

eWorkspace: Student workflow for Submitting Work & Reviewing Alerts

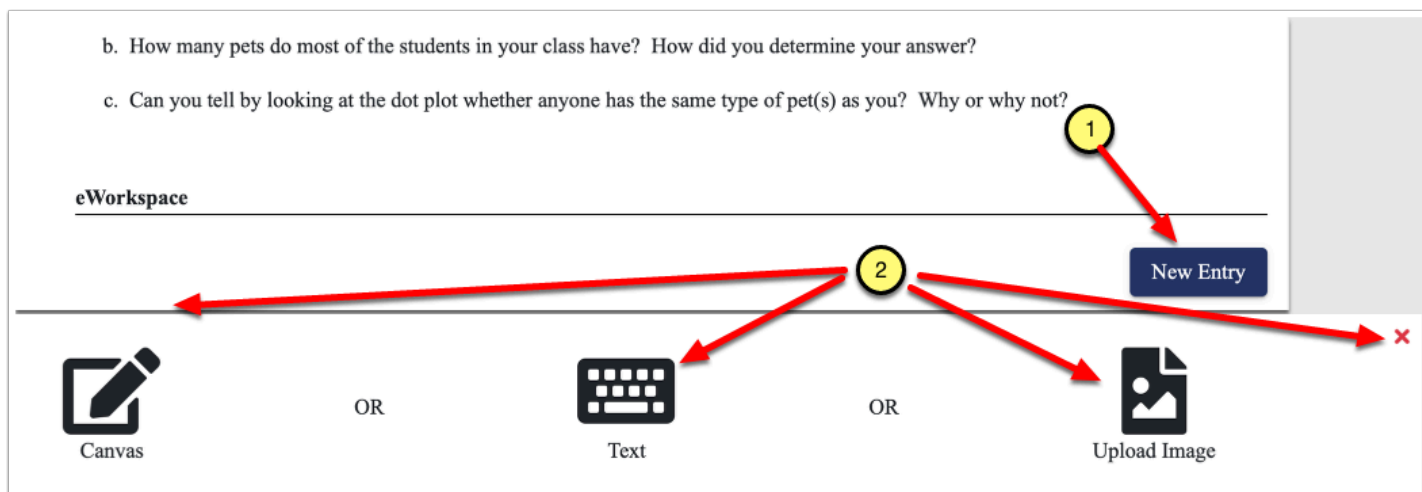
This article describes methods for students to submit work for problems found within their CPM eBook.

Video Introduction

- 💡 Vimeo: [eWorkspace Student Demo](#)
- YouTube: [eWorkspace Student Demo](#)

1. Choose Canvas, Text, or Upload Image.

1. Below the eWorkspace line at the bottom, right of each problem, click "New Entry".
2. Select either canvas (whiteboard), text, upload image, or x-out to go back.



1.1. Canvas Drawing Tools

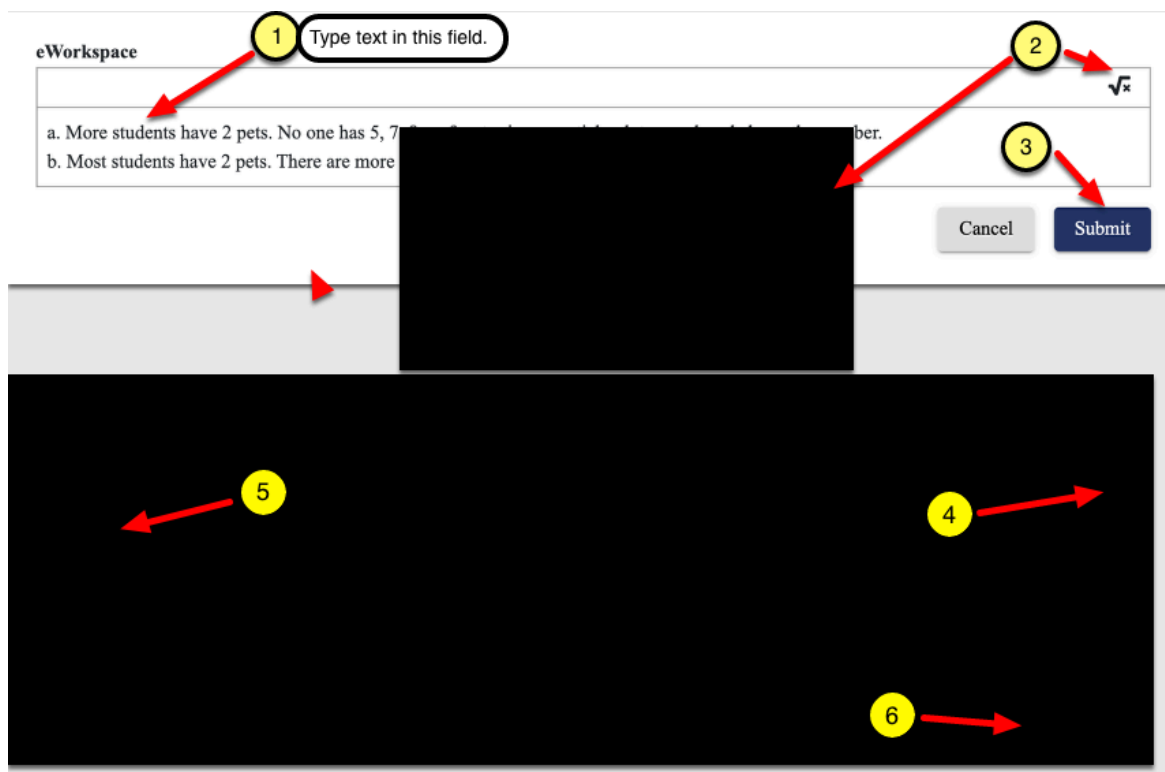
1. Select the pointer to hide/show the problem.
2. Hide the problem before selecting other tools to edit the drawing board.

More detailed information on how to use the canvas tools are at: [eWorkspace: Canvas \(Whiteboard\) Support](#)

The screenshot displays the CPM Educational Program interface. At the top, there is a toolbar with various drawing tools: a selection tool (1), a square tool (2), a diamond tool (3), a circle tool (4), a line tool (5), a minus tool (6), a pencil tool (7), and a text tool (8). Below the toolbar is a "Hide Problem" button. The main content area shows a problem statement: "4-16. Look at the figure formed by square tiles below. How can you find out how many small squares there are in this diagram *without* counting each one? Think about this as you answer the questions below. [Homework Help](#)". Below the problem statement are two sub-questions: "a. Write and simplify an expression involving the number of small squares." and "b. Write and simplify an expression involving the number of small squares." To the right of the problem statement is a drawing area with a toolbar and a "Pencil Selected" label. Below the drawing area is a "Pencil Tools" label. The interface also includes a "Show Problem" button and a "Stroke" section with a color picker and a "Background" section with a fill color picker.

1.2. TEXT AND EQUATION EDITOR

1. Enter plain text.
2. Access the equation editor.
3. Click Submit to send to the teacher.
4. To view your answer that was sent, click the ARROW at the far right.
5. To Edit or Delete.
6. To add more to your answer, click New Entry. This will allow you to select between Text or Upload Image.



1.3. UPLOAD IMAGE

After clicking New Entry as shown in the image above, choose either Test or Upload Image.

1. This time, choose Upload Image.
2. Find the file on you computer. Select it to upload to eWorkspace.
3. Once in eWorkspace, click Submit.

Additional information can be found at: [eWorkspace: Upload an Image of Student Work](#)

students have 2 pets. No one has 5, 7, 8, or 9 pets since no sticky dot was placed above the number. b. Most students have more dots.

Text OR Upload Image

c. **Number of Pets in our Class**

Our class data does not tell what kind of pet. So no, I cannot tell by this data.

0 1 2 3 4 5 6 7 8 9 10

Cancel Submit

2. Revise submitted answer.

! When students use the EDIT or DELETE feature, the original submitted answer is NOT erased, but rather archived.

1. Click the content arrows to view the original entry.
2. Click "Edit" or "Delete" for text or "Delete" for image.

eWorkspace

Date	Type	Submitted By
2/3/2021, 3:51 PM	Student Answer	eworkstudent1 eworkstudent1

Edit Delete

a. More students have 2 pets. No one has 5, 7, 8, or 9 pets since no sticky dot was placed above the number. b. Most students have 2 pets. There are more dots.

2/4/2021, 7:22 AM

Student Answer

eworkstudent1 eworkstudent1

Delete

c. **Number of Pets in our Class**

Our class data does not tell what kind of pet. So no, I cannot tell by this data.

1. For text edit, type the revision. Then click, Submit, or click the cancel button if desired.
2. To delete images or text, click the Delete as shown above. Then click the DELETE button below the image.

The screenshot displays the eWorkspace interface. At the top, a table lists submissions with columns for Date, Type, and Submitted By. Below the table, a student's answer is shown, including a text box with two parts: 'a. More students have 2 pets. No one has 5, 7, 8, or 9 pets since no sticky dot was placed above the number.' and 'b. Most students have 2 pets. There are more dots.' To the right of the text box is a yellow circle with the number 1, and below it are 'Cancel' and 'Submit' buttons. Below the text box, a number line diagram is shown with red dots at 4, 6, and 10. A yellow circle with the number 2 is positioned to the right of the number line, with red arrows pointing to 'Cancel' and 'Delete' buttons. A 'New Entry' button is located at the bottom right. A red box highlights the 'Delete' button with the text 'Click the Delete Buttons to archive your work.'

3. View previous submissions (Archived)

1. Click "Show Archived" to view previous submissions.
2. Once you have clicked "Show Archived", you have notification of the entry. Click the arrow to actually view the entry.
3. Click "Hide Archived" to hide previous submissions!

eWorkspace

Archived (2)

New Entry

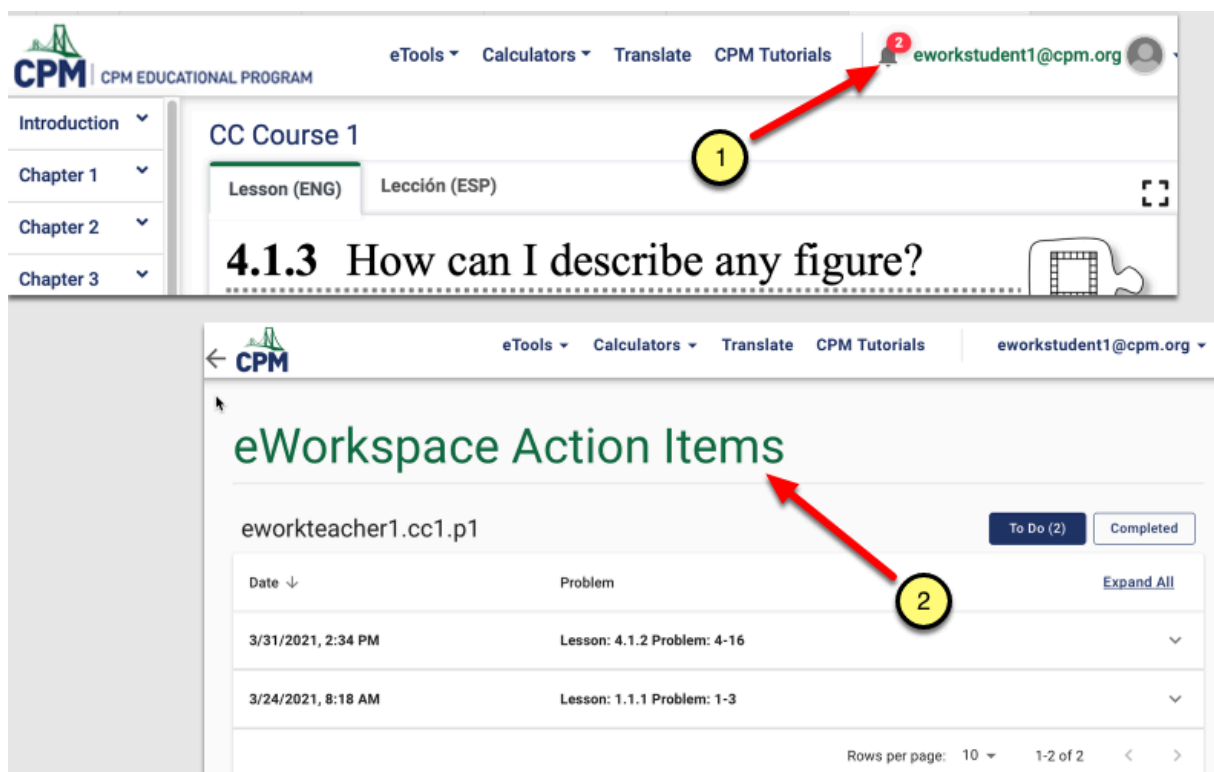
eWorkspace Hide Archived

Date	Type	Submitted By
11/4/2020, 6:28 AM	Student Answer (Archived)	eworkstudent7 eworkstudent7
<p>a. More students have 2 pets. No one has 5, 7, 8, or 9 pets since no dot was placed above the number. b. Most students have 2 pets. There are more dots.</p>		
11/4/2020, 7:42 AM	Student Answer (Archived)	eworkstudent7 eworkstudent7
<p>c.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Number of Pets in our Class</p> </div> <p>Our class data does not tell what</p>		

4. Find and Respond to Teacher Feedback

4.1. Teacher Feedback in ALERTS

1. Once logged into your eBook, alerts are located by the bell in the upper right corner. These represent feedback from your teacher that require a student response.
2. Select the bell to enter the eWorkspace action items page.



4.1.1. Features of the Action Items Page

1. Back arrow: This takes you back to your last visited page in the eBook.
2. Menus from the eBook
3. Logout
4. Difference between the "To Do" and "Completed". "To Do" are the number of items where the teacher is requiring student feedback. "Completed" are all of the items the student has provided additional feedback to the teacher response. If only the "TO DO" button is blue, only "TO DO" action items will be visible. If only the "Completed" button is blue, then only action items the student has already responded to will be visible. Finally, if both buttons are blue then all action items will be visible.
5. The student can expand all visible action items with the "Expand All" button or expand individual items with the arrow. Once an item is expanded, you will have the option to "Collapse All".
6. Adjust the action item per page view: At the bottom of the Action Items page are the rows per page and the number of items shown on each page. The student can select either 10, 25, or 50 rows per page. Use the right and left arrows to navigate backwards or forwards by page.

All of the options to reply such as canvas, text, or images are also available as explained in previous sections. Entries made on the Action Items page are also available in the eBook below corresponding problems.

The screenshot shows the 'eWorkspace Action Items' page for a user named 'eworkstudent1@cpm.org'. The page title is 'eworkteacher1.cc1.p1'. There are two tabs: 'To Do (3)' and 'Completed'. A table lists three action items with columns 'Date' and 'Problem'. The first item is 'Lesson: 4.1.3 Problem: 4-28' dated '3/31/2021, 3:47 PM'. The second is 'Lesson: 4.1.2 Problem: 4-16' dated '3/31/2021, 2:34 PM'. The third is 'Lesson: 1.1.1 Problem: 1-3' dated '3/24/2021, 8:18 AM'. There is an 'Expand All' link and a pagination bar at the bottom showing 'Rows per page: 10' and '1-3 of 3'. Numbered callouts (1-6) with red arrows point to specific elements: 1 points to the CPM logo, 2 points to the navigation bar, 3 points to the user email, 4 points to the 'To Do' tab, 5 points to the 'Expand All' link, and 6 points to the pagination bar.

Date ↓	Problem
3/31/2021, 3:47 PM	Lesson: 4.1.3 Problem: 4-28
3/31/2021, 2:34 PM	Lesson: 4.1.2 Problem: 4-16
3/24/2021, 8:18 AM	Lesson: 1.1.1 Problem: 1-3

4.1.2. Respond to Teacher

💡 The following are the steps for responding to the Action Items Page. Students can also respond in the lesson below each problem.

1. Expand as needed both the student original response and the teacher feedback.
2. Select "Add Entry".
3. Select from "Canvas", "Text", or "Image". Complete as described with the original entry. Once the student has responded to the teacher response, the item moves to the completed list. So the "To Do" button has one less.

eWorkspace Action Items

eworkteacher1.cc1.p1 To Do (3) Completed

Date ↓ Problem [Collapse All](#)

3/31/2021, 3:47 PM Lesson: 4.1.3 Problem: 4-28

Lesson: 4.1.3 Problem: 4-28
Bonnie has been hired to make a frame to go around a large mural. She will have 300 tiles to use. How many tiles should she place along one side of the square frame for the mural? Work with your team and be prepared to describe your process to the rest of the class.

eWorkspace Archived (1)

Date	Type	Submitted By
3/31/2021, 3:22 PM	Student Answer	eworkstudent1 eworkstudent1
Edit Delete		
<p>It would be 300 divided by 4 to account for all 4 sides. So the answer is 75 tiles on each side. I am concerned about the corners and will need to discuss this with my team.</p>		
3/31/2021, 3:47 PM	Teacher Feedback	Ework Teacher1
<p>Let me know what you decide with your team.</p>		

[ADD ENTRY](#)

Canvas OR **Text** OR **Image**

4.2. Teacher Feedback in LESSON

This process is very similar to the one described above.

Teacher comments will always appear under the student work in the eBook lesson. Click the arrows to view the comments.

1. Date the teacher reviewed the student work.
2. Closed Teacher feedback (Click the arrow once to open, again to close)
3. Use the "New Entry" button to respond to teacher feedback.

eWorkspace

Date	Type	Submitted By
3/26/2021, 2:16 PM	Student Answer	eworkstudent5 eworkstudent5
3/26/2021, 2:24 PM	Teacher Feedback	Ework Teacher1

[New Entry](#)