

ClassTop Pilot Group Training Lab Session

What is ClassTop?

From their website:

“ClassTop provides instructors with desk-top software that seamlessly integrates with Blackboard. By providing ability to work offline and then synchronizing work later when connected to the internet. Files or complete folders can be moved into ClassTop through a simple drag-and-drop function, these files are then synchronized into the correct areas of Blackboard. ClassTop lets instructors organize course content without being connected. ClassTop integrates with the announcement feature of the learning management system.”

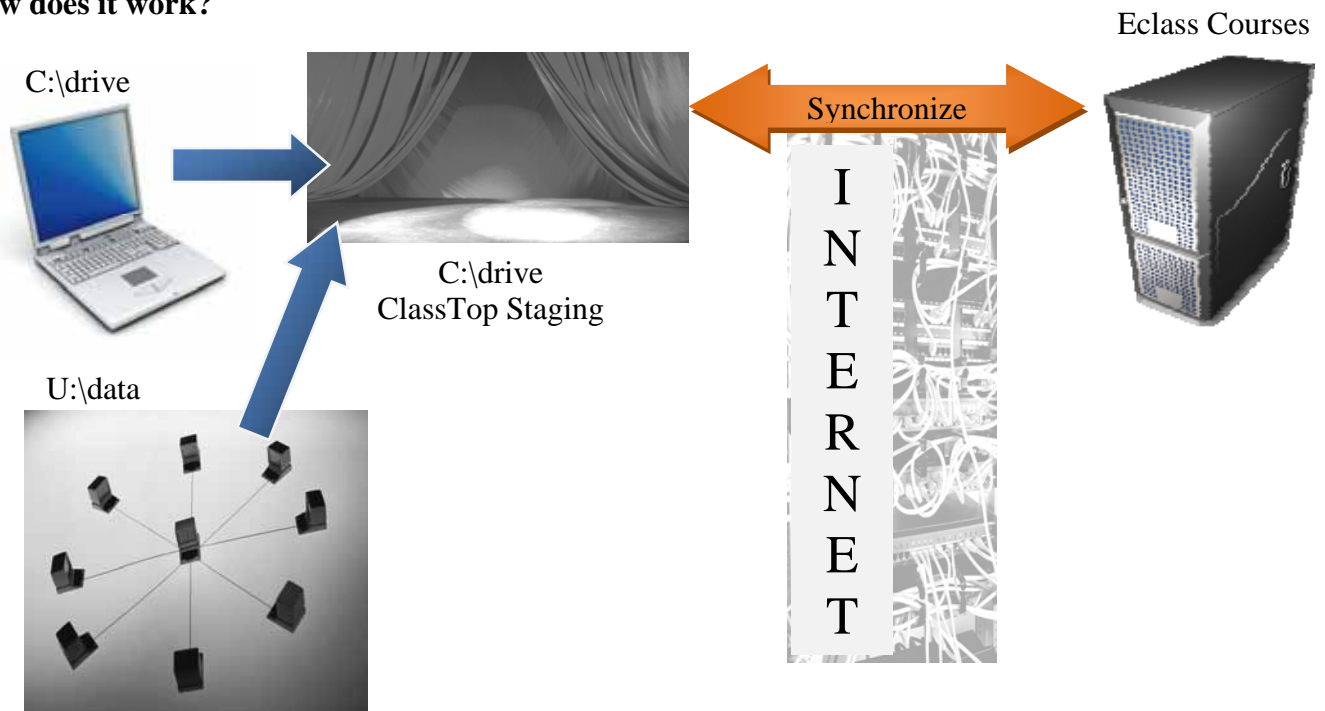
Installing ClassTop

The ClassTop application has an Eclass component and a client installation. The ClassTop client application should already be installed on your PC.

Before you open ClassTop on your PC,

- View all Flash Demos - <http://www.classtop.com/instructorsupport.htm>
- Contact EclassSupport@pointloma.edu for the training schedule or for a one-on-one session
- View <http://www.pointloma.edu/EclassSupport> FAQs

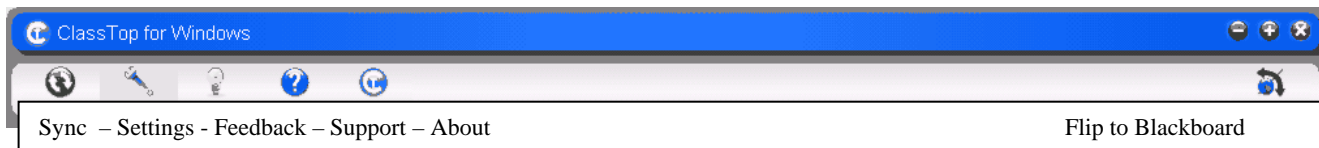
How does it work?



Opening ClassTop

- Go to Start – Programs – ClassTop; select ‘ClassTop for Windows’
- To create a shortcut on your desktop, right-click over the ‘ClassTop for Windows’ option and ‘send it’ to the desktop
- ClassTop will open to the ‘Settings’ screen

ClassTop Toolbar

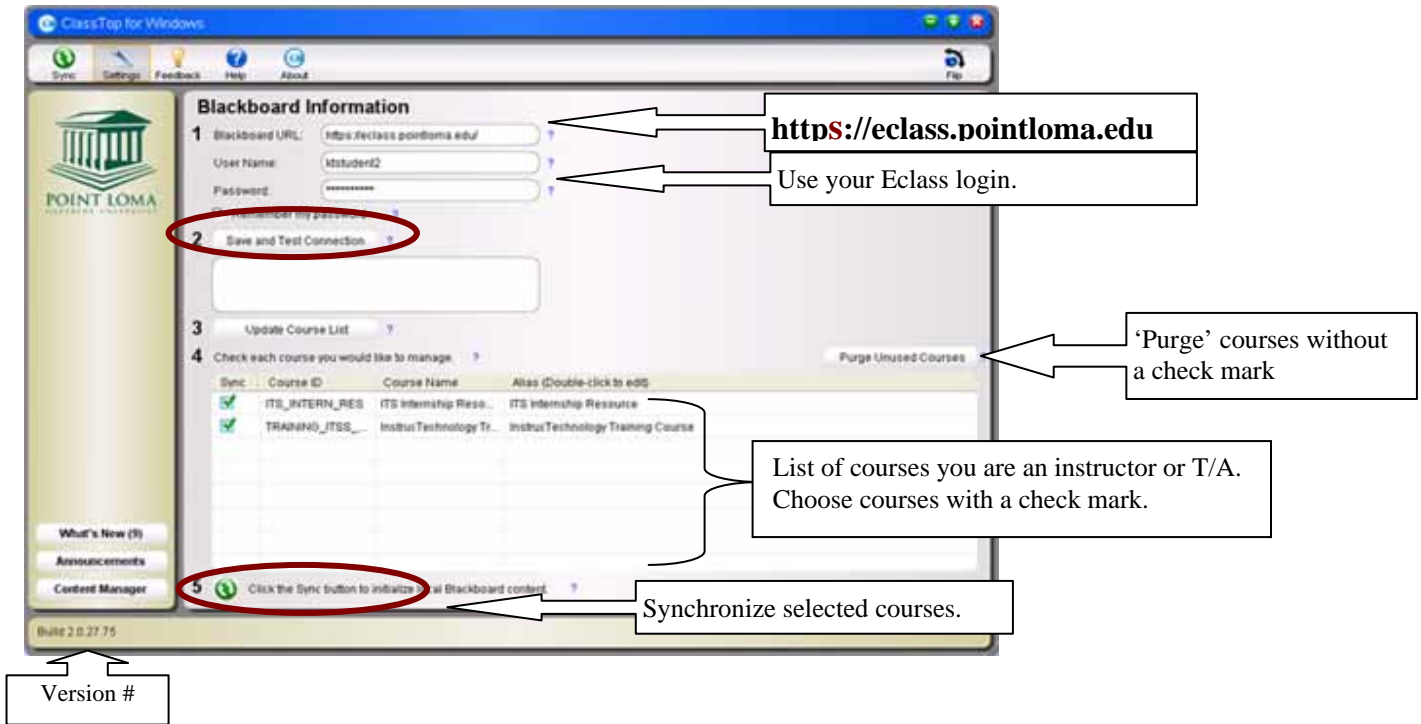


- **Synchronize** – You will need to be connected to the Internet when connecting for the first time. You will also need to be connected when you want to synchronize courses. You can synchronize as often as you would like when you are connected to the Internet. You can’t synchronize when you are not connected to the Internet.
- **Settings** – Configuration panel for access to the server, list of courses to synchronize.
- **Feedback** – You can send ClassTop your product enhancement requests or errors you experience while using ClassTop. For ITS help, please e-mail EclassSupport@pointloma.edu
- **About** – Company info and links
- **Flip to Blackboard** – ClassTop will open a browser and take you directly to your Eclass course. Select an item from ClassTop ‘What’s New’ or ‘Content Manager’ areas.

Configuring ClassTop – Settings Screen

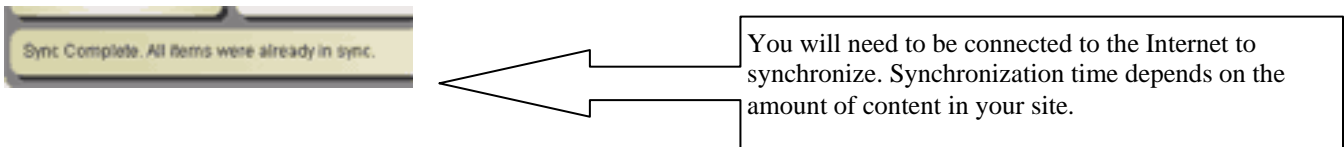
ClassTop will open to the Settings screen and the ‘wrench’ icon will be selected on the toolbar. You only have to configure ClassTop once. You will need to update your course list each semester. You will use your usual network username and password. ClassTop does not save your password. You will need to re-enter your password every time you open ClassTop.

1. Blackboard URL – <https://eclass.pointloma.edu>
 - a. Network username and password.
2. Select ‘Save and Test Connection’.
 - a. ClassTop will connect to Eclass and display a confirmation.
3. Update Course list - Extracts a list of your courses from Eclass. These will include all courses you have not disabled.
4. Select the courses you want to keep and a green check mark will appear. Your list of courses may extend the size of the screen. Please use the scroll bar to view all courses. Once you have selected the courses you want to work with, select ‘Purge Unused Courses’ to remove the courses from the list. This will **not** purge your courses on Eclass.
5. Synchronize – ClassTop will copy to your laptop those Eclass courses you selected.



Synchronizing ClassTop and Eclass

When you 'synchronize', ClassTop puts an offline copy of your Eclass courses on your PC. ClassTop will only copy the courses you indicated by marking them with the check mark. The status bar will display the progress, any errors, and will alert you of 'Sync is Complete'. ClassTop checks Eclass content first and then uploads your offline content.



Session Time Out

You will be prompted for your password if your session times out or you attempt to synchronize without logging in.



These items are synchronized:

- All folders in Eclass Content section

Content Areas
Course Documents
Assignments
Resources

- All announcements
- List quizzes; keeps a count of how many attempts have been submitted
- List of discussion boards; keeps track of new posts

These items are not synchronized:

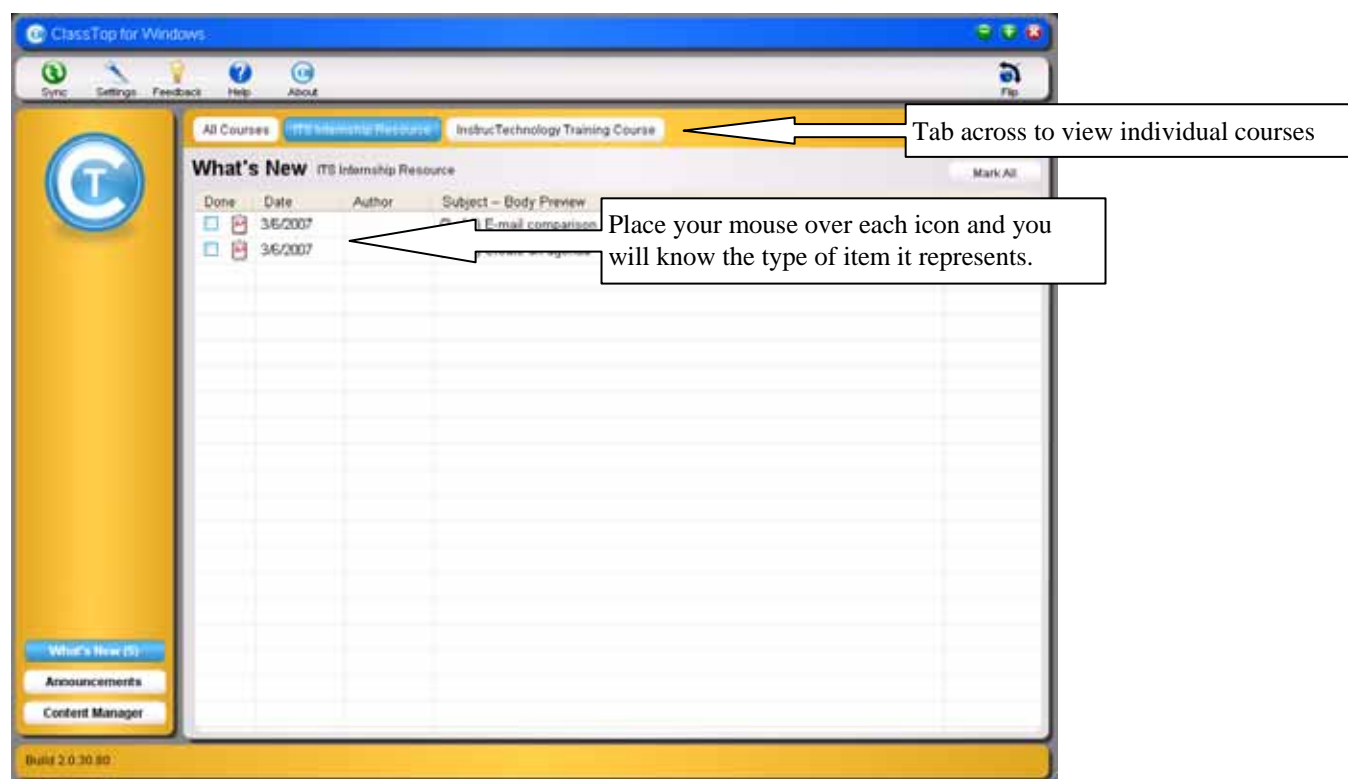
- You can't create new quizzes or discussion board from ClassTop
- You can't edit the gradebook from ClassTop
- You can't remove these course menu sections: Tool Area, Staff Information, or Announcements

'What's New' Panel

'What's New' is an alert mechanism to show new course content not created by the professor. It will list items for completed test, assignments, and posts to the discussion board. You can view all new items via the 'All Courses' tab or select different courses tabbing across the top.

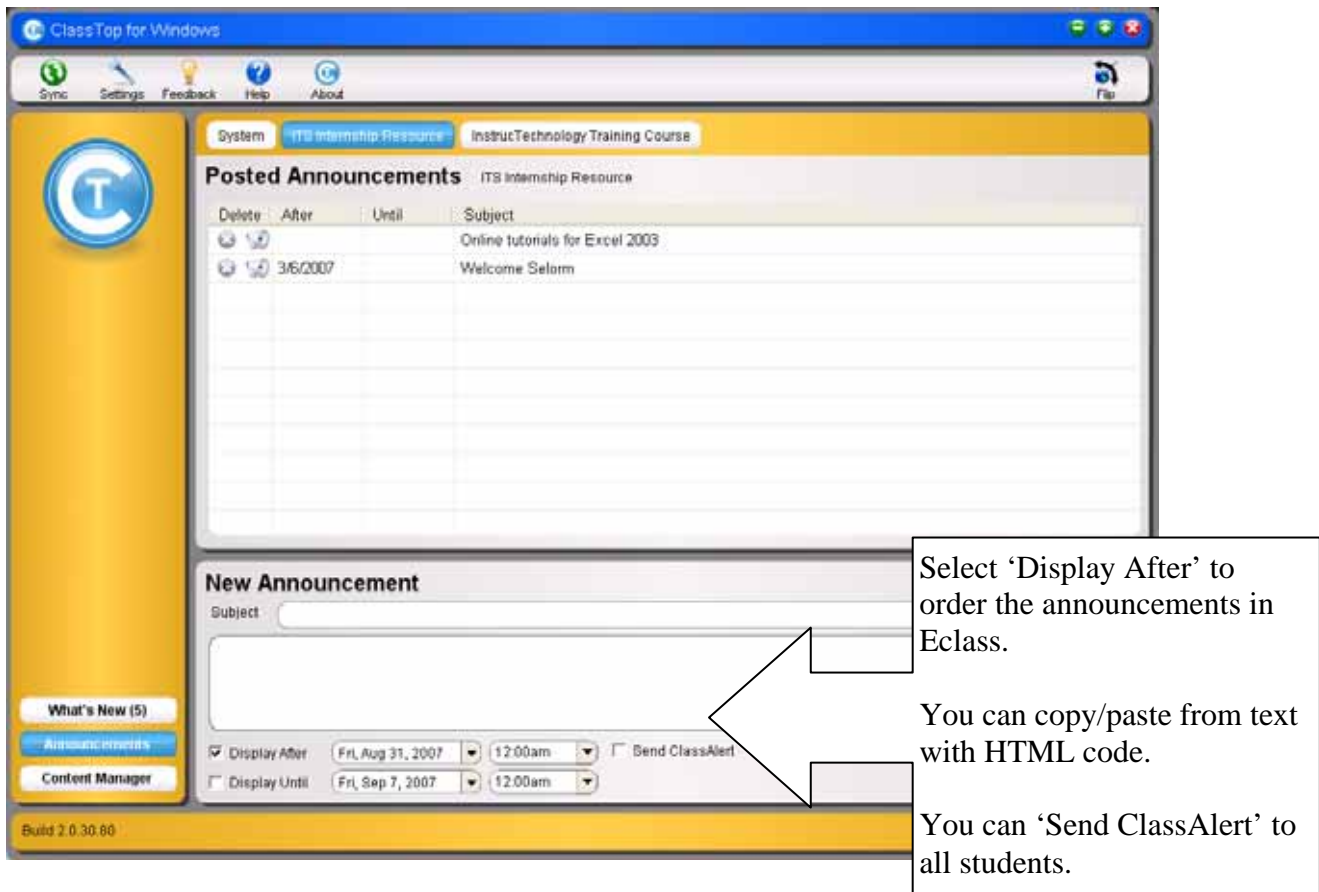
Items will remain in the 'What's New' screen until you clear them by marking them 'viewed'. You can clear all viewed items by selecting the 'Mark All' button. You may also select individual items and then select 'Sync' to clear the items.

Please note synchronizing will update your Eclass course and update your ClassTop offline copy, not just clear your 'What's New' screen.



Announcements

ClassTop facilitates adding announcements offline. These will be added to your courses when you synchronize.



Select 'Display After' to order the announcements in Eclass.

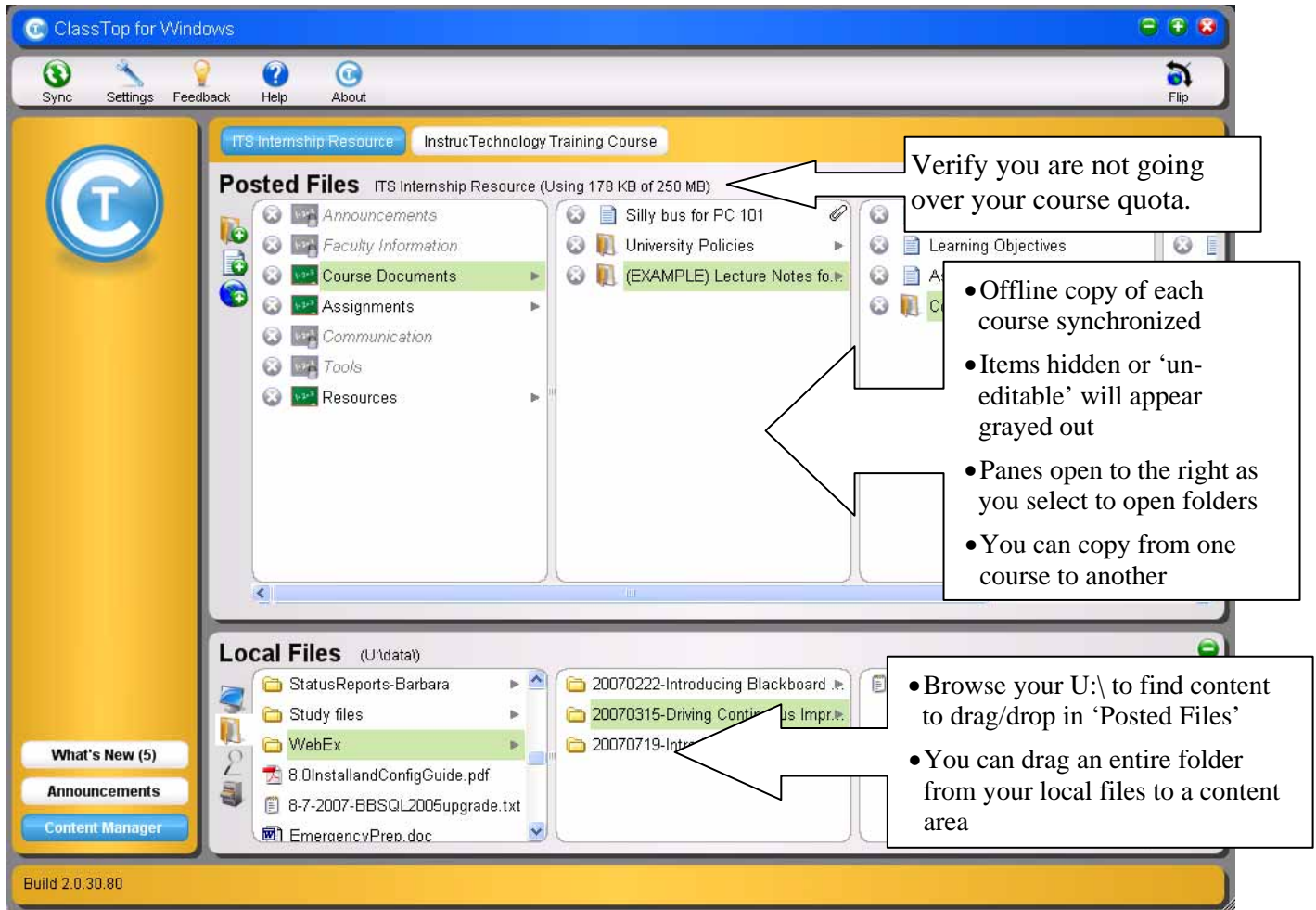
You can copy/paste from text with HTML code.

You can 'Send ClassAlert' to all students.

Please note 'Send ClassAlert' is a new feature in Eclass. Choosing this option will send an e-mail to all students registered in the course. At this point, a copy is not kept in Eclass – Messages – Sent box.

Content Manager

This screen allows you access to your course documents and the offline copy of your Eclass courses.



The screenshot shows the ClassTop Content Manager interface. The top bar includes 'ClassTop for Windows' and navigation icons for Sync, Settings, Feedback, Help, and About. The main area is divided into two panes: 'Posted Files' and 'Local Files'. The 'Posted Files' pane shows a list of files for the 'ITS Internship Resource' course, with a quota indicator 'Using 178 KB of 250 MB'. The 'Local Files' pane shows files from the 'U:\data' directory. Callout boxes provide instructions: 'Verify you are not going over your course quota.' points to the quota indicator; a list of bullet points explains synchronization and folder management; 'Browse your U:\ to find content to drag/drop in 'Posted Files'' and 'You can drag an entire folder from your local files to a content area' point to the Local Files pane.

Verify you are not going over your course quota.

- Offline copy of each course synchronized
- Items hidden or 'un-editable' will appear grayed out
- Panes open to the right as you select to open folders
- You can copy from one course to another

• Browse your U:\ to find content to drag/drop in 'Posted Files'

• You can drag an entire folder from your local files to a content area

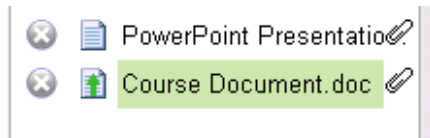
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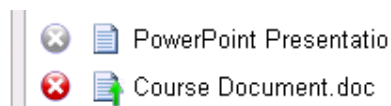
You can add new folders, new items, or external links by dragging the appropriate icon to the ClassTop window to which you want the item added. These will be added to your Eclass course when you synchronize.

Identifying Items

When you add items they will be flagged with a green up arrow. This alerts you they still need to be uploaded to Eclass. The green arrow will disappear after you have synchronized.



Items flagged to be deleted will have a red circle icon.



Synchronizing



Synchronize your content by selecting the top menu icon.

A light-colored rectangular box with rounded corners containing the text "Sync Complete." data-bbox="93 178 289 217"/>

Sync Complete.

Verify your Sync has completed.

Open <https://eclass.pointloma.edu> and view your courses. Report any discrepancies.

New Versions and Upgrades

Every time you open ClassTop and you are connected to the internet, it will check for a new version and prompt you to upgrade automatically. It is recommended you upgrade your version every time you are prompted. The version number should change. Please contact EclassSupport@pointloma.edu to verify your version number.

Support

Please contact the Help Desk or EclassSupport@pointloma.edu. When you experience problems with ClassTop, the company would like to hear from you. Please fill out the feedback form and provide as much detail as you need. You can also request enhancements via the feedback form.

Keren Thillet
ITS Dept - Eclass Support
Dec 2007