



Participant Manual

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There is no need to invent artificial challenges for teachers. Real life in schools presents the best opportunities from which to learn.

--John Dewey

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Registering, Logging In and Getting Started

REGISTRATION:

- ❖ You will receive an introductory email from CaseNEX. Within this email there will be a hyperlink with the PIN number that allows you access to the case package designed specifically for your course.
- ❖ To register, click on the hyperlink and get taken to the registration page.
- ❖ Your PIN will automatically fill in. Please complete all other fields; those marked by a red exclamation point (!) are required.
- ❖ You must also create a new username and password. Please note: **No spaces** are allowed in the usernames. Passwords are **case sensitive**. **You must create a new username for each CaseNEX course you take.**

Write your login information down. Returning students must create a new username for each course. Once you have created your account, go to www.casenex.com and enter your username and password in the green login circle to view your course materials.

Username must be 6 to 14 characters in length **NO spaces or special characters. Letters and numbers ONLY.**

Username

Note that passwords are case sensitive.

Password

Retype Password

- ❖ When you have filled in the page, click on “**Submit Information and Complete Registration.**” If done correctly, you will be prompted to log in using your new username and password. If you have missed something, you will be prompted to fill in the field (**NOTE: if this happens, you will need to reenter your password before submitting information again.**)

Log In:

- ❖ To sign in, navigate to the CaseNEX website: <http://www.casenex.com> and look for the green circle on the upper right hand corner. Enter your username and password exactly as you created it. Make sure to match upper and lower case letters!



Getting Started:

- ❖ Once you have logged into the site, your **HOME** page will display your cases. (Please note that to get to your home page from within the site, click on CASES on the top menu). Check out the Newsflash area for class announcements.

Below are the cases u... started, click on the Syllabus button above to view your instructor's plan for the course or click on the individual case images below to peruse the case studies.

Burgers and Scoreboards ▶

Home	59.9	Guests
64	sec	60
MI	period 4	MI
Feeds	played	Feeds
5	4-30	8
MI	MI	MI

Dr. Cooper, principal at Brandon High School, did not realize that the offer made by Sam Graham to pay for new scoreboards and provide free food would become a controversy. Many teachers and community members feel that placing the logo of Sam's restaurant on the football team's helmets is too high a price

- ❖ **STEP 1:** Go to **Yellow Menu Bar/Syllabus Tab** on the top menu bar. Click on the link for the name of the course title. The syllabus provides a detailed description of course sequence and assignments. The syllabus is also linked from the **Newsflash**

cases journal **syllabus** discuss case mail log out

getting started class materials talking to each other tutorials

Welcome, CaseNEX Student

Below are the cases used in your course. To get started, click on the Syllabus button above to view your instructor's plan for the course or click on the individual case images below to peruse the case studies.

CLASS NEWS FLASH

[Click HERE for Class Syllabus.](#)

Burgers and Scoreboards ▶

Home	59.9	Guests
64	period 4	60
Goals	Player	Goals
5	4-30	8

Dr. Cooper, principal at Brandon High School, did not realize that the offer made by Sam Graham to pay for new scoreboards and provide free food would become a controversy. Many teachers and community members feel that placing the logo of Sam's restaurant on the football team's helmets is too high a price

- ❖ **STEP 2:** Learn about the case analysis methodology by exploring the “CaseNEX Course Tutorial” under **Tutorials** on the green menu bar. **This is where you will find the Case-analysis and Workbook rubrics.**

cases journal syllabus discuss case mail log out

getting started class materials talking to each other **tutorials**

Welcome, CaseNEX Student

Below are the cases used in your course. To get started, click on the Syllabus button above to view your instructor's plan for the course or click on the individual case images below to peruse the case studies.

CaseNEX Course Tutorial

Using RealPlayer

Using Quicktime Player

[Click HERE for Class Syllabus.](#)

Burgers and Scoreboards ▶

Home	59.9	Guests
64	period 4	60
Goals	Player	Goals
5	4-30	8

Dr. Cooper, principal at Brandon High School, did not realize that the offer made by Sam Graham to pay for new

- ❖ **STEP 3:** Click on **Discuss Tab** on top menu bar and join in on **Your Class Discussion!**



Welcome, CaseNEX Student



- ❖ You will then see any announcements or threads that have already begun. An announcement is some piece of information that you can post to which students cannot reply. A thread is the area where students can reply and discuss.

Announcement

Discussion thread

Messages: 8 - Threads: 2

Thread	Author	Views	Replies	Last Post
the class starts today!! Posted By: Forum Instructo... -- Aug 16, 2005 8:23 AM				
Welcome	Forum Instructo...	19	6	Sep 7, 2005 4:31 PM
week 1 discussion	Forum Instructo...	3	0	Aug 16, 2005 8:24 AM

Search Forum

- New content since your last visit
- Updated content since your last visit

- ❖ A red, or partial red, circle in front of a student name indicates a new or edited entry.
- ❖ Discussions appear in an indented list. A comment indented below a previous comment is a response to the previous comment. Click on any comment to see what it says and to respond.

Subject	Author	Date Posted
Welcome	Forum Instructor 1	Aug 15, 2005 1:57 PM
Re: Welcome	Forum Student 1	Aug 15, 2005 2:04 PM
Re: Welcome	Forum Instructor 1	Aug 16, 2005 8:16 AM
Re: Welcome	Forum Student 1	Aug 16, 2005 8:21 AM
Re: Welcome	Forum Instructor 1	Aug 16, 2005 10:50 AM
Re: Welcome	Forum Instructor 1	Aug 16, 2005 10:51 AM

[← Back to Thread List](#)
Threads: [[Previous](#) | [Next](#)]

- ❖ When you click on a posting, the content will appear at the top of the indented list and have the necessary buttons to reply.

STUDENT WORK AREAS AND GENERAL SITE TOOLS

In addition to tools already covered, expect to use the following tools:

CLASS MATERIALS (on the green menu bar):

CASE PERSPECTIVES:

- For many cases, master teachers and distinguished educators provide insight and provoke discussion about issues presented in cases. The case perspectives are a supplemental tool to instruction and are used to encourage students to think “outside the box.”

THE VIRTUAL LIBRARY:

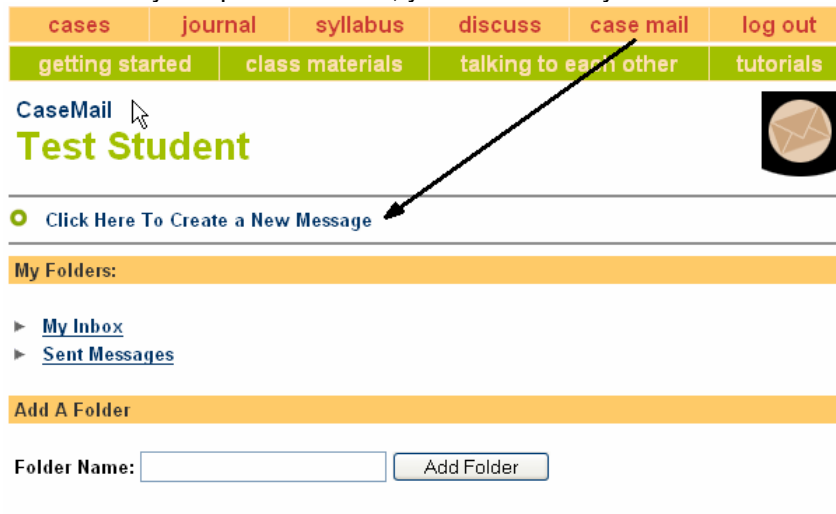
- **Overview of the Virtual Library** The mission of the virtual librarian is to 1) collect information and organize it in a way that is useful to participants; 2) organize web sites that will be useful for finding additional information; and 3) outline suggested search strategies to help participants find information about research topics.
- **Electronic Journals** When doing research for CaseNEX, participants may determine that the topic they need information about has been written in a magazine or journal article. Magazines and journals are published in both print and electronic format. While public libraries tend to subscribe to general interest magazines like Time Magazine, university libraries tend to subscribe to professional journals and magazines such as The Journal of Special Education and Learning Magazine. This link provides access to many electronic journals in the field of education.
- **Using Databases to Locate Articles** When doing research for CaseNEX, a good way to find additional information on your topic is to search for journals and magazine articles. Authors conducting education-related research frequently publish their findings in such articles. These articles can be theory-based or action research. This link provides information about and access to databases to facilitate searches.
- **Newspapers** This link provides information about accessing newspapers on the web.
- **Reference Materials** For information on online reference resources, including encyclopedias, dictionaries, and associations, click here.
- **Search Engines** Authors and publishers are posting a plethora of timely information on the web. It is up to the reader, to evaluate its worth. Follow this link to learn more about how to use search engines to expedite your search.
- **Statistics** When doing research for CaseNEX, participants may determine they need to locate statistics to support their research or to help them understand a topic more thoroughly. A variety of web sites that focus on providing education-related statistics can be accessed from this link.
- **Readings** For each case, there are corresponding readings to supplement instruction and elaborate on issues raised in the cases. Follow this link to access these readings. **Note: Readings listed each week in the syllabus can be found here, listed under the case the class is using that week.**

COURSE EVALUATION:

- Please complete this course evaluation during week 8 of your course.

CASEMAIL:

- CaseMail is the internal mail service for CaseNEX participants to e-mail each other using login IDs. Participants can also access their personal mailboxes from the **CaseMail** top menu item. When you open CaseMail, you can look in your Inbox or create a new message.



When posting a new message, if you do not know the address (or user ID) of the person you would like to contact, click the directory link. **Make sure to click on the second course name presented.** You will then see a list of names that you can choose. You may also select the 'Everybody in Class' to write to the entire group. If you wish to write to multiple people (but not the entire group), use the back button on your browser to return to the list as many times as you would like.

SEND NEW CASEMAIL MESSAGE

To send a new CaseMail Message to a fellow classmate, your instructor, or CaseCentral, just type their UserName in the 'To' field. For example, the CaseCentral ID is 'cnexadmin'. **However, we strongly advise that you send any CaseNEX questions to info@casenex.com from your outside email account. These will be answered more quickly.**

To: [address lookup >](#)

Subject:

Body:

Attachment:

File:

File Type:

Description:

MY CLASS DISCUSSION:

- This discussion forum can also be found by clicking on Discuss on the **yellow** menu bar. This thread may be used for general class-related issues.

JOURNAL:



- You may use this tool to respond to issues in the cases, readings, and class sessions. You can 'View Student Journals' under the green menu drop down or also access this tool by clicking on **Journal** in the top menu bar. When you click down into your course name, you will see any journals you have already completed. To create a new journal, click on Post a New Thread.

 [Post New Thread](#)

Messages: 3 - Threads: 2




	Thread	Author	Views	Replies	Last Post
	journal #2	Forum Student 1	2	0	Aug 16, 2005 8:22 AM
	Hello	Forum Student 1	7	1	Aug 15, 2005 2:01 PM

Search Forum

-  New content since your last visit
-  Updated content since your last visit

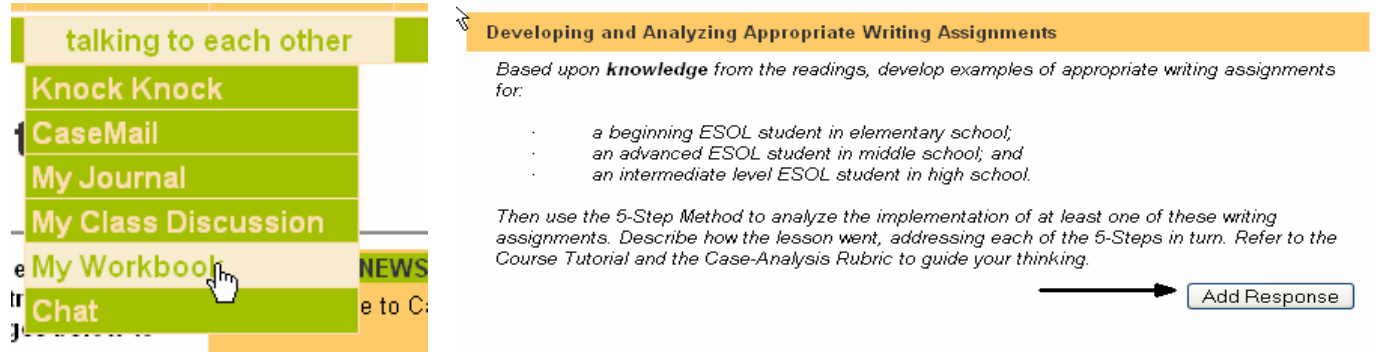
- Much like the discussion area, you can click in to see if your instructor has provided feedback. The circle in front will be red if there has been a response.
- You can edit your journals at any time by clicking on the edit icon.

 [Reply to this Thread](#)  [Search Forum](#)  [Back to Journal](#)

Replies: 0		Threads: [Previous Next]	
Forum Student 1 Casenex Posts: 4 Registered: 8/15/05	 journal #2 Posted: Aug 16, 2005 8:22 AM		 Reply
sfgdfg			

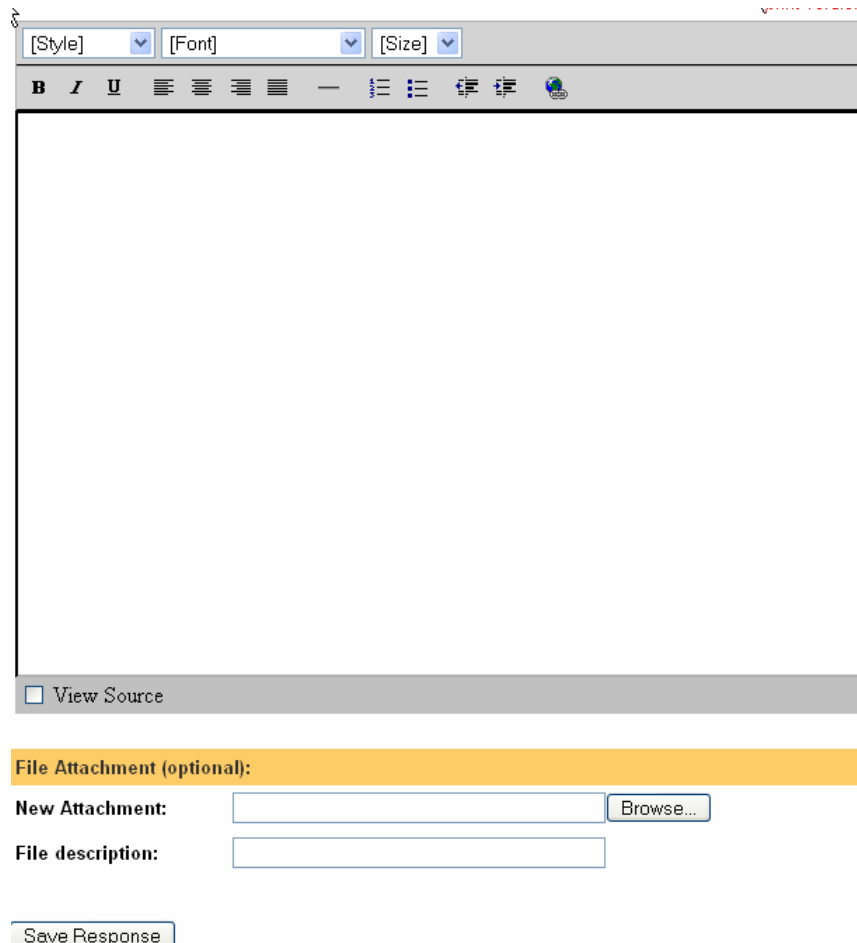
WORKBOOK:

- You may use this tool to apply class knowledge to your teaching environment. Find **My Workbook** on the drop down menu. Similar to the journal, if you click down through the appropriate links, you will find any workbook assignments needed for your class. When you are ready to work on one, click on Add Response.



The screenshot shows a navigation menu on the left with the following items: talking to each other, Knock Knock, CaseMail, My Journal, My Class Discussion, My Workbook (highlighted with a mouse cursor), and Chat. To the right, a yellow header reads "Developing and Analyzing Appropriate Writing Assignments". Below the header, the text says: "Based upon **knowledge** from the readings, develop examples of appropriate writing assignments for:" followed by a bulleted list: "a beginning ESOL student in elementary school; an advanced ESOL student in middle school; and an intermediate level ESOL student in high school." Below the list, it says: "Then use the 5-Step Method to analyze the implementation of at least one of these writing assignments. Describe how the lesson went, addressing each of the 5-Steps in turn. Refer to the Course Tutorial and the Case-Analysis Rubric to guide your thinking." At the bottom right of the page is an "Add Response" button with an arrow pointing to it.

- You will then see a work area where you may add, and format, text. In addition, you may attach a file if you prefer. When you are done, save your response. **For both the workbook and journal, we recommend that you complete the assignment in a word document and then cut and paste into the online environment.**



The screenshot shows a text editor interface. At the top, there are dropdown menus for [Style], [Font], and [Size]. Below these are icons for text formatting: Bold (B), Italic (I), Underline (U), bulleted list, numbered list, indent, and outdent. The main area is a large empty text box. At the bottom left, there is a checkbox labeled "View Source". Below the text editor is a yellow header "File Attachment (optional):". Under this header, there are two fields: "New Attachment:" with a text input and a "Browse..." button, and "File description:" with a text input. At the bottom is a "Save Response" button.

TUTORIALS:

CASENEX COURSE TUTORIAL:

- This tutorial includes information on case methodology, the 5-step analysis process and grading procedures. Sample case analyses are provided.

USING REALPLAYER:

- In order to view the CaseNEX video cases, participants will need to download RealPlayer. This tutorial will teach users how to use this multimedia feature that allows viewers to watch streamed video.

USING QUICKTIME:

- If users prefer to download video clips before viewing them (rather than viewing the streaming version using Real Player), QuickTime versions of video clips are available. This tutorial explains how to download use this multimedia feature.

WHAT IS A CASENEX CASE?

A case presents real-life, problem-based classroom scenarios that depict complex problems and opportunities teachers face daily.

Here To Serve
A CaseNEX Case by Clare Kibane

Contents

- Scene 1**
Chris Eckert, the technology coordinator at Blair Middle School, works with Alex Rutter one morning in the school's technology learning center (TLC).
- Scene 2**
Chris Eckert gives three girls permission to work on an assignment in the technology lab during lunch.
- Scene 3**
Mrs. Donovan and her students find some questionable websites during language arts class.
- Scene 4**
Chris and her husband, Paul discuss Alex on the way home from school.
- Scene 5**
Chris meets with assistant principal Ben Sayreki.

Scene One

Scene: Chris Eckert, the technology coordinator at Blair Middle School, works with Alex Rutter one morning in the school's technology learning center (TLC).

Over the sound of her footsteps in the empty school corridor, Chris Eckert heard the computers in the TLC boozing up. The Windows start-up sounds chimed in succession as she counted, one, two, three, four all the way up to 13 and thought to herself, "Today I MUST call the district technician and get #14 fixed. And I'll have to make sure he figures out what is wrong with the Internet filter on our webserver. I phoned that problem in weeks ago. Perhaps they have forgotten about it."

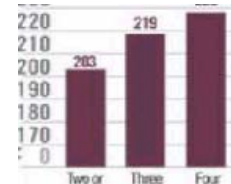
The week had been hectic to say the least--what with the first football game of the season and student council elections. The Technology Learning Center had not been free of students during the school day since the first week of school. This made it virtually impossible to do anything important like taking care of hardware repairs, ordering new software, planning for instruction. It had even been difficult to squeeze in a trip to the restroom!

Teacher Artifacts



	REA/DINA WRITING WORKSHEET	Summer Reading	Summer 9
Boone, J.	√	√	√
Bull, W	√	√+	√
Carter, J	√	√+	√
Deores, E.	√-	√	√
Ellis, G.	ex	√	√

Supporting Data



Video Clips



Video clips and "teacher artifacts" linked within the text of cases allow teachers to experience actual classroom dilemmas.

Cases vary in the degree to which they represent "true life," but each portrays events, situations, and people as they are--not necessarily as they should be. Most cases present a third-person, omniscient view of a situation, but many others are written in the first-person. Because cases are realistic and engaging, they more actively involve students in their own learning. The cases themselves consist of video and audio files, photographs, and other graphics, which enhance the reality of the case stories.

CASE RESOURCES

When you are reading a case, you will see quick links to a few of the tools we have already described. Please note: the discussion linked within a case is a 'global' discussion in which any CaseNEX participant reading the particular case can join in. Your class discussion is still found by clicking on Discuss on the yellow menu bar.


cases	journal	syllabus	discuss	case mail	log out
getting started	class materials	talking to each other	tutorials		

Mix It Up



A CaseNEX Case

Note: This case is a fictional interpretation of real people, events, and schools.
This case is the property of CaseNEX, LLC and should not be copied or distributed without permission.



Click here to access "global discussion. Class discussion is accessed from the yellow menu bar

Click here for readings

Click here to write a journal entry

Click here to send case mail to your instructor

Click here for case analysis instructions

Discuss This Case

Check Out Readings






Write In My Journal

Ask My Instructor

How Do I Use This Case?

OVERVIEW OF FIVE-STEP PROCESS



-  **Issues:** Identify facts and **issues**, problems, dilemmas, or opportunities present in the case.
-  **Perspectives:** Account for different **perspectives** or values of people who are represented in the case. For example, as you think about various **issues**, try to imagine how others (e.g., teacher, student, parent, and administration) might view them.
-  **Knowledge:** Describe what you know (practical and empirical/theoretical **knowledge**) that might be relevant to **issues** in the case and raise questions about additional **knowledge** that might help inform decisions.
-  **Actions:** Based on what you know describe possible courses of **action** you might take if you faced the challenges presented in the case.
-  **Consequences:** Predict the likely results (both the upside and downside, intended and unintended) of proposed **actions**.