



Computer Literacy (EL5721)

Teacher's Guide

Course Overview

Welcome to e2020's Computer Literacy course. This document contains information necessary for setting up and starting this online course.

Teacher Action Required



This symbol, located throughout the document, indicates that teacher action is required.

Grade Level

Students may take this course at any time during their high school careers.

Project-Based Coursework

This e2020 course includes one or more project-based assignments, which may differ from previous e2020 courses you've been an instructor for. These project-based assignments require that the student complete tasks using a software program and then upload the completed assignment in the form of a file or a compressed folder of files. These project-based assignments are not automatically graded, so they do require a manual evaluation and grade from the course instructor. Instructions for how to grade these assignments are in the Grading Project-based Assignments section of this document. Instructions for how to view and download these assignments are in the Downloading Project-based Assignments section of this document.

Course Calendar

- This course is designed to be a half-year course.
- Students will spend an average of 90 hours on this course.

Grading

This course has been released with recommended passing thresholds and grading weights that augment the elements and design of the course. The following passing thresholds and grading weights have been assigned to your course by default.

Component	Passing Threshold
Labs	0
Quizzes	70
Tests	70
Exams	70

Component	Grading Weight
Assignment	20
Essays	0
Labs	0
Quizzes	20
Tests	10
Exams	0
Projects	50
Additional	0
Total	100

Graded Components

Assignments – Activities included in this category are Career Connections (online content), Course Documents (online content), and Study Questions (journals). e2020 will automatically assign a grade for these types of assignments. Instructors can view student responses and override the automatically-assigned grade when appropriate. Project-based assignments are not included in this category of graded components. They are instead in the Projects category (see below).

Essays – Essays are not used in this course.

Quizzes – e2020 will automatically assign a grade for quizzes.

Tests – e2020 will automatically assign a grade for tests.

Exams – Exams are not used in this course.

Projects – The graded components recorded under this category are project-based assignments. Instructors are required to grade these activities within the Web Administrator and should assign grades based on student-produced work. Project-based assignments are graded based on point values achieved by the students for each part of the assignment that must be completed. Instructors will use the points successfully achieved by the students and the total points possible to produce a percentage-based grade for the assignment. See the Grading Project-based Assignments section below.

Grading Project-Based Assignments



Project-based assignments are graded based on point values achieved by the students divided by the total points possible.

For some project-based courses, there is a rubric for the project-based assignments in the Teacher Resources area of the Web Administrator. In other project-based courses, the rubric is included in the student's assignment description and is available on the assignment page of the course. In a few project-based courses, the rubric consists of point values listed after prompts for student-written responses; if the student's written response is adequate, the student receives the points associated with that prompt.

The rubrics for project-based assignments are point-based instead of percentage-based. Use the rubric to determine how many points the student achieved, and then record your point total on the rubric.

Before you enter the student's grade into the e2020 Web Administrator, you'll need to convert the point-based score to a percentage-based grade.

To convert a student's score to a percentage-based grade, take the total points achieved by the student, and divide that by the total points possible. Then multiply by 100, rounding up when appropriate.

For example, a student who achieved 34 points out of 40 points possible would receive an 85% grade, because $34 \div 40 \times 100\% = 85\%$.

A student who achieved 14 points out of 20 points possible would receive a 70% grade, because $14 \div 20 \times 100\% = 70\%$.

When you are finished calculating the student's percentage grade, enter the percentage grade into the Web Administrator.

After you've entered the student's grade into the Web Administrator, return the graded rubric to the student using the Web Administrator's email functionality.

Downloading Project-Based Assignments

In order to evaluate the project-based assignments, you'll need to download the student's file or files so that you can open them and grade them based on the rubrics. The files you download can be fairly large since, at the time of this writing, there is no file size limit for each student.



Complete these steps to download project-based student files from e2020.

1. Login to the Web Administrator.
2. On the left side of the page under Manage Students, click Select Student.
3. Click the name of the student you'd like to grade assignments for.
4. Click the name of the course in which the assignment is located.
5. Navigate the course's unit and content headings to find the heading connected to the assignment.
6. Under Graded Attempts, click View File, and then follow your web browser's prompts for downloading the file.

Recommended Course Options

Auto with Grade

This course uses the Auto with Grade setting by default. This means that Career Connections (online content), Course Documents (online content), and Study Questions (journals) will be automatically graded.

For project-based assignments, however, teachers are required to grade each project and assign a percentage grade to the student's account. Students receive a placeholder score after uploading a project-based assignment. This placeholder score will not be recorded as part of their grade until a teacher-graded score is entered into the Web Administrator.

e2020 courses have additional options that may be chosen for this course that can enhance student success. For additional information on these and the recommended options above, please see our Teacher's How-to page on eCommunity, which can be accessed via the Teacher Resources link in the Web Administrator.