

# eWorkspace: Teacher Dashboard and Workflow

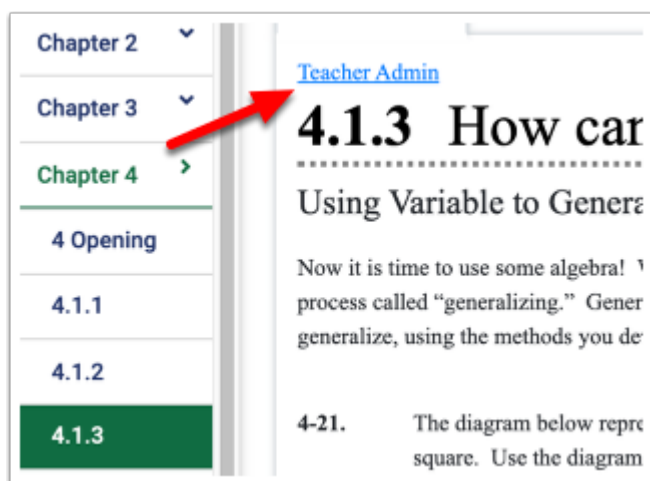
This article describes the workflow of the Teacher eWorkspace Dashboard and its features.

## Video Introduction

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

### 1. Access the Teacher Admin eWorkspace

- In the teacher eBook, navigate to the chapter and lesson that students are working on.
- At the top of the lesson just above the lesson number is a link, Teacher Admin.
- Click Teacher Admin link to enter the Teacher Admin eWorkspace.



### 2. Understanding the Dashboard

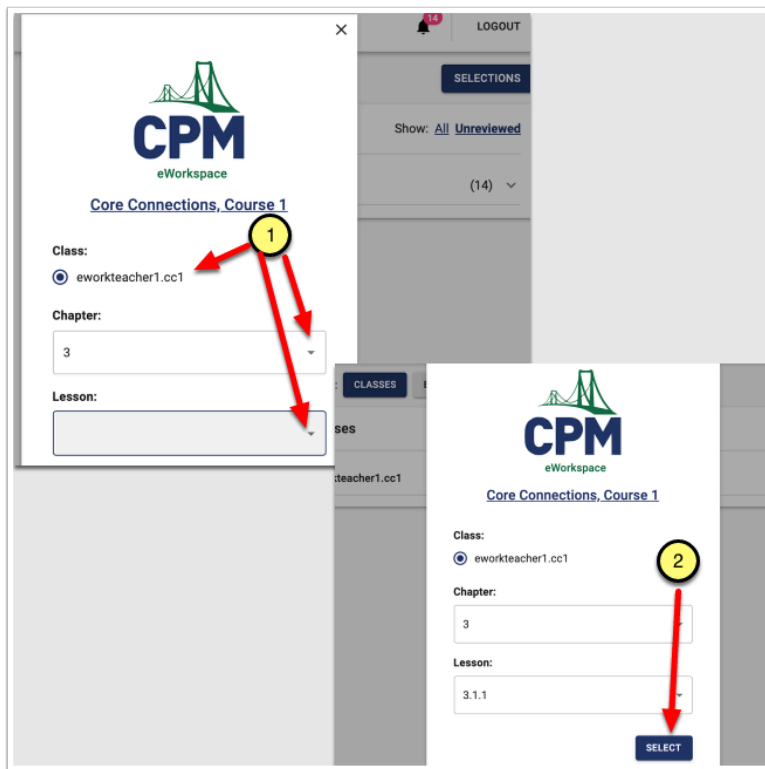
The dashboard is the starting point for all of a teacher's classes and eBooks.

1. Select either CLASSES or EBOOKS to display either the classes or the eBooks you have.
2. Then select the class/ebook to display the lessons and number of submissions.
3. Then select the lesson or the number of submissions in parentheses to go directly to the submissions.

### 3. Select by Class & Problem

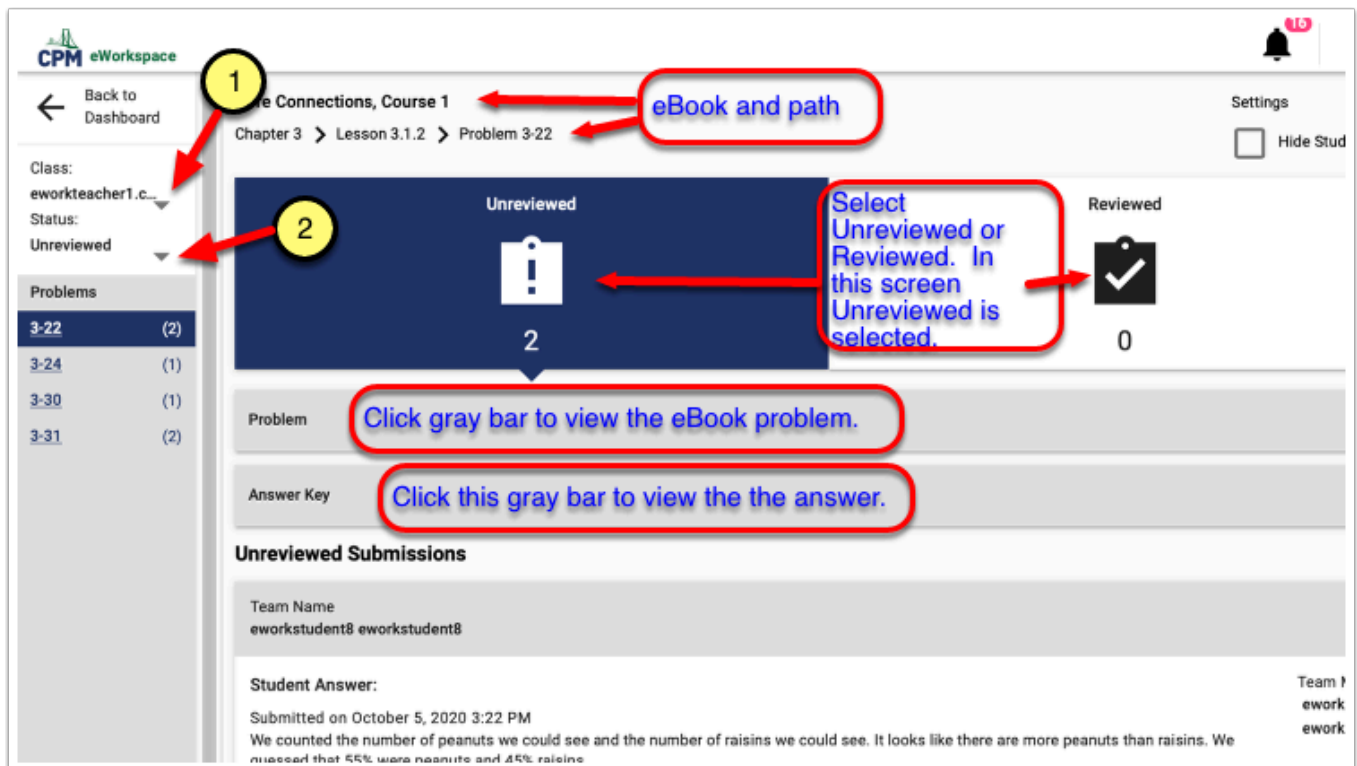
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- The screenshot shows the CPM eWorkspace interface. On the left sidebar, there is a link labeled 'Back to Dashboard' with a red arrow pointing to it, and a yellow circle with the number '1' next to it. The main content area shows a 'View By' section with buttons for 'CLASSES' and 'EBOOKS'. Below this, there is a 'Classes' section with a table listing 'eworkteacher1.cc1'. A red arrow points to the 'SELECTIONS' button in the top right corner, with a yellow circle and the number '2' next to it. The 'Show:' dropdown is set to 'All Unreviewed'.

- Page 2



#### 4. Navigating a lesson and problems

1. Choose a particular class or all classes.
2. Choose between all problems or Unreviewed problems.



## 5. Review a submission

1. Click PROVIDE FEEDBACK or MARKED AS REVIEWED once the student work has been looked over.
2. If you provide feedback, click, TEXT or CANVAS. If TEXT, type in the box provided.
3. Choose the level of understanding. Then click SUBMIT>

**NOTE:** if you change your mind and want to give feedback after clicking REVIEWED, you will have an opportunity to edit REVIEWED work. However, you can only add new feedback rather than edit previously written feedback to the student.

The screenshot displays the CPM eWorkspace interface. On the left, a sidebar shows the 'Problems' list with '4-16' selected. A red arrow points to this selection, and a callout box explains: 'List of all problems within a lesson and the number of submissions for each. Click on any problem to view it and its submissions.' The main area shows the 'Unreviewed Submissions' for 'eworkstudent1'. A student answer is displayed, including a grid-in response and handwritten work. A red circle labeled '1' highlights the 'Student Answer' label. Below the answer are buttons for 'PROVIDE FEEDBACK' or 'MARK AS REVIEWED'. At the bottom, the 'Teacher Feedback' section is shown with a text box containing the feedback: 'Your thought process was excellent. However, you have a typo in part a with your arithmetic. What is the error you made?'. A red arrow labeled '2' points to the 'TEXT' dropdown menu. Below the feedback box is the 'Evidence of Understanding' section with radio buttons for 'NO EVIDENCE', 'ENTRY', 'DEVELOPING', 'PROFICIENT' (selected), and 'MASTERY'. A red arrow labeled '3' points to the 'SUBMIT' button.

## 6. Look over or edit reviewed submissions

1. Click on the REVIEWED to view problems you have reviewed.
2. Click EDIT to change your feedback.

[Back to Dashboard](#)

Class:

All Classes

Status:

Unreviewed

Problems

3-22 (2)  
3-24 (1)  
3-30 (1)  
3-31 (2)

Unreviewed

1


Reviewed

1

Problem

3-22  
**PRETTY PORTIONS**  

Examine a jar filled with "raisins" and "peanuts" from Lesson 1.1.5. What portion of the mix do you think is raisins? First, make an estimate on your own. Then discuss your ideas with your team and make a final estimate that you think best describes the portion of the mix that is made up of raisins.



Answer Key

Reviewed Submissions

Team Name

eworkstudent8 eworkstudent8

Student Answer:

Submitted on October 5, 2020 3:22 PM  
We counted the number of peanuts we could see and the number of raisins we could see. It looks like there are more peanuts than raisins. We guessed that 55% were peanuts and 45% raisins.

Student Answer:

Submitted on October 5, 2020 3:23 PM  
We counted the number of peanuts we could see and the number of raisins we could see. It looks like there are more peanuts than raisins. We guessed that 60% were peanuts and 50% raisins.

Teacher Feedback:

EDIT