

INTRAFINITY

Knowledge at Your Fingertips

Instructional Management System

User Guide



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About the Instructional Management System

Intrafinity's Instructional Management System allows users to easily create, collaborate on and share resources. This module also makes it easy for users to find, rate, comment on and utilize these resources.

About this Guide

This user guide offers both administrators and users with an introduction into Intrafinity's Instructional Management System and how it can be used to create, manage, and find resources.

Who Should Use this Guide

The contents of this guide are written to be readable by users of all technical backgrounds. This guide can be used by both administrators and users of the Instructional Management System.

Creating a User Account

When you first visit the Vermont Education Exchange site, your first action should be to sign up for a user account. While you access the site without one, you will need a user account if you want to access specific resources, browse the groups or be served recommendations.

To create an account, click on the **Login** button found at the top right of the page and then click the **Sign Up** button under the Login box that appears.



You will then be presented with a sign-up page. To finish creating your account, fill in your **Username, First Name, Last Name, Email Address** and **Password**.

Then choose a pre-set **Security Question** or create one of your own and give the appropriate **Secret Answer**.

You then must specify your **Professional Role** and **Select Your School**.

Finally, fill out the picture CAPTCHA to confirm you are a real person and then click the **Sign up** button to finish creating your account.

USER DETAILS

Fields marked with an asterisk (*) are mandatory.

Username *

First Name *

Last Name *

Email Address *

Password *

Re-enter Password

Security Question ▾

Secret Answer *

Phone Number

Professional Role ▾ *

If other professional role

Select Your School ▾ *

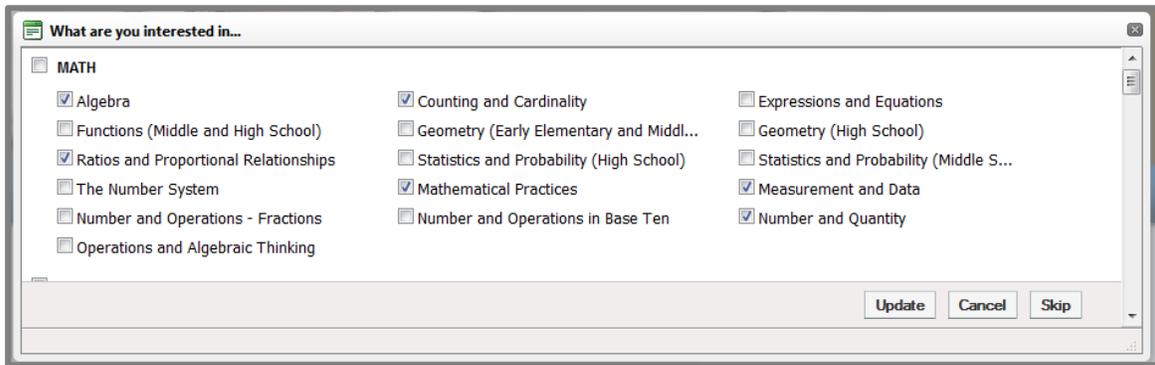
If you don't work at a school, please specify where you do work?

Security Measure 

Your account will now be sent to the site administrators for approval. You will receive an email notifying you when your new account has been approved.

Once your account has been approved you can sign in to the site via the Login button.

When you first sign in you will be presented with a list of content areas and sub-content areas that you may be interested in. To indicate your interest in a particular sub-content area, click the box to the left of the subject. To indicate that you are interested in an entire content area, check the box to the left of the subjects that appear in bold text. This will automatically check all sub-content areas that are part of that content area.

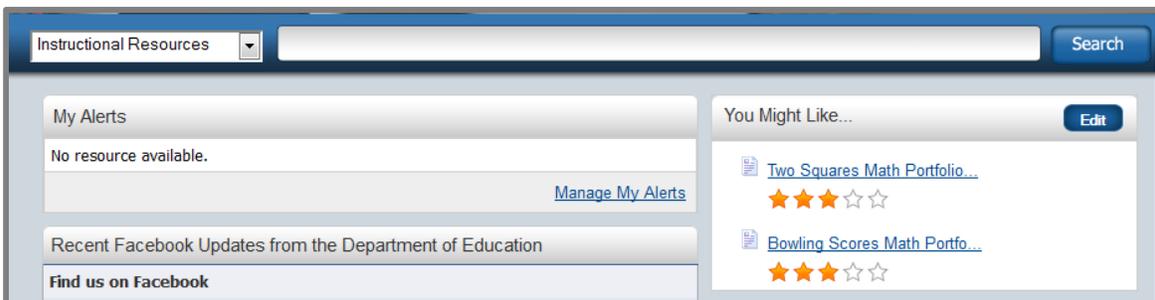


You can select as few or as many content and sub-content areas as you wish.

When you have finished making your choices, click **Update**. If you don't want to specify areas of interest at this time, click **Skip**.

Tip: You can always choose to specify your interests later by clicking the **What content areas are you interested in?** link in the **You Might Like...** box on the homepage.

Once you have made your choices, you will be directed to the homepage. You will see that there is now a box on the homepage called **You Might Like...** Every time you load the page, it will recommend resources based on the interests you have indicated.



Searching Resources

While there is a wide-breadth of resources available for you on the Vermont Education Exchange site, to take advantage of those resources, you must first find them.

This section will cover the various ways you can find resources.

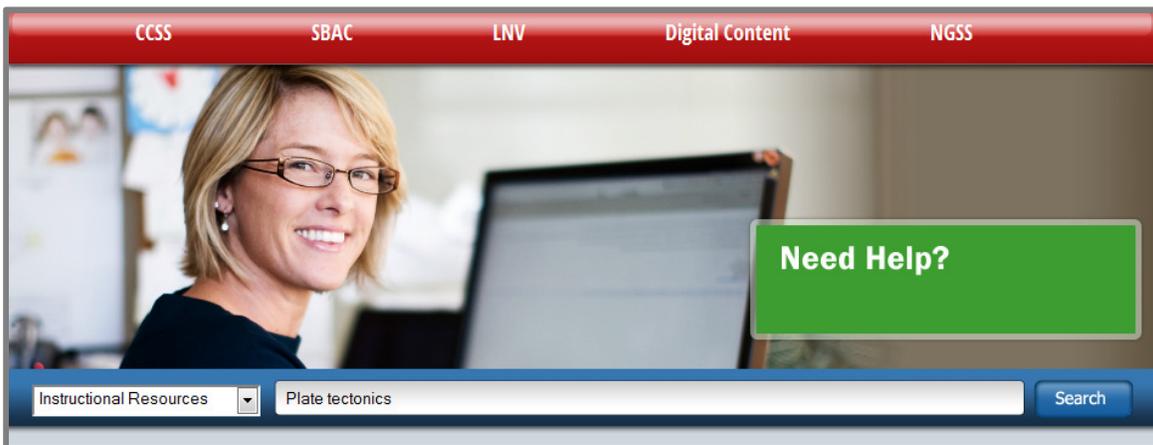
1) Using Search Bar on Home Page

If you are searching for a particular resource, the quickest way to find that resource is to use the search bar on the homepage.

First, click the dropdown menu to the left of the search bar and choose whether to search for **Instructional Resources**, **Groups** or **Professional Development**.

Note: For more information on searching groups, please see the *Groups* manual.

Next type the word, words or phrase you wish to search for and click the **Search** button.



You will now be presented with a list of search results that correspond to your search. On the next page, in the *Filtering Search Results* section, we will talk about how you can sort and refine your search to aid in finding the resource that best meets your needs.

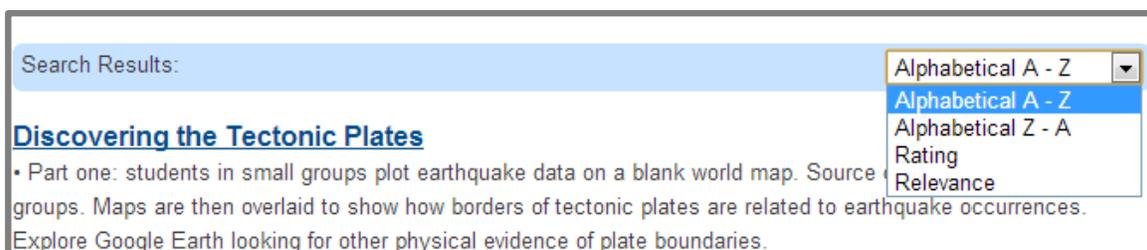
2) Searching from the Resource Page

If you really want to delve into the available resources, or you would just like to browse to see what is available for specific topics, the best way to do that is to go to the page for the type of resource you are looking for. If you are looking for Instructional Resources, then click the Instructional Resources button in the header. If it's Professional Development resources you want, then click that button instead.

Once you are on the Instructional Resources or Professional Development page, you can type in a word, words or phrase into the search bar and click the **Search** button.

3) Filtering Search Results

Once you have performed a search, you can then filter and sort your search results. The dropdown on the right allows you to sort the results **Alphabetically** (A to Z), **Alphabetically** (Z to A), by **Rating** (highest rated result to lowest rated result) or by **Relevance** (starts the list with the article that best matches your search terms).



When you first view the search results, you will see all the results that match your search terms. However, you can limit how many results are displayed by using the **Select a Filter** bar on the left side of the page. With this filter you can specify to only show results that match a specific category or categories.

Your filter options include:

Grade Level: Choose the grade level or levels that you are looking for.

Content Areas: Choose the type of content you are looking for. These will be broad categories such as Math, Science or English Language Arts.

Sub Content Areas: Initially this will list all available sub-content areas but once you have specified one or more Content Areas for the search, the Sub Content area list will be updated to display only the categories that correspond with the Content Areas you have selected. This makes it easy to refine the search to the exact fields you are looking for and also ensures that your Content and Sub-Content area selections are logically consistent.

Object Types: Choose to view Assessments, Lesson Plans, Resources and/or Unit Plans.

Where I am a...: Choose to view only the resources where you are the Creator, you have editor access and/or you have reviewer access.

Tip: You can also use this filtering process even without first entering a search term. That can be quite useful if you would like to see all of the resources for a particular grade level and sub-content area.

To clear your search results and your filters, click **Clear Search** to the right of the **Search** button.

Viewing Resources

To view a resource, click on the title of the resource. This can be done from the homepage or from one of the search pages. In either case, you will be directed to the article.

From here you can see information about the resource including who created it, when it was last modified and its current status. You can also access any linked resources and download any available attachments.

You can also perform the following actions on the resource:

1) **Subscribe to a Resource**

If you wish to be alerted of any updates to a specific resource, click the **Subscribe** button when viewing the resource.

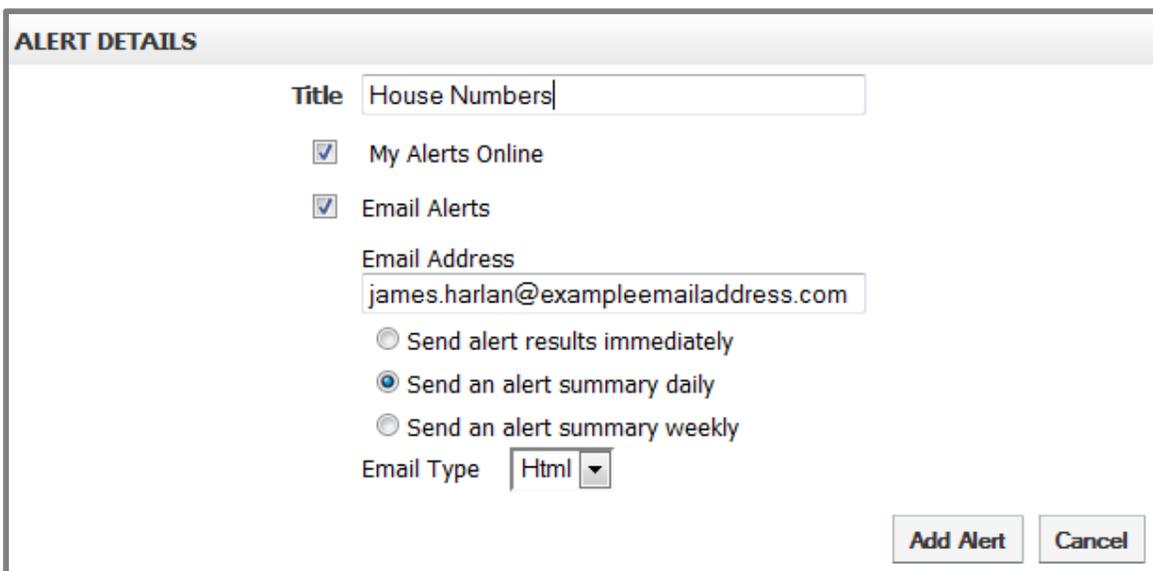
You will be brought to the My Alert interface. Here you must enter a **Title** for your alert. This title will identify the alert on the homepage and be used in the subject line of any email alerts.

You can choose to have this be part of **My Alerts Online** or **Email Alerts** (or both).

If you check the **Email Alerts** option your profile's email address will populate the **Email Address** field. If you would like to use a different email address, simply enter the one you wish. You also can choose to be emailed an alert as soon as the resource has been updated, at the end of the day when the resource has been updated or at the end of the week when this resource has been updated.

You also can choose to have your email alert in **HTML** or **Text**.

To finish creating the alert, click **Add Alert**.



ALERT DETAILS

Title

My Alerts Online

Email Alerts

Email Address

Send alert results immediately

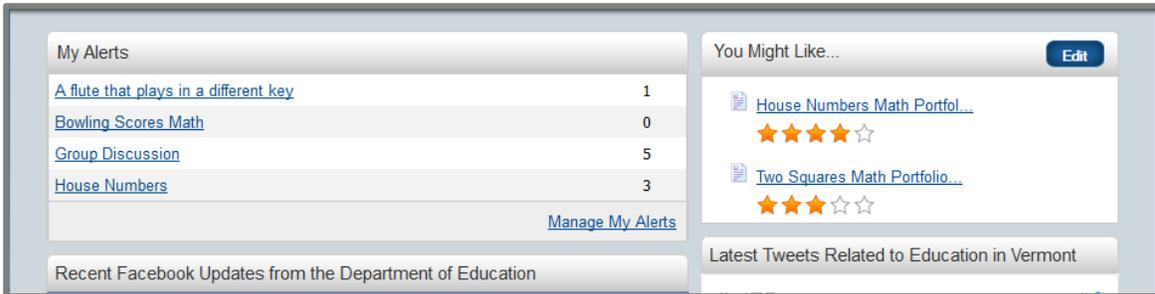
Send an alert summary daily

Send an alert summary weekly

Email Type

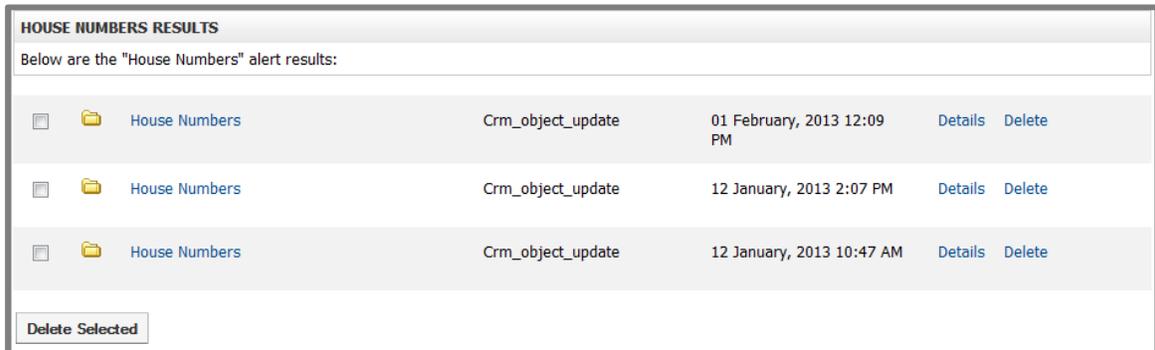
On the resource page, the **Subscribe** button will now be replaced with an **Unsubscribe** button. As you might expect, this button can be used to unsubscribe to the alert for that resource.

On the homepage, you will see any subscriptions you have added to **My Alerts Online**. The number of updates that have been created since you last viewed the alert will also be displayed.



To view the alert, just click on the alert title.

This will bring you to a page showing you when the alert was triggered. To get rid of an alert, click the Delete link to the right of the individual alert. To delete multiple alerts, check the boxes to the left of the alerts you wish to remove and click **Delete Selected**.



You can edit or remove alerts by clicking **Manage My Alerts** from the homepage.

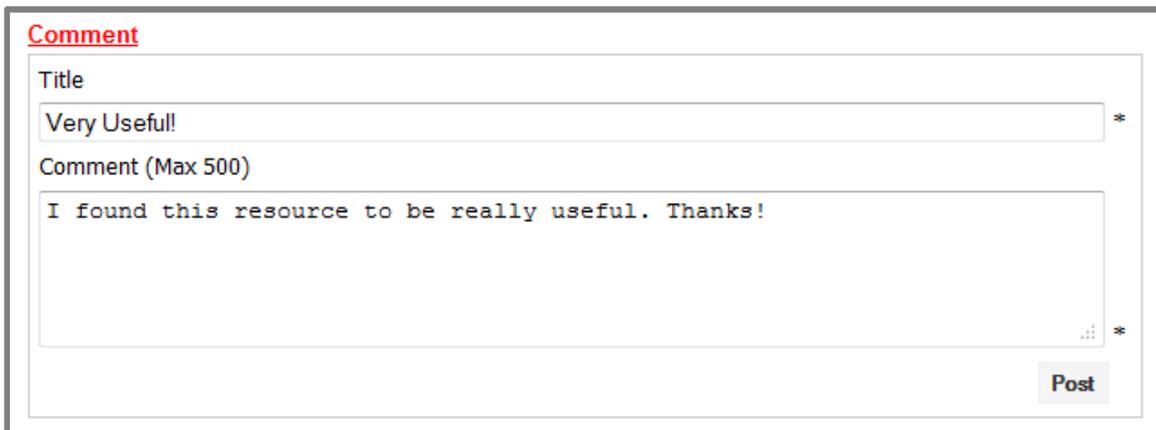
2) Printing a Resource

If you are viewing a resource and you would like to print it out for later reference, simply click the **Print** button at the top of the resource page.

Your browser will then prompt you to choose your desired printer and you can print the document.

3) Commenting on a Resource

If you would like to give some feedback on a resource, you can do so by scrolling to the bottom of the resource and clicking on the **Comment** link. Fields will appear on the page allowing you to fill in your **Title** and **Comment**. Once you have typed your **Title** and **Comment**, click **Post** to share your comment.



The screenshot shows a comment form with the following elements:

- Comment** (Section Header)
- Title** (Label)
- (Text input field with a red asterisk on the right)
- Comment (Max 500)** (Label)
- (Text area with a red asterisk on the right)
- Post** (Submit button)

You can use the comment feature to suggest improvements, request clarification or just to let the resource creator know you appreciate their efforts.

4) Rating a Resource

A very useful way to give feedback on the quality and utility of a resource is to rate the resource. On the right side of the screen you will see a Rating box that allows you to give the resource a rating of 1 to 5 stars with 5 being the highest and 1 being the lowest.

All ratings a resource receives are averaged together to provide an average score. This rating is used to determine which resources are recommended in the **You Might Like...** box.

Users can also sort their search results from highest to lowest rated so it is important to rate resources to ensure that the best resources are properly promoted.



The screenshot shows a rating interface with the following elements:

- RATING** (Section Header)
- How would you rate this object?** (Text)
- Five stars: the first four are red and the fifth is white (indicating a 4/5 rating).
- 1 Votes** (Text)
- (Rating input field)

To rate a resource click on the star that corresponds with the rating you wish to give (so if you want to give a resource a rating of 4/5 then you would click on the 4th star).

Creating Resources

To create a resource, click on the appropriate area you want to add your resource (i.e. Instructional Resources or Professional Development) and then click the **Add** button or the **Add a Resource** image.

You will then be asked to specify if you are adding a **Unit Plan**, **Lesson Plan**, **Assessment** or **Resource**.



The screenshot shows a dialog box titled "Create Instructional Resource". Below the title is a section labeled "> SELECT A LEARNING RESOURCE TYPE". This section contains four radio button options: "Unit Plan", "Lesson Plan", "Assessments", and "Resources". A "Cancel" button is located in the bottom right corner of the dialog box.

Whichever choice you make, you will then be asked to specify the **Title** of your new resource.



The screenshot shows the same dialog box, but now the section is labeled "> WHAT IS THE TITLE OF YOUR RESOURCE?". Below this is a "DETAILS" section with a "Title" label and a text input field containing "Tempest Quiz". A red asterisk is visible to the right of the input field. "Save" and "Cancel" buttons are in the bottom right corner.

Once you have added the title, click **Save** to proceed.

Now you will be brought to a page to create your resource.

Here you can start by specifying the **Grade Level(s)** that apply to the resource, choosing the **Content Area(s)** and **Sub-Content Area(s)** that fit your resource and filling out a **Search Summary**.

Next fill out an **Overview** of the resource and provide a **Description/Sequence** for users.

Instructional Resource

Back Subscribe Print

Assessments Update Cancel

Title: Tempest Quiz *

Grade Level: 10, 11, 12 *

Content Area: English Language Arts *

Sub Content Area: English Language Arts-Reading *

Search Summary
Description that will appear in the search results.
A quiz meant to test student knowledge on The Tempest. *

Overview

This quiz is intended to verify that students have completed the reading of The Tempest with an acceptable degree of comprehension.

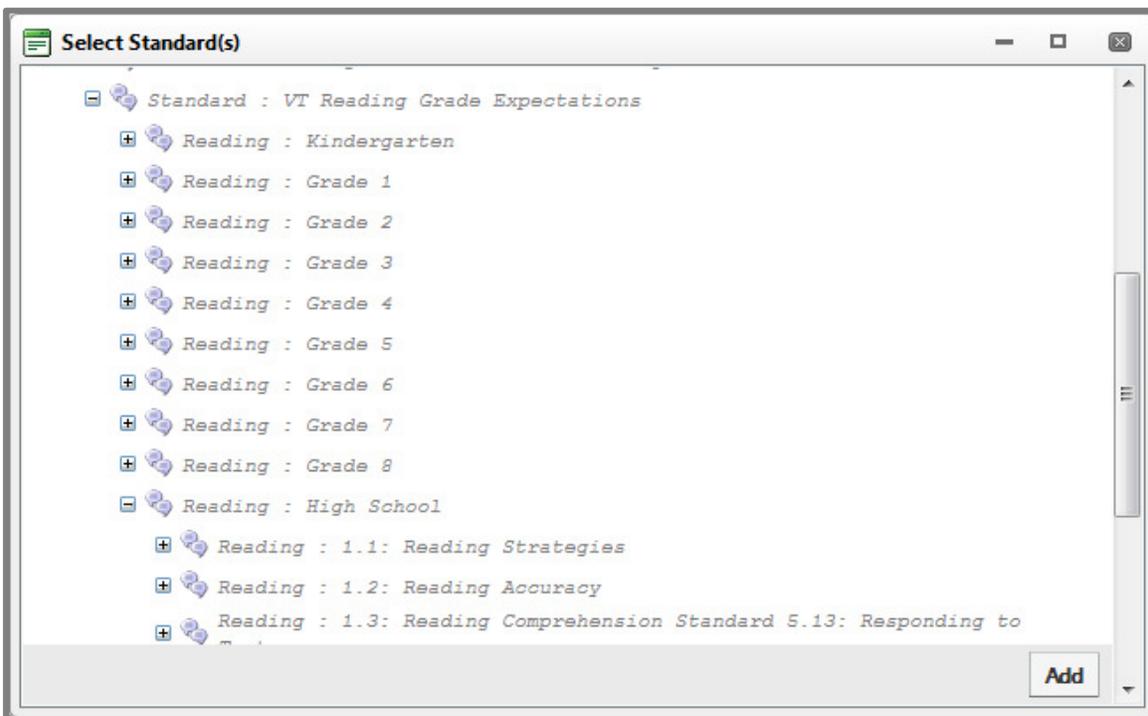
DETAILS

Author	James Harlan
Date Modified	2/12/2013
Status	Draft

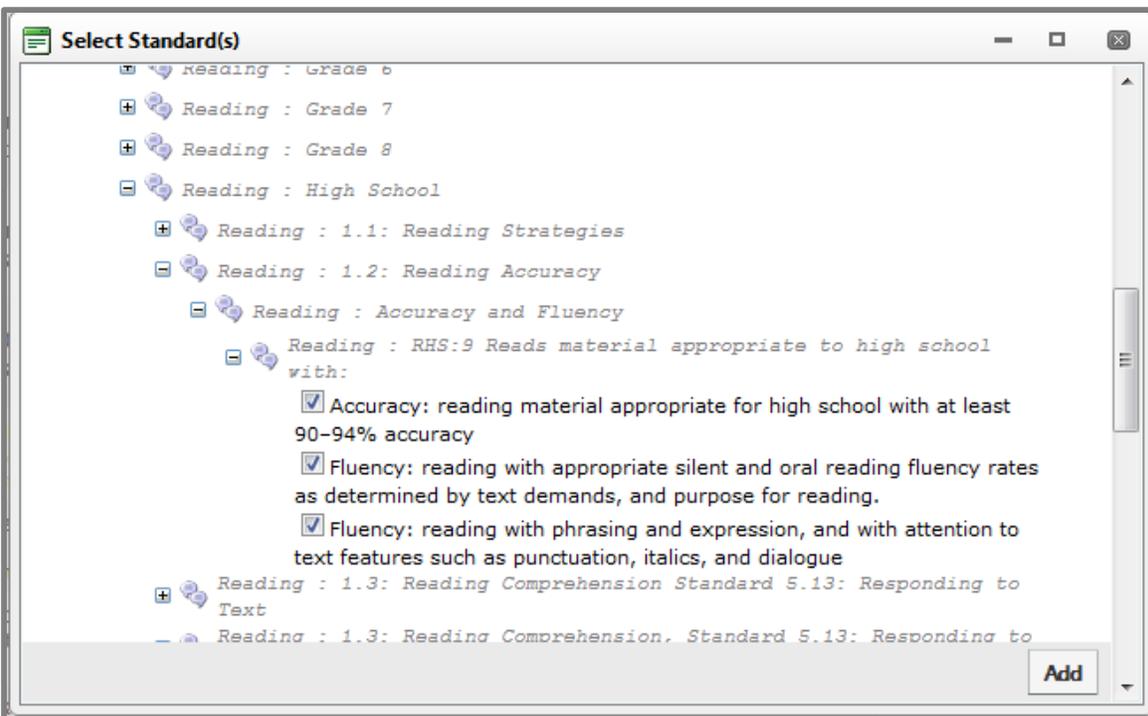
You can also specify any standards (**VT Grade Expectations**, **VT Framework of Standards** and **Common Core Standards**) by clicking **Add** next to the type of standard(s) you wish to add.

When you click add, a **Select Standard(s)** box will come up allowing you to **Browse** the standards or **Search** for a specific standard.

From the **Browse** tab, you can use the plus signs to expand categories until you find the standard(s) you wish to select.



Place checkmarks next to the standard(s) you wish to select and click the **Add** button to add the standards.



Once you have added a standard, it will appear on the page for the resource you are creating. If you need to remove one of the standards, check the box of the standard you wish to remove and click the **Delete** button.

If you are creating a Unit Plan, you will have the option to specify Lesson Plans, Assessments and Resources that go with the unit. If you are creating a Lesson Plan you can specify Assessments and Resources that go with the lesson. And if you are creating an Assessment you can specify Resources that go with the assessment.

Just click the **Browse** button for the link you want to create. A new box will come up allowing you to search for the item you wish to select.

Select Resources

Resources	Title	Grade Level(s)	Content Area	Sub Content Area	Search Summary
18549	The Tempest Text	10, 11, 12	English Language Arts	Reading	The full text of William Shakespeare's The Tempest
17722	Test - Treasure Map Project	03	History/Social Studies,Arts	Arts, Geography	A photo story describing the process our third grade class took to create ancient looking treasure maps of our playground as a culminating project to our study of maps.
17684	Hamlet Video	08, 09	School Improvement	School Improvement	Hamlet video
17675	Shakespear Video	09, 10	English Language Arts	Reading, Speaking/Listening	Great resource for use in teaching old english.
16373	sTEm at Work Puzzles	08, 09, 10, 11, 12	Math,STEM,Common Core Standards	Algebra, Functions (Middle and High School), Science, Technology, Engineering and Math, Common Core Standards	Florida's Advanced Technical Education or FL-ATE provides over 30 different unique problems which require students to do high level analysis of graphical data in different modeling applications.

Once you have found the item you are looking for, click on the number to the left of the item's **Title** to choose the item.

You can also specify **Reviewers** and **Editors** for your resource. The **Reviewers** will be users who can view and comment on the resource you have created while it is still in a Draft state. The **Editors** will also be able to view and comment on the resource but they can also

make changes to the material. This can be quite useful if you would like to collaborate with other users on the creation of particular resources.

To set an Editor or Reviewer, just click on the User Picker icon next to the appropriate role. From the user picker, you can **Search** for a specific user or just find them in the list. Click the user(s) you want and click **Add** and **OK** to add the user as a **Reviewer** or **Editor** of your resource.

The screenshot shows a form for managing a resource titled "The Tempest Text". At the top, there is a text input field with the resource name and two buttons: "Browse..." and "Remove Selected Item". Below this, there are two sections for assigning roles. The "Reviewer" section, with the description "Can read and make comments.", has a dropdown menu showing "Bert Tate" and a user picker icon. The "Editor" section, with the description "Can make changes to the item.", has a dropdown menu showing "charlie.danner" and a user picker icon. At the bottom of the form, the status is displayed as "Draft".

Any user set as a Reviewer or an Editor will be sent an email to notify them that they now have permission to review or edit your new resource.

You can also upload **Attachments** to the resource if you have any materials that you wish to share. To attach a file, click the **Upload** button.

This will add a new box on the page called **File Details**. From here, you can use **Browse** to choose a file you wish to upload. Once you have picked the file, you can also specify the **File Name** (it will default to the name of the file you have selected).

The screenshot shows the "Attachments" section with an "Upload" button and a message "No items available." Below this is the "FILE DETAILS" section. It contains a "Select File" label, a text input field with the path "C:\Users\james.harlan\[", and a "Browse..." button. Below that is a "File Name" label and a text input field containing "The Tempest". At the bottom right of the form are two buttons: "Add File" and "Cancel".

When you are ready to upload the attachment, click **Add File**.

When you have finished setting up your resource, click the **Update** button (found just about the **Upload** button for attachments). This will save your new resource as a draft.

When you are ready to make your draft public, click the **Publish** link inside the **Actions** box on the right side of the page.

ASSESSMENT PROPERTIES		DETAILS	
Title	Tempest Quiz	Author	James Harlan
Content Area(s)	English Language Arts	Date Modified	2/12/2013
Sub Content Area(s)	Reading	Status	Draft
Grade Level(s)	10, 11, 12	ACTIONS	
Overview	This quiz is intended to verify that students have completed the reading of The Tempest with an acceptable degree of comprehension.	Edit Delete Publish	
Description and Sequence	The quiz questions are available in an attached Word document.		
VT Grade			

The **Publish** link will now be replaced with text telling you that, “This [item] has been published.”

Editing Resources

To edit a resource, you must be the resource creator, have been assigned as an Editor of the resource or have administrative access to the resources.

To edit the resource, click the **Edit** link inside the **Actions** on the right side of the page. This can be done with a Draft resource or a Published resource.

ASSESSMENT PROPERTIES		DETAILS	
Title	Tempest Quiz	Author	James Harlan
Content Area(s)	English Language Arts	Date Modified	2/12/2013
Sub Content Area(s)	Reading	Status	Draft
Grade Level(s)	10, 11, 12	ACTIONS	
Overview	This quiz is intended to verify that students have completed the reading of The Tempest with an acceptable degree of comprehension.	Edit	
Description and Sequence	The quiz questions are available in an attached Word document.	Delete	
VT Grade		Publish	

When you click **Edit** you will be presented with all of the same options you have when creating a new resource. The only difference is that many (if not all) of the fields will already be populated with data that you can edit.

For more information on how to set the various fields available, please see the *Creating Resources* section.

Once you have finished updating the object, you will have the option to **Check-In** the page. By clicking this link you are indicating that you have completed your changes for now and that the page will once more be editable by other users with edit permission.

ASSESSMENT PROPERTIES		DETAILS	
Title	Tempest Quiz	Author	James Harlan
Content Area(s)	English Language Arts	Date Modified	2/14/2013
Sub Content Area(s)	Reading	Status	Published
Grade Level(s)	10, 11, 12	ACTIONS	
Overview	This quiz is intended to verify that students have completed the reading of The Tempest with an acceptable degree of comprehension.	Check-in	
Description and Sequence	All of the quiz questions are available in an attached Word document.	Edit	
VT Grade		Delete	
Expectations		This assessment has been published.	

Check-In System

The check-in system allows you to ensure that only one user can edit a resource at a time, thus ensuring there are no redundant edits. If another user with edit permission views the resource, they will see a message in the **Actions** box that says the object is locked by the user that is currently editing the object. However, if you are an administrator or the creator of the resource, you will also have the option to break the lock.

ASSESSMENT PROPERTIES		DETAILS	
Title	Tempest Quiz	Author	James Harlan
Content Area(s)	English Language Arts	Date Modified	2/14/2013
Sub Content Area(s)	Reading	Status	Published
Grade Level(s)	10, 11, 12	ACTIONS	
Overview	This quiz is intended to verify that students have completed the reading of The Tempest with an acceptable degree of comprehension.	Locked by charlie.danner - Break Lock	
Description and Sequence	All of the quiz questions are available in an attached Word document.		

Once the system controlled locking time has expired, the object will automatically be unlocked, **even if the user has not finished with their edits**. This ensures that an object is not locked indefinitely because a user forgot to click the **Check-in** link.

As an administrator, you can set this lock time by clicking on **CRM** at the top of the page and then going to the **Configuration** tab and clicking **Settings** on the left side of the page. In the **Timeout** field under **CRM Object Locking** specify, in minutes, how long you would like an object to remain locked once an user begins editing.

Deleting Resources

If you are the resource creator or an administrator on the site, you have the ability to delete a resource as well. When you are viewing the resource, you will see the **Delete** link in the **Actions** box. To delete the resource, click that link.

ASSESSMENT PROPERTIES		DETAILS	
Title	Tempest Quiz	Author	James Harlan
Content Area(s)	English Language Arts	Date Modified	2/12/2013
Sub Content Area(s)	Reading	Status	Draft
Grade Level(s)	10, 11, 12	ACTIONS	
Overview	This quiz is intended to verify that students have completed the reading of The Tempest with an acceptable degree of comprehension.	Edit	
Description and Sequence	The quiz questions are available in an attached Word document.	Delete	
VT Grade		Publish	