

Buzz Learning Management System

Student Guide



Table of Contents

Logging into Buzz.....	3
Buzz Dashboard	4
Reordering Course Cards in Buzz	6
Navigating a Course.....	8
Course Landing Page.....	8
Navigating Through a Course.....	9
Taking an Assessment	10
Opening an Assessment	10
Taking the Assessment.....	11
Adding File to an Assignment.....	12
Expanded Dropbox Box.....	13
Discussion Boards	14
Viewing a Discussion Board.....	14
Posting or Replying to a Thread.....	16
Reviewing Grades	16
Grades	17
Grade Details	18
For Me	19
What If	19
Activity	20
Badges.....	20

Buzz Learning Management System

Created with students and teachers in mind, Buzz makes learning fun, easy, and provides a personal experience through a simple, user-friendly design that quickly engages the user. Along with its simplicity and clean, intuitive design, Buzz offers a variety of innovative new features. Join us as we begin our journey toward understanding all of the exciting features of Buzz.

Logging into Buzz

Accessing Buzz is very simple. You will first need to go to your MySchool portal (myschool.pacyber.org). Next, enter your school log in credentials in the boxes shown on your screen.



Welcome to the PA Cyber's MySchool Portal.
We're happy you have decided to join our learning community, and we look forward to providing you with a comprehensive and rewarding educational experience.

For Students: MySchool gives you around-the-clock access to important school information, courses, and teachers - all in one convenient location.

For Parents: MySchool is a powerful tool to stay informed and engaged in your child's education. In addition to providing you with the most up-to-date information regarding school announcements, it details course schedules and due dates, tracks your child's attendance, and provides you with all grades and progress reports.

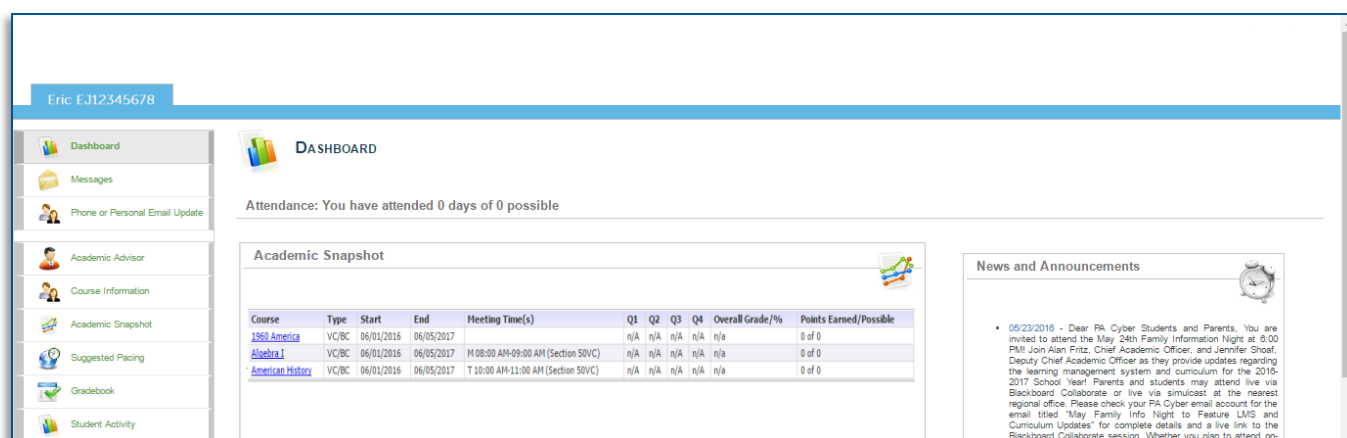
LOGIN

PASSWORD

LOGIN

? **Need Help?** If you have any questions about the MySchool Portal or your account, feel free to contact us at 888-722-9237 or techhelp@pacyber.org

Once logged in to MySchool, you will see your attendance, upcoming events, message and your list of enrolled courses. Click on a course name to enter Buzz.



Eric E312345678

DASHBOARD

Attendance: You have attended 0 days of 0 possible

Academic Snapshot

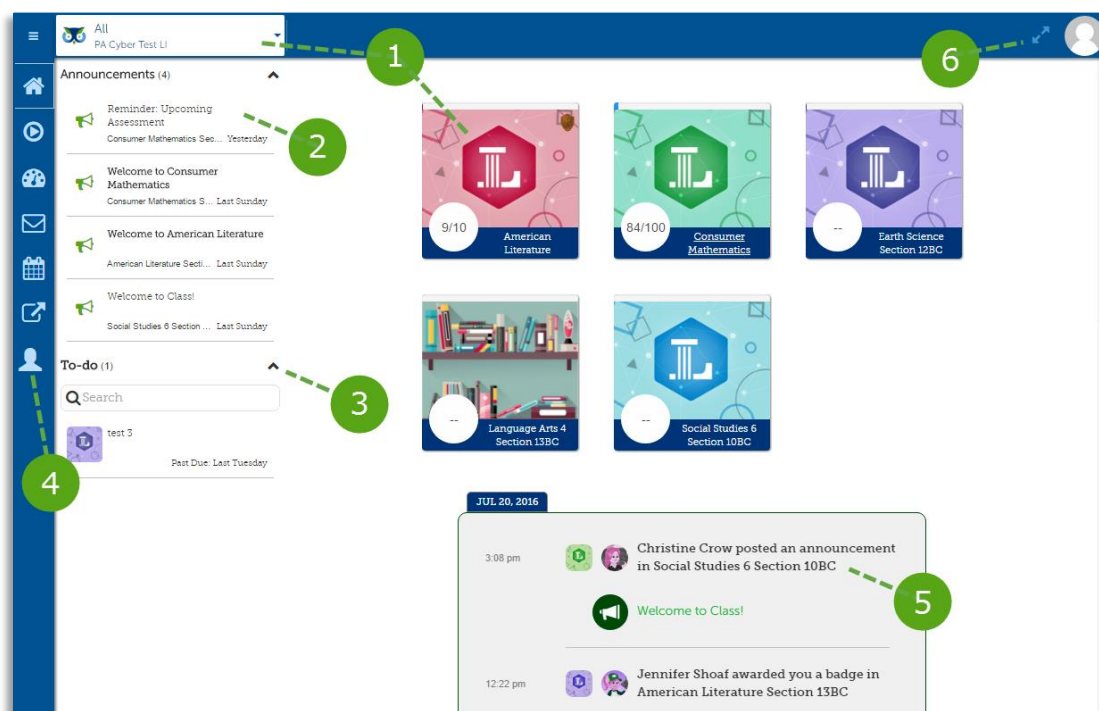
Course	Type	Start	End	Meeting Time(s)	Q1	Q2	Q3	Q4	Overall Grade/%	Points Earned/Possible
1960 America	VCBC	06/01/2016	06/05/2017		n/A	n/A	n/A	n/A		0 of 0
Algebra I	VCBC	06/01/2016	06/05/2017	M 08:00 AM-09:00 AM (Section 50VC)	n/A	n/A	n/A	n/A		0 of 0
American History	VCBC	06/01/2016	06/05/2017	T 10:00 AM-11:00 AM (Section 50VC)	n/A	n/A	n/A	n/A		0 of 0

News and Announcements

- 05/23/2016 - Dear PA Cyber Students and Parents, You are invited to attend the May 24th Family Information Night at 6:00 PM! Join Alan Fritz, Chief Academic Officer, and Jennifer Shoaf, Deputy Chief Academic Officer as they provide updates regarding the learning management system and curriculum for the 2016-2017 School Year! Parents and students may attend live via Blackboard Collaborate or live via simulcast at the nearest regional office. Please check your PA Cyber email account for the email titled "May Family Info Night to Feature LMS and Curriculum Updates" for complete details and a live link to the Blackboard Collaborate session. Whether you plan to attend on-

Buzz Dashboard

When you first log into Buzz you will see your courses listed in the middle of your screen. You will also see an activity feed. This feed keeps you updated on items that have been added to your course, assessments that have been graded, as well as announcements for your courses.



1. Course Navigation:

From the main dashboard you can access a course by either selecting the drop down menu and then clicking your course name or by clicking on the course title card.

2. Announcements:

You can view a brief summary of announcements from each course, group, and club that you are enrolled in.

3. To-Dos:

The To-Do section shows you what assessments and assignments are due soon for each course.

4. Main Menu:

This panel of icons allows you to quickly access different areas within a course.



Home:

Home is your starting point for navigating Buzz. The Home page displays your course enrollments, current announcements, along with your individualized to-do list for all of your courses.

**Activities:**

Activities takes you into a course, where you can read your course material, complete assignments, find teacher information, and much more. Remember to select a course prior to selecting Activities. If you do not select a course before you click Activities or Gradebook, you will be prompted to do so.

**Gradebook:**

Gradebook takes you to your grades for a specific course. You should select a course prior to selecting Gradebook. Once you are in your gradebook, you can view when items were submitted, individual assignment scores, your overall course grade, and more.

**Communication:**

Communication takes you to your announcements page. From this page, you can view announcements for all courses, or select a specific course. Send Mail allows you to send a message to your instructor. Please note that messages sent in Buzz are forwarded to the recipient's PA Cyber email address but are not recorded within the MySchool portal.

**Calendar:**

Calendar takes you to the Buzz calendar feature. The calendar page highlights activities scheduled for your courses. The Calendar feature allows you to see at-a-glance all of the assignments that are due for each of your courses. You can view assignments by day, by week, by month or view all assignments for all courses at once. When looking at the calendar, the days that PA Cyber is closed are also indicated and shown as Blackout Dates. While you can still work in the system on Blackout Dates, assignments/assessments will not be due.

**Links:**

Links takes you to a page that displays helpful links to websites or documents, such as a link back your MySchool Portal.

**Avatars Creator:**

Avatar Creator allows you to create an avatar to express your personality and individuality in the online environment. Your course instructor will see your avatar in the gradebook and when you post on a discussion board. It is a great way to express your creativity, as it allows you to change your hair, accessories, outfit, and more.

5. Activity Timeline:

This view shows you activity that has occurred in courses that you are enrolled in. Here you will see when assessments and assignment have been graded by your teachers, when an announcement has been made in a course, and other activities.

6. Full Screen Mode:

While navigating Buzz can you hide the Navigation Panel to allow you to see more of Buzz and the content within your course.

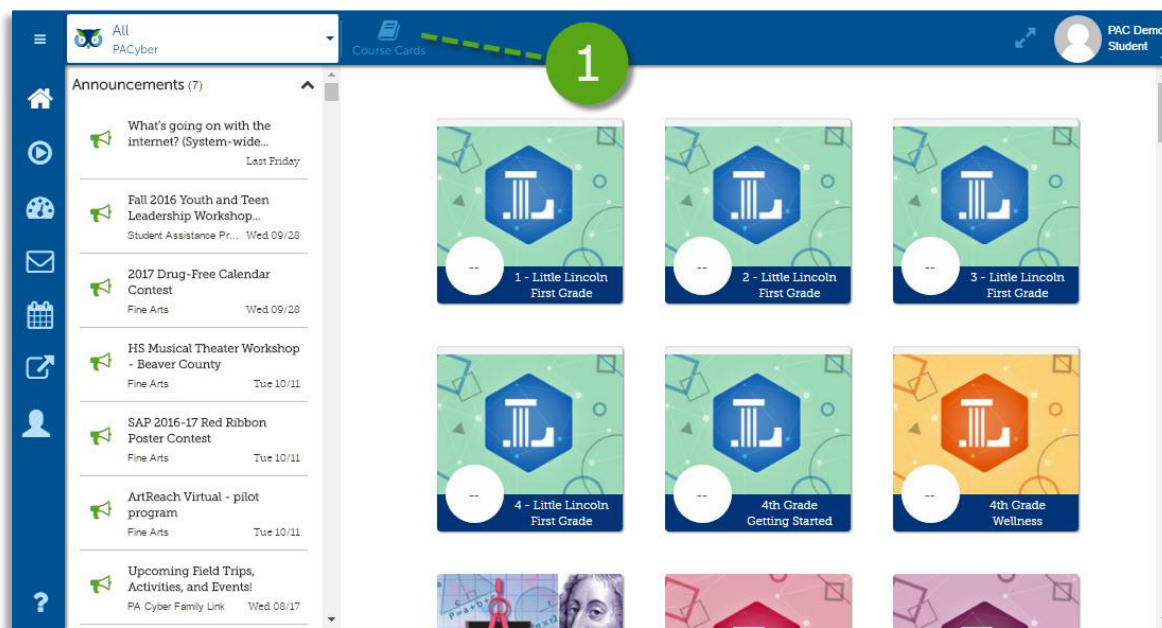
Clicking on the arrows again to return to the normal view.

Reordering Course Cards in Buzz

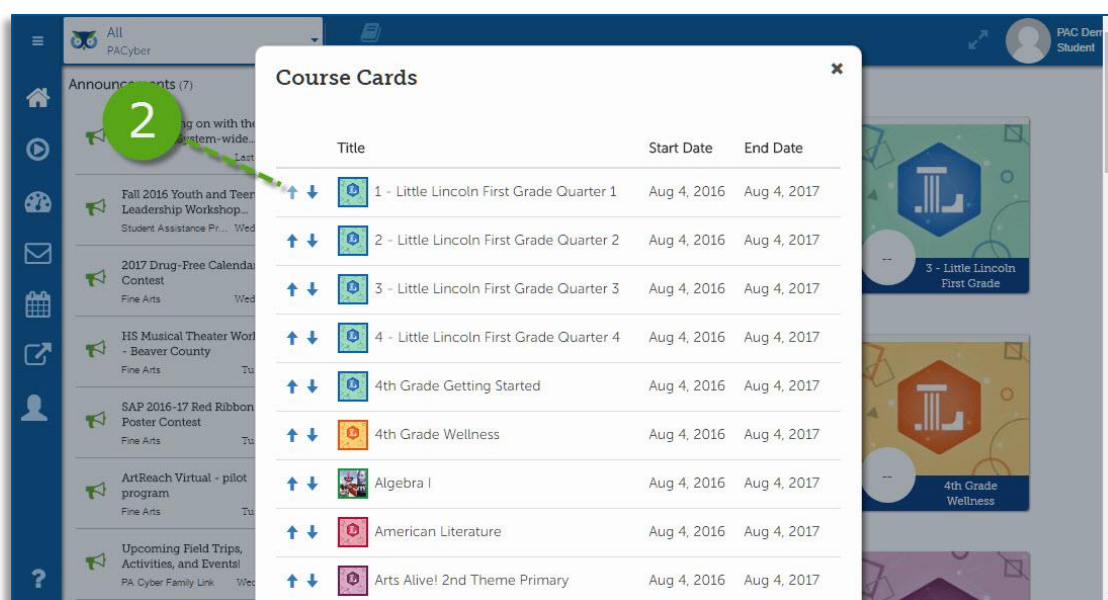
In Buzz, you have the ability to reorder the course cards that are displayed on your Dashboard. This allows you to organize your course cards in a way that works best for you.

Follow the steps below to begin reordering your course cards.

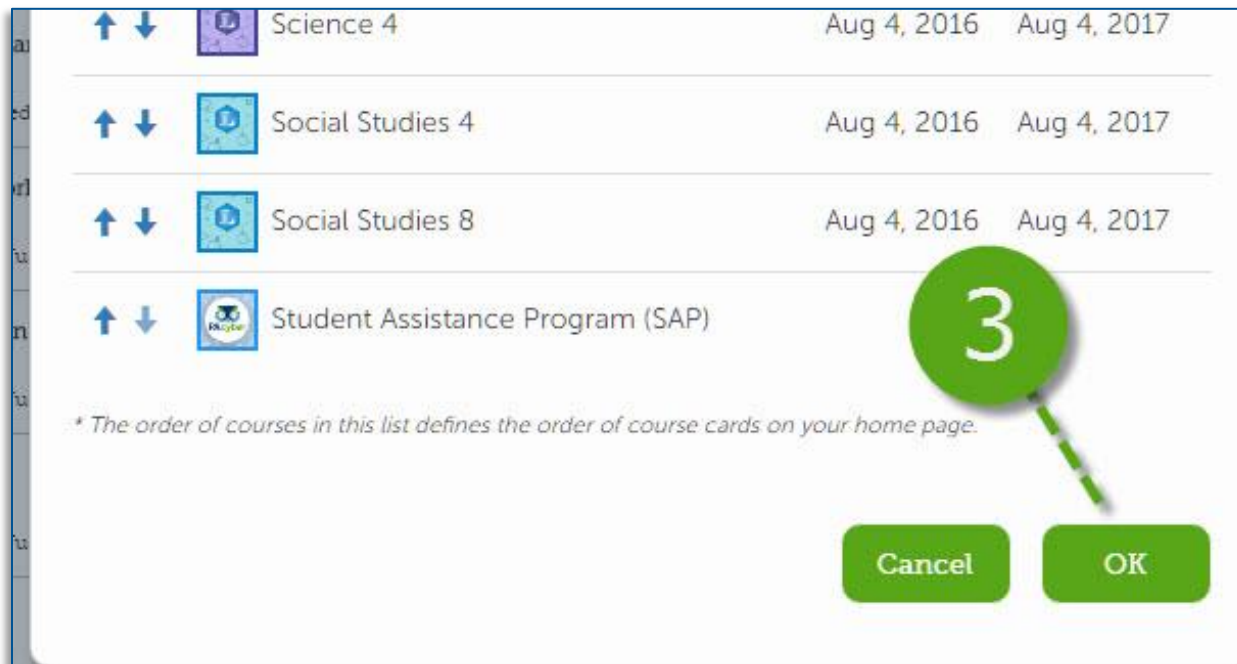
1. Click **Course Cards** button to manage the order of the course cards on your Home page.







2. Click the up and down arrows to reorder your course cards.



3. When you are finished, click OK to save.



↑ ↓		Science 4	Aug 4, 2016	Aug 4, 2017
↑ ↓		Social Studies 4	Aug 4, 2016	Aug 4, 2017
↑ ↓		Social Studies 8	Aug 4, 2016	Aug 4, 2017
↑ ↓		Student Assistance Program (SAP)		

** The order of courses in this list defines the order of course cards on your home page.*

3

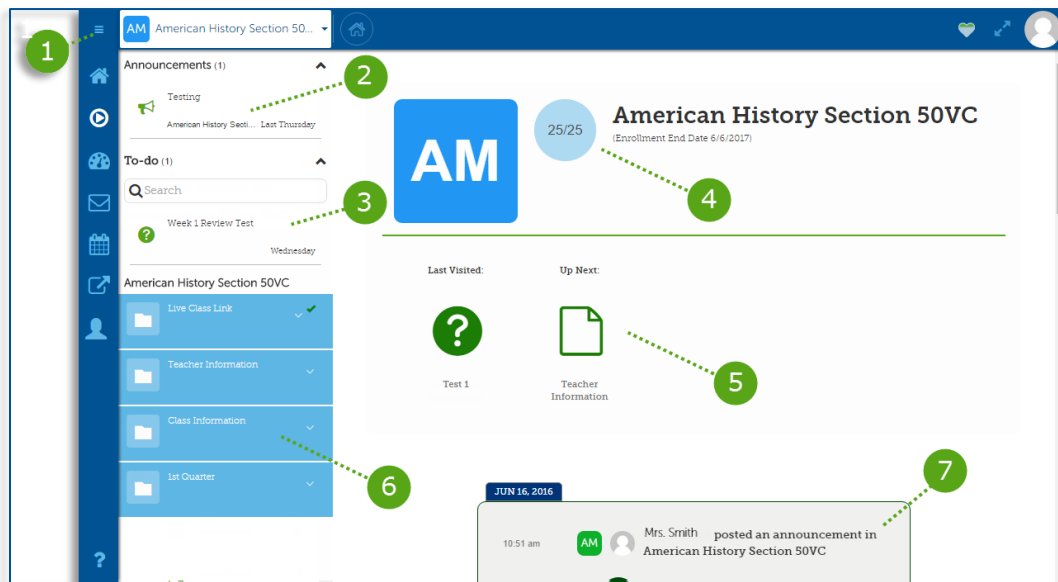
Cancel OK

Navigating a Course

Buzz organizes your courses and their content into a folder structure making it easy for you to navigate your course. This next section will help you understand how to navigate your courses within Buzz.

Course Landing Page

With Buzz each course now has a landing page. This landing page is like the central hub of your course showing you items such as announcements, To-do items, course content and much more. The image below will show you what items are available and where you can find them from the landing page.



1. **Navigation Expand:**
While navigating Buzz you can click the *Navigation Expand* button to see what each icon in the menu represents.
2. **Announcements:**
In this section you will be able to see announcements posted by the teacher of the course that you are currently viewing.
3. **To-Do:**
Here you can see assignments/assessments with due dates coming up within the next seven days.
4. **Course Progress:**
Course Progress displays the percentage that you currently have in that particular course.
5. **Last Visited and Up Next:**
The Last Visited and Up Next icons show you the last item you viewed in a course as well as the next item for you to complete.

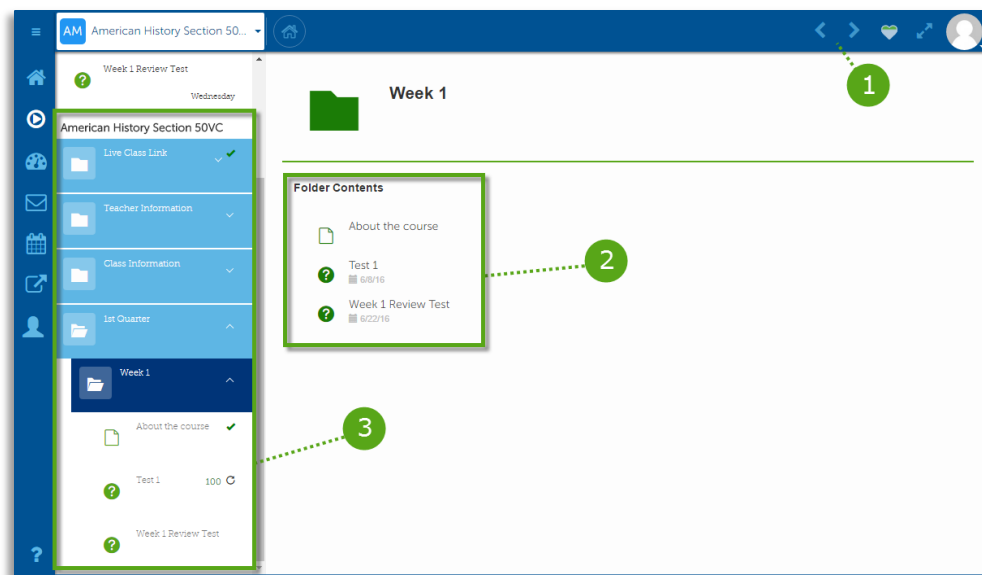
6. Course Folders:

Inside of every course are folders that help organize the class information and content. These folders are broken down into either quarters, units, weeks, or days, based on your mode of instruction, making it easier to navigate a course and to stay on top of your *To-Do* items.

7. Activities Timeline:

This view shows you activity that has occurred in your course. Here you will see when assessments and assignment have been graded by your teacher, when an announcement has been made in a course, and other activities that pertain to a single course.

Navigating Through a Course



1. Course Navigation Buttons

You can move forward and back within a course by using these buttons. If you click on the back button, you will be moved to the previous item in that particular course. If you click forward, you will move forward one item in the course.

Please note that you should NEVER use these buttons while taking an assessment or test within Buzz.

2. Folder Contents:

When you click on a folder inside of your courses, you will be presented with a folder overview screen. This screen will display the folder name as well as the content that is listed inside of it.

3. Course Folders:

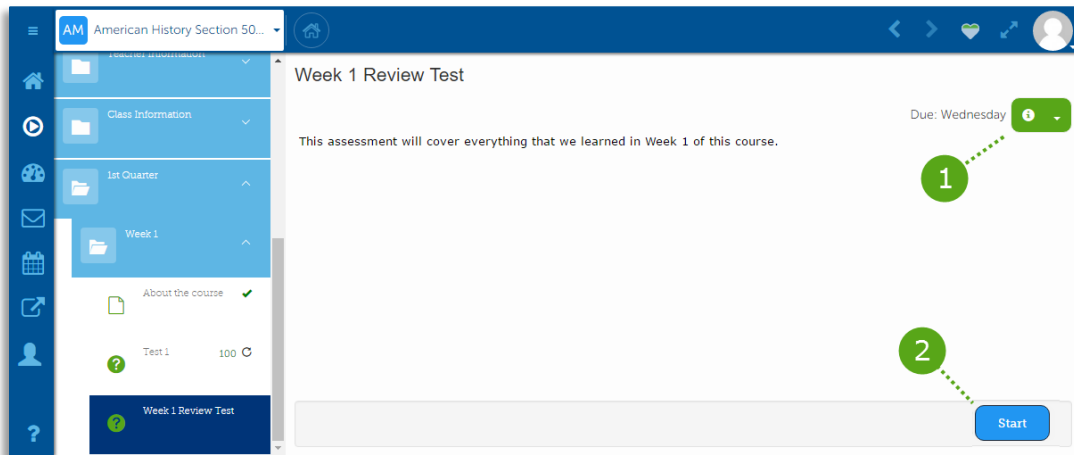
The course folders are here to help organize your course work.

Taking an Assessment

As you move forward in your courses, you will need to take graded assessments to show what you have learned. Navigating assessments in Buzz is very simple.

Opening an Assessment

When you open an assessment you will be presented with a description and/or instructions.



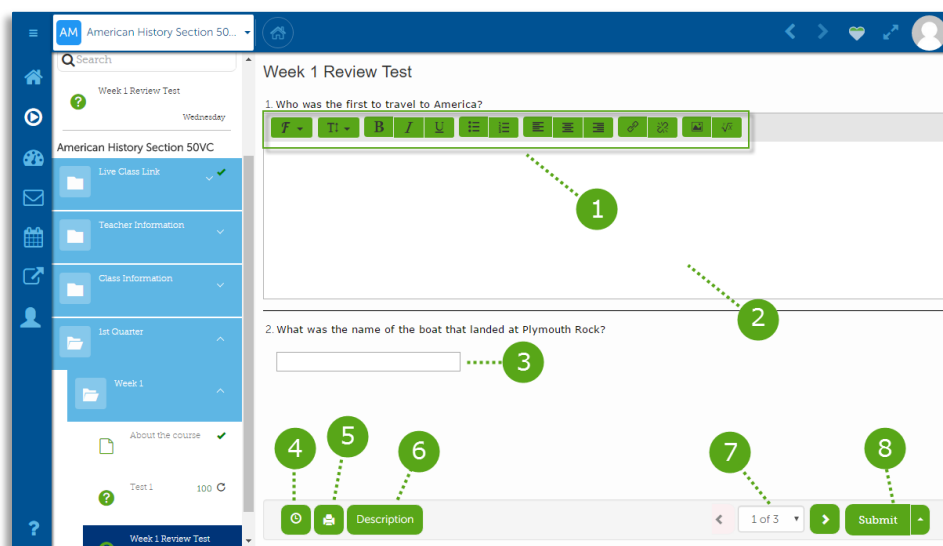
1. **Assessment Details**

The Assessment Details button will display information about the assessment. It will show you the points possible, the score that you have received once completed and graded, and when it was submitted.

2. **Start Button:**

Clicking the start button allows you to proceed with the assessment.

Taking the Assessment



1. **Text Editor:**
The text editor allows you to bold, italicize, underline, indent, and bullet your text. You can also add images to the text box as well.
2. **Essay Box:**
If you have an essay question in your assessment, you will be see a large text box to provided your answer.
3. **Short Answer Box:**
If you have a short answer question in your assessment, you will be see a short text box to provided your answer.
4. **Timer:**
The timer shows how long you have been working on the current assessment item.
5. **Print:**
If an assessment is able to be printed, this icon will appear allowing you to print the questions on the assessment.
6. **Description:**
This will show you a description of the assessment or any instructions that the teacher may have provided.
7. **Navigation Buttons:**
The navigation buttons are used to move between questions within an assessment. You can also jump to a particular question on an assessment by using the drop down arrow.
8. **Submit / Save:**
You can click the arrow next to this button to save your current progress and return to the assessment at a later time. If you click on submit the assessment will ask if you wish to continue. If you click "Yes" your assessment will be sent to your teacher for grading.

Adding File to an Assignment

While working through your course your teacher may ask for you to submit a file. When submitting a file keep in mind that you can only upload the following file types:

Document files

- .doc, .docx – Microsoft Word
- .pdf – Portable Document Format (Adobe Reader)

Presentation Files

- .ppt, .pptx – Microsoft Powerpoint

Image Files

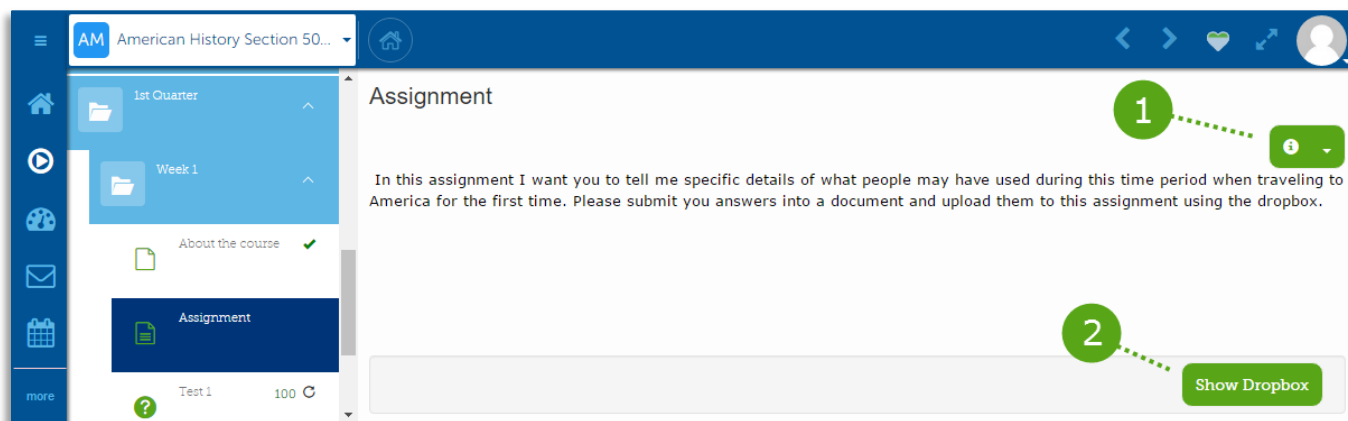
- .jpg, jpeg, .png

Audio Files

- .mp3

Video Files

- .mp4



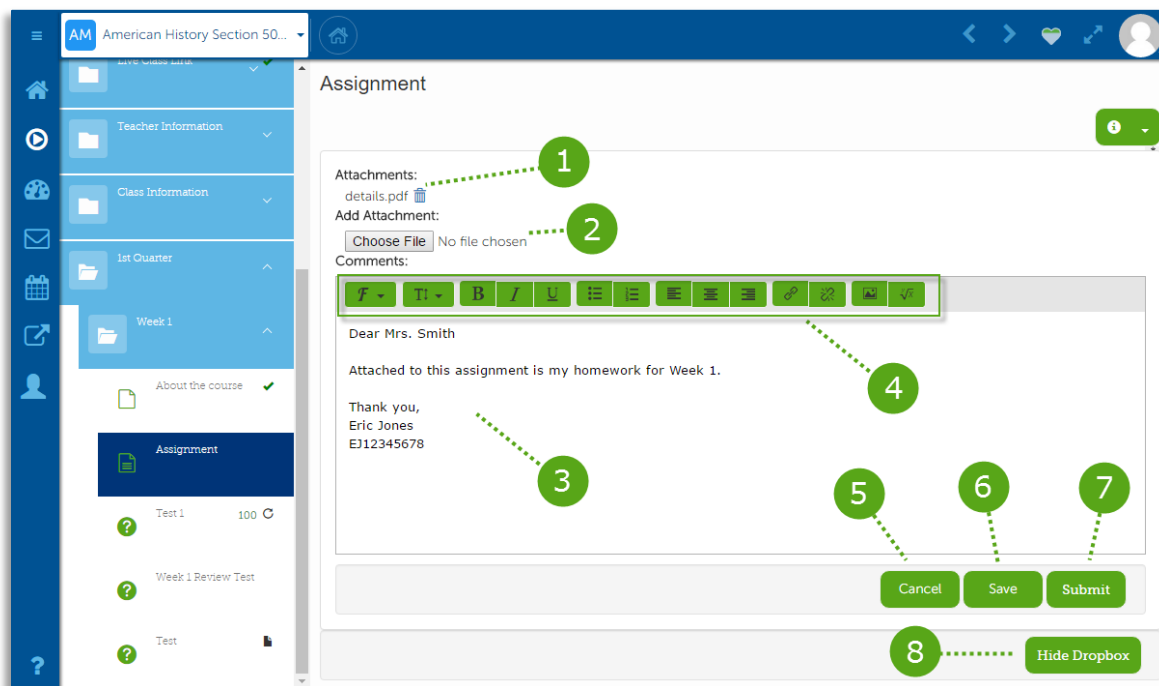
1. Assignment Details:

The Assessment Details button will display information about the assessment. It will show you the points possible, the score that you have received once completed and graded, and when it was submitted.

2. Show Dropbox:

Clicking on this button will display a dialog box where you can add comments and the attachment(s) that you need to submit. The next section will show you what this box looks like when expanded.

Expanded Dropbox Box



1. Attachments:

Here you will see any files that you may already have attached.

2. Add Attachment:

To add an attachment, click "choose file". You will be prompted with a window which will allow you to explore your computer and select the file you wish to upload.

Please note that you cannot upload any file(s) larger than 100 MB.

3. Text Editor

The text editor allows you to bold, italicize, underline, indent, and bullet your text. You can also add images to the text box as well.

4. Comments Box

When submitting a file to your teacher, you can add comments for them to read.

5. Cancel / Save/ Submit:

These buttons allow you to cancel any work you have done, save your progress so you can come back later and finish, or submit your work to your teacher.

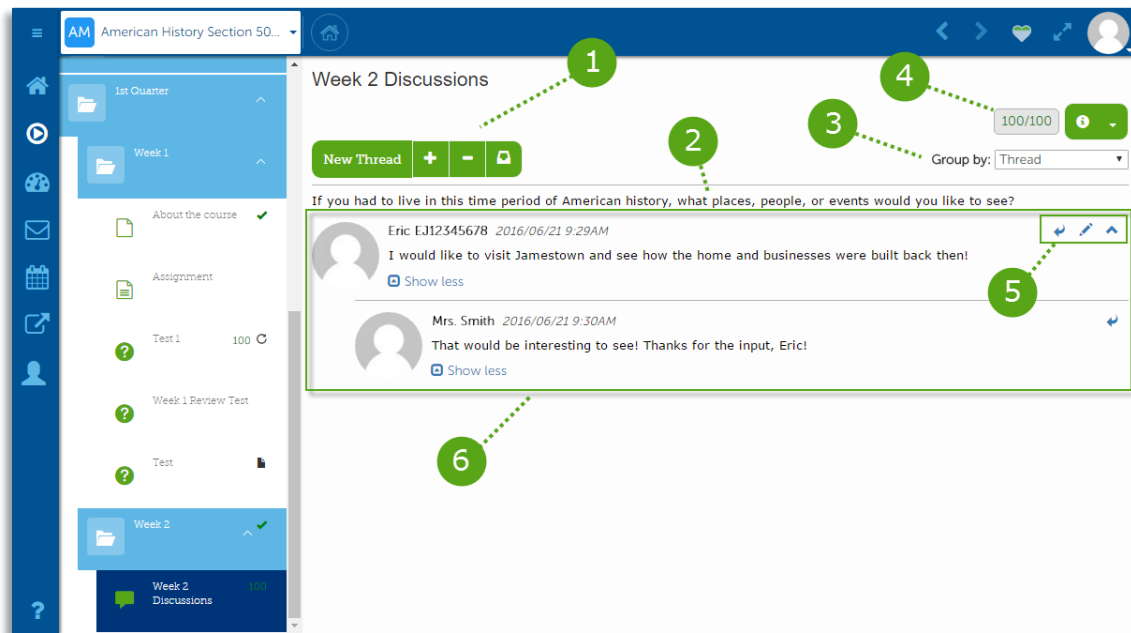
6. Hide Dropbox:

This will minimize the Dropbox dialog box.

Discussion Boards

Some courses will use discussion boards to prompt conversations about a particular lesson or topic. This section will show you how to use and navigate a discussion board in Buzz.

Viewing a Discussion Board



1. Discussion Board Navigation

a. New Thread

Clicking this button will allow you to create a new thread inside of a discussion board.

b. Expand (+)

Expanding will show you any replies that have been made in that particular discussion board.

c. Collapse (-)

Collapsing will hide any replies that have been made in that particular discussion board leaving only threads visible to be read.

d. Show only new Posts

This will only show you posts to the discussion board that you have not already viewed.

2. Subject of Main Thread

Here you will find the subject of the discussion board that you are currently viewing.

3. **Group by:**

a. **Thread:**

This is the default view for discussion boards. This display all posts within the current board

b. **Author (First Name):**

This will show you a list of students, sorted by first name, who have posted in the discussion board, along with a number indicating how many posts they have made.

c. **Author (Last Name):**

This will show you a list of students, sorted by last name, who have posted in the discussion board, along with a number indicating how many posts they have made.

d. **Post Date:**

This will display a list of dates in which posts were made along with a number indicating how many posts were made on that particular day.

4. **Grade (if applicable)**

If the discussion board is graded and the teacher has submitted a grade for your participation it will be displayed here.

5. **Thread Navigation**

a. **Reply**

To reply to a particular post, click the button next to the post to open a reply dialog box.

b. **Edit**

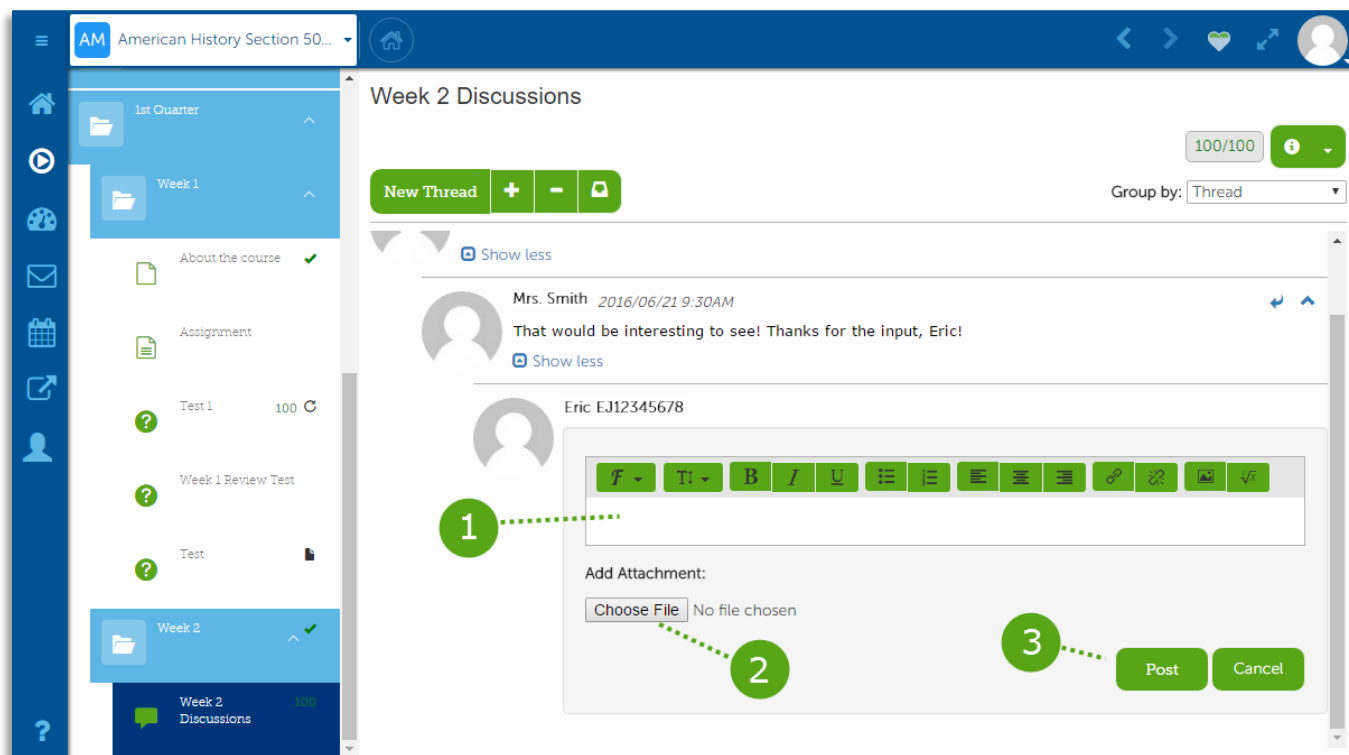
If you made a post or replied to one, you can edit your response by clicking the pencil icon next to your post.

c. **Collapse / Expand**

Certain discussion threads may have a lot of replies. By clicking the expand and collapse button, you can show an entire discussion thread or simply the first post in the thread.

Posting or Replying to a Thread

Once you create a new thread or reply to someone else's post, you will see a screen similar to the one below.



- Comment:**

Here you will add your comments that you want to post to the discussion board.

- Attach a File:**

While posting in a discussion board you have the option to add an attachment. Click on "choose file" and then select the file you want to attach.

Please note that adding files to a discussion board is similar to adding a file to the drop box. Please be sure all attachments are school appropriate.

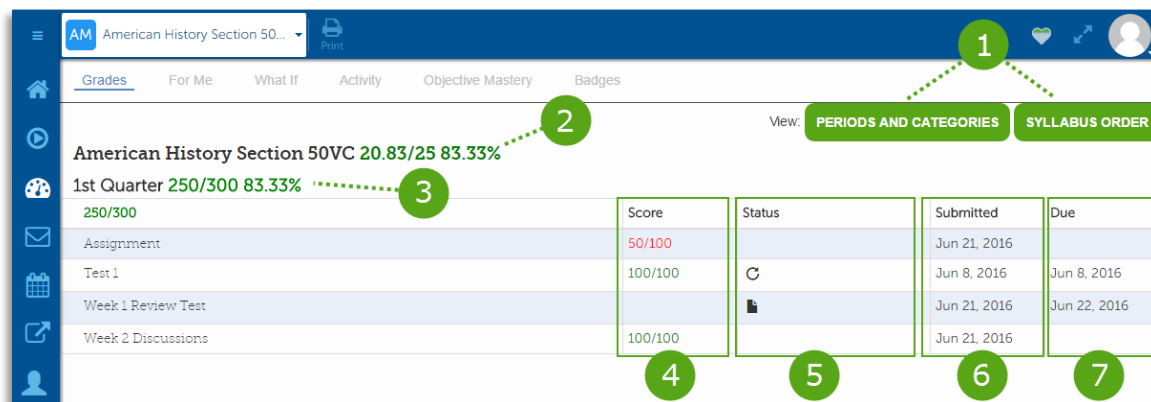
- Post:**

Use this button to post your comments to the thread.

Reviewing Grades

The Gradebook view shows you your overall grade for a course, your percentage of completed gradable activities, due dates, submission dates, the status of assessments submitted, and your individual score on a graded activity. You are also able to print your grades from this view.

Grades



1. Sort Gradebook View:

When you open your gradebook, sort the items listed in it by either Periods and Categories or Syllabus Order. Periods and Categories will break down your gradebook by the grading periods of the course while Syllabus Order will display item in the order in which your teacher has them listed in your course.

2. Overall Grade:

Here you can view the overall grade of a course.

3. Grade per Quarter:

If you are in a **Virtual** class, you will be able to see your points and percentages for each quarter.

If you are in a **Blended** or **Asynchronous** class, you will see all of your assignments/assessments in a running list.

4. Score:

Score displays the score you receive on any item that you have submitted for a grade.

5. Status:

a. Retry

A circled arrow indicates that the teacher has allowed you to retry that particular item. Once you have retried that assessment, the arrow will disappear.

b. Needs Graded

A paper icon in the Status column indicates that you have submitted an item to be graded and you're waiting the teacher to assign a grade.

6. Submitted:

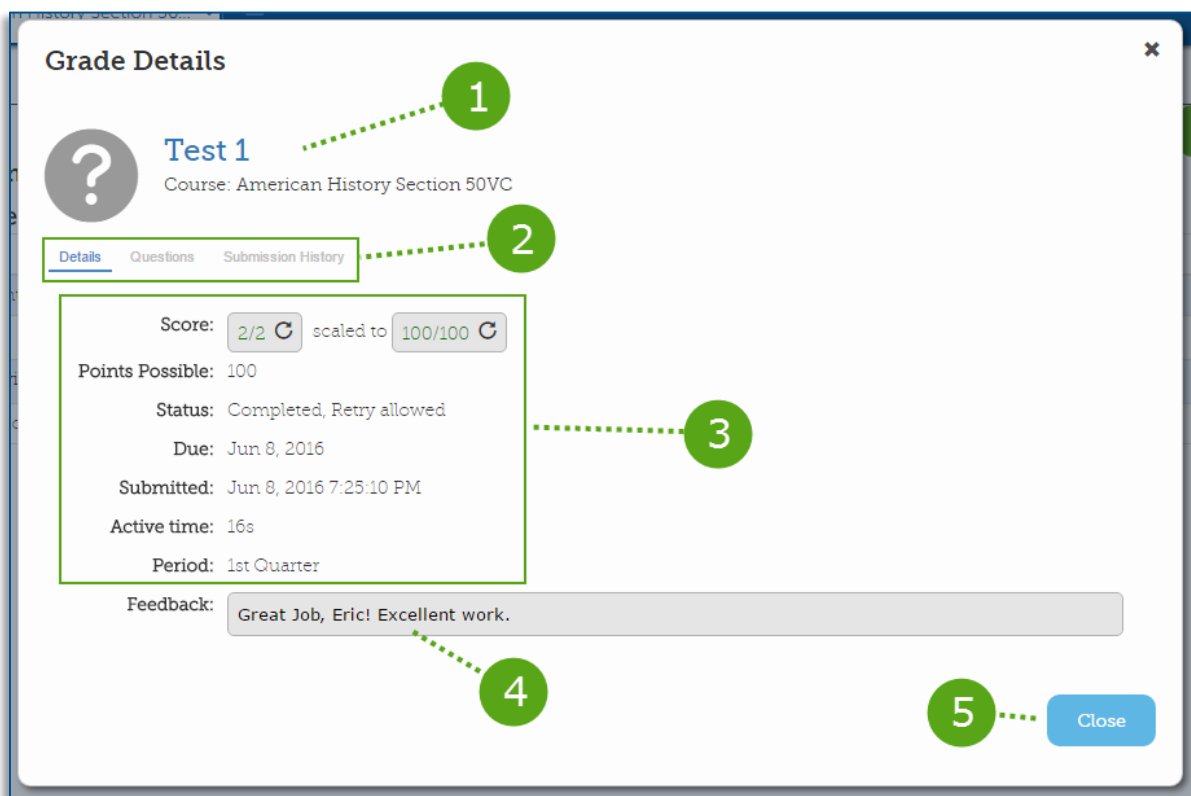
Submitted will display the date that you submitted the item to your teacher.

7. Due or Target Due:

Due shows you the date when items are to be turned in to the teacher in a **Virtual** course.

Target Due shows you a suggested due date in a **Blended** or **Asynchronous** course.

Grade Details



1 Assessment / Assignment Name:

Here you will see the name of the assessment or item that you are viewing from your gradebook.

2 Item Details:

a. Details:

Details is the default view which provides information on the status of the item, the score you received, and more.

b. Questions:

You can review the questions of an assignment from this view.

c. Submission History:

Submission history shows you when an assignment/assessment was submitted

3 Grading Details

In this section you will see your score, points possible, status of the item, due date, submitted date, and active time spent on this item.

4 Teacher Feedback:

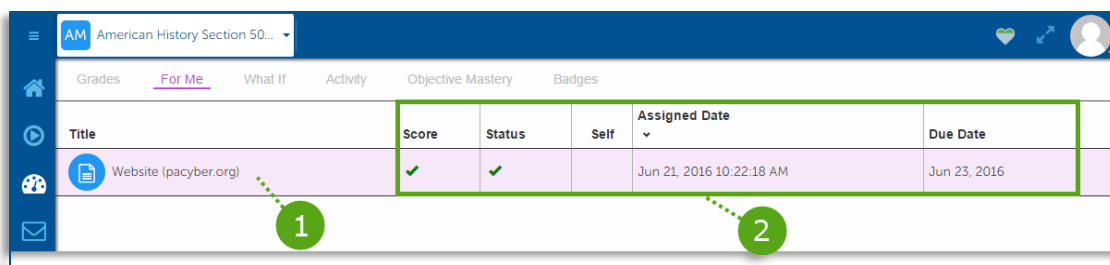
If the teacher has left any comments about the item that you submitted, you can find them from this view.

5 Close:

Close the current window.

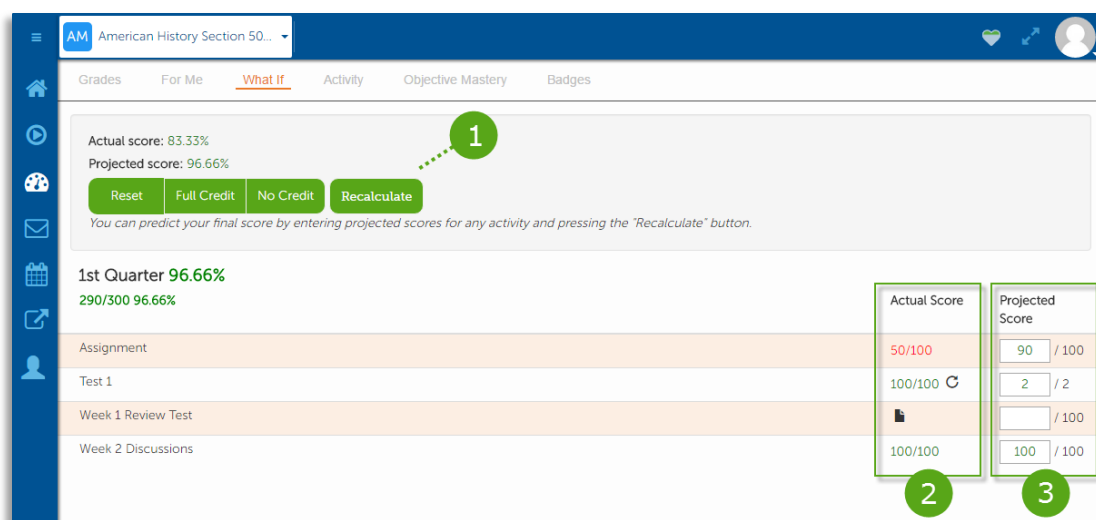
For Me

For Me is a section where you can see any extra items that your teacher may have assigned to you.



What If

What If helps you calculate possible grades and outcomes for a particular course.



1 Calculation

a. Reset:

Reset removes all projected scores.

b. Full Credit

This will display full credit scores in the projected score section for any assessment you have not submitted.

c. No Credit:

This will apply zeroes in the projected score section for any assessment you have not submitted.

d. Recalculate:

Once you have added scores to the projected score section, click Recalculate to display a new projected score.

2 Actual Score:

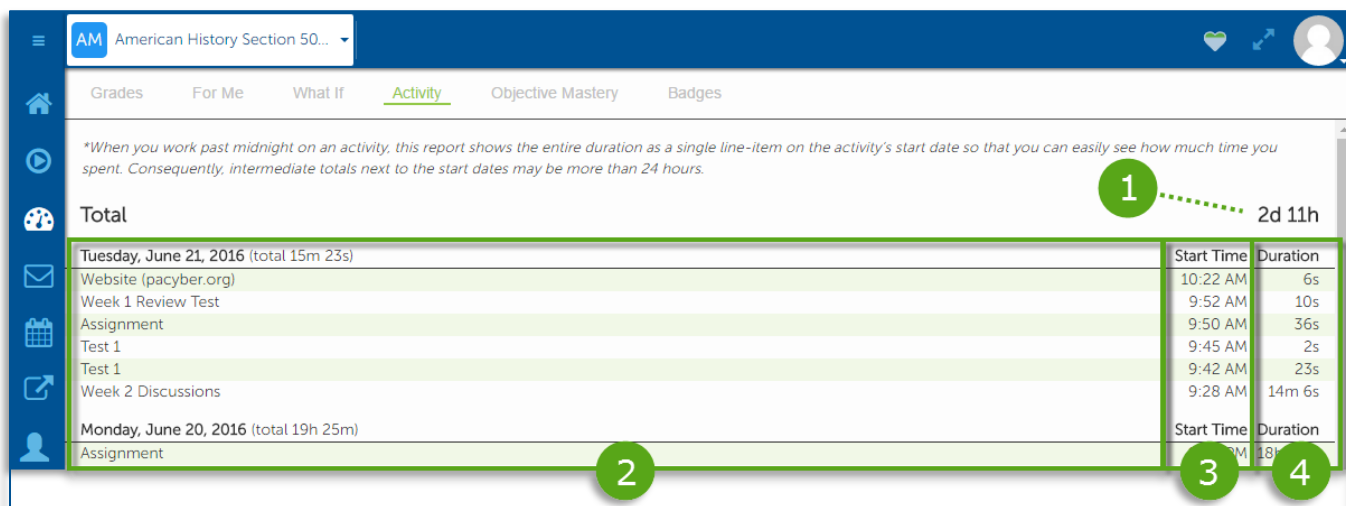
Actual score shows you what your current grade is for each submitted item.

3 Projected Score:

Projected score is where you can enter an estimated score for an assessment you have not submitted.

Activity

Here you can see activities that you have worked in, when you started that activity, and how long you spent viewing or working on that activity.



*When you work past midnight on an activity, this report shows the entire duration as a single line-item on the activity's start date so that you can easily see how much time you spent. Consequently, intermediate totals next to the start dates may be more than 24 hours.		
Total		2d 11h
Tuesday, June 21, 2016 (total 15m 23s)	Start Time	Duration
Website (pacyber.org)	10:22 AM	6s
Week 1 Review Test	9:52 AM	10s
Assignment	9:50 AM	36s
Test 1	9:45 AM	2s
Test 1	9:42 AM	23s
Week 2 Discussions	9:28 AM	14m 6s
Monday, June 20, 2016 (total 19h 25m)	Start Time	Duration
Assignment		

- Total Duration:**
This shows you the overall time you have spent in a particular course.
- Course Items**
Here you can see each activity you have viewed within your course grouped by date.
- Start Time**
This displays the time you started to view the activity.
- Duration**
This displays how long you viewed a particular activity in your course.

Badges

Badges are awarded by your teacher. Teachers can assign them for work completed, participation, and more. All badges for a course will be displayed here. You can click on the List icon to see more details of each badge.

