

# Navigating SchoolTown

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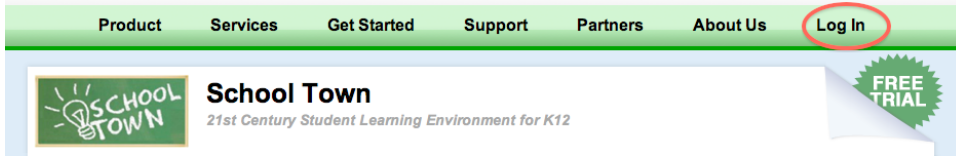
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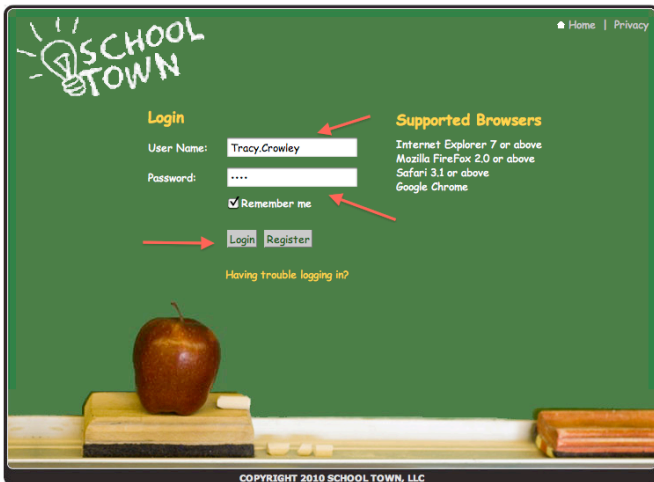
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## Logging In

You can get to your School Town course by connecting through your school's homepage, the CCSD21 webpage (under Staff), or by going to <http://schooltown.net>. Then, click **Log In**.

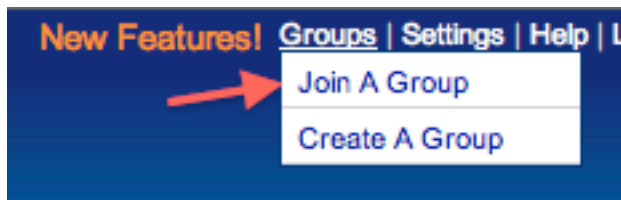


Enter the temporary username and password that was emailed to you



## Joining a group

Once you have logged in, you will want to make sure you are in the right group. You were provided with a “token” to join your group. Simply click on *Groups* and then *Join a Group*.



At this point, you will enter the token you were given to join the group. Then press continue

### Join A Group

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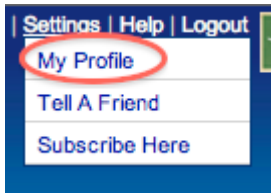
Please enter invitation token

Continue >>

Now, you will be brought back to the main page for your group. Now it's time to change your password!

## Changing your password

The next step you will want to do is change your password. To do this, click on settings and then *My Profile*

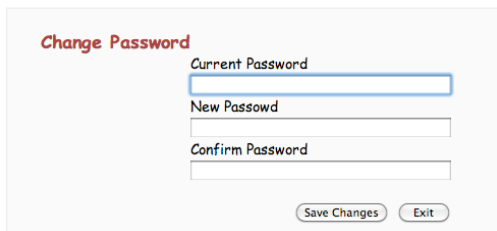


On your profile, there are a lot of ways to personalize your account, but the most important change to make is your password. On the bottom of the page you will see a button labeled *change password*

Save Changes

Change Password

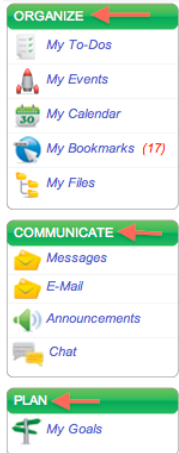
Click on that button, and you will be prompted to enter your current password (the one that was emailed to you) and then your new password twice. Your password can be anything you'd like, keeping in mind ways to keep your information secure!

A screenshot of a 'Change Password' form. The form has a title 'Change Password' in red. Below the title are three input fields: 'Current Password', 'New Password', and 'Confirm Password'. At the bottom of the form are two buttons: 'Save Changes' and 'Exit'.

Then, click on *save changes*. Your password is now saved!! When prompted, you can click “exit”

## Features and Functions

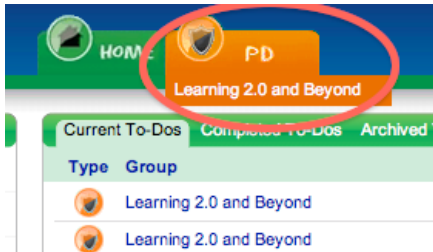
Once you are logged in, you will see your 'Home'. The Home Section features you to-do's, your events, calendars, bookmarks, and files to keep your work organized. There is also a Communication section on the left where you can send and receive messages, read course announcements, and chat. Furthermore, there is a Plan section should you like to do some goal setting.



When you first log in to your Home, your to-do list will appear. Your to-do list will contain all of the lessons and lesson parts you have yet to complete.

Type	Group	Due Date	To-Do	ETC
	Learning 2.0 and Beyond	05/01/2011	Introduction to Learning 2.0 and Beyond	0 hr 15 min
	Learning 2.0 and Beyond	05/02/2011	Lesson 1, Part 1-Digital Age Work & Learning	0 hr 15 min
	Learning 2.0 and Beyond	05/02/2011	Lesson 1, Part 2-Digital Age Work & Learning	0 hr 15 min
	Learning 2.0 and Beyond	05/02/2011	Lesson 1, Part 3-Digital Age Work & Learning	0 hr 15 min

Right now, there is only one course available in SchoolTown. So, you can choose the lessons in your to-do list or click the orange PD Tab (Professional Development). Once you hit the PD Tab, your courses will appear underneath the tab. As of now, there is only one choice available, which is *Learning 2.0 and Beyond*. Please choose that course and you will be ready to choose a lesson to begin.



Now you will see two tabs: *Current Assignments* and *Completed Assignments*. Current Assignments are the lessons that are not yet complete.

 A screenshot of the SchoolTown interface showing the 'Current Assignments' tab selected and circled in red. The 'Completed Assignments' tab is also visible and circled in green. Below the tabs is a table with the following data:
 

Due Date	Title	ETC	Attachment
05/01/2011	<a href="#">Introduction to Learning 2.0 and Beyond</a>	0 hr 15 min	
05/02/2011	<a href="#">Lesson 1, Part 1-Digital Age Work &amp; Learning</a>	0 hr 15 min	
05/02/2011	<a href="#">Lesson 1, Part 2-Digital Age Work &amp; Learning</a>	0 hr 15 min	
05/02/2011	<a href="#">Lesson 1, Part 3-Digital Age Work &amp; Learning</a>	0 hr 15 min	

 A red arrow points to the title 'Lesson 1, Part 3-Digital Age Work & Learning' in the last row.

## Completing Lessons

First, click on the lesson title.

You will see the lesson pop up. Please read the Introduction first so you are aware of the particulars of the course. As you read through the Introduction and Lessons, all links are provided for you in the text. Those links will show up in blue to signify a link to a new information window containing video clips, articles, graphs, podcasts, or any other additional information needed for the lesson.

**Assignment: Introduction to Learning 2.0 and Beyond**

**Subject** Introduction to Learning 2.0 and Beyond

**Description** Beginning in March of 2010, laptop computers are being issued to all certified staff throughout Community Consolidated School District 21 (CCSD21). The laptops are viewed as necessary tools for the 21st Century teacher to do her or his work. Laptops are needed for:

- collaboration with colleagues and with parents
- collecting data on student performance in the classroom
- analyzing student assessment data
- planning instruction; finding and creating instructional materials and tools
- engaging in ongoing professional growth opportunities
- communication within and beyond the organization

To support the use of laptops among certified staff members, there will be two types of training, support, and professional development that are necessary:

- Technical Support regarding how to care for and use the computer's hardware and software. This can be accessed through: [Atomic Learning.com](#), The Modern Pen Professional Development Blog, the CCSD21 website, and via calls to our Help Desk (847.934.8100--Press 2).
- Ongoing Professional Development regarding "21st Century Skills" and the re-design of classroom instruction to meet the needs of all students as we prepare them for the world of their future. This professional development is also designed to support the other most essential instructional professional development in CCSD21--Power Standards, Response-to-Intervention, Guided Reading, best practices in the instruction of English language learners, and best practices in the instruction of mathematics. This course serves as the opening element of this professional development for individual staff members as they receive their laptops.

This course is designed to be completed by all certified staff members who receive a laptop computer by the end of the the 12-month period that is the anniversary of the date on which she or he received her laptop. The assignments may be completed individually or collaboratively with other staff members. Even if you are working individually, consider working individually and collaboratively at the same time. Have iChat open on your computer and arrange for some of your school/iChat friends to be online and working at the same lesson at the same time. Chat with them while reading, watching, thinking, and learning!"

In the example above, please notice the items highlighted in green. The blue link to *Atomic Learning* is circled as an example. Also, notice the green arrow highlighting the red 'X'. Click the red 'X' when you have completed the lesson. Then, you will be brought back to the course menu of lessons.

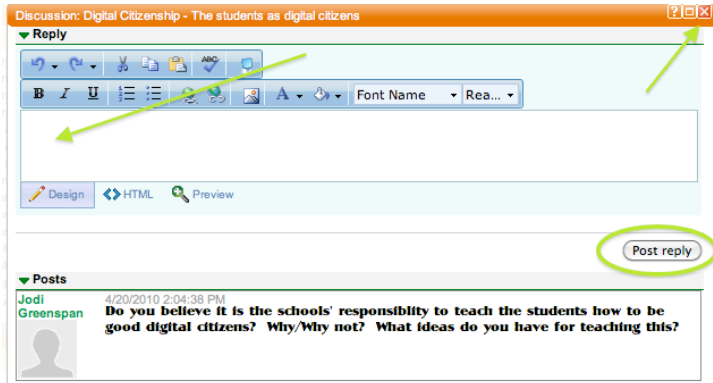
### Discussion Boards

Some of the lessons will require participation on discussion boards through SchoolTown. There are group tools on the right-hand side of the main screen in the PD section. In the Group Tools section is a 'Discuss' icon. To access the discussion boards, click on the 'Discuss' icon.

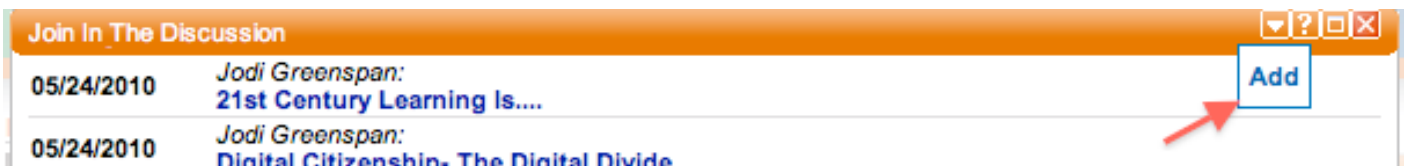
A list of discussion topics/boards will appear in a list depending on the lesson you are working on. Click on the title (blue link) and you will enter the corresponding discussion.

04/20/2010	Jodi Greenspan: Digital Citizenship in My School
04/20/2010	Jodi Greenspan: Digital Citizenship - The students as digital citizens
04/20/2010	Jodi Greenspan: Digital Citizenship- The Digital Divide Within

Next, read the discussion post and formulate your response. You can type directly into the blank box on top and use the formatting buttons as needed. When you are finished, hit the 'Post Reply' button. To get back to the lesson menu, hit the red 'X' in the upper right-hand corner of the screen. Don't forget to check back for responses from your colleagues!

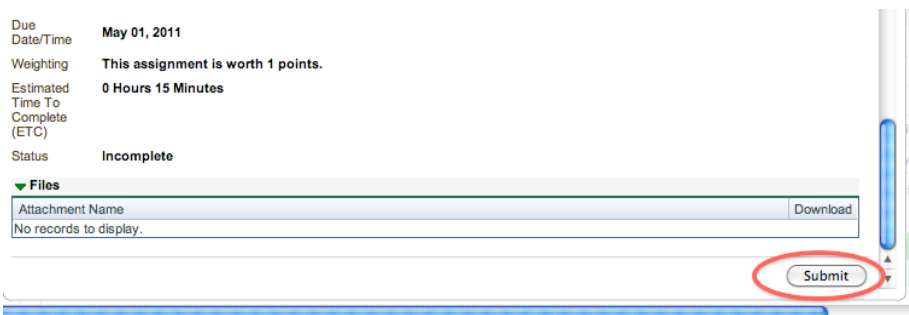


You can also create a new discussion question if you would like to propose a new topic of discuss. Just click on the "add" button underneath the



### Submitting a Lesson

After you have read and completed the activities in lesson part, remember to hit **Submit**. Once you hit **Submit**, you will receive credit for completing the requirements of the lesson.



## Attaching a File

After you click **Submit**, you can attach a file into the lesson. To upload a file, click **Attach More Files**.

Due Date/Time: May 10, 2011 at 04:00 PM  
 Weighting: This assignment is worth 3 points.  
 Estimated Time To Complete (ETC): 0 Hours 15 Minutes  
 Status: Incomplete

**Submission**

Submitter: Lacy Crowley  
 Submitter Comments (Optional):   
 Upload Files (Optional):  **Attach More Files**  
 Actual Time to Complete (ATC): 0 Hours 15 Minutes

Choose the **On My Computer** tab if the item you would like to attach is on your computer. Then, hit **Choose** to browse the files on your computer. When all files are uploaded, click **Add**

My Files **My Computer**

Click "Browse" button to select your file to upload

File 1: **Choose File** no file selected  
 File 2: **Choose File** no file selected  
 File 3: **Choose File** no file selected  
 File 4: **Choose File** no file selected

Add more files...

It will take a minute to upload. The file name will appear by **Upload Files**. Then, click **Save**.

**Submission**

Submitter: Lacy Crowley  
 Submitter Comments (Optional):   
 Upload Files (Optional):    
 Actual Time to Complete (ATC): 0 Hours 15 Minutes

## Providing Lesson Feedback

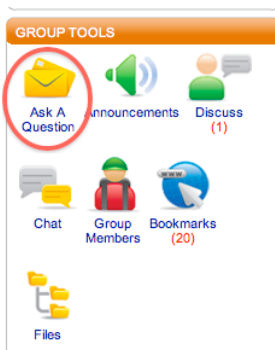
After you have hit **Submit** in the lessons, you will have an opportunity to provide the moderators with feedback about the lesson. The more feedback we receive, the more we can improve the lessons, so your thoughts are appreciated. You can provide comments, questions, and actual time of completion. Then, click **Save**.

Due Date/Time: May 02, 2011 at 04:00 PM  
 Weighting: This assignment is worth 1 points.  
 Estimated Time To Complete (ETC): 0 Hours 15 Minutes  
 Status: Incomplete

**Submission**  
 Submitter: Lacy Crowley  
 Submitter Comments (Optional):   
 Upload Files (Optional):   
 Actual Time to Complete (ATC): 0 Hours 15 Minutes

## Questions or Comments

If you have questions or comments during this course, you may send them to the moderators (Jason, Jodi, or Tracy). In the PD section of the course, under **Group Tools**, there is an **Ask a Question** icon. To send questions or comments, first click on the icon.

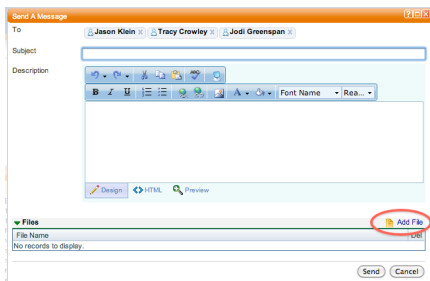


In the **To** field, you will see the moderators. You can the **X** next to the names of the people you are not contacting, if applicable. Then, enter your subject and question or comment in the information field. Then, hit **Send**.

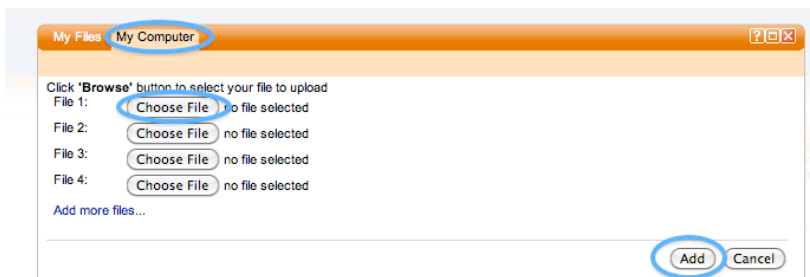
Send A Message  
 To: Jason Klein X Tracy Crowley X Jodi Greenspan X  
 Subject:   
 Description:

## Adding a File

If you would like to add a file with your question or comment, first hit **Add a File**.



Choose the **On My Computer** tab if the item you would like to attach is on your computer. Then, hit **Choose** to browse the files on your computer. When all files are uploaded, click **Add**



On the next screen, hit **Send**.