

# CTAP Online



## Tools & Features Guide



# CTAP Online Tools & Features Guide

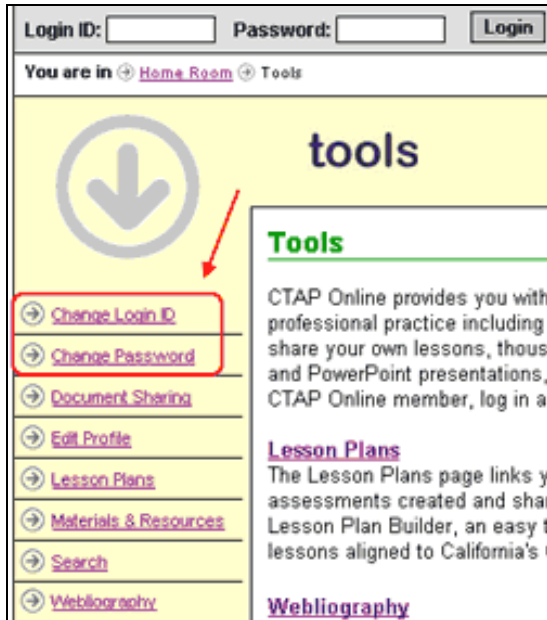
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# Changing Password & Login ID

## overview

This short tutorial will instruct you how to change your password and login ID. These tools are accessible through links in the **Tools and Resources** tab.

1. [Change Password](#)
2. [Change Login ID](#)



## change password

To change your password:

1. Click on **Change Password** in the left hand navigation bar.
2. Type in your current password.
3. Type in your new password.
4. Type your new password again to confirm.
5. Click on **Done**.

## Change Password

aadminson

Current Password:

New Password:

Confirm New Password:

Done

Here's a few password tips:

### DO:

- ◆ Use at least six characters in your password.
  - ◇ Longer passwords are harder to crack. Most Web sites have a minimum requirement for password length.
- ◆ Use a combination of numbers, special characters (for example: #, \$, %, plus upper and lower case letters).
  - ◇ Most Web sites are case-sensitive with regards to passwords. Passwords for this site can contain special characters, though some sites forbid their use.
- ◆ Change your password frequently.
  - ◇ At a minimum, consider changing one character in your password every few months. Changing just one character will make it easier to remember your new password.

### DON'T:

- ◆ Don't use a password that could be found in a dictionary.
  - ◇ A password consisting of only a word is easy to crack.
- ◆ Don't share your password with others.
  - ◇ If you are forced to divulge your password, change it immediately.
- ◆ Don't use a four digit PIN (ATM personal identification number) as a password.
  - ◇ Short numeric passwords are quite easy to crack.

## change login ID

To change your Login ID:

1. Click on **change Login ID** in the left hand navigation bar.
2. Type in your current password.
3. Type in your new login ID.
4. Type in your new login ID again to confirm.
5. Click on **Submit Query**.

## Change Login ID

Current Login ID: aadminson

Password:

New Login ID:

Confirm New Login ID:

## Chat

### overview

Sections:

1. [Accessing Online Chat](#)
2. [Flash Chat Rooms](#)
  - ◆ [User Names](#)
  - ◆ [Controls](#)
3. [JavaScript Chat Rooms](#)
  - ◆ [User Names](#)
  - ◆ [Controls](#)
  - ◆ [Status Indicators](#)

Chat is a multi-user text-based discussion area where conversations occur in real-time (live). The Chat Rooms require a JavaScript enabled browser or the Flash Player plug-in.

### accessing online chat

To access the chat rooms, click on the **Communication** tab found on the top of the screen, then click on the **Chat Rooms** link. The current number of people in that room is displayed next to each Chat Room name. This number updates every 8 minutes.



There are two types of chat room engines: one uses **Macromedia FLASH** and the other runs on **JavaScript**. Here's a quick description of each version:

#### Flash Version

Give this version a try first, it will work best for most people. You'll need Flash 5 (or above) to use this Chat Room system. If you don't have the proper version of Flash, you'll be directed to the Macromedia site to download the free software. This version offers better reliability for people who have

problems staying connected to the JavaScript Chat Room version.

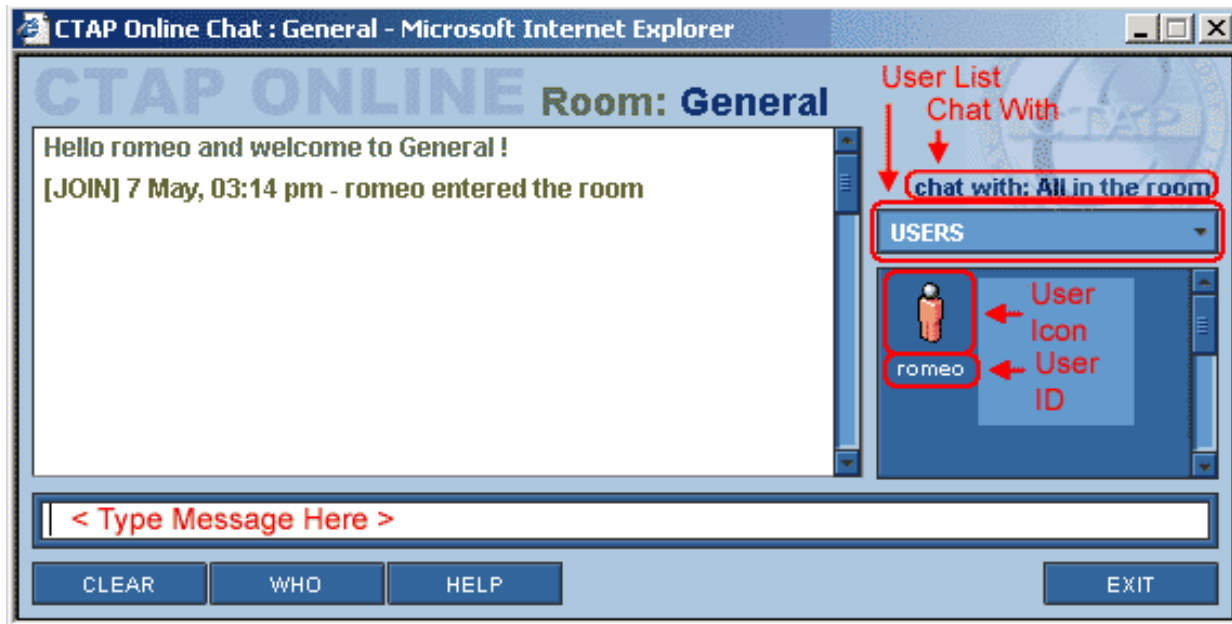
## JavaScript Version

The JavaScript Chat Room system is best for those who don't have Flash installed on their computers.

Joining a conversation with either version is easy; simply type your comments in the box at the bottom of the chat box and press ENTER (RETURN) on your keyboard. The comments you add, as well as comments made by other participants, will automatically scroll as the conversation progresses.

Layout and function of both chat room systems is very similar. In the next sections we'll take a closer look at each chat room version.

## flash chat rooms



- User List: Click the down arrow button to toggle between the user list view and the chat-room view. (The image above shows the user list view.)
- Chat With: If you are privately conversing with another person, this area of the chat room will display the login ID of that person. You can chat with a particular person by clicking on the person's name. Only the person listed in the **chat with** section will see your message. While chatting with a specific person, a small icon with a plus sign will appear next to **chat with**. Click on the small icon to return to chatting with everyone in the room.

## login ids



- Icons shown in gray represent people who have identified themselves as "away." These people are temporarily not participating in the chat room.
- Click on a person's icon to display their information, such as: e-mail address, phone number, address and picture. (Each person chooses what information is displayed to others.)
- Click a person's name to chat with only them.

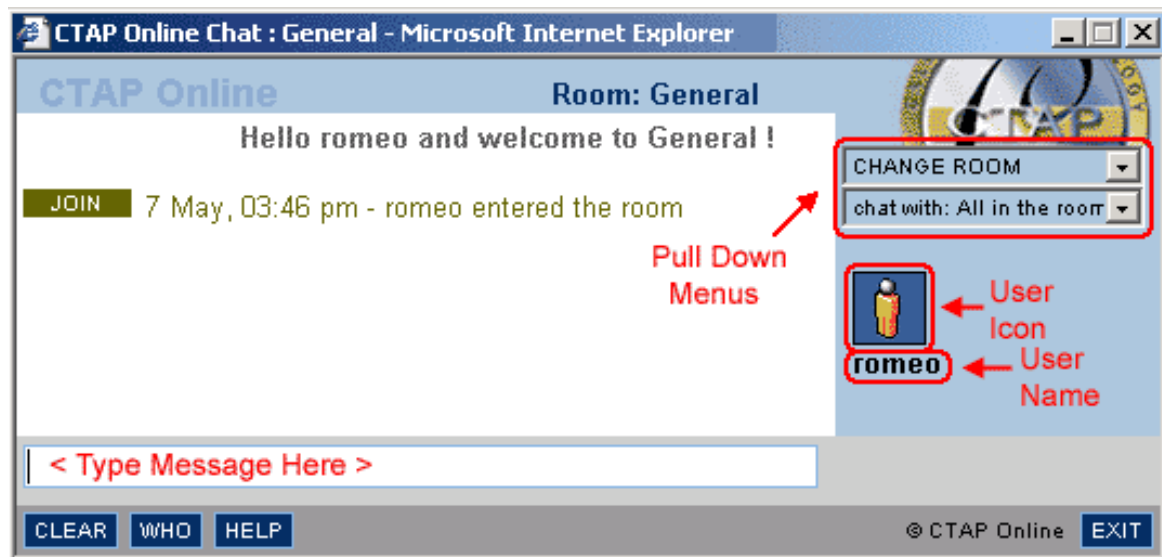
## controls



There are four buttons that control chat features:

- CLEAR: Clears text in chat window.
- WHO: Displays a list of current participants in all of the Chat Rooms.
- HELP: Displays help.
- EXIT: Closes the chat tool.

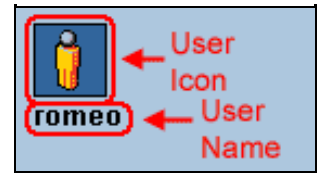
## javascript



- CHANGE ROOM: Click on the pull-down menu to change rooms at any time. You'll see the names of all of available Chat Rooms; the number that appears to the right of each room name represents the number of people in that room.
- CHAT WITH: This feature allows you to privately converse with another person. To chat with a particular person, find their name in the list and select it. Private chat messages are identified by light blue colored text. To talk with all the people in the room, select "All in the room."

## login ids

- Just below the pull down menus is a list of login ID's and icons of persons in the room.



- Names shown in gray represent people who have identified themselves as "away." These people are temporarily not participating in the chat room.
- You can click on a person's Icon to display their information, such as: e-mail address, phone number, address and picture. (Each person chooses what information is displayed to others.)

## controls



There are four buttons that control chat features:

- CLEAR: Clears text in chat window.
- WHO: Displays a list of current participants in all of the Chat Rooms.
- HELP: Displays help.
- EXIT: Closes the chat tool.

## status indicators

These indicator boxes display a person's status and other information. Each box is followed by the time and then a short textual message. Status Boxes include:



- JOIN: Informs everyone that a new person has entered the room.
- PART: Informs everyone that a person has departed from the room.
- NOTE: Informs a person to type "/help" to access a list of chat commands.
- ERROR: Informs a person that they have entered an unknown command.

## Cookies

### overview

Sections:

1. [Internet Explorer v.4.0 / 4.5](#)
2. [Internet Explorer v.5.0](#)
3. [Internet Explorer v.5.0 \(Mac OS 9\)](#)
4. [Internet Explorer v.5.2 \(Mac OS X\)](#)
5. [Internet Explorer v.6.0](#)
6. [Netscape v.4.0 / 4.5 / 4.6 / 4.7 / 6.0](#)
7. [Netscape v.6.2 / 7.0](#)
8. [Security / Privacy Issues](#)

A cookie is a small piece of information that's sent to your browser along with the Web page. After a cookie is

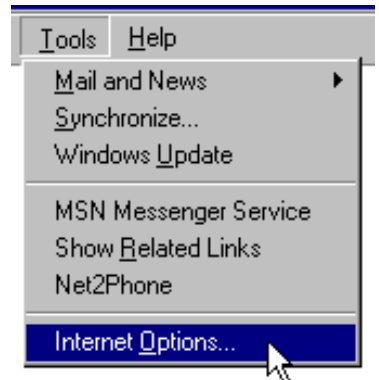
sent by a Web server, your browser generally saves it on your computer's hard drive. Disabling the acceptance of cookies makes interaction with some Web sites impossible, including this site.

We're concerned about your online security; the only information we store on your computer is a "session variable" number that identifies you as an account holder.

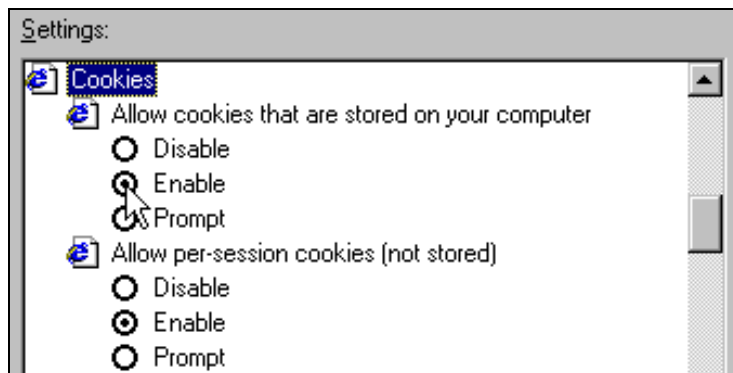
This tutorial will instruct you how to enable cookies on your browser (if they are not currently enabled). There are no significant differences in how Mac and PC versions of browsers accomplish this task.

## internet explorer v. 4.0 / 4.5

Here are the simple steps to enable cookies in Internet Explorer v. 4.0 and 4.5:

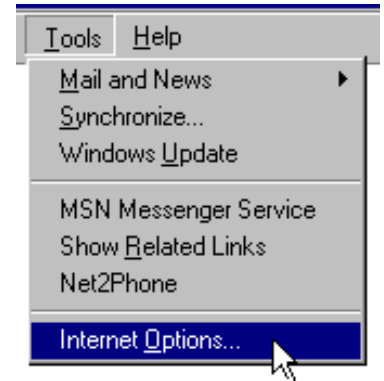


1. Click **Tools** from your browser toolbar.
2. Then **Internet Options...**
3. Then click the **Advanced** tab.
4. Scroll down the options until you find the **Cookies** category.
5. Click the **Enable** option to enable cookies in your browser.
6. Click **OK**.

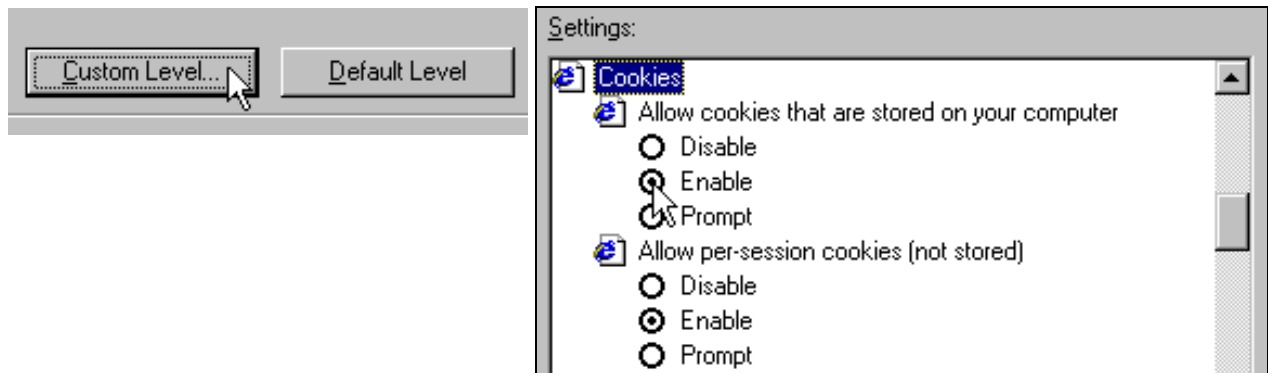


## internet explorer v. 5.0

Here are the simple steps to enable cookies in Internet Explorer v. 5.0:



1. Click **Tools** from your browser toolbar.
2. Then choose **Internet Options...**
3. Then click the **Security** tab.
4. Now click the **Custom Level...** button under custom settings.
5. Scroll down the options until you find the **Cookies** category.
6. Now find **Allow cookies that are stored on your computer**.
7. Click the **Enable** option to enable cookies in your browser.
8. Click **OK**.



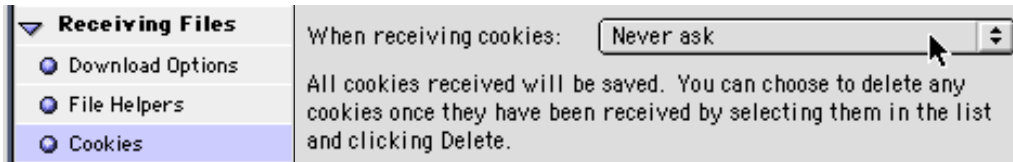
## internet explorer v. 5.0 (mac OS 9)

Here are the simple steps to enable cookies in Internet Explorer v. 5.0 Mac OS 9:



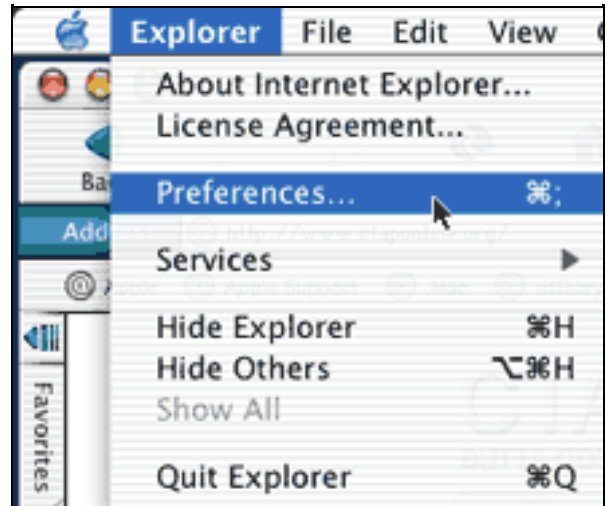
1. Click **Edit** from your browser toolbar.
2. Then choose **Preferences...**
3. Then click the **Receiving Files** tab.
4. Now choose **Cookies** and...
5. From the drop-down list, select the Never ask option to enable cookies in your browser. (You must click **Enable** to be able to log in to this site).

6. Click **OK**.

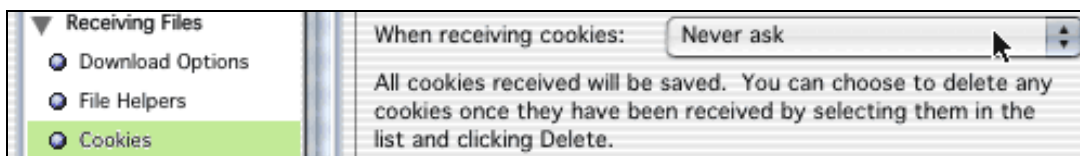


## internet explorer v. 5.2 (Mac OS X)

Here are the simple steps to enable cookies in Internet Explorer v. 5.2 Mac OS X:

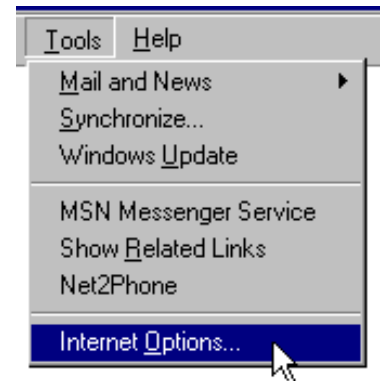


1. Click on the **Explorer** menu.
2. Then choose **Preferences...**
3. Expand the **Receiving Files** list.
4. Now choose **Cookies** and...
5. From the drop-down list, select the **Never ask** option to enable cookies in your browser. (You must click **Enable** to be able to log in to this site).
6. Click **OK**.

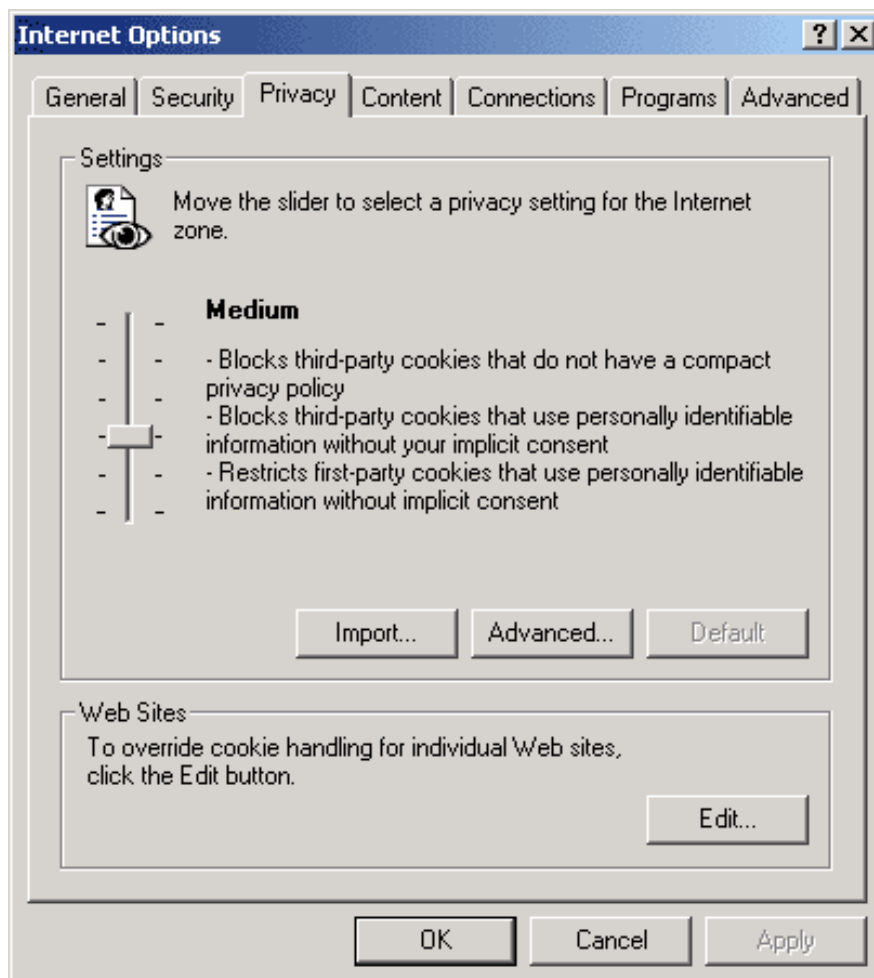


## internet explorer v. 6.0

Here are the simple steps to enable cookies in Internet Explorer v. 6.0:

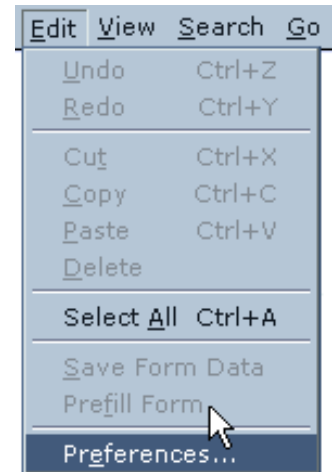


1. Click **Tools** from your browser toolbar.
2. Then choose **Internet Options**.
3. The click the **Privacy** tab.
4. Move the slider bar up and down to activate and set the privacy level for cookies (the text to the right of the slider tells you the current settings for the level you have selected).
5. Click **Apply** then **OK** when you are done.

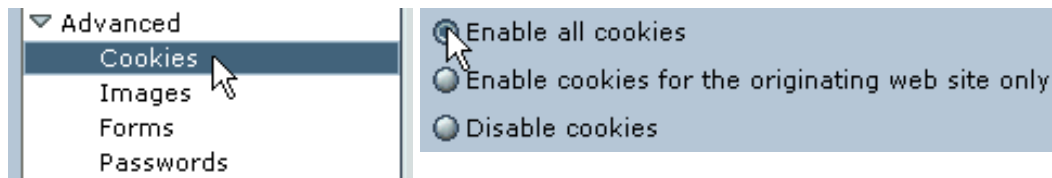


## netscape v. 4.0 / 4.5 / 4.6 / 4.7 / 6.0

Here are the simple steps to enable cookies in Netscape 4.0 / 4.5 / 4.6 / 4.7:

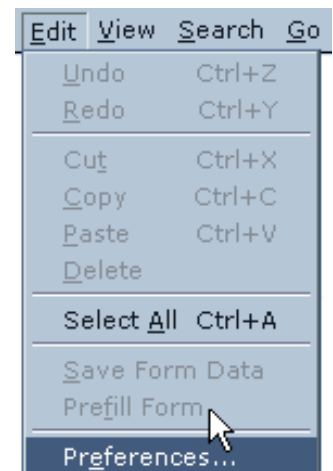


1. Click **Edit** from your browser toolbar.
2. Then choose **Preferences...**
3. Then click the **Advanced** tab.
4. Now choose **Cookies** and...
5. Click the **Enable all cookies** option to enable cookies in your browser. (You must click **Enable** to be able to log in to this site).
6. Click **OK**.



## netscape v. 6.2 / 7.0

Here are the simple steps to enable cookies in Netscape v. 6.2 / 7.0 :



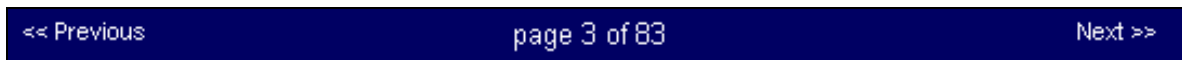
1. Click **Edit** from your browser toolbar.
2. Then choose **Preferences...**
3. Then click the **Privacy & Security** tab.
4. Now choose **Cookies** and...



1. **Resume:** Click here to be transported to the last page of course content accessed on your previous session.
2. **Begin the Course:** Takes you to the first page of course content.
3. **Course Materials:** Access to supplemental course materials.
4. **Portfolio Requirements:** Direct access to the portfolio requirements for that course (if the course requires a portfolio).
5. **Go to Page:** Type in the page number and click **Go** to instantly access a specific course page.
6. **Course Map:** Access any page of the course (detailed information below).
7. **Course Tools:** Quick access to other tools related to the course.

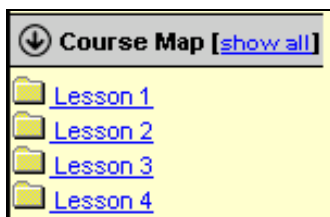
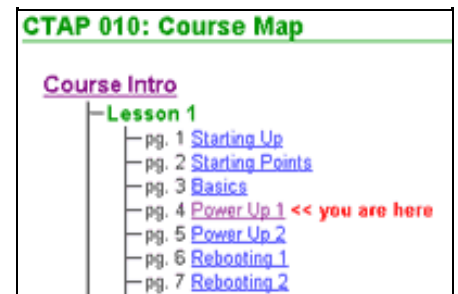
## internal course navigation

Once you click the **Begin the Course** button (see above), you'll see this navigation bar at the top and bottom of each lesson page (as well as all the other features described in the section above):



This bar contains **previous** and **next** page buttons, as well as the current page number.

## course map



The **Course Map** offers users a quick and easy way to jump to any page within a course.

- Click the **show all** link to display an outline format of all pages within the current course.
- The map is organized by lesson and page titles.
- Red text "you are here" appears next to the name of the page you are currently viewing.

## current location

Above the course title, you'll find a string of links that displays your current location within the course. You may click on any link to jump back to a particular page.

## Discussion Forums

### overview

Sections:

Discussion Forums	
	<input type="button" value="New Topic"/> <input type="button" value="Options"/>
<b>My Group / Site Forums</b>	
<b>last post</b>	
<a href="#">CDL Main Group</a> (6)	Joe Hobson - 01/17/2003 @ 5:53 PM
<a href="#">Butte Co. Office of Education</a> (0)	-
<a href="#">CDL Staff</a> (12)	Joe Hobson - 10/02/2002 @ 10:39 AM
<a href="#">test</a> (0)	-
<b>General Forums</b>	
<b>last post</b>	
<a href="#">General Discussion</a> (50)	Mike Garbolino - 12/12/2002 @ 4:15 PM
<a href="#">Help Desk: Your Questions Answered</a> (10)	Elizabeth Dutton - 09/26/2002 @ 8:27 AM
<a href="#">Site Admins Only</a> (15)	Brian Ausland - 07/03/2002 @ 8:40 AM
<b>Course Specific Forums</b>	
<b>last post</b>	
<a href="#">CTAP 100: Personal Proficiency with Technology</a> (7)	Karen Falconer - 06/04/2002 @ 3:59 PM
<a href="#">CTAP 120: Assisting Students with Technology</a> (31)	Marsha Bobich - 01/17/2003 @ 11:51 AM

1. [Accessing Discussion Forums](#)
2. [Messages](#)
3. [New Messages](#)
4. [Search](#)
5. [Forum Options](#)
6. [New Topic](#)

Discussion forums give account holders a tool to communicate with multiple people simultaneously. It's different than e-mail, because messages are posted to a public place -- not sent as private e-mail messages. It's also different than chat, because communication doesn't take place in "real time" -- communication takes place even if people are not online simultaneously.

Other terms often used for this tool include "bulletin board" or "discussion board." You can think of the tool as a "virtual" bulletin board in the same way you think of a bulletin board in the hallway of your school. When a message is posted to your school's bulletin board it's a public message that is available to anyone who walks by. Often a particular bulletin board at a school is defined by a subject area like Student Clubs, Sporting Events or Job Announcements. This analogy holds true for virtual bulletin boards.

You will automatically be "subscribed" to Forums related to your school site, course list and profile. Messages are displayed in a hierarchical format that visually groups comments by topic. Pictured to the right is an example of a forum interface.

## accessing discussion forums

To access the forums, click on the **Communication** tab found on the top of the screen, then click on the **Discussion Forum** link. In addition, you may access forums by click on the **Recent Discussions** link found in the lower portion of your **Home Room**.

## messages

To view messages in a specific forum, click on the title of the forum to display all message. The number next to the title indicates the number of messages in that forum.

Click on a specific title to read the message. You may post a new message at any time by creating a **New Topic**, or by clicking on a forum, then on a specific message title, and then on **Reply** (more information in the next sections). The system tracks which messages each account holder has viewed.

forum - General Discussion	last post
<a href="#">Help for History</a> (2)	Mike Garbolino - 12/12/2002 @ 4:15 PM
<a href="#">iBook / Wireless Discussion</a> (2)	Hector Molina - 11/22/2002 @ 11:59 AM
<a href="#">SCORE Cyberguides are OFFLINE!</a> (6)	Cameron White - 11/01/2002 @ 9:02 AM
<a href="#">More Fun on Saturday</a> (10)	Samia Abdelmalek - 10/30/2002 @ 8:22 PM
<a href="#">FUN FRIDAY FORUM</a> (25)	Carol Oliver - 10/25/2002 @ 4:48 PM
<a href="#">ctap 201@10/22/02</a> (2)	Brian Ausland - 10/23/2002 @ 1:56 PM
<a href="#">Public Apology</a> (5)	Jason Ediger - 10/19/2002 @ 11:37 AM

## new messages

To view a message click on the underlined title of the message (a sample message is displayed below). Once you've read the message you have several options:

<a href="#">&lt;&lt; Back</a>	<a href="#">New Topic</a>	<a href="#">Reply</a>	<a href="#">Subscribe</a>	
<b>topic : CTAP 201</b>				
<a href="#">Standards</a>	Help_Desk	10/18/02		
<a href="#">Previous</a>	<a href="#">Next</a>	<a href="#">Print</a>	<a href="#">Reply</a>	<a href="#">Edit</a>
<b>Date:</b> 10/18/2002 @ 10:08 AM				
<b>Author:</b> <a href="#">Help_Desk</a>				
<b>Subject:</b> Standards				

- **Previous:** Displays the message posted before the current message.
- **Next:** Displays the message posted after the current message.
- **Print:** Allows account holders to print specific messages by converting the message into a new printer friendly screen. To print, use your browser's **File** menu to choose **Print**.
- **Reply:** This feature allows account holders to reply to a message by posting a message in that topic's forum. Type your reply in the box titled **Message**. After your message is complete, click the check box to be notified by e-mail when new messages are posted to that topic. Other options include:
  - ◊ **Quote:** Add the original message to your message.

- ◇ **Preview:** To view what you have written before you post it publicly. While previewing your message, you can make changes by clicking **Re-edit**, or if your message is complete, click **Post**.
- ◇ **Post:** You can post your message without previewing by clicking the **Post** button. This will post your message in the selected forum where other account holders can view it and respond.
- ◇ **Cancel:** If you do not wish to reply simply press **Cancel** to return to the previous screen.
- ◇ **Check Spelling:** You can check the spelling of your message before posting it to the system.
- **Edit:** This feature allow account holders to change the messages they have personally posted. By clicking **Edit**, you will be able to change the title of the message as well as the actual content of the message. You can only edit those messages that you have created.
- **Subscribe:** Have the system e-mail you when new messages are posted to a topic (more **E-mail Notification** below).

## search

A **Search** tool is located at the bottom of most forum tool pages. The tool allows you to find messages relating to specific topics in the forums, without browsing from topic to topic. The tool also allows you to narrow a search with an **advanced search** tool located next to the standard search tool.

To perform an advanced search:

- Type the keyword(s) for your search in the text box titled **Query**.
- Click **title** to restrict your search to the titles of messages. Click **title and text** to search through both the title and the actual content of the message.
- Then select the forum you wish to search by clicking on the title of the forum. You can choose more than one forum by holding down your **CONTROL** key (PC) or the **COMMAND** key (Mac) and clicking the desired forums with your mouse.
- Type a number in the text box titled **Display** to select the number of messages per page to display.
- Check the **expand messages** check box to display the entire message in your results.

## forum options

The **Options** button (at the top right of the main **Discussion Forums** page) allows account holders to customize their settings. (The default settings are appropriate for most people.)

Let's explore the functions and features of each part of the **Options** box. Match the red numbers in the image to the descriptions below.

### 1. Topics Display:

- ◆ Choose if you wish to **Show all topics**, **show only new topics** (since your last visit to the forums) or **Show topics from** a certain number of days ago.

### 2. List New Topics First:

- ◆ Check this box to automatically display new topics first.

### 3. Signature:

- ◆ Check this box to append a signature to your new posts; enter your e signature in the box below.

### 4. E-mail Notification:

You can be notified via e-mail when new messages are posted to subscribed topics. This feature saves you from having to return to the Forums to see new messages.

## new topic

The **New Topic** button allows account holders to create new message topics in a forum by entering the title into the text box and selecting a forum from the list.

**New Topic**

## Document Sharing

### overview

Sections:

1. [Accessing Document Sharing](#)
2. [Submitting a Document](#)
3. [Editing Your Documents](#)
4. [Finding Documents](#)
5. [Anatomy of an Entry](#)
6. [Search](#)

Document Sharing allows users to submit files from their computer to a shared online database on our system. You'll find a large assortment of files from lesson plans to PowerPoint presentations.

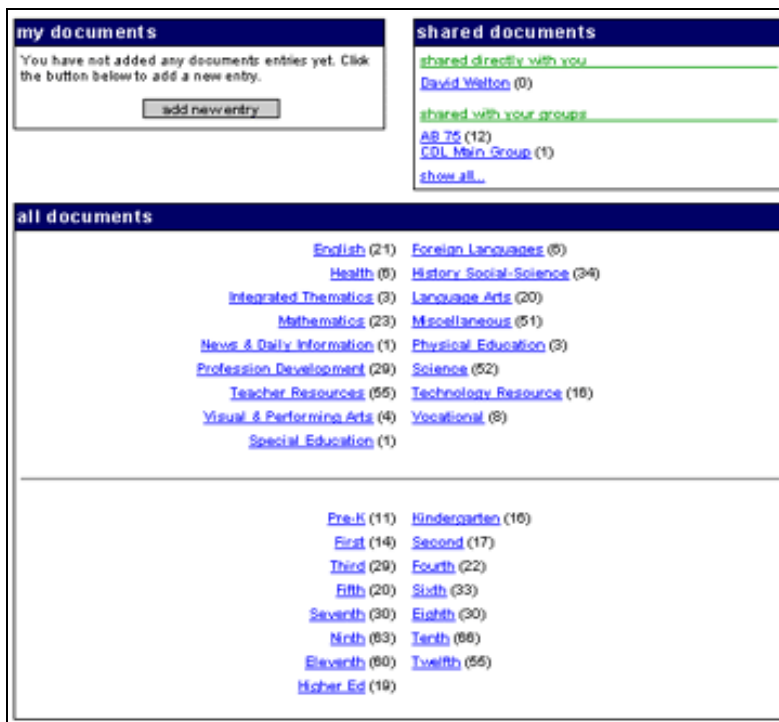
You can search or browse through files sorted by subject, or add your own files for others to access.

## accessing document sharing

There are two ways to access **Document Sharing**. The first method is to click on the **Document Sharing** link after choosing the **Tools** tab.

The second method involves two steps:

1. Enter any course.
2. Click on **Document Sharing** link on the left side of the screen.



## submitting a document

Follow these steps to share a document with other educators.

- Click **add new entry** button and enter the title of your entry.

**Short Description:**

- Find the file on your computer by clicking **Browse**. When you locate the file you wish to share, click **Open**.

**Select File:**

### Uploading Files

Some users have been experiencing difficulty uploading files (like PowerPoint or Microsoft Word documents).

Workaround:

1. Try another Browser (if you are using Internet Explorer switch to Netscape, or vice versa).
2. Upload the file on a computer outside the school's network (for example at home).
3. If you know how, try to reduce the size of the file. As a general rule, files over about 1MB (1,000K) are considered large by some networks.
4. We suspect many of the problems originate from the network at the user's school. Some networks cannot reliably upload large files. Contact your school's computer support personnel for assistance.
5. Mail the file as an e-mail attachment to [help@ctaponline.org](mailto:help@ctaponline.org) and we'll attach it for you. (Unfortunately, many users who have been unsuccessful in uploading files using the **Document Sharing** tool, have also had problems successfully sending files as an e-mail attachment.)
6. Last resort: Send the file by US Mail to: Butte County Office of Education/ Instructional Resource Center, 5 County Center Drive, Oroville, CA 95965.

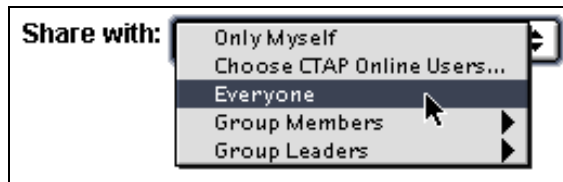
- Then choose a **Category** by clicking the drop-down arrow and select the appropriate category for your resource.

- Next, select the appropriate grade level(s) for your document. You may choose all grade levels by checking **All**.

Which grade level(s) is this resource appropriate for? <i>(select multiple if necessary)</i>	<input type="checkbox"/> pre-K	<input type="checkbox"/> 2nd	<input type="checkbox"/> 5th	<input type="checkbox"/> 8th	<input type="checkbox"/> 11th	<input type="checkbox"/> All
	<input type="checkbox"/> K	<input type="checkbox"/> 3rd	<input type="checkbox"/> 6th	<input type="checkbox"/> 9th	<input type="checkbox"/> 12th	
	<input type="checkbox"/> 1st	<input type="checkbox"/> 4th	<input type="checkbox"/> 7th	<input type="checkbox"/> 10th	<input type="checkbox"/> HigherEd	

- Now enter a short description of your file. Other members will be able to read your comments.

- Next, select who you wish to share this file with by selecting: **Only Myself**, **Choose Users...**, or **Everyone**. To share with specific group members or Leaders choose **Group Members** or **Group Leaders**.



- Finish by clicking **Done**, or if you wish to start over, click **Cancel**.

## editing your entry

The entries in the **my documents** box (the upper left corner) reflect those that you have personally entered. Since you are the "owner" you may edit, change sharing and delete your entries.

## finding resources

To view a document, click on a selected category.



After choosing your selected category, you will see all the documents posted within that category. To view a document, simply click on the filename.




## anatomy of an entry

The Document Sharing tool gives you several options for sorting the displayed files:

1. **Title** – Sorts the entries alphabetically by title.

2. **Category** – Sorts the entries by category.
3. **Submitter** – Sorts the entries alphabetically by the submitter's name.
4. **Date** – Sorts the entries in date order.

Once you've sorted by any of these criteria, you can toggle between ascending or descending order by clicking the yellow arrow up or down. Look below to see a list sorted by date, indicated by the yellow arrow.

<a href="#">&lt;&lt; Back to Main</a> <a href="#">Concise</a> <a href="#">Add New Entry (+)</a>				
Title	Categories	Submitter	Date	▼
 <a href="#">Review of Discovering Ourselves in Life &amp; Literature</a> — <a href="#">ncsmith.120review.doc.doc</a> (33.0 KB)	9-12	<a href="#">Nanci Smith</a>	01/29/2003	
 <a href="#">well-rounded lesson incorporating literature &amp; self exploration</a> — <a href="#">9-12Discovering Ourselves.pdf</a> (44.3 KB) see review notes entitled <a href="#">ncsmith.120review.doc</a>	9-12	<a href="#">Nanci Smith</a>	01/29/2003	
 <a href="#">lesson review, heroic characters (act. 3a, 120)</a> — <a href="#">lynnamate.120review.doc</a> (30.5 KB) This is the lesson review for ctap 120, activity 3a	6-8	<a href="#">Lynn Amate</a>	10/04/2002	

1. Title of the resource (short description)
2. Icon displaying the file type of the resource (e.g., Microsoft Word)
3. File name
4. File size
5. Description of the resource
6. Resource category
7. Member ID of person who submitted file. Click on the Member ID to view the member's profile
8. Date file was submitted
9. Grade level

- Title of the resource -- Click to download the document. (NOTE: For maximum safety when downloading files, always have an up-to-date virus checking program running on your computer.)
- Icon displaying the file type of the resource (e.g., Microsoft Word)
- The Web site's grade level and/or category.
- The name of the person who posted the document.
- The date which the document was entered into the database.
- A short description of the Web site. You may toggle between **Concise** and **Verbose** (as shown above) views of the description.

## search

You can search for resources by entering a keyword(s) into the search box and clicking **Search**. The tool will display a list of resources containing your keyword.

  [[advanced search](#)]

**Advanced Search** options allow you to make your search more specific by narrowing the **Category**, **Grade Level**, etc.

# E-mail

## overview

Sections:

1. [Accessing E-mail](#)
2. [Group Selection](#)
3. [Sending to Specific People](#)
4. [Sending to Group Leaders](#)
5. [Re-Send Login Instructions](#)
6. [Mass Mailing](#)

Our e-mail system allows you to e-mail other users without ever leaving the site. The system uses the e-mail address you listed in your profile. You'll receive mail via your usual e-mail software (Outlook, Netscape Mail, Eudora, HotMail, etc.).

A powerful feature of the system is its ability to easily send messages to multiple recipients.

## accessing e-mail

To access e-mail click on the **Communication** tab at the top of the screen, then click on **E-mail** in the left hand bar.



## sending to specific people

A form with a radio button selected next to the text "Send to one or more people." Below this is a text input field with the placeholder text "Enter name(s) here:". At the bottom of the form is a button labeled "Continue >>".

Use this selection to e-mail specific people. When sending to multiple people, separate the names with a comma.

If you have selected more than 50 people, please see the [Mass Mailing](#) section at the end of this document.

## group selection

**Send to Group Members.**

Select Group Members:

Golden Bear School

*Use the control key to select multiple.*

**Continue >>**

If you are a member of multiple groups, use the list to select the group that you wish to e-mail. Hold down the control key (command key on a Mac) while clicking to select multiple groups.

## sending to group leaders

**Send to Group Leaders.**

Select Group Leaders:

Golden Bear School

*Use the control key to select multiple.*

**Continue >>**

Use this selection to e-mail leaders in your group.

## re-send login instructions

**Re-Send login instructions.**

Enter name(s):

or select a group:

**Continue >>**

Use this selection button to re-send login instructions to any person. This is the same message an account holder was sent when their account was initially set up. The message contains their login ID, password and other important information.

## mass mailing

To ensure the reliability of the mass mailing system, we store large mailings and sending them during off-hours. Any message to more than 50 people will be delivered around 11pm on the day of the request.

# Home Room

## overview

The **Home Room** is your personal portal page to courses, tools and features. The system recognizes you by your login ID and displays information related to currently selected courses and your profile information.

Let's explore the functions and features of each part of the **Home Room**. Match the red numbers in the image to the descriptions below.

The screenshot shows the Home Room interface. At the top, a navigation bar (labeled '1') contains links for Home Room, Information, Courses, Tools, Admin, Communication, Standards, and Site Map. Below this is a yellow banner with the user's name 'Welcome: Amy Adminson', a date 'Friday January 31, 2003', and buttons for 'need Help?', '5 Online', and 'Logout'. The main content area is divided into several sections. The 'my courses' section (labeled '2') lists several CTAP courses with links to add or remove them. To the right of this section is a user profile box for Amy Adminson, including her name, school, last login, duration, and a 'show all...' link for site admins. Below these sections is a 'Lower Panel' (labeled '3') with four columns: 'Announcements' (listing grant opportunities), 'Lesson Plans' (listing 'Telling Time to Five Minutes', 'The Biome Restaurant', and 'Whales and Dolphins'), 'Recent Weblogography' (listing 'Teacher web', 'Volleyball', 'science fair website', and 'Friendship Cards for Romeo and Juliet'), and 'Chat Rooms' (listing 'Site Admins Only', 'Mentors & Admins', and 'Chico Country Day Elem'). A 'Recent Discussions' section is also visible at the bottom right of the lower panel. The footer contains a navigation bar with links for Home Room, Information, Courses, Tools, Communication, Standards, Site Map, and Help.

1. The Tab Bar offers access to all tools and features:

- **Home Room:** This link returns to the Home Room.
- **Information:** Access to enrollment, college credit information and deadlines.
- **Courses:** Provides access to your courses.
- **Tools:** Document Sharing, Weblogography, Lesson Plans, and other tools.
- **Communication:** Discussion Forums, Chat, and E-mail.
- **Standards:** Searchable database.
- **Site Map:** One-click access to entire site.

2. **my courses:** This list reflects the courses you have selected.

3. **Lower Panel:** View announcements, review exemplary lesson plans, and more.

# Lesson Plans

## overview

Sections:

### Searching and Viewing Lesson Plans

1. [Accessing Lesson Plans](#)
2. [Finding Lesson Plans](#)
3. [Sorting Lesson Plans](#)
4. [Anatomy of an Entry](#)
5. [Search](#)

### Building Lessons

1. [Lesson Title and Overview](#)
2. [Lesson Sharing](#)
3. [Standards Alignment](#)
4. [Student Learning Objectives](#)
5. [Student Activities](#)
6. [Resources](#)
7. [File Attachments](#)
8. [Assessment](#)
9. [Additional Comments](#)
10. [Contact Information](#)

### Other Features

1. [Preview](#)
2. [Lesson Review](#)

Our **Lesson Plan** tool has two basic functions: finding lesson plans made by others and building your own lesson plans. The first part of this tutorial focuses on searching and viewing existing lessons, the second part covers building new lessons and a final section covers a few remaining features.

## accessing lesson plans

To access lesson plans, simply click on the **Tools** tab at the top of any page, then click on the **Lesson Plans** link on the left hand side of the page.



## finding lesson plans

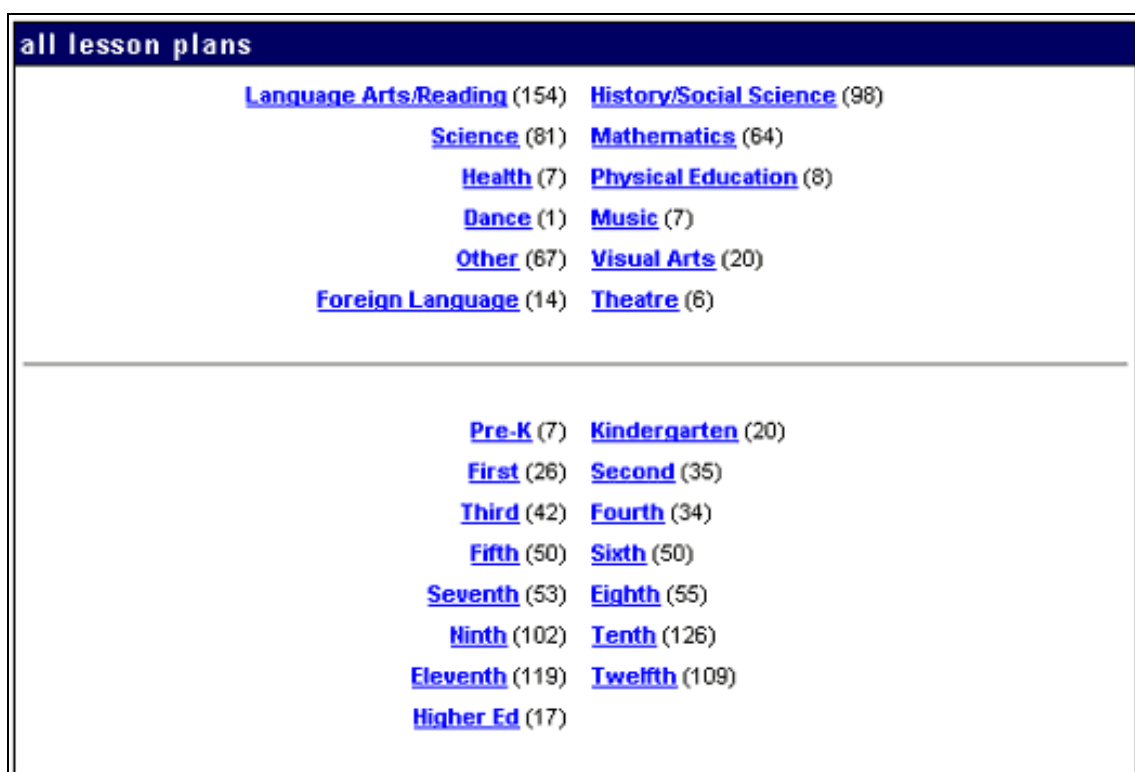
- The **my lesson plans** box shows only the entries you have made.
- The **shared lesson plans** box displays resources shared with people you have selected, groups and school sites.
- All resources posted appear in categories in the **all lesson plans** box.

In the **my lesson plans** box, you have access to view all of the resources you have added to our database. From here you are able to edit, delete, share, and create new entries. Look for further information in the "Building a Lesson" section of this tutorial.

To perform any action on an entry, simply click the link under the name of the entry.



To view an entry, click on a selected category or grade level.



After choosing your selected category or grade level, you will see all of the entries posted within that category or grade level. To view a lesson plan, simply click on the title of the lesson.

## sorting lesson plans

The **Lesson Plan** tool gives you several options for sorting displayed files. You can sort entries by **Title**, **Submitter** or **Date** by clicking on the underlined links. Once you've sorted by any of these criteria, you can toggle between ascending or descending order by clicking the yellow arrow. Look below to see a list sorted by date, indicated by the yellow arrow:

## anatomy of an entry

<a href="#">Summary Writing in Science</a> ← 1	7 ← 3	<a href="#">Benedict Saia</a>	10/19/2002
Summary Writing/Effects of Drug Abuse ← 2			

1. Title of the lesson
2. Subject of the lesson
3. The grade level associated with the lesson
4. The author of the lesson (click on name to view profile information).
5. The date which the lesson plan was entered into the database.

## search

You can search for resources by entering a keyword(s) into the search box and clicking **Search**.

search lesson plans	
<input type="text"/>	<input type="button" value="Search"/> [ <a href="#">advanced search</a> ]

Clicking on **advanced search** will allow you to narrow the search by **Category**, **Grade Level**, etc.

## lesson title and overview

Follow these steps to build your own lesson and share it online with other educators.

- Click on the **Lesson Plan Builder** button (located in the **my lesson plans** box), and enter the title of your lesson plan.

Title of Your Lesson Plan
<input type="text"/>

- Click the pull-down menu and select a course (if any) that is associated with your lesson. (This step is optional, so skip it if none of the courses are appropriate.)

( optional )
▼
CTAP 100
CTAP 120
CTAP 161
CTAP 201
CTAP 205
CTAP 210
CTAP 295
TWT
CTAP 310
PTP M3

- Now select the appropriate subject area(s) for your lesson. If your lesson applies to more than one subject, you may choose more than one. If your subject is not listed, please type a subject in the **Other** text box

**Subject(s)**

<input type="checkbox"/> Language Arts/Reading	<input type="checkbox"/> History/Social Science
<input type="checkbox"/> Science	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Health	<input type="checkbox"/> Physical Education
<input type="checkbox"/> Dance	<input type="checkbox"/> Music
<input type="checkbox"/> Visual Arts	<input type="checkbox"/> Foreign Language
<input type="checkbox"/> Theatre	

Other:

- Now enter the topic or focus of your lesson.

**Topic or Focus Area**

- Next select the appropriate grade level(s) for the entry. You may choose all grade levels by checking **All**.

**Grade Level(s)** ( select multiple if necessary )

<input type="checkbox"/> pre-K	<input type="checkbox"/> 2nd	<input type="checkbox"/> 5th	<input type="checkbox"/> 8th	<input type="checkbox"/> 11th	<input type="checkbox"/> All
<input type="checkbox"/> K	<input type="checkbox"/> 3rd	<input type="checkbox"/> 6th	<input type="checkbox"/> 9th	<input type="checkbox"/> 12th	
<input type="checkbox"/> 1st	<input type="checkbox"/> 4th	<input type="checkbox"/> 7th	<input type="checkbox"/> 10th	<input type="checkbox"/> HigherEd	

- Enter a basic overview or summary of your lesson.

**Lesson Overview**

- When the form is complete, click **Save & Continue**, or if you wish to return to Lesson Plans, click **Lesson Plans**.

**Lesson Plans**

**Save & Continue**

- Once you have completed the above steps, you will be taken to the **Lesson Contents** page that lists the ten steps to building a lesson (each step has a section below). You may use the ten steps sequentially, or in any order that makes sense for you.

## Lesson Review

When your lesson is complete, you can use the **Lesson Review** feature to have your lesson reviewed by your Mentor and/or Site Administrator. The button will appear when certain sharing criteria are met (described in next section). We'll fully describe the Lesson Review process later in this document.

**NOTE:** Though this is an optional step, we strongly encourage that you request review of your lesson before it is shared with others.

## lesson sharing

Follow these steps to share your lesson with other educators of your choice:

- From the **Lesson Plan** table of contents page, click on **Lesson Sharing**.
- Select the level of sharing from the drop down list. Click **Save & Continue** when you are done.

**Sharing Your Lesson Plan**

You can work on your lesson plan privately (share your Lesson Plan only with yourself) until you are ready to get some feedback from your mentor. Or you can choose to share with individual people of your choice, or everyone in the system. We encourage you to share your lesson(s) with everyone whenever possible to support collaboration in the community.

Select sharing option(s):

**Lesson Title and Overview****Save & Continue**

Once you have selected a sharing level, you may go back and change it at any time:

- From the drop down list, select whether you want to keep sharing the same, change sharing, share with only yourself, or everyone. Once you have made your selection from the list, click **Save & Continue**.
- If you choose to change sharing, you will be presented with a new screen. In the text box, type in the name of any person or group or site. Then click **Search**.
- Items that match your search will display in a list. Check the box next to persons you want to add, then click **Done**.
- You can delete selections to your shared list by clicking the red X to the right of the name.

### Sharing Your Lesson Plan

Search for specific **people** to share with

Search for **groups or sites** to share with (whole group or individual people)

---

**People this item is shared with :**

Name	remove
<a href="#">Amy Adminson</a> at Golden Bear School	<input type="button" value="X"/>

## standards selection

Here you'll select teaching standards that apply to your lesson. To begin, click **add new standard** and follow the five steps below.

**Current Standards for this Lesson:**

Standard	remove

Click on the *Add New Standard* link above to get to the content standards database page where you can search for and select the content standard(s) you will cover in your lesson.

1. Choose the subject area and grade level appropriate to your lesson.
2. There may be several layers of categories before you get to the actual standard.
3. Select the appropriate standard link.
4. After you have selected a standard, check all appropriate sub-standards that apply to your lesson and click **add**.
5. You should now see a list of the standards you selected. You may add as many standards as you wish by repeating these steps.

## student learning objectives

Here you'll add student learning objectives to your lesson. Student learning objectives are stated in terms of what a student will be able to do after instruction is complete. To begin, click **add new objective**. When you are finished, click **Save & Continue**. Use the **Check Spelling** feature to check your work.

**New Objective:**

## student activities

In this you'll create and submit a step-by-step description of what students will do in the lesson. To describe the activities in your lesson, click **add new activity**. Add your activity step-by-step by clicking save and continue after each activity.

**Activities**

Start designing your lesson activities by backwards mapping from your culminating or final assessment activity(s) to your learning activity(s) and finally to your introductory activity(s). Use available technology when it will enrich the learning process.

**Current Activities for this lesson.**

	move	modify   delete
↓	1. Students are given definitions of There, Their, and They're.	✓ ⊗
↑ ↓	2. Students are then asked to write an independant sentence for each of the words There, Their, and They're.	✓ ⊗
↑	3. Students are asked to collaborate on a single sentence that employs the use of There, Their and They're.	✓ ⊗

Once you have added an activity, you will see a list of the activities along with a **modify** and **delete** button. To change or edit a section of your activity, click **modify**. To delete a section of your activity, click **delete**. You may add more steps by clicking **add new activity**. Change the order of the activities by using the red and green arrows on the left side of the screen.

## resources

This section of the **Lesson Plan** tool allows you to share information about resources that are needed for the lesson. The resource categories are: **Content Resources**, **Web Resources** and **Software/Hardware Resources**. Click **add new** to list a resource.

**Resources**

Create a list of resources that are required to teach this lesson, but are not provided as resources in the *File Attachments* section of your lesson plan. Click on *Add New* for each type of resource required.

---

**Content Resources** (books, articles, etc.) →

**Web Resources** →

**Hardware/Software Resources** (CD-ROMs, computers, TV, VCR, etc.) →


## file attachments

Now it's time to add any files from your computer that enhance your lesson. You may want to attach files such as student samples, lesson rubrics or student handouts. To add a file from your computer, click **add new file**.

**File Attachments**

Click on the *Add New File* link for each file you want to attach to your lesson such as lesson handouts, examples of student work, and your assessment rubric or test. Be sure to include any handouts you will be using in your lesson activities and any teacher resources such as PowerPoint presentations.

**Current File Attachments for this lesson:**

	move	modify   delete
 Project Rubric — <a href="#">Gettysburg Address Project Rubric.doc</a> (19.0 KB)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Choose a short description for the file and then click **Browse** to find the file on your computer and add it to the lesson. Once the file has been attached, the filename will appear in the window. Click **Upload File**.

**New File Attachment**

Short Description:

Attach File:

You may add as many files as needed; to add more files, simply click **add new file**. You may also modify or delete your previously added files.

## Uploading Files

Some people have experienced difficulty uploading files (like PowerPoint or Word documents) via the File Attachment feature of the **Lesson Plan** tool. Here's a few tips:

1. Try another Browser (if you are using Internet Explorer switch to Netscape, or visa-versa).
2. Upload the file on a computer outside the school's network (for example at home).
3. If you can, try to reduce the size of the file. As a general rule, files over about 1MB (1,000K) are considered large by some networks.
4. We suspect many of the problems originate from the school's network. Some networks cannot reliably upload large files. Contact your school's computer support personnel for assistance.
5. Mail the file as an e-mail attachment to [help@ctaponline.org](mailto:help@ctaponline.org) and we'll attach it for you. (Unfortunately, many people who have been unsuccessful in uploading files using the **Lesson Plan** tool, have also had problems successfully sending files as an e-mail attachment.)
6. Last resort: Send the file by US Mail to: Butte County Office of Education/ Instructional Resource Center, 5 County Center Drive, Oroville, CA 95965.

## assessment

Type your assessment strategies into the text box. Click **Save & Continue** when you are done.

**Assessment**

Briefly describe the assessment strategies you will use to:

- Assess your students' prerequisite knowledge before teaching the lesson.
- Monitor your students' progress during the lesson.
- Evaluate your students' proficiency with the content standards in the culminating activity.

Be sure to attach any assessment instruments you will use in the File Attachment section of the Lesson Plan Builder.

## additional comments

This section allows you to add any other information that would be helpful for this lesson. Type in the information then click **Save & Continue**.

**Additional Comments**

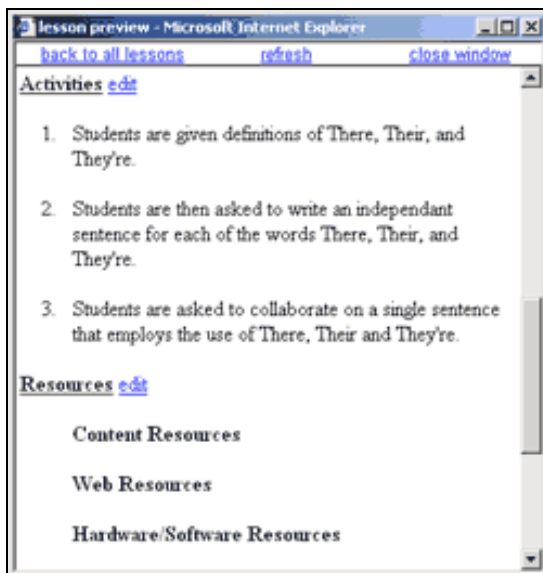
Describe any additional information that would be helpful for another teacher adapting this lesson for their classroom. Share your thoughts on this lesson as a whole. How do you believe it works with students? What skills do you believe students gain as a process of completing this lesson?

## contact information

This section allows you to enter, or modify, your contact information so that fellow teachers may contact you regarding your lesson plans. As always, you have complete control over what information is visible to others.

## preview

You may preview your lesson at any time by clicking the **preview** button in the upper-right corner of each lesson builder page. Once you have clicked the preview button, a small screen will open. You can edit any part of your lesson by finding the area you wish to change and clicking **edit**. You may also go **back to all lessons** or, if you have made any changes, you may click **refresh**.



## lesson review


When your lesson is complete, you can use the **Lesson Review** feature to have your lesson reviewed by your Mentor and/or Site Administrator.

In order to have your lesson reviewed, you must share it with someone other than yourself. Specifically, your lesson must be shared with the person/people you wish to review your lesson.

Once you share your lesson, the **Lesson Review** button will appear at the bottom of the **Lesson Contents** page (see below).

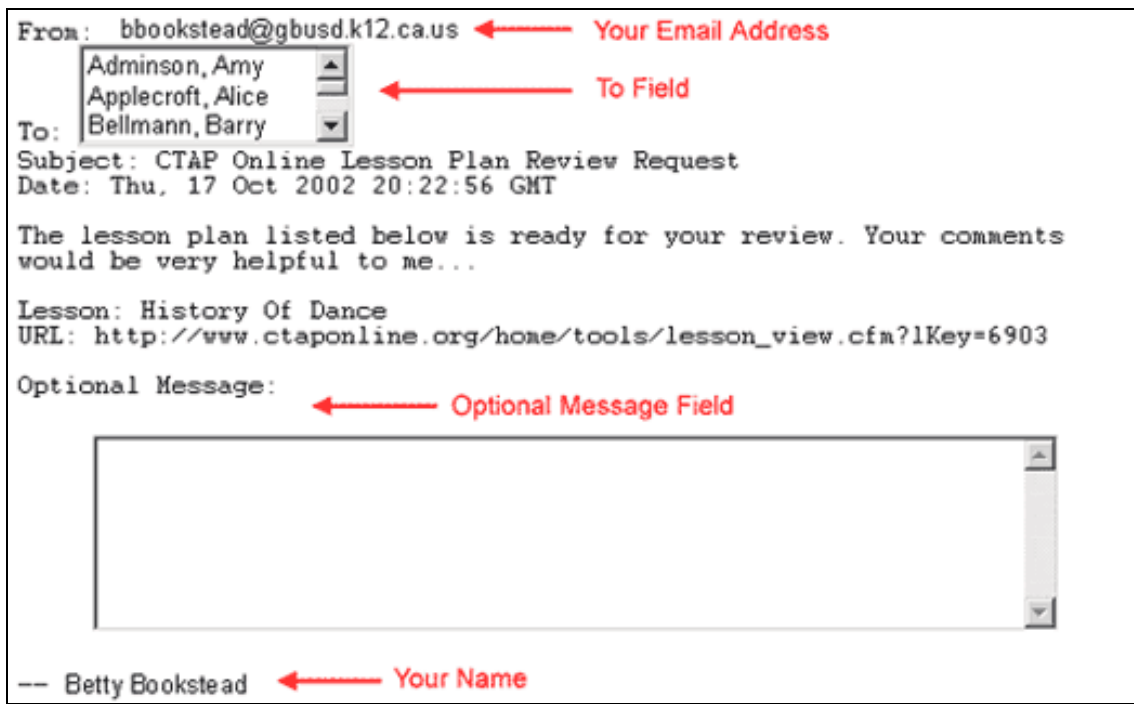
The numbered links below take you to the specified sections of your lesson plan. Click on the lesson plan section link below that you want to work on. After you complete the work in a section, you will return to this Table of Content page to choose your next step.

1. <a href="#">Lesson Title and Overview</a>	6. <a href="#">Resources</a>
2. <a href="#">Lesson Sharing</a>	7. <a href="#">File Attachments</a>
3. <a href="#">Standards Selection</a>	8. <a href="#">Assessment</a>
4. <a href="#">Student Learning Objectives</a>	9. <a href="#">Additional Comments</a>
5. <a href="#">Student Activities</a>	10. <a href="#">Contact Information</a>

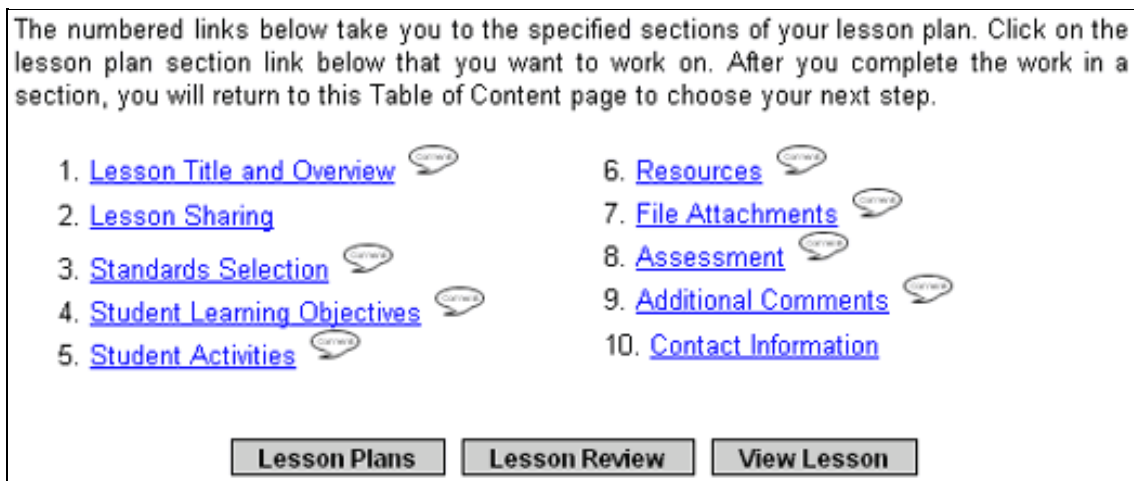


To request a review:

1. Click the **Lesson Review** button. The next window will contain a pre-written e-mail message (shown below).
2. In the **To** field, select the people you want to review your lesson.
3. You may type your own custom message into the **Optional Message** field.
4. Click **Send**.
5. A window will pop-up confirming names and e-mail addresses.



Once your lesson has been reviewed, you may read the comments by viewing your lesson plan. Sections with comments will have an icon next to them (as shown below). Hide comments by clicking on **hide mentor comments** in the upper right corner of the page.



## Printing

### printing individual pages

At the top of each course page is the **Print This Page** button. Clicking this button will print the current page that you are viewing.



This button will not display on some browsers. If this button does not display in your browser, just go to the **File** menu and select **Print**.

**Note:** All course pages are designed so that when printed only the course content is printed; all other components of the page are not printed.

## printing multiple pages

At the top of each course page is the **Print Multiple Pages** button.



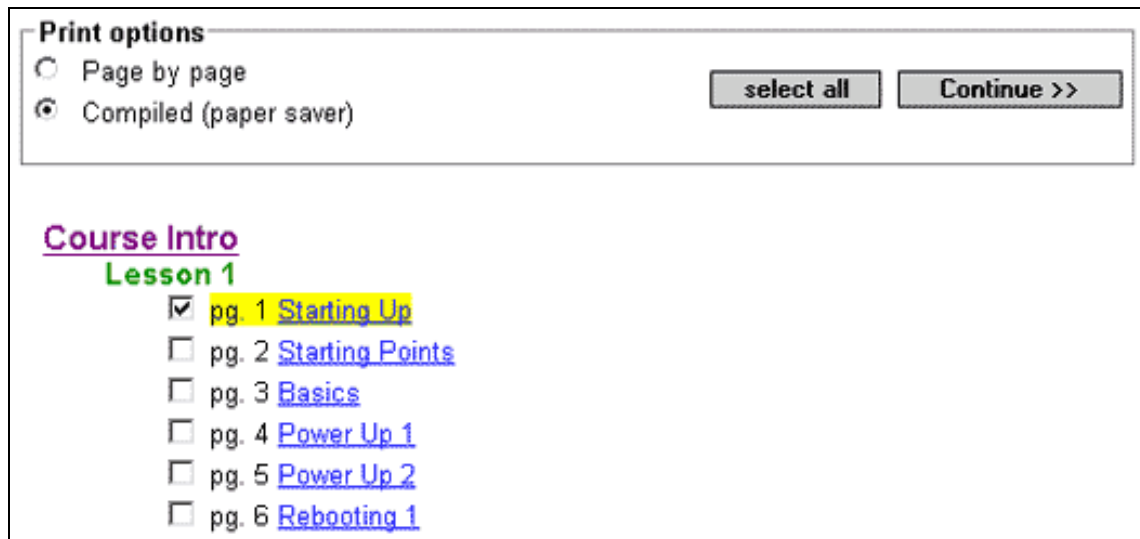
Clicking this button will bring up a new screen listing all the pages in the course. At the top of this page are several options:

**Page by page:** prints each page you have selected on a separate pieces of paper.

**Compiled:** compiles all the pages you have selected into one long document with all the white space removed. (This method of printing will use less paper).

Click the **select all** button to select all the pages in the course.

Once you are done selecting the pages you want to print and the printing options, click on **Continue**.

A screenshot of a web-based print options dialog box. At the top, it is titled "Print options". Below the title are two radio button options: "Page by page" (unselected) and "Compiled (paper saver)" (selected). To the right of these options are two buttons: "select all" and "Continue >>". Below the options section, the text "Course Intro" is displayed in purple, followed by "Lesson 1" in green. Underneath, there is a list of six items, each with a checkbox and a page number followed by a blue hyperlink: "pg. 1 Starting Up" (checked), "pg. 2 Starting Points", "pg. 3 Basics", "pg. 4 Power Up 1", "pg. 5 Power Up 2", and "pg. 6 Rebooting 1".

The next page will show all the course pages combined that you have selected to print.

Click the **Print** button in the upper right to print the material.

The **Print** button may not display on some browsers. If this button does not display in your browser, just go to the **File** menu and select **Print**.

## Required Software

The new version of our site (launched on February 3rd) uses cascading style sheets (CSS) The browsers below are necessary to properly display the CSS technology we've employed to make our site Section 508 (Americans with Disabilities Act) compliant. In addition, newer versions of browsers add many enhanced

features and faster operation.

Operating System	Recommended Browsers*	Minimum Browsers**	Download
Windows	Internet Explorer 6 Netscape 7	Internet Explorer 5.5 Netscape 6.1	<a href="#">Download</a> <a href="#">Download</a>
Macintosh	Internet Explorer 5 Netscape 7	Netscape 6.1	<a href="#">Download</a> <a href="#">Download</a>

Alternate browsers (download latest versions):

[Mozilla](#) PC/Mac \*

[Opera](#) PC/Mac \*

[Safari](#) Mac \*\*

\* Fully supports all functionality and formatting.

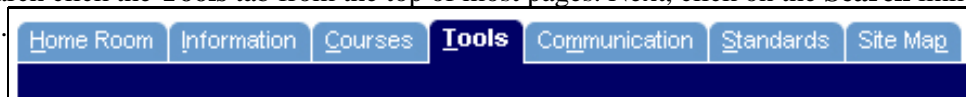
\*\* Fully supports all functionality, but may experience minor problems formatting some pages.

## Search

### accessing search

You can search thousands of pages with the click of a button, and narrow your search to certain portions of the site. It's a fast and efficient way to find what you need.

To begin your search click the **Tools** tab from the top of most pages. Next, click on the **Search** link on the left side of the screen.



### search

type in key word or phrase, boolean welcome i.e. AND, OR

Course Content ([+](#) [show all courses](#))

Academic Content Standards ([+](#) [show all standards](#))

Help Docs

} **Search Categories**

Listings per page

To search:

1. Enter a word or phrase in the text box.
2. Choose the category of search you wish to perform. You can narrow searches for **Course Content** and **Academic Content Standards** by using the (+) **show all...** link. (You may choose multiple categories.)
3. Choose the number of entries you wish to view per page (10, 25, 50, or 100).

## search results

Once your search is complete you'll see a display of pages listed in order of relevance.

1. The title of each page displays as a clickable link.
2. The relevance percentile gives you an idea of how likely a page contains the information you desire.
3. Under each title you'll see a portion of the content of that page. Your key word(s) or phrase will be highlighted in bold.

Your search returned 47 results. Displaying 1 through 25 .

1. [CTAP 310: Site Mentor](#) (relevance: 91%)  
One key resource you have for completing the CTAP 310 course is your school or district site mentor. The best way to contact your site mentor is through **CTAP Online's** mail system. Site mentors will have their **CTAP Online** mail forwarding enabled, which means they'll receive your message in both their **CTAP Online** and standard Internet e-mail in-boxes.
2. [CTAP 295: Materials 1](#) (relevance: 86%)  
**CTAP Online** logins & passwords Every participant in the CTAP 295 staff development program receives a username and password to **CTAP Online**. You can learn basic proficiency with a variety of software applications, learn about technology integration, and search an online database of standards-based lessons and web resources. Your own place on the Web Each participant in CTAP 295 will receive their own account for web space on our server.
3. [CTAP 295: The Interface](#) (relevance: 83%)  
**CTAP Online** and the CTAP University, please do so now. (or "worksheet," in Excel lingo). offers one way to enter data or formulas into cells.

## Spell Checking

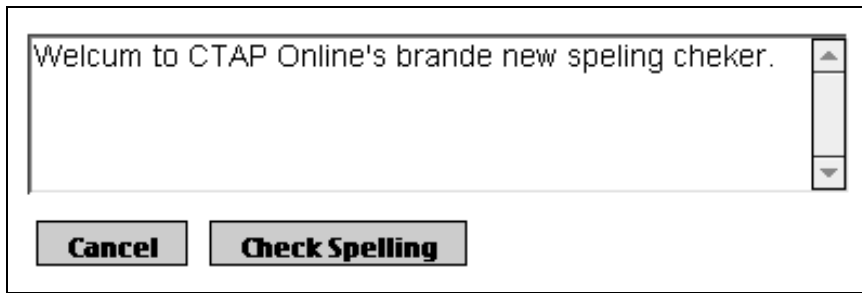
### overview

This short tutorial will guide you through the use of the spell checking tool. Look for the **Check Spelling** button located near many text entry boxes.

1. [Checking Spelling](#)
2. [Editing Text](#)

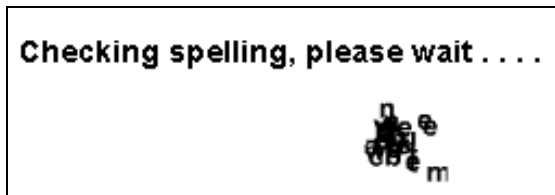
### checking spelling

After entering your text in the entry box, click **Check Spelling**.



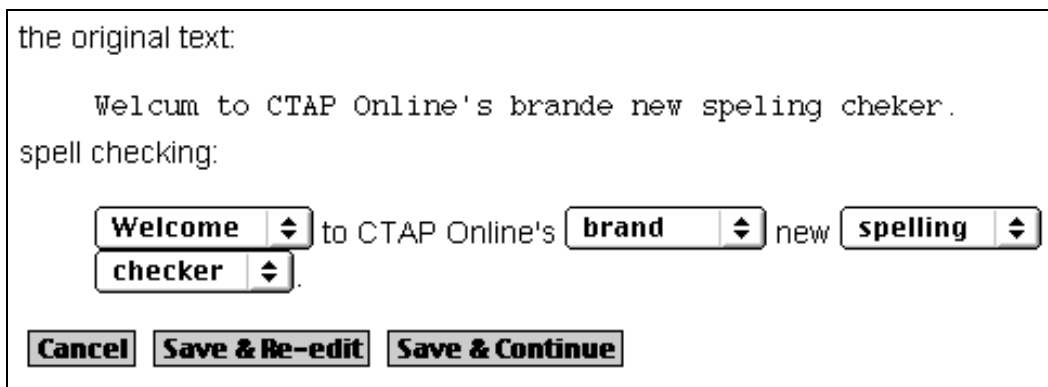
The prompt below will appear as your words are checked against the system dictionary. An animated display of moving letters will appear under the text.

NOTE: Some browser and plug-in configurations will be unable to display the animated prompt.

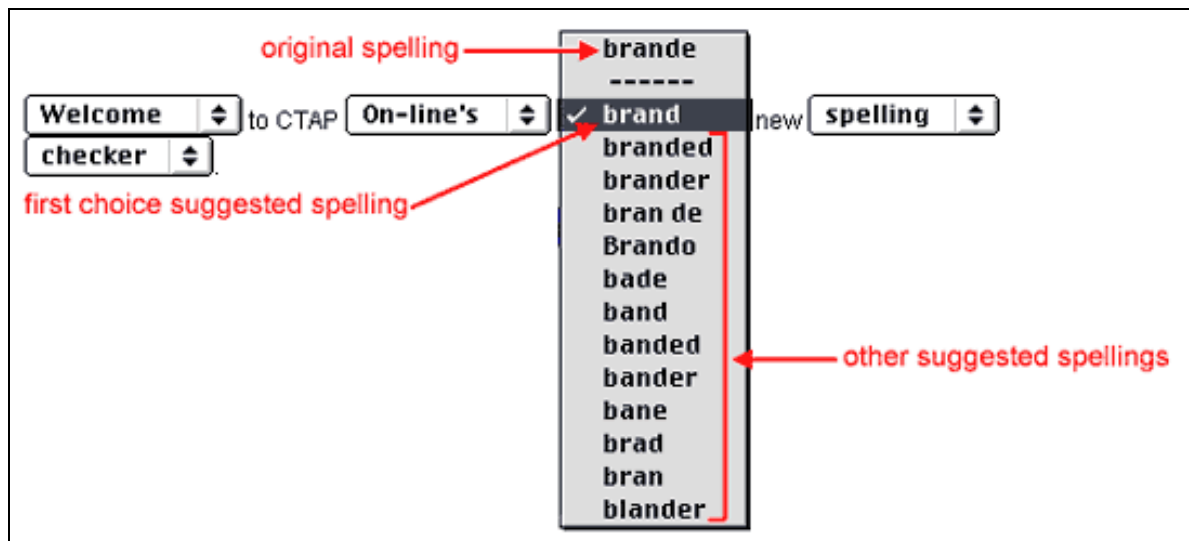


## editing text

The spell checking tool identifies any words that are not in the dictionary and suggests alternatives. The first choice suggested spelling is shown (see below). If all the words are correct, click **Save & Continue** to complete the spell checking process.

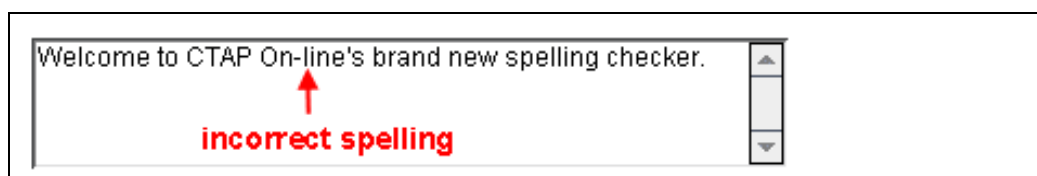


If the first choice suggested spelling is not the correct, use the pull down menu to select the desired word (as shown below).

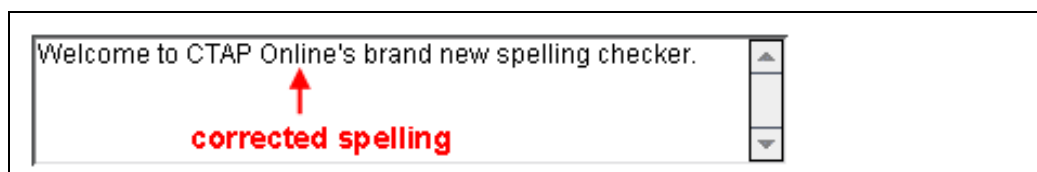


In our example sentence, the dictionary falsely identified "Online's" as an incorrect spelling and offered "On-line's" as an alternative. Use the pull down menu to select the desired original spelling.

NOTE: Computer-based spell checkers sometimes offer suggestions that are inaccurate and sometimes mark properly spelled words as misspelled. Always carefully check the suggested words to ensure they are the intended words. Technical words and jargon are examples of words that are sometimes misunderstood by the spell checking tool.



You can also type directly inside the text entry box to edit the words. Click the **Check Spelling** button again to have the current words checked by the spell checker.



Once you are satisfied with the spelling, click **Save & Continue** to finish the spell checking operation.

NOTE: If the text you wish to check is more than a few paragraphs long, consider composing and spell checking with your Word Processing software (for example: Microsoft Word). Cut and paste the text from your word processor into the text entry box.

## Standards Database

## overview



Sections:

1. [Accessing and Viewing Standards](#)
2. [Printing Standards](#)
3. [Searching Standards](#)

Our State Standards database allows people to find any one of California's State Standards, sorted by Standard Set, Subject and Grade level.

You can also search through the standards by entering a keyword into the search box.

## accessing standards

To access our state standards database, click on the **Standards** tab found at the top of most any page.

Standards are sorted by standard set (for example: California Academic Content Standards, NETS, etc.), subject and grade level:

- Click on a preferred standard set.
- Click a preferred subject area.
- Click on a preferred grade level. (K–12).
- Click on the desired standard.

<b>California Academic Content Standards</b> <a href="#">view standards</a>
<b>California Challenge Standards</b> <a href="#">view standards</a>
<b>California Standards for the Teaching Profession</b> <a href="#">Introduction</a> <a href="#">view standards</a>
<b>English Language Development Standards</b> <a href="#">view standards</a>
<b>NETS'T: Technology Foundation Standards for All Teachers</b> <a href="#">Introduction</a> <a href="#">view standards</a>
<b>NETS'T: Technology Performance Profiles for Teacher Preparation</b> <a href="#">Introduction</a> <a href="#">view standards</a>
<b>NETS'S: Technology Foundation Standards for All Students</b> <a href="#">view standards</a>
<b>NETS'S: Profiles for Technology Literate Students</b> <a href="#">view standards</a>
<b>NETS'A: Technology Standards and Performance Indicators for School Administrators</b> <a href="#">Introduction</a> <a href="#">view standards</a>

## printing standards

Use your browser's **File** menu to select **Print** while viewing the desired standard.

## searching standards

You can search for standards by entering a keyword(s) into the search box. Select a standards set from the drop-down list, and then click **Search**. A list of standards containing your keyword will display.

**search standards**

search for:  in: CA Content Standards ▼

## User Contact Information

### overview

Sections:

1. [Accessing and Searching for User Contact Info](#)
2. [Browsing for Users](#)
3. [Viewing User Information](#)

The User Contact Info tool allows you to access contact information for other people, such as their e-mail address and telephone number.

NOTE: Your privacy is important to us. You have absolute control over what information is displayed to others. Click on the **Tools** tab and then select **Edit Profile** link to modify the information others see about you.

## accessing user contact info

To begin, click on the **User Contact Info** link found on the left side of the page under the **Communication** tab.

The system allows you to search by **Name** or **Organization**. Enter your search information in the text box and click **Search**.

view users by

[Group Members](#)      [Group Leaders](#)      [Site Administrators](#)

-- or --

search for user contact info

Name:       or      Organization:

## browsing for users

If you do not remember a specific name or organization, the User Contact system allows browsing lists of users by **Group Members**, **Group Leaders**, and **Site Administrators**.

## viewing user information

Search results provide several options for sorting the displayed information. Sorting can be done by **Name**, **Group**, **E-mail Address** or **Phone Number** by clicking on the links above each list.

Once you've sorted by any of these criteria, you can toggle between ascending or descending order by clicking the yellow arrow up or down. Look below to see a list sorted by **Name**, indicated by the yellow arrow.

Click on a name to display more information about that individual.

Name ▲	CDL	Email	Phone
<a href="#">Brian Ausland</a>	Butte Co. Office of Education	<a href="mailto:bausland@ctaponline.org">bausland@ctaponline.org</a>	530-532-5814
<a href="#">Bennett Berger</a>	CDL	<a href="mailto:help@ctaponline.org">help@ctaponline.org</a>	530-532-5814
<a href="#">Mark Cloyd</a>	Butte Co. Office of Education	<a href="mailto:mcloyd@ctaponline.org">mcloyd@ctaponline.org</a>	530-532-5814

## Webliography

### overview

Sections:

1. [Accessing the Webliography Tool](#)
2. [Submitting a Webliography Entry](#)
3. [Editing Your Entry](#)
4. [Finding Resources](#)
5. [Anatomy of an Entry](#)
6. [Search](#)

What is the Webliography?

- A huge database of Web sites submitted by educators.
- Each site has a short description and a handy clickable link.
- The database is sortable and searchable.
- The submitter controls who can view their entries.

### accessing the webliography tool

There are three ways to access the **Webliography**:

1. The first method is to click on the Webliography link after selecting the **Tools** tab.
2. The second method involves three steps:
  - ◇ Enter any course.
  - ◇ Click on **Webliography** link on the left side of the screen
3. The third method is by clicking in the **Recent Webliography** (bottom area) section of your **Home Room** page.

The screenshot shows a web interface for managing a bibliography. It is divided into three main sections:

- my webibliography:** Contains three entries with links for 'New', 'Edit', 'Share', and 'Delete'. The entries are:
  - Free Online Class Calendar
  - The Museum of Modern Art: What is a Print?
  - US Mint Site for Kids
 There is an 'add new entry' button at the bottom.
- shared webibliography:** Shows entries shared with the user and with groups.
  - shared directly with you: David Walton (0)
  - shared with your groups:
    - 68-76 (0)
    - COL Main Group (1)
    - COL Staff (1)
    - CTAP Online Guest Users (1)
    - David (0)
    - Chemical...
- all webibliography:** A large list of categories and their counts, organized into two columns.
 

English (17)	Foreign Languages (50)
Health (18)	History Social-Science (354)
Integrated Thematics (9)	Language Arts (214)
Mathematics (102)	Miscellaneous (422)
News & Daily Information (9)	Non-Profit Organizations (10)
Online Journals (3)	Physical Education (28)
Professional Development (32)	Science (310)
Teacher Resources (223)	Technology Resource (39)
Visual & Performing Arts (63)	Vocational (46)
Special Education (4)	Web Design (4)
<hr/>	
Pre-K (70)	Kindergarten (150)
First (153)	Second (172)
Third (197)	Fourth (222)
Fifth (234)	Sixth (272)
Seventh (270)	Eighth (294)
Ninth (323)	Tenth (323)
Eleventh (313)	Twelfth (317)
Higher Ed (130)	

## submitting an entry

Follow these steps to share a Web site with other educators.

- Click **add new entry** button and enter the title of your entry.

**Title:**

- Enter the Web address (URL) of the site into the box titled **Web Address**. Double check your typing -- Web page addresses must be typed correctly.

**Web Address:**

- Then choose a **Category** by clicking the drop-down arrow and selecting the appropriate category for the site.

**Category:**

- SELECT -
- English
- Foreign Languages
- Health
- History Social-Science
- Integrated Thematics
- Language Arts
- Mathematics
- Miscellaneous
- News & Daily Information
- Non-Profit Organizations

- Now select the appropriate grade level(s) for the entry. You may choose all grade levels by checking **All**.

Which grade level(s) is this resource appropriate for? <i>(select multiple if necessary)</i>	<input type="checkbox"/> pre-K	<input type="checkbox"/> 2nd	<input type="checkbox"/> 5th	<input type="checkbox"/> 8th	<input type="checkbox"/> 11th	<input type="checkbox"/> All
	<input type="checkbox"/> K	<input type="checkbox"/> 3rd	<input type="checkbox"/> 6th	<input type="checkbox"/> 9th	<input type="checkbox"/> 12th	
	<input type="checkbox"/> 1st	<input type="checkbox"/> 4th	<input type="checkbox"/> 7th	<input type="checkbox"/> 10th	<input type="checkbox"/> HigherEd	

- Next, enter a short **description** of your entry. Other members will be able to read your comments.

<b>Description:</b>	<input type="text"/>
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- Enter the name of the Web site's author, if known.

<b>Site Author:</b> <i>if available</i>	<input type="text"/>
--	----------------------

- Next, select who you wish to share this file with by selecting: **Only Myself, Choose Users...**, or **Everyone**. To share with specific group members or Leaders choose **Group Members** or **Group Leaders**.

<b>Share with:</b>	<input type="text"/> <ul style="list-style-type: none"> <li>Only Myself</li> <li>Choose CTAP Online Users...</li> <li style="background-color: #d3d3d3;">Everyone</li> <li>Group Members</li> <li>Group Leaders</li> </ul>
--------------------	--

- Finish by clicking **Done**, or if you wish to start over, click **Cancel**.

## editing your entry

The entries in the **my webliography** box (the upper left corner) reflect those that you have personally entered. Since you are the "owner" you may edit, change sharing and delete your entries.

## finding resources

To view a list of sites, click on a selected category or grade level.

<a href="#">English</a> (17)	<a href="#">Foreign Languages</a> (50)
<a href="#">Health</a> (18)	<a href="#">History Social-Science</a> (364)
<a href="#">Integrated Thematics</a> (36)	<a href="#">Language Arts</a> (214)
<a href="#">Mathematics</a> (162)	<a href="#">Miscellaneous</a> (422)
<a href="#">News &amp; Daily Information</a> (9)	<a href="#">Non-Profit Organizations</a> (10)
<a href="#">Online Journals</a> (3)	<a href="#">Physical Education</a> (28)
<a href="#">Profession Development</a> (32)	<a href="#">Science</a> (310)
<a href="#">Teacher Resources</a> (223)	<a href="#">Technology Resource</a> (39)
<a href="#">Visual &amp; Performing Arts</a> (63)	<a href="#">Vocational</a> (46)
<a href="#">Special Education</a> (4)	<a href="#">Web Design</a> (4)

---

<a href="#">Pre-K</a> (70)	<a href="#">Kindergarten</a> (150)
<a href="#">First</a> (153)	<a href="#">Second</a> (172)
<a href="#">Third</a> (197)	<a href="#">Fourth</a> (222)
<a href="#">Fifth</a> (234)	<a href="#">Sixth</a> (272)
<a href="#">Seventh</a> (270)	<a href="#">Eighth</a> (294)
<a href="#">Ninth</a> (323)	<a href="#">Tenth</a> (323)
<a href="#">Eleventh</a> (313)	<a href="#">Twelfth</a> (317)
<a href="#">Higher Ed</a> (130)	

After choosing your selected category, you will see all of the entries posted within that category. To view a Web site, simply click on the Web address (URL).

## anatomy of an entry

The Weblibliography tool gives you several options for sorting the displayed files:

1. **Title** – Sorts the entries alphabetically by title.
2. **Category** – Sorts the entries by category.
3. **Submitter** – Sorts the entries alphabetically by the submitter's name.
4. **Date** – Sorts the entries in date order.

Once you've sorted by any of these criteria, you can toggle between ascending or descending order by clicking the yellow arrow up or down. Look below to see a list sorted by date, indicated by the yellow arrow.

<a href="#">&lt;&lt; Back to Main</a> <a href="#">Concise</a> <a href="#">Add New Entry (+)</a>			
Title	Categories	Submitter	Date ▼
<a href="#">Teaching Resources</a> Laura Candler, classroom teacher ( <a href="http://www.lauracandler.com">http://www.lauracandler.com</a> ) This is a great resource for literature circles! Blackline masters are available for job sheets, record keeping, and evaluating Lit. Circles. Blackline masters are also available for other activities and subject areas.	3-7	<a href="#">Tracy Yust</a>	11/25/2002
<a href="#">Stone Soup</a> ( <a href="http://www.stonesoup.com">http://www.stonesoup.com</a> ) Stone Soup is one of the most established children's literature magazines around. Published six times a year, all writing and artwork in the magazine is created by children ages 8-13. At the Web site, you can view a sample issue and read an impressive collection of writings. There are almost 100 stories, 40 poems, and 50 book reviews archived at the Web site. There are pieces about the Holocaust, September 11, and audio recordings by young authors of their work. You'll also find an online art gallery and subscription and submission information.	4-8	<a href="#">Bennett Berger</a>	09/30/2002
<a href="#">Powerful Poetry</a> landerson ( <a href="http://www.powerfulpoetry">http://www.powerfulpoetry</a> ) Lessons designed for students with little to alot of computer skills. Poetry lessons are designed to also teach word processing skills while students work on a poetry book of their own.	4-7	<a href="#">Linda Anderson</a>	08/29/2002

Each Weblibliography entry contains the following information:

- Title of the Web site
- Clickable address (URL) of the Web site
- The Web site's grade level and/or category.
- The name of the person who posted the Weblibliography entry.
- The date which the Web site was entered in the Weblibliography database.
- A short description of the Web site. You may toggle between **Concise** and **Verbose** (as shown above) views of the description.

## search

You can search for resources by entering a keyword(s) into the search box and clicking **Search**. The tool will display a list of resources containing your keyword.

  [ [advanced search](#) ]

**Advanced Search** options allow you to make your search more specific by narrowing the **Category**, **Grade Level**, etc.

### *CTAP Online Help Desk* CLIENT BILL OF RIGHTS

#### Help Desk Chat Room:

9am – 4pm weekdays

#### Help Desk E-mail:

help@ctaponline.org

#### Definitions:

**Client:** A teacher or other educator who uses CTAP Online.

**Help Desk:** Communication channels and resources for client assistance.

**Site Administrator:** A designated person at a school site or district who supports and manages CTAP Online for teachers.

## **Our Pledge to You**

### **Overview**

All CTAP Online clients may use the Help Desk to request assistance via e-mail, chat room or discussion forum.

### **Response Time**

The Help Desk staff will attempt to resolve issues immediately. When immediate resolution is not possible, staff will inform the client of the date and time they can expect resolution.

### **Unresolved Issues**

In the event that a client is not satisfied with the resolution, the client is encouraged to ask to escalate the request. If the escalation request is via chat, the client will be transferred to the appropriate CTAP Online staff person immediately. If the request is via e-mail, staff will respond with the name of the person who will provide assistance, and the time the client can expect help.

### **Enhancement Requests**

If the Help Desk staff determines that a client's issue is an enhancement request, the Help Desk staff will work with CTAP Online staff to determine an appropriate response. Help Desk staff will then communicate that response to the client.

## **Help Resources**

### **E-mail Support**

Support is open to all Clients via links on many pages of the site (primarily [help@ctaponline.org](mailto:help@ctaponline.org) and [webmaster@ctaponline.org](mailto:webmaster@ctaponline.org)). Several times a day the Lead Help Desk Assistant reads all incoming mail and handles them in accordance to the guidelines described above. Messages are sent from the staff member's personal account.

### **Chat Room**

The chat room is monitored from 9:00 AM – 4:00 PM business days. Access is open to all Clients via a Home Room link. To minimize the chance of missing a Client's question, typically 2 or 3 staff members monitor the room. If a question is missed, the Lead Help Desk Assistant contacts the client immediately by e-mail or phone.

### **Help Discussion Forum**

Access is open to all Clients via a Home Room link. The forum is monitored at least three times weekly by the Lead Help Desk Assistant. Responses are posted as well as e-mailed directly to the Client requesting assistance.

## **Help Documents**

**Online:** A wide variety of help documents are accessible via links on many pages.

**Printed:** A *Tool and Feature Guide* is distributed during face-to-face Site Administrator trainings. We encourage the duplication and distribution of the document at school sites. The document is also included as a printable Adobe Acrobat file on the *Admin CD-ROM*.

## **Phone Support**

Phone support is restricted to CTAP Online Site Administrators. Clients are encouraged to contact their Site Administrators or use Help Desk resources: e-mail, chat and/or forum.

## **Mission Statement**

The CTAP Online Help Desk supports clients to enable their successful completion of online professional development with the ultimate goal of enhancing teaching and learning for students.