

Teaming K-12 Demo

Utopia Demo System

Teaming Library

Introduction

This workspace demonstrates a use for Teaming in both K-6 and 7-12 grade levels, including the user interface, custom forms and workflows, and class/student experience.

User Interface and Design

User-friendly applications are important to all software users, especially those associated with education. The interface for these landing pages and folders has been modeled after some of the more user-friendly applications on the market, so the site remains clear, concise, and uncluttered.

The four landing pages demonstrated in this document are the Main School landing page, Staff by Grade Level landing page, Teacher landing page, and Admin landing page.

Main

The Main page contains a few quick links to important places. The audience for this page is the student, parent, or parents of future students. At a glance, you can see the next few upcoming events and school news.

Abraham Lincoln Academy
"That some achieve great success, is proof to all that others can achieve it as well."
-- Abraham Lincoln



[Meet The Staff](#)[Calendar](#)[Volunteer Application](#)[Back To Utopia](#)

Upcoming Events

Field Day

Field day for all grade levels. There will also be a carnival during school hours.

Parent/Teacher Conferences

All parents and students are invited to attend Parent/Teacher conference. Find out any upcoming events and how your student is performing in class.

Parent/Teacher Conferences

All parents and students are invited to attend Parent/Teacher Conferences starting at 3:30 pm in your students classroom. We will be going over the curriculum and how each student is doing. Please make sure that you are there.



School News

Click the title of the News article to view the full story.

Book Fair a Success

We want to thank all the parents and volunteers for the help provided at the Book Fair. We were able to raise a more than our anticipated amount, which is an outstanding accomplishment. We intentionally set a high bar and we were confident we could reach it. We could not have done it without all of your support.


As you may have noticed our Book Fair events have become much larger events. As a result we will not have another book fair until 4th term.

Thanks again for your help and cooperation.

Principal Vankellen

Staff by Grade Level

The *Meet the Staff* link on the Landing page brings you to the page shown in the image below, where you can easily get to know the teachers, administrators, or other staff of the school. The entry in the center is simply to demonstrate what types of content can be viewed from this page. Every page after the Main page is branded with the school logo, which also acts as a link back to the Main page.


Abraham Lincoln Academy

Sign Out
Favorites ▾ | My Teams ▾
Admin Novell

What's Unread | What's New | Manage ▾ | Who Has Access

[Home](#)
[1st Grade](#)
[2nd Grade](#)
[3rd Grade](#)
[4th Grade](#)
[5th Grade](#)
[6th Grade](#)
[7th Grade](#)
[8th Grade](#)
[9th Grade](#)
[Administration](#)

2009 Employee of the Year

**Polly Christensen, Secretary**

Polly has been a valued member of Abraham Lincoln Academy since it opened last year. She was offered the position of head secretary after working in various schools for the last 15 years.

"Her hard work and dedication to the Academy has made it what it is today," says the principal Morris VanKellen. "She is the model of what the Academy is about."

Her peers said:

- She is the kindest, sweetest person that I know.
- Whenever I have a question about anything, I ask Polly. She always knows the answer or knows how to find it really quick.
- Polly always knows what is going on: events, field trips, birthdays, or whatever it may be. She is the most organized person that I know.
- She is the kind of person that I want my children to be like. (Anonymous Parent)
- Whenever Polly comes into work, she is so happy to be there that everybody else that sees her is happy too.
- Polly is my definition of a person who has achieved "great success".
- Polly is the kind of person who encounters a problem and fixes it.

Thank you Polly for all that you do.

Contact Information

Address: 515 S Johnson St Something, Somewhere USA
Main Office: (123)456-7890
Principal's Office: (123)456-7892
Financial Secretary: (123)456-7891

To get in contact with your child's teacher, call the main office and they will direct you to the teacher's classroom.

Teacher


The teacher page is just a step down from the previous image. You select 1st Grade to see the First Grade page, where you can view short bios of the teachers and drill down further into information about classrooms.

Abraham Lincoln Academy


Sign Out
Favorites ▾ | My Teams ▾
Admin Novell

What's Unread | What's New | Manage ▾ | Who Has Access

[Home](#)
[Mr. Edward Gads](#)
[Back to Teachers](#)

**Mr. Edward Gads**

Mr. Gads grew up in the area and always had a dream to give back to the community that gave him everything. He graduated and began to do just that. He has been contributing to this community through teaching for 30 years. He enjoys relaxing in his study to a classic novel with the comfort of his wife Beth and wood stoked fire.

**First Grade Teacher**

These boxes would contain information about the teachers in this grade level only. You may add a friendly photo and simple description just like you see above. You can make it as long or brief as you like.


**First Grade Teacher**

These boxes would contain information about the teachers in this grade level only. You may add a friendly photo and simple description just like you see above. You can make it as long or brief as you like.

Administrator

This area is used for additional staff information. *Lunch Services*, for example, links to the wiki maintained by the cafeteria staff and dietary specialist for the school. The link to this page comes from the Staff by Grade Level page.

Abraham Lincoln Academy



What's Unread | What's New | Manage | Who Has Access

Sign Out | Favorites | My Teams | Admin Novell


Home

Lunch Services

Maintenance


Transportation

Back to Teachers




Principal Morris Vankellen

Principal Vankellen started with the school last year when it first opened. He has worked as principal at two other schools and loves working with children. He likes reading and attending his children's sporting events.




Polly Christensen, Secretary

Polly started working at Abraham Lincoln Academy when it was first opened last year. She loves working at the school and all the wonderful people she gets to meet.




Cafeteria Coordinator

Any school can continue to add as many admins as they have or see fit. This is a simple look and feel that is easy to replicate and manage.



Maintenance



School Counselor

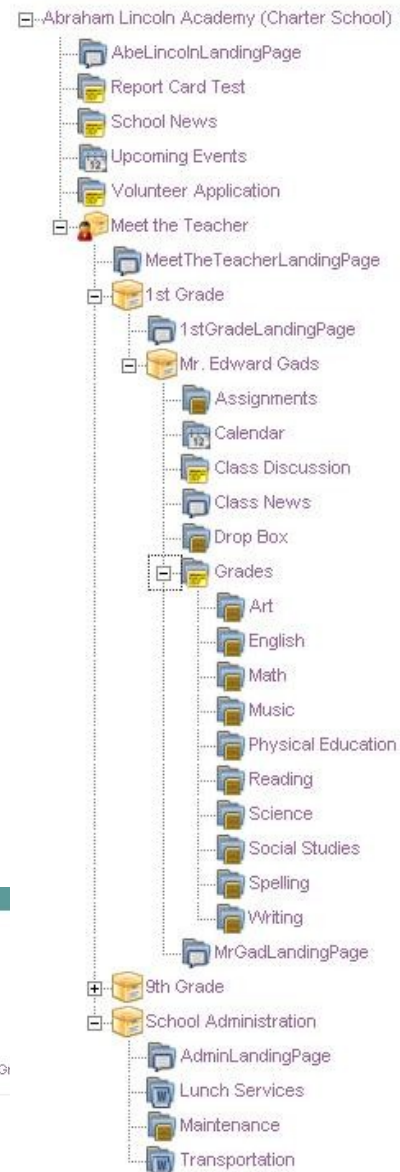
Design

The design architecture is fairly simple. Classrooms are in grade levels. Grade levels are in the school. All of the site content down to individual student grades and class assignments is organized in relevant workspaces, folders, and sub-folders.

Keeping the architecture clean and simple is important when you implement access controls. The image below shows access controls at the class workspace level. Access to this area is currently granted to individual users. However, Teaming also allows for groups to be created and access rights given by group. For example, your access groups may be:

- First Grade Students
- K-6 Teachers
- School Administration
- All Teachers

Groups can be very helpful when you want to limit access at the folder level.



Configure Access Control

Configure Access Control ⓘ

Current Workspace: **Mr. Edward Gads**

Workspace Owner: **Admin Novell** (admin) [edit]

[-] Workspaces // [-] Team workspaces // [-] Abraham Lincoln Academy (Charter School) // [-] Meet the Teacher // [-] 1st Grade

This folder does not inherit its access control settings from its parent.

Inherit role membership from the parent folder or workspace? ⓘ

☐ yes ☒ no

✓ designates the access control setting of the parent workspace

Add User Names from Clipboard

			Add a Role ▾			
			Participant	Team Member	Visitor	Workspace and Folder Administrator
	Owner of Workspace or Folder		✓ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ <input checked="" type="checkbox"/>
	Team Members		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add a Group ▾	Group Title	Group Name	Participant	Team Member	Visitor	Workspace and Folder Administrator
Add a User ▾	User Title	User Id	Participant	Team Member	Visitor	Workspace and Folder Administrator
	Angie Brown	abrown	<input type="checkbox"/>	<input type="checkbox"/>	✓ <input checked="" type="checkbox"/>	<input type="checkbox"/>
	Bob Novell	bob	<input type="checkbox"/>	<input type="checkbox"/>	✓ <input checked="" type="checkbox"/>	<input type="checkbox"/>
	Edward Gads	egads	<input type="checkbox"/>	<input checked="" type="checkbox"/>	✓ <input checked="" type="checkbox"/>	<input type="checkbox"/>
	Morris Vankellen	mvankellen	<input type="checkbox"/>	<input type="checkbox"/>	✓ <input checked="" type="checkbox"/>	<input type="checkbox"/>
	Polly Christensen	pchristensen	<input type="checkbox"/>	<input type="checkbox"/>	✓ <input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tina Novell	tina	<input type="checkbox"/>	<input type="checkbox"/>	✓ <input checked="" type="checkbox"/>	<input type="checkbox"/>
Add an Application Group ▾	Application Group Title	Application Group Name	Participant	Team Member	Visitor	Workspace and Folder Administrator
Add an Application ▾	Application Title	Application Name	Participant	Team Member	Visitor	Workspace and Folder Administrator

Custom Forms and Workflows

This demo includes the creation and implementation of four new custom forms and workflows which are also available on the Teaming Library (www.novell.com/teaming_library). The four forms are: Volunteer Application Form, Maintenance Request Form, Grade Report Form, and Report Card.

Volunteer Application Form

Conveniently linked from the Main landing page, this is the form for parents and mentors who want to volunteer at their child's school.

Volunteer Application

Title

First Name

Last Name

Street Address

City, State, Zip Code

Telephone (xxx-xxx-xxxx)

Social Security Number

Date of Birth

Spouse's Name

Gender:

☐ Male ☐ Female

Education (highest level completed)

☐ High School ☐ College ☐ Business ☐ Graduate School ☐ Technical / Vocational

Former occupation

Previous Volunteer Experience

Skills:

Proficiency:

☐ Amateur ☐ Can Teach ☐ Skilled

☐ Amateur ☐ Can Teach ☐ Skilled

☐ Amateur ☐ Can Teach ☐ Skilled

Languages:

☐ Fluent ☐ Read ☐ Write

☐ Fluent ☐ Read ☐ Write

Availability:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ No Preference

Number of days per week:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Emergency Contact Name

City, State, and Zip Code

Street Address

Telephone (xxx-xxx-xxxx)

Signature

Date

2/17/2010

OK

Cancel

Maintenance Request Form

Maintenance requests are common in schools. The range of requests might vary from sanitation to IT. The school needs a form for parents and teachers to communicate these maintenance needs to the appropriate people. The workflow for this form provides immediate notification for individuals on its route. The submitter can see when the job is done.

Maintenance Request

Issue: *

Category:

Custodial
IT (computers)
Grounds
General Maintenance
Other

Priority:

☐ 1
☐ 2
☐ 3
☐ 4
☐ 5

Description

B I U ABC [bullets] [numbered] [list group] Styles Paragraph A ab

[link icon] [unlink icon] [undo] [redo] [find] [replace] [insert link] [remove link] [HTML] [source code] [image] [video] [audio] [table] [calendar]

This text editor supports the following types of markup:

- [[entry title]] creates a link to another entry in this folder. Or, click the [image icon] editor toolbar button.
- ==Section name== and ===Subsection name=== add sections and subsections to your text.

Attachment(s)

Browse...

Add more files...

Submit Cancel

Grade Report

Students love a one-stop shop for all their classroom information, including feedback on assignments and classwork. But controlling access is important for such sensitive information. The workflow provides controls restricting access to only the teacher and the student. You can also modify access to the Teacher only.

Grading Sheet

Student 's Name

Student Lookup *

 ☐
People

Clipboard User Names

Assignment	Due Date	Score (%)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Test	Score (%)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Report Card

The report card is intended to stimulate discussion about the things that Teaming can do. For implementation purposes, we did not incorporate Custom JSPs into this demo, but you can easily imagine a simple JSP to gather grades from the Grade Reports by student name and calculate a letter grade to populate the grades for the various subjects. For now this form is basic and requires manual entry. It simply provides a place for students and see how they're doing in class, confident that the same controls are in place as for the Grade Report.

Report Card

Term

Student's Name

People

▶ Clipboard User Names

Art	- ▼
English	- ▼
Math	- ▼
Music	- ▼
Physical Education	- ▼
Reading	- ▼
Science	- ▼
Social Studies	- ▼
Spelling	- ▼
Writing	- ▼

The Classrooms

The classroom is the heart of the student-to-teacher and student-to-student collaborative experience. You'll notice news and calendar information specific to the class. The great thing about the Teaming calendars is that teachers can view, in their own personal workspace calendar, all the events from calendars located in workspaces they are a party to. Teachers and students can easily post and download assignments. The drop box uses a file folder with access controls to give students a place to submit electronic assignments. Discussion areas provide platforms for parent-to-student-to-teacher communication.

The screenshot shows the 'Abraham Lincoln Academy' workspace interface. At the top, there's a header with the school name and a lion mascot. Navigation links include 'Sign Out', 'Favorites', 'My Teams', and 'Admin Novell'. Below the header, a sidebar on the left contains icons for 'Assignments', 'Class Discussions', 'Class News', 'Drop Box', 'Grades', and 'Back To 9th Grade'. The main content area is divided into three sections: 'Class News' featuring a 'Monthly Spotlight: Karisa Stodard' with details about her quick response to a choking incident, 'Upcoming Extracurricular Programs' with a reminder about a microscope class, and a 'Canned Food Drive Winner' announcement for Mrs. Brown. On the right, an 'Assignments' section lists various documents like 'Project Evaluation.odt' and 'Final Project Description.odt'. A 'Calendar' section at the bottom left shows upcoming events like 'DUE: Science Fair Proposal'.

Workspace Roles

Students: Bob Novell, Tina Novell

1st Grade Teacher: Edward Gads

9th Grade Teacher: Angie Brown

School Administration: Morris Vankellen, Polly Christensen

Other Things To Note

The site uses a wiki with wiki style links for the Lunch Services folder under Admin.

Landing Pages are created mostly using Blog entries. This is one way to easily create some really great-looking pages. For tips, contact the teaming library at teaming_library@novell.com.

This demo will soon be an exportable/importable vertical application for quick implementation.