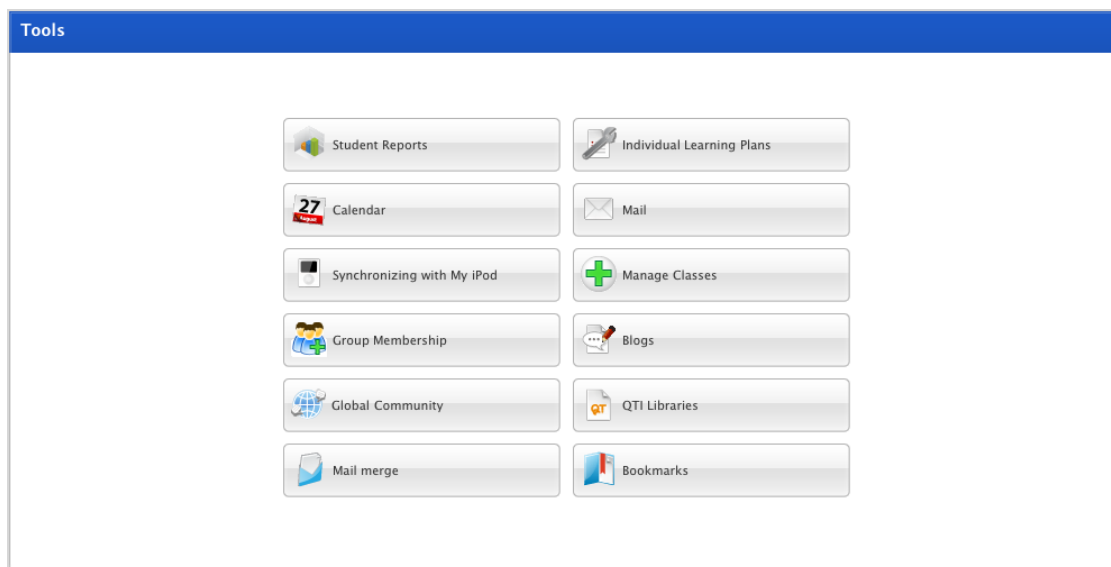
7. To change the Approval status of the post, click the **Unpublish** or **Approve** link. The approval status is reversed.

19.7.2 Edit a Student's Blog Access

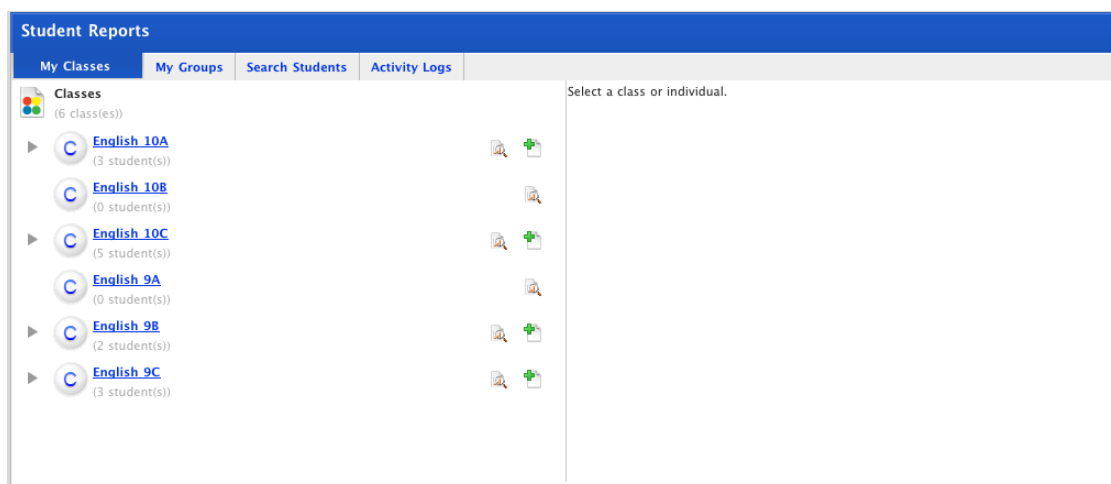
Through the Student Reports page you can edit a student's blog access, blog publish approval rights, and their ability to add comments.

19.7.2.1 Change a Student's Blog Access

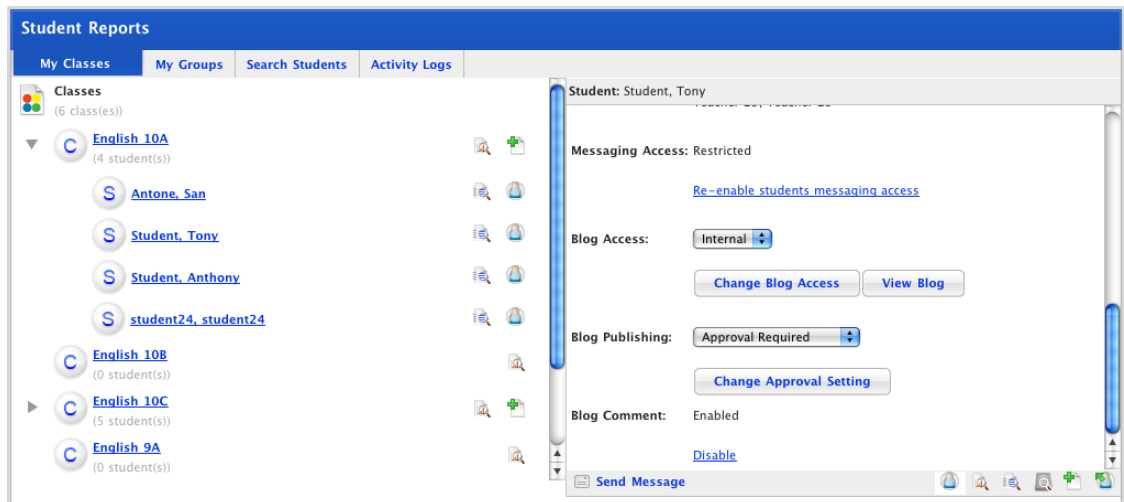
1. Click the **Tools** tab. The Tools page appears.



2. Click the **Student Reports** button. The Student Reports page appears.



3. In the left hand panel click the Student's name. The Student's details appear in the right hand panel.
4. Scroll down to the bottom of the Student's Details panel.



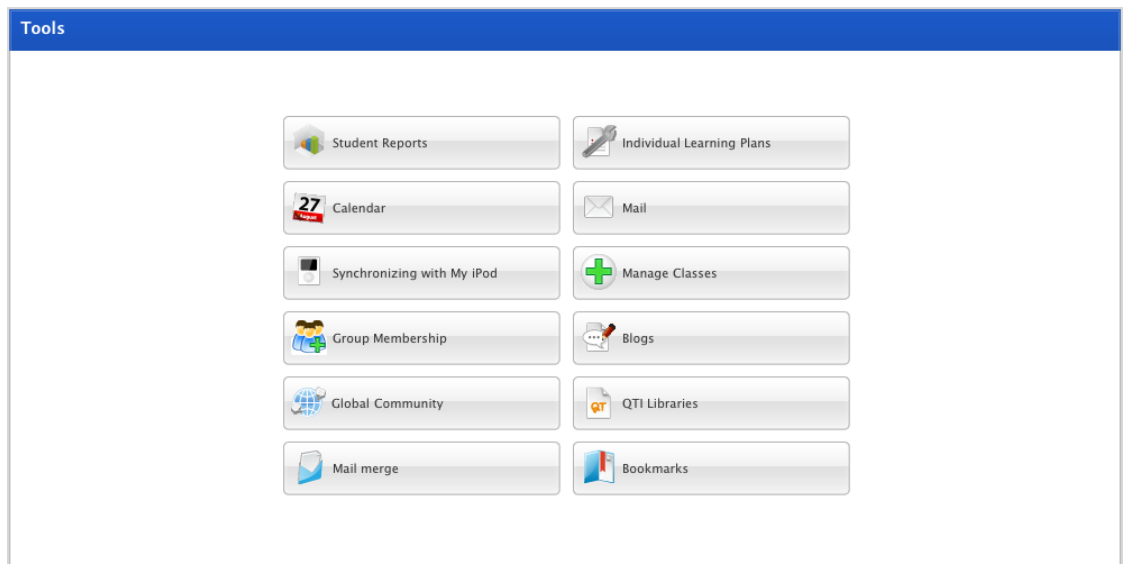
5. Select a blog access option from the **Blog Access** drop-down list.

Setting	Effect
None	The student's blog is disabled – the student cannot create their own Blog entries, but has access to other users' blogs.
Private	Blog is enabled for the student and they cannot publish their Blog entries.
Internal	Blog is enabled for the student and they can publish their blog within Studywiz.

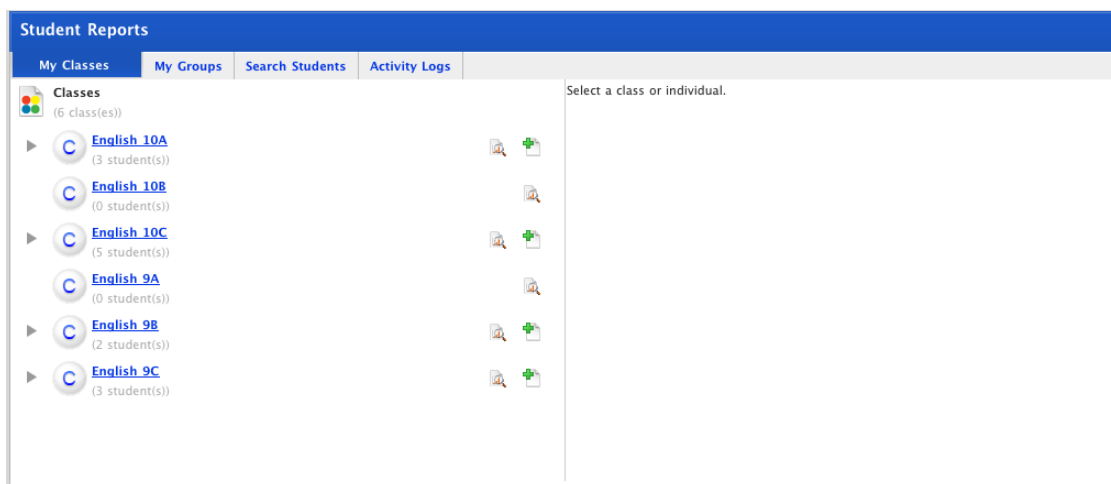
6. Click the **Change Blog Access** button. The student's publish access settings are changed.

19.7.2.2 Change a Student's Publishing Approval Setting

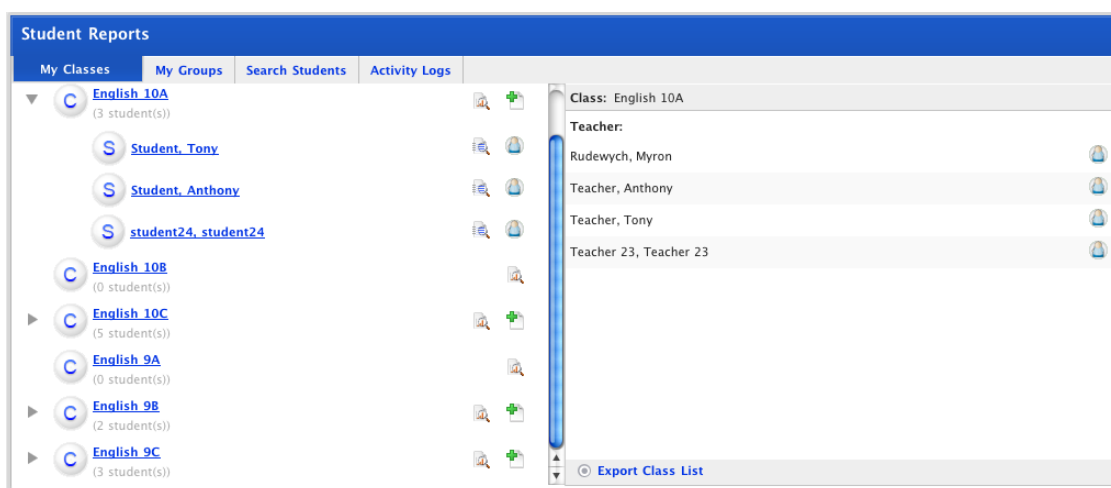
1. Click the **Tools** tab. The Tools page appears.



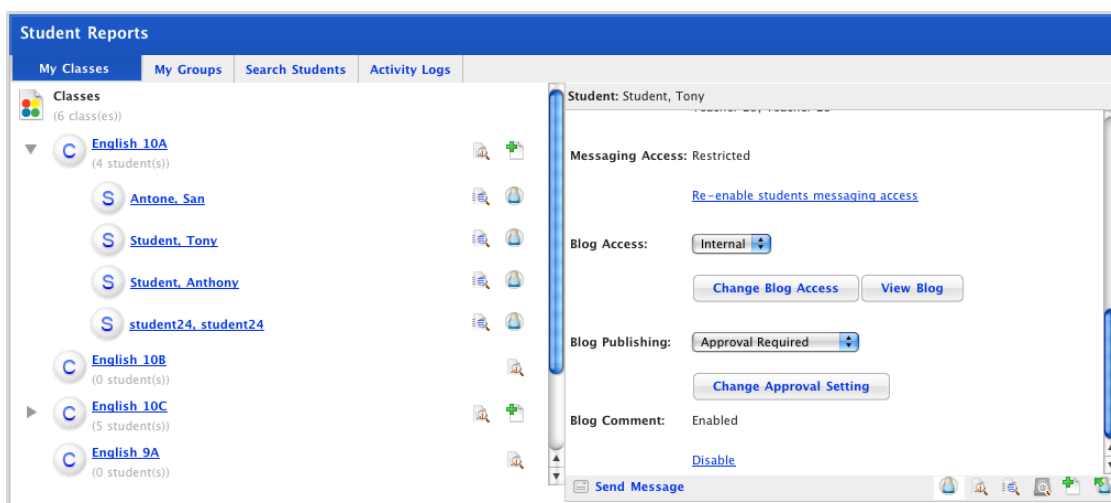
2. Click the **Student Reports** button. The Student Reports page appears.



- Click the Class that the student belongs to. A list of the Students in the class appears.



- In the left hand panel click the Student's name. The Student's details appear in the right hand panel.
- Scroll down to the bottom of the Student's Details panel.

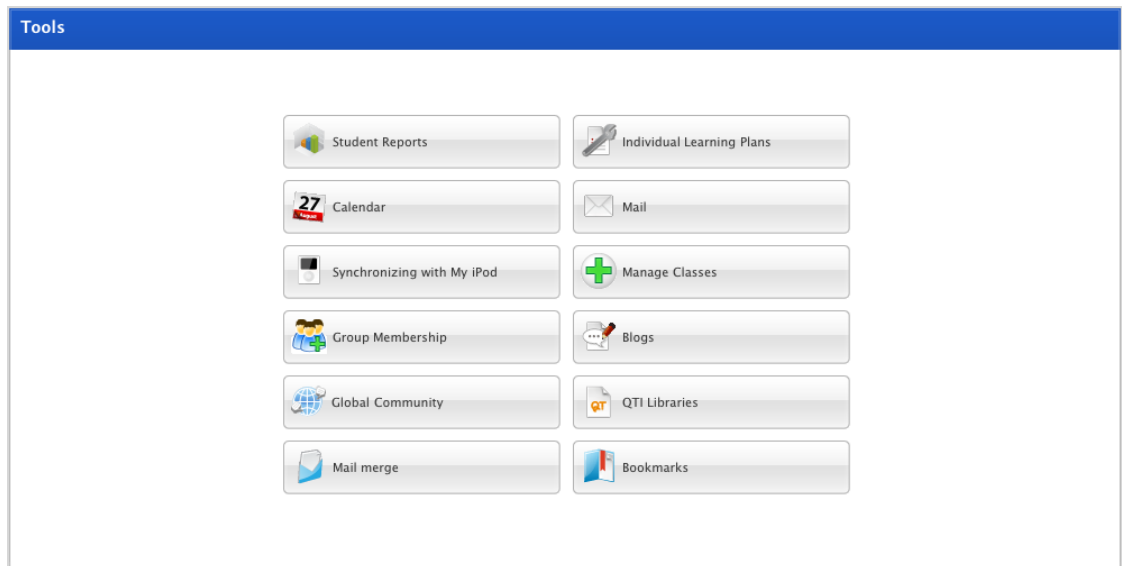


- From the **Blog Publishing** drop-down list select:

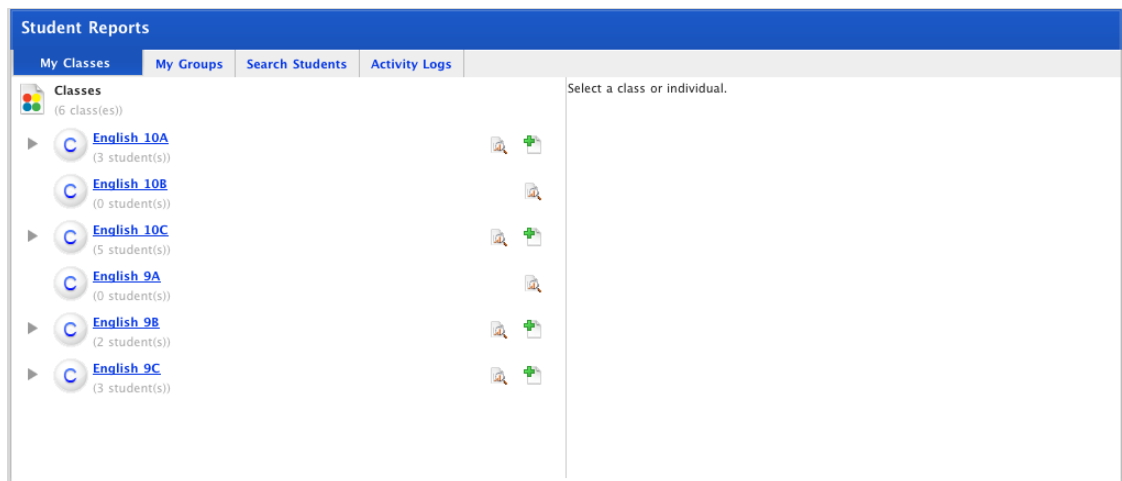
- **Approval Required:** to ensure that all internally published blogs are approved by a teacher before being accessible to other students, or
 - **Approval Not Required:** to allow the student to publish internal blog posts without teacher approval.
7. Click the **Change Approval Setting** button. The approval right is changed.

19.7.2.3 Enable or Disable a Student's Ability to Add Blog Comments

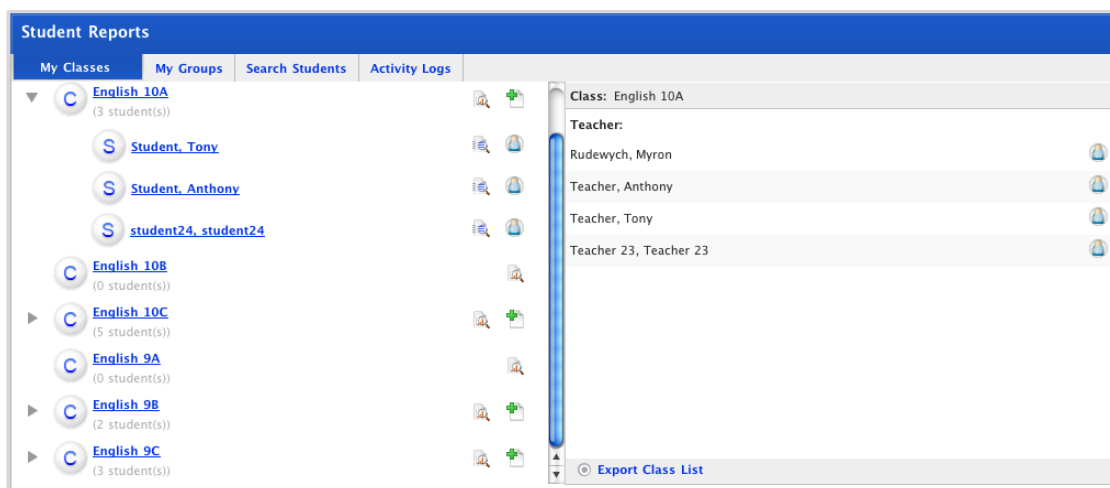
1. Click the **Tools** tab. The Tools page appears.



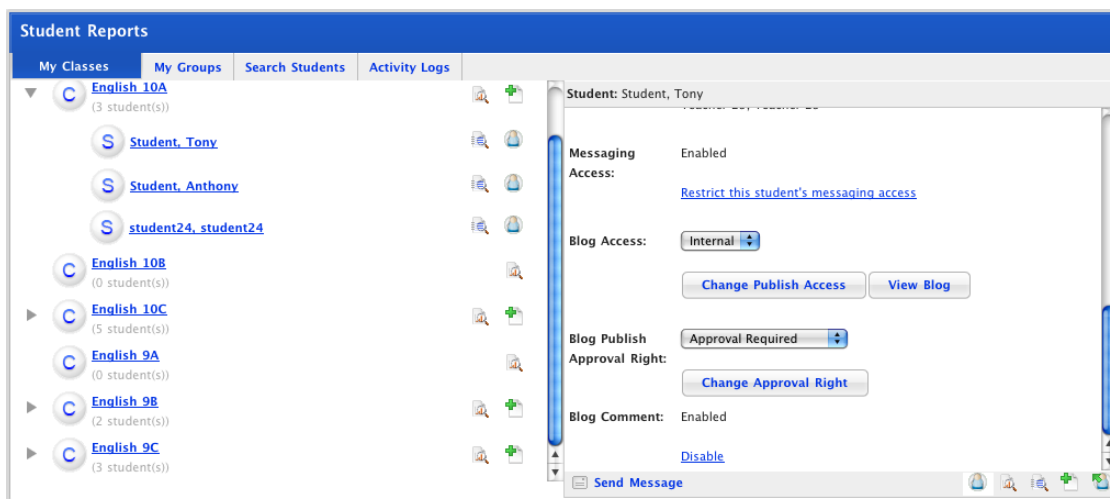
2. Click the **Student Reports** button. The Student Reports page appears.



3. Click the Class that the student belongs to. A list of the Students in the class appears.



4. In the left hand panel click the Student's name. The Student's details appear in the right hand panel.
5. Scroll down to the bottom of the Student's Details panel.



- If comments are **disabled**, the student cannot comment on other users' blog entries and they cannot enable comments for their own blog entries.
 - If comments are **enabled**, the student can comment on other users' blog entries and can enable comments on their own blog entries.
6. To change the student's blog comment access:
 - to enable comments for the student, click the **Enable** hyperlink
 - to disable comments for the student, click the **Disable** hyperlink.

19.8 Blog Profile

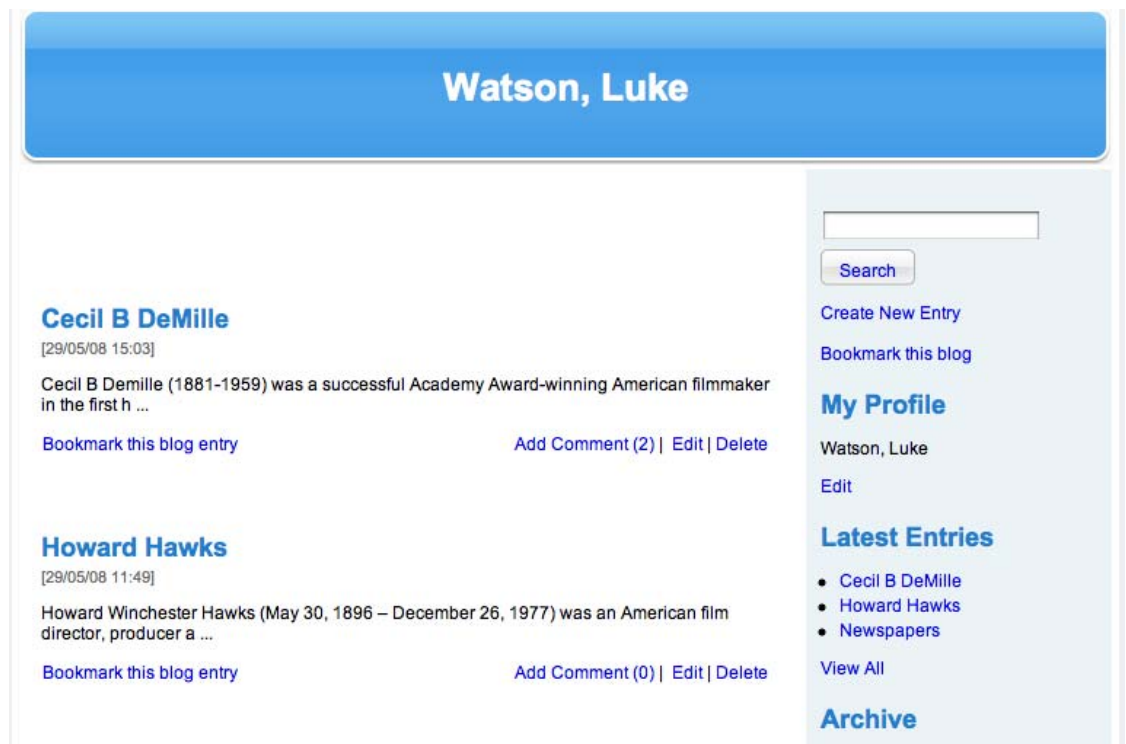
Each Studywiz blogger has a My Profile section. In the My Profile section you can specify your blog name, upload an avatar and select a Blog skinpack.

19.8.1 Avatar

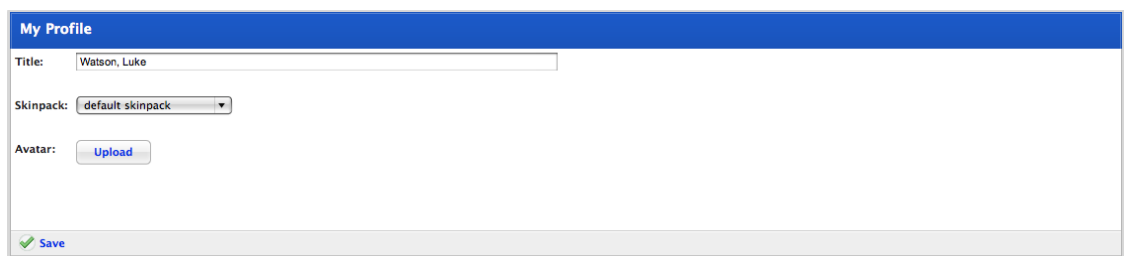
Your blog avatar (user picture) appears on your Blog page and alongside each of your posts. If you don't upload a blog avatar, Studywiz uses your picture from your Studywiz profile.

Follow this procedure to add an avatar to your blog profile.

1. Open your Studywiz Blog page.


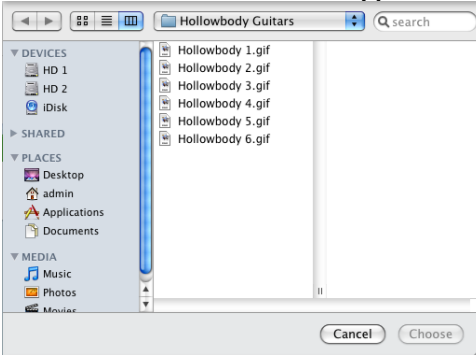

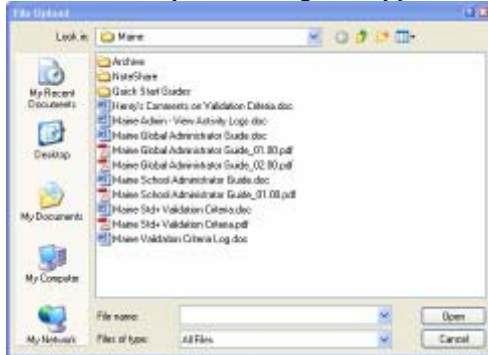


2. Under the My Profile section, click the **Edit** link. The My Profile panel appears.

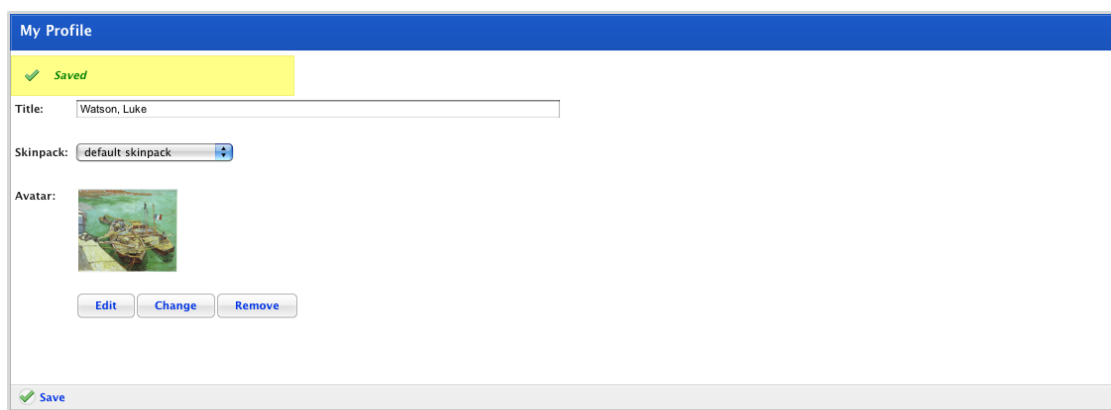


3. Click the **Upload** button. The Select a file to upload panel appears.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows upload procedures are shown below:

Macintosh	Windows
 <p>a. Click the Choose File button. The Finder appears.</p> 	 <p>a. Click the Browse button. The File Upload dialog box appears.</p> 
<p>b. Navigate to the appropriate directory.</p> <p>c. Select the file you want to upload.</p> <p>d. Click the Choose button. The dialog box closes and the Select a file to Upload panel reappears.</p>	<p>b. Navigate to the appropriate directory.</p> <p>c. Select the file you want to upload.</p> <p>d. Click the Open button. The dialog box closes and the Select a file to Upload panel reappears.</p>

4. Click the **Upload** button. The **My Profile** page reappears with the uploaded picture in the **Avatar** field.

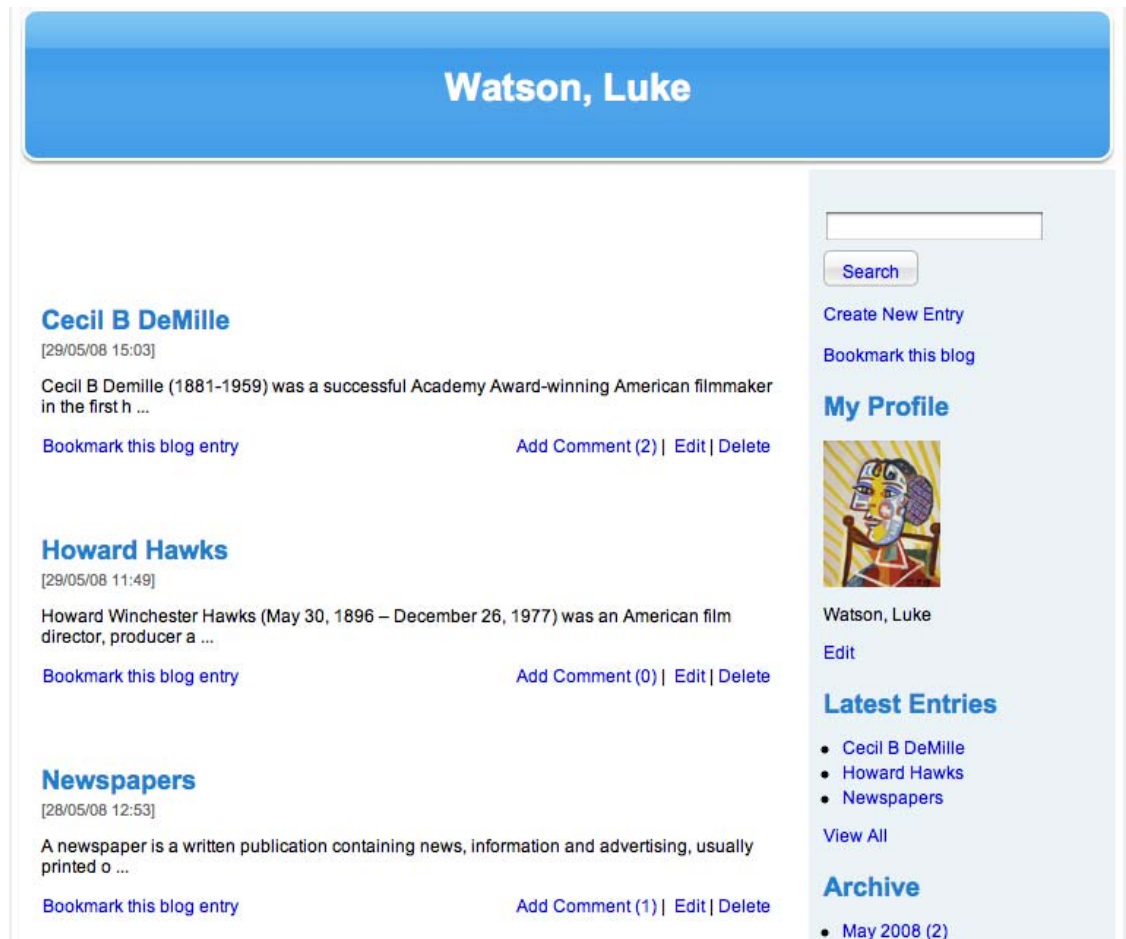


5. Click the **Save** button. The changes are saved.

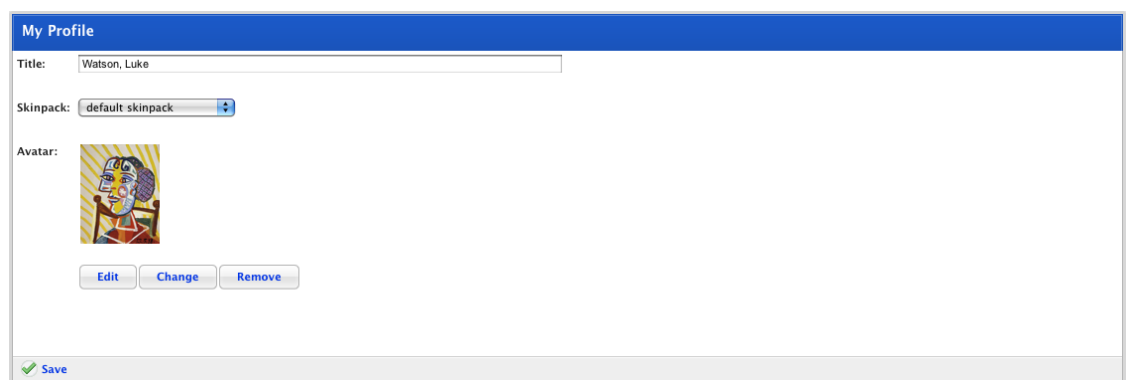
19.8.1.1 Change Your Avatar

Follow this procedure to change your avatar image.

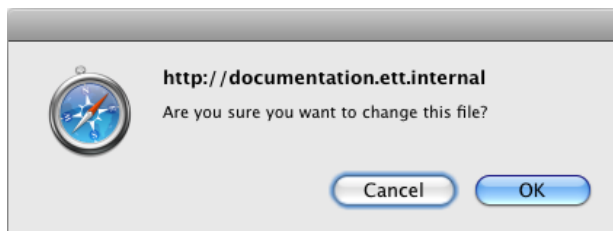
1. Open your Studywiz Blog page.



2. In the My Profile section, click the **Edit** link. The My Profile page appears.



3. Click the **Change** button. The **Are you sure you want to change this file?** dialog box appears.

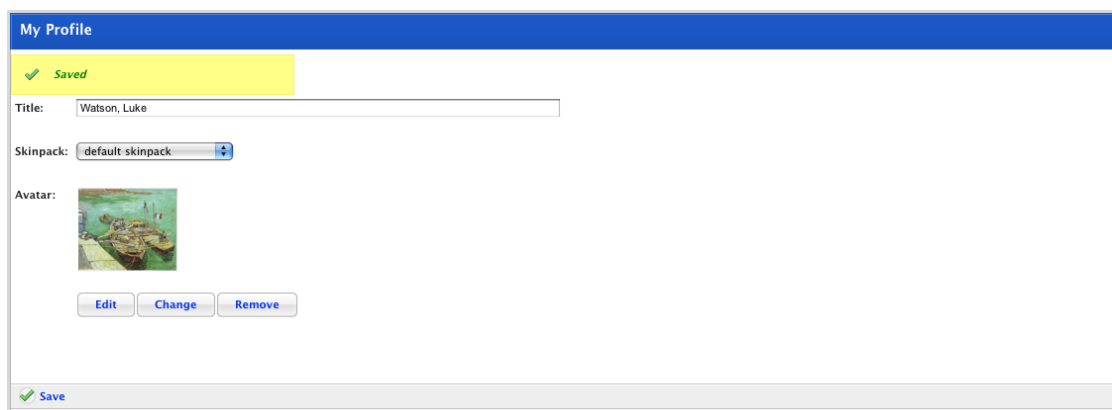


4. Click the **OK** button. The File Upload page appears.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows upload procedures are shown below:

Macintosh	Windows
<p>Select a file to upload</p> <p>Choose File No file selected Upload</p> <p>Space Available: 9937.18 MB</p>	<p>Select a file to upload</p> <p>Browse Upload</p> <p>Space Available: 3507.17 MB</p>
<p>a. Click the Choose File button. The Finder appears.</p>	<p>a. Click the Browse button. The File Upload dialog box appears.</p>
<p>b. Navigate to the appropriate directory.</p> <p>c. Select the file you want to upload.</p> <p>d. Click the Choose button. The dialog box closes and the Select a file to Upload panel reappears.</p>	<p>b. Navigate to the appropriate directory.</p> <p>c. Select the file you want to upload.</p> <p>d. Click the Open button. The dialog box closes and the Select a file to Upload panel reappears.</p>

5. Click the **Upload** button. The My Profile page reappears with the uploaded picture in the Avatar field.

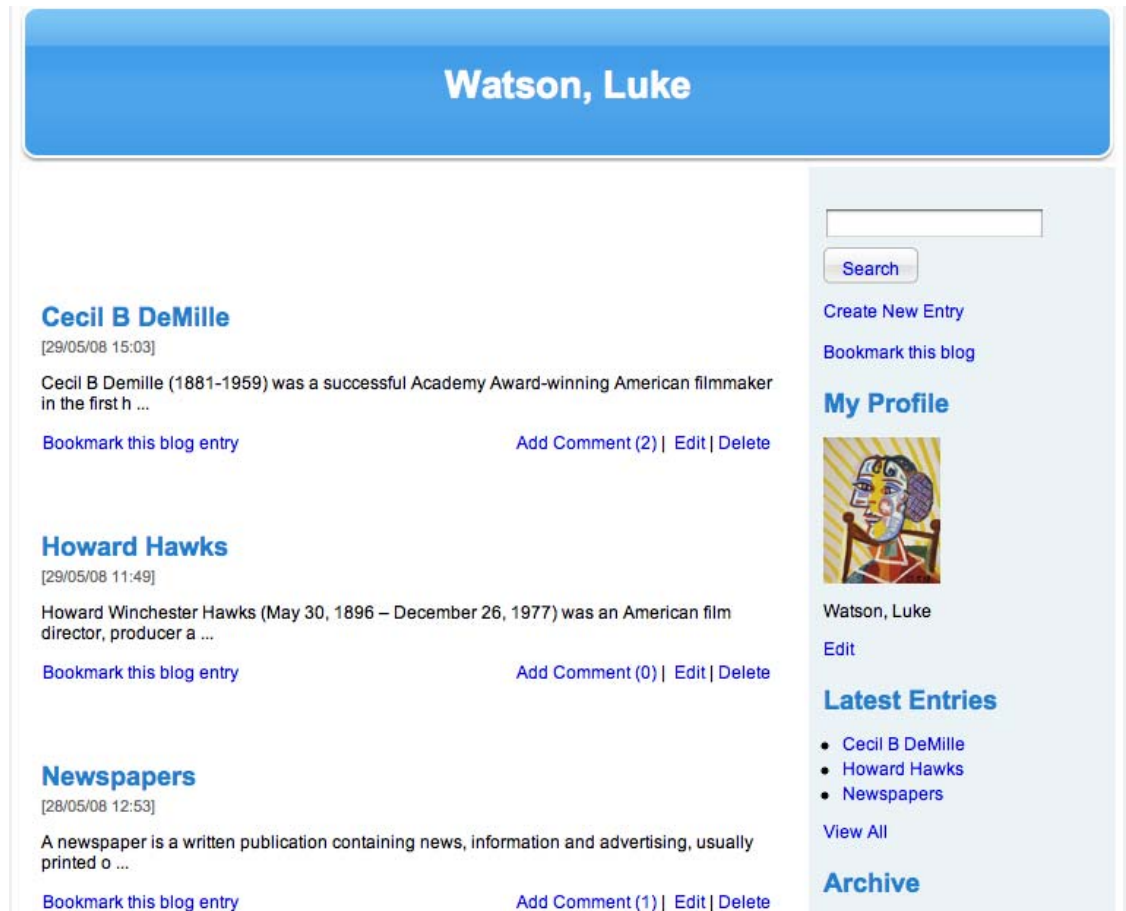


6. Click the **Save** button. The changes are saved.

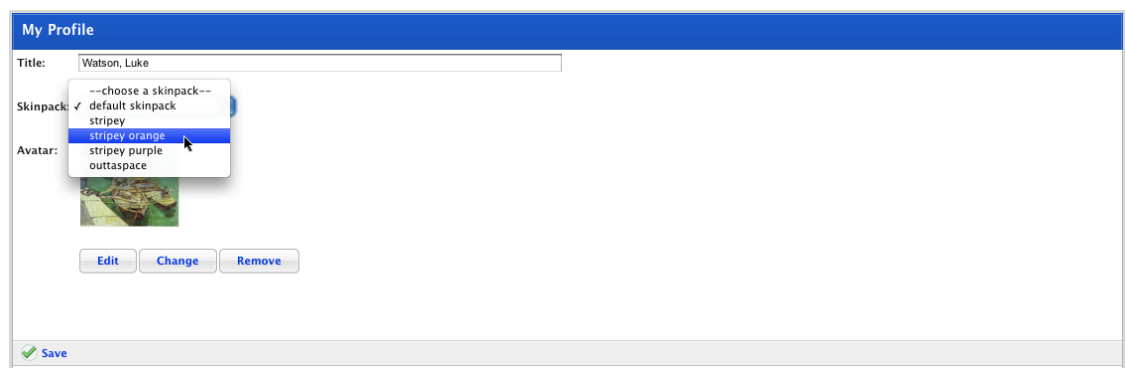
19.8.2 Skinpacks

Studywiz Blogs allow you to change the look of your entire blog page by changing the skinpack. Follow this procedure to select a skinpack.

1. Open your Studywiz Blog page.



2. In the My Profile section of the page, click the **Edit** link. The My Profile page appears.



3. From the **Skinpack** drop-down list, select one of the available skinpacks.
4. Click the **Save** button. The new skinpack is saved as your blog skinpack.
5. Click the Studywiz Back tab. Your blog page appears with the new skinpack.

Watson, Luke

cecil b demille

[22/05/09 14:36]

Cecil B Demille (1881-1959) was a successful Academy Award-winning American filmmaker in the first half of the 20th century, known for the flamboyance and showmanship of his movies.

DeMille directed dozens of silent films, including Paramount Pictures' first production, The Squaw Man (1914), which was co-directed by Oscar Apfel, before coming into huge popularity during the late 1910s and early 1920s, when he reached the apex of his popularity with such films as Don't Change Your Husband (1919), The Ten Commandments (1923), and The King of Kings (1927). A few of his silent films featured scenes in two-strip Technicolor.

[Bookmark this blog entry](#)

[Add Comment \(2\)](#) | [Edit](#) | [Delete](#)

[Search](#)

[Create New Entry](#)

[Bookmark this blog](#)

my profile



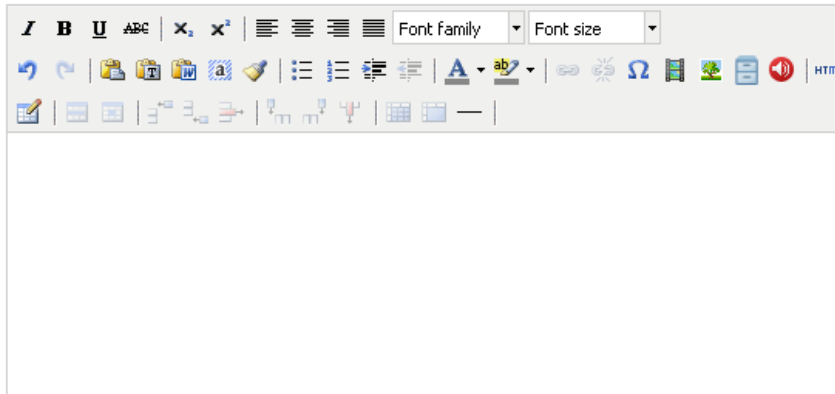
Watson, Luke

[Edit](#)













20 Rich Text Editor











The Rich Text Editor enables you to format text and add additional features to text fields within Studywiz. There are three versions of the Rich Text Editor used in Studywiz, each with a different number of formatting options.

The complete version of the editor, shown below, has the full range of formatting options and additional features that enable you to insert media, add custom characters, paste text, and insert links.



20.1 Formatting Features

Button/Feature	Description
Bold  button	Makes the selected text bold.
Italic  button	Italicizes the selected text.
Underline  button	Underlines the selected text.
Strikethrough  button	Puts a line through the selected text.
Subscript  button	Converts the selected text to subscript format. Subscript is smaller and appears lower on the line than standard text.
Superscript  button	Converts the selected text to superscript format. Superscript is smaller and sits higher on the line than standard text.
Align Left  button	Aligns the text to the left.
Align Centre  button	Centres the text.
Align Right  button	Aligns the text to the right.
Align Full  button	Justifies the text to left and right margins.
Font Family drop-down	Selects the text font.
Font Size drop-down	Selects the text size.
Undo  button	Undoes the last entry.
Redo  button	Redoes the last undo.

Button/Feature	Description
Paste  button	Pastes copied text. Currently only works in Internet Explorer. To paste text when using Firefox or Safari use keyboard shortcut keys.
Select All  button	Selects all the text in the text field.
Clean up Messy Code  button.	Cleans up messy code.
Unordered List  button	Adds a bulleted, unordered list.
Ordered List  button	Adds a numbered list.
Indent  button	Indents the text.
Outdent  button	Undoes the indented text.
Select Text Colour  button	Enables you to select a text colour.
Select Background Colour  button	Enables you to add a background colour.
Insert Horizontal Ruler  button	Adds a horizontal line to the text field.


20.2 Additional Features

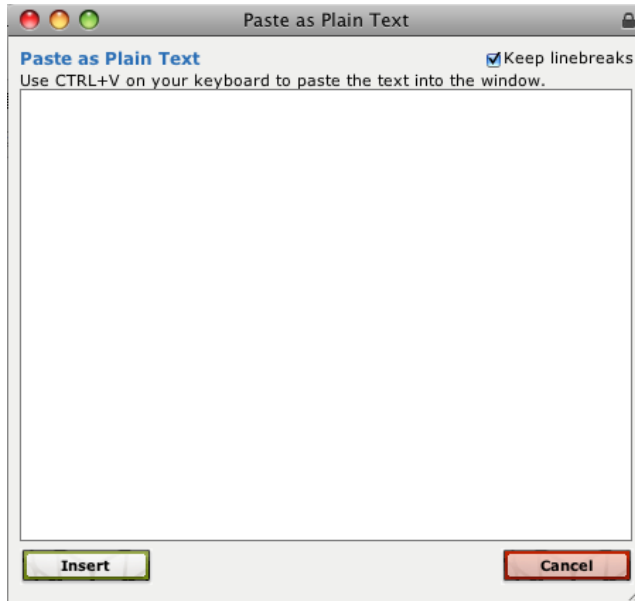
The additional features of the Rich Text Editor enable you to insert media, add custom characters, paste text, and insert links.

Follow the procedures below to use the additional features available with the Rich Text Editor.

20.2.1 Insert Text

20.2.1.1 Paste Plain Text into the Text Field


1. Copy the text you wish to insert.
2. Click the **Paste as Plain Text**  button. The Paste as Plain Text dialog box appears.

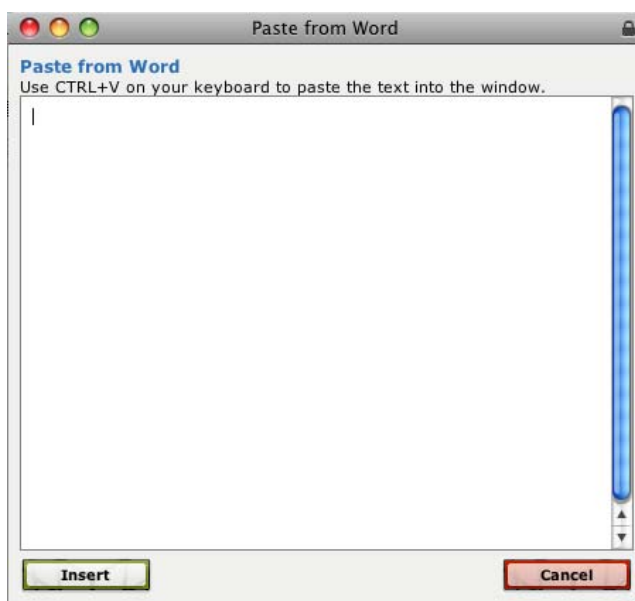


3. Click in the empty dialog box field.
4. Press **Ctrl V** (Windows) or **Command V** (Mac) on your keyboard. The text is pasted into the dialog box field.
5. Click the **Insert** button. The dialog box closes and the text is inserted into the text field in Studywiz.

20.2.1.2 Paste Word Text into the Text Field

To keep the paragraph formatting in text taken from a Microsoft Word document, use the **Paste From Word** button.


1. From a Word document, copy the text you wish to insert.
2. Click the **Paste from Word**  button. The Paste from Word dialog box appears.

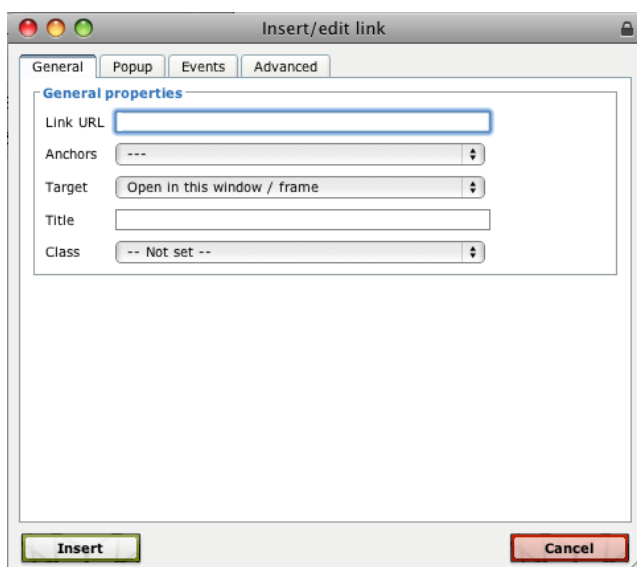



3. Click in the empty dialog box field.

4. Press **Ctrl V** (Windows) or **Command V** (Mac) on your keyboard. The text is pasted into the dialog box field.
5. Click the **Insert** button. The dialog box closes and the text is inserted into the text field in Studywiz.

20.2.2 Insert a Link


1. In the Rich Text Editor text field, type a title for the link.
2. Select the link title.
3. Click the **Insert/Edit Link**  button. The Insert/Edit Link dialog box appears.



4. In the **Link URL** field, type or paste the URL.
-  The link URL is the internet address of the site you want to link to.
5. From the **Target** drop-down list, select either **Open link in the same window**, or **Open link in a separate window**.
6. Click the **Insert** button. The dialog box closes and the link is inserted into the Studywiz text field.

20.2.3 Insert a Custom Character

Follow this procedure to add a custom character to your text.

1. Click the **Insert Custom Character**  button. The Select custom character dialog box appears.



2. Click the character you wish to insert. The character is inserted into the Studywiz text field.

20.2.4 Insert an Image

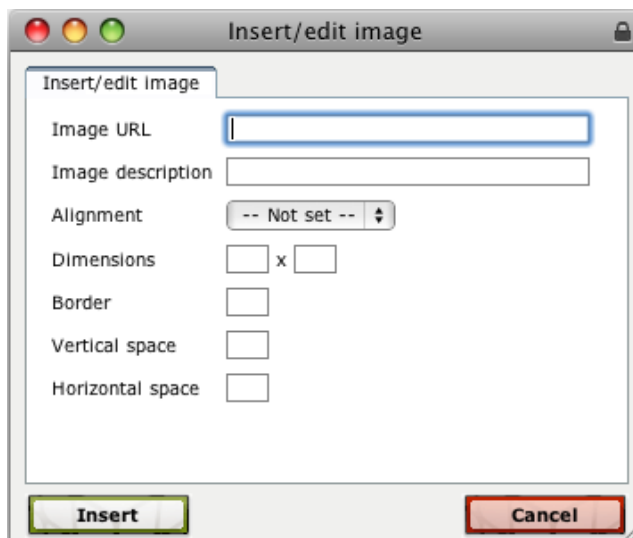
To add an image file link, follow this procedure.



Before you begin this procedure, ensure that you have the URL for the image you want to insert into the text field.

To upload or import an image into a text field, follow the appropriate procedure in the [Rich Text Editor Repository](#) section.

1. In the Rich Text Editor menu, click the **Insert/edit image**  button. The **Insert/Edit image** dialog box appears.




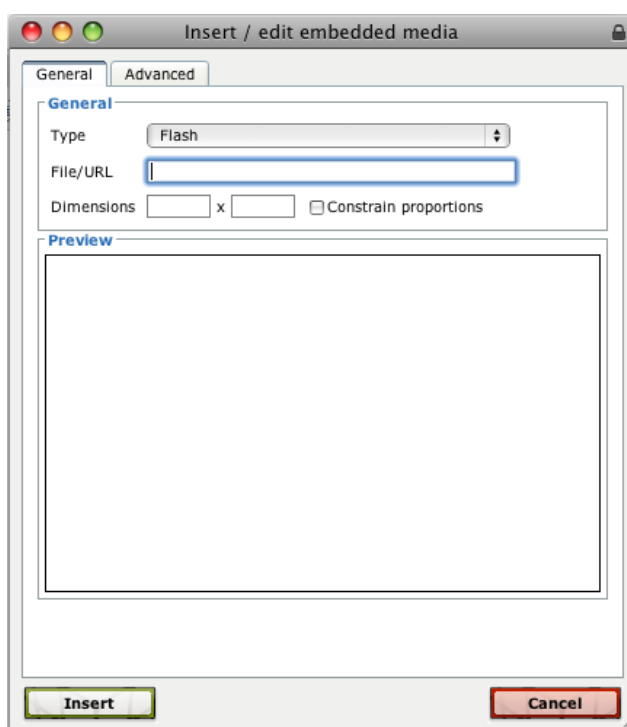
2. In the **Image URL** field, type or paste the image URL.
3. Fill out the additional fields as required:
 - a. In the **Image description** field, type an image description.
 - b. From the **Alignment** drop-down list, select the image alignment.
 - c. In the **Dimensions** field, type your chosen image dimensions.
 - d. To add a border around the image, type a border width figure in the **Border** field.

- e. To add space around the image, type the amount of space figure in both the **Vertical space** and **Horizontal space** fields.
4. Click the **Insert** button. The dialog box closes and the image is inserted into the text field.

20.2.5 Insert Media

The **Insert/Edit Embedded Media** button enables you to insert video files, flash files and audio files into the text field. The media are not uploaded but are linked to their location on the Internet.

1. Use your web browser to navigate to the media you wish to insert.
2. Copy the URL from the browser's address bar.
3. In the Studywiz Rich Text Editor, click the **Insert/Edit Embedded Media**  button. The Insert/edit embedded media dialog box appears.



4. In the **File/URL** field, type or paste the URL.
5. From the **Type** drop-down list, select the type of player that you want to play the media.
In the **Preview** field, the media previews.
6. In the **Dimensions** field, type the dimensions of the video.

To make the proportions constant, ensure that the **Constrain Proportions** checkbox is selected.



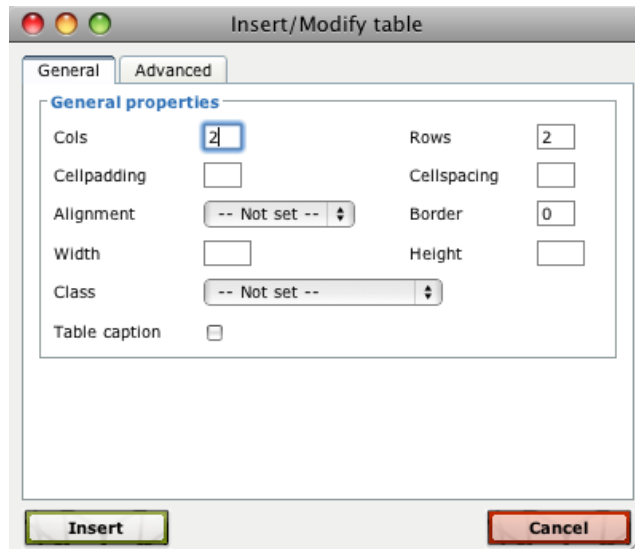
Video dimensions may have to be altered to ensure that the video fits in the text field within Studywiz.

7. Click the **Insert** button. The dialog box closes and the video is inserted into the Studywiz text field.

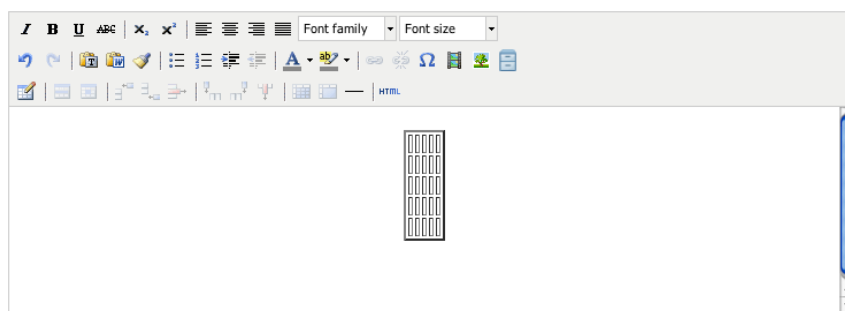
20.2.6 Insert a Table

The rich text editor table buttons allow you to add a table to a Studywiz text field.

1. In the Rich Text Editor menu, click the **Insert a new table**  button. The **Insert/Modify table** dialog box appears.




2. In the **Cols** and **Rows** fields, type the number of columns and rows you want for the table.
3. From the **Alignment** drop-down, select the alignment you want for the table.
4. To add a border to the table, type a border width number in the **Border** field.
5. If you want a caption for the table, select the **Table caption** checkbox.
6. Complete the other relevant table properties.
7. Click **Insert**. The table is added to the text field.










8. To add text to a cell, click in the appropriate cell and type your text.

20.2.6.1 Table Formatting


Once you have added a table you can edit the table using the following Rich Text Editor options.

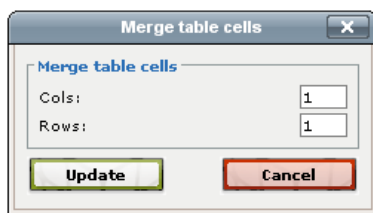
Button/Feature	Description
Table row properties  button	Opens a dialog box that enables you to set the table row properties such as: alignment, vertical alignment, class and height.

Button/Feature	Description
Table cell properties  button	Opens a dialog box that enables you to set the table cell properties such as: alignment, cell type, vertical alignment, scope, height and width, and class.
Insert row before  button	Inserts a row before the row you have selected.
Insert row after  button	Inserts a row after the row you have selected.
Delete row  button	Deletes the selected row.
Insert column before  button	Inserts a column before the column you have selected.
Insert column after  button	Inserts a column after the column you have selected.
Remove column  button	Deletes the selected row.

Merge Table Cells


Once you have added a table to a text field if need be you can merge selected cells.

1. Click in one of the table cells that you want to merge.
2. Click the **Merge table cells**  button. The Merge table cells dialog box appears.



3. In the **Cols** field, type how many cells to the right will get merged.
4. In the **Rows** field, type how many cells down will get merged.
5. Click the **Update** button. The selected table cells are merged.

Split Merged Table Cells


1. Click in the merged table cell that you want to split.
2. Click the **Split merged table cells**  button. The merged table cells are split.

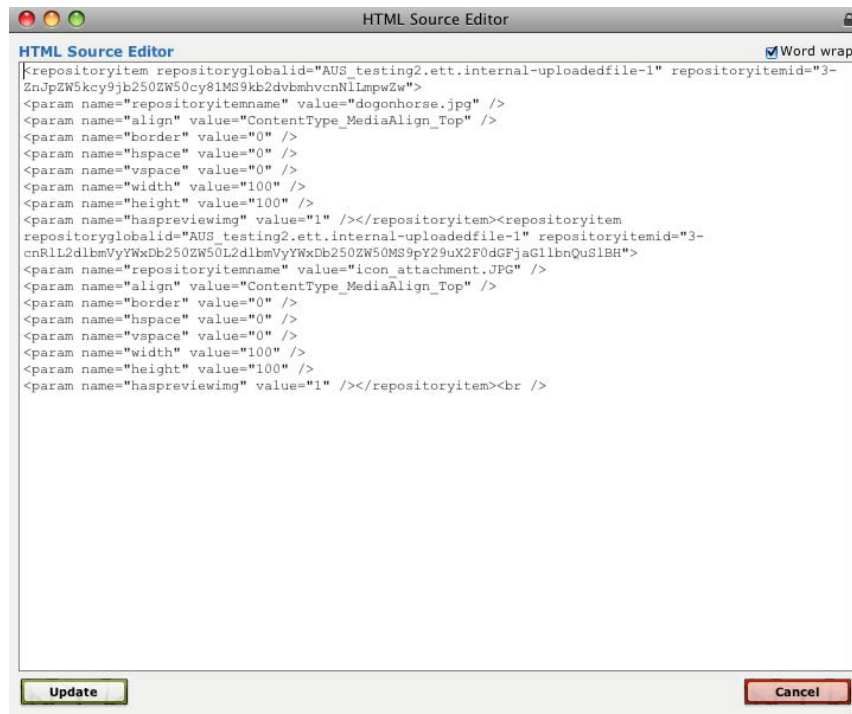
20.2.7 Edit the HTML Source

If you want to write your own HTML, or edit the existing HTML, follow this procedure.



Editing the HTML source is useful if you have a good knowledge of HTML code.

1. Click the **Edit HTML Source**  button. The HTML Source Editor dialog box appears.



2. Make the desired changes to the code.
3. Click the **Update** button. The dialog box closes and the HTML is updated.

20.2.8 Audio Recorder

The Studywiz audio recorder built into the RTE allows you to record audio and then add the audio to Studywiz text fields. You also have the option to save any audio you record in your eLocker.



To record audio you need to have a suitable microphone attached to your computer.


Follow the procedures in this section to set up the audio recorder and then record audio in Studywiz.

20.2.8.1 Set Up Audio Recorder

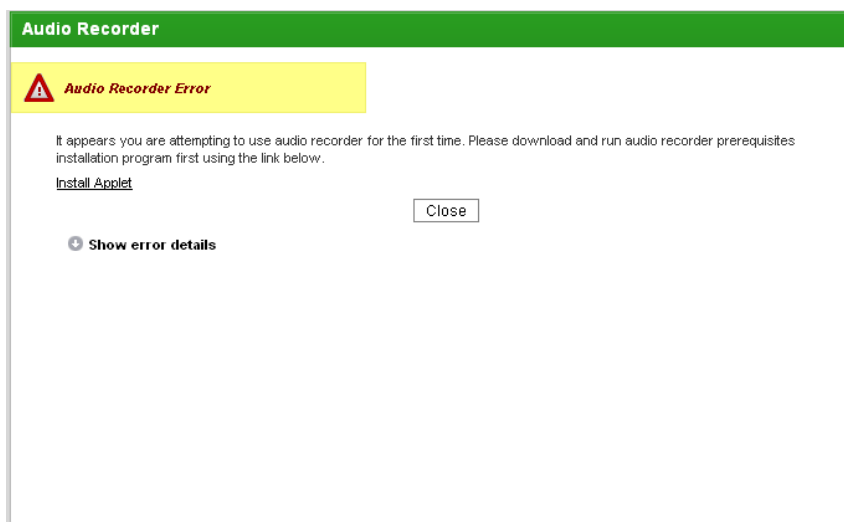
Before you can use the audio recorder you need to download and install the audio recorder software. Follow this procedure to set up the audio recorder on your computer.



To install the audio software you need installation privileges on your computer.

1. Navigate to a Studywiz text field that uses the full rich text editor.
2. Click the **Record new audio**  button. The Audio Recorder dialog box appears.

If audio software has not already been installed, the 'Audio Recorder Error' notification appears.



3. Click the **Install Applet** link.
4. Download the Sound Recorder installer to an appropriate directory and run the file. The installation dialog box appears.



5. Follow the installation prompts. Once the installation is complete the 'Installation has completed successfully' notification appears.



6. Click **Done**. The installation dialog box closes.
7. If you use a Mac, restart your computer.
8. If you use Windows, restart your web browser.
9. Log back in to Studywiz.

The audio recorder is now configured and ready to use on your computer.

To record and add audio to a text field, follow the [Record and add Audio to a Text Field](#) procedure.

20.2.8.2 Record and add Audio to a Text Field

Once you have downloaded and installed the audio software you can record and add recorded audio to Studywiz text fields.



Before you begin this procedure, ensure that you have a microphone connected to your computer.

1. Click the **Record new audio**  button. The Audio Recorder dialog box appears.





If the Audio Recorder page displays the 'Audio Recorder Error', ensure that you have the audio software installed on your computer. Refer to the [Set Up Audio Recorder](#) procedure for more information.



- a. If you want to save a copy of the Audio in your eLocker, ensure that the **Save copy to eLocker** checkbox is selected. The recording will now be saved in the Audio Recordings folder in your eLocker.




By default a copy of the recorded audio is added to your Rich Text Editor Repository for the selected text field.

2. Click the **Record**  button. The record button is highlighted and the recording begins.
3. To stop the recording, click the **Stop Record**  button.

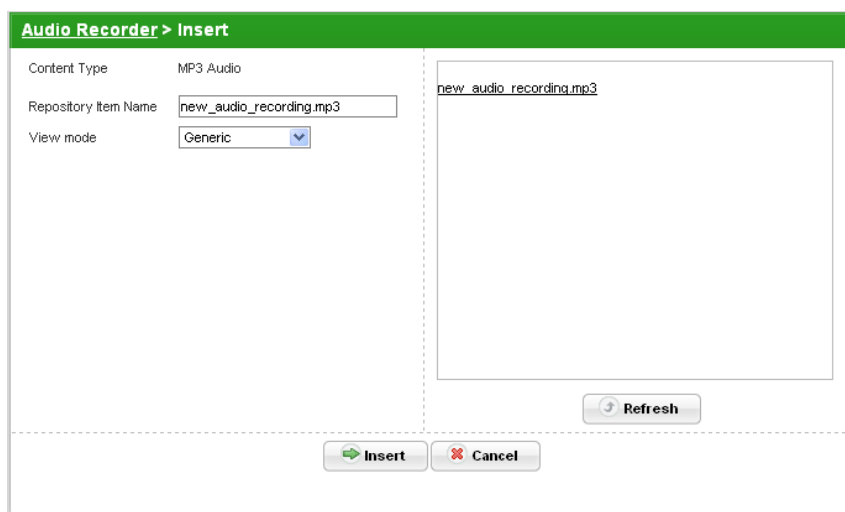


If you want to begin recording again from the point that you stopped, click the **Record** button.



If you want to play back what you have just recorded, click the **Play**  button.

4. Click the **Save** button. The audio you have recorded is saved and the Audio Recorder > Insert page appears.

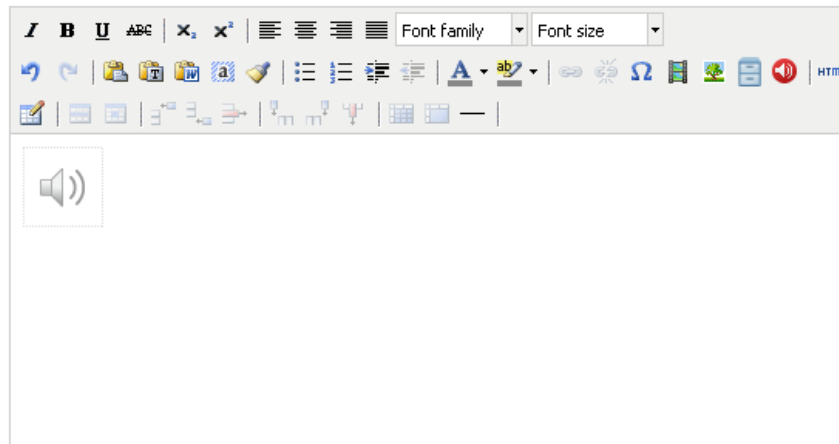


5. In the **Repository Item Name** field, type a name for your audio recording.

- From the **View Mode** drop-down list, select which browser plug in you want to use to play the audio file.

Generic A link to the file appears in the text field.
Windows A Windows media player box appears in the text field
QuickTime A QuickTime media player box appears in text field.

- Click the **Insert** button. The recorded audio is added to the text field.



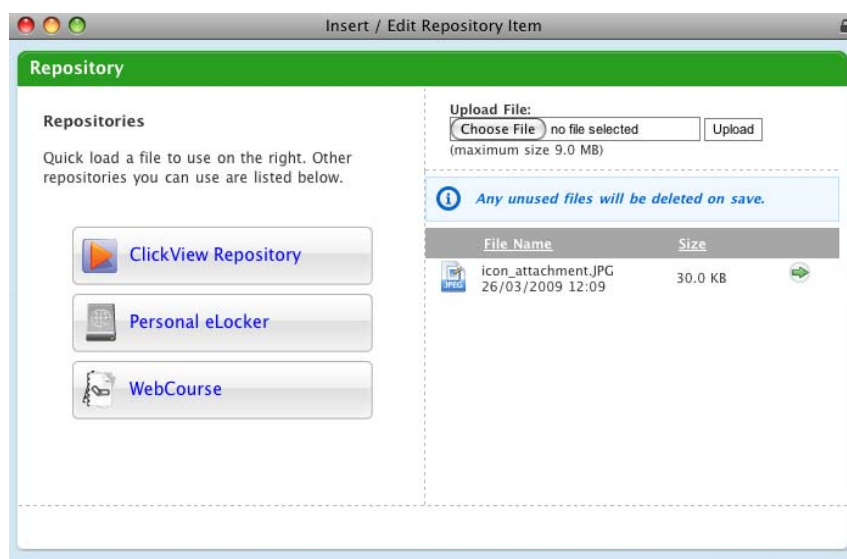
20.3 Rich Text Editor Repository

The Rich Text Editor Repository feature allows you to store and access files (typically image, audio and video files) that you can then import into text fields via the Rich Text Editor. You can upload an item directly or add an item from one of the five file repositories.

20.3.1 Upload an Item into a Text Field

To upload a file into the Uploaded Files repository and into your chosen text field, follow this procedure.

- In the Rich Text Editor menu, click the **Insert/edit repository item**  button. The **Insert/Edit Repository Item** dialog box appears.

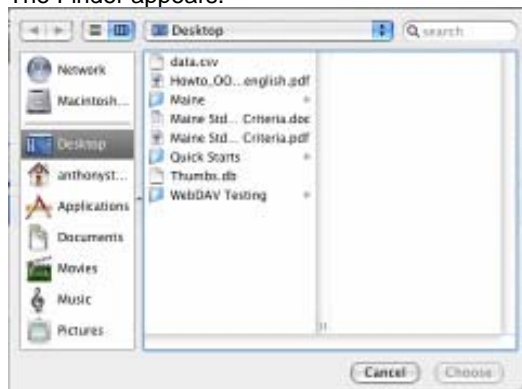


2. Click the **Choose File** button if you are using a Mac or the **Browse** button if you are using Windows.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows upload procedures are shown below:

Macintosh

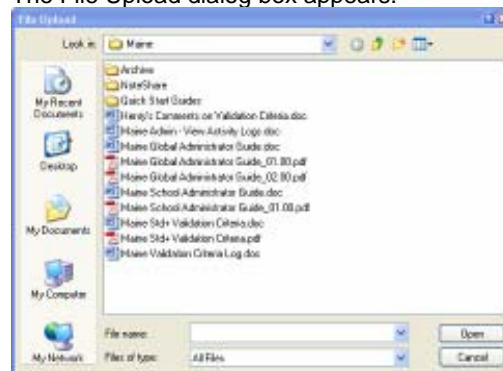
The Finder appears.



- a. Navigate to the appropriate directory.
- b. Select the file you want to upload.
- c. Click the **Choose** button. The dialog box closes and the Select A File To Upload panel reappears.

Windows

The File Upload dialog box appears.



- a. Navigate to the appropriate directory.
- b. Select the file you want to upload.
- c. Click the **Open** button. The dialog box closes and the Select A File To Upload panel reappears.

3. Click the **Upload** button. The file is uploaded and added to the Uploaded Files Repository. The Insert page appears.



The content of the Insert page varies according to the file type.

4. In the parameters fields, add any relevant item information.
5. To insert the file into the text field, click the **Insert** button. The dialog box closes and the file is inserted into the Studywiz text field.

20.3.2 Import an Item into a Text Field from a Repository

The Rich Text Editor Repository feature enables you to import items from a number of different repositories:

ClickView	The ClickView repository is a library of digital resources. It provides access to numerous educational media that you can embed into Studywiz text fields. Access to the ClickView repository is not a default Studywiz feature and may not be enabled on your deployment.
Personal eLocker	The Personal eLocker repository contains all the files in your personal eLocker.
Web Course	The Web Course repository contains all the Web Courses in the Learning Objects section of your eLocker.
SCORM Course	The SCORM Course repository contains all the available SCORM Courses in the Learning Objects section of your eLocker. The SCORM Course button only appears on rich text editor repositories for Studywiz activities.
Uploaded Files	The Upload Files section contains all the files uploaded or imported for the selected text field.

- Follow the appropriate procedure below:

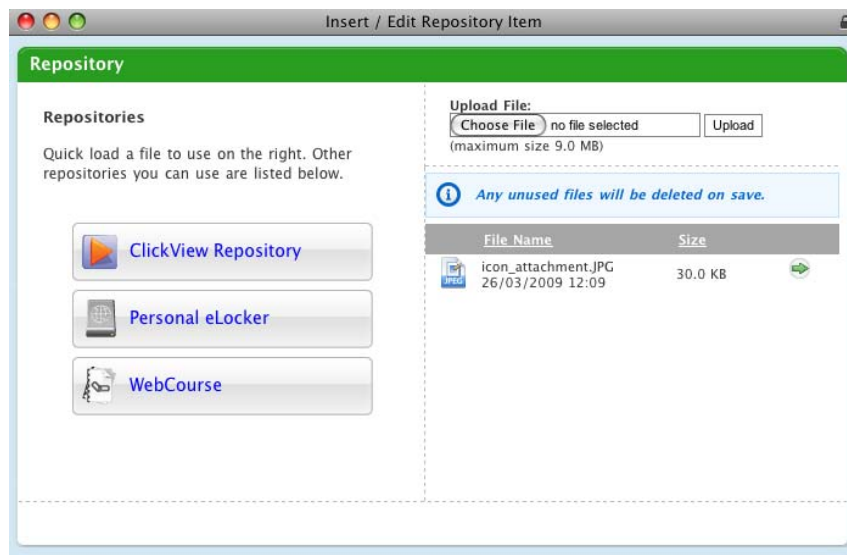
20.3.2.1 Import a ClickView item



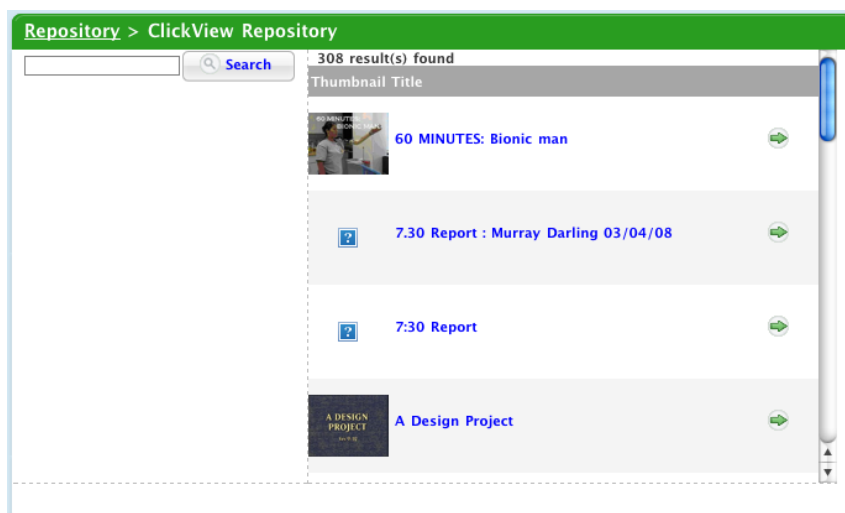
Access to the ClickView repository is not a default Studywiz feature and may not be enabled on your Studywiz deployment.

To use ClickView the Microsoft Silverlight™ plugin must be installed on your browser. If Silverlight is not installed the **Get Microsoft Silverlight** link will appear in the text field that contains the ClickView item.

1. In the Rich Text Editor menu, click the **Insert/edit repository item**  button. The **Insert/Edit Repository Item** dialog box appears.




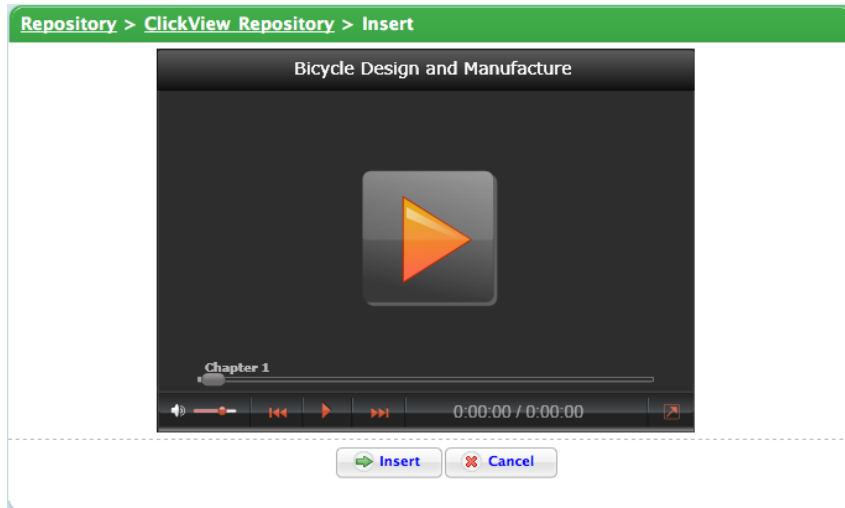
2. Click the **ClickView Repository** button. The ClickView Repository search field appears.




3. In the **Keyword** field, enter you search terms.
4. Click the **Search** button. The ClickView search results appear.



- Use the **First**, **Previous**, **Next** and **Last** buttons to browse the search results.
 - To view the details of a ClickView item, adjacent to the item, click the **View Detail** link.
5. Adjacent to the item that you want to add, click the **Select**  button. The Insert page appears.



6. If you want to preview the ClickView file, click the **Play** button.
 - a. To view the video in full screen, click the **Full Screen**  button.
7. To insert the ClickView file, click the **Insert** button. The Rich Text Editor Repository dialog box closes and the ClickView item is added to the Studywiz text field.

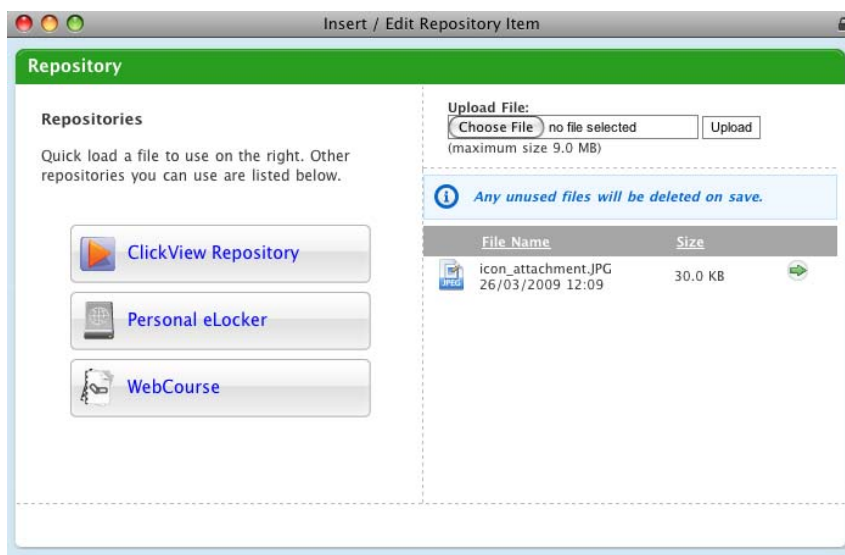
20.3.2.2 Import an Item from your eLocker

If you want to import a file from your eLocker, follow this procedure.

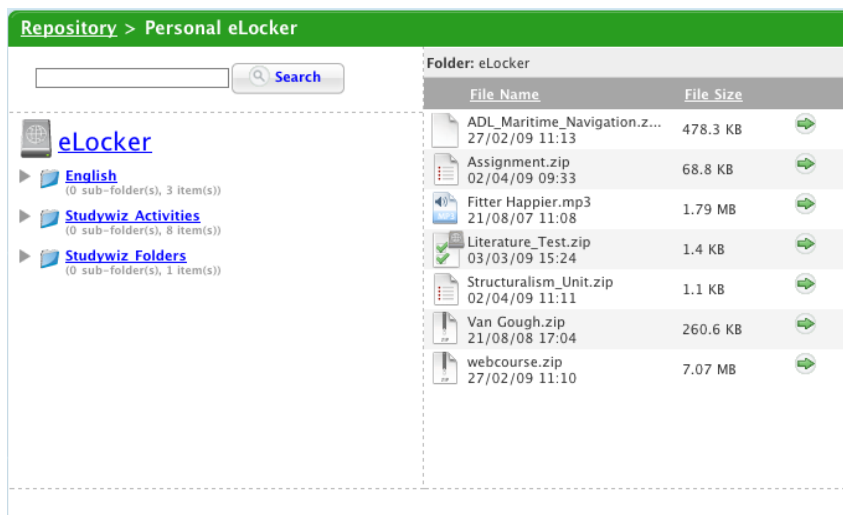


The file you import from your eLocker will be added to the Uploaded Files repository for the chosen text field.

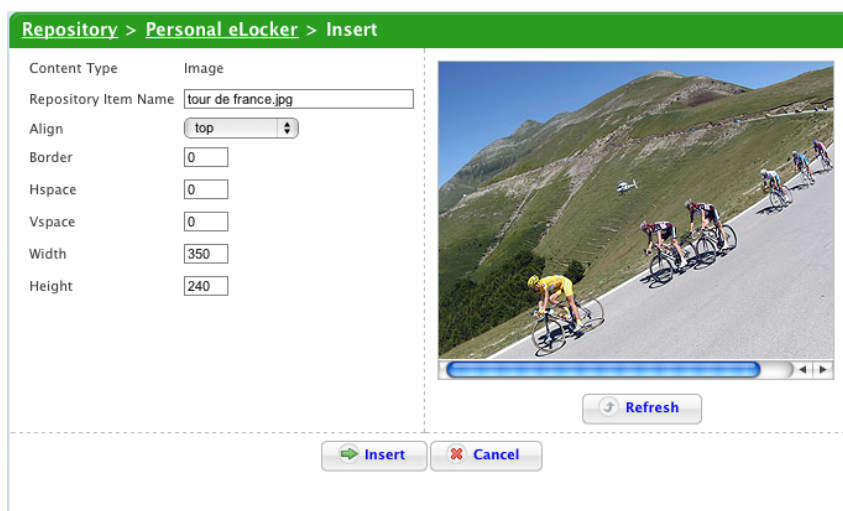
1. In the Rich Text Editor menu, click the **Insert/edit repository item**  button. The **Insert/Edit Repository Item** dialog box appears.



2. Click the **Personal eLocker** button. The Personal eLocker panel appears.



- Navigate through your eLocker folders to the file that you want to import.
- Adjacent to the file that you want to import, click the **Select** button. The Insert page appears.



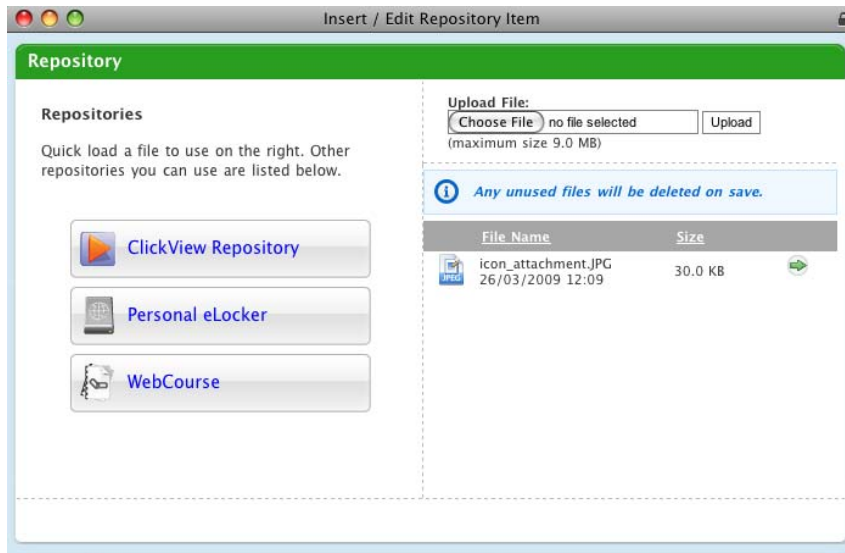
The content of the Insert page varies according to the file type.

- In the parameters fields add any relevant item information.
- To insert the item into the text field, click the **Insert** button. The dialog box closes and the file is inserted into the Studywiz text field.

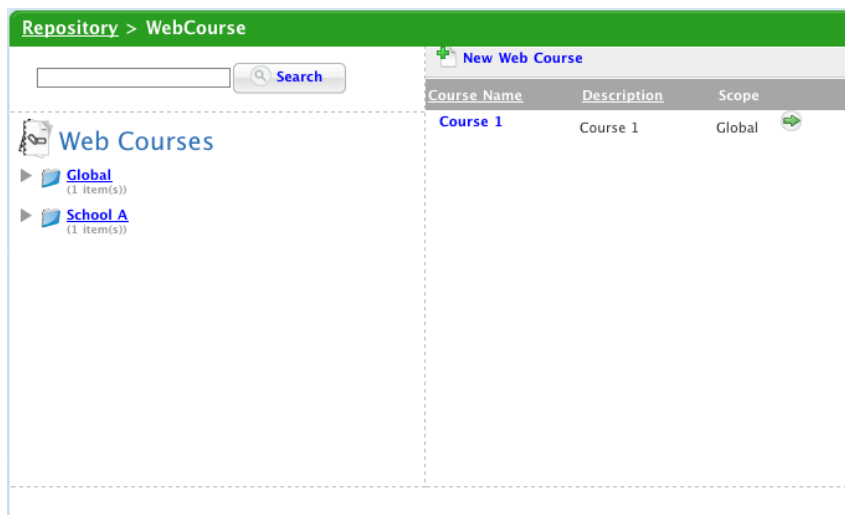
20.3.2.3 Import a Web Course

Follow this procedure to embed a web course or import a web course as a link.

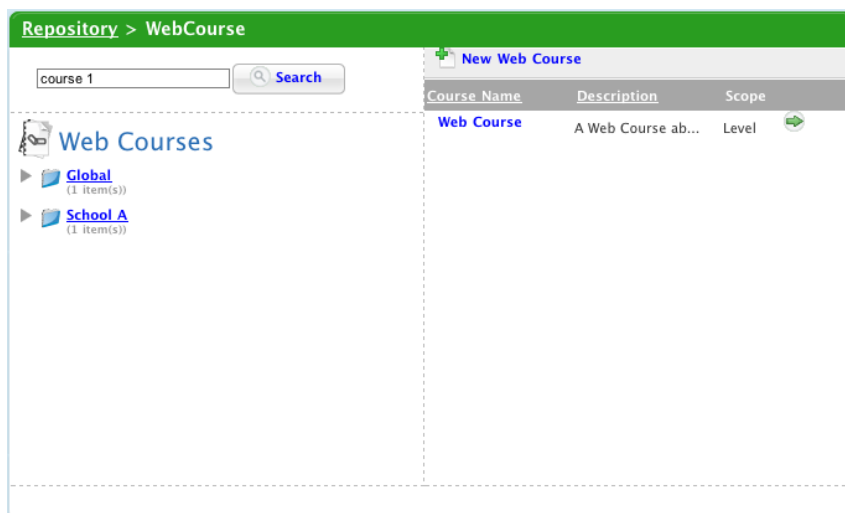
- In the Rich Text Editor menu, click the **Insert/edit repository item** button. The **Insert/Edit Repository Item** dialog box appears.



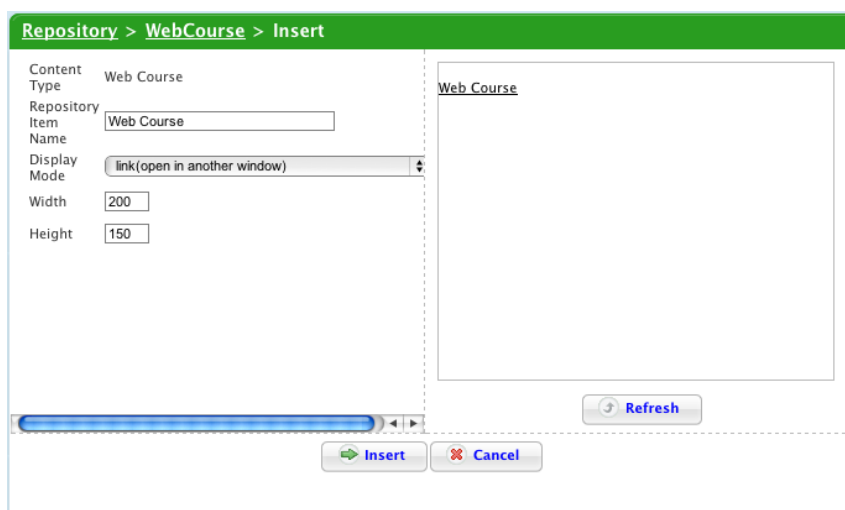
2. Click the **Web Course** button. The Web Course page appears.



3. If you want to search for a Web Course by a keyword:
 - a. Type the keyword in the **Keywords** field.
 - b. Click **Search**. The search results are listed in the right hand side pane.
4. If you want to navigate to the web course, click the Scope (or sharing options) folder that contains the web course. The web courses in the folder appear in the right hand side pane.



5. Adjacent to the file that you want to add, click the **Select**  button. The Insert page appears.



6. In the **Repository Item Name** field, type the name that will be displayed for the web course.
7. From the **Display Mode** drop-down list, select the display mode.
- Link (open in the same window)** A link to the Web Course will appear in the text field. The Web Course will open in the same window.
 - Link (open in another window)** A link to the Web Course will appear in the text field. The Web Course will open in a new window.
 - Embed** The Web Course will be embedded in the text field. Some Web Courses do not support the embed option.
8. Click the **Insert** button. The dialog box closes and the web course is inserted into the text field.

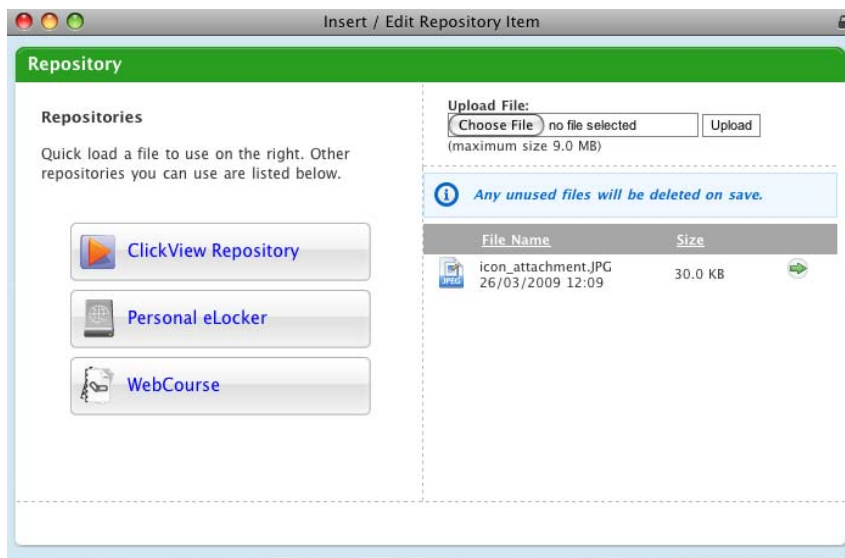
Upload a New Web Course into the Text Field

Follow this procedure to directly upload a web course into the selected text field. The web course you upload will be saved in the Learning Objects section of your Studywiz eLocker and will be available via the Repository and your eLocker.

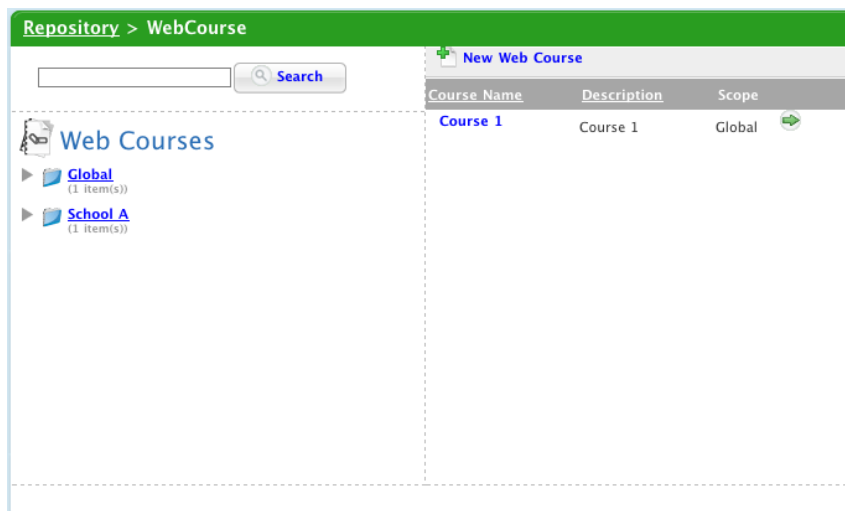


To upload a new web course using your eLocker, refer to the [Upload a Web Course](#) section.

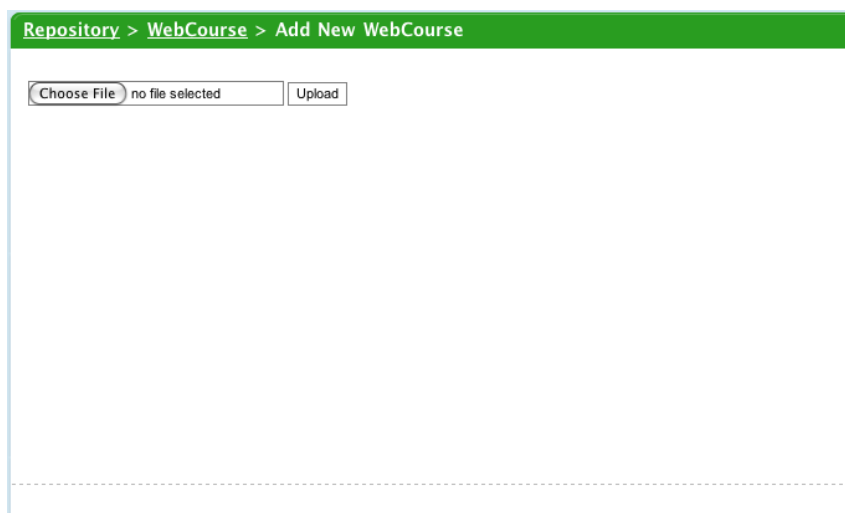
1. In the Rich Text Editor menu, click the **Insert/edit repository item**  button. The **Insert/Edit Repository Item** dialog box appears.



2. Click the **Web Course** button. The Web Course panel appears.



3. Click the **New Web Course** button. The Add New Web Course page appears.

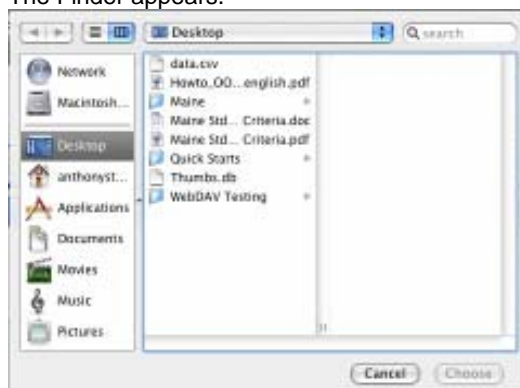


4. Click the **Choose File** button if you are using a Mac or the **Browse** button if you are using Windows.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows upload procedures are shown below:

Macintosh

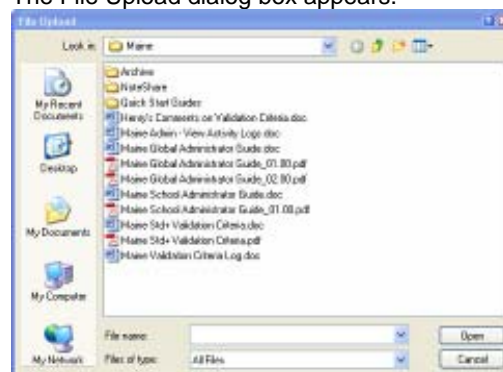
The Finder appears.



- a. Navigate to the appropriate directory.
- b. Select the file you want to upload.
- c. Click the **Choose** button. The dialog box closes and the Select A File To Upload panel reappears.

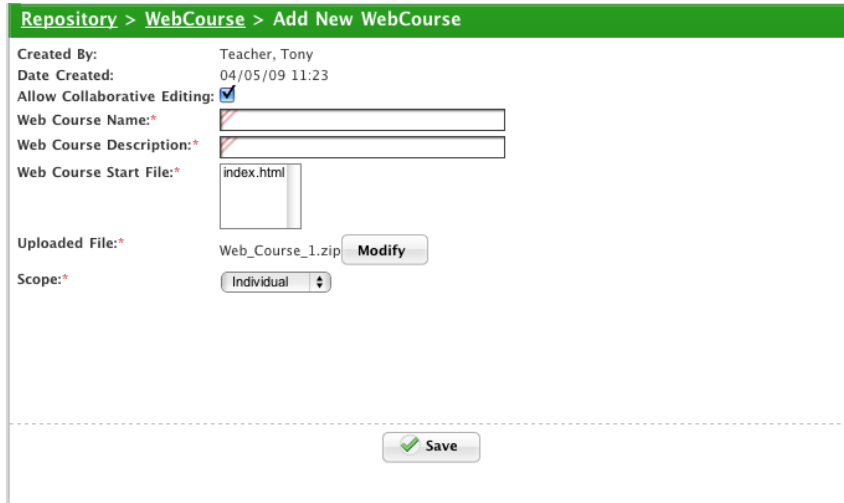
Windows

The File Upload dialog box appears.



- a. Navigate to the appropriate directory.
- b. Select the file you want to upload.
- c. Click the **Open** button. The dialog box closes and the Select A File To Upload panel reappears.

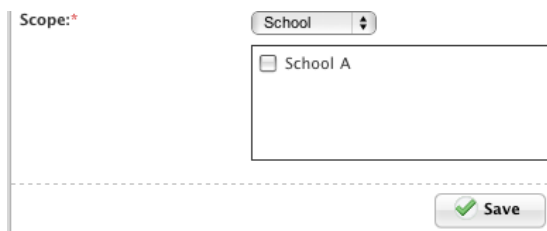
5. Click the **Upload** button. The file is uploaded and added to the Uploaded Files Repository. The Properties page appears.



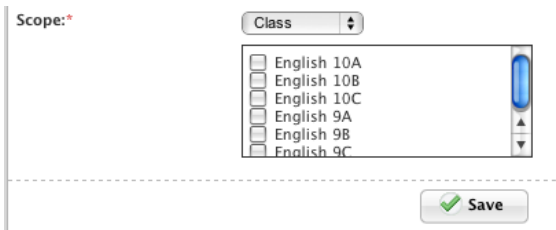
6. If you want other teachers to be able to edit the Web Course details, ensure that the **Allow Collaborative Editing** checkbox is selected.
7. In the **Web Course Name** field, type the name of the course.
8. In the **Web Course Description** field, type a description of the course.
9. In the **Web Course Start File** field, select the Web Course start file.

The **Web Course Start File** field lists all the files in the Web Course. The Web Course start file is the html file that the course starts from. The start file is located at the root level of the Web Course archive.

10. From the **Scope** drop-down list, select a sharing option:
 - To make the course available only to yourself, select **Individual**.
 - To make the course available to all teachers in your Studywiz deployment, select **Global**.
 - To make the course available to all teachers in a level or school, select **Level** or **School** and then select the specific levels or schools.



- To make the course available to all teachers in a class, select **Class** and then select the specific class(es).



- To make the course available to all teachers in a group, select **User Group** and then select the specific group(s).

Scope:*

User Group

- ☐ School Band
- ☐ Guitar Association
- ☐ Sailing Club

Save

11. Click **Save**. The Web course is saved and the Insert page appears.

Repository > WebCourse > Insert

Content Type: Web Course

Repository Item Name: Maritime

Display Mode: link(open in another window)

Width: 200

Height: 150

Maritime

Refresh


Insert Cancel

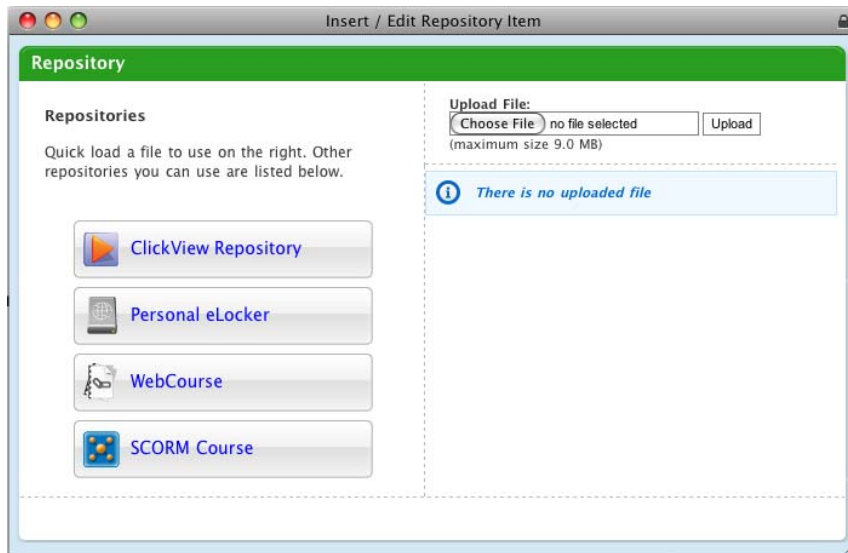
12. In the **Repository Item Name** field, type the name that will be displayed for the item.
13. From the **Display Mode** drop-down list, select the display mode.

Link (open in the same window)	A link to the Web Course will appear in the text field. The Web Course will open in the same window.
Link (open in another window)	A link to the Web Course will appear in the text field. The Web Course will open in a new window.
Embed	The Web Course will be embedded in the text field. Some Web Courses do not support the embed option.
14. Click the **Insert** button. The dialog box closes and the web course is inserted into the Studywiz text field.

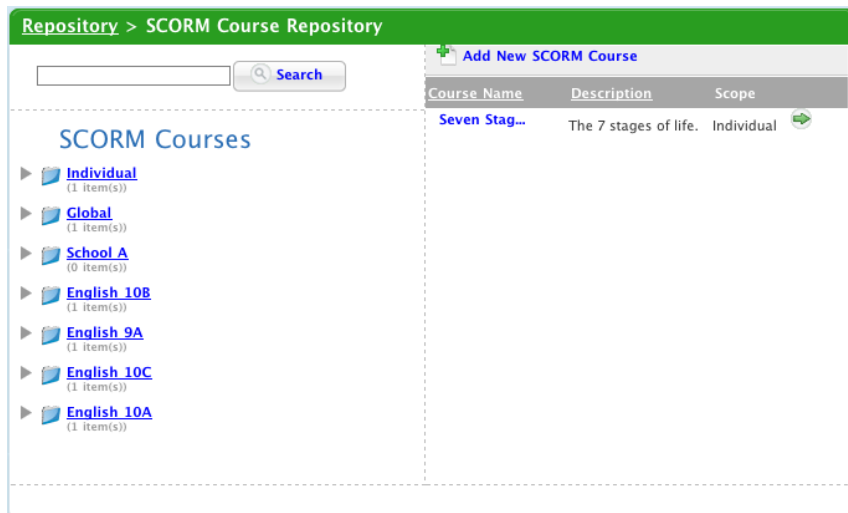
20.3.2.4 Import a SCORM Course

The SCORM Course button appears in the rich text editor repository for all Studywiz activities that have a rich text editor.

1. In a Studywiz activity Rich Text Editor menu, click the **Insert/edit repository item**  button. The **Insert/Edit Repository Item** dialog box appears.



2. Click the **SCORM Course** button. The SCORM Course page appears.



3. If you want to search for a SCORM Course by a keyword:
 - a. Type the keyword in the **Keywords** field.
 - b. Click **Search**. The search results are listed in the right hand side pane.
4. If you want to navigate to the SCORM Course, click the Scope (or sharing options) folder that contains the SCORM Course. The SCORM Courses in the folder appear in the right hand side pane.

Repository > SCORM Course Repository

Search

Add New SCORM Course

Course Name	Description	Scope
Boating	Boating License Scorm	Global

SCORM Courses

- Individual (1 item(s))
- Global (1 item(s))
- School A (0 item(s))
- English 10B (1 item(s))
- English 9A (1 item(s))
- English 10C (1 item(s))
- English 10A (1 item(s))

- Adjacent to the SCORM Course that you want to insert, click the **Select** button. The Insert page appears.

Repository > SCORM Course Repository > Insert

Content Type: SCORM Course

Repository Item Name: Boating

Display Mode: normal

Boating

Refresh

Insert Cancel


- In the **Repository Item Name** field, type the name that will be displayed for the course.
- From the **Display Mode** drop-down list, select the display mode.
- Click the **Insert** button. The dialog box closes and the SCORM course is inserted into the Studywiz text field. The course is also saved in the learning Objects section of your eLocker in the Scope folders that you selected.

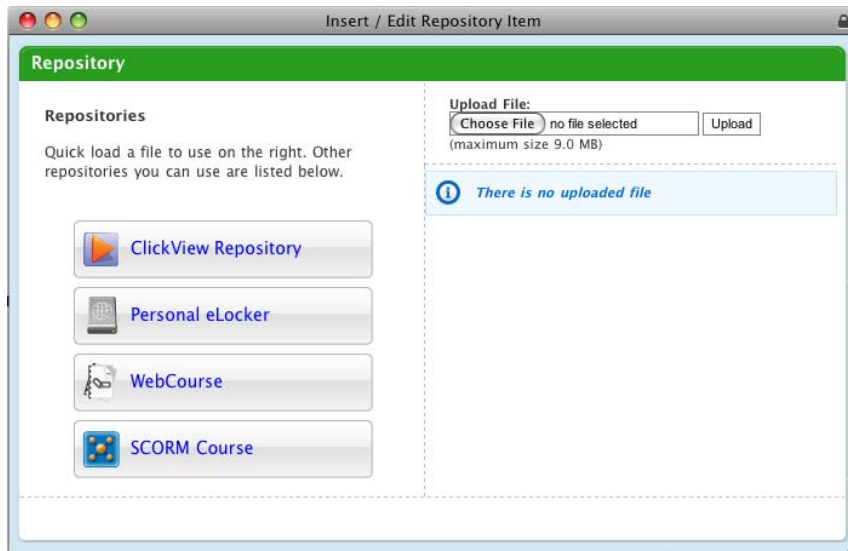
Upload a New SCORM Course into the Text Field

Follow this procedure to directly upload a SCORM course into the Studywiz activity text field. The new SCORM course will also be saved in the Learning Objects section of your eLocker and will be available via the Repository and your eLocker.

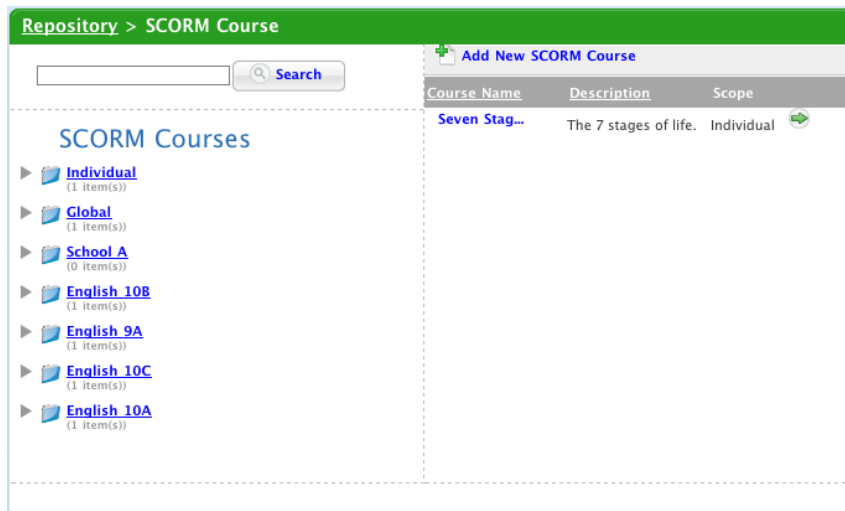


To upload a new SCORM course using your eLocker, refer to the [Upload a SCORM Course](#) procedure.

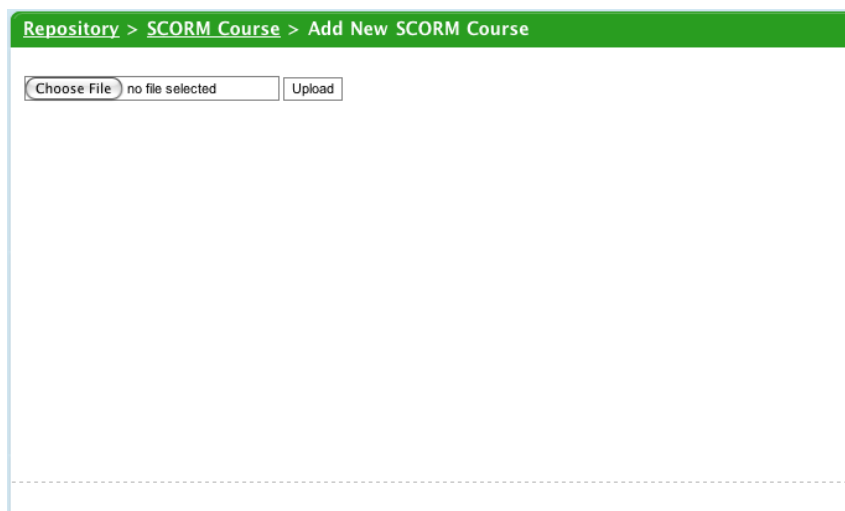
- In the Studywiz activity Rich Text Editor menu, click the **Insert/edit repository item**  button. The **Insert/Edit Repository Item** dialog box appears.



2. Click the **SCORM course** button. The SCORM Course panel appears.



3. Click the **Add New SCORM course** button. The Add New SCORM course page appears.

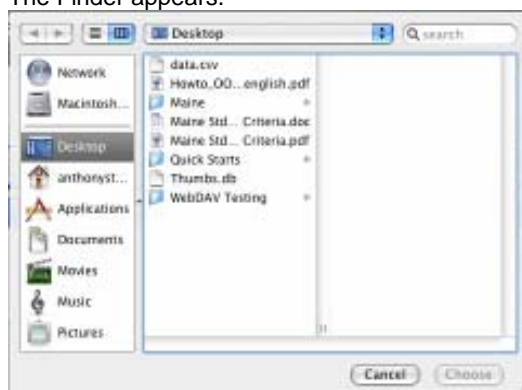


4. Click the **Choose File** button if you are using a Mac or the **Browse** button if you are using Windows.

The file upload behaviour depends on the operating system you are using. Macintosh and Windows upload procedures are shown below:

Macintosh

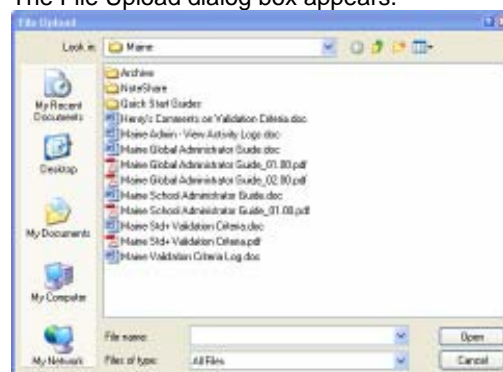
The Finder appears.



- Navigate to the appropriate directory.
- Select the file you want to upload.
- Click the **Choose** button. The dialog box closes and the Select A File To Upload panel reappears.

Windows

The File Upload dialog box appears.



- Navigate to the appropriate directory.
- Select the file you want to upload.
- Click the **Open** button. The dialog box closes and the Select A File To Upload panel reappears.

- Click the **Upload** button. The file is uploaded and added to the Uploaded Files Repository. The Properties page appears.

Repository > SCORM Course Repository > Add New SCORM Course

Created By:	Teacher, Tony
Date Created:	04/05/09 11:32
Allow Collaborative Editing:	<input checked="" type="checkbox"/>
SCORM Course Name:	<input type="text"/>
SCORM Course Description:	<input type="text"/>
Uploaded File:	File Uploaded. Save to complete.
Scope:	Individual <input type="button" value="v"/>

- If you want other teachers to be able to edit the SCORM course details, ensure that the **Allow Collaborative Editing** checkbox is selected.
- In the **SCORM Course Name** field, type the name of the course.
- In the **SCORM Course Description** field, type a description of the course.
- From the **Scope** drop-down list, select a sharing option:
 - To make the course available only to yourself, select **Individual**.
 - To make the course available to all teachers in your Studywiz deployment, select **Global**.
 - To make the course available to all teachers in a level or school, select **Level** or **School** and then select the specific levels or Schools.

Scope:*

School

☐ School A

Save

- To make the course available to all teachers in a class, select **Class** and then select the specific class(es).

Scope:*

Class

☐ English 10A
☐ English 10B
☐ English 10C
☐ English 9A
☐ English 9B
☐ English 9C

Save

- To make the course available to all teachers in a group, select **User Group** and then select the specific group(s).

Scope:*

User Group

☐ School Band
☐ Guitar Association
☐ Sailing Club

Save

- Click **Save**. The SCORM course is saved and the Insert page appears.

Repository > SCORM Course > Insert

Content Type SCORM Course

Repository Item Name

Display Mode

Shakespeare

Refresh

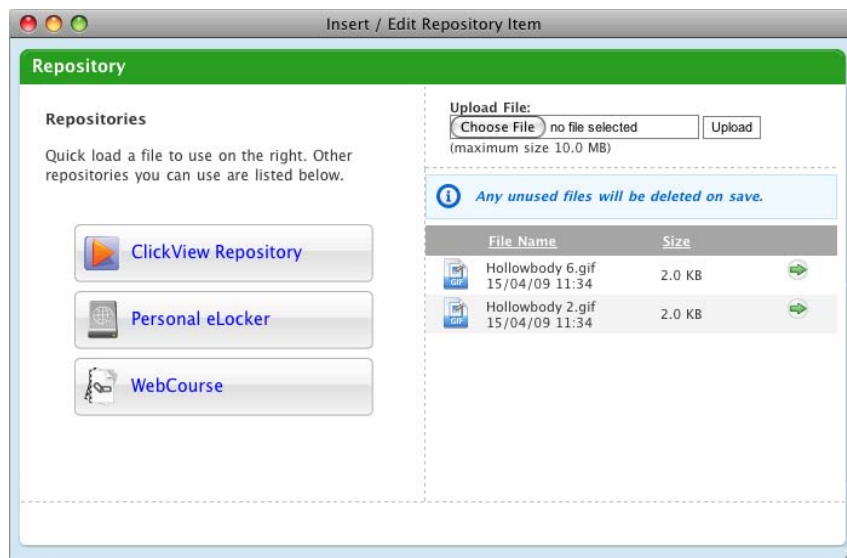
Insert Cancel


- In the **Repository Item Name** field, type the name that will be displayed for the course.
- From the **Display Mode** drop-down list, select the display mode.
- Click the **Insert** button. The dialog box closes and the SCORM course is inserted into the Studywiz text field. The course is also saved in the learning Objects section of your eLocker in the Scope folders that you selected.

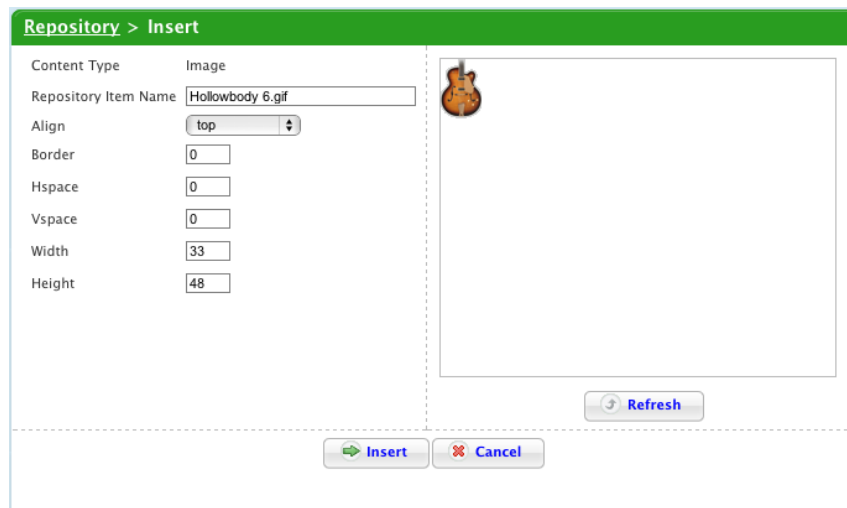
20.3.2.5 Import an Item from your Uploaded Files Repository

The Uploaded Files repository contains all the files that you have previously uploaded or imported. Only items uploaded and imported into the selected text field appear in the Uploaded Files section of the Repository. Follow this procedure to insert an item that has been previously uploaded or imported into the text field.

1. In the Rich Text Editor menu, click the **Insert/edit repository item**  button. The **Insert/Edit Repository Item** dialog box appears.



2. In the **Upload File** section, adjacent to the file that you want to add, click the **Select**  button. The properties page appears.



The content of the Insert page varies according to the file type.

3. In the parameters fields add any relevant item information.
4. To insert the file into the text field, click the **Insert** button. The dialog box closes and the file is inserted into the Studywiz text field.

20.3.3 Edit Item Parameters

If you have used the **Insert/edit repository** button to add an item to a text field and want to change the item parameters, follow this procedure.

1. In the **Text** field, double click the repository file that you want to edit. The Insert/Edit Repository Item dialog box appears with the Insert page displayed.

Repository > Insert

Content Type: Image

Repository Item Name: Hollowbody 6.gif

Align: top

Border: 0

Hspace: 0

Vspace: 0

Width: 33

Height: 48

Refresh

Update Cancel

2. In the parameters fields make the appropriate changes.
3. Click the **Update** button. The dialog box closes and the file parameters are updated.

21 Studywiz Global Community

The Studywiz Global Community (<http://studywizgc.org/>) is a place where Studywiz users from all over the world can come together to learn from each other and share ideas. Teachers gain inspiration from other Studywiz users and share stories of how Studywiz is used in their organisations.

Through the Studywiz Global Community, Etech provides sample Activities for Teachers to download. These Activities can be used as they are or can be modified to suit the needs of your own classes.

With a growing number of contributions, the community is becoming a place where people can find information of how to successfully use Studywiz within their classroom and maximise the benefits in terms of teaching methods.

21.1 Sign Up to the Studywiz Global Community

Before you can access the Studywiz Global Community you have to sign up. Once you have signed up, the Studywiz Global Community page will appear whenever you click the Global Community button in Studywiz.

1. On the Studywiz banner, click the **Studywiz Global Community** button. The Sign Up page appears.



2. In the **Username** field, type your Studywiz user name.
3. In the **Email** field, type your email address.
4. In the **Password** field, type a password. This password will be used as your Global Community login password.
5. In the **Re-Type Password** field, re-type the password.
6. Click the **Sign Up** button. You are now registered as a Global Community user.

21.2 Log in to the Studywiz Global Community

Once you have signed up to the Studywiz Global Community you can access it directly from your Studywiz page.

1. On the Studywiz bar, click the **Studywiz Global Community** button.

The Studywiz Global Community opens in a new browser window or tab.

The screenshot displays the Studywiz Global Community interface. At the top, there's a blue header with the Studywiz logo and 'Global Community' text. Below this is a navigation bar with buttons: Back, Home, Contents, Tools, eLocker, Links, Settings, and Log Out. The main content area is divided into several sections:

- News:** A section with a red header containing several news items, including 'Louise Duncan wins State's top teacher accolade', 'Congratulations Louise Duncan from Shepparton', 'Top 5 Tips for using a iPad Touch in the Classroom', and 'Pod Touch Skills Survey'.
- Activities:** A section with a yellow header containing a list of activities, including 'Roman Numerals', 'Studywiz 9.4 Additional Module User Guides', 'Studywiz Primary 9.4', and 'Studywiz 9.4 Mobile User Guides'.
- Subscribe to our Quick Start Guide Podcast:** A section with a blue header providing information about the podcast and listing other updates and additions to the User Guides.
- Studywiz Global Community Re-Development:** A section with a purple header featuring a banner for the re-development project.
- Discussions:** A section with a green header containing a list of discussions, including 'Studywiz - Help', 'Roald Dahl "Boy"', and 'Cherished memories'.
- Collaborative User Groups:** A section with a teal header showing a group of teachers collaborating around a table.

You now have full access to all the features and activities of the Global Community. Feel free to post new items, and to read and use what other Studywiz users have posted. You can use all the activity types that are available in your own Studywiz deployment. You can share your ideas and learn from what other users are posting.

22 Studywiz Groups

22.1 Introduction

Studywiz Groups are a way of sharing resources and communication tools amongst Teachers, Students and Parents from across a School community. Groups allow Teachers to set up Activities for a group of users who are not all part of the same class.

This guide contains instructions for you to work with Studywiz Groups:

1. To manage your membership of groups and your roles within groups (where user management of groups is enabled) see the [Manage Your Group Memberships](#) section.
2. To manage groups to which you have administration access, see the [Manage Groups](#) section.

22.1.1 Dynamic Groups

Studywiz Dynamic Groups allow teachers and parents to interact with Group Activities as a student would, and students and parents to create and assess Activities as a teacher normally would. Dynamic Groups can also be set up to allow users to sign themselves up, either with or without an approval step.

Groups are usually created and managed by a Studywiz Administrator. Studywiz Dynamic Groups allow all users to have control of groups in different ways:

3. Teachers can create groups,
4. Users can take on different user roles within a group,
5. Users can join themselves up to a group. In this case, you can set access to Dynamic Groups in three different ways:
 - Users can join the group and have member access immediately,
 - Users can join the group and require approval before gaining member access, or
 - Users cannot join the group.

22.1.2 School Groups and Global Groups

Groups and Dynamic Groups can exist within a School or, in multi-school deployments, they can also span multiple Schools. Groups within a School are called 'School Groups', and Groups spanning Schools are called 'Global Groups'.

Global Groups can be set up in two different ways:

6. Global Group members can be specified in the group
7. Global Group members can be drawn from 'Child Groups' at each School.

22.2 Manage Groups

If creation of groups by teachers has been enabled on your deployment, follow the procedures in this section to create and manage groups.



The ability for teachers to create groups can be enabled by Studywiz Support.

You can create a group for users at your school, or, in multi-school deployments, you can create a Global Group. If you create a Global Group, the group members can be added directly to the group or can be added automatically from 'Child Groups' at each School.

Follow the instructions in the relevant section below to create a group:

8. [Create a School Group](#)
9. [Create a Global Group with Membership from Groups at Schools](#)
10. [Create a Global Group with Manually Added Members.](#)

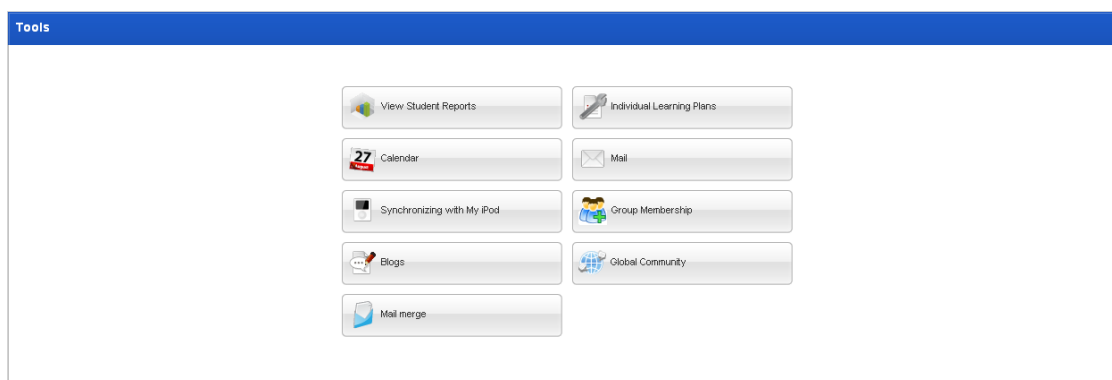
22.2.1 Create a School Group

A School Group exists entirely within your School. Create a School Group if you have a single-school deployment, or if you want your group to be available only within your own school in a multi-school deployment.

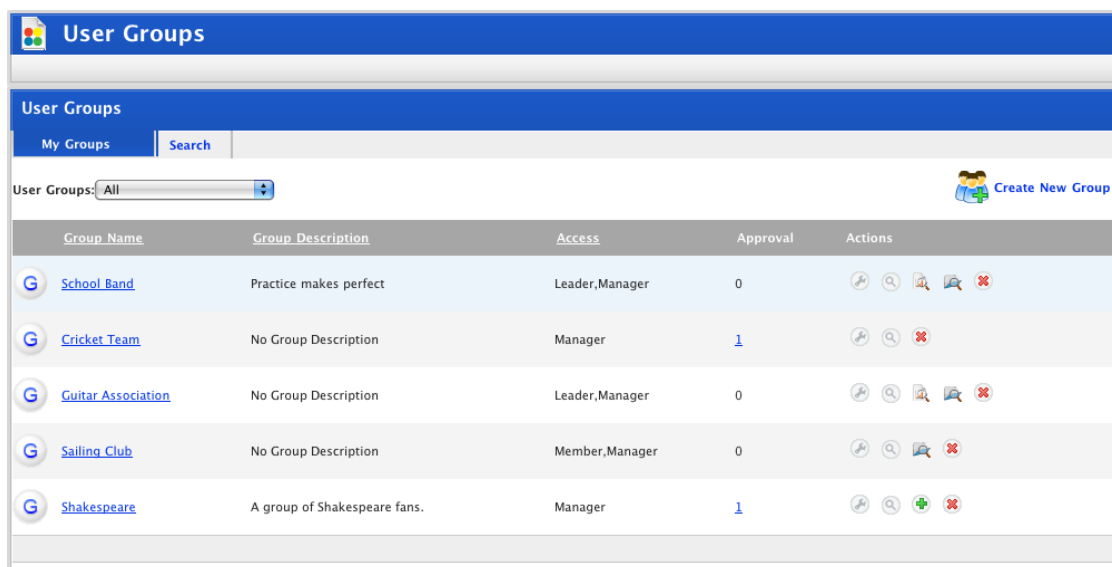


If other users are logged in when you create a group, they will have to log out and back in again before the new group appears in the Learning drop-down.

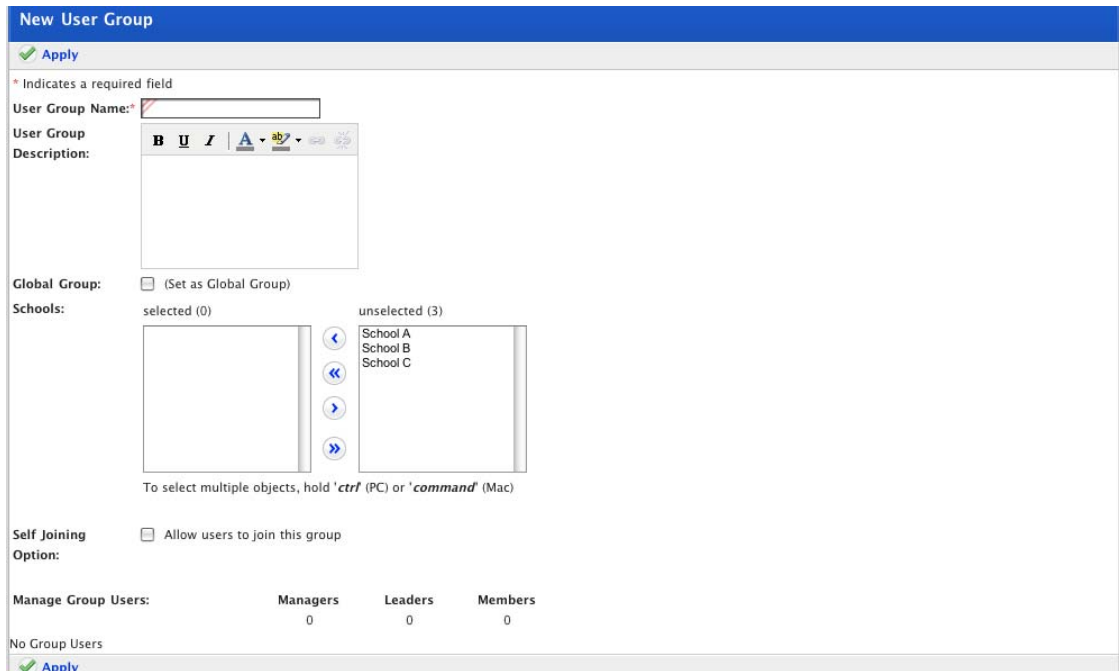
1. On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.




2. Click the **Group Membership** button. The User Groups page appears.



3. Click the **Create New Group** button. The New User Group panel appears.



4. In the **User Group Name** field, type the name of the new group.
5. In the **User Group Description** field, type a description of the group.

This description is visible to other users and will help them to decide whether or not they want to join the group.
6. Leave the **Global Group** option unselected.
7. From the **unselected** field, select the school(s) that you want the group to belong to. There may be only one school listed.
8. Click the **Add Selected**  button. The schools are added to the **selected** field.
9. Set the Group's **Joining Options** according to the procedure in the [Set a Group's Joining Options](#) section.
10. Manage the group's users according to the procedures in the [Manage Group Users](#) section.
11. Click **Apply**. The group is saved.

22.2.2 Create a Global Group

Global Groups allow you to create groups that span schools. A Global Group can have its members specified in either of two ways:

11. The members are drawn automatically from groups within each School, or
12. The members are selected from all users in the deployment.

As the creator of the group, you are automatically made the group manager.



If other users are logged in when you create a group, they will have to log out and back in again before the new group appears in the Learning drop-down.

22.2.2.1 Create a Global Group with Membership from 'Child' Groups

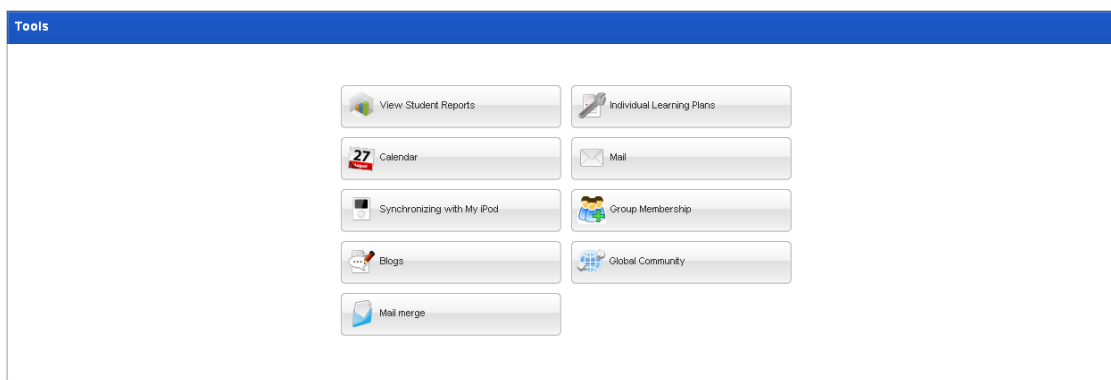


The ability to select child groups may not be enabled on your Studywiz deployment.

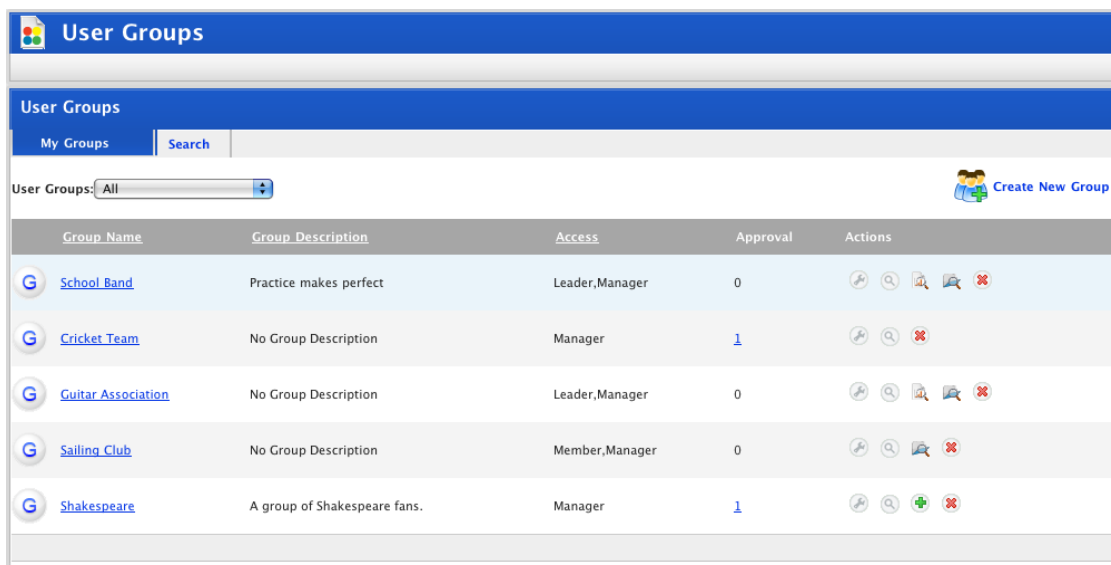
Follow this procedure to create a Global Group in which the group's members automatically come from groups within schools ('Child Groups'). You can still add group managers and leaders manually, and Studywiz Administrators can add extra group members.

Users cannot add themselves directly to groups that have Child Groups, but can add themselves to Child Groups at their School, if the Child Groups are configured to allow this. Users added to Child Groups will automatically become members of the Global Group.

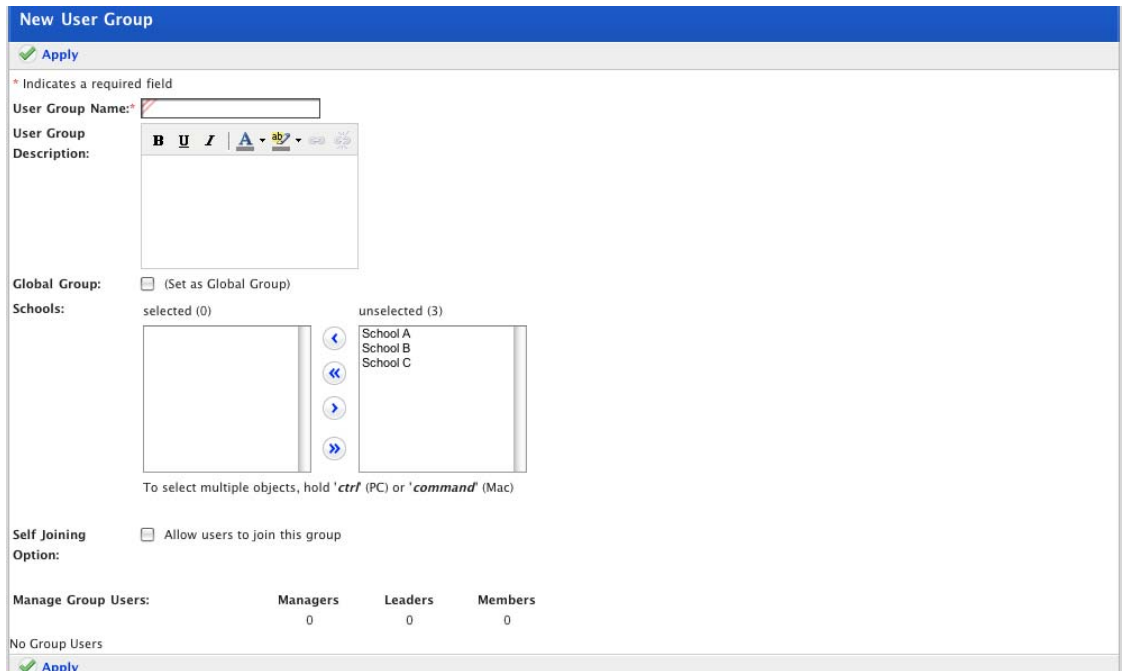
1. On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



2. Click the **Group Membership** button. The User Groups page appears.



3. Click the **Create New Group** button. The New User Group panel appears.



New User Group

✓ Apply

* Indicates a required field

User Group Name: *

User Group Description:

Global Group: ☐ (Set as Global Group)

Schools:

selected (0) unselected (3)

School A
School B
School C

To select multiple objects, hold 'ctrl' (PC) or 'command' (Mac)

Self Joining Option: ☐ Allow users to join this group

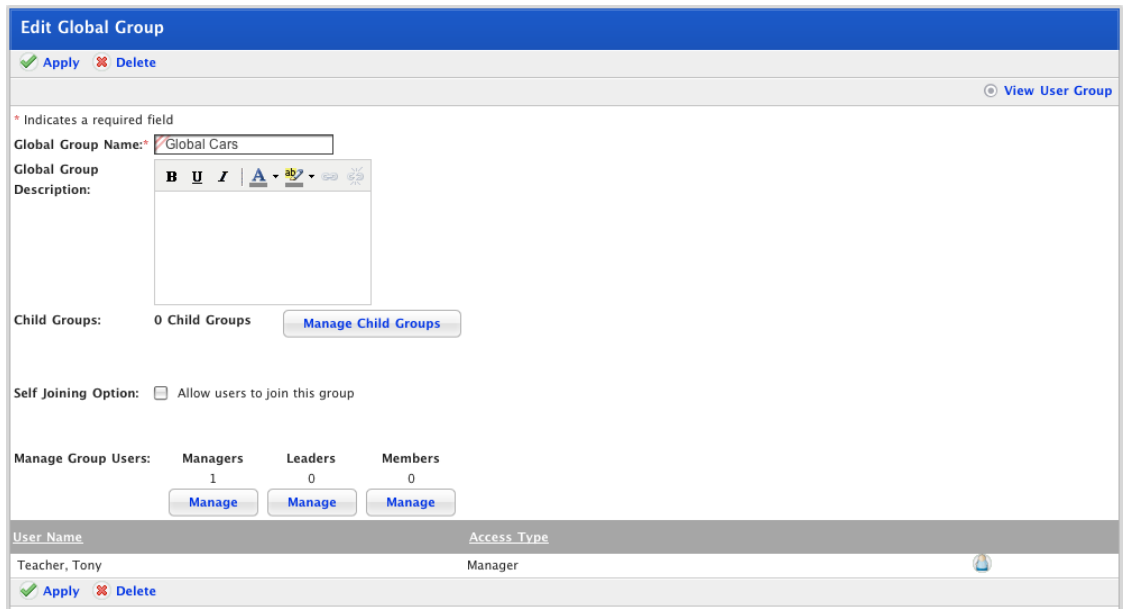
Manage Group Users:

Managers	Leaders	Members
0	0	0

No Group Users

✓ Apply

4. In the **User Group Name** field, type the name of the new group.
5. In the **User Group Description** field, type a description.
6. Select the **Global Group** checkbox. The **Schools** fields are removed.
7. Click **Apply**. The user management buttons appear.



Edit Global Group

✓ Apply ✗ Delete

⦿ View User Group

* Indicates a required field

Global Group Name: * Global Cars

Global Group Description:

Child Groups: 0 Child Groups [Manage Child Groups](#)

Self Joining Option: ☐ Allow users to join this group

Manage Group Users:

Managers	Leaders	Members
1	0	0

[Manage](#) [Manage](#) [Manage](#)

User Name	Access Type
Teacher, Tony	Manager

✓ Apply ✗ Delete

8. Click the **Manage Child Groups** button. The User Group Selection page appears.

9. In the User Group Search panel, use the **Group Name** field and the **Schools** drop-down list to locate the groups that you want to set as child groups of the group you are creating.

10. In the User Group Search panel, select the groups that you want to set as Child Groups.
11. Click **Add Selected User Groups**. The groups are added to the Selected User Groups list.

12. Click **Return**. The User Groups page appears and displays the Edit Global Group panel.

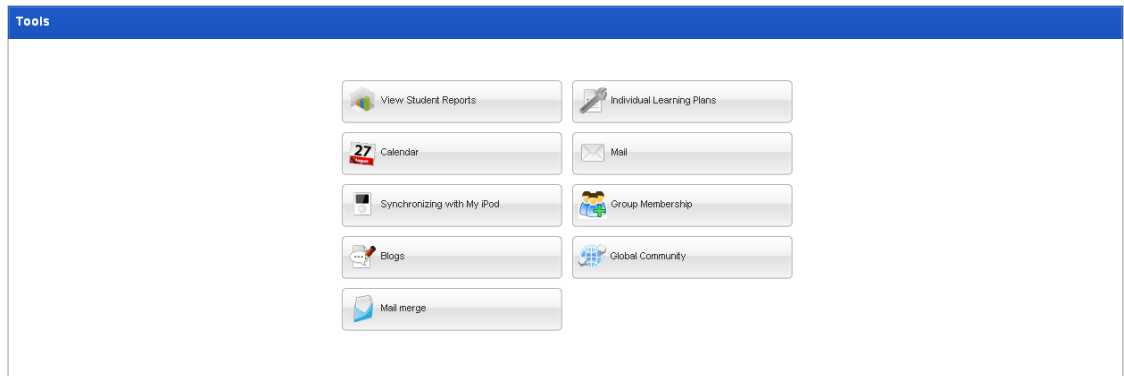
User Name	Access Type
Ablettotto, Gary	Member
Teacher, Anthony	Member
Teacher, Tony	Manager

13. Manage the group's mangers and leaders according to the procedures in the [Manage Group Users](#) section.

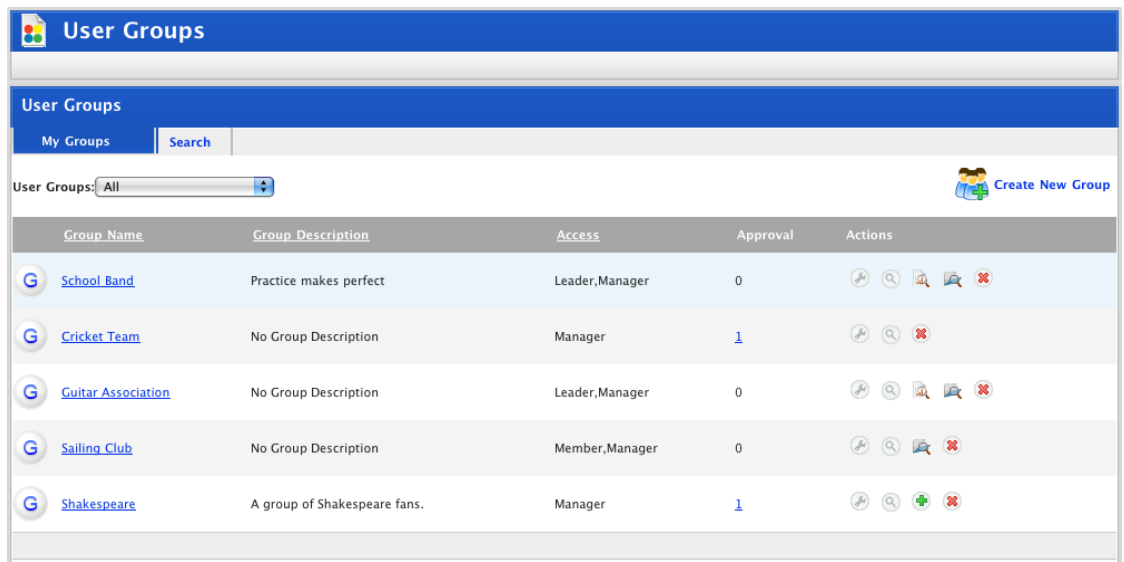
22.2.2.2 Create a Global Group with Manually Added Members

Follow this procedure to create a Global Group and add its members manually.

1. On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



2. Click the **Group Membership** button. The User Groups page appears.



3. Click the **Create New Group** button. The New User Group panel appears.

4. In the **User Group Name** field, type the name of the new group.

5. In the **User Group Description** field, type a description.



Group descriptions help other Studywiz users decide whether or not they want to join a Group.

6. Select the **Global Group** checkbox. The **Schools** fields are removed.

7. Click **Apply**. The user management buttons appear.

8. Set the Group's Joining Options according to the procedures in the [Set a Group's Joining Options](#) section.

9. Manage the group's users according to the procedures in the [Manage Group Users](#) section.

10. Click **Apply**. The group is saved.

22.2.3 Set a Group's Joining Options

You can set up membership access to a Dynamic Group in different ways, so that

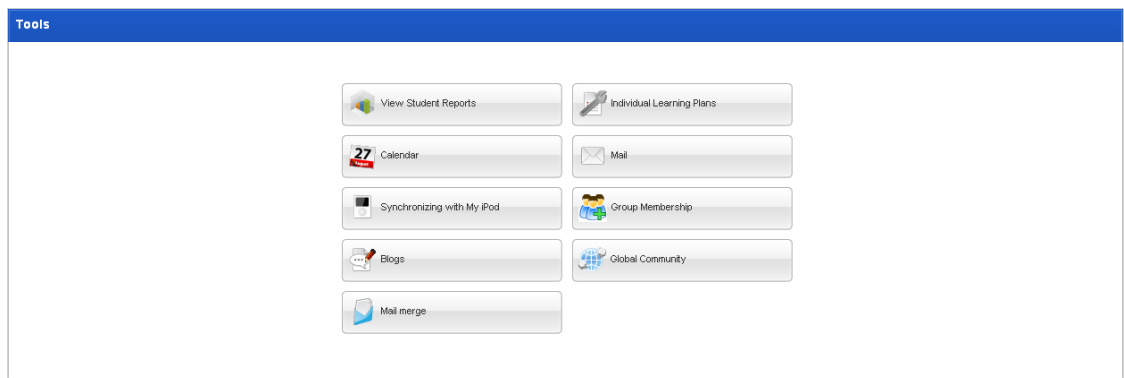
13. Specific user types (Teacher, Student, Parent) can be allowed to join the group, or
14. Users cannot join the group.

In addition to this, an approval step can be added, so that:

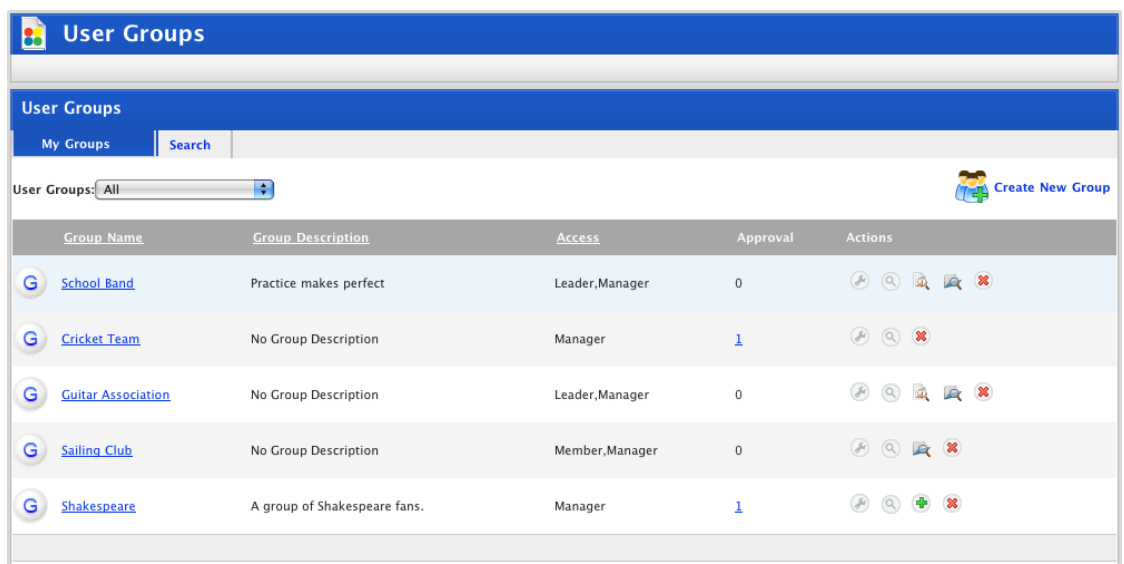
15. Users can join the group and have member access immediately, or
16. Users can join the group but require approval before gaining member access.


Follow this procedure to set a group's joining options.

1. On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



2. Click the **Group Membership** button. The User Groups page appears.



3. From the **User Groups** drop-down list select **I am a manager of**. This filters the groups list to show only the groups you manage.
4. Adjacent to a group for which you want to set the joining options, click the **Edit**  button. The Edit User Group panel appears.

- If you want to allow users to join the group, select the **Self Joining Option** checkbox. The self joining options appear.

- Set the **Joining Options** checkboxes according to the descriptions below.

Option	Action
Allow these user types to join the group	Select the types of users who will be able to add themselves to the group. This does not prevent Studywiz Administrators from adding users of other types to the group.
New users must be approved by group manager	Select this checkbox, to allow users to add themselves to the group, but require membership approval by a group manager or Studywiz Administrator before they can participate.

- Click **Apply**. The User Group is saved.

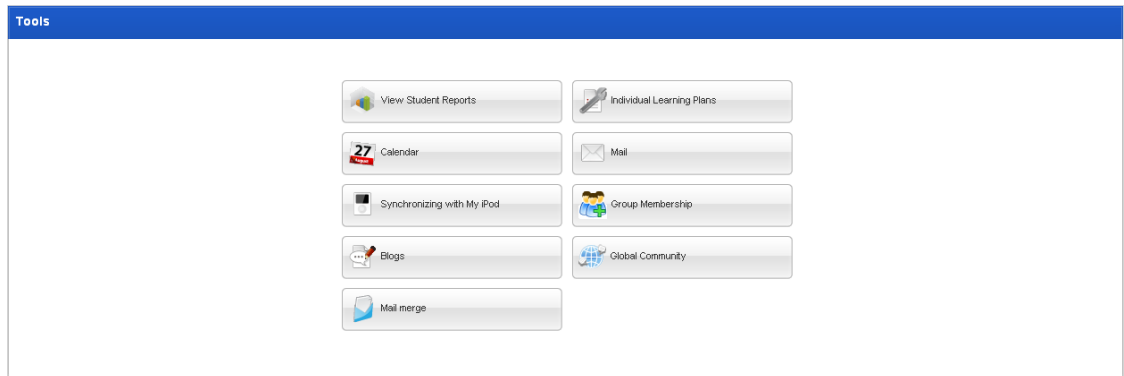
22.2.4 Manage Group Users

To carry out the tasks in this section, you need to be a manager of the group. You are automatically made the manager of any group that you create and you can be made a manager of another group by any other manager of that group.

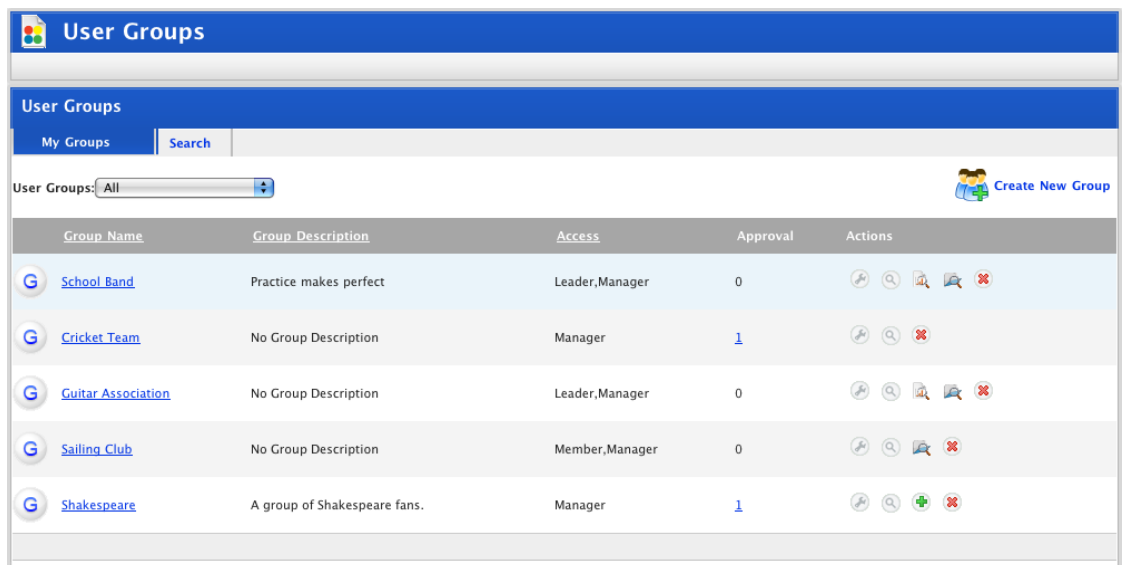
22.2.4.1 Add a User to a Group


As a group manager, you can add other users to your group. You can give users the manager, leader or member roles. Follow this procedure to add a user to a group.

1. On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



2. Click the **Group Membership** button. The User Groups page appears.



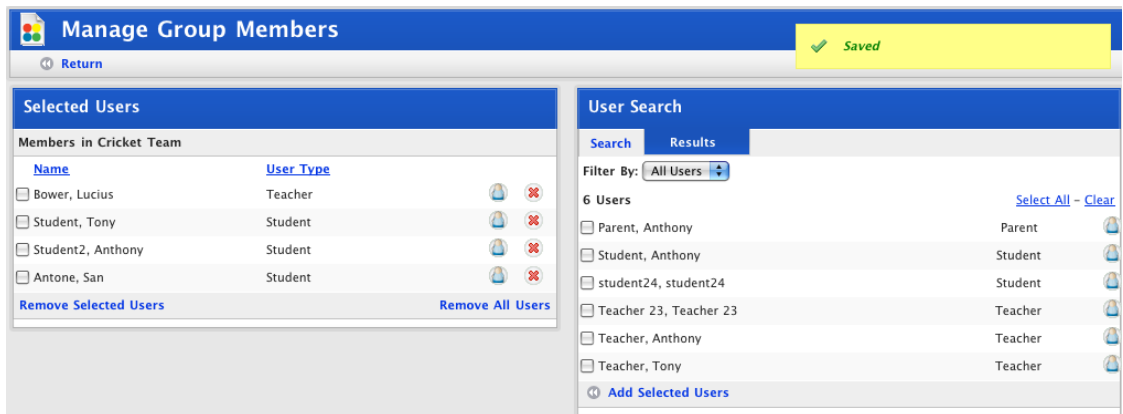
3. From the **User Groups** drop-down list select **I am a manager of**. This filters the groups list to show only the groups of which you are a manager.
4. For the group to which you want to add a user, click the **Edit**  button. The Edit User Group panel appears.

- Below the group user type that you want to add, click the **Manage** button. The Manage Group <group user type> page appears.

- In the User Search panel, enter your search terms and limit your search using the checkboxes and drop-down lists.
- Click the **Search** button. The search results appear. The listing shows the username and Studywiz role of each user found.

- Select the checkboxes adjacent to the users you want to add.

- Click **Add Selected Users**. The users are added to the Selected Users list.

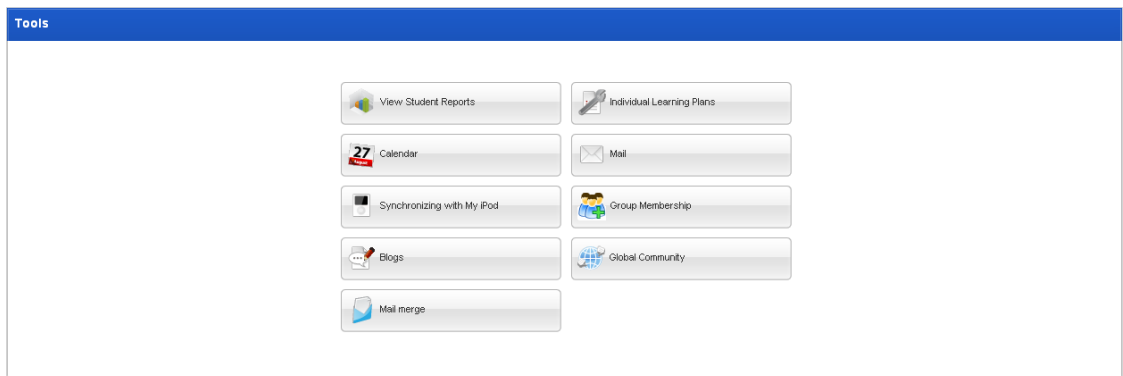


- Click **Return**. The Edit User Group page appears and the changes are saved.

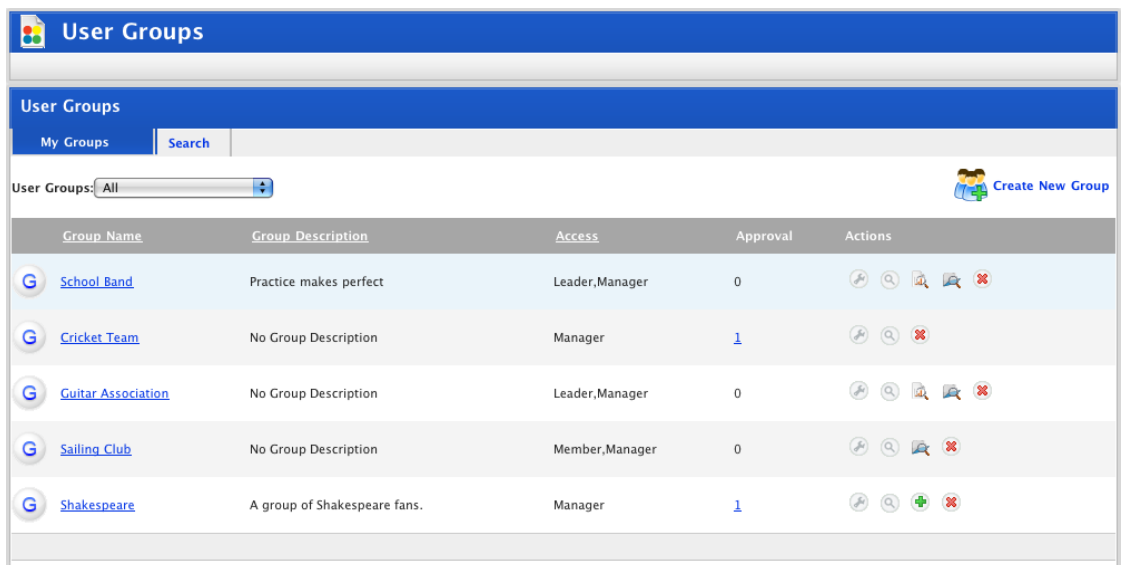
22.2.4.2 Remove a User from a Group

Follow this procedure to remove a group manager, group leader or group member from a group.

- On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



- Click the **Group Membership** button. The User Groups page appears.



Group Name	Group Description	Access	Approval	Actions
School Band	Practice makes perfect	Leader,Manager	0	
Cricket Team	No Group Description	Manager	1	
Guitar Association	No Group Description	Leader,Manager	0	
Sailing Club	No Group Description	Member,Manager	0	
Shakespeare	A group of Shakespeare fans.	Manager	1	

- From the **User Groups** drop-down list select **I am a manager of**. This filters the groups list to show only the groups that you manage.
- Click the group that you want to edit. The Edit User Group panel appears.

- Under the group user type that you want to manage, click the **Manage** button. The Manage Group <group user type> page appears.



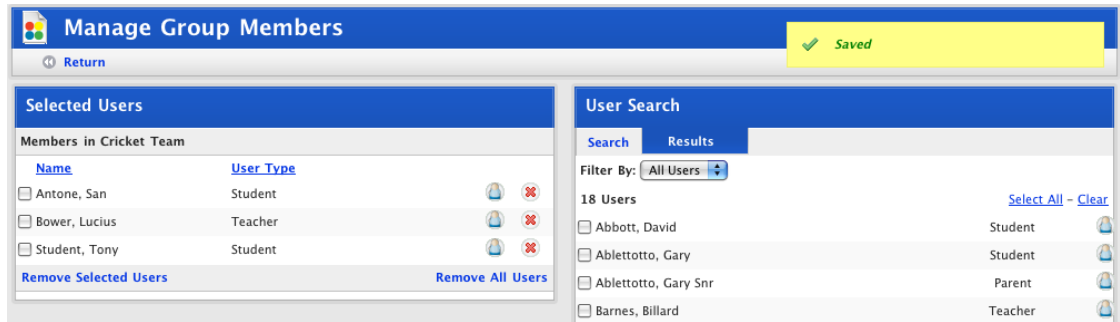
To remove one user at a time, click the **Remove User**  button adjacent to the user that you want to remove from the group.

To remove all users from the group, click **Remove All Users**.



It is possible to remove yourself from a group. If you do this, you will no longer have access to the group.

- Select the checkboxes adjacent to the users that you want to remove from the group.
- Click **Remove Selected Users**. The users are removed.



8. Click **Return**. The Edit User Group page appears and the changes are saved.

22.2.4.3 Change a User's Role within a Group

Users who join a group themselves (rather than being added by a manager) join the group as members. Group managers can change the roles within groups to make any user a member, leader or group manager. Changing a user's role within a group does not affect their interaction with any other class or group in Studywiz.

To change a user's role, follow the procedures linked below to remove them from the group and then add them with their new role:

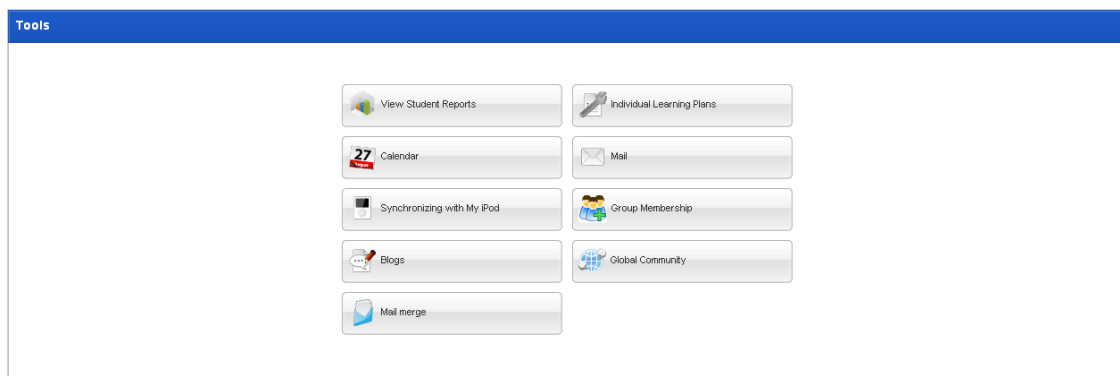
17. [Remove a User from a Group](#),
18. [Add a User to a Group](#).

22.2.4.4 Approve a new Group User



























If a group has the **New users must be approved** option selected, users who add themselves to a group must have their membership of the group approved by a group manager or Studywiz Administrator before they can participate in the group.

Follow this procedure to approve a new group member.

1. On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



2. Click the **Group Membership** button. The User Groups page appears.


User Groups					
User Groups					
My Groups		Search			
User Groups: All			Create New Group		
Group Name	Group Description	Access	Approval	Actions	
 School Band	Practice makes perfect	Leader,Manager	0	    	
 Cricket Team	No Group Description	Manager	1	  	
 Guitar Association	No Group Description	Leader,Manager	0	    	
 Sailing Club	No Group Description	Member,Manager	0	   	
 Shakespeare	A group of Shakespeare fans.	Manager	1	   	

The groups that you manage and that also have users awaiting approval display a number in the **Approval** column. This is the number of users awaiting approval.

- Click the **Approval** number. The Manage Group Members page appears.

Manage Group Members	
Return	
Users Awaiting Approval	
Users awaiting approval for the group Shakespeare	
Name	User Type
<input type="checkbox"/> Teacher, Tony	Teacher
<input type="checkbox"/> Student, Anthony	Student
Add Selected Users Add All Users	



To approve one user at a time, click the **Join group**  button adjacent to each user.
To add all the users waiting for approval, click **Add All Users**.

- Use the checkboxes to select the users that you want to approve.
- Click **Add Selected Users**. The users are added to the group.
- Click **Return**. The User Groups page appears and the changes are saved.

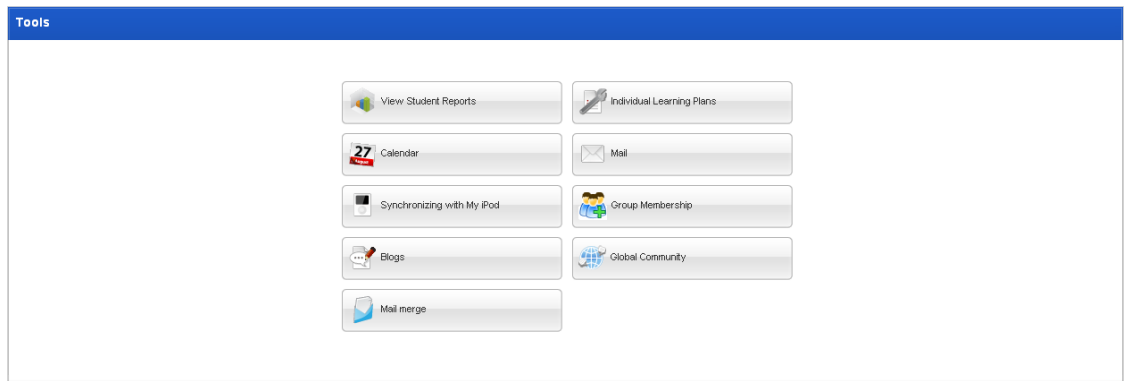
22.2.5 Edit a Group

You can only edit a group if you have manager access to the group.

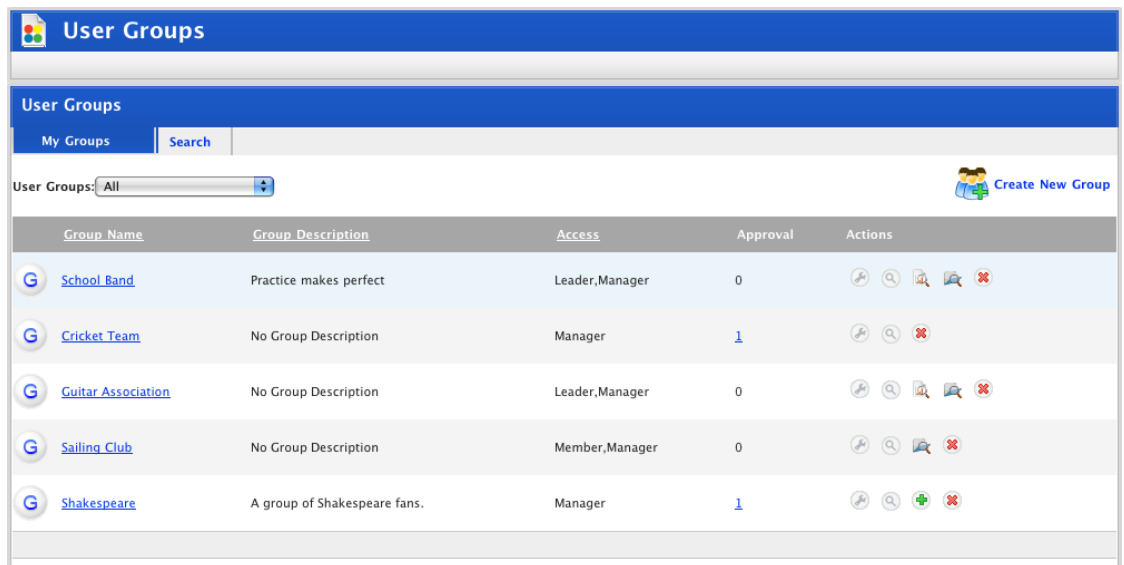


You cannot change a non-Global Group to a Global Group.

- On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



2. Click the **Group Membership** button. The User Groups page appears.



3. From the **User Groups** drop-down list select **I am a manager of**. The groups that you manage are displayed.
4. Adjacent to the group you want to edit, click the **Edit** button. The Edit User Group panel appears.

5. Edit the User Group as required.

The changes you can make to the group depend on the setup of the group. See the following sections of this document for instructions on configuring groups:

- [Set a Group's Joining Options](#),
- [Manage Group Users](#).



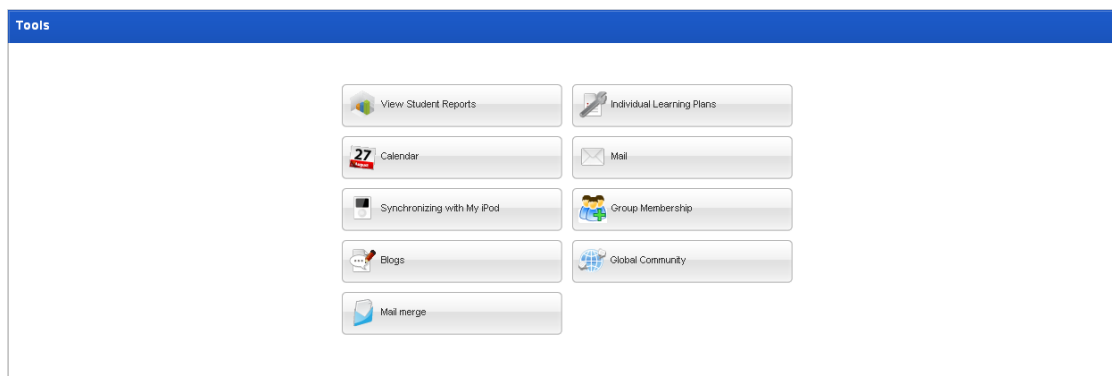
If the group is a Global Group that gets its users from Child Groups at Schools, you cannot directly manage the group's members.

6. Click **Apply**. The changes are saved.
























22.2.6 Delete a Group

You can only delete a group if you created the group and still manage the group.






1. On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



2. Click the **Group Membership** button. The User Groups page appears.

User Groups					
User Groups					
My Groups		Search			
User Groups: All			Create New Group		
Group Name	Group Description	Access	Approval	Actions	
 School Band	Practice makes perfect	Leader,Manager	0	   	
 Cricket Team	No Group Description	Manager	1	  	
 Guitar Association	No Group Description	Leader,Manager	0	   	
 Sailing Club	No Group Description	Member,Manager	0	  	
 Shakespeare	A group of Shakespeare fans.	Manager	1	   	

- From the **User Groups** drop-down list select **I am a manager of**. Only the groups that you manage are listed.
- Adjacent to the group that you want to delete, click the **Edit** button. The Edit User Group page appears.

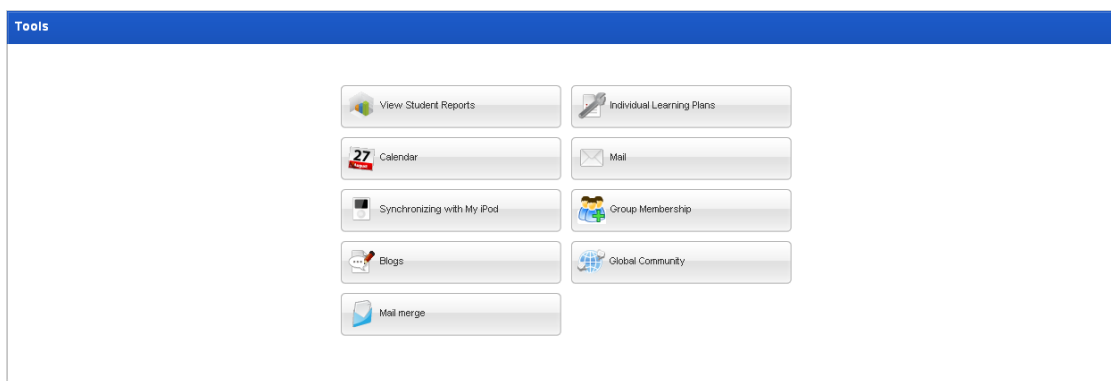
Edit User Group	
	
View User Group	
* Indicates a required field	
User Group Name:	<input type="text" value="Journalism 2"/>
User Group Description:	<div> <div>B U I   </div> <div></div> </div>
Schools:	<div> <div>selected (1)</div> <div>School A</div> </div> <div> <div>unselected (2)</div> <div>School B</div> <div>School C</div> </div> <div> <div>←</div> <div>⬅</div> <div>➡</div> <div>➡</div> </div>
To select multiple objects, hold 'ctrl' (PC) or 'command' (Mac)	

- Click **Delete**. A confirmation dialog box appears.
- Click **OK**. The group is deleted.

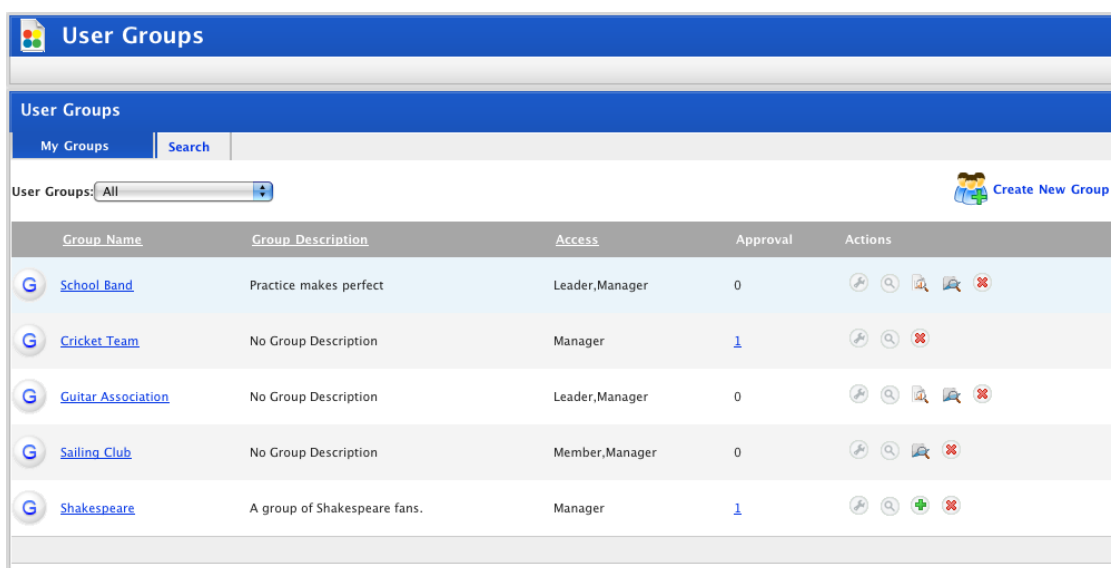
22.2.7 View Group Reports

If you are a group leader you can view the reports for members of the group.

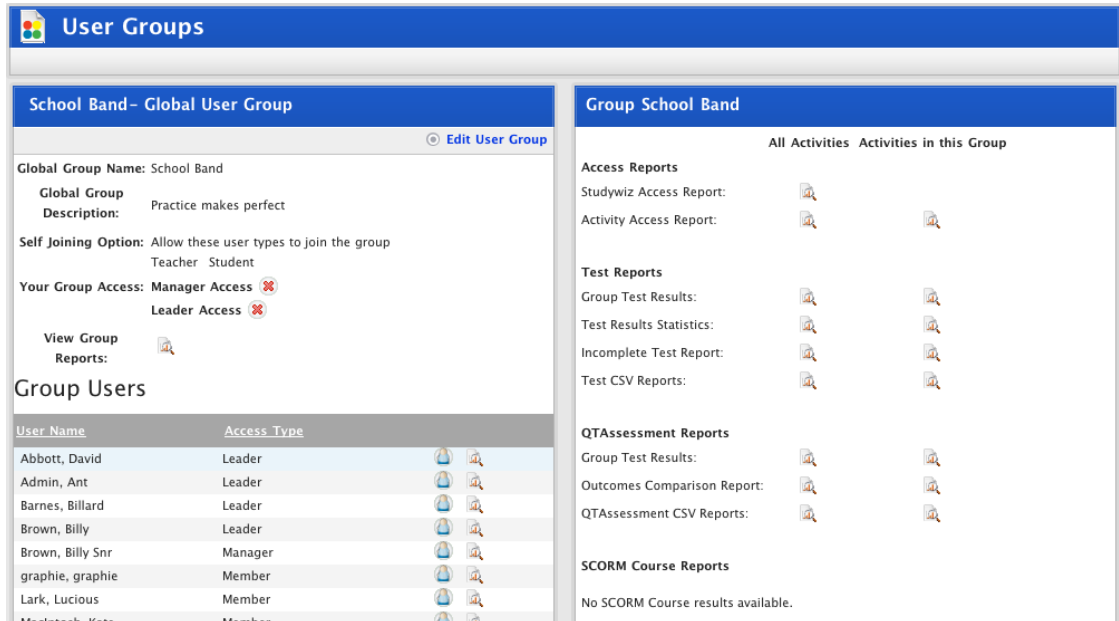
- On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



- Click the **Group Membership** button. The User Groups page appears.



- From the **User Groups** drop-down list select **I am a leader of**. Only the groups you lead are listed.
- For the group for which you want to view a report, click the **Reports** button. A list of the reports for the group appears.



User Groups

School Band – Global User Group [Edit User Group](#)

Global Group Name: School Band

Global Group Description: Practice makes perfect

Self Joining Option: Allow these user types to join the group
Teacher Student

Your Group Access: Manager Access Leader Access

View Group Reports:

Group Users

User Name	Access Type		
Abbott, David	Leader		
Admin, Ant	Leader		
Barnes, Billard	Leader		
Brown, Billy	Leader		
Brown, Billy Snr	Manager		
graphie, graphie	Member		
Lark, Lucious	Member		
Marlntosh, Kate	Member		

Group School Band

All Activities Activities in this Group

Access Reports

Studywiz Access Report:

Activity Access Report:

Test Reports

Group Test Results:

Test Results Statistics:

Incomplete Test Report:

Test CSV Reports:

QTAssessment Reports

Group Test Results:

Outcomes Comparison Report:

QTAssessment CSV Reports:

SCORM Course Reports

No SCORM Course results available.

- Click the **view** links adjacent to the report type that you want to view.

For more information regarding Studywiz reports, refer to the Reports and Logs section.

22.3 Manage Your Group Memberships

As a teacher, student or parent, you can participate in a group as a leader, member or manager.



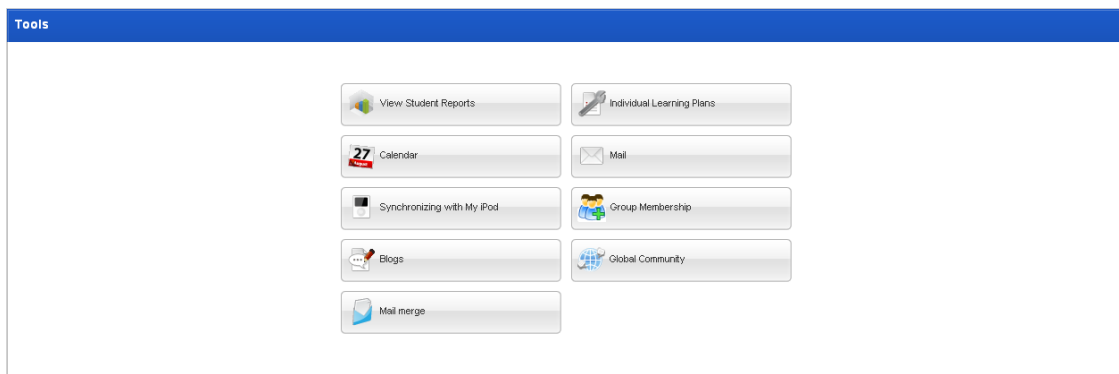
The group 'member' role is equivalent to the student role in Studywiz Classes.

When you add yourself to a group, you will automatically take on the member role. A group manager can change your role for you so that you become a leader or manager of the group.

If joining the group requires approval, a group manager will have to approve your membership before you can participate in the group.

22.3.1 The User Groups Page

- On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.



Tools

View Student Reports Individual Learning Plans






















Calendar Mail

Synchronizing with My iPod Group Membership

Blogs Global Community

Mail merge

- Click the **Group Membership** button. The User Groups page appears.

User Groups				
User Groups				
My Groups		Search		
User Groups: All			Create New Group	
Group Name	Group Description	Access	Approval	Actions
G School Band	Practice makes perfect	Leader,Manager	0	    
G Cricket Team	No Group Description	Manager	1	  
G Guitar Association	No Group Description	Leader,Manager	0	    
G Sailing Club	No Group Description	Member,Manager	0	   
G Shakespeare	A group of Shakespeare fans.	Manager	1	   







The User Groups page displays a list of all the groups of which you are a manager, leader or member.



Use the **User Groups** drop-down list to filter the groups list by the groups you're a member of, the groups you're a leader of, or the groups you're a manager of.

22.3.1.1 Group Management Buttons

Each group has a selection of buttons that help you to work with your groups. The buttons that appear depend on your membership in each group. The buttons listed below may appear.

Button	Button Action	Button Purpose
	Edit	Opens the Edit Group page. Available only to group managers.
	View	Opens the Group Reports page and shows the group details, including your access level, other users and, if you are a group leader, Reports. Available only to group leaders and managers.
	Reports	Opens the Reports page for the group. Available only to group leaders.
	View Group Page	Opens the Group page, giving access to information pages, folders and Activities for the Group.
	Join Group	Adds you to the Group as a Member. Available only on Groups that you are allowed to join.
	Leave Group	Removes you from the Group.

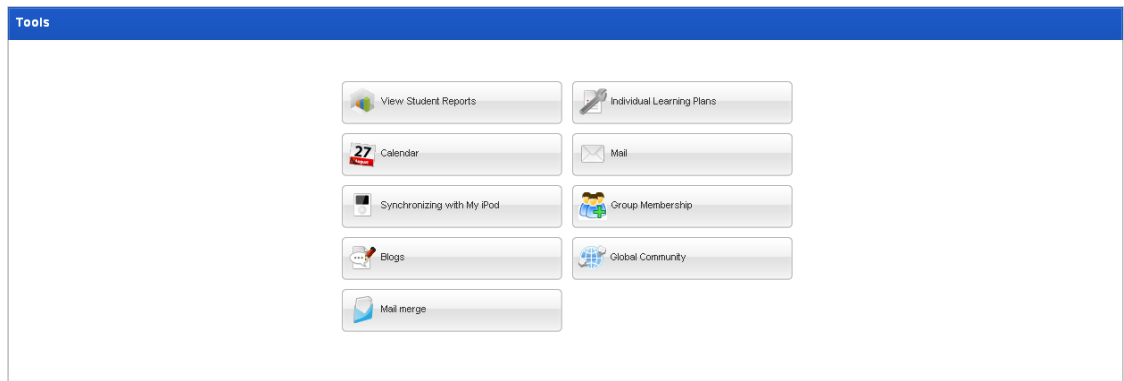
22.3.2 Join a Group

When you join a group, you are automatically added to the group as a member. If you want to be a group leader or group manager, join the group and then follow the procedure in the [Request Leader or Manager Access](#) section.

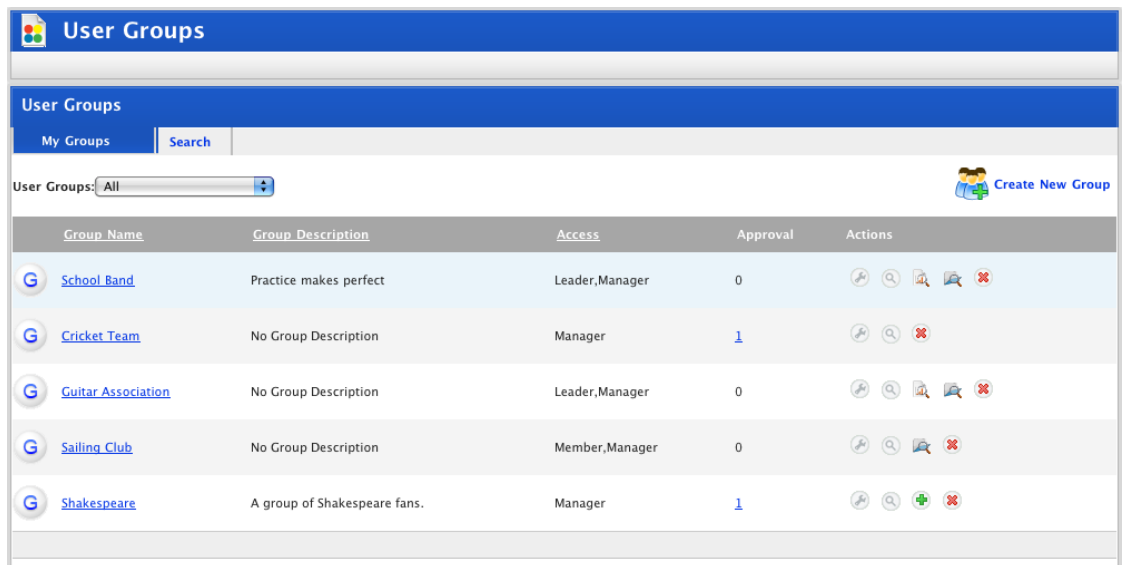


If membership of the group requires approval, you will have to wait to be approved before you can access group Activities.

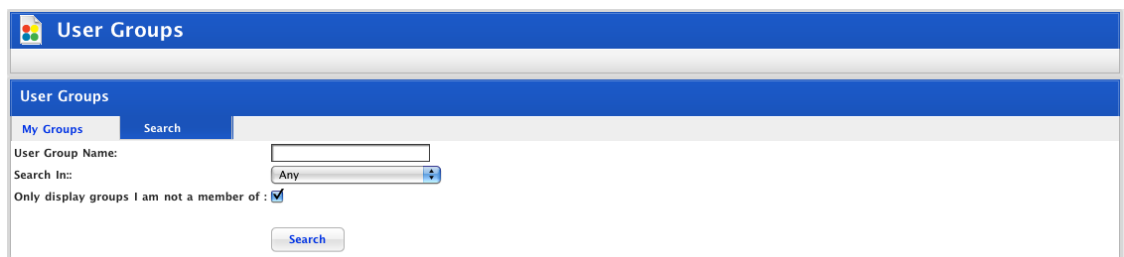
1. On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.




- Click the **Group Membership** button. The User Groups page appears.



- Click the **Search** tab. The Search page appears.



- Use the **Search** fields to refine your search.
- Ensure that the **Only display groups I am not a member of** checkbox is selected.
- Click the **Search** button. Your search results are listed.

7. Adjacent to the group that you want to join, click the **Join group**  button. The User Added notification appears.

- If membership of the group does not require approval, you are now a member of the group.
- If membership of the group requires approval, a group manager will have to approve your membership before you can access learning content for the group.

8. Click the **My Groups** tab. The list of your groups appears and includes the group you have just joined.



To see the Group page, click the **View Group Page**  button. The Group page appears.

22.3.3 Leave a Group



























Follow this procedure to leave a Studywiz Dynamic Group.




If a group is set up to prevent users from joining, then existing members and leaders cannot remove themselves from the group.

1. On the Studywiz tab bar, click the **Tools** tab. The Tools page appears.

2. Click the **Group Membership** button. The User Groups page appears.

User Groups				
User Groups				
My Groups		Search		
User Groups: All			Create New Group	
Group Name	Group Description	Access	Approval	Actions
 School Band	Practice makes perfect	Leader,Manager	0	    
 Cricket Team	No Group Description	Manager	1	  
 Guitar Association	No Group Description	Leader,Manager	0	    
 Sailing Club	No Group Description	Member,Manager	0	   
 Shakespeare	A group of Shakespeare fans.	Manager	1	   

- Adjacent to the group that you want to leave, click the **Leave group**  button. A confirmation dialog box appears.



If you have more than one role in the group, the **Leave group** button removes you completely from the group.

- Click **OK**. You are removed from the group.

22.3.4 Request Leader or Manager Access

- Follow the procedure in the [Join a Group](#) section to join the group.
- After step 8, click the **View Group** button for the group in which you want your role changed. The Group Description panel appears.

User Groups	
Global Golf- Global User Group	
Global Group Name:	Global Golf
Global Group Description:	No Group Description
Self Joining Option:	Allow these user types to join the group Teacher Parent Student New users must be approved by group manager
Your Group Access:	
Group Users	
User Name	Access Type
Brown, Billy Snr	Requiring Approval
graphie, graphie	Member
Teacher, Tony	Requiring Approval
Watson, Luke	Manager

- Locate a group manager.
- Use the Studywiz Messaging system to send the group manager a message asking for leader or manager access to the group. The group manager can then update your role in the group.

See the [Studywiz Messaging](#) section for more information.

23 Studywiz ePortfolio

Studywiz ePortfolio incorporates the concepts of Learning, Assessment, Presentation and Transition ePortfolios. It lets students generate, store and publish information relating to their school and extra-curricular achievements, maintain and update their content, and export it in a number of different ways.

Starting with Action Plans, students work with their teachers to set out a course of action for learning about the topics that interest them. Students then create Records to store information about their achievements, add Evidence (files or links to web sites) and Reflections (thoughts and feedback about their achievements). A set of Record templates is created that guide students in storing and presenting their achievements.

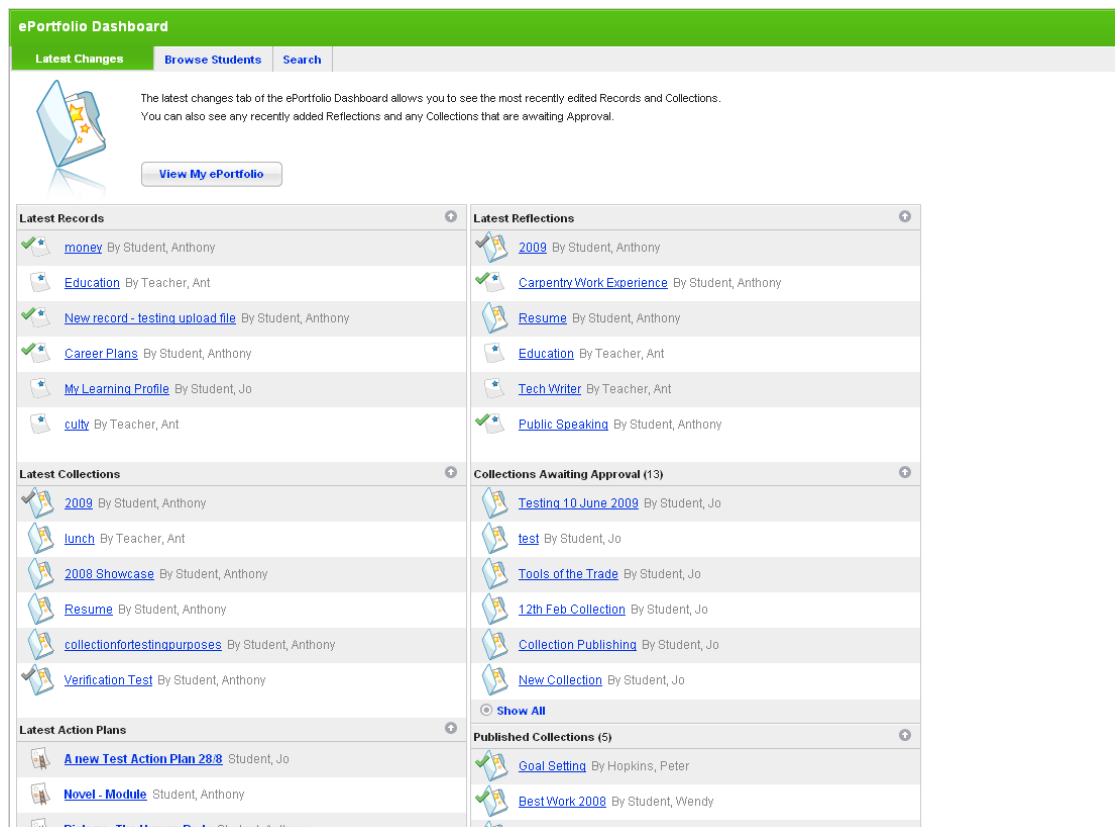
Once students have some Records to work with, they create Collections and add appropriate Records to their Collections for any purpose, whether it's school results, sporting achievements or community work.

Records and Collections are then reviewed and verified by teachers. Once verified, Collections can be published inside Studywiz ePortfolio, published externally (with or without password protection), and exported as a set of HTML pages, PDF, or IMS package.

Users also have a personal Profile in their ePortfolio that can be published with their Collections. This can include text, images, and any other files the student wants to include.

23.1 ePortfolio Dashboard

Use the ePortfolio Dashboard to view and manage ePortfolios.



The screenshot shows the ePortfolio Dashboard interface. At the top, there is a green header bar with the text "ePortfolio Dashboard". Below this, there are three tabs: "Latest Changes", "Browse Students", and "Search". The "Latest Changes" tab is active, showing a list of recent changes. A message states: "The latest changes tab of the ePortfolio Dashboard allows you to see the most recently edited Records and Collections. You can also see any recently added Reflections and any Collections that are awaiting Approval." Below this message is a button labeled "View My ePortfolio".

The dashboard is divided into several sections:

- Latest Records:** A list of records with icons and titles, including "money", "Education", "New record - testing upload file", "Career Plans", "My Learning Profile", and "cultv".
- Latest Reflections:** A list of reflections with icons and titles, including "2009", "Carpentry Work Experience", "Resume", "Education", "Tech Writer", and "Public Speaking".
- Latest Collections:** A list of collections with icons and titles, including "2009", "lunch", "2008 Showcase", "Resume", "collection for testing purposes", and "Verification Test".
- Collections Awaiting Approval (13):** A list of collections awaiting approval, including "Testing 10 June 2009", "test", "Tools of the Trade", "12th Feb Collection", "Collection Publishing", and "New Collection".
- Latest Action Plans:** A list of action plans with icons and titles, including "A new Test Action Plan 28.8", "Novel - Module", and "Biology - The Human Body".
- Published Collections (5):** A list of published collections with icons and titles, including "Goal Setting", "Best Work 2008", and "New Collection".

From the ePortfolio Dashboard you can go straight to the most recently updated sections of students' ePortfolios as well as access your own ePortfolio.

23.1.1 View the Latest ePortfolio Changes

The ePortfolio Dashboard Latest Changes page displays all the latest ePortfolio changes made by your students.



1. Click the **ePortfolio** tab. The ePortfolio Dashboard appears.



The ePortfolio Dashboard has three tabs. When you open the page it displays the tab you were last looking at.

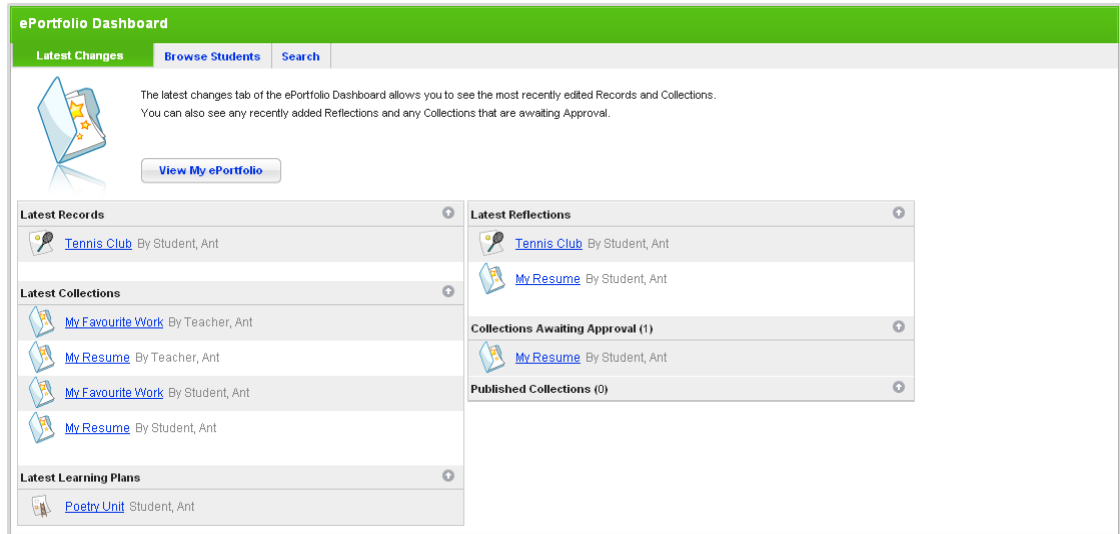
2. Ensure that the **Latest Changes** tab is selected.

The ePortfolio dashboard displays the Latest Records, Latest Collections, Latest Learning Plans, Latest Reflections, the Collections awaiting approval, and all the Published Collections.

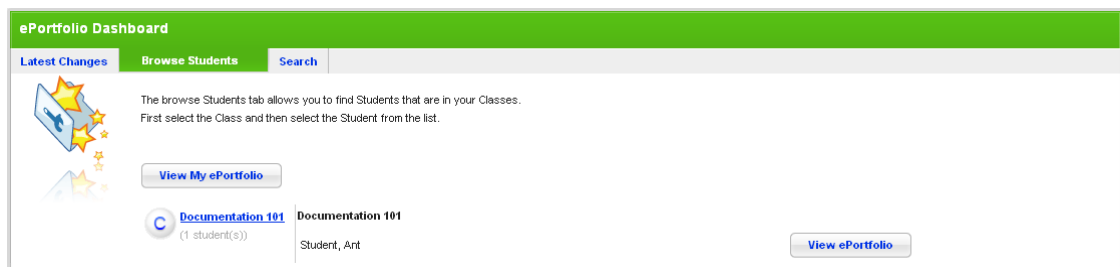
- To open one of the latest ePortfolio segments, click the title, the latest segment opens.
- Use the arrow buttons   to display or hide a segment section.

23.1.2 Browse Students' ePortfolios

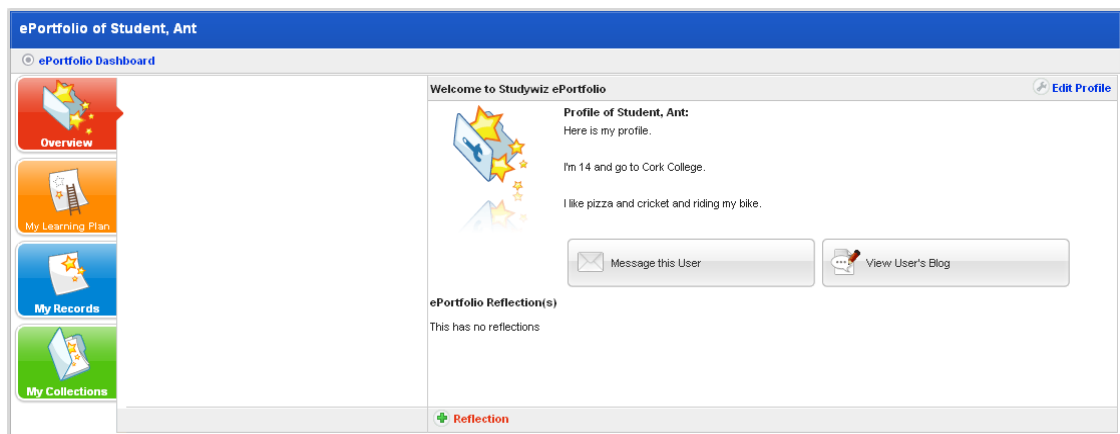
1. Click the **ePortfolio** tab. The ePortfolio Dashboard appears.



2. Ensure that the **Browse Students** tab is selected.
3. Click a class name. The students in the class are displayed.



4. For the student whose ePortfolio you want to view, click the adjacent **View ePortfolio** button. The student's ePortfolio appears.



From this page you have access to all the ePortfolio features.

Message the Student

Click the **Message this user** button. The Edit Message page appears.

View the Student's blog

Click the **View User's Blog** button. The Student's blog

Edit the Student's Profile

opens.

Click the **Edit Profile** button. The Edit Profile panel appears.

View Student's Learning Plans

Click the **Learning Plans** button. The Learning Plans page appears.

View Student's Records

Click the **My Records** button. The My Records page appears.

View Student's Collections

Click the **My Collections** button. The My Collections page appears.

Return to your ePortfolio Dashboard

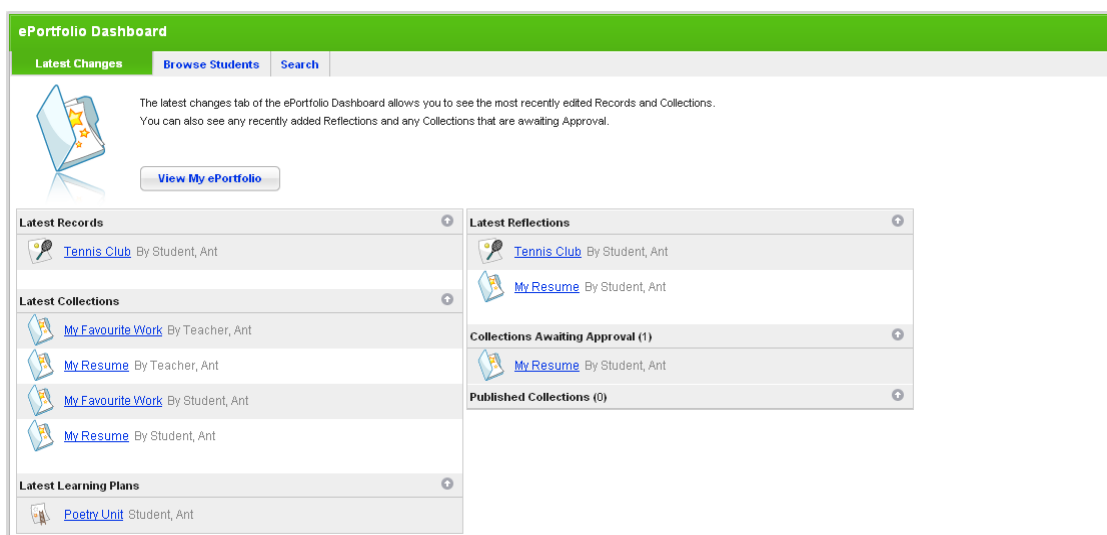
Click the **ePortfolio Dashboard** button. The ePortfolio Dashboard reappears.

For more information about managing ePortfolio content, refer to the [ePortfolio Content](#) section in this document.

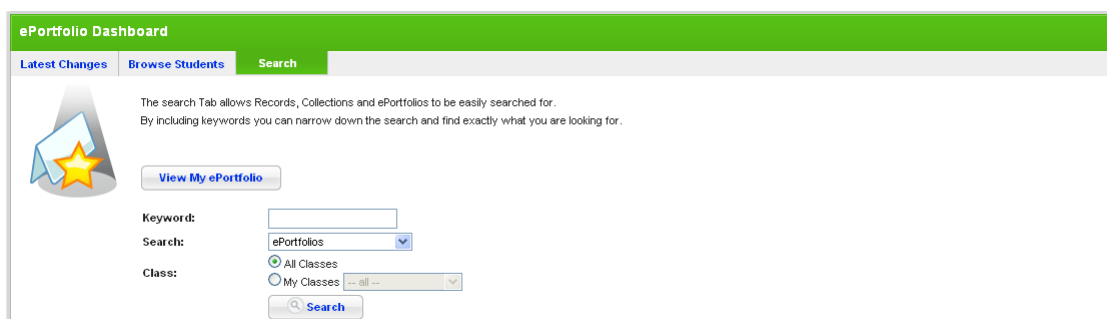
23.1.3 Search Students' ePortfolios

With the ePortfolio Dashboard you can search for specific student ePortfolios, Collections or Records.

1. Click the **ePortfolio** tab. The ePortfolio Dashboard appears.

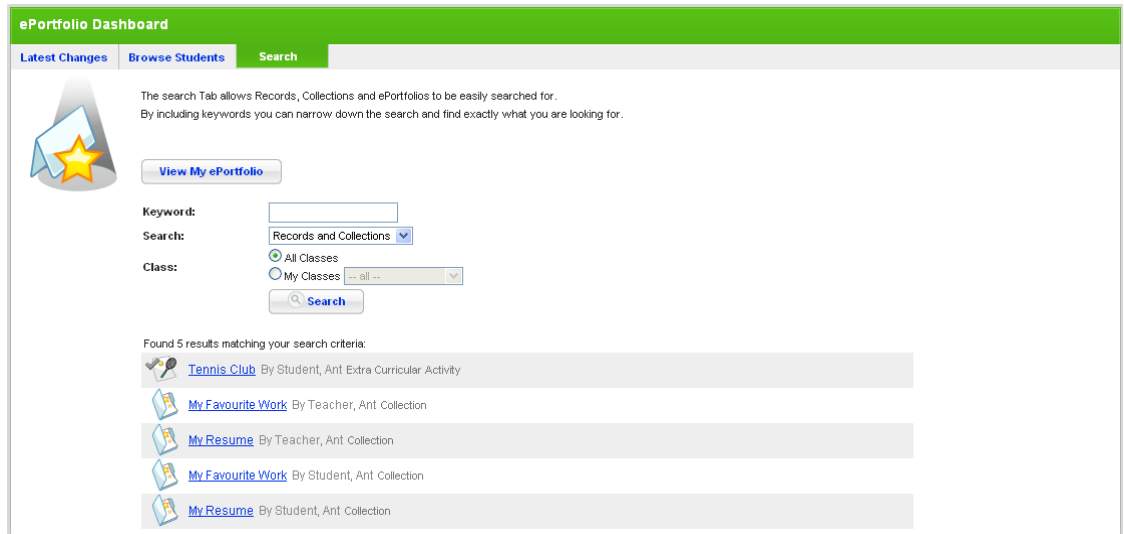


2. Ensure that the **Search** tab is selected.



3. In the **Keyword** field, type any relevant keywords.
4. From the **Search** drop-down list, select the ePortfolio segment you want to search.
 - To search for ePortfolios, select **ePortfolio**

- To search for Collections, select **Collections**
 - To search for records, select **Records**, or
 - To search for both Records and Collections, select **Records and Collections**
5. If you want to specify a class:
 - a. Select the **My Classes** option.
 - b. From the **My Classes** drop-down list, select a class.
 6. Click the **Search** button. The search results appear.



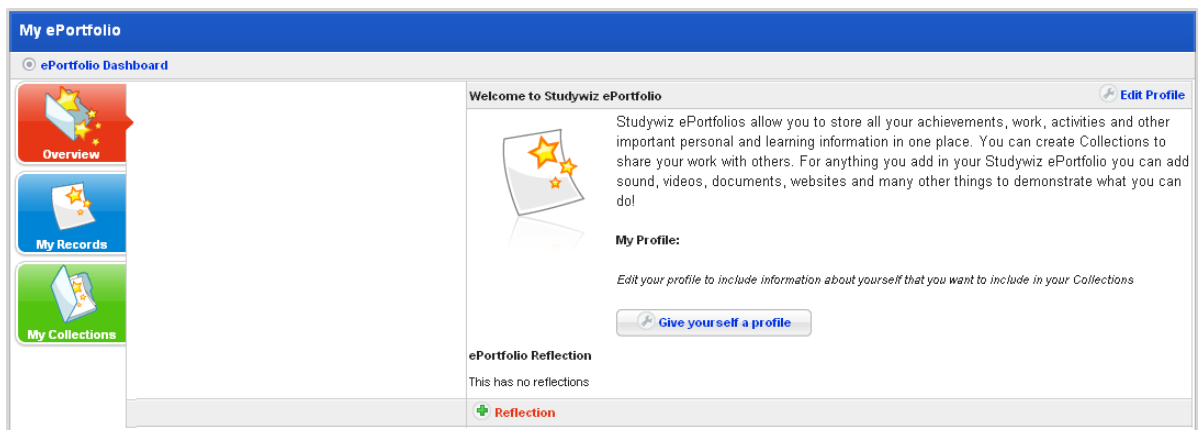
7. To view a particular ePortfolio, Collection or Record, click the title. The ePortfolio segment opens.

For more information about managing ePortfolio content, refer to the [ePortfolio Content](#) section in this document.

23.2 ePortfolio Content

As a teacher you can create, edit and delete content in your own personal ePortfolio and also in students' ePortfolios.

Each ePortfolio has three main sections through which content is organised.



Overview The ePortfolio Overview panel displays an overview of the ePortfolio, with profile information and ePortfolio reflections.

My Records The My Records section is an archive of learning achievements, interests and qualifications. Each record can be verified by evidence which can be added to the record.

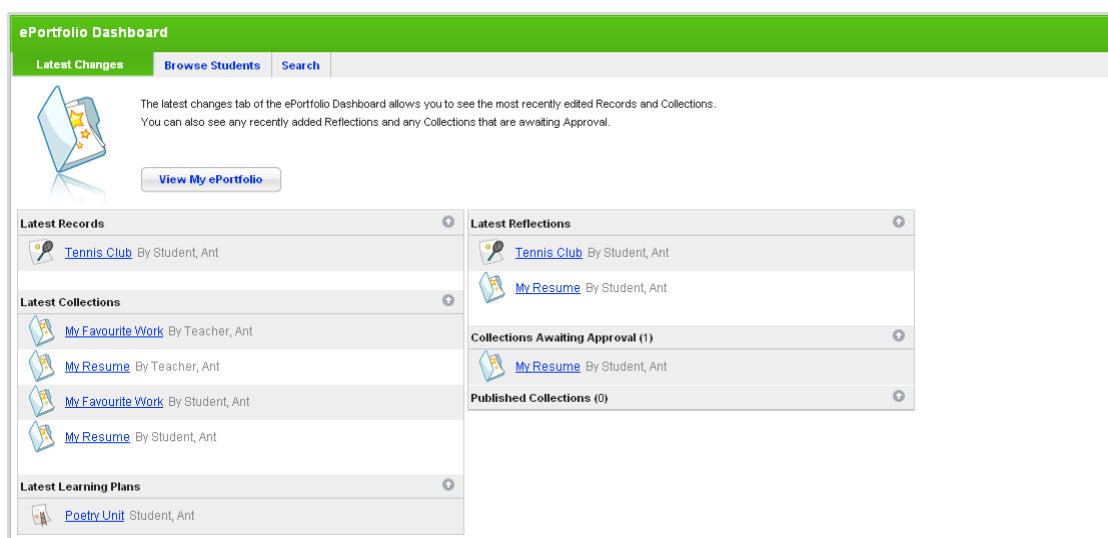
My Collections The My Collections section contains collections of ePortfolio records that together show an area of learning. You can build collections by selecting items from the My Records section.

Follow the procedures in this section to manage both your personal ePortfolio content and student ePortfolio content.

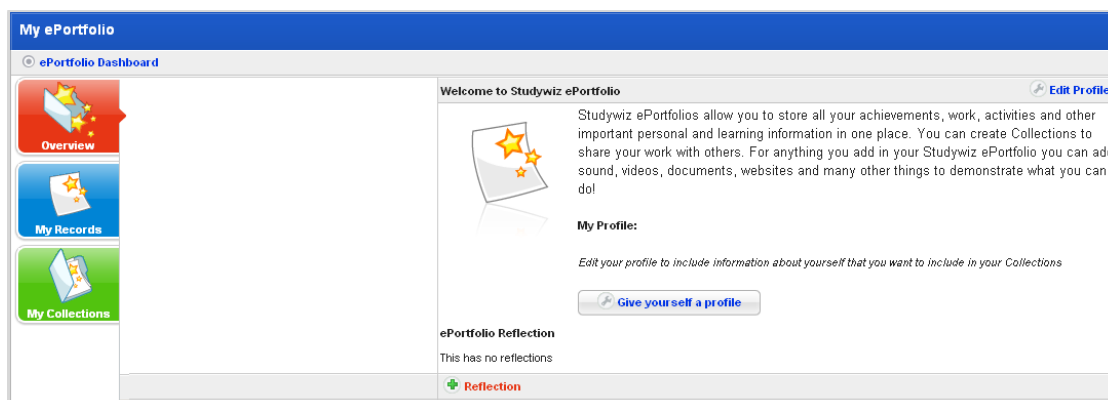
23.2.1 Open your Personal ePortfolio

Follow this procedure to open your personal Studywiz ePortfolio.

1. Click the **ePortfolio** tab. The ePortfolio Dashboard appears.
2. Ensure that the **Latest Changes** tab is selected.



3. Click the **View My ePortfolio** button. Your ePortfolio Overview page appears.

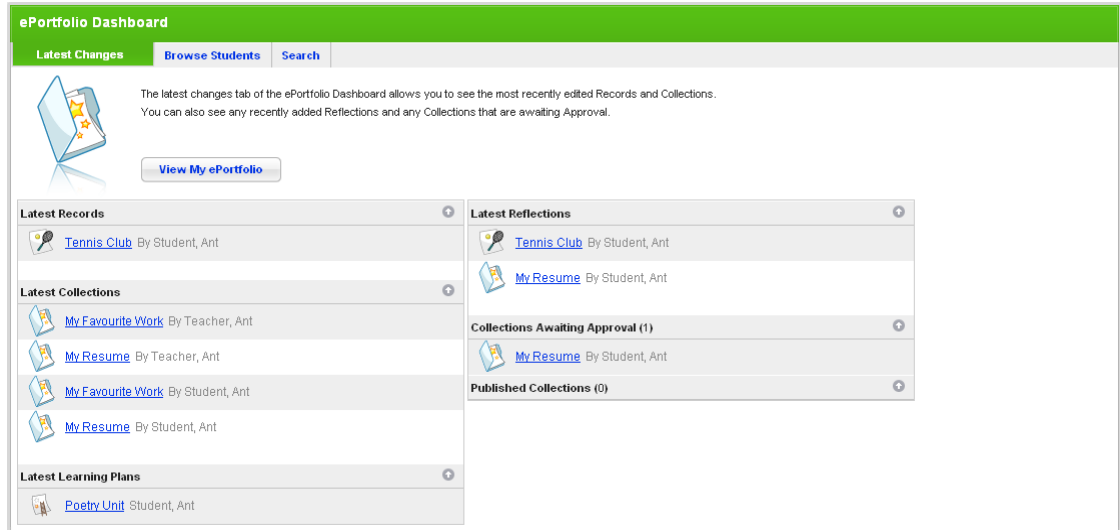


From this page you can manage your ePortfolio content. Procedures for managing your own content are the same as for managing students' content.

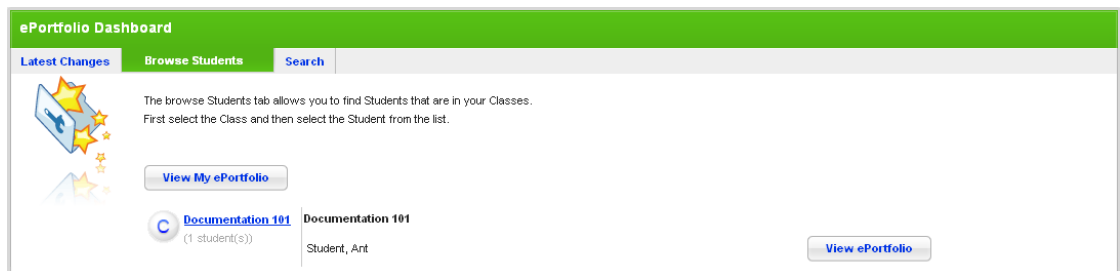
23.2.2 Open a Student's ePortfolio

Follow this procedure to open a student's ePortfolio.

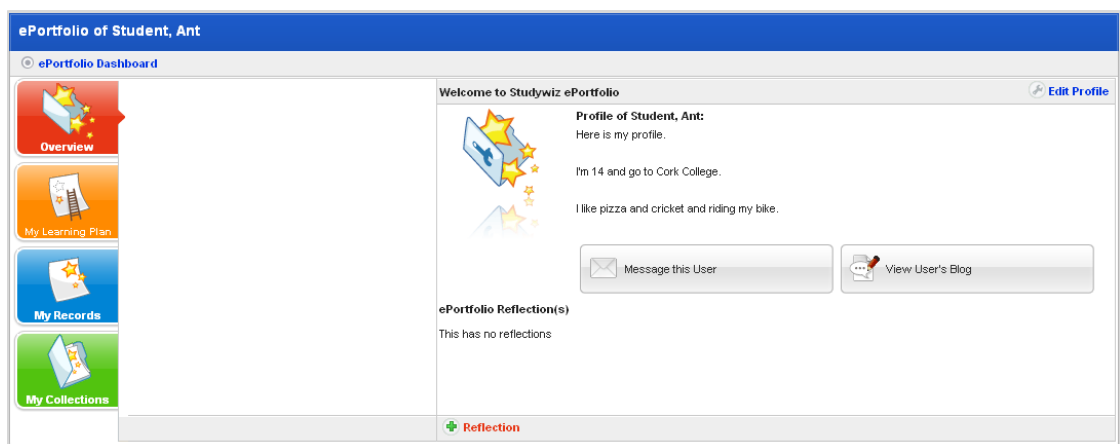
1. Click the **ePortfolio** tab. The ePortfolio Dashboard appears.



2. Ensure that the **Browse Students** tab is selected.
3. Click a class name. The students and teachers in the class are displayed.



4. For the student whose ePortfolio you want to view, click the adjacent **View ePortfolio** button. The student's ePortfolio appears.



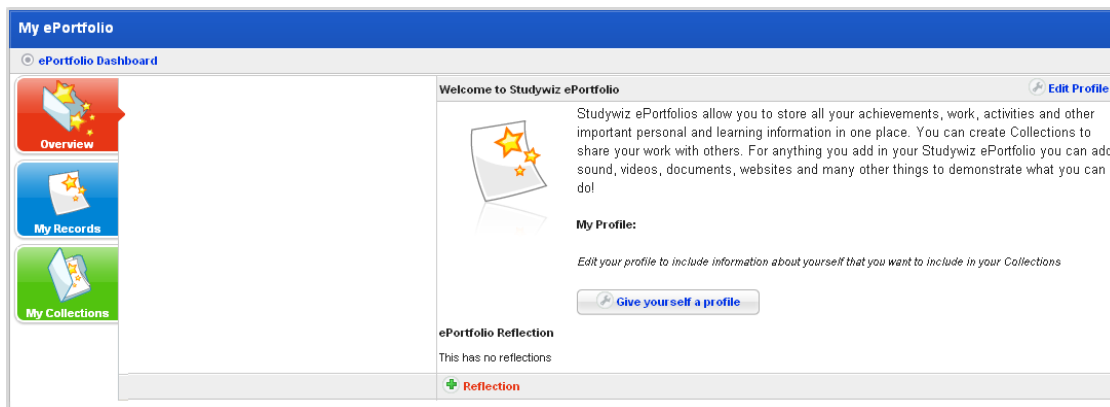
23.2.3 ePortfolio Overview

The ePortfolio Overview panel displays an overview of the ePortfolio, with profile information and ePortfolio reflections.

23.2.3.1 Create an ePortfolio Profile

1. Open the ePortfolio:

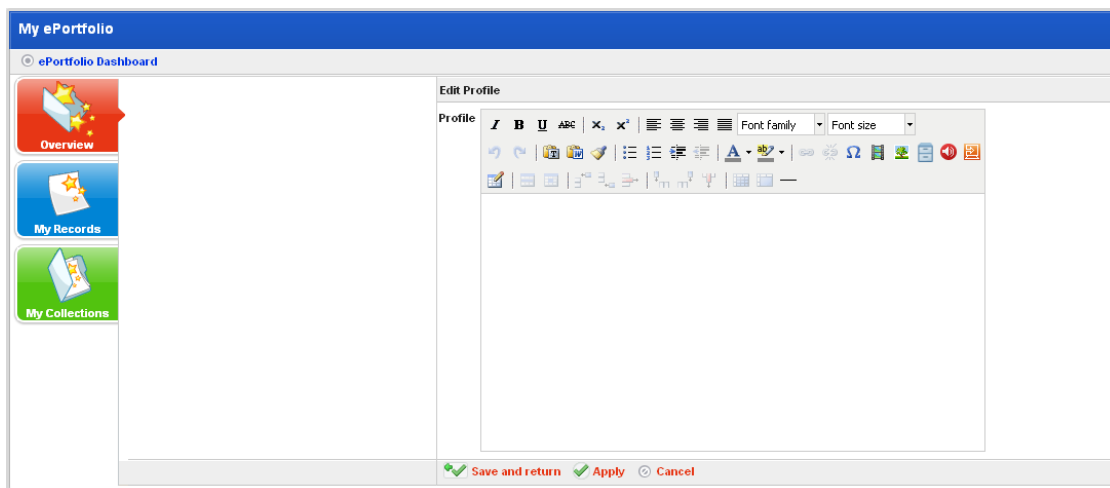
- To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
- To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



2. Click the **Give yourself a profile** button. The Edit Profile panel appears.



If a profile has already been created, this button will not appear. To edit a profile, refer to the [Edit an ePortfolio Profile](#) procedure below.



3. In the **Profile** field, enter your profile information.



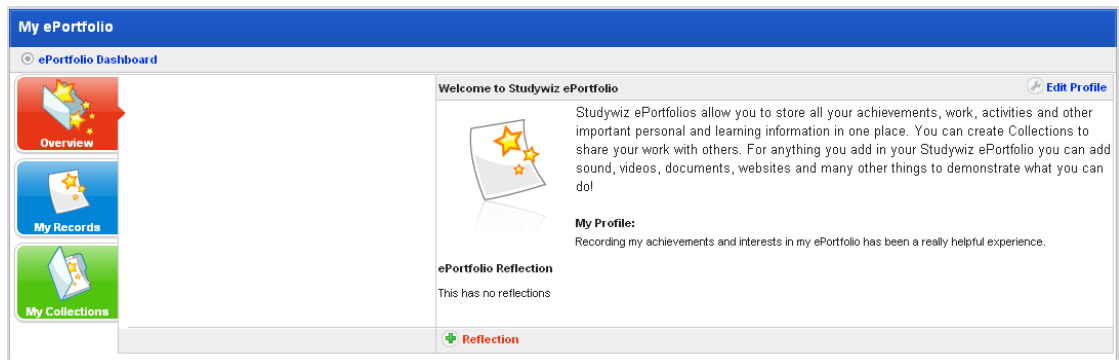
Use the Rich Text Editor to format text and to add images. Refer to the [Rich Text Editor](#) section for more information.

4. Click **Save and return**. The profile information is saved and the ePortfolio overview page reappears.

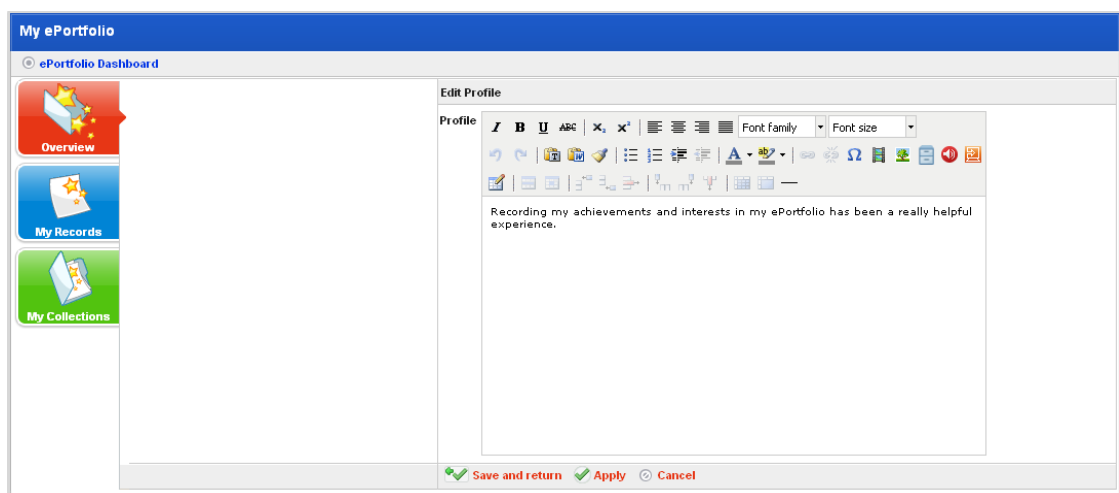
23.2.3.2 Edit an ePortfolio Profile

1. Open the ePortfolio:

- To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
- To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



2. Click the **Edit Profile** button. The Edit Profile panel appears.



3. In the **Profile** field, enter your profile information.



Use the Rich Text Editor to format text and to add images. Refer to the [Rich Text Editor](#) section for more information.

4. Click **OK**. The profile information is saved and the ePortfolio overview page reappears.

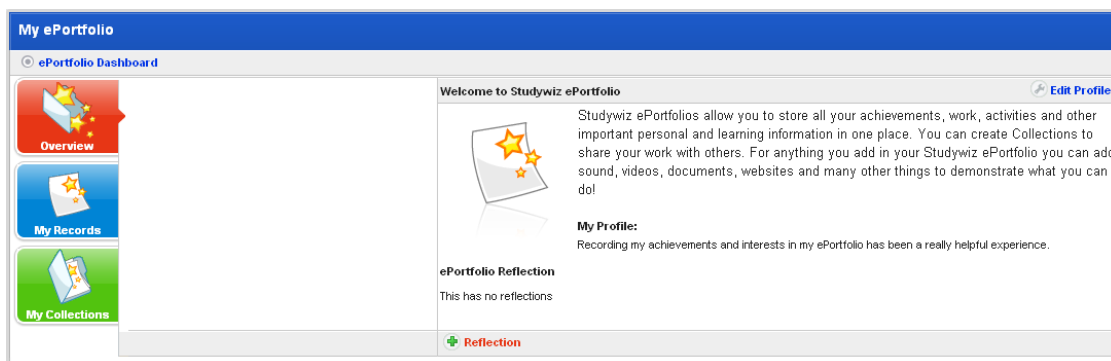
23.2.3.3 ePortfolio Reflections

ePortfolio reflections appear in the content section of the **Overview** tab in your ePortfolio. You can add as many reflections as you need.

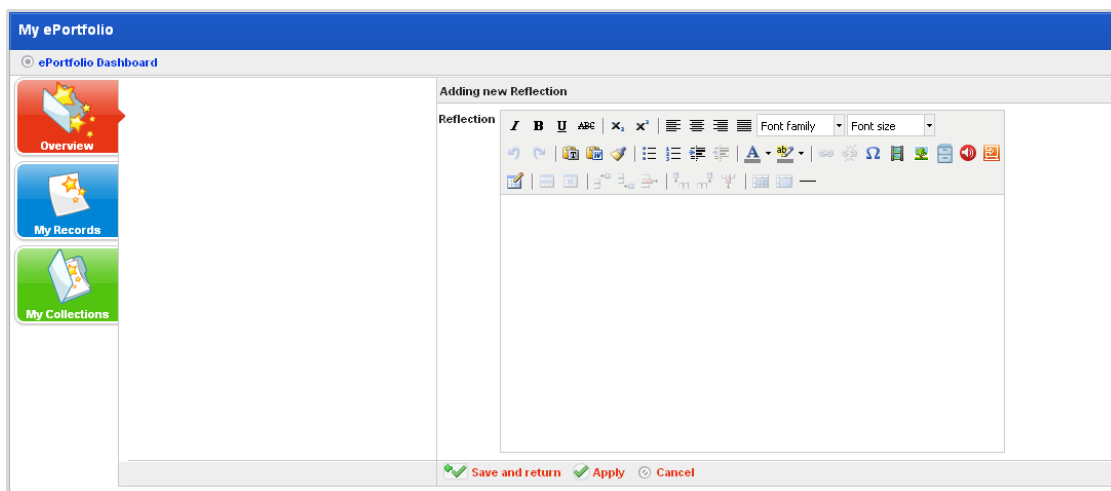
Follow the procedures in this section to add, edit and delete ePortfolio reflections.

Add an ePortfolio Reflection

1. Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



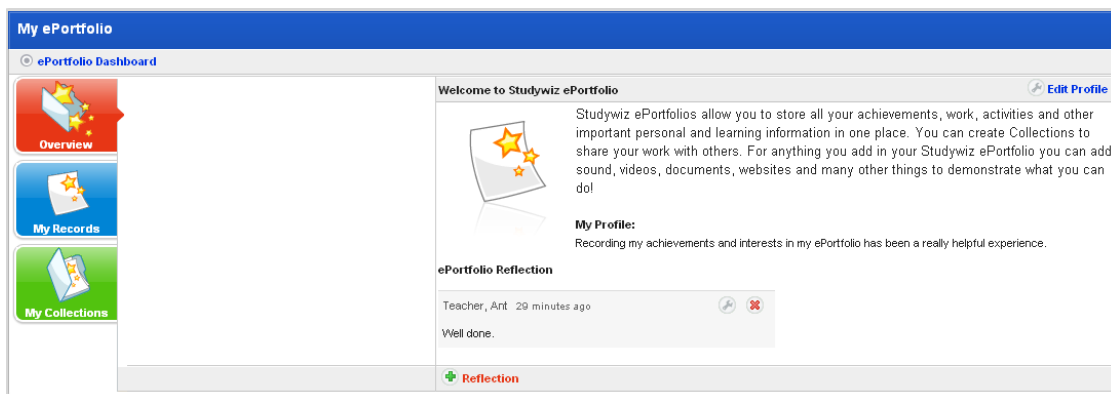
- Click the **Add Reflection** button. The Adding new Reflection page appears.



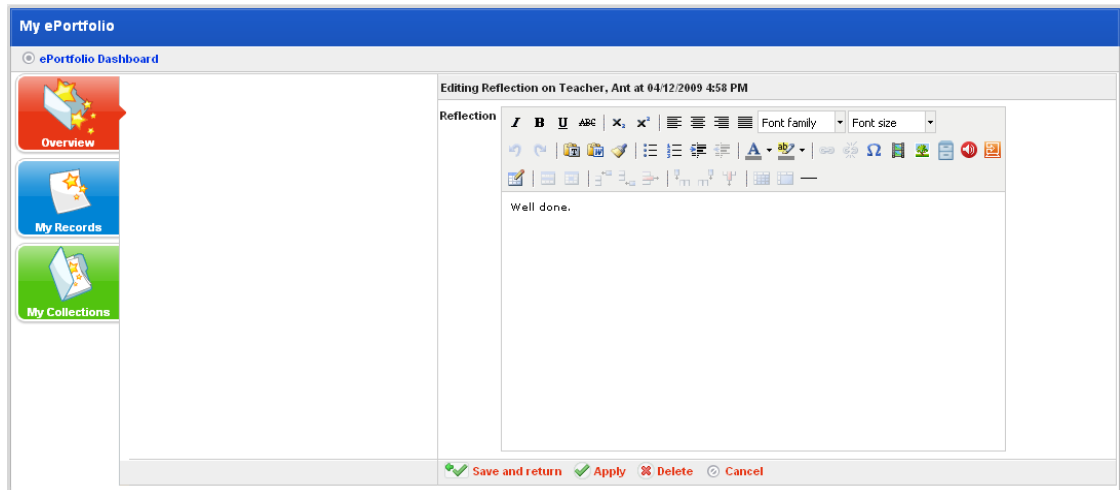
- In the **Message** field, type your reflection.
- Click **Save and return**. The message is added and the ePortfolio Overview reappears.

Edit an ePortfolio Reflection

- Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



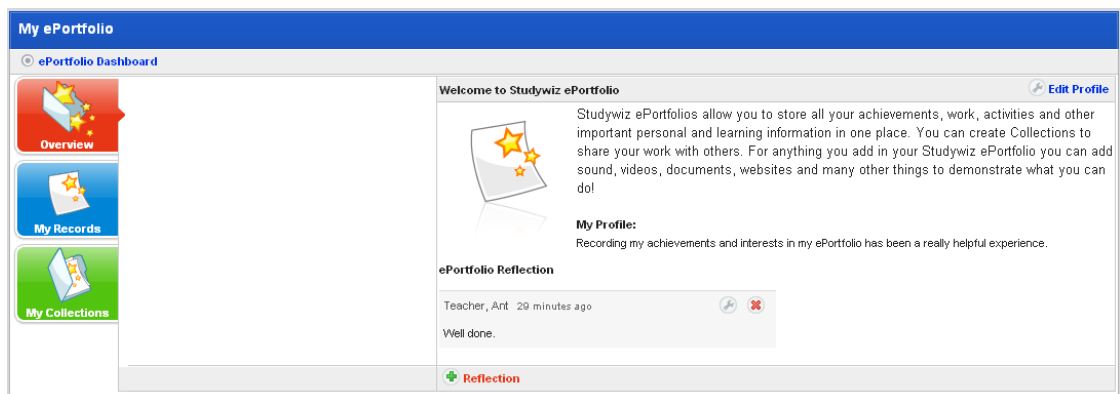
- Adjacent to the reflection you want to edit, click the **Edit** button. The Editing panel appears.




3. In the **Message** field, edit your reflection.
4. Click the **Ok** button. Your changes are saved and your ePortfolio Overview page reappears.

Delete an ePortfolio Reflection

1. Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



2. Adjacent to the Reflection you want to delete, click the **Delete**  button. A confirmation dialog box appears.
3. Click the **OK** button. The reflection is deleted and the 'Reflection Deleted' message appears.

23.2.4 Record Management

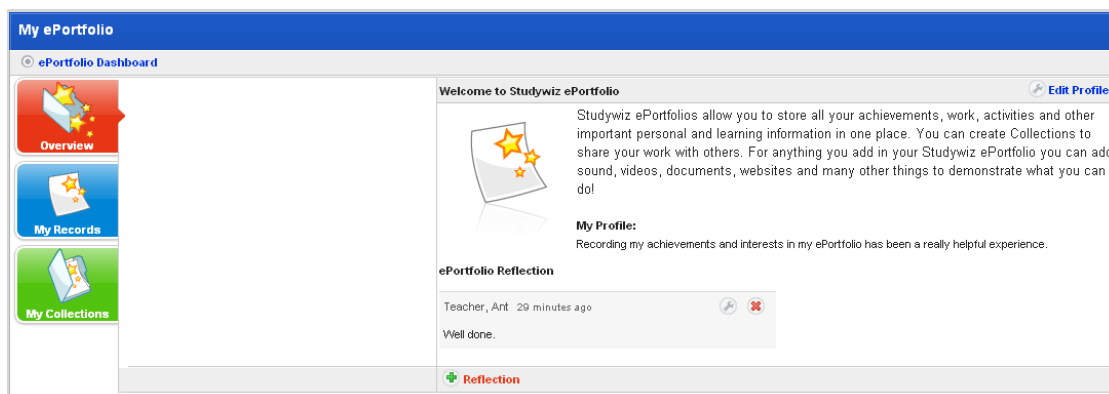
The My Records section is an archive of learning achievements, interests and qualifications. Each record can be verified by evidence which can be added to the record.

23.2.4.1 Add a New Record

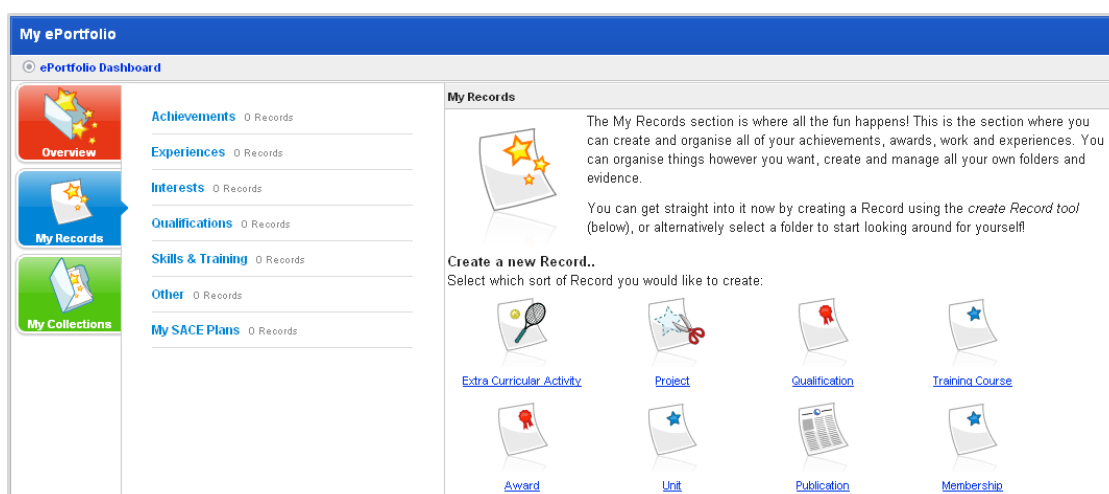
Follow this procedure to add a new Record to an ePortfolio.

1. Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.

- To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



- Click the **My Records** button. The My Records panel appears.



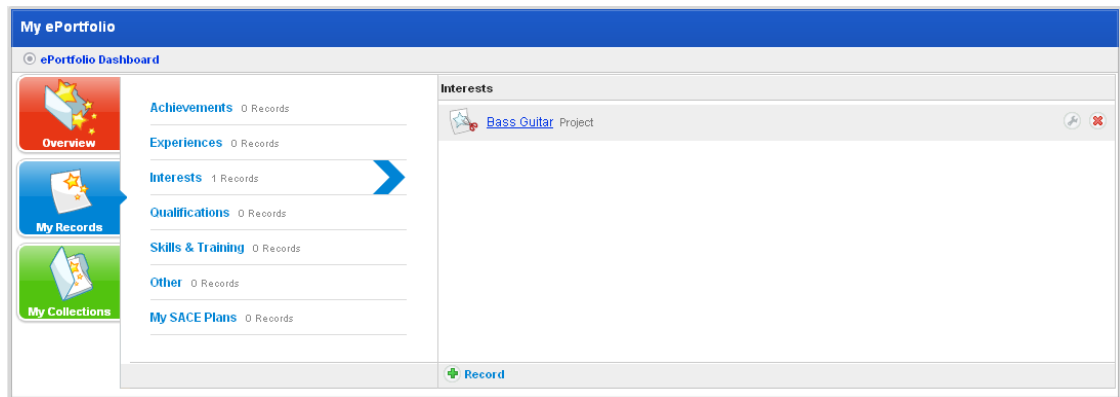
- Click a folder in which to create the new Record. The following folders are available by default:



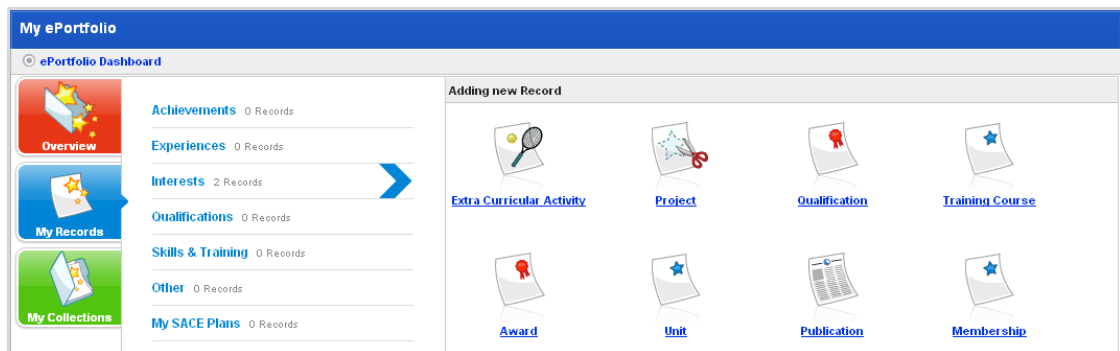
Record folders are configurable and may be different on your Studywiz deployment.

- Achievements
- Experiences
- Interests
- Qualifications
- Skills and Training
- Other

The contents of the folder appear.

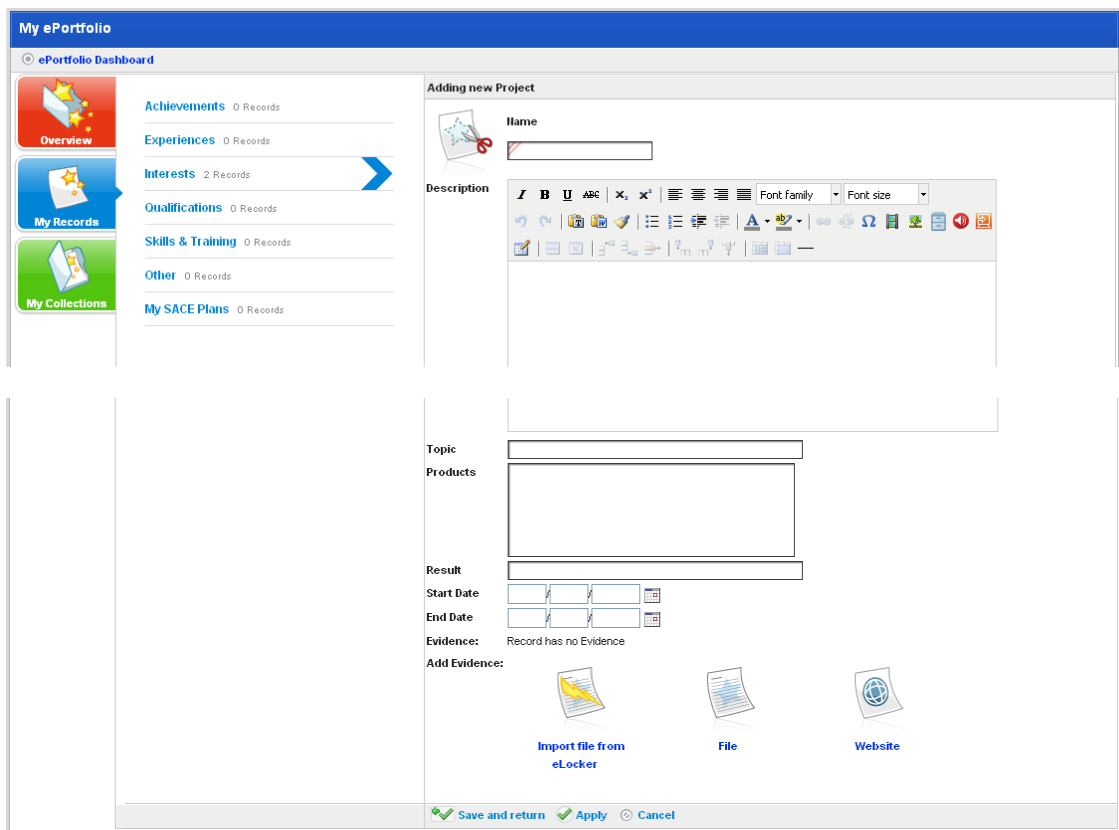


4. Click the **Add Record** button. The Adding new Record panel appears.



Record types are configurable and may be different on your Studywiz deployment.

5. Click the record type that you want to create. The Adding new <record type> page appears.



The screenshot shows the 'Adding new Project' form. It includes the following fields and sections:

- Name:** A text input field.
- Description:** A rich text editor with various formatting options (bold, italic, underline, text color, background color, font family, font size, bulleted list, numbered list, link, unlink, image, video, audio, table, etc.).
- Topic:** A text input field.
- Products:** A large text area for listing products.
- Result:** A text input field.
- Start Date:** A date picker.
- End Date:** A date picker.
- Evidence:** A section indicating 'Record has no Evidence'.
- Add Evidence:** Three buttons: 'Import file from eLocker', 'File', and 'Website'.
- Footer:** Three buttons: 'Save and return', 'Apply', and 'Cancel'.

6. Use the record fields to enter all the information relevant to the new record.
7. If you want to add evidence to the record, follow the instructions in the [Add Evidence to a Record](#) section below.

Add Evidence Method	Procedure
Import a file from your eLocker as evidence	Follow the Import Evidence from your eLocker procedure from step 5.
Upload a file as evidence	Follow the Upload an Evidence File procedure from step 5.
Add a web site as evidence	Follow the Add a Web Site as Evidence procedure from step 5.

8. Click **Save and return**. The folder in which you saved the record opens.

23.2.4.2 Add Evidence to a Record

You can add File or Web Site evidence to any record that you add to an ePortfolio. Each record can have any number of different evidences. Follow the appropriate procedure below to add evidence to a record.

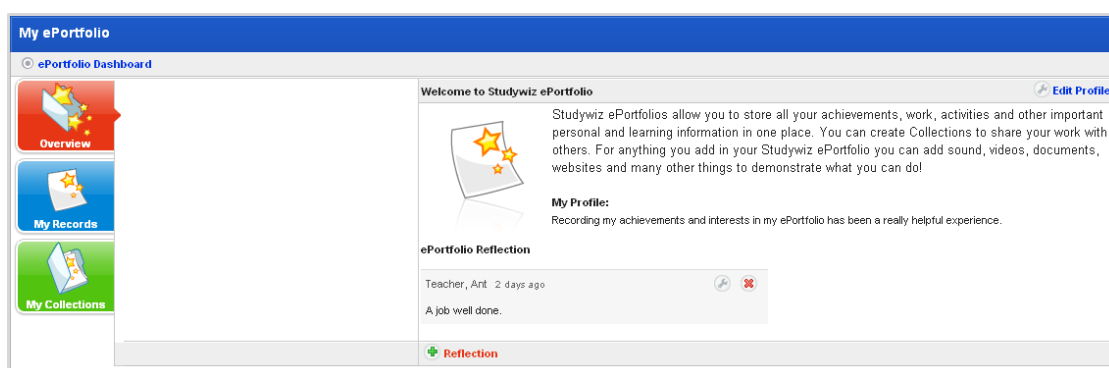
Import Evidence from your eLocker

To quickly add evidence directly from your eLocker, follow this procedure.

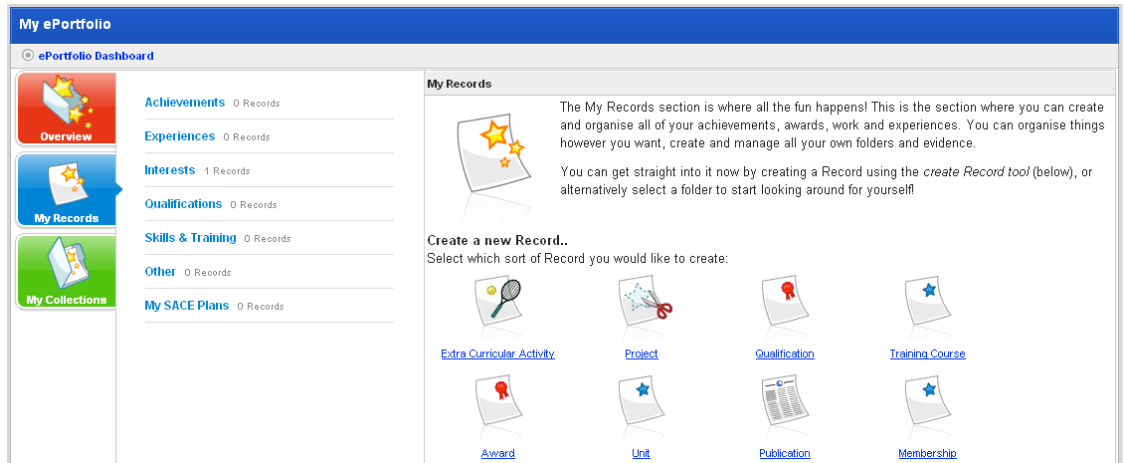


This procedure does not enable you to alter the evidence title or add an evidence description.

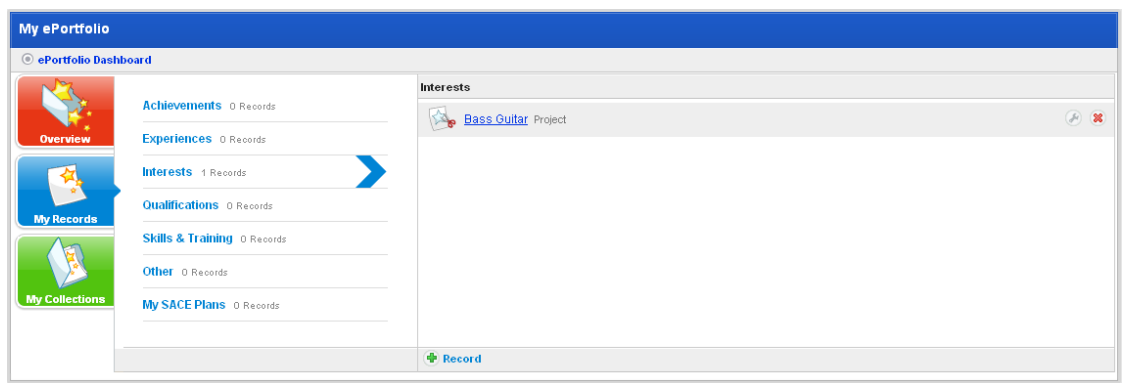
1. Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



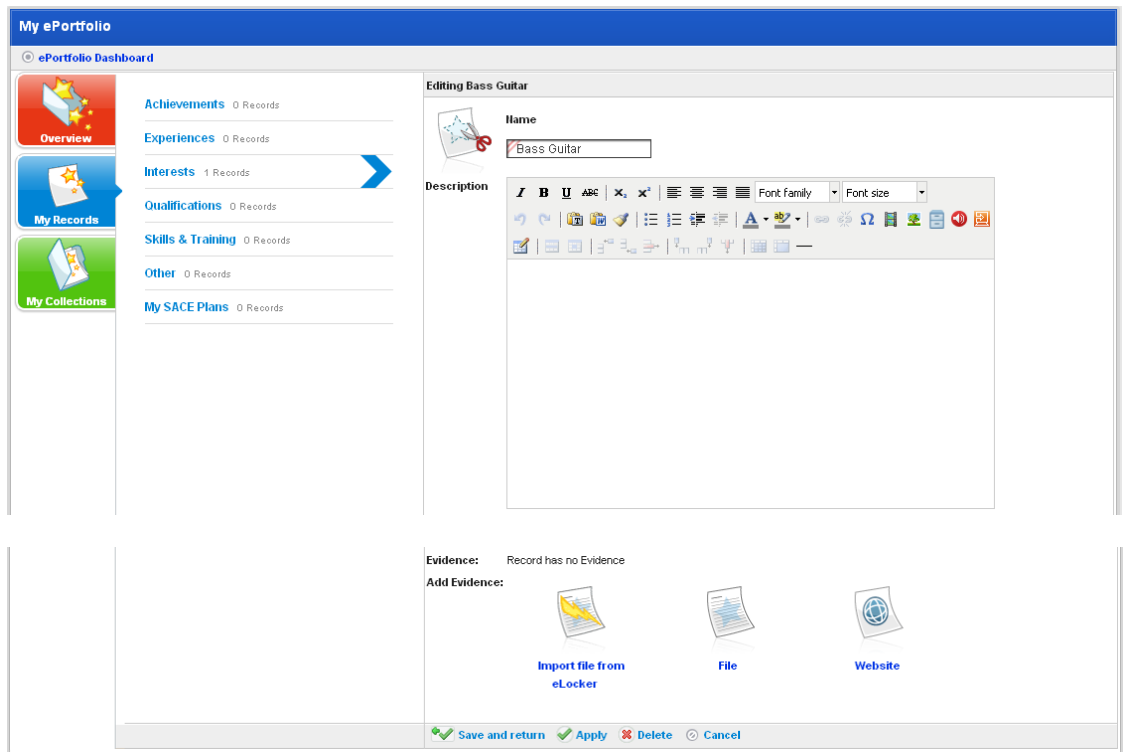
2. Click the **My Records** button. The My Records panel appears.



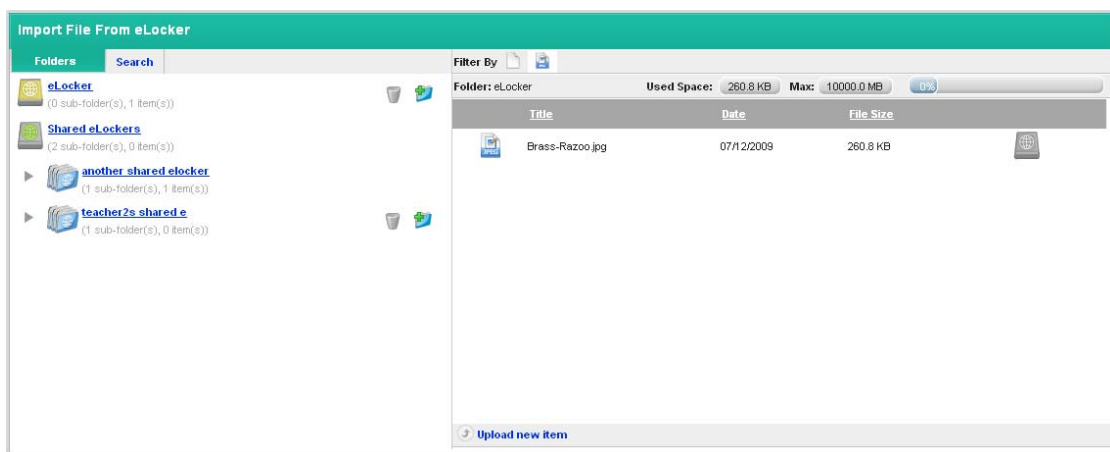
- Click the folder that contains the record to which you want to add evidence.



- Adjacent to the record to which you want to add evidence, click the **Edit** button. The Edit Record page opens.



- Click the **Import file from eLocker** button. Your eLocker opens.



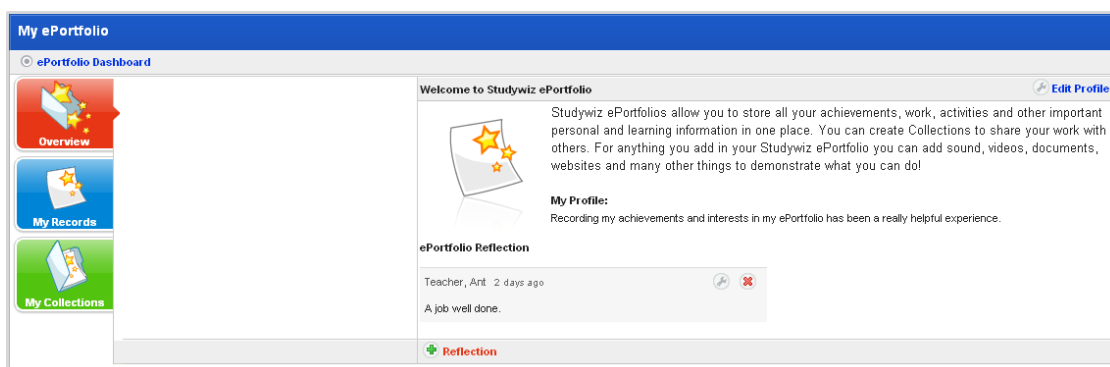
For more information regarding your eLocker, refer to the appropriate procedures in the eLocker section.

- Click the **Import File From eLocker** button. The evidence is imported into the record.

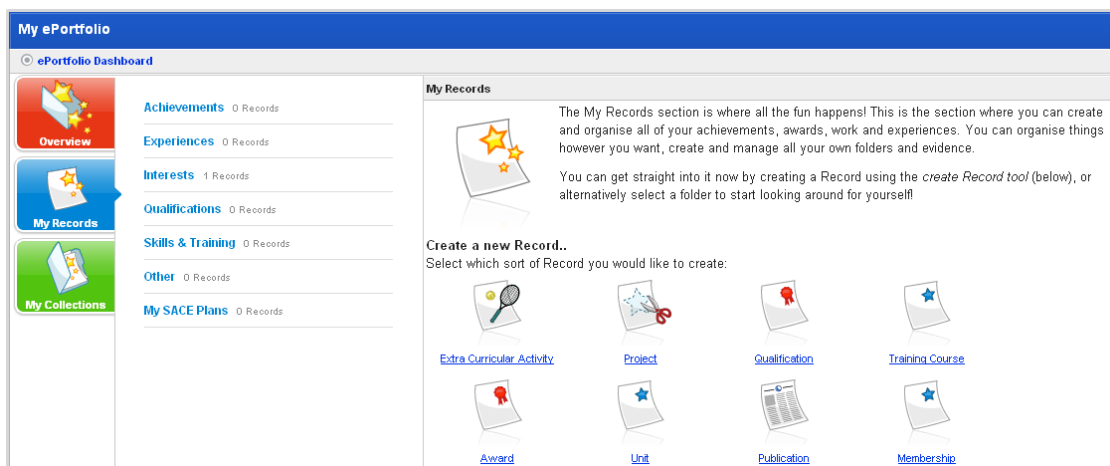
Upload an Evidence File

- Open the ePortfolio:

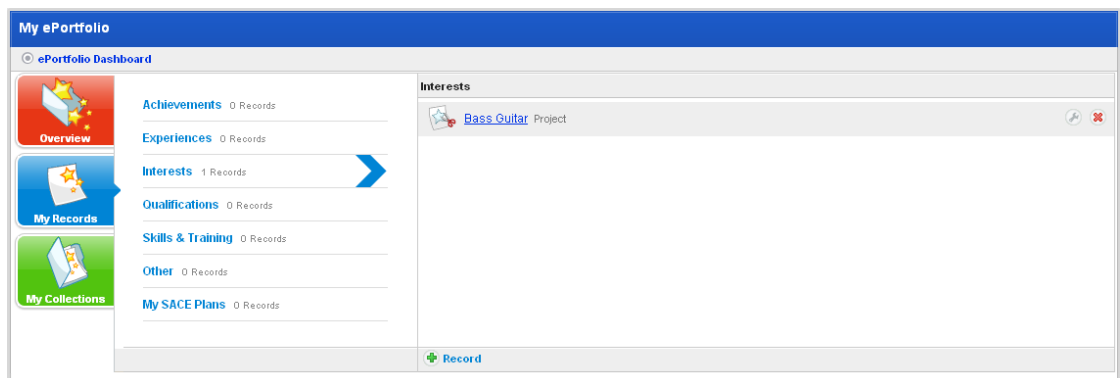
- To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
- To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



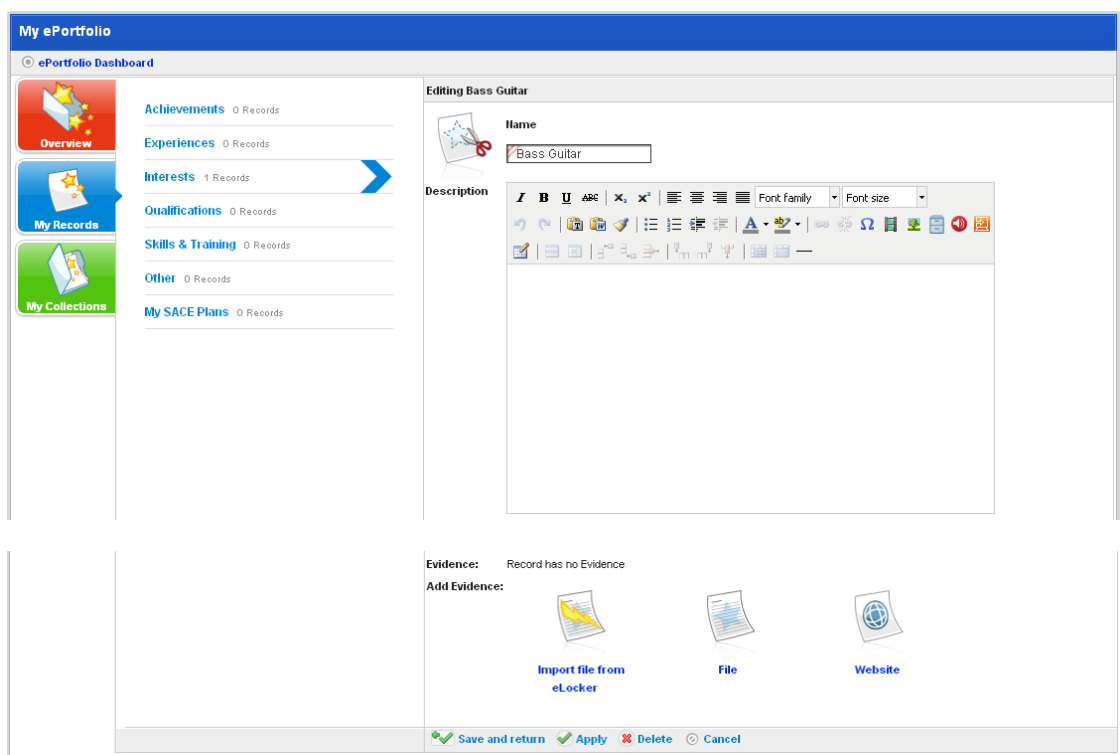
- Click the **My Records** button. The My Records panel appears.



- Click the folder that contains the record to which you want to add evidence.



- Adjacent to the record to which you want to add evidence, click the **Edit** button. The Edit Record page opens.



- Click the **File** button. The Select a file to upload panel appears.

The File Upload behaviour depends on the operating system you are using. Macintosh and Windows upload procedures are shown below:

Macintosh

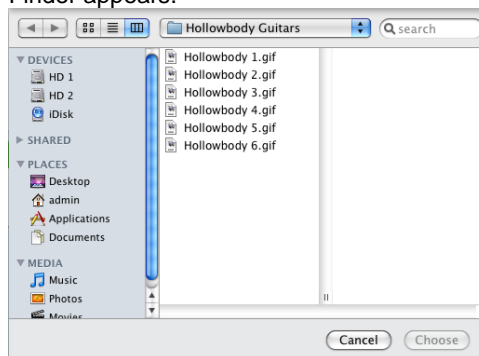


Windows



Macintosh

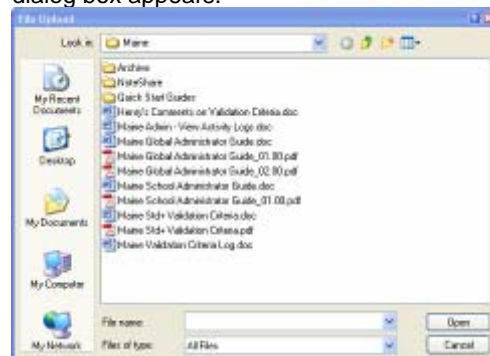
- a. Click the **Choose File** button. The Finder appears.



- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Choose** button. The dialog box closes and the Select a file to Upload panel reappears.

Windows

- a. Click the **Browse** button. The File Upload dialog box appears.



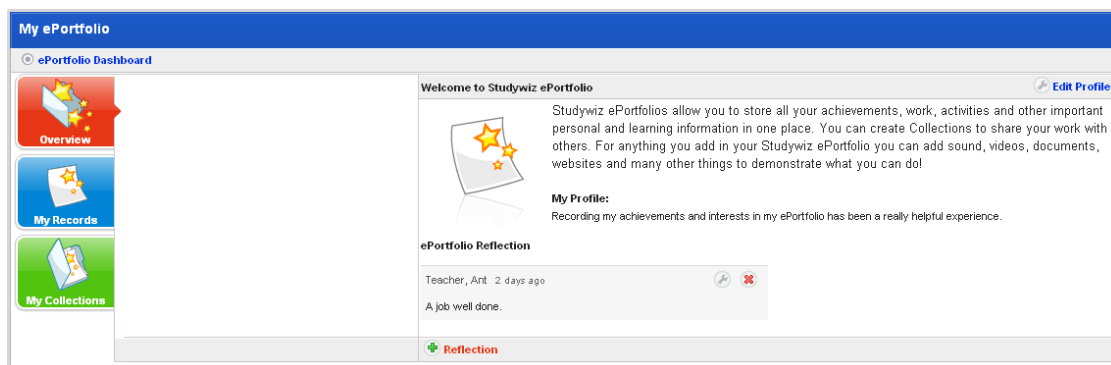
- b. Navigate to the appropriate directory.
- c. Select the file you want to upload.
- d. Click the **Open** button. The dialog box closes and the Select a file to Upload panel reappears.

- Click **Upload**. The evidence is saved and added to the record.

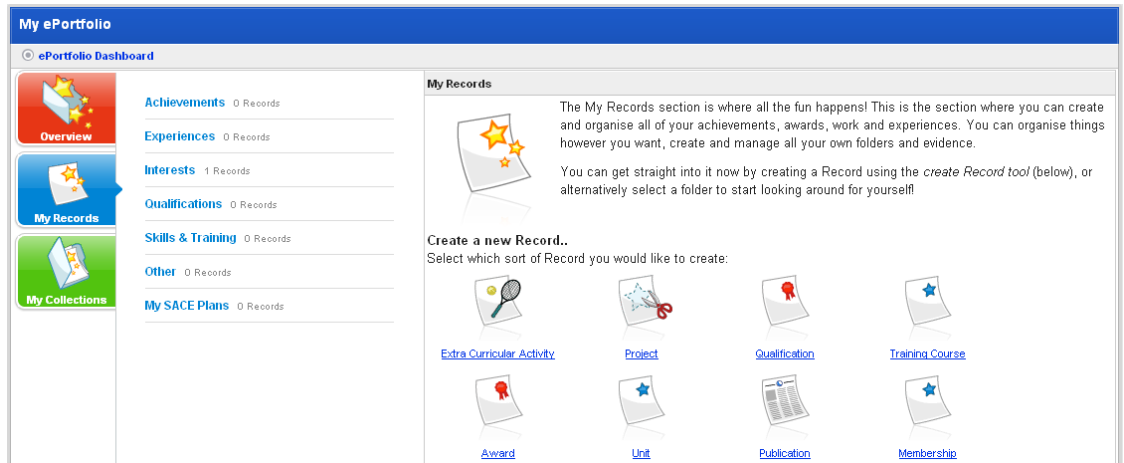
Add a Web Site as Evidence

- Open the ePortfolio:

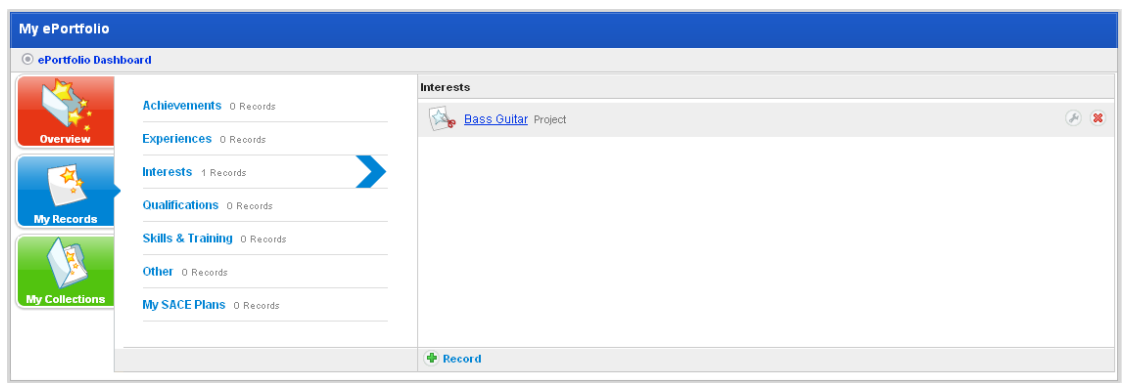
- To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
- To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



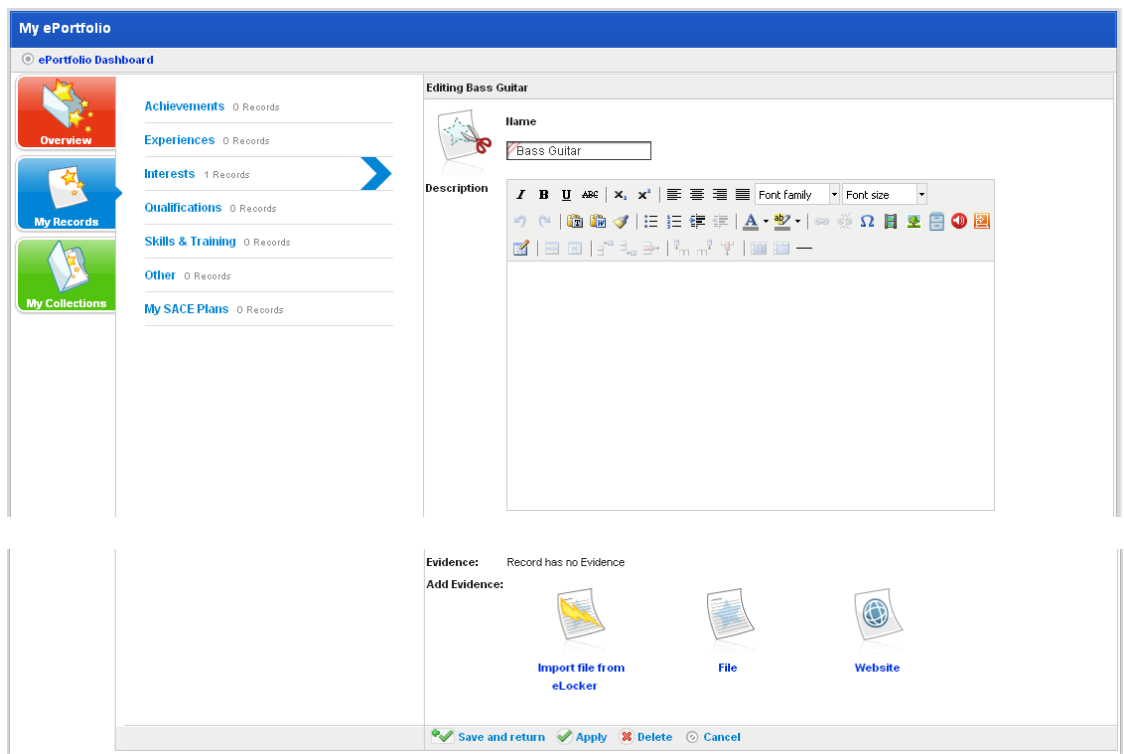
- Click the **My Records** button. The My Records panel appears.



3. Click the folder that contains the record to which you want to add evidence.



4. Adjacent to the record to which you want to add evidence, click the **Edit** button. The Edit Record page opens.



- Click the **Website** button. The Adding new Website panel appears.

My ePortfolio

ePortfolio Dashboard

Adding new Website

Name


Description

Here is the instruction, can I be really long, and not for a column?

Website Title

URL

Save and return Apply Cancel

- In the **Name** field, type a name for the evidence.
- In the **Description** field, type a description of the evidence.
-  You can use the [Rich Text Editor](#) to format the text.
- In the **Website title** field, type the title of the website.
- In the **URL** field, type or copy and paste the URL of the website.
- Click the **Save and return** button. The evidence is added to the record.

23.2.4.3 Edit Record Evidence

- Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.

My ePortfolio

ePortfolio Dashboard

Welcome to Studywiz ePortfolio

My Profile:

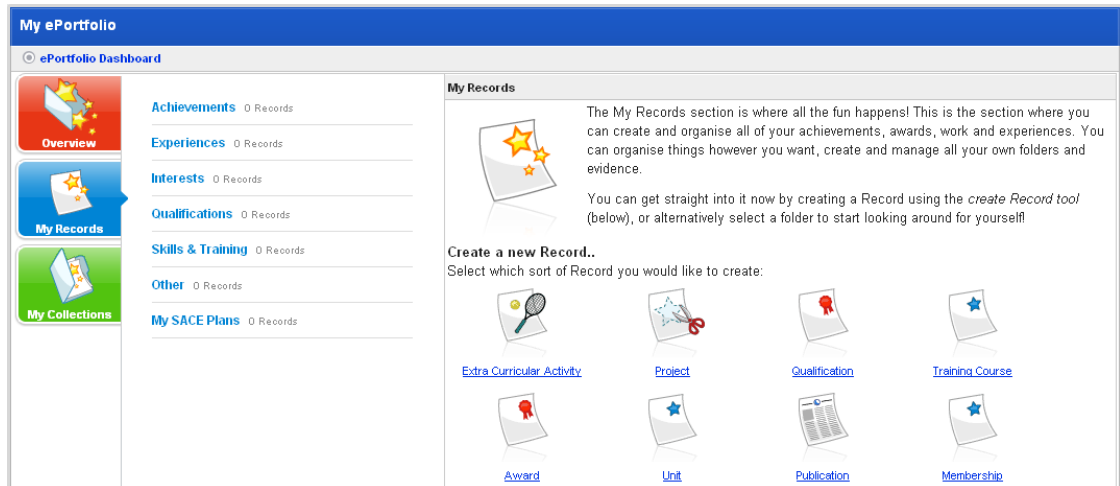
ePortfolio Reflection

Teacher, Ant 29 minutes ago

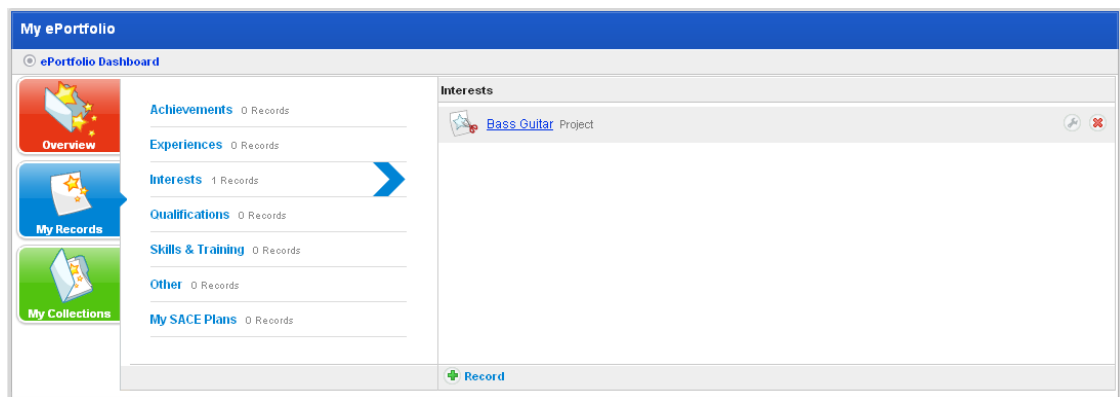
Well done.

Reflection

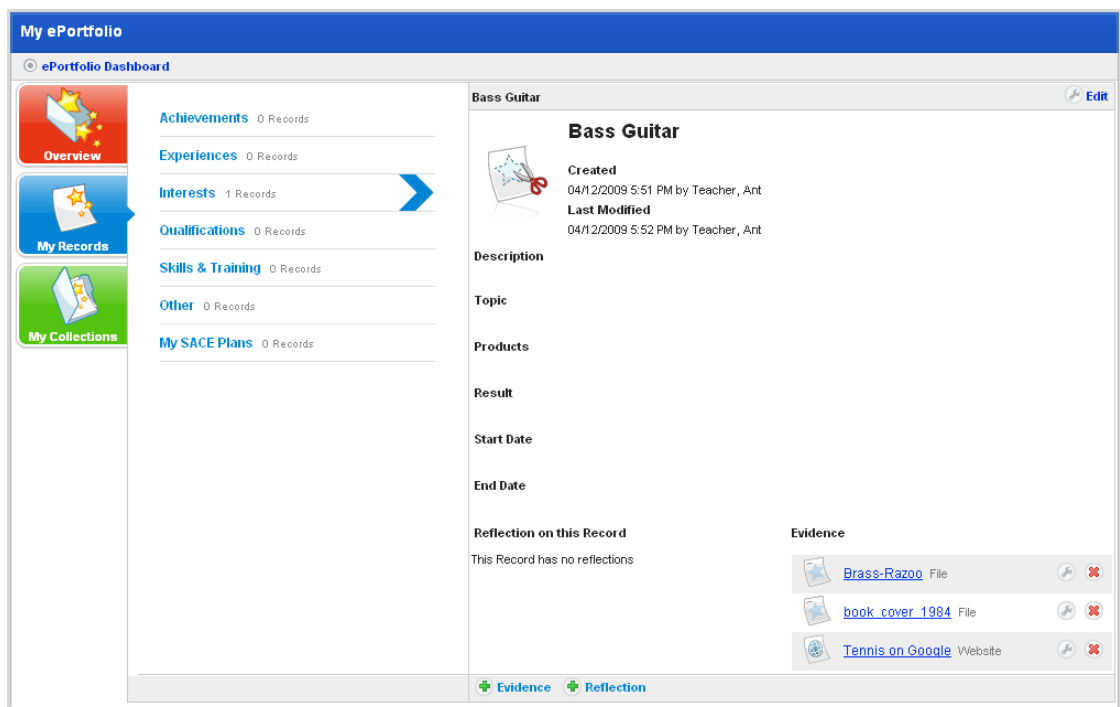
- Click the **My Records** button. The My Records panel appears.



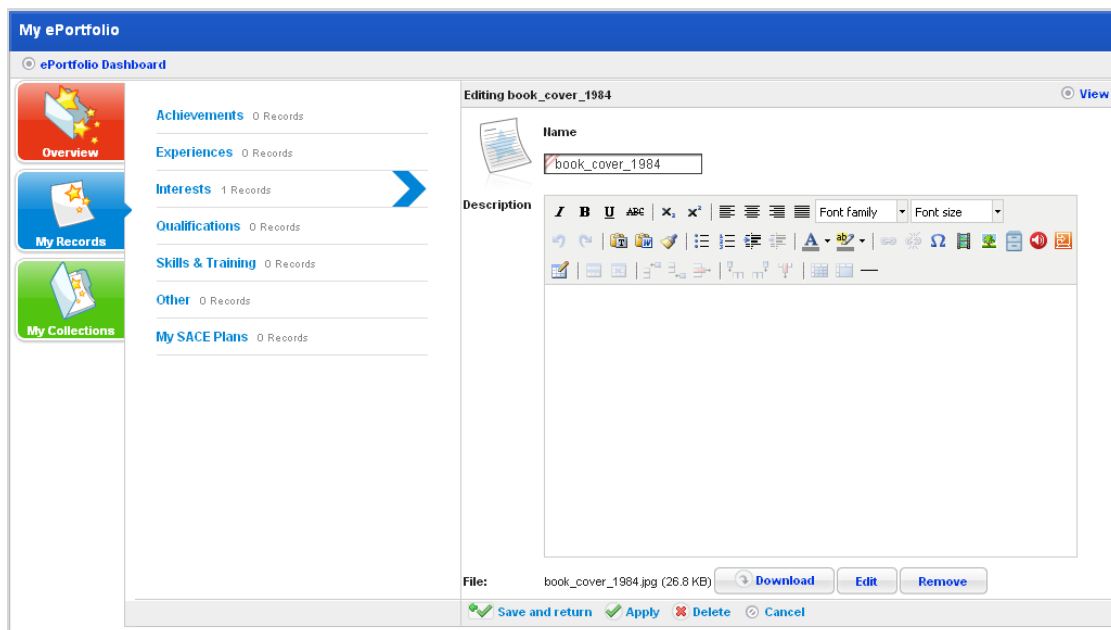
3. Click the folder that contains the record you want to view. The <folder name> panel appears.



4. Click the record that contains the evidence that you want to edit. The record opens.



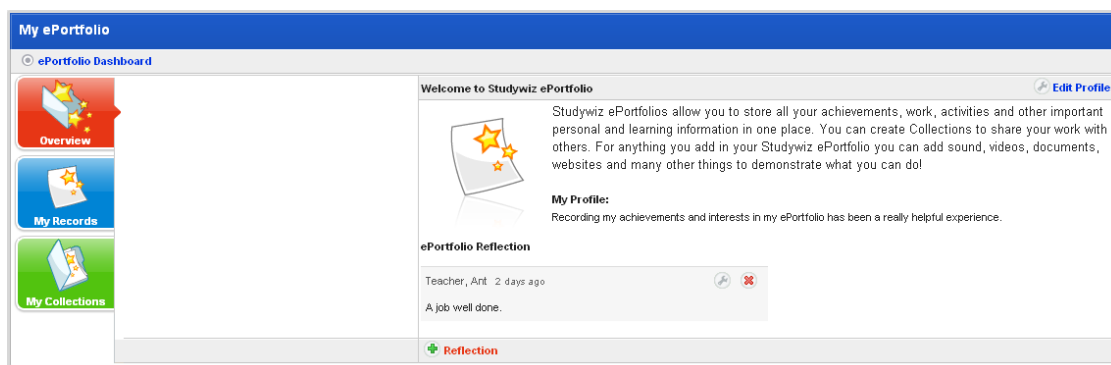
5. Adjacent to the evidence you want to edit, click the **Edit** button. The Editing panel appears.



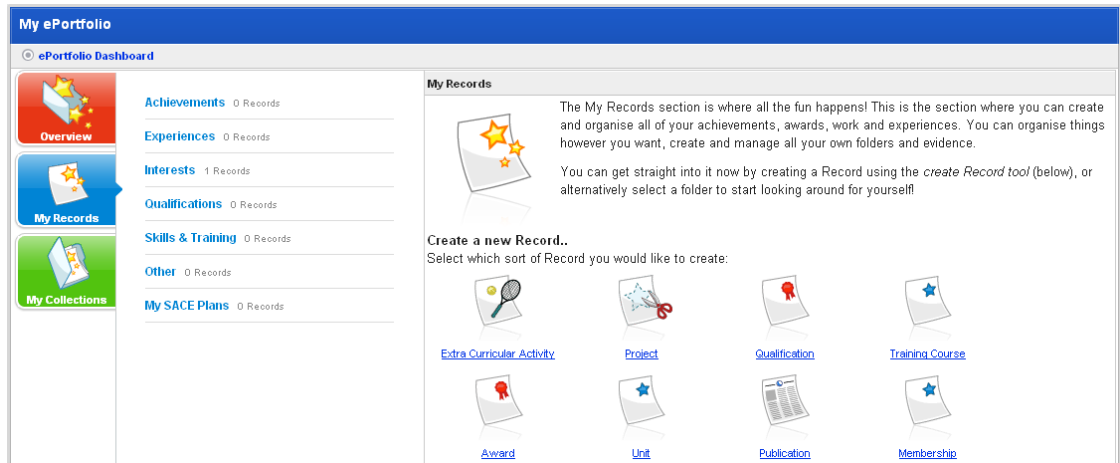
6. Make the changes to the Evidence.
7. Click **Save and return**. The changes are saved.

23.2.4.4 Delete Record Evidence

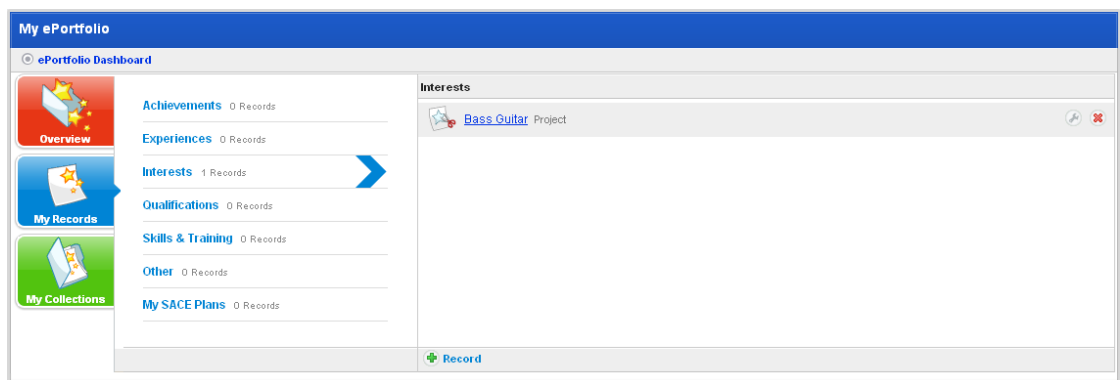
1. Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



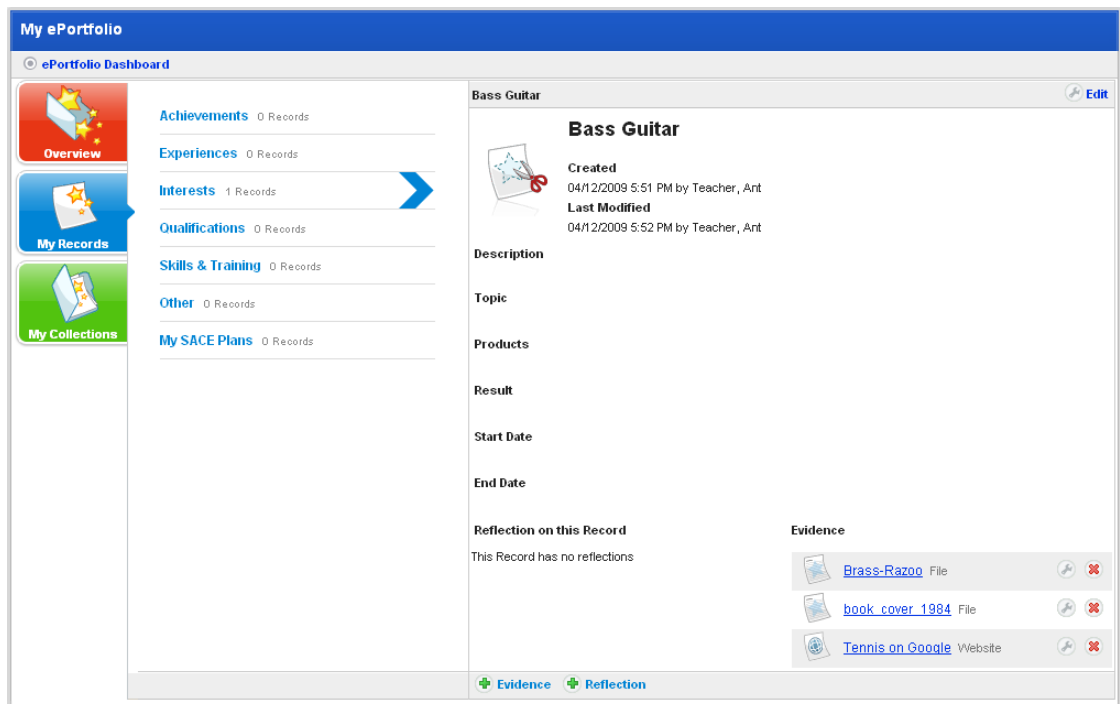
2. Click the **My Records** button. The My Records panel appears.




3. Click the folder that contains the record you want to view. The <folder name> panel appears.



4. Click the record that contains the evidence that you want to edit. The record opens.



5. Adjacent to the evidence that you want to delete, click the **Delete**  button. A confirmation dialog box appears.

6. Click **OK**. The evidence is deleted.

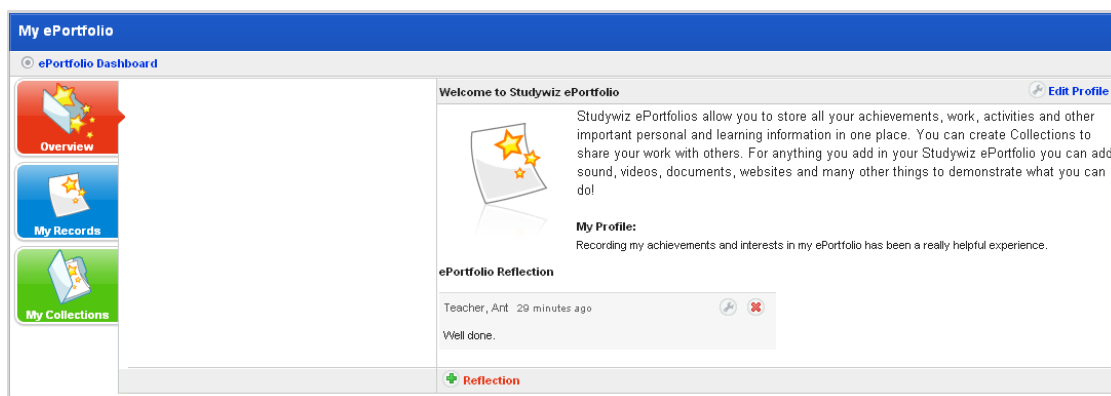
23.2.4.5 Record Reflections

Record reflections appear on the My Records page. You can add as many reflections as you need.

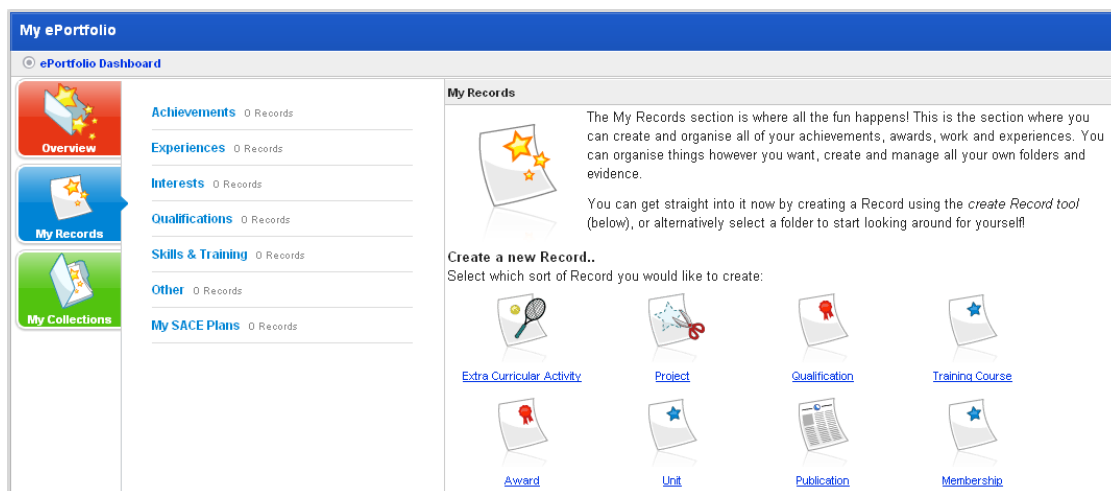
Follow the procedures in this section to add, edit or delete record reflections.

Add a Record Reflection

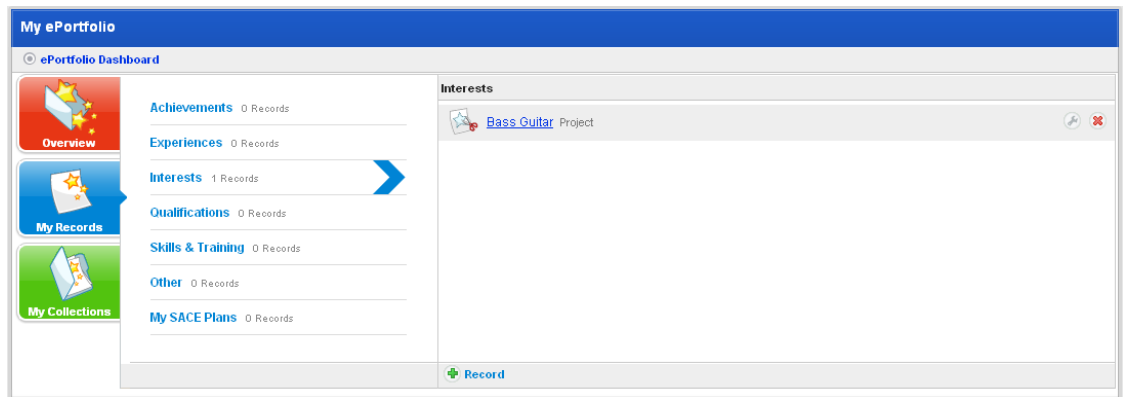
1. Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



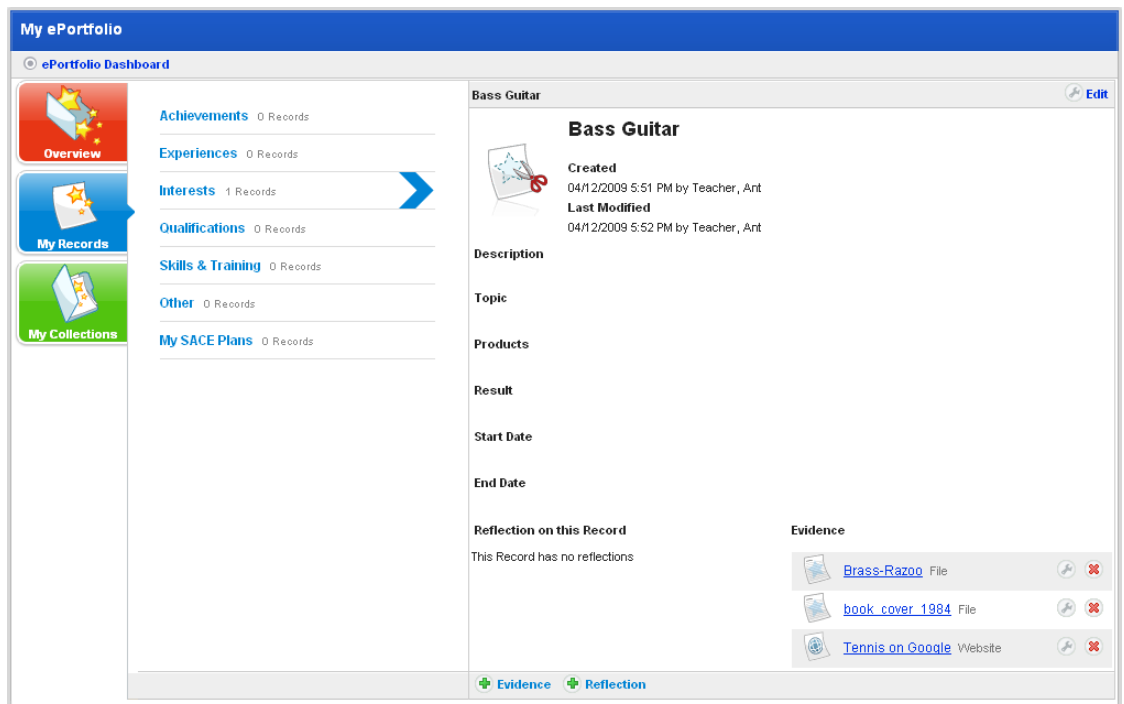
2. Click the **My Records** button. The My Records panel appears.



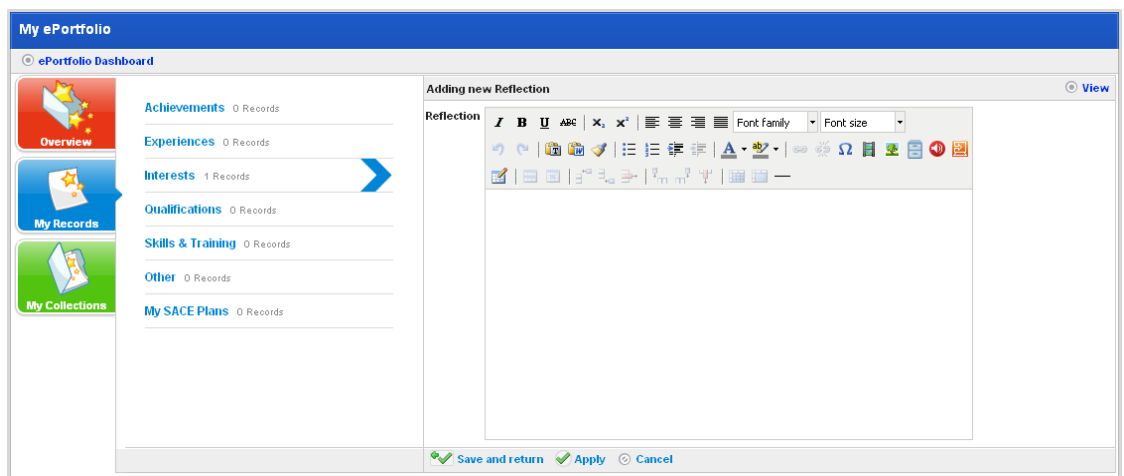
3. Click the folder that contains the record to which you want to add a reflection.



4. Click the record to which you want to add a reflection. The record opens.



5. Click the **Add Reflection** button. The Adding new Reflection panel appears.



6. In the **Reflection** field, type the reflection.

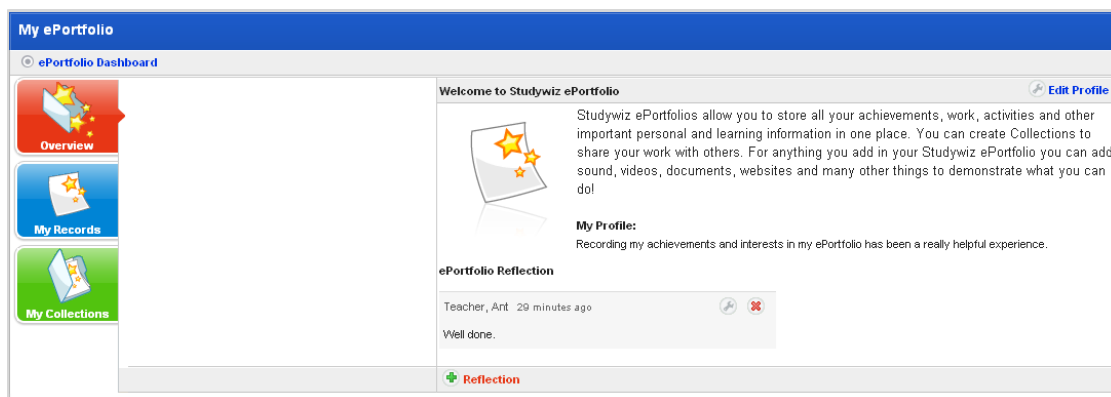
- Click **Save and return**. The reflection is saved and the record panel reappears.

The new reflection is listed under the **Reflection on this Record** heading.

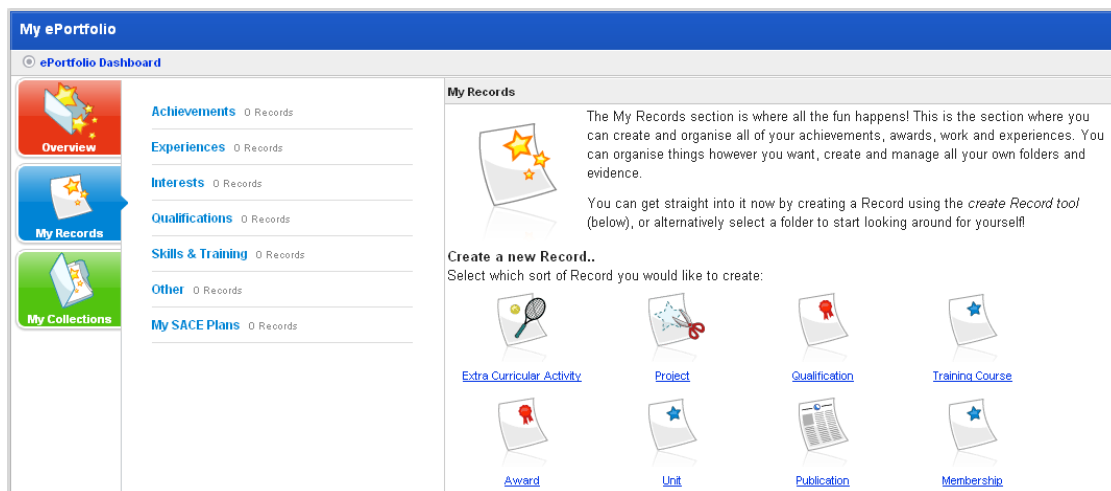
Edit a Record Reflection

- Open the ePortfolio:

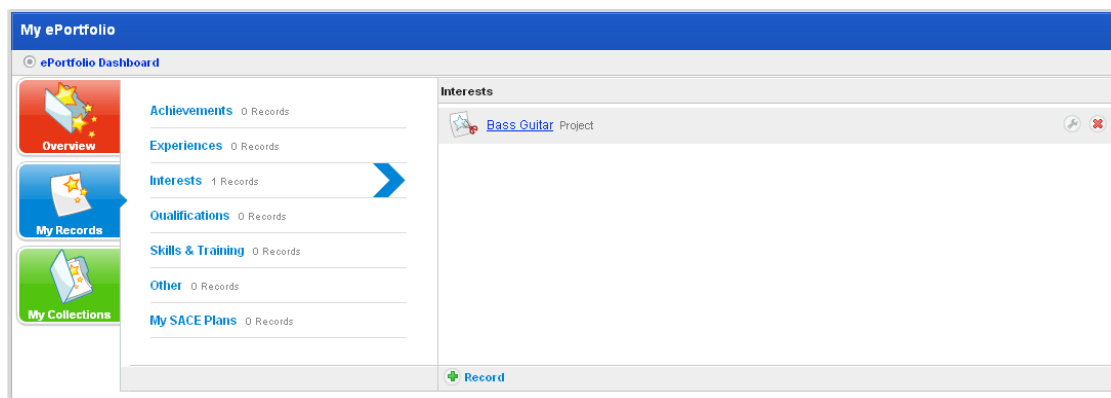
- To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
- To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



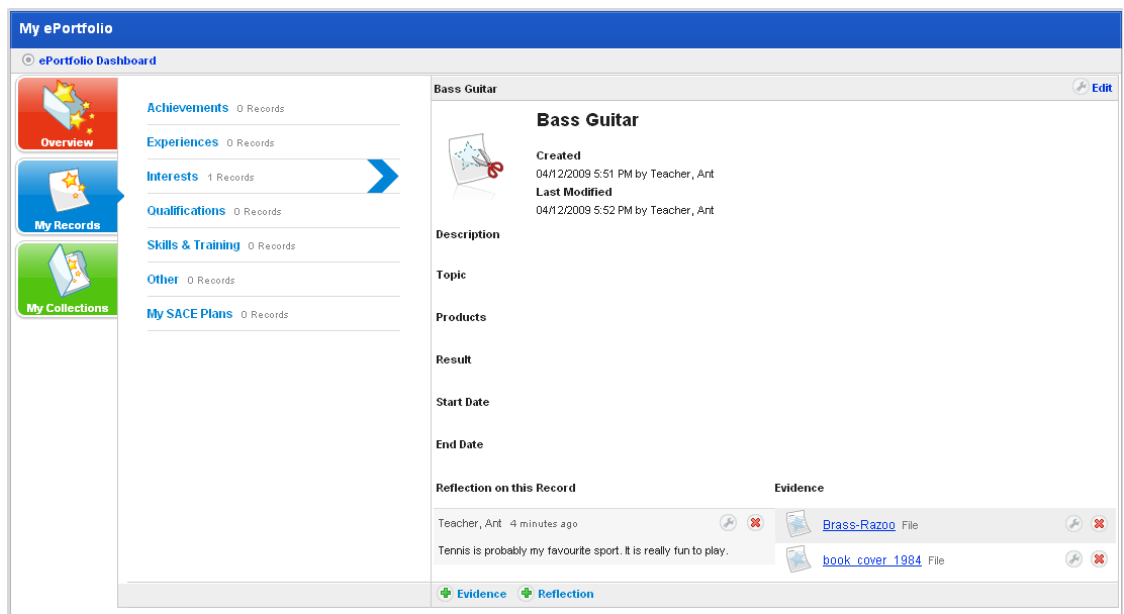
- Click the **My Records** button. The My Records panel appears.



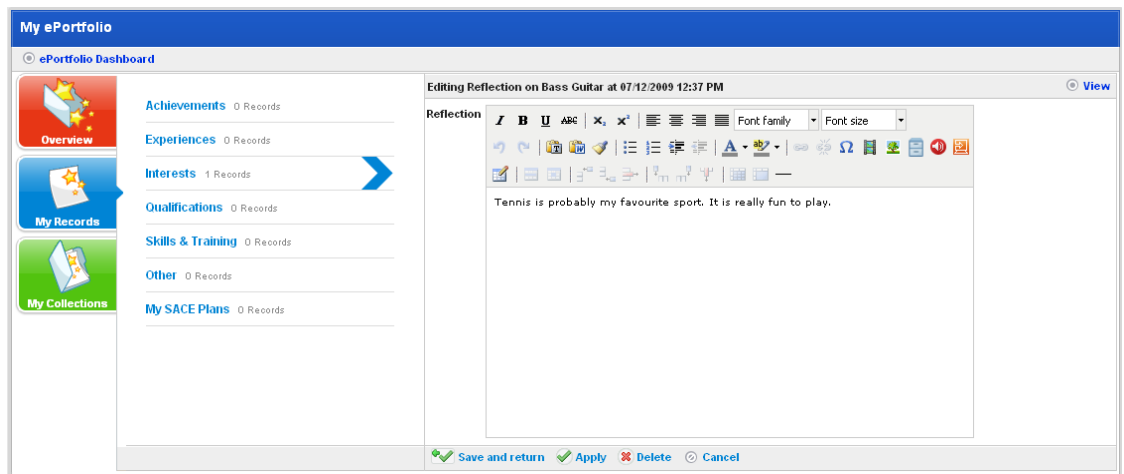
- Click the folder that contains the record reflection you want to edit.



- Click the record that contains the reflection you want to edit. The record opens.



- Adjacent to the reflection you want to edit, click the **Edit**  button. The Editing panel appears.

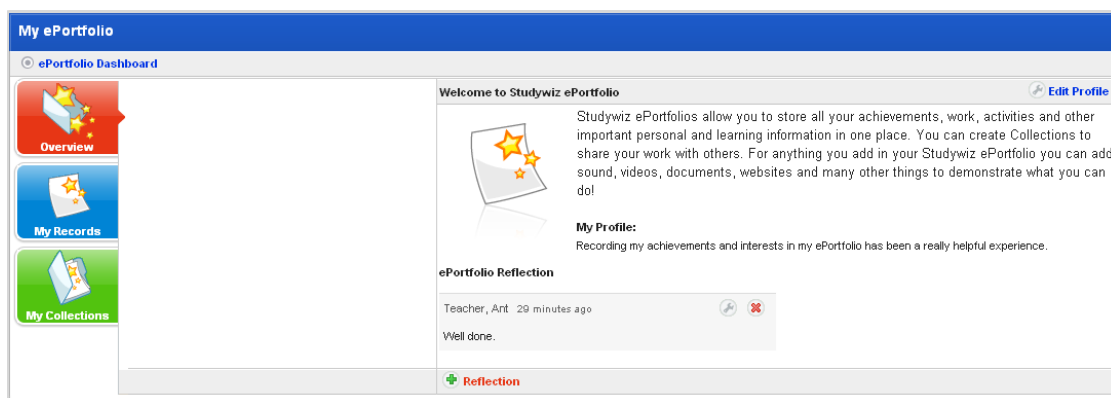


- In the **Reflection** field, edit your reflection.
- Click the **Save and return** button. Your changes are saved and your ePortfolio Overview page reappears.

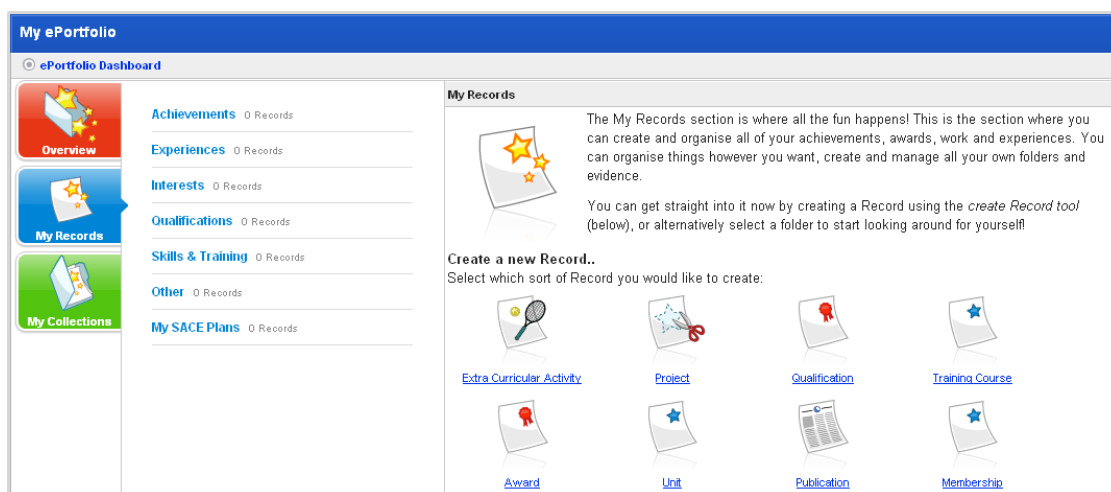
Delete a Record Reflection

- Open the ePortfolio:

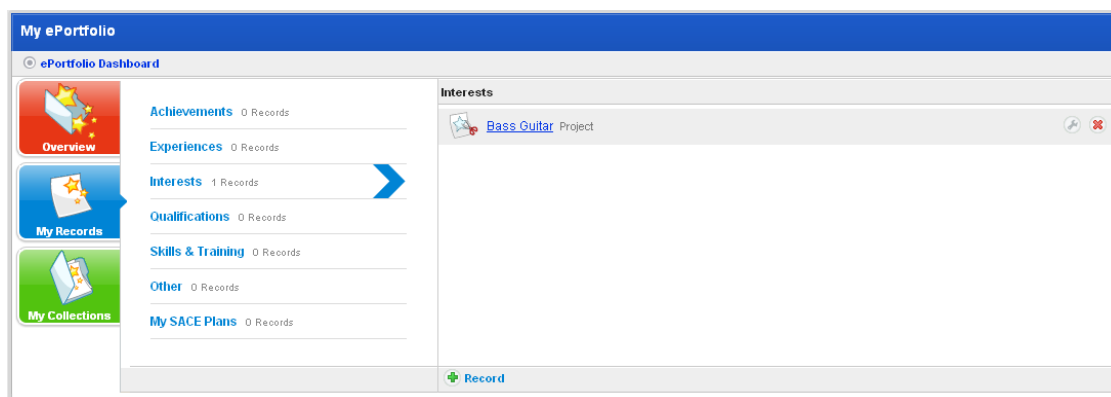
- To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
- To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



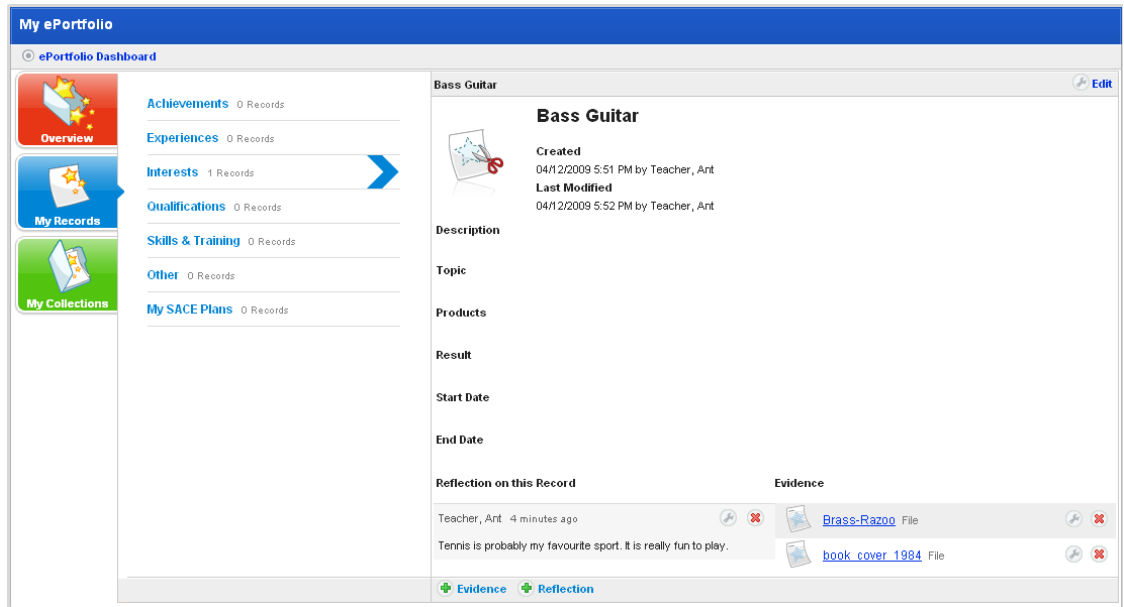
- Click the **My Records** button. The My Records panel appears.




- Click the folder that contains the record reflection you want to delete.



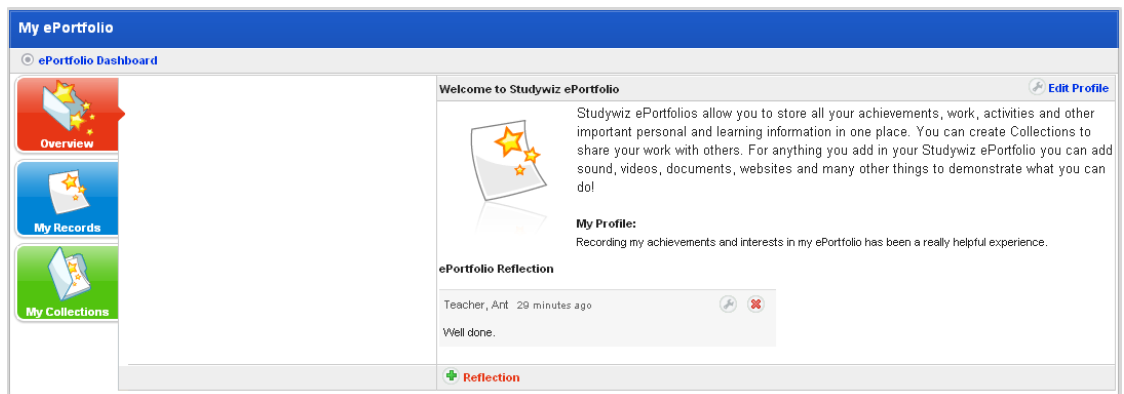
- Click the record that contains the reflection that you want to delete. The record opens.



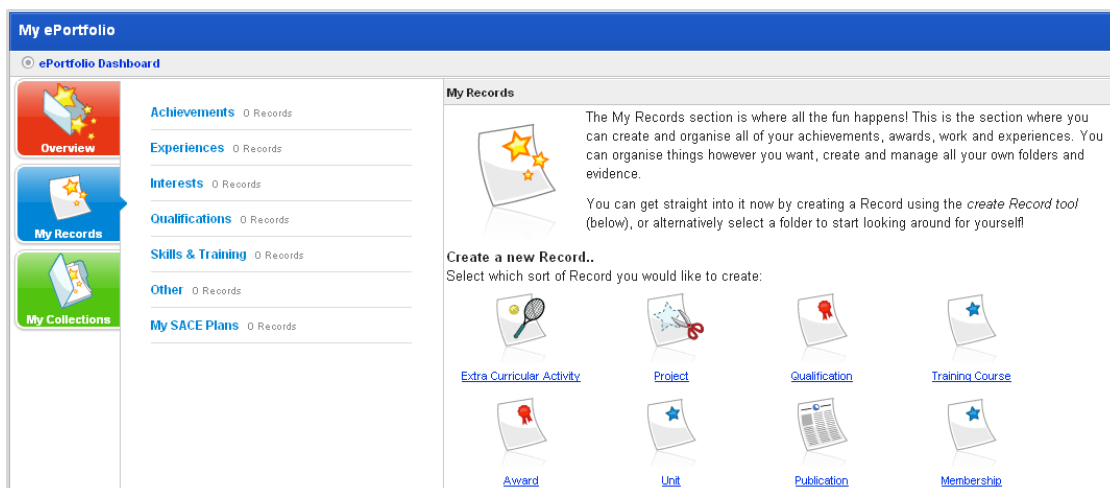
5. Adjacent to the Reflection you want to delete, click the **Remove**  button. A confirmation dialog box appears.
6. Click the **OK** button. The reflection is deleted.

23.2.4.6 Edit a Record

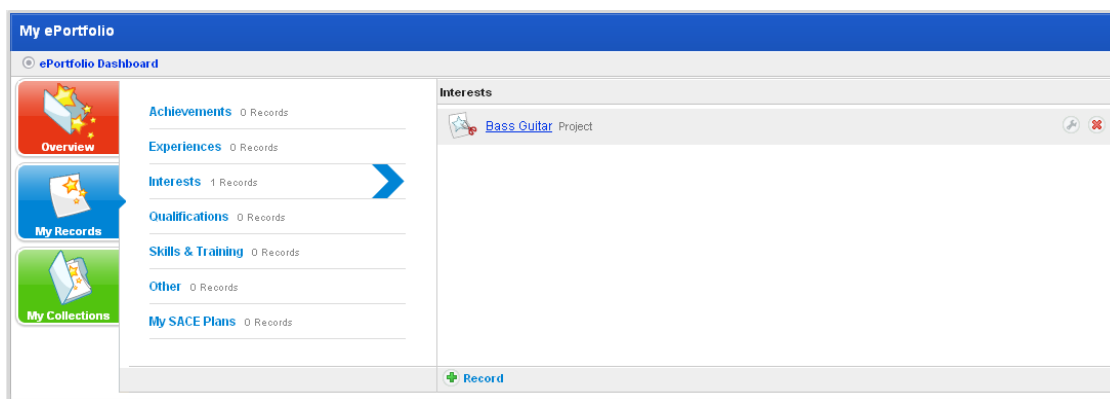
1. Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



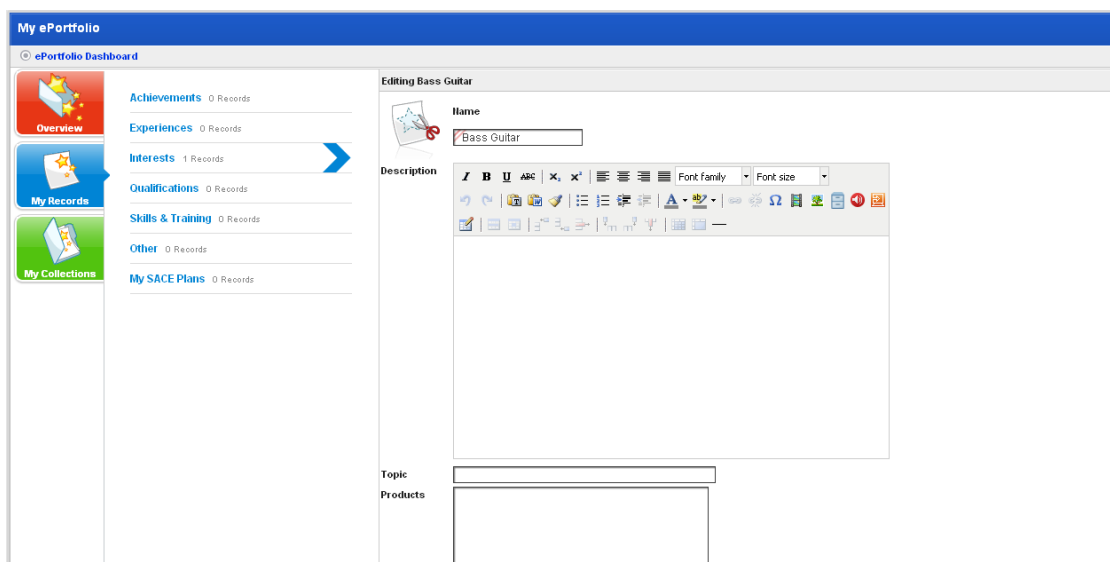
2. Click the **My Records** button. The My Records panel appears.



- Click the folder that contains the record you want to edit. The <folder name> panel appears.



- Adjacent to the record you want to edit, click the **Edit** button. The Editing page appears.

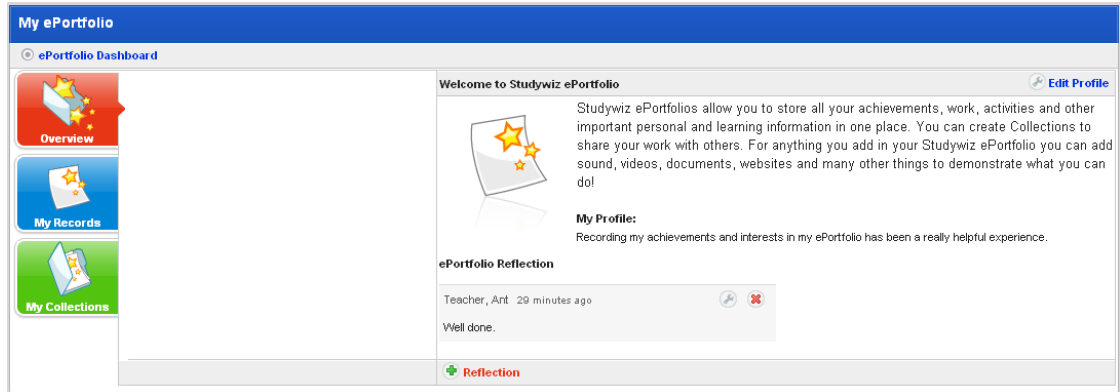


- Make your desired changes to the record.
- Click the **Save and return** button. The changes are saved and the folder reappears.

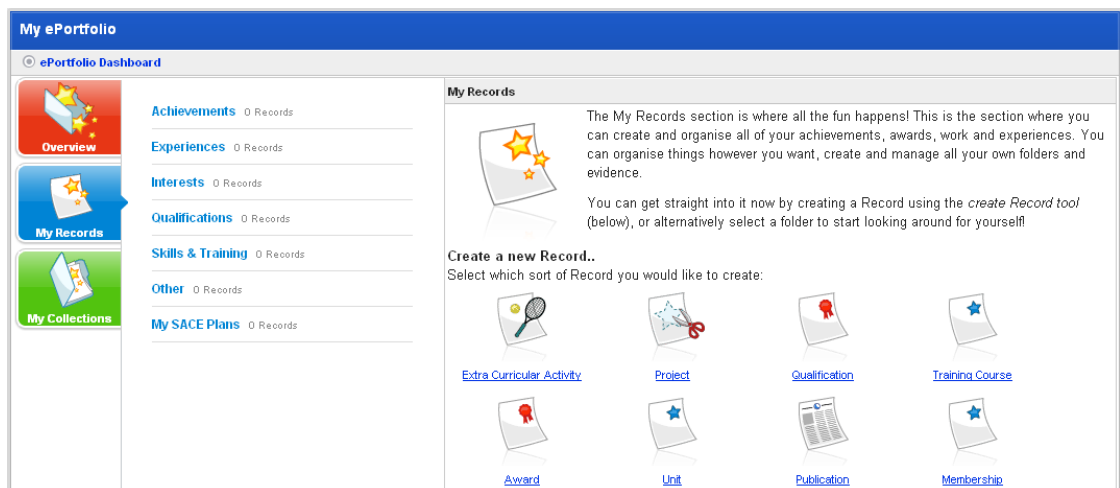
23.2.4.7 Delete a Record

1. Open the ePortfolio:

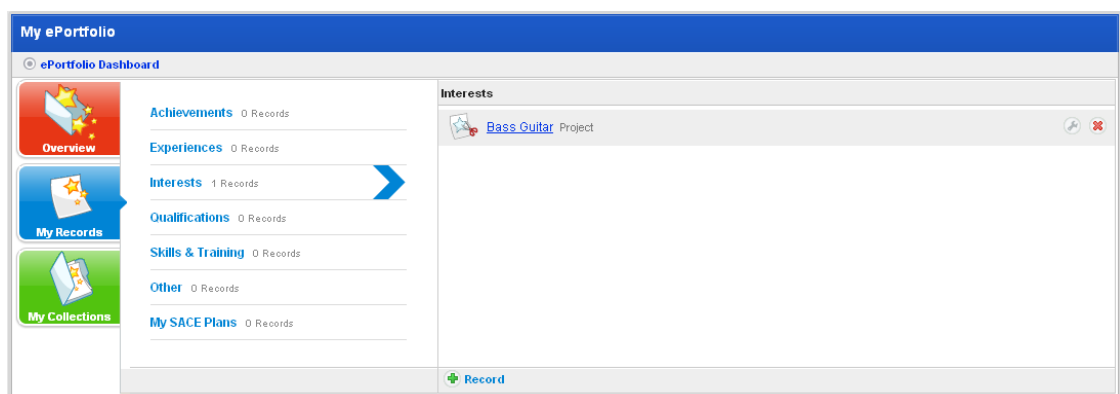
- To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
- To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.




2. Click the **My Records** button. The My Records panel appears.



3. Click the folder that contains the record you want to delete. The <folder name> panel appears.



4. Adjacent to the record you want to delete, click the **Delete**  button. A confirmation dialog box appears.
5. Click **OK**. The record is deleted.

23.2.5 Collection Management

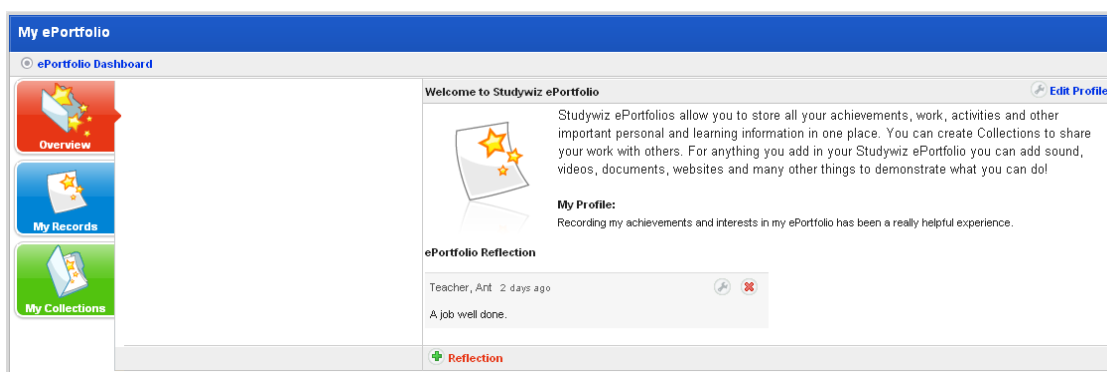
A Collection is the presentation section of a Studywiz ePortfolio. It is a selection of Records collected for a particular purpose such as a job application. Within each Collection you can create as many Sections as you need to help you organise the Records you are presenting.

Follow the procedures in this section to manage your and your students' Collections.

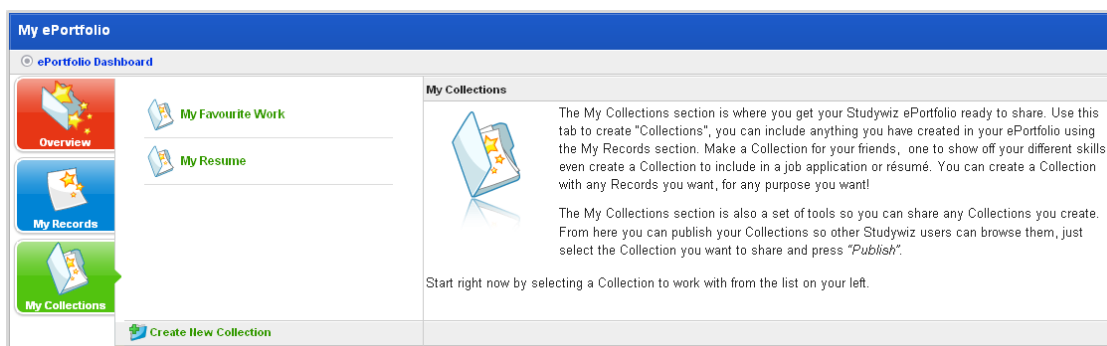
23.2.5.1 Create a new Collection

1. Open the ePortfolio:

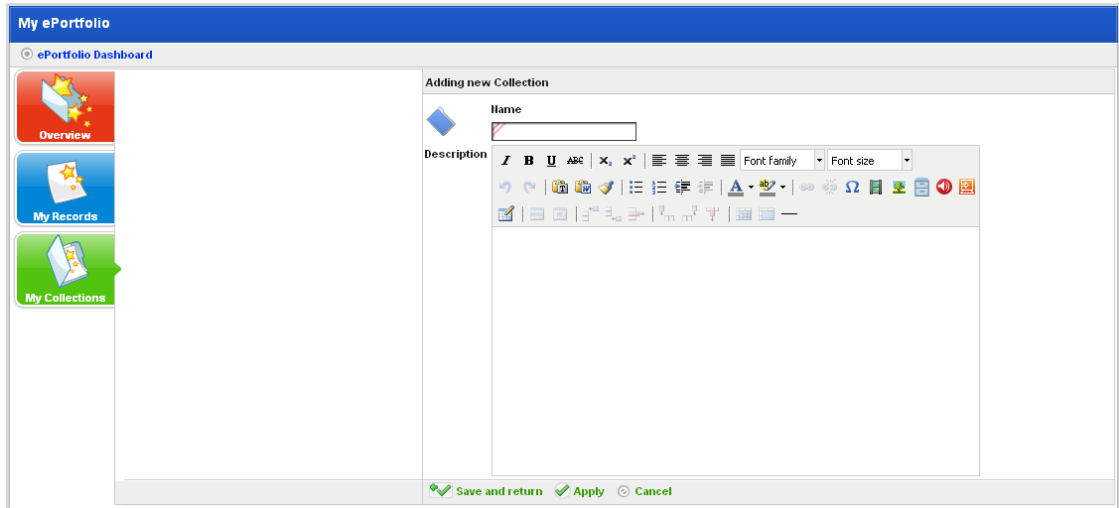
- To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
- To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



2. Click the **My Collections** button. The My Collections panel appears.



3. Click **Create new Collection**. The Adding new Collection panel appears.



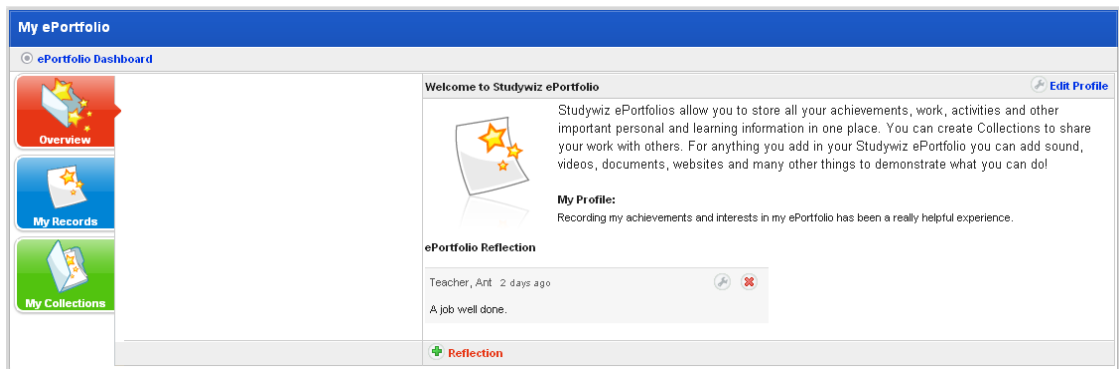
4. In the **Name** field, type a name for the collection.
5. In the **Description** field, type a description of the collection.
6. Click **Save and return**. The collection is saved and the My Collections panel reappears.



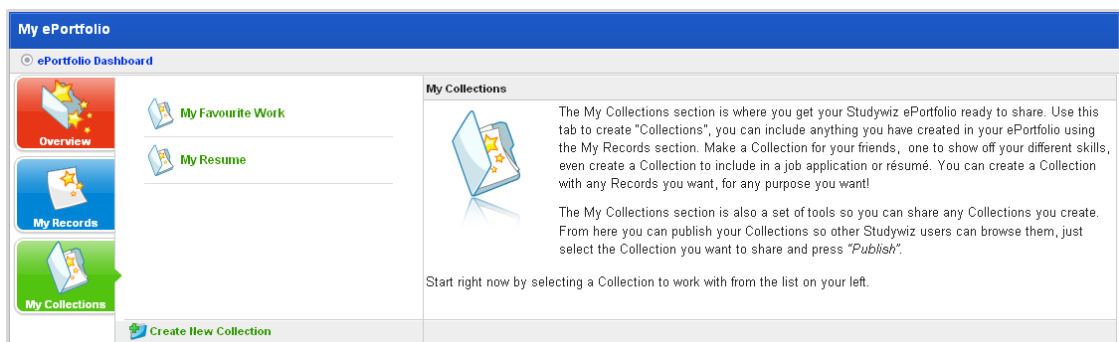
You can now add Sections to the collection. Follow the [Create a New Section](#) procedure below.

23.2.5.2 Edit a Collection

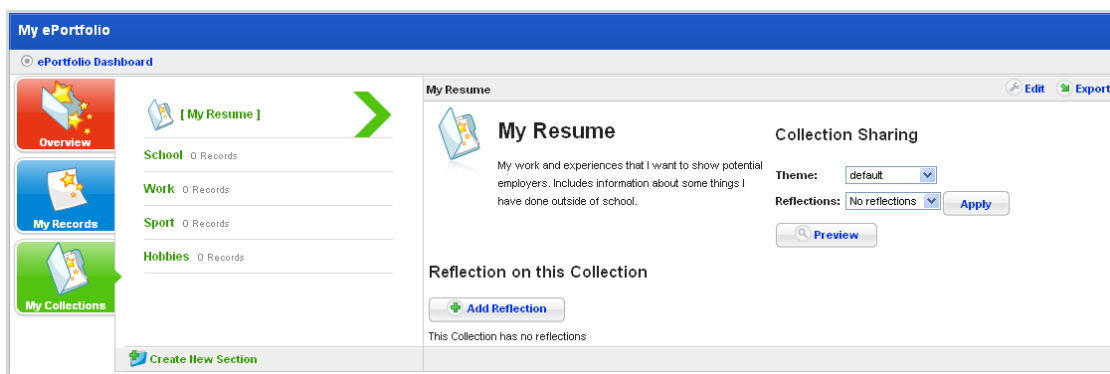
1. Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



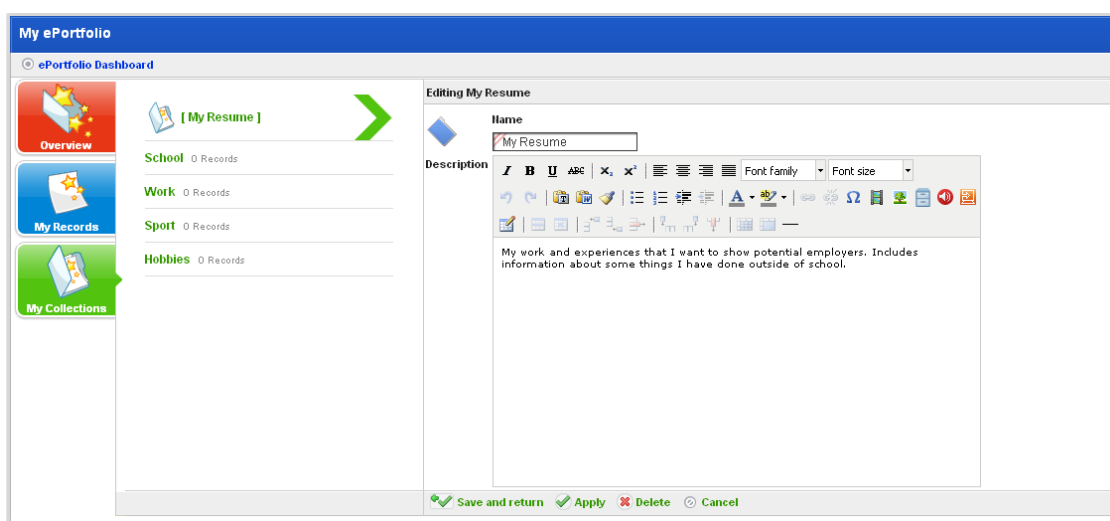
2. Click the **My Collections** button. The My Collections panel appears.



- Click the collection that you want to edit. The <collection name> panel appears.



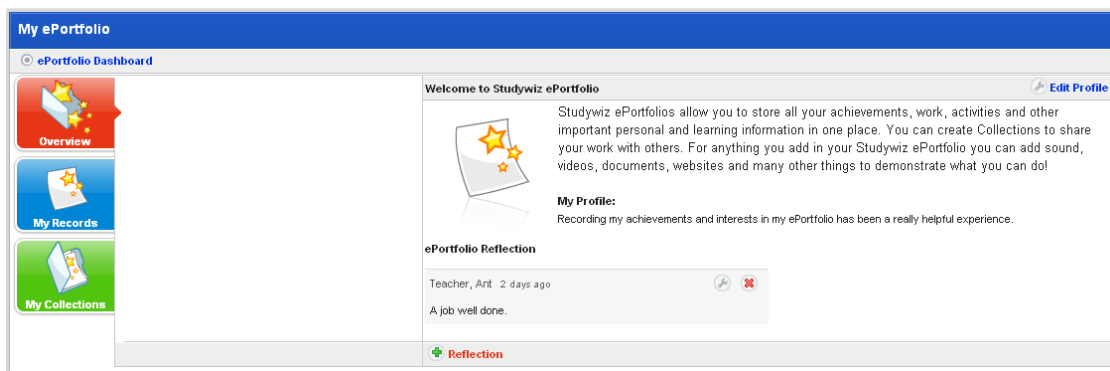
- Click the **Edit** button. The Editing panel appears.



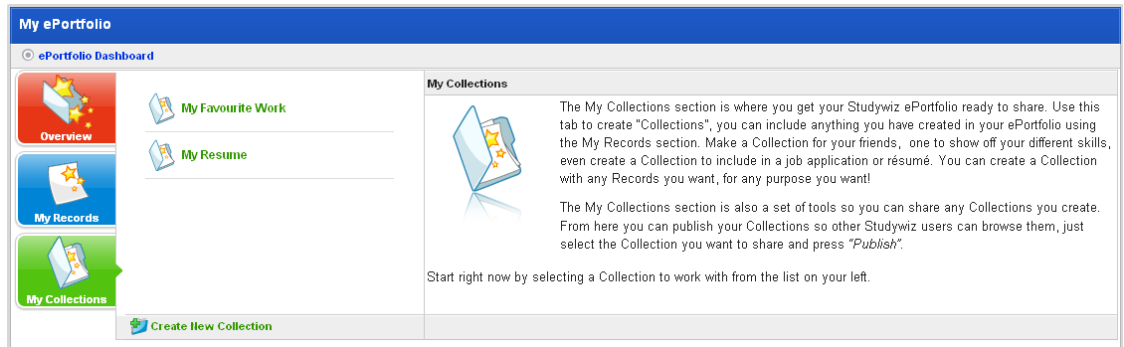
- Make the changes to the collection **Name** or **Description**.
- Click **Save and return**. The changes are saved and the Collections page reappears.

23.2.5.3 Delete a Collection

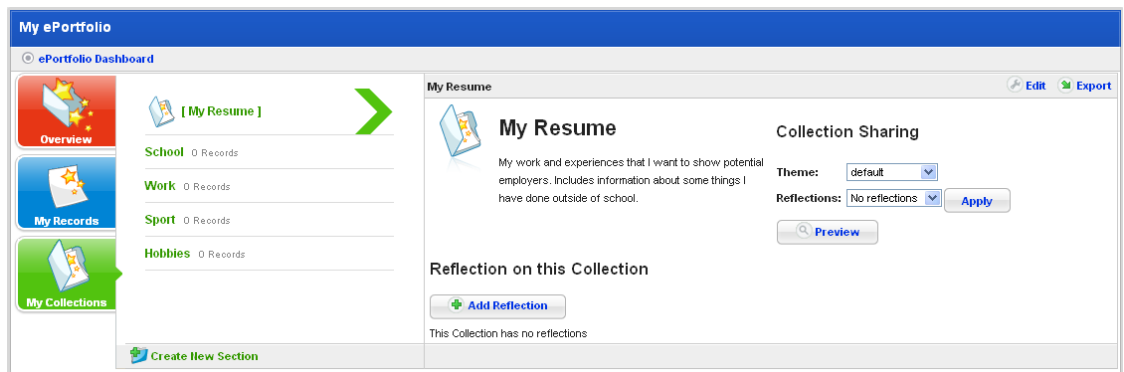
- Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



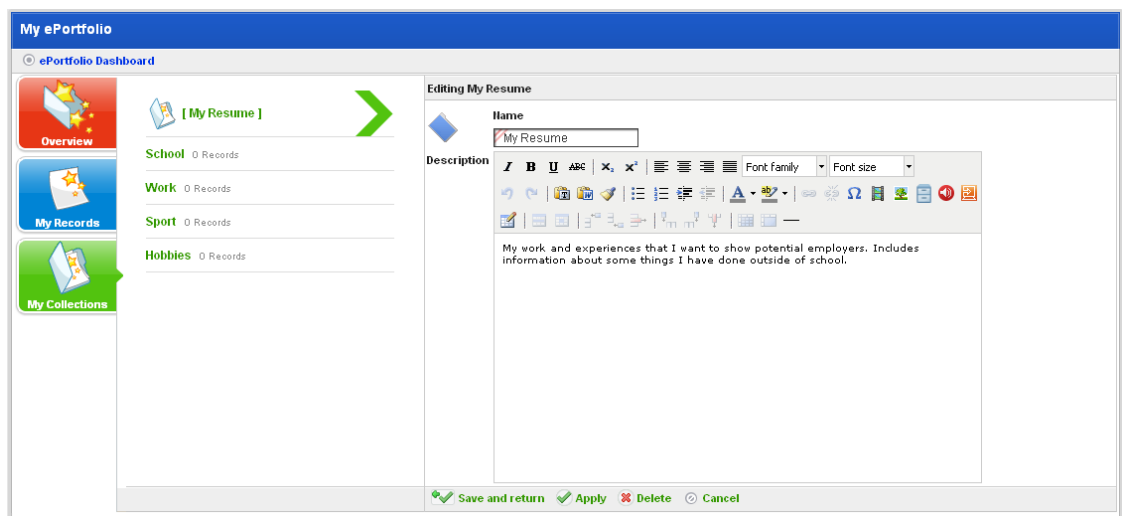
- Click the **My Collections** button. The My Collections panel appears.



3. Click the collection that you want to edit. The <collection name> panel appears.



4. Click the **Edit** button. The Editing panel appears.



5. Click the **Delete** button. A confirmation dialog box appears.
6. Click **OK**. The collection is deleted.

23.2.5.4 Collection Reflections

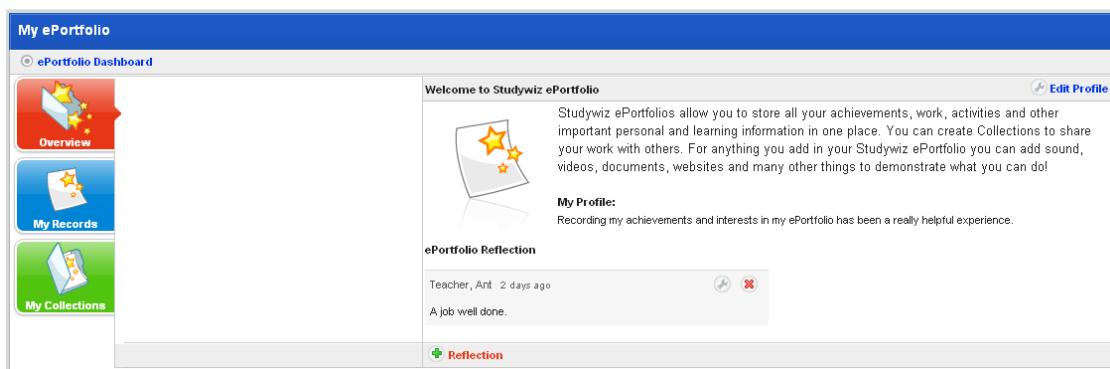
Collection reflections appear on the My Collections page. You can add as many reflections as you need.

Follow the procedures in this section to add, edit or delete collection reflections.

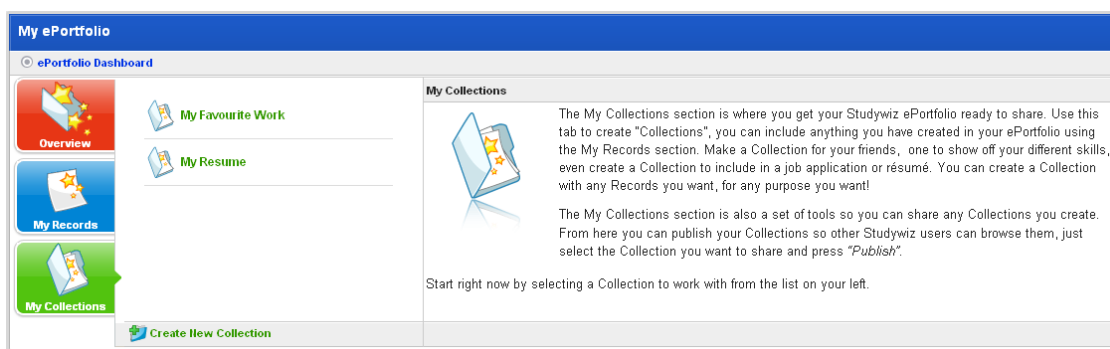
Add a Collection Reflection

1. Open the ePortfolio:

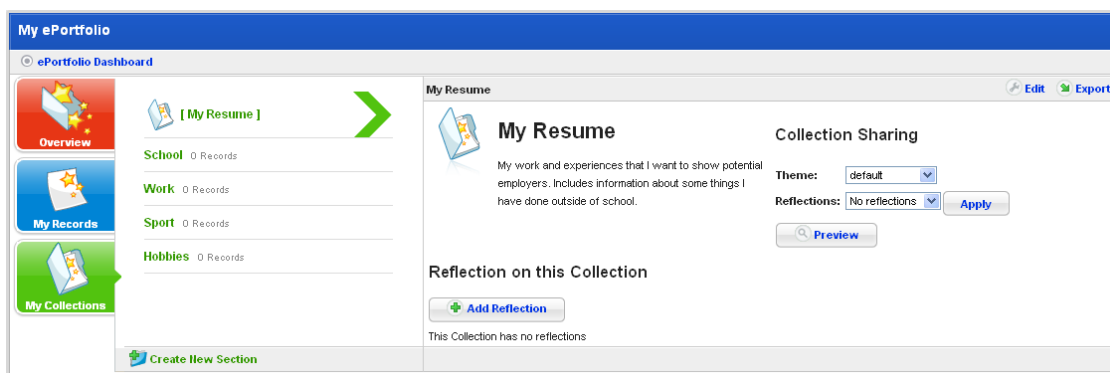
- To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
- To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



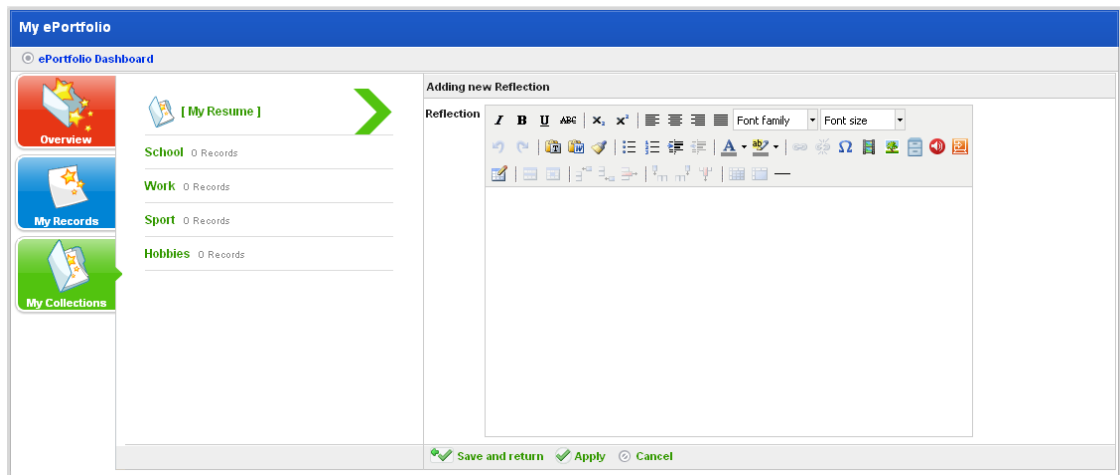
2. Click the **My Collections** button. The My Collections panel appears.



3. Click the Collection to which you want to add a reflection. The <Collection Name> panel appears.



4. Click the **Add Reflection** button. The Adding new Reflection panel appears.

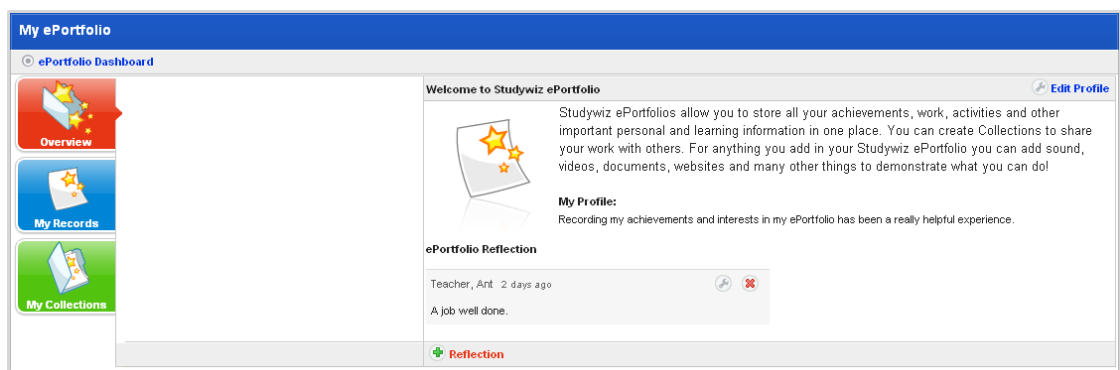


5. In the **Reflection** field, type the reflection.
6. Click **Save and return**. The reflection is saved and the collection panel reappears.

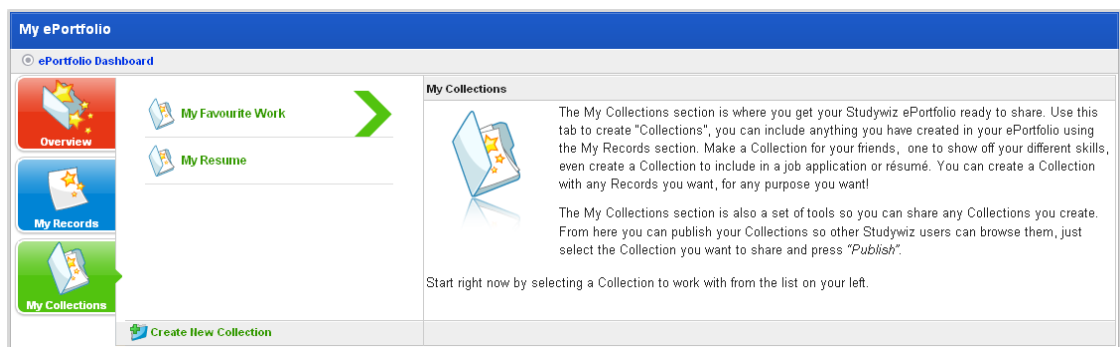
The new reflection is listed under the **Reflection on this Collection** heading.

Edit a Collection Reflection

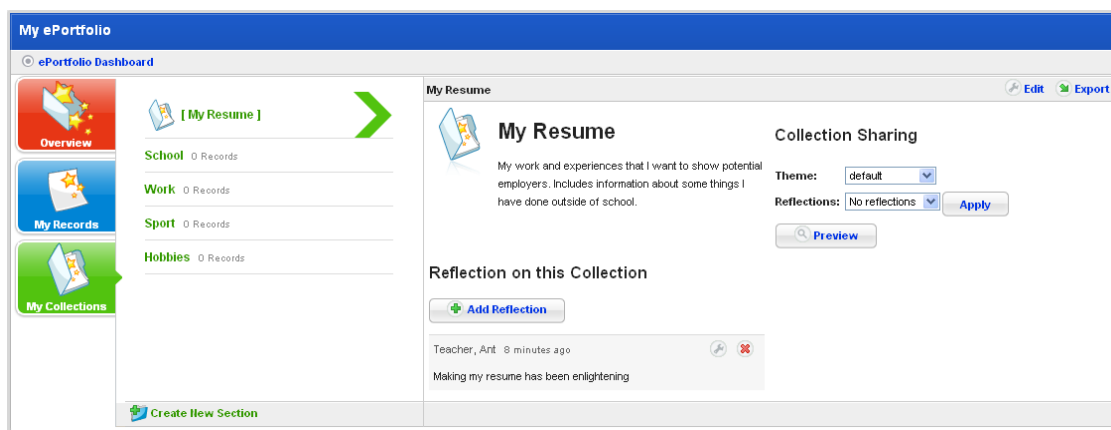
1. Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



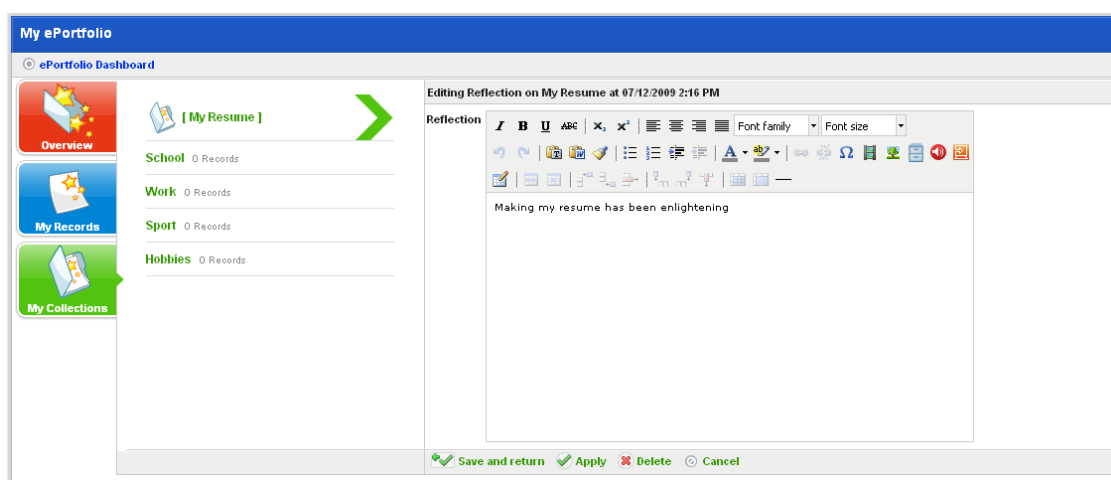
2. Click the **My Collections** button. The My Collections panel appears.



3. Click the Collection that contains the reflection you want to edit. The <Collection Name> panel appears.



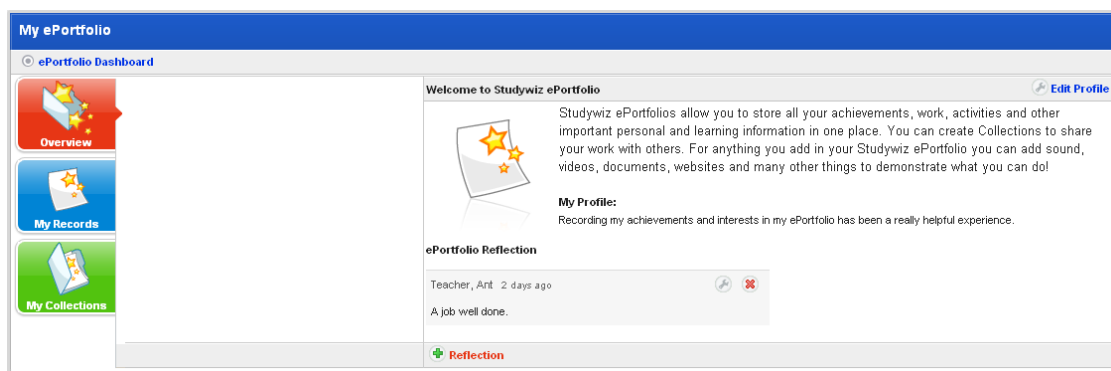
4. Adjacent to the reflection you want to edit, click the **Edit** button. The Editing panel appears.



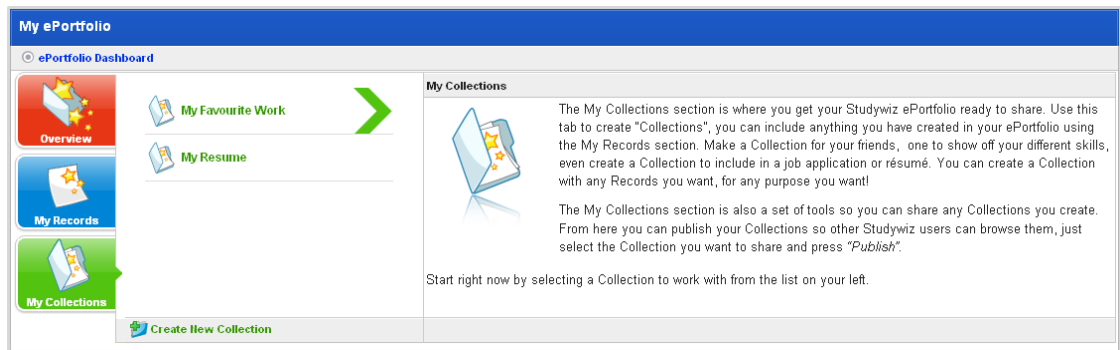
5. In the **Reflection** field, edit your reflection.
6. Click the **Save and return** button. Your changes are saved and your Collections page reappears.

Delete a Collection Reflection

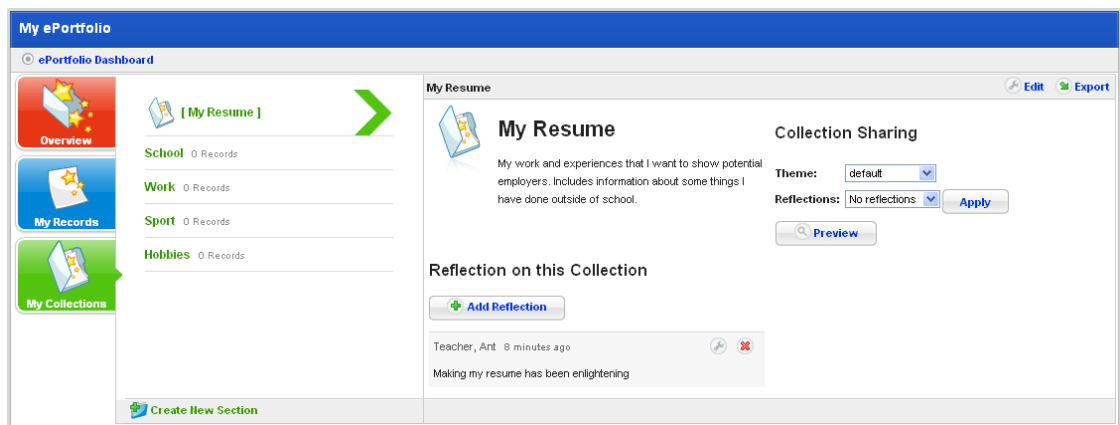
- Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.




2. Click the **My Collections** button. The My Collections panel appears.



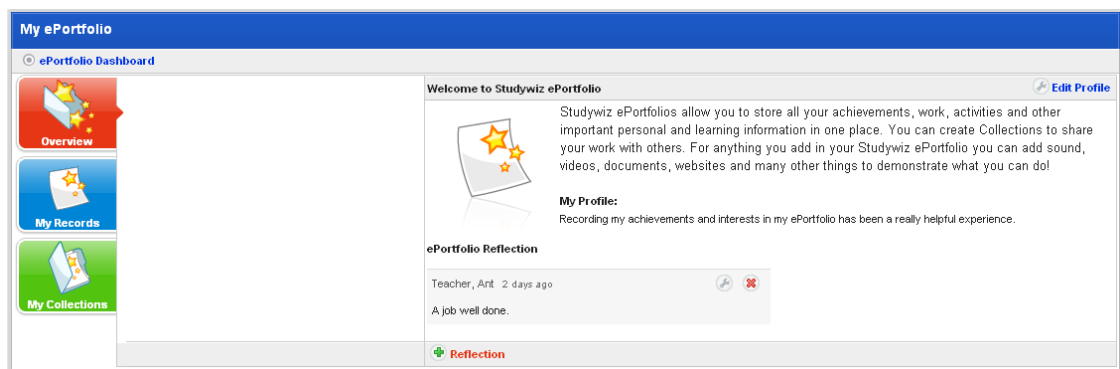
- Click the Collection that contains the reflection you want to delete. The <Collection Name> panel appears.



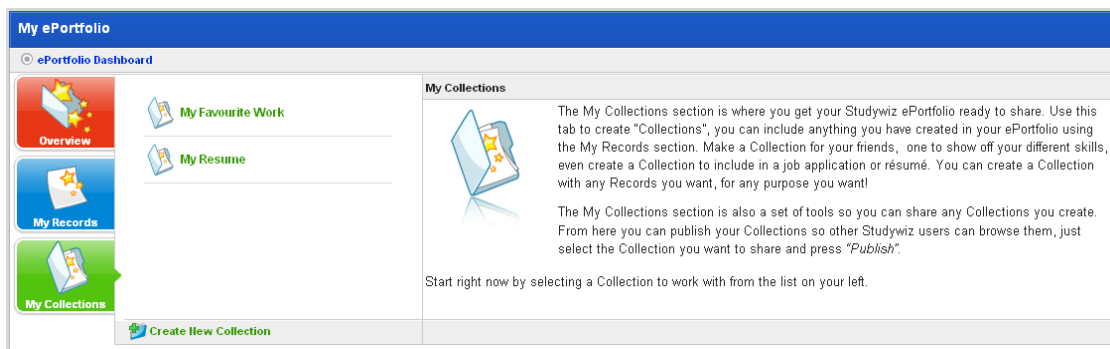
- Adjacent to the Reflection you want to delete, click the **Delete**  button. A confirmation dialog box appears.
- Click the **OK** button. The reflection is deleted and the 'Reflection Deleted' message appears.

23.2.5.5 Create a New Section

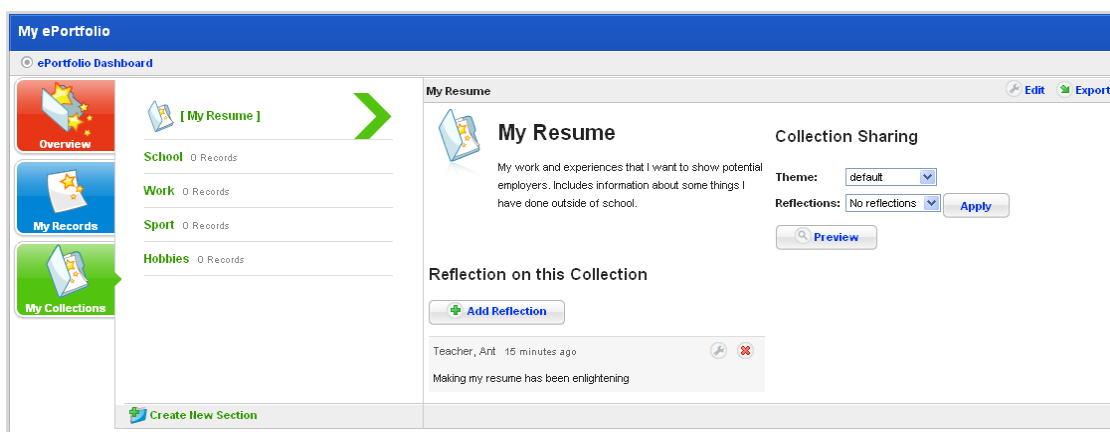
- Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



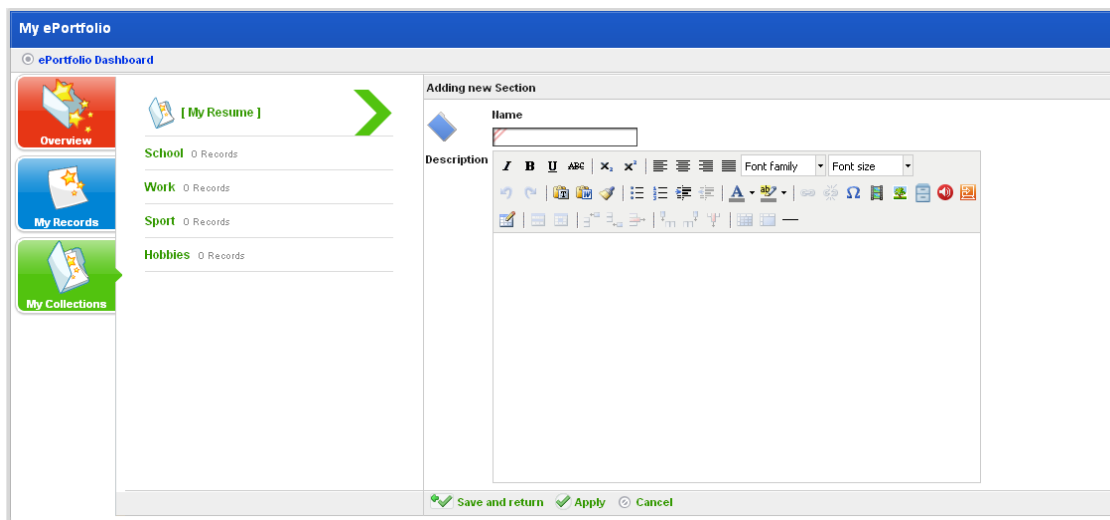
- Click the **My Collections** button. The My Collections panel appears.



3. Click the collection to which you want to add the section. The <collection name> panel appears.



4. Click **Create New Section**. The Adding new Section panel appears.



5. In the **Name** field, type a name for the new Section.
6. In the **Description** field, type a description of the Section.
7. Click **Save and return**. The Description is saved and the <collection name> panel reappears.

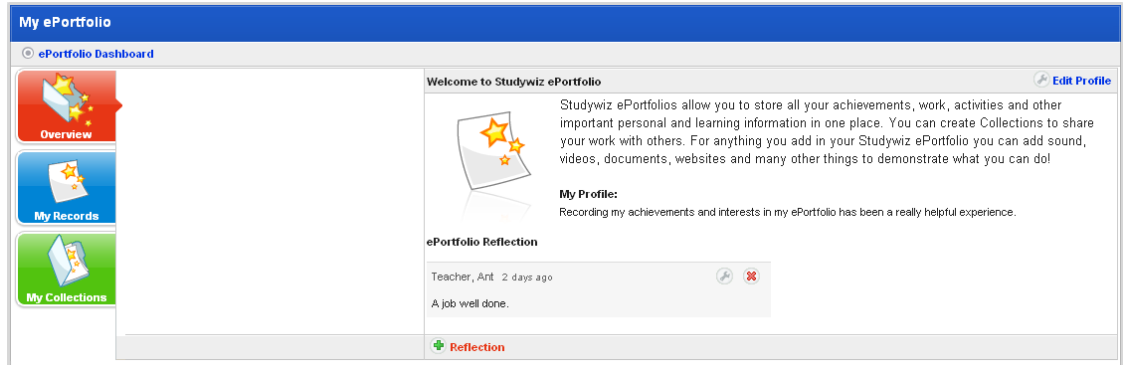


You can now add Records to the collection section. Follow the [Add a Record to a Collection](#) procedure below.

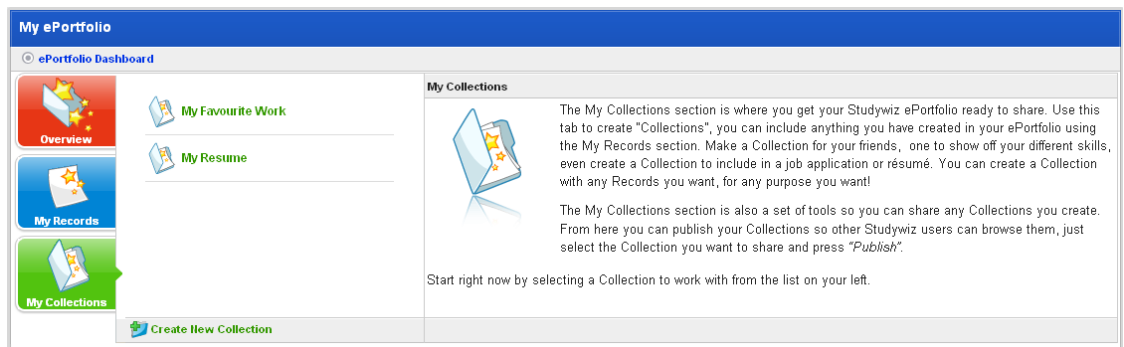
23.2.5.6 Edit a Section

1. Open the ePortfolio:

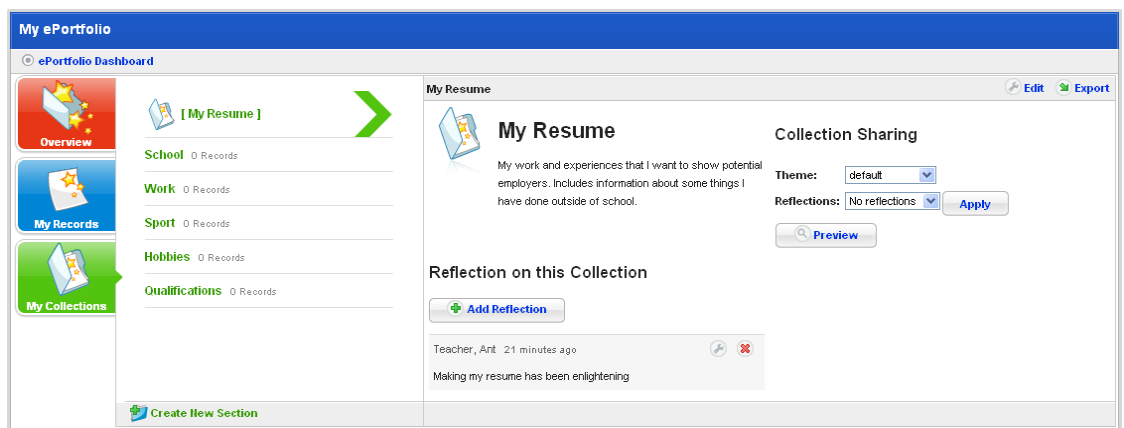
- To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
- To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



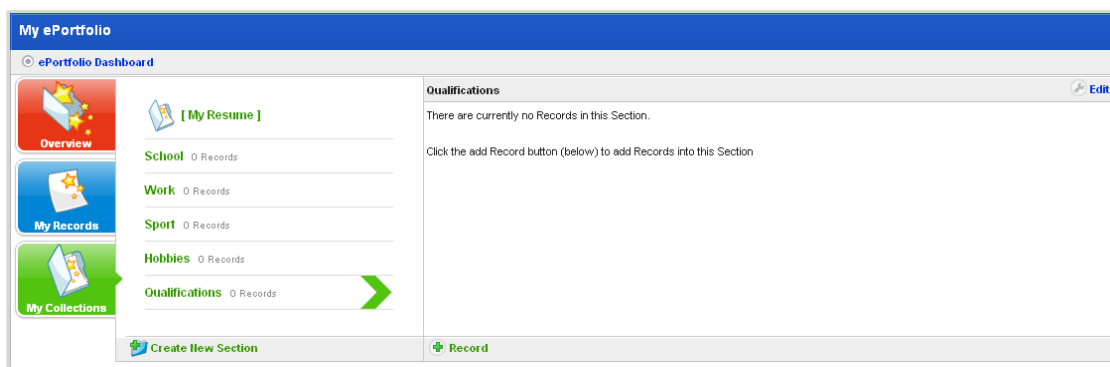
2. Click the **My Collections** button. The My Collections panel appears.



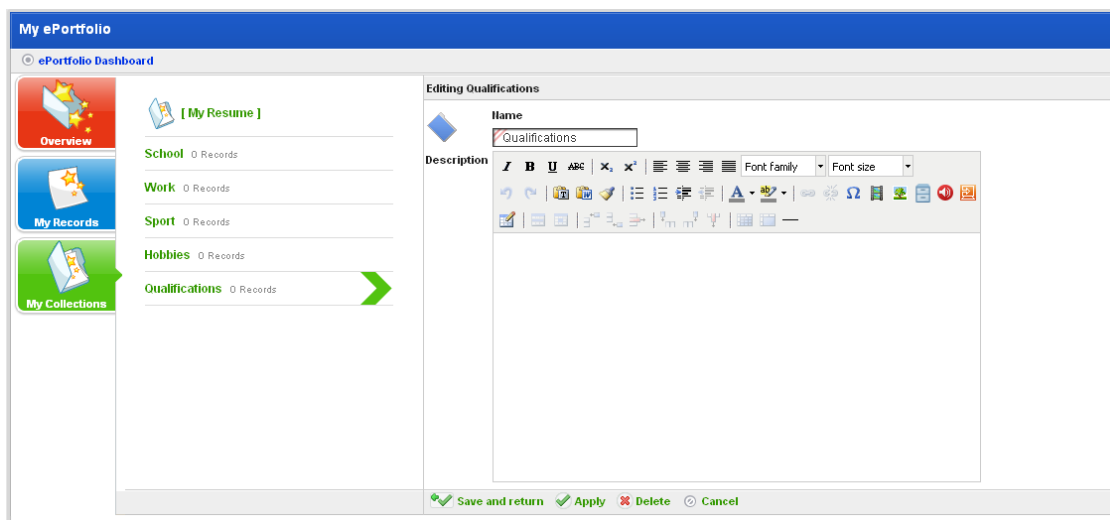
3. Click the collection that contains the section that you want to edit. The <collection name> panel appears.



4. Click the section that you want to edit. The section panel appears.



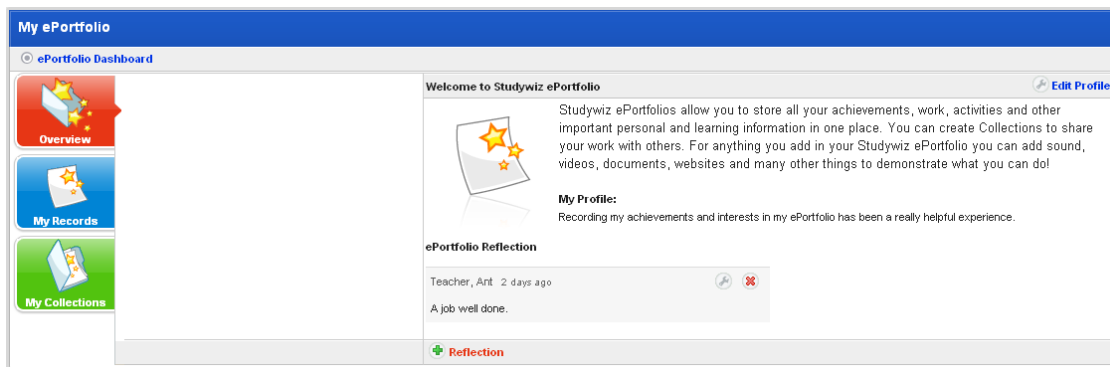
- Click **Edit**. The Editing panel appears.



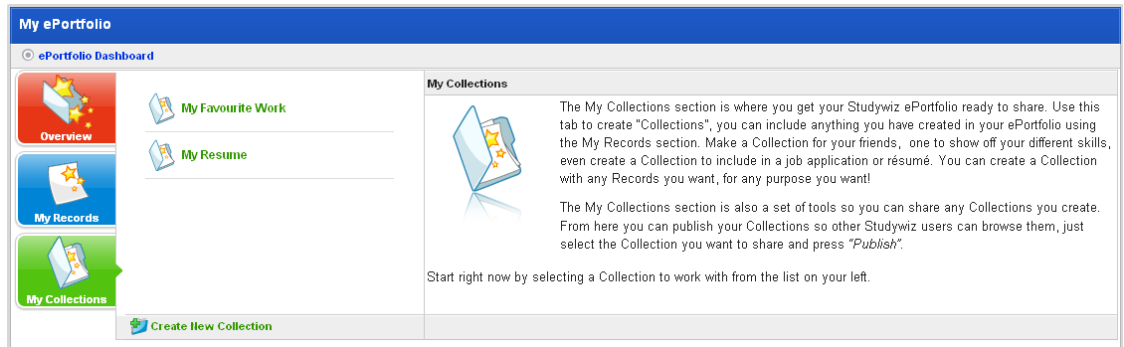
- Make the changes to the section **Name** or **Description**.
- Click **Save and return**. The changes are saved and the Collections page reappears.

23.2.5.7 Delete a Section

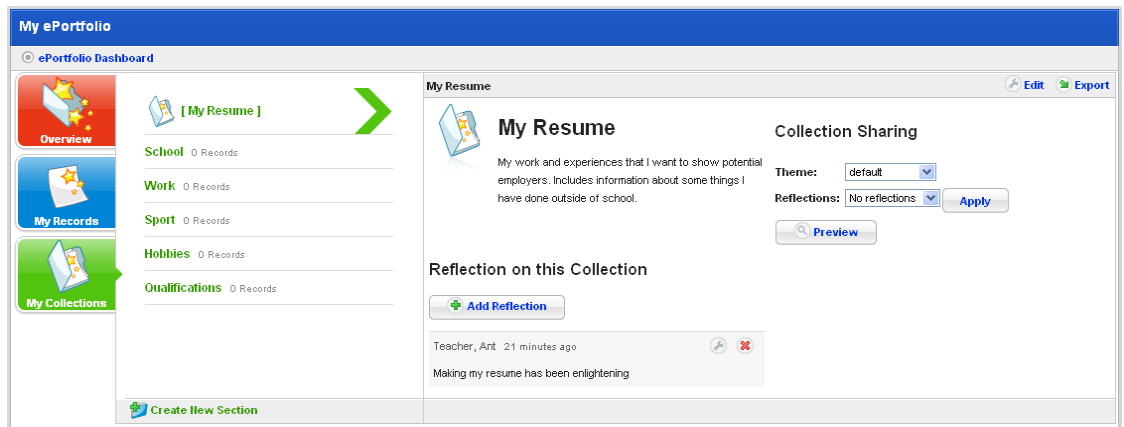
- Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



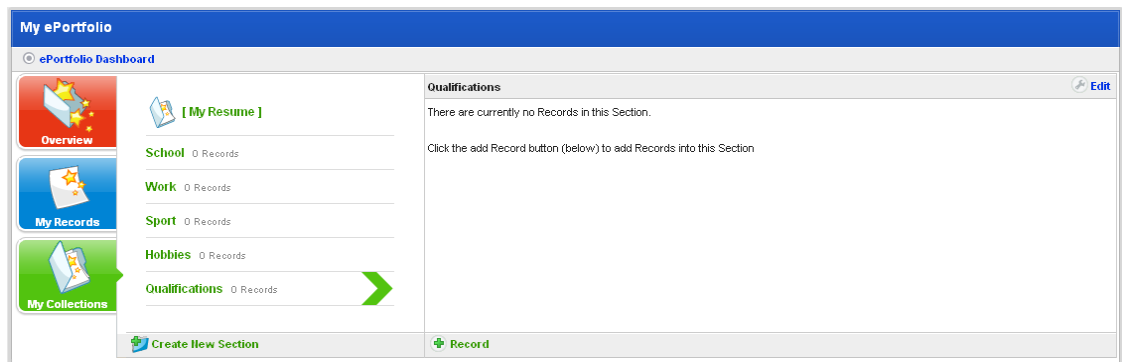
- Click the **My Collections** button. The My Collections panel appears.



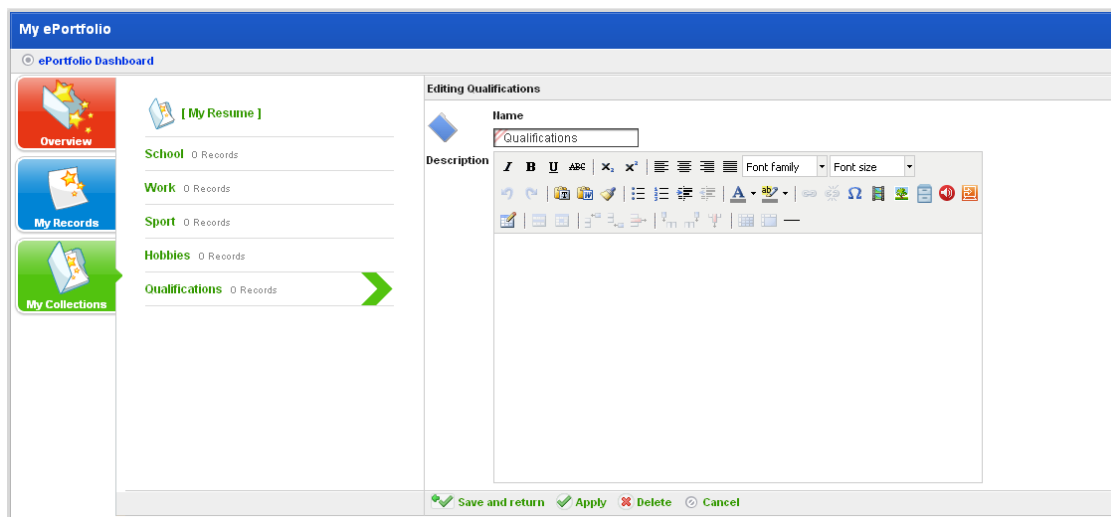
- Click the collection that contains the section that you want to edit. The <collection name> panel appears.



- Click the section that you want to delete. The section panel appears.



- Click the **Edit** button. The Editing panel appears.

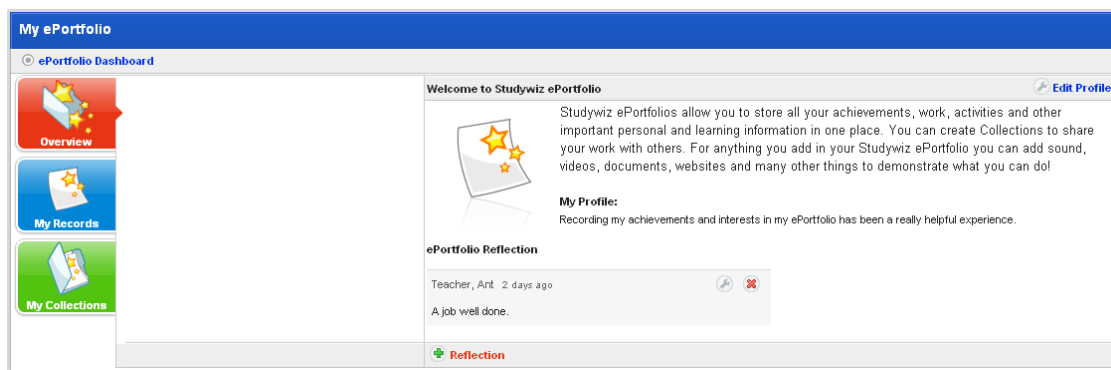


6. Click the **Delete** button. A confirmation dialog box appears.
7. Click **OK**. The section is deleted.

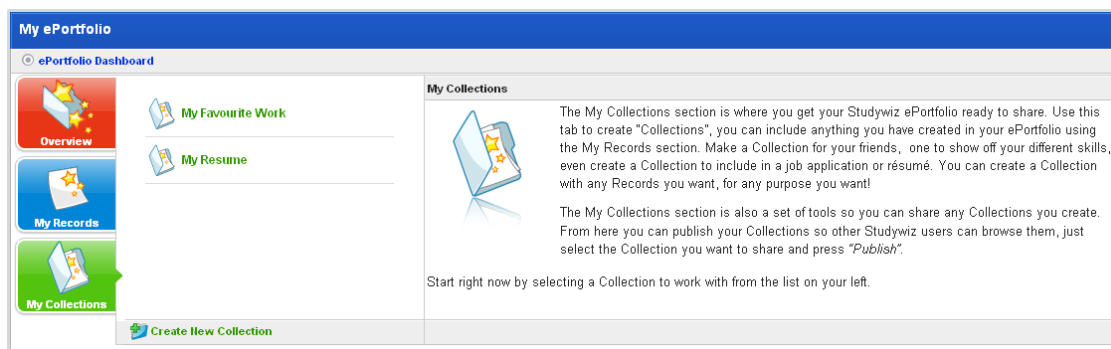
23.2.5.8 Add a Record to a Collection

Before you begin this procedure, ensure that you have created the appropriate records, the collection folder itself and the appropriate sections within the collection.

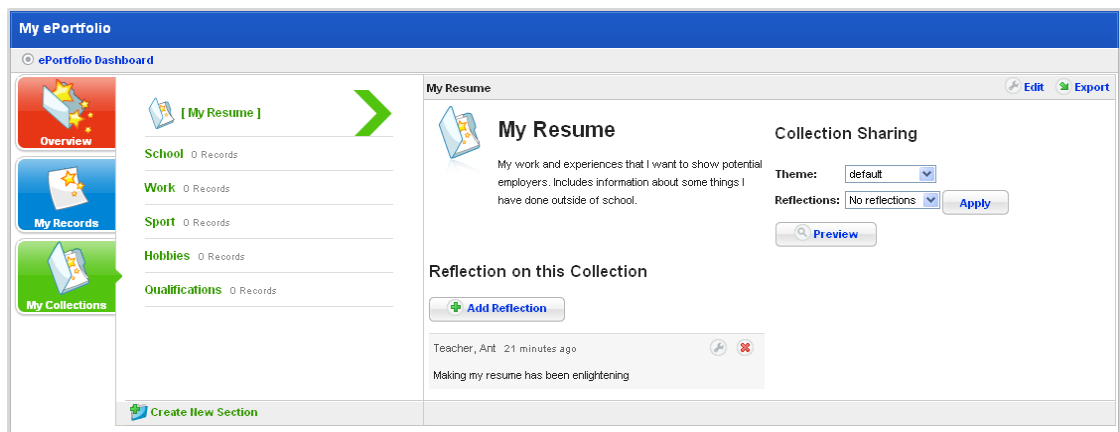
1. Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



2. Click the **My Collections** button. The My Collections panel appears.



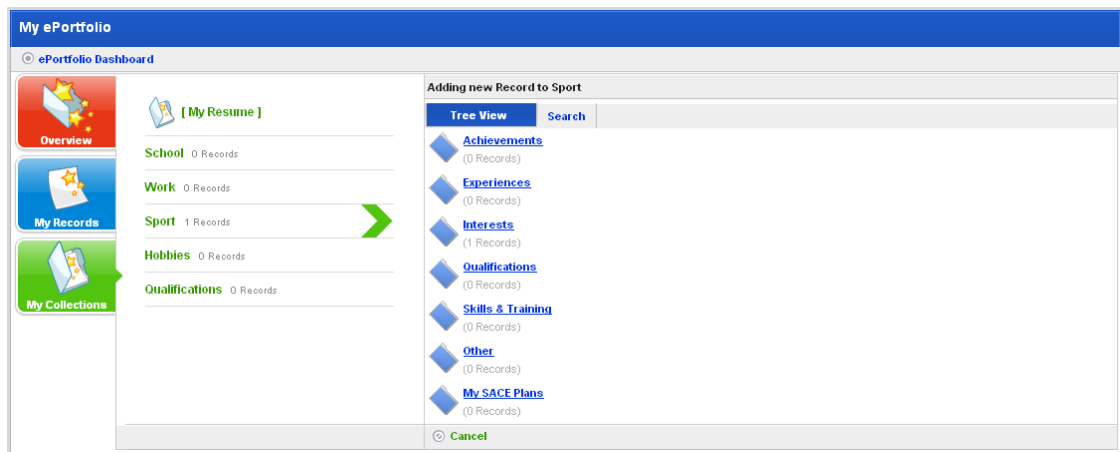
3. Click the collection to which you want to add a record. The <collection name> panel appears.



4. Click the section in which you want to add the record. The section panel appears.

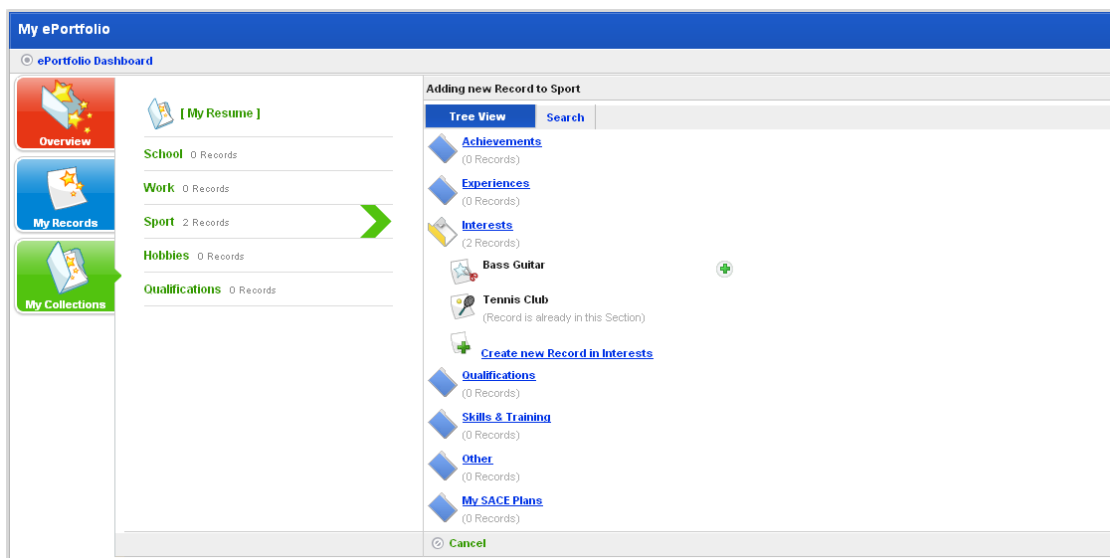


5. Click the **Add Record** button. The Adding new Record panel appears. It displays the My Records folder structure.




To search for a record, click the **Search** tab, enter your search terms and click the **Search** button.

6. Click the folder that contains the record you want to add. The folder expands and displays its contents.



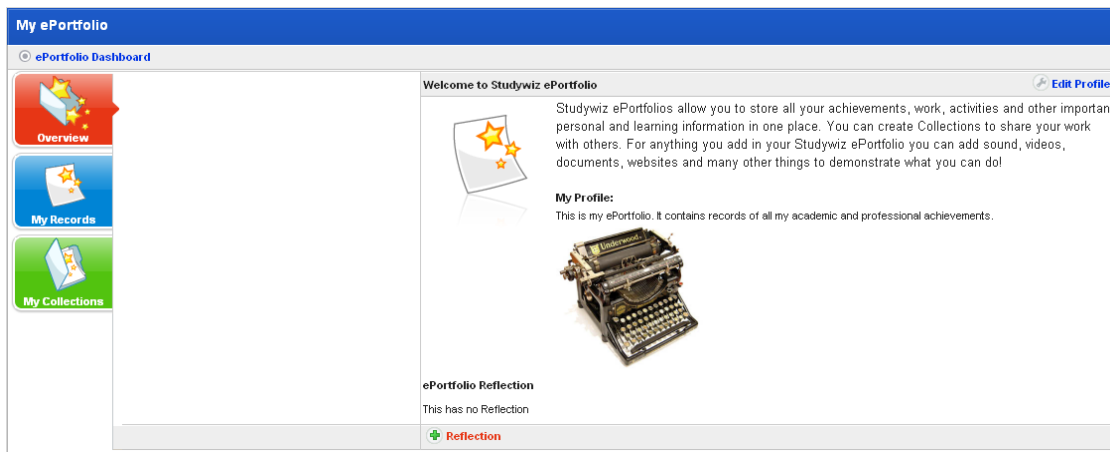
To create a new record, click the **Create new Record in <Folder Name>** button. Create the record. Once saved the record is automatically added to the Collection.

For more information about creating a record, refer to the [Add a New Record](#) procedure.

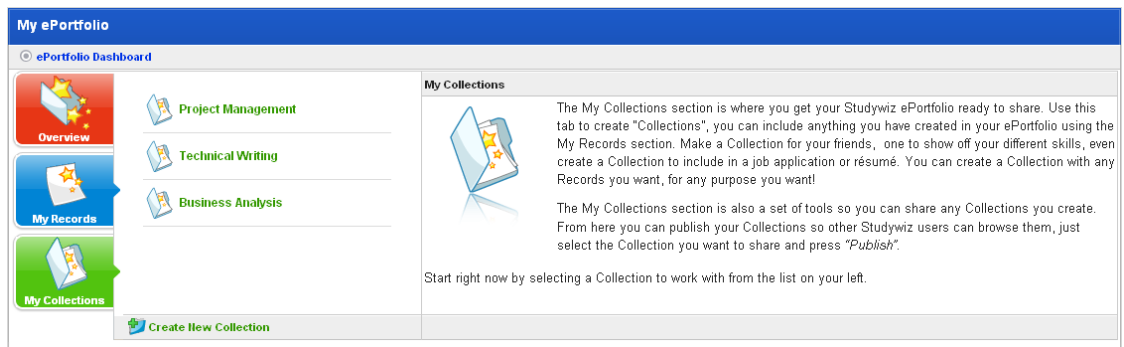
7. Adjacent to the record you want to add, click the **Add Record to Collection**  button. The record is added and the 'Changes Saved' notification appears.

23.2.5.9 Remove a Record from a Collection

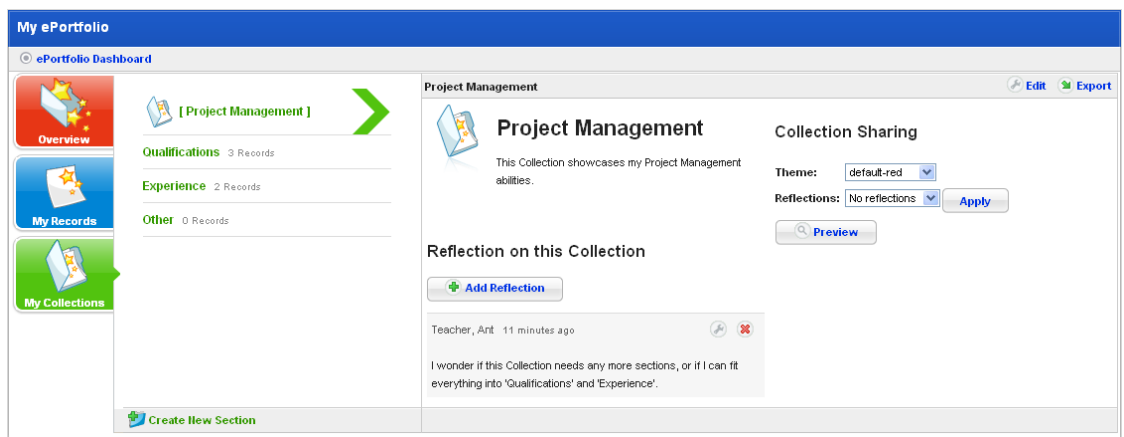
1. Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



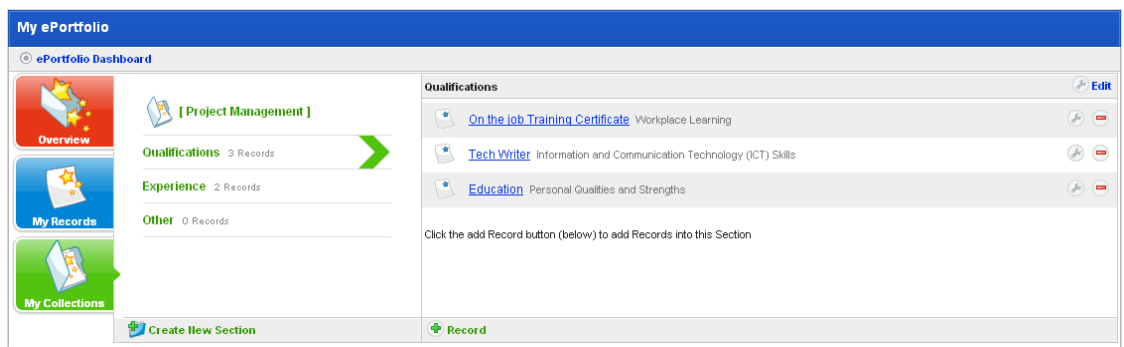
2. Click the **My Collections** button. The My Collections panel appears.



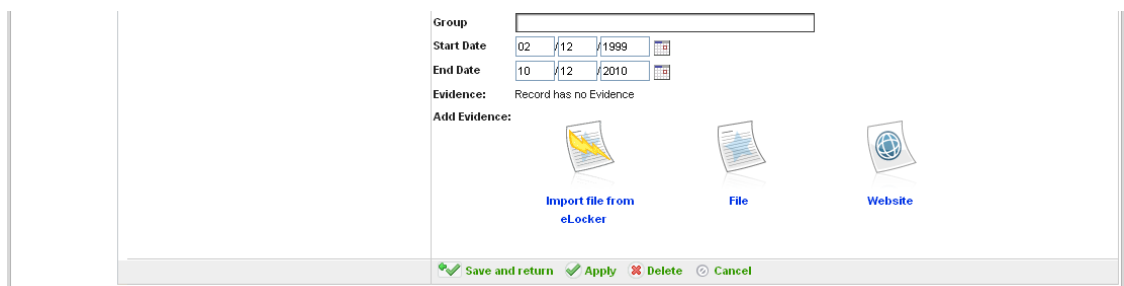
3. Click the collection that includes the record you want to remove. The <collection name> panel appears.



4. Click the section that contains the record that you want to remove. The section panel appears.



5. Adjacent to the record that you want to remove, click the **Edit** button. The Edit record page appears.



6. Click the **Delete** button. A confirmation dialog box appears.

7. Click the **OK** button. The record is removed from the collection.

23.2.6 Preview a Student's Collection

Before you verify or deny a student collection, you may want to preview it. Follow this procedure to preview a student collection.

1. Click the **ePortfolio** tab. The ePortfolio Dashboard appears.

ePortfolio Dashboard

Latest Changes | **Browse Students** | **Search**

The latest changes tab of the ePortfolio Dashboard allows you to see the most recently edited Records and Collections. You can also see any recently added Reflections and any Collections that are awaiting Approval.

[View My ePortfolio](#)

Latest Records	Latest Reflections
✓ money By Student, Anthony	2009 By Student, Anthony
Education By Teacher, Ant	✓ Carpentry Work Experience By Student, Anthony
✓ New record - testing upload file By Student, Anthony	Resume By Student, Anthony
✓ Career Plans By Student, Anthony	Education By Teacher, Ant
My Learning Profile By Student, Jo	Tech Writer By Teacher, Ant
cully By Teacher, Ant	✓ Public Speaking By Student, Anthony

Latest Collections	Collections Awaiting Approval (13)
2009 By Student, Anthony	Testing 10 June 2009 By Student, Jo
lunch By Teacher, Ant	test By Student, Jo



The collection you want to preview may appear in the **Latest Collections** list, if so, click the collection and continue from step 8.

2. Click the **Search** tab. The Search page appears.

ePortfolio Dashboard

Latest Changes | **Browse Students** | **Search**

The search Tab allows Records, Collections and ePortfolios to be easily searched for. By including keywords you can narrow down the search and find exactly what you are looking for.

[View My ePortfolio](#)

Keyword:

Search:

Class: ☒ All Classes ☐ My Classes

[Search](#)

3. In the **Keyword** field, type any collection keywords.
4. From the **Search** drop-down list, select Collections.
5. If you want to specify a class:
 - a. Select the **My Classes** option.
 - b. From the **My Classes** drop-down list, select a class.
6. Click the **Search** button. The search results appear.

ePortfolio Dashboard

[Latest Changes](#) [Browse Students](#) [Search](#)

The search Tab allows Records, Collections and ePortfolios to be easily searched for.
By including keywords you can narrow down the search and find exactly what you are looking for.

[View My ePortfolio](#)

Keyword:

Search:

Class: ☒ All Classes ☐ My Classes

Found 4 results matching your search criteria:

- [My Favourite Work](#) By Teacher, Ant Collection
- [My Resume](#) By Teacher, Ant Collection
- [My Favourite Work](#) By Student, Ant Collection
- [My Resume](#) By Student, Ant Collection

7. Click the Collection that you want to view. The <collection name> page opens.

ePortfolio of Student, Anthony

[ePortfolio Dashboard](#)

[Overview](#) [\[Resume \]](#) [My Action Plans](#) [My Records](#) [My Collections](#)

Work Experience 2 Records

Hobbies 2 Records

Education 5 Records

Resume [Edit](#)

This is my resume.

Collection Sharing

[No verification requested](#)

Theme:

Reflections: [Apply](#)

All records in this collection are verified!

[Preview](#) [Verify for publishing](#)

Reflection on this Collection

[Add Reflection](#)

Collection Verification Removed By Student, Anthony

Teacher, Ant 6 days ago

ok

Collection Verified By Teacher, Ant

8. Click the **Preview** button. The collection opens.

RESUME

This is my resume.

Work Experience

Hobbies

Education

Profile **STUDENT, ANTHONY**

ePortfolio of Anthony Student, Age 15

My ePortfolio reflects my progress throughout this year and contains the milestones of my achievements and assessment tasks along the way.



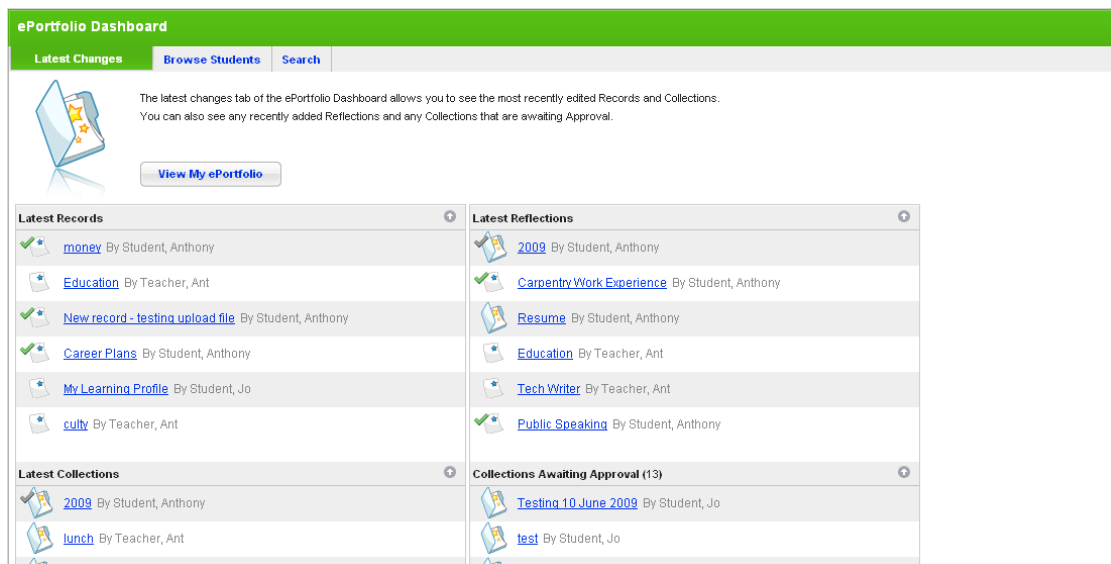
9. To return to the <collection name> page, click the Studywiz **Back** tab.

23.2.7 Verify a Student's Collection

Before a student can publish a collection it first has to be verified by a teacher. Follow this procedure to verify a student collection.

You will receive a Studywiz message every time one of your students requests you to verify a collection. To verify the collection, click the link that appears in the message and continue this procedure from step 3.

1. Click the **ePortfolio** tab. The ePortfolio Dashboard appears.



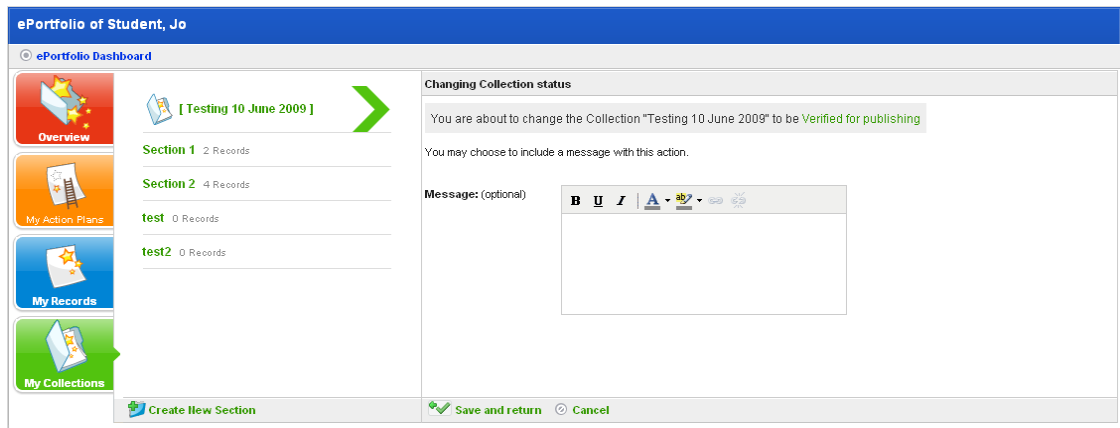
If there are more than six collections awaiting approval the **Show All** button is displayed. Click the **Show All** button, the complete list of the collections awaiting approval appears.

2. In the **Collections Awaiting Approval** list, click the collection that you want to verify. The collection opens.



3. Click the **Verify for publishing** button. The Changing Collection status page appears.

To deny the verification request, click the **Deny request** button. The Changing Collection status appears.



ePortfolio of Student, Jo

ePortfolio Dashboard

Overview

[Testing 10 June 2009]

Section 1 2 Records

Section 2 4 Records

test 0 Records

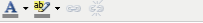
test2 0 Records

Changing Collection status

You are about to change the Collection "Testing 10 June 2009" to be **Verified for publishing**

You may choose to include a message with this action.

Message: (optional)

B U I 

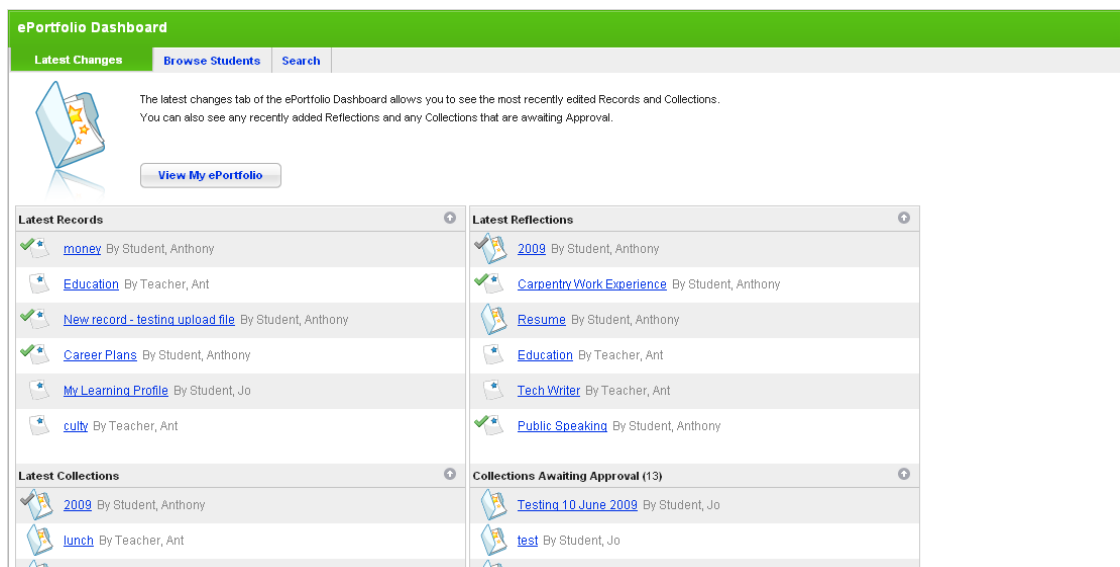
Save and return **Cancel**

4. If you want to include a message to the student, type the message in the **Message** field.
5. Click **Save and return**. The collection is verified and the student's Collection reappears.
6. To return to your Dashboard, click the **ePortfolio Dashboard** button.

23.2.8 Remove Verification

Follow this procedure to remove verification of a student collection.

1. Click the **ePortfolio** tab. The ePortfolio Dashboard appears.









ePortfolio Dashboard

Latest Changes **Browse Students** **Search**



The latest changes tab of the ePortfolio Dashboard allows you to see the most recently edited Records and Collections. You can also see any recently added Reflections and any Collections that are awaiting Approval.

View My ePortfolio







Latest Records

-  [money](#) By Student, Anthony
-  [Education](#) By Teacher, Ant
-  [New record - testing upload file](#) By Student, Anthony
-  [Career Plans](#) By Student, Anthony
-  [My Learning Profile](#) By Student, Jo
-  [culty](#) By Teacher, Ant



Latest Collections

-  [2009](#) By Student, Anthony
-  [lunch](#) By Teacher, Ant

Latest Reflections

-  [2009](#) By Student, Anthony
-  [Carpentry Work Experience](#) By Student, Anthony
-  [Resume](#) By Student, Anthony
-  [Education](#) By Teacher, Ant
-  [Tech Writer](#) By Teacher, Ant
-  [Public Speaking](#) By Student, Anthony

Collections Awaiting Approval (13)

-  [Testing 10 June 2009](#) By Student, Jo
-  [test](#) By Student, Jo



The collection may appear in the **Latest Collections** list, if so, click the collection and continue from step 8.

2. Ensure that the **Search** tab is selected. The Search page appears.

ePortfolio Dashboard

Latest Changes **Browse Students** **Search**

The search Tab allows Records, Collections and ePortfolios to be easily searched for.
By including keywords you can narrow down the search and find exactly what you are looking for.

[View My ePortfolio](#)

Keyword:

Search:

Class: ☐ All Classes ☐ My Classes

3. In the **Keyword** field, type any collection keywords.
4. From the **Search** drop-down list, select Collections.
5. If you want to specify a class:
 - a. Select the **My Classes** option.
 - b. From the **My Classes** drop-down list, select a class.
6. Click the **Search** button. The search results appear.

ePortfolio Dashboard

Latest Changes **Browse Students** **Search**

The search Tab allows Records, Collections and ePortfolios to be easily searched for.
By including keywords you can narrow down the search and find exactly what you are looking for.

[View My ePortfolio](#)

Keyword:

Search:

Class: ☐ All Classes ☐ My Classes

Found 4 results matching your search criteria:

- [My Favourite Work](#) By Teacher, Ant Collection
- [My Resume](#) By Teacher, Ant Collection
- [My Favourite Work](#) By Student, Ant Collection
- [My Resume](#) By Student, Ant Collection

7. Click the collection that you want to view. The Collection opens.

ePortfolio of Student, Anthony

ePortfolio Dashboard

Overview **My Action Plans** **My Records** **My Collections**

2009

Term 1 4 Records

Term 2 4 Records

Extra-Curricular 0 Records

2009

This is my master Collection for 2009.

Reflection on this Collection

Teacher, Ant 1 day, 22 hours, 1 minute ago

It's looking good, but I'd like to see more records of extra-curricular activities.

Collection Verified By Teacher, Ant

Collection Sharing

☒ Verified for publishing

Theme:

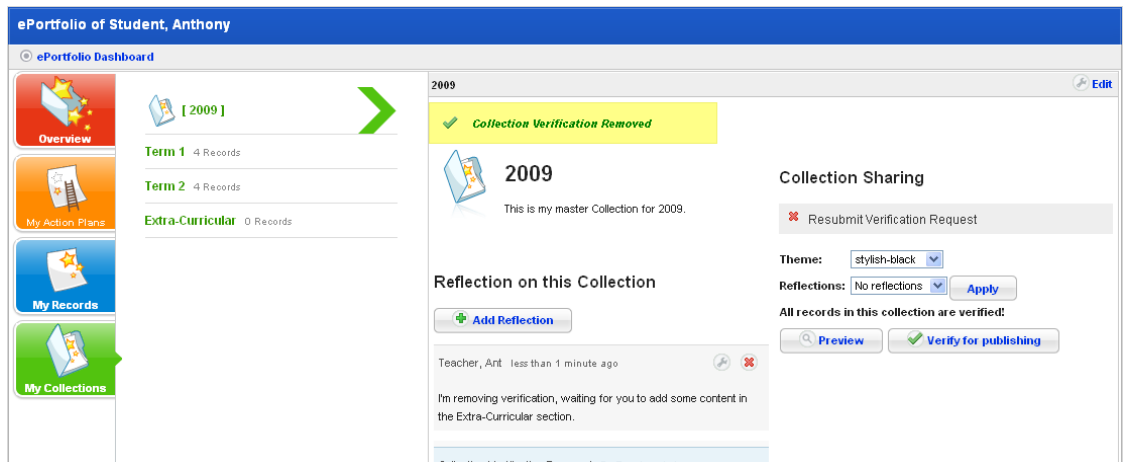
Reflections:

8. Click the **Remove verification** button. The Changing Collection status panel appears.



Collections that are published have a tick icon.

9. If you want to include a message to the student, type the message in the **Message** field.
10. Click **Save and return**. The collection panel reappears and the 'Collection Verification Removed' notification is displayed.



23.2.9 Export a Collection

You can export Collections in three formats:

1. HTML for viewing in a web browser
2. PDF file with evidence files embedded
3. IMS package for reimport into Studywiz or another IMS compliant ePortfolio application.

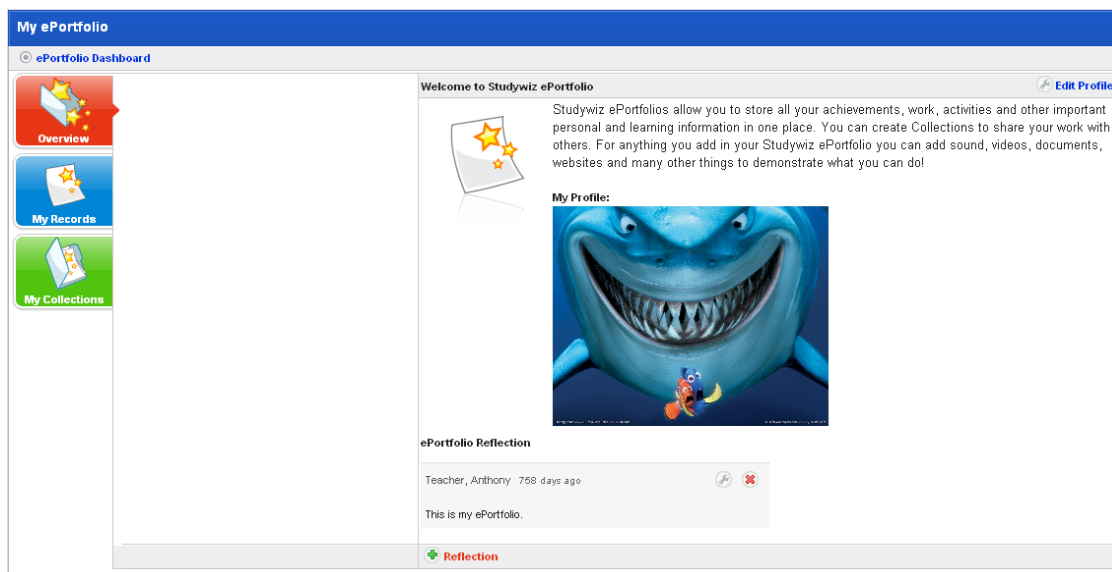


You can only export student collections that have been verified and published.

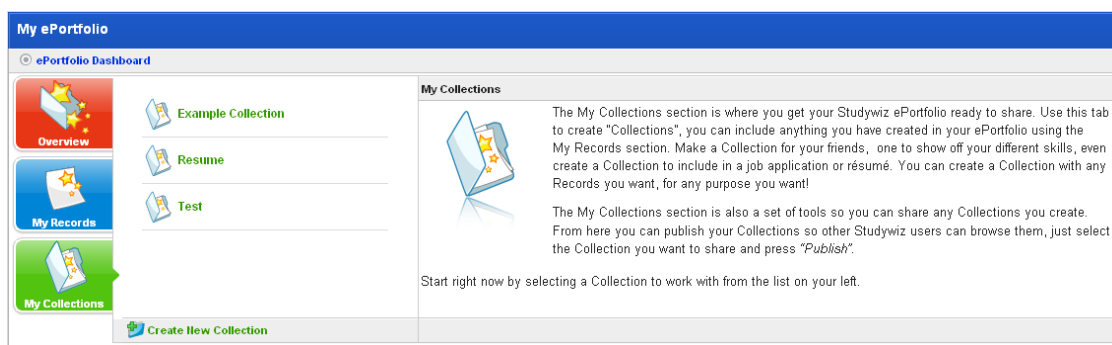
23.2.9.1 Export a Collection as a set of HTML Pages

Follow this procedure to export a Collection as a set of HTML pages.

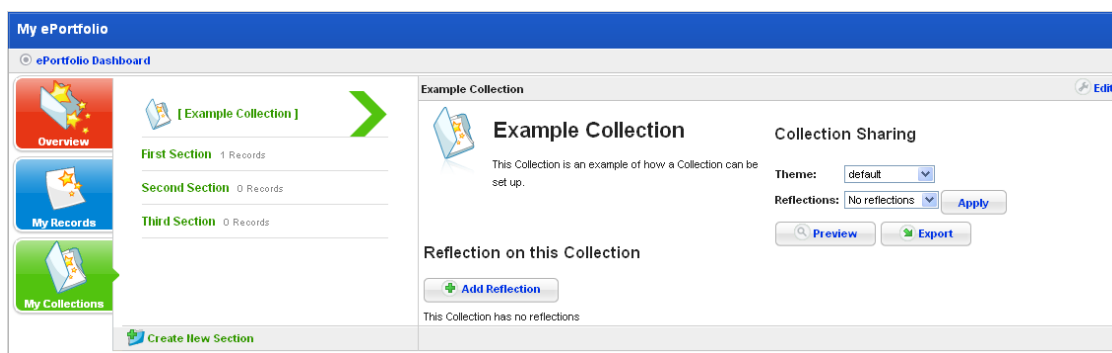
1. Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



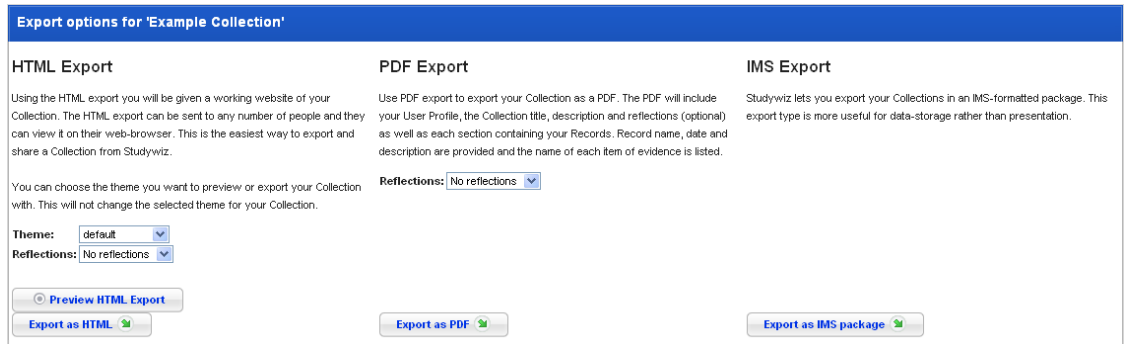
- Click the **My Collections** button. The My Collections panel appears.



- Click the collection that you want to export. The <collection name> panel appears.



- Click the **Export** button. The Export Options panel appears.



Export options for 'Example Collection'

HTML Export

Using the HTML export you will be given a working website of your Collection. The HTML export can be sent to any number of people and they can view it on their web-browser. This is the easiest way to export and share a Collection from Studywiz.

You can choose the theme you want to preview or export your Collection with. This will not change the selected theme for your Collection.

Theme: default

Reflections: No reflections

[Preview HTML Export](#)

[Export as HTML](#)

PDF Export

Use PDF export to export your Collection as a PDF. The PDF will include your User Profile, the Collection title, description and reflections (optional) as well as each section containing your Records. Record name, date and description are provided and the name of each item of evidence is listed.

Reflections: No reflections

[Export as PDF](#)

IMS Export

Studywiz lets you export your Collections in an IMS-formatted package. This export type is more useful for data-storage rather than presentation.

[Export as IMS package](#)

- From the **Theme** drop-down list, select a theme for the reflection. This will determine how the collection will appear.
- From the **Reflection** drop-down list, select which reflections you want to appear for the collection.



To preview the Collection as a HTML export, click the **Preview HTML Export** button.

- Click the **Export as HTML** button. The Generating Export Files progress indicator appears and then the Export Complete panel appears.



Export complete

Your export completed successfully.

[Download File](#)

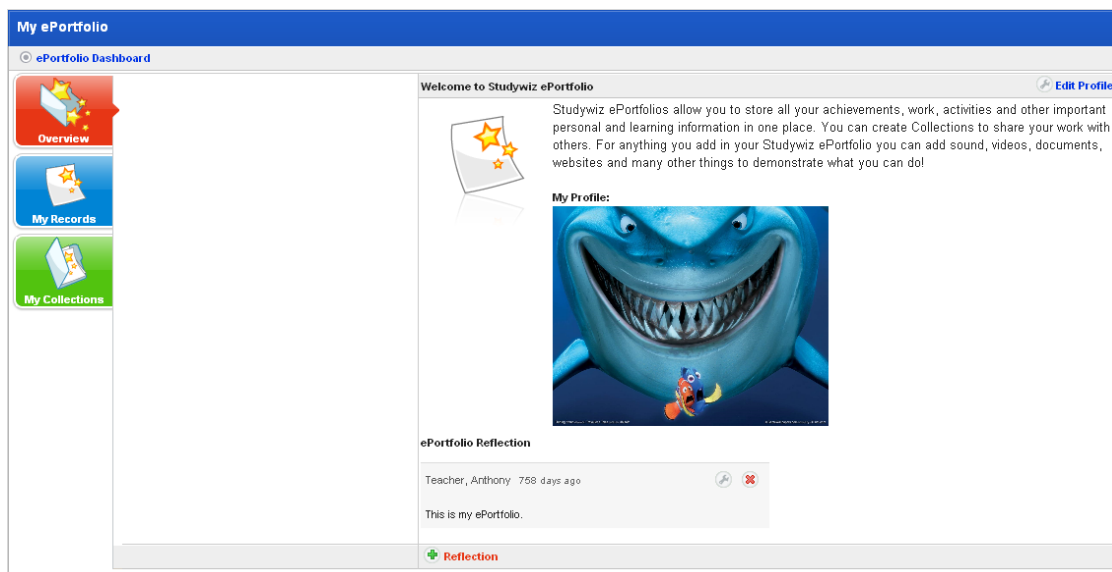
- Click the **Download File** button. The Collection is exported as a zip file of HTML pages.
- Save the zip file to a suitable location.

You can now extract the files from the zip and view them in a web browser.

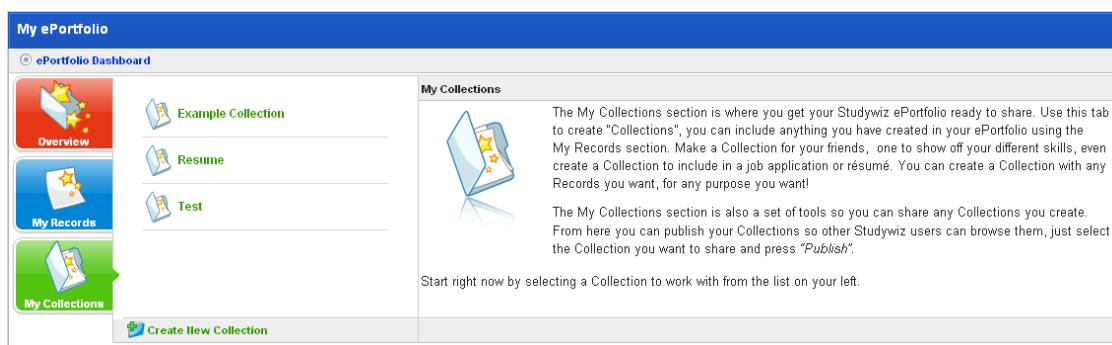
23.2.9.2 Export a Collection as a PDF

Follow this procedure to export a Collection as a PDF.

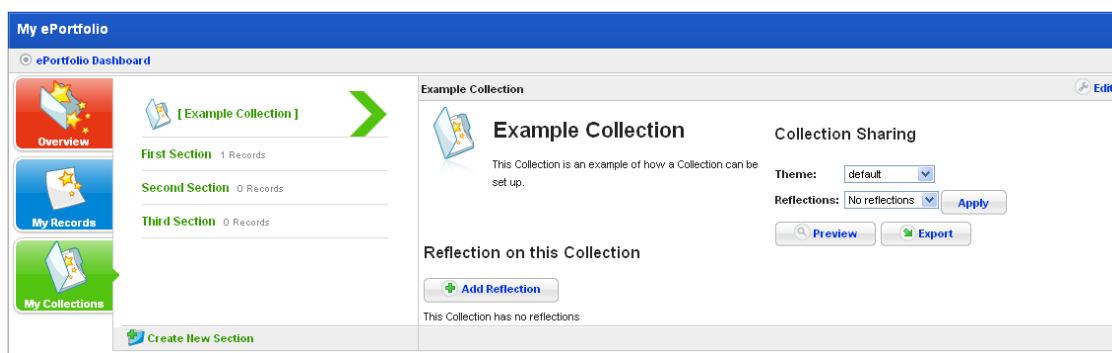
- Open the ePortfolio:
 - To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
 - To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.



- Click the **My Collections** button. The My Collections panel appears.



- Click the Collection that you want to export. The <collection name> panel appears.



- Click the **Export** button. The Export Options panel appears.

Export options for 'Example Collection'

HTML Export	PDF Export	IMS Export
<p>Using the HTML export you will be given a working website of your Collection. The HTML export can be sent to any number of people and they can view it on their web-browser. This is the easiest way to export and share a Collection from Studywiz.</p> <p>You can choose the theme you want to preview or export your Collection with. This will not change the selected theme for your Collection.</p> <p>Theme: <input type="text" value="default"/></p> <p>Reflections: <input type="text" value="No reflections"/></p> <p><input type="button" value="Preview HTML Export"/></p> <p><input type="button" value="Export as HTML"/></p>	<p>Use PDF export to export your Collection as a PDF. The PDF will include your User Profile, the Collection title, description and reflections (optional) as well as each section containing your Records. Record name, date and description are provided and the name of each item of evidence is listed.</p> <p>Reflections: <input type="text" value="No reflections"/></p> <p><input type="button" value="Export as PDF"/></p>	<p>Studywiz lets you export your Collections in an IMS-formatted package. This export type is more useful for data-storage rather than presentation.</p> <p><input type="button" value="Export as IMS package"/></p>

- From the **Reflections** drop-down list, select the reflection types you would like to export with the Collection. You can export:

- No Reflections**
- All Reflections** – exports reflections for Collections and Records
- Records only** – exports reflections only for Records and not for Collections
- Collections only** – exports reflections only for Collections and not for Records.

- Click the **Export as PDF** button. The 'Generating export files' message appears and then the Export complete panel appears.

Export complete

Your export completed successfully.

- Click the **Download File** button and save the file to a suitable location.

23.2.9.3 Export a Collection as an IMS Package

Follow this procedure to export a Collection as an IMS package.

- Open the ePortfolio:

- To open your personal ePortfolio, follow the [Open your Personal ePortfolio](#) procedure.
- To open a student's ePortfolio, follow the [Open a Student's ePortfolio](#) procedure.

My ePortfolio

ePortfolio Dashboard

Overview


My Records

My Collections

Welcome to Studywiz ePortfolio [Edit Profile](#)

Studywiz ePortfolios allow you to store all your achievements, work, activities and other important personal and learning information in one place. You can create Collections to share your work with others. For anything you add in your Studywiz ePortfolio you can add sound, videos, documents, websites and many other things to demonstrate what you can do!

My Profile:



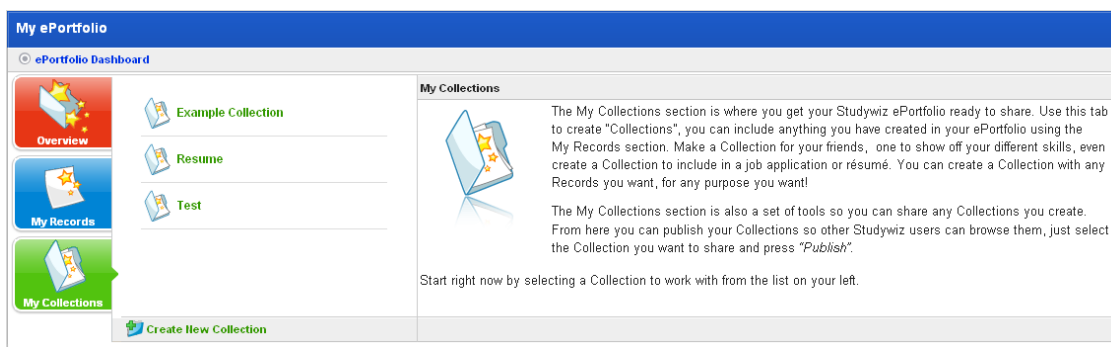
ePortfolio Reflection

Teacher, Anthony 758 days ago

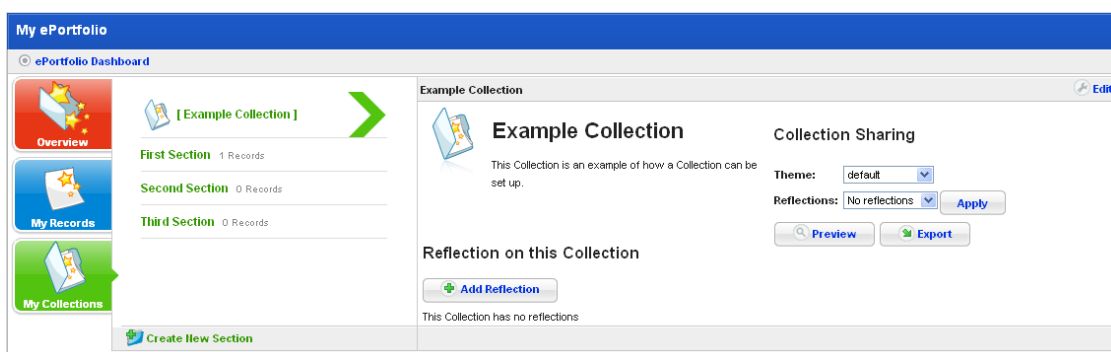
This is my ePortfolio.

[+ Reflection](#)

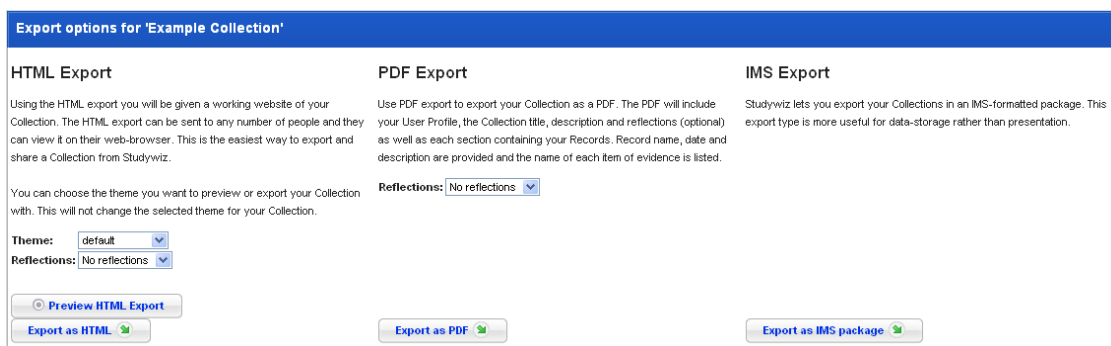
- Click the **My Collections** button. The My Collections panel appears.



- Click the collection that you want to export. The <collection name> panel appears.



- Click the **Export** button. The Export Options panel appears.



- Click the **Export as IMS package** button. The Generating Export Files panel appears, followed by the Export Complete panel.



- Click the **Download File** button. The Collection is exported as an IMS file.
- Save the file to a suitable location.


23.3 Learning Plans in ePortfolio

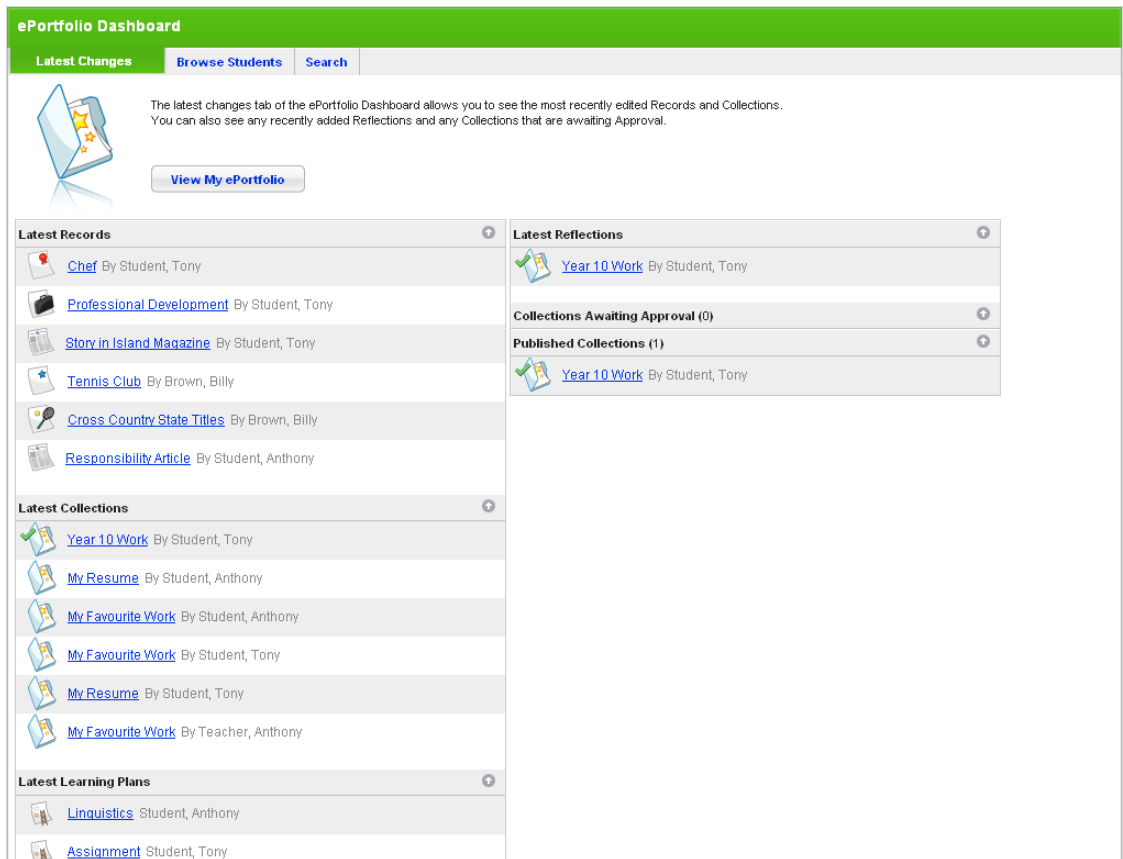
Learning Plans provide a means for Students to develop a strategy for learning about a particular topic. Teacher involvement is not mandatory, but Teachers can view and can contribute to their Students' Learning Plans. A Learning Plan is typically used to guide a Student through a long term project with clearly defined goals.

Learning Plans are presented through a fun interactive Flash interface with a choice of different templates.

23.4 View and Contribute to a Learning Plan

1. Click the **ePortfolio** tab. The **ePortfolio** page appears and displays the ePortfolio Dashboard.

-  The ePortfolio Dashboard has three tabs. When you open the page it displays the tab you were last looking at.



ePortfolio Dashboard

Latest Changes | **Browse Students** | **Search**

The latest changes tab of the ePortfolio Dashboard allows you to see the most recently edited Records and Collections. You can also see any recently added Reflections and any Collections that are awaiting Approval.

[View My ePortfolio](#)

Latest Records

- [Chef](#) By Student, Tony
- [Professional Development](#) By Student, Tony
- [Story in Island Magazine](#) By Student, Tony
- [Tennis Club](#) By Brown, Billy
- [Cross Country State Titles](#) By Brown, Billy
- [Responsibility Article](#) By Student, Anthony

Latest Reflections

- [Year 10 Work](#) By Student, Tony

Collections Awaiting Approval (0)

Published Collections (1)

- [Year 10 Work](#) By Student, Tony

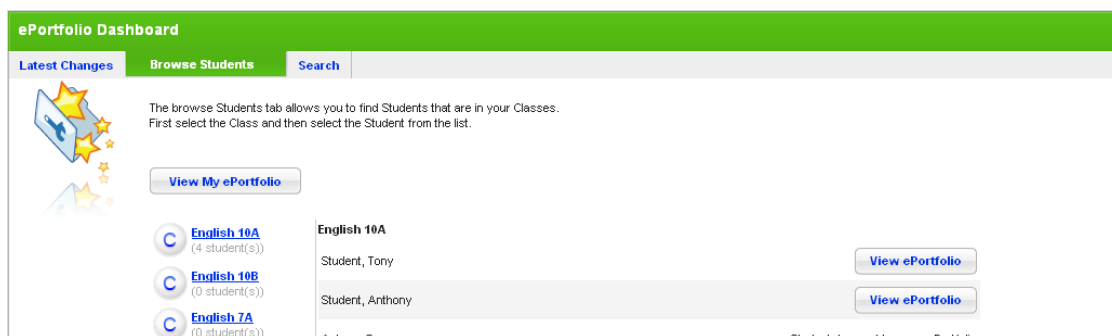
Latest Collections

- [Year 10 Work](#) By Student, Tony
- [My Resume](#) By Student, Anthony
- [My Favourite Work](#) By Student, Anthony
- [My Favourite Work](#) By Student, Tony
- [My Resume](#) By Student, Tony
- [My Favourite Work](#) By Teacher, Anthony

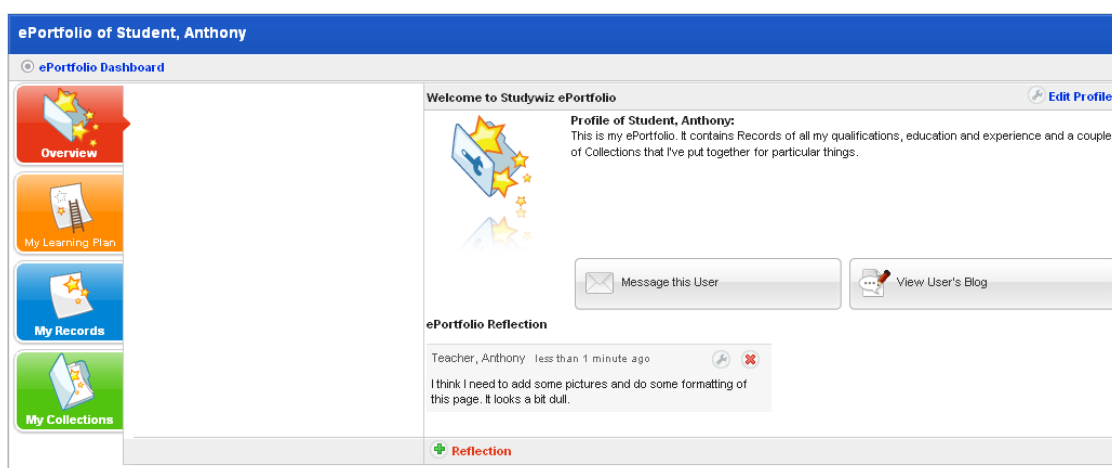
Latest Learning Plans

- [Linguistics](#) Student, Anthony
- [Assignment](#) Student, Tony

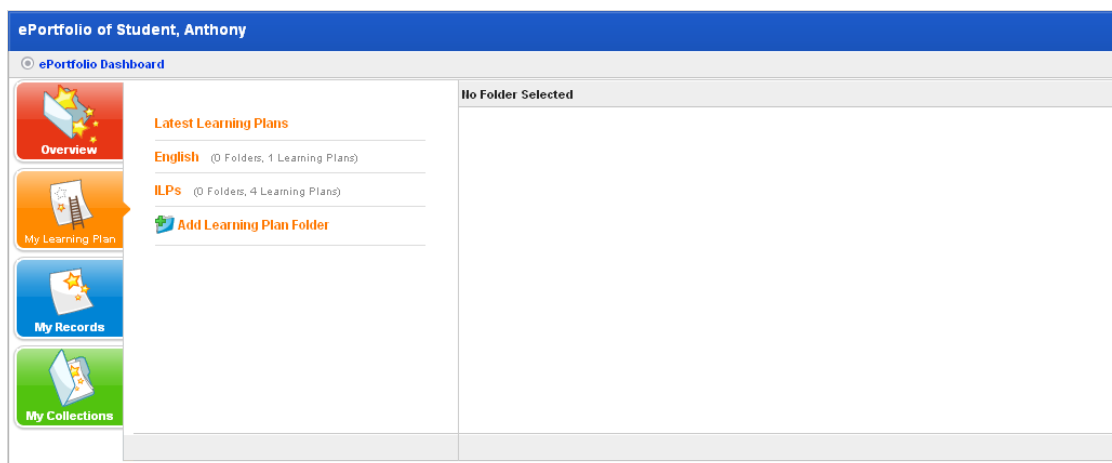
2. Click the **Browse Students** tab.
3. Click the class that contains the student whose Learning Plans you want to view. The students and teachers in the class are displayed.



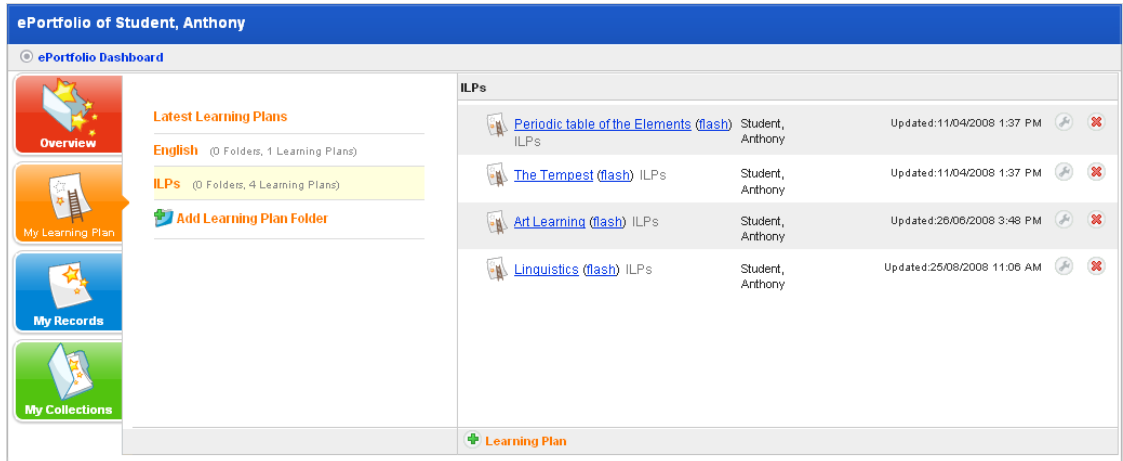
4. Adjacent to a student's name, click the **View ePortfolio** button. The Student's ePortfolio appears.



5. Click the **My Learning Plans** button. The student's Learning Plan folders appear.



6. Click a Learning Plans folder. The Learning Plans within the folder appear.



ePortfolio of Student, Anthony

ePortfolio Dashboard

Latest Learning Plans

English (0 Folders, 1 Learning Plans)

ILPs (0 Folders, 4 Learning Plans)

[Add Learning Plan Folder](#)

ILPs

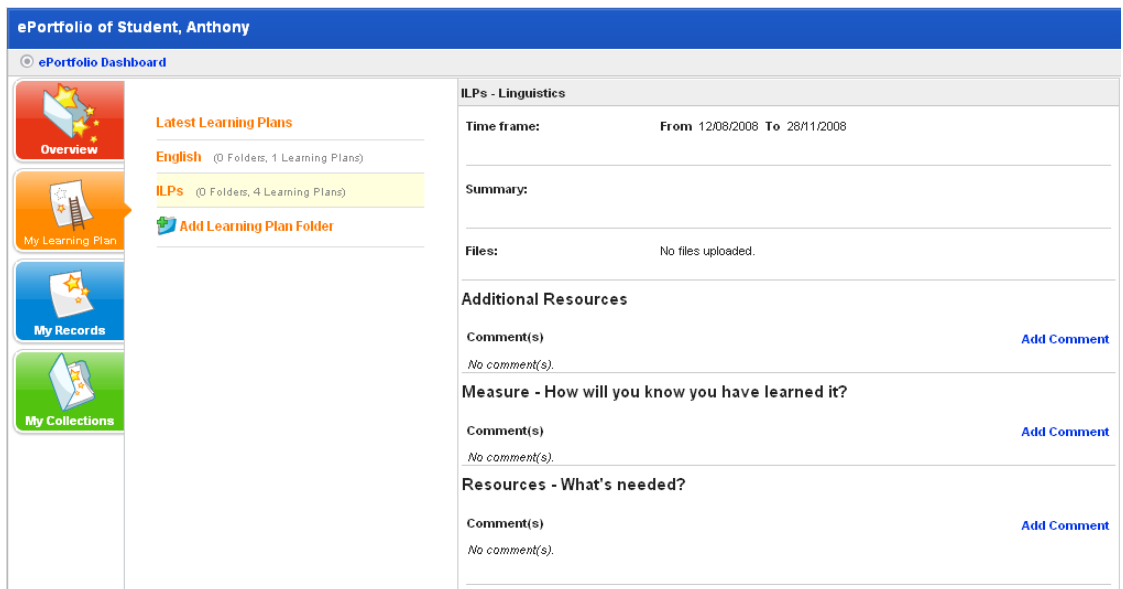
ILP Title	Student	Updated
Periodic table of the Elements (flash)	Student, Anthony	Updated:11/04/2008 1:37 PM
The Tempest (flash)	Student, Anthony	Updated:11/04/2008 1:37 PM
Art Learning (flash)	Student, Anthony	Updated:26/06/2008 3:48 PM
Linguistics (flash)	Student, Anthony	Updated:25/08/2008 11:06 AM

[Learning Plan](#)

You can view the Learning Plan as a standard activity or you can view it through a flash interface. Follow the appropriate procedure below.

23.4.1 Open the Learning Plan with the Standard Interface

1. Click the name of a Learning Plan. The <Learning Plan Title> panel appears.



ePortfolio of Student, Anthony

ePortfolio Dashboard

Latest Learning Plans

English (0 Folders, 1 Learning Plans)

ILPs (0 Folders, 4 Learning Plans)

[Add Learning Plan Folder](#)

ILPs - Linguistics

Time frame: From 12/08/2008 To 28/11/2008

Summary:

Files: No files uploaded.

Additional Resources

Comment(s) [Add Comment](#)

No comment(s).

Measure - How will you know you have learned it?

Comment(s) [Add Comment](#)

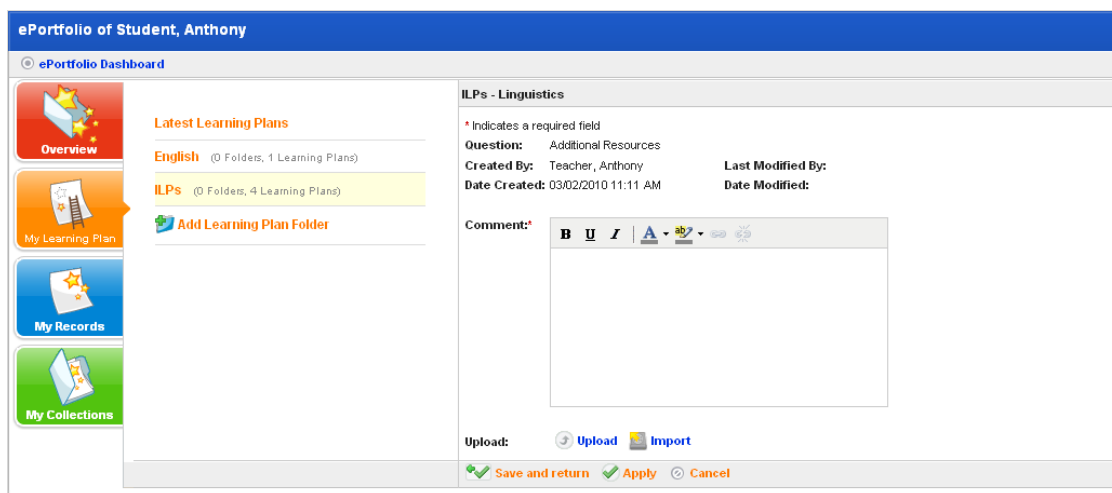
No comment(s).

Resources - What's needed?

Comment(s) [Add Comment](#)

No comment(s).

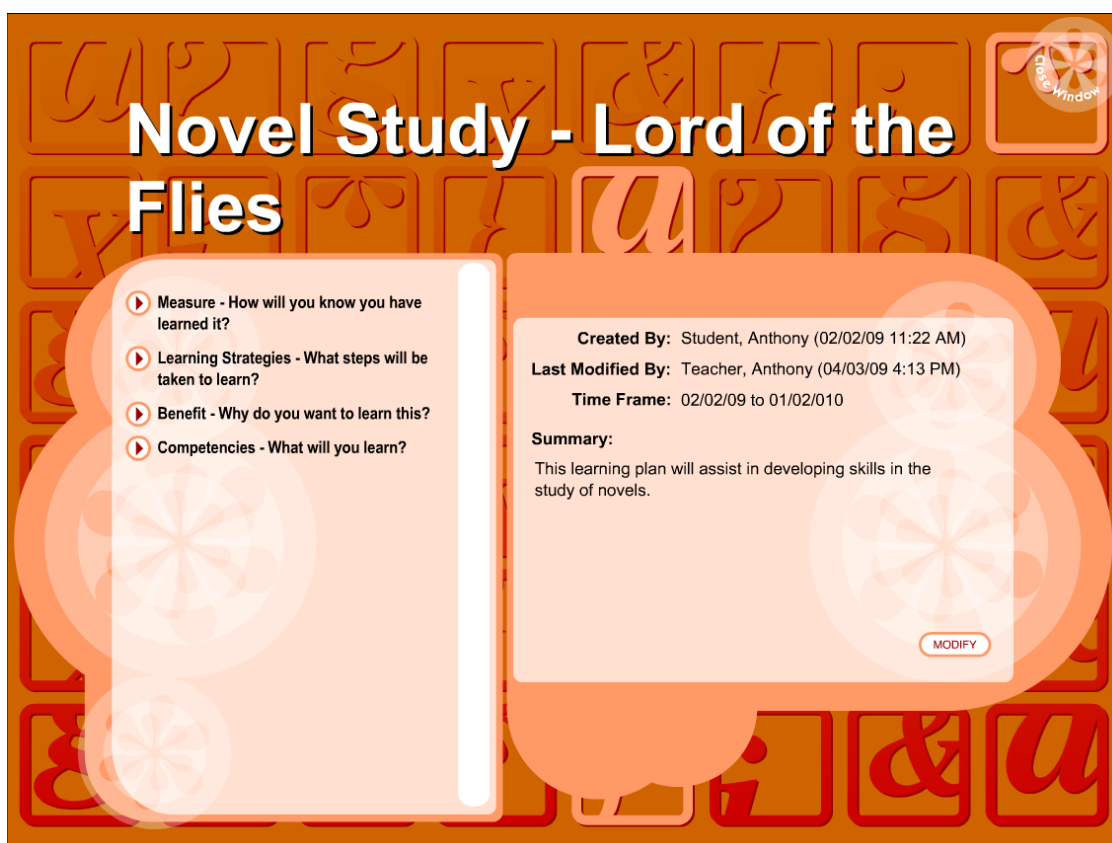
2. To add comments to a question, click the adjacent **Add Comment** button. The Comment panel appears.



- In the **Comment** field, Type your comment.
- Click **Save and return**. The comment is added to the Learning Plan.

23.4.2 Open the Learning Plan with the Flash interface

- Adjacent to the Learning Plan you want to open click **(flash)**. The Learning Plan opens with the Flash interface.



2. In the left panel click any question to open it in the right panel

Novel Study - Lord of the Flies

Measure - How will you know you have learned it?

Learning Strategies - What steps will be taken to learn?

Benefit - Why do you want to learn this?

Competencies - What will you learn?

Measure - How will you know you have learned it?

Student, Anthony - 02/02/09

I will feel more confident in my approach to novel study and will be better able to argue a position in regards to my understanding of the themes and issues raised in various novels.

Summary **Add**

Close Window

- To edit existing content, click the **Modify** button.
- To add new content click the **Add** button.
- To return to the Summary, click the **Summary** button.
- To close the Learning Plan, click the **Close Window** button in the top right corner.

23.5 Create a Learning Plan Folder

Before you create Learning Plans, you need to create at least one folder in which to store them. Each student has their own set of Learning Plans and their own folders. You and the student can create Learning Plan Folders and Learning Plans.

1. Click the **ePortfolio** tab. The **ePortfolio** page appears and displays the ePortfolio Dashboard.

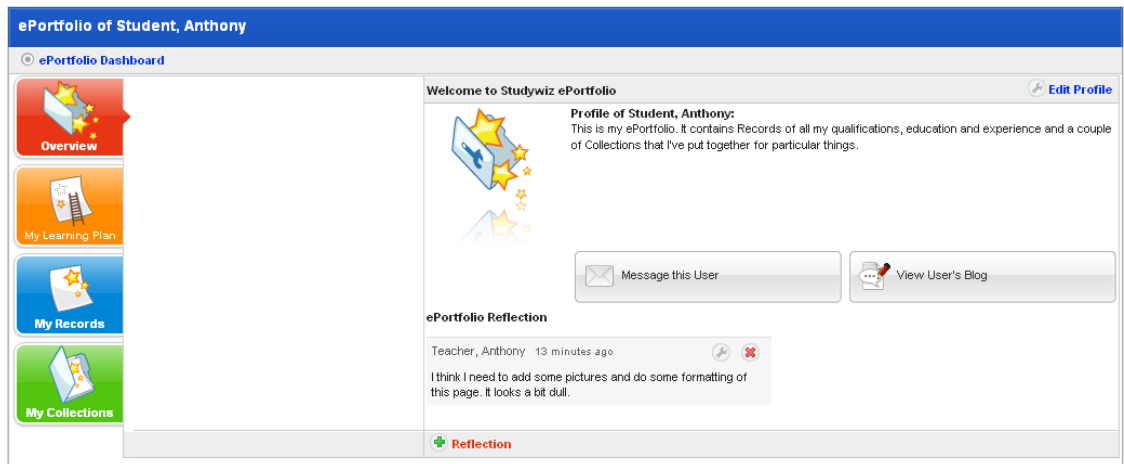
•



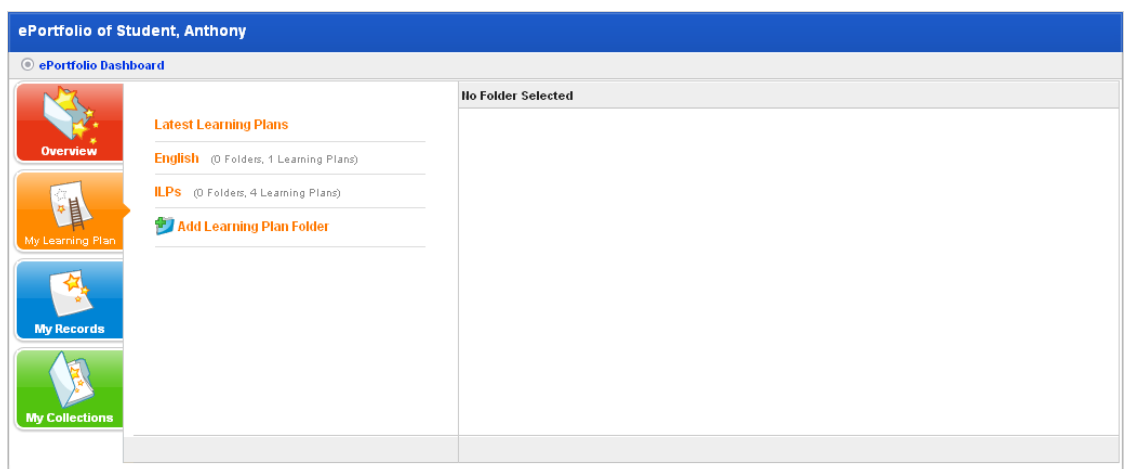
The ePortfolio Dashboard has three tabs. When you open the page it displays the tab you were last looking at.

2. Click the **Browse Students** tab.
3. Click the class that contains the student whose Learning Plan you want to view. The students and teachers in the class are displayed.

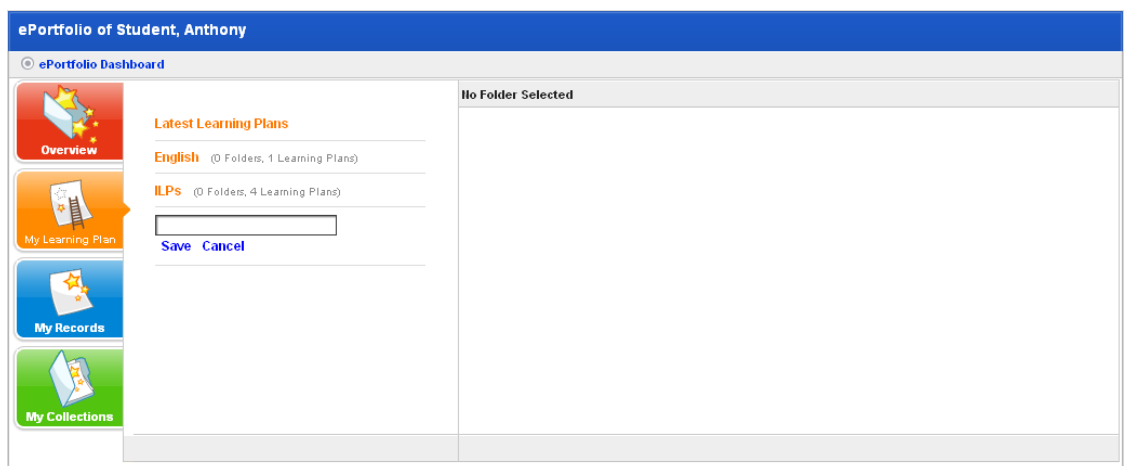
4. Adjacent to a student's name, click the **View ePortfolio** button. The Student's ePortfolio appears.



5. Click the **My Learning Plans** button. The student's Learning Plan folders appear.




6. Click **Add Learning Plan Folder**. The folder name field appears.

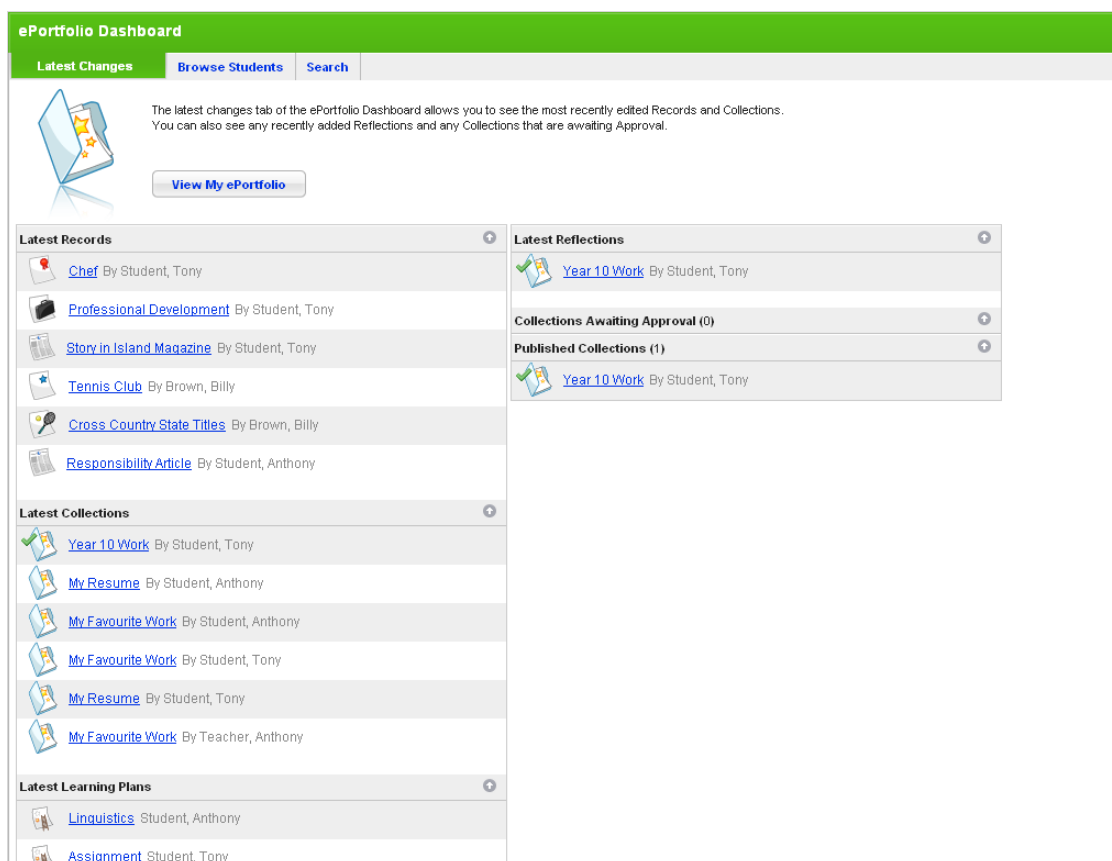


7. In the empty text field, type a name for the new folder.
8. Click **Save**. The new folder is added to the list.

23.6 Create a Learning Plan

1. Click the **ePortfolio** tab. The **ePortfolio** page appears and displays the ePortfolio Dashboard.

-  The ePortfolio Dashboard has three tabs. When you open the page it displays the tab you were last looking at.

















ePortfolio Dashboard



Latest Changes | Browse Students | Search

The latest changes tab of the ePortfolio Dashboard allows you to see the most recently edited Records and Collections. You can also see any recently added Reflections and any Collections that are awaiting Approval.

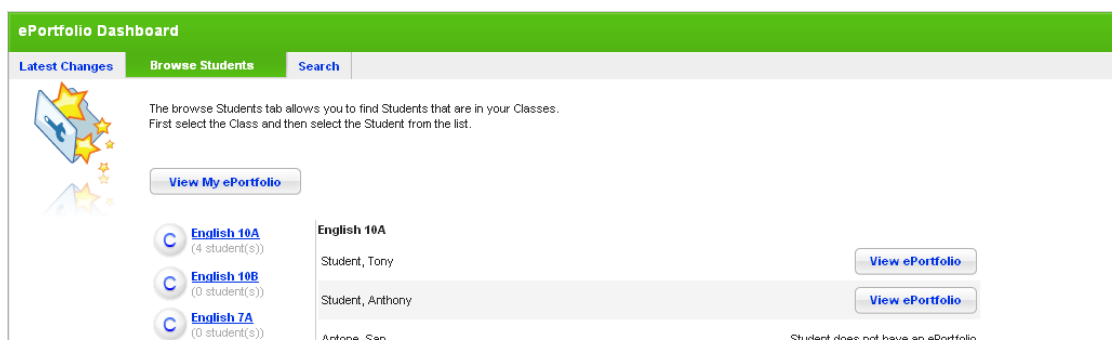
[View My ePortfolio](#)

Latest Records	Latest Reflections
 Chef By Student, Tony	 Year 10 Work By Student, Tony
 Professional Development By Student, Tony	
 Story in Island Magazine By Student, Tony	Collections Awaiting Approval (0)
 Tennis Club By Brown, Billy	Published Collections (1)
 Cross Country State Titles By Brown, Billy	 Year 10 Work By Student, Tony
 Responsibility Article By Student, Anthony	

Latest Collections
 Year 10 Work By Student, Tony
 My Resume By Student, Anthony
 My Favourite Work By Student, Anthony
 My Favourite Work By Student, Tony
 My Resume By Student, Tony
 My Favourite Work By Teacher, Anthony

Latest Learning Plans
 Linguistics Student, Anthony
 Assignment Student, Tony

2. Click the **Browse Students** tab.
3. Click the Class. The students in the class are displayed.






ePortfolio Dashboard

Latest Changes | Browse Students | Search

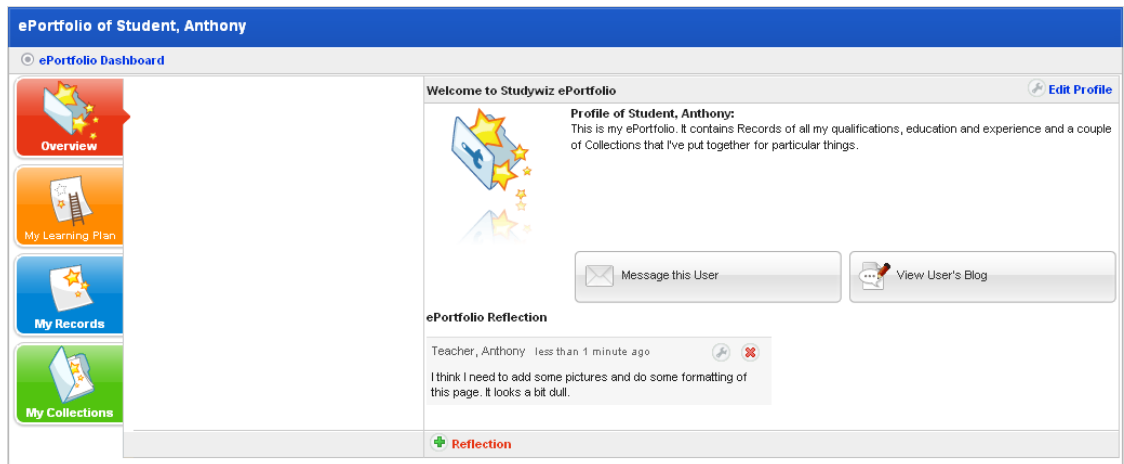
The browse Students tab allows you to find Students that are in your Classes. First select the Class and then select the Student from the list.

[View My ePortfolio](#)

Class	Students	Action
 English 10A (4 student(s))	Student, Tony	View ePortfolio
 English 10B (0 student(s))	Student, Anthony	View ePortfolio
 English 7A (0 student(s))	Anthony, Sam	View ePortfolio

Student does not have an ePortfolio

4. Adjacent to a student's name, click the **View ePortfolio** button. The Student's ePortfolio appears.



ePortfolio of Student, Anthony

ePortfolio Dashboard

Overview

Welcome to Studywiz ePortfolio [Edit Profile](#)

Profile of Student, Anthony:
This is my ePortfolio. It contains Records of all my qualifications, education and experience and a couple of Collections that I've put together for particular things.

[Message this User](#) [View User's Blog](#)

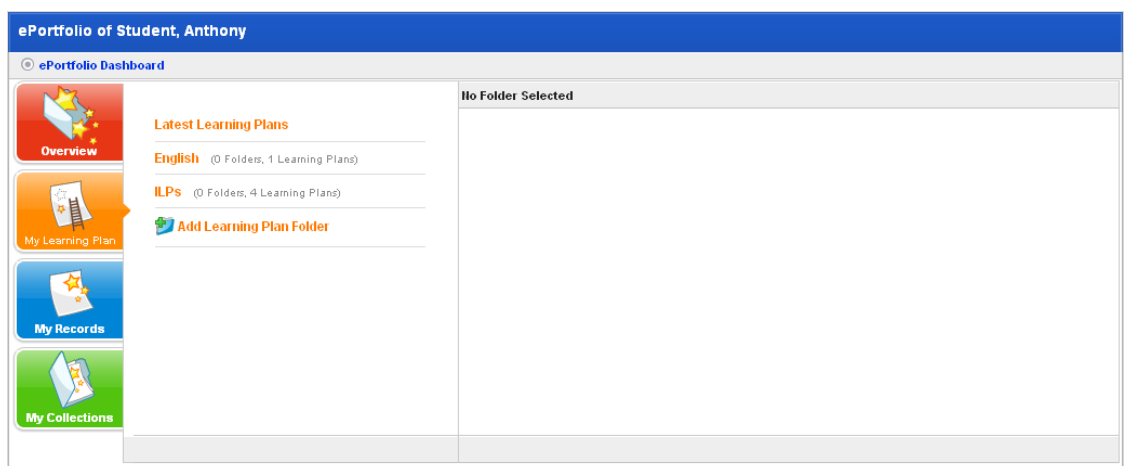
ePortfolio Reflection

Teacher, Anthony less than 1 minute ago

I think I need to add some pictures and do some formatting of this page. It looks a bit dull.

[+ Reflection](#)

5. Click the **My Learning Plans** button. The student's Learning Plan folders appear.



ePortfolio of Student, Anthony

ePortfolio Dashboard

My Learning Plan

Latest Learning Plans


English (0 Folders, 1 Learning Plans)

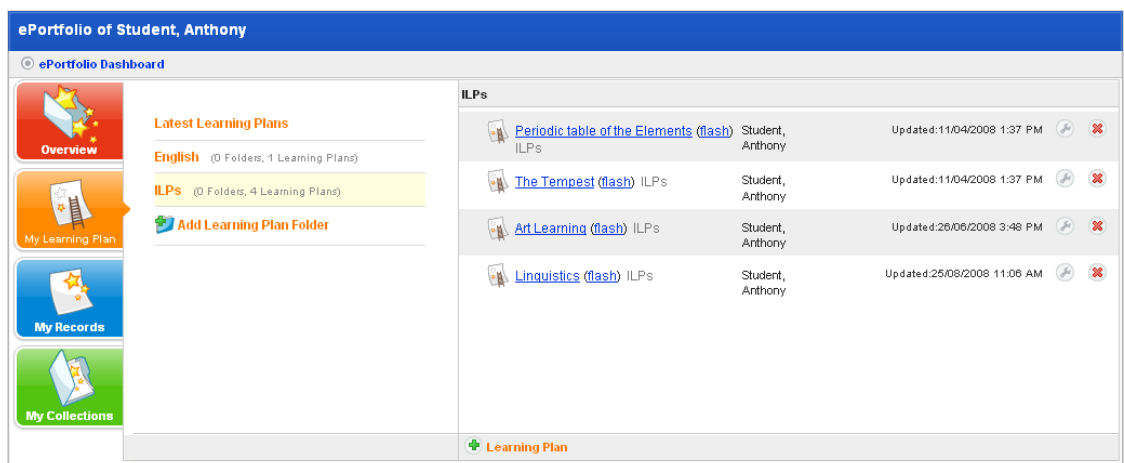
ILPs (0 Folders, 4 Learning Plans)

[Add Learning Plan Folder](#)

No Folder Selected

6. Click a Learning Plan folder. The Learning Plans within the folder appear.

-  If there are no folders for the Student, click the **Add Learning Plan Folder** button and create a new folder.



ePortfolio of Student, Anthony

ePortfolio Dashboard

My Learning Plan





Latest Learning Plans

English (0 Folders, 1 Learning Plans)

ILPs (0 Folders, 4 Learning Plans)

[Add Learning Plan Folder](#)

ILPs

 Periodic table of the Elements (flash) ILPs	Student, Anthony	Updated: 11/04/2008 1:37 PM	Share Delete
 The Tempest (flash) ILPs	Student, Anthony	Updated: 11/04/2008 1:37 PM	Share Delete
 Art Learning (flash) ILPs	Student, Anthony	Updated: 26/06/2008 3:48 PM	Share Delete
 Linguistics (flash) ILPs	Student, Anthony	Updated: 25/08/2008 11:06 AM	Share Delete

[+ Learning Plan](#)

7. Click [+ Learning Plan](#). The new Learning Plan panel appears.

ePortfolio of Student, Anthony

ePortfolio Dashboard

Latest Learning Plans

English (0 Folders, 1 Learning Plans)

ILPs (0 Folders, 4 Learning Plans)

[Add Learning Plan Folder](#)

ILPs

* Indicates a required field

Created By: Teacher, Anthony **Last Modified By:**

Date Created: 03/02/2010 11:26 AM **Date Modified:**

Learning Plan Title: *

Time frame - start: 03/02/2010

Time frame - End: 03/02/2011

Flash ILP Interface: Default

Summary:

New File: [Upload](#) [Import file from eLocker](#)

Files: No files uploaded.

[Save and return](#) [Apply](#) [Cancel](#)

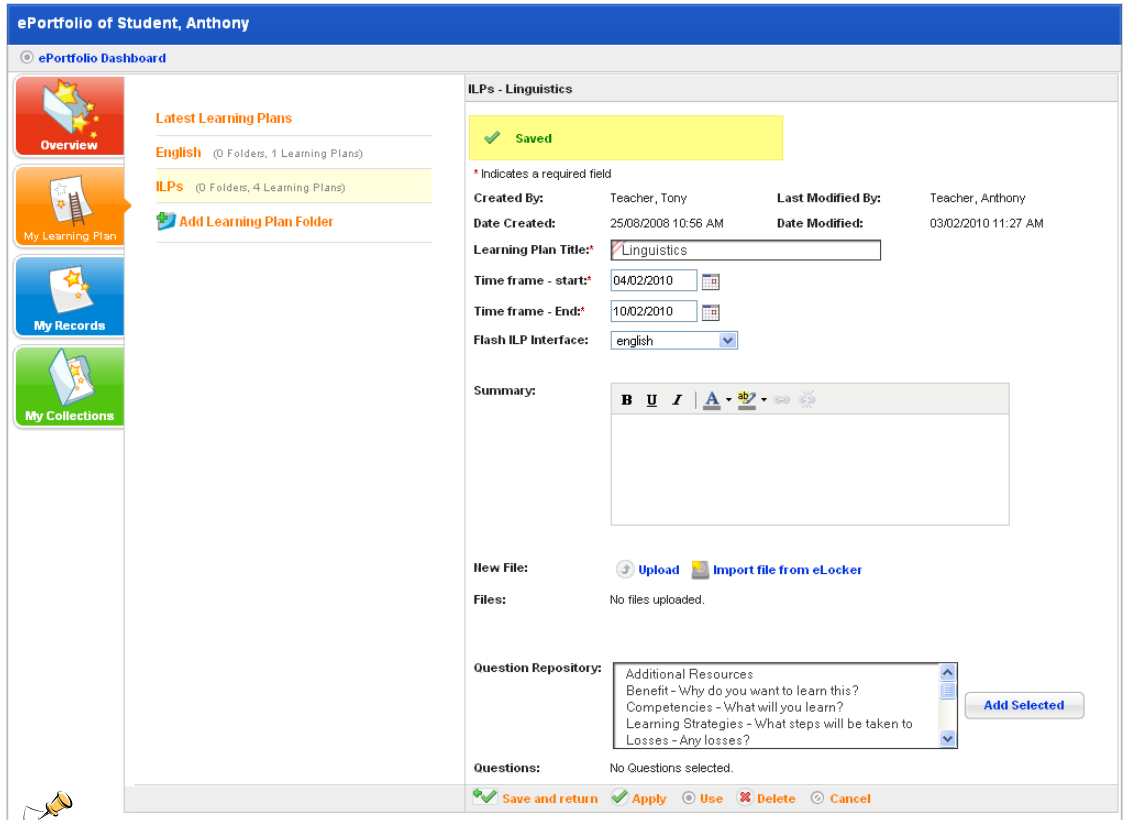
8. In the **Learning Plan Title** field type a name for the Learning Plan.
9. From the **Time frame – Start** drop-down lists select a Start date.
10. From the **Time frame – End** drop-down lists select an End date.

•



Once created, a Studywiz Learning Plan is always available. The Time Frame dates are a guideline for the period during which the student should work on the project.

11. From the **Flash Learning Plan Interface** drop-down list, select an interface appropriate to the subject.
12. If you want to add a file to the Learning Plan, refer to the [Add a File to a Learning Plan](#) procedure.
13. Click **Apply**. The Question Repository and Questions sections appear.

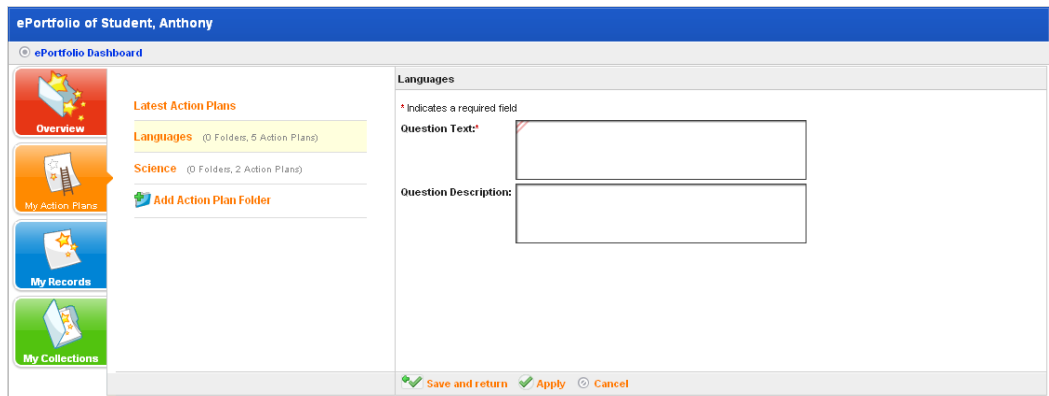


All questions in the Repository are selected by default.

14. Select the questions you want in the Learning Plan and click the **Add Selected** button. The questions are added to the Questions area of the Learning Plan.
15. If the questions included by default in the Learning Plan do not suit your needs, follow this procedure to create new questions:

Questions created for a Learning Plan may be added to the Question Repository, in which they can be added only to the Learning Plan you are creating.

- a. Click the **Add Question** button. The New Learning Plan Question panel appears.



- b. In the **Question Text** field type the new question.
- c. In the **Question Description** field, type one or two sentences describing how Students should answer the question.
- d. Click **Save and return**. The Edit Learning Plan page appears. Your new question has been added to the Questions list.



To add another new question, click the **Add New** button.

You can change the order of the questions by clicking the arrow buttons alongside each question.

- Click **Save and return**. The Learning Plan is added to the Student's Learning Plans list.

23.6.1 Add a File to a Learning Plan


You can include a separate file in a Learning Plan. You can either import a file from your eLocker or upload a file.

23.6.1.1 Import a File into a Learning Plan

- Open the Edit Learning Plan page.

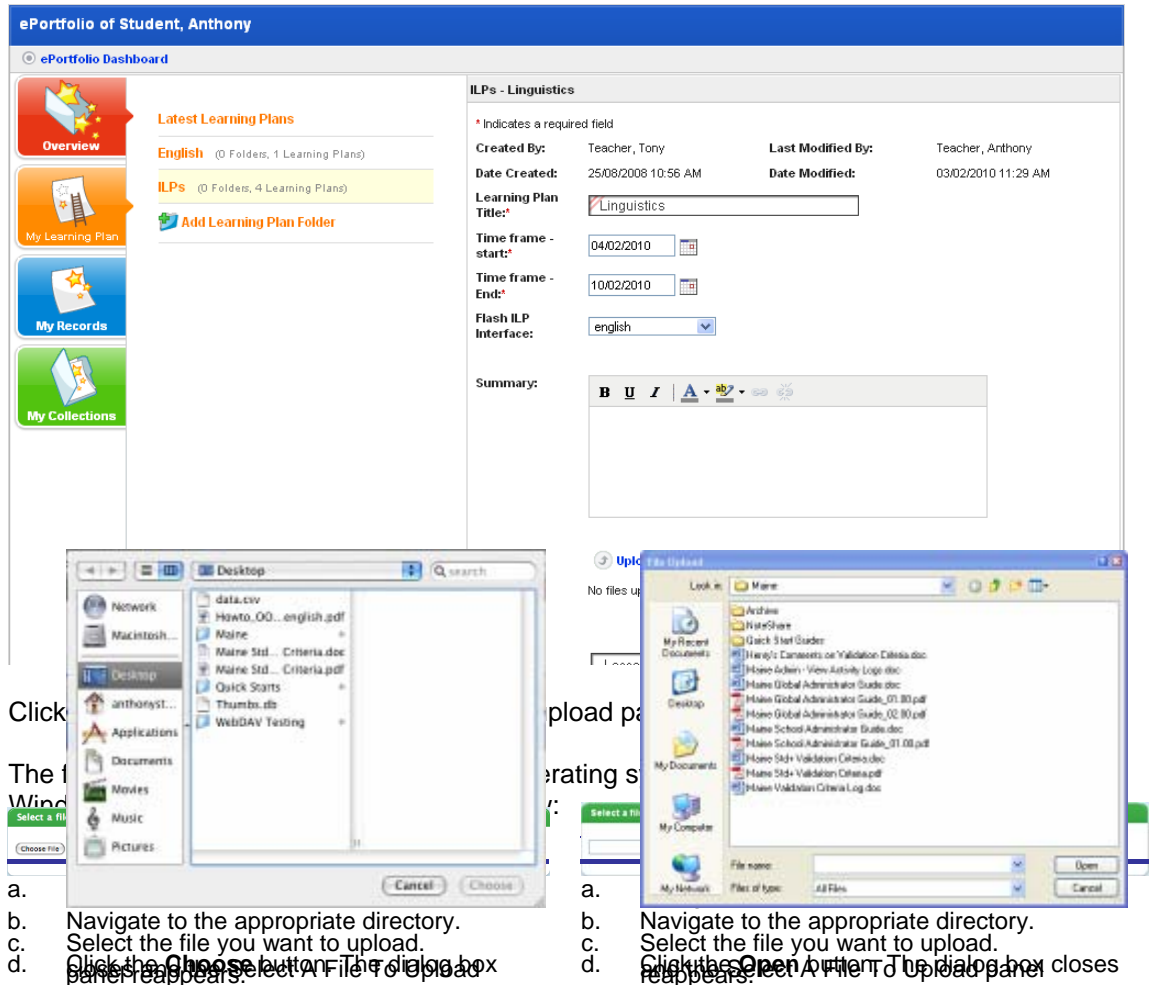
- Click **Import file from eLocker**. The Import File From eLocker page appears.

- Navigate through your eLockers to the item that you want to import.

4. Adjacent to the item that you want to import, click the **Import File From eLocker** button .
5. The file is added to the Learning Plan and the Edit Learning Plan page appears.

23.6.1.2 Upload a File into the Learning Plan

1. Open the Edit Learning Plan page.

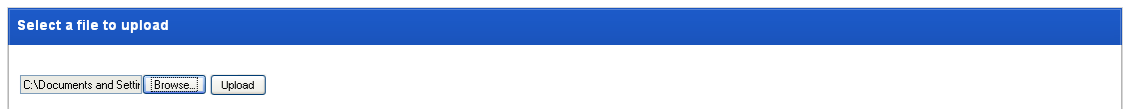


The screenshot shows the 'ePortfolio of Student, Anthony' interface. On the left is a sidebar with 'Overview', 'My Learning Plan', 'My Records', and 'My Collections'. The main area is titled 'ePortfolio Dashboard' and shows 'Latest Learning Plans' for 'English' (0 Folders, 1 Learning Plan) and 'ILPs' (0 Folders, 4 Learning Plans). There is an 'Add Learning Plan Folder' button. The 'ILPs - Linguistics' section is active, showing details for a Learning Plan titled 'Linguistics'. It includes fields for 'Created By' (Teacher, Tony), 'Date Created' (25/08/2008 10:56 AM), 'Last Modified By' (Teacher, Anthony), and 'Date Modified' (03/02/2010 11:29 AM). There are also fields for 'Time frame - start' (04/02/2010) and 'Time frame - End' (10/02/2010), and a 'Flash ILP Interface' dropdown set to 'english'. A 'Summary' section is at the bottom. A file explorer window is open, showing the Desktop directory. The file explorer shows a list of files including data.csv, Howto...english.pdf, Maine, Maine Std... Criteria.doc, Maine Std... Criteria.pdf, Quick Starts, Thumbnails, and WebDAV Testing. The 'Upload' button is highlighted in the top right corner of the ILPs - Linguistics section.

- a. Click the **Upload** button.
- b. The **Select a file to upload** panel appears.
- c. Navigate to the appropriate directory.
- d. Select the file you want to upload.

- a. Click the **Choose** button. The file explorer box closes.
- b. The **Select a file to upload** panel appears.
- c. Navigate to the appropriate directory.
- d. Select the file you want to upload.

3. Click the **Upload** button. The **Select a file to upload** panel reappears.



The screenshot shows the 'Select a file to upload' panel. It has a blue header bar with the text 'Select a file to upload'. Below the header is a text box containing the file path 'C:\Documents and Settings\Anthony\My Documents'. To the right of the text box are two buttons: 'Browse...' and 'Upload'.

4. Click the **Upload** button. The file is uploaded and the Edit Learning Plan panel reappears. The file is listed in the Files section.

23.7 Edit a Learning Plan

Follow this procedure to change the setup of a Learning Plan. If you want to contribute to the Learning Plan's content, refer to the [View and Contribute to a Learning Plan](#) Section above.

1. Click the **ePortfolio** tab. The **ePortfolio** page appears and displays the ePortfolio Dashboard.

•



The ePortfolio Dashboard has three tabs. When you open the page it displays the tab you were last looking at.

2. Click the **Browse Students** tab.
3. Click the **Class**. The students in the class are displayed.

4. Adjacent to a student's name, click the **View ePortfolio** button. The Student's ePortfolio appears.

ePortfolio of Student, Anthony

● **ePortfolio Dashboard**

Overview

My Learning Plan

My Records

My Collections

Welcome to Studywiz ePortfolio [Edit Profile](#)

Profile of Student, Anthony:
This is my ePortfolio. It contains Records of all my qualifications, education and experience and a couple of Collections that I've put together for particular things.

[Message this User](#) [View User's Blog](#)

ePortfolio Reflection

Teacher, Anthony less than 1 minute ago

I think I need to add some pictures and do some formatting of this page. It looks a bit dull.

[+ Reflection](#)

5. Click the **My Learning Plans** button. The student's Learning Plan folders appear.

ePortfolio of Student, Anthony

● **ePortfolio Dashboard**

Overview

My Learning Plan

My Records

My Collections

Latest Learning Plans

English (0 Folders, 1 Learning Plans)

ILPs (0 Folders, 4 Learning Plans)

[Add Learning Plan Folder](#)

No Folder Selected

6. Click a Learning Plan folder. The Learning Plans within the folder appear.

ePortfolio of Student, Anthony

● **ePortfolio Dashboard**

Overview

My Learning Plan

My Records

My Collections





Latest Learning Plans

English (0 Folders, 1 Learning Plans)


ILPs (0 Folders, 4 Learning Plans)

[Add Learning Plan Folder](#)

ILPs

 Periodic table of the Elements (flash) ILPs	Student, Anthony	Updated: 11/04/2008 1:37 PM	Edit Delete
 The Tempest (flash) ILPs	Student, Anthony	Updated: 11/04/2008 1:37 PM	Edit Delete
 Art Learning (flash) ILPs	Student, Anthony	Updated: 26/06/2008 3:48 PM	Edit Delete
 Linguistics (flash) ILPs	Student, Anthony	Updated: 25/08/2008 11:06 AM	Edit Delete

[+ Learning Plan](#)

7. Adjacent to the Learning Plan you want to edit, click the **Edit** button . The Edit Learning Plan page appears.

ePortfolio of Student, Anthony

ePortfolio Dashboard

Overview

My Learning Plan

My Records

My Collections

Latest Learning Plans

English (0 Folders, 1 Learning Plans)

ILPs (0 Folders, 4 Learning Plans)

Add Learning Plan Folder

ILPs - Linguistics

* Indicates a required field

Created By: Teacher, Tony **Last Modified By:** Teacher, Anthony

Date Created: 25/08/2008 10:56 AM **Date Modified:** 03/02/2010 11:29 AM

Learning Plan Title:

Time frame - start:

Time frame - End:

Flash ILP Interface:

Summary:

New File: [Upload](#) [Import file from eLocker](#)

Files: No files uploaded.

Question Repository:

Losses - Any losses?

Measure - How will you know you have learned it?

Resources - What's needed?


Results - What will be the results?

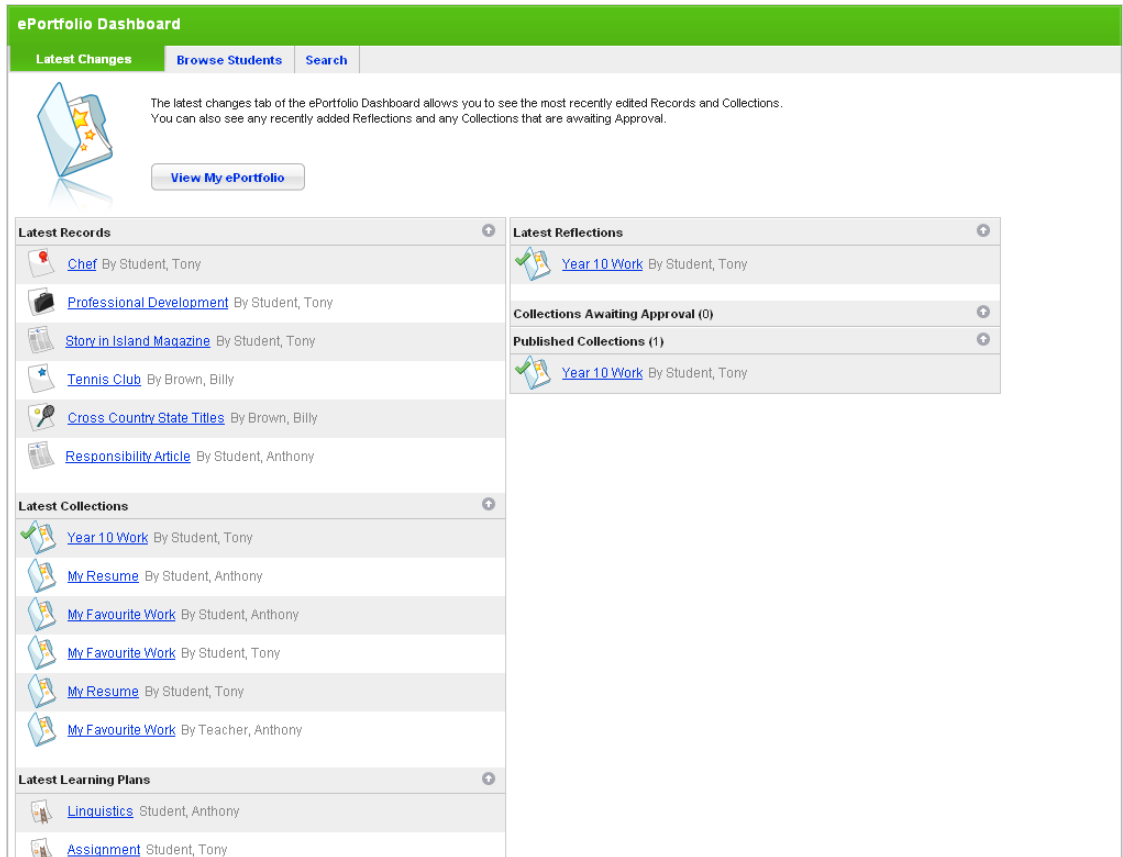
Add Selected

From the Edit Learning Plan panel you can add more questions and if you created the Learning Plan you can also remove questions.

23.8 Delete a Learning Plan

1. Click the **ePortfolio** tab. The **ePortfolio** page appears and displays the ePortfolio Dashboard.

-  The ePortfolio Dashboard has three tabs. When you open the page it displays the tab you were last looking at.

















ePortfolio Dashboard



Latest Changes | Browse Students | Search

The latest changes tab of the ePortfolio Dashboard allows you to see the most recently edited Records and Collections. You can also see any recently added Reflections and any Collections that are awaiting Approval.

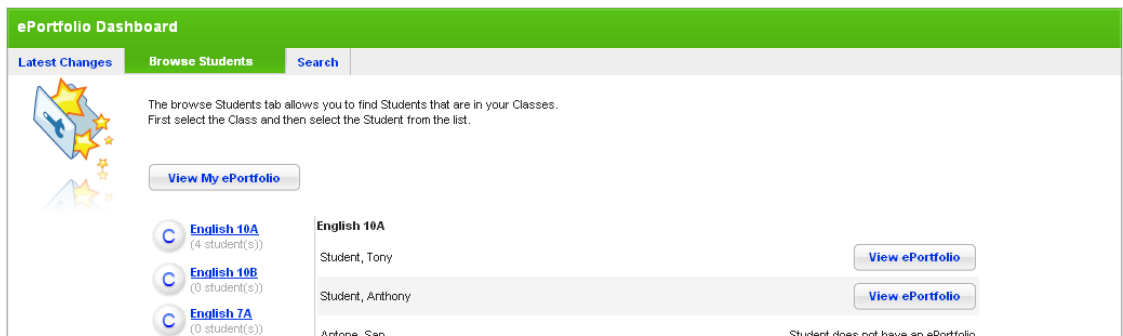
[View My ePortfolio](#)

Latest Records	Latest Reflections
 Chef By Student, Tony	 Year 10 Work By Student, Tony
 Professional Development By Student, Tony	
 Story in Island Magazine By Student, Tony	Collections Awaiting Approval (0)
 Tennis Club By Brown, Billy	Published Collections (1)
 Cross Country State Titles By Brown, Billy	 Year 10 Work By Student, Tony
 Responsibility Article By Student, Anthony	

Latest Collections
 Year 10 Work By Student, Tony
 My Resume By Student, Anthony
 My Favourite Work By Student, Anthony
 My Favourite Work By Student, Tony
 My Resume By Student, Tony
 My Favourite Work By Teacher, Anthony

Latest Learning Plans
 Linguistics Student, Anthony
 Assignment Student, Tony

2. Click the **Browse Students** tab.
3. Click the Class. The students in the class are displayed.






ePortfolio Dashboard

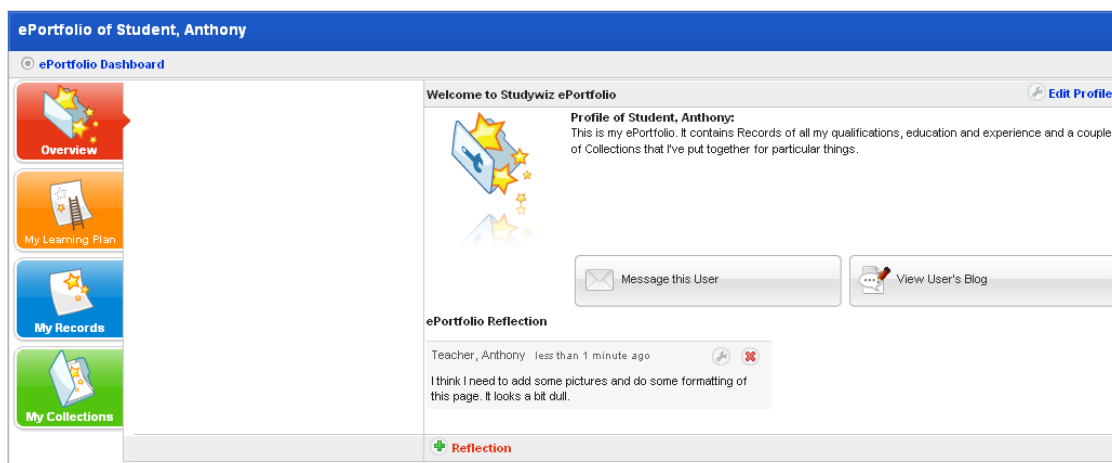
Latest Changes | Browse Students | Search

The browse Students tab allows you to find Students that are in your Classes. First select the Class and then select the Student from the list.

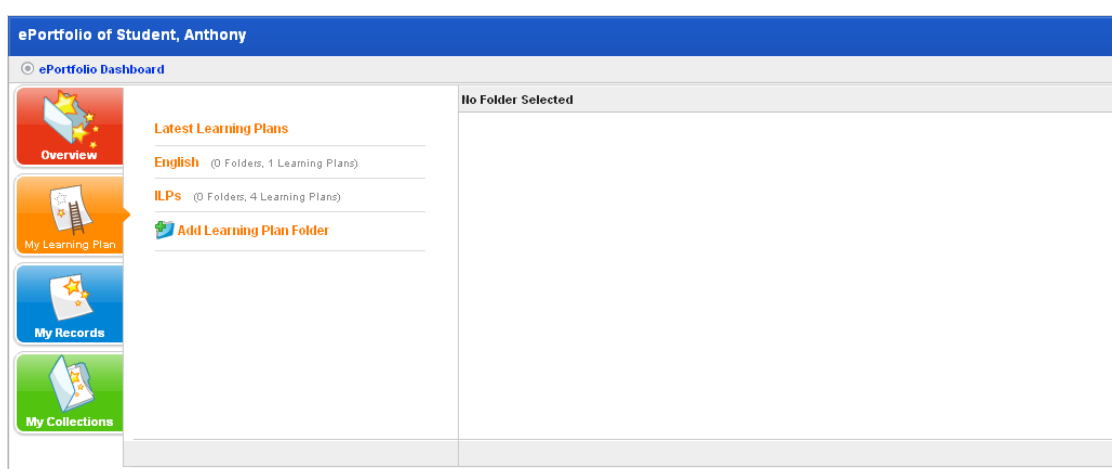
[View My ePortfolio](#)

Class	Students
 English 10A (4 student(s))	Student, Tony View ePortfolio
 English 10B (0 student(s))	Student, Anthony View ePortfolio
 English 7A (0 student(s))	Anthony, Sam <small>Student does not have an ePortfolio</small>

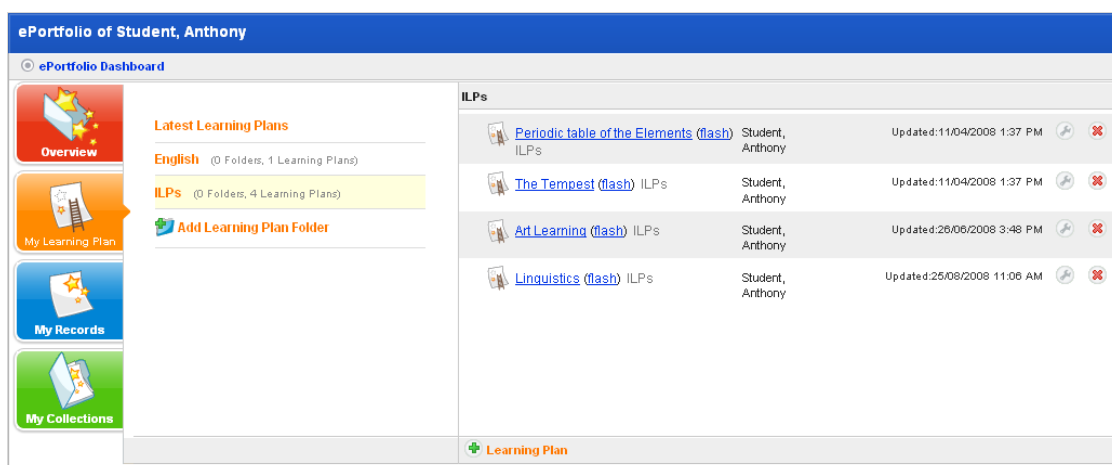
4. Adjacent to a student's name, click the **View ePortfolio** button. The Student's ePortfolio appears.




- Click the **My Learning Plans** button. The student's Learning Plan folders appear.




- Click a Learning Plan folder. The Learning Plans within the folder appear.

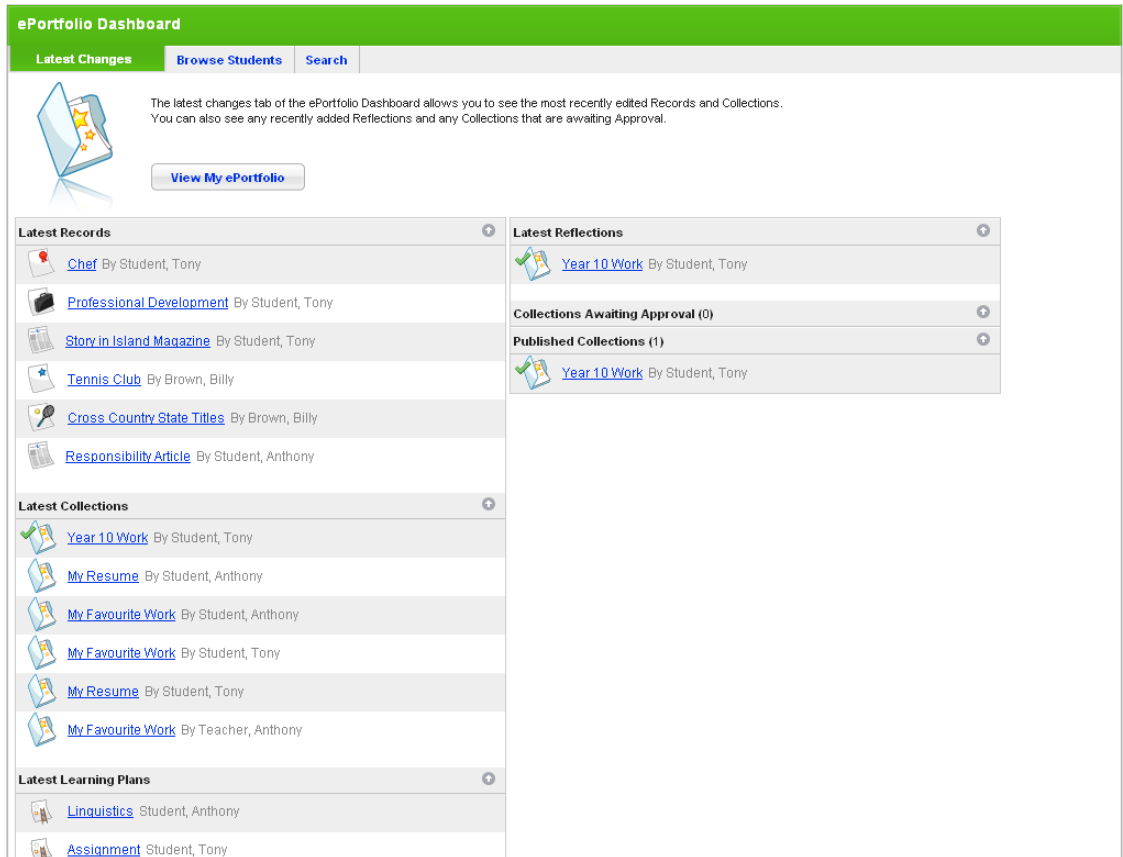


- Adjacent to the Learning Plan you want to delete, click the **Delete** button . The 'Are you sure you want to delete this learning plan?' dialog box appears.
- Click the **OK** button. The Learning Plan is deleted.

23.9 Print a Learning Plan

1. Click the **ePortfolio** tab. The **ePortfolio** page appears and displays the ePortfolio Dashboard.

-  The ePortfolio Dashboard has three tabs. When you open the page it displays the tab you were last looking at.



ePortfolio Dashboard

Latest Changes | Browse Students | Search

The latest changes tab of the ePortfolio Dashboard allows you to see the most recently edited Records and Collections. You can also see any recently added Reflections and any Collections that are awaiting Approval.

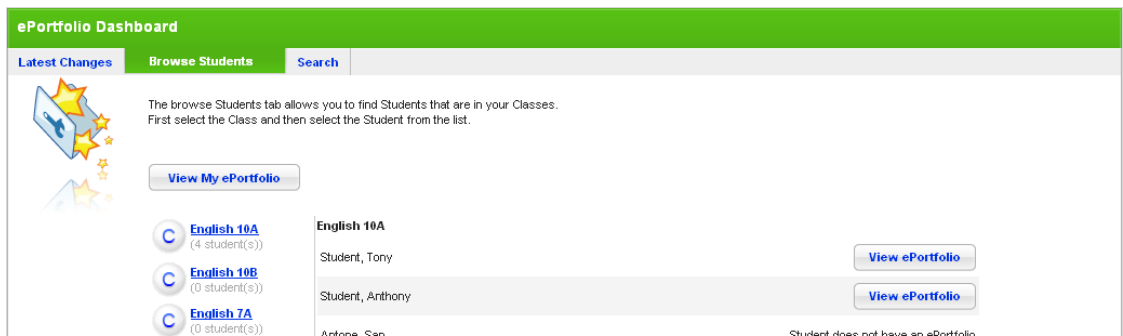
[View My ePortfolio](#)

Latest Records	Latest Reflections
Chef By Student, Tony	Year 10 Work By Student, Tony
Professional Development By Student, Tony	
Story in Island Magazine By Student, Tony	Collections Awaiting Approval (0)
Tennis Club By Brown, Billy	Published Collections (1)
Cross Country State Titles By Brown, Billy	Year 10 Work By Student, Tony
Responsibility Article By Student, Anthony	

Latest Collections
Year 10 Work By Student, Tony
My Resume By Student, Anthony
My Favourite Work By Student, Anthony
My Favourite Work By Student, Tony
My Resume By Student, Tony
My Favourite Work By Teacher, Anthony

Latest Learning Plans
Linguistics Student, Anthony
Assignment Student, Tony

2. Click the **Browse Students** tab.
3. Click the Class. The students in the class are displayed.



ePortfolio Dashboard

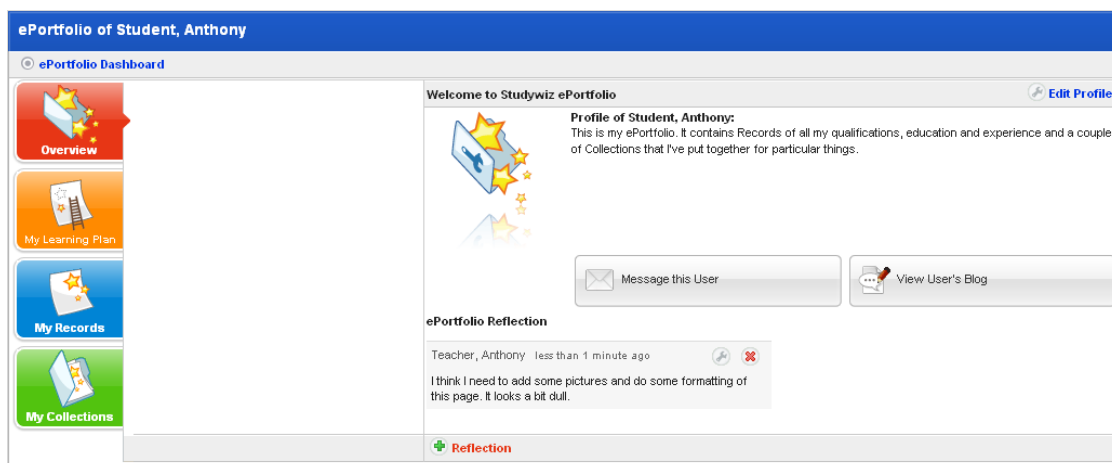
Latest Changes | Browse Students | Search

The browse Students tab allows you to find Students that are in your Classes. First select the Class and then select the Student from the list.

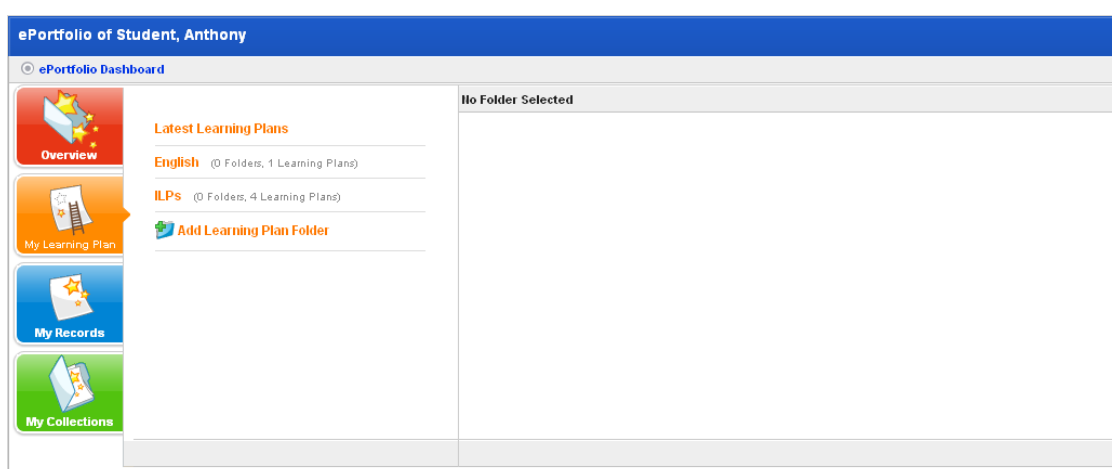
[View My ePortfolio](#)

Class	Students
English 10A (4 student(s))	Student, Tony View ePortfolio
English 10B (0 student(s))	Student, Anthony View ePortfolio
English 7A (0 student(s))	Anthony, Sam <small>Student does not have an ePortfolio</small>

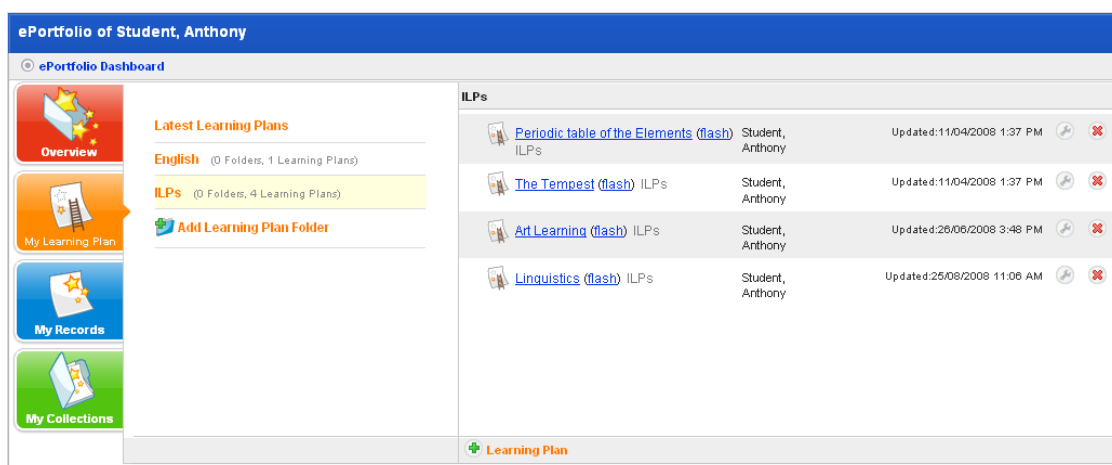
4. Adjacent to a student's name, click the **View ePortfolio** button. The Student's ePortfolio appears.



5. Click the **My Learning Plans** button. The student's Learning Plan folders appear.




6. Click a Learning Plan folder. The Learning Plans within the folder appear.




7. Click the name of the Learning Plan you want to print. The <Learning Plan Title> panel appears.

ePortfolio of Student, Anthony


⊙ **ePortfolio Dashboard**




Overview



My Learning Plan



My Records




My Collections

Latest Learning Plans

English (0 Folders, 1 Learning Plans)

ILPs (0 Folders, 4 Learning Plans)

 **Add Learning Plan Folder**

ILPs - Linguistics

Time frame: From 04/02/2010 To 10/02/2010

Summary:

Files: No files uploaded.

Benefit - Why do you want to learn this?

Comment(s) [Add Comment](#)

No comment(s).

Competencies - What will you learn?

Comment(s) [Add Comment](#)

No comment(s).

Learning Strategies - What steps will be taken to learn?

Comment(s) [Add Comment](#)

No comment(s).

Additional Resources

Comment(s) [Add Comment](#)

No comment(s).

Printer Friendly Version: [Summary](#) [Full](#) [Generate PDF](#)

Created By: Teacher, Tony **Last Modified By:** Teacher, Anthony

8. In the **Printer Friendly Version** field:

- To print a summary of the Learning Plan, click **Summary**. A print friendly summary opens in a new window.
- To print the full Learning Plan, click **Full**. A print friendly version opens in a new window.
- To generate a PDF version of the Learning Plan that you can then download, click **Generate PDF**. A download link appears.

24 Glossary

Term	Explanation
Studywiz Activity	An Activity is a learning resource that is created in or loaded into Studywiz for others to use.
Studywiz Calendar	The Studywiz Calendar displays all your scheduled Studywiz events as well as events for Classes and Groups of which you are a member. You can add private events or add events for other Studywiz users.
Studywiz Class	A Studywiz Class is a virtual representation of a real class. It allows teachers to provide material for all their students without having to specify the group every time.
Studywiz eLocker	The eLocker is your personal storage space within Studywiz. It allows you to store and move various types of Activity.
Studywiz Folder	A Studywiz Folder is a location to create and store Activities for Classes, Groups and Schools. There are Individual Folders, Team Folders and General Folders. You can create up to three levels of Folders inside one another and you can control who has access to your Folders.
Global Activity	A Global Activity is an activity that is available to users in the whole Studywiz deployment.
Studywiz Group	A Studywiz Group is a group of teachers, students and parents with a common interest, but not necessarily involved in the same classes. Studywiz Groups can be a useful tool for school sporting or excursion groups. Studywiz Groups also allow users to take on the role of another user type – for example, students can have the teacher role within a Group and can create Activities for other Group members.
IMS Package	An Instructional Management Systems (IMS) Package is an archive file which contains all the components of a Learning Object and which conforms to the IMS standards for interoperability between different applications.
Learning Object	A Learning Object is a reusable digital activity for the purpose of supporting learning.
Learning Plan	A Learning Plan is a special kind of Studywiz Activity, used to guide a Student through a long term project with clearly defined goals.
Learning Tab	Click this tab to open a Learning page for each of your Classes and Groups. From the Learning page you can create and locate all Studywiz activities contained in your Classes and Groups.
Studywiz Level	See School Some deployments are set up with Levels rather than Schools. The functionality is the same.
Studywiz Messaging	The Studywiz Messaging system allows you to send Messages to other Studywiz users within the Studywiz system as well as allowing you to send and receive emails.
Studywiz Report	Studywiz can produce reports on Students' academic performance and on their Studywiz Activities.
Studywiz School	A Studywiz School is a representation of an actual School. Teachers, Students and Parents can see Activities for any School they are part of. Users can be members of more than one School.
Studywiz Subject	Some deployments are set up with Subjects as well as Classes. If your deployment has Subjects, your Classes are contained within the Subjects.
Studywiz Team	A Team is a group of Students, Parents and Teachers within a Class or Group. A Team is defined by setting up a Team Folder and selecting the users to whom it is available.
Studywiz User Types	There are four types of Studywiz user: Administrator, Student, Teacher and Parent. The four different user types have different privileges in Studywiz.

Term	Explanation
Studywiz Administrator	<p>The Studywiz Administrator for a deployment is usually a member of the IT staff at the school for which Studywiz is deployed but may also be a member of the teaching staff. The Administrator creates the Studywiz hierarchy and structure for the school, adds and deletes users and has high level privileges over the deployment.</p> <p>Administrators carry out such tasks as:</p> <ul style="list-style-type: none"> • Create users • Create Classes • Create User Groups • Edit Classes • Edit Groups • Assign users to Classes • Assign users to Groups • Search for and reassign orphaned Activities • Edit Activities • Create induction letters • Update the Studywiz database • Configure new Activity types. <p>Administrator tasks are not covered in this Guide.</p>
Studywiz Student	<p>Students have access to any Activities created for their Classes and Groups or for them individually.</p> <p>In addition to Activities, Students also have access to the following facilities:</p> <ul style="list-style-type: none"> • Calendar • Messaging • iPod Synchronization • Learning Plans • eLocker.
Studywiz Parent	<p>Each Studywiz Parent is associated with one or more Students.</p> <p>Parents have access to the following parts of the Studywiz system relating to their associated Students:</p> <ul style="list-style-type: none"> • Classes • Student Reports • Learning Plans • Calendar • Messaging • eLocker. <p>Parents can be members of Groups, with the Member, Teacher or Administrator role, and also have access to Global Activities.</p>

Term	Explanation
Studywiz Teacher	<p>Teachers have high level access to Studywiz, can create Folders and Activities, and can access Studywiz features not available to other users.</p> <p>Teachers are able to create the following Folders:</p> <ul style="list-style-type: none">• Folders within Classes• Folders within Groups• Shared Folders• Individual Folders• Team Folders. <p>Teachers can create Activities in each of these folders.</p> <p>Teachers can access the following features:</p> <ul style="list-style-type: none">• Induction letters• Messaging• Learning Plans• Calendar• iPod synchronization• Student Reports <p>Teachers also have full access to their Students' eLockers</p>

25 Index

Error! No index entries found.

26 Document Details

Approval

Owner	Anthony Stoner		
Version	9.4.4_01		
Modified By	Anthony Stoner	Date	27 Sep 2010
Approved By	Anthony Stoner	Date	27 Sep 2010
Review Frequency	Quarterly		
Distribution			
Name	Role		

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