Getting Started with onCampus & onRecord

A Guide for Teachers
Global Navigation

The global navigation appears at the top of every page. From this navigation you can:

- Access your profile and contact card, the files that are specific to you, your account settings, the Getting Started tours, and the sign out link.

- View and compose messages and official notes.

- Search the site.

- Change your persona, if you have multiple personas (e.g. faculty and parent).
Persona Navigation

The persona navigation appears below the global navigation. From this navigation you can access:

- My Day (including Schedule & Performance and Assignment Center)
- Classes
- Groups (including Athletic, Activity, Advisory, Community, and Dorm Groups)
- Resources
- News (including Featured Content, Recent Activity, Scoreboard, and Archived Content)
- Calendars
- Directories (including My Contacts)
My Day > Schedule & Performance

The Schedule & Performance page is a central location from which you can:

- View your scheduled obligations, including your classes, activities, advisories, and athletic events.
- Record attendance by clicking the Take Attendance button.
- Go to a class/activity/advisory/team by clicking on the name of the section.
- Access your grade books, grade plans, and reports.
- Use the Find Me Now feature to search for and view schedules for students and other teachers.
My Day > Assignment Center

In the Assignment Center you can view and manage all of the assignments and assessments for all of your classes. You can also add new assignments and assessments, import existing assignments from other classes or past years, and copy existing assessments.

Click List to view and manage all of the assignments and assessments in a sortable table. You can click on an assignment/assessment title to view the details, download the students’ submitted work (if you are using online submission), and record grades.

Click Grid to view and manage all of the assignments and assessments in a calendar grid. In this calendar you can add new assignments by clicking on an empty space in the grid, edit an existing assignment/assessment by clicking on the item, and adjust the assigned and due dates for an assignment/assessment by dragging and dropping the item.
Classes

You can access your classes by going to Classes in the persona navigation. You will initially see your classes from the current term. If you have classes from other terms, you can access them by clicking View Other Classes.
Groups

You can access your athletic teams, activities, advisories, and community and dorm groups by going to Groups in the persona navigation. You will initially see your athletic teams from the entire year and the activities, advisories, and community and dorm groups from the current term. If you have groups from other terms, you can access them by clicking Find More.
Resources

On the Resource Board you can access general school information and relevant materials that are organized by subject. Click on each post to view additional details.
News > Featured Content

On the Featured Content page you can view current news stories, media, and events that have been published to the school community.

Commencement Ceremony Graduates Class of 2014
During an unusually stormy weekend, the sun made a welcome appearance for WhippleHill Academy’s fifty-fifth Commencement ceremony, as 149 graduates in the Class of 2014 received their diplomas.

Students Turn Trash into Treasure
On Saturday, April 19, 2014, students competed in the 3rd Annual Trashion Fashion and Art Show.
News > Recent Activity

On the Recent Activity page you can view a feed of the latest school-wide communication and communication from your specific groups and associations.
News > Scoreboard

On the Scoreboard you can view all of the athletic game scores and highlights. You can select a specific date range (this week, last week, or custom range) and view the games in a list or grid.
On the Archived Content page you can browse through and search for past news stories and past photo, video, and audio albums.
Calendars

You can access the school calendars, as well as an athletics-specific calendar, by going to Calendars in the persona navigation. The calendars display an aggregate of your school’s events; however, you can use the date and filter options to find certain events.
Directories

You can access the school directories by going to Directories in the persona navigation. You can use the directories to search for other constituents and view the contact information that has been published to you. You can also send a message to a constituent (if available), add a constituent to My Contacts (if available), and access a constituent's Contact Card.
Directories > My Contacts

You can use the My Contacts page to create a saved list of the constituents whom you contact most frequently. To add a constituent to My Contacts, select “Add to Contacts” in the directory.
Classes > Bulletin Board

On the customizable Bulletin Board you can share general class information with students and parents. You can add announcements, news, and events; share downloads and links; post media; and provide your expectations, syllabus, and grading rubric.

Welcome!

I want you to know that I am thrilled to be teaching this course and am eagerly awaiting to work with each and every one of you. I look forward to helping you build confidence in yourselves and develop a sense of class camaraderie.

I promise that I will do my best to make this year and course an interesting and rewarding experience. We are a new species in the making; as Homo apbiologicus we will make our presence known! And please, do not hesitate to ask for help. If you have any concerns or questions you can catch me during lunch and/or after school from 3:00-4:00pm. Good luck!

Downloads
Field Trip Permission Slip

Links
Advanced Bio iBook
Please download this iBook from the iTunes store.

Announcements
7/2/2014  Please do not forget lab goggles.
11/25/2013  Please turn in Field Trip Permission Forms

News
Field Trip: Natural History Museum
7/2/2014
Classes > Edit Bulletin Board

On the Bulletin Board you can click Enter Edit Mode to select a page layout. You can also drag and drop the content blocks and style elements into the appropriate location.

Click on the Add icon in each block to enter new content or click Import Material to add existing content from your other classes or past years.

You can preview the page at any time and publish the changes when you want others to see them.
Classes > Topics

On the Topics page you can create Topics to organize and publish your learning materials. You can create new Topics, import existing Topics from your other classes or past years, and determine the order in which the Topics appear.
Classes > Topic Details

You can click on a Topic to view additional information. On this customizable detail page, you can add and arrange related materials.

Neurotransmitters

Students will gather information on neuron structure and action potential. Students are guided to make inferences about the synapse and its relationship to neurotransmitter release and action.

- Neurotransmitter News
- Recent Neurotransmitter Studies

I want to share a: 

Note

Peter Abelle
6 MONTHS AGO
Using this discussion, explain the function

Neurotransmitters are endogenous chemicals that transmit signals from a neuron to a target cell across a synapse. [1] Neurotransmitters are packaged into synaptic vesicles clustered beneath the membrane in the axon terminal, on the presynaptic side of a synapse. They are released into and diffuse across the synaptic cleft, where they bind to specific receptors in the membrane on the postsynaptic side of the synapse. [2] Release of neurotransmitters usually follows arrival of an action potential at the synapse, but may also follow graded electrical potentials. Low level “baseline” release also occurs without electrical stimulation. Many neurotransmitters are synthesized from plentiful and simple precursors, such as amino acids, which are readily available from the diet and which require only a small number of biosynthetic steps to convert. [3] Source
Classes > Edit Topics

When you edit a Topic you can drag and drop the content blocks and style elements into the appropriate location.

Click on the pencil icon in each block to add and update the content.
Classes > Assignments

On the Assignments page you can view and manage all of the assignments and assessments for the selected class. You can also add new assignments and assessments, import existing assignments from other classes or past years, and copy existing assessments.

You can click on an assignment/assessment title to view the details, download the students’ submitted work (if you are using online submission), and record grades.
Classes > Assignments > Calendar View

On the Assignments page you can click Calendar View to see and manage all of the assignments and assessments for the selected class in a calendar grid.

In this calendar you can add new assignments by clicking on an empty space in the grid, edit an existing assignment/assessment by clicking on the item, and adjust the assigned and due dates for an assignment/assessment by dragging and dropping the item.
Classes > Grade Book

In the Grade Book you can record assignment grades (grades entered on the Assignments page or in the Assignment Center will automatically appear in the Grade Book).

You can double-click in a cell, or click on the red triangle, to enter details about a student’s assignment (you can enter comments and mark the assignment as exempt, incomplete, missing, and/or late).

You can also customize the grade book calculation to adhere to your classroom expectations and establish your personal display preferences.

When entering grades you can use the following keyboard commands:

- **Tab** = down
- **Enter** = down
- **Arrows** = up, down, right, left
- **Space Bar** = open details
- **Ctrl z** = undo
- **Ctrl y** = redo
Classes > Grade Book > Student Analysis

In the Grade Book you can click on a student’s name to view an analysis of his/her assignment grades.

Van Abelle '15
vanAbelle15@email.com (UI 2-7-667-9071)

**89.43%**

<table>
<thead>
<tr>
<th>MARKING PERIOD</th>
<th>ASSESSMENT</th>
<th>DEMONSTRATION</th>
<th>HOMEWORK</th>
<th>MAJOR PAPER</th>
</tr>
</thead>
<tbody>
<tr>
<td>--</td>
<td>93</td>
<td>75</td>
<td>86</td>
<td>90</td>
</tr>
</tbody>
</table>

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**Homework...**
- Name that...ill: 90%
- Mitosis, ...: 98%
- Microscop...: 82%
- DNA Quest...: 77%
- Lab pract...m 3: 85%

Graph displays assignments in chronological order by Assigned date.

**Assessment 93.37%**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Assigned</th>
<th>Due</th>
<th>Points</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name that cell!</td>
<td>4/1</td>
<td>4/2</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>DNA Questions</td>
<td>7/2</td>
<td>7/3</td>
<td>B+</td>
<td></td>
</tr>
</tbody>
</table>

**Demonstration 75.00%**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Assigned</th>
<th>Due</th>
<th>Points</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Lab practicum 3</td>
<td>7/4</td>
<td>7/4</td>
<td>3/4</td>
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</table>
Classes > Schedule

On the Schedule page you can view the schedule for the selected class (you can view your complete schedule on the My Day: Schedule & Performance page).

You can view the schedule by month or week and access an iCal feed.
Classes > Grading

If a grade plan is available, you can record class grades and comments on the Grading page. You can also access several reports, including students’ report cards, on this page.

<table>
<thead>
<tr>
<th>Students</th>
<th>Effort Calculate</th>
<th>Exam Grade Calculate</th>
<th>QTR 4 Grade Calculate</th>
<th>*S2 Grade Calculate</th>
<th>*Final Calculate</th>
<th>S2 Teacher Comment</th>
<th>Review</th>
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<td>Abelle, Van '15</td>
<td>9</td>
<td>A-</td>
<td>A</td>
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<td>Boone, Anthony '17</td>
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<tr>
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Run Grading Reports →
Classes > Roster

On the Roster page you can view student and parent contact information and access several roster reports. In addition, you can view each student’s progress, schedule, assignments, official notes, contact card, and learning profiles.

If available, you can also send messages to individuals, families, or the entire class.