

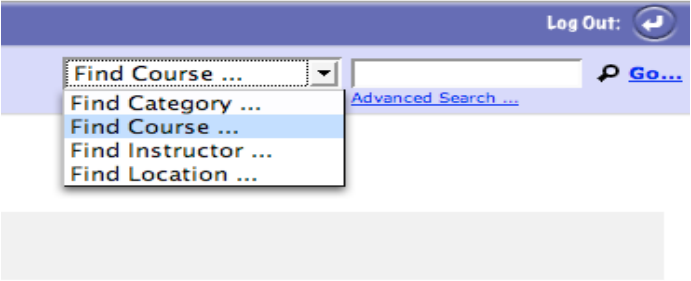

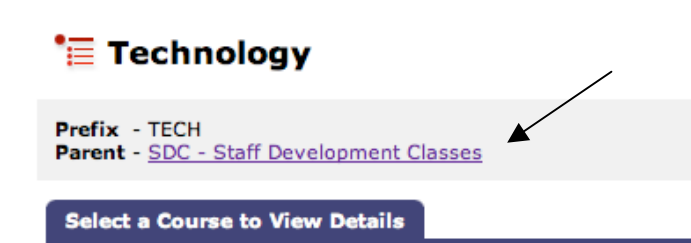
CourseWizard Tutorial Directions

Module 1: How to Log in	
<p>1. To log in to CourseWizard type in the following address:</p>	<p>http://courses.alhambraesd.org/</p>
<p>2. First time users will need to type the following information.</p> <p>Username: FirstInitialLastName <i>(Example: mvandermate)</i></p> <p>Password: apple1 (Password is case sensitive) <i>(Example: apple1)</i></p> <p>* Once username and password have been entered, hit return using the mouse.</p>	 <p>The screenshot shows the CourseWizard logo at the top. Below it is a login form with the text "Please enter your Username and Password and click Enter." There are two input fields: "Username:" and "Password:". Below the password field is a link that says "Forgot your password". At the bottom right of the form is an "Enter" button.</p>
<p>3. Once logged in, the password will need to be changed.</p> <p>* The password must be a minimum of 6 characters in length/no spaces.</p>	 <p>The screenshot shows a "Change Password" form. It has three input fields: "Current", "New", and "Re-Type New". Each field has a "required" label in red text to its right. Below the "Current" field is a note: "Note: To change your current password, type in y".</p>
<p>4. Each time a user enters CourseWizard, they will be brought to the home page.</p>	 <p>The screenshot shows the CourseWizard home page. At the top is the CourseWizard logo. Below it is a navigation bar with four buttons: "Home", "Catalog", "My Courses", and "My Profile". Below the navigation bar is a red house icon followed by the text "Welcome to CourseWizard". At the bottom, there is a section titled "Courses you are currently taking" with a sub-section that says "none".</p>

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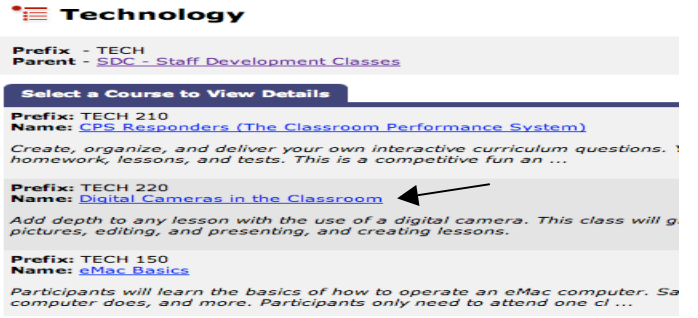
Module 2: How to Search for Classes	
<p>1. To view available classes, click on Catalog tab.</p>	 <p>The screenshot shows the CourseWizard website interface. At the top, there is a navigation bar with four tabs: Home, Catalog, My Courses, and My Profile. The 'Catalog' tab is highlighted in a darker blue, and a black arrow points to it from the right. Below the navigation bar, the page title 'CourseWizard' is displayed in a large, stylized font. Underneath, there is a section titled 'Staff Development Classes' with a sub-section 'Prefix - SDC'.</p>
<p>2. Choose the subcategory you are interested in seeing the classes available.</p> <p><i>Example: TECH - Technology</i></p>	 <p>This screenshot shows the 'Staff Development Classes' page. The 'Catalog' tab is still selected. Below the navigation bar, there is a section for 'Staff Development Classes' with 'Prefix - SDC' and 'Parent - none'. A 'Sub-Categories' section is visible, listing several options: Gen - General, LDR - Leadership, MATH - Mathematics, NIT - New and Interim Teachers - Required Classes, RDG - Reading, TECH - Technology, and WRT - Writing. A black arrow points to the 'TECH - Technology' link.</p>
<p>3. Scroll through the subcategory to view classes available for registration.</p>	 <p>The screenshot displays the 'Technology' subcategory page. It shows 'Prefix - TECH' and 'Parent - SDC - Staff Development Classes'. A section titled 'Select a Course to View Details' lists three courses: <ul style="list-style-type: none"> Prefix: TECH 210, Name: CPS Responders (The Classroom Performance System) Prefix: TECH 220, Name: Digital Cameras in the Classroom (indicated by a black arrow) Prefix: TECH 150, Name: eMac Basics </p>
<p>4. Click on course title to view detailed information.</p> <p><i>Example: Digital Cameras in the classroom</i></p>	 <p>This screenshot shows the detailed view for the 'Digital Cameras in the Classroom' course. It includes the following information: <ul style="list-style-type: none"> Prefix: TECH 220 Category: SDC - Staff Development Classes > Technology Description: Add depth to any lesson with the use of a digital camera. This class will give you examples and instruction. We will experiment with taking pictures, editing, and presenting, and creating lessons. Availability: 1 offerings available (012492 02-06-2007 to 02-06-2007) Description: Grade Level: K-8 Certified and Classified Staff Instructor(s): Williams, Nan; Williams, Martin Location: District Office, Room E Course Credits: Clock Hours [2.0] Capacity: 20 Current Enrollment: 1 Schedule: On 02-06-2007 from 04:15 PM to 06:15 PM Register button (checked) </p>

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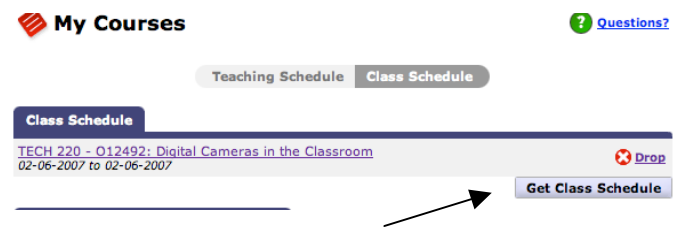
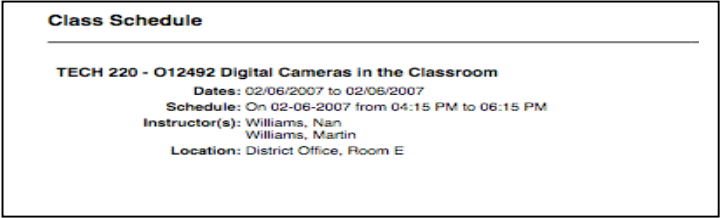

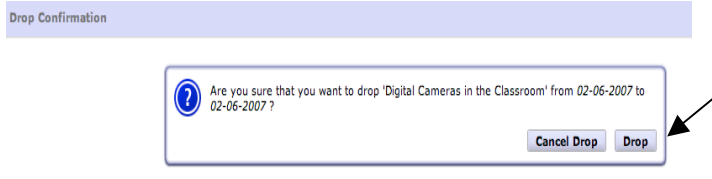
<p>5. Search for information using <i>Find Course</i> button.</p> <p>The user may choose to search by category, instructor, or location of class.</p>	
<p>6. To view other available classes in the same category, click on <i>Technology</i> button.</p>	
<p>7. To go back to catalog subcategories, click on <i>SDC – Staff Development Classes</i> parent button.</p>	

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Module 3: How to Register/Drop Classes

<p>1. Scroll through the catalog to view available classes for registration.</p> <p>Click on course title to view detailed information.</p>	 <p>Technology</p> <p>Prefix - TECH Parent - SDC - Staff Development Classes</p> <p>Select a Course to View Details</p> <p>Prefix: TECH 210 Name: CPS Responders (The Classroom Performance System) Create, organize, and deliver your own interactive curriculum questions, homework, lessons, and tests. This is a competitive fun an ...</p> <p>Prefix: TECH 220 Name: Digital Cameras in the Classroom ←</p> <p>Add depth to any lesson with the use of a digital camera. This class will g pictures, editing, and presenting, and creating lessons.</p> <p>Prefix: TECH 150 Name: eMac Basics Participants will learn the basics of how to operate an eMac computer. Sa computer does, and more. Participants only need to attend one cl ...</p>
<p>2. View Class description.</p> <p><i>Example: Digital Cameras in the classroom</i></p>	 <p>Digital Cameras in the Classroom</p> <p>Prefix - TECH 220 Category - SDC - Staff Development Classes > Technology</p> <p>Description</p> <p>Add depth to any lesson with the use of a digital camera. This class will give you examples and i instruction. We will experiment with taking pictures, editing, and presenting, and creating lesson</p> <p>Availability (1 offerings available)</p> <p>O12492 02-06-2007 to 02-06-2007</p> <p>Description: Grade Level: K-8 Certified and Classified Staff</p> <p>Instructor(s): Williams, Nan; Williams, Martin</p> <p>Location: District Office, Room E</p> <p>Course Credits: Clock Hours [2.0]</p> <p>Capacity: 20</p> <p>Current Enrollment: 1</p> <p>Schedule: On 02-06-2007 from 04:15 PM to 06:15 PM</p> <p><input checked="" type="button" value="Register"/></p>
<p>3. To register for a class, click on the Register button.</p>	 <p>Digital Cameras in the Classroom</p> <p>Prefix - TECH 220 Category - SDC - Staff Development Classes > Technology</p> <p>Description</p> <p>Add depth to any lesson with the use of a digital camera. This class will give you exam pictures, editing, and presenting, editing, and creating lessons.</p> <p>Availability (1 offerings available)</p> <p>O12492 02-06-2007 to 02-06-2007</p> <p>Instructor(s): Williams, Nan; Williams, Martin</p> <p>Location: District Office, Room E</p> <p>Course Credits: Clock Hours [2.0]</p> <p>Capacity: 20</p> <p>Current Enrollment: 0</p> <p>Schedule: On 02-06-2007 from 04:15 PM to 06:15 PM</p> <p><input checked="" type="button" value="Register"/></p>
<p>4. Users will receive notification once registered for a course.</p>	 <p>You successfully registered for Digital Cameras in the Classroom.</p> <p>Ok</p>
<p>5. Users will also receive an email from StaffDev notifying the user of registration.</p>	 <p>From: staffdev@alhambra.k12.az.us Date: Thursday, October 26, 2006 11:08 AM To: mzivan@alhambra.k12.az.us Subject: Registration Notification</p> <p>Hello!</p> <p>This message was generated by CourseWizard in order to inform you that you were successfully registered for the following course.</p> <p>Details of the course you registered for are below:</p> <p>Course Name: Galileo-Report Basics Course Prefix: TECH200 Offering Prefix: 076423 Location: Room E Instructor(s): Williams, Nan; Montoya, Ruben</p> <p>Course Schedule:</p> <p>02-13-2007 to 02-13-2007 On 02-13-2007 from 04:15 PM to 06:15 PM</p>

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<p>6. Click on the My Courses tab to view class schedule, courses taken in the past, and waiting list.</p>	
<p>7. To view Class Schedule, click on Get Class Schedule, to view classes registered for.</p>	
<p>8. The Class Schedule may be printed.</p>	
<p>9. To drop a class, go to My Courses and click on the Drop button.</p>	
<p>10. Users will need to select the Drop button to successfully drop a class.</p>	
<p>11. Users will receive an email from StaffDev notifying the user of the dropped class.</p>	