

Microsoft Class Server Creating Learning Resources

Setting a LR as an assignment

In **Complete View**, when you click on **Create an Assignment** and click **Next**, you are asked "Do you want to include a Learning Resource with this assignment?" If you answer **Yes** you can include any of the LRs you have been working on. When students receive their assignment, they will be directed to the Learning Resource. The assignment can be set as a homework task or to be completed over one or several lessons. *Students will only be able to view and complete the assignment between the start date and the deadline dates that you set for the assignment.*

Sharing LRs

You can allow your LR to be used by other teachers. Click on **My Learning Resources**. You can see all of the LRs you have made. When you click on one, the bottom half of the screen contains details about the LR. On the right hand side is a menu. To make the LR available to other staff, click **Sharing**, tick the box and click **Okay**. **Export** allows you to save the LR to the local computer. This is a good way of backing up your LRs.



Marking LRs

Multiple Choice, True or False, Fill in the Blank, Single Answer Blank, Multiple Answer Blank and Matching are all automarkable questions. When a student submits a test, the automarkable questions will be marked instantly. The teacher can then add marks for the other questions. The work can also be marked with reference to attainment targets (curriculum standards) on a scale of 1-4 where 1=No experience, 2=Some experience, 3=Teacher directed, 4=Self directed. You can return marked assignments to students so they can see where they went wrong, or to allow them to continue working on them.

You can also use Class Server without student access to computers. LRs can be printed out for students, and results can be manually entered into Class Server.

Advanced users

A Learning Resource is merely a set of web-pages. It is possible to edit them using another program (e.g. Word) as you would any website. It is not a good idea to do this if you haven't got experience with web-pages. Click on **Advanced** in the top right hand corner, and select **Edit in default HTML editor**. If you usually use a non-Microsoft HTML editor (e.g. Dreamweaver), then you can click on **Advanced>Open page folder**. You now have access to all of the webpages and files in the LR, which you can edit with Dreamweaver.

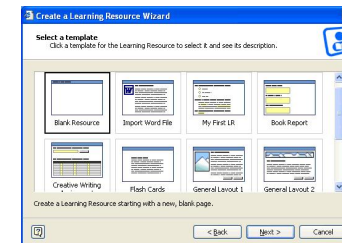
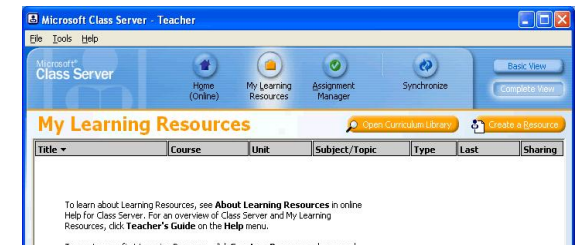
Please note that making changes outside Class Server may stop the LR from working, so you must preview the LR in Class Server before assigning it.

Introduction to Learning Resources

A learning resource (LR) is a webpage or set of pages created by Class Server that can be used by students. It could be an online test, a set of instructions, questions about other websites, a flash movie, picture etc. You can easily make your own LRs, but there are many ready-made resources available on the internet (e.g. http://www.broadeducation.com/mscs/find_resources.html)

Complete View

To create a LR, open **Class Server Teacher** (the icon on your desktop, not the webpage on the internet), and click on '**Complete View**' in the top right hand corner. Click on **My Learning Resources>Create a Resource**

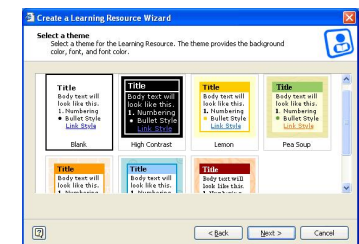


Wizard

The wizard takes you through the process - click on **Next** and you'll be presented with a variety of templates. **My First LR** is a good place to start, as this contains a range of sample questions. You can easily remove unwanted questions by clicking on them then 'Cut' on the toolbar at the top.

You need to choose a theme - this sets the colours, style and background for your LR. You can always change this later.

Click on **Finish** to start editing your LR.

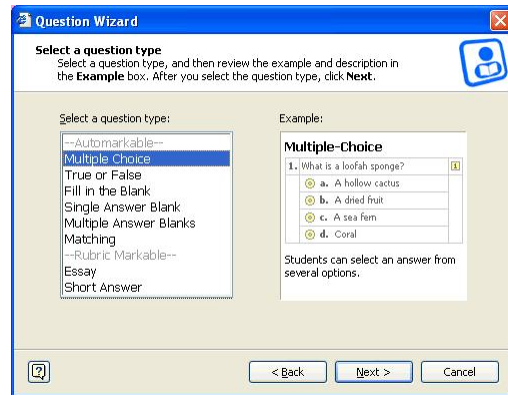


Using the template

The template has text with sample questions. The instructions in pink boxes won't appear to students. Click on sample questions to edit them. Use the toolbar at the top to format text, add bullets and numbering etc. To see how it looks to students, click **Show student view** at the top. To add another page, click **Manage pages**. You can copy then alter the first page if your second page will be similar to your first page.

Add a Question

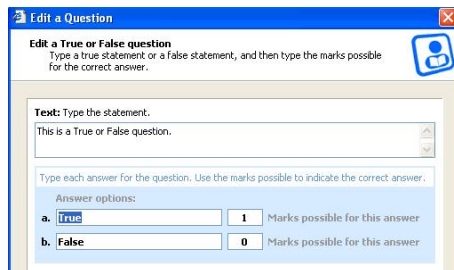
Clicking **Add a Question** opens the Question Wizard (click **Next**). You need to choose the question type. Multiple Choice, True or False, Fill in the Blank, Single Answer Blank, Multiple Answer Blanks, Matching and Rubric Markable are all self-marking questions. You can change the text and number of options for each question.



Automarkable Questions:

Multiple Choice

This question has four options. To add a fifth, click on **Add an Answer Option**. To remove one, simply leave the last option blank. You can award any number of marks to the options. For example, you can take away marks by awarding -2 marks to an option that the student should realise is obviously wrong. There might be several right answers that gain students marks. However, they will only be able to choose one answer when completing the test.



True or False

As well as changing the text of the questions, you can change the format of the answer. For example, rather than 'True' or 'False', you could ask students to choose 'Positive' or 'Negative', 'For' or 'Against' etc.

For each question type, full instructions and examples are given. These questions are self marking, so you need to make sure you indicate the correct answers. For example, where there is a blank, you need to put in all the possible right answers separated by a semi-colon. You don't want a student to be marked wrong for writing 'Margaret Thatcher' because you'd specified only 'Mrs. Thatcher'.

Rubric Markable Questions

You can set essay and short-answer questions. These answers can be typed straight in, or could be copied from another place. For example, a student might have been working on an answer in Word which she copies over to Class Server. You could even ask students to save the file in another application and attach it. For example, if the task is to create an animation, students would create the animation using appropriate software, save it, and then attach it to their test so that you can mark it.

You can of course write your own rubric, specifying how a higher level is to be achieved. This rubric can be shared with students by ticking the box when you edit the rubric (if the rubric is pink, the students can't see it). You can also add an existing rubric. 6+1 specifies ideas and content, organisation, voice, word choice, sentence fluency, conventions and presentation.

Inserting Pictures

Using Class Server to set tests can save time on marking, but it also allows your test to be colourful. To insert a picture, simply click on **Insert>Picture** and browse to the location on your computer. If you find a good image on a website that you wish to use, just save that image to your computer (**right click>Save Picture As...**) then insert it as above.

Inserting Hyperlinks

You may find a useful resource on a website - a short movie, a news report etc. You can include a link to that resource, and then ask questions about it. You might create a learning resource that is set as a homework assignment and may be merely to look at a number of online resources.

Inserting Files

This inserts a link to a file that students can then view or save. For example, if I have a Word document called *Questionnaire.doc* that I want students to read, I can click **Insert>File** and Class Server will insert a link to [Questionnaire.doc](#). This document will be saved to the server as part of your assignment.

Curriculum Standards

These are basically learning objectives. When creating a LR, you can assign learning objectives or attainment targets (curriculum standards) to all or part of the resource. To add or change standards, click on **Change Standards** on the toolbar at the top. E.g. *Describe and explain environmental change and recognise different ways of managing it.*

Saving

Give the LR a title (*Change title and properties*), then