

SHARPSCHOOL USER MANUAL



SLMS TEACHER GUIDE

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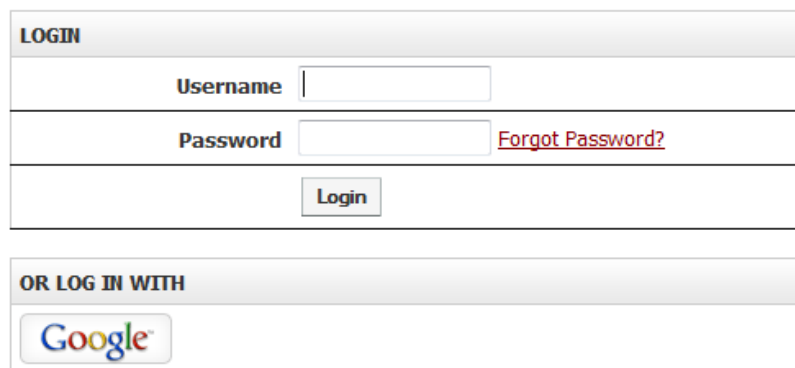
1. Introduction

SharpSchool's Social Learning Management System (SLMS) is a robust platform that allows students and teachers to interact across a digital medium. The system is designed to innovate the day-to-day interactions between teachers and students, allowing them to access content, post assignments, and engage in discussions digitally from any computer or browser. With an entire classroom's worth of knowledge and interaction at your fingertips, the SLMS seamlessly combines work, home, school, and fun.

2. Key Information


In order to use the SLMS, the user must first log into the system with their **Username** and **Password**.

Welcome to Sharpschool!!!



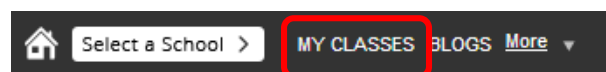
LOGIN	
Username	<input type="text"/>
Password	<input type="password"/> Forgot Password?
<input type="button" value="Login"/>	

OR LOG IN WITH



Note: If you have already registered but have forgotten your password, simply click on **Forgot Password** to retrieve it.

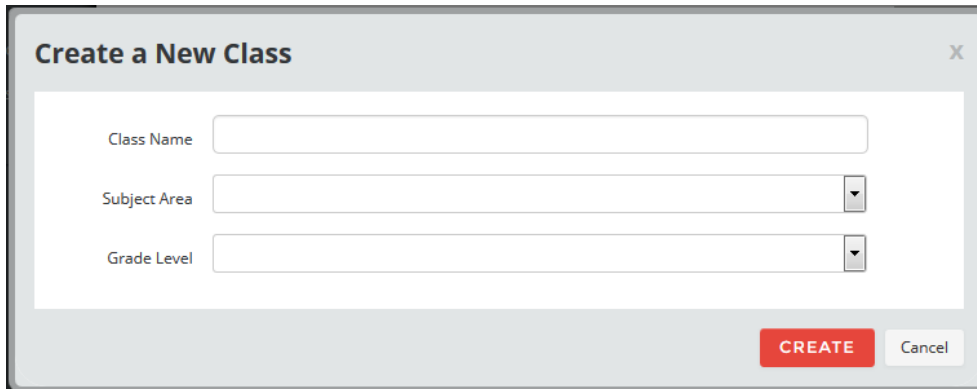
To access the SLMS, teachers can click the **My Classes** link adjacent to the **Select a School** dropdown.



3. First-time User

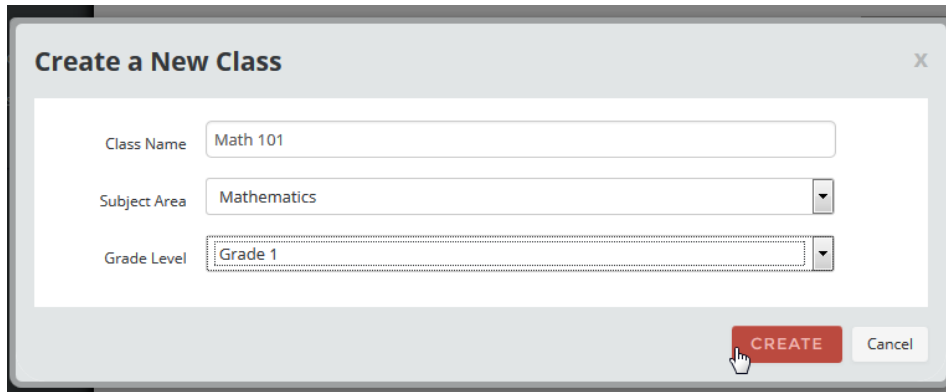
I. Initial Log-in/Creating Your First Class

When you enter your **Username** and **Password** for the first time, you will be prompted to create a new class.



- Step 1** Before you can proceed, you will need to enter three important pieces of information:
- Class Name:** The name of the class as it will be displayed to yourself and your students. (Example: Math 101)
 - Subject Area:** Select from a number of pre-existing class types. These types are required for sorting and news feed functions.
 - Grade Level:** Select the grade level of the class from a pre-existing list. This is required for sorting options throughout the SLMS.

Step 2 After you have entered the desired information, click **Create** to proceed.



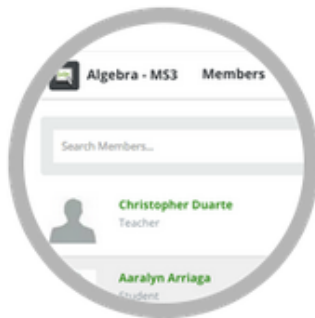
II. Getting Started With Your New Classroom

After creating your class, you will be redirected to the **Newsfeed** for the classroom. Newly created classrooms will display a welcome message with some tips and tricks to help you get started adding students, managing class members, and posting messages and assignments.

- 1 Use the access code to invite students to join your classroom. Don't forget to lock your classroom once all your students have joined.

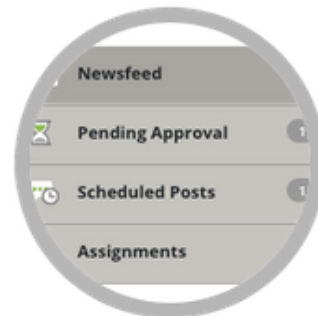


- 2



Manage your students using the Members tab.

- 3 The filters on the right allow you to manage your newsfeed.



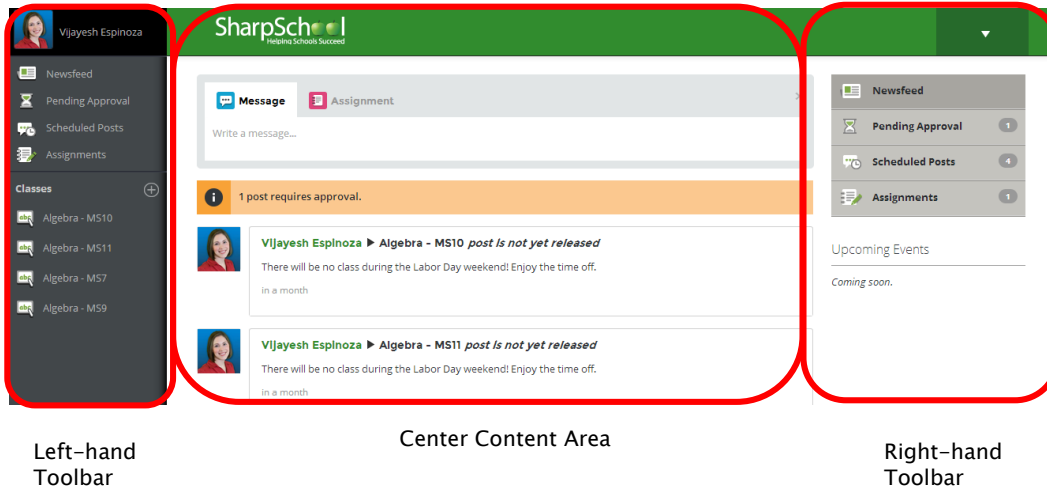
- 4



Craft personalized messages and create and grade assignments right from your newsfeed.

4. Main-Interface

The Main-Interface for the SLMS is broken into three distinct sections:



I. Left-hand Toolbar

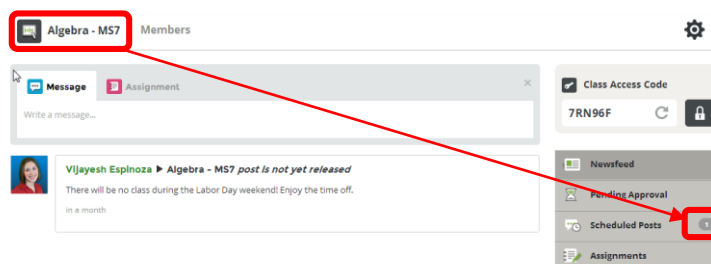
The **Left-hand Toolbar** gives the user access to global feeds for every class that they are associated with. Any of the options chosen under the **Left-hand Toolbar** will display pages populated by every class associated with the user's account.

II. Center Content Area

The **Center Content Area** displays the body content of the selected page (Newsfeed, Scheduled Posts, etc...)

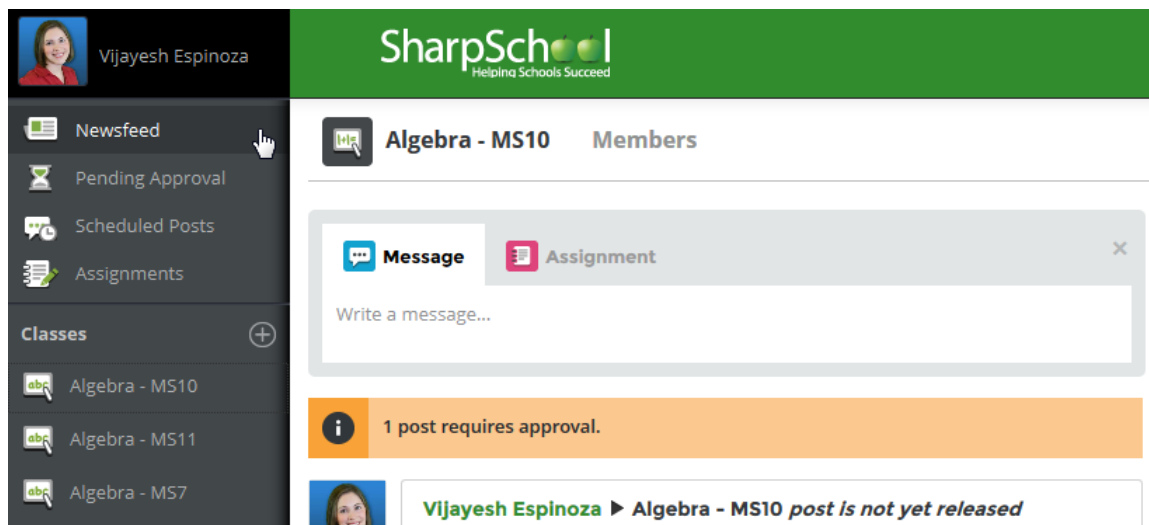
III. Right-hand Toolbar

The **Right-hand Toolbar** displays activity and tasks specific to the current level or class the user has selected. At the global viewing level, the toolbar will aggregate activity from every class the user is associated with, and at the class level the toolbar will only aggregate activity from that class. The tool bar also produces badges that list the number of tasks under each heading.



5. News Feed (Main)

The Main Newsfeed acts as the homepage for the SLMS and will aggregate all new activity (posts, assignments, and uploads) from across every class associated with your account. The activity will be ordered newest to oldest, based on the date it was published.



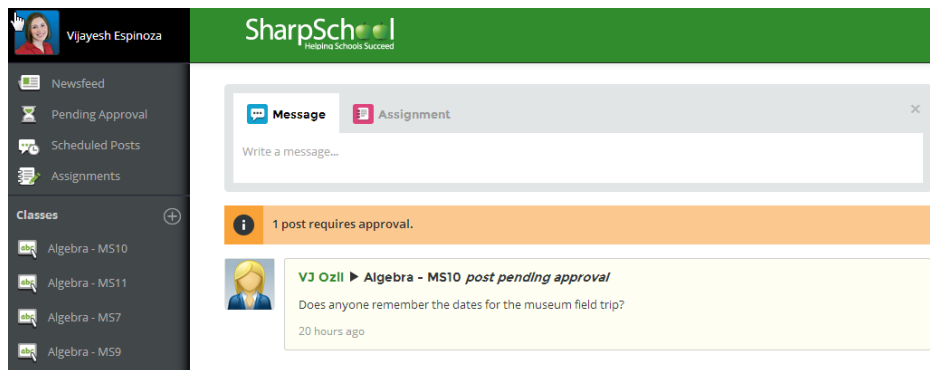
The screenshot displays the SharpSchool interface. At the top left, the user profile for Vijayesh Espinoza is shown. The navigation bar includes options for Newsfeed, Pending Approval, Scheduled Posts, and Assignments. Below this, a list of classes is shown, including Algebra - MS10, Algebra - MS11, and Algebra - MS7. The main content area shows the Newsfeed for Algebra - MS10, with a message input field and a notification that 1 post requires approval. A post by Vijayesh Espinoza is visible, stating "Algebra - MS10 post is not yet released".

The Main Newsfeed can be accessed at any time, from any page, by clicking **Newsfeed** in the navigation bar at the top left-hand of the screen.

6. Pending Approval


The Pending Approval screen is populated by the number of posts or comments that require your approval before they can go live. Every post, or comment, created by students in the classes you are connected to require approval. The posts are ordered in a “first-come, first-served” format, with the most recent at the bottom and the oldest at the top. Teachers have the option to:

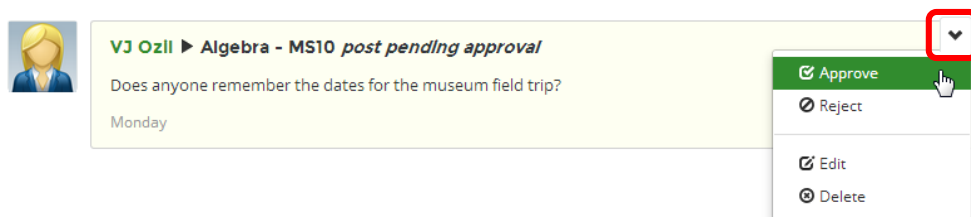
- I. **Approve:** Accept a Post/Comment
- II. **Reject:** Decline a Post/Comment while providing a reason
- III. **Edit:** Change a Post/Comment
- IV. **Delete:** Decline a Post/Comment without providing a reason



I. Posts


To **Approve, Reject, Edit, Or Delete** a Post made by a student,

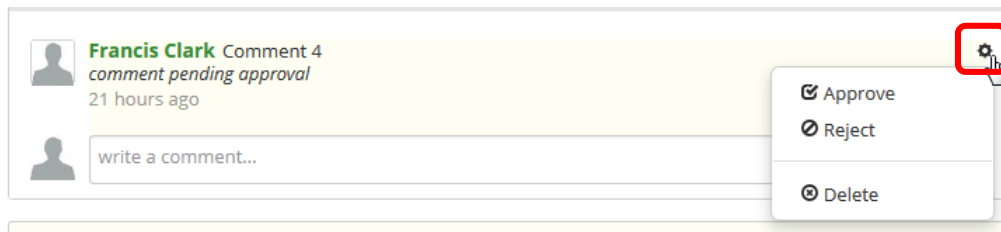
- Step 1** Click the **Chevron icon** () in the top right corner of the post
- Step 2** Select the desired option from the list of options



II. Comments

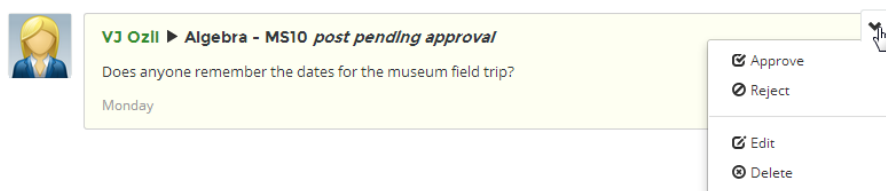
To **Approve**, **Reject**, **Edit**, or **Delete** a comment made by a student,

- Step 1** Click the **Gear icon** () in the top right corner of the comment
- Step 2** Select the desired option from the list of options

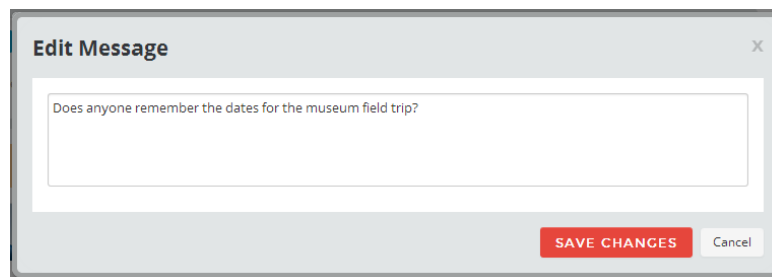


III. Editing a Post/Comment

To Edit a comment,



- Step 1** Select **Edit** from the dropdown menu



- Step 2** Change the comment by select the text field and editing the desired information
- Step 3** When finished click, **Save Changes**.
- Step 4** After you have made your edits, reselect the dropdown menu and select **Approve** to publish the Post/Comment

7. Scheduled Posts

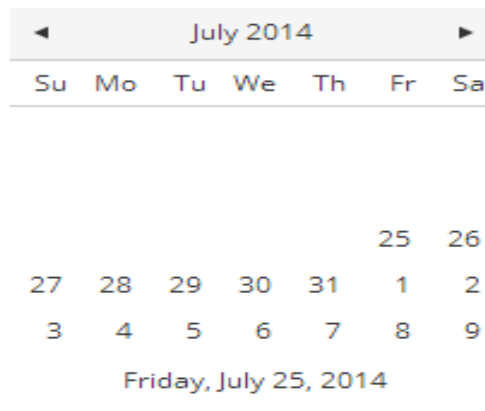
I. How to Schedule a Post

To schedule a post:

- Step 1** Enter the message, assignment, or file you would like to post to the desired classes.
- Step 2** Click the **Post Now** text field and a calendar will appear.

The screenshot shows a user interface for creating a post. At the top, there are tabs for 'Message' and 'Assignment'. Below the tabs is a text area labeled 'Write a message...'. Underneath the text area are three buttons: 'FILE', 'ELOCKER', and 'LINK'. To the right of these buttons is a 'Post Now' text field, which is highlighted with a red rectangular box. Below the 'Post Now' field is a 'Share with...' dropdown menu and a red 'POST' button.

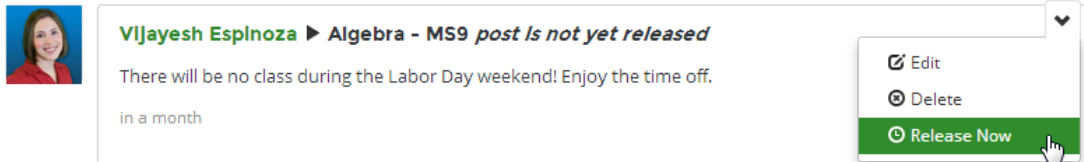
- Step 3** Select the date for the release and a time for the release will be automatically generated.



Note: To change the time on the release, just change the time in the **Post Now** field

II. Using “Release Now”

If you decide that you would rather post a finished message immediately, or you entered a scheduled release date in error – users can click **Release Now** from the drop down menu accessed at the corner of the **Scheduled Post**.



8. Posting

I. How to Post a Message

- Step 1** To post a message, click into the **Message** field and enter your desired text.
- Step 2** If you would like to attach a file (or files), select **File** to enter the file browser and select the file (or files) you would like to upload.




Note: Uploads must be below 25MB in size.

- Step 3** The **Share With...** text field designates which classroom the post will be entered under and which classroom users can view it.



Note: Before you can post your message, the **Message** and **Share With...** fields must not be left empty.



The screenshot shows a web interface for posting a message. At the top, there are two tabs: "Message" (selected) and "Assignment". Below the tabs is a large text input field with the placeholder text "Write a message...". Underneath this field is an "Attach:" section with three buttons: "FILE", "ELOCKER", and "LINK". To the right of these buttons is a "Post Now" button with a calendar icon and a refresh icon. At the bottom of the form is a "Share with..." text input field and a red "POST" button. Red rectangular boxes highlight the "Write a message..." field and the "Share with..." field.

II. How to Post an Assignment

- Step 1** To post an assignment, click into the **Assignment** field and enter your desired text.
- Step 2** Select a due date from the calendar dropdown by clicking within the **Due Date** text field.
- Step 3** If you would like to attach a file, select **File** to enter a file browser and select the file (or files) you would like to upload.
- Step 4** The **Share With...** text field designates which classroom the post will be entered under and which classroom users can view it.

The screenshot shows the 'Assignment' creation form. At the top, there are tabs for 'Message' and 'Assignment'. Below the tabs are two text input fields: 'Assignment name...' and 'Describe the assignment...'. Underneath these is a 'Due Date' section with a dropdown menu currently showing 'select a Due Date' and a calendar icon. Below the due date are two checkboxes: 'Enable Grading' (checked) and 'Allow comments' (checked), along with a 'Max Score' input field. At the bottom left, there are three buttons: 'FILE', 'ELOCKER', and 'LINK'. To the right of these is a 'Post Now' button with a calendar icon. At the very bottom, there is a 'Share with...' text field and a red 'POST' button.

III. Comments

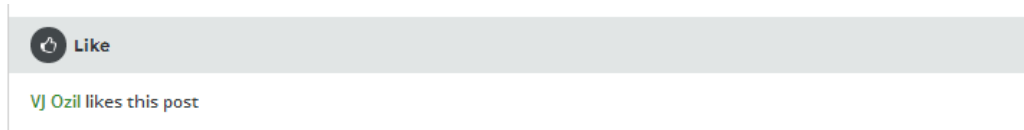
Commenting allows Teachers and students to engage each other over assignments, posts, and other content. Comments work differently for Teachers and students in regards to permissions and when they are displayed for shared viewing.

The screenshot shows a post by VJayesh Espinoza for 'Algebra - MS10'. The post content includes a worksheet with the following text: 'Please read the following two sheets before our next class.' and 'Monday'. The worksheet contains several math problems, including writing equations in point-slope form, finding x and y intercepts, and determining if lines are parallel or perpendicular. Below the worksheet, there is a 'Like' button and a comment input field with a placeholder 'write a comment...'.

IV. Liking

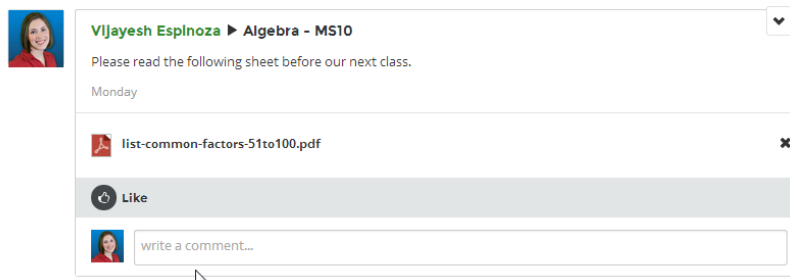
SharpSchool's SLMS allows students and teachers to partake in a **"Like"** feature to show support for a post, or acknowledge that they viewed a comment. Students and

teachers can simply click the **Like icon** () to like a post or comment.



a. Teacher Commenting

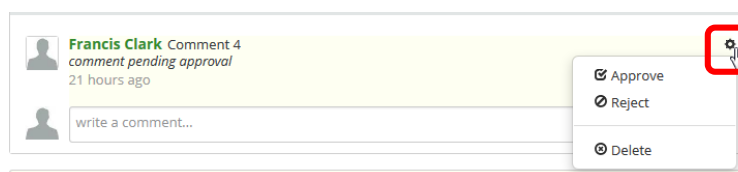
Teachers can comment on any post that has been made viewable. To post a comment, simply click on the **Write a comment** field, enter your desired text, and press the **Enter** key.



Note: Remember, Teacher's comments are instantly made public and go through no approval process.

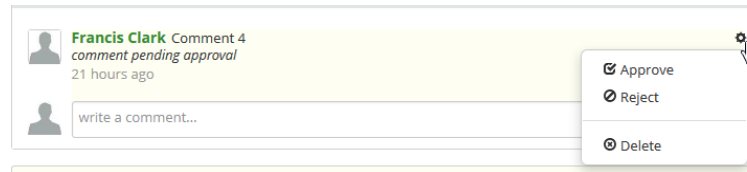
b. Student Commenting (Approval)

Student comments require teacher approval before they can go public. For more information on **Pending Approval**, please see the [Pending Approval](#) section of this manual found earlier. To approve a student's comment, click the **Gear Icon** and select **Approve**.



c. Rejecting Comments

Step 1 To reject a student's comment, click the **Gear Icon** and select **Reject**.



Step 2 The user will be prompted to provide a rationale for the rejection. This reason will be displayed to the student when they check their dashboard.

d. Deleting Comments

To delete a student's comment, Click the **Gear Icon** and select **Delete**.



9. Grading

SharpSchool's SLMS allows teachers to post assignments for their classes and grade them through the system. Grading can be set up for any class and enabled, or disabled, on any assignment upon creation.

The screenshot displays the SharpSchool interface for a student submission. On the left, a 'Submissions' sidebar lists five students: Carolina Morales (Received July 29th, 2014), James McCarthy (Not submitted yet), Jorge Suarez (Received July 29th, 2014), Lizbeth Sanchez (Not submitted yet), and Patrick Jones (Received July 29th, 2014). The main content area is for 'Jorge Suarez', showing a score of 5/5. It includes a 'SAVE' button, a 'Latest Revision' section with 'Revision 1' dated 29th July, 2014, and a message: 'Sorry Mrs. Nair, I attached the incorrect submission last time around. Please use this one instead.' Below this is a document icon for 'Assignment Submission - v2.docx'. A '1 Comments' section shows a comment from 'Irene Nair' dated Tuesday: 'Jorge, well done with this assignment.' There is also a text input field for 'write a comment...'.

I. How to set up Grading

To enable grading on an assignment, ensure that the **Enable Grading** checkbox is checked, and a desired value is put in the **Max Score** field.

The screenshot shows the assignment setup form. The 'Due Date' field is set to 'Select a Due Date'. The 'Enable Grading' checkbox is checked and highlighted with a red box. The 'Max Score' field is empty and also highlighted with a red box. The 'Allow comments' checkbox is also checked.

II. How to Grade


Step 1 To view returned assignments, navigate to the assignment post in a desired classroom.

Step 2 Click the **View Submissions** button within the assignment post

The screenshot shows the SharpSchool interface. On the left, a sidebar titled 'Classes' lists several subjects: Accounting, Calculus, Data Structures and, Linear Algebra (highlighted with a red box), and Math 101. A red arrow points from the 'Linear Algebra' box to the main content area. The main content area shows an assignment post for 'Ms. Torres' in 'Linear Algebra' with a due date of '08/21/2014'. It displays '2 Submissions' and a green 'VIEW SUBMISSIONS' button highlighted with a red box. Below the post, a 'Submissions' section has a dropdown menu set to 'Ungraded (1)'. Underneath, a student entry for 'Janet Smith' is shown with a question mark icon.

Step 3 Once you have selected an assignment, you will be taken to the **Submissions** page. Submissions can be ordered based on four different categories: **Ungraded**, **Not Submitted**, **Graded**, and **All**. Select one of the options from the dropdown menu.

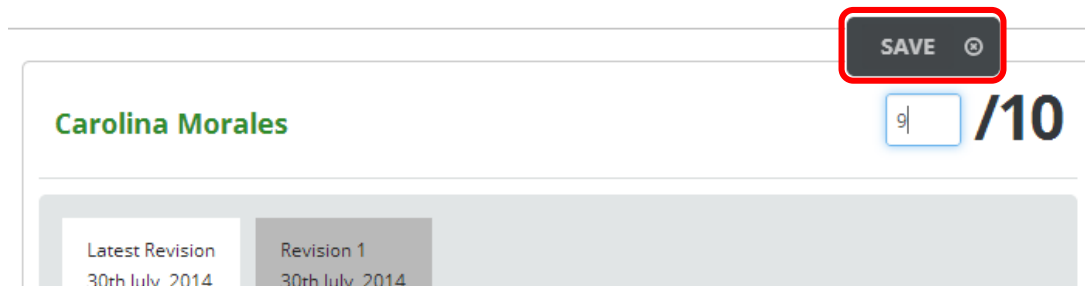
The screenshot shows a close-up of the 'Submissions' dropdown menu. The menu is open, displaying the following options: 'Ungraded (1)', 'Ungraded (1)', 'Not Submitted (31)', 'Graded (0)', and 'All (32)'. A hand cursor is pointing at the 'Not Submitted (31)' option.

Step 4 Once you have selected a sorting option, select the student whose submission you wish to view and grade by selecting the  icon.

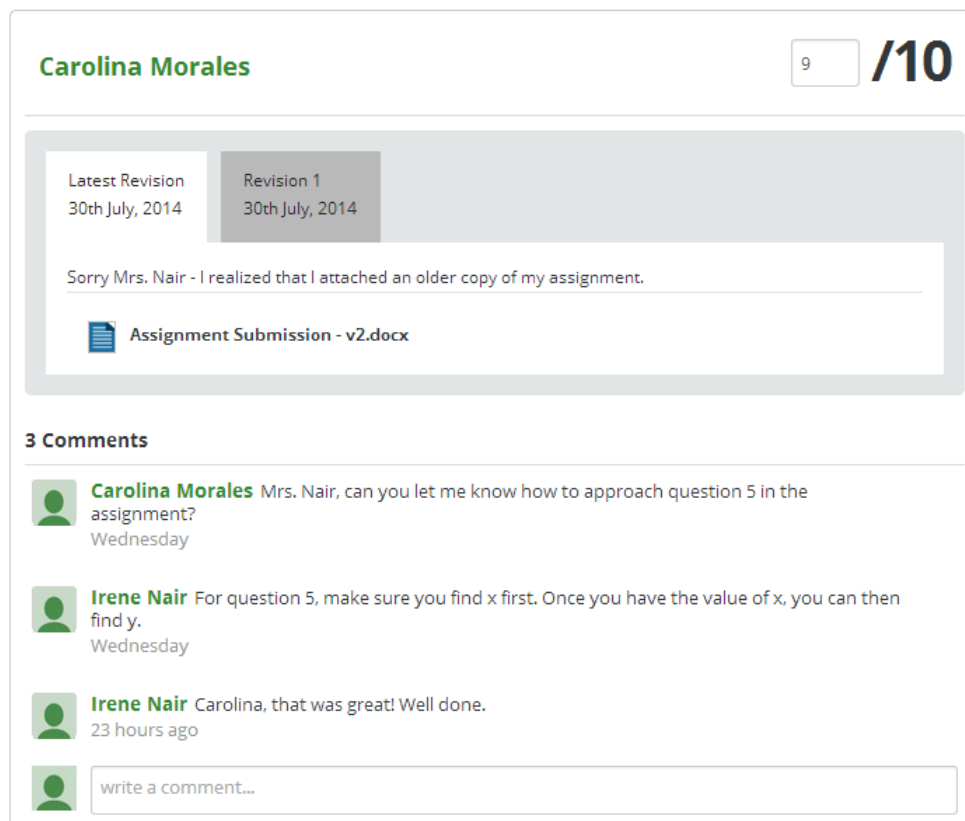
The screenshot shows the 'Submissions' page for Janet Smith. The 'Submissions' dropdown is set to 'Ungraded (1)'. The student entry for 'Janet Smith' has a question mark icon highlighted with a red box. A red arrow points from this icon to the student's submission details, which show a score of 0/10 and a table of revisions.

Latest Revision	Revision	Revision	Revision
19th July, 2014	18th July, 2014	18th July, 2014	18th July, 2014

- Step 5** After selecting the assignment, the grading screen will appear in the **Center Content Area**. From here you can download any attachment submitted or simply enter a grade.
- Step 6** Once you have settled on a grade, input the score into the **Grade Input field** and click **Save**.



- Step 7** Teachers can also write comments to students when grading their assignments. To do so, click into the **Write a comment...** field and type the desired message.



- Step 8** When finished press **Enter**, on the keyboard, to make the comment viewable to the student.