

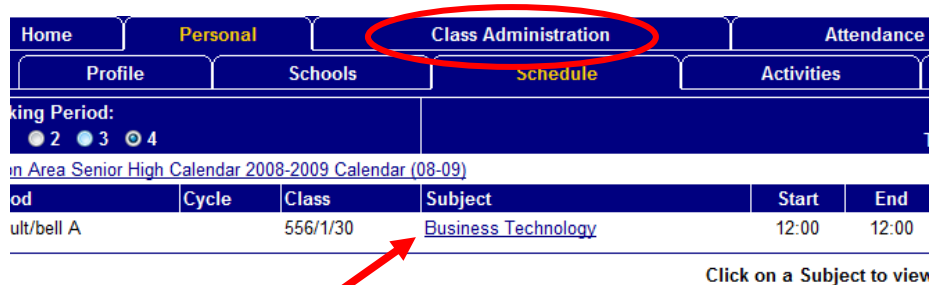
eSchoolBook

This training guide explains how to add a syllabus and class information in eSchoolBook.

Here's how to add your class syllabus and other general class information in eSchoolBook and how to select Archive Assignments to ensure that any information you add in one school year will remain in eSchoolBook for the following school year.

To add your class syllabus:

1. Upon logging into eSchoolBook, click on the Class Administration tab.

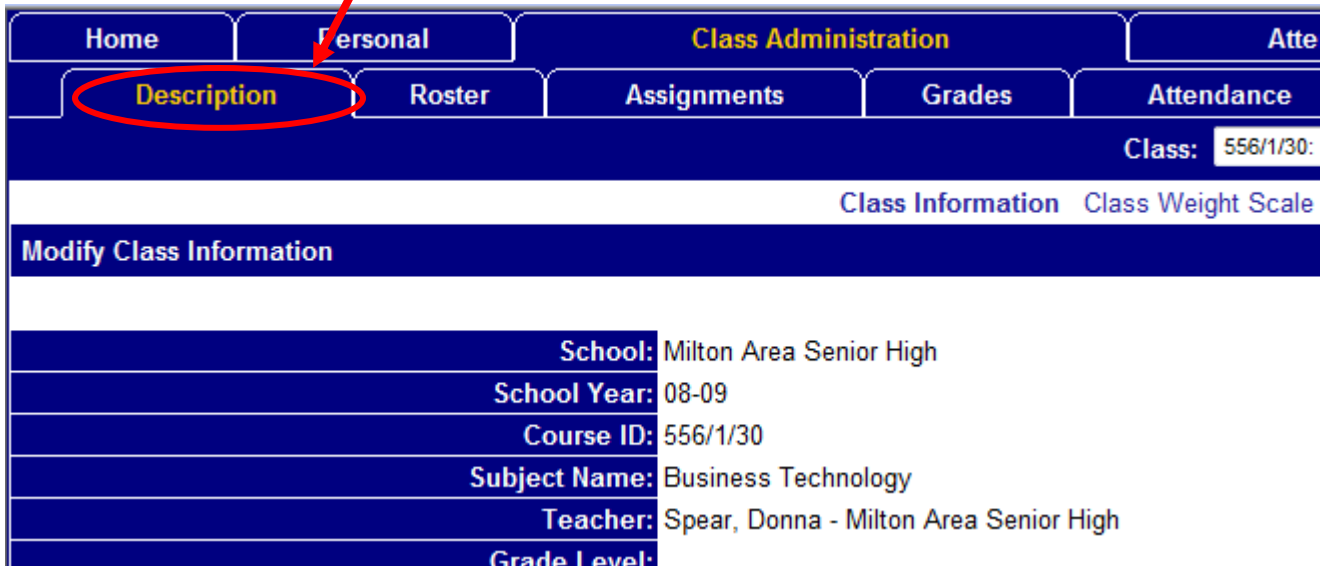


The screenshot shows the eSchoolBook navigation menu. The 'Class Administration' tab is highlighted with a red circle. Below it, the 'Schedule' sub-tab is also highlighted. A table lists classes, with 'Business Technology' highlighted. A red arrow points from the 'Business Technology' link to the 'Description' tab in the next screenshot.

Subject	Start	End
Business Technology	12:00	12:00

Click on a Subject to view

2. Click on one of your classes.
3. Click on the Description tab to access the Modify Class Information screen. Remember, yellow text indicate the active tabs.



The screenshot shows the 'Modify Class Information' screen. The 'Description' tab is highlighted with a red circle. The screen displays class information for 'Business Technology'.

Field	Value
School:	Milton Area Senior High
School Year:	08-09
Course ID:	556/1/30
Subject Name:	Business Technology
Teacher:	Spear, Donna - Milton Area Senior High
Grade Level:	

- At the bottom of this screen, add your syllabus information in the description box. You can copy and paste from an already created syllabus file or start from scratch. Feel free to use the icon tools for creativity.

IMPORTANT!!! Be sure to check the Archive Assignments box. Checking this option will keep your information from year to year in eSchoolBook.

The screenshot shows a web-based interface for editing a syllabus. On the left, there are three control fields: 'Suppress Inactive Students:' with a checked checkbox, 'Grade Export Type:' with a dropdown menu set to 'Core', and 'Archive Assignments:' with a checked checkbox. A red circle highlights the 'Archive Assignments' checkbox, and a red arrow points to it from the text above. Below these fields is a large 'Description:' text area. The main content area displays a rich text editor with a toolbar containing icons for source, undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and anchor. Below the toolbar, the text reads: 'Business Technology Online Class Syllabus', 'Length: One Semester (18 Weeks)', 'Pre-requisite: Keyboarding and Computer Concepts', 'Grade Level: 11, 12', and 'Technology Requirements: computer with Internet and application software (Internet with DSL or better is highly recommended); Gmail account'. Below this is a section titled 'COURSE DESCRIPTION' with a paragraph of text. At the bottom of the page, it says 'Created: 03/12/2009 by System Updated: 04/23/2009 by Spear, Donna' and an 'Update' button is visible. A red arrow points to the 'Update' button.

- Click Update when finished. (fyi: Update is Save in eSchoolBook)
- Repeat this process for each of your classes.