



Teacher Training Guide

GlobalScholar Curriculum Instruction Information System

Pinnacle Solutions Suite Certification

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GlobalScholar.com
1100 112th Ave NE
Suite 100 South Bldg
Bellevue, WA 98004

Table of Contents

Introduction	1
About this guide	2
About the instructor notes	2
CIIS guides and resources	3
Tips for learning about new CIIS features	4
Chapter summary	4
Getting started.....	5
Work with the information ready on the GlobalScholar CIIS	5
Use the right web browser and computer settings	6
Sign in to the GlobalScholar CIIS	7
About At a Glance	8
Maintain your account information	9
Special tips	10
Chapter summary	11
Keep track of classes, activities, and schedules.....	12
Keep track of classes	12
Keep track of activities and schedules	13
Add activities to your calendar.....	15
Use the Student Watch List	16
Manage the student roster.....	17
Reset student passwords	18
Contact a student by e-mail.....	18
Chapter summary	18

Manage student assessments	19
Create an assessment.....	19
Create an assessment from the Gradebook in Pinnacle Web	19
Score online assessments and paper assessments	20
Review assessments and grade them manually.....	21
View assessment results	23
Retract assessments	25
Use assessment reports	26
Chapter summary.....	29
Keep track of student activities and progress	30
Track assigned activities using learning plans	30
Display activities on learning plans	34
Display information for individual lessons or activities	35
View and grade student submissions.....	36
Retract activities	36
Work with the Gradebook in Pinnacle Web.....	37
Review student progress and assessment reports	38
About student reward points.....	40
Chapter summary.....	40
Have discussions with students and teachers	41
Understand online discussions	41
Start a class discussion	43
Post to discussions.....	44
Understand discussion icons	46
Activate or deactivate teacher-to-student discussions	47
Chapter summary.....	47
Index	49

Introduction



Welcome! This guide helps train you to use the GlobalScholar Curriculum Instruction Information System (CIIS) and improve your teaching.

This guide describes how to use the CIIS to quickly and effectively complete routine educational tasks, including the following:

- Plan your classes
- Schedule and assign activities
- Track student progress
- Manage your student rosters

As a teacher in a school or school district that uses the GlobalScholar CIIS, you benefit in a number of ways:

- Reduce paperwork, freeing you to focus on teaching.
- Gather assessments, teaching materials, and parent resources in one, easily accessible place so you can build on what other teachers have done.
- Track student progress so you can watch them succeed or get them the extra help they need.
- Give your students access to supplemental learning options through the GlobalScholar Online Learning Center.
- Get parents involved by providing them with resources and updates.

About this guide

You can refer to individual topics in this guide, or you can work through all the lessons. If you work through the lessons, you should complete them in order, and allow approximately one to two hours to complete them.

Use the tips in this guide. They're helpful and easy to find. Here's an example:



Tip Help keep your information safe and secure. Whenever you're done with the GlobalScholar CIIS, click **Sign Out** at the top right of any CIIS page.

About the instructor notes

GlobalScholar produces its CIIS training guides for teachers and for GlobalScholar administrators in two versions: a student version and an instructor version.

These versions are nearly the same, with the exception that the instructor version has additional notes for GlobalScholar CIIS instructors. Instructor notes appear in the margin.

✓ **Instructor note**

Students in GlobalScholar CIIS training see notes that look like this

example. In student versions, instructor note text is hidden text. When you as a student see such a note, you can anticipate that your GlobalScholar CIIS instructor might provide you with additional details, real-world examples, or additional tips. After you complete your training and refer to this guide, instructor notes can remind you of the special material that your instructor covered.

✓ **Instructor note**

It's important for teachers and students to sign out when they're done using GlobalScholar. This helps keep information secure.

Instructors see notes that look like this example.

CIIS guides and resources

Use the following based on your role, both during CIIS training and as references afterward:

Teacher Training Guide

For teachers

Topics include tracking classes and schedules, student assessments, student progress, and discussions.

Administrators Training Guide

For state-, district-, and school-level CIIS administrators

Topics include setting up schedules, courses, sections, accounts, and district and school profiles.

Curriculum Preparation Guide

For both teachers and CIIS administrators

Topics include curriculum readiness for CIIS use, as well as adding and managing curricula, units, lessons, and assessments.

Student Training Guide

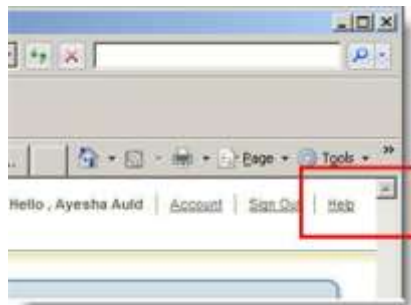
For students

A self-instructive guide. Topics include student learning plans, tracking assignments, and discussions. Students do not receive CIIS training from GlobalScholar Corp.

Help on the CIIS

Use the online Help to access the CIIS guides in PDF format...

...and built-in Help that makes the CIIS easy to learn and use.



Tips for learning about new CIIS features

As you use the CIIS, you might find new features that, for example, add functions or make it easier to do routine tasks. In its commitment to improve the quality of education, GlobalScholar Corp. — the website's developer — periodically adds features, fixes bugs, and improves existing features. When this happens, you might be surprised!



Here's what to do:

Try the new features. They're easy to use and most require no special training.

Be flexible. With new features and fixes issued regularly, it's important that you stay aware and be ready for change -- just like any other dynamic, growing website that you use.

If needed, read all about it. Check back for updated versions of this guide, and for additional related documents or Help. These help you stay up to date in understanding what's new in the CIIS.

If you have questions about new features

If you have read the supporting documents or Help and still have a question about something new or changed in the CIIS, contact the right person. Students can check with their teachers. If you're a teacher, contact the CIIS administrator for your school or district. And, if you're a CIIS administrator, contact your GlobalScholar representative.

Chapter summary

In this chapter, you have learned how to use this guide during training and, later, as a reference. You also saw that the CIIS is continuously improving, with new features added regularly.

Getting started



In this chapter, you will learn how to:

- Work with the information ready on the GlobalScholar CIIS
- Use the right web browser and computer settings
- Sign in to the GlobalScholar CIIS
- Maintain your account information

Work with the information ready on the GlobalScholar CIIS

This section describes the classroom and school information available to you as a teacher when you sign in to the GlobalScholar CIIS for the first time.

The information you have to start with can vary based on the following:

- What the state, school district, and school has prepared, for example, by preloading data to the CIIS
- The stage of GlobalScholar CIIS setup and adoption. For example, in the earliest stages, little or no curricula are available at the classroom level.

Student roster and schedule information on the CIIS

Typically, most schools and districts will have the following information available to you the first time you sign in to the CIIS:

- Term dates and class periods
- Courses and sections
- Student rosters
- School calendar
- Teacher and staff accounts on the CIIS

Curricula on the CIIS

The curricula available to you the first time you sign in to the CIIS can vary. This can result in states of readiness that include the following:

- All curricula are integrated (preloaded) in the CIIS and ready for teachers to use
- Curricula are integrated, but curriculum mapping to the proper courses and sections needs to be completed
- No curricula are integrated: the state, district, or school approach is to allow teachers and staff to load their own curricula.

If you have questions about available information and whether it is ready for you to use, contact the GlobalScholar CIIS administrator for your school.

Use the right web browser and computer settings

GlobalScholar designed its CIIS for use on computers equipped with the following versions of these popular web browsers:

- Microsoft Internet Explorer 6 or 7
- Mozilla Firefox 2



If you're not sure which web browser version you have, go to the browser's Help menu and select the **About...** option (for example, in Internet Explorer, select **About Internet Explorer**). In the **About** dialog box, check the version number displayed.

To use GlobalScholar's whiteboard, your computer must be able to display pop-up windows. While many pop-ups are advertisements that appear at many websites, the whiteboard is a special pop-up window that Globalscholar.com opens for use in online teaching. If your computer disables pop-ups, then you cannot open the GlobalScholar whiteboard.

Sign in to the GlobalScholar CIIS

As a teacher in a school or school district that is using the GlobalScholar CIIS, you should already have received your user name and password from the school or district administrator.

Note

- If you haven't received your sign in credentials, contact your GlobalScholar CIIS administrator.
- In the following procedure, using a school-based e-mail address is a good idea, that is, rather than a personal e-mail address.

To sign in to the GlobalScholar CIIS

1. In your web browser, type the address for your school's or school district's web site.

Here's an example of a the GlobalScholar CIIS address:

<http://lwsd.globalscholar.com>

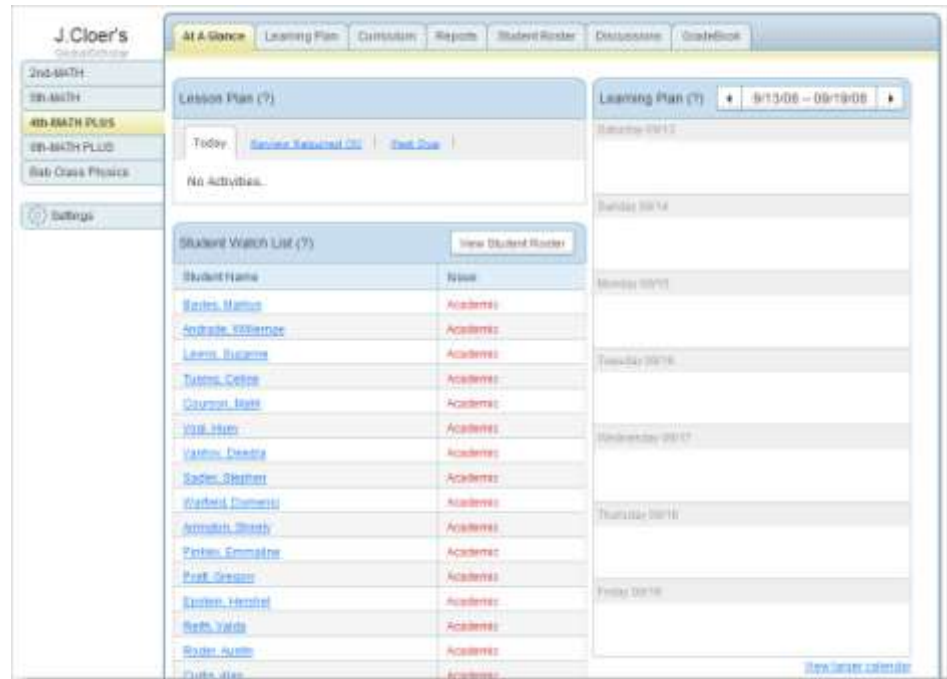
2. On the Sign In page, type the user name and password provided by your administrator.
3. The first time you sign in, you'll be prompted to update your personal information by providing an e-mail address. Type your address, and then click **Continue**.
4. Providing your e-mail address allows you to exchange e-mail messages with your students and their parents.
5. Next, you'll be prompted to change your password.

The **At a Glance Summary** opens.

Whenever you're done with GlobalScholar, click **Sign Out** at the top right of any GlobalScholar CIIS page.

About At a Glance

At a Glance acts as your home page, providing you with an overview of activities and schedule for each class.



At a Glance includes the following sections:

- Lesson Plan**
 Summarizes planned lessons and activities for today, lessons requiring review, assignments due, and any past due assignments. To display details for an activity in the lesson plan, click the activity's name.
- Learning Plan**
 Lists unit and lesson plans for the time periods you select (for example, the next week).
- Student Watch List**
 If the CIIS identifies a student as needing special attention or at-risk (for example, owing to academic issues), his or her name appears here.

Whenever you want to return to your CIIS home page, click the **At a Glance** tab.

For more information about **At a Glance**, see *Keep track of classes, activities, and schedules* on page 12.

Maintain your account information

You can easily manage your the GlobalScholar CIIS account settings, including your personal information, password, and e-mail address.



To change account settings

1. In the left column, click the **Settings** tab.
2. On the account settings page, select the appropriate option for the setting you want to change.

For example, to update an e-mail address, next to **E-mail Address**, click **Edit**.

3. When you're done updating settings, click **Save Changes**.

Special tips



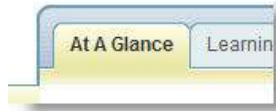
Use the right browser.

For more information, see *Use the right web browser and computer settings* on page 6.



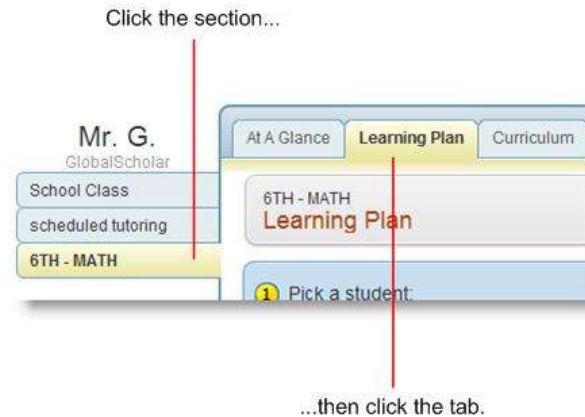
Get to your CIIS home page...fast!

Whenever you want to return to your CIIS home page, click the **At a Glance** tab.



Select the section you want, then the CIIS tab.

Example: Here's how you access the learning plan for sixth period Math:



When you're done, sign out.

Whenever you're done with the GlobalScholar CIIS, click **Sign Out** at the top right of any CIIS page.



Chapter summary

In this chapter, you learned that it's important to use the right web browser and computer setting with the CIIS. You saw where you can quickly update personal information, for example, your e-mail address. You learned that the **At a Glance** page is your home page on the CIIS: a great starting place for instruction that provides you with an overview of activities and schedule for each class. You also learned basics including how to sign in to the CIIS, and to maintain personal information, such as your password and e-mail address. You also learned a few special tips to make it easier to use the CIIS as part of everyday learning.

Keep track of classes, activities, and schedules



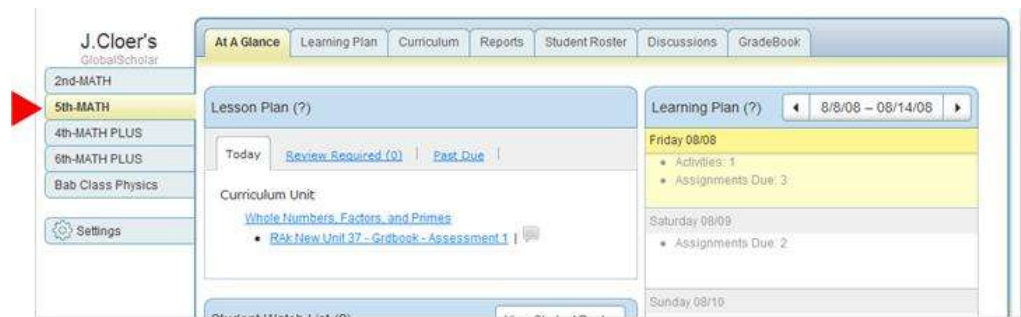
In this chapter, you will learn how to:

- Keep track of classes
- Add activities to your calendar
- Use the Student Watch List
- Manage the student roster
- Reset student passwords
- Contact a student by e-mail
- Keep track of activities and schedules

You can get an overview of your classes, activities, schedules, and a list of students who are on watch for various reasons using **At a Glance**. Page 8 shows an example of **At a Glance**. When you sign in to the GlobalScholar CIIS for the first time, the **At a Glance Summary** page looks empty. Over time, as you plan your classes and schedule class activities, you'll see a lot more information on this page.

Keep track of classes

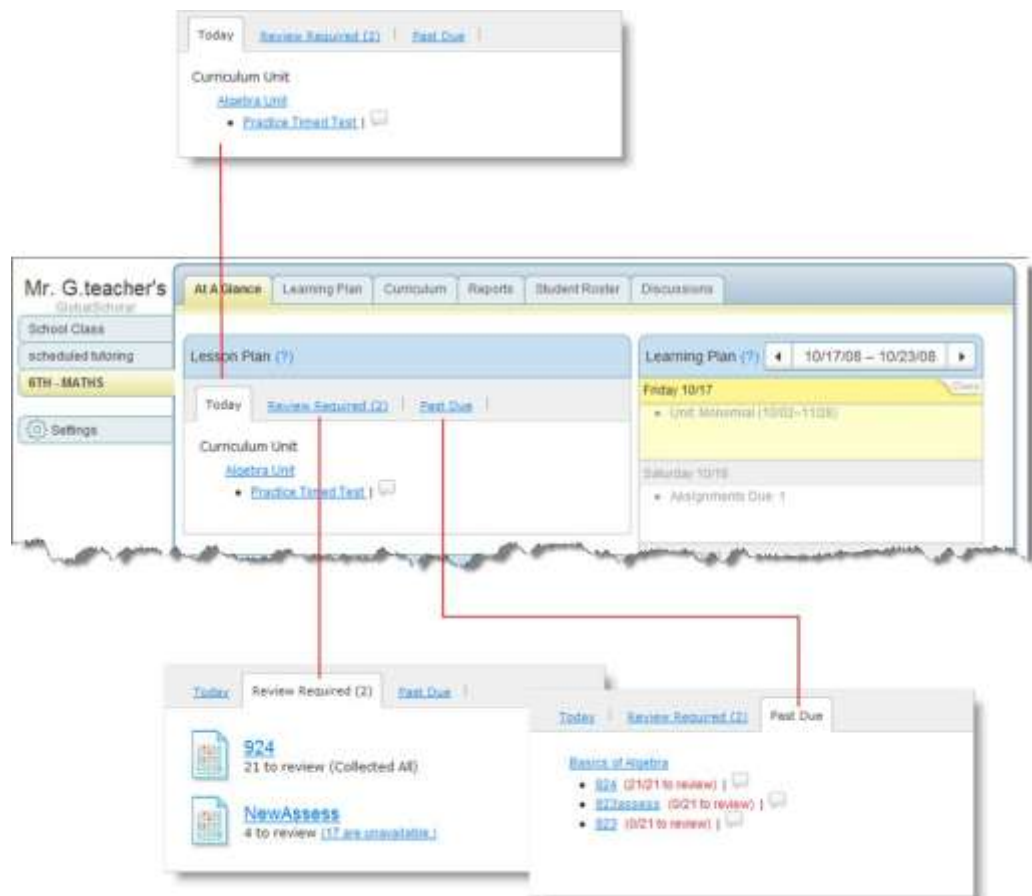
To navigate among the classes you teach, click the class-period tabs (left). These identify classes by name and period. For example, if math is fifth period, you'll see a **5th-Math** tab.



Keep track of activities and schedules

The **Lesson Plan** and **Learning Plan** sections help you keep track of activities and schedules. Under **Lesson Plan**, you'll find the following:

- **Today** summarizes planned lessons and activities, along with assignments due.
- **Review Required** lists any lessons that require grading. For an example of how to review, see *View and grade student submissions* on page 36.
- **Past Due** lists any past due assignments. To display details for an activity in the lesson plan, click the activity's name.

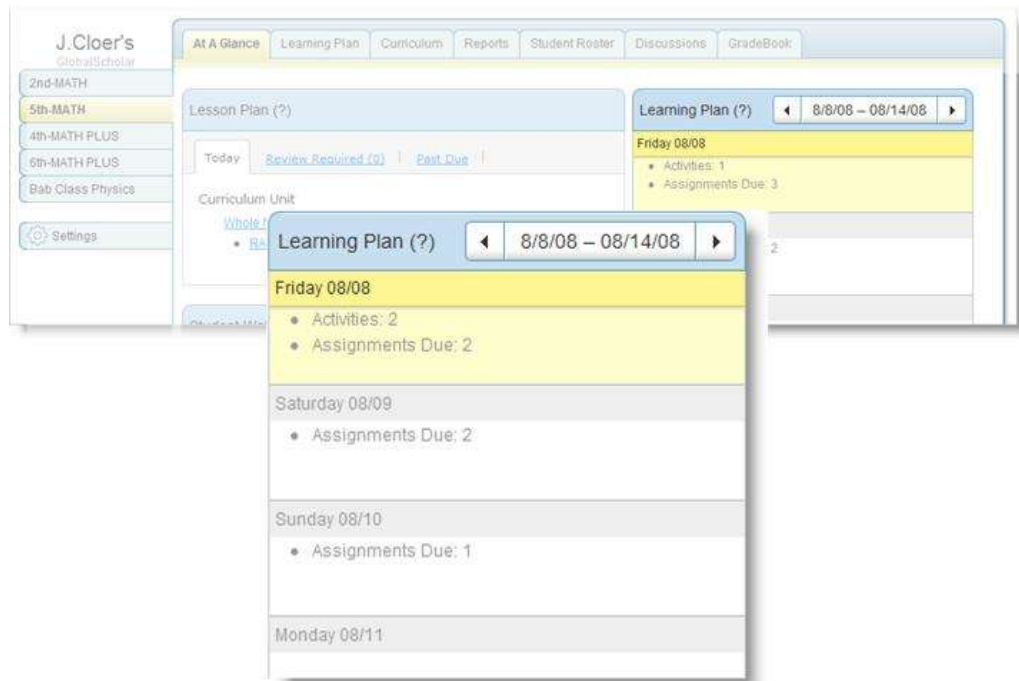


The screenshot displays the GlobalScholar interface for Mr. G. teacher's account. The main navigation bar includes 'At A Glance', 'Lesson Plan', 'Curriculum', 'Reports', 'Student Roster', and 'Discussions'. The 'Lesson Plan' section is active, showing a 'Today' tab with 'Review Required (2)' and 'Past Due' links. Below this, a 'Curriculum Unit' for 'Algebra Unit' is listed, containing a 'Practice Timed Test'. A callout box above this unit shows a similar view. To the right, the 'Learning Plan' section shows a date range of '10/17/08 - 10/23/08' and a 'Friday 10/17' view with 'Unit Material (10/01-11/08)'. Below the main interface, two callout boxes provide detailed views. The first, titled '924', shows '21 to review (Collected All)' and 'NewAssess 4 to review (17 are ungraded)'. The second, titled 'Basics of Algebra', shows 'Review Required (2)' and 'Past Due' links, with a list of items: 'S24 (0/21 to review)', 'S25 (0/21 to review)', and 'S22 (0/21 to review)'.

Class Learning Plan

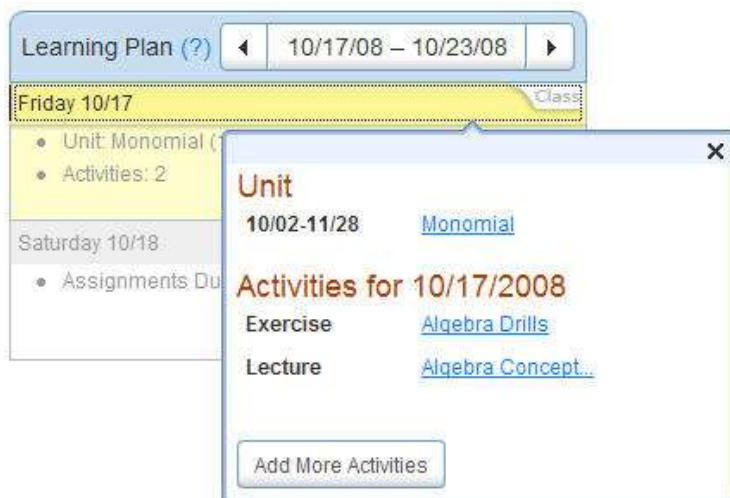
The calendar in the **Learning Plan** section gives the unit-level breakdown of the curriculum by the day.

- To see a different range of dates, click the forward or back arrows at the top of the calendar.
- For details on a lesson or activity, click the item. The **Activities** pop-up includes the type of activity (for example, **Exercise** or **Assessment**). For more details, click the activity name.



Add activities to your calendar

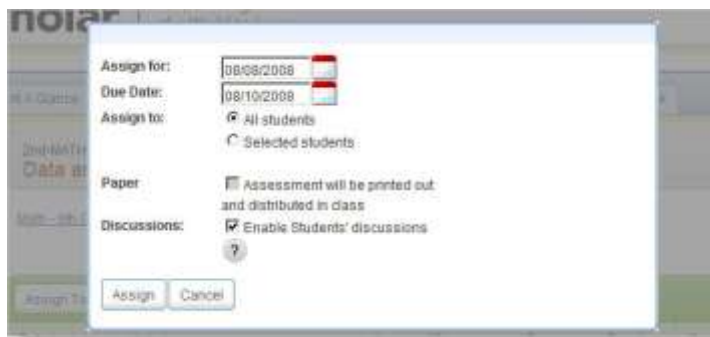
1. Click the **At a Glance** tab.
2. In the calendar, click the heading for the date you want.



3. In the **Activities** pop-up, click **Add More Activities**.
4. On the **Lessons, Activities, and Assessments** page, locate the activity you want and, in the **Select** column, select it.
5. Either above or below the activity list, click **Assign To**.
6. In the assign dialog box, specify the assignment dates and options.

Options include the use of teacher and student discussions. To learn more, see *Understand online discussions* on page 41.

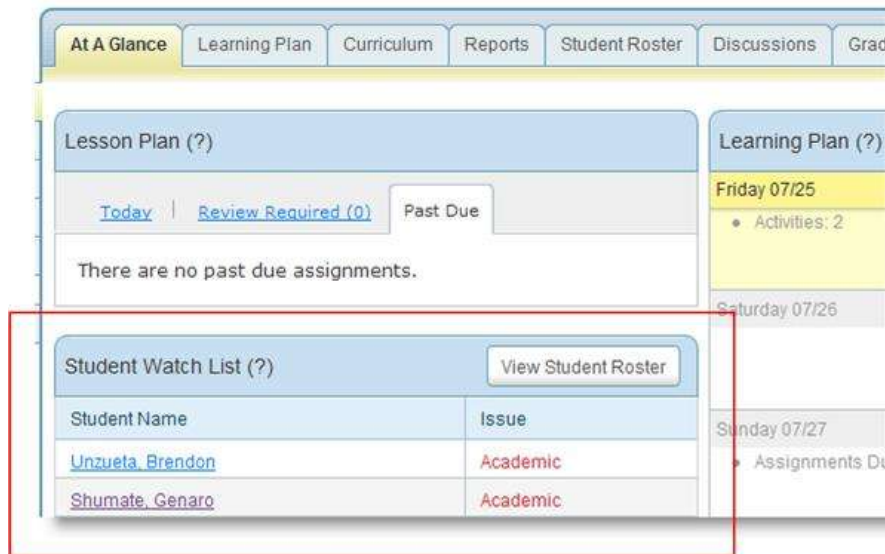
7. Click **Assign**.



Use the Student Watch List

If the GlobalScholar CIIS identifies a student as needing special attention or at-risk (for example, owing to academic issues), the student's name appears on **At a Glance** in the Student Watch List.

The CIIS adds a student's name to the watch list when the student has 20 percent or more assignments past due, on a minimum of five assignments. In the Student Watch List, you can open a student's learning plan by clicking the student's name. For more information on learning plans, see page 30.



The screenshot shows the 'At A Glance' tab selected in the top navigation bar. Below the navigation bar, there are sections for 'Lesson Plan (?)' and 'Learning Plan (?)'. The 'Lesson Plan (?)' section shows 'Today', 'Review Required (0)', and 'Past Due' tabs, with a message: 'There are no past due assignments.' The 'Learning Plan (?)' section shows a calendar view with 'Friday 07/25' selected, showing 'Activities: 2'. Below these sections is the 'Student Watch List (?)' section, which is highlighted with a red box. It contains a 'View Student Roster' button and a table with the following data:

Student Name	Issue
Unzueta, Brendon	Academic
Shumate, Genaro	Academic

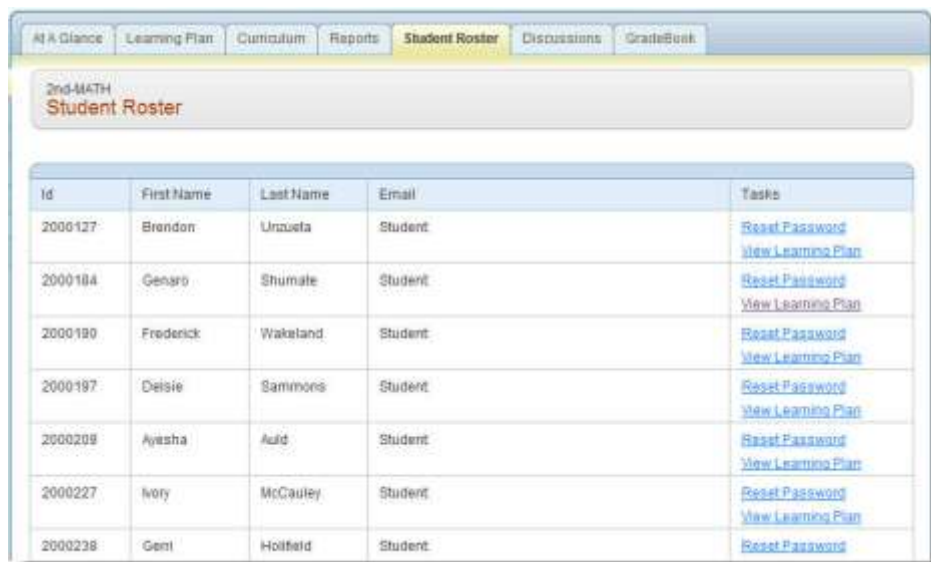
Manage the student roster

On the **Student Roster** page, you can see a complete list of students enrolled in a class. You can view a student's learning plan directly from the student roster.

To view a student's learning plan

1. Click the **Student Roster** tab.
2. Locate the student you want and click **View Learning Plan**.

You can also review the learning plan for an entire class. For more information, see *Track assigned activities using learning plans* on page 30.



Id	First Name	Last Name	Email	Tasks
2000127	Brendon	Unzueta	Student	Reset Password View Learning Plan
2000184	Genaro	Shumate	Student	Reset Password View Learning Plan
2000190	Frederick	Wakeland	Student	Reset Password View Learning Plan
2000197	Delsie	Sammons	Student	Reset Password View Learning Plan
2000209	Ayasha	Auld	Student	Reset Password View Learning Plan
2000227	Ivory	McCaughey	Student	Reset Password View Learning Plan
2000238	Geni	Hollfield	Student	Reset Password

Reset student passwords

Because students frequently lose their passwords or fail to protect them, you can quickly reset student passwords. When you reset a password, GlobalScholar automatically resets the password to the first four digits of the student ID number plus the student's birth year.

For example, for a student with an ID of 66951234 and a June 27, 2000 birth date, the new password would be 66952000.

To reset a student's password

1. Click the **Student Roster** tab.
2. Locate the student you want and, under **Tasks**, click **Reset Password**.

This immediately resets the password.

Contact a student by e-mail

If needed, you can quickly contact a student by e-mail, if the student has an e-mail address set up in the CIIS. When you use the following procedure, the CIIS opens a new e-mail message using the default e-mail program installed on the computer.

To contact a student by e-mail

1. Click the **Student Roster** tab.
2. Locate the student you want and, in the **E-mail** column, click the e-mail address.

Chapter summary

In this chapter, you learned a variety of simple steps that help you keep track of classes, activities, and schedules. You learned how to add activities to your calendar, and to routinely check the Student Watch List that the CIIS automatically maintains. You also learned how to manage the student roster, reset student passwords, and to contact students by e-mail.

To add an assessment from the Gradebook

1. Click the **Gradebook** tab.
2. In the Gradebook, locate the class and assignment you want.
3. If needed, scroll to the right and, at the upper right of the page, click **New**.
4. Click the **Assessment** tab.
5. Under the assessment box, click **New Assessment...**
6. On the **Curriculum** tab, follow the steps for the type of assessment you want to create.

For information about creating assessments, see the *Curriculum Preparation Guide*.

7. When you are done adding an assessment from the Gradebook, click your browser's back button to return.

Score online assessments and paper assessments

After students complete assessments, scoring works differently based on the assessment type:

- With online assessments, the GlobalScholar CIIS automatically scores the assessment.

If your school district has integrated the CIIS with the Pinnacle Gradebook in the Pinnacle Web suite of products, the CIIS also automatically adds the test scores to Gradebook. For more information, see the Pinnacle Web manual.

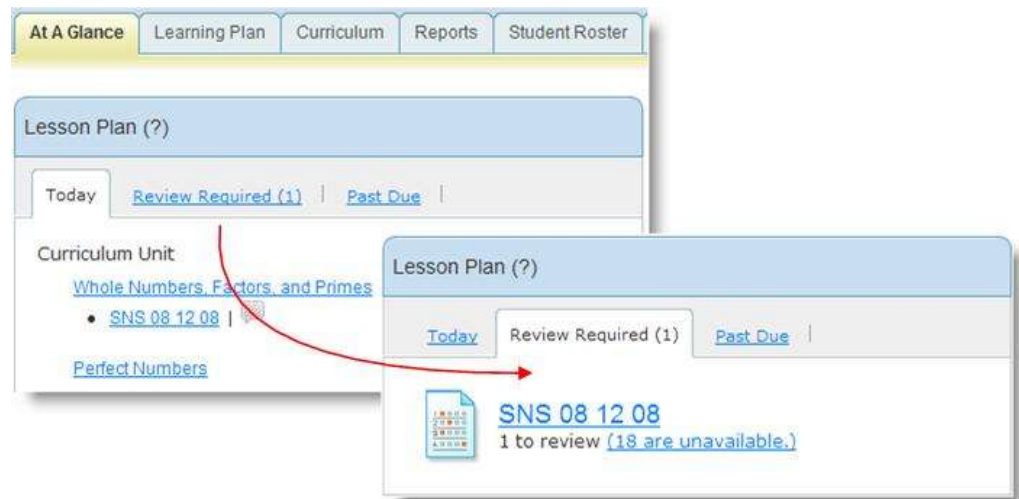
- With paper-based (offline) assessments, school staff scan the assessment answer sheets and then upload the sheets to the CIIS for automatic scoring and storage.

Note For more information on scanning assessments, see your scanning technology liaison.

Review assessments and grade them manually

Typically, the GlobalScholar CIIS automatically corrects uploaded answer sheets. However, if you have assessments that require review, you'll see a number — **1** or greater — in the **Review Required** tab after you sign in to the CIIS.

You can also review and grade assessments by opening the appropriate unit. For steps, see 23.



To review and grade assessments from At a Glance

1. Click the **At a Glance** tab.
2. Under **Lesson Plan**, check whether the **Review Required** tab indicates that there are assessments to review.

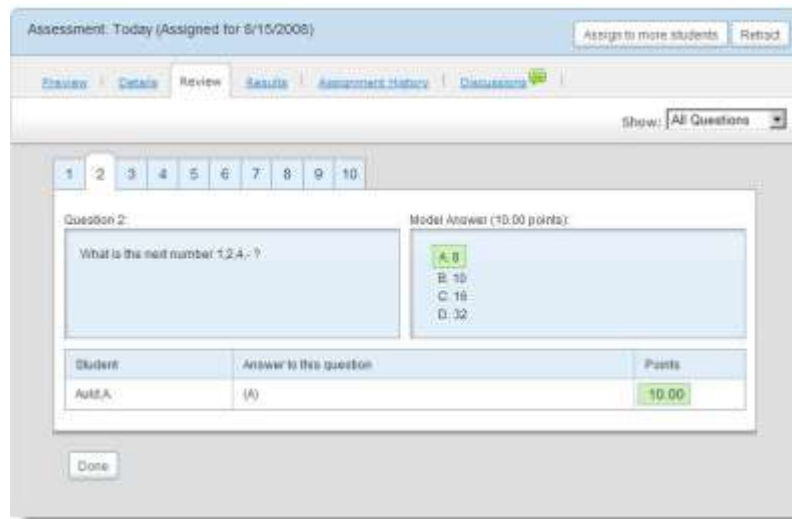
In the example above, there is one assessment for review:
Review Required (1).

3. Click the **Review Required** tab.

This tab lists both the assessments ready for review, and the total of assessments not yet submitted.

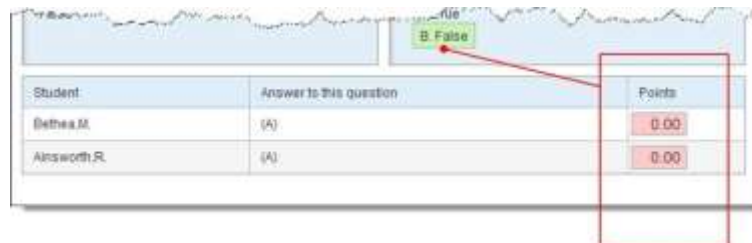
4. Click the assessment's name.

- On the **Review** tab, you can list all questions or only those requiring review. From the **Show** drop-down list box, select the list you want.

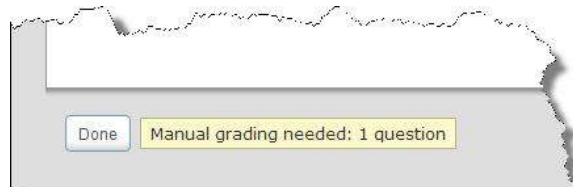


Each question displayed on the **Review** tab can include the following:

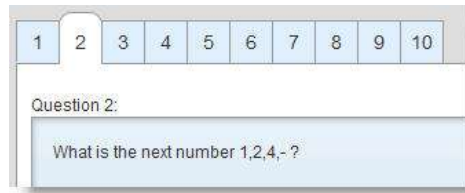
- Model Answer** This can include both a sample answer that a grader can use, along with any special scoring instructions.
- Answer** The student's answer.
- Points** This includes color-coding, with a green shading with for correct answers, and red shading (below) for incorrect answers.



- Manual grading** If the question requires manual grading or scoring, the CIIS identifies it (lower left).



6. To score the assessment, do the following:
 - a. Click the tab for the question you want.



- b. In the **Point** box, type the number of points.
7. When you have finished scoring all questions, click **Done**.

Access, review, and grade assessments in units

To grade assessments

1. Click the **Curriculum** tab.
2. On the **Browse Curriculum** page, click the unit you want.
3. Click the **Unit Activities** tab, locate the assessment and click its name.
The CIIS displays the assessment on the **Preview** tab.
4. Click the **Review** tab.
5. Continue with step 5 in the previous procedure.

View assessment results

After an assessment has been graded, you can preview it and then print it for distribution to students.

To view an assessment's results

1. Click the **Curriculum** tab, then click the unit you want.
2. On the units page, click the unit you want.
3. On the **Lessons, Activities, and Assessments** page, locate and click the assessment you want.
4. To display the assignment, click **Assignment History**.
5. On the **Assignment History** tab, under **Event**, click the assignment name.
6. Click the **Results** tab.

7. Locate the student you want and, in the **Results** column, click **View**.

The CIIS displays the assessment results. In the results, green rectangles identify correct responses.

Assessment: SNS 063008 (Assigned for 7/2/2008) Assign to more students Retract

Preview | Details | Review | **Results** | Assignment History | Discussions

Student	Score	Completed	Results
Markus Bayles	N/A	No	
Williemae Andrade	30.00	Yes	View
Suzanne Levins	N/A	No	
Celine Tusing	N/A	No	
Malik Courson			
Huey Vogl			

SNS 063008

Score	
Percentage Score	30%
Points earned	3
Total points possible	10

1. What is 4-3 ? 1000124200000004966

A. 4


B. 3

C. 0

D. 1

2. When adding fractions you need to find the least common denominator, which is often called the least common multiple. What would be the least common multiple for the following fractions? 5173

$2/3, 3/4, 2/5, 1/12$

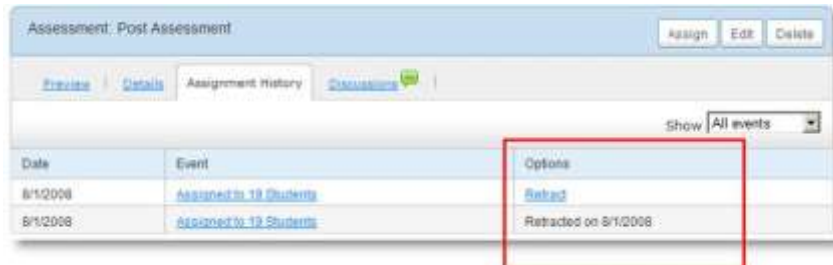


A. 12

B. 24

Retract assessments

On the CIIS, you can retract an assessment that has already been assigned. For example, you can retract an assessment if you decide that you do not want to use it.



To retract an assessment

1. Click the **Curriculum** tab, then click the unit you want.
2. On the units page, click the unit you want.
3. On the **Lessons, Activities, and Assessments** page, locate and click the assessment you want.
4. To display the assignment, click **Assignment History**.
5. Under **Options**, click **Retract**.
6. To confirm, click **OK**.

Use assessment reports

To help you manage assigned and completed assessments more effectively, the GlobalScholar CIIS provides several reports:

- Proficiency report (described on page 27)
- Item response report (described on page 28)
- Item analysis report (described on page 29)

Note The CIIS prepares reports only for assessments that have available results.

To view assessment reports

1. Click the **Curriculum** tab, then click the unit you want.
2. On the **Browse Curriculum** page, click the unit you want.
3. On the **Lessons, Activities, and Assessments** page, locate and click the assessment you want.
4. To display the assignment, click **Assignment History**.
5. On the **Assignment History** tab, under **Event**, click the assignment name.
6. Click the **Results** tab.
7. Point to the **Report** icon and, from the drop down-list box, select which report you want to view (Figure 1).

If you do not see a report icon, then no student in the section has completed the assessment.

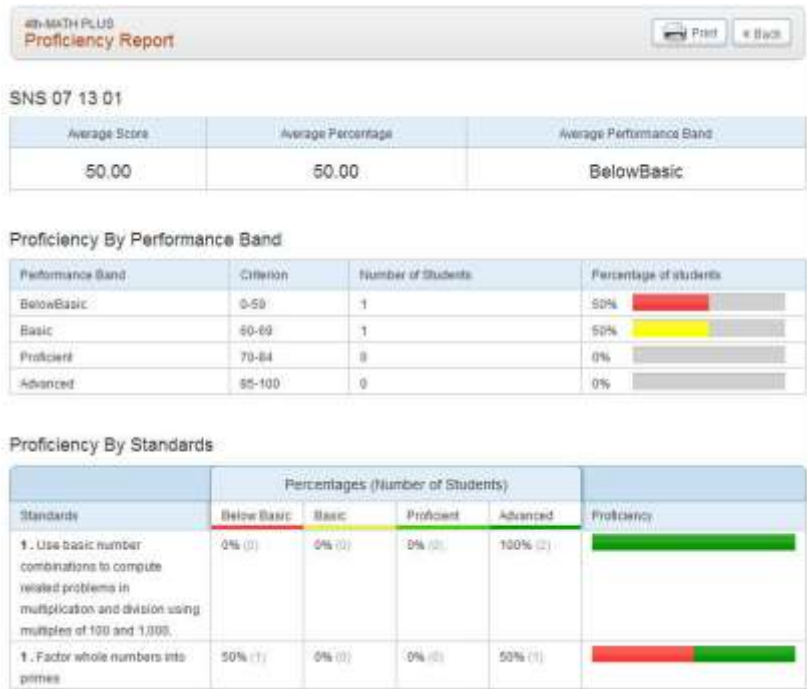
8. As needed, review and print the report.

Figure 1 Reports are available when there are completed assessments



Proficiency report

This classroom-level report allows you to view class proficiency — by performance band or standards — for an activity or assessment.



Item response report

This report provides information on the responses each student gave to each item in an assessment.

GlobalScholar
Item Response Report Print Back

Assessment: online13

Answers for each item (gray background indicates incorrect answers)

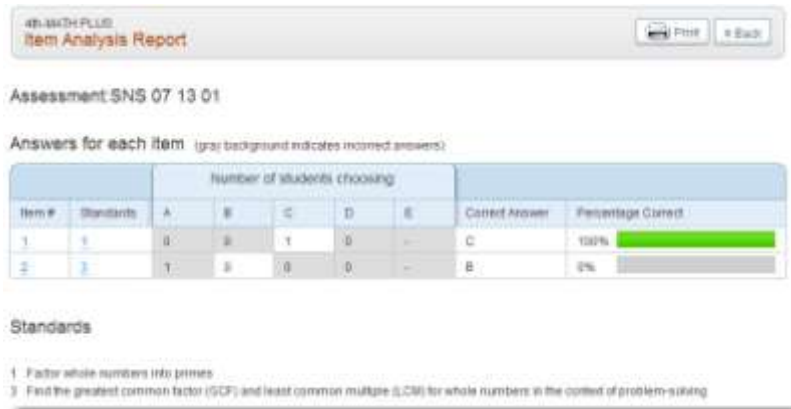
Name (Last/First)	#1	#2	#3	#4	#5
Litwala, Brandon	-	-	-	-	-
Shumate, Genesis	-	-	-	-	-
Stokeland, Frederick	-	-	-	-	-
Sammons, Darisa	-	-	-	-	-
Kuld, Ayasha	C	D	B	A	C
McCauley, Wiley	-	-	-	-	-
Hoffeld, Cam	-	-	-	-	-
Chambles, Leonard	-	-	-	-	-

At the bottom, this report includes item response totals for the entire class:

Hines, Derek	-	-	-	-	-
Patterson, Tasha	-	-	-	-	-
Choper, Karen	-	-	-	-	-
Additional Information	#1	#2	#3	#4	#5
Correct Answer	C	D	B	A	D
Percentage Correct	100%	100%	100%	100%	0%
Raw Score	5	5	5	5	5
Standards	-	-	-	-	-

Item analysis report

This classroom-level report provides analytical data regarding the number and percentage of students who responded correctly to each item on an assessment. This report's calculations include only students who submitted the assignment.



Chapter summary

In this chapter, you learned how to manage student assessments on the CIIS. You learned how to create assessments, including — if your school uses the Gradebook in Pinnacle Web — how to create assessments directly from Gradebook. You also learned how to score online and offline assessments, view their results, and to use assessment reports. Finally, you learned that the separate Curriculum Preparation Guide is an important companion document to this training guide, explaining more about creating assessments and about related tasks.

Keep track of student activities and progress



In this chapter, you will learn how to:

- Track assigned activities using learning plans
- Display activities on learning plans
- Display information for individual lessons or activities
- View and grade student submissions
- Retract activities
- Work with the Gradebook in Pinnacle Web
- Review student progress and assessment reports

Track assigned activities using learning plans

As you assign a variety of activities, it can become complicated to track due dates, the number of submissions you've received, the students from which you've received them, and which submissions you've reviewed. For an up-to-date summary of activity information for an entire class or for individual students, use the **Learning Plan** page.

To open learning plans

1. On the left, click the tab for the class you want.

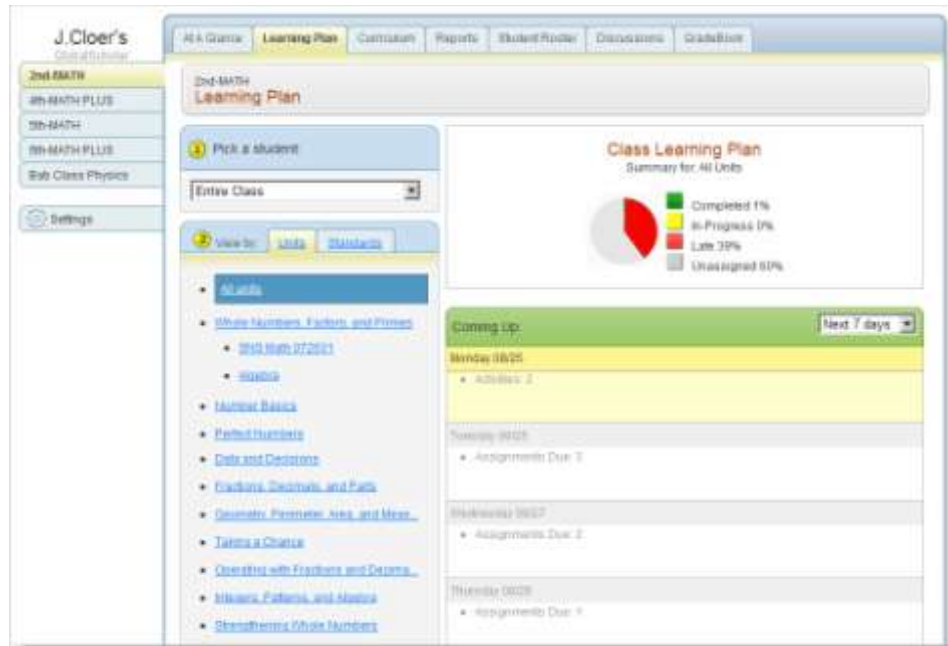
Each tab shows the period and name. For example, if your first period class is math, you'll see a tab with a name like **1st Math**.

2. Click the **Learning Plan** tab.

By default, the **Learning Plan** page lists activities assigned to an entire class.

About the information in learning plans

In the CIIS, the **Learning Plan** page flexibly displays and summarizes activity for all students in a class or for individual students.



Viewing learning plan information is quick and easy, using the following two main steps for however you to display the plan:

First, on the left, select how you want to view the plan:

1. Pick a student

This allows you to select a Class Learning Plan for the entire class or to select, by student name, a Student Learning Plan.

2. View by units or standards

These tabs separately list applicable units and standards. The **Units** tab lists units and associated lessons and activities.

Then, on the right, check the summary chart and activity lists:

Learning Plan chart (upper right)

This chart summarizes progress for all units, showing by percent how many units students have completed, in progress, and more.

Coming Up, Past Due, and Completed (lower right)

These list activities that the CIIS displays, by default, in a handy summary. For each category, use the drop-down list boxes to list more or fewer activities.

Track activities using Class Learning Plans

By default, the **Learning Plan** page summarizes learning activities for the entire class.

To check activities for an entire class

1. On the left, under **Pick a Student**, select **Entire Class**.
2. On the right, check the activities summary.

Note that the chart's subtitle by default indicates that the summary is for **All Units** (Figure 2).

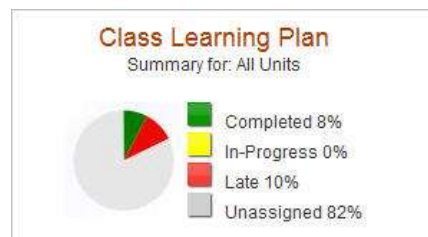


Figure 2 Learning Plan chart summarizing class activity for All Units

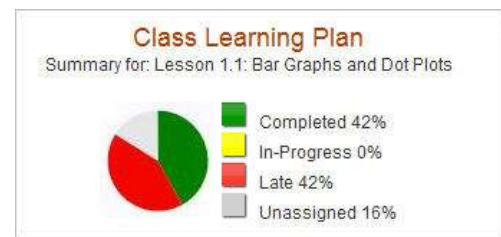


Figure 3 Learning Plan chart summarizing class activity for the unit Data and Decisions

Examples of how to view information in Class Learning Plans

To check class progress on a unit

1. On the left, click the **Units** tab.
2. Click the unit you want.
3. On the right, check the chart and the activities lists.

Note that the chart's subtitle identifies the unit. For example, if you checked class activity on the unit Data and Decisions, the chart identifies the unit by the **Data and Decisions** name and summarizes activity on the unit (Figure 3).

To check class progress on an activity or a lesson

1. On the left, locate the unit you want.
2. Click the activity or a lesson you want.
3. On the right, check the chart and the activities lists.

Note that the chart's subtitle identifies the activity or a lesson.

To check class progress on a standard

1. On the left, click the **Standards** tab.
2. Click the standard you want.

3. On the right, check the chart and the activities lists.

Note that the chart's subtitle identifies the standard.

Track activities using Student Learning Plans

By default, the **Learning Plan** page summarizes learning activities on all units for the student you select.

To check activities for a student

1. On the left, under **Pick a Student**, select the student you want.
2. On the right, check the activities summary.

Note that the chart's subtitle by default indicates that the summary is for **All Units** (Figure 4).

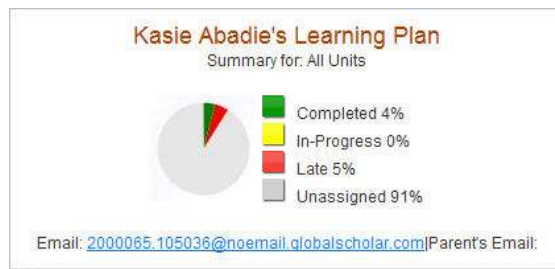


Figure 4 Learning Plan chart summarizing student activity for All Units

Examples of how to view Student Learning Plan information

To check a student's progress on a unit

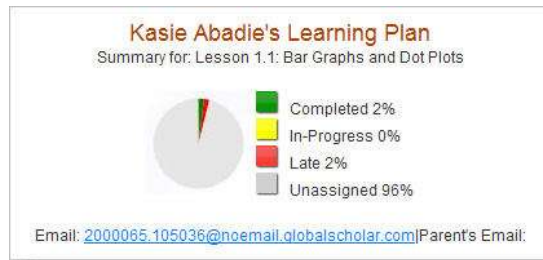
1. On the left, click the **Units** tab.
2. Click the unit you want.
3. On the right, check the chart and the activities lists.

Note that the chart's subtitle identifies the unit.

To check a student's progress on an activity or a lesson

1. On the left, locate the unit you want.
2. Click the activity or a lesson you want.
3. On the right, check the chart and the activities lists.

Note that the chart's subtitle identifies the activity or a lesson.



To check a student's progress on a standard

1. On the left, click the **Standards** tab.
2. Click the standard you want.
3. On the right, check the chart and the activities lists.

Note that the chart's subtitle identifies the standard.

Display activities on learning plans

By default, the **Learning Plan** page displays activities due in the next seven days. You have several options for displaying different groups of activities. You can display only activities that:

- Are assigned to a specific student or all students
- Will be completed in the classroom
- Were completed during the last seven days
- Are associated with a specific unit or lesson in the curriculum

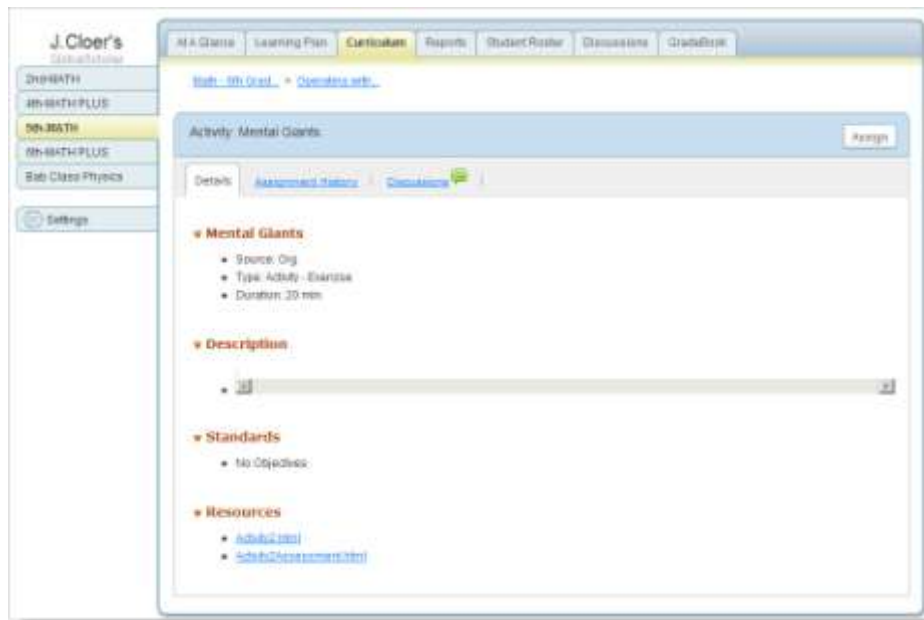


To control which activities to display

1. On the learning plan, at the left, select an individual student or all students.
2. As needed, do the following:
 - Under **Coming Up** (right), select the time period.
 - Under **Past due** (right), select the number of activities you want.
 - Under **Completed** (right), select the number of activities you want.

Display information for individual lessons or activities

You can easily check information about a lesson or an activity using the CIIS. This information includes the activity's assignment date, related resources, and students' submissions.



To view lesson or activity information

1. In the learning plan, under **Coming Up**, **Past Due**, or **Completed** (lower right), locate the lesson or activity you want (for example, in an activity list on the right) and click its name.
2. On the **Curriculum** page, click the **Details** tab.
3. Review the information displayed.
4. To expand a section and display its information, click the red arrow. To hide the information, click the red arrow again.

View and grade student submissions

To complete a lesson or activity, students submit documents (that is, they upload files to the CIIS). After uploading completes, the CIIS adds links to the documents to the online lesson or activity.

To view a student's submission

1. Open the lesson or activity.

For steps, see *Display information for individual lessons or activities* on page 35.

2. Click the **Details** tab.

A list of students appears that contains information about whether or not an activity is completed, files that have been submitted, and completion or submission dates.

3. In the **Files Submitted** column, click the link to open and evaluate a submission.
4. Select **Accept** or **Reject**. The option you select applies to the items currently displayed.
5. Add a comment if you want, and then click **Save**.



Tip To view assessment scores, click **View Details** in the bottom left of the assessment's activity record.

Retract activities

You can retract an activity, for example, if you determine that it is not going to be an effective activity for your students. Or, perhaps you want to retract an activity if you want to withdraw it from use.



Tip Use care when retracting activities. Once you retract an activity, you cannot open it again.

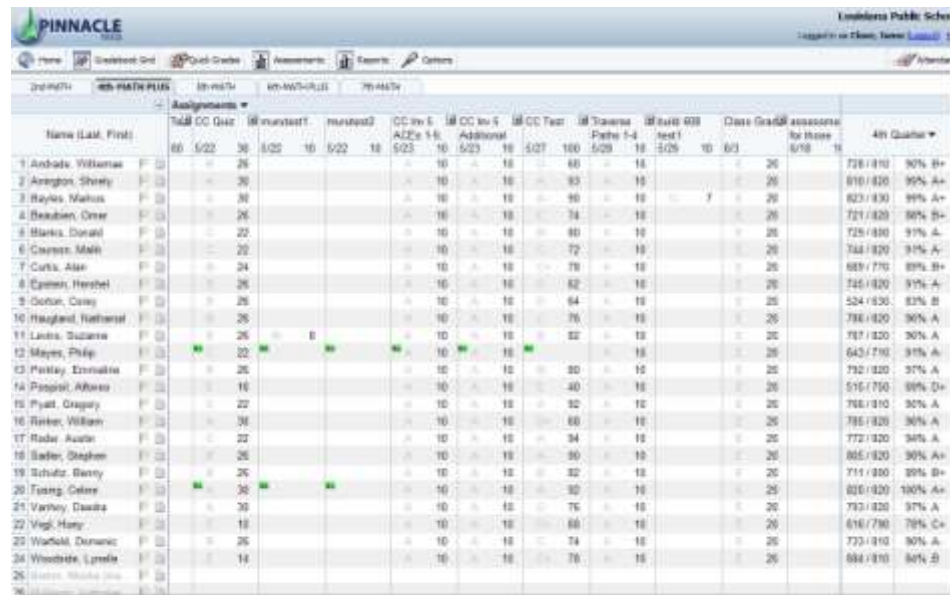
To retract an activity

1. Open the lesson or activity.

For steps, see *Display information for individual lessons or activities* on page 35.

2. Click the **Assignment History** tab.
3. Click **Retract**.

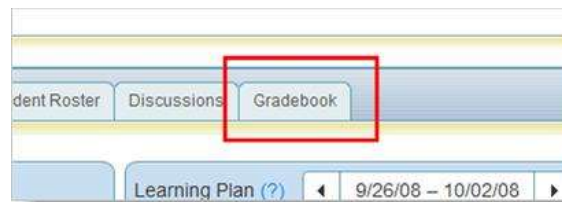
Work with the Gradebook in Pinnacle Web



Name (Last, First)	Assignments										Class Grade	assessments for those	4th Quarter							
	86	5/22	36	5/22	16	5/22	18	ACE's 1-5	Additional	5/23				16	5/27	100	5/28	18	5/28	10
1 Andale, Williams			26					10		18		60		18				26	726/810	90% B+
2 Aragon, Shirley			30					10		18		93		18				26	810/810	99% A+
3 Bayles, Mathis			30					10		18		90		18				26	823/830	99% A+
4 Beahm, Omar			26					10		18		74		18				26	721/820	90% B+
5 Banks, Donald			22					10		18		80		18				26	725/810	91% A-
6 Carross, Matt			22					10		18		72		18				26	744/820	91% A-
7 Curtis, Alan			24					10		18		78		18				26	689/770	89% B+
8 Egan, Hershel			26					10		18		82		18				26	745/820	91% A-
9 Gibson, Corey			26					10		18		84		18				26	524/630	83% B
10 Haglund, Nathaniel			26					10		18		76		18				26	738/820	90% A
11 Linds, Suzanne			26					10		18		82		18				26	787/820	96% A
12 Mays, Philip			22					10		18		80		18				26	643/710	91% A-
13 Paskay, Emmanuel			26					10		18		80		18				26	732/820	91% A
14 Pappas, Alfonso			16					10		18		40		18				26	516/710	89% D+
15 Pyatt, Gregory			22					10		18		82		18				26	768/810	95% A
16 Reiter, William			30					10		18		88		18				26	785/820	96% A
17 Rader, Austin			22					10		18		94		18				26	772/820	94% A
18 Sailer, Stephen			26					10		18		90		18				26	865/820	96% A+
19 Schultz, Barry			26					10		18		82		18				26	711/800	89% B+
20 Tasing, Colene			30					10		18		80		18				26	806/820	98% A+
21 Vanhey, David			30					10		18		76		18				26	793/820	97% A
22 Vogt, Mary			18					10		18		68		18				26	616/790	78% C+
23 Wadell, Dorenic			26					10		18		74		18				26	773/810	95% A-
24 Woodrife, Lynelle			18					10		18		78		18				26	684/810	84% B

Excelsior Software, Inc., a GlobalScholar Corp. company, develops Pinnacle Web. To learn more about Pinnacle Web, go to <http://www.excelsiorsoftware.com>.

Note When you sign in to the GlobalScholar CIIS, you automatically sign into the Pinnacle Gradebook. You do not need additional credentials (user name and password).



To open the Pinnacle Gradebook

- Click the **Gradebook** tab.

To learn how to work with Pinnacle Gradebook in Pinnacle Web

- At the upper right of Pinnacle Web pages, click **Help**.

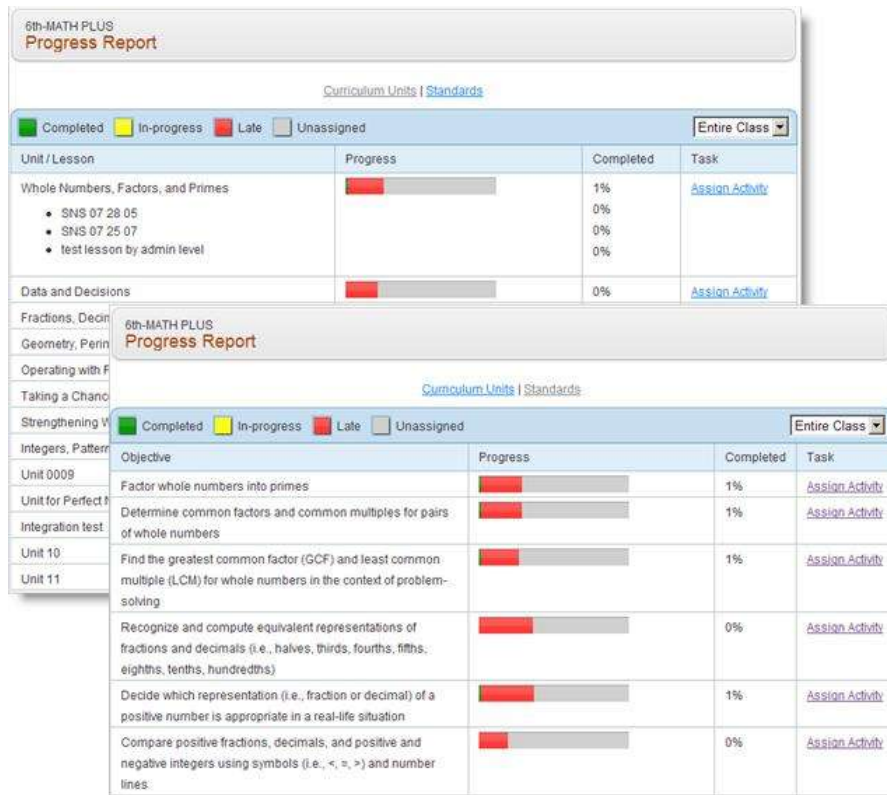
Review student progress and assessment reports

On the CIIS's **Reports** tab, you can monitor students' progress in completing curriculum activities and meeting class standards. You can view progress for the class as a whole or for individual students.

View progress by curriculum or standards

- To view progress by curriculum unit, click **Curriculum Units**.
- To view progress by class standards, click **Standards**.

The legend defines the colors that appear in the **Progress** column (for example, green means completed).



The screenshot displays two overlapping views of the '6th-MATH PLUS Progress Report'. The top view shows 'Curriculum Units' with a table listing units like 'Whole Numbers, Factors, and Primes' and 'Data and Decisions'. The bottom view shows 'Standards' with a table listing objectives such as 'Factor whole numbers into primes' and 'Determine common factors and common multiples for pairs of whole numbers'. Both views include a legend for progress status: Completed (green), In-progress (yellow), Late (red), and Unassigned (grey). The 'Completed' column shows percentages (1% or 0%) and the 'Task' column contains links to 'Assign Activity'.

Unit / Lesson	Progress	Completed	Task
Whole Numbers, Factors, and Primes		1%	Assign Activity
<ul style="list-style-type: none"> • SNS 07 28 05 • SNS 07 25 07 • test lesson by admin level 		0%	
Data and Decisions		0%	Assign Activity

Objective	Progress	Completed	Task
Factor whole numbers into primes		1%	Assign Activity
Determine common factors and common multiples for pairs of whole numbers		1%	Assign Activity
Find the greatest common factor (GCF) and least common multiple (LCM) for whole numbers in the context of problem-solving		1%	Assign Activity
Recognize and compute equivalent representations of fractions and decimals (i.e., halves, thirds, fourths, fifths, eighths, tenths, hundredths)		0%	Assign Activity
Decide which representation (i.e., fraction or decimal) of a positive number is appropriate in a real-life situation		1%	Assign Activity
Compare positive fractions, decimals, and positive and negative integers using symbols (i.e., <, =, >) and number lines		0%	Assign Activity

View progress by class or student

By default, the table displays the progress for the class as a whole. To see a specific student's progress, select the student's name from the list.

Understand progress information

For each curriculum element or standard, GlobalScholar displays the following:

- **Progress** This column displays a bar that shows how many activities have been completed, are in progress, are past due, or are not yet assigned to the students selected in the **Selected Students** list. The legend defines the colors in the progress bar.
- **Completed** This column indicates what percentage of the element or standard the selected students have completed.

Assign activities

After you use the reports to review progress, you can assign activities.

To assign activities

1. Display the report you want.
2. In the right column, click **Assign Activity**.
3. On the **Browse Curriculum** page, select the unit you want.
4. On the **Lessons, Activities and Assessments** page, you select activities and assign them to the selected students.

View assessment reports

The CIIS provides assessment reports for the class or for individual students. For information about these reports, see *Use assessment* reports on page 23.

About student reward points

As you assign and score student work, the CIIS automatically assigns reward points to students. On GlobalScholar, students automatically receive reward points after completing and submitting activities prior to the due date.

The following example shows how students see reward points on the CIIS:



Reward Date	Class Name	Title	Rewards
7/16/2018	2ndMATH	Unit	1 point
7/14/2018	2ndMATH	Prerequisite: Sals	1 point
7/14/2018	2ndMATH	Assess 01	1 point
7/14/2018	2ndMATH	Test items	1 point
7/14/2018	2ndMATH	short answer writing	1 point
7/14/2018	2ndMATH	Unit	1 point
7/14/2018	2ndMATH	Assessment	1 point

Your Reward Points shows the following:

- The total number of points earned (you'll find the total at the top of the list)
- When the student earned points, by date and class

To view reward points, a student simply clicks the **Rewards** tab on the left. On the tab is the total number of reward points earned. In the example above, the student has 29 points.

Chapter summary

In this chapter, you learned how to keep track of student activities and progress. You learned how to work with learning plans, including how to track activities, to view lesson and activity information, and, if needed, to retract activities. You also learned how to view and grade student submissions on the CIIS.

Have discussions with students and teachers

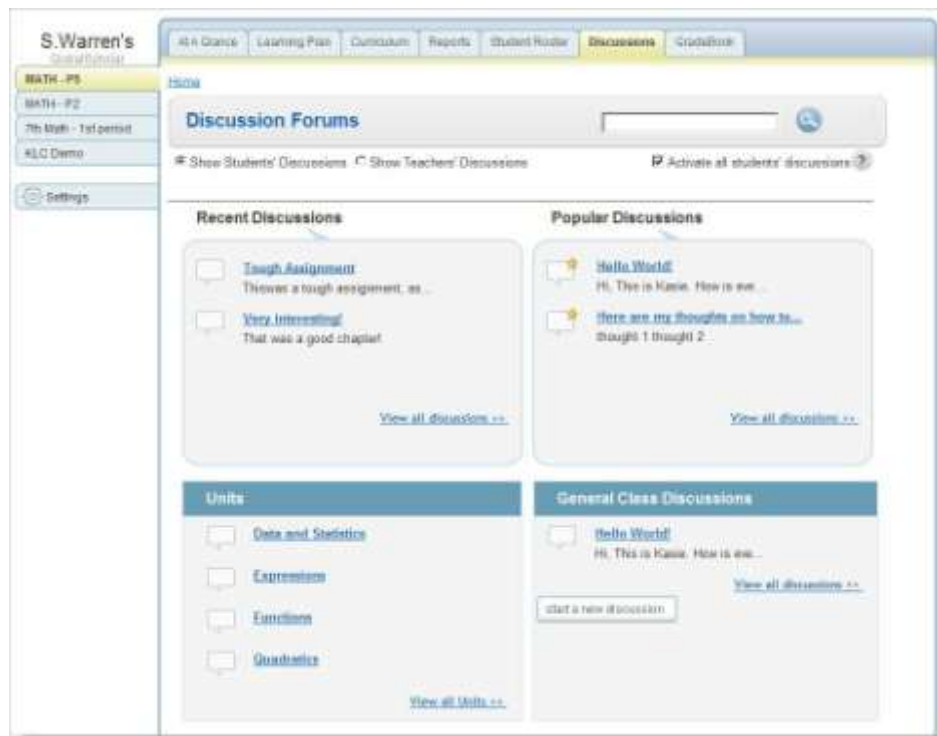


In this chapter, you will learn how to:

- Understand online discussions
- Start a class discussion
- Post to discussions
- Understand discussion icons
- Activate or deactivate teacher-to-student discussions

Understand online discussions

You can take part in online discussions on the GlobalScholar CIIS. Discussions can be a great way for teachers to informally evaluate student understanding, discuss issues, get useful advice, and more.



As a teacher, you can participate in these types of discussions:

Teacher-to-student discussions

You can have discussions with students in a section you teach (for example, Journalism 100).

Discussion areas	Examples
Classroom	You want to have a general discussion about your section, not specific to a unit, an activity, or a lesson.
Units	You want to post short news stories and ask students to comment about the writing quality, point of view, and more.
Activities	You want feedback from students about stories they wrote for the school newspaper.
Lessons	You want to provide your students with a list of recommended online newspaper style guides.

Teacher-to-teacher discussions

You can have discussions with other teachers in your school that share the same curriculum.

Discussion areas	Examples
Curricula	A new teacher asks for advice teaching a section of a course he is teaching for the first time.
Units	You want materials from other teachers for an art unit.
Activities	A teacher asks other teachers for a sample quiz for a math skill.
Lessons	A teacher asks other teachers for a worksheet to use with a 30-minute calculus lesson.

Start a class discussion

After you sign in to the GlobalScholar CIIS, you can start a new online discussion.

1. On the left, click the tab for the class you want.
2. Click the **Discussions** tab and, under **General Class Discussions**, click **Start a New Discussion**.
3. On the **Discussions** home page, type a title for your discussion.
4. In the **Discussion Message** box, type the text you want to post.
5. Click **Submit**.



Tip You can also start discussion for specific activities, for example, an exercise or assessment. Simply display the activity, click the **Discussions** tab, and then click **Start a New Discussion**.

The screenshot shows the 'Discussions' page for the '5th-MATH' class. At the top, there are navigation tabs: 'At A Glance', 'Learning Plan', 'Curriculum', 'Reports', 'Student Roster', 'Discussions', and 'Gradebook'. Below these is a search bar and a 'start a new discussion' button. A table lists discussions with columns for 'Discussions', 'Last Post', 'Replies', and 'Views'. A sidebar on the right lists units: 'Whole Numbers...', 'RAE 5th Grade...', 'Data and Decis...', 'Fractions, Dec...', 'Geometry, Pat...', 'Operations with...', 'Taking a Chance', 'Strengths...', 'Integers, Pat...', 'RAE New Unit 29', and 'All About Broth'.

Post to discussions

Posting is how you contribute to online discussions: you select a discussion, and then type your comments. On the GlobalScholar CIIS, you can easily post your comments to an existing discussion.

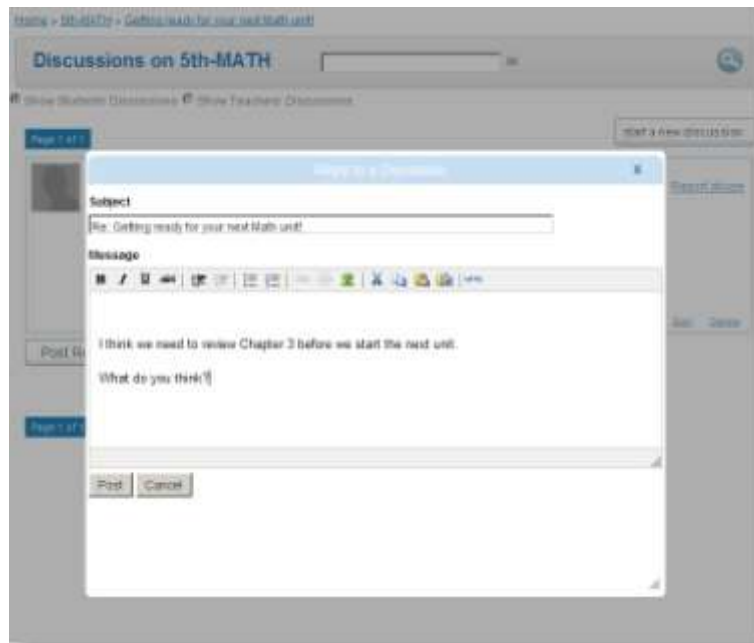
To post to a class-related discussion

1. On the left, click the tab for the class you want.
2. Click the **Discussions** tab.
3. Under the appropriate heading — for example, **Recent Discussions** or **Popular Discussions** — click the discussion you want.
4. On the **Discussions** home page, click **Post Reply**.



5. In the **Reply to a Discussion** dialog box, do the following:
In the **Message** box, type the text you want to post.

Click **Post**.



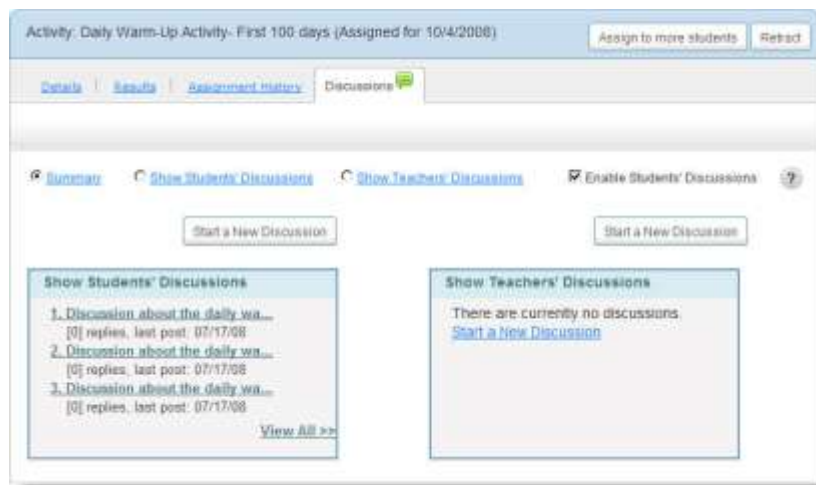
To post to an assignment- or activity-related discussion

1. On the left, click the tab for the class you want.
2. Click the **At a Glance** tab.
3. Locate the assignment you want and click the discussion icon next to it.

This example shows how you can determine how many discussions are in progress. To learn more, see *Understand discussion icons* on page 46.



4. On the **Activity** page, click the **Discussions** tab.
5. On the **Discussions** tab, locate and click the discussion you want.



6. Click **Post Reply**.
7. In the **Reply to a Discussion** dialog box, do the following:
 In the **Message** box, type the text you want to post.
 Click **Post**.

Understand discussion icons

To help make discussions intuitive and easier to use, the CIIS uses balloon icons, like you see in comic strips. Colors help you identify a discussion's status at a glance.



Green balloons and white balloons

A green balloon indicates that there is at least one discussion in progress on that topic. A white balloon means that there are no discussions started:



Tip To determine the number of discussions started, rest your mouse pointer over the icon. For example, a **2 discussions** tooltip tells you that there are two existing discussions to which you can post. If the GlobalScholar CIIS displays a **0 discussions** tooltip, you can be the first to start discussion about the assignment.



Grey balloons

A grey balloon indicates that all related discussions have been deactivated:



Activate or deactivate teacher-to-student discussions

You can activate or deactivate only at the highest level, for classroom discussions. For example, you cannot deactivate at the unit level, that is, to deactivate discussions for a specific unit and also deactivate discussions for all of the unit's lessons and activities.

Important When you activate or deactivate classroom discussions, the action applies to all subordinate discussions. For example, if you deactivate discussions for an Algebra unit that contains three lessons — and each lesson has a discussion on the CIIS — you deactivate a total of four discussions:

- One discussion for the Algebra unit
- Three discussions for the lessons that are in the unit

Activate discussions for a unit or an activity

You can control whether students can start discussions about activities, for example, exercises or assessments.

1. On the left, click the section you want.
2. Click the **Curriculum** tab.
3. Click the appropriate unit.

If you want to control discussions, click the activity you want.

4. Click the **Discussions** tab, and then enable or disable students' discussions.

Activate all discussions by students for a section

You can control whether students can participate in discussions for a particular section of a course. For example, if students in your math class need to spend time preparing for an upcoming test or another activity, you might want to temporarily stop discussions.

1. On the left, click the section you want.
2. Click the **Discussions** tab.

Note Make sure that the page lists student discussions, and not teacher discussions.

3. Enable or disable students' discussions as needed.

Chapter summary

In this chapter, you learned about teacher-to-student and teacher-to-teacher discussions online, through the CIIS. You learned how to find and read discussion posts, and how to start a new discussion. You also learned about CIIS features that let you deactivate (suspend) discussions.

Index

- account settings, 9
- activities
 - adding, 15
 - displaying, 34
 - getting an overview, 8
 - retracting, 36
 - tracking, 12, 30
- assessments
 - grading, 21
 - manual grading, 22
 - reports, 26
 - retracting, 25
 - reviewing, 21
 - viewing results, 23
- At a Glance
 - gradebook, 37
 - track activities, schedules, 12
- at-risk students, 16
- browsers, 6
- CIIS, Curriculum Instruction Information System, 1
- Class Learning Plans
 - about, 14
 - opening, 31
 - tracking activities, 32
- classrooms
 - information on CIIS, 5
 - proficiency report, 27
 - selecting, 12
- curricula
 - preloaded on CIIS, 5
 - reports, 39
 - student progress, 38
- Curriculum Instruction Information System (CIIS), 1
- discussions
 - controlling for a section, 47
 - controlling for an activity, 47
 - described, 41
 - icons, 46
 - posting, 44
 - starting, 43
- e-mail
 - contacting students, 18
 - teacher e-mail address, 9
- gradebook
 - adding assessments, 19
 - integration of CIIS and Pinnacle Gradebook, 19
- grading assessments, 20
- guides and documents, 3
- instructor notes, 2
- item analysis report, 29
- item response report, 28
- late lessons, 13
- learning plans
 - charts, 31
 - class, 14
 - displaying activities, 34
 - students, 17
 - tracking activities, 30
- lessons
 - adding, 15
 - displaying, 34
 - getting an overview, 8
 - retracting, 36
 - tracking, 12, 30

- model answers, 22
- offline assessments, 20
- online assessments, 20
- passwords
 - changing teacher passwords, 9
 - resetting student passwords, 18
 - teacher passwords, 7
- past due lessons, 13
- personal information, 9
- Pinnacle Gradebook
 - integration with assessments, 20
- Pinnacle Web
 - opening, 37
 - overview, 19, 20
- pop-up blockers, 6
- printing
 - assessment reports, 26
- proficiency report, 27
- progress, student
 - activities, lessons, 33
 - charts, 31
 - class, 39
 - learning plans, 30
 - standards, 32
 - unit, 32
- reports
 - assessment reports, 26
 - curriculum unit, 38
 - item analysis report, 29
 - item response report, 28
 - proficiency report, 27
 - standards, 38
- required, Review Required, 21
- retracting assessments, 25
- Review Required, 21
- reward points, student, 40
- scanning
 - integration with Pinnacle Gradebook, 19
 - offline assessments, 20
- schedules
 - accessing, 13
 - adding activities, 15
 - tracking, 12
- scoring assessments, 20
- signing in, 7
- special needs students, 16
- Student Learning Plans
 - selecting students, 31
 - tracking activities, 33
- student rosters
 - learning plans, 17
 - managing, 17
- Student Watch List, 16
- tips, 10
- today's lessons, 13
- units
 - adding, 30
 - in lesson plans, 8
 - student progress on, 33
- web browsers, 6