

# Unified Classroom: Using Class Pages Quick Reference Card

## Unified Classroom: Using Class Pages

Learn how to use Unified Classroom's Class Pages feature to share information with your students. Add class pages with different types of instructional content, change page layouts, organize class pages, and publish the class for your students to view. Use the discussion board feature and the WikiProject feature to promote student collaboration. Set up an assignment for your students and view, annotate, and grade assignments directly within Unified Classroom.

## Building Class Pages

Use Class Pages to share content with your students. For each of your classes, the first page is automatically created for you. Add pages and customize the page layouts, content blocks, and page order. Your class pages are hidden to students until you publish the pages.

- View a class
- Change the page layout
- Add a class page
- Add content to a page
- Rearrange class pages
- Publish class content

## View a Class

In Unified Classroom, navigate to Class Pages.

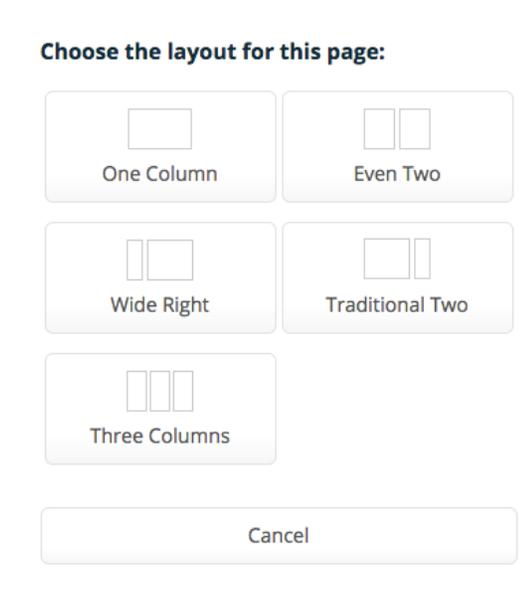
1. Sign in to Unified Classroom
2. In the left navigation, select **Class Pages**

3. To edit the title of the page created by default, click **First Page** and update the text, such as **Welcome to Chemistry 101**, then click **Save**

## Change the Page Layout

Modify the layout of the content blocks on a page.

1. At the top right of the class page, click **Manage Page** to open the menu
2. Select **Page Layout**
3. Choose a page layout



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## Add a Class Page

Create a new class page.

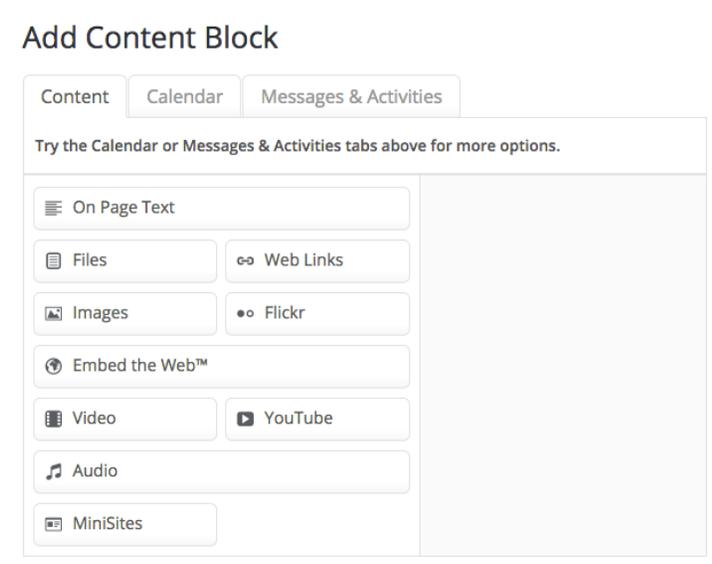
1. In the top left of the Pages tab, click **+ Add Page**
2. Enter a page title, such as **Chemistry 101**
3. Choose whether to insert the new page at the bottom of the list of pages or as a subpage of an existing page
4. To allow students to comment on the page, check the Comments option
5. Click **Save**

## Add Content Blocks

Add content onto a class page using content blocks.

1. Under the page title, click **+ Add Content Block**
2. Choose a content block type, such as **On Page Text**
3. Enter a title for the content block, such as **Welcome Message**
4. To hide the title from appearing on the page, check **hide title**
5. Use the content block options to add content, such as text, images, and videos
6. To choose where to place the content block on the page, click **Block placement**
7. Choose a block placement option, such as at the top of column one
8. Click **Save**

9. To rearrange content blocks on a page, click and drag a content block to another position



## Rearrange Class Pages

Change the order of class pages in the list of pages.

1. On the Pages tab, next to + Add Page, click the Organize Pages icon
2. On the Organize Pages page, click and drag pages to rearrange the page order
3. To delete a page, click the trash can icon to the right of the page title
4. To save your changes, click **Apply**

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## Publish Class Content

To allow students to view your class content, publish class pages and make the class active. On the list of class pages, published pages have a red icon. Hidden pages have a gray icon. Only the first page is published by default.

1. To publish a class page, at the top-right area of the page, click **Publish**
2. Choose when to publish the page, then click **Save**
3. To make a class active, in the far-right area of the top menu, click **Manage Class**
4. At the bottom of the menu, click **Make Active**
5. Choose when to make the class active
6. Choose who to allow to view the class, such as only the students in the class roster
7. Click **Save**

## Adding a Class Discussion

Set up and manage a class discussion. Create a discussion for the entire class, for a group of students, or for each student, such as for journaling or blog entries. View all posts made by any student in a discussion or view only a particular student's posts. Use the What's New feature and receive email notifications of recent activity. Set up discussions on a class page or under Activities in the top menu.

### Add a Class Discussion

Create a new class discussion for your students to communicate with each other and you on a particular topic.

1. On a class page, click **+ Add Content Block**
2. Select the Messages & Activities tab
3. Select **Discussion**

4. Enter a title for the discussion, such as **What are some ways to help you memorize the periodic table?**
5. Select a rubric, if needed
6. Add a description and any instructions for your students

Use the rich-text options to format the text and add tables, images, and links as needed.

7. Under Discussion Type, choose whether to make this discussion available to the entire class, a smaller group of students, or each individual student
8. Click **Next**
9. Choose whether to make the discussion available any time or within a date range you define
10. To require students to submit a post before viewing other posts, check the Security Settings option
11. Choose where to place the discussion on the class page
12. Optionally, upload a file as an attachment for the discussion
13. To add the discussion as an assignment, click **Setup a Traditional Gradebook**
14. Click **Save**

To view all of the class discussions you've created for this class, from the top menu, click **Activities**. Then click **Discussions**.

### Manage a Class Discussion

View and manage all of your class discussions for this class.

1. From the top menu, click **Activities**
2. Click **Discussions**
3. To view student posts for a discussion, open the Manage Discussion menu and choose **View Results**

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4. To view a particular student's posts, enter the student's name in the Search Students field and click **Go**
5. To return to the list of discussions, click **Close**
6. Use the Manage Discussion menu to close the discussion, lock the discussion so no additional posts are allowed, or to download the discussion as an HTML file of all of the posts
7. To change the discussion settings for all discussions for this class, click **Settings** at the top right of the Discussions page
8. Use the Discussions & Inbox tab on the Class Settings page to choose to allow file uploads on posts and to define how long students can edit their posts, up to 1 day
9. To save any setting changes, click **Save**
10. To delete the discussion, click the trash icon
7. Under WikiProject Type, choose whether to make this WikiProject available to the entire class, a smaller group of students, or each individual student
8. Click **Next**
9. To be able to add project feedback directly within the wiki, check **Enable Comments**
10. Choose a due date
11. Click **Block placement** and select a placement option, such as at the top of column two
12. Click **Save**

## Using a WikiProject

Set up and manage a student wiki for your students to collaborate on an online project. Students can add their own pages and content blocks within the wiki.

### Set Up a WikiProject

Create a new WikiProject for your students.

1. On a class page, click **+ Add Content Block**
2. Select the Messages & Activities tab
3. Select **WikiProject**
4. Enter a project title, such as **Elements Presentation**
5. Choose a rubric, if needed
6. Enter a project description and any instructions for your students

Use the rich-text options to add text formatting, images, or links.

### Manage a WikiProject

View and manage all of your WikiProjects for this class.

1. From the top menu, click **Activities**
2. Click **WikiProjects**
3. Use the Manage WikiProject menu to edit the project details or view the wiki
4. To delete the wiki, click the trash icon

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## Working with Assignments

Set up, view, annotate, and grade assignments directly within Unified Classroom.

## Add an Assignment

In Class Pages, create a new assignment.

1. From the top menu, open the Activities menu and choose **Assignments**
2. At the top of the Assignments page, click **+ Add Assignment**
3. Enter a title, such as **Periodic Table Poster**
4. Select a rubric, if needed
5. Enter details, using the rich-text options to add formatted text, images, and links as needed
6. Choose a due date
7. For an online assignment, check **Allow students to submit work online**
8. Under Attachments, add one or more attachments by dragging the files to the gray box or by clicking **Choose Files**

For example, for a chemistry assignment, you might choose to attach a copy of the periodic table.

9. Click **Save**

## Annotate and Grade an Assignment

View which students have submitted their assignments online. Choose an assignment to view, make annotations for the student, and then grade the assignment right within Unified Classroom.

1. On the left navigation menu of Unified Classroom, click **Grading**

2. Select **Assignment/Activity List**
3. For an online assignment, in the Online Work column, click the paper clip icon to view submitted work
4. Make annotations as needed
5. Grade the assignment