

## **Edmin.com/V-Ed**

### **To log on to Edmin.com:**

1. Launch Netscape
2. Go to <http://roundrock.edmin.com>
3. Type in your username. It should be your last name and the first initial of your first name. Eg. WashingtonG
4. Type in your password
5. Click "Sign In"

*\*If you have problems logging-in, please call extension 5124.*

### **To create a Tool** (recommended that you do this before you create an assignment)

1. Click on "Assessment"
2. Click on "Performance Center"
3. Under "Tools", click "List" next to the appropriate "Standard"
4. Click "Create New Tool"
5. Type the Tool Name
6. Type the Tool Description
7. Pick the Grade
8. Pick the Tool Type
9. Click Next
10. In the section that says "Show Available Standards For:" - make sure you scroll to your appropriate course
11. Click Apply
12. Check the box next to the appropriate Standard that the tool will be used for
13. Click Next
14. Pick the expectations that will be affected
15. Click Next
16. Fill in the boxes appropriate to the tool (eg. Book title, Purpose, etc.)
17. Click Yes on Release Tool
18. Pick "Public" or "Private"
19. Click Next
20. Close the Window

### **To create an Assignment:**

1. Click on "Assessment"
2. Click on "Performance Center"
3. Under "Assignment", click "Edit" next to the appropriate "Standard"
4. Click "Create New Assignment" (it doesn't matter which one)
5. Type in the Assignment Name
6. Pick the Assignment Type
7. Sample Type will stay "Teacher"
8. Type the assignment description
9. Type any web site information if necessary
10. Click "Next"

11. Click in the box next to the Standard(s) being covered
12. Click "Next"
13. Click in the box next to the Performance Expectation(s) being covered
14. Click "Next"
15. Pick any Tools that will be used by clicking inside the box(es)
16. Click Next
17. Click Private or Public
18. Click "Next"
19. Pick Due Date
20. Pick Time due
21. Answer questions about calendars, etc.
22. Click "Add All" arrow so all kids get the assignment
23. Click "Update"
24. Either close the window to return to beginning screen or click on "Grade Book" if you are ready to post grades

**To Grade an Assignment:**

1. Click on "Assessment"
2. Click on "Performance Center"
3. Under "Assignment", click "Edit" next to the appropriate "Standard"
4. Click on the G under "Grade book" next to the assignment you are grading
5. Click on the View you prefer (ie. Names across the top or down the left)
6. If you are grading Holistically, type in the Maximum Holistic Score and type the grades in the Holistic column
7. If you are not grading Holistically, type in the grades under each expectation listed
8. Click Update
9. Close the Grade Window
10. When you are returned to the main screen, hit Reload/Refresh so that assignment average appears

**To quit Edmin.com:**

1. Click "Home" on the V-Ed menu (that is, don't hit "Home" on the Netscape toolbar)
2. Click "Sign off"