

This document teaches users how to navigate a custom learning management system (LMS) I developed for the CalStateTEACH hybrid credentialing program.

In addition to all back-end development, I designed the UI/UX, all graphics and prompts. I wrote and maintained the full Program Technology Guide, of which this document was one part.



CalStateTEACH

Program Technology Guide

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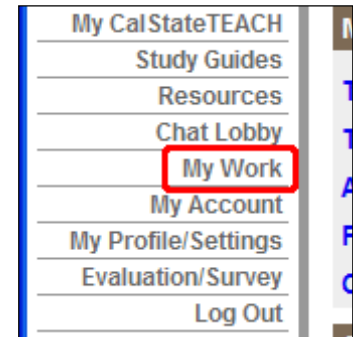
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Overview of the My Work Area

The CalStateTEACH My Work area contains the tools you need to manage your files, create lesson and unit plans, and submit your course work to your faculty. Assignments specified in the online study guide are submitted through the My Work area.

Accessing the My Work Page

After logging into the Course Website, click the **My Work** link in the main left-hand menu.



The My Work page contains sections and links to manage your clinical experience (CE) log, forms, Work Folios, lesson plans, unit plans, files and more.

This page shows an abbreviated list of your most recent plans, forms and files. Click any **MANAGE** link to access the corresponding control panel.

Work Folios [VIEW CURRENT TERM TIMELINE](#)

Hybrid Interface	Evaluation Status	Next Due Date(s)
Fall 2015 Term 2		08/28/15: CE 10 , CE A 08/28/15: Module 10
Spring 2015 Term 1	CE T1d Completed 04/24/15 MOD 6 Completed 06/17/15	04/17/15: 04/17/15:

Academic Performance: TPE Average Scores, Number of Tasks Scored

(hover for title)	TPE 1	2	3	4	5	6	7	8	9	10	11	12	13
Fall 2015 <small>SHOW CHART</small>													
Spring 2015 <small>SHOW CHART</small>	2.67 (3)	2.00 (1)		2.00 (1)	2.00 (5)	2.25 (4)	2.33 (3)	2.67 (3)	2.00 (3)	2.00 (3)	2.20 (5)		2.50 (2)

Clinical Experience Log [MANAGE](#)

Location	Date	Hours
Willett Elementary	04/23/15	3.5 hrs.
Willett Elementary	04/22/15	3.0 hrs.
Willett Elementary	04/21/15	3.5 hrs.
Willett Elementary	04/20/15	3.5 hrs.
Willett Elementary	04/16/15	3.5 hrs.

Forms [MANAGE](#)

Form Type	Date
Candidate Observation of Model Teacher	01/27/15
Candidate Observation of Model Teacher	01/27/15

Lesson Plan Assistant [CREATE](#) [MANAGE](#)

Lesson Plan

- [Maps and Coordinates](#) [OBS EVENT](#)
- [Math Inquiry Lesson](#) [OBS EVENT](#)
- [Activity 8.03](#) [OBS EVENT](#)
- [Content Reading Lesson](#) [OBS EVENT](#)
- [Activity 6.04](#) [OBS EVENT](#)

Unit Builder [CREATE](#) [MANAGE](#)

Unit Plan

Recent Files [ADD/MANAGE FILES](#)

File	Size	Date
IMG_0169-2_enc.mp4	59.9 MB	04/23/15
IMG_0169_enc.mp4	59.9 MB	04/23/15
Apx_T1d-1.01_LastName_MM-DD-YY.pdf	114 KB	04/23/15
CollaborativeActivity.pptx	11.2 MB	04/17/15

This guide will give a brief overview of the My Work page. For detailed instructions on using the Work Folio, Lesson Plan Assistant, Unit Builder and other areas please consult those sections of the Program Technology Guide.

The Work Folio System

The CalStateTEACH Work Folio system is a structured "container" to hold work submission responses to the CalStateTEACH curriculum.

Each curriculum module has activities, and each activity calls for deliverables. The folio system holds your deliverables, making it easy for you to submit your work for evaluation by your faculty.

To open a Work Folio for viewing or editing, click on its title.

Note: For detailed instructions on using the Work Folio, please read or view the "Work Folio" section of the Program Technology Guide.

Term 2 Summer 2009

▼ **Module 8: Increasing Proficiency in Lesson Planning** SUBMIT

▶ MODULE INTRO ▶ APPENDICES ▶ MODULE COMMENTS ▶ EVALUATION (NOT SUBMITTED)

▼ **Activity 8.01: Beyond Remembering: Higher Order Thinking Levels**

In this activity you will study Bloom's Taxonomy of the cognitive domain. Through this activity you will build a deeper understanding of the six levels of performance which will lead your students beyond remembering by taking them to the application level and above for new information.

➔ Submit: Question or prompt to help students respond to literature for each level of Bloom's Taxonomy EDIT

▶ Activity 8.03: Inquiry-Based Instruction

▶ Activity 8.04: Professional Reflection 8

▶ **Module 9: Science Lesson Planning**

▶ MODULE INTRO ▶ APPENDICES ▶ MODULE COMMENTS ▶ EVALUATION (SUBMITTED 05/12/09)

▶ Module 10: Building Blocks of Literacy

The Lesson Plan Assistant and Unit Builder

The CalStateTEACH Lesson Plan Assistant is designed to make creating your own standards-based lesson plans easy and enjoyable. You can create as many lesson plans as you want, easily attaching them to any Work Folio.

To open a lesson plan for viewing or editing, click on its title.

Note: For detailed instructions on using the Lesson Plan Assistant, please read or view the "Lesson Plan Assistant/Unit Builder" section of the Program Technology Guide.

[SHARE](#) [PRINT/EXPORT](#) [BACK TO MY WORK](#)

Active Verbs

PRE-CONFERENCE ▶ COMMENTS (5 TOTAL, 1 NEW)

BASIC INFORMATION

Grade/Level ▶ COMMENTS (4)

Select all that apply.

➔ Grade/Level Selection(s) EDIT

- 2
- 3
- 4

Students ▶ COMMENTS (2)

Learning about students: include developmental characteristics and proficiency levels for English learners. Include relevant information relating to students who have distinctly different learning needs and present unique instructional challenges.

➔ Text Response EDIT

➔ Files EDIT

Subject Area(s) ▶ COMMENTS (0)

The CalStateTEACH Unit Builder allows you to sequence activities or lesson plans to build a unit of instruction.

To open a unit plan for viewing or editing, click on its title.

Note: For detailed instructions on using the Unit Builder, please read or view the "Lesson Plan Assistant/Unit Builder" section of the Program Technology Guide.

Expanding Vocabulary

SHARE PRINT/EXPORT BACK TO MY WORK

CONTEXTUAL FACTORS
Discuss relevant factors and how they may affect the teaching-learning process.

Demographics of community COMMENTS (3)

Community, district and school factors. Address geographic location, community and school population, socio-economic profile and race/ethnicity. You might also address such things as stability of community, political climate, community support for education and other environmental factors.

Text Response EDIT

School setting & classroom factors COMMENTS (0)

Address physical features, availability of technology equipment and resources and the extent of parental involvement. You might also discuss other relevant factors such as classroom rules and routines, grouping patterns, scheduling and classroom arrangement.

Text Response EDIT

CHARACTERISTICS OF STUDENTS (DEVELOPMENTAL DESCRIPTORS/NEEDS)
Address student characteristics you must consider as you design instruction and assess learning. Include factors such as age, gender, race/ethnicity, achievement/developmental levels, culture, interests, learning styles/modalities or students' skill levels.

Needs requiring accommodations COMMENTS (0)

The My Files Page

The My Files page allows you to upload new files from your computer, as well as update, rename, or delete previously-uploaded files.

To access the My Files page, click the **ADD/MANAGE FILES** or **...MORE FILES** link.

File	Size	Date
Minions and Gravity	1.5 MB	08/21/15
Test file	55 KB	04/30/15
Activity2.06_Storyboard	99 KB	08/23/14
Activity2.05	271 KB	08/23/14
test	220 KB	01/16/14
...MORE FILES		

Managing Lesson and Unit Plans

Controls on the My Work page allow you to create plans and open the lesson plan observation event interface. To copy, rename and delete plans (and to see more than just the latest five), click the **MANAGE** link.

Note: These instructions show how to manage lesson plans. The process for managing unit plans is identical.

To create a lesson plan, click the Lesson Plan Assistant's **CREATE** button.

A text input box is displayed along with **CREATE** and **CANCEL** buttons. Type the lesson's title in the text input box, and click **CREATE** to create the new lesson plan.

Lesson Plan Assistant CREATE MANAGE

Lesson Plan

[Is it Cold or Un-Hot?](#) OBS EVENT

[Vocabulary Essays](#) OBS EVENT

[Energy is Forever](#) OBS EVENT

[STEM Career Search](#) OBS EVENT

[Science is Fun!](#) OBS EVENT

Lesson Plan Assistant CREATE MANAGE

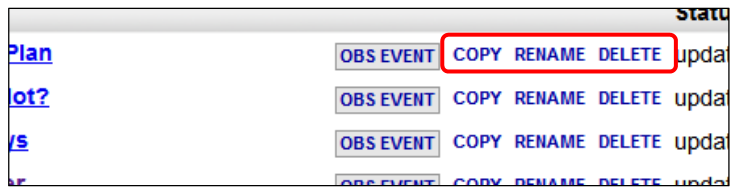
Lesson Plan

[Is it Cold or Un-Hot?](#) OBS EVENT

[Vocabulary Essays](#) OBS EVENT

New Lesson Plan: CREATE CANCEL

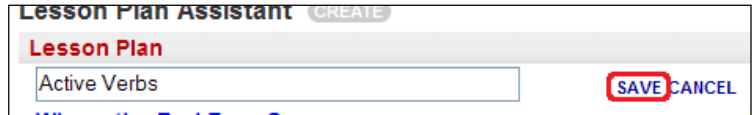
Click the **MANAGE** link. To copy a lesson plan, click on the **COPY** control to the right of the lesson plan's title.



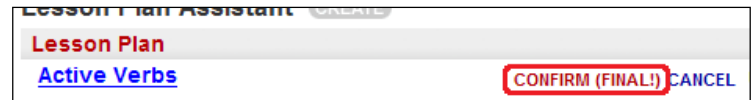
To rename a lesson plan, click **RENAME**.

To delete a lesson plan, click **DELETE**.

When you click **RENAME**, an input box opens so the title can be edited. Click **SAVE** to keep the changes made to the title, or click **CANCEL** to discard the changes.



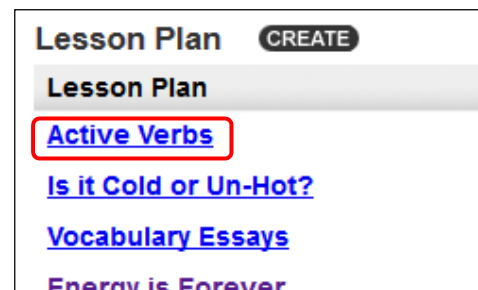
When you click **DELETE**, you will be asked to confirm the deletion of your lesson plan.



To continue deleting the Lesson Plan, click **CONFIRM (FINAL!)**. To cancel the deletion, click **CANCEL**.

To open a lesson plan for viewing or editing, click on its title.

Note: These instructions show how to manage lesson plans. The process for managing units is identical.

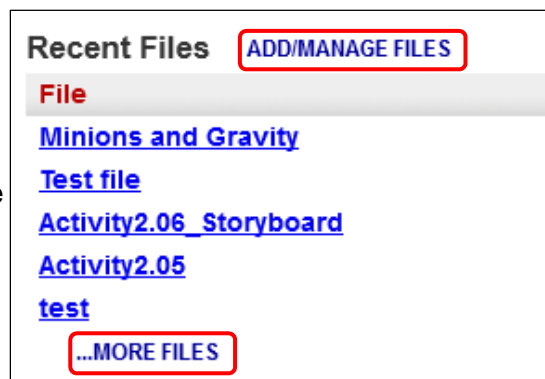


Using the "My Files" Page

Managing Your Files

To access the My Files page, click the **ADD/MANAGE FILES** or **...MORE FILES** link.

To open or download one of the files listed on the My Work page, click the file's link.



The My Files page allows you to upload new files from your computer, as well as update, rename, or delete previously-uploaded files.

My Files		Space used: 66.1 MB (4% of 1500 MB)		ADD FILE		BACK TO MY WORK	
Label	Name	Size	Date	Attached to			
EDIT/DEL	Minions and Gravity	minions_enc.mp4	VIEW ANNOTATE SHARE DOWNLOAD	1.5 MB	08/21/15	Term 1 Folio Term 1 Folio Lesson Plan(s) Unit Plan(s) Resource Library	
EDIT/DEL	Test file	fantom_rebate.pdf		55 KB	04/30/15	Term 1 Folio	
EDIT/DEL	Activity2.06_Storyboard	Term1_StudentGuide.doc		99 KB	08/23/14	Term 1 Folio Term 1 Folio	
EDIT/DEL	Activity2.05	Term1_ActivitiesAccomodations.pdf		271 KB	08/23/14		
EDIT/DEL	test	Module_04_Students_with_Special_Needs.pdf		220 KB	01/16/14	Term 1 Folio	
EDIT/DEL	RICA Activity Clues	RICA_ACTIVITY_Clues.pdf		131 KB	12/18/13		
EDIT/DEL	CNT test	Bird_nest_eggs_enc.mp4	VIEW ANNOTATE SHARE DOWNLOAD	5.8 MB	12/17/13		
EDIT/DEL	test movie4	IMG_0067.mov		16.4 MB	10/01/13	Unit Plan(s)	
EDIT/DEL	large video	teacher2_55percent_enc.mp4	VIEW ANNOTATE SHARE DOWNLOAD	40.4 MB	04/12/13		

The My Files list shows the label, file name, size, upload date and attachment information for each file.

To add a file to your My Files area, click **ADD FILE**.

A screenshot of the 'My Files' interface showing a progress bar at 4% of 1500 MB and a red-bordered 'ADD FILE' button. Below the button is a table header with 'Name' highlighted in red.

You will be prompted to enter a label (or title) for your file. Click the **Browse** button to browse for the file on your computer.

A screenshot of the 'Upload File' dialog box. It contains a 'File Label' input field with 'Sample Work 13.04', a 'File' input field with 'C:\Documents and Settings\...', and a 'Browse...' button. A red-bordered 'Begin Upload' button is at the bottom.

Using your computer's file browser, locate the file you wish to upload. Click **Begin Upload** to upload the file.

To update, rename, or delete a file, click the **EDIT/DEL** link to the left of the file label.

	Label	Name
EDIT/DEL	Professional Reflection 9	Act 0
EDIT/DEL	Appendix 9.05	Apx 0

Note: You cannot make changes to a file attached to a Work Folio, lesson or unit plan. You must detach the file before making changes.

When the **EDIT/DEL** link is clicked, the file opens for editing. To replace the existing file with a different file, click **SELECT NEW FILE FOR UPLOAD**. You will be prompted to browse for the new file.

A screenshot of the 'EDIT FILE' dialog box for 'Appendix 10.04'. It shows 'Update label:' as 'Appendix 10.04' and 'Update file:' with a red-bordered 'SELECT NEW FILE FOR UPLOAD' button. At the bottom are 'CANCEL', 'SAVE CHANGES', and 'DELETE FILE' buttons.

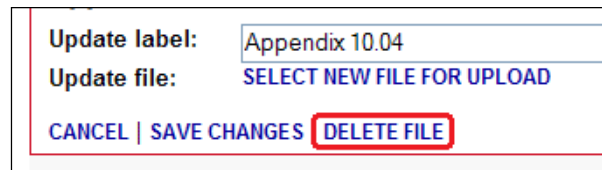
Note: Uploading a new file will permanently overwrite (delete) the original file.

To change a file label, enter a new label in the input box and click **SAVE CHANGES**. To discard the changes, click **CANCEL**.

A screenshot of the 'EDIT FILE' dialog box for 'Appendix 10.04'. The 'Update label:' field contains 'Appendix 10.04' and is highlighted with a red box. The 'Update file:' field has a red-bordered 'SELECT NEW FILE FOR UPLOAD' button. At the bottom, the 'SAVE CHANGES' button is highlighted with a red box.

To delete the file, click **DELETE FILE**.

You will be prompted to continue the deletion or cancel. To continue deleting the file, click **CONFIRM (FINAL!)**. To cancel the deletion, click **CANCEL**.



Update label:	Appendix 10.04
Update file:	SELECT NEW FILE FOR UPLOAD
CANCEL SAVE CHANGES DELETE FILE	

Working with Video Files

You can upload video files into your My Work area just like any other file; video files will automatically be detected and encoded for online viewing. Once video encoding is completed (and you refresh the page), specific links pertaining to your video will appear next to the file name:

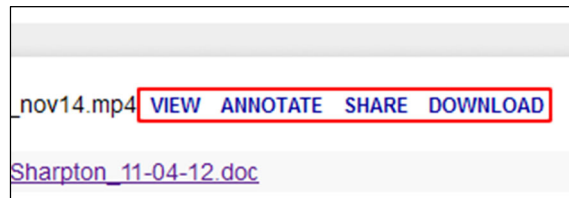
The **VIEW** link streams the video in your browser window with an interface similar to that of popular video sharing websites.

The **ANNOTATE** link opens an interface for you to add timed notes to the video and view timed notes from faculty.

The **SHARE** link shares the video with a faculty member and/or student of your choice.

The **DOWNLOAD** link downloads the video in its entirety to your hard drive.

Note: Encoding a video may take anywhere from a few minutes to 30 or more depending on the size and type of file. While the file is encoding, you will see "(encoding)" after the file name. The file will not be accessible until encoding is finished.

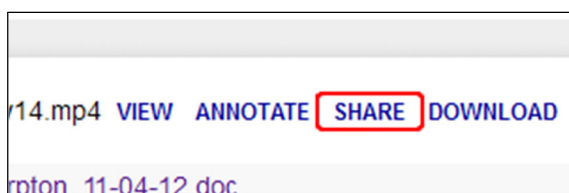


Sharing Video Files with Faculty and Students

Sharing a video with a faculty member allows them to view and annotate your video and view your annotations.

Sharing a video with a student allows them to only view (not annotate) your video.

Clicking the **SHARE** link to the right of the video file name on the My Files page takes you to the "Share Video" page.




Two drop-down menus allow you to share your video with a faculty member and/or student within your region.

To share your video, select a faculty member from “Share with Faculty” and/or a student from “Share with Student” and click **Share Video**.

Note: To share your video with multiple students, you can attach your video to a forum post. See the “Discussion Forums” section of “The CalStateTEACH Course Website” guide for instructions.

Share "Partners" Video

You may share your video file with your faculty or a student. To share your video with multiple students, please attach it to a forum post.

Share with Faculty: 

-- and/or --

Share with Student: 