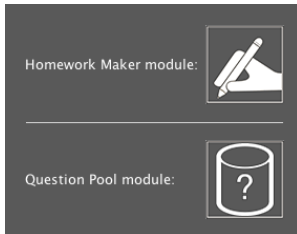


# TEA Homework User Manual

TEA Homework is a native application that can be used to prepare and distribute the homework to students' tablets by using push notification. It supports different type of questions like multiple choice, fill-in, matching, diagram and grid. Students use TEA Mobile app on their tablets to reply and sent the results to the system back.

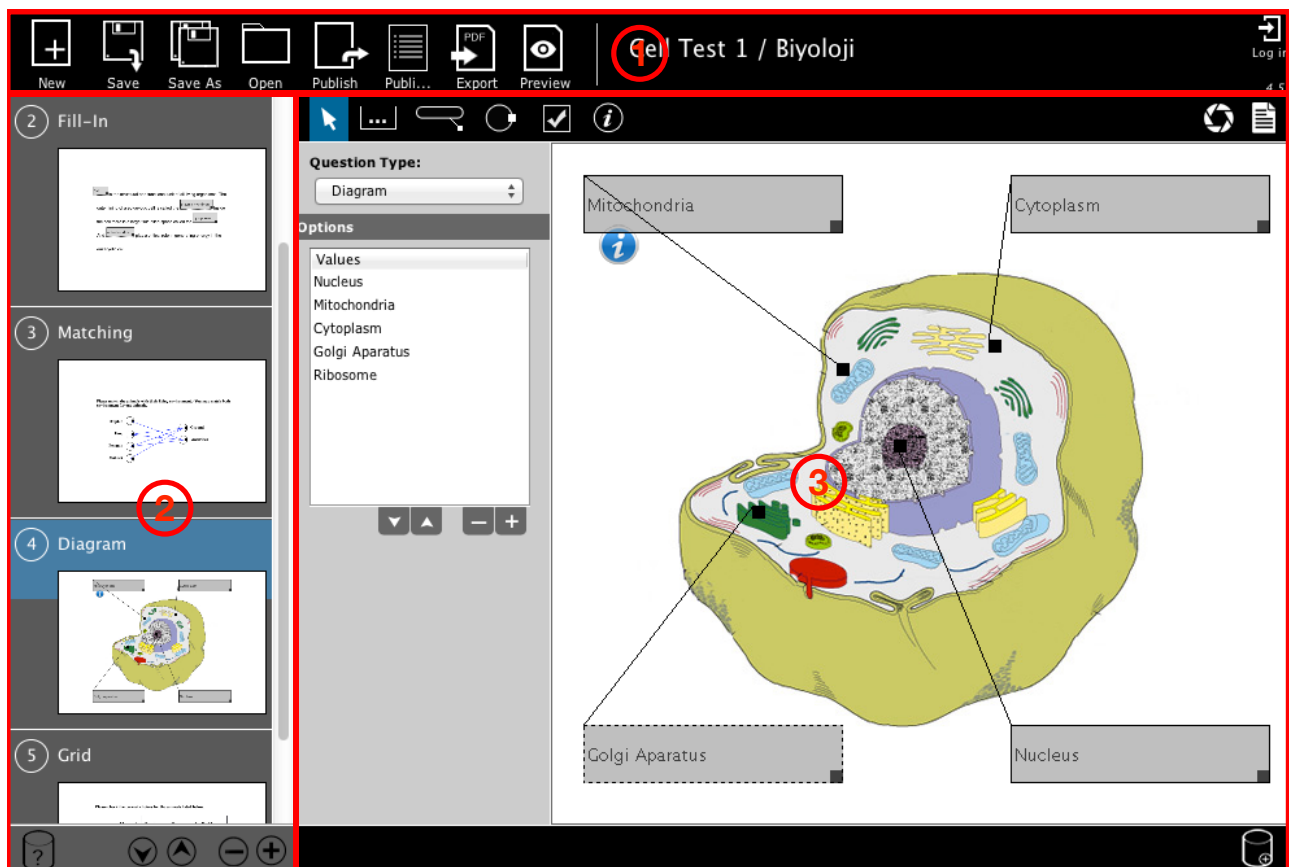


When you run the application you will see a small window, by clicking on the appropriate place you can switch between Homework Maker and Question Pool modules.

## Homework Maker Module

TEA Homework has a simple and useful interface that you can reach all necessary tools and workspace very easily. This compact interface design provides fast and efficient user experience.

The user interface of the application consists of three main parts. You can use the tools located on the upper band to create, open, save and deliver the homework (area 1). On the left, there is a navigation area that list the questions of the homework with the previews, you can add new questions, delete or change the order of the questions (area 2). The widest part of the interface is the working space that you use to create the questions (area 3).



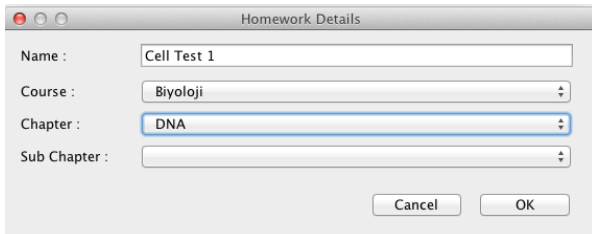
## Creating a New Homework

After you run TEA Homework application;

1- On the upper band of the main window click on **New**  icon.


2- Type the name of the homework in **Name** field.

3- Choose **Course**, **Chapter** and **Sub Chapter** and click on **OK**.



## Saving Homework

All saved homework located in **HomeworkMaker -> projects** folder within user home folder. To

save homework, just click on **Save**  icon on the upper band. If you want to duplicate your homework file with a different name than you can use **Save As** icon.

## Renaming the Homework

You can see the name and the lecture of the homework on the upper band of the main window. To change it;

1- Double click on the name of the homework.

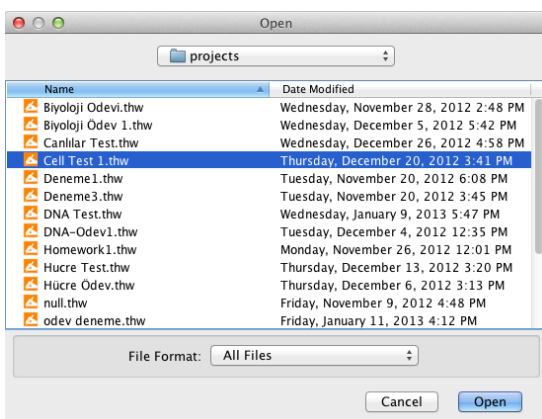
2- On **Homework Details** window change the name and click on **OK** button.

## Opening Saved Homework

1- Click on **Open**  icon.

2- A window appears that list all saved homework in projects folder.

3- Select the homework that you want to open and click on Open button. You can also double click on the homework to open.



**Note:** When you create a new homework or open another one the active homework is closed automatically.

## Sending the Homework to the Students

To sent the active homework to students' iPads;



1- Click on **Publish** button.

*If there are unsaved changes on your homework file, a message appears on the screen warning you for unsaved homework. In this case, you should save your homework first, and then click on Publish button again.*

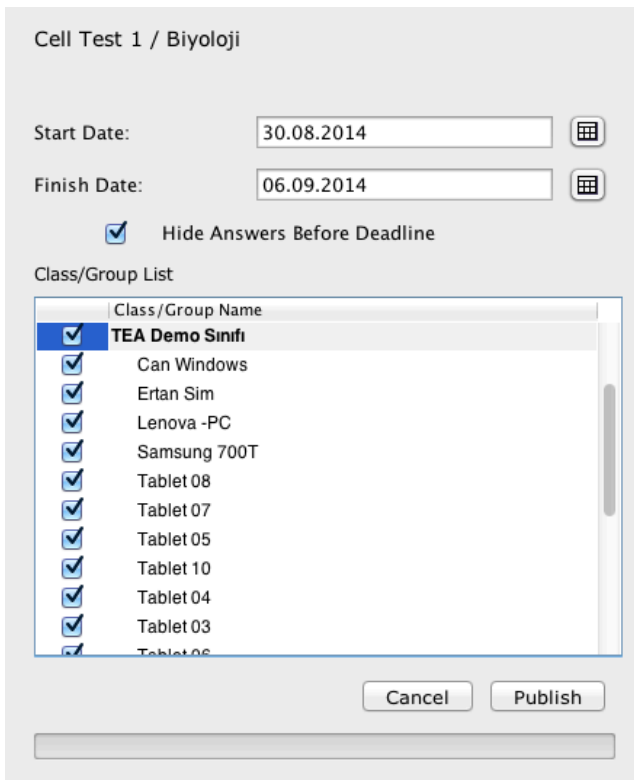
2- Firstly, enter the **Start Date** for your homework on **Sending Homework** window. It will be the distribution date for your homework. Until that date homework will not be sent to students tablets.

3- Enter the deadline for the homework by using the **Finish Date** field.

4- If you want the students to view correct answers just after submitting the homework, then uncheck **Hide Answers Before Deadline** option.

5- Check the classes that you want to send the homework.

6- Click on **Send** button.

A screenshot of a software window titled 'Cell Test 1 / Biyoloji'. It contains several input fields and a list. The 'Start Date' field is set to '30.08.2014' and the 'Finish Date' field is set to '06.09.2014'. There is a checked checkbox for 'Hide Answers Before Deadline'. Below this is a 'Class/Group List' section with a scrollable list of items, each with a checked checkbox: 'TEA Demo Sinifi', 'Can Windows', 'Ertan Sim', 'Lenova -PC', 'Samsung 700T', 'Tablet 08', 'Tablet 07', 'Tablet 05', 'Tablet 10', 'Tablet 04', 'Tablet 03', and 'Tablet 06'. At the bottom of the window are 'Cancel' and 'Publish' buttons.

You will see a message saying the homework was sent successfully at the bottom.

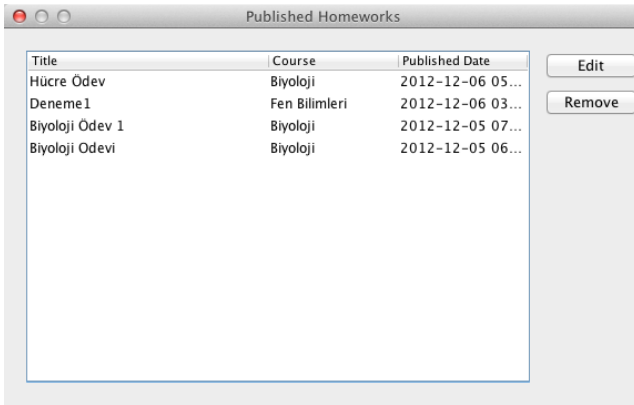
## Published Homework

To reach to old published homework;



1- Click on **Published** button on main bar.

2- You can see all homework published before by you as a list.



3- After selecting a homework, you can **Edit** or **Remove** it. **Edit** button imports homework from server to your local disk. You can make changes and publish it again.

### Exporting Homework as PDF



1- Click on the **Export** icon.

2- Give a name for the file and Save it.

### Previewing Homework Before Publishing

You can preview a homework to see how it will look on students tablets. To do this;




1- Click on the **Preview** icon. Tablet preview of the homework appears on a new window.

2- Navigate through questions by using the arrow buttons.

3- If everything appears ok, then you can publish the homework by using **Publish** button at the bottom. Or you may return to homework workspace by clicking on **Close** button.

### Adding Questions to Homework


When you create a new homework, the first question is added automatically. To add new questions to homework;

1- Click on plus  button at the bottom of question list area.

2- An empty working space is created. You can add your question image as file or by using screen capture method.



### Deleting Question from the List

1- Choose the question from the list.

2- Click on minus  button at the bottom of question list area.

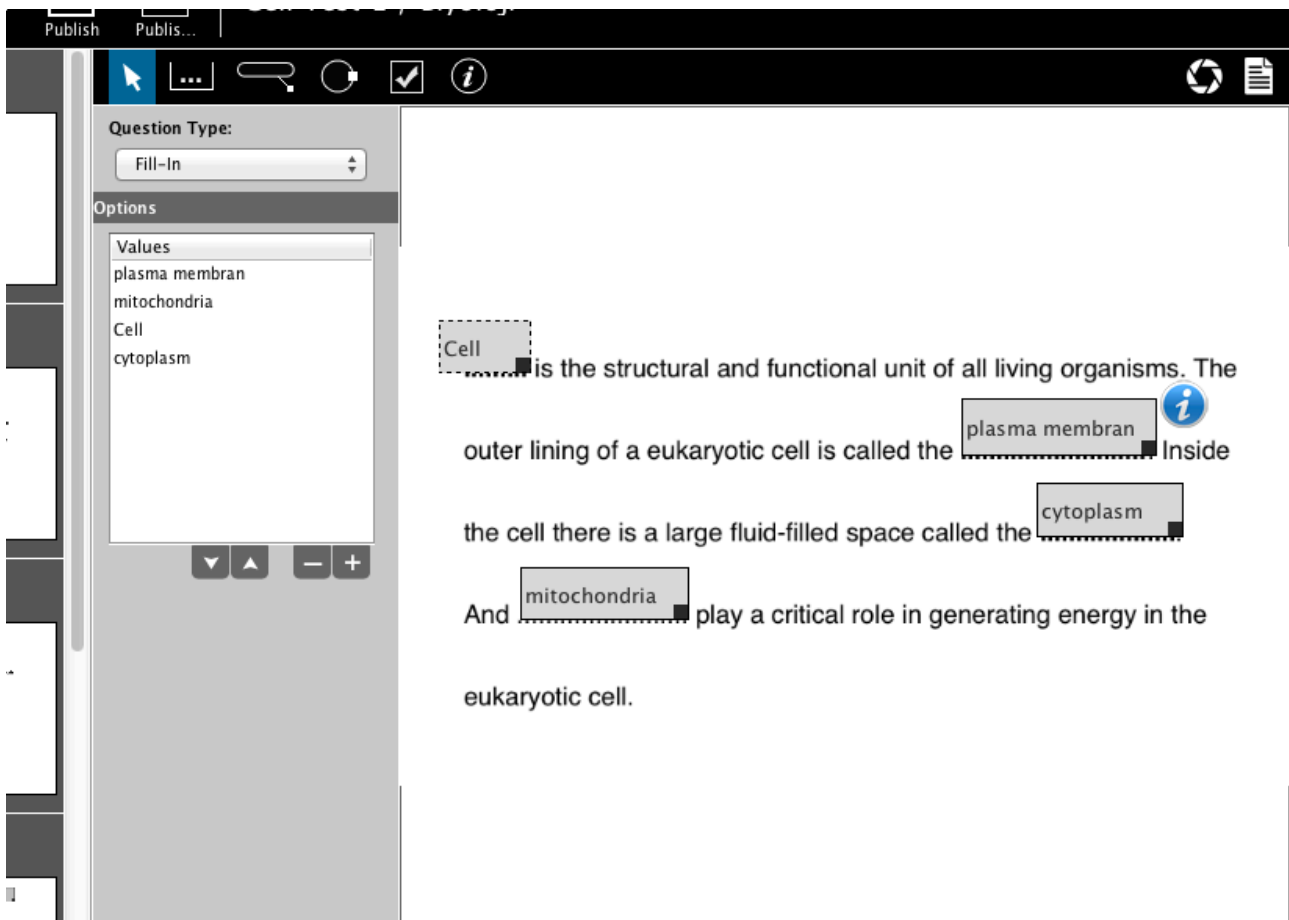
### Changing the Order of the Questions

1- Choose the question from the list.

2- Use arrow buttons   to change the order of the question.


## Creating Questions

The left side of main window is the working space to create the questions. You can place the question image as a file (as .jpg, .png etc.) or by capturing from the screen. Use the menu on the left to define the question type and the tools above to create the question values.



The first step of creating questions is to place the question image on working space. To do it you can use two different method.


### Placing Question Image as a File

- 1- Click on document  icon above the working space.
- 2- Find the image file by navigating within file system.
- 3- Double click on the image file or click on **Open** button after choosing the file.

### Placing Question Image by Using Screen Capture

You can capture any portion of the screen to use as question image. By this way, you can capture questions from a web site, PDF, Word or PPT document opened on the screen. To do this;

- 1- Firstly, open the document or web site that you want to capture a portion on the screen.

2- Switch to TEA Homework application and add a new question or click on an empty one. Click on shutter  icon above the working space.

TEA Homework main window disappears and a red frame cover the screen to indicate that you are in capture mode.

3- By holding on mouse button draw a rectangular and release the mouse button. The area that you drawn is added to working space as question image.

**Not:** You can use space key to move the rectangular area during drawing.

### Scaling Question Image on Working Space

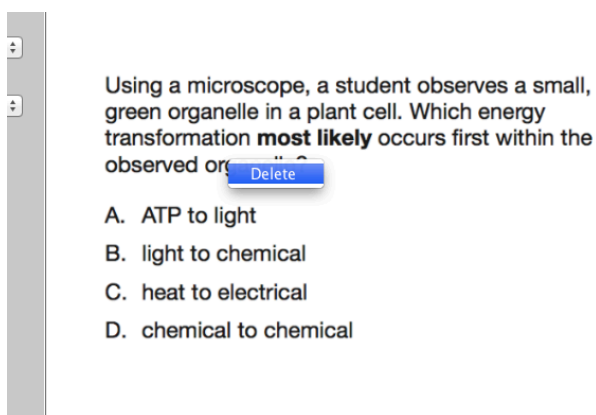
1- Double click on question image placed in working space.

2- You can move the question image or scale it by using right bottom corner.

### Deleting Question Image

1- Right-click on the image in working space.

2- Choose **Delete** from pop-up menu.



### Types of Questions

By using TEA Homework you can add different types of questions to your homework. The supported question types;

**Multiple Choice:** Classical test questions having a,b,c,d,e choices.

**Fill-In:** Placing the correct values into correct blank fields on the question.

**Diagram:** Asking pointed areas on a diagram or drawing (like organelles of the cell).

**Matching:** Matching different values according to a given relationship.

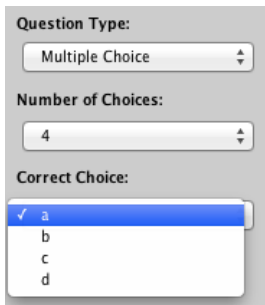
**Grid:** Matching the elements in a table by using x and y axes (This type can also be used to create Multiple Response questions)

**Open Ended:** It is the classical way. Students write the solution/answer by using drawing tools on the tablet.

### Creating Multiple Choice Questions

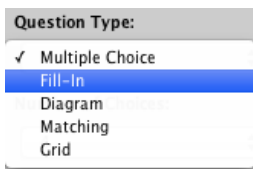
1- Add the question image to working space.


- 2- Choose **Multiple Choice** from **Question Type** pop-up menu.
- 3- Choose the number of choices according to choices on the question image.
- 4- Choose the correct answer for the question from **Correct Choice** menu.



### Creating Fill-In Questions

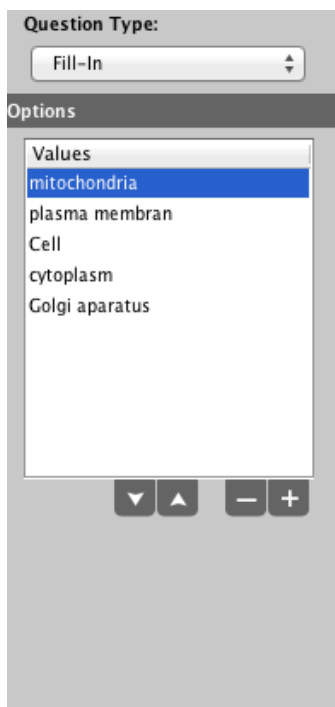
- 1- Add the question image to working space.
- 2- Choose **Fill-In** from **Question Type** pop-up menu.



- 3- Choose the Fill-in  tool from toolbar above the working space.

**Not:** You can only select the tool that can be used for your question type.

- 4- Draw the fill-in field on the question image. You can move or scale this field for fine tuning on the working space.
- 5- Double click on this field and type the correct value.
- 6- For every fill-in areas that you want to add on the question, repeat step 4 and 5.

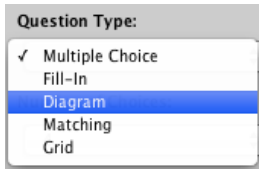



Cell is the structural and functional unit of all living organisms. The outer lining of a eukaryotic cell is called the plasma membran. Inside the cell there is a large fluid-filled space called the cytoplasm. And mitochondria play a critical role in generating energy in the eukaryotic cell.

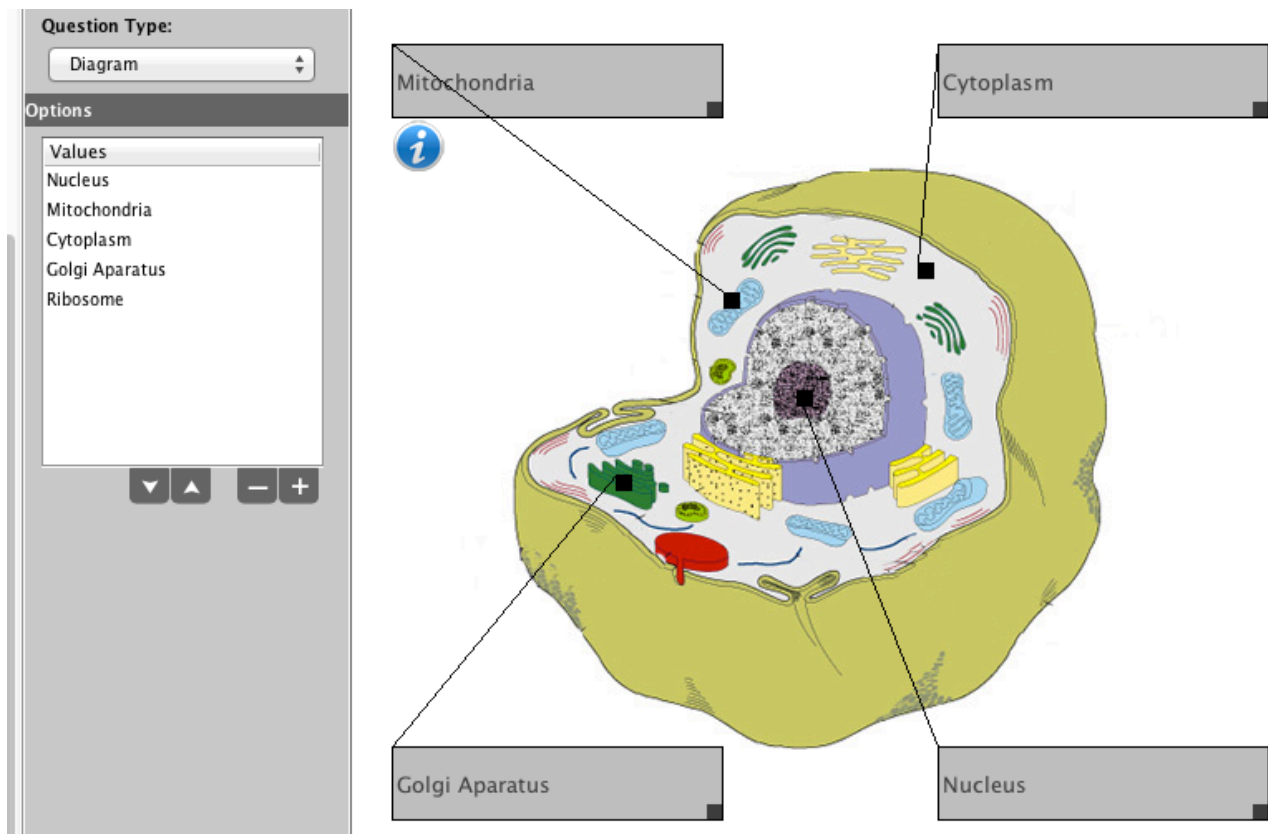
- 7- Every values that you type on the fill-in fields are listed on the Values area located on the left side of working space. You can change the order of the values by using arrows below the area.
- 8- You can delete or add values by using plus and minus icons.

### Creating Diagram Questions

- 1- Add the question image to working space.
- 2- Choose **Diagram** from **Question Type** pop-up menu.



- 3- Choose the Diagram  tool from toolbar above the working space.
- 4- Draw the line that pointing the area on the diagram. The auto-guides will help you to align the fields. You can move or scale this field for fine tuning on the working space.
- 5- Double click on this field and type the correct value.
- 6- For every fill-in areas that you want to add on the question, repeat step 4 and 5.



- 7- Every values that you type on the fill-in fields are listed on the Values area located on the left side of working space. You can change the order of the values by using arrows below the area.
- 8- You can delete or add values by using plus and minus icons.

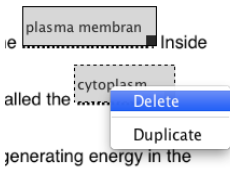
### Deleting the Values




You can delete the values from the question by using two different way.

By using working space;

- 1- Right-click on the field on working space.
- 2- Choose **Delete** from the pop-up menu.



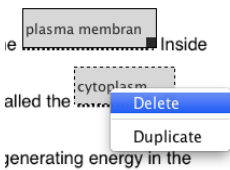
By using the Values list;

- 1- Choose the value that you want to delete from the **Values** list.
- 2- Click on the minus  icon below the Values list.

### Duplicating Fields on Working Space

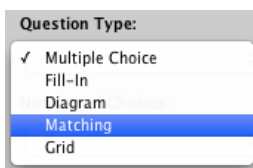
You can duplicate the answer fields on the working space


- 1- Right-click on the field that you want to duplicate.
- 2- Choose **Duplicate** from the pop-up menu.



### Creating Matching Questions

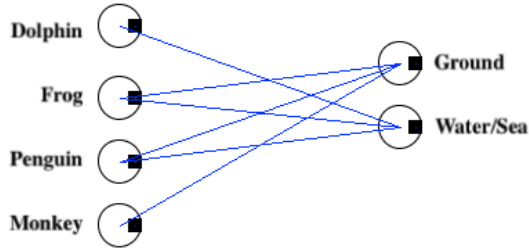
- 1- Add the question image to working space.
- 2- Choose **Matching** from **Question Type** pop-up menu.



- 3- Choose the Matching  tool from toolbar above the working space.
- 4- Create all matching points by clicking on the question image. You can move and align matching points, auto-guides will help you during this process.
- 5- After you create all matching points, make the correct matchings on the questions by using the small rectangular points on each matching point. To do this, click and hold mouse button on small rectangular point and draw a line to other matching point.
- 6- Repeat the step 5 for all matching points, you can match a point to more than one matching point.

Question Type:  
 Matching

Please match the animals with their living environment. (You may match both environment for one animal).




### Creating Grid Questions

- 1- Add the question image to working space.
- 2- Choose **Grid** from **Question Type** pop-up menu.

Question Type:

- Multiple Choice
- Fill-In
- Diagram
- Matching
- Grid

- 3- Choose the checkbox  tool from toolbar above the working space.
- 4- Create all checkbox points by clicking on the question image. You can move and align checkboxes, auto-guides will help you during this process.
- 5- After you create all necessary checkboxes, make the correct answers by clicking on checkboxes.

Question Type:  
 Grid

Please check the correct choices for the animals listed below.

	Mammal	Carnivorous	Non-mammal	Herbivorous
Cow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sparrow	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Snake	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




**Note:** You can also use Grid type to create multiple response questions.

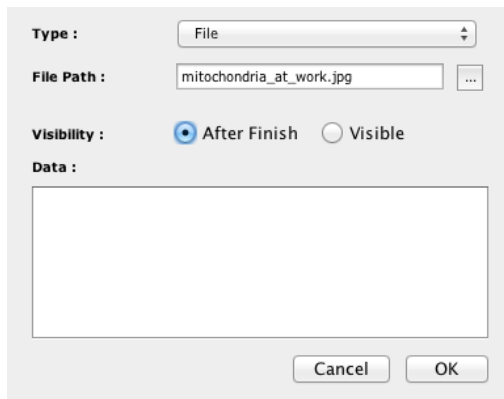
## Creating Open Ended Questions

- 1- Add the question image or text to working space.
- 2- Choose **Open Ended** from **Question Type** pop-up menu.

## Adding Digital Contents on the Questions


You can add informative digital contents to questions prepared by using TEA Homework.

- 1- Choose the question from the list on the left.
- 2- Choose the info  tool from toolbar above the working space.
- 3- Place the info  icon by clicking on the question image. You can place info icon anywhere on the question image.
- 4- Double-click on info  icon. The **Information Details** window appears on the screen.
- 5- You can add different type of digital content by using **Type** menu.



The screenshot shows a dialog box titled "Information Details". It contains the following fields and options:

- Type :** A dropdown menu with "File" selected.
- File Path :** A text input field containing "mitochondria\_at\_work.jpg" and a browse button (three dots).
- Visibility :** Two radio buttons: "After Finish" (selected) and "Visible".
- Data :** A large empty text area.
- Buttons: "Cancel" and "OK" at the bottom.

**File:** Use  button to navigate and add any file from your file system.

**Web URL:** Add any URL link by typing into **Data** field.

**Note:** *By default students can see added contents after submitting homework. If you want to use added content as part of question and to make it visible then choose **Visible** option.*

## Question Pool Module

You can use Question Pool Module as a question bank that questions can be added and used later to prepare homework.

To reach to question pool you can click on Question Pool Module just after running the application or you can switch to it while you are using homework maker module.

Course :  Description :

Chapter :  Difficulty :

Sub Chapter :  Rating :

Question Type :

Course	Chapter	Sub Chapter	Question Type	Description	Creator	Rating	Difficulty	Date	
<input type="checkbox"/> Biyoloji	DNA		Multiple Choice	Hücre Organelleri	Teacher teacher	3	3	24-08-2013 23:51	
<input type="checkbox"/> Biyoloji	DNA		Multiple Choice	Denizde hayat	Teacher teacher	3	6	25-08-2013 00:24	
<input type="checkbox"/> Biyoloji	DNA		Multiple Choice	hücre	Teacher teacher	3	6	25-08-2013 00:49	
<input type="checkbox"/> Sosyal Bilgiler	Zaman İçind...		Multiple Choice	Harita	Teacher teacher	3	4	26-08-2013 23:17	
<input type="checkbox"/> Sosyal Bilgiler	Zaman İçind...		Multiple Choice	Harita	Teacher teacher	3	4	26-08-2013 23:17	
<input type="checkbox"/> Fen Bilimleri	Canlılar Dün...		Fill-In	deneme	Teacher teacher	4	4	30-08-2013 13:09	
<input type="checkbox"/> Fen Bilimleri	Canlılar Dün...		Fill-In	deneme	Teacher teacher	4	4	30-08-2013 13:10	
<input type="checkbox"/> Biyoloji	DNA		Diagram	Göz	Teacher teacher	3	0	15-11-2013 16:52	
<input type="checkbox"/> Coğrafya	Harita Bilgisi		Diagram	Avrupa Haritası	Teacher teacher	3	0	15-11-2013 16:52	
<input type="checkbox"/> Biyoloji	DNA		Diagram	Hücre Organelleri	Teacher teacher	4	5	15-11-2013 16:53	
<input type="checkbox"/> Türkçe	Cümlenin Öz...		Fill-In	deneme	Ertan Şinik	4	4	29-04-2014 12:44	


In the main window of the question pool module, by using menus you can define some filters to list the questions in the pool. To reset the filters just click on Show All button.

To preview the question you can click on magnification icon located on the left of each question row. At the bottom, there are some icons to add new question, delete the chosen one, edit or place into active homework file.

## Adding Questions into Pool


While using Homework Maker Module;

1- Click on the question located on the left of homework workspace.


2- Click on the  icon located at right bottom of the workspace.

3- Enter the keywords, definition and other metadata (like course, chapter, rate) by using the menus.



By using Question Pool Module;

1- Click on  icon located at the bottom of main screen.


2- Create your question by using workspace.

3- Enter the keywords, definition and other metadata (like course, chapter, rate) by using the menus on the left and click on  icon.

## Adding Questions to Homework from Question Pool

- 1- Click on the  icon located on left bottom of current homework window.
- 2- If necessary login by using your username and password.
- 3- Choose the questions from the list and click on  icon at the bottom.

## Editing Questions in the Pool

- 1- Choose the question from the list.
- 2- Click on the  icon at the bottom.
- 3- Edit the question by using tools and click on ✓ icon.

**Note:** *You can only edit the questions created by you.*

## Technical Requirements

- Windows 7 and above (32 bit or 64 bit)
- Mac OS X 10.7 and above
- Minimum 2 GB memory
- Minimum 500 MB disk space
- A network adaptor (Wire or Wireless)