

# Creating My Classes in techSteps 9-12

You will need to create a new class in **My Classes** to provide access to a techSteps 9-12 activity for your students. The **Assessment** page will be your entry point for entering assessment data from the Core activity rubric to your Student Tech-Fluency Profiles.

Here are the steps necessary for creating a new class in **My Classes**. This will provide access to the activity for your students and will allow data entry in the **Assessment** page.

## My Classes

- ▶ Select the **My Classes** tab within the techSteps 9-12 Website.



- ▶ Select the **Add** link next to **My Classes** to create a New Class.



- ▶ Select **Manage** to set up this class.



- ▶ Select **Rename** to further define your class.
- ▶ Click Update.



- ▶ Select the **Add** link next to Activities to add activities to this class from either the Core or the Activity Library.
- ▶ Select the **Add Activity** link next to the project you wish to provide student access to from either the Core or Activity Library. This will bring up the **Add Activity to Class** window for student access.

Note: Activities from the Activity Library must be selected and placed in **My Selections** to be made available to select for a class.

**Add Activity to Class**

Class: **Mr. Johnson - Mathematics - Period 4**

Activity: **Linear Systems by Matrices**

Type: **Core Project**

Student Access Starts:

Student Access Ends:

Note to Students:

- ▶ This window will require you to put in a start date and finish date for students' accessing this activity through the Student Login for [www.techSteps.com](http://www.techSteps.com). Students will need to know their school name, grade level and school password. Passwords can be found on the Home page of the teacher Web site as well as the **My Classes** page.
- ▶ Select the **Add** button to complete this task.
- ▶ Select the **Back** button when finished adding projects for students to access.
- ▶ Select the **Add** link next to **Students** to add students for assessment data entry from Core activity rubrics.
- ▶ Define your search in the Find Students section by either individual student or grade level and click **Search**.

**Add Students** [BACK](#)

<b>CLASS NAME:</b>	9th Grade - English - Mr. Johnson	<b>Missing Student?</b> <a href="#">Click Here</a>
<b>DESCRIPTION:</b>	1 activity this semester	

**Find Students**

Student Number: <input type="text"/>	Date of Birth: <input type="text"/>	
First Name: <input type="text"/>	Grade: <input type="text" value="Grade 9"/>	
Last Name: <input type="text"/>	<input type="button" value="Search"/>	

**Located Students**

Enter search criteria above and click 'Search' to locate students.

- ▶ Select the students to add to your class.

Add Students								<a href="#">BACK</a>
CLASS NAME:	9th Grade - English - Mr. Johnson						<b>Missing Student?</b> <a href="#">Click Here</a>	
DESCRIPTION:	1 activity this semester							
Find Students								
Student Number:	<input type="text"/>	Date of Birth:	<input type="text"/>					
First Name:	<input type="text"/>	Grade:	Grade 9					
Last Name:	<input type="text"/>			<input type="button" value="Search"/>				
Located Students							<input type="button" value="Add Selected Students"/>	
<input type="checkbox"/>	In Class	Last Name	First Name	SID	M/F	Middle Name	DOB	Grade
<input checked="" type="checkbox"/>	No	Baum	Andy	S~T001333	M			9
<input checked="" type="checkbox"/>	No	Buehler	Arlinda	S~T001336	F			9
<input checked="" type="checkbox"/>	No	Eiford	Ruthanne	S~T001339	F			9
<input type="checkbox"/>	No	Eisenmann	Gloria	S~T001337	F			9

- ▶ Select the **Add Selected Students** link to return to your class.

Note: A missing student can be added with the Missing Student link.

- ▶ Click the Back link to return to your defined class.

## Assessment

Use the Assessment page to enter your Core activity rubric scores into your existing classes.

- ▶ Select the **Enter Assessments** link next to the class you wish to enter assessment rubric scores for Student Tech-Fluency Profiles.
- ▶ To enter assessment rubrics for Core activities from a spreadsheet view, select the column header of the activity code.

Mr. Johnson - Mathematics - Period 4				<a href="#">BACK</a>
P-1	Linear Systems by Matrices			
			<b>P-1</b>	
S~T001345	Altman, Mason		* ↓	<a href="#">Profile</a>
S~T001348	Burch, Howard		*	<a href="#">Profile</a>

You will be able to enter your student data quickly with this whole group approach.

- ▶ Select the **Edit Assessment** link, then adjust the 0-10 skill scores for the student.

**Assessment Matrix: - Conflict in Literature** [View Rubric](#)

Student		Item 1	Item 2	Item 3	Item 4	Item 7	Item 8
Baum, Andy	<a href="#">Update</a> <a href="#">Cancel</a>	8	7	9	10	9	9
Buehler, Arlinda	<a href="#">Edit Assessment</a>	*	0	*	*	*	*
Eiford, Ruthanne	<a href="#">Edit Assessment</a>	*	1	*	*	*	*
			2				
			3				
			4				
			5				
			6				
			7				
			8				
			9				
			10				
			NA				

- ▶ If any individual assessment item was not relevant to the way you conducted the activity, enter **NA** for that item.
- ▶ Select the **Update** link to record the student score.
- ▶ Click the **Close** button to exit this view.

You will be able to enter comments and print the individual rubrics for students.

- ▶ Select the individual rubric link for the appropriate activity and student.

Mr. Johnson - Mathematics - Period 4			<a href="#">BACK</a>
P-1	Linear Systems by Matrices		
		<a href="#">P-1</a>	
S~T001345	Altman, Mason	<a href="#">94%</a>	<a href="#">Profile</a>
S~T001348	Burch, Howard	<a href="#">-</a>	<a href="#">Profile</a>

You can now enter comments and print this rubric for your students.

- ▶ Click the **Save** button to save your comments or any changes you made in the rubrics.
- ▶ The **Profile** link will provide an overview of the student's techAttain Student Tech-Fluency Profile.



## techAttain Student Tech-Fluency Profile

Andy Baum 22 January 2010

### PERFORMANCE SUMMARY:

**Attainment:** YTD  119/150 TOT  119/600

**Conv-Rate:** YTD  92% TOT  92%

### NETS\*S BREAKDOWN:

 **CI:** YTD  14/15 TOT  14/60

 **CC:** YTD  24/30 TOT  24/120

 **RIF:** YTD  27/30 TOT  27/120

 **TPD:** YTD  23/30 TOT  23/120

 **DC:** YTD  10/15 TOT  10/60

 **TOC:** YTD  21/30 TOT  21/120

CI - Creativity and Innovation

CC - Communication and Collaboration

RIF - Research and Information Fluency

TPD - Critical Thinking, Problem Solving, and Decision Making

DC - Digital Citizenship

TOC - Technology Operations and Concepts