OxBox – Help notes

These notes are designed to provide you with comprehensive guidelines on making the most of your OxBox. Please read through the notes, or click on the relevant links below, for the help text related to your query.

Note: The Assessment section below, and any notes referring to the functionality of the Assessment area, only apply if there is an Assessment area on your OxBox CD-ROM or installed into OxBox from a separate OxBox Assessment CD-ROM in the series.

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Getting Started

Home page and main menu bar

The Home page is the first area viewed when OxBox is launched. The Home page provides quick links to some of OxBox’s main features. In common with all other areas of OxBox the Home page also contains the main menu bar.

The main menu bar contains buttons which link to the Resources and Assessment areas (Assessment only if available and once installed), and to the Planning and User Management areas if logged in as a teacher.

**Hint**

OxBox looks best when viewed at a screen resolution of 1024x768. You can adjust your screen resolution in the Windows Control Panel by selecting Display, or by right-clicking on the desktop and selecting Properties. Screen resolution is adjusted on the Settings tab.

Teacher login

It is necessary to log in to OxBox as a teacher to access ‘teacher only’ materials and teacher tools for adding resources, planning lessons and creating tests.

To log in as a teacher, enter a teacher Username and Password in the Username and Password boxes on the Home page and click Log In.

**Note:** Teachers logged in can access, edit and delete any resources, plans or assessments added or created by any other teacher, as well as those they have added or created personally.

To log out (to prevent other users accessing your materials when the computer is left unattended, or to use a different login), click the Log Out button on the main menu bar.
**Hint**
The Home page containing Username and Password boxes can be accessed by clicking on the **Home** button on the main menu bar.

A default Username and Password will have been used when OxBox was installed. This default can be used as a generic login for your whole department, although we recommend you create individual users to benefit fully from the personalisation that OxBox offers teachers. Additional users with or without teacher access can be created in the **User Management** area.

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**Student login**

Students can access resources in OxBox without logging in. However any materials tagged as 'teacher only' will not be visible to students to open.

If there is an Assessment area, students access assessments assigned to them by a teacher by entering their student Username and Password in the Username and Password boxes on the Home page and clicking **Log In**. This will open the **My Assessments** area (see ‘Assigning an assessment to students’ on page 28).

Students cannot access the Planning or User Management sections.

To log out on completion of a test, click the **Log Out** button on the main menu bar.

**Hint**
The Home page containing Username and Password boxes can be accessed by clicking on the **Home** button on the main menu bar.

Student logins must be created by a teacher. Ask your teacher if you do not know your student login.
Resources

Searching for resources

You can search for resources linked to a particular textbook, chapter or topic. You can also conduct a more general search by resource type. Select from the options available in the drop-down lists in the navigation bar at the top of the screen and corresponding resources will automatically appear in the Search Results table.

It is also possible to search for resources by entering a keyword or phrase in the keyword box and clicking Search. The keyword search works independently of the drop-down lists.

Note: The keyword search will only look for an exact match of what you type into the keyword box. Insert only single words or a phrase and do not use commas, semicolons or plus signs.

To display only the resources that you have added to OxBox select the ‘View my resources only’ checkbox and click Search. De-select the checkbox and click Search to view all resources.

To search for resources linked to a particular textbook page, click on the image of the page (use the left and right arrows to scroll through the pages) or enter the page number in the ‘Page No:’ box and click Go. The list of resources will update below, as you navigate through the OxBox.

The Search Results table displays the following information for each resource:

- Resource Title – The title of the resource.
- Description – A brief description of the resource.
- Book/Chapter/Topic – The Book, Chapter or Topic where the resource has been saved.
- Type – The type of resource.
- Source – The username of the user that added the resource.
- Format – An icon shows the file format of the resource.
Hint
To change the width of the Search Results table columns, click and drag the lines between columns. When the table is wider than the page, use the horizontal scrollbar below the table to scroll the table to the left or right.

To sort the search results in ascending alphabetical order, click on one of the column headings in the Search Results table. Click the column heading again to sort in descending order. A small arrow appears next to the column heading to show how resources are sorted.

Launching a resource
To launch a resource, double-click the resource’s row in the Search Results table, or click the resource’s View button on the right-hand side of the row. The resource will open in the application you have configured for launching the resource’s file type (e.g. Microsoft® Word documents will open in the Microsoft® Word application).

For further information on the types of interactive whiteboard activity that may be available in your OxBox, see ‘Interactive activities’ on page 9.

Saving a resource (teacher login only)
To save a resource to your computer, network or other storage device, click the resource’s Copy To button, select a location in the Save As window and click Save. You can then launch the saved resource at any time from outside OxBox. The saved file may be e-mailed to students for homework and independent learning.

Adding a resource (teacher login only)
You can insert resources into OxBox in most known file formats, although you will need the relevant software or player on your system to open a file.
To save your own resources in OxBox, you must first be logged in as a teacher. Click the **Add Resource** button, browse in the Open window to the location of the resource you want to add, select the file name, and then click **Open**.

This opens the Tag Content window where you need to provide key information about the resource, such as title and description.

In the Tag Content window you can enter the following information about the resource. The red asterisk (*) denotes a mandatory field that has to be filled in:

- **Resource Title** * – The resource title that will be displayed in the Search Results table. The resource title is limited to 64 characters, although it is recommended to keep titles as short as possible.
- **Entry Type** * – The area where the resource will be added – if you are in the Resources area it will default to ‘ContentObject’, if you are in Planning it will default to ‘LessonPlan’, and if you are in Assessment, it will default to ‘Test’.
- **Book** * – The textbook the resource is linked to.
- **Chapter/Unit** – The textbook chapter or unit the resource is linked to.
- **Unit/Topic** – The textbook topic the resource is linked to (if relevant).
- **Page Number(s)** * – The textbook page number that the resource is linked to (if applicable). If the resource is linked to more than one page (e.g. pages 4 and 9) just put a comma between
the numbers with no spaces (i.e. 4,9,10,etc), or enter a
page range where relevant (i.e. 17-22,25,etc).

**Resource Order** – The position that you want the resource to appear in the
Search Results table (e.g. its position number in the
order of the other resources linked to the same page). If
a resource order is *not* given then the resource will
appear in ‘alphabetical’ order.

**Resource Description** * – The resource description that will be displayed in the
Search Results table. The resource description is limited
to 128 characters, although it is recommended to keep
descriptions as short as possible.

**Keywords** * – Keywords or phrases associated with the resource.
Separate each keyword or phrase with a comma, with no
spaces between keywords (i.e. keyword,other,word or
phrase,etc). The search looks for exact matches with the
word or phrase inserted between each set of commas.

**Resource Type** – The resource type that will be displayed in the Search
Results table. Select from the resource types in the
drop-down list.

**Framework Objective** – The Framework objective of the resource.

**Copyright Statement** – Automatically generated for reference only.

**ISBN** – Automatically generated for reference only.

**Key Stage** – Automatically generated for reference only.

**Teacher or Student** * – Select ‘Teacher’ from the drop-down list if you want the
resource to be visible only to teachers. Select ‘Student’ if
you want the resource to be visible to both teachers and
students.

**Learning Time** – The learning time of the resource.

You will not be able to add your resource unless all of the mandatory details marked
* are completed.

### Adding a weblink as a resource

You can add links to websites into OxBox. To save a URL as a resource:

1. Right-click inside a folder and select New > Shortcut. A Create Shortcut
dialog box will appear.
2. Insert the relevant URL into the first textbox and click on Next.
3. Insert the title you want to give this link into the next textbox and press
Finish. This creates an internet Shortcut file.
4. Browse from the **Add Resource** button to the location of this shortcut file
and save it into OxBox like any other resource (see ‘Adding a resource’
above).
Editing resource details (teacher login only)

To edit the details of a resource you have added, click the resource’s Edit Tag button. Edit the details as necessary in the Tag Content window and click the Save button to save your changes.

Note: This does not actually edit the resource itself, just the details of the resource. The details in grey boxes cannot be edited.

To move a resource, you need to add the resource again in its new location (see ‘Adding a resource’ above) and provide new tagging information.

Deleting a resource (teacher login only)

To delete a resource you have added, click once to highlight the resource in the Search Results table and click the Delete Resource button. Click the Yes button to confirm you want to delete the resource.

Note: Teachers logged in can also delete resources added by any other teacher.

Printing a resource list

To print a list of resources resulting from your search, click the Print List button. This offers a useful printed record for your reference if required.

Interactive activities

The resource types on your OxBox may include examples of interactive activities for use on interactive whiteboards, digital projectors and PCs. Each activity may contain a variety of question types (see below) and at the end of some activities a report will be generated showing the completed screens and a score.

Use the Back and Next buttons to move through the activity. The screen must be complete before ‘Next’ becomes active.

Instructions for completing the activity may be contained in the ‘Help’ pop-up on each screen.

Flashcards
Identify a series of images as they flash up on screen.
- A question/clue may be present to prompt responses.
- Listen to the audio (if available) and/or click on the lightbulb icon (or ‘T’ icon in some versions) to reveal the answer.
- If face-down, click on the card to display the image. In some versions the card will be shown for a few seconds only, in which case click on the card again while the image is face-up to keep it visible.

Quiz
Multiple-choice questions with single or multiple answers.
- Select the correct answer by clicking the box next to the answer.
Drag and Drop
Match one set of items to another by dragging items into their correct places.
- Click on an item (no need to hold down on the mouse) and click again in the correct drop area to ‘stick’ the item in that drop area.

Type Text
Complete a word, sentence or paragraph by filling in one or more blanks in the text.
- Click on a blank to open the word input box. Choose the right word/s from the word bank (if available), or type in the correct word using the special characters in the list where required.

Linking Lines
Match one set of items to another by creating a linking line between them.
- Click in the centre of an item (no need to hold down on the mouse) and click again on the matching item to ‘stick’ a linking line between the items.

Sequencing
Place a series of items in the correct order.
- Click on an item (no need to hold down on the mouse) and click again in the right place in the order to ‘stick’ it in its correct position in the sequence.

Sorting
Sort the objects into the correct categories.
- Click on an item (no need to hold down on the mouse) and click again in the correct area to ‘stick’ the item there.

Record and Playback
Record and save verbal responses to set tasks. There are three activity types:
- **Interview** (single user activity): Users hear a series of recorded questions and record their responses to them by clicking the Record button. Users move through the screens using the forward and back arrows.
- **Role play** (single user activity): Users press the Play button to hear a recorded conversation between two people which advances automatically, and are then invited to play the part of one of the two speakers. When the sample conversation comes to a close, users record their part, moving through the screens using the forward and back arrows.
- **Debate** (two-user activity): Two users take part in a debate on a given topic and record their arguments on alternate screens by clicking Record. Users move through the screens using the forward and back arrows.

At the end of each activity, users can play back the conversations that they have taken part in, including the responses that they recorded. Their responses can also be exported and saved to disc by clicking **Save**.
Activity toolbar controls

Most of the interactive activities have the following toolbar controls:

- **Back** – Goes back to the previous screen
- **info** – Help/instruction text for the current screen
- **refresh** – Displays progress feedback
- **checkmark** – Marks answers for each screen
- **redo** – Resets the current screen (not Flashcards)
- **printer** – Prints the current screen
- **next** – Moves forward in the activity (only active once the screen has been completed)

Other controls may include:

- **Answer currently off** – click this button to reveal the answer (Flashcards only)
- **Answer currently on** – click this button to hide the answer (Flashcards only)
- **Audio On/Off** – turn audio on or off.

Other interactive activities may have the following toolbar controls:

- **Play** – start playback of a recorded audio track
- **Record** – start recording audio using an internal or external microphone
- **Save** – select a location for recorded audio files to be stored
Back – go back to the previous screen

Forward – go forward to the next screen

Text On/Off – turn text items on or off

Clue On/Off – turn clue items on or off (Flashcard activity only)

Audio On/Off – turn audio on or off

Reveal – reveal the answers or drop areas for the current screen

Clear – reset the current screen

Timer – either count up in minutes and seconds from 00:00, or insert a time and count down to zero

Help – help text for the activity

Restart – restart the activity

Print – print the current screen

Quit – quit the activity
Launching an eBook

You can launch an eBook directly from the OxBox in several ways (if there is an eBook available). Log in as a user with teacher-level access and select a book from the dropdown menu. You will see the following toolbar underneath the main menu bar, with a thumbnail image for each eBook page. If the OxBox has more than one eBook attached, you can switch between them by selecting different books from the dropdown menu.

To access an eBook, either double-click on the thumbnail for the required page, click on the Open eBook button, or type in the required page number and click Go.

A new window (shown below) will open, from where you can browse the eBook and use the tools provided. For technical help using the eBook, click on the Contents button and select the link to a help file PDF.
Planning (teacher login only)

Searching for plans

You can search for long, medium and short-term plans linked to a particular textbook, chapter or topic. You can also conduct a more general search by plan type. Select from the options available in the drop-down lists in the navigation bar at the top of the screen and corresponding plans will automatically appear in the Search Results table.

It is also possible to search for plans by entering a keyword or phrase in the keyword box and clicking Search. The keyword search works independently of the drop-down lists.

Note: The keyword search will only look for an exact match of what you type into the keyword box. Insert only single words or a phrase and do not use commas, semicolons or plus signs.

To search for plans linked to a particular textbook page, click on the image of the page (use the left and right arrows to scroll through the pages) or enter the page number in the ‘Page No:’ box and click Go. The list of plans will update as you navigate the OxBox.

To display only plans that you have added to OxBox select the ‘View my plans only’ checkbox and click Search. De-select the checkbox and click Search to view all plans.

The Search Results table displays the following information for each plan:

- Title – The title of the plan.
- Description – A brief description of the plan.
- Book/Chapter/Topic – The chapter or topic where the plan is saved.
- Source – The username of the user that added the plan.
- Type – The type of plan.
Hint
To change the width of the Search Results table columns, click and drag the lines between columns. When the table is wider than the page, use the horizontal scrollbar below the table to scroll the table to the left or right.

To sort the search results in ascending alphabetical order, click on one of the column headings in the Search Results table. Click the column heading again to sort in descending order. A small arrow appears next to the column heading to show how resources are sorted.

Launching a plan

To launch a plan, double click on the plan or click the plan’s View button on the right of the Search Results table. The detailed plan screen will appear.

Each plan consists of a section or sections of teacher notes with any associated resources relevant to that section.
Double-click on the individual resources within the plan to open them, or click the Launch Player button to view the whole plan using the lesson player (see below).

Note: You can also Export a plan to your desktop (see ‘Exporting and importing a plan’ below), close OxBox to clear the screen and run the lesson entirely from the lesson player toolbar.

The lesson player

The lesson player allows you to run your lesson quickly and efficiently – without students seeing the whole plan. The lesson player sits above all other resources open on your system.

Click the resource numbers on the lesson player to open the resources in the lesson when you are ready.

Click the minimise icon to minimise the lesson player to the Windows Task bar. Click the lesson player window on the Task bar to display the lesson player again.

Click the close icon to close the lesson player. Any resources that you have already opened will remain open.

Click the whiteboard icon to replace the on-screen cursor with one that can be used for drawing on the screen with the lesson player’s drawing tools.

Drawing tools

The pen tool is used for writing or freehand drawing on the screen. Click the pen icon to switch the pen on or off. When the pen is switched on the pen icon is highlighted. Click and drag to write on the screen.

The highlighter tool is used for highlighting parts of the screen. Click the highlighter icon to switch the highlighter on or off. When the highlighter is switched on its icon is highlighted. Click and drag a rectangle on screen to highlight the required part of the screen.

To erase any writing or drawing done with the pen tool or any highlighted areas from the screen, click the eraser icon and then click and drag the eraser around the screen.

To change the colour of the pen or highlighter tools, click one of the colours displayed on the lesson player to select it.
Creating a plan

To create your own lesson plan, containing your own selected resources, click the **Create Plan** button above the Search Results table to open the plan editor screen.

Insert a plan title and description in the boxes at the top of the screen and select a plan type from the drop-down list. **Note:** It is recommended to limit plan titles to 50 characters and avoid using non-standard characters such as colons and forward slashes. Plan descriptions should be limited to 100 characters if possible.

Click the **Insert Section** button to insert sections in your plan. Click in the blue bar at the top of each section to add section headings and in the white space below the headings to enter notes for each section.

Text can be formatted as bold, italic, underline, superscript, subscript and indented using either the format buttons provided or standard keyboard shortcuts (i.e. Ctrl+B, Ctrl+I and Ctrl+U). You can also insert your own images and use keyboard shortcuts to insert special characters such as accents (see below). **Note:** Where text is cut and pasted into the section notes, the font, colour and size of the text are automatically removed.

To delete any section click the **Delete** button next to the section heading.

To add a new resource to a lesson plan, search for the resource in the **Current Search** tab in the right-hand panel and then drag the resource from this panel to the required section of the lesson. Alternatively, navigate to the Book/Chapter/Unit to add the resources you are interested in. To re-order resources within a section, or move resources between sections, click and drag resources to their new positions.
To preview the lesson click the **Launch Player** button at any time.

To save the plan, click the **Save Plan** button. You will receive a reminder that you can save the plan into the My Plans area too if required (see ‘Using the My Plans area’ below for further information on the My Plans area).

Click **Yes** to continue without saving this extra copy in My Plans, but otherwise click **No** and select a folder in My Plans before clicking Save Plan again.

Then, in the Tag Content window, select a location for the plan using the drop-downs, insert page numbers, resource order, keywords and whether it's for teacher/student access and click **Save**. Your plan will now be saved in the location selected.

Click **Back** at the foot of the screen to go back to the main Planning area.

**Using the My Plans area**

The My Plans area enables you to create your own folder structure and save the plans that you create in the way that best suits your needs. You can build a personalised set of teaching plans in the My Plans area, whether a series of lessons for a cover teacher or a whole new curriculum for a particular group of students.

To create a new folder in the My Plans area, click on the **New folder** button at the foot of the My Plans area. To insert a new folder within an existing folder, first select the folder name and then click on the **New** folder button. You can create up to three levels of folders.

To rename a folder, select the folder name and click on the **Rename** folder button.

To delete a folder, and all the folders and plans within that folder, select the folder name and click on the **Delete** folder button. **Note:** Deleting a folder and any plans from the My Plans area will also delete these plans from the main Planning area.
Create your lesson plan by clicking **Create Plan** to open the plan editor and entering your notes and resources (see ‘Creating a plan’ above). To save this plan into the My Plans area when finished, first click on the **My Plans** tab in the right-hand panel and select the relevant folder in the My Plans area. Then click **Save Plan**. Enter the required details in the Tag Content window and click **Save**. The plan will now be saved in both the relevant My Plans folder and in the Search Results table.

**Note:** Any plans added to the My Plans area are automatically saved into the existing Book/Chapter/Topic drop-down structure for reference too. They can be accessed by either the My Plans folders or by drop-down search. Please note that if you delete a plan from either location, it will delete the plan from both locations.

### Editing a plan

To edit a plan you have created personally, click the **Edit Plan** button above the Search Results table to open the plan editor.

**Note:** Clicking the **Edit Tag** button in the Search Results table enables you to amend the plan title and description if required, and to add new keywords or phrases to improve the search options for a plan.

To edit an existing plan created by another user, click the **Save As** button, either in the right-hand column of the Search Results table or within the plan itself, to open the plan editor.

**Note:** The Save As option appears for plans created by other users because you can only edit a copy of another user’s plan, not their original version.

Once the plan is open in the plan editor, to edit the plan title, plan description or section headings and details simply click to move the cursor to the text to be edited and edit the text. Text can be formatted using the bold, italic and underline icons.

To add a new resource to a lesson plan, search for the resource in the Current Search tab in the right-hand panel and then drag the resource from this panel to the required section of the lesson. To re-order resources within a section, or move resources between sections, click and drag resources to their new positions.

To insert a new section to the lesson plan click the **Insert Section** button. To delete any section click the **Delete** button next to the section heading.

To preview the lesson click the **Launch Player** button at any time.

To save changes to the plan click the **Save Plan** button, enter the required details in the Tag Content window and click **Save**.

### Deleting a plan

To delete a plan you have created, click once to highlight the plan in the Search Results table and click the **Delete Plan** button. Click the **Yes** button to confirm you want to delete the plan. If you have previously opted to save this plan into the My Plans area too, it will be deleted from the My Plans folder as well.
Note: Teachers logged in can also delete plans created by any other teacher.

Printing a plan

To print a lesson plan, click the plan’s View button. The detailed plan screen will appear. Click the Print Plan button, select your printer and adjust your print preferences if required, then click Print.

Printing a plan list

To print a list of plans resulting from your search, click the Print List button. This offers a useful printed record for your reference if required.

Exporting and importing a plan

To move a lesson plan between non-networked machines, you can export the plan from one machine and then import the plan at another. This enables you to write lesson plans at home for instance.

Export

To export a plan to your hard drive, network or other storage device, click to highlight the plan in the list of lesson plans, click the Export button, select a location to save the plan to and click Save. Exported lesson plans have the file extension ‘.lessonplan’.

To customise this plan on the other machine, you will need to import this plan into a version of OxBox installed on that machine (see ‘Import’ below). Once you have saved the new plan, export it again to your storage device, ready to import back into the original location.

Note: Please read the site licence for the terms and conditions on installing multiple versions of OxBox within your educational establishment.

Import

To import a plan, click the Import button, select the lesson plan to be imported (only files of the correct type will be displayed) and click Open. The imported plan will be added to the list of lesson plans.

Hint
Resources contained within your lesson plan are not exported or imported with the plan, so these will need to be manually added to any machine you wish to run the lesson from.
Inserting special characters

To insert special characters into a plan or test, such as accents in languages, you can use standard keyboard shortcuts. Hold down the ‘Alt’ key and type the relevant code.

These are the most common special characters for French, German and Spanish:

<table>
<thead>
<tr>
<th>French</th>
<th>German</th>
<th>Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td>à (Alt+133)</td>
<td>ä (Alt+132)</td>
<td>á (Alt+160)</td>
</tr>
<tr>
<td>Â (Alt+183)</td>
<td>Ä (Alt+142)</td>
<td>Â (Alt+181)</td>
</tr>
<tr>
<td>â (Alt+131)</td>
<td>ö (Alt+148)</td>
<td>é (Alt+130)</td>
</tr>
<tr>
<td>Ä (Alt+182)</td>
<td>Ö (Alt+153)</td>
<td>Ê (Alt+210)</td>
</tr>
<tr>
<td>æ (Alt+145)</td>
<td>ü (Alt+129)</td>
<td>ë (Alt+147)</td>
</tr>
<tr>
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Assessment

Searching for assessments (teacher login only)

You can search for tests and assessments linked to a particular textbook, chapter or topic. You can also conduct a more general search by test type. Select from the options available in the drop-down lists at the top of the screen and corresponding assessments will automatically appear in the Search Results table.

It is also possible to search for assessments by entering a keyword or phrase in the keyword box and clicking Search. The keyword search works independently of the drop-down lists.

Note: The keyword search will only look for an exact match of what you type into the keyword box. Insert only single words or a phrase and do not use commas, semi-colons or plus signs.

To display only assessments that you have added to OxBox select the 'View my tests only' checkbox and click Search. De-select the checkbox and click Search to view all assessments.

The Search Results table displays the following information for each assessment:

- **Test Title** – The title of the assessment.
- **Book/Chapter/Topic** – The chapter or topic where the assessment is saved.
- **Type** – The type of assessment.
- **Level** – The level of the assessment.
- **No of Qs** – The number of questions in the assessment (interactive assessments only).
- **Source** – The username of the user who created the assessment.
- **Format** – An icon to represent the file format of the assessment.

**Hint**

To change the width of the Search Results table columns, click and drag the lines between columns. When the table is wider than the page, use the horizontal scrollbar below the table to scroll the table to the left or right.

To sort the search results in ascending alphabetical order, click on one of the column headings in the Search Results table. Click the column heading again to sort in descending order. A small arrow appears next to the column heading to show how resources are sorted.
Assessment types

The Assessment area in OxBox offers the following core types of assessment:

- **Formative-style tests** – auto-marked assessments, with hints and feedback during the test, and OxBox Assessment for Learning traffic lights for students, but no scores recorded and reported for teachers on completion of the test.

- **Summative-style tests** – auto-marked tests, with no hints or feedback during the test, but with scores recorded and reported for teachers on completion of the test.

- **Paper-based assessments** – printable Word and PDF documents.

Taking a test

Students take tests by logging in on the Home screen with their username and password. This opens their My Assessments area where any tests that they have been set will appear. To start a test, students click the **Take Test** button on the right-hand side of the row.

<table>
<thead>
<tr>
<th>Test Title</th>
<th>Chapter</th>
<th>Type</th>
<th>Level</th>
<th>N...</th>
<th>Date Assigned</th>
<th>Source</th>
<th>Format</th>
<th>Take test</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sci form test</td>
<td>Book 1 / Chapter 1 / Unit 2</td>
<td>Formative</td>
<td>no level</td>
<td>5</td>
<td>03/12/2007</td>
<td>Oxford</td>
<td></td>
<td>Take test</td>
<td>Remove</td>
</tr>
<tr>
<td>Eng video test</td>
<td>Book 1 / Chapter 1 / Unit 5</td>
<td>video test</td>
<td>1</td>
<td>03/12/2007</td>
<td>Oxford</td>
<td></td>
<td>Take test</td>
<td>Remove</td>
<td></td>
</tr>
<tr>
<td>Sample geo test</td>
<td>Book 1 / Chapter 1 / Unit 1</td>
<td>Summative</td>
<td>- not set -</td>
<td>5</td>
<td>03/12/2007</td>
<td>Oxford</td>
<td></td>
<td>Take test</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Summative-style tests are automatically removed from the My Assessments area once completed by the student. Formative-style tests remain available for students to take as often as required until manually removed by clicking the **Remove** button in the right-hand column.

Completing a formative assessment

**Formative assessments** are short, auto-marked tests to help your students assess their own learning and improve their confidence using the OxBox Assessment for Learning traffic lights. Students can repeat a formative assessment whenever required.

To move through the questions in a formative assessment, the student answers each question in turn and, after a maximum of two attempts at each one, the test moves on to the next question.
The question number buttons can also be used to jump to other questions in the assessment, although ideally students should work through the questions in sequence. The current question number is always highlighted.

To print the current page, the student can click the print icon.

For a hint on the current question, the student can click the question mark icon.

Once they have attempted a question, the student submits their answer by clicking on the green, amber or red button to show how confident they are that they have answered the question correctly.

Instant feedback will be displayed on the screen. If the answer is correct, the feedback will reinforce the reasons why the answer is correct. If the answer is incorrect, students are prompted with a hint or relevant resource to help them before attempting the question again.

Once answers have been submitted for all questions in the assessment, a Finish button will appear.

The student clicks the Finish button to view a Summary of results. The summary includes the confidence rating they selected when submitting each answer.

The student can click Save Result to save the result for future reference.
The student can click **Print Summary** to print the assessment summary for discussion and reference.

The student can click **Close Test** to close the assessment.

**Completing a summative assessment**

**Summative assessments** are auto-marked assessments to check a student’s knowledge and understanding and to assess their progress. A student can only complete the assessment once (unless assigned to them again at a later date to assess subsequent progress), with scores recorded to generate evidence of their attainment levels. If assigned at the start of a topic, these tests can be used as **diagnostic assessments** to check prior learning and identify areas of strength and weakness for extra focus.

To move through the questions in a summative assessment, the student clicks the **Submit Answer** button after answering each question.

The question number buttons can also be used to jump to other questions in the assessment, although ideally students should work through the questions in sequence. The current question number is always highlighted.

To print the current page, the student can click the print icon.

Once all questions have been answered, a **Finish** button will appear. The student clicks the **Finish** button and then clicks **OK** to confirm they want to submit the assessment.

Students receive a summary report of their performance. This includes their score and feedback based on their score, e.g. a level indicator. This feedback can be customised to suit your own needs by editing the assessment prior to assigning this to students (see ‘Editing an assessment’ on page 31).

**Note:** The summative assessment scores are automatically saved to allow you to run reports to assess the performance of groups and individual students (see ‘Viewing a report’ on page 32).
The student can click **Save Results** to save the assessment summary for future reference.

The student can click **Print Results** to print the assessment summary for discussion and reference.

The student can click **Close Test** to close the assessment.

**Printing an assessment (teacher login only)**

Formative and summative assessments may be printed for completion by hand if necessary. To print an assessment directly from the Search Results table on the main Assessment screen, click to highlight the assessment and then click **Print Test**. Select your printer and adjust your print preferences if required, then click **Print**.
Assigning an assessment to students (teacher login only)

To assign a test to a class or individual student, click to highlight the test in the Search Results table and click the **Assign Test** button. This will open the User Management screen with the relevant test title highlighted in the Assign Test bar. Select the checkboxes next to the user groups or users that you want to assign this test to, and click the **Assign** button. Assigning a test to a user group automatically assigns the test to all users within the group.

When a student has been assigned a test, the test will appear in their My Assessments area the next time they log in.

Creating an assessment (teacher login only)

You can create your own automatically-marked formative and summative assessments.

Click the **Create Test** button to open the assessment editor. Complete the details in the Current Test panel at the bottom of the screen. You will need to enter all the mandatory details marked with a red asterisk (*), including at least one level of assessment feedback for summative assessments.
You will need to enter the following details on your test:

- **Test Name**
  - Insert the name you want to give your assessment.

- **Level**
  - Insert whatever level indicator you want to use for your assessment.

- **Test Type**
  - Select the type of assessment (or create your own new ‘type’ by highlighting the Test Type box and keying in your new test type).

- **Results Feedback**
  - Select whether the test should operate formatively (With Hints/No Results Saved) or summatively (No Hints/Saves Results).

- **Range**
  - Insert up to three levels of feedback for your assessment based on the final percentage. The total across the ranges must add up to 100 (i.e. one range of 0-100 or perhaps three ranges of 0-40, 41-80, 81-100).

- **Message**
  - Each range can have its own specific message. This message appears to students on the Summary screen at the end of the test. It also appears in the Feedback column of the Test Report for this assessment. The message is limited to 50 characters, although it is recommended to keep messages as short as possible.

Then select the questions for your new assessment (see ‘Adding a question’ below). Your assessment may contain questions added from existing assessments, edited questions from existing assessments, or your own new questions.
To view your new assessment at any time click **View Test**. To save the new assessment click **Save Test**. Then, enter the required details in the Tag Content window and click **Save**. Your test will now be saved in the location selected.

Alternatively, click **Back** to return to the main Assessment screen without saving.

**Adding a question to a test**

To search for a question linked to a particular textbook, chapter or topic, select from the options available in the drop-down lists at the top of the screen and corresponding questions will automatically appear in the Search Results table.

It is also possible to search for a question by entering a keyword or phrase in the keyword box and clicking **Search**. The keyword search works independently of the drop-down lists.

To view a question before adding it to your assessment, click the question’s **View** button. Drag and drop a question from the Search Results table to the Current Test panel to add it to your assessment.

**Creating a new question**

To create a new question, click the **Create New Question** button on the Assessment Editor screen.

Select the textbook, chapter or topic that your new question will be linked to, and enter at least one keyword associated with the question. Then select the question type you wish to create from the drop-down list.

The question text and answer choices must be completed on the Add Question tab. Question feedback for formative assessments must also be completed on the Feedback tab. The exact details to be completed will vary according to the type of question – additional on-screen help guides you through the process of creating a question.

You can insert the following types of media objects as stimulus materials in the assessment questions: .wmv (video), .mp3 (audio), .jpg (image), and .swf (flash activity or animation).

**Note:** The space size for media objects is 400w x 340h pixels. Video and flash animations will re-size to fit this space, but images will appear at 100% of the size at which they are saved.

To preview your questions at any time, click the **Preview** button. To save your new question click **Save**, or click **Back** to return to the question list without saving. Drag and drop the new question from the Search Results table to the Current Test panel and click on **Save Test** to add it to your assessment.
Editing a question

To edit a question before adding it to your assessment, click to highlight the question in the Search Results panel and click the **Edit Question** button. You can only edit a question that you or your colleagues have created.

The question text and answer choices can be changed on the Add Question tab. Question feedback for formative assessments can be changed on the Feedback tab. The exact details that can be edited will vary according to the type of question – additional on-screen help guides you through the process of editing a question.

To preview your changes at any time, click the **Preview** button. To save changes to the question click **Save**, or click **Back** to return to the question list without saving. Drag and drop the edited question from the Search Results table to the Current Test panel to add it to your assessment.

Editing an assessment (teacher login only)

To customise an assessment you have created personally, in order to meet individual needs and personalise learning, click to select the relevant assessment in the Search Results table on the main Assessment screen, and then click the **Edit Test** button above the Search Results table to open the assessment editor.  
**Note:** Clicking the **Edit Tag** button in the Search Results table enables you to amend the assessment title and description if required, and to add new keywords or phrases to improve the search options for a test.

To customise an existing assessment created by another user, click the **Save As** button above the Search Results table to open the assessment editor.  
**Note:** The Save As option appears for tests created by other users because you can only edit a copy of another user’s test, not their original version.

It is possible to edit the assessment details in the Current Test panel at the bottom of the screen, including the assessment feedback messages for summative and diagnostic assessments.

To delete a question from the assessment, click to highlight the question in the Current Test panel and press Delete on the keyboard. To reorder questions within the assessment, click and drag the questions to their new positions in the Current Test panel.

You may also add more questions from existing assessments, edited questions from existing assessments or new questions (see ‘Adding a question to a test’, ‘Editing a question’ and ‘Creating a question’ above).

To view the edited assessment at any time click **View Test**. To save your changes click **Save Test** and enter the required details in the Tag Content window, or click **Back** to return to the main Assessment screen without saving.
Adding a paper-based assessment (teacher login only)

To add your own paper-based tests to the list of assessments in OxBox, click the Add Assessment button. Added paper-based assessments must be in Word or PDF format. Browse in the Open window to the location of the resource you want to add, select the file name, and then click Open.

Complete the required details in the Tag Content window. You can select an existing test type from the drop-down list, or create a new ‘type’ by highlighting the Test Type box and keying in your new test type. Then click Save.

Deleting an assessment (teacher login only)

To delete an assessment you have added, click once to highlight the assessment in the Search Results table on the main Assessment screen and click the Delete Test button. Click the Yes button to confirm you want to delete the test.

Note: Teachers logged in can also delete tests added or created by any other teacher.

Viewing a report (teacher login only)

You can view various reports drawing on the summative assessments:

- **Student Report** – view all the scores for an individual student.
- **Test Report** – view all the scores on a particular test.
- **Question Report** – review results for each individual question in a test.
- **Diagnostic Report** – analyse individual students against individual questions in a test.

To view a report, click the Run Report button on the Assessment screen.

Select the type of report you want to view from the first drop-down list (see report types above). Select the student, group or test to be reported on, and then click the Display Report button. It may take a few seconds for the report to be generated.

To print the report displayed, click the Print Report button. Select your printer and adjust your print preferences if required, then click Print.

Reports can be exported into Excel, where the data can be graphed and further analysed if required, or downloaded into your school management system. Click the Export CSV button, select a location in the Export Report window, insert a new filename if required and click Save.
To see the results for a selection of students in a group, select the checkboxes next to the relevant student names and click the **Apply Selection** button. To restore the results for all the students in that group, click the **Show All** button.
User Management (teacher login only)

Creating a user group

To create a new user group, enter the name of the new group in the box at the bottom of the Manage Groups panel and click the Add button. For reporting purposes it is recommended that the academic year is added to the group name. The new user group will be added to the list of user groups. Follow the instructions for ‘Creating a new user’ below to add new users to the group.

Hint
Each user group name must be unique.

The ‘All’ group displays all users currently contained within other groups. The ‘Teachers’ group displays all current teacher users. It is not possible to edit or delete these summary groups.

Editing a user group

To edit the name of a user group simply double-click on the group name to be amended and make your changes.

Note: You can edit the name of a user group but you cannot change the users in a group except by adding or deleting users (see ‘Moving a user’ on page 36).

Hint
Editing group names may help to track groups of students as they progress through the key stage.

Deleting a user group

To delete a user group, click the Delete button next to the name of the user group to be deleted.

Note: Deleting a user group will also delete all users within that group from the system.
Creating a new user

To create a new user account, first click to highlight the group that you want to add the new user to in the Manage Groups panel. If you have not already created a user group, follow the instructions for ‘Creating a user group’ (see above).

Note: You cannot add users to the default ‘All’ and ‘Teachers’ groups, although users are added to these automatically when created.

Then enter a username, surname, first name and password for the new user in the boxes at the bottom of the Manage Users panel. Select whether the new user is a Teacher or Student using the Type dropdown list and click the Add button. The new user is added to the bottom of the list of users in the currently selected group. The new user is able to log in to the system immediately.

**Hint**

Each username must be unique.

Ideally all usernames and passwords for teachers and students should be the same as those used for other information systems in your school.

Editing user details

To edit a user’s username, surname, first name or password, simply locate the user in the list of users in the Manage Users panel, double-click on the details to be amended and make your changes. Changes are effective immediately.

**Hint**

It is possible to edit your own details by locating yourself in the list of users. Changes made to your own details will be effective once you have logged out of OxBox.
Moving a user

To move a user from one group to another, select the new group that the user should be moved to from the **Groups** dropdown list in Manage Users panel.

**Note:** Results for tests taken by the moved user will also move with that user to their new group and appear only in the results for that new group.

**Hint**

It is recommended that you export all the Student Reports for any user that you intend to move so that you have a record of all their results in their current group.

It is also recommended that you export all the assessment reports at the end of each year in order to retain a record of all results.

Deleting a user

To delete a user account, click to highlight the user to be deleted in the Manage Users panel. Then press Delete on the keyboard and click the **Yes** button to confirm you wish to delete the user account. It is not possible to delete your own user account.

**Note:** The results for tests taken by deleted users will remain on the system in the Test, Question and Diagnostic Reports for their group.

Importing users

To create teacher or student user accounts automatically from your school management system the user details will need to be contained in a CSV file. To download a CSV file template in the correct format click the **Click here to download CSV template** button. The CSV file can only contain details of users to be added to a single user group.

To begin the import process, click the **Browse** button in the Import Users panel, select the CSV file (only files of this type will be visible) and click **Open**. Then select the user group that you want to add users accounts contained in the CSV file to. Click the **Validate** button to validate your CSV file.
If validation is successful you will be able to click the **Import Users** button to create the new user accounts.

**Hint**

Ensure that the CSV file is not already open on your system when you validate it, otherwise validation will fail.
Further Help and Technical Support

Further Help

For further information on your OxBox, please contact Oxford University Press or go to the OxBox website:

www.oxfordsecondary.co.uk

Orders and enquiries to Customer Services:

tel 01536 452620
fax 01865 313472
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OUP Distribution Services
North Kettering Business Park
Hipwell Road
Kettering
Northamptonshire
NN14 1UA

Technical Support

We hope that your use of this product will be trouble free, but if you do encounter problems that cannot be resolved by reference to the Installation Notes in the OxBox booklet or these Help notes, then please contact us:

helpline 01865 353374
email edtechsupport@oup.com
website www.oup.com/uk/edtechsupport