

# eSchoolBook

*This training guide explains how to add a syllabus and class information in eSchoolBook.*

Here's how to add your class syllabus and other general class information in eSchoolBook and how to select Archive Assignments to ensure that any information you add in one school year will remain in eSchoolBook for the following school year.

To add your class syllabus:

1. Upon logging into eSchoolBook, click on the Class Administration tab.

School	Cycle	Class	Subject	Start	End
Milton Area Senior High	08-09	556/1/30	Business Technology	12:00	12:00

Click on a Subject to view

2. Click on one of your classes.
3. Click on the Description tab to access the Modify Class Information screen. Remember, yellow text indicate the active tabs.

**Modify Class Information**

School:	Milton Area Senior High
School Year:	08-09
Course ID:	556/1/30
Subject Name:	Business Technology
Teacher:	Spear, Donna - Milton Area Senior High
Grade Level:	

- At the bottom of this screen, add your syllabus information in the description box. You can copy and paste from an already created syllabus file or start from scratch. Feel free to use the icon tools for creativity.

**IMPORTANT!!!** Be sure to check the Archive Assignments box. Checking this option will keep your information from year to year in eSchoolBook.

The screenshot shows the eSchoolBook interface. On the left, there is a dark blue sidebar with the following options: 'Suppress Inactive Students:' (checked), 'Grade Export Type:' (set to 'Core'), and 'Archive Assignments:' (checked, circled in red with an arrow pointing to it). Below these is a 'Description:' field. The main content area has a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar, the text reads: 'Business Technology Online Class Syllabus', 'Length: One Semester (18 Weeks)', 'Pre-requisite: Keyboarding and Computer Concepts', 'Grade Level: 11, 12', and 'Technology Requirements: computer with Internet and application software (Internet with DSL or better is highly recommended); Gmail account'. Below this is a section titled 'COURSE DESCRIPTION' with a paragraph of text. At the bottom, it says 'Created: 03/12/2009 by System Updated: 04/23/2009 by Spear, Donna' and an 'Update' button is highlighted with a red arrow.

- Click Update when finished. (fyi: Update is Save in eSchoolBook)
- Repeat this process for each of your classes.