

ClassMate Web: *Knowledge Bank*

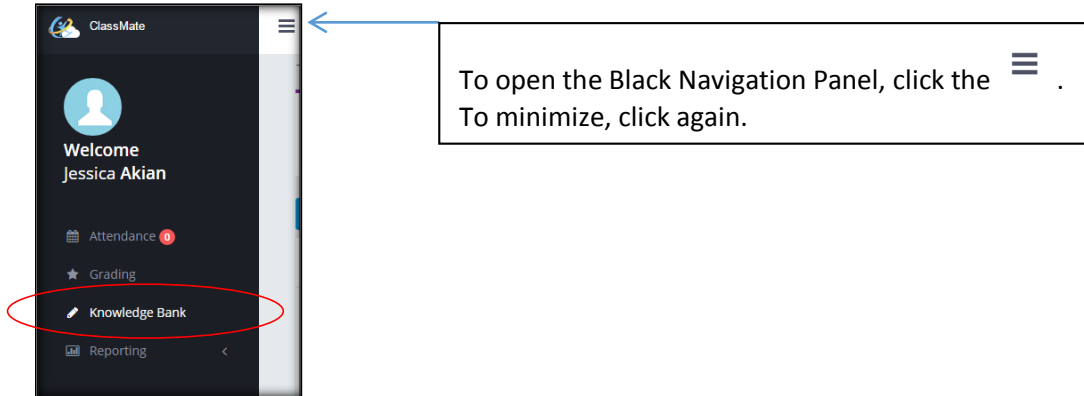


As of: August 23, 2015


Setting up a Knowledge Bank

Getting Started

Open Black Navigation Panel > Select Knowledge Bank



Creating a Knowledge Activity

1. Click  button to create a new knowledge activity
2. Populate the fields from top to bottom. The **mandatory** fields are indicated in **red**.
 - **Activity ID** UNIQUE 6 digit alpha- numeric ID. NO DUPLICATE ID NUMBERS ARE ALLOWED
 - **Activity Name** The name of the activity (should be detailed)
 - **Activity Description** Extra details about activity. Example: From POS Task 101.2
 - **Status** Determine if this is an Active or Inactive activity (defaults to Active)
 - **Required** Determine whether or not the activity counts toward the students grade (defaults to True which means it WILL count toward students grade)
 - **Version** Best practice is to make this a 1, can be used to identify the version of the activity if there are multiple
 - **Category** Select the category that this activity falls into (if using Weighted Categories, be careful to select only categories that you have weighted)
 - **Points** Determine the total points the activity is worth (no limit)
 - **Sequence** Used to organize your activities. Determine where the activity will fall in the list by indicating like activities together. (Example – all activities under Unit 101 can have Sequence 101). You can use the Sequence # more than once. There is no limit for # of characters but would recommend keeping it less than 10 (so that it is all visible in the Knowledge Bank)

Add New Activity

Activity Id

Activity Name

Activity Description

Status

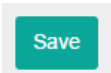
Required

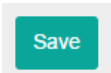
Version

Category

Points

Sequence



3. Click the  button when completed with your entry.

4. View your completed entry in the Knowledge Bank

<input type="radio"/>	1	0101HW	Unit 1 HW 1	100	1	Homework Assignment	True	active
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Helpful Hint: If you are creating an activity that will be used in both/multiple classes, create the activity in one class then copy to other class(es).

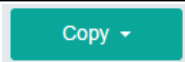
Copying Knowledge Activities

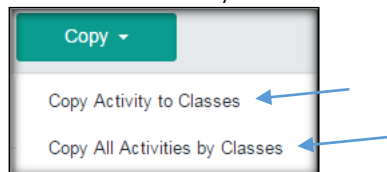
In Knowledge Bank:

1. Select an activity by clicking in the check box to the left of that activity

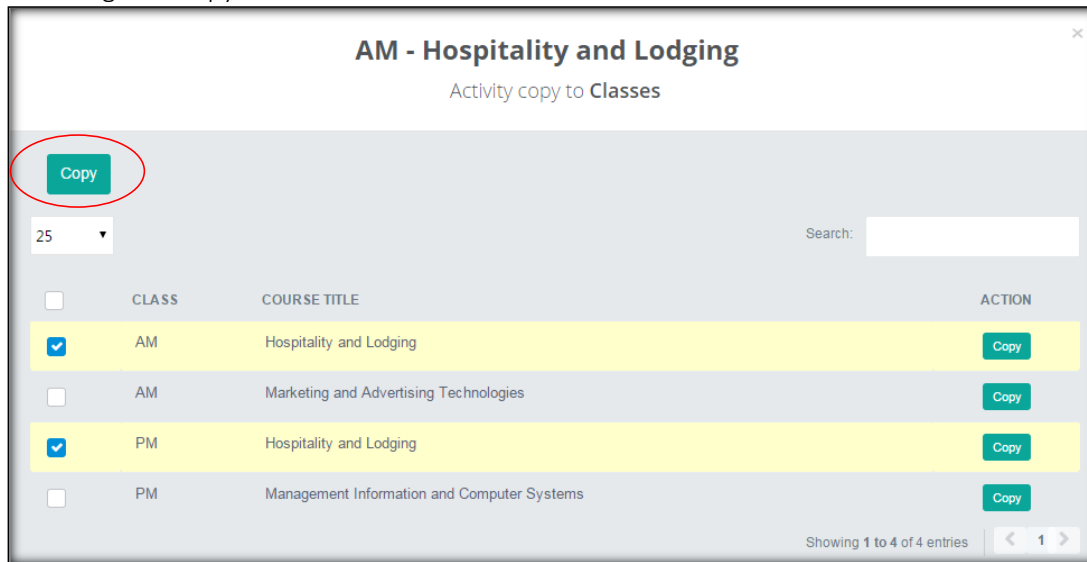
<input checked="" type="checkbox"/>	<input type="radio"/>	1	0101HW	Unit 1 HW 1	100	1	Homework Assignment
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2. Click the  button
 3. Determine which method you'd like to use



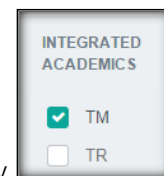
4. Make your copy selections in the new open window by clicking in the check boxes then click the green Copy button



Identifying Integrated Academics for each activity

Your programs may offer integrated academics (sometimes referred to as Technical Academics), if so, you will notice the possible integrated academics display next to each activity.

<input type="checkbox"/>	SEQUENCE	ID	ACTIVITY	POINTS	VERSION	CATEGORY	DESCRIPTION	REQUIRED	STATUS	INTEGRATED ACADEMICS
<input type="checkbox"/>	1	000001	Bell Ringer Week of 8.28	20	1	Classroom Assignment/Materials		True	active	<input checked="" type="checkbox"/> TM <input type="checkbox"/> TR
<input checked="" type="checkbox"/>	1	0101HW	Unit 1 HW 1	100	1	Homework Assignment		True	active	<input type="checkbox"/> TM <input type="checkbox"/> TR

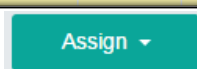
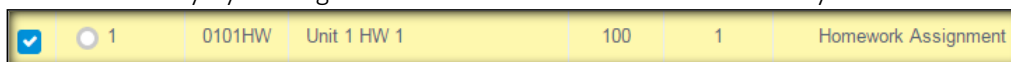


1. Check off the Integrated Academic that is included with that Knowledge Activity

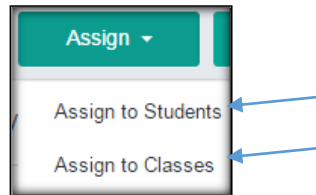
Assigning Knowledge Activities

In Knowledge Bank:

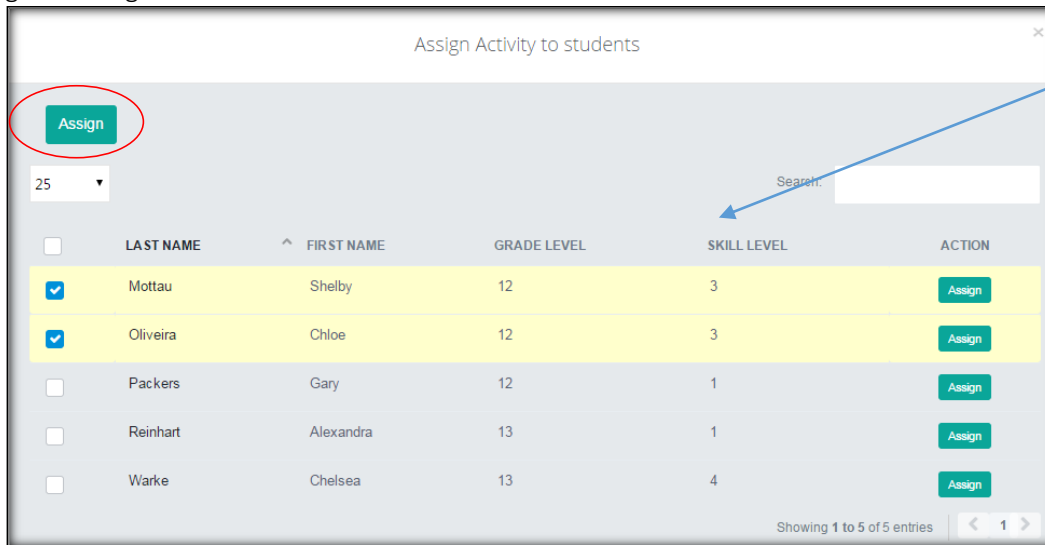
1. Select an activity by clicking in the check box to the left of that activity



2. Click the button
3. Determine which method you'd like to use



4. Make your Assign selections in the new open window by clicking in the check boxes then click the green Assign button.

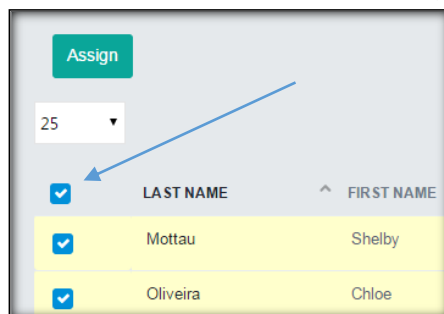


The column headings are sortable, so you can select the appropriate students.

The search bar can also be used to find appropriate students.

Helpful Tip:

1. You can “pick and choose” who you want to assign to
 - a. Example: if you want to only assign the activity to Skill Level 3 students (such as picture above), only check the box next to students with Skill Level 3.
 - b. Example: If you want to only assign the activity to 12 Graders, only check the box next to students in Grade Level 12.
 - c. Example: if you want to assign the activity to one student, you can use the Search box to type in their first or last name to show only that (those) students with that first/last name.
2. You can select all students at once by clicking the check box next to **LAST NAME**.



Samples of Knowledge Bank Set Up

There is no “right” or “wrong” way to set up a Knowledge Bank. The purpose is to hold all of your activities that will require a numerical grade. It is best practice to set up the knowledge bank that makes sense to YOU so that you know where to find your activities when you need to assign them to the students. If you have no rhyme or reason in your Knowledge Bank you might not realize you have already created an activity because you couldn’t find it easily. The goal is to create a list of activities that you can easily identify and can be easily be found. Your knowledge bank will REMAIN from year to year, so you should be sure to be clear when naming your activities so you can find them again in the future.

Here are a few samples of “Set up” to consider before creating your own Knowledge Bank.

Sample One (disregard the different formatting, pay most attention to the SEQ & ID #'s):

Organize by Marking Period, then by Unit

SEQ	ID	Activity	PTS	VER	Category	Description
100	0102Q1	Knife Safety Quiz	10	1	Theory	knife test
100	0102R1	Knife Rubric	16	1	Performanc	Knife safety
100	0103C1	Lifting Checklist	21	1	Performanc	Individual and team lifting
100	0104Q1	Identify Injuries Quiz	10	1	Theory	list common causes of typical accidents and injuries
100	0106C1	Fire Exting Checklist	9	1	Performanc	Using a fire extinguishers
100	0107C2	Waste Disposal Checklist	7	1	Performanc	Disposal safety
100	0107C3	Mixer Checklist	22	1	Performanc	Mixer safety
100	0107C4	Slicer Checklist	21	1	Performanc	Slicer safety

Marking Period 1 activities, Identified by a Sequence 100 for all

ID is coded: The first 4 digits are the unit (0107 = Unit 107)

The 5th digit is the type of activity
 Q = Quiz
 R = Rubric
 C = Checklist
 T = Test
 H = Homework

The 6th digit is the # of activity. The first homework would be identified as H1. The second homework would be H2.....
 The first test would be T1, second test T2
 The first Quiz would be Q1, second test Q2
 And so on....

Sample Two (disregard the different formatting, pay most attention to the SEQ & ID #'s):

Organize by Chapter, then Assignment

SEQ	ID	Activity	PTS	VER	Category	Description
1010	QZ1010	Safety Quiz	100	1	CTE Tests/Exams	Safety Quiz
1011	QZ1011	Safety Quiz	100	1	CTE Tests/Exams	Safety Quiz II
1012	CT1012	Chapter Test	100	1	CTE Tests/Exams	Safety Chapter test
1020	PR1020	Practical/Performance	100	1	CTE Practical	Performance
1021	PR1021	Practical/Performance	100	1	CTE Practical	Performance
1030	WS1030	Work sheet assignments	100	1	CTE Assignments/C	Work sheet assignments
1031	WS1031	MSDS Sheet	100	1	CTE Assignments/C	MSDS sheet Assignment
1040	PF1040	Portfolio/Notebooks	100	1	CTE Portfolio/Notek	Portfolio/Notebooks
1041	PF1041	Portfolio/Notebook	100	1	CTE Portfolio/Notek	Portfolio/Notebooks
2010	QZ2010	Tools Quiz	100	1	CTE Tests/Exams	Tools Quiz
2011	QZ2011	Tools Quiz	100	1	CTE Tests/Exams	Tools Quiz Torque wrench
2012	CT2012	Tools Chapter test	100	1	CTE Tests/Exams	Tools chapter test
2013	MT2013	Quiz	100	1	CTE Tests/Exams	Quiz
2014	MT2014	Quiz	50	1	CTE Tests/Exams	Quiz

ID is coded: The first 2 digits are the type of activity

QZ = Quiz

CT = Chapter Test

PR = Practical/Performance

WS = Worksheet

PF = Portfolio

The last 4 digits are unique to the Instructor, made up of Unit #, Chapter # and Activity #

QZ2010 for example = Quiz Unit 2, Chapter 1

Chapter 1 activities, Identified with Sequence starting with 1 for all.
Chapter 2 identified with sequence starting with 2....

You may want to use the optional "Description" field to make reference to a POS task or Curriculum task.