

Topic: Assessment Premium - Learning Space - Online Learning

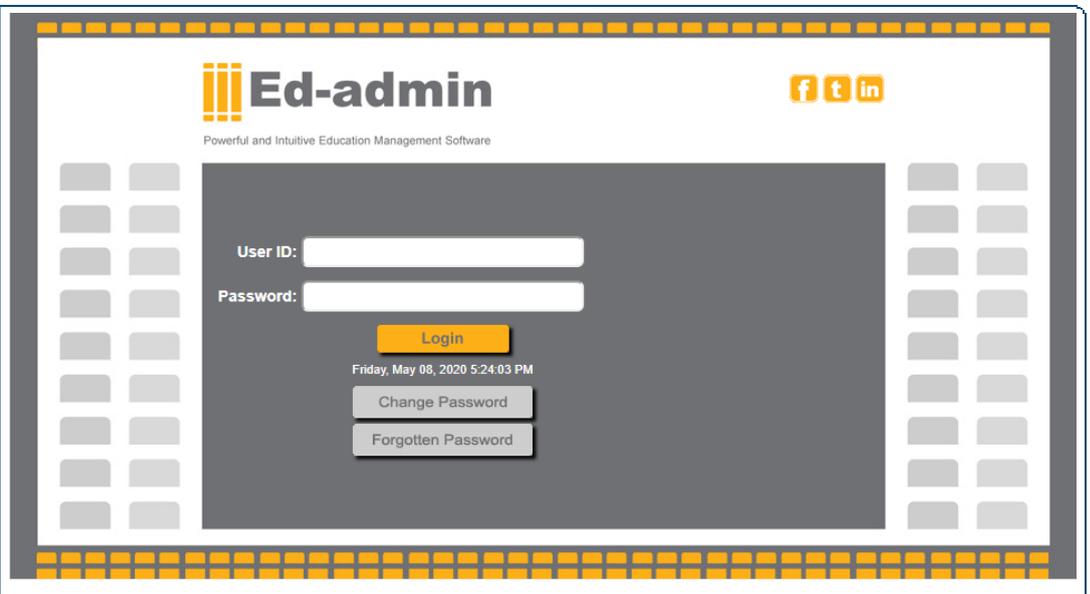
1 Ed-admin's Learning Space - an Online Teaching and Learning Platform

Learning Space is a solution to socially distanced learning - completely integrated with Ed-admin - and encompassing a wide range of remote educational functions.

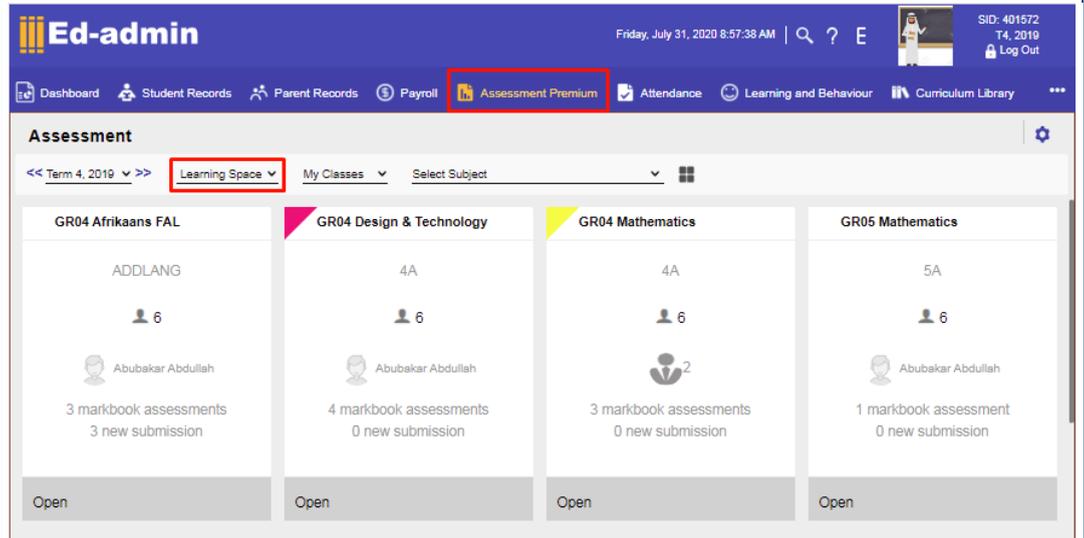
These features Module include:

- Virtual Classes;
- Learning Plan: allows for submissions of assignments which are directly linked to the Gradebook;
- Attendance of virtual lessons; and
- COMIC: an instant messaging platform available for educators to reach their pupils.

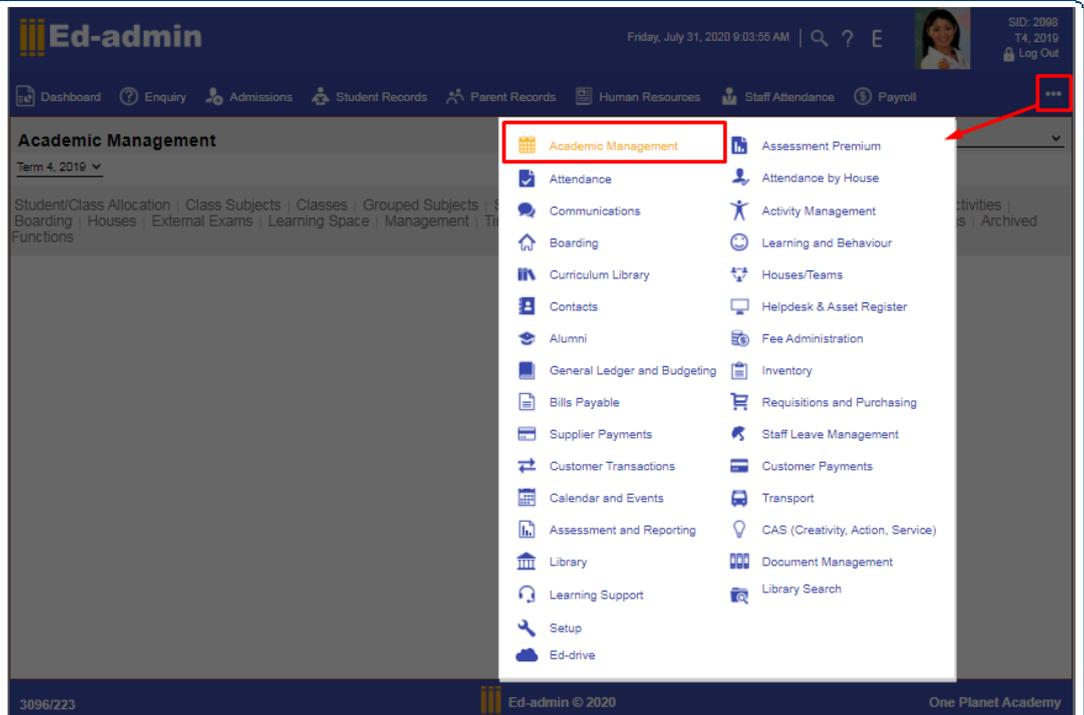
2 A teacher may access the Learning Space by logging onto Ed-admin with their proper credentials.



3 From the Assessment Premium Module, click on the Learning Space tab. Teachers will be able to see all classes that they teach.

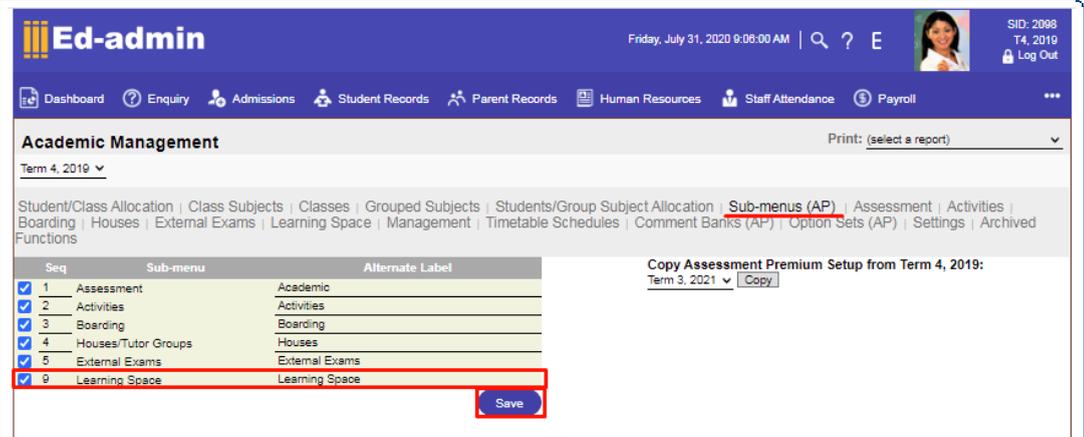


4 Should the Learning Space not be available, the administrator has to make sure that the Learning Space option - in the Academic Management Module of the admin portal - is ticked.



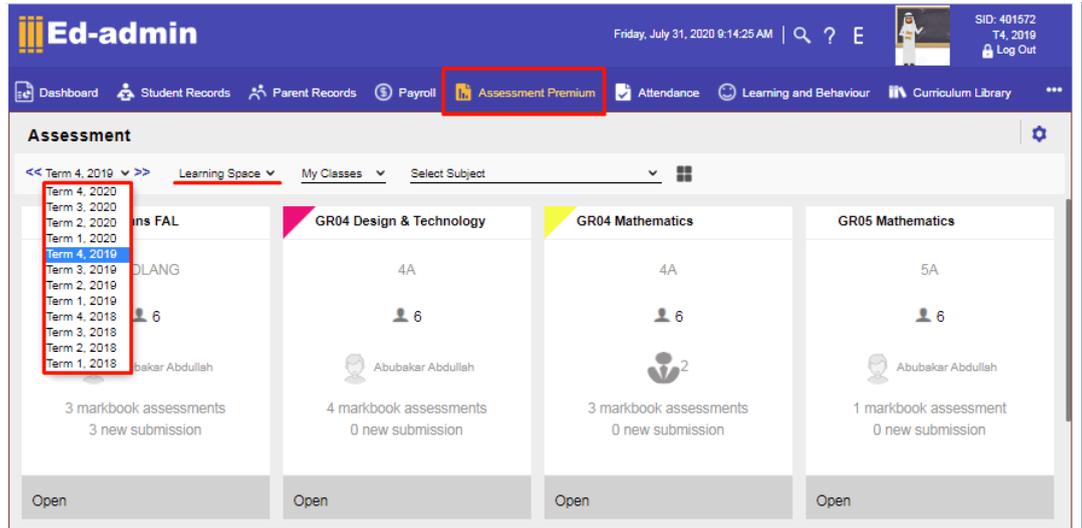
5 This option is available in the Academic Management Module, under the Sub-menus (AP) tab.

After ticking the Learning Space sub-menu, click on the Save button.

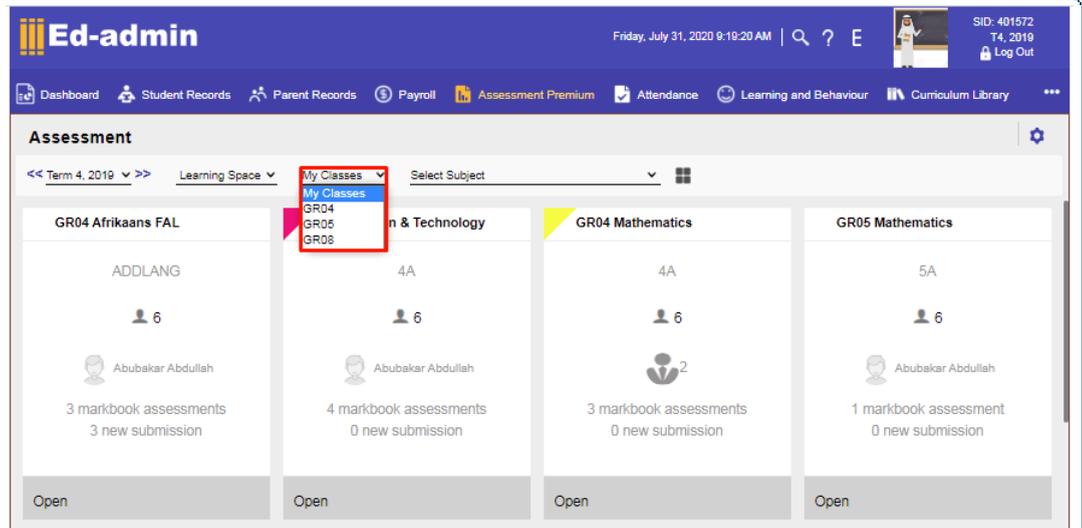


6 From the drop-down menu, select the desired term.

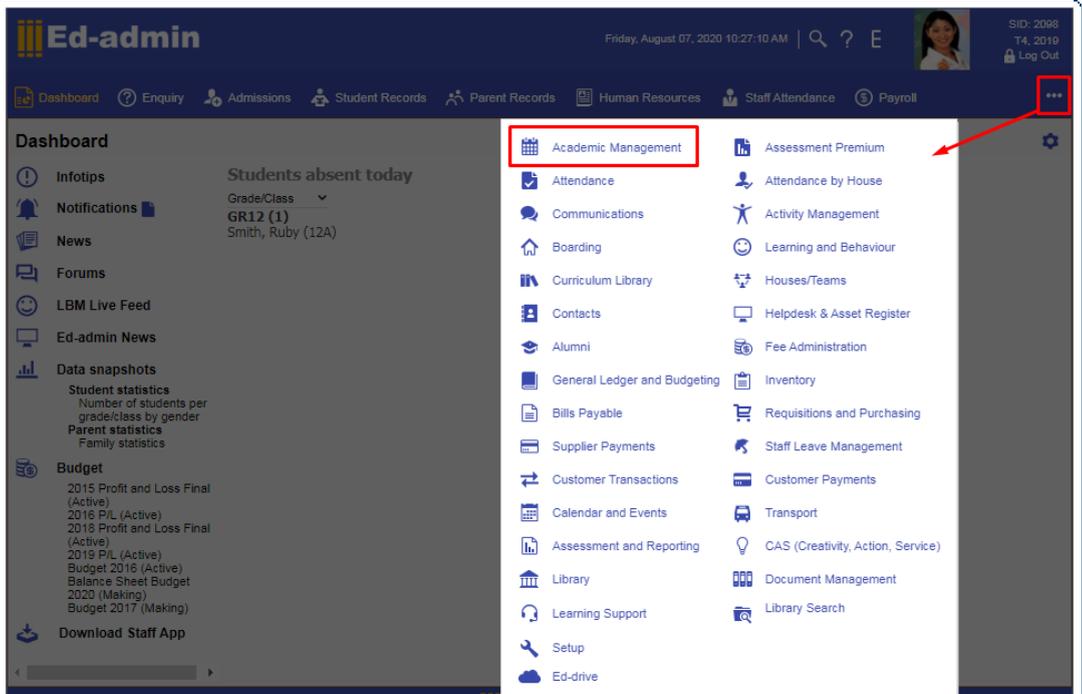
This allows you to see what was set up in previous terms, which can then be used as a guideline for the current term (so as to not overlap the curriculum). In addition, if a term is being used for revision, previous terms can be used as an indication as to what was assessed.



7 To see the classes that teachers teach in a specific grade, this drop-down is a handy filter option.



8 This ties in with Academic Management Module; the setup is pulling from there.



9 ...continued from above.

Ed-admin Friday, August 07, 2020 10:29:09 AM SID:2098 T4, 2019 Log Out

Dashboard Enquiry Admissions Student Records Parent Records Human Resources Staff Attendance Payroll

Academic Management Print: (select a report)

Term 4, 2019

Student/Class Allocation | Class Subjects | Classes | Grouped Subjects | Students/Group Subject Allocation | Sub-menus (AP) | Assessment | Activities | Boarding | Houses | External Exams | Learning Space | Management | Timetable Schedules | Comment Banks (AP) | Option Sets (AP) | Settings | Archived Functions

GR/R

Ladybirds

Subject	T	D	S	P	Venue
Literacy Educator 1: Young, Andrea Assistant 2:	0	11	0	0	= 22
Mathematics - Special Needs Educator 1: Eigenmann, Megan Assistant 2:	0	0	0	0	= 0
Life Skills Educator 1: Assistant 2:	0	0	0	0	= 0
Numeracy Educator 1: Young, Andrea Assistant 2:	0	11	0	0	= 22
Physical Education Educator 1: Young, Andrea Assistant 2:	0	11	0	0	= 22
Personal and Social Development Educator 1: Assistant 2:	0	0	0	0	= 0

10 It is also pulling from the Timetable Schedules tab (for Grouped Subjects).

Ed-admin Friday, August 07, 2020 10:33:17 AM SID:2098 T4, 2019 Log Out

Dashboard Enquiry Admissions Student Records Parent Records Human Resources Staff Attendance Payroll

Academic Management Print: (select a report)

Student/Class Allocation | Class Subjects | Classes | Grouped Subjects | Students/Group Subject Allocation | Sub-menus (AP) | Assessment | Activities | Boarding | Houses | External Exams | Learning Space | Management | Timetable Schedules | Comment Banks (AP) | Option Sets (AP) | Settings | Archived Functions

Scheduler - Grouped subjects choices - Google Chrome

ea-demo1.ed-space.net/timetable/scheduling.cfm?currterm=1&curyear=2020&tttab=74&sctab=3&sttab=1&selyear=GR04

Scheduler Reports: (select a report)

Select timetable: Create new timetable Copy this timetable Timetable Integrity Check

Term 1 2020

Detail | Periods Setup | Grades | Educators | Grouped Subject Choices | Schedule | By Venue (room) | By Student

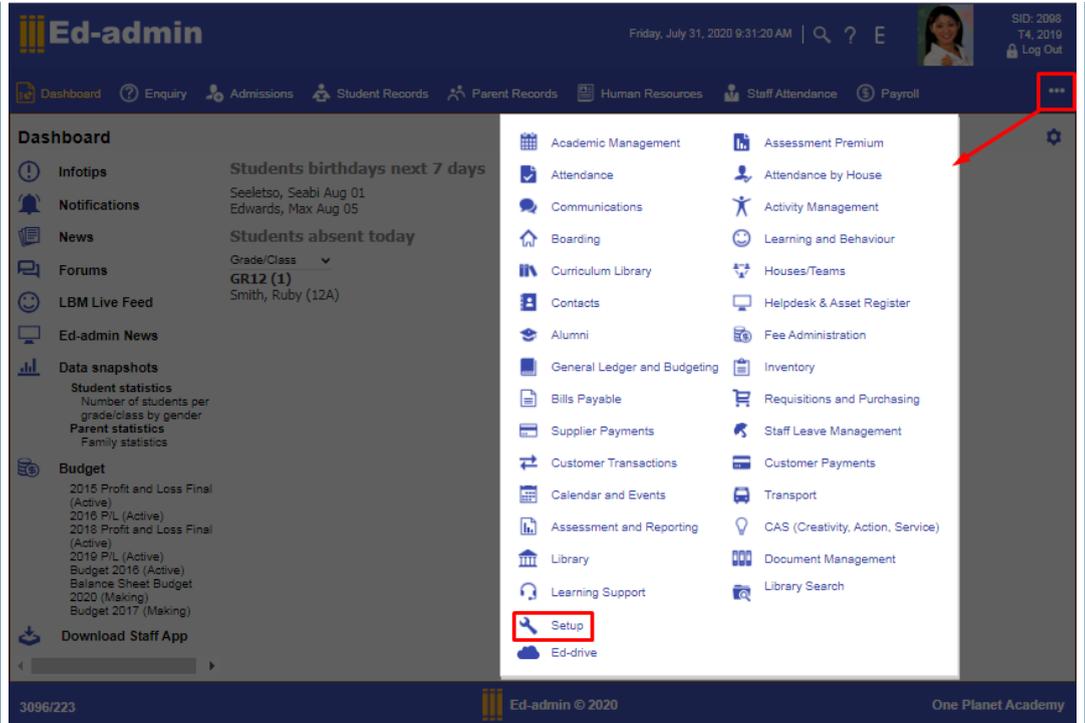
Grouped Subjects Setup | Grouped Subjects Allocation (by student) | Grouped Subjects Allocation (by subject)

GR04 Note

Grouped Subjects

Year	Subject Group Name	Min Subj	Max Subj	Note	Code	Subject	Educator	Students
GR04	Afrikaans	0	0		AC	Arts and Culture (Afrika)	Margie Bentley (MB1)	8

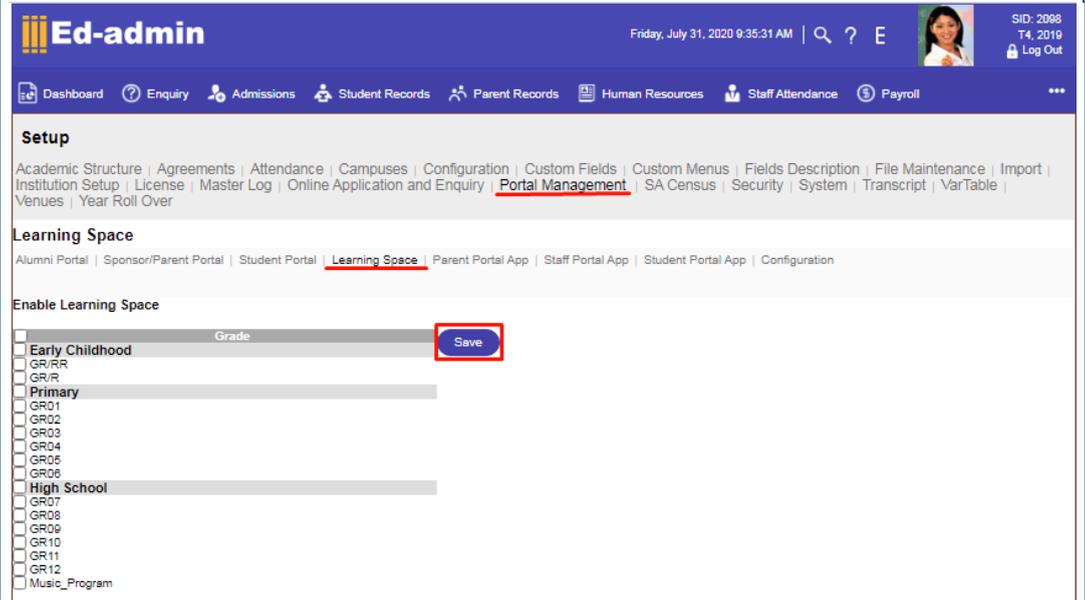
11 Please note that the administrator has to enable the grades that are to be shown. To do this, the administrator needs to go to the Setup Module first.



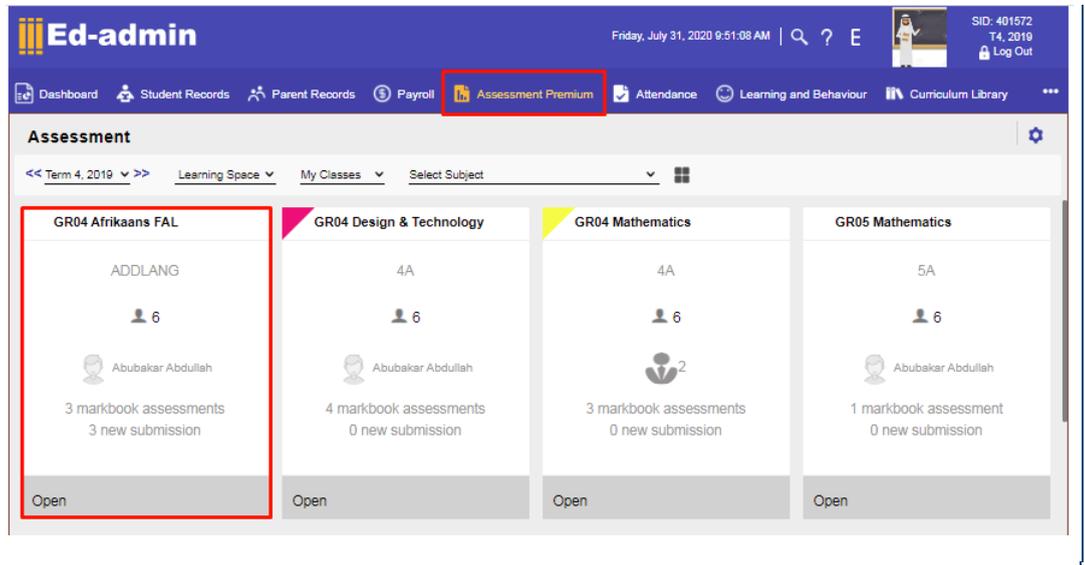
12 Under the Portal Management tab - and then the Learning Space sub-tab - select all grades to be shown and click the Save button.

Only those grades that are ticked will show in the Learning Space in the Assessment Premium tab for teachers. In other words, the Learning Space tab on the Assessment Premium will turn on based on this selection.

If the Learning Space in the Assessment Premium tab is enabled, but no grades are ticked, then the Learning Space tab should not show at all (as there is no grades to show).

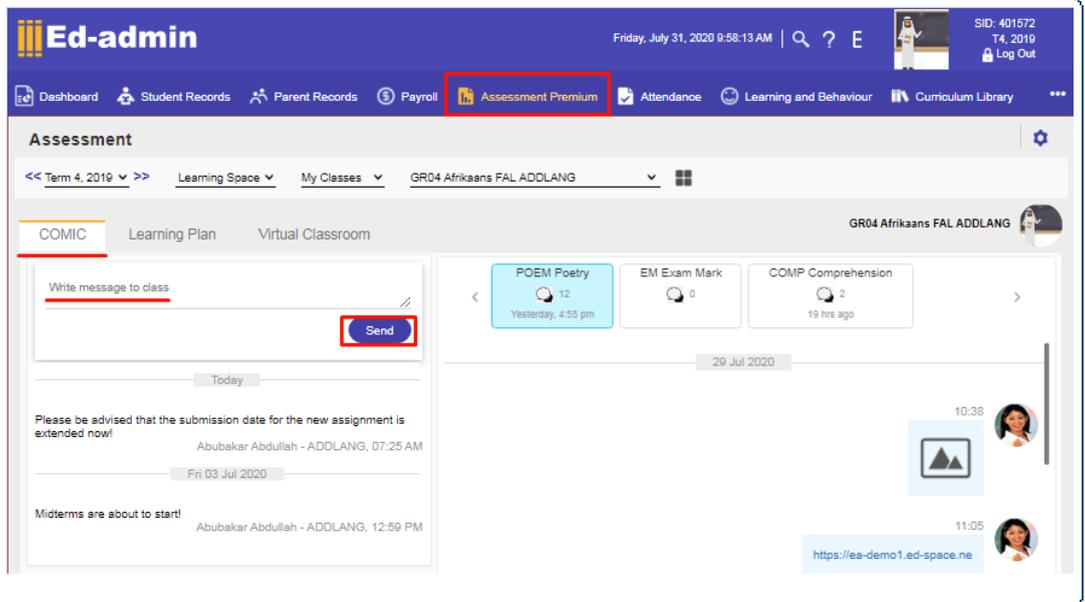


13 When clicking on any of the courses in the Assessment Premium tab, a new page will open.



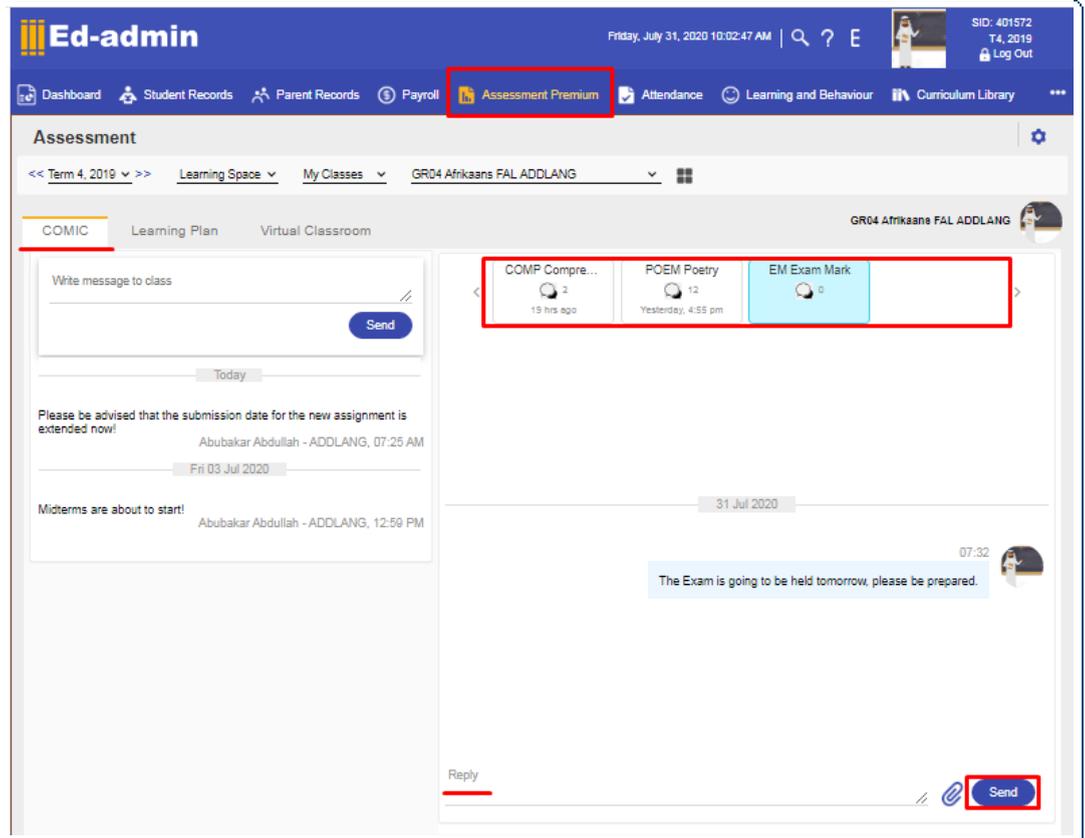
14 In the COMIC page, teachers can choose a grade and a course, and then write their message in the field (as shown in this example).

By clicking on the Send button, the message will be sent and will be visible to everyone in the class.

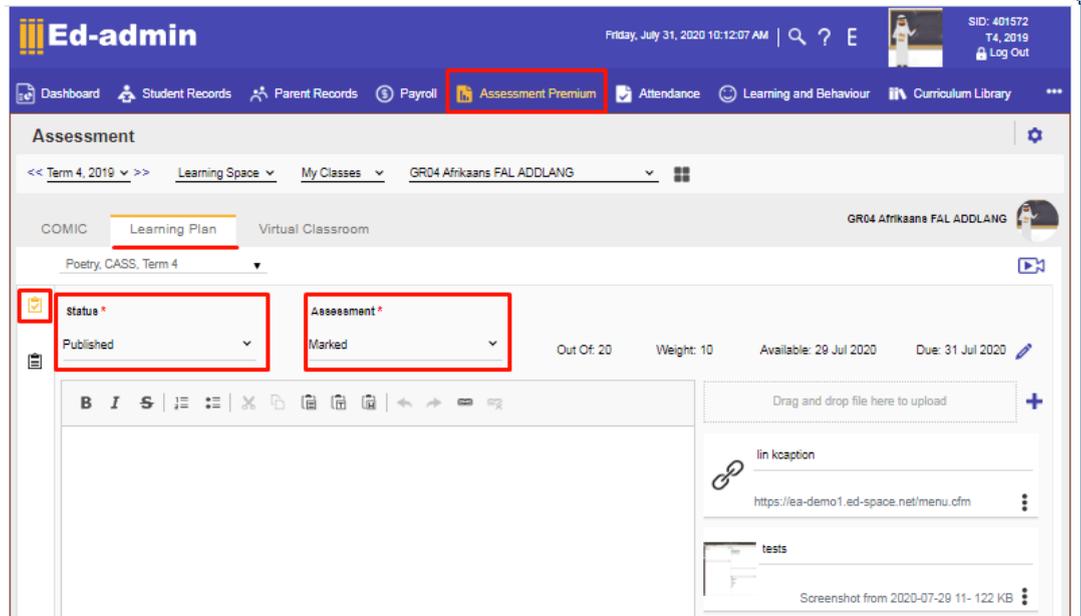


15 It is also possible to choose a conversation topic and start typing in the area shown in this example.

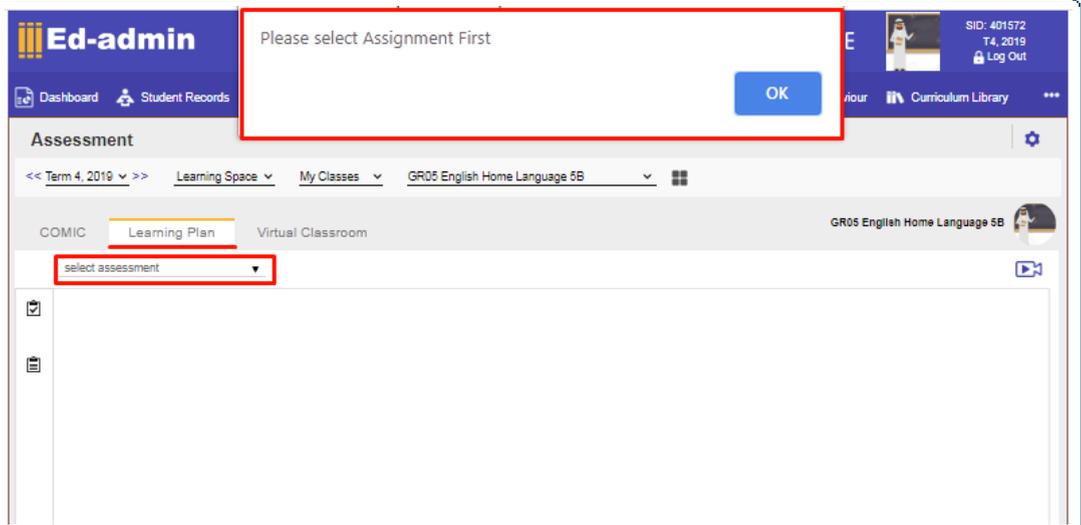
Then click on the Send button.



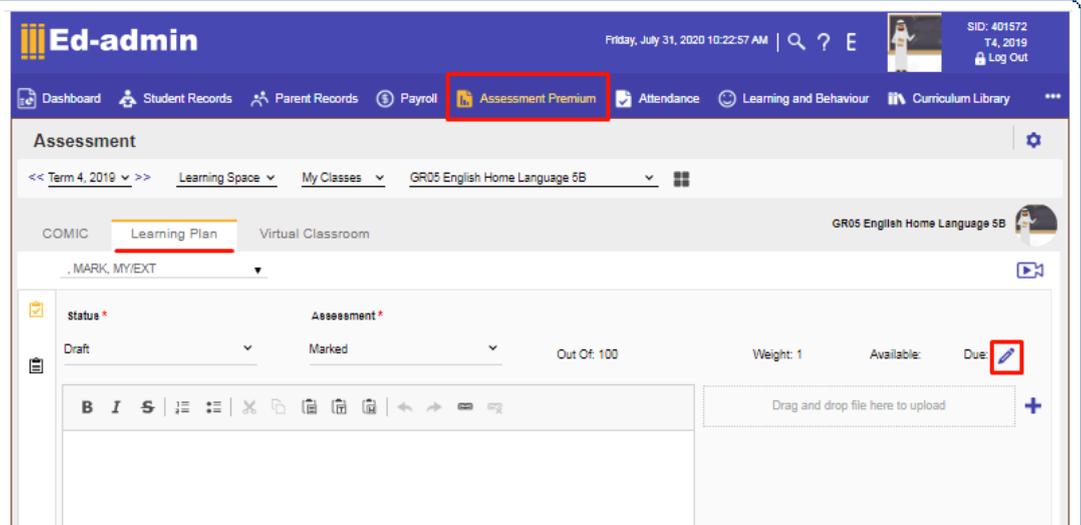
16 From the Learning Plan tab, the status and assessment of a task can be defined by using the two drop-down menus.



17 Only once the Assessment is selected is it possible to proceed.



18 By using the update option, submission and re-submission dates can be set.



19 The window shown in this example will open by clicking on the pencil icon, and teachers can choose a due date. The due date will be defined for the students.

The screenshot shows the Ed-admin interface. At the top, there is a navigation bar with the Ed-admin logo and various menu items like Dashboard, Student Records, Parent Records, Payroll, Assessment Premium, Attendance, Learning and Behaviour, and Curriculum Library. The main content area is titled 'Assessment' and shows an 'Edit' form. The form has a title bar 'Edit' and a search bar. Below the title bar, there are two rows of form fields: 'Date Available *' with the value '31 Jul 2020' and 'Due *' with the value '31 Jul 2020'. Below these is a 'Submission Attempts *' dropdown menu set to '1'. At the bottom right of the form are 'Close' and 'Update' buttons. A red box highlights the 'Due' field, and a red arrow points to a pencil icon next to the 'Due' label on the right side of the form.

20 There are five different scenarios available for the due and re-submission dates:

1. If the student has not submitted the task and the due date is not passed, they can simply upload their task;
2. If the student has not submitted the assignment and the due date is passed, they will not be able to submit or save the assignment;
3. If the student has submitted the assignment and there is no re-submission date, the student will not be able to edit the submission as the Save and Submit buttons will be disabled;
4. If the student has submitted the assignment and the

teacher extends the due date of the submission, the Submission button will remain open until the extension date; and

5. If the student has not submitted the assignment, and it has not passed the re-submission date, the submission button will remain open and the student can have an extension of time.

- 21** Students will be able to see the due date of the task (as shown here).

The screenshot displays a user interface for a learning management system. At the top, a breadcrumb trail reads: Home > My Space > My Learning Space > GR02 JPENG. Below this, the main heading is 'GR02 JPENG'. There are two tabs: 'COMIC' and 'Tasks', with 'Tasks' being the active tab. A search bar contains the text 'Status: 4 selected' and a magnifying glass icon. Underneath, a 'Search' section lists two items:

- COMP**
Comprehension
Out of 25 Weight: 30
Due: Mon 17 May 2021
- EM**
Exam Mark
Out of 100 Weight: 30
Due: Thu 14 May 2020

To the right of the search results, there is a section titled 'COMP Comprehension'. It has three tabs: 'Task', 'Submission', and 'Comic', with 'Task' being the active tab. Below the tabs, the text 'Comprehension' is visible, followed by a link labeled 'Attachments'.

22 In this space, teachers can provide details or instructions that the students need to know for the assessment, or understand to understand, in order to submit it.

The screenshot shows the Ed-admin Assessment Premium interface. The top navigation bar includes 'Dashboard', 'Student Records', 'Parent Records', 'Payroll', 'Assessment Premium', 'Attendance', 'Learning and Behaviour', and 'Curriculum Library'. The main content area is titled 'Assessment' and shows details for 'Poetry, CASS, Term 4'. A red box highlights the 'Status' dropdown menu, which is currently set to 'Published'. Another red box highlights the text editor area containing the message: 'Hi there students, please find booklet attached, read pages 6-12 by Tuesday 23/05'. A 'Save' button is visible at the bottom of the page.

23 There are different options to upload files (using the drag and drop method), and attach links or videos.

When creating the task is done, clicking on the Save button will make the task visible for students.

The maximum file size that can be uploaded is 25 MB.

The screenshot shows the Ed-admin Assessment Premium interface for 'Exam Mark, Exam, Term 4'. The top navigation bar is the same as in the previous screenshot. The main content area shows details for 'Exam Mark, Exam, Term 4'. A red box highlights the 'Status' dropdown menu, which is currently set to 'Draft'. Another red box highlights the 'Drag and drop file here to upload' area. A third red box highlights the 'Link' and 'Youtube' options in the attachment menu. The text editor area contains the message: 'Hi class, Please read the attached link and summarise, in your view the salients points in 500 words or less. If you have any questions please use the comms! Miss Smith'. A 'Save' button is visible at the bottom of the page.

26 To grade an assignment, teachers should click on the pencil icon.

They can insert a number between 0-100 as the mark, and then click on the Save button.

The screenshot shows the Ed-admin interface for grading an assignment. The page title is 'Assessment' and the current assignment is 'Comprehension, CASS, Term 4'. A list of students is shown on the left, with Alfie Smith highlighted. A 'Mark Assessment' dialog box is open over Alfie Smith's submission, prompting the user to 'Enter Mark*' and showing 'Out of 25' and 'Weight: 30'. A red box highlights the pencil icon in the top right corner of the submission area, with an arrow pointing to the dialog box.

27 Using the box indicated here, feedback to a student can be submitted.

The screenshot shows the Ed-admin interface for providing feedback. The 'Mark Assessment' dialog box is closed, and the 'Feedback to Alfie Smith' section is visible. A red box highlights the text area for feedback, which includes a rich text editor with bold, italic, and strikethrough options, as well as a 'Save' button at the bottom right.

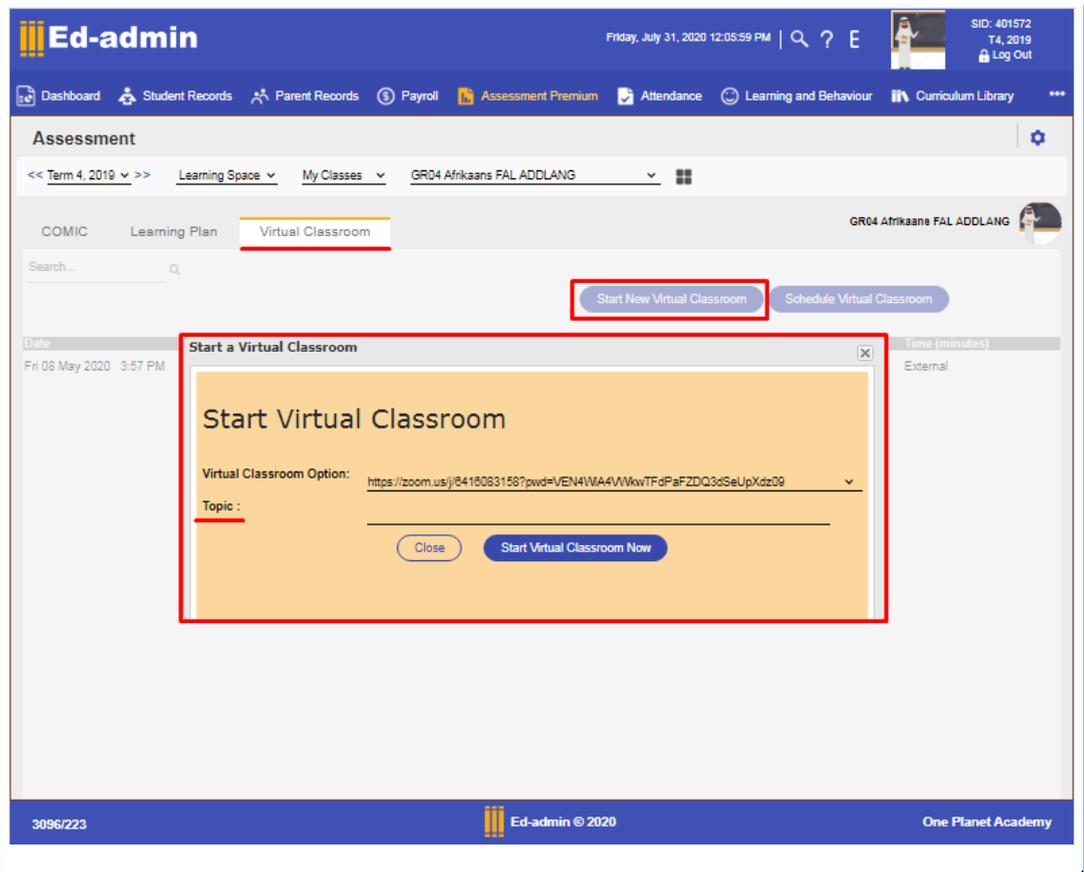
28 To set up a virtual class, click on the Setting button - indicated by a gear icon - in the Assessment Premium Module.

29 A window will popup. Teachers will have to insert the link to the classroom from their chosen platform (e.g. Google Meet, Google Hangouts, Zoom), and click on the Save button.

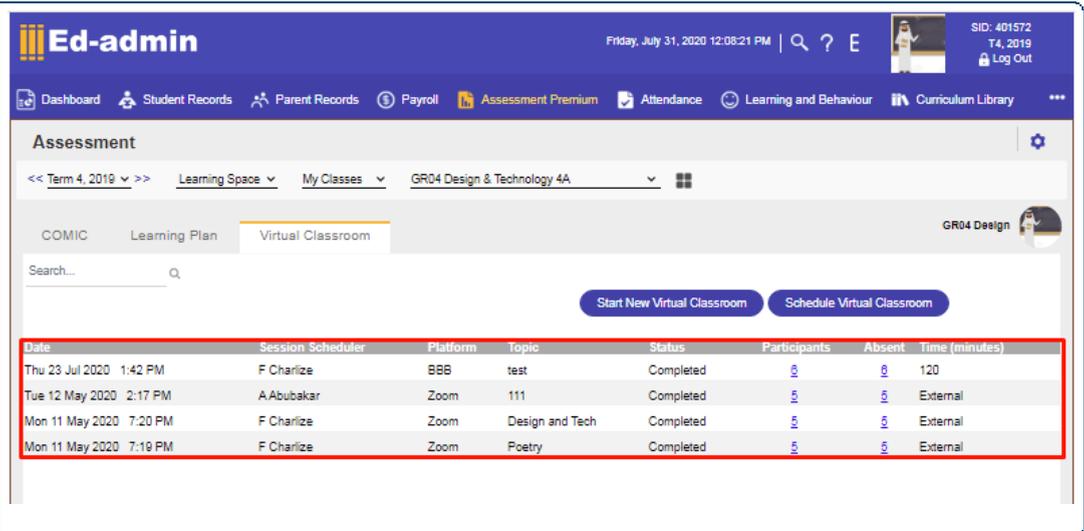
This link will be used for all of their classrooms.

30 Under the Virtual Classroom tab in the Assessment Module, click on the Start New Virtual Classroom button.

After inserting the topic, the classroom will be created.

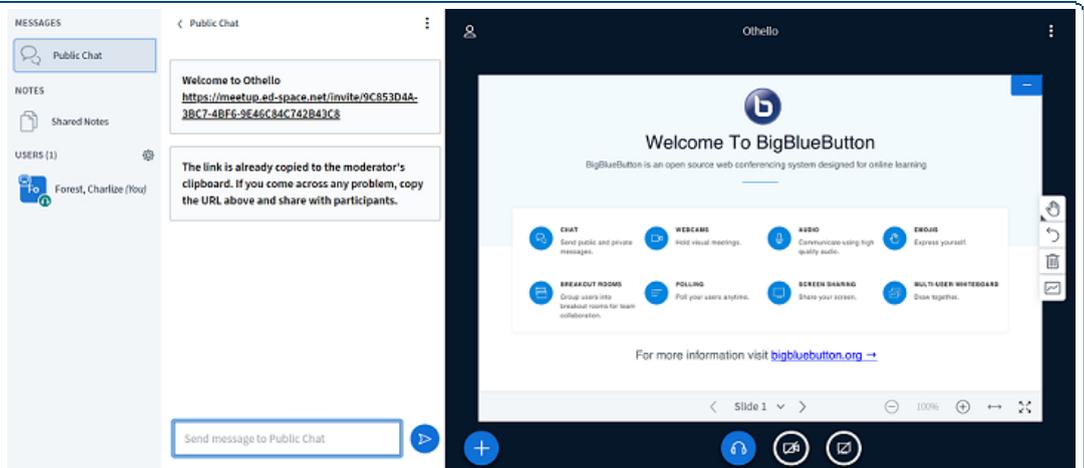


31 A list of all the virtual classes for that specific subject - and the related details - will be listed in this section.



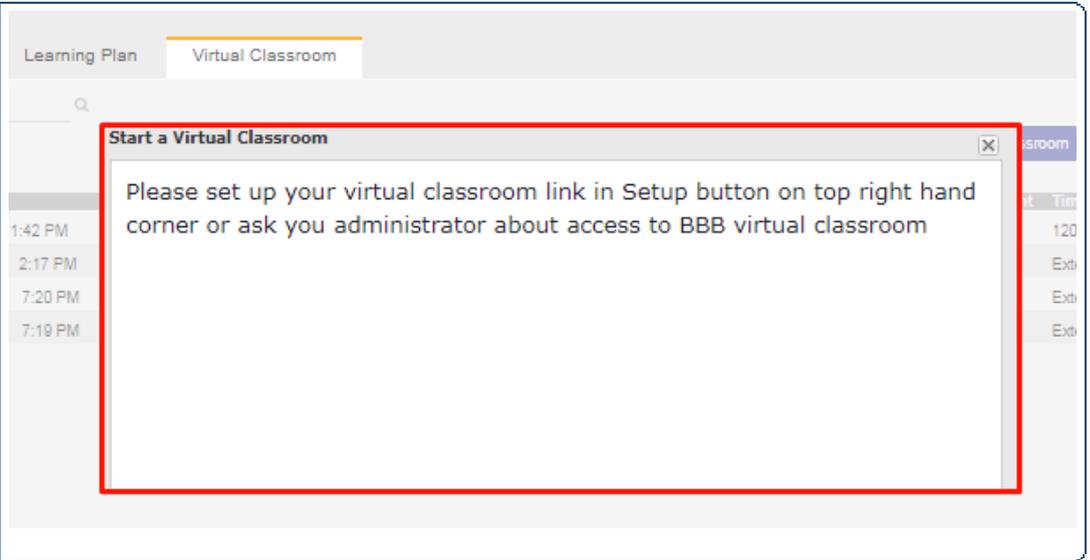
32 After clicking on the Start Virtual Classroom Now button, the chosen platform will open up (either in a new tab or new window, depending on your browser).

One of the major benefits of integrating with BigBlueButton is that students are able to join directly from their Learning Space and absenteeism can be seen from Ed-admin.

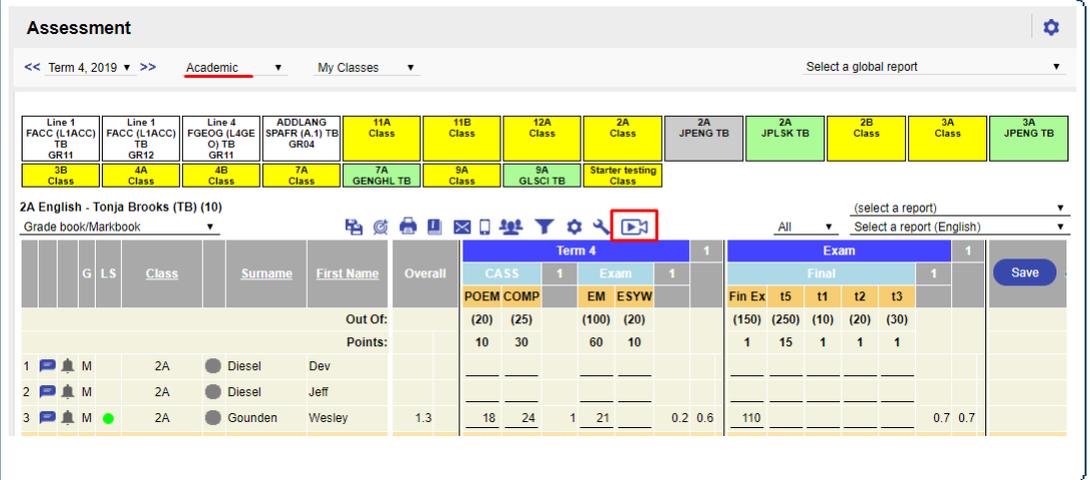


33 There are four different scenarios available for starting a new virtual class:

1. If there are no links inserted in the settings and teachers do not have any plans for the BigBlueButton. In this event, teachers will receive the following message and they have to act on one of the options.

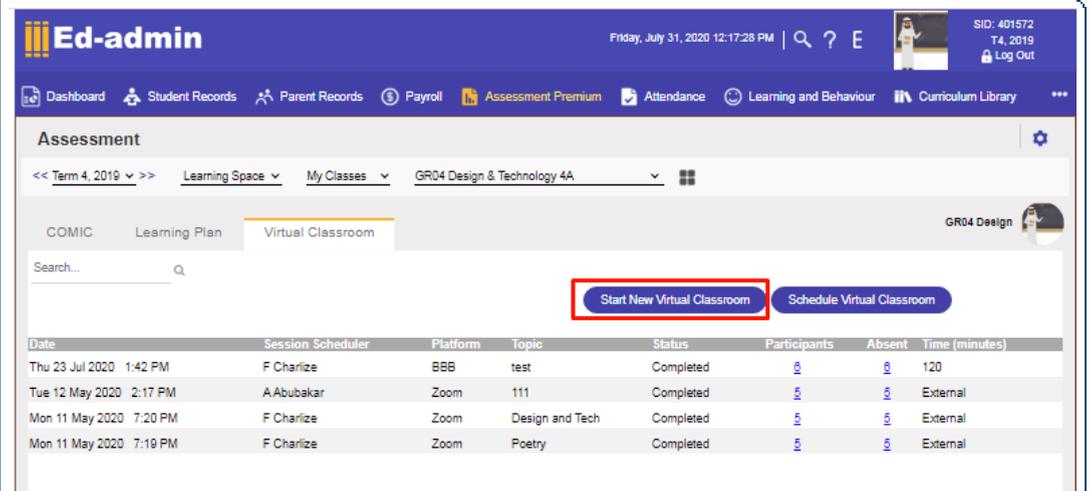


34 2. If they don't have any plans for the BigBlueButton, but they have the link to the virtual classroom, they can start a new session by using the link they have inserted in the settings. They can do this from the Academic section by clicking on the Camera icon (as shown here).



35 3. If they have both BigBlueButton plans and have also inserted the link to the virtual classroom, clicking on the following option will start a class (by using the inserted link). The BigBlueButton option will be considered as a backup in this situation.

4. If they have no link to the virtual classroom, but they have BigBlueButton plans, then clicking on this option will start the class in the BigBlueButton.



36 Student Learning Space

Students access their Learning Space using the following link:

schoolname-learning.ed-space.net

Log in by using the student ID and Password.

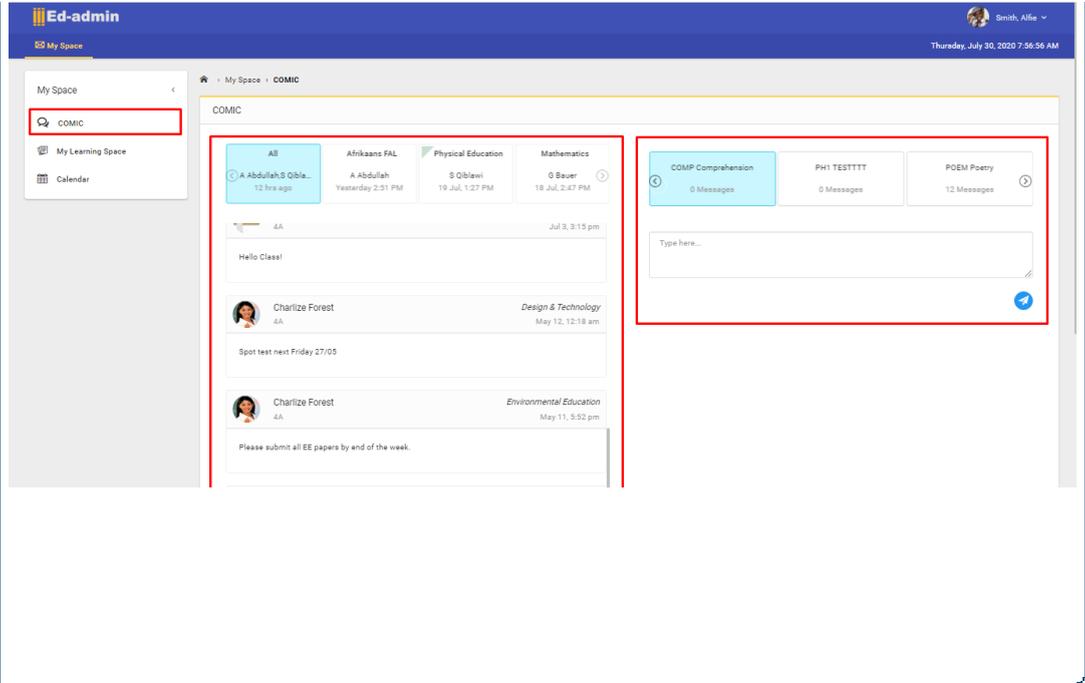
The screenshot shows the login interface for Eadev. At the top is a profile picture of a person meditating on a beach, with the name "Eadev" below it. The text "Powerful & Intuitive Education Management Software" and "Learning Space" are displayed. The login form includes fields for "User ID" and "Password", a "Remember" checkbox, and a blue "Login" button. Below the button are links for "Forgotten Password", "Change Password", and "Contact Support". Social media icons for Twitter, Facebook, and LinkedIn are also present. At the bottom, the date and time "Friday, May 8, 2020 06:59:32 AM" and "Build 2976/2976" are shown, along with the "Ed-admin" logo.

37 After logging into the Learning Space, the landing page is the COMIC page (a communication platform between a student and an educator).

The screenshot displays the Ed-admin interface. The top navigation bar includes the Ed-admin logo and the user's name "Goudan, Wesley". A sidebar on the left shows "My Space" with options for "COMIC", "My Learning Space", and "Calendar". The main content area is titled "COMIC" and shows a list of messages. The messages are organized by subject: "All", "English", "Mathematics", and "Afrikaans 2nd Ad...". Each message card shows the sender's name and profile picture, the subject, and the time. For example, a message from "Charlize Forest" is dated "22 Jun, 10:04 am" and contains the text "test message from Charlize in broadcast group". Another message from "Tonja Brooks" is dated "27 May, 7:31 am" and says "Please review Act 5 Scene 1". A third message from "Tonja Brooks" is dated "23 May, 1:41 am". On the right side, there are three message boxes for "POEM Poetry" (50 Messages), "COMP Comprehension" (44 Messages), and "DV Domestic Violence" (8 Messages). Below these, a chat window is visible with a message from "Hi Wesley, Great work" dated "20 May 2020" and a response "Thank you." dated "09 Jun 2020".

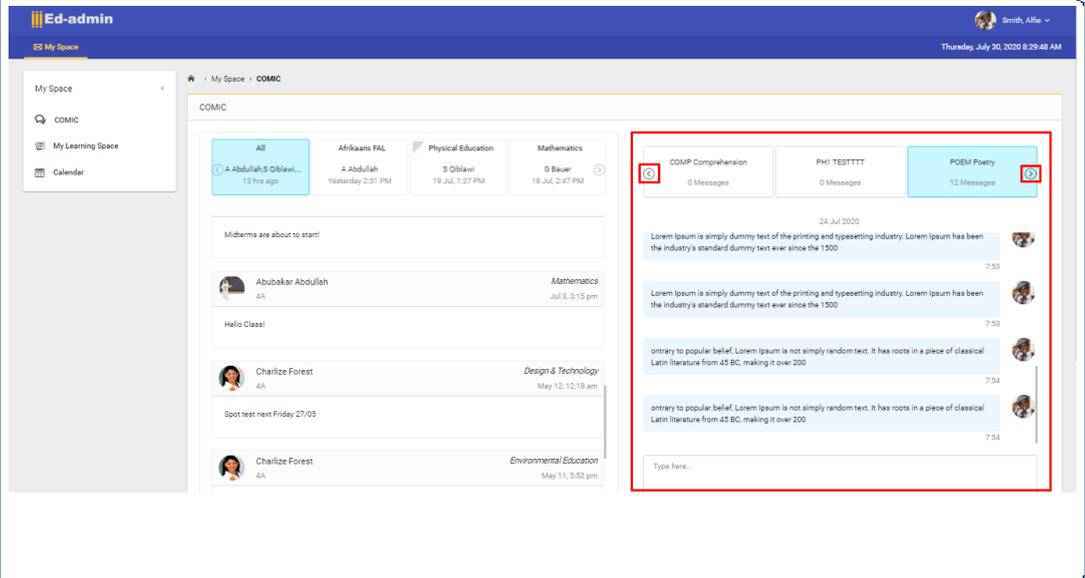
38 All the registered courses are shown on the left. Below that, the communications section shows messages from the teacher to the entire class.

All assessments are shown on the right, as well as the communication section where students can send messages to the educator and see messages from other students. This communication platform is topic-specific.



39 Arrow keys are used to navigate between all assessments, across the courses. An example of this type of communication is a student inquiring about the due date.

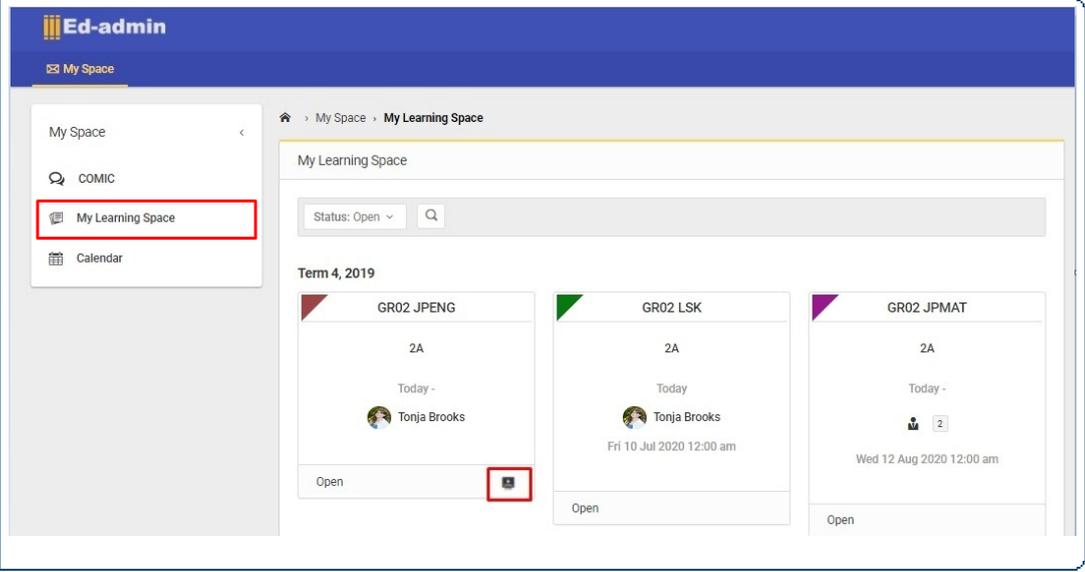
Students start typing at the bottom of this section and then click on the Send button to send the message to the relevant educators.



40 From the navigation panel on the left, click on the My Learning Space tab.

Students will see all the courses they are enrolled for, and the related activities.

They can submit assignments for their lessons, and also join virtual classes (by clicking on the indicated icon).



41 On the right is a section for the upcoming events or courses. This section includes:

- Overdue activities;
- Upcoming activities;
- Number of messages for that topic;
- Related courses; and
- Upcoming due dates.

The screenshot displays a user interface with several course cards and a list of overdue activities. The course cards are arranged in a 2x2 grid:

- GR04 HIST**: 4A, Abubakar Abdullah, Open
- GR04 ART**: 4A, Charlize Forest, Open
- GR04 ENG**: 4A, 31-Jul-20 02:00 PM - 02:30 PM
- GR04 JPAFR**: 4A, 31-Jul-20 12:00 PM - 01:30 PM

On the right side, there is a red-bordered box containing an 'Overdue' section with the following items:

- EM Exam Mark**: 0, Afrikaans FAL, Yesterday 12:00 AM
- COMP Comprehension**: 1, Afrikaans FAL, 28 Jul 2020
- COMP Comprehension**: 0, Physical Education, 27 Jul 2020
- POEM Poetry**: 12, Mathematics, 24 Jul 2020
- POEM Poetry**: 2, Mathematics, 24 Jul 2020

42 Courses can be filtered based on their status by using the drop-down menu and then clicking on the Search icon.

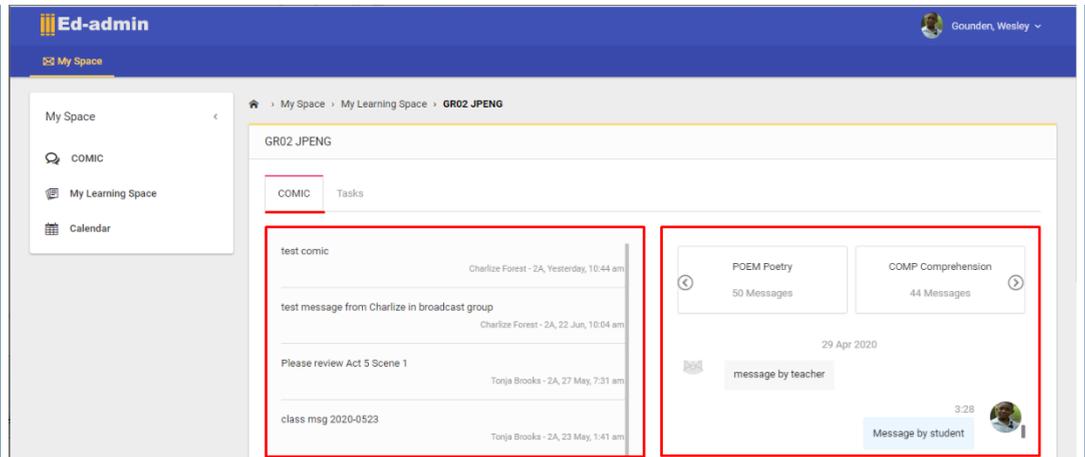
When the list of courses is displayed, students can click on a course name to access it.

The screenshot shows a 'My Learning Space' interface. At the top, there is a breadcrumb trail: 'My Space > My Learning Space'. Below this, the title 'My Learning Space' is displayed. A filter bar contains a dropdown menu set to 'Status: Open' and a search icon. The dropdown menu is open, showing the following options: 'All', 'Open', 'Closed', and 'Completed'. Below the filter bar, two course cards are visible:

- GR02 LSK**: 2A, 15-May-20 05:30 PM - 06:00 PM, Tonja Brooks, Thu 14 May 2020 12:00 am, Open
- GR02 LSK**: 2A, 15-May-20 11:00 AM - 12:45 PM, Tonja Brooks, Wed 13 May 2020 12:00 am, Open

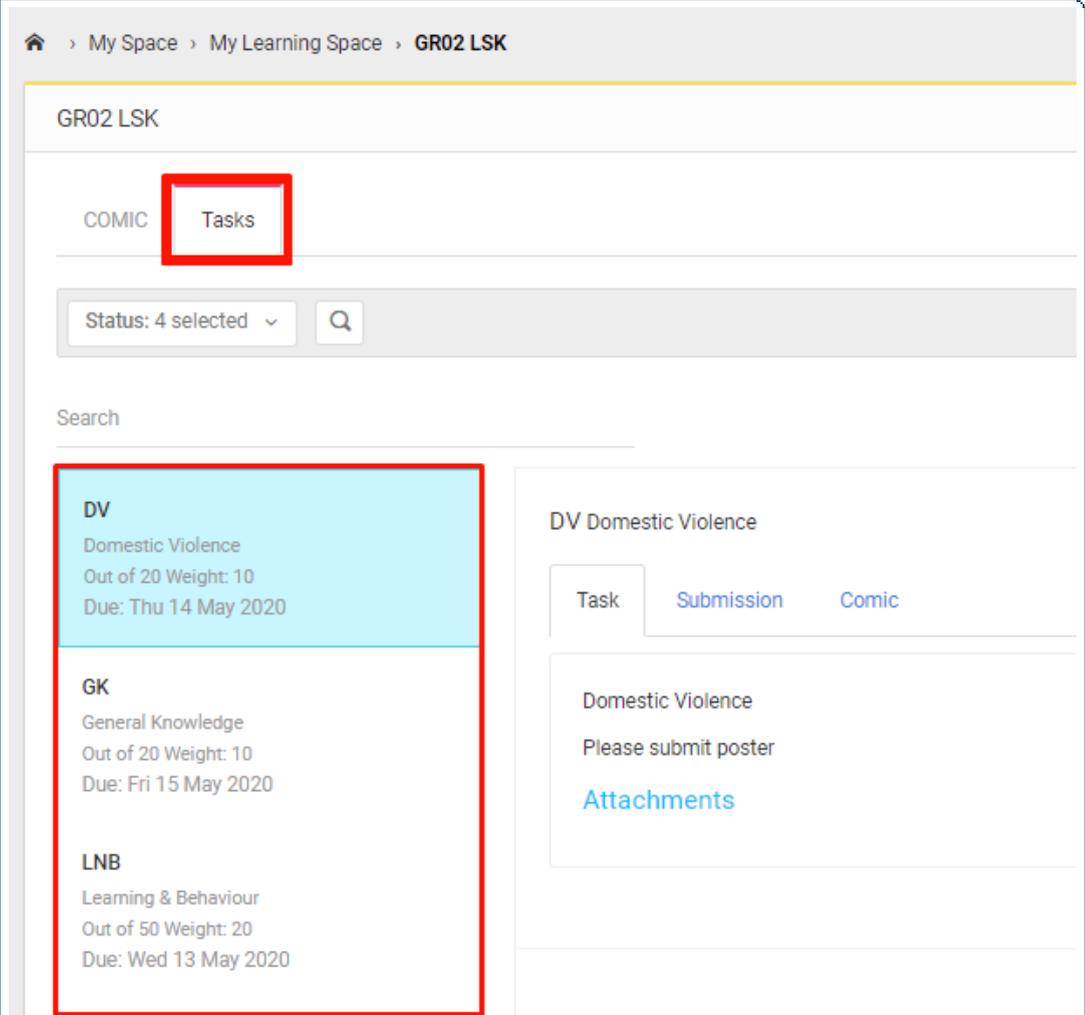
43 Clicking on a subject allows students to view the communication (COMIC tab), and also submit an assignment (Tasks tab).

The COMIC shows up in two sections: the educator's communication to the whole class, and the topic-specific communication between the logged-in students and the educator.



44 Students view the tasks at hand by navigating onto the Tasks tab.

On the left, there is a list of all the tasks related to the course.



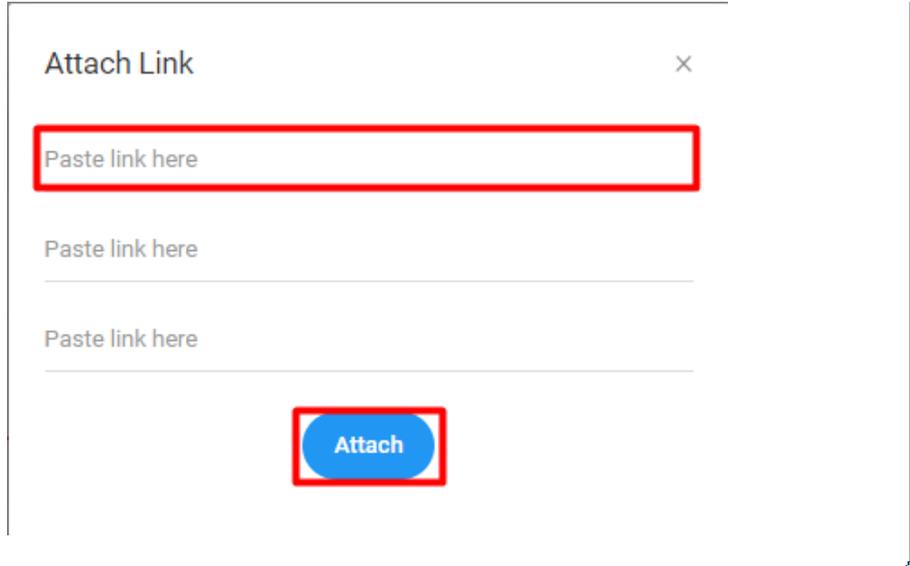
45 Tasks can be filtered using the Status drop-down menu and then by clicking on the Search icon.

The screenshot shows a course page for 'GR02 JPENG'. At the top, there is a breadcrumb trail: 'My Space > My Learning Space > GR02 JPENG'. Below this, the course title 'GR02 JPENG' is displayed. There are two tabs: 'COMIC' and 'Tasks', with 'Tasks' being the active tab. A filter bar contains a dropdown menu labeled 'Status: 4 selected' and a search icon (magnifying glass). The dropdown menu is open, showing a list of status options, each with a checked checkbox: 'Select all', 'Open', 'Closed', 'Submitted', and 'Assessed'. Below the filter bar, there is a task card for 'EFT' (EngFileUploadTest) with details: 'Out of 30 Weight: 1' and 'Due: Fri 19 Jun 2020'. To the right, there is a section for 'COMP Comprehension' with tabs for 'Task', 'Submission', and 'Comic'. Below this, there is a 'Comprehension' section with a link for 'File 1'.

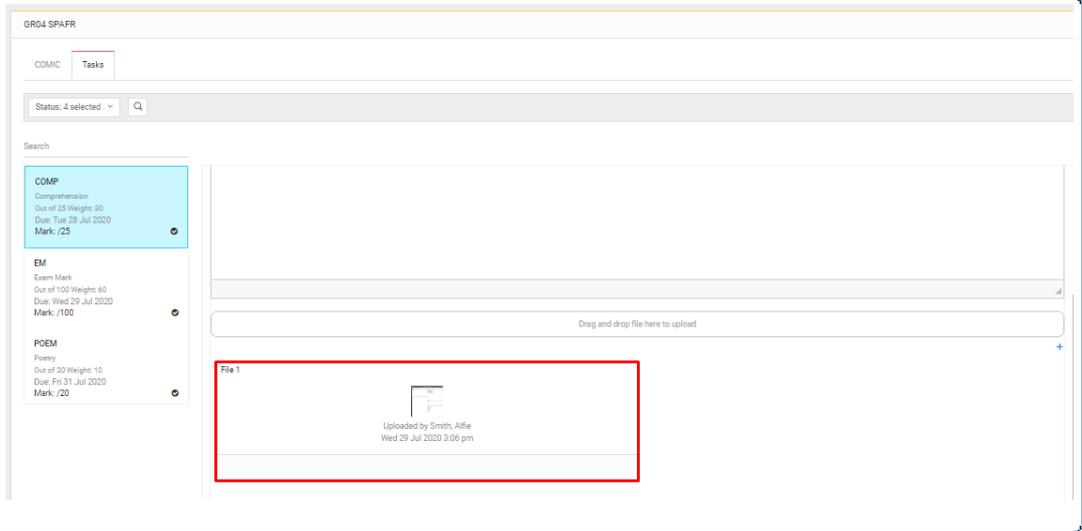
46 It is also possible to use the Search field, enter the name of the course, and then hit the enter key on the keyboard to search for it.

The screenshot shows a course page for 'GR02 LSK'. At the top, there is a breadcrumb trail: 'My Space > My Learning Space > GR02 LSK'. Below this, the course title 'GR02 LSK' is displayed. There are two tabs: 'COMIC' and 'Tasks', with 'Tasks' being the active tab. A filter bar contains a dropdown menu labeled 'Status: 4 selected' and a search icon (magnifying glass). Below the filter bar, there is a search field with the placeholder text 'Search'. Below the search field, there are two task cards. The first is for 'DV' (Domestic Violence) with details: 'Out of 20 Weight: 10' and 'Due: Thu 14 May 2020'. The second is for 'GK' (General Knowledge) with details: 'Out of 20 Weight: 10' and 'Due: Fri 15 May 2020'. To the right, there is a section for 'DV Domestic Violence' with tabs for 'Task', 'Submission', and 'Comic'. Below this, there is a 'Domestic Violence' section with the text 'Please submit poster' and a link for 'Attachments'.

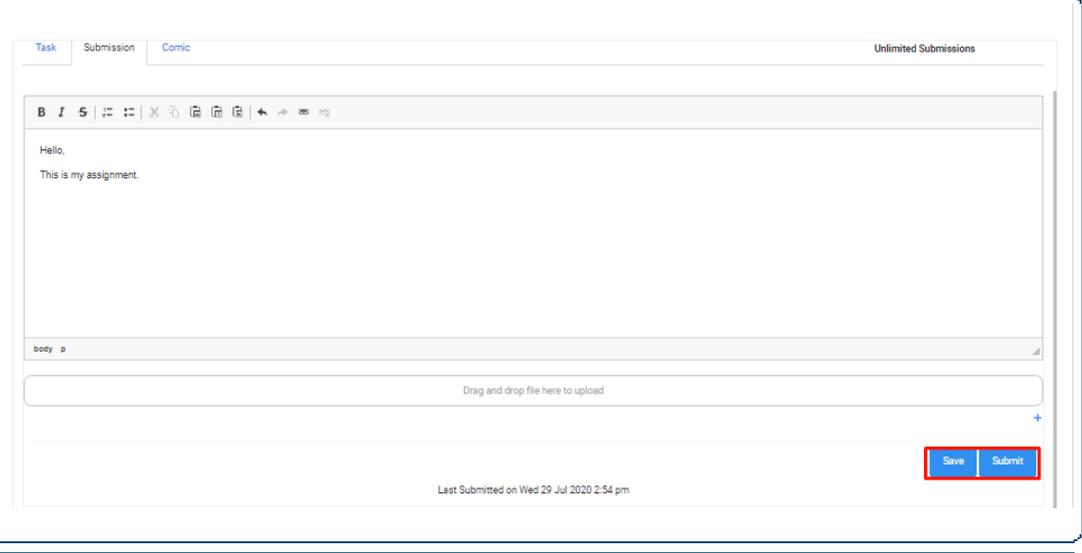
50 After clicking on the Attach Link option, the following popup will show and links will be inserted when clicking on the Attach button.



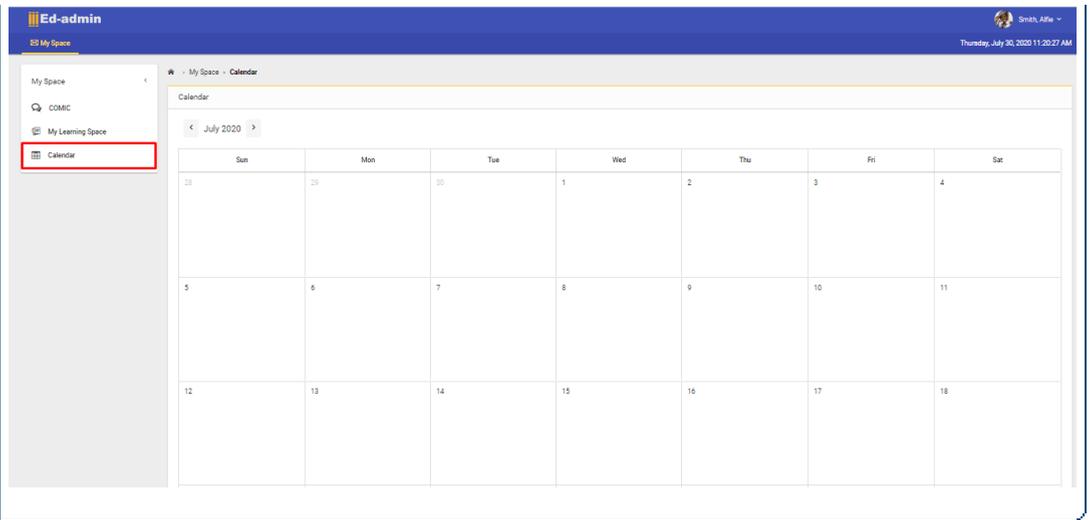
51 The attached items will be shown below the upload section.



52 After the student is done editing the submission, they can click on the Save button and the changes will be saved. Clicking on the Submit button will submit the changes. After clicking on the Submit button, further editing will not be allowed.



53 From the navigation panel on the left, students can click on the Calendar tab to go to the calendar and the related events.



54 The Calendar shows all the tasks under their due date. By clicking on the arrows shown here, the next or previous month will be displayed.

