



Getting Started Guide

IE Class Web Design Curriculum



www.ieclass.com



Getting Started Guide

Using IE Class

Teaching with IE Class

When you first log into IE Class you will have access to all kinds of fantastic tools and curriculum to help you provide your students with the best education in web design possible! The aim of this guide is to help you get on your way with using the resources available in the IE Class curriculum as well as all the tools and features.

The curriculum, activities, and resources should be used as a basis for your lectures and class presentations. IE Class is not intended to be a self-taught or independent study course, or to replace the teacher and actual classroom instruction. We have added this section to help illustrate how IE Class was designed to be used within the classroom and to help you be more successful with its implementation.

IE Class is a tool intended to assist you with your instruction and your students in learning how to design websites. As the professional in the classroom, please take the time to prepare your lesson plan and familiarize yourself with the material on IE Class before presenting the information to your students. This could include reading the online lessons and working the labs ahead of time. Even though it may be tempting, please do not teach by just telling your students to read the lessons and to do labs. As with any other course complete and thorough lesson plans should be prepared in order to get the most benefit from IE Class. We have provided you with a lesson plan manager where you can create, store, and edit your lessons plans online for easy access. The Lesson Plan Manager is explained later in this packet.

Working the labs in advance is strongly recommended. It will help you anticipate areas where your students may get confused and need something explained in a different way. It will also give you an idea of how long the labs will take your student's to complete.

Starting Out

The first Foundations lesson is just an informational unit showing the students how to use and navigate IE Class, and a basic introduction to working online. This lesson should be covered first.

When teaching the first lesson, walk your students through the various units and lessons, Lab Resources, Lab Checkpoints, Student Center, and the Assigned Labs section. Have them follow along with you as you demonstrate. Next, walk them through creating the required folders as specified in the lesson worksheet. Some students may not know how to navigate their computer's file system or create folders, so this might need to be explained as well. Next, you can go through the information in the lesson and discuss with them the information presented. Finally have them complete the worksheet on their own. Afterwards you may want to go back and review the worksheet with them.

Teaching the Lessons / Concepts

The procedure for teaching the material on IE Class is very much hands-on, by both the teacher and student. Website design is a skill and most people learn it best by simply doing it which is why we provide so many hands on labs. When presenting a topic, the teacher and students should be actively involved in the process. As the teacher demonstrates and explains, the students should be following along. In the example below, HTML lists are being taught from Unit 3 Lesson 2.

1. **Introduction & Demonstration:** Give the students a general overview of the topic and its relevance to web design; show some examples of websites that utilize HTML lists.
2. **Guided Practice:** Walk students through completing simple baby steps of the concepts. Check for understanding by stopping and looking at their browsers and code.
3. **Independent Practice:** Have students' complete labs individually to reinforce the concepts presented.
4. **Review and Informal Evaluation:** Discuss and review any areas of confusion.
5. **Enrichment and Extension:** Have students apply the concepts at a bit higher level. This will challenge the student's understanding of the skill and concepts.

1. Demonstration of the technique being presented.
 - a. Point out the unordered list & ordered lists.
 - b. Explain the differences in the two.
 - i. Point out the bullets of the unordered list.
 - ii. Point out the numbering systems of the ordered lists.
2. Walk the students through different practice segments using the Lesson 2 PowerPoint.
 - a. Have the students follow along with you as you create an unordered list.
 - b. Have them save the practice and look at it in their browsers.
 - c. Mention that there are three available bullets and how to change the bullet of their list.
 - i. Walk them through changing the bullet to a circle or square.
 - d. Next walk the students through creating an ordered list and view it.
 - e. Show them how to change the numbering style to roman numerals, upper and lower case letters, etc. Have them view their lists with the different numbering types.
 - f. Show the students how to modify the starting position of the list. Ask them why they think they might want to start an ordered list from the fifth or sixth position, rather than the first.
 - g. Point out that this information can be found on IE Class Unit 3 - Lesson 2.
 - h. Assign the students Lab 2-1 & 2-2 to complete on their own.
3. As students are working the labs, walk around the room to make sure they are coding their documents correctly. Check for:
 - a. Proper HTML tag structuring.
 - b. Document structured correctly, defined head and body section.
 - c. Make sure their name is in the title and that the title is in the head section of the page.
 - d. Check for closing tags.
4. Informally evaluate student performance by having them display their completed labs in their browser while walking the room providing feedback on the students' performance.
5. Extension: You can review the concepts by having them make simple changes to their document, such as modifying the bullet from the disc to the circle, or changing the numbers to letters without step by step instructions.

Only you will know how to best implement the curriculum in your class so your implementation of the lesson may be different that what is shown here. This is only an example and one way the information can be presented, but the topic includes a great deal of hands on learning on the student's part, and active teaching on the teacher's part.

What the Students See

When your students log into IE Class, they will see the screen shown here. Across the top of the page is the navigation menu. The **Lab Checkpoints** is a useful tool allowing your students to see an example of what the completed labs should look like. Some of the labs require specific images. Your students can download the necessary images for the labs by clicking on the **Lab Resources** button

Student will access any labs you assigned them by clicking the **Assigned Labs** button. Their lab manager will show all labs that have been assigned to them by unit and they can click on any lab to open it in full color. It is suggested that students have their lab opened on one side of their screen, and their editor opened on the other side.

The students will also have access to a resource called **Student Center**. From there, your students can take quizzes you have assigned to them, access messages you have sent them, or submit an error report.

The **Practice HTML Editor** can be used for students to quickly test HTML code demonstrated in class.

The screenshot displays the student interface for IE Class. At the top is a navigation menu with links for Home, Lab Checkpoints, Lab Resources, Lessons, Certification, and Logout. Below the navigation is a large graphic featuring a laptop with various programming languages (PHP, CSS, CMS, HTML, JAVA SCRIPT) and people working on computers. To the right of the graphic is a green box with the text "Licensed for: Liberty High School" and "Welcome Mark Golets!". Below this is a section titled "Lesson Categories" with a list of blue buttons for Unit 1 through Unit 7, and a "Color Scheme Designer" button. Below the lesson categories is a section titled "Today in Computer History!" with a date "July 21, 1975" and the headline "Xerox withdraws from the computer market". The text below the headline reads: "Xerox Corporation withdraws from the computer market after having lost \$264 million in five years. The company's Palo Alto Research Center (Xerox PARC) had been on the forefront of computer development, leading to initial plans for Ethernet network connectors and the Xerox Alto, a graphical user interface computer whose attributes found popularity in Apple Computer's machines. Founded originally to develop further the principles of xerographic reproduction, Xerox in 1975 returned to its roots."

On the right side of the page under Lesson Categories are each of the unit topics. Students can access the individual lessons by clicking on the unit button.

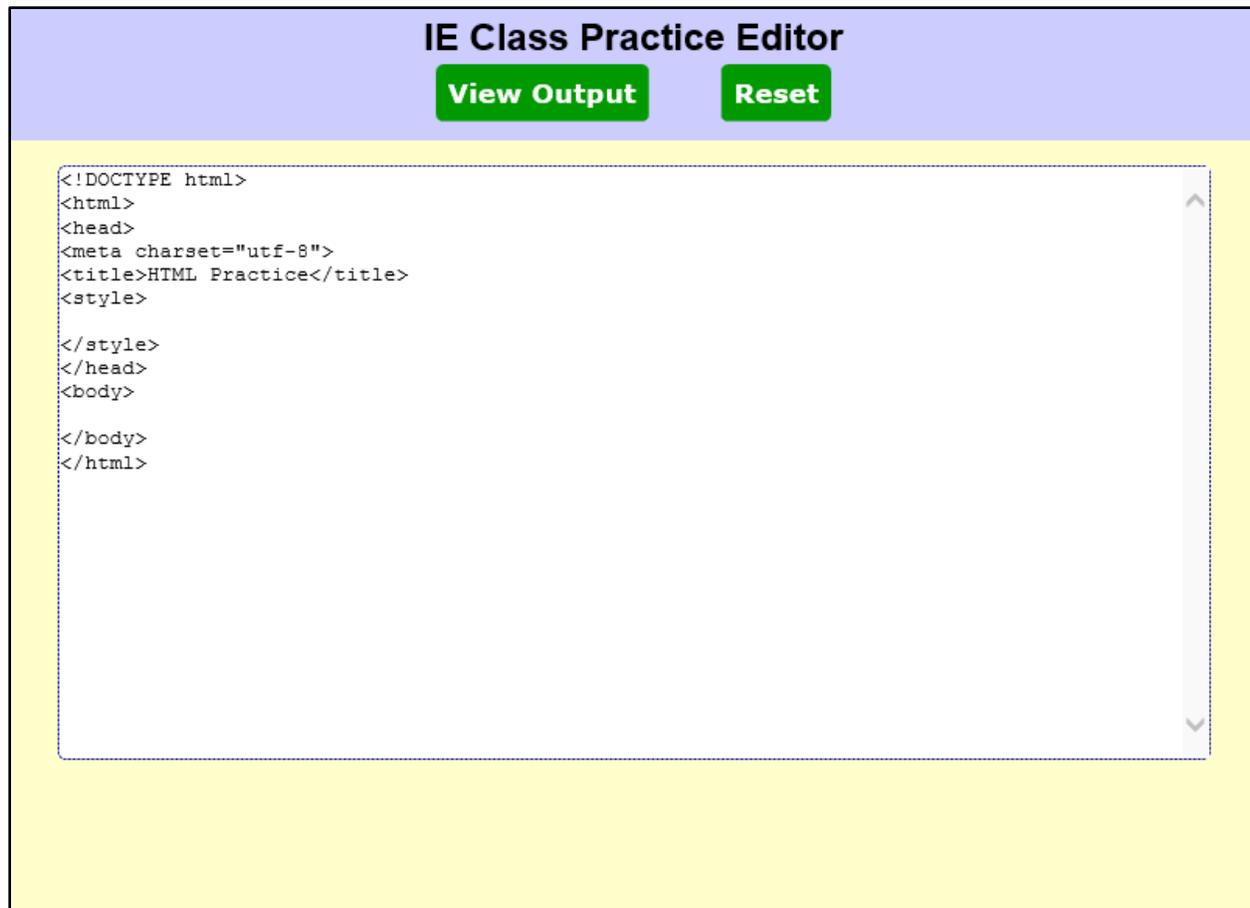
The area below the "Today in Computer History" is where you can add your own content.

Teachers are also able to access all the student Lessons as well. Just click on the **Lessons** menu at the top of your screen after you log in and it will take you to the student page shown here.

Practice HTML Editor

The Practice HTML Editor is intended for students to test simple code segments during class lectures.

The Practice HTML Editor allows students to easily enter HTML tags to see how the output will look in their browser. The editor opens with the starting HTML5 tags already entered. The View Output button will allow students to see how their code will look in their browser. The Reset button will set the editor back to just the basic HTML5 tags.



The Student Center

From the student's home page they can access the Student Center. From the Student Center students can access the quizzes, their inbox, peer evaluation form and report, and they can report any error they might run across in the system. This guide will discuss each of these different tools which students have access to.

IE Class
Web Design
Curriculum

Student Center

Assigned Quizzes

Chapter 2 Quiz
Lesson 3 Quiz

Messages

Go to Inbox

Have a Suggestion?

Error & Suggestion Reporting

Welcome to the Student Center! From here you can take quizzes that have been assigned. You can also read any messages, or send message to your teacher. The IE Messenger will allow you ask your teacher questions. They will be notified of your question as soon as they sign into IE Class. If your class presents their projects to the class, you can provide feedback to your peers using the Peer Evaluation System.

Recent Messages

You have no new messages.

Assigned Quizzes:

Buttons for any quizzes you have assigned the student will appear here. When students click on the quiz name, the quiz will open to the right.

Message:

Students can access their inbox and any message you have sent them. They can also send you messages from here.

Find a typo?

Students also have the ability to report any typos they might run across.

Teacher Center

When you log into your IE Class account, you will see the screen shown here. This page is your **Teacher Center**.

From this screen, you have access to all your online tools. This reference guide will introduce you to each of the different features found on this page.

Liberty High School Teacher Center

Renewal Date: **May 31, 2022** | Account Number: **1234** | Account Status: **Current**

IE Class W9Sole Source AffidavitCourse Outline



To administer the certification exam, email us with the number of students you will be testing **2 weeks** prior to your exam date.

Setup Class (Step 1)

- Create Class
- Manage Classes

Student Accounts (Step 2)

- Create Student Account
- Manage Accounts

Teacher Support

- Teacher Support
- Report an Error
- Users Guide

Instruction Support

- Teacher Resources
- Lesson Plan Maker
- Wordfind Maker

Student Assignments

- Labs & Projects

Quiz Builder

- Manage Quizzes
- View Quiz Results

Communication

- Student Page Content
- Launch IE Messenger

Slide Projections

- Lesson Presentations
- Reading Quizzes

Account Management

- Get Price Quote
- Renew Account
- Change Password

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Setting Up Classes & Student Accounts

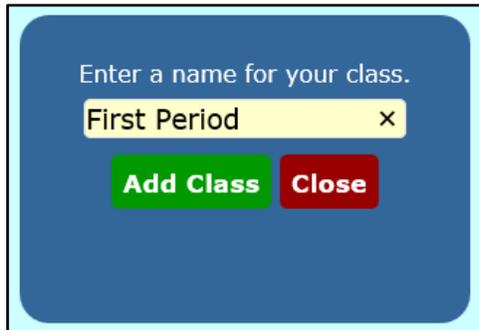
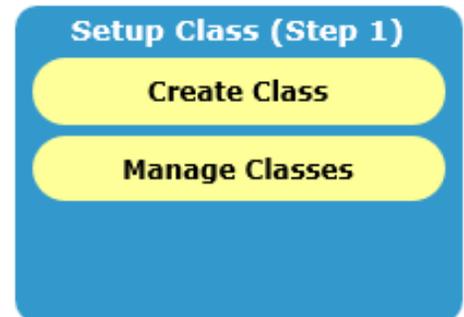
One of the first things you will want to do after getting your IE Class account is to setup your classes and individual accounts for your students. Each of your students should be provided with their own individual account on IE Class.

Before you can create your student accounts, you will need to create your classes. Each student account must be assigned to a class. Once you have setup your classes, you can then create your individual student accounts. Please note that it is imperative that you have your browser settings set to allow popup windows from ieclass.com.

Step 1: Setting Up Your Classes

From the Teacher Center page, locate the box at the top left that says **Setup Class (Step 1)**.

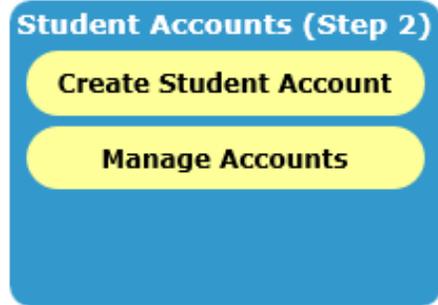
Click on the **Create Class** button under the Class Management tab.



A window will pop up asking you to enter a name for your first class. After you enter a name for your first class, click the **Add** button. You will be given the option to create another class or if you are finished, simply close the window.

Step 2: Creating Student Accounts

The next step after you have entered your class names is to create your student accounts. It is suggested that you have your class roster handy when completing this step. From your Teacher Center, click the **Create Student Account** button under the Student Account tab.



Select the Student's Class

First Period v

Enter the student's name.

First Name

Amy

Last Name

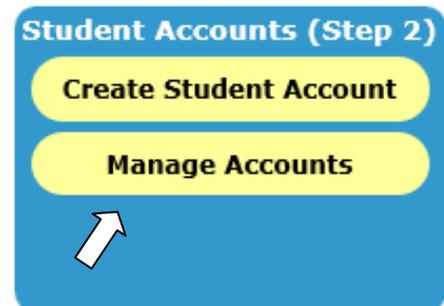
Smith

Add Student
Close

A window will appear, asking you to enter your student's first and last name and to select their class. After entering their name, click the **Add Student** button and your first student's account will be created. The system will automatically generate a username and password for each of your students as you add them. The window will not close after your first student has been entered so you may continue entering students. The class you selected on your first student will remain selected for all subsequent students entered until you select a different class. When all student names have been entered, you may close the window. You can come back to the Create Student Account tool at any time to create additional students accounts.

Step 3: Getting Account information to your Students

As you created each of your student accounts, IE Class automatically generated a temporary username and password for each of your students. To access the student account information, click on the **Manage Accounts** button under the Student Accounts tab. You will get a list of each of your students grouped by class as shown below.



Print Usernames and Passwords

Close Window

*Allow student to message other students in their class.

		*S2S	Class	Username Password	Last Name	First Name
Delete	Edit	No	3rd Period Web	UN: ar356461 PW: bakkano	Ashley	Rianna
Delete	Edit	No	3rd Period Web	UN: AlexDiaz PW: alejandrosmiley	Bahena	Jesus
Delete	Edit	No	3rd Period Web	UN: bi378050 PW: 378050	Bautista	Ivan
Delete	Edit	No	3rd Period Web	UN: Andrewcobos10 PW: camaro2010	Cobos	Andrew
Delete	Edit	No	3rd Period Web	UN: cs379888 PW: austin19	Cortes	Saul
Delete	Edit	No	3rd Period Web	UN: houston PW: texas	Espitia	Daniel
Delete	Edit	No	3rd Period Web	UN: Brianfelix_ PW: brian7	Felix	Brian

From this window you may view all the students registered under your account, edit individual student accounts, or delete a student account. To get a printer friendly version of all your students' usernames and passwords, click the **Print Usernames and Passwords** button at the top of the window.

When your students log into IE Class for the first time, they will be asked to choose a permanent username and password that they can easily remember. From your **Manage Accounts** screen, you will always have access to their current username and password.

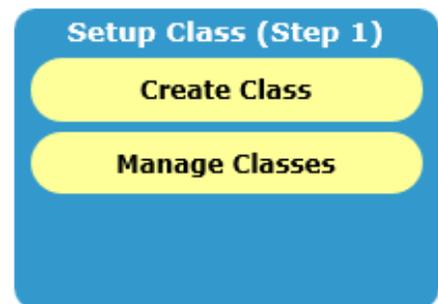
Once the student has set their username and password, it cannot be changed from your Teacher Center. You can always delete the student account and recreate it and the student can setup their account again.

Deleting Student Accounts & Classes

To delete an individual student account, you can click the **Delete** button from the **Manage Accounts** window. To delete all students in a class, go to the **Manage Classes** window and delete the class. When a class is deleted, all students accounts associated with that class are also deleted.

At the end of a term, you should delete your class to make the student accounts available to assign to new students. You can also change the name of your class from here as well.

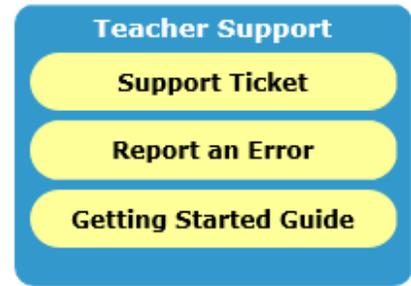
To edit a class, click on the **Manage Classes** button from the Setup Classes group. The screen that appears will list all the classes you have created. To delete a class, click on the Delete button. When you delete the class, all the student accounts will be reset allowing you to assign them to other students. Remember, you will need to create a new class for the new students. If you need to edit a class name, click on the Edit button and you can change the name you assigned to a class.



		Class Name
Delete	Edit	3rd Period Web
Delete	Edit	4th Period Web

Teacher Support

The **teacher support** tab provides three options. Technical Support Tickets, the ability to report an error, and access to download this guide. If you need to add students, need help finding something, help with a lab, or, if you run into a technical problem with your account or the system, that you need assistance with, you should submit a Support Ticket. If you find an error or typo somewhere in a lesson, lab, or worksheet, you should submit an error report to have it corrected.



Teacher Support

Please be as specific as possible when describing your problem. Responses will be sent to your email.

Enter your message here.

Submit Ticket

Teacher Support

If you have an issue that you need support with, we are more than happy to help. Click on the Support Ticket tab and type your question in the space provided.

Support Tickets are the fastest and most efficient method of getting support. Once you submit the ticket, it is instantly logged and we are notified. Support tickets are logged and answered in the order in which they are received.

Report an Error

If you find an error anywhere in IE Class, we want to know about it so an error reporting system has been established to easily report errors.

Please note that **we cannot respond to reports sent in through the error reporting system**. If you need assistance or require a response, please submit a support ticket.

When submitting an error report, please be as specific as possible. For example, if you find an error in a lab, let us know the Unit Lesson and/or exact Lab number, and what the error is. Copying and pasting the error into the space provided is the best way to report it. We will correct the error as soon as possible.

Content Error Reporting

Even IE Class is not perfect... but we would like it to be! If you run across an error or typo anywhere within the system, we would like to know about it so it can be corrected. All errors submitted here will be logged and corrected. We would also appreciate any suggestions you have for specific lessons.

Unit	Foundations
Lesson or Lab #	
Describe or copy and paste the error in the space provided to the right. Please be specific as to what the error is so it can be quickly identified and corrected.	
500 Characters Max.	0/500

Submit Report

Getting Started Guide

If you need to download a new or updated version of this document, you can get it from the Teacher Support tab by clicking on Getting Started Guide.

Instructional Support

The tools under the Instruction category are to help you with your class management and lessons. You can access the Word Press Labs submitted by your students, create and store lesson plans, and you can create a word find puzzle.

Instruction Support

Teacher Resources

Lesson Plan Maker

Wordfind Maker

Teacher Resources

The Teacher Resources button will take you to a shared Google Drive where you can download:

- Completed Code for each of the labs.
- Lesson Worksheets
- Answer Keys to Worksheets
- Presentation Handouts

Lesson Plan Maker

The screenshot shows the 'Lesson Plan Manager' interface. At the top, there is a 'Saved Lesson Plans' section with a dropdown menu showing 'Unit 3 - Lesson 2' and a 'View Lesson Plan' button. Below this is the 'Create New Lesson Plan' section, which includes a 'Save Lesson Plan' button. The form fields are: 'Lesson Title:' (text input), 'Date Created: March 21, 2013', 'Objective: Upon completion of the lesson, students will be able to...' (text area), 'Preparation: Materials, equipment, & resources required.' (text area), 'Guided Practice: Teacher lead instruction and practice of concepts.' (text area), and 'Introduction & Demonstration: Overview of lesson concepts.' (text area). There are character counts for the objective (0/500) and introduction (0/1000) fields.

The Lesson Plan Manager will allow you to easily create and save your lesson plans directly online to your IE Class account. There is no limit to the number of Lesson Plans you can create. You can edit your lesson plans at any time. This tool is helpful for always keeping your lesson plans together in one easily accessible location.

When you first open the Lesson Plan Manager, you will see two sections. The top allows you to select and edit any saved lesson plans.

NOTE: If you do not have any saved lesson plans you will not see the Saved Lesson Plans section.

You can plan out your lesson in the Create New Lesson Plan view that comes up when you first open the Lesson Plan Manager. If you want to edit an existing lesson plan, select it from the drop down list and click **View Lesson Plan** button and it will be displayed in the Selected Lesson Plan view.

Update Lesson Plan: This will save any changes to your lesson plan. The Date Created will remain as the date the lesson was initially created.

Delete Lesson Plan: If you want to remove a lesson plan from the list, click the Delete Lesson Plan button. Please understand that once a lesson plan is deleted it cannot be recovered.

Print Lesson Plan: If you want to print your lesson plan, click the Print Lesson Plan button. The lesson plan will be displayed in a printer friendly format.

The screenshot shows the 'Lesson Plan Manager' interface. At the top, there is a 'Lesson Plan Manager' button. Below it, the 'Saved Lesson Plans' section contains a dropdown menu with 'Unit 3 - Lesson 2' selected and a 'View Lesson Plan' button. The 'Selected Lesson Plan' section features four buttons: 'Update Lesson Plan' (green), 'Delete Lesson Plan' (red), 'Print Lesson Plan' (green), and 'New Lesson Plan' (green). Below these buttons, the lesson details are displayed: 'Lesson Title: Unit 3 - Lesson 2', 'Date Created: March 28, 2013', and an objective: 'Objective: Upon completion of the lesson, students will be able to... Students will be able to create ordered and unordered lists, change bullet and numbering styles, and how to create ordered lists with different starting points. Students will also know how to apply styles to their ordered lists.' A character count '228/500' is visible at the bottom left of the objective text area.

New Lesson Plan: This button will take you back to the Create New Lesson Plan view. Be sure any changes you made to your open lesson plan is saved before leaving the Selected Lesson Plan view.

Wordfind Puzzle Maker

Puzzles are a good way to get students to learn and recognize new terminology. You have the ability to create custom word searches and crossword puzzles. Each of the puzzles are generated in PDF format so you can save them and use them over and over.

The screenshot shows the 'Wordfind Puzzle Maker' interface. It is divided into two main sections: 'Puzzle Details' and 'Word List'. Under 'Puzzle Details', there are three input fields for 'Title:', 'Unit:', and 'Lesson #:', each followed by a green 'Generate Puzzle' button. Under 'Word List', there is a single input field followed by a green 'Add Word' button. At the bottom center, there is a green 'Reset' button.

Student Assignments

From the Student Assignments tab you can access the Lab Manager that will allow you to assign labs and projects to each of your classes.

NOTE: The LabCode and Worksheets have been moved to the Teacher Resources page under the Instructional Support category.

Student Assignments

Labs & Projects

Labs & Projects

The Labs & Projects may be assigned to your students digitally by clicking on the **Labs & Projects** tab. This will open the Lab Manager. Electronically assigning labs significantly cuts down on the amount of paper you would use by eliminating the need to print and copy each lab for each student. Second, students will always have access to the lab, even from home. Students can also see the labs in color, which is helpful. When you assign a lab to a class, every student you have setup in that particular class will be able to access the lab from their account by clicking on the **Assigned Labs** button from their Student Home Page.

The screenshot displays the Lab Manager interface. On the left, there is a sidebar for 'Unit 3' containing a 'Basic HTML5 with CSS' section and a 'Lab 2-2' dropdown menu. The main area shows a 'Lab Preview Mode' window for 'Lab Exercise 2-2'. The preview includes a list of five steps for creating a web page structure, followed by a code block showing HTML tags for a header and an article. A yellow callout box points to a paragraph tag in the code. The interface also features buttons for 'Assign Lab', 'Print Selected Lab', and 'Assigned Labs'.

From the top of the Lab Manager you can select the unit and the labs for that unit will be available on the left side of the screen.

To view the lab in full screen, click the green Open Lab button at the top right of the Lab Manager window.

To assign a lab:

1. Select the lab you want to assign. The lab should be displayed in the preview window on the right.
2. From the **Assign to:** field, select the class you want to assign the lab to.
3. Click the **Assign Lab** button.

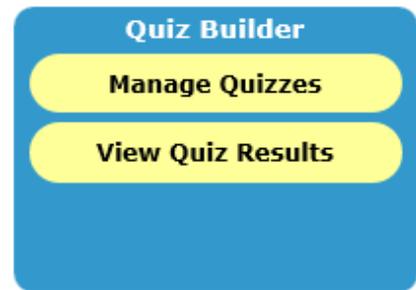
To unassign a lab:

1. Click on the **Assigned Labs** button.
2. Select the class to view.
3. Click on the Lab assignment that you want to remove. The lab will immediately be unassigned and students in that class will no longer have access to it.

NOTE: All the labs are in Flash format; therefore you will need Flash Player 9 or later installed on any computer that you or your students use to access IE Class.

Quiz Builder

The Quiz Builder will allow teachers to create and save quizzes which may be assigned to an entire class or to individual students as necessary. The students will receive the questions in random order. The quizzes are automatically graded as they are completed and the scores will be recorded for the teacher to view. Students also have the option to print their completed quiz if you choose to have them do so. The quiz scores may be viewed in the **View Quiz Results** screen. It is strongly recommended that large test or important exams not be administered on the Quiz Builder. Any network glitch or loss of connection could disrupt the scoring process.



PLEASE READ: Sometimes a school district proxy server or network configuration can interfere with the Quiz Builder. It is important that you test the Quiz Builder prior to assigning quizzes for grades. Students can print the quiz before grading to verify that the graded results shown are the choices they selected. Printable quizzes are provided as an alternative. It is strongly advised that large exams, midterms, and finals not be given on online. If at any point during the quiz taking process the student's computer loses connection with our server, the quiz may not be graded or recorded properly.

Manage Quizzes

To create, edit, or assign quizzes, click the **Manage Quizzes** button.

Step 1: Creating a Quiz

Before your students can take a quiz, one will need to be created. To create a quiz, click on the **Manage Quizzes** button on the Quiz Builder menu.

A screenshot of a web form titled "Step 1: Create A New Quiz". The form has a light gray background and a blue header bar. Below the header, there is a label "Quiz Title" followed by a yellow text input field. At the bottom right of the form is a green button with white text that says "Create Quiz".

At the top of the Quiz Builder screen enter a name for your quiz and click the **Create Quiz** button. Your quiz is then created and ready for you to start selecting questions.

Step 2: Adding Questions to a Quiz



Quiz 3

Created on: March 20, 2012

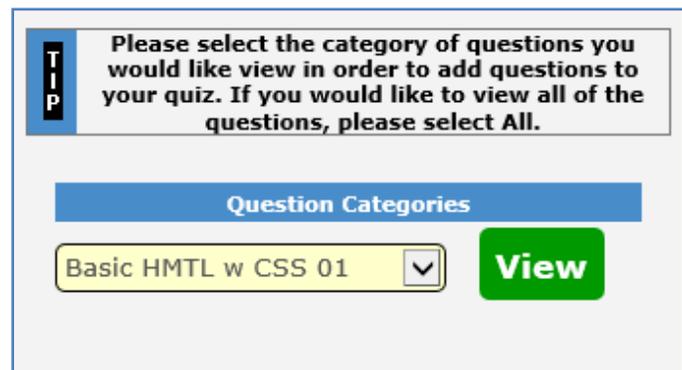
30 Questions

Make Results Viewable

PRINT ASSIGN EDIT RESET DELETE

All your quizzes will be listed on the left side of the Quiz Builder window. To add questions to a quiz, click on the **EDIT** button next to the quiz you want to edit.

After clicking the **Edit** button, the right side of the Quiz Builder screen will change to allow you to choose a category to select your questions from. After selecting a category, click the **View** button to move on to the questions.



TIP Please select the category of questions you would like view in order to add questions to your quiz. If you would like to view all of the questions, please select All.

Question Categories

Basic HTML w CSS 01

View



← Back to Main Screen

← Go Back to Question Categories

Editing Test Quiz 3

Quiz Title: Test Quiz 3

Make Results Viewable

Save Changes

Selected Questions

1. _____ is an application which allows the picture to look transparent.

2. Color curves allow you to make subtle changes to the image, keeping the shadows dark and highlights bright.

3. _____ mode will display the image by means of the primary colors.

4. What style property is used to change the color of text?

5. What type of image stands for Joint Photographic Experts Group?

6. Which image file type is best for photographs?

7. Which is an open source graphics editing program application free for students to download?

8. Which image type will allow for millions of colors and it best to use for photographs?

9. GIMP is a(an)

Graphics 01

Question ID: 747

What image type will support only 256 colors?

A .jpg

B .jpeg

C .gif

D .tiff

Question ID: 748

Which image type will allow for millions of colors and it best to use for photographs?

A .jpg

B .jpeg

C .gif

D .tiff

both choice 1 and 2

Question ID: 786

There are two basic image formats,

A raster and vector

B raster and pixel

C pixel and vector

D pixel and atialias

Question ID: 787

GIMP is a(an)

A closed source application

B open and closed source application

C open source application

Question ID: 788

GIMP stands for

All the available questions will appear on the right side of the Quiz Builder screen. The answer choices are listed below the questions. The correct answer choice is indicated in Green.

To add a question to your quiz, click the **ADD** button. All questions that you have selected for your quiz will appear on the left side of the Quiz Builder window. If you decide you do not want a question on your quiz after selecting it, just click the **DELETE** button next to the question. You do not need to worry about adding the same question twice to your quiz, the Quiz Builder will check to see if the question is already on your quiz before adding it. However, you should be aware of duplicate or similar questions in the test bank. Should you run across duplicate questions in the test bank, please report the Question IDs of each identified question.

When you have finished adding questions to your quiz, click **<< Go Back to Quiz Main** at the top of the Quiz Builder window.

Step 3: Assigning Quizzes

Once all your questions have been added to your quiz, you may then assign the quiz to your students. To assign a quiz, click the **ASSIGN** button next to the quiz you want your students to take.



NOTE: Once you assign the quiz or students have taken the quiz, the quiz becomes locked for editing. You will need to **reset** the quiz. See Step 5.

To assign quiz to an entire class



You can assign a quiz to all the students of a particular class by simply putting a checkmark next to the class name you want to assign the quiz to.

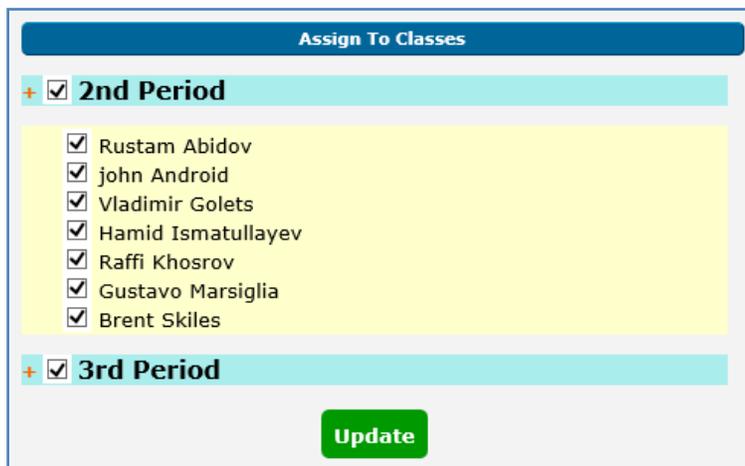
When you click the **Update** button, the class will be assigned the quiz and students may log into their account and

take it at any time.

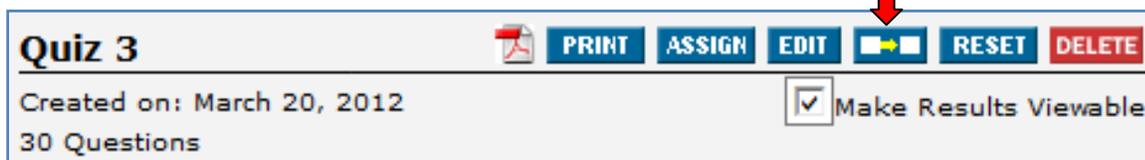
The students will only have access to the quiz so long as it is checked. If you no longer want a class to have access to a quiz, uncheck the quiz assignment and click the Update button again to unassign the quiz. Once a quiz has been taken, you cannot unassign it. You will need to reset the quiz to remove the scores before it can be unassigned.

Quizzes for individual students

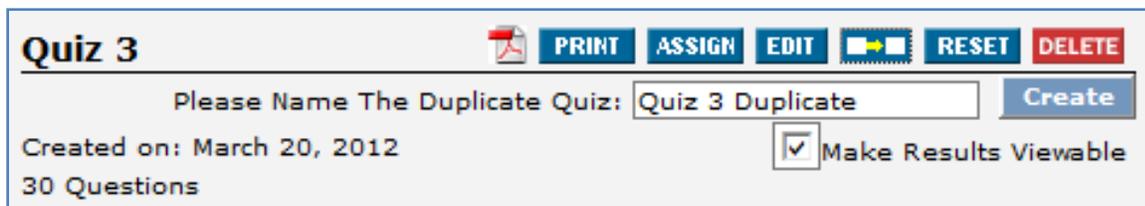
To modify quiz assignments for individual students, click on the + sign next to the class name to drop down your roster for that class. When you assign a quiz to an entire class, the Quiz Builder will automatically select all students in that particular class. If you have a student absent or for whatever reason you do not want an individual student to have access to the quiz, just remove the check next to their name and click the **Update** button at the bottom of the window to update your quiz assignments.



Duplicating a Quiz



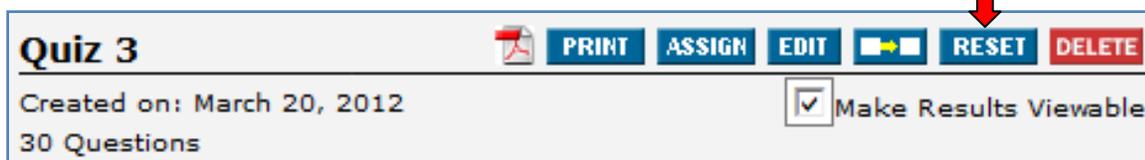
If you would like to duplicate a quiz you can do so by clicking the **Duplicate** button. You will be prompted to enter a name for the duplicated quiz.



Once the new name has been entered. Click the **Create** button to create the quiz. The duplicated quiz will have all the same questions as the original.

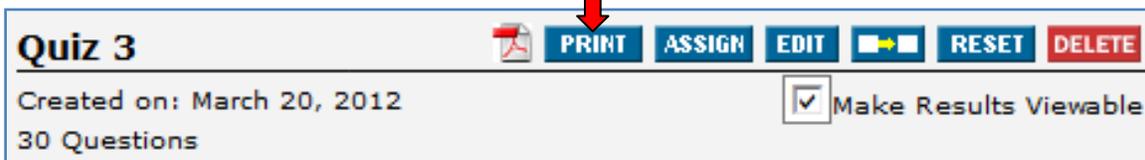
Resetting a Quiz For A Class

When you assign a quiz to a class or individual student, the quiz becomes locked for editing. You will need to reset the quiz for the entire class before it can be edited.



Clicking the **RESET** button will delete all quiz scores unassign the quiz from any classes or students. It will also remove all quiz results. Once the quiz has been unassigned, you can then edit it and reassign it.

Printing A Quiz



Quiz 3

Created on: March 20, 2012

30 Questions

Make Results Viewable

You also have the option of printing the quizzes for your students to take on paper. If your network or proxy server causes problems with the Quiz Builder performance, then the printed quizzes should be given on paper rather than online. To print, click the **PRINT** button next to the quiz name.

9. Which of the following lines of code would appropriately link an external style sheet to an HTML document?

- A `<link rel=stylesheet href=style.css>`
- B ``
- C `<style href=style.css>`
- D `<style href=style.htm>`

10. Which of the following correctly uses CSS to import an image as the background to an object?

- A `background-image: url(picture.gif)`
- B `background-image: picture.gif`
- C `image-background: url-picture.gif`
- D `background-image=picture.gif`

Answer Key

1. C
2. B
3. B
4. D
5. D
6. B
7. A
8. C
9. A
10. A

When you print the quiz, you will see a preview of the printed quiz in the right side of the Quiz Builder window. Below the questions you will find the answer key.

Export and Saving Quizzes as PDF

You have the option to export any of your quizzes as a PDF file. The PDF quizzes will be the same format as the printed quizzes. To export a quiz, click on the PDF icon next to the quiz name.

Displaying Graded Quizzes to Students

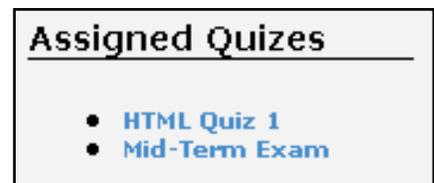
When students submit their completed quiz, they will not be able to see their quiz results immediately. When you are ready to show your class their graded quiz, place a check next to **Make Results Viewable**. Students may then go back to the quiz to see how they did.



The screenshot shows a quiz management interface for "Quiz 3". At the top, there are several action buttons: PRINT, ASSIGN, EDIT, RESET, and DELETE. Below these buttons, the quiz details are displayed: "Created on: March 20, 2012" and "30 Questions". A checkbox labeled "Make Results Viewable" is checked, and a red arrow points to it from below.

What do the students see?

When your students login and go to their **Student Center**, they will see on the left side of the window a list of quizzes that have been assigned to them. When they click on a quiz, the quiz will be displayed on the right side of their Student Center.



The screenshot shows a list of assigned quizzes under the heading "Assigned Quizzes". The list contains two items: "HTML Quiz 1" and "Mid-Term Exam", both listed with blue bullet points.

Submitting Quiz Questions

If there is not a question in the question bank that you would like to include on your quiz, you may submit a question to be added to the question bank. Please adhere to the following guidelines when submitting questions:

1. Make sure the question is not already in the question bank.
2. The question must include at least 3 answer options, no true/false questions.
3. The question must be properly categorized to the correct Unit and Lesson.

Submitted questions will be approved prior to appearing in the question bank.

To add a question to the question bank, click on the **Add Question** button on the right side of the Quiz Builder.

TIP In order to add questions to a quiz, you will need to open it for editing. To do this, find the quiz you would like to edit on the left and click **EDIT**.

Select Questions for Quiz

To select questions for your quizzes, click the **EDIT** button next to the quiz name on the left side.

Add to Question Bank

****PLEASE READ****

If you would like to add a question to the question bank, please **first check to see if a similar question already exists** before adding. click the Add Question button below. Questions must have at least **three possible answer choices**. Please also properly categorize any questions you add to the system. All added questions become available to all teachers.

Add Question

TIP In order to add questions to a quiz, you will need to open it for editing. To do this, find the quiz you would like to edit on the left and click **EDIT**.

Add To Question Bank

Question:	<input type="text"/>
Choice 1:	<input type="text"/>
Choice 2:	<input type="text"/>
Choice 3:	<input type="text"/>
Choice 4:	<input type="text"/>
Choice 5:	<input type="text"/>
Answer:	<input type="text" value="Choice 1"/>
Category:	<input type="text" value="Foundations 01"/>

Add Question

NOTE: Please be sure to select the appropriate lesson category for your question.

The screen will change to allow you to enter your question. Please refer to the guidelines below when adding questions to the Quiz Builder. These guidelines are designed to make using the Quiz Builder easier for everyone.

Guidelines for Adding Questions

- The questions must be directly related to a lesson on IE class.
- NO true/false questions.
- Quiz question must be properly categorized in the Question Bank.
- All questions should have at least 3 (three) answer choices
- **DO NOT** add duplicate questions. Only add a questions if it is not already in the question bank.

Getting the Quiz Results

The Quiz Builder will provide you with an easy to read chart of your students' scores on each of their quizzes. To view the scores, click on the **View Quiz Results** button on the Quiz Builder tab.

Select Class **2nd Period Web Design** 3rd Period Web Design

View Instructions **Refresh Page** **Print Scores** **Close**

Name	Foundations	Graphics	Average
Baumler, Maxwell	-	86 VIEW RESET	86
Blowe, Sharonda	-	-	-
Goethals, Dakota	-	68 VIEW RESET	68
Gouge, Jason	-	62 VIEW RESET	62
Graham, Rebecca	-	Incomplete	-
Hughes, Bailey	-	84 VIEW RESET	84
Humble, Leeza	-	30 VIEW RESET	30
Johnson, Erik	-	90 VIEW RESET	90
Kiser, Chasity	-	100 VIEW RESET	100
McLeod, Josh	-	80 VIEW RESET	80
McMahon, Alexandra	-	78 VIEW RESET	78
Averages:	0	75	38

Note: Once the student has opened or viewed the quiz, it will show **Incomplete**. After the test is finished the score will be displayed. You may click on the score to reset the quiz for the student to retake.

At the top of the screen will be a horizontal list of your classes. Click on the class you want to view.

The roster for the class you selected will be displayed along with the grades each of your students made on all recorded quizzes. If a student has opened a quiz, you will see **Incomplete** in place of the grade. Even if they just looked at the quiz and didn't answer any questions, it will still show Incomplete on your screen.

After a student has completed the quiz, you can view their specific quiz by clicking the **VIEW** button next to the score. If a student failed a quiz and you want them to take it again, click the **RESET** button next to the score it for the individual student. Once the quiz has been reset, the student will be able to retake it.

Communication

IE Class provides a communication system allowing you to exchange messages with an entire class or with individual students, and to post announcements on your student's home page. You also have the option of allowing your students to communicate with each other.

Communication

[Student Page Content](#)

[Launch IE Messenger](#)

Student Page Content

You may add customized content to your student's home page with your own information. To customize the content, click on the **Edit Student Page Content** under the Communication tab.

From the window that comes up, you may enter your custom content for all your students to see on their home page each time they log in. HTML tags may not be used and will be edited out by the system. Your content will inherit the styles used on the student page.

You may want to put your contact information, important dates for your students to remember, tutorial or lab hours.

When you are satisfied with the content you have entered, click the **Update** button to add the content to your students' home page. This will replace the default content that we placed there with your own content. Your content will remain posted until you change it.

HomeLab CheckpointsLab ResourcesLessonsCertificationLogout



Assigned Labs

Student Center

Practice HTML Editor

Today in Computer History!

July 21, 1975
Xerox withdraws from the computer market

Xerox Corporation withdraws from the computer market after having lost \$264 million in five years. The company's Palo Alto Research Center (Xerox PARC) had been on the forefront of computer development, leading to initial plans for Ethernet network connectors and the Xerox Alto, a graphical user interface computer whose attributes found popularity in Apple Computer's machines. Founded originally to develop further the principles of xerographic reproduction, Xerox in 1975 returned to its roots.

Licensed for: Liberty High School

Welcome Mark Golets!

Lesson Categories

Unit 1: Foundations

Unit 2: Web Graphics

Unit 3: Basic HTML5 with CSS

Unit 4: Advanced Design

Unit 5: Responsive Design

Unit 6: JavaScript

Unit 7: PHP Scripting

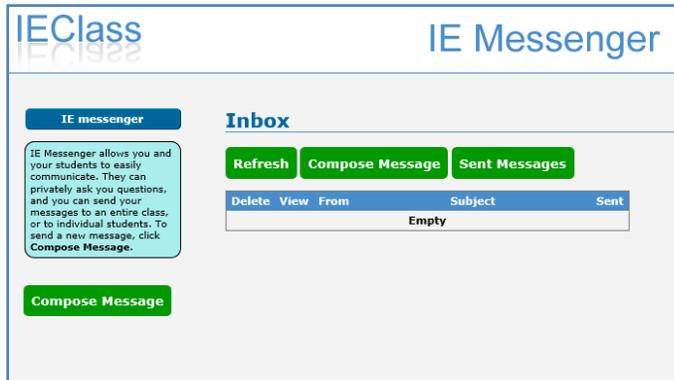
Color Scheme Designer

Add your custom content to your students' page here.



IE Messenger

The IE Messenger is similar to internal email with an Inbox and a Sent box for you to keep track of your messages, however messages are sent through our system, not traditional email.



The messenger window will start out showing your Inbox. Any messages you have received will be displayed on the right side of the window. If you have no messages, it will say "Empty".

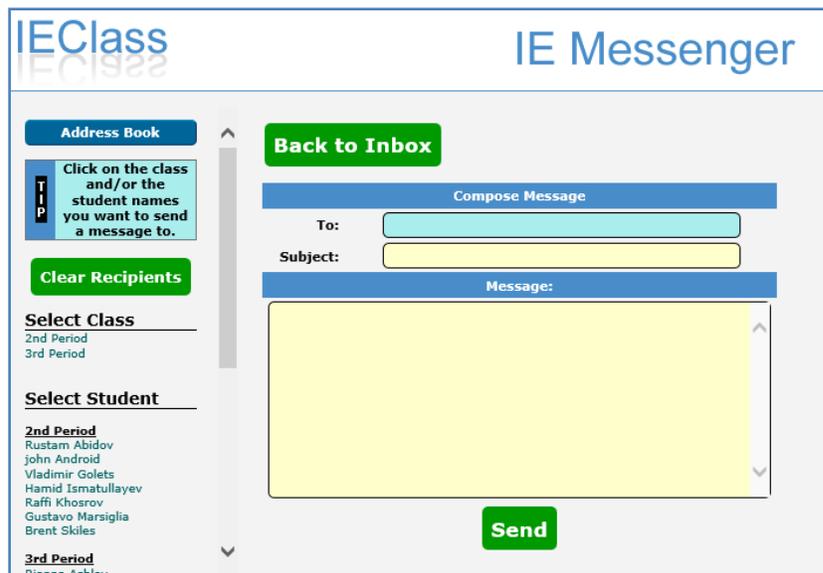
From your Inbox screen, you can either go to your Sent Messages screen to see the messages you have sent to your students, or you can go to the compose screen to compose a new message to individual students' or to an entire class.

Sending Messages

To compose a message, click the **Compose Message** button from the messenger window. The window will change to pull up your address book on the left and the compose message screen will appear on the right.

You will see two categories of recipients in your address book. The first displays all your classes and below that are your individual student names.

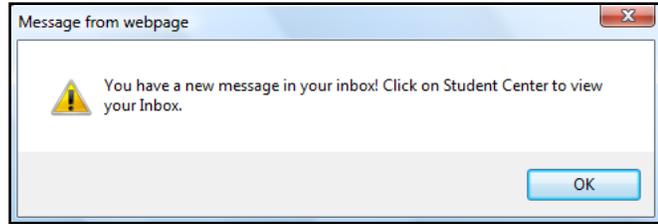
To send a message to an entire class, click on the class name you want to send the message to. The class name will appear in the *To* field. To send a message to one or more students, click on their name and their username will appear in the *To* field.



You cannot manually modify the address in the *To* field. If you make a mistake in selecting your recipients, click the **Clear Recipients** button to remove the selected address and you can start again.

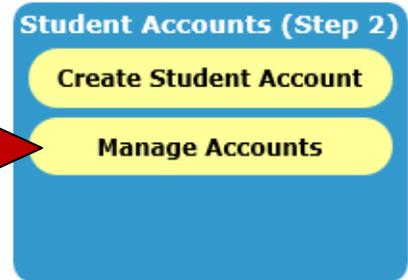
Once your recipients are selected, you may enter a subject and your message just like you would with standard email. When you are finished composing your message, click **Send** to send your message to your students.

When your students log in to IE Class, they will receive an alert telling them that they have a new message in their Inbox. You will receive the same alert after logging in when you have a new message in your Inbox. The alert will continue to display until the unread message is opened.



Student to Student Messaging

The messaging system does allow for your students to send messages to each other, but you will need to activate that feature before your students can use it. To activate Student to Student messaging, click the **Manage Accounts** button from the Student Accounts box.



The third column in the Manage Accounts (***S2S**) screen indicates whether or not the student has Student 2 Student Messaging enabled. By default, all students start out with that option set to **No**, but by clicking on the No, the option will change to Yes and those students may send messages other students in their class.

Print Usernames and Passwords **Close Window**

*Allow student to message other students in their class.

		*S2S ?	Class	Username Password	Last Name	First Name
Delete	Edit	No	2nd Period Web Design	UN: CHSBALLER32 PW: 779584622845	Baumler	Maxwell
Delete	Edit	No	2nd Period Web Design	UN: BloweS4109 PW: 779584622845	Blowe	Sharonda
Delete	Edit	No	2nd Period Web Design	UN: DWG PW: 779584622845	Goethals	Dakota
Delete	Edit	No	2nd Period Web Design	UN: JTJTJT PW: 779584622845	Gouge	Jason

IEClass Student Center

Address Book

TIP Click on the class and/or the student names you want to send a message to.

Clear Recipients

Teacher
Send to teacher

Classmates
Abidov, Rustam
Android, john
Golets, Vladimir
Ismatullayev, Hamid
Khosrov, Raffi
Skiles, Brent

Compose Message

To:

Subject:

Message:

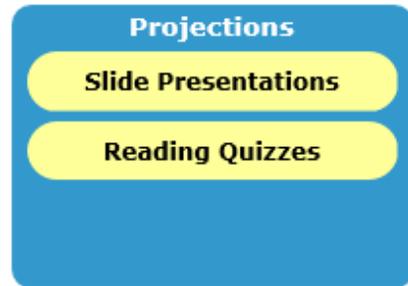
Send **Cancel**

When your students with Student to Student Messaging enabled go to compose a message, they will see a group list called Classmates in their Address Book consisting of the other students in their class. They may select any of the students in the list to send a message to. They may not send a message to a student in another class.

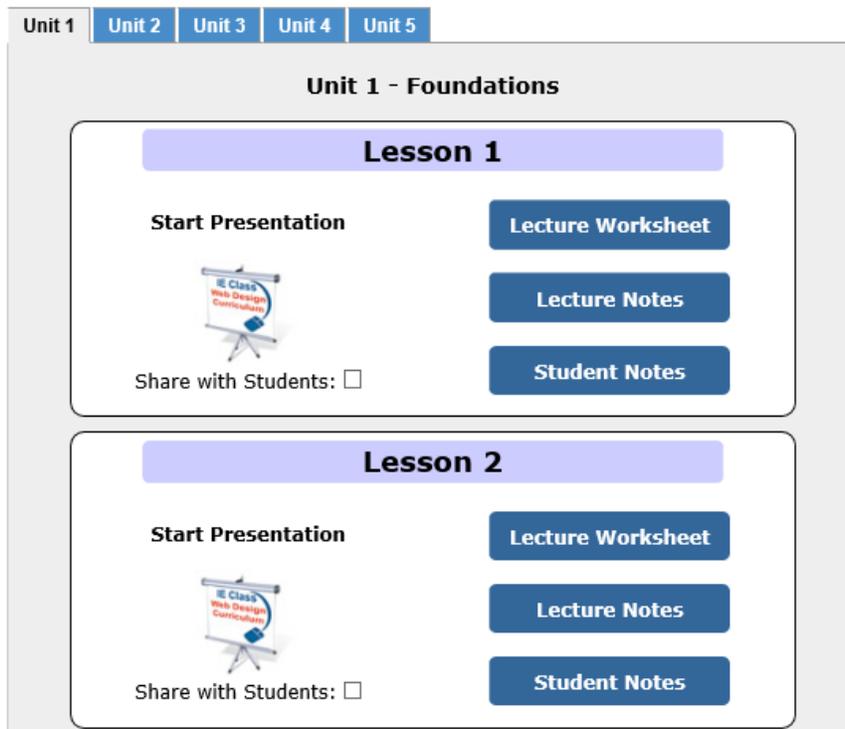
Students who do not have Student to Student Messaging enabled will only see the teacher group in their Address Book and will only be able to exchange messages with you.

Projections

There are two categories of projections. The Slide Presentations are lecture slides that you can use during your lectures. The Reading Quizzes are short timed quizzes that you can give your students after they have read the lessons.



Slide Presentations



When you are ready to show a presentation, click on the screen icon and the presentation automatically open. It is suggested that you put the presentation into full screen by pressing the F11 key or for Macs, click on View” and select “View in Full Screen”.

Lecture Worksheet

The lecture Worksheets is a worksheet that students should complete during the slide presentation. The lecture Worksheet is only included with Unit 1 and Unit 2

Lecture Notes

The lecture notes can be downloaded for you to use during the presentation. The lecture notes include one slide per page with any important information that should be emphasized on the slide.

Student Slides

Starting with Unit 3 you can download the Student Slides which includes two slides per page for students. Instead of a worksheet, the lectures will include a **guided practice** which walks the students through creating a web page that utilizes the concepts presented in the lesson. The Student Slides can be provided to students that need to see the details in the guided practices better.

Student Notes

The student notes can be provided to students to take notes during the presentation. Each page includes three slide images from the presentation.

Share with Students

Each lesson presentation includes the option to share the presentation with your students. When you place a check next to Share with Students, your students can then open the presentation from the top of the corresponding lesson page.

Reading Quizzes

The first four units include Reading Quizzes. These are short quizzes consisting of 5 to 10 multiple choice questions. To start the quiz, click the screen icon and the quiz will open to the title screen. Prior to starting the quiz, each student should have a paper ready to record their answers.

To start the quiz click the title screen or press Enter. The questions will advance automatically after 20 seconds.

The answer key for each unit can be downloaded below the Unit heading under the tabs.

Unit 1 Unit 2 Unit 3 Unit 4

Unit 1 - Foundations

Unit 1 Answer Key

Lesson 1

Start Quiz



Lesson 2

Start Quiz



Account Management

From the Account Management box, you can get renewal quotes, renew your account when it comes due, and change the password on your account.



Get Price Quote

You can instantly generate a renewal quote for your account. After clicking on the Get Price Quote button you will be asked how many total students you will need for your school. You should also select your payment method, Purchase Order, Check, or Credit Card. It is very important this information be correct because there is a different pricing structure for purchase orders / checks and credit cards. The selected payment method will be stated on your quote.

IE Class, Inc. Quote

If you need a quote for multiple schools within your district, please email us with the district, schools to include on the quote, and number of additional student accounts needed at each school and we will prepare the quote and email or fax it to you.

No changes will be made to your account. This form will generate a printable quote. Enter the total number of student accounts that you need and your method of payment.

School:

Total Student Accounts:

Payment Method:

[Get Quote](#)

Click the **Get Quote** button to generate your quote. The quote will be generated in a printer friendly format.

NOTE: This feature can only be used for single school quotes. Districts that need quotes for multiple schools either separately or on the same quote should email us at ieclass@outlook.com.

IE Class, Inc.		QUOTE	
PO Box 293902 Lewisville, TX 75029 Phone: 214-699-9480 Fax: 972-221-0412		Selected Payment Method PO	
Liberty High School - Account Number: 1234 Teacher:			
Quantity	Description	Cost	Total
1	IE Class Account Subscription Renewal	\$350.00	\$350.00
10	Additional Student Accounts	\$2.00	\$20.00
Total Cost:			\$370.00
<small>This is NOT an invoice. This quote is valid for 30 days from: July 21, 2021. Quotes with price errors or modifications are considered invalid. Prices must reflect current posted prices on the Teacher Registration Page. Renewal rates are only valid if the school has already paid the first year subscription rate.</small>			

Renew Account

All accounts must be renewed each year. Your renewal date is at the top of your Teacher Page along with your Account Number and status. The accounts status will either show **Current**, **Payment Pending**, or **Expired**.

Liberty High School Teacher Center

Renewal Date: **May 31, 2022** | Account Number: **1234** | Account Status: **Current**

[IE Class W9](#)

[Sole Source Affidavit](#)

[Course Outline](#)

Status Descriptions	
Current	The payment has been received and posted to your account.
Payment Pending	We have received your purchase order and have processed the registration or renewal and we are currently awaiting payment from the school.
Expired	The account is past its expiration date and we have not yet received a purchase order to process the renewal. Expired accounts will be deactivated.

We tried to simplify the renewal process as much as possible by allowing you to renew your account directly on your Teacher Center page. You will need to have an approved purchase order prior to renewing your account. Approximately 30 days before your renewal date, you should request a PO number for your renewal. Once you receive your PO number, click the **Renew Account** button to initiate the process.

Account Information

Your Current Renewal Rate: **\$250**
Includes 75 student accounts.

Renew By Date	January 12
School	IE High School
Address	PO Box 293902 Lewisville, 75057
Phone	214-699-9480
Name	Kathy Rogers
Username	
School Site	www.ieclass.com
Email	contact@ieclass.com
Max Students	75
Current PO Number	365

Please make any corrections on the next screen.

[Continue >>](#)

You will see two screens in the renewal process. The first just shows you your current information. There is nothing to change or edit on the first screen.

Current renewal rates can be found on the **Sign Up** page accessible from the main menu prior to logging into IE Class.

School Billing Address:	
IE High School - Account Number: 1745	
School Web Site	<input type="text" value="www.ieclass.com"/>
Phone Number	<input type="text" value="214-699-9480"/>
Address	<input type="text" value="PO Box 293902"/>
Address 2	<input type="text"/> (Only if needed)
City	<input type="text" value="Lewisville"/>
State	<input type="text" value="TX"/>
Zip	<input type="text" value="75057"/>
Account Information	
First Name	<input type="text" value="Kathy"/>
Last Name	<input type="text" value="Rogers"/>
Your email	<input type="text" value="contact@ieclass.com"/>
Additional Students	<input type="text" value="0"/> 100 Max - \$1 each
Valid Purchase Order Number Required for Processing by IE Class	
P.O. Number	<input type="text" value="PO82374"/> x Required for Processing
Please review the information above. Enter in the P.O. # you are using to purchase the subscription.	
<input type="button" value="Process Renewal"/>	

The second screen will allow you to make changes to your school's billing address, your name, or email address. Please double check the address. It should be the **billing address** which may or may not be the address of your school.

If you have additional student accounts, you will see them in the Additional Students field. You can adjust the number of additional accounts here.

To complete the renewal process, you will need to enter an approved PO number in the appropriate field.

Note: Please do not enter filler numbers in the purchase order field (12345, 0000, etc.) just to generate an invoice. This causes confusion when we invoice school district accounting offices and when we process payments. We will be more than happy to send you a blank invoice if you need one to generate a purchase order.

If you plan on renewing your account, but have not received a PO number by your renewal date, please just email us and let us know the status. We can extend a grace period.

Once you have entered the information, click on the **Submit Info** button. An invoice will be generated and sent to your email address that you provided. A notice will also be sent to us with your information so we can process the renewal from our end.

Change Password

At any time, you can change your password. It is important to keep your password away from students and now share your password. If you believe that your password has gotten out, please log in and change your password from the Account Management tool.

Change Password
NOTE: Usernames cannot be changed. Once you change your password, you will be logged out and you will need to log back in with your new password.
Username: msjones
New Password <input type="text"/>
<input type="button" value="Update Password"/>
<input type="button" value="Close"/>

End of Course Certification Exam

At the end of the course, teachers have the option of allowing their students to take the Fundamentals of Web Design Certification Exam through WD Certified. The certification exam is included in the cost of subscription. **The cost of the exam is included with your subscription.**



Becoming an Approved Proctor

At the top of your Teacher Center page you will see one of two images that indicate your status as a proctor for the certification exam.



This image indicates that we currently do not have you listed as an approved proctor for the exam. To be approved to administer the exam, the proctor must be a certified teacher within the state the exam is given. Next, we must receive the proctor agreement from any teacher wishing to administer the exam. The proctor agreement can be downloaded from the Teacher Center page.



Once we have received your signed proctor agreement, the status you will change to "Approved Proctor". This means that you are free to administer the certification exam for your students.

When you are ready to give the exam, you should email us, or submit a support ticket and let us know how many students will be testing and your test date and we will provide you with an **Authorization Code** allowing you to go into the system and register your school for the exam. Please note, you will need to request a new Auth Code each time you plan on giving the exam.

Certificates

Students must make a 80% or higher on the exam to be considered certified. This is a high score but certification indicates that students have a high level of knowledge on the topic. Upon closing the testing session, teachers will see each student's score and how many questions each student got right and wrong in each category of questions. Specific test questions are not released. Students that do not pass must wait 30 days before retesting.

Certificates will be provided for each student that passes and the certificates will be sent to the proctor at the school. Each certificate will include an individual verification code that can be entered into the WD Certified website which will verify the certificate's authenticity. This is helpful for students that provide a copy of the certificate to potential employers.