



# Student Quick Reference

## Assignments

See an assignment by clicking on the **To-Do**.

**Note:** Click **Completed To-Dos** to see submitted assignments.

Type	Group	Due Date	To-Do
	New Media Arts	11/06/2009	Critique

## View an Assignment

Review the **Description**, **Due Date/Time**, and **Weighting** of the assignment.

**Download** any attachments and visit any **Web Resources** in the assignment.

Click **Submit** to turn in the assignment electronically.

Assignment: Critique

Subject: Critique

Description: Listen to some Podcast Stories and choose one to critique.

Due Date/Time: November 06, 2009

Weighting: This assignment is worth 5 points.

Estimated Time To Complete (ETC): 0 Hours 45 Minutes

Status: Incomplete

Attachments:

Attachment Name	Download
Podcast Critique.docx	

Web Resources:

Web Resource	Link
Other	Pod Stories: Tales for Everyone

Submit

## Submit an Assignment

Give feedback on the assignment to your teacher in **Submitter Comments**.

If you need to **Upload Files** for the assignment, click **Attach More Files**.

Enter the amount of time you worked on the assignment in **Actual Time to Complete**.

Click **Save** when you are ready to submit the assignment, or **Cancel**.

Submission

Submitter: Aaron Washington

Submitter Comments (Optional): I want to learn how to do sound effects.

Upload Files (Optional): Attach More Files

AWashington Podcast Critique.docx

Actual Time to Complete (ATC): 0 Hours 30 Minutes

Save Cancel

## View Your Grade

Click Completed To-Dos to see assignments you have submitted.

Review your **Grade** and **Grader Comments**. If your teacher provided comments or corrections on your work, click the **Return File** to view the revised file.

Submission

Submitter: Aaron Washington

Upload Files: (1)

Submitter Comments: I want to learn how to do sound effects.

Actual Time to Complete (ATC): 0 Hours 30 Minutes

Grade: 4 points

Grader Comments: Good analysis of strengths and weaknesses, but try to offer the podcast author constructive suggestions for improvement.

Return File: None

## Organize Menu

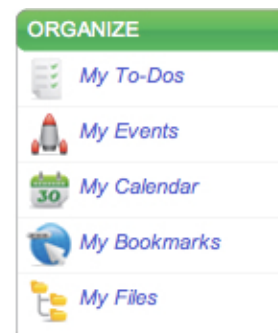
Click **My To-Dos** to schedule tasks.

Click **My Events** to create events.

Click **My Calendar** to view events and to-dos.

Click **My Bookmarks** to add or visit websites or other online resources.

Click **My Files** to upload or download files.




# Student Quick Reference

## Add a To-Do

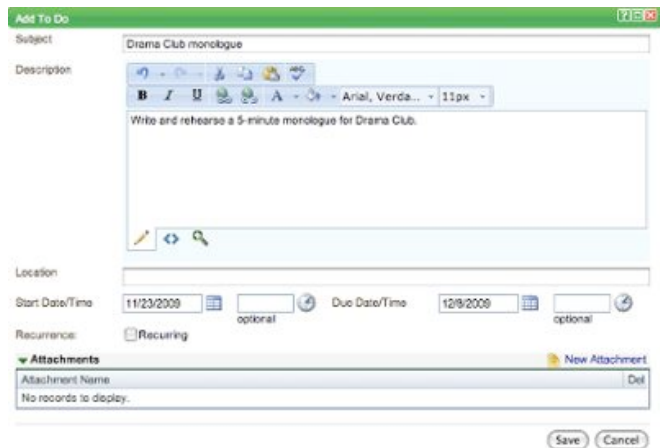
Enter a **Subject** and **Description** of the task that needs to be completed.

Click  to set a **Start Date** and **Due Date** for the task.

Optional: Click  to set a **Start Time** and **Due Time** for the task.

Optional: Enter a **Location** or upload **Attachments** if applicable.

Click **Save** to create the To-Do, or **Cancel**.



## Add an Event

Enter a **Subject** and **Description** for the event.

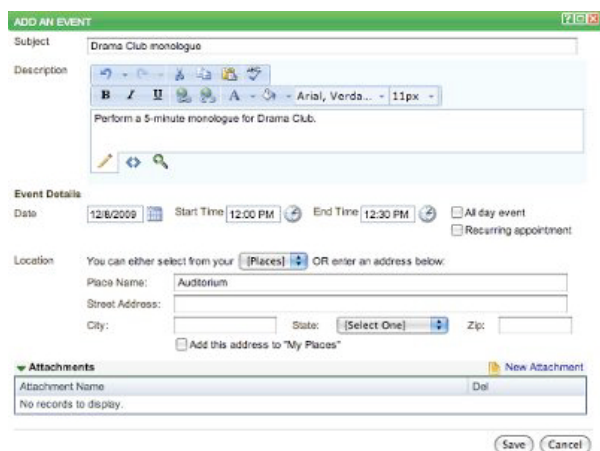
Click  to set a **Date** for the event.

Click  to set a **Start Time** and **End Time**.

Optional: Select a **Location** if you have saved Places or enter a **Place Name**, **Street Address**, **City**, **State**, and **Zip**.



Optional: You may also upload **Attachments** if applicable.


Click **Save** to create the Event, or **Cancel**.

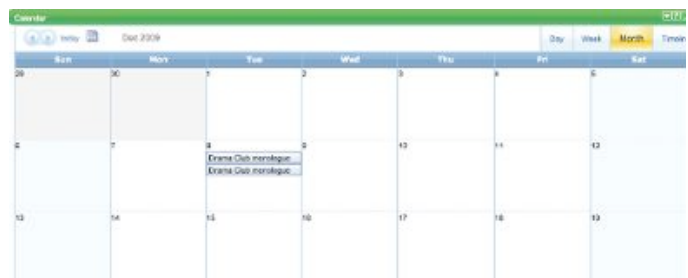


## Calendar

Use the view control to change the calendar view from **Day** to **Week**, **Month**, or **Timeline**.

Click   to move the calendar view to the previous or next day, week, or month.

Click  to open the calendar control and then click on a specific day to move the calendar to that date.



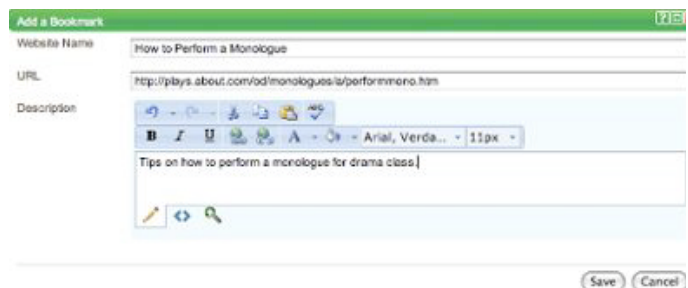
## Add a Bookmark

Enter a label for the bookmark link in **Website Name**.

Enter the **URL** for the bookmark.

Enter a **Description** of the bookmarked website that explains why it is useful.

**Save** the bookmark or **Cancel**.



# Student Quick Reference

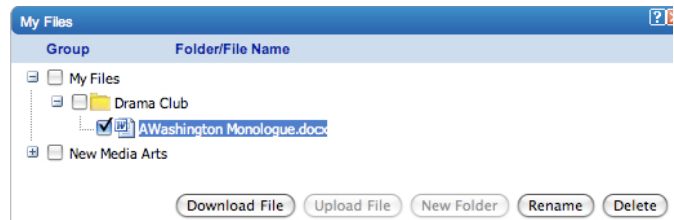
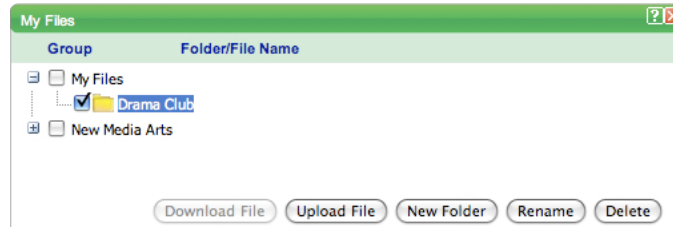
## Manage Files

Click the checkbox next to a folder in **My Files** to select the folder, then:

- Click **Upload File** to add a file to the folder from your computer.
- Click **New Folder** to create a sub-folder.
- Click **Rename** to change the name of the folder.
- Click **Delete** to remove the folder.

Click the checkbox next to a file in **My Files** to select the file, then:

- Click **Download File** to save the file to your computer.
- Click **Rename** to change the name of the file.
- Click **Delete** to remove the file.



## Communicate Menu

Click **Messages** to view and send messages to teachers or other students.

Click **E-Mail** to configure an external e-mail account.

Click **Announcements** to send messages to all School Town users.

Click **Chat** to connect to a chat room.

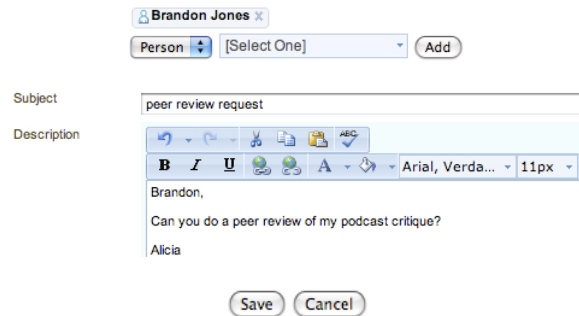


## Send a Message

Choose a **Person** or **Group** to receive the message and click **Add**. Click **X** by a recipient's name to remove.

Enter the **Subject** of the message and type the message body in **Description**.

Click **Save** to send the message, or **Cancel**.



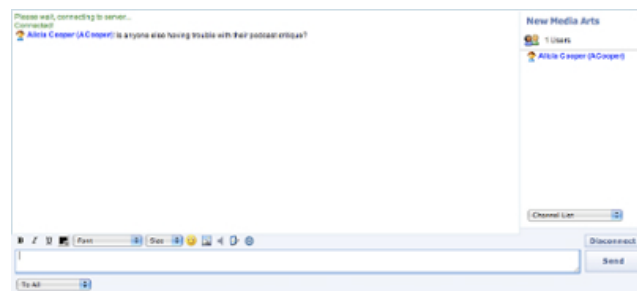
## Connect to Chat

Click a chat room to enter.

Compose a message and choose whether to send **To All** or to an individual user.

Click **Send** to send your message.

Click **Disconnect** to leave the chat room.



# Student Quick Reference

## Group Tools

Click **Ask A Question** to send a message to your teacher.

Click **Announcements** to read messages from your teacher to the group.

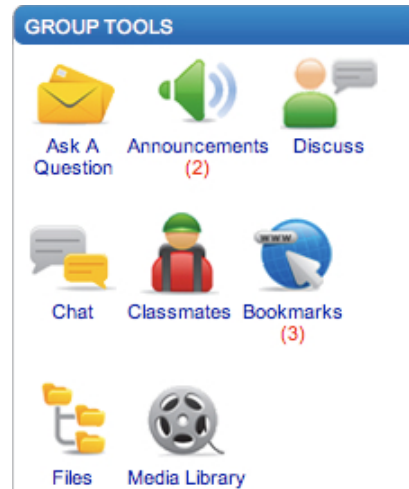
Click **Discuss** to post or reply to a discussion topic.

Click **Chat** to enter the group chat room.

Click **Classmates** to view group members.

Click **Bookmarks** to view or add a website or other online resource.

Click the **Files** icon to download group files.

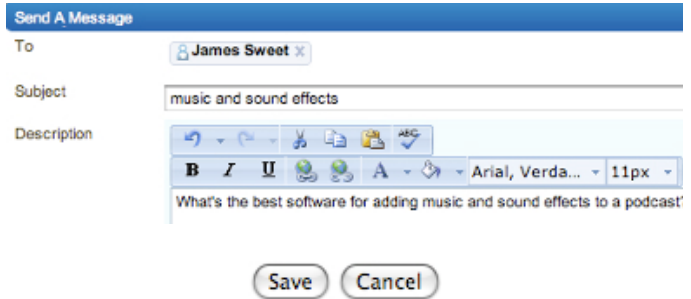


## Ask A Question

School Town automatically opens a message to your teacher.

Enter a **Subject** for the message and your question in the **Description**.

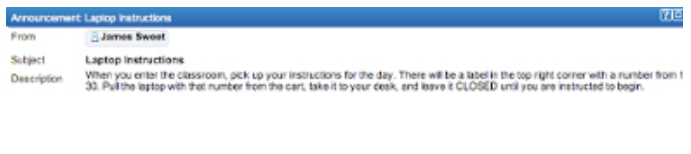
Click **Save** to send the message, or **Cancel**.



## Read an Announcement

You can view an announcement by clicking the **Announcement** subject link.

**Announcements** are read-only. You cannot respond directly to an announcement.

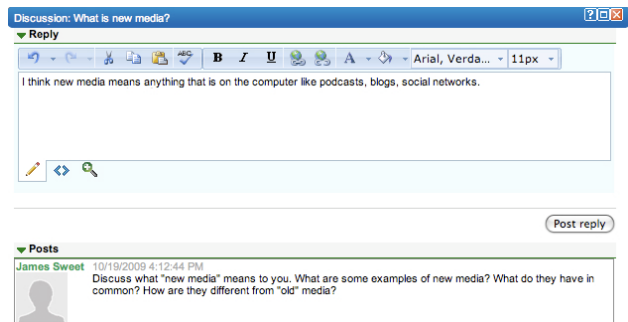


## Reply to a Discussion

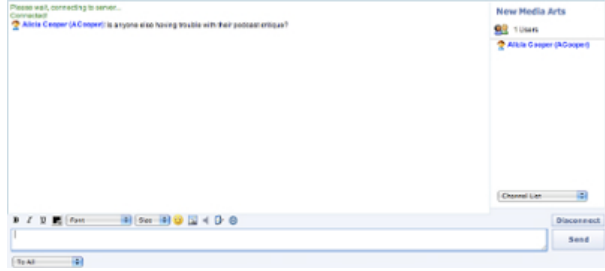



Read the topic posted by your teacher or another student and all the replies that have been already been posted.

Gather your ideas and compose your **Reply**.

Click **Post reply** to add your ideas to the **Discussion**.



# Student Quick Reference

<p><b>Connect to Chat</b></p> <p>Click a chat room to enter.</p> <p>Compose a message and choose whether to send <b>To All</b> or to an individual user.</p> <p>Click <b>Send</b> to send your message.</p> <p>Click <b>Disconnect</b> to leave the chat room.</p>	
<p><b>Classmate</b></p> <p>Click <b>Send a Message</b> to send a message to another member of the group.</p> <p>Click <b>Make Friend</b> to add another member of the group to your friends list.</p>	
<p><b>View a Bookmark</b></p> <p>View a bookmark by clicking the <b>Website Name</b> link. Read the <b>Description</b> to see why your teacher bookmarked the website and click the <b>URL</b> to visit the website.</p>	
<p><b>Download Files</b></p> <p>You can select a file in the group by clicking on the file name or its checkbox.</p> <p>Click <b>Download File</b> to save a file from the group to your computer.</p>	
<p><b>Media Library</b></p> <p>You can view, rate, and post comments on videos or other media.</p> <p>Click <b>Media List</b> to see all media or filter by category or tag.</p> <p>Click <b>Add Media</b> to upload or embed a video or other media to the library.</p> <p>Click <b>My Media</b> to search or filter media by keyword, series, or category.</p>	