# Online management of Learning System 6.5

# Teacher's Guide

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# I. User Management

## 1. <u>Registration</u>

Open the browser on a computer and enter the following address:

www.novoatest.com

The following screen will appear.
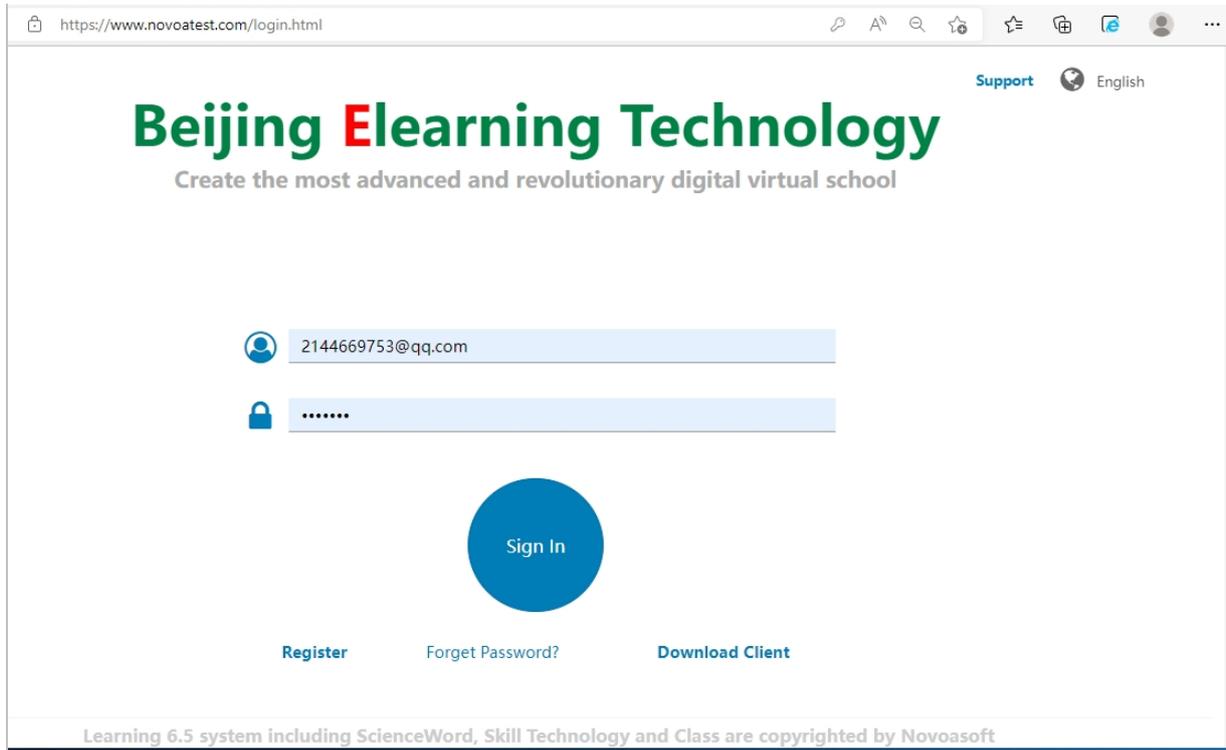


### a. You must register to create a virtual school
Click on "Register". The following window will open

**b. Special Notes**:

Your account name is the email address used during registration; your password is the one used for registration.

## 2. Personal Center

After successful registration, users log in to the platform and enter their personal space, as shown in the figure.



**Description:** Personal space allows you to change your real name, date of birth, password, subject, and other attributes.

## 3. Password management

Write down your account name and password on your phone or in a place where you can easily find them in case you forget.

## II. Classroom Setting

### 1. Creation of classes by a teacher

Creating a class is very useful; assigning homework, correcting assignments, etc. requires creating the class first; *only a user who has the status of teacher can create a class*.

Class creation process is as follows.

（1）Log in, then click on "Class Setting" at the top, and the following interface appears.



**Class setting**
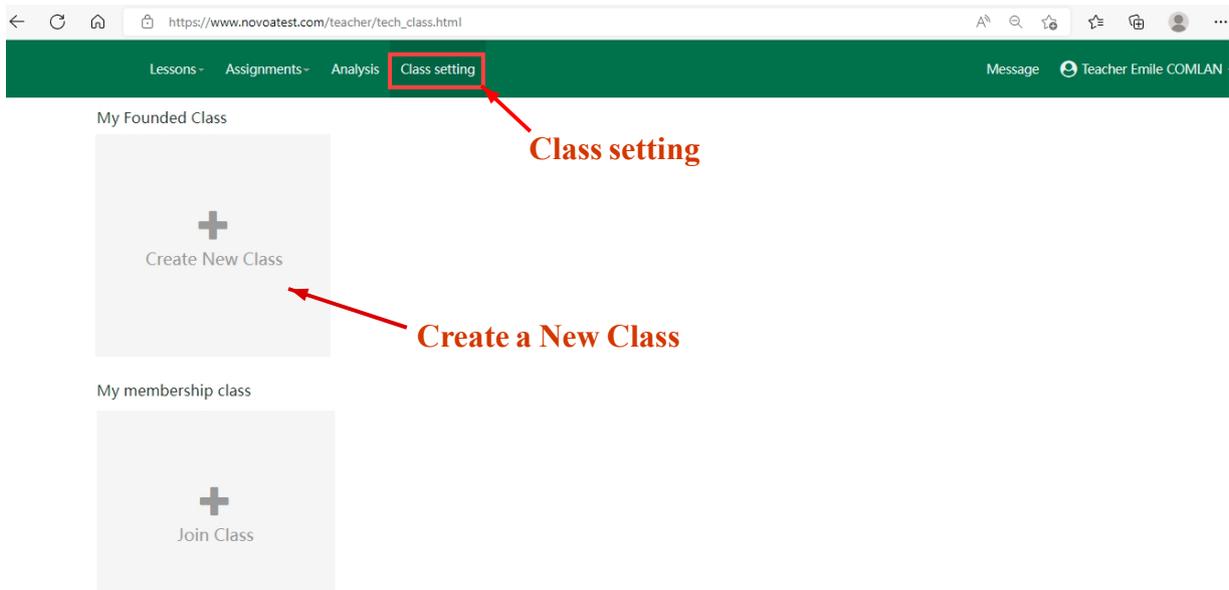
**Create a New Class**

（2）In "My founded class" section，click "➕Create New Clas" area.

● Once the new class is created，a "Class Number" is automatically generated （shown below）.

● The number of the new class created must be communicated to the students （or anyone） who want to join the class.
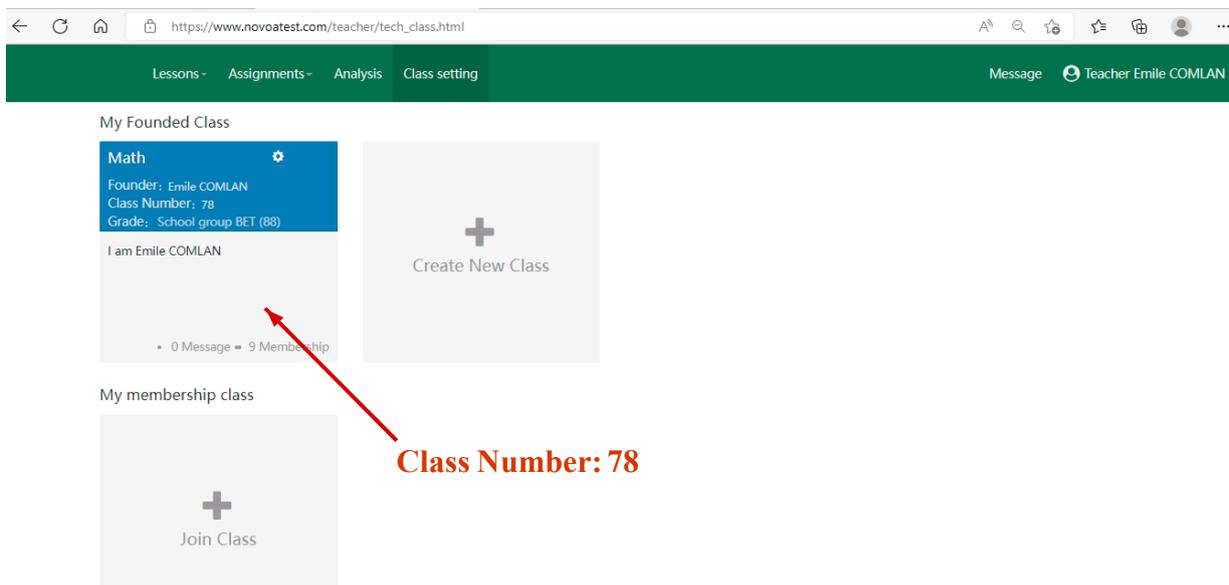


**Class Number: 78**

（3） To become a member of a class, click from the ≪My Membership class≫ section on the "+ Join a new class" area; then get the class number from the teacher who created it and enter it in the field as shown below.
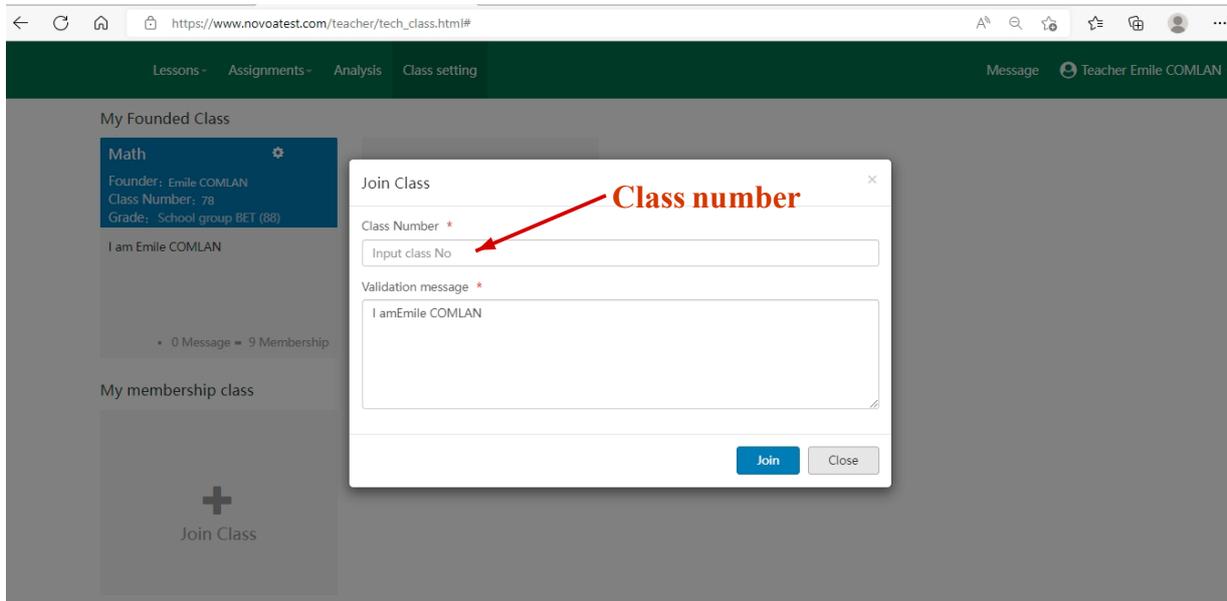


## 2. Complete process for a student enrolling in a class

*This must be done from the student's web page.*

When a student requests to join a class that has been created by a teacher, the student must wait for the teacher's approval. As soon as the student receives approval, he or she becomes a member of the class.

**Process of joining a class:**

（1） The student has log on to his web page

（2） Click "My Class".

（3） In "My membership class" section, click "✚Join Class" area; then you get the dialog box below.
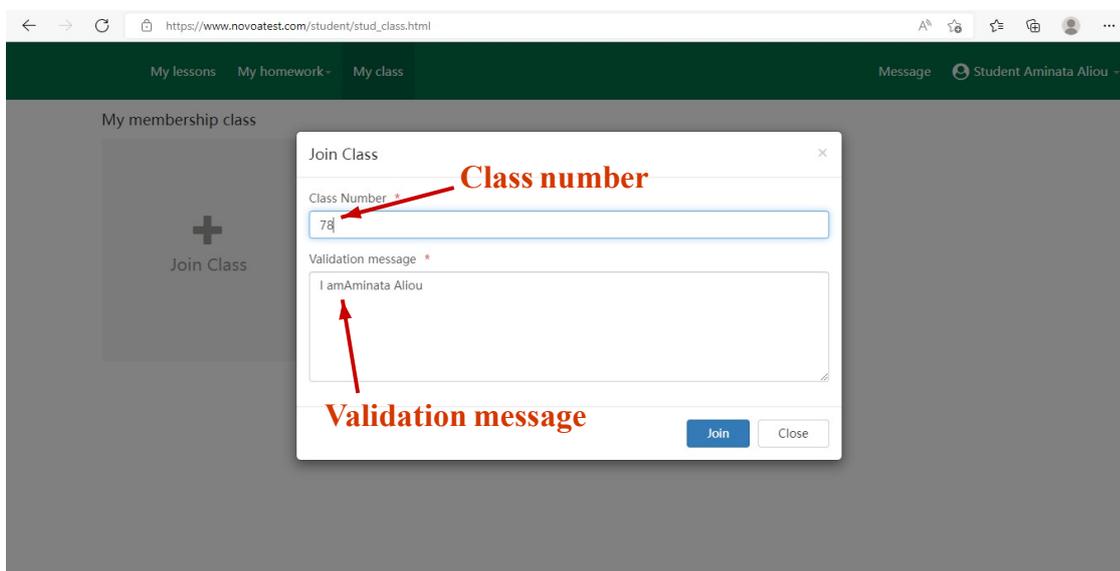
（4）Enter the class number in the "Class number" as shown above and note that there is a default validation message using the student's name; you can change this message.

（5）Finally, click the "Join" button to send a "join class" request and wait for the teacher's approval.

## 3. Teacher approval process for enrollment in a class

Once the teacher approves a student's request to join the class, the student becomes a member of the class.

### Application Approval Process

（1）The teacher who created the class logs in and click "Class Setting".

（2）At the bottom of any $C$ class for which $n_C$ requests are made, there is the display "$n_C$ messages". The total number of requests $n$ is also shown in bright color on the "Class setting" tab as shown in the figure below.
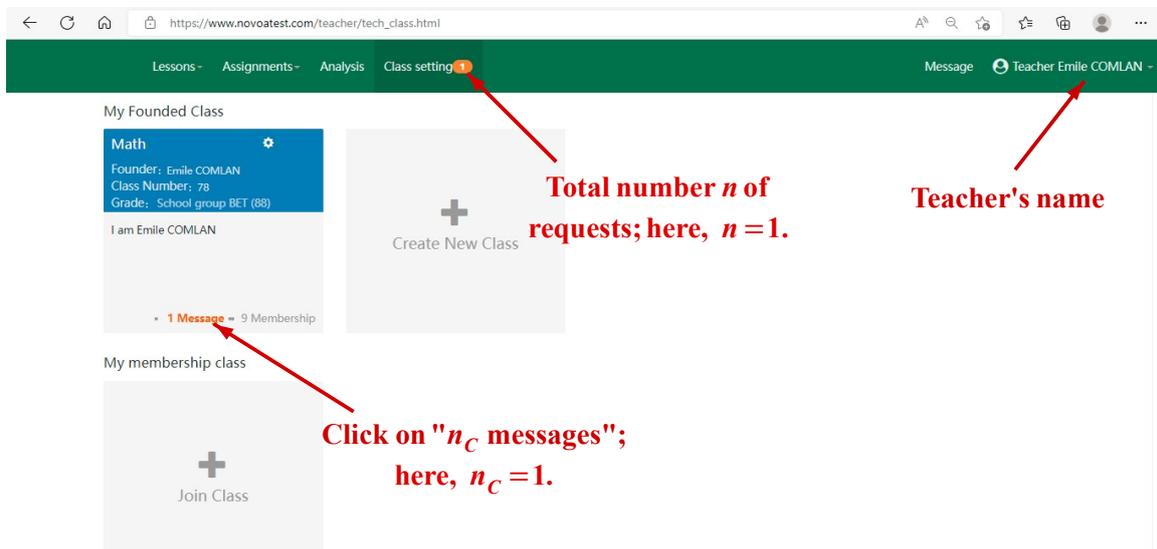


（3）Click "$n_C$ Message" as indicated above and the screen shown below appears.
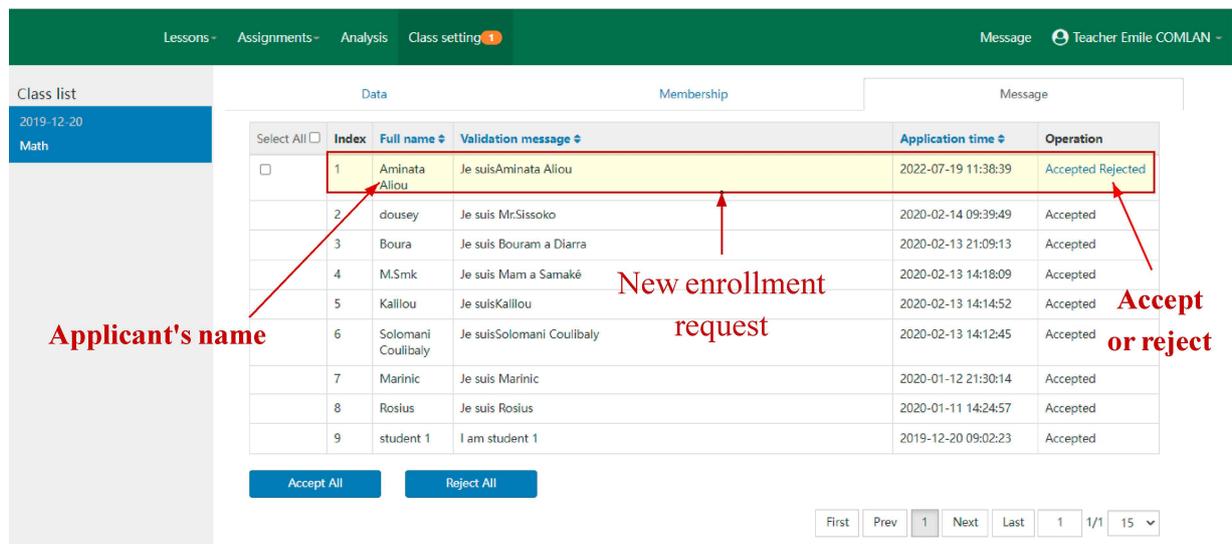
4）Click "Accept" to approve the applicant to join the class and become a member of the class.

* A class with members is shown below.



**Note:** Members include the classroom teacher（the teacher who created the class）, substitute teachers, and students.

### III. Teacher assigning homework using his private resources

**1.** Private resources are the personal ones, that only the owner can distribute.

Open ScienceWord, and from and the task pane, login with your teacher account.



Link to registration platform
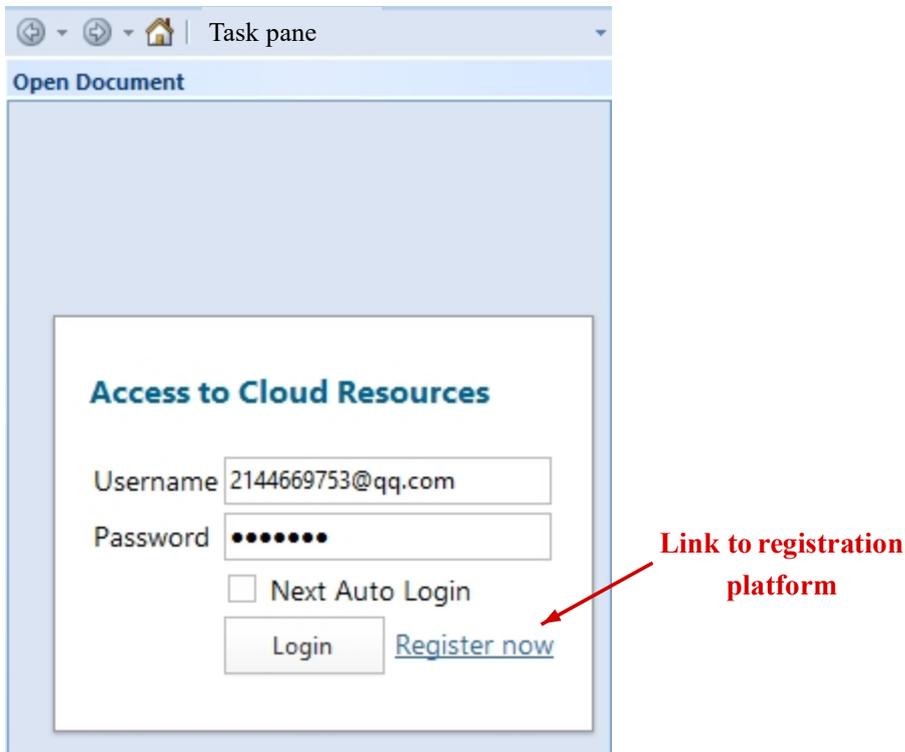
**2.** Then you get the following window without any folder as default.

The button **+** help to create folders; you right-click to rename any folder. Currently, the private assignments contains four（04）folders.



Link to your personal webpage

Private assignments

The "**+**" button helps create new folder

The button that closes any open folder
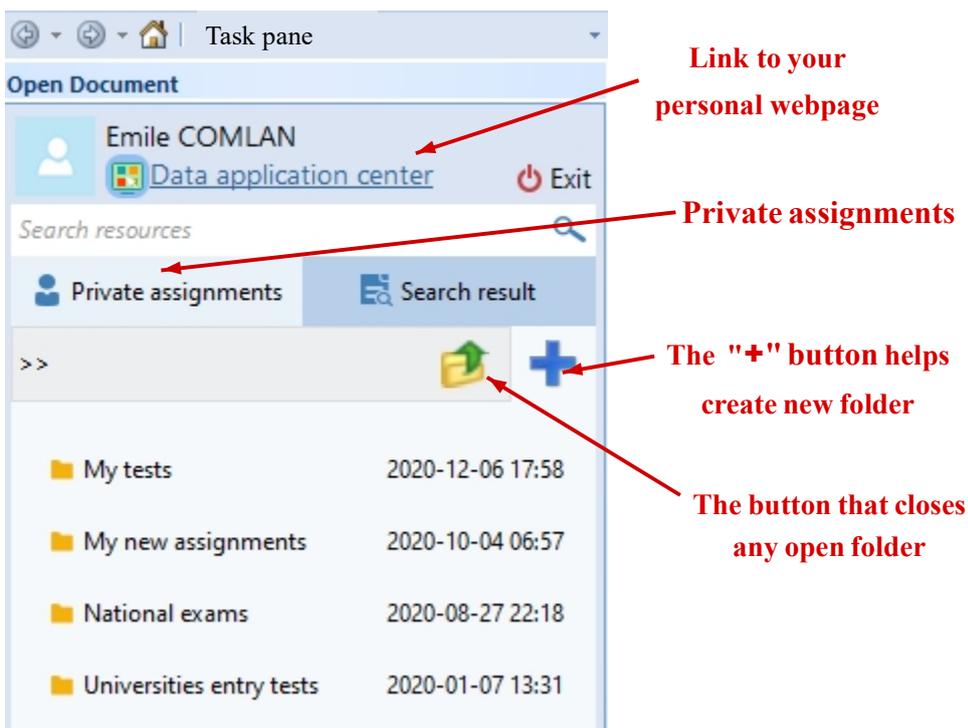
**3.** Upload the assignment to the remote server

(i.) Open the assignment in ScienceWord file.

(ii.) Select a folder of "Private assignment" .

(iii.) Click from file menu on `Upload each question to the remote server` .

(iv.) Then select the folder in which the assignment should be sent.

**4.** Click from the task pane on the link "Data application center", select "My Assignments" and layout which one you want to distribute to the students.



**5.** Click on layout to get the following dialog box

■ The option "Assignment" is about setting a period in which the assignment should be deliver.

■ The option "exam" is for real exam with a precise date, a precise beginning time and the precise time to end and submit.
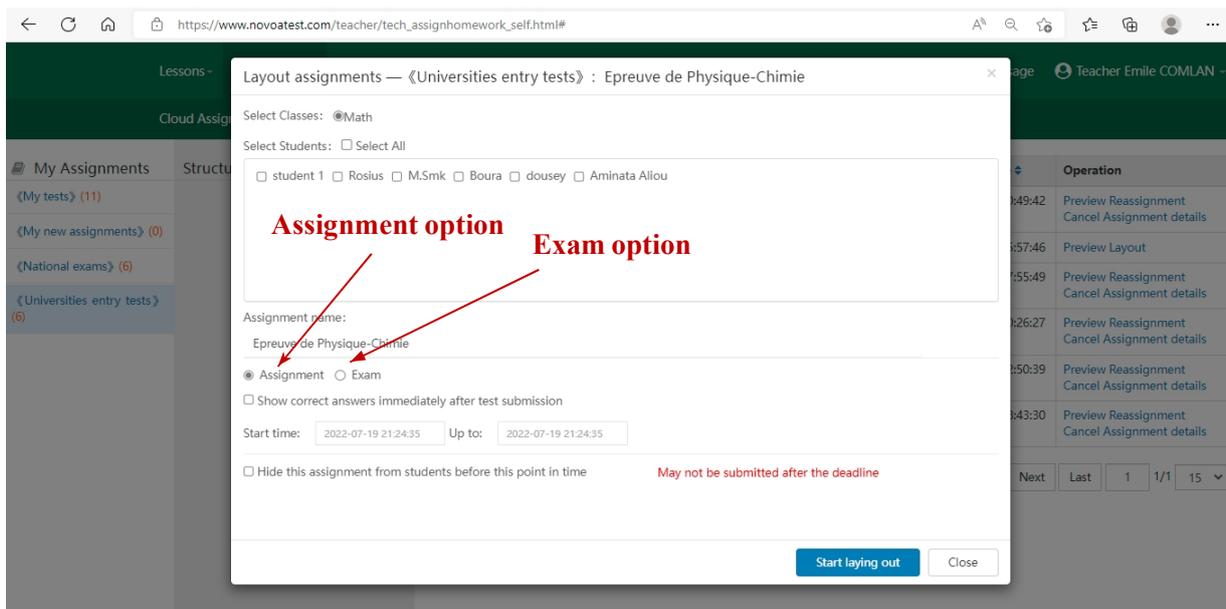
**6. a )** With the assignment option selected, click in the time field to set the time for assignment.

*Here you need thwo dates:  start date and time and the end date and time .*
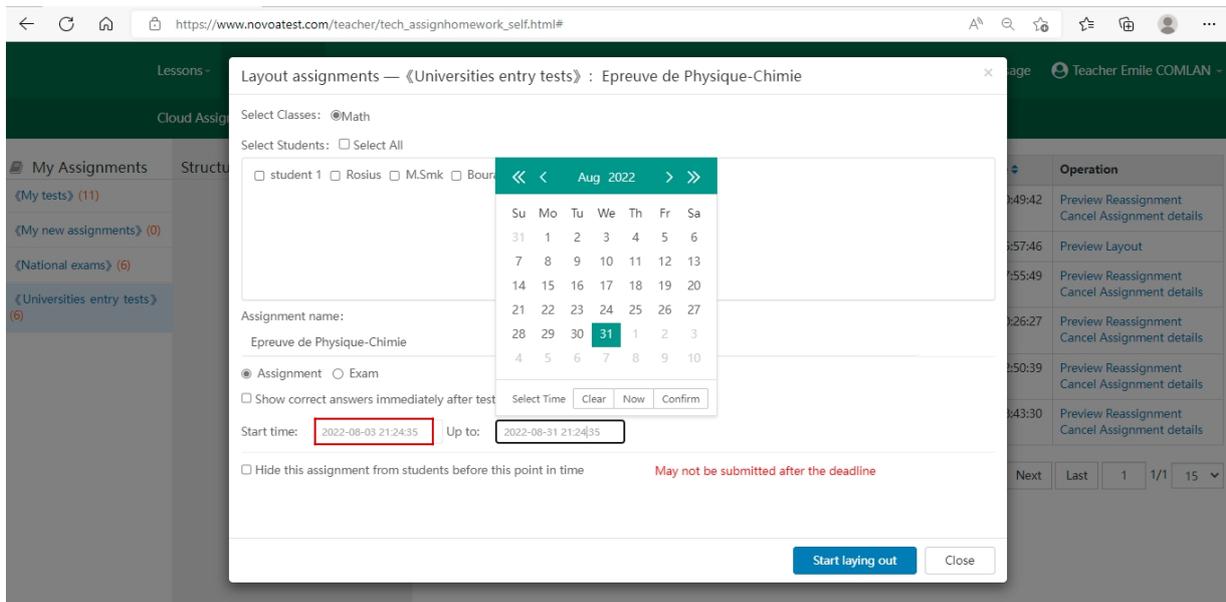


**b )**  Select the exam option

*Here you need only one date , the start time ( UTC )  and the duration of the exam .*

*UTC: Coordinated Universal Time.*

**NB:  The student may submit their work before the time is up.  However his work is automatically submitted when the time is up.**
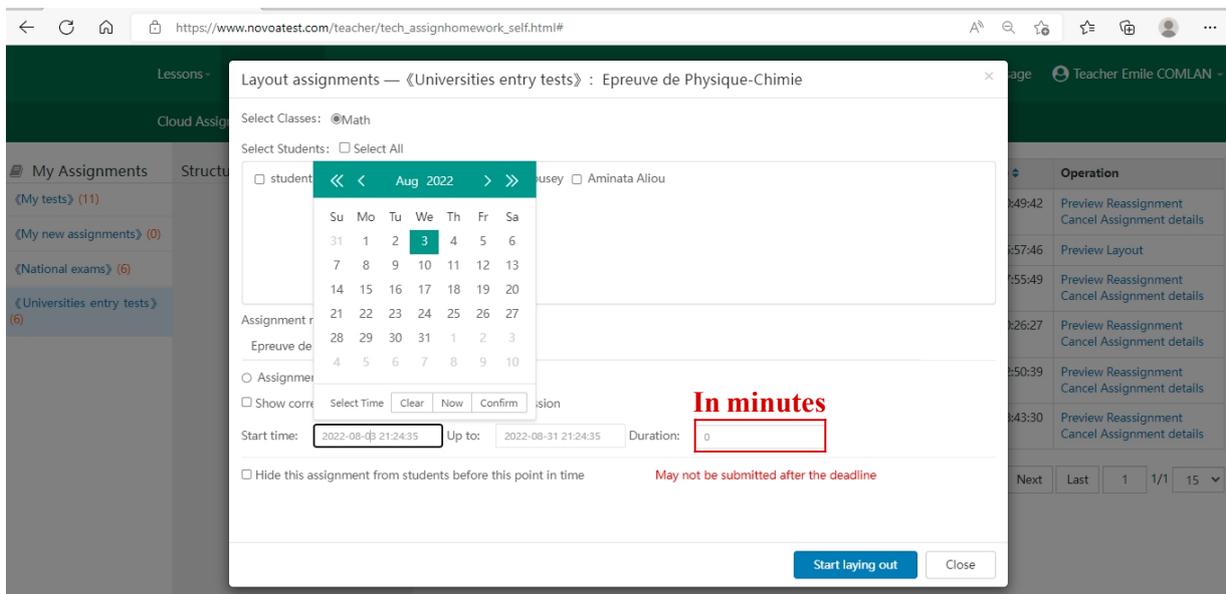
# IV. Grading assignment using Marking software

## 1. Opening Marking

To use Marking, you need a teacher account.

Double-click on Marking icon and in the window that opens up, sign in with your teacher account details as shown in the image below.
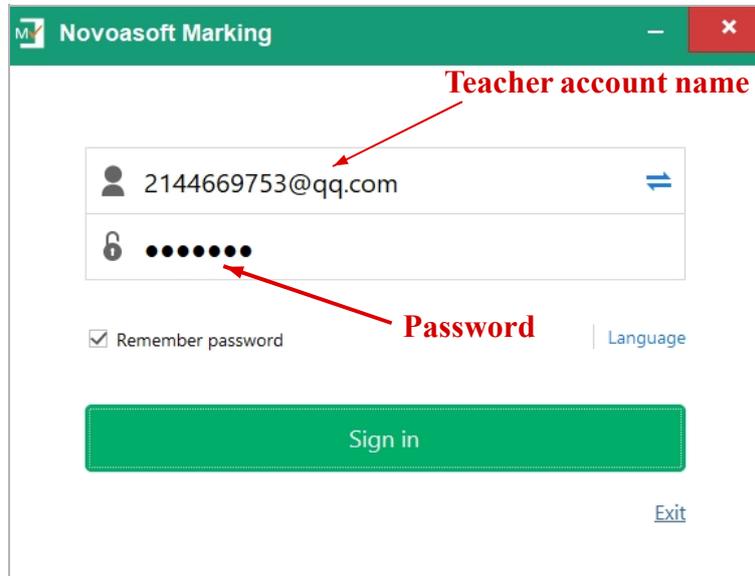


## 2. What you need to know about grading assignments

The list of assignments is empty by default. Here is the case where assignments have been given by the teacher.

( 1 ) The teacher may have more than one class. So first he has to select a class.

( 2 ) When a class is selected, all assignments that have been given to some students or to the whole class are listed.

( 3 ) When you select an assignment from the list of assignments, the list of students who have submitted their assignments is shown in the middle column;  the list of students who have not submitted their assignments is displayed in the far-right column.

( 3 ) When there no mention related to an assignment, it means that all students have submitted their assignments and all assignments have been marked ( see the area boxed in blue ) .

( 4 ) When there is the indication "**Not marked *n* **"to an assignment, it means that among the class students who may have submitted their assignments,  a number **n** students assignments have not been marked.

( 5 ) When there is the indication "**Not submitted *n* **" to an assignment, it means that among the class students who may have been given the assignment, a number of **n** students have not submitted their assignments.

( 6 ) When there is the indication "**Not submitted *n* / Submitted *m***" to an assignment, it means that among the students in the class who could have been given the assignment, a number of **n** students did not submit their homework and the homework of a number **m** of students who were submitted were not graded.

## 3. Grading and Releasing marked homework

Just click on a student's assignment to open it; then you get a window as shown below. At the bottom of the window, the list of ungraded question numbers is displayed.

Here, at the bottom of the window, there is no list of uncorrected questions, so this illustrates that all questions are corrected.



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