

Introduction to DotED

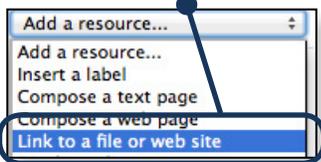
DotED can be accessed through your Inside account by logging into the account. The classes that you are teaching are located in the dashboard so they are visible immediately upon logging in. If you are not on the Dashboard, clicking the **Home** icon or the **Current Courses** link located in the sidebar can access them.

Adding a File

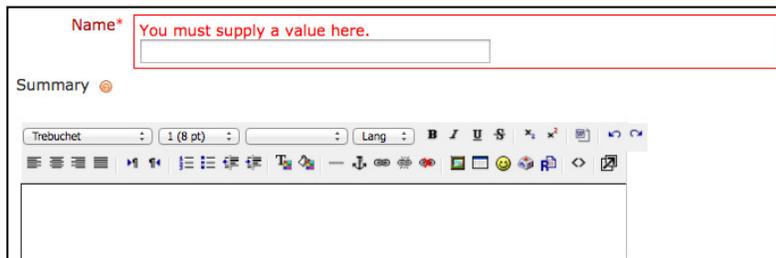
1. Click the **Turn On Editing** Link located in the **Administration** Sidebar.



2. Click the **Add A Resource** drop down menu in the section that you would like to add your file to and select **Link to a File** or Website.



3. Enter the name of the file (Required) and if desired, a description (optional).



4. Click the **Choose or Upload a File** button.



5. Click the **Upload a File Button**.



6. Click **Browse** and navigate to your file, then press **Open** to select it. Then Press **Upload This File**.



7. **Check the box** next to the file that you just uploaded and press the **Choose** link.



8. Under the **Window** section, choose **New Window** from the drop down menu.



9. Scroll to the bottom of the screen and press the **Save and Return to Course** link.

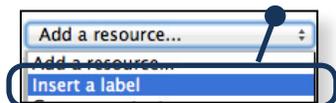
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Adding Other Resources

The 3 most commonly used resources in DotED are **Labels, Links, and Files**. In addition to these choices, there is the option to Compose a Web Page, Compose a Text Page, Display a Directory, or Add an IMS Content Package (currently disabled). The process to add any resource begins with making sure that the editing function is active. If it is not, click the **Turn On Editing** link to activate it. From there, you can follow the steps below to add content:

1. To Add A Label

- a. Click the **Add A Resource** drop down menu in the section that you would like to add your label to and select **Insert A Label**.

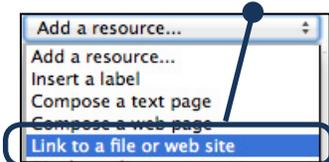


- b. Format Label Text using the text editor and **Save and Return to Course** link.



2. To Add A Link

- a. Click the **Add A Resource** drop down menu in the section that you would like to add your link to and select **Link to a File or Website**.



- b. Enter the **URL of the link** in the Link to a File or Website box.



- c. Under the Window section, choose **New Window** from the drop down menu.



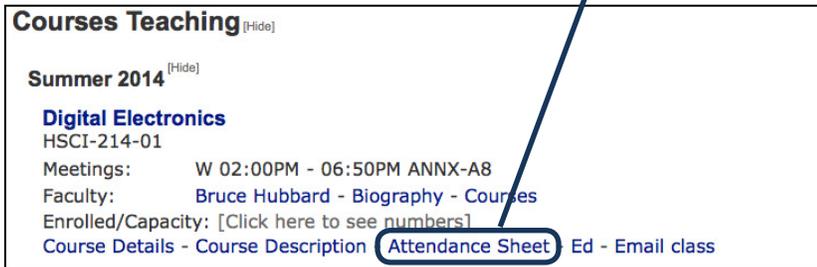
- d. Scroll to the bottom of the screen and press the **Save and Return to Course** link.

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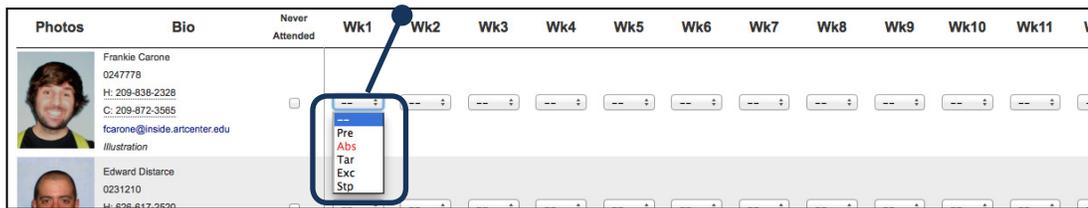
The **Online Attendance Sheet** is a real-time roster of your students with pictures and contact information. **The default setting for all students is blank (-), indicating a student, or all students, are present.**

Taking Attendance:

1. On your Inside dashboard, locate the **Attendance** link under the listing for the course you would like to take attendance in.



2. Once you have clicked the link, you will be presented with a digital roster (complete with photos) and a drop down menu underneath the class date. You have several options to choose from when marking attendance. They are:



- **PRE** (Present)
 - **TAR** (Tardy)
 - **ABS** (Absent)
 - **EXC** (Excused Absence)
 - **STP** (Stopped Attending)
 - For those students that have never attended your class, there is also a checkbox to mark these students as **'Never Attended'**.
3. Once you have completed attendance for the day(s), the record is automatically updated and you can navigate away from the page.