EDUCATED IN TEXAS. CONNECTED TO THE WORLD.

project
Share
Knowledge knows no boundaries

Know the Rules Before You Use the Tools:
A Student User's Guide to Project Share

The Texas Education Agency

I. Welcome to Project Share

Project Share is a group-learning website that lets you create, explore, and learn in an online classroom. Project Share is also a place for you to store and share your achievements, cooperate with classmates, and communicate with your teachers. Use this guide to get to know Project Share and discover a whole new world of learning.

Table of Contents

II. A Student Guide to Project Share
Know the Rules Before You Use the Tools

1. Always keep the purpose of the Project Share platform in mind.
Project Share is first and foremost a tool for learning. Take a tour of Project Share/Epsilen, read help documents, and explore the platform before you begin using the tools. Knowing the environment will make navigating the site easier and allow you to focus on the work at hand. Project Share is not your Facebook page, nor is it a social networking site. It is a tool for doing your school work.

2. Avoid hurting someone's feelings.
Don't make fun of someone else's thoughts or opinions. Respecting your classmates helps ensure that everyone can maximize their learning within Project Share. Remember, the person on the other end of a digital communication can't see your expression or hear your tone of voice. People can't tell when you are joking.

3. Respect other people's online rights.
People on the Internet have rights just as they do in everyday life, and they should feel safe when working online. In other words, they should not have to deal with cyberbullies. Cyberbullying is "willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices" (http://www.safeinyourspace.org/studentscyberbullying.asp). Don't use obscene or hurtful language. Don't do it to someone else, and if someone does it to you, report it. It's not okay.

4. Be sure to observe Internet safety.
Set all of your Project Share account permissions to "private" unless your teacher gives you permission to make something public. Check out the Texas Education Agency's Internet Safety site: http://www.tea.state.tx.us/index2.aspx?id=2147488069 for more information about Internet safety.

5. Be responsible online.
Respect other's privacy and your own. Don't use your full name or put any personal information, such as your Project Share password, home address, e-mail, or phone numbers where others can see them. Protect yourself from identity thieves, cyberbullies, and others who might have harmful intentions.

6. Don't use copyrighted information as your own.
Most students don't set out to cheat, but sometimes it happens when they don't understand that copying text, images, and graphics from the Internet without citing the source is plagiarism. Copying anyone else's work from a book, a movie, a journal, or a paper from a friend or from the Internet without giving credit is not okay. The safest way to avoid plagiarism is to do your own work and to give outside sources credit when you use them.

7. Adjust your tone and style to the situation.
When you write to other Project Share members, follow the same guidelines your classroom teachers ask you to follow. Spell out words and avoid abbreviations used in texting and chat situations. For example, write "by the way" instead of "btw." Avoid IM, texting, or other such activities while working on a lesson. Use correct grammar and spelling, and use upper and lowercase letters. It is a good idea to use spell check and read over every message before sending or posting it.

8. Remember that E-mail and other electronic devices are never really private and messages may exist in cyberspace . . . forever.
Think of an electronic message as a postcard being sent through the U.S. Postal Service. Your message can be seen by anyone who handles the postcard. Here's a good rule of thumb: Don't put it in an e-mail, post, comment, forum, wiki, etc., if it shouldn't be said out loud in class.

9. Follow the acceptable use policy of your district.
You are subject to the Acceptable Use Policy (AUP) of your district. Students who violate their district's acceptable use policy in this online platform may forfeit the right to use Project Share. In addition, violators may face other sanctions deemed appropriate by district administration.

III. Project Share Glossary
Important online learning terms that will help you use Project Share.

blog
an online diary or journal

download
to copy a file from a website and save it on your computer

ePortfolio
a webpage or document that lists accomplishments, writing examples, and creative projects

forum
an online meeting place or message board where ideas can be exchanged

instant messaging (IM)
an Internet tool that lets two or more people quickly send and receive text messages

netiquette
a set of rules and good manners to use while you are on the Internet

online course
a course or module that you take on the Internet

résumé
a document that shows your work experience or school achievements

toolbar
a row of buttons on a website that move you from one area to another

upload
to copy a file from your computer and save it to a website

wiki
a document or webpage, like Wikipedia, that is created and updated by many people

IV. Project Share
Student Code of Conduct

You might not realize it, but you are already an expert in etiquette.

You have great manners at school and home, but you might need to learn about good online manners. Netiquette (Internet + etiquette) is a set of rules or manners you need to follow while you are on the Internet.

Project Share Netiquette
- Always proofread your e-mails before you hit send. You can fix spelling or grammatical errors before anyone else sees them. Unclear sentences should be rewritten.
- Once you send an e-mail, your message is no longer private. Don't write anything that you wouldn't want your friends, family, and teachers to see.
- Reply to e-mails and other messages as soon as possible.
- Never hack another person's account.
- Ask permission before you forward a confidential message.
- When you invite someone to chat, make sure the person has free time and that you are not interrupting him or her.
- Always communicate in a way that will not embarrass you or lead to being disciplined by a teacher or administrator.

Cyberbullying
Cyberbullying occurs when someone uses chat rooms, e-mail, and instant messaging to bully another person. Cyberbullies sometimes use the Internet or cell phones to hurt other people's feelings or reputations, or to trick them.

Making threats using a cellphone or the Internet is a growing problem and many states, including Texas, have made cyberbullying a crime. If a cyberbully annoys you, don't retaliate. Report all cyberbullying to a teacher or administrator.

Be sure to use your best online behavior and treat all Project Share users with respect. Rude posts, mean messages, and embarrassing images have no place in Project Share.

Plagiarism/Copyright
Plagiarism is copying someone's words or ideas and pretending that they're your own. It is very important to your teachers that do you own work. If you are caught plagiarizing, you might have to redo your assignment, receive a failing grade, or worse. Here are some ways to avoid plagiarism:

Paraphrase
Paraphrasing is different from plagiarizing because you are describing another writer's ideas using your own words instead of just copying word for word. Even when you paraphrase, you must give credit to the author.

Credit the Author

You should always tell your readers when you borrow an idea. There are several ways to give credit to the author. In most cases, your teacher will give instructions on how to credit the author.

Cite Sources

When you cite sources, you create a list of books, papers, and articles that you used to complete an assignment. You can also mark where you used each source in your text. For more information about citing sources, refer to style guides provided by the Modern Language Association (www.mla.org), the Chicago Manual of Style (www.chicagomanualofstyle.org), or the American Psychological Association (www.apastyle.org).

Keep Your Secrets Secret

Internet safety begins with protecting personal information. Here are some good rules for keeping your personal information safe:

- Don't communicate with an online stranger. Your teacher will let you know who it is okay to communicate with.
- Never share your e-mail address, phone number, or social networking information to anyone you don't know.
- Never give your password information to anyone other than your parents or guardians.
- If someone makes you feel uncomfortable, tell an adult.

V. Using Project Share

Before you can enter Project Share, you need a student account. Once you log in to Project Share, you will see your My Portal page. From this page, you can read messages and news from teachers and classmates. The toolbar displays the tools that will help you navigate through Project Share to get to your courses, ePortfolios, or groups. Your district will decide which tools are available to you, so your toolbar might look different than the one shown below.

Groups
The Groups tool allows Epsilen 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 Epsilen 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 a course page, you see that course's events. If you view your calendar from your My Portal page, you see both your personal events and events from all of your courses.

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 Epsilen 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 My Portal page.

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| Log Out

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Personalize Gadgets

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SXSW.EDU   ☐ ☒

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sxswedu.com

March 6–8, 2012
Austin, Texas

• New Additions to SXSWedu this New Year

u is Dec. 2; Win a Free

he First Round of

• November 11 Discount Deadline, Last Day to Save!

Learning

Courses

Post It

ourses

Learning Matrix

Rubrics

Take Notes

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 communication tools.

Learning Matrix
Use this tool to present your educational accomplishments in a grid format.

My ePortfolio

Your ePortfolio is a page where you can show off your achievements, awards, projects, and artwork to other Project Share users. You can also post news about yourself, future school events, or anything happening around the world. Your district will decide which ePortfolio tools are available to you.

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.
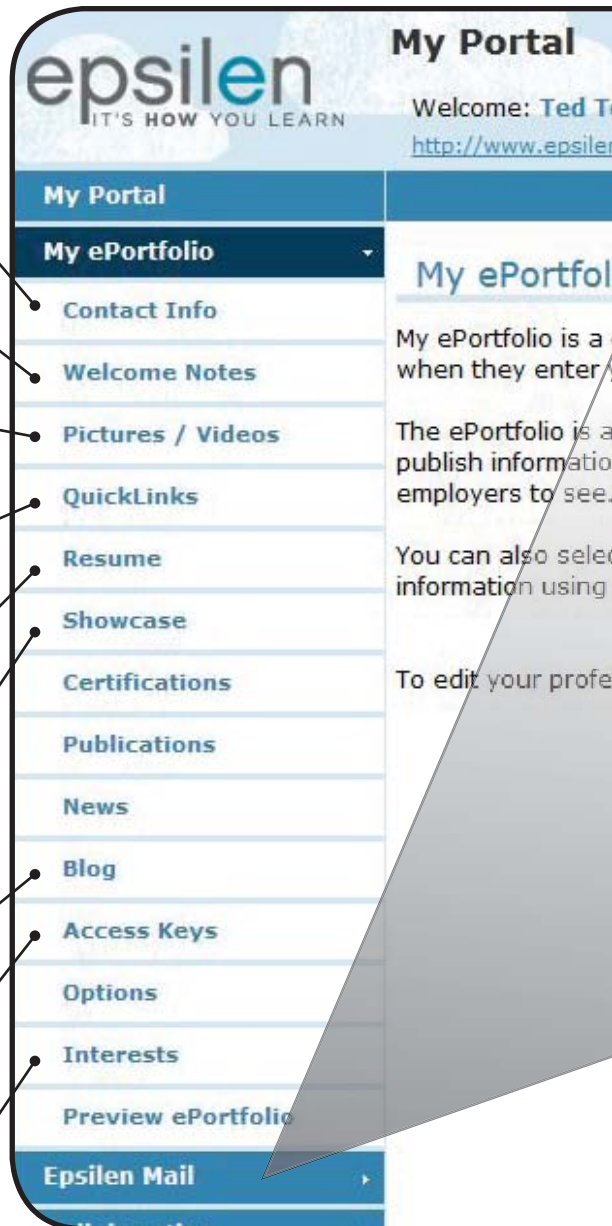
Blog
Use this tool to share ideas and information.

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.

Epsilen Mail
You can use the Epsilen 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 classmates or teacher when you check your course's mail.

project

eacher
n.com/tt

My ePortfolio	▶
Epsilen Mail	▾
Send New Mail	
Options	
Collaboration	▶
Learning	▶
Content Repository	
Utilities	▶
Help FAQ	

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Epsilen Mail : Inbox ⓘ

Use the Epsilen 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 | Epsilen 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	**Epsilen Mail**	🔍 📧 🗑

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

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

VI. Taking a Course in Epsilen

Depending on how your district uses Project Share, you might be given an opportunity to participate in an online course or complete an online lesson assigned by your classroom teacher. When you begin working in online courses, you can choose *Courses* from the toolbar on your MyPortal page to see a list of courses that you are taking and other courses that you can join.

Syllabus
The Syllabus tool shows what you will learn while you take the course. The syllabus 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 take tests and quizzes. You can also review your scores and see 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 can't find the answer, you can ask your teacher for help. If you and your teacher need additional help, you can click on Help Desk to send your question to a Project Share expert.
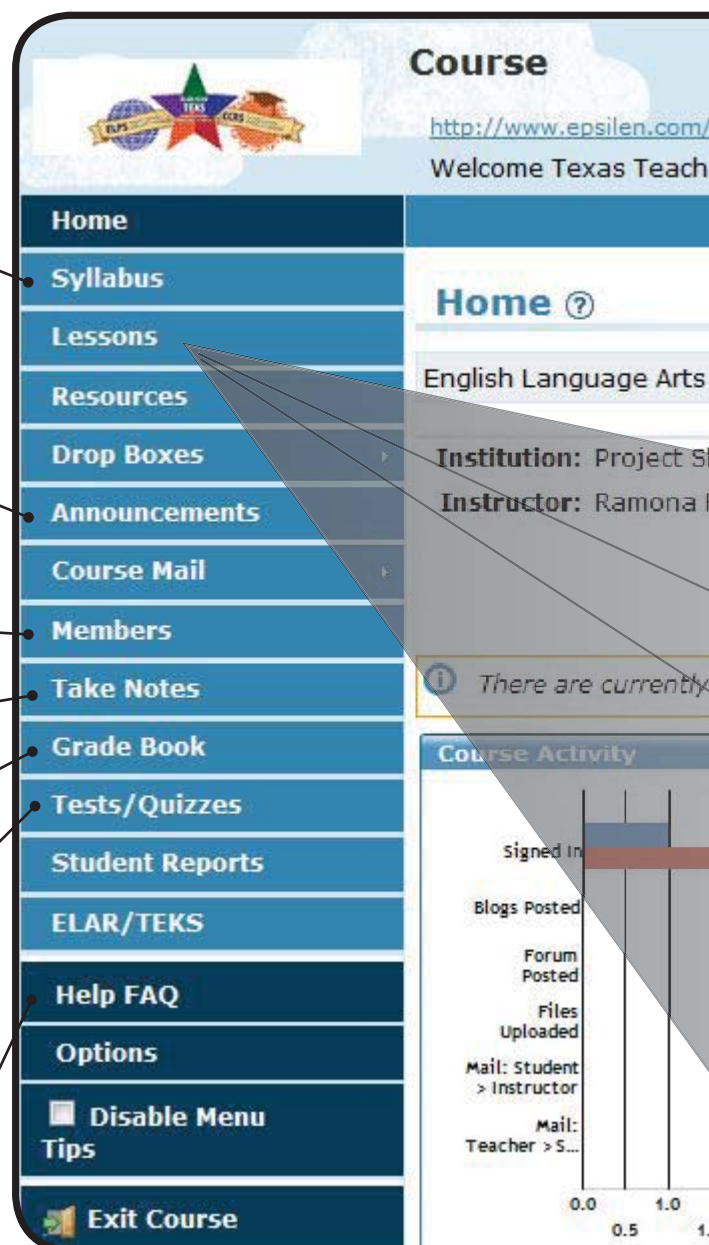
Search for: [ ] In Forums ▼ Sear

/crs/1115726 **project** share

Switch to Course ▼ | Exit Course | Lo

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

Add your favorite tools by dragging the links from left navigation

... , Number ELAR K-2

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Lesson Sections
The Lessons tool tells you what you will learn in each section in the course. Click on the name of a lesson section to begin.

no announcements

Me
Course Average

| Home |
| **Syllabus** |
| **Lessons** |
| **Resources** |
| **Drop Boxes** ▶ |
| **Announcements** |
| **Course Mail** ▶ |
| **Members** |
| **Take Notes** |
| **Grade Book** |
| **Tests/Quizzes** |
| **Student Reports** |
| **ELAR/TEKS** |
| **Help FAQ** |
| **Options** |
| ☐ **Disable Menu Tips** |
| 🔳 **Exit Course** |
| ⏻ **Log Out of Epsilen** |

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

— ⊠ **Time Spent in Course** —

Add your favorite tools by dragging the links fro

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. Dep
standards. You will explore the Rule Text, which is the official
Texas. You will be introduced to the three important standards

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
The U.S. Department of Education also recognizes this importance and ha

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

VII. Project Share Frequently Asked Questions

Q: How do I create my ePortfolio?
If this tool is available to you, be sure to follow your district's acceptable use guidelines.
A: Personalize your ePortfolio by adding your pictures, shared files, *QuickLinks* (bookmarks), contact information, and more.
    1. Log in to Epsilen/Project Share.
    2. Select *My ePortfolio*.
    3. Select a tool from the ePortfolio list to edit.

Q: How do I create my Showcase?
If this tool is available to you, be sure to follow your district's acceptable use guidelines.
A: Use the Showcase tool to display examples of your best work and accomplishments in a multimedia format on your ePortfolio.
    1. Log in to Epsilen/Project Share.
    2. Select *My ePortfolio > Showcase* in the left menu.
    3. Select *Add New Showcase*

Q: How do I add pictures and videos to my ePortfolio?
If this tool is available to you, be sure to follow your district's acceptable use guidelines.
A: Follow these steps:
    1. Log in to Epsilen/Project Share.
    2. Select *My ePortfolio > Welcome Notes* in the left menu.
    3. Click *Add New Welcome Note* on the *Welcome Notes* page.
    4. Enter the content of your welcome note and include any of the following items:

        Web Link
            • To insert a hyperlink, select the icon that looks like a three-link chain.
            • Once the pop-up window appears, enter the URL/web address and select OK.
        Picture
            • To insert a picture, select the icon that looks like a picture of mountains.
            • Once the pop-up window appears, click the circle next to Select existing picture, then click the *Select Existing* box to insert a picture from your Epsilen Files/Folders.
            OR
            • Click the circle next to *Upload New Picture*. Then click the *Upload Picture* box to upload a picture from your computer.
            OR
            • Click the circle next to *Upload New File*. Then click the *Upload File* box to upload a file from your computer.
        YouTube Video
        Some districts do not allow YouTube video. You may be blocked when you try to embed the video code.
        • To add a YouTube video, select the icon that reads YouTube.
        • Once the pop-up window appears, paste in the HTML code provided by YouTube for the video.
        • Select *Insert*.

Q: What is a QuickNote?

If this tool is available to you, be sure to follow your district's acceptable use guidelines.

A: A *QuickNote* is a form appearing at the bottom of your ePortfolio home page. It permits visitors to quickly and easily send you messages via the Epsilen environment. Senders must provide their name and e-mail address along with their message. QuickNote messages will appear in your internal *Epsilen Mail* and may also be forwarded to any e-mail address designated within *Epsilen Mail > Options > Mail Forwarding*.

Q: How can I hide the QuickNote form on my ePortfolio home page?

If this tool is available to you, be sure to follow your district's acceptable use guidelines.

A: Follow these steps:

1. Log in to Epsilen/Project Share.
2. Select *My ePortfolio > Options* in the left menu.
3. Click the *QuickNote Hiding* tab on the page.
4. Check the box to hide the QuickNote form on your ePortfolio home page.

Q: Why might I want to hide the QuickNote form on my ePortfolio home page?

If this tool is available to you, be sure to follow your district's acceptable use guidelines.

A: While the QuickNote form requires the sender to provide a name and e-mail address, there is no guarantee that the name or e-mail address used is accurate or legitimate. There is the possibility of misuse of the QuickNote form by anonymous senders.

Q: How do I delete my Epsilen ePortfolio?

If this tool is available to you, be sure to follow your district's acceptable use guidelines.

A: Your ePortfolio can be "parked," or hidden from view so that others cannot see it. Parking your ePortfolio will not cancel your Epsilen/Project Share account, but your site will not be visible. You can still access your account and "un-park" your ePortfolio website at any time.

To park (hide) your Epsilen ePortfolio website:

1. Log in to Epsilen/Project Share.
2. Select *My ePortfolio > Options* in the left menu.
3. Select the *ePortfolio Parking (Hiding)* tab.
4. Check the box next to *Park my ePortfolio Website*.

Q: How do I manage my Epsilen Mail?

If this tool is available to you, be sure to follow your district's acceptable use guidelines.

A: Use Epsilen Mail to send and receive messages to and from members of the Epsilen/Project Share community, your institution, groups, courses, and networks.

To manage your Epsilen Mail:

    1. Log in to Epsilen/Project Share.

    2. Select *Utilities > Epsilen Mail* from the left menu.

On the Inbox page, your messages are separated by mail type. You will see tabs for:

- *All Mail*
- *QuickNotes*
- *Epsilen Mail*
- *Institution Mail*
- *Course Mail*
- *Group Mail*
- *System Mail*

You will also see tabs for:

- *Archived* messages
- *Sent* messages
- *Alerts*

When viewing a list of messages, you can select multiple messages at a time to delete, archive, or mark as read/unread. You can also sort the list of messages by using the *Sort By* pull-down menu in the upper-right corner of your inbox.

Q: How do I manage and share my files?

If this tool is available to you, be sure to follow your district's acceptable use guidelines.

A: Use the *Utilities > Files/Folders* tool to upload documents, pictures, schoolwork, and other objects. You can share them by clicking the *Share Objects* icon and selecting the group of Project Share members you want to view your files. Your files will be private if you do not select any groups from the list.

To manage your files, follow these steps:

    1. Log in to Epsilen/Project Share.

    2. Select *Utilities > Files/Folders* from the left menu. Follow the directions that state: "To work with your files, start by selecting a folder from the list of folders on the left or create a folder by clicking Create Folder." (The *Create Folder* button is to the right below the directions.)

    3. Use the icons on the page to complete the following actions:

        Upload File (looks like a green arrow pointing upward)

            • Upload up to three (3) files at a time to the selected folder.

        Create Folder (looks like a file folder with a plus sign in the corner)

            • *Create a new folder* inside the selected folder.

        Share Folder (looks like a hand holding out a folder)

            • Share this folder with others.

        Edit Folder (looks like a pencil)

            • Edit the name and description of the selected folder.

        Delete Folder (looks like a trash can)

            • Delete the selected folder. (You cannot delete a folder if it contains any files or subfolders.)

Q: How do I send an Epsilen Mail message?

If this tool is available to you, be sure to follow your district's acceptable use guidelines.

A: Follow these steps:
1. Log in to Epsilen/Project Share.
2. Select *Epsilen Mail > Send New Mail* in the left menu.
3. On the *Send Epsilen Mail* Message page, select the message recipients.
    • Search for *Epsilen Members.*
    • Select *Epsilen Members* from your networks.
    • Enter external e-mail addresses. Note that you will not be able to send attachments or save a copy of your e-mail when sending Epsilen mail to external addresses.
4. Enter the message subject.
5. Enter the message.
6. Click *Send*.

Q: How do I change my password?

If this tool is available to you, be sure to follow your district's acceptable use guidelines.

A: Follow these steps:
1. Log in to Epsilen/Project Share.
2. Select *Utilities > Change Password* from the left menu.
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 leaving 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?

If this tool is available to you, be sure to follow your district's acceptable use guidelines.

A: The *My Networks Tool* allows you to organize your professional networks of colleagues, peers, or those you meet within the Epsilen/Project Share 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/Project Share.
2. Select *Collaboration > My Networks > Create Network* in the left menu.
3. Enter a *Network Name* and set security permissions for your personal contact information.
4. Click *Create*.

VIII. More Resources

Visit these websites for more information about online learning and Project Share.

http://www.cyberbullying.us/research.php

http://www.swref.com/story/20090705/the_rules_of_netiquette

http://www.mla.org

http://www.chicagomanualofstyle.org

http://www.apastyle.org

http://www.epsilen.com

http://projectsharetexas.org

http://www.tea.state.tx.us/index2.aspx?id=2147488069

http://www.safeinyourspace.org/studentscyberbullying.asp