



eSchoolware[®]

Course Builder Product User Guide

Document Revision History

Version	Date	Changed by	Revision description
0.1	10/08/2010	Blaine W. Perdue	Initial draft
1.0	12/06/2010	Blaine W. Perdue	Completed document
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1. This Document

1.1. Purpose

The purpose of this user guide is to instruct users in EdisonLearning eSchoolware Course Builder. This user guide is designed as both a reference tool and in-depth companion to training.

1.2. Conventions

The following typographical conventions are used in this document.

- Keys on the keyboard are pressed and denoted by uppercase font, such as ENTER, TAB, F9, T, and HOME.
- Keys pressed at the same time are in sequence and joined by a plus sign, such as ALT+TAB, SHIFT+F3, and CTRL+SHIFT+A.
- Objects on the screen are clicked and denoted by bold font, such as **OK**, **Next**, and **Cancel**.
- Menu and sub-menu items are selected and denoted by the sequence of selections, such as, “From the menu bar, select **Insert > Picture > From File**, navigate to desired graphic, and click **Insert** or press ENTER.”
- Screen, Window, Form, and Object names are denoted with title case.

In addition to clicking with your mouse, commands on menus and screens may also have keyboard shortcuts that enable you to select them from your keyboard. In Windows 2000 and Windows XP, it may be necessary to press the ALT key first to see the available keyboard shortcuts.

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2. Product Overview

EdisonLearning's Course Builder allows user to search, view, preview, and select course components based upon the specific achievement objectives of their district in order to assemble custom courses easily and efficiently using EdisonLearning's repository of content and test items. Users can then provide custom-built courses for student enrollment from their customer-specific platform of content and test items.

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3. Open Course Builder

Access the Course Builder by clicking the **Control Panel** icon at the top of your screen.



Control Panel

From the Control Panel, click the **Custom Courses** link:

Course Packages	Create/manage course packages
Custom Courses	Create/manage custom courses
Custom Report Privilege	Custom Report Privilege
Custom Reports	Find and run custom reports
Demographic Questions	Create/manage demographic questions

The Custom Course screen appears:

Name	Code	Standard List	Includes Diagnostic	Included Forums	Enabled Intervention	Details	Edit	Delete
Provost Academy List	No	No	Yes	Yes	Yes			
Provost Academy List	No	No	Yes	Yes	Yes			

You may see existing custom courses on the screen, as above, or the list may be empty.

Name

Name of custom course

Code

Unique identifying code for course

Standard List

Set of standards used and displayed when searching for lessons during the building of the custom course

Includes Diagnostic

Lists if course has lessons added from a pre-made diagnostic or not

Included Forums

Lists if forums will be created for this course or not once it is published

Enabled Intervention

Lists if course will have interventions turned on or not

Details

Click to view course details

Edit

Click to edit course elements on the current screen

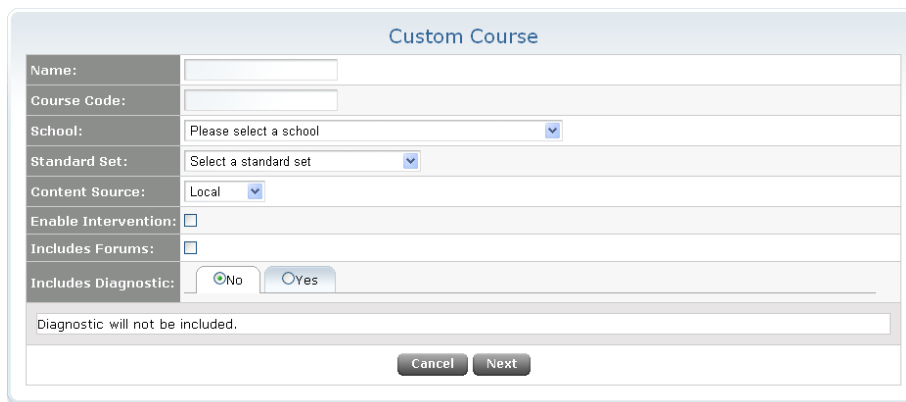
Delete

Click to delete course from system

4. Create New Custom Course

4.1. Initial Setup

1. From the Custom Course screen, click the **Create** button in the upper right corner. The following screen appears:



The screenshot shows a web form titled "Custom Course". The form has the following fields and options:

- Name:** A text input field.
- Course Code:** A text input field.
- School:** A dropdown menu with the text "Please select a school".
- Standard Set:** A dropdown menu with the text "Select a standard set".
- Content Source:** A dropdown menu with "Local" selected.
- Enable Intervention:** An unchecked checkbox.
- Includes Forums:** An unchecked checkbox.
- Includes Diagnostic:** Radio buttons for "No" (selected) and "Yes".

Below the radio buttons, there is a text box containing the message "Diagnostic will not be included." At the bottom of the form are two buttons: "Cancel" and "Next".

2. Complete the fields on the screen:

Name

Name of course

Course Code

Unique identifier for course

School

Click the dropdown to select a school for the course.

Standard Set

Select which standard set will be used and displayed when searching for lessons during the building of the custom course.

Content Source

Click the dropdown to select the storage location of the course.

Enable Intervention

Mark the checkbox for the system to provide interventions to students. This setting can be changed after the course is published.

Include Forums

Mark the checkbox to have the system automatically create a forum for each unit and lesson for the course when it gets published.

Includes Diagnostic

Select **Yes** to add lessons to the custom course based on a pre-built diagnostic. Please note that diagnostics are not specifically tied to any course(s), and the results of any diagnostic can be applied to any course since it is based on standards alignment alone. This option allows a user to add lessons to a custom

course based on a pre-made diagnostic, and is only available when initially creating the custom course project.

More... See the Configure a Diagnostic for the Course section below for details.

Cancel

Click to cancel your course without saving it.

Next

Click to proceed to the next step.

3. Click the **Next** button to continue.

4.1.1. Configure a Diagnostic for the Course

1. Select **Yes** to load lessons based on a pre-existing diagnostic. A search box appears:



The screenshot shows a search interface with the following elements:

- A header section with the text "Includes Diagnostic:" and two radio buttons: "No" (unselected) and "Yes" (selected).
- A search input field labeled "Name" containing the text "math".
- A "Go" button next to the search input field.
- A "Cancel" button in the bottom right corner.

2. Enter part of the name of the diagnostic you wish to use and click **Go**. The system displays your search results:



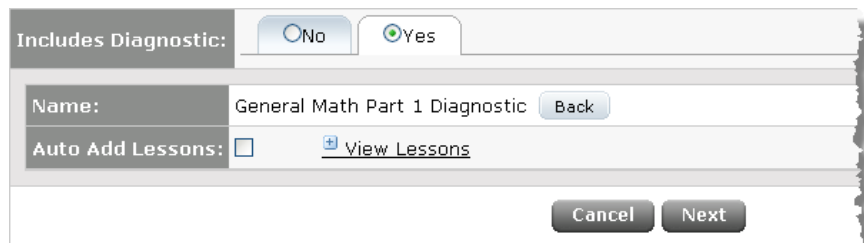
The screenshot shows a table of search results with the following structure:

Name	Is Disabled	Select
General Math Part 1 Diagnostic	No	
General Math Part 2 Diagnostic Assessment	No	
General Math Part 2 Diagnostic Assessment	No	

Additional details from the screenshot:

- Header: "Includes Diagnostic:" with "No" (unselected) and "Yes" (selected) radio buttons.
- Search input: "Name" field with "math" and "Go" button.
- Page indicator: "1 - 10 of 21" with a right-pointing arrow.

3. Click the **Select** icon on the right for the diagnostic you wish to use. The lessons associated with the selected diagnostic are loaded and ready to be added to the course:

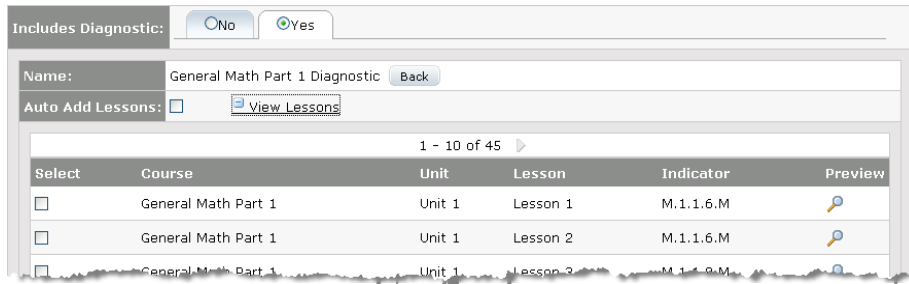


The screenshot shows a confirmation screen with the following elements:

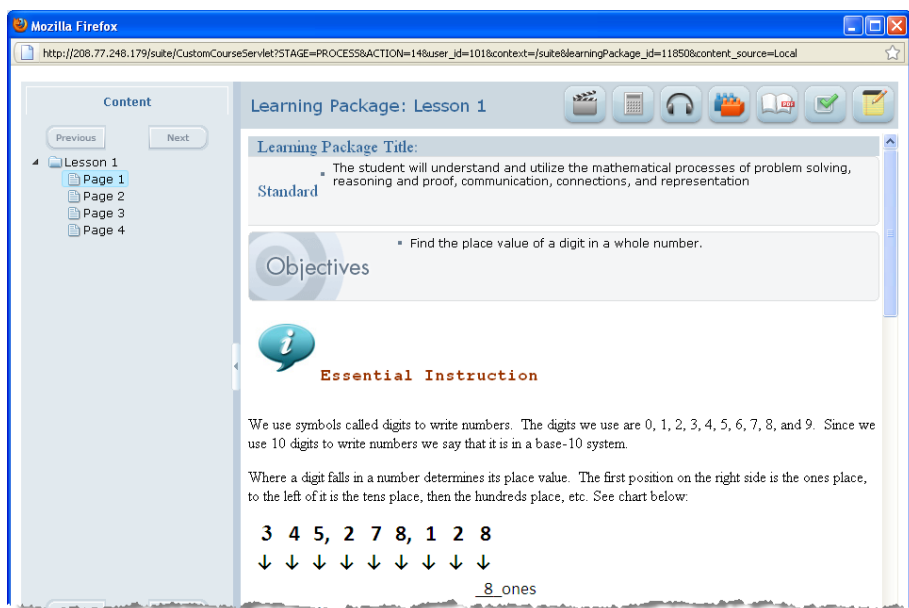
- Header: "Includes Diagnostic:" with "No" (unselected) and "Yes" (selected) radio buttons.
- Name field: "Name: General Math Part 1 Diagnostic" with a "Back" button.
- Auto Add Lessons: "Auto Add Lessons: View Lessons" (with a plus icon).
- Buttons: "Cancel" and "Next" buttons at the bottom.

Click the **Back** button if you wish to select another diagnostic instead.

4. Mark the **Auto Add Lessons** box to add use all lessons associated with the diagnostic. Click the **View Lessons** link to view and select individual lessons:

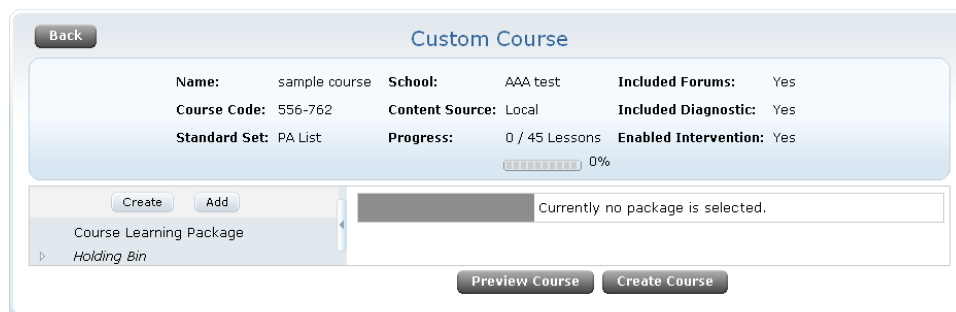


5. Mark the **Select** box for each lesson you wish to include.
6. Click the **Preview** icon located on the right to view a lesson:



4.2. Find and Select Lessons

Once you have completed the steps above, the following screen appears:

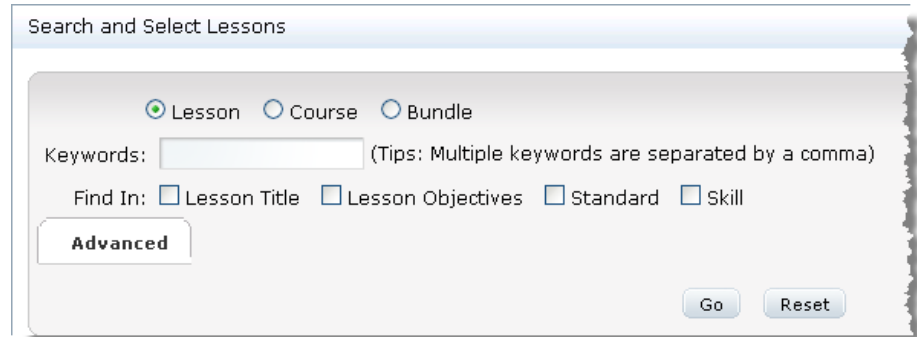


Notice the fields labeled Course Learning Package and Holding Bin. The Holding Bin is a work area where you can place lessons that you find while searching. You can then grab

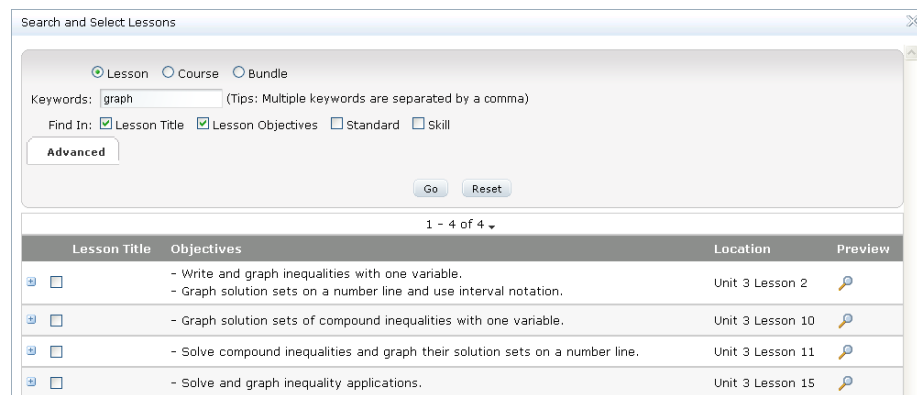
and move the lessons you need into the correct place in the learning package. The Course Learning Package area is where you create units and place lessons for the course itself.





Of special interest to you while building your course is the Progress field and bar, located in the middle of the top blue box. This field shows you how many lessons you have placed into the learning package and the course's percentage complete. The percentage is based on a 45 lesson course.

1. Click the **Add** button and select **Lesson** to begin adding lessons. A search screen appears:



2. Enter your search text in the **Keywords** field. You can search for lessons or entire courses, and you can search in lesson titles, lesson objectives, standards, and skills. Click **Go** to view your results:



Lesson Title	Objectives	Location	Preview
<input type="checkbox"/>	- Write and graph inequalities with one variable. - Graph solution sets on a number line and use interval notation.	Unit 3 Lesson 2	
<input type="checkbox"/>	- Graph solution sets of compound inequalities with one variable.	Unit 3 Lesson 10	
<input type="checkbox"/>	- Solve compound inequalities and graph their solution sets on a number line.	Unit 3 Lesson 11	
<input type="checkbox"/>	- Solve and graph inequality applications.	Unit 3 Lesson 15	

3. If you wish to use a different search term, click the **Reset** button, located next to the **Go** button.
4. Click a lesson's **Preview** icon to view it as it appears in a course.
5. Mark the check box to the left of the title and objectives to select your lesson(s).
6. Click the **Add to Holding Bin** button at the bottom of the screen:

NOTE: You can also skip the Holding Bin and just click the **Add to Course** button to add it directly to the Course Learning Package without using the Holding Bin at all.

Add to Course

Add to Holding Bin

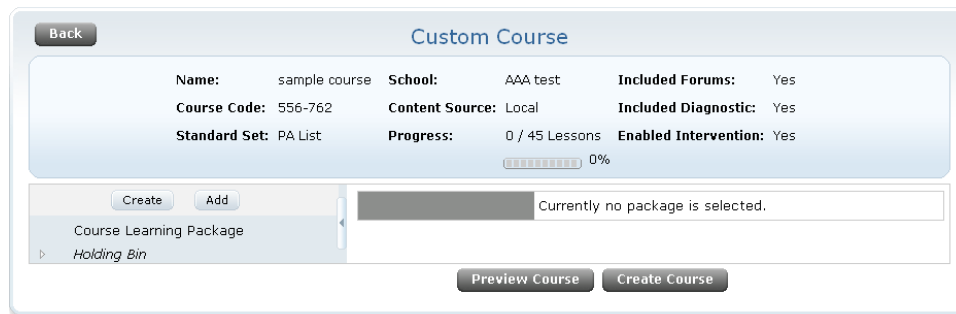
Clicking these buttons also returns you to the previous screen.

7. If you do not select anything, click the **X** located in the upper right corner of the Search and Select Lessons window to close it:



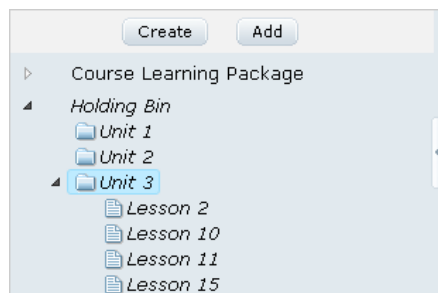
4.3. Holding Bin and Learning Package

After completing the steps above, the system returns you to the following screen:



You are now ready to move your courses from the Holding Bin to actual units in the learning package.

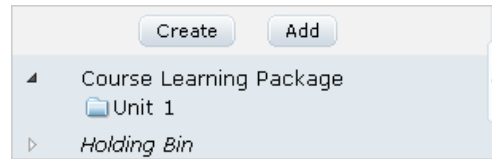
1. Click the arrow to its left to expand the Holding Bin. Notice the three default units. The system places the lessons you selected into the same unit number from where they originally came. Click a unit's arrow to view the lessons inside:



In this example, lessons 2, 10, 11, and 15 all came from Unit 3 of the source course, so the system placed them in the Holding Bin's Unit 3.

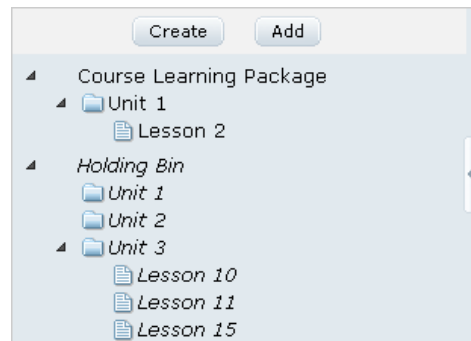
2. Click the **Course Learning Package**, then click the **Create** button and select **Unit**. (Typically, courses are divided into three units, each containing 15 lessons, giving a total of 45 lessons.)

- Click the **arrow** to the right of the Course Learning Package link to expand it. Notice Unit 1 has been created:

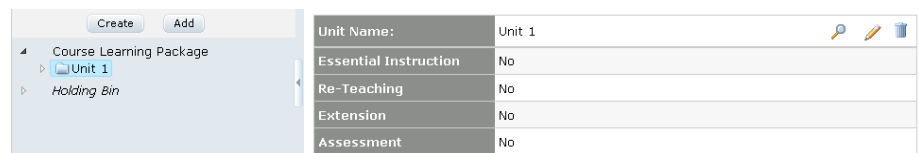


NOTE: You may now wish to create additional units for the learning package.

- Expand the **Holding Bin** if it is not already expanded.
- Click a **lesson** and hold the left mouse button while dragging the lesson to the Unit 1 folder in the Course Learning Package. Release the mouse button to place the lesson.
- Expand the unit to see your lesson in its new location:

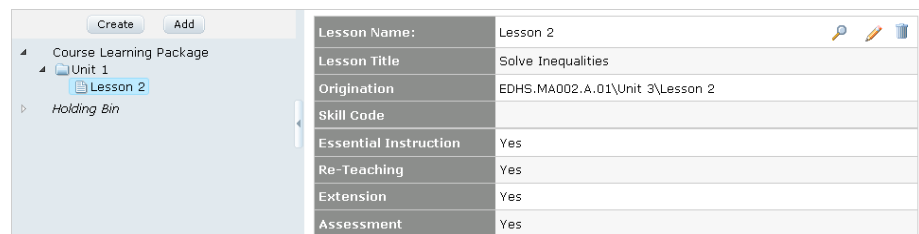


- You can also modify additional unit parameters on the right:



- Click the **pencil** icon to edit any of these fields.
- Click the **magnifying glass** icon to preview the unit.
- Click the **trash can** icon to delete the unit.

- You can also click a lesson for configurable options:



Note the Origination field. This field tells you what course and unit the lesson came from originally.

By clicking the **pencil** icon, you can edit the lesson's name and title, as well as turning on/off the Essential Instruction, Re-Teaching, Extension, and Assessment components of the lesson.

4.4. Assessments

When you import a lesson into your new custom course, its linked assessment comes with it by default, if it has one. You can view the assessment parameters by expanding a lesson and clicking the assessment inside it:

ID	Question	Type	Questions Type	Points
41436	How do you write 0.6127 in words?	System-Graded	Multiple Choice	2
41437	True or False: 0.7 is written as seven tenths.	System-Graded	True/False	2
41438	True or False: 0.12 is written as twelve tenths.	System-Graded	True/False	2

- Click the **pencil** icon to edit the assessment name.
- Click the **magnifying glass** icon to preview the assessment.
- Click the **trash can** icon to delete the assessment.

4.4.1. Add Questions to Assessments

1. Click the **Add Questions** button to add a question from another unit or lesson in the learning package or Holding Bin areas:

2. The Add Questions For Custom Assessment: Select Lessons screen appears:

Add Questions For Custom Assessment: Select Lessons

Select	Name	Preview
<input type="checkbox"/>	Unit 1	
<input type="checkbox"/>	Unit 2	
<input type="checkbox"/>	Unit 3	
<input type="checkbox"/>	Unit 1	
<input type="checkbox"/>	Unit 2	
<input type="checkbox"/>	Unit 3	

3. Expand a unit and click select a lesson, then click **Next** at the bottom right.

4. Your selected lesson appears:

Add Pool	Pool Name	Preview	# of Questions	Points Each	Total Points
<input type="checkbox"/>	General Math Part 1 - Unit 1 Lesson 2 mc and tf - EDHS.MA008.A.01		<input type="text"/> / 8	<input type="text"/>	0

5. Click the **plus sign** on the left of the line to view individual questions:

Add Pool	Pool Name	Preview	# of Questions	Points Each	Total Points
<input type="checkbox"/>	General Math Part 1 - Unit 1 Lesson 2 mc and tf - EDHS.MA008.A.01		<input type="text"/> / 8	<input type="text"/>	0
ID	Question	Grading Type	Question Type		
<input type="checkbox"/> 41135	Is this the correct way to write the number 6,107 in standard form? six hundred, one thousand seven	System-Graded	True/False		
<input type="checkbox"/> 41136	The correct way to write the number five million, fifteen thousand, fifteen in standard form is 5,015,015.	System-Graded	True/False		
	Is this the correct way to write the number twenty million, seven hundred thousand, eight hundred fifty-two in standard form?	System-Graded	True/False		

6. Click the **plus sign** to the left of a question to view its details:

Add Pool	Pool Name	Preview	# of Questions	Points Each	Total Points
<input type="checkbox"/>	General Math Part 1 - Unit 1 Lesson 2 mc and tf - EDHS.MA008.A.01		<input type="text"/> / 8	<input type="text"/>	0
ID	Question	Grading Type	Question Type		
<input type="checkbox"/> 41135	Is this the correct way to write the number 6,107 in standard form? six hundred, one thousand seven	System-Graded	True/False		
<input type="checkbox"/> 41136	The correct way to write the number five million, fifteen thousand, fifteen in standard form is 5,015,015.	System-Graded	True/False		
	Is this the correct way to write the number twenty million, seven hundred thousand, eight hundred fifty-two in standard form?	System-Graded	True/False		

7. Mark the checkbox of any question you wish to add.

8. Be sure to enter a point value for the question(s):

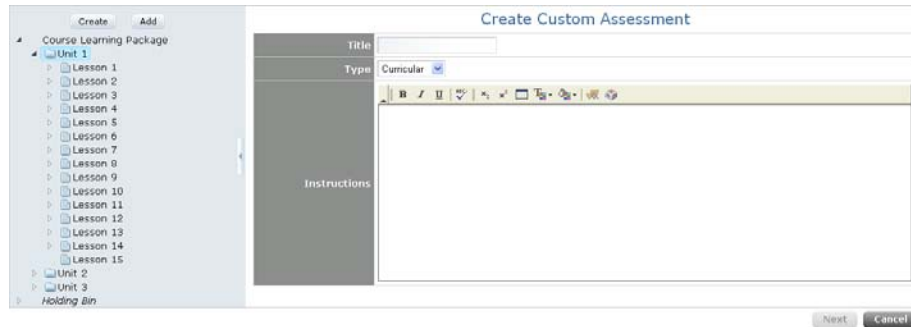
Add Pool	Pool Name	Preview	# of Questions	Points Each	Total Points
<input type="checkbox"/>	General Math Part 1 - Unit 1 Lesson 2 mc and tf - EDHS.MA008.A.01		<input type="text"/> / 8	<input type="text"/>	0

9. Click the **Add Question** button at the bottom right of the screen when finished.

4.4.2. Create Assessments

You can also create assessments such as lesson or unit exams. The example below demonstrates how to create a unit exam.

1. From the learning package tree, click the **unit** for which you wish to create an assessment.
2. Click **Create > Custom Assessment**. The Create Custom Assessment screen appears:



3. Enter a title in the Title field and select either Curricular or Diagnostic from the Type dropdown.
4. Enter any instructions in the Instructions field.
5. Click the **Next** button in the bottom right to continue.
6. The Create Custom Assessment: Select Lessons screen appears:

Create Custom Assessment: Select Lessons

Select	Name	Preview
<input type="checkbox"/>	Unit 1	
<input type="checkbox"/>	Unit 2	
<input type="checkbox"/>	Unit 3	
<input type="checkbox"/>	Unit 1	
<input type="checkbox"/>	Unit 2	
<input type="checkbox"/>	Unit 3	

7. Expand the unit and click the unit check box to select all lessons:

Create Custom Assessment: Select Lessons

Select	Name	Preview
<input checked="" type="checkbox"/>	Unit 1	

Select	Name	Preview
<input checked="" type="checkbox"/>	Lesson 1	
<input checked="" type="checkbox"/>	Lesson 2	
<input checked="" type="checkbox"/>	Lesson 3	
<input checked="" type="checkbox"/>	Lesson 4	
<input checked="" type="checkbox"/>	Lesson 5	
<input checked="" type="checkbox"/>	Lesson 6	
<input checked="" type="checkbox"/>	Lesson 7	

- Click **Next** at the bottom of the screen. The Create Summary Assessment: Select Questions screen appears:

Create Custom Assessment: Select Questions

Assessment Name	Example assessment		
Total Points	0	# of System-Graded	0
# of Questions	0	# of Open-ended	0
Name			
<input type="checkbox"/>	Unit 1		
<input type="checkbox"/>	Unit 1 Lesson 1		
<input type="checkbox"/>	Unit 1 Lesson 2		
<input type="checkbox"/>	Unit 1 Lesson 3		
<input type="checkbox"/>	Unit 1 Lesson 4		
<input type="checkbox"/>	Unit 1 Lesson 5		
<input type="checkbox"/>	Unit 1 Lesson 6		
<input type="checkbox"/>	Unit 1 Lesson 7		
<input type="checkbox"/>	Unit 1 Lesson 8		
<input type="checkbox"/>	Unit 1 Lesson 9		
<input type="checkbox"/>	Unit 1 Lesson 10		
<input type="checkbox"/>	Unit 1 Lesson 11		
<input type="checkbox"/>	Unit 1 Lesson 12		
<input type="checkbox"/>	Unit 1 Lesson 13		
<input type="checkbox"/>	Unit 1 Lesson 14		
<input type="checkbox"/>	Unit 1 Lesson 15		

- Click a **plus sign** next to a lesson to expand it:

Add Pool	Pool Name	Preview	# of Questions	Points Each	Total Points
<input type="checkbox"/>	General Math Part 1 - Unit 1 Lesson 1 mc and tf - EDHS.MA008.A.01		<input type="text" value="0"/> / 7	<input type="text" value="0"/>	0

- Use these fields to configure the questions that will be used from this lesson in the larger assessment.

Plus sign

Click to view all questions in pool:

Add Pool	Pool Name
<input type="checkbox"/>	General Math Part 1 - Unit 1 Lesson 1 mc and EDHS.MA008.A.01
ID	Question
<input type="checkbox"/>	26379 The digit 3 is in the hundreds place of this
<input type="checkbox"/>	26380 Name the place value of the digit 5 in this
<input type="checkbox"/>	26381 The digit 9 is in the hundreds place of thi

Mark any questions you wish to use in the assessment pool.

Click the **plus sign** next to a question to view its details:

ID	Question	Grading Type	Question Type
26379	The digit 3 is in the hundreds place of this number: 439.	System-Graded	True/False

Question: The digit 3 is in the hundreds place of this number: 439.					
Answer:	<table border="1"> <tr> <td>A.</td> <td>True</td> </tr> <tr> <td>B.</td> <td>False</td> </tr> </table>	A.	True	B.	False
A.	True				
B.	False				

Add Pool

Click to add the entire question pool to the assessment and have it randomly choose questions from it for each attempt.

Pool Name

Lists name of question pool used for the assessment

Preview

Click to view a preview of the assessment.

of Questions

Enter the number of questions from the pool that the system should randomly choose for each attempt. (Only available if Add Pool is enabled.)

Points Each

Enter how many points each question from this lesson is worth.

Total Points

Automatically calculated to display the total number of points the questions will be worth in the assessment, based on the number of questions chosen and the point value of each.

- Complete the step above for each lesson you wish to include in the unit exam:
- You may click the **Preview Assessment** button at the bottom of the screen at any time to preview the exam.
- When finished, click the **Create Assessment** button.

4.5. Create the Course

Before creating the course, you may click **Preview Course** to see what the course is like. When you are all finished with the course, click the **Create Course** button at the bottom of the screen. The Custom Course Summary screen appears:

Custom Course Summary				
Name:	example diagnostic	School:	AAA test	Included Forums: Yes
Course Code:	123-qwerty	Content Source:	Local	Included Diagnostic: Yes
Standard Set:	Provost Academy List	Progress:	45 / 45 Lessons ██████████ 100%	Enabled Intervention: Yes
Location	Lesson Title	Learning Objects	Lesson Objectives	Origination Course/Unit/Lesson
Unit 1 Lesson 1	Whole Numbers			EDHS.MA008.A.01 General Math Part 1 - Unit 1 Lesson 1 Daily Assessment - EDHS.MA008.A.01 EDHS.MA008.A.01 General Math Part 1 - Unit 1 Lesson 1 Daily Assessment - EDHS.MA008.A.01 39160501 General Math Part 1 - Unit 1 Lesson 1 Daily Assessment - EDHS.MA008.A.01 EDHS.MA008.A General Math Part 1 - Unit 1 Lesson 1 Daily Assessment - EDHS.MA008.A.01
Unit 1 Lesson 10	Solving Problems with Estimation			EDHS.MA008.A.01 General Math Part 1 - Unit 1 Lesson 10 Weekly Quiz - EDHS.MA008.A.01 EDHS.MA008.A.01 General Math Part 1 - Unit 1 Lesson 10 Weekly Quiz - EDHS.MA008.A.01 39160501 General Math Part 1 - Unit 1 Lesson 10 Weekly Quiz - EDHS.MA008.A.01

This screen displays a variety of information about your course, broken down by lesson. For each lesson, this screen displays:

- Learning objectives (if available)
- Lesson objectives (if available)
- Original location of lesson

Expand a lesson to view more details:

Location	Lesson Title	Learning Objects	Lesson Objectives	Origination Course/Unit/Lesson
Unit 3 Lesson 9	Decimal Multiplication Problems			EDHS.MA008.A.01 General Math Part 1 - Unit 3 Lesson 9 Daily Assessment - EDHS.MA008.A.01 EDHS.MA008.A.01 General Math Part 1 - Unit 3 Lesson 9 Daily Assessment - EDHS.MA008.A.01 39160501 General Math Part 1 - Unit 3 Lesson 9 Daily Assessment - EDHS.MA008.A.01 EDHS.MA008.A General Math Part 1 - Unit 3 Lesson 9 Daily Assessment - EDHS.MA008.A.01
Subject	Content Area	Standard	Skill	
Mathematics	Numbers and Operations	The student will demonstrate through the mathematical processes an understanding of the representation of rational numbers, percentages, and square roots of perfect squares; the application of ratios, rates, and proportions to solve problems; accurate, efficient, and generalizable methods for operations with integers; the multiplication and division of fractions and decimals; and the inverse relationship between squaring and finding the square roots of perfect squares.	Apply an algorithm to multiply and divide fractions and decimals.	

Each lesson displays:

- Subject
- Content area
- Standard
- Skill

When finished reviewing this information, click the **Finish** button at the bottom of the screen. After the custom course is published, it is no longer available to be edited in Course Builder.

You will not be able to make changes to the course once it is published.