

EDUCATED IN TEXAS. CONNECTED TO THE WORLD.

project

Share

Knowledge knows no boundaries

**Getting Started
in Project Share:
*A Guide for
Texas Educators***

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HANDOUT 5

10 | Project Share Powered by Epsilen



Epsilen (www.epsilen.com) is a website available through Project Share that provides an integrated environment for online learning. On Epsilen:








- Instructors can set up groups and courses.
- Participants can join groups and take the courses they need.
- All site users can interact through e-mail, forums, blogs, course chats, and wikis.

The Epsilen experience—referred to as the Epsilen Environment—is built around three main components:

- eLearning
- ePortfolios
- Networking

The **Epsilen eLearning system** includes course-management tools that make it easy to create syllabi and lesson plans and to enhance them with multimedia, videos, and Internet links. As a bonus, Project Share educators have access to more than 150 years of *New York Times* archives through the New York Times Knowledge Network Repository. Educators also have access to other repositories, such as McDonald Observatory's StarDate, NASA Education, and PBS Digital Learning Library.

Collaboration and interactivity. Instructors and participants are given numerous ways to keep in touch and work together:

- | | |
|--|--|
|  Epsilen e-mail |  Course chats |
|  Calendars |  Blogs |
|  Forums |  Wikis |
|  Post-It messages | |

(A wiki, from the Hawaiian word for *quick*, is a collaborative, easily editable document to which members of a group contribute knowledge and expertise. The online reference work Wikipedia is a well-known example.)

Participants can use these tools to work on class projects together and to communicate outside of class.

Security. While the eLearning system is premised on the idea that transparency and openness stimulate learning, security always remains important. Therefore, the Epsilen Environment uses “drop boxes” to provide a protected (controlled-access) place for instructors to post lesson plans and participants to deposit (upload) assignments.

In addition, Epsilen members are subject to a Terms of Service agreement and a Privacy Policy. Epsilen is mindful of considerations of privacy and security when educators and students work in online environments. Epsilen is also fully aware of Family Educational Rights and Privacy Act (FERPA) and Child Online Protection Act (COPA) guidelines and adheres to those requirements as Project Share participants are invited into and work within the Epsilen environment.

Assessment. Since all learning involves assessment, Epsilen provides instructors with many ways to check participants’ progress. Virtually every part of the eLearning system that can contribute to assessment is linked to an integrated grade book.

The second component of the Epsilen Environment, **ePortfolios**, is the subject of a later—more detailed—section of this guide, so only two points will be made here:

- Epsilen gives its users maximum control over who can view specific parts of a portfolio.
- Participants’ ePortfolios are theirs for life, even if their sponsoring institutions withdraw from Epsilen or if they change careers.

The online world is a networked world, and Epsilen is no exception. Members can:

- Join existing **professional networks** (there are currently around 2,000 on Epsilen)
- Start up an unlimited number of new networks and invite people to join them
- Accept invitations to join others’ networks

These networks or groups can be:

- Public (open to all)
- Private
- Invitation only
- Open to invitation requests

This brief overview provides at most a hint of all that Epsilen offers online learners. How well and to what extent participants utilize these resources is up to them.

My Portal

Once you log in to Project Share, you will see your My Portal page. The toolbar displays the tools that will help you navigate through Project Share to get to your courses, ePortfolios, or groups.

Groups
 The Groups tool allows Epsilon members to share information and collaborate in a structured environment. Being part of a group allows you to work together with other Project Share members on projects.

My Networks
 Use My Networks to create and manage lists of contacts within the Epsilon system.

Share It
 You can share your work with other Project Share members with the Share It tool. Other users can use this tool to collaborate on the documents you share.

Calendar
 The Calendar tool will help you plan for assignments, tests, and personal events. If you view your calendar from your My Portal page, you see both your personal events and events from all of your courses.

- Collaboration**
- Groups
- My Networks
- Share It
- Calendar

- Utilities**
- Files / Folders
- Advanced Search
- Time Tracker
- Change Security Q/A
- Show/Hide Tools
- Themes

File Manager
 Use the File Manager tool to save and organize your files.

Time Tracker
 Time Tracker can be used to record the time you spend on a course, project, or anything else you would like to measure.

Themes
 Use the Themes tool to change the color and style of your My Portal and ePortfolio pages.

Gadgets

Click *Personalize Gadgets* to add, remove, and position Project Share gadgets on your MyPortal page. Gadgets include *Epsilon Postings*, which are short messages or links from other Project Share users; the *Things I Need to Know* gadget, which gives a snapshot summary of your Project Share activity; and the *Announcements* gadget, which posts important news and updates to your MyPortal page.

Search

Log Out

Add your favorite tools by dragging the links from left navigation.

Personalize Gadgets

messages(0 Epsilon, 0 Quick Notes, 0 System, 0 Institution)
olio Web site has had 0 visitors over
ited 117 Epsilon Points . Learn how to
nd why.
ed to 1 Networks. 0 new since your last
if mean?
that match my research interests.

SXSW.EDU

edu
sxswedu.com

March 6-8, 2012
Austin, Texas

SXSWedu this New Year
is Dec. 2; Win a Free
the First Round of
November 11 Discount Deadline, Last Day to Save.

Courses

Use this tool to join a new course or see a list of courses in which you are enrolled. Courses also have their own collaboration and communication tools.

Learning

Courses

Learning Matrix

Rubrics

Take Notes

Learning Matrix

Use this tool from the Learning menu to present your educational accomplishments in a grid format.

Rubrics

This tool will help you create and manage course rubrics.

My ePortfolio

Your ePortfolio is a page where you can show off your achievements, awards, and professional development. You can also post news about yourself, future school events, or anything happening around the world.

Contact Info
Use the Contact Info tool to keep your personal Project Share information up-to-date.

Welcome Notes
Make announcements on your ePortfolio site with the Welcome Notes tool.

Pictures/Videos
Use the Pictures/Videos tool to upload pictures and create links to videos in your ePortfolio. This tool also lets you choose who can see your pictures and images.

QuickLinks
The QuickLinks tool lets you share links to other sites with visitors to your ePortfolio.

Résumé
Use this tool to manage résumés that you have uploaded or created using the Résumé Wizard.

Showcase
The Showcase tool lets you display files, videos, images, or websites that you have created in your ePortfolio.

Blog
Use this tool to share ideas and information.

Access Keys
Use the Access Keys to control permissions for your ePortfolio, contact information, and file collections

Interests
Use the Interests tool to share information about yourself and your academic and career goals.

My Portal
Welcome: Ted T
<http://www.epsilon>

My ePortfolio

- Contact Info
- Welcome Notes
- Pictures / Videos
- QuickLinks
- Resume
- Showcase
- Certifications
- Publications
- News
- Blog
- Access Keys
- Options
- Interests
- Preview ePortfolio

Epsilon Mail

My ePortfolio is a... when they enter...
The ePortfolio is a... publish informatio... employers to see...
You can also sele... information using...
To edit your profe...

Epsilon Mail
 You can use the Epsilon Mail tool to send and read messages from other Project Share users. You are able to check all of your mail from your My Portal page, but only messages from your student when you check your course's mail.

Epsilon Mail : Inbox
 Use the Epsilon Mail tool to [send a new message](#) and view your [received](#), [archived](#), and [sent](#) messages. Note: Functionality may be limited by security settings.
[Mail Forwarding Options](#)

[All Mail](#) | [Quick Notes](#) | [Epsilon Mail](#) | [Institution Mail](#) | [Course Mail](#) | [Group Mail](#) | [System Mail](#) | [Archived](#) | [Sent](#) | [Alert](#)

Select: [Read](#) | [Unread](#) | [Delete Selected](#) | [Archive Selected](#) | [Mark as Read](#) | [Mark as Unread](#) | Sort By...

From	Subject	Received	Type	Action
	Test	12/6/2011 9:11:04 AM	Epsilon Mail	

it your research or professional interests so others can find you, and you can control access to cel
 Access Keys.

ssional [interests](#) (e.g., career, teaching, research), select the [interests](#) tool from the menu on the

Managing a Course

When you begin working in online courses, you can choose Courses from the toolbar on your MyPortal page to see a list of your current courses or other courses you can join.

Syllabus
The Syllabus tool can provide lesson descriptions, important dates, class rules, and how assignments will be graded.

Announcements
Read important information about assignments, upcoming deadlines, or events with the Announcements tool.

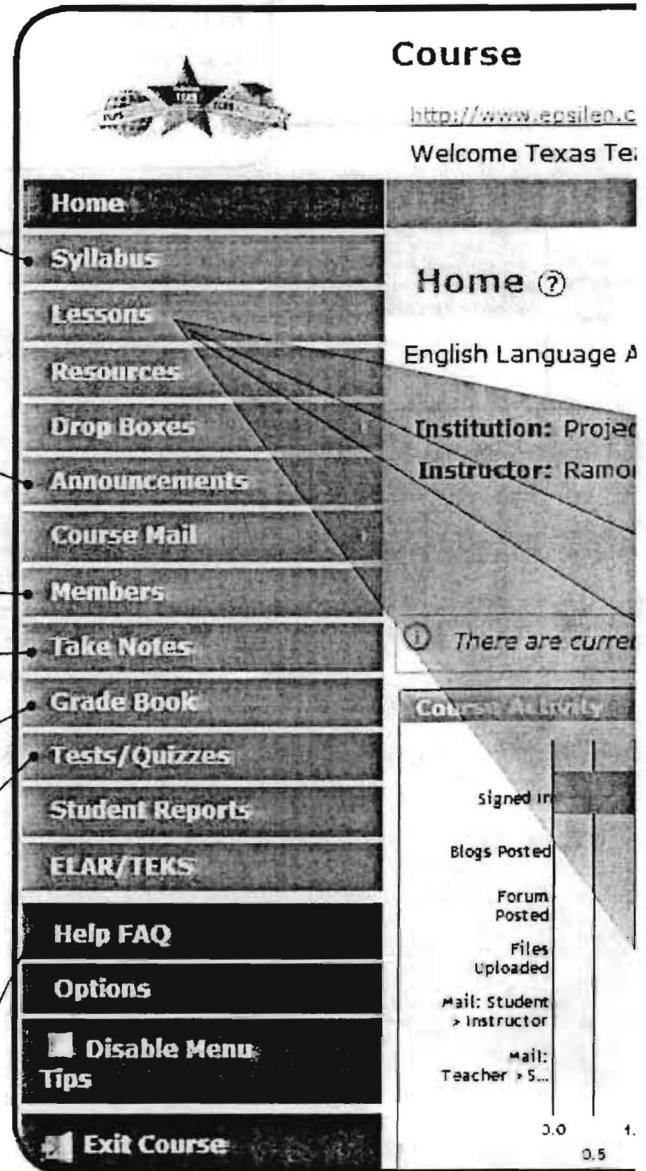
Members
The Members tool shows who is in the course. It lists instructors, students, and guests.

Take Notes
Use the Take Notes tool to record your thoughts. Every note you take will be saved so you can review it later.

Grade Book
Use the Grade Book tool to look at assignment and test grades.

Tests and Quizzes
Use the Test and Quizzes tool to view tests and quizzes. You can also review scores and manage the dates of future tests and quizzes.

Help FAQ
Go to the Help FAQ page to find answers to frequently asked questions (FAQs). If you need additional help, you can click on Help Desk to send your question to a Project Share expert.



Search for: In Forums

om/crs/1115726 **project share** Switch to Course | Log Out

acher to English Language Arts and Reading TEKS K-2, ELAR K-2

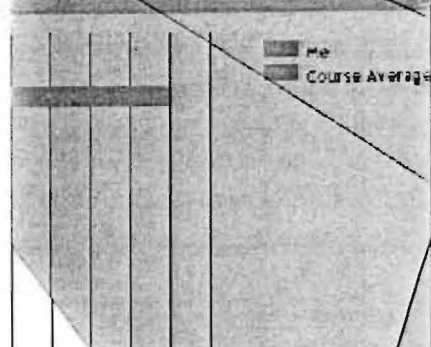
Add your favorite tools by dragging the links from left navigation

arts ... , Number ELAR K-2

Share Affiliate
na Reeves

ity no announcements

Lesson Sections
The Lessons Sections tell students what they will learn in each section in the lesson. Click on the name of a lesson section to begin.



Resources
Resources are files, links, or other content that can help students learn more in each lesson. Some courses use this section to cite their sources.

Lesson View

Lesson Title: Texas Standards Overview
ELAR K-2: Module 1: Lesson 1

Summary: In this introductory lesson, you will find out what the U.S. Department of Education has developed for the new standards. You will explore the Rule Text, which is the official document that states the standards for Texas. You will be introduced to the three important standards that are the focus of this lesson.

Lesson Sections (Click below section to view details)

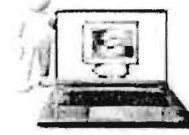
- [Getting Started](#)
- [Stepping In](#)
- [Assessment](#)

Getting Started

Getting Started

Welcome! As an educator, you realize how important it is for our students to have a strong foundation in reading and language arts. The U.S. Department of Education also recognizes this importance and has developed the new standards for Texas.

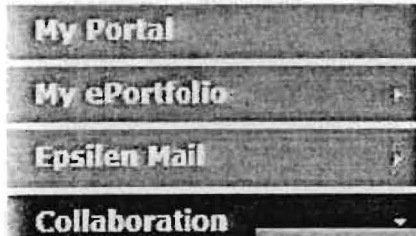
"All states and schools will have challenging and clear standards of academic achievement for all children and effective strategies for reaching those standards."



My Portal

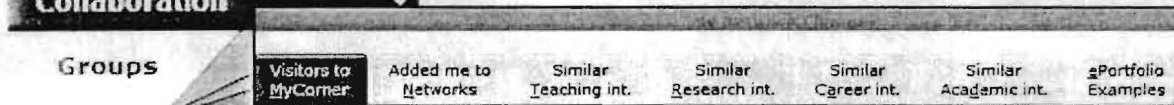
You will be provided with a user name and password for your Project Share account. When you log in, you will be taken to a webpage in Epsilon labeled **My Portal**.

As the name suggests, this page is a gateway to all of your connections to Epsilon. When you gain access to your portal, be sure to note the tools available to you. These tools will be listed on the left-hand menu, or "toolbar," and may include any or all of the following:



This toolbar provides access to all parts of Epsilon. It is the main way to navigate to anywhere on the site.

One of the tools in the toolbar is My Network. The My Network page displays a row of tabs:

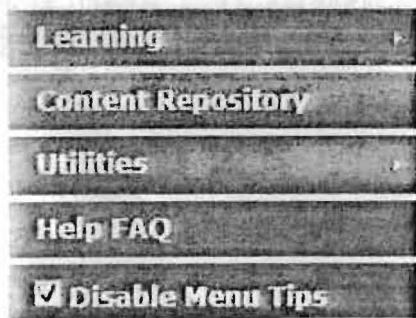


Groups

My Networks

Share It

Calendar



- Visitors to My Corner
- Added me to Networks
- Similar Teaching Interests
- Similar Research Interests
- Similar Career Interests
- Similar Academic Interests
- ePortfolio Examples

These tabs show other Epsilon members who have visited your page or share similar interests of yours.

Frequently Asked Questions

Q: *How do I change my password?*

A: Follow these steps:

1. Log in to Epsilen using your Project Share username and password.
2. Select **Utilities > Change Password** from the left menu of the My Portal screen. (The symbol ">" means "then click on.")
3. Enter your current password.
4. Enter a new password.
5. Reenter the new password.
6. Select Update to complete changing your password.

Q: *Can I keep my Epsilen account even after I graduate or leave my institution?*

A: Each Epsilen user may maintain his or her account after s/he leaves an institution. In these cases, the user will be migrated to the general Epsilen environment rather than continuing to be associated with a specific district or open enrollment charter.

Q: *How do I use the My Networks tool?*

A: The My Networks tool allows you to organize your professional networks of colleagues, peers, or those you meet within the Epsilen community. You can configure each network to restrict access to your personal contact information and file collections.

To create a new network:

1. Log in to Epsilen using your Project Share username and password.
2. Select **Collaboration > My Networks > Create Network** in the left menu of the My Portal screen.
3. Enter a **Network Name** and set security permissions for your personal contact information.

