

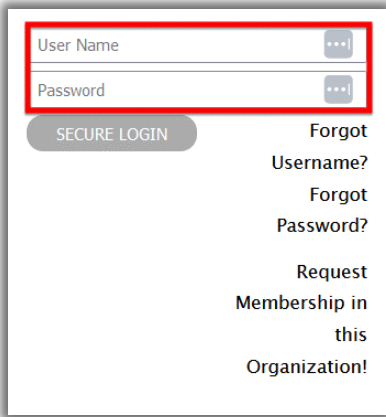


Classroom Dashboard - Instructors

Table of Contents

I. Login to members website.....	2
II. Navigate to Classroom Dashboard	2
A. Landing Page.....	2
B. Choose Instructor Dashboard.....	3
III. Classroom Dashboard Widgets	3
A. Working with widgets.....	3
B. My Classes	4
1. Class Home Page.....	4
2. Submit Class Proposal.....	4
C. Assignments.....	5
1. Edit Assignment.....	5
2. Post New Assignment.....	5
D. Class Communication	6
1. View All.....	6
2. Post New Forum.....	7
E. Attendance.....	7
F. Grades.....	8

I. Login to members website



User Name

Password

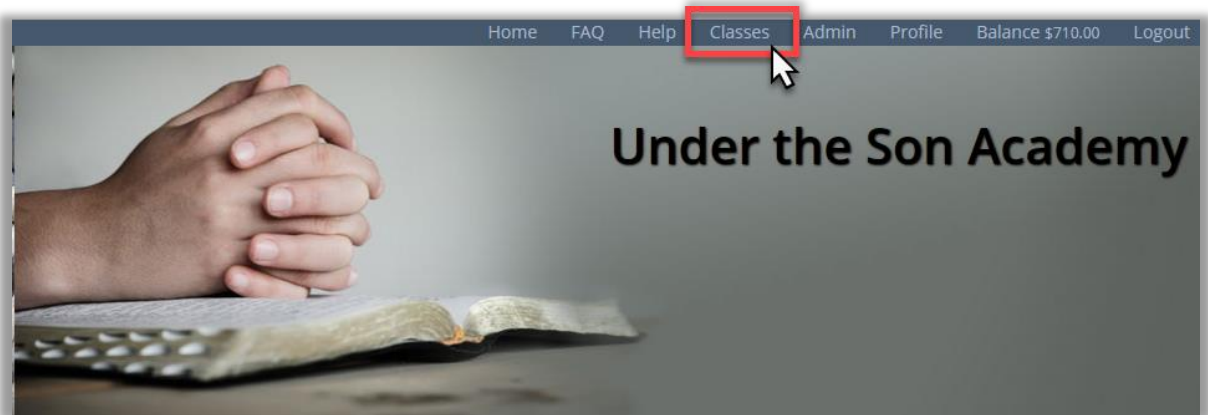
SECURE LOGIN

Forgot Username?
Forgot Password?
Request Membership in this Organization!

II. Navigate to Classroom Dashboard

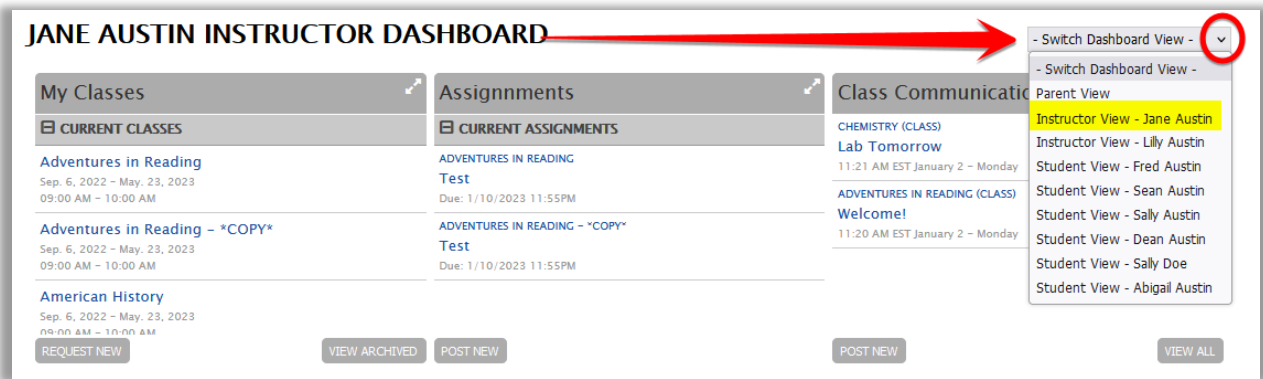
A. Landing Page

You may end up on your Classroom Dashboard if your administrator has set it up this way. If you land on the home page, click on **Classes** on the top of the page to direct you to the **Classroom Dashboard**.



B. Choose Instructor Dashboard

If you are not viewing the **Instructors Dashboard**, click on the drop-down menu on **Switch Dashboard view** and choose the **Instructor View**.



III. Classroom Dashboard Widgets

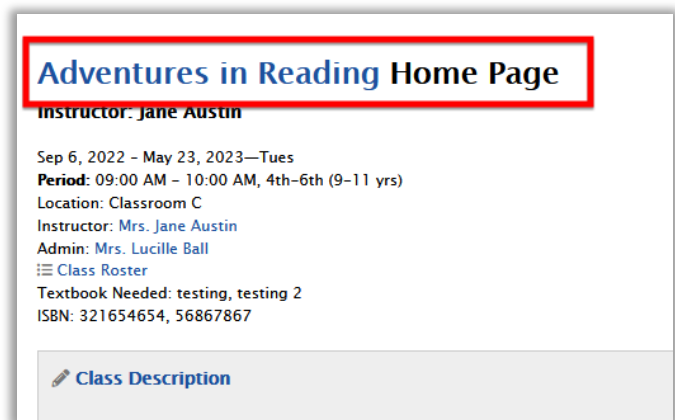
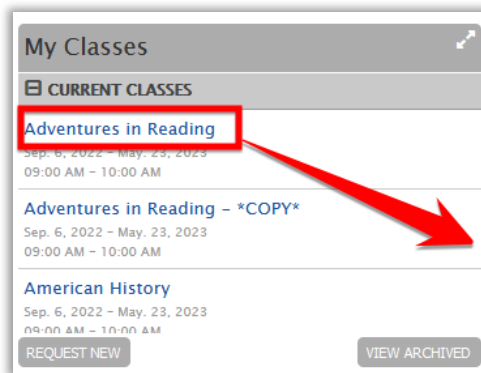
A. Working with widgets

Clicking the double arrow in the upper right corner of the widget will allow you to view all in that widget category.



B. My Classes

1. This widget will list all classes you are currently teaching and upcoming classes you will teach. Clicking on a class will bring you to the **Class Home Page** for that class.

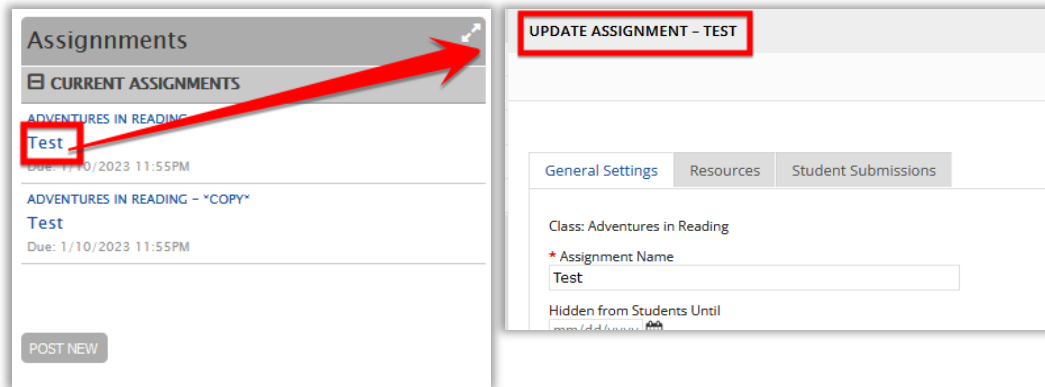


2. Clicking on the **Request New** will allow you to submit a class proposal to your administrator. This link is dependent on the administrator giving you the permission to do so. It will not show up if the administrator has not allowed this feature.

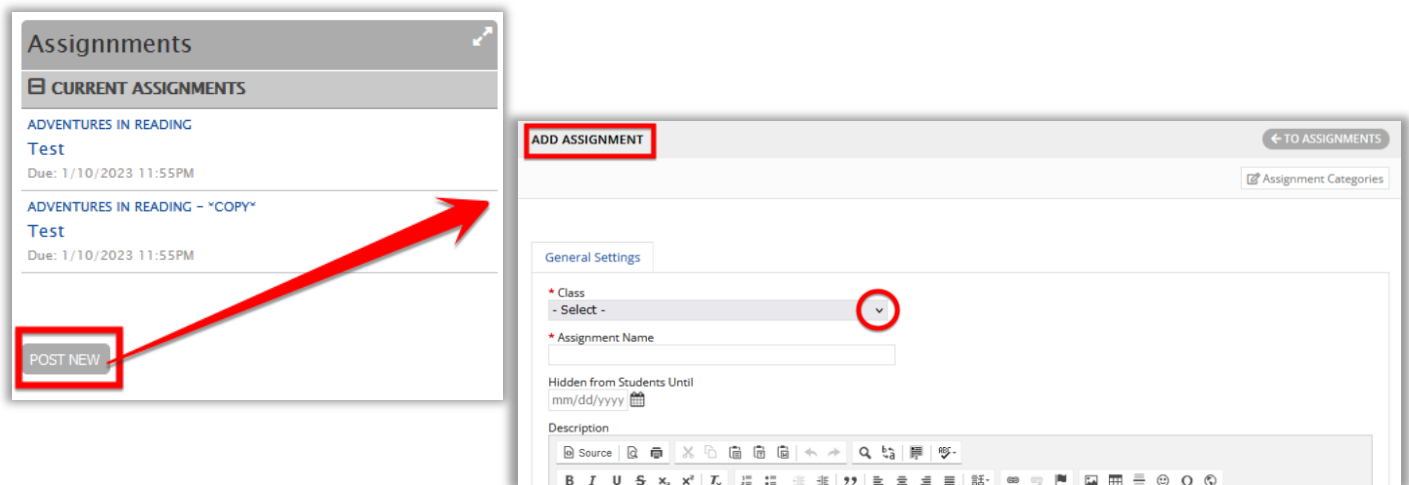


C. Assignments

1. This widget lists all assignments in the next 30 days for classes you are currently teaching. Clicking on an assignment title will bring you to the edit page for the assignment.

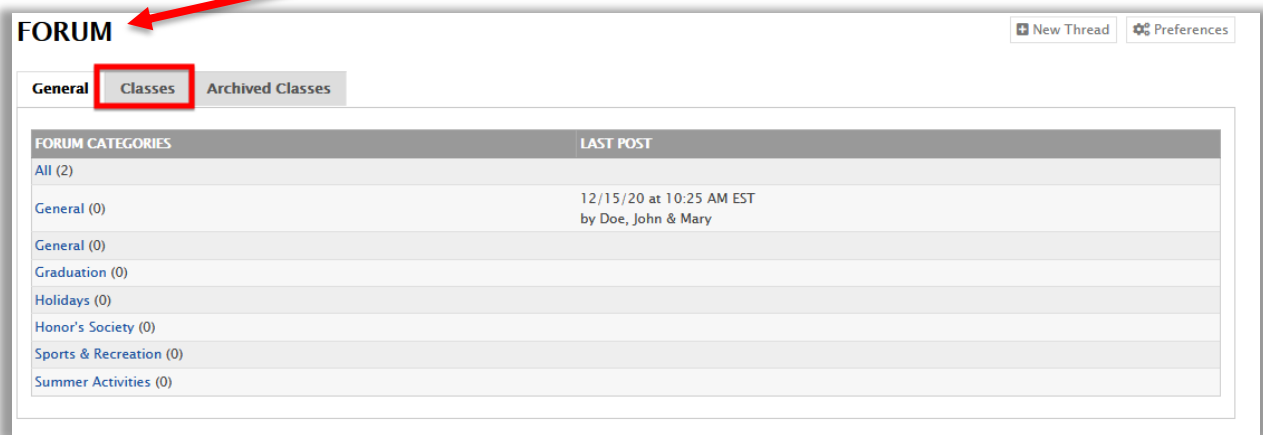
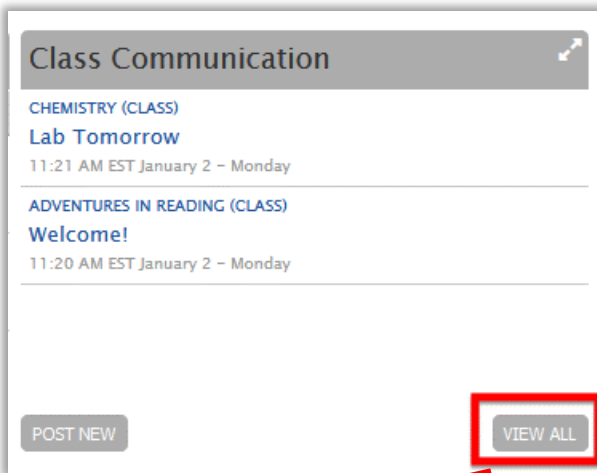


2. Clicking on **Post New** will bring you to a new assignment page. You will need to choose the class you are posting the assignment to. (**NOTE**: The easiest way to add an assignment is through the **Class Home Page**.)

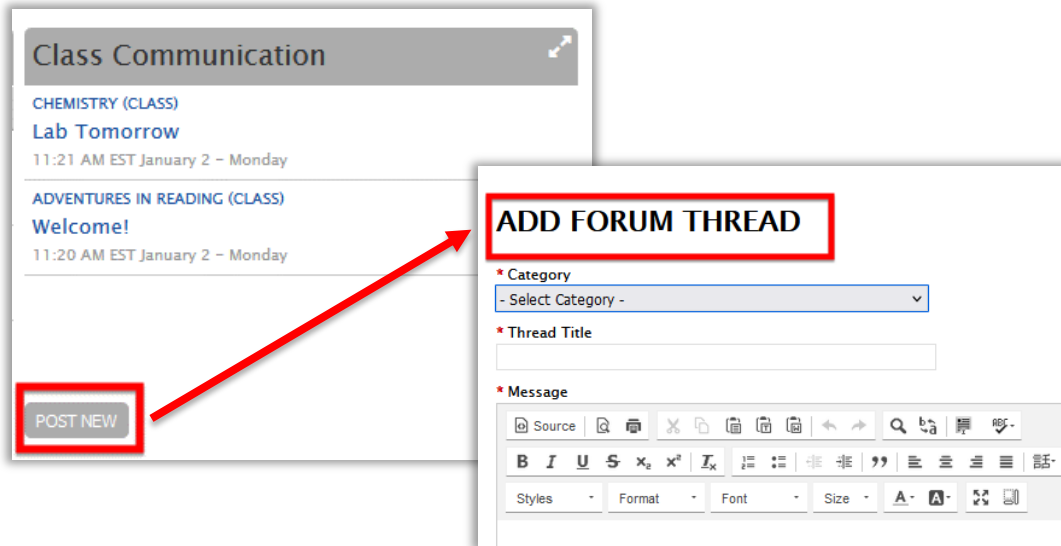


D. Class Communication

1. This widget lists recent communication for all classes you are teaching. Clicking on **View All** will take you to the groups' entire forum page. Here you would need to click on the **Classes** tab to view class communication.

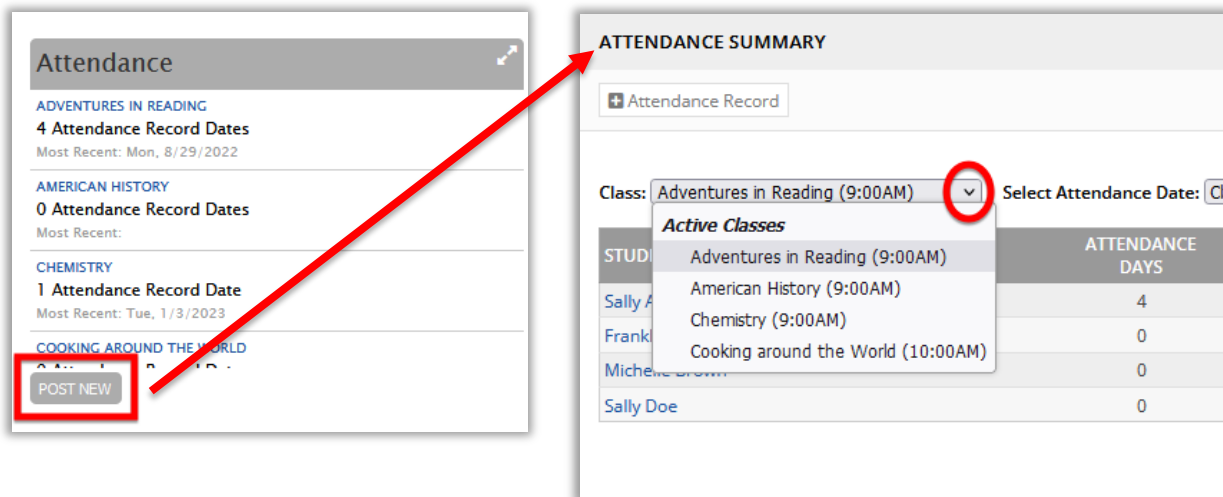


2. Clicking on **Post New** will bring you to the page to create a new forum. You will need to choose the class from the **Category** drop down menu. (**NOTE:** the best way to add a new forum is on the **Class Home Page**. If you do not see a **Forum** widget at the bottom of your **Class Home Page** or a **Classes** tab on the **Forum** page, contact your administrator and ask to have the forum added.)



E. Attendance

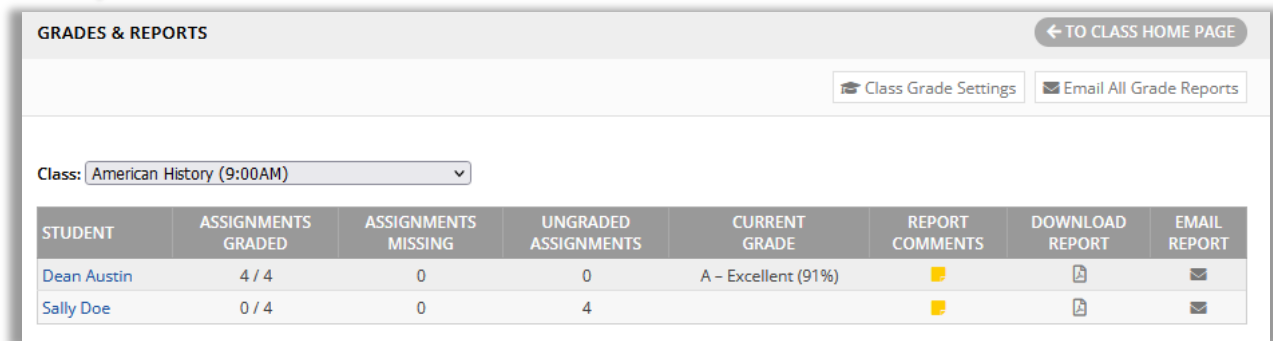
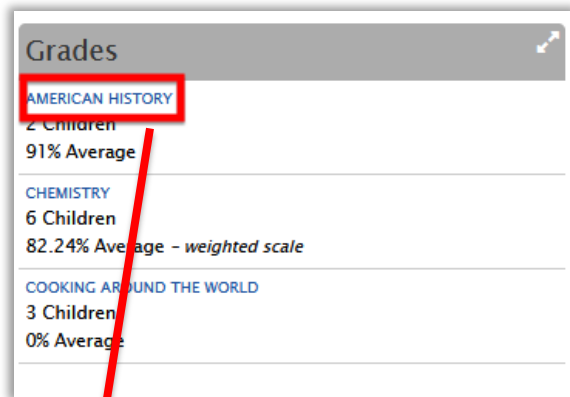
This widget lists attendance records for all classes you are teaching and taking attendance in. Clicking **Post New** will allow you to enter a new attendance record. Once on this page, you will need to choose the class you are taking attendance for.



F. Grades

This widget shows the average of all students in each class you are teaching.

Clicking on the title of a class will take you to the **Grades & Reports** page where you can view all students grades for each class.



If there are any widgets discussed in this document that are missing from your **Classroom Dashboard**, please contact your administrator.