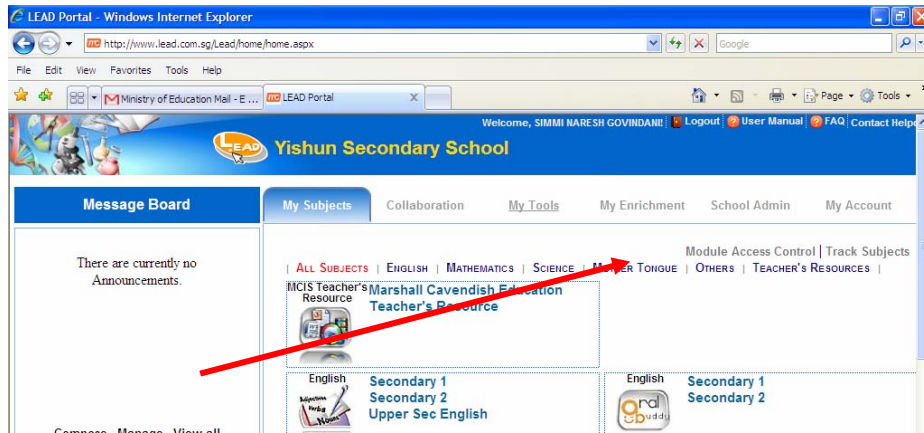


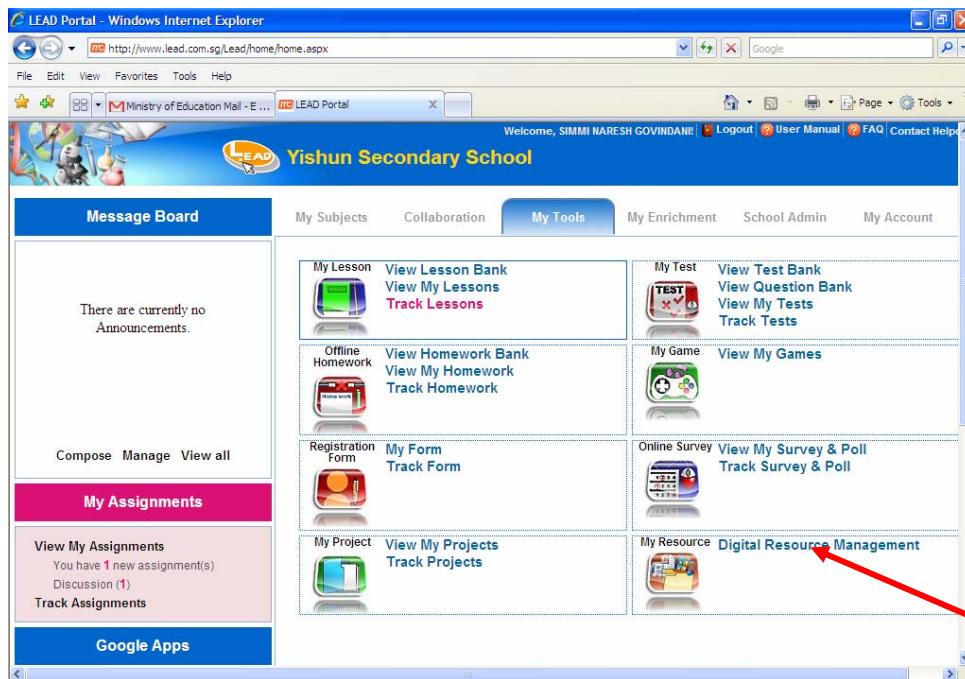
UPLOADING RESOURCES ON MCONLINE

After you log in to McOnline,

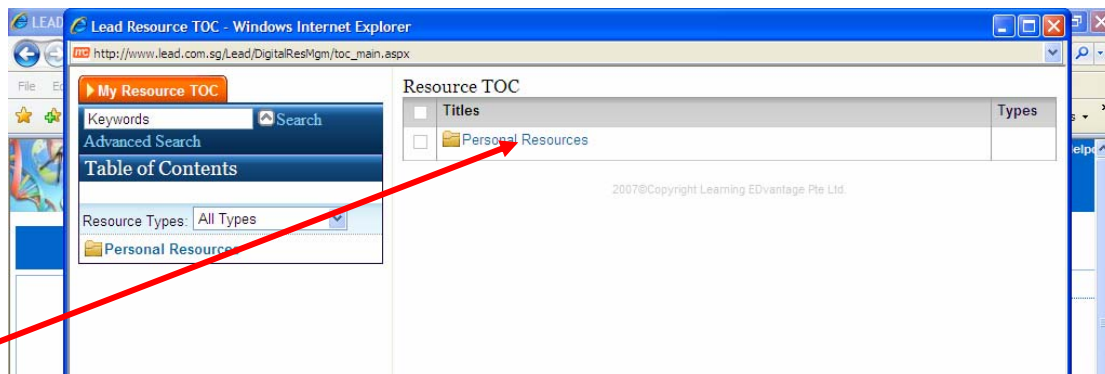
1) click on the tab 'My Tools'



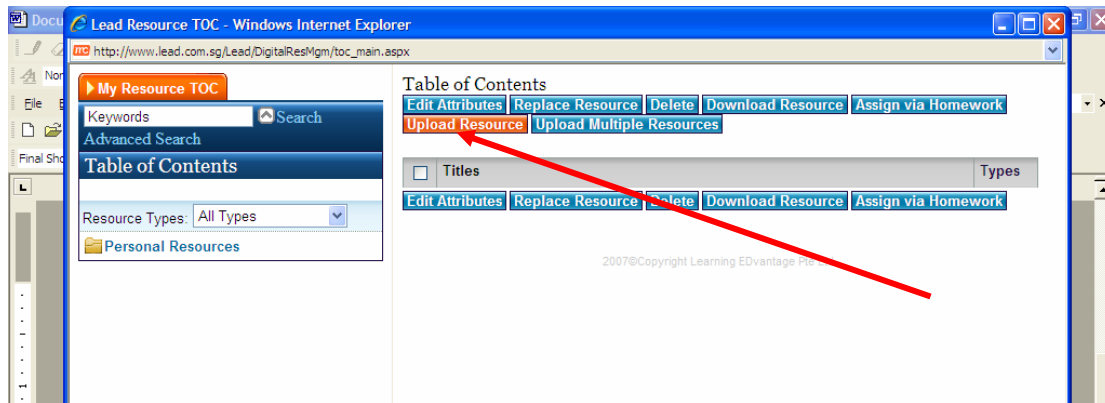
2) Click on 'Digital Resource Management'



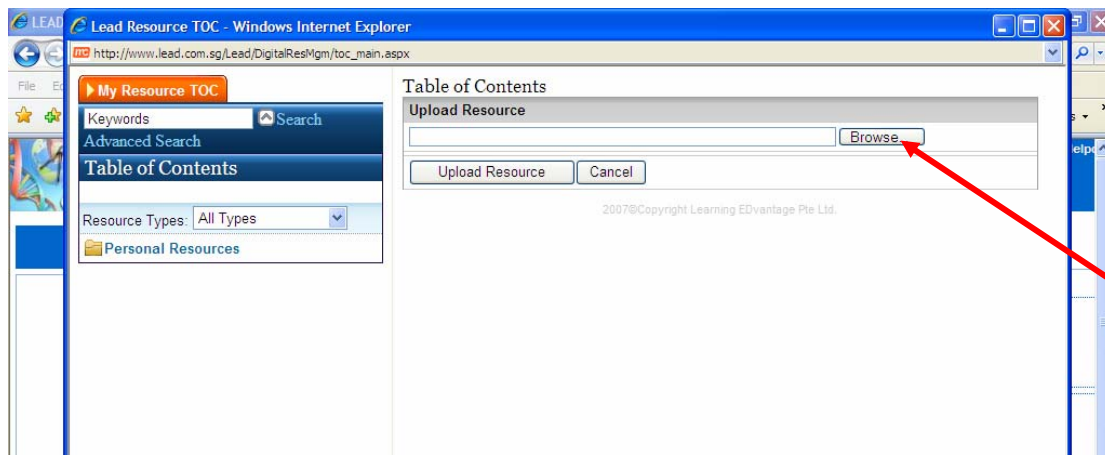
3) Click on 'Personal Resources'



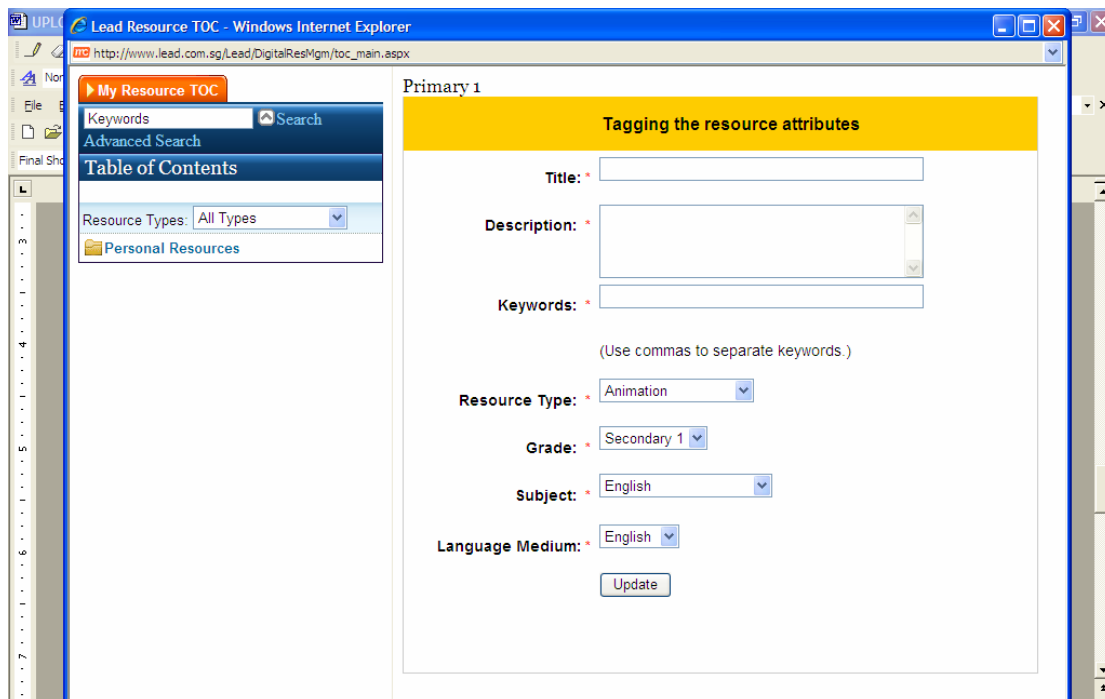
4) Click on Upload Resource. (You can click on Upload Multiple Resources if you wish to upload more than one file.)



5) Browse on your computer, for the file you wish to upload.

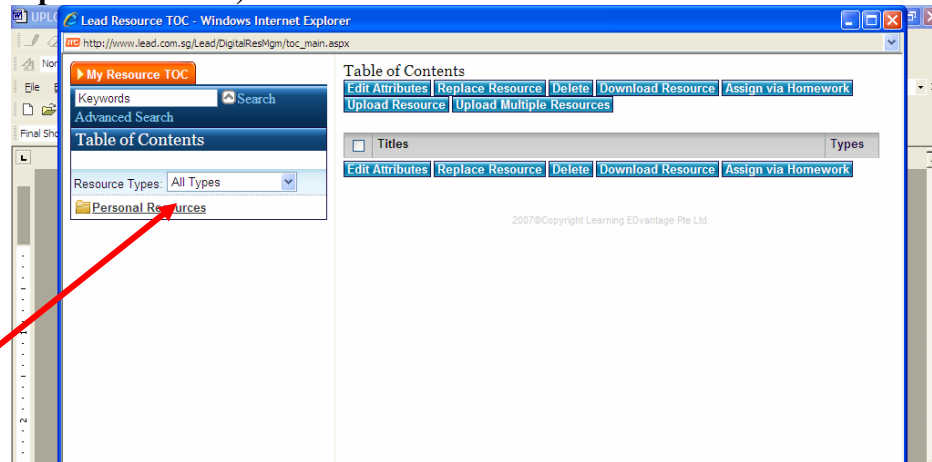


6) Click on 'Upload Resource' after which you will see the following screen

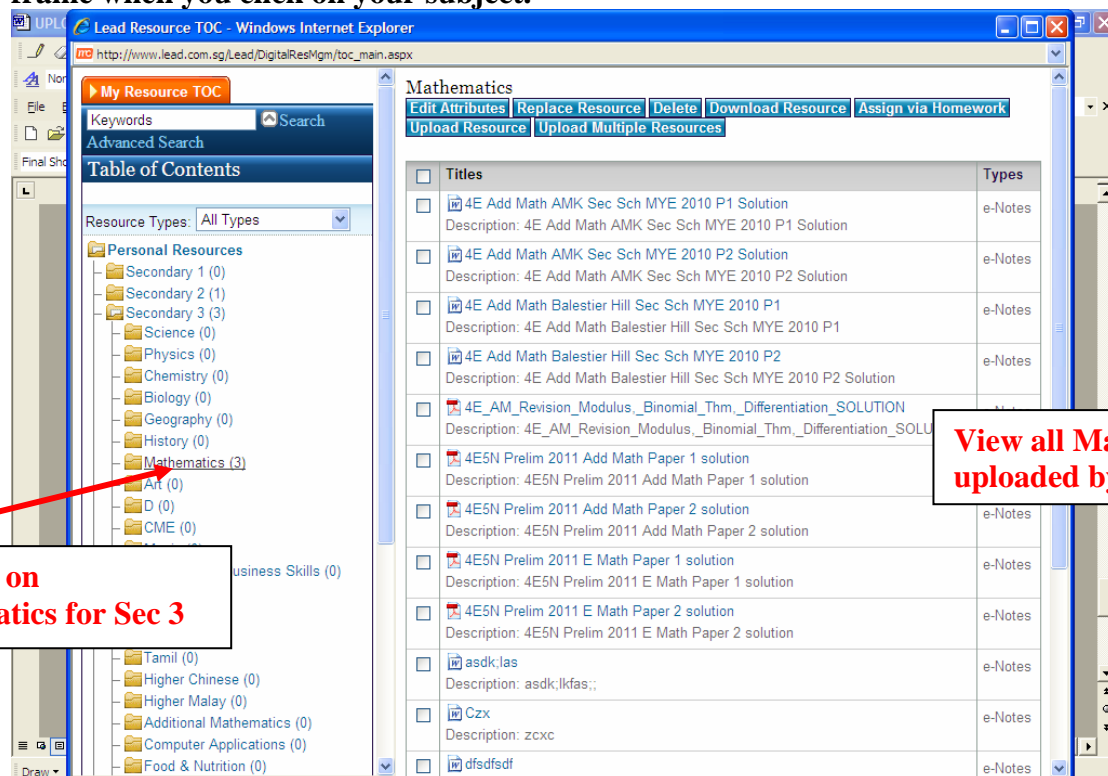


7) Tag your resource appropriately i.e. title, class, type of resource, etc. Click on 'Update' and you will see the message 'The resource has been successfully updated'

8) On the next page click on 'Personal Resources' ON THE LEFT (not on the top of the screen) as shown below



9) You will be able to view all the resources that you have uploaded in the right frame when you click on your subject.



10) Select the resource you wish to assign and click on 'Assign via Homework'. A message will appear 'The selected homework has been successfully added to My Offline Homework'.

11) Go to Home -->My Tools-->View My Homework

The screenshot shows the LEAD Portal interface for Yishun Secondary School. The user is logged in as SIMMI NARESH GOVINDANI. The 'My Tools' tab is selected in the navigation menu. The main content area is divided into several sections:

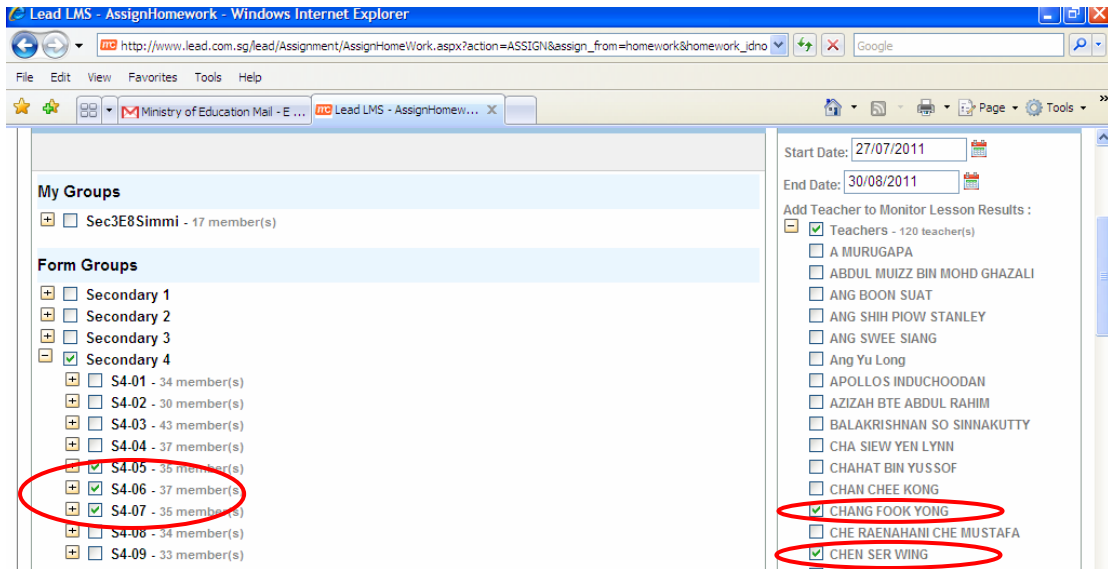
- Message Board:** Displays 'There are currently no Announcements.'
- My Assignments:** Shows 'You have 1 new assignment(s) Discussion (1) Track Assignments'.
- My Lesson:** Includes links for 'View Lesson Bank', 'View My Lessons', and 'Track Lessons'.
- Offline Homework:** Includes links for 'View Homework Bank', 'View My Homework' (highlighted with a red arrow), and 'Track Homework'.
- My Test:** Includes links for 'View Test Bank', 'View Question Bank', 'View My Tests', and 'Track Tests'.
- My Game:** Includes a link for 'View My Games'.
- Registration Form:** Includes links for 'My Form' and 'Track Form'.
- Online Survey:** Includes links for 'View My Survey & Poll' and 'Track Survey & Poll'.
- My Project:** Includes links for 'View My Projects' and 'Track Projects'.
- My Resource:** Includes a link for 'Digital Resource Management'.

12) Click on My Offline Homework. Tick the check box to select the homework you wish to assign. Click on Assign.

The screenshot shows the 'My Offline Homework' page. The 'My Offline Homework' tab is selected. Below the navigation tabs are buttons for 'Duplicate', 'Edit', 'Assign', 'Share', and 'Delete'. A table lists homework assignments with columns for 'Titles', 'Subject', 'Level', 'Date Created', 'Class', 'Assignment Period', and 'Status'. The first row is selected, and its checkbox is circled in red.

<input type="checkbox"/>	Titles	Subject	Level	Date Created	Class	Assignment Period	Status
<input checked="" type="checkbox"/>	4E Add Math AMK Sec Sch MYE 2010 P2 Solution	Mathematics	Secondary 4	27/07/2011	-	-	-
<input type="checkbox"/>	Graphs Applied to Kinematics - Solution to Worksheet	Mathematics	Secondary 4	06/07/2011	S4-06, S5-02, S4-09, S4-08, S4-07, S4-05, S5-01	06/07/2011 - 30/11/2011	Edit Assignment Assigned

13) In the next screen, you can select the classes you wish to assign the homework as well as teachers with whom you want to share it.



14) Scroll to the bottom of the screen, click on Save and you are done!

15) (OPTIONAL) Under the tab "Track Offline Homework" you may want to send an email alert to students.

