

## How to View Your Student's Course and Grade Information

All observer access to student course and grade information begins by first accessing <http://bb.francistuttle.com>. As a parent, guardian, or other authorized observer, you have *Observer* rights to view limited course content and grades for each of your students. If the instructor allows those with *Observer* rights to access course content, you may be able to view announcements the instructor sends to students in the course, course lesson content, assignments, resources, and other content. Instructors cannot give *Observe* access to the actual content of tests, or to any student in the course other than the student for whom the observer is the parent, guardian, or otherwise legally authorized observer. That means Observers will not see emails, discussion board postings, etc., that any other student in the course wrote, nor will they see any confidential information about any other student in the course.

You also will not be able to see absolutely everything in the course. For example, while you may be able to see the links to and descriptions of tests that your student takes, you will not be able to see the test questions. In addition, instructors can turn access to the course on or off, and can do the same for individual course components. As a result, the content you are able to access in any one course may be limited compared to other courses. However, you always will have the ability to see your student's grades.

The following instructions and information will help you maximize your authorized *Observer* access to your student's courses and grades.

### About the Observe Francis Tuttle Tab

After you log in to the Francis Tuttle learning system ([bb.francistuttle.com](http://bb.francistuttle.com)) with your Username and Password, the page that opens is part of the **Observe Francis Tuttle** tab. It contains a **Tools** box, an **Observer Gateway** box, a **Francis Tuttle Observer Help** box, and a **My Courses** box. It also may contain other boxes, such as the **Calendar of Events** box.

From within the **Observe Francis Tuttle** tab, you can:

- Change your personal information, including your password, by choosing the **Personal Information** link in the **Tools** box.
- Change which boxes display and how they display by using the **Modify Content** or **Modify Layout** buttons (near the upper-right corner of the page).
- View a list of which students you can observe and change from one student to the other by clicking the **Observer Dashboard** link in the **Tools** box, and change which student you currently are observing by accessing the **Observer Dashboard** or the **Observer Gateway**.
- Access student courses, content as authorized by the instructor, and the student's grades.

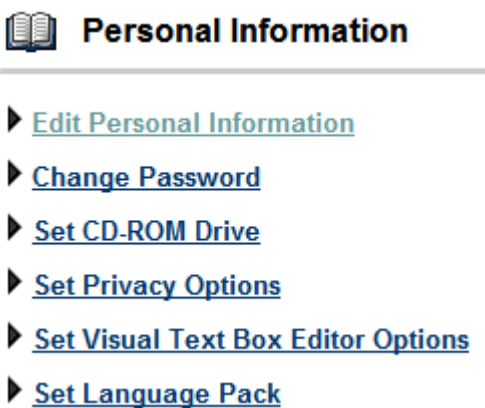
### Changing Your Personal Information (Including Your Password)

When you received your notification of observer access to Francis Tuttle's online system, you were given a Username and Password. While you cannot change the Username, you can change

your password and update other personal information related to you that we have on file. To change your personal information, click the **Personal Information** link shown in the **Tools** box.

Please note: We recommend that you use this access to change your password, and that if you have other information to update, such as your email or home address, you notify Francis Tuttle or your child's teacher of the updated information, and then update that personal information through this **Personal Information** link as well.

Once you click the **Personal Information** link in the **Tools** box, you also must click the **Edit Personal Information** link that shows on the resulting **Personal Information** page. Once you make your updates, be certain to scroll to the bottom of the page and click the **Submit** button for your changes to take affect.



*Figure*

### Using Modify Content and Modify Layout

When logged in as an Observer, clicking the **Modify Content** button opens a page where you can choose what modules of content you will see on your Observe Francis Tuttle page. You get to customize what you see by clicking on the box to add a checkmark to any listed module of content that is available. You also can remove what is currently shown by clicking the box to remove the checkmark, except when the checkmark is red in color. Red checkmarks indicated modules that are required and cannot be removed.

While the Modify Content page lets you change what content you see, clicking the **Modify Layout** button to open its equivalent page lets you change where the content modules appear on the page. You can choose the column (left or right), and the order of the items within each column. You also can change the basic color scheme that is followed when the **Observe Francis Tuttle** page is displayed to you. So, when using the Modify Layout option, you can:

- Move a module around from the left column to the right column and vice versa, or from the top position to a lower position and vice versa, or to change the color scheme (theme) of your Observe Francis Tuttle page, click the **Modify Layout** button on the Observe Francis Tuttle page. Click on any item listed in the "Column 1" or "Column 2" areas, and then click one of the arrow buttons between the two column boxes to choose to move that

item left to right, right to left, down, or up. Next, change the color scheme if you wish to, or just click the **Submit** button to save the changes.

- Select a different color scheme (theme) for your Observe Francis Tuttle page by scrolling through your choices shown on the Modify Layout page and clicking the radio button next to your selection. Next, click **Submit** to ensure the selected options are saved for you.

In the following graphic labeled *Figure 2*, you'll see the **Observe Francis Tuttle** page before the layout has been modified. In the graphic labeled *Figure 3*, you'll see the **Observe Francis Tuttle** page after the content and layout have been modified to customize that page for the observer (you).

The screenshot shows the 'Observe Francis Tuttle' page with a purple theme. At the top, there are tabs for 'Observe Francis Tuttle' and 'Courses'. Below the header, there are two buttons: 'Modify Content' and 'Modify Layout'. The main content area is divided into three panels. On the left is a 'Tools' panel with links for 'Personal Information', 'Check your machine (Tech Requirements)', 'Tasks', 'Online Campus', and 'Observer Dashboard'. The middle panel is titled 'Observer Gateway' and contains an 'Observer Dashboard' section with 'Currently Observing: Cady, Dorothy' and a list of observers: 'Cady, Dorothy (dc0070449)' and 'O'Bryant, David (do0190889)'. Below this is a 'Calendar of Events' section and a 'Francis Tuttle Observer Help' section with a link to 'Observer Instructions'. The right panel is titled 'My Courses' and lists 'Courses in which Dorothy Cady is enrolled': 'OERB\_IntroToOandG: (Master)' and 'OERB\_Introduction to Oil and Gas'. The instructor for these courses is 'Richard Baim'. Below that, it lists 'eL\_COI\_Capstone\_Ellison' with instructor 'Twanica Ellison'.

Figure 2

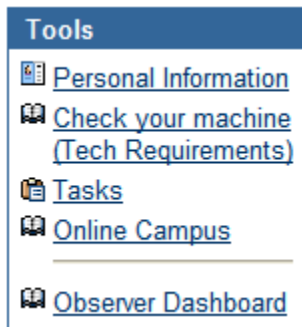
The screenshot shows the 'Observe Francis Tuttle' page after modification, now with a red theme. The layout is similar to Figure 2, but with several changes. The 'Tools' panel remains on the left. The 'Observer Gateway' panel is now red and contains the same observer information as in Figure 2. A new 'Calculator' panel has been added, featuring a standard calculator interface with a display, buttons for digits, operations, and functions. The 'My Courses' panel is also red and shows the same course information as in Figure 2.

Figure 3

## Using the Observer Dashboard and Observer Gateway

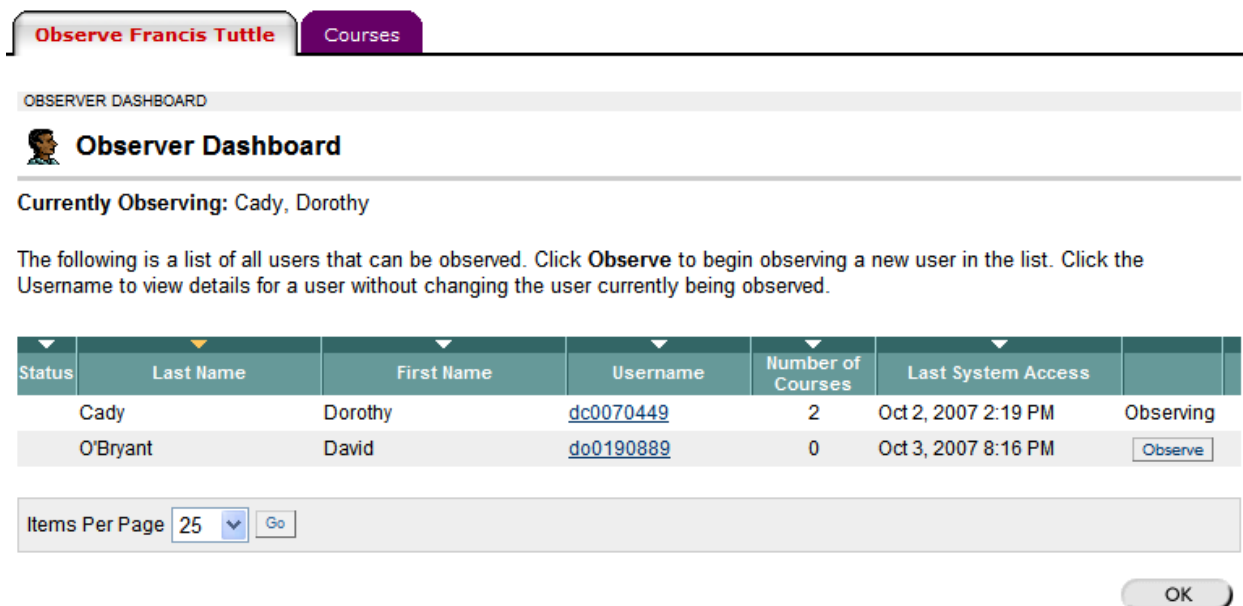
If you have more than one student enrolled at Francis Tuttle, your Observer access lets you see course information and grades for each of those students. However, you can only do so one student at a time, so you will have to choose the student you want to observe. If you have only one student, you will be able to observe only that student. You can change which student you currently are observing by either accessing the **Observer Dashboard** through the **Tools** menu, or using the **Observer Gateway** box displayed on your **Observe Francis Tuttle** page.

Clicking the **Observer Dashboard** link in the Tools box (see *Figure 4* below) gives you access to information about your students.



*Figure 4*

As *Figure 5* below shows, the **Observer Dashboard** provides student information that includes each student's Username, the number of online courses in which they are enrolled, and the last date and time they accessed the online system. It also lets you see which student you currently are observing, as well as the **Observe** button that allows you to change from observing one student to another.

A screenshot of the Observer Dashboard interface. At the top, there are two tabs: 'Observe Francis Tuttle' (active) and 'Courses'. Below the tabs is a header 'OBSERVER DASHBOARD' and a sub-header 'Observer Dashboard' with a user icon. The main content area shows 'Currently Observing: Cady, Dorothy'. Below this is a paragraph of instructions: 'The following is a list of all users that can be observed. Click **Observe** to begin observing a new user in the list. Click the Username to view details for a user without changing the user currently being observed.' A table follows with columns: Status, Last Name, First Name, Username, Number of Courses, Last System Access, and an empty column. The table has two rows: one for 'Cady, Dorothy' (username dc0070449, 2 courses, last access Oct 2, 2007 2:19 PM) with 'Observing' status, and one for 'O'Bryant, David' (username do0190889, 0 courses, last access Oct 3, 2007 8:16 PM) with an 'Observe' button. Below the table is a pagination control: 'Items Per Page' with a dropdown set to '25' and a 'Go' button. At the bottom right is an 'OK' button.

*Figure 5*

## Using the Observer Gateway

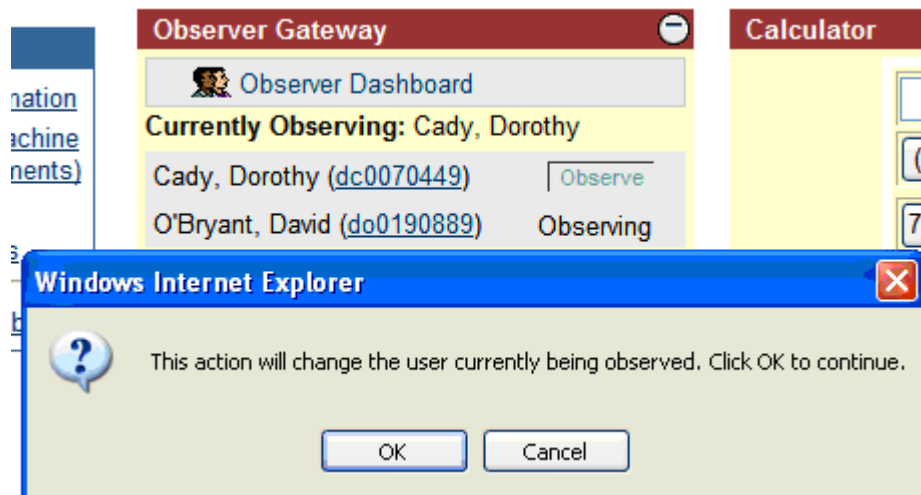
The **Observer Gateway** box (see *Figure 6* below) on the **Observe Francis Tuttle** page works much like the Observer Dashboard page in that it lists each student for whom you are an Observer, and lets you change from one student to another by clicking the Observe button. It does not give you the details for each student, such as the date and time each student last accessed the system, but it does give you a link to the **Observer** Dashboard, which then lets you read student-related information. It also includes a Link to the **Observer Dashboard**, and shows you which student's information you currently are accessing (**Currently Observing**).

To view the courses, course information, and grades for the student that you are currently observing, click the student's Username (shown in parenthesis next to the student's name), or click a course link shown in the **My Courses** box.



*Figure 6*

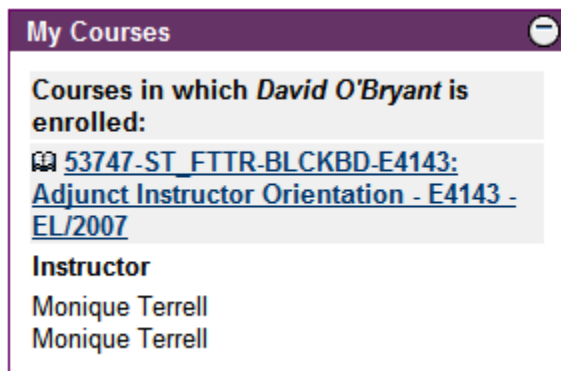
As noted, you can observe only one of your students at a time, but you can observe all of your students from the same place. To choose which student you want to observe, you access the **Observer Gateway** box, find the student's name, and then click the **Observe** button next to the student's name. You then click **OK** when prompted with the warning that states, "This action will change the user currently being observed. Click OK to continue." For example, in *Figure 6* below, the observer has chosen to change from viewing the "Cady, Dorothy" student to viewing the "O'Bryant, David" student, and the **Windows Internet Explorer** message pop-up has opened.



*Figure 7*

## Access Student Courses, Authorized Course Content, and Student Grades

Each time you log in with your observer Username and Password, you will be able to view your students' courses, content (as made available by the teacher), and grades. To access any of these items, you must go into the student's course. You can do that by clicking the name of the course as shown in the **My Courses** box (see *Figure 8* below) on your **Observe Francis Tuttle** page, or by first clicking the student's Username found in parenthesis next to the student's name in the **Observer Gateway** box, which is shown in *Figure 7* above. In *Figure 8* below, you see the courses for the student named "Dorothy Cady," who also is shown in *Figure 7* as the student currently being observed ("Observing").



*Figure 8*

Although this document has not gone into any details about it, you have the ability to view technical requirements and have Francis Tuttle's system check your computer to see whether it meets the minimum technical requirements needed to ensure that all functionality of our online system is available from your computer. (See **Check your machine (Tech Requirements)** under **Tools**.) In addition, you can view a list of **Tasks** (also found under **Tools**) associated with your observer account and related to your students' courses, as well as access the Francis Tuttle Online Campus Webpage (click **Online Campus** in the **Tools** box).

You also may have noticed that the Webpage that opens to the Observe Francis Tuttle tabbed page when you log in has another tab labeled **Courses**. If you switch to that tab (click the **Courses** and **Observer Francis Tuttle** tabs to switch between these tabbed pages), you will be able to search for Francis Tuttle courses using the **Search** box provided on the **Courses** page.