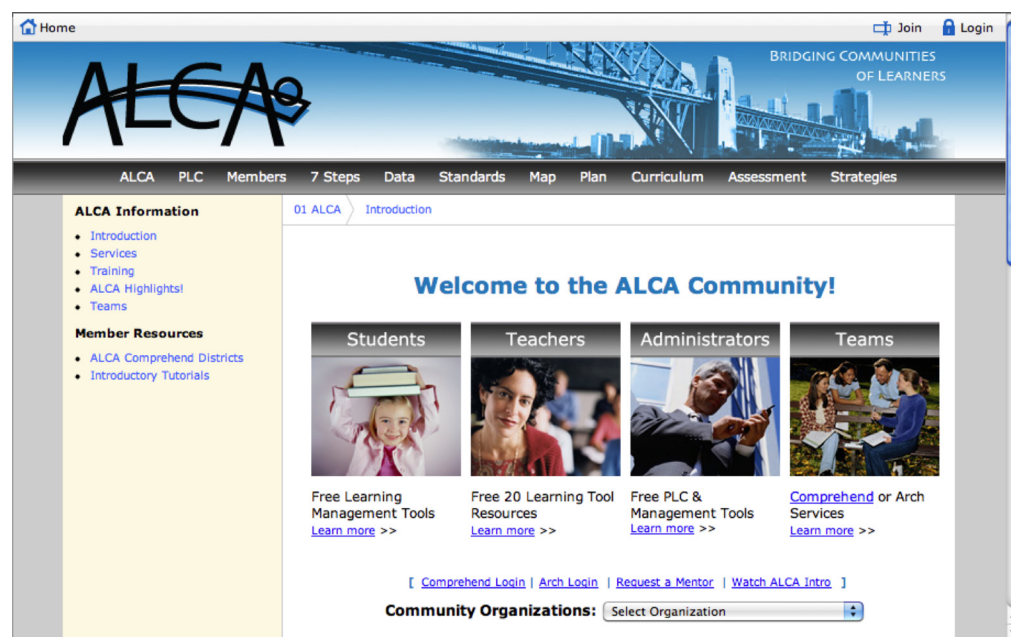# Arch User's Manual

Quick Start 1:
Setting up a Classroom
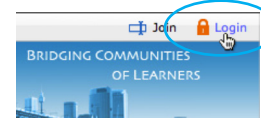
Section 1

Logging into Your ALCA Community

It is necessary to log in to create and set up a room for your classroom or course. To do this, enter the following Url in the url field of a web browser. Then, click the *Enter* key.

http://www.alcaweb.org

The ALCA web site will display. The content found on ALCA's home page may vary.

2   Click the **Login** link.

3   Enter your *Username* and *Password*.

Then, click the *Login* button.

The utility bar appears at the top of the ALCA home page.

Section 2

Creating your Classroom

1 Click *Rooms* in the utility bar at the top of the ALCA web page.

What is a Virtual Room? In a virtual way it simply represents your physical classroom.
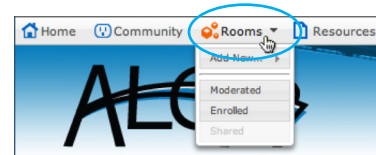
The *Rooms* Display appears.
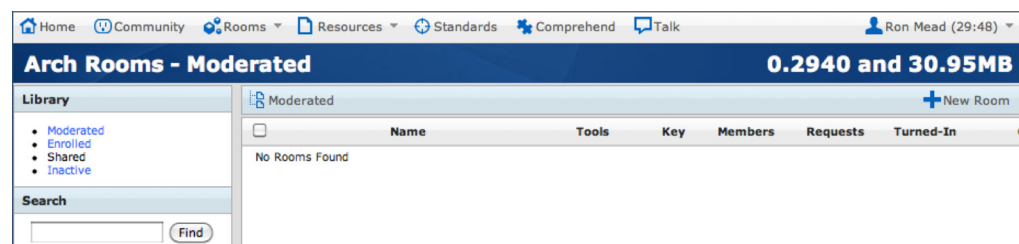
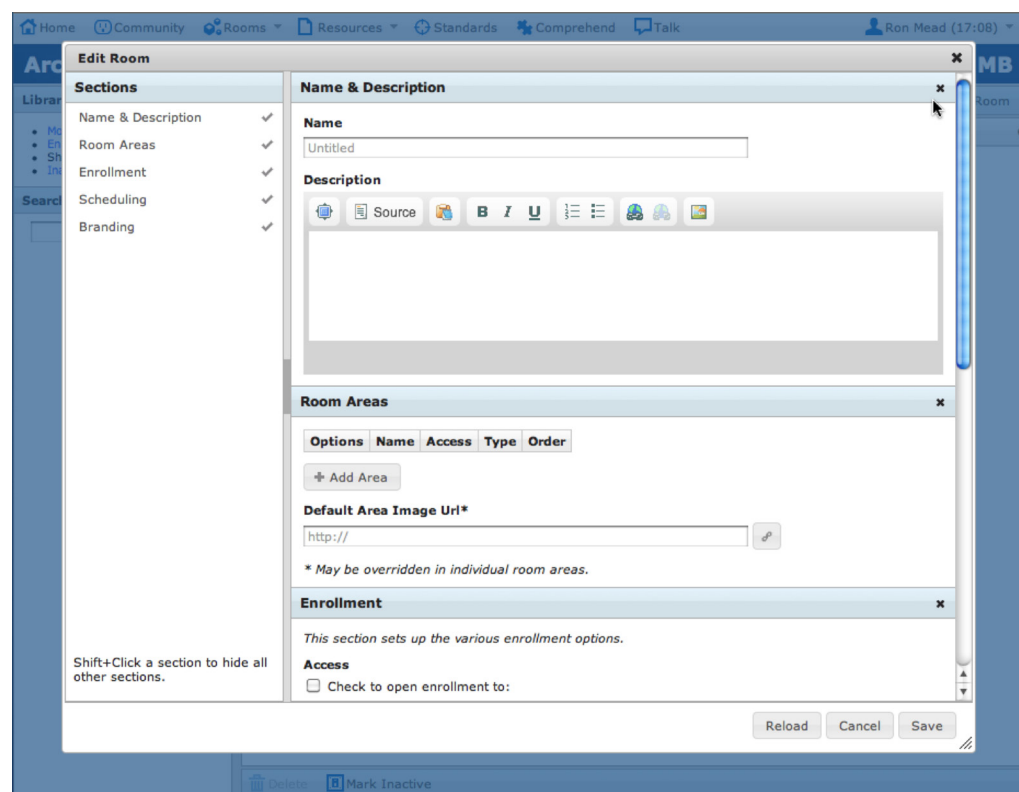**2** Click the *New Room* icon to add a new room.
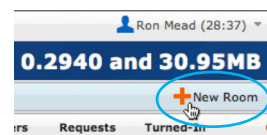
3 A new *Edit Room* form appears. Numerous settings are possible to set a room's options.
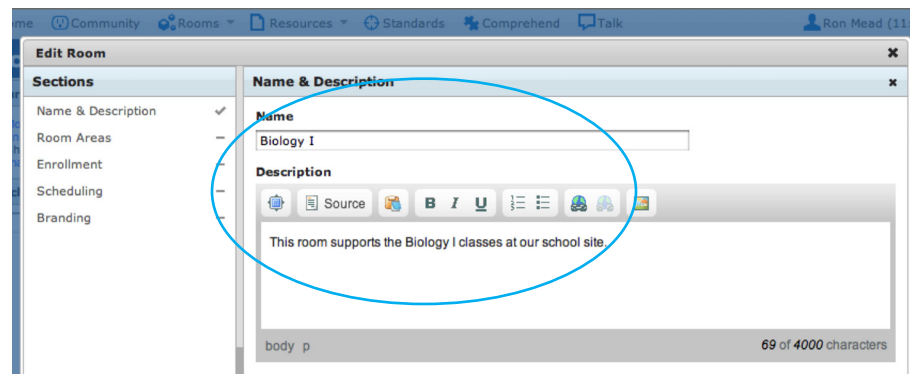
4 With the *Shift* key pressed, click the *Name & Description* form section on the left side of the page. This displays just this section of the form.
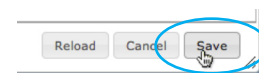
5 Type in the *Name* field the name for your class or course. Next, type a brief description of the room and how it is to be used.
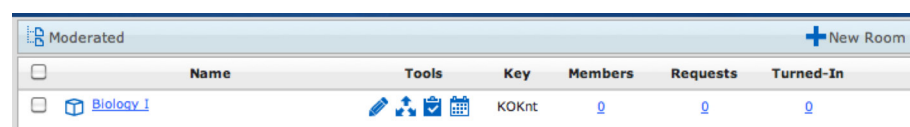
6 Then, click the *Save* button.

The new room now appears in the *Rooms* display.

Section 3

Setting the Room's Sections

A Room can support one or more sections of the same subject or course. That is, two or more class periods of Biology I can be supported in just one Room.
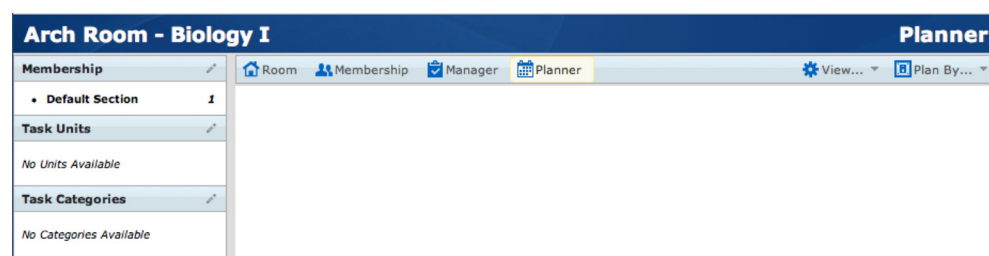
In essense, a Room needs only one instructional Planner but can have two or more task/assessment managers. This saves a teacher significant time.

Once a room has been created, it needs to be set up to support the course sections (e.g., Period 1, Period 2, Period 5), Units of Study, and grading categories.
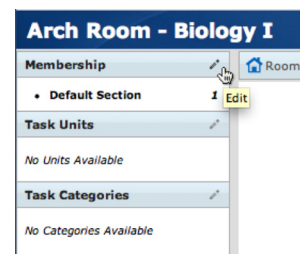
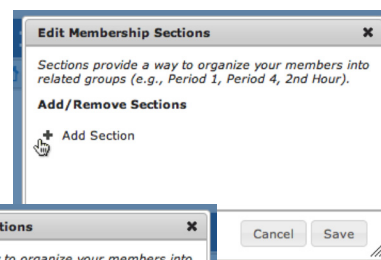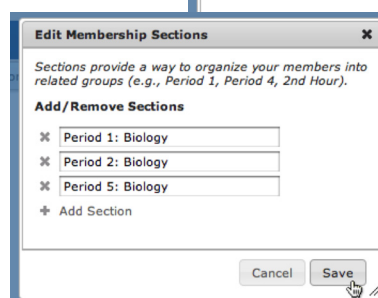**1** Click the *Planner* icon.
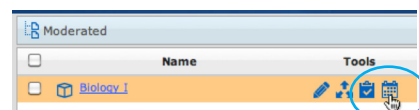
The *Planner* screen appears.

2 Click the *Membership* edit icon to edit the sections for the course or class.

3 Click the *Add Section* icon to add section(s) and enter a name for each section.

4 Click the *Save* button when the sections have been added.

ALCA

Section 4

Setting the Room's Units of Study

The Task Manager documents learning on the part of students.

1 Click the *Task Units* edit icon to edit the Units of Study addressed by this room.

Creating assessment categories supports the documentation of formative, summative, and benchmark assessments.
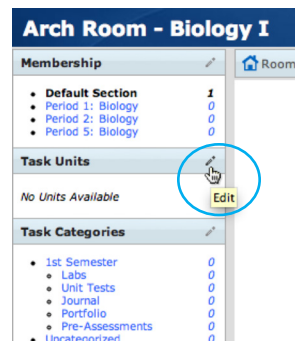
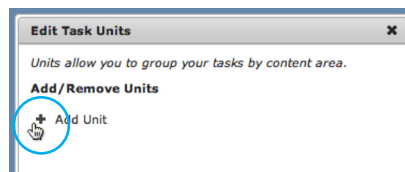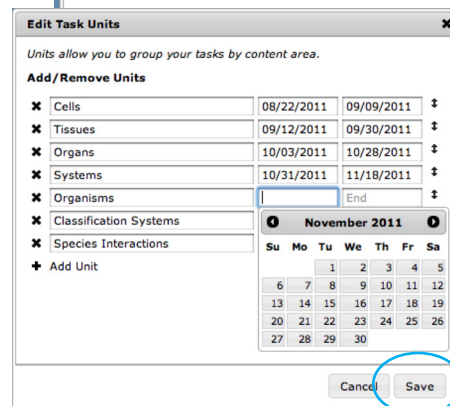**2** Click the *Add Unit* icon to add the Unit(s) of Study. Enter the name for each unit. Then, enter the start date and end date for the unit.

Repeat for each unit in the course.
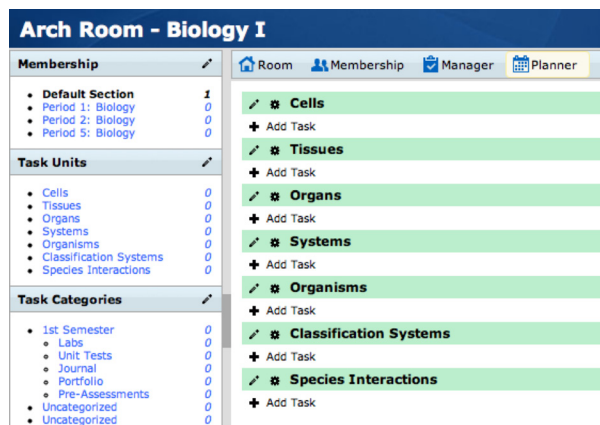
3 Click the *Save* button to save the identified units of study.

The new Units of Study now appear in the *Task Units* list.

They also appear in the Task list. At this point, one can now add tasks to the appropriate units of study.
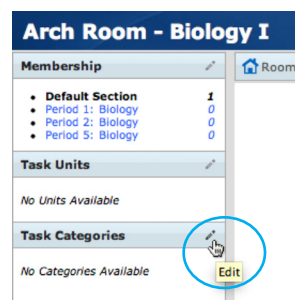
Section 5

### Setting the Room's Assessment Categories

The Task Manager documents learning on the part of students.

1 Click the *Task Categories* edit icon to edit the assessment categories.

Creating assessment categories supports the documentation of formative, summative, and benchmark assessments.

2 Click the *Add Category* icon to add the first category. This category should represent the entire grading period (e.g., 1st Semester).

3 Click the *Add Child* icon to add a sub-category.
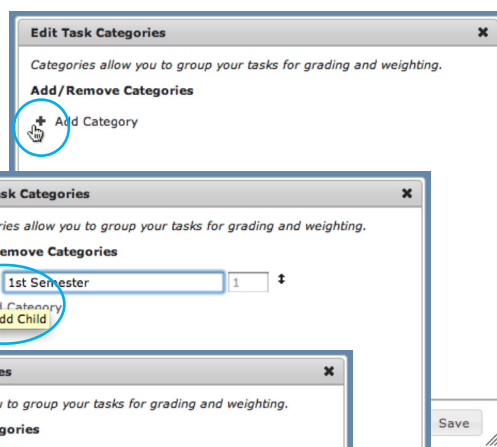
Then, enter the name for the sub-category.

4 To add additional sub-categories on the same level, click the *Add Category* icon under the sub-category.
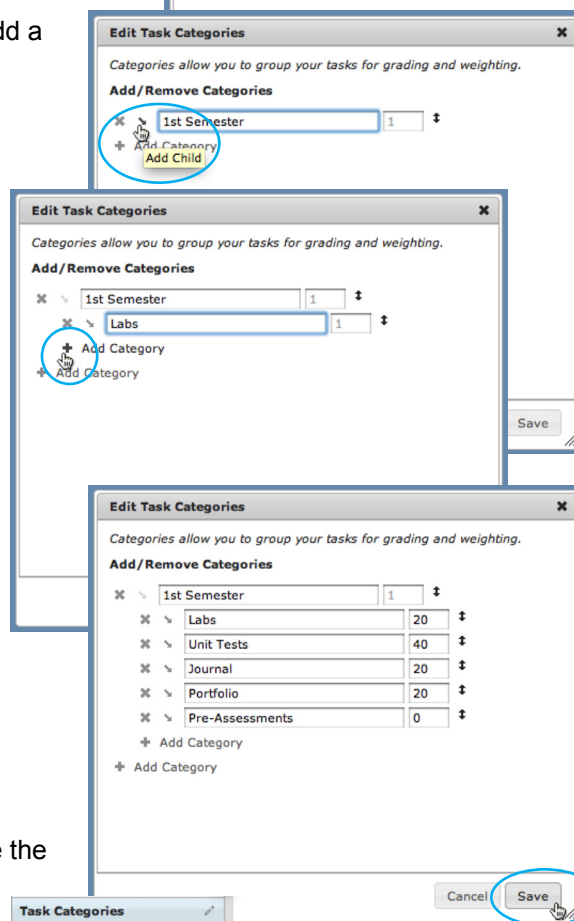
5 Click the *Save* button to save the tasks categories.

The new categories now appear in the Task Category list.