

Welcome to eChalk

# My eChalk Community: For Students

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## Introduction

eChalk is an online learning environment that connects students, teachers, parents and administrators within your school and district. eChalk provides your school district with Websites, class Web pages, department or group Web pages, and online tools for teachers, administrators, students and parents that facilitate 2-way anytime, anywhere communication.

Because safety and security are important in a school environment, eChalk has both **public** and **private** features. Your school and district can choose what information is available to the general public by publishing items on the public side of eChalk. Alternatively, they can also choose to allow only targeted groups of their school community to receive information by publishing it privately. The school community members then access this information by logging in to a private account.

You can use eChalk to:

- Keep up-to-date and accountable with important class information.
- Interact with teachers using safe and secure email, online class discussions, and surveys.
- Keep informed about upcoming district, school and classroom events.
- Store information for easy access from any computer connected to the Internet.

Remember that your eChalk site is available from any computer with an Internet connection so you can access eChalk from a computer lab, your classroom, the library, and home.

Have fun getting to know your site and discovering all the new ways you now have to communicate, collaborate and connect with the members of your school community!



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## 2 My eChalk Community Welcome to eChalk

### My eChalk Community

## Finding Your eChalk Site on the Internet

#### ► To find your school's eChalk site:

- 1 Launch your Internet browser software. (Netscape Navigator, Internet Explorer, Mozilla FireFox, or Apple Safari )



- 2 To reach your homepage, type your eChalk Web address in the **Location** (or **Address**) area. This Web address may look like the following:

Address	<code>http://school.echalk.com</code>
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The homepage is the welcome page of your eChalk site. Many schools choose to customize their homepage to include sections that will be helpful to their communities. However, a basic eChalk homepage includes:

- The login box
- Your school's announcements
- A message from the Principal
- A calendar of upcoming school events
- Links to the school Directory and Resources


## My eChalk Community School Calendar

You can view a list of the [Upcoming Events](#) on the right hand side of your homepage.


Click the [View Monthly Calendar](#) link at the bottom of the list to see a detailed view of each month's events.

**Upcoming Events**


» **Wednesday, January 10**

 Professional Development

» **Monday, January 15**


 MLK Jr. Day: School is Closed!

» **Friday, January 19**

 School Ski Trip







Tuesday, January 09, 2007  
[View Monthly Calendar](#)

From the full month view of the calendar, you may select a month from the drop-down menu or click the red arrow buttons to see the next and previous month's events. You may also choose to print the monthly calendar from this screen by clicking on the [Print Calendar](#) link located in the top right corner of the page.

 **School Calendar**

[Print Calendar](#)

◀ January 2007 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1  Winter Break	2  Winter Break	3  Teacher Work Day All teachers and staff report to school. Welcome back!	4  PTA Meeting 7:30pm in the auditorium	5	6
7	8  Classes Resume Students report to school. Welcome back!	9	10  Professional Development Meet in the school cafeteria at 3 PM.	11	12	13

\* Remember that from your homepage you are viewing your school's public calendar. Only events deemed appropriate for viewing by the general public will be displayed on this calendar. Once you've logged in to your school site, a more detailed calendar may be viewed.

To return to your homepage, click the [School Home](#) link on the top toolbar.

## My eChalk Community

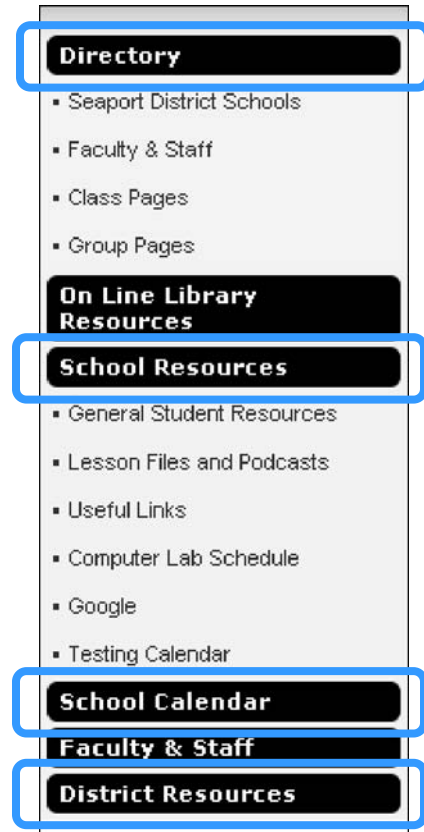
# eChalk Tools and Resources

Let's take a closer look at the left hand navigation area of your homepage. This area may contain eChalk tools such as a Directory listing as well as School and/or District Resources. Schools may choose to customize this area of the homepage. However, a basic eChalk site includes the following areas:

- [Directory](#)
- [School Resources](#)
- [District Resources](#)
- [Monthly Calendar](#) shortcut

The following directories may be available on your site:

- [District Listing](#) - The [District Listing](#) provides links to other eChalk sites in your district.
- [Faculty & Staff](#) - The [Faculty & Staff](#) section lists all site members by subject area and provides a view of teachers' and administrators' personal Web pages.
- [Class Pages](#) - The [Class Pages](#) link brings you to a menu of class-specific Web pages created by teachers at your school. These pages provide information about class assignments, tests, projects and announcements.
- [Group Pages](#) - The [Group Pages](#) link displays a listing of Web pages created by different groups and organizations at your school.




The [Resources](#) sections are maintained by the Site Manager and Site Administrators at your school or district. This area provides links to additional content that may include items such as school newsletters, interesting Web links, homework help tips, library resources, or even Web projects created by other students at your school.

\*Remember: As with the calendar, this is the public view of your eChalk Resources. More content may be available once you have logged in.

## My eChalk Community


# Logging In

Now that you have explored the public part of your eChalk site, let's log in and take a look at the private side of the system.




### ► To log in:

- 1 Locate the login box on the upper right hand corner of the homepage.
- 2 Click in the space to the right of **Username**, and type your username (e.g. mary.brown).
- 3 Click in the space to the right of **Password**, and type your password.

 **Note:** Dots will appear to disguise what you type.

- 4 Click the **Login** button.

 **Note:** Your username is derived from your first and last name, usually in one of the following forms:

- ~~Your first name and your last name separated by a period (mary.brown)~~
- Your first initial and last name (mbrown)
- ~~If there are multiple users with the same name, there may be a number in your username (mary1.brown).~~



**Power Tip:** Click the **Forgot Password?** link on the login box. This will allow you to send a message to your Site Manager who can reset your password.

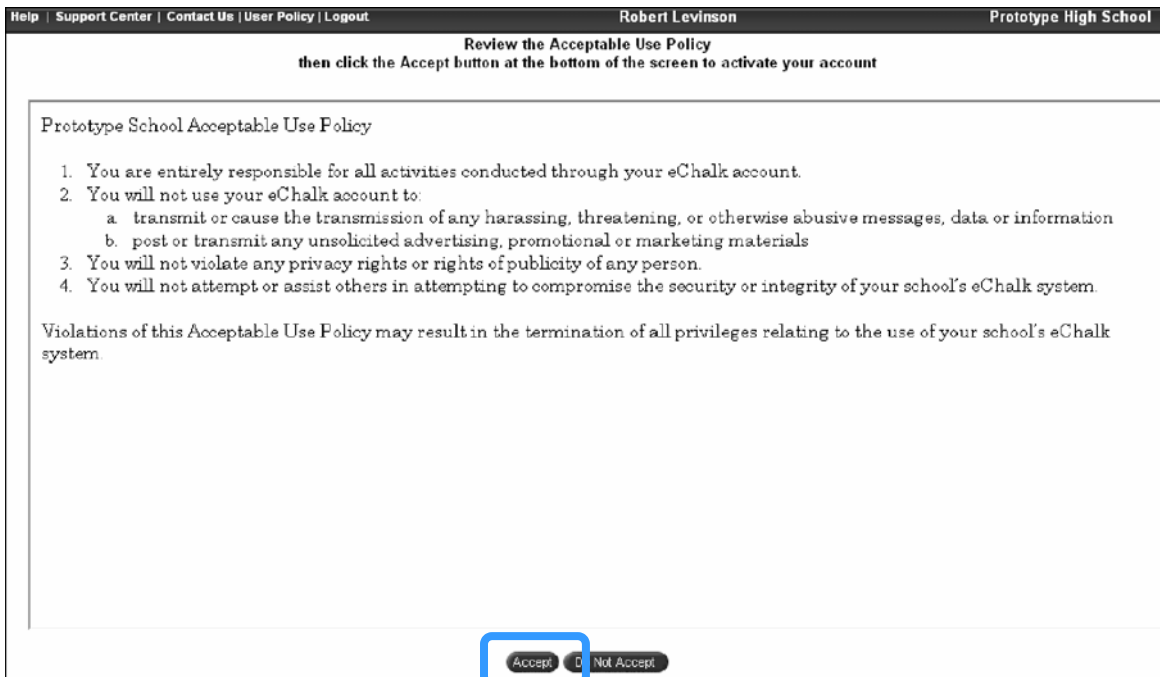
Contact your Site Manager if you need your username and/or password.

## First Time Log In

The first time you log in to eChalk you will go through a one-time procedure to activate your account.

► **To complete the first-time log in process:**

- 1 Click the **Accept** button located at the bottom of the Acceptable Use Policy (AUP). This policy was written by your school or district and outlines the guidelines of acceptable use for your eChalk site.




- 2 The next screen requires you to change your account password. Type a new password in the **New Password** box and then re-type it in the **Confirm New Password** box below.

\* New Password:


\* Confirm New Password:

\* Indicates required fields

**Submit**

 **Note:** Try to choose a password that is easy for you to remember but hard for others to guess.

- 3 Click the **Submit** button.

 **Note:** Remember! The next time you log in to eChalk you will need to use the new password you created.

## Setting Your User Profile

The next screen will help you set your User Profile. Your User Profile tells the system specific information about who you are at your school and categorizes you in the [Find Members Directory](#) accordingly.

Make note of your email address as it displays on the [Profile](#) page. Enter a nickname if you would like, and click the [Finish](#) button at the bottom of the page.

## My eChalk Community Personal User Accounts

After completing the first time login procedure, you will have your own private password-protected eChalk account.

Personal user accounts include access to the following features:

### My Email

Allows students to send and receive email messages, and also includes more sophisticated tools such as an address book to store other contacts. Email may be monitored or restricted according to school student-safe email policies.

### My Account

- [Files](#) – Provides you with the ability to save files, like Microsoft Word documents, to your account. This allows you to access files at any time from any computer with an Internet connection.
- [Bookmarks](#) – Allows you to store a running list of favorite Internet links.
- [Profile](#)– Enables you to edit and update your account information and also to change your password.

Help | Support Center | Search | Contact Us | User Policy | Logout Robert Levinson Prototype High School

My Email

My Account

My Files –View Another Folder–

Add Save Copy Move Delete Send Mail

Info	File Name	Date Uploaded	Size
<input type="checkbox"/>	<a href="#">Classrooms.htm</a>	11-Jan-2007 12:44 PM	2 k
<input type="checkbox"/>	<a href="#">Leadership Teams.pdf</a>	11-Jan-2007 12:43 PM	709 k
<input type="checkbox"/>	<a href="#">Sign for table.doc</a>	11-Jan-2007 12:44 PM	52 k

Select All

Add Save Copy Move Delete Send Mail

Space Available: 9.25 MB of 10.00 MB

## My Classes

Allows students to view assignments, submit homework, collect class materials and participate in online discussions.

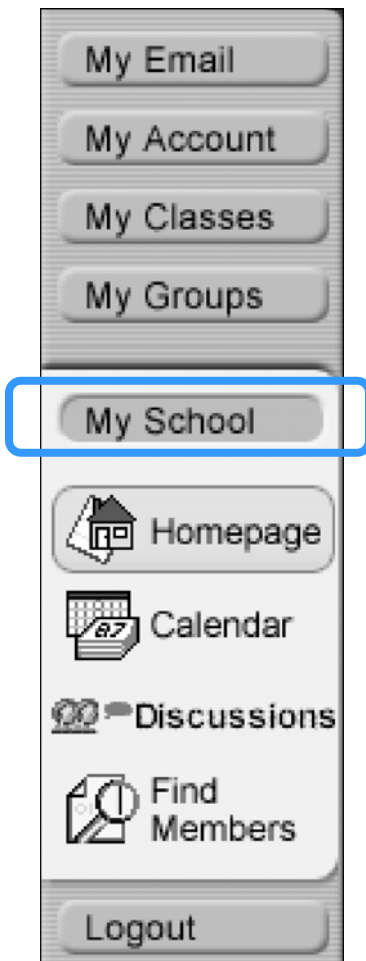
## My Groups

Through eChalk Groups, administrators, staff, teachers, students and parents can post, share, and discuss special events, important files, and interesting Web links, quickly and easily.

## My eChalk Community

# My School Tools

From your user account, you will also have access to other school tools, including:



- **Homepage** – Displays the content available on your school’s homepage. From inside the site, all information designated as private will now be viewable.
- **Calendar** – Displays a full month view of your school’s calendar including all information designated as private.
- **Discussions** – Designated users can participate in online discussions with faculty and staff, students and other members of the school community.
- **Find Members** – A searchable directory that lists the email addresses of the members of your district’s or school’s eChalk system.

Now that you have been introduced to eChalk, have fun exploring and discovering all the new ways you now have to communicate with other members of your school community.