

Virtual Learning Academy



Staff Documentation

Version 4.0

9/2012

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1 Overview

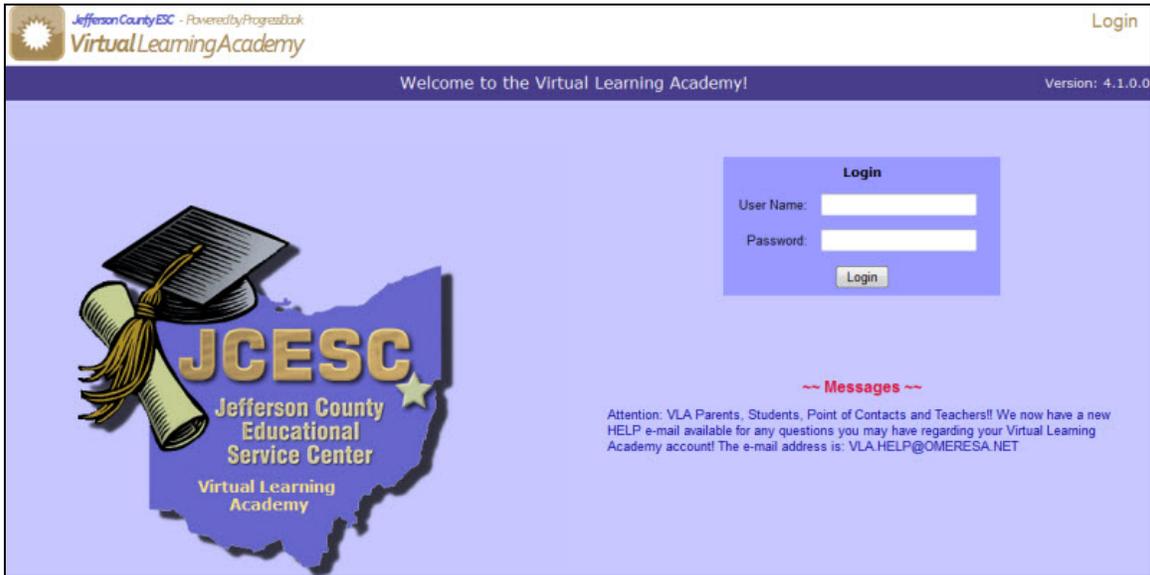
The goal of this document is to provide an overview of Virtual Learning Academy or VLA. It will familiarize you with the most common features of the application.

This manual starts by explaining how to login to VLA and what information is contained on the home page. The next section describes how to view unit content, questions and resources. The following section explains the grading of units and viewing the progress of a class. The final two sections explain the messaging system used to interact with students and the help system.

2 Login & Homepage

2.1 Login

This is the first page of the application. A valid username and password is required in order to proceed.



2.2 Homepage

The *Home Page* is the first page you will see after logging in. The following sections explain the individual parts of this page.

The screenshot shows the Virtual Learning Academy homepage for a teacher. The page is titled "Welcome TeacherDemo12 TeacherDemo12" and has a version number of 4.1.0.0. The sidebar on the left contains three main sections: "Your Courses" with links for VLA DEMO - Elementary, VLA DEMO - Secondary, and VLA DEMO Elementary for 2011-12; "Your Students" with a link for StudentDemo12 and a warning that students in red are expired and will be removed in 30 days; and "Reports" with a link for Class Count Report. The main content area is divided into three sections: "Units to Grade" with a table of units, "New Messages" with a table of messages, and "Finals to Grade" which is currently empty.

Course	Student	Unit	Date
VLA DEMO Elementary 2011-12	StudentDemo12, StudentDemo12	¿Qué quieres hacer?	6/27/2012
VLA DEMO Secondary 2011-12	StudentDemo12, StudentDemo12	Criminal Profiling	6/28/2012

Status	From	Course	Date	Re
0	StudentDemo12 StudentDemo12	VLA DEMO Elementary 2011-12	11/2/2011 7:37:47 PM	My first recording
1	StudentDemo12 StudentDemo12	VLA DEMO Elementary 2011-12	10/31/2011 3:13:04 PM	Audio

Legend: =Unread =Read =Answered =Not Answered =Attachment

Course	Student
There are no finals to grade!	

2.2.1 Toolbar

The toolbar is located in the top right corner of the homepage and provides access to some commonly used features of VLA. The toolbar can be found on every page.

- Return to the VLA *Home Page*.
- View messages (See [Section 5.1](#) for details).
- View VLA Teacher Blog (See [Section 6.3](#) for details).
- Write a message (See [Section 5.2](#) for details).
- View Forum, Threaded Discussion (See [Section 5.3](#) for details).
- Frequently asked questions (See [Section 6.1](#) for details).
- Contact technical support (See [Section 6.2](#) for details).
- Logout of the system.

2.2.2 Your Classes

This section displays a list of your classes. Clicking on a class name will take you to the *Course Units* page where you can view the units associated with the class. Clicking the icon takes you to the *Class Progress* page where you can see student grades.

The screenshot shows the "Your Courses" section with a list of classes and grid icons next to them:

- [ACT ACT Preparation_10th Ed \(1-18\)](#)
- [ACT ACT Preparation_10th Ed \(19-36\)](#)
- [ACT ACT Preparation_10th Ed](#)
- [ENG_LA Kindergarten](#)
- [FAITL Introduction to Theatre I](#)

2.2.3 Your Students

This section displays a list of students from all of your classes. To view student grades, click on a name and you will be taken to the *Student Grades* page. Clicking on the  icon will display a new message window. Clicking the  icon takes you to the 'View As the Student' page. What this means is that when you click this icon you will be taken to the homepage of the student. This is the exact same page the student sees when they login. Then you can then travel through the VLA application as the student. This feature can be used to assist students who are having problems with VLA. Also, this allows you to see their units and grades in other classes.

Your Students		
Baldrige, Victoria		
Dingus, Shayna		
Fernberg, Heather		
Fuchs, Savanna		
Greathouse, Natisha		
Hardman, Jay		
Hysell, Aubrey		
Marling, Evan		

2.2.4 Units to Grade

This section displays a list of all assignments that have been submitted by your students for grading. Clicking on a unit name will take you to the *Unit Assessment* page where it can be graded.

Units to Grade:			
Course	Student	Unit	Date
VLA DEMO Secondary 2011-12	Demos2012, Student	Surface Area	9/4/2012
VLA DEMO Elementary 2011-12	Demos2012, Student	Little Seeds	9/4/2012

2.2.5 New Messages

This section of the homepage displays unread and not answered messages. Click on the name in the 'From' column to view the message.

New Messages:				
Status	From	Course	Date	Re
	Taylor Beckham		4/22/2012 11:40:56 PM	RE: End of year

=Unread =Read =Answered =Not Answered =Attachment

2.2.6 Finals to Grade

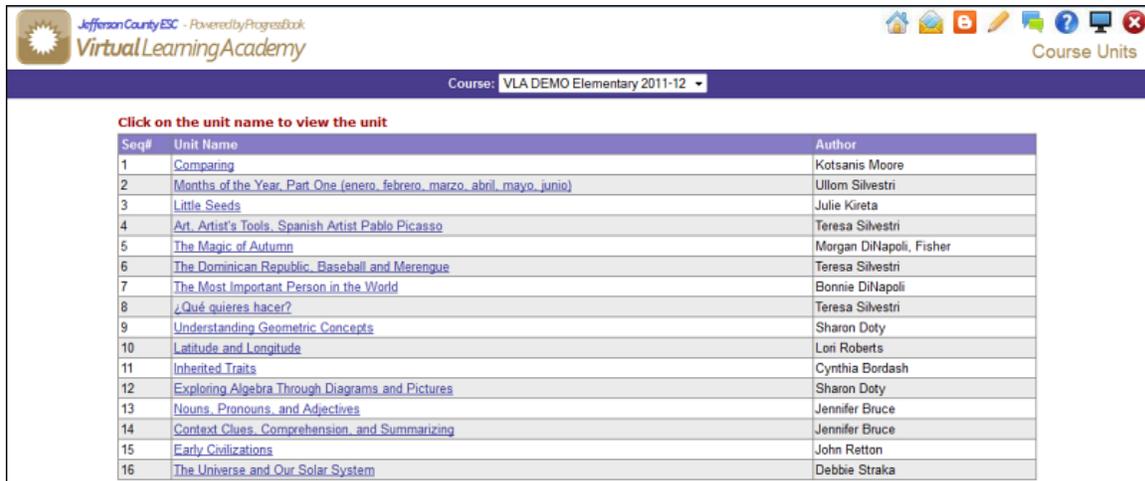
This section displays a list of students who have completed all of their units and need a final grade assigned. Clicking on a student's name will take you to the *Student Grades* page where a final grade can be entered.

Finals to Grade:	
Course	Student
Math Integrated Math I	Wright, Anna

3 Viewing Units

3.1 Course Units Page

To get to the *Course Units* page click on the class name in the ‘*Your Courses*’ section of the *Home Page*. This page displays a list of all the units for a class. Clicking on a unit name will take you to the *Unit* page where you can review the unit.



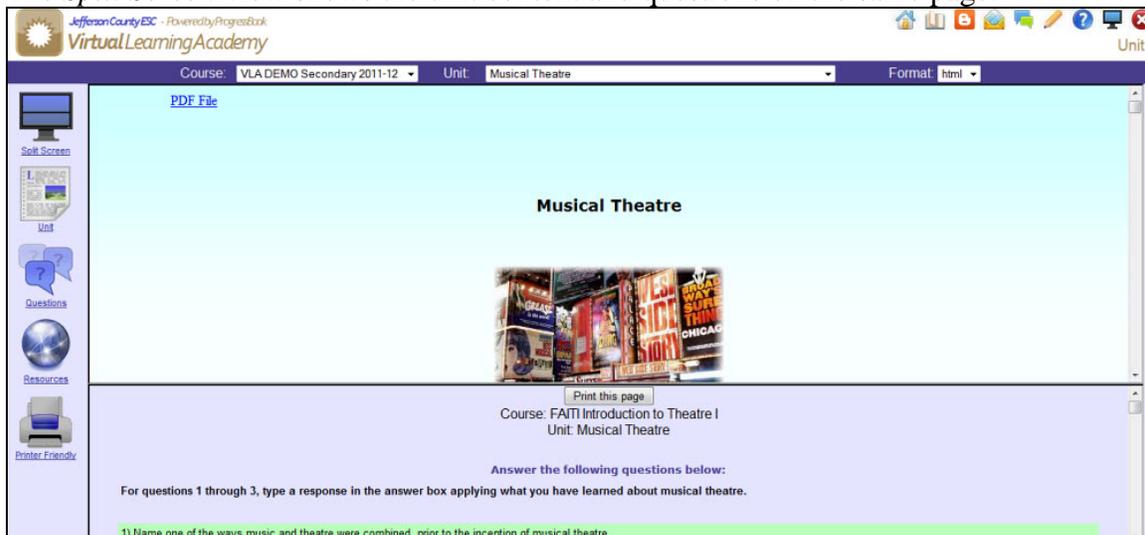
Seq#	Unit Name	Author
1	Comparing	Kotsanis Moore
2	Months of the Year, Part One (enero, febrero, marzo, abril, mayo, junio)	Ullom Silvestri
3	Little Seeds	Julie Kireta
4	Art, Artist's Tools, Spanish Artist Pablo Picasso	Teresa Silvestri
5	The Magic of Autumn	Morgan DiNapoli, Fisher
6	The Dominican Republic, Baseball and Merengue	Teresa Silvestri
7	The Most Important Person in the World	Bonnie DiNapoli
8	¿Qué quieres hacer?	Teresa Silvestri
9	Understanding Geometric Concepts	Sharon Doty
10	Latitude and Longitude	Lori Roberts
11	Inherited Traits	Cynthia Bordash
12	Exploring Algebra Through Diagrams and Pictures	Sharon Doty
13	Nouns, Pronouns, and Adjectives	Jennifer Bruce
14	Context Clues, Comprehension, and Summarizing	Jennifer Bruce
15	Early Civilizations	John Retton
16	The Universe and Our Solar System	Debbie Straka

3.2 Unit Page

The *Unit* page allows the teacher to see the unit content, questions and additional resources. The following sections will explain the various options available in the vertical toolbar on the left.

3.2.1 Split Screen View

The *Split Screen* view shows the unit content and questions on the same page.



Course: VLA DEMO Secondary 2011-12 Unit: Musical Theatre Format: html

PDF File

Musical Theatre

Print this page
Course: FA11 Introduction to Theatre I
Unit: Musical Theatre

Answer the following questions below:

For questions 1 through 3, type a response in the answer box applying what you have learned about musical theatre.

1) Name one of the ways music and theatre were combined, prior to the inception of musical theatre.

3.2.2 Unit View

The *Unit* view shows a unit's content.

The screenshot shows the 'Unit View' page for '10. Latitude and Longitude'. The page header includes the Virtual Learning Academy logo and navigation icons. The course is 'VLA DEMO Elementary 2011-12' and the unit is '10. Latitude and Longitude'. The format is set to 'html'. On the left sidebar, there are icons for 'Self Screen', 'Unit', 'Questions', 'Resources', and 'Printer Friendly'. The main content area is titled 'Course Overview' and contains the following text:

This course focuses on the geography of the continent of North America. Students learn how people came to the continent and about the land and resources they found. Citizenship skills build as students learn about U.S. history and the democratic government of the United States. Students continue to develop research skills by obtaining information from multiple sources.

LATITUDE AND LONGITUDE

Unit Overview

In this unit, we will be learning about longitude and latitude lines and how they help us locate places on Earth. Longitude lines run from the North Pole to the South Pole. Latitude lines run east to west. We will also read about the equator and the prime meridian. Both of these have a location of 0°.

To help people know where things are located on the Earth, map makers decided to draw imaginary lines around it. So when you look at most maps or globes, you will notice lines that run across and up and down. They form a sort of grid. A grid is a set of criss-crossing lines. Look at the globe to the left.

A small globe icon is visible at the bottom left of the text.

3.2.3 Questions View

The *Questions* view shows a unit's questions.

The screenshot shows the 'Questions View' page for '10. Latitude and Longitude'. The page header includes the Virtual Learning Academy logo and navigation icons. The course is 'VLA DEMO Elementary 2011-12' and the unit is '10. Latitude and Longitude'. The format is set to 'html'. On the left sidebar, there are icons for 'Self Screen', 'Unit', 'Questions', 'Resources', and 'Printer Friendly'. The main content area is titled 'Answer Questions' and contains the following text:

Answer the following questions below:

Using the map of the world from your lesson, answer the following questions.

1) The line that divides the world in half into an eastern and western section is called the _____.

A) latitude
 B) longitude
 C) prime meridian
 D) equator

Correct Answer: C

2) What is the coordinates for the equator and the prime meridian? _____

20000 character(s) left

3.2.4 Resources View

The *Resources* view shows where you can find more information or sample problems for the unit. They can be documents or websites.

The screenshot shows the Virtual Learning Academy interface. At the top, it says "Jefferson County EC - Powered by ProgressBook" and "Virtual Learning Academy". The course is set to "VLA DEMO Secondary 2011-12" and the unit is "9. Right Triangles and Trigonometry". On the left sidebar, there are icons for "Soft Screen", "Unit", "Questions", "Resources", and "Printer Friendly". The main content area is titled "Links from the Unit" and lists several resources:

- [Angles_Depression.gif](#)
- [MATHOGTU12_ODD_ANSWERS.htm](#)
- [MATHOGTU12Right_Trigonometry.pdf](#)
- [Overview_image001.jpg](#)
- [Pythagorean_Theorem.gif](#)
- [Quicktime_Video Icon.gif](#)
- [Special_Triangles.gif](#)
- [vid_Find_Sail.htm](#)
- [vid_Finding_Distance.htm](#)
- [vid_Pythagorean_Proof.htm](#)
- [vid_Special_Triangles.htm](#)

4 Grading and Course Progress

4.1 Student Grades Page

To get to the *Student Grades* page click on the student’s name in the ‘Your Students’ section of the *Home Page*. On this page you can view the student’s units and grades. You can change between courses by using the ‘Course’ dropdown menu. Clicking on the unit name will take you to the *Unit Assessment* page.

Virtual Learning Academy - Remedial/Progressive

Student: DeGennaro, Anthony Course: LANG Spanish I (19-35)

Course Start Date: 3/13/2012 License End Date: 3/13/2013

Click on the Unit name to grade the unit

Seq#	Unit Name	Status	Seat Time	Mark
19	Verbs Present Tense E/E, The Dialectos E	Graded	2.59	93% 93
20	Sports Verbs O/U/E, Talking Time	Graded	1.44	83% 83
21	Verbs E.I. Indirect Object Pronouns	Graded	1.49	87% 87
22	Weather, Seasons, Present Progressive Tense	Graded	1.29	88% 88
23	Comparisons, Demonstratives, The Dialectos O	Graded	4.17	63% 63
24	Medical Information, Tenses, The Dialectos US	Graded	2.54	76% 76
25	Facial Features, Superlatives & the Suffix -ísimo	Graded	2.56	71% 71
26	Phrases Have, Que, Another de, Time Increments, The Dialectos IJ	Graded	4.09	64% 64
27	Review and Evaluation	Graded	4.04	75% 75
28	Clothing, Numbers to 1,000, -AJ and -EJ	Graded	3.08	83% 83
29	Negative and Positive Expressions, Pronunciation of Trishipras Communication	Graded	3.17	89% 89
30	The House, Enter and Ser, Saber, Direct Object Pronouns	Graded	2.15	72% 72
31	Furniture, Nominalization of Adjectives	Graded	2.05	77% 77
32	Directions, Sequit, Demonstrative Adjectives	Graded	2.59	65% 65
33	Familiar Affirmative Commands, Household Chores, Hacer, The Letter Q	Graded	1.50	83% 83
34	Cancers, Levels of Address, Basic Personal Questions	Graded	0.54	79% 79
35	Travel Journal Project	Graded	5.58	80% 80
36	Second Semester Final	Graded	2.13	64% 64
Totals			51.00	75.67%

Partially Completed
 Sent to Teacher
 Graded
 Reto

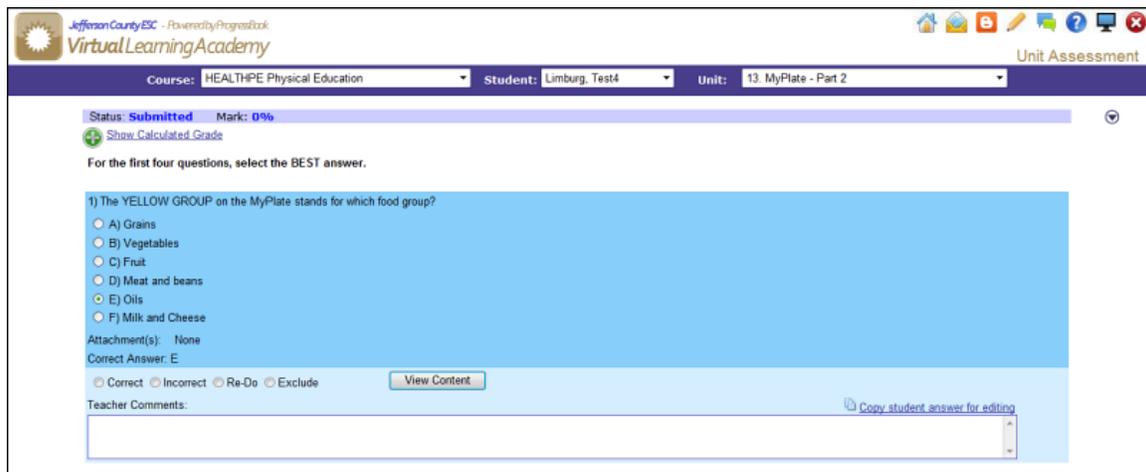
Final Grade: 70 [Save](#)

4.2 Unit Assessment Page

There are two ways to get to the *Unit Assessment* page:

- ❖ Click on the course name in the *'Units to Grade'* section of the *Home Page*.
- ❖ Click on the unit name on the *Student Grades* page.

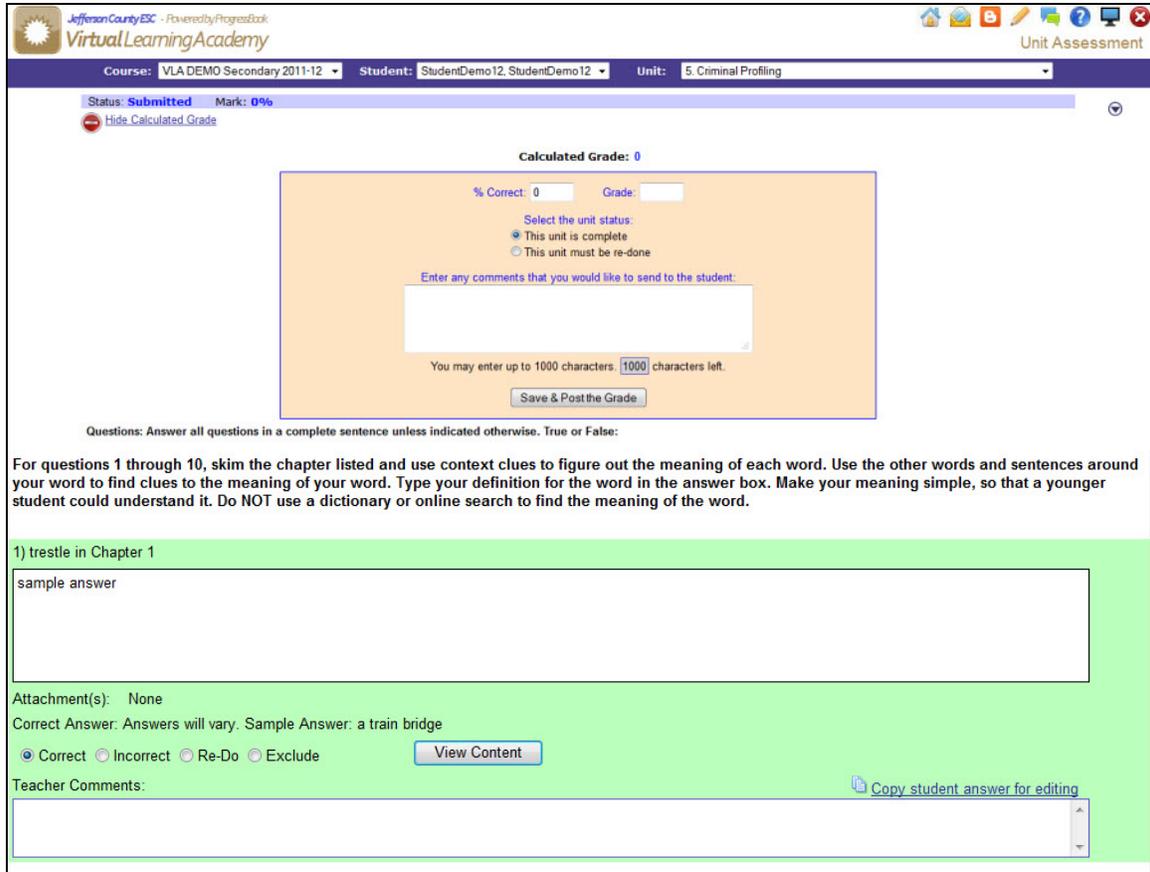
This page allows the teacher to grade a student's answers to a unit.



Perform the following steps to grade a unit:

- 1) To grade a question choose the *'Correct'*, *'Incorrect'*, *'Re-Do'* or *'Exclude'* button appropriately. By selecting *'Re-Do'*, the student will be able to make corrections, once the unit is sent back to them. By selecting *'Exclude'*, the question is not counted and does not factor into the student's score. Comments for the student regarding their answer to the question can be entered in the *'Teacher Comments'* textbox. The students will be able to see the comments once a grade is assigned for the unit.

- 2) Continue grading until the end of the unit. If you have to stop grading in the middle of the unit press the ‘Save & Calculate the Grade’ button at the bottom of the page. This will save the questions that you have already graded so that they do not have to be redone when you log back in.



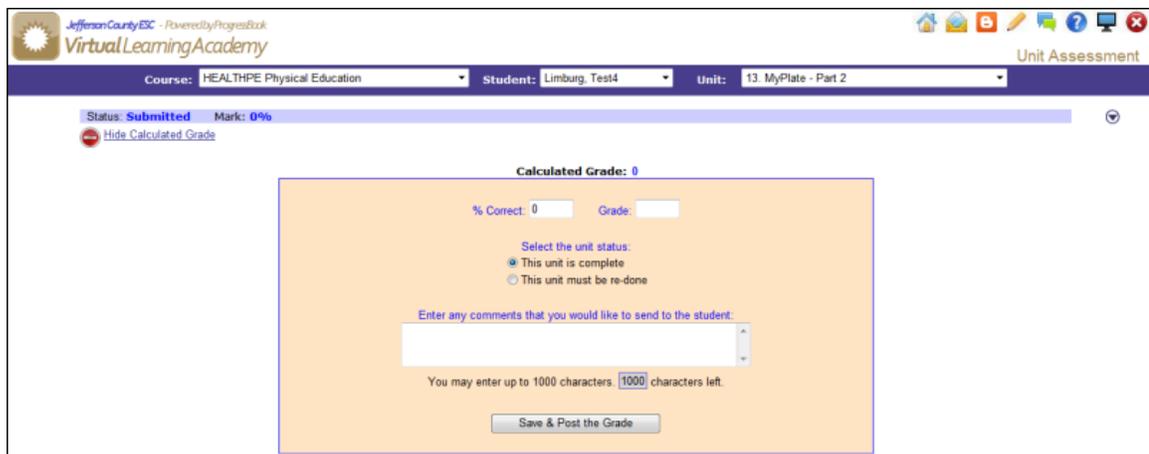
The screenshot shows the Virtual Learning Academy interface. At the top, it displays 'Jefferson County ESC - Powered by ProgressBook' and 'Virtual Learning Academy'. The course is 'VLA DEMO Secondary 2011-12', the student is 'StudentDemo12, StudentDemo12', and the unit is '5. Criminal Profiling'. The status is 'Submitted' and the mark is '0%'. A 'Hide Calculated Grade' button is visible.

The main content area shows a 'Calculated Grade: 0' section with a pink background. It includes fields for '% Correct: 0' and 'Grade:'. Below these are radio buttons for 'Select the unit status: This unit is complete' (selected) and 'This unit must be re-done'. There is a text area for 'Enter any comments that you would like to send to the student.' with a character count of '1000 characters left'. A 'Save & Post the Grade' button is at the bottom of this section.

Below the pink box, there are instructions: 'Questions: Answer all questions in a complete sentence unless indicated otherwise. True or False: For questions 1 through 10, skim the chapter listed and use context clues to figure out the meaning of each word. Use the other words and sentences around your word to find clues to the meaning of your word. Type your definition for the word in the answer box. Make your meaning simple, so that a younger student could understand it. Do NOT use a dictionary or online search to find the meaning of the word.'

The first question is '1) trestle in Chapter 1'. Below it is a text box containing 'sample answer'. Below the text box, it says 'Attachment(s): None' and 'Correct Answer: Answers will vary. Sample Answer: a train bridge'. There are radio buttons for 'Correct' (selected), 'Incorrect', 'Re-Do', and 'Exclude', along with a 'View Content' button. At the bottom, there is a 'Teacher Comments:' section with a 'Copy student answer for editing' link.

When you have completed grading all questions click the ‘Save & Calculate the Grade’ button. You will notice that the ‘*Calculated Grade*’ for the unit is displayed just above the pink box.



The screenshot shows the Virtual Learning Academy interface. At the top, it displays 'Jefferson County ESC - Powered by ProgressBook' and 'Virtual Learning Academy'. The course is 'HEALTHPE Physical Education', the student is 'Limburg_Test4', and the unit is '13. MyPlate - Part 2'. The status is 'Submitted' and the mark is '0%'. A 'Hide Calculated Grade' button is visible.

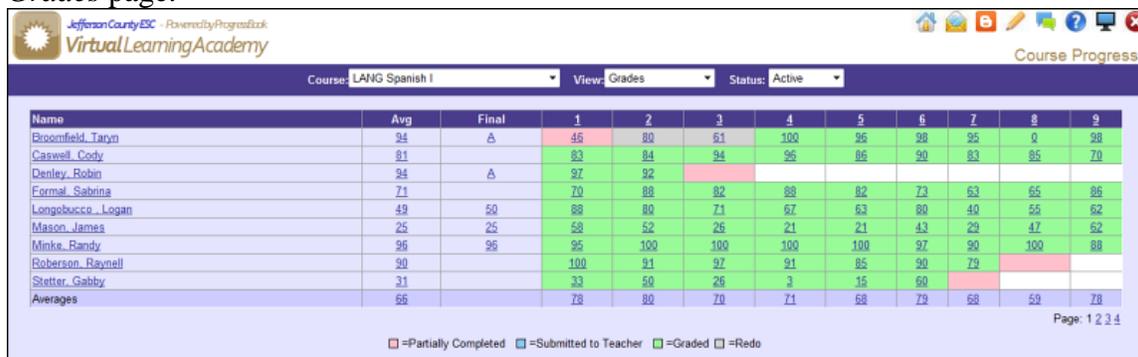
The main content area shows a 'Calculated Grade: 0' section with a pink background. It includes fields for '% Correct: 0' and 'Grade:'. Below these are radio buttons for 'Select the unit status: This unit is complete' (selected) and 'This unit must be re-done'. There is a text area for 'Enter any comments that you would like to send to the student.' with a character count of '1000 characters left'. A 'Save & Post the Grade' button is at the bottom of this section.

- 3) Inside the pink box is where you enter the student's grade for the unit. The percentage correct is automatically placed in the '% Correct' textbox. However you can change the number. Place the same number grade in the 'Grade' textbox. Also, enter any comments you would like the student to receive in the comments textbox. Finally, hit the 'Save & Post the Grade' button. Once the grade is posted the student will be able to see the results. If needed, you can come back at a later time and change the grade for the student.

You can also request that the student redo the unit by changing the 'Select the unit status' button to 'This unit must be re-done' and hitting the 'Save & Post the Grade' button. Then when the student checks the status of their unit it will be marked that it needs to be redone.

4.3 Course Progress Page

To get to the *Course Progress* page click on the  icon in the 'Your Courses' section of the *Home Page*. From this page you can view student grades, averages and final scores. By using the 'View' dropdown menu you can also choose to view student 'Seat Time'. Seat time is the amount of time spent working on the class (reading a unit, answering the questions...). Clicking on a unit's score will take you to the *Unit Assessment* page where you can modify the grade. Clicking on a student's name will take you to the *Student Grades* page.



Name	Avg	Final	1	2	3	4	5	6	7	8	9
Broomfield_Taryn	94	Δ	46	80	61	100	96	98	95	0	98
Caswell_Cody	81		83	84	94	96	86	90	83	85	70
Danley_Robin	94	Δ	97	92							
Formal_Sabrina	71		70	88	82	88	82	73	63	65	86
Longobucco_Logan	49	50	88	80	71	67	63	80	40	55	62
Mason_James	25	25	58	52	26	21	21	43	29	47	62
Minka_Randy	96	96	95	100	100	100	100	97	90	100	88
Roberson_Raynell	90		100	91	97	91	85	90	79		
Stetter_Gabby	31		33	50	26	3	15	60			
Averages	66		78	80	70	71	68	79	68	59	78

Page: 1 2 3 4

=Partially Completed
 =Submitted to Teacher
 =Graded
 =Redo

4.3 Course Reports

To get to the *Course Reports* page click on the "Class Count Report" link in the 'Reports' section of the *Home Page*.

Reports

[Class Count Report](#)

Shows the number of active students in each class.

Select what information you would like to include on the report and click 'Run Reports.'

The reports can be printed or saved to your desktop.

Class Student Counts
VLA May 2011 Demo
Teacher2011, Training
VLA May 2011 Demo - Demo District - Teacher2011, Active Students

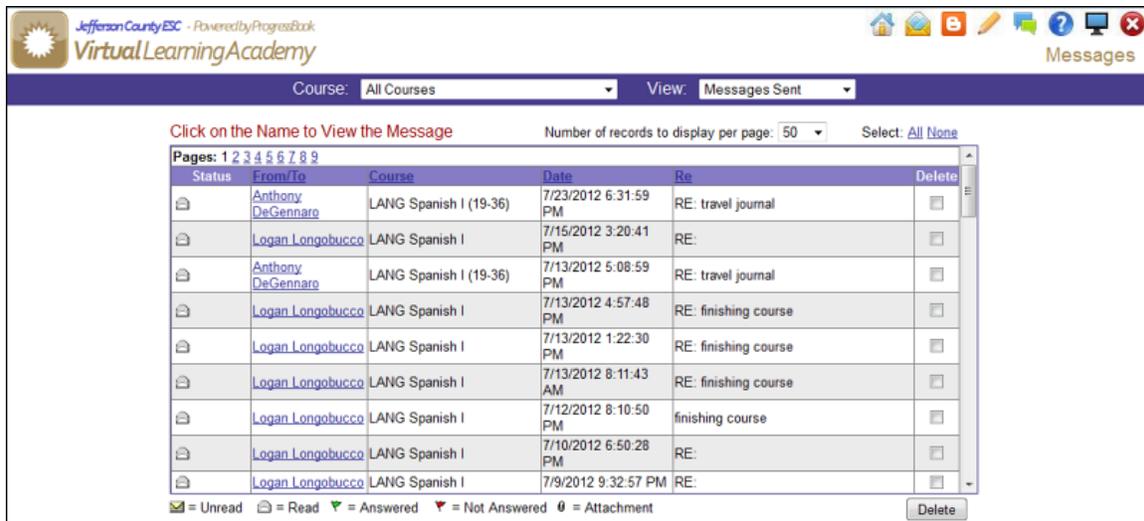
Student Name	DistrictName	Grade	Last Log in
Student2011, Training	Jefferson County ESC	71.63	6/7/2011 8:54:00 AM

5 Messaging

The system allows you send and receive messages from your students.

5.1 Reading Messages

To view the *Messages* page click the  icon in the toolbar. Click on the name in the 'From/To' column to read a message.



Jefferson County ESC - Powered by ProgressBook
Virtual Learning Academy

Course: All Courses View: Messages Sent

Click on the Name to View the Message Number of records to display per page: 50 Select: All None

Status	From/To	Course	Date	Re	Delete
	Anthony DeGennaro	LANG Spanish I (19-36)	7/23/2012 6:31:59 PM	RE: travel journal	<input type="checkbox"/>
	Logan Longobucco	LANG Spanish I	7/15/2012 3:20:41 PM	RE:	<input type="checkbox"/>
	Anthony DeGennaro	LANG Spanish I (19-36)	7/13/2012 5:08:59 PM	RE: travel journal	<input type="checkbox"/>
	Logan Longobucco	LANG Spanish I	7/13/2012 4:57:48 PM	RE: finishing course	<input type="checkbox"/>
	Logan Longobucco	LANG Spanish I	7/13/2012 1:22:30 PM	RE: finishing course	<input type="checkbox"/>
	Logan Longobucco	LANG Spanish I	7/13/2012 8:11:43 AM	RE: finishing course	<input type="checkbox"/>
	Logan Longobucco	LANG Spanish I	7/12/2012 8:10:50 PM	finishing course	<input type="checkbox"/>
	Logan Longobucco	LANG Spanish I	7/10/2012 6:50:28 PM	RE:	<input type="checkbox"/>
	Logan Longobucco	LANG Spanish I	7/9/2012 9:32:57 PM	RE:	<input type="checkbox"/>

= Unread = Read = Answered = Not Answered = Attachment

To respond to the message click the 'Click Here to answer' link at the bottom of the message.

From: StudentDemo12 StudentDemo12
To: TeacherDemo12 TeacherDemo12
Date: 11/2/2011 7:37:47 PM
Re: My first recording

Attachment(s): [Recording.wav](#)

Dear Teacher Demo,
 I hope the recording of my voice worked. It was fun!

Your student,
 Student Demo

Important! A reply has been requested. [Click Here](#) to answer.

5.2 Writing New Messages

To write a new message click the  icon in the toolbar. Choose which student or class to send the message to by using the 'To' dropdown menu.

From: Spring Demo
 To: Spring, Demo-Student (VLA May 2011 Demo - Demo - Demo, Spring) [Show Parents](#)
 Date: 6/6/2011 6:49:51 PM
 Re: Email question

Attachment(s):

Type to the student here...

You may enter up to 20000 characters. 20000 characters left.

Would you like an answer to your message? Yes No

5.3 Forum/Threaded Discussion

To post a message on the forum, click on the  icon in the toolbar. Choose to post the message for all students to view or select a specific class. See the Threaded Discussion Instruction Manual for step-by-step instructions.

Jefferson County ESC - Powered by ProgressBook
 Virtual Learning Academy

Audience: All Students/All Classes

All Students/All Classes	Post a new topic		Lock	Hide	Delete
Welcome!!	Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
English research paper	Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fourth of July	Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Easter!	Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Track Season to begin!	Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Valentines Day	Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Happy New Year!	Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
December	Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thanksgiving	Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6 Support

6.1 Frequently Asked Questions

Click the  icon in the toolbar to view frequently asked questions.

6.2 Contact Tech Support

Click the  icon in the toolbar to send a message to Tech Support.

From: TeacherDemo12 TeacherDemo12
To: Jefferson, POC ▾
Date: 9/7/2012 10:55:35 AM
Re:

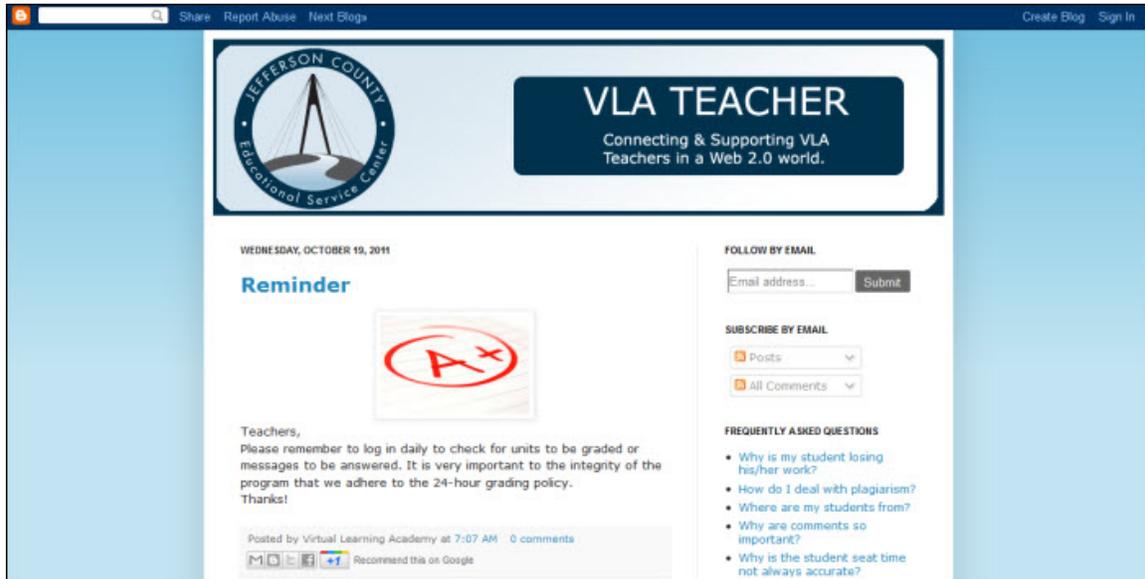
Attachment(s):

You may enter up to 20000 characters. characters left.

Would you like an answer to your message? Yes No

6.3 VLA Teacher Blogs

Click the  icon in the toolbar to view the VLA Teacher Blog. The students also have a VLA Student Blog on their homepage.



The screenshot shows the VLA Teacher Blog homepage. At the top left is the Jefferson County Educational Service Center logo. To its right is a dark blue banner with the text "VLA TEACHER" and "Connecting & Supporting VLA Teachers in a Web 2.0 world." Below the banner, the date "WEDNESDAY, OCTOBER 19, 2011" is displayed. The main content area features a post titled "Reminder" with a red "A+" grade icon. The text of the post reads: "Teachers, Please remember to log in daily to check for units to be graded or messages to be answered. It is very important to the integrity of the program that we adhere to the 24-hour grading policy. Thanks!". Below the post, it says "Posted by Virtual Learning Academy at 7:07 AM 0 comments" and includes social media sharing icons and a "Recommend this on Google" button. On the right side, there are sections for "FOLLOW BY EMAIL" with an input field and a "Submit" button, "SUBSCRIBE BY EMAIL" with dropdown menus for "Posts" and "All Comments", and "FREQUENTLY ASKED QUESTIONS" with a list of four questions: "Why is my student losing his/her work?", "How do I deal with plagiarism?", "Where are my students from?", "Why are comments so important?", and "Why is the student seat time not always accurate?".