

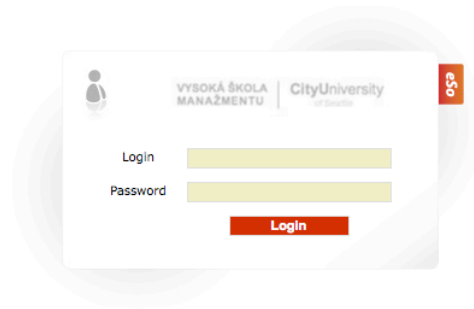
Eso – eTeacher

User Manual

Version: 1.0

1. Login

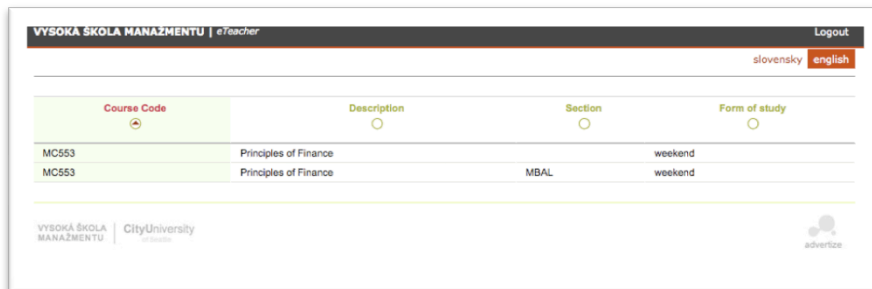
The login to the system is available at <http://teacher.vsm.sk> (1.1)
Please, login to the system using your CityU/VSM credentials.



Picture 1.1

2. Classes

Immediately after the login, the user is transferred to the list of classes, which have been assigned to his profile. To alter details about a given class, click on a class in the list.



The screenshot shows the 'VYSOKÁ ŠKOLA MANAŽMENTU' eTeacher interface. At the top, there is a header with the school name and 'eTeacher' on the left, and 'Logout' and language options ('slovensky', 'english') on the right. Below the header is a table with the following columns: 'Course Code', 'Description', 'Section', and 'Form of study'. The table contains two rows of data:

Course Code	Description	Section	Form of study
MC553	Principles of Finance		weekend
MC553	Principles of Finance	MBAL	weekend

At the bottom of the page, there is a footer with 'VYSOKÁ ŠKOLA MANAŽMENTU | CityUniversity' and an 'advertize' logo.

Picture 2.1

3. Students and grades

All the grading of the students is done in the section students. If no assignments are set (Pick. 3.1), or if the sum of assignments does not equal 100% the system will not allow the user to view the list of students or assign the grades. (See section 6 Assignment Setup).



Picture 3.1

Once the setup is complete, a list of students is shown. (Pic. 3.2)

Students count: 1

	Student No.	Student	Case study 1 (15%)	Case study 2 (18%)	Attendance (20%)	Final (47%)	Grade
<input checked="" type="checkbox"/>	1. 11131464	Marianna Venglikova	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	0% (0.0)

Picture 3.2

Sorting of the student details is possible by clicking on the header of each of the columns. (Student No., Student name)

To assign a grade to a student, go to the given student and input the grade value into the input box provided. If a letter grade is applicable, please select the grade from the select box provided. In the case both the grades are set, the letter grade has a higher priority and will override the regular grade. Save the changes by clicking the “Save” button located in the navigation menu.

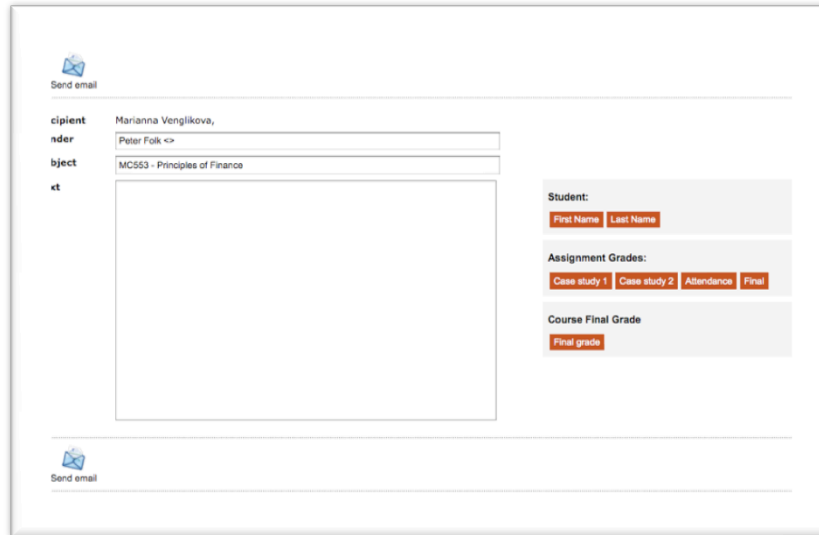
To print a grade report, click on the „Print report“ icon in the navigation menu.

To send an email message to the students, please select the students by checking the check boxes located on the beginning of each of the student rows and click on the „Send email“ icon located in the navigation menu. (Also see 4. Emails)

4. Emails

To send a personalized email to all of the selected students, create the body of the email using special buttons (Student name, assignment grade, etc.) located on the left from the email body. (Pic. 4.1) These will be replaced by the applicable data of each of the students once the email is being sent.

The replies of the students will be sent to the email address specified in the column “Sender”.



Picture 4.1

5. Reports

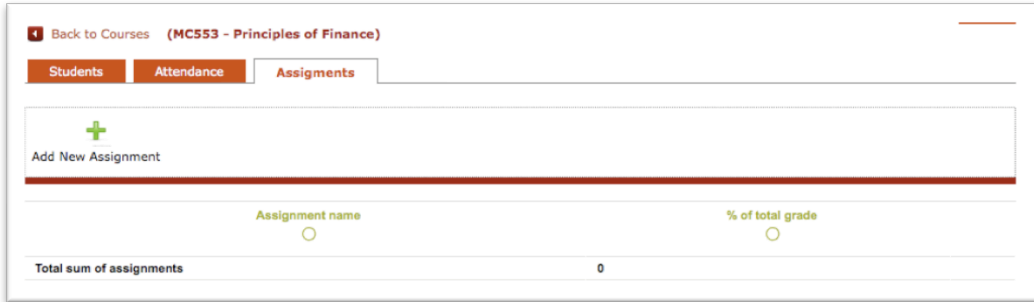
The report holds the information about all of the enrolled students.

Section:		MBAL							
Instructor:		Peter Folk							
Course:		MCS53 PS#:							
Term:		SP10							
				Final Grade 4.0 scale	Final Grade 100 point scale	Case study 1 (15%)	Case study 2 (18%)	Attendance (20%)	Final (47%)
Surname	First name	Student No.							
Venglikova	Marianna	11131464		0.0	0.0				
Signature: _____			Date: _____						

Picture 5.1

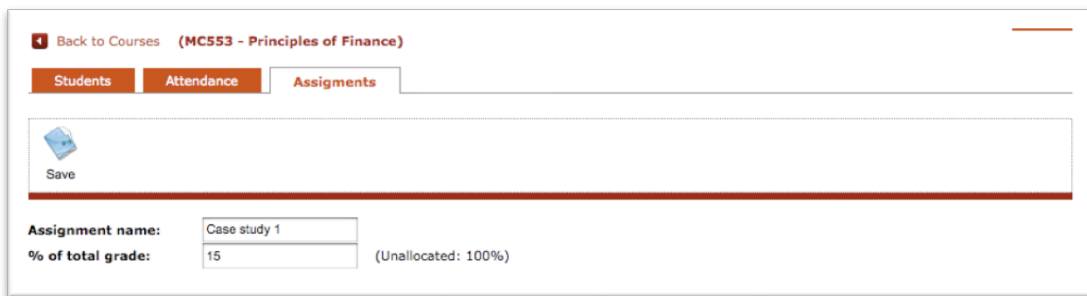
6. Assignment Setup

Add a desired number of assignments by clicking on the “Add new assignment” button located in the navigation menu.



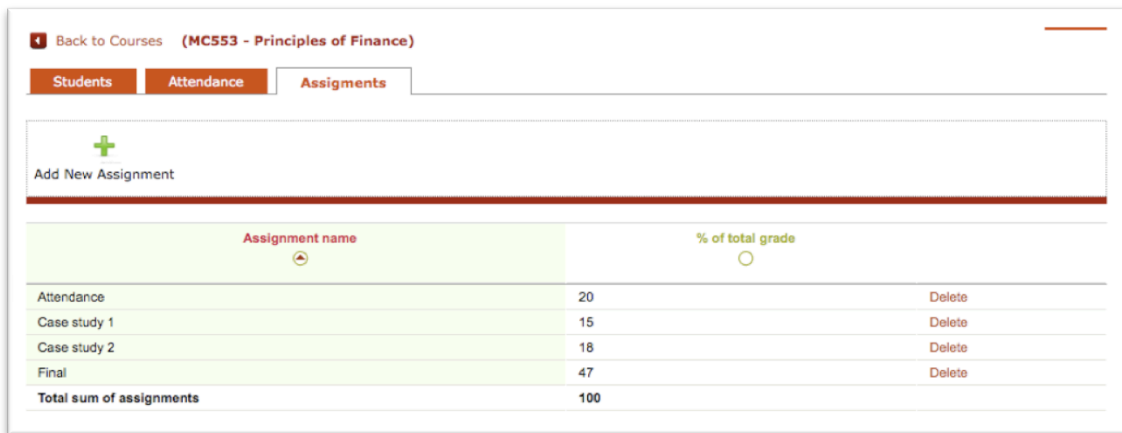
Picture 5.1

On the add assignment / edit assignment page, the user is required to fill in the information about the name and total weight of the assignment. (Please notice the information about the maximum amount of unallocated space left) (Pic. 5.2)



Picture 5.2

The assignments value % and names can be changed at any time. To delete an assignment, no grades could be previously assigned to any of the students under this assignment in the grading list. Once some grade has been assigned, the delete button will disappear.



Picture 5.2

7. Attendance

In this section, the instructor can keep a record of the student attendance, by inputting a custom single letter.

To save the changed values, please click on the “Save” button located in the navigation menu.

Back to Courses (MC553 - Principles of Finance)

Students Attendance Assignments

Save

Students count: 1

Student No.	Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1. 11131464	Marianna Venglikova	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Picture 7.1