



## Classroom Dashboard – Class Home Page Instructors

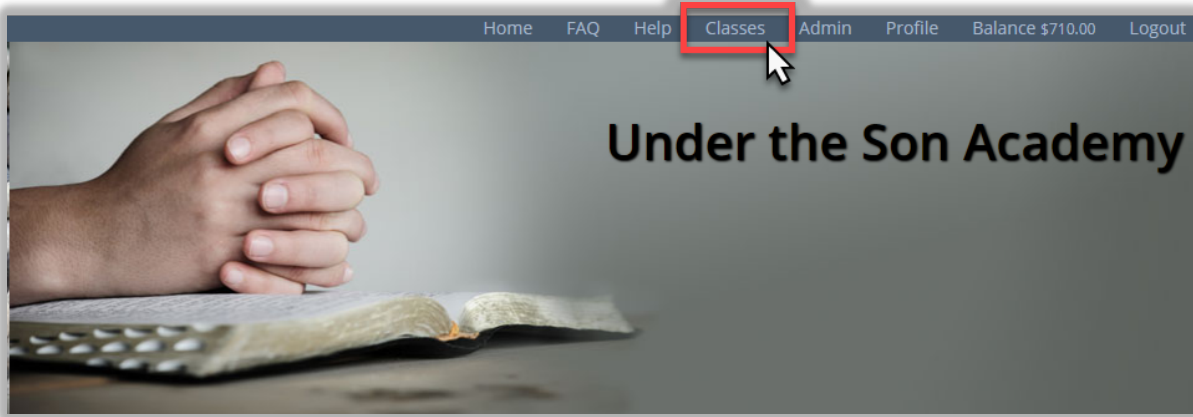
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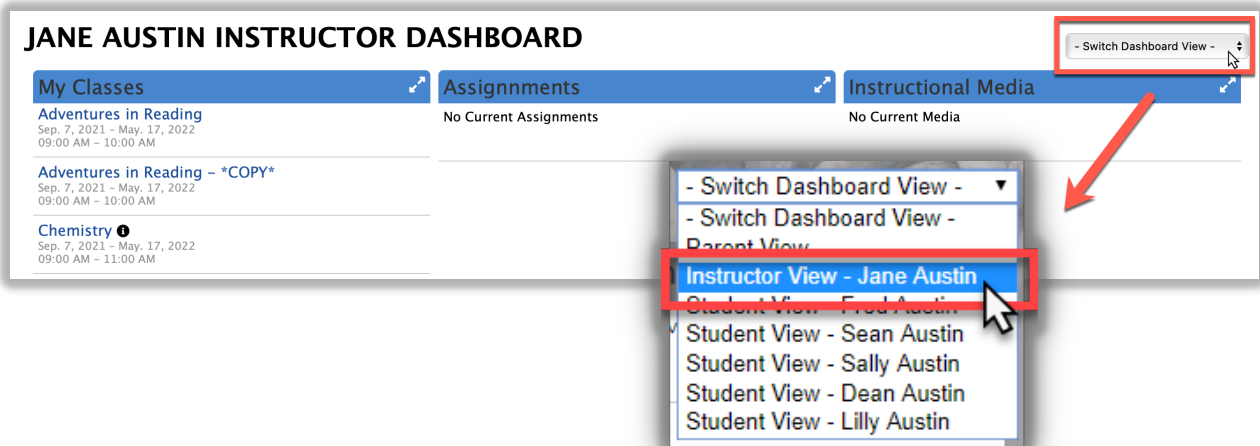
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I. Classroom Dashboard

- A. Login to your private home page
- B. Select **Classes** in the top navigation bar to access the classroom dashboard

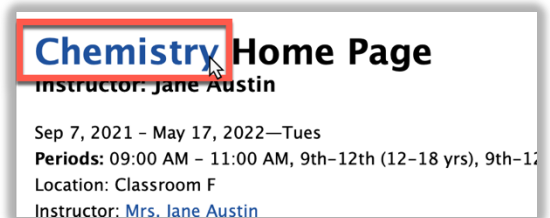
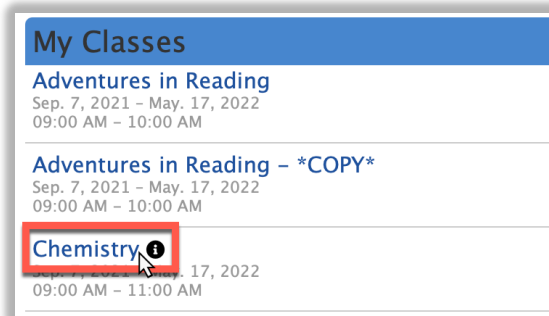


- i. Select **Instructor View** in the dropdown

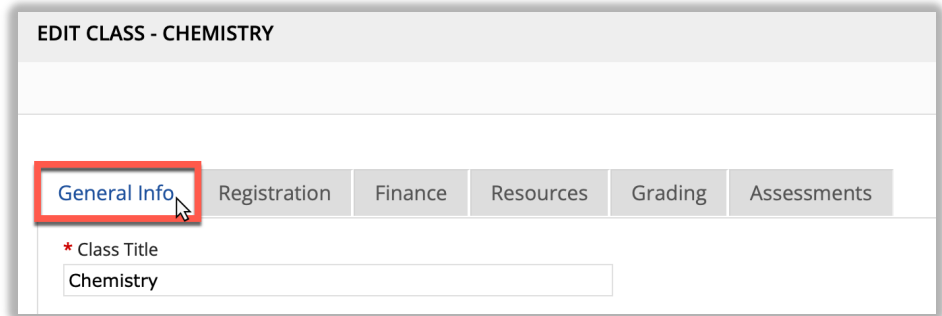


II. Edit Class Home Page

- A. Select the class of your choice by selecting the **class title** and then the **hyperlinked name** of the class



1. Select the **General Info** tab at the top of the page

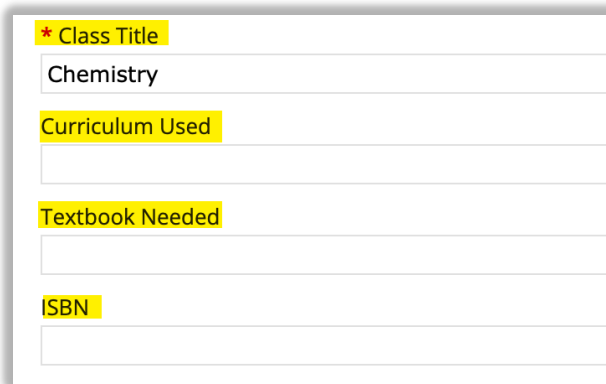


EDIT CLASS - CHEMISTRY

General Info | Registration | Finance | Resources | Grading | Assessments

\* Class Title  
Chemistry

- i. Enter/Edit information into Text Entry Boxes



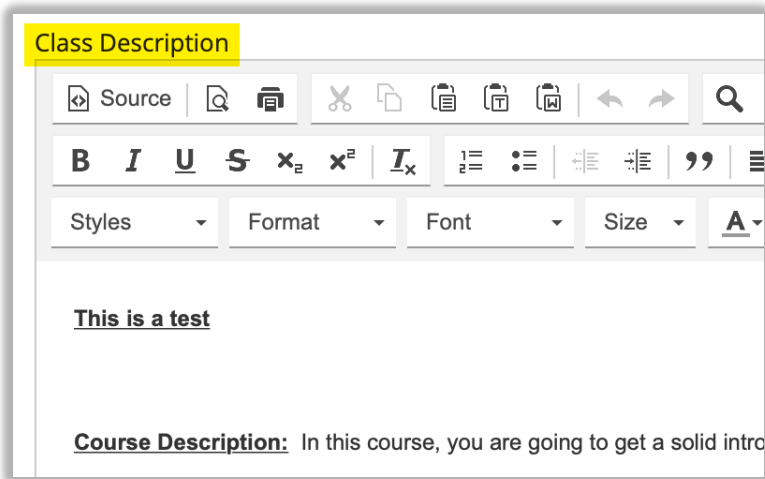
\* Class Title  
Chemistry

Curriculum Used

Textbook Needed

ISBN

- ii. Enter/Edit **Class Description** by clicking inside the Course Description box



Class Description

Source | Q | [Icons] | [Icons] | [Icons] | [Icons] | [Icons] | [Icons]

**B** *I* U **S**  $x_2$   $x^2$  *I<sub>x</sub>* | [Icons] | [Icons] | [Icons] | [Icons] | [Icons]

Styles | Format | Font | Size | **A**

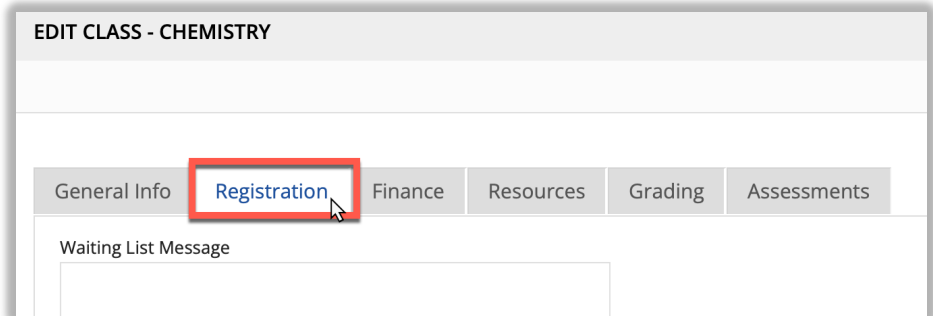
**This is a test**

**Course Description:** In this course, you are going to get a solid intro

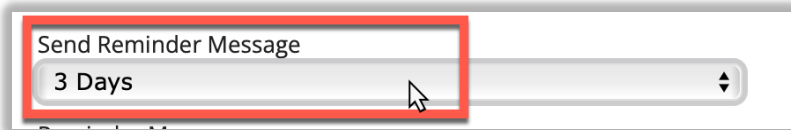
- iii. Select **Save Changes** (this will take you back to the classroom dashboard). You can choose **Registration** or **Finance** tab before saving to make other changes.



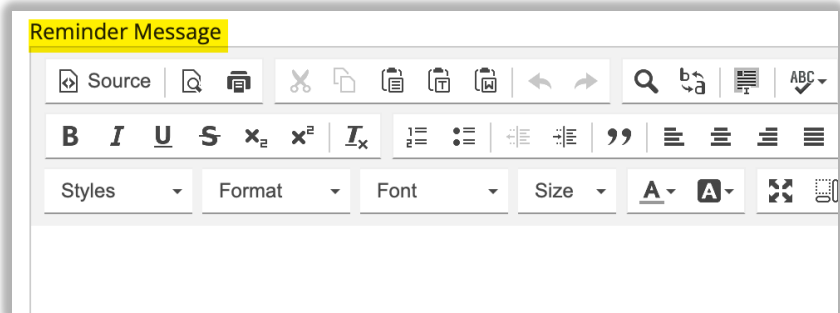
- 2. Select the **Registration** tab at the top of the page



- i. Select **Send Reminder Message** if you want to send a message to your students before the first day of classes



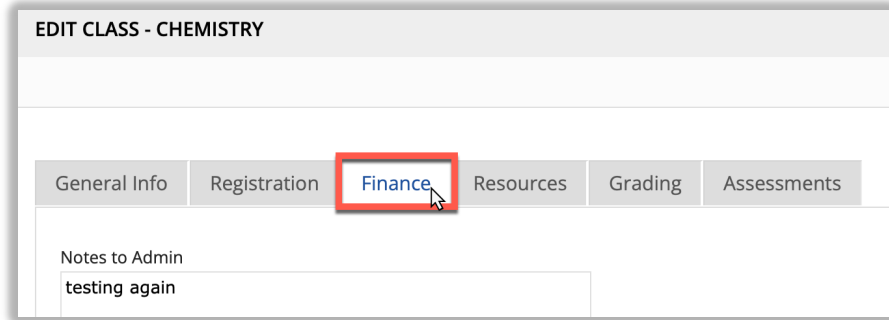
- ii. Enter/Edit **Reminder Message** by clicking inside the text box



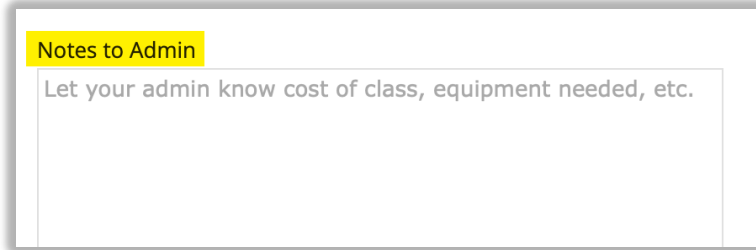
- iii. Select **Save Changes**



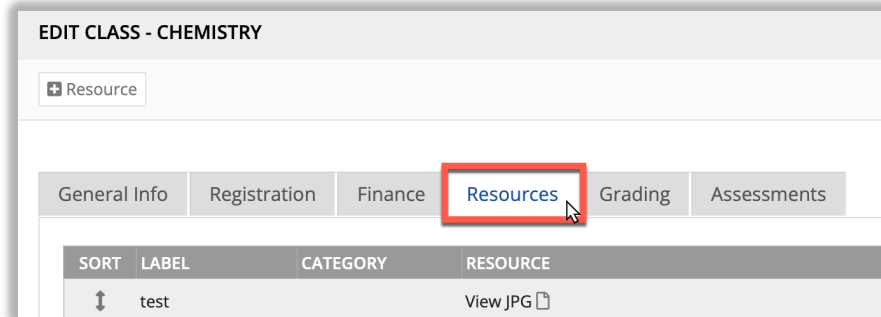
3. Select the **Finance** tab at the top of the page



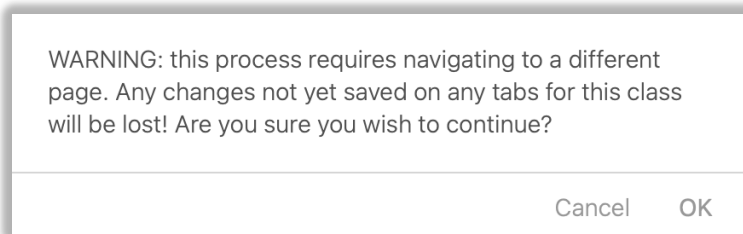
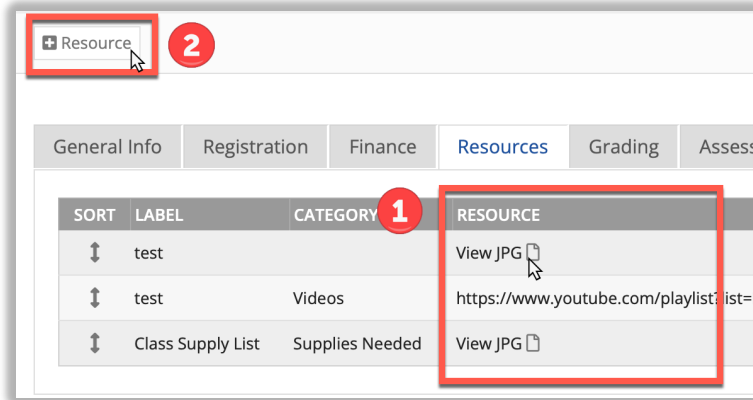
- i. Include any information containing costs for the class, equipment needed, etc. in this box, that should be passed on to the Administrator



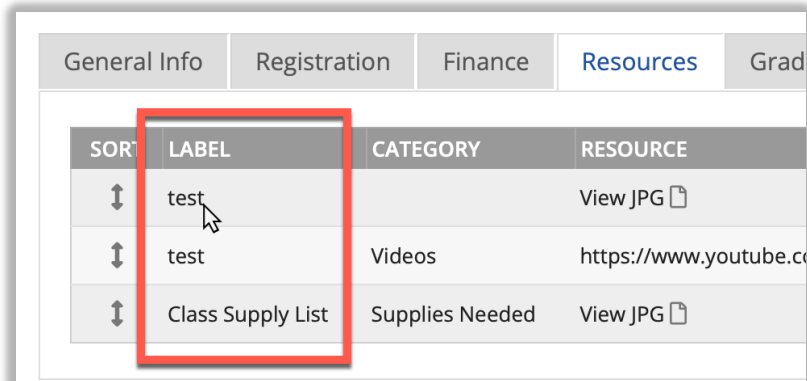
4. Select the **Resources** tab at the top of the page



- i. To view the resource, select the hyperlink (**see 1 below**). To add a resource, select **+Add Resource (see 2 below)**. After selecting **+Add Resource**, make sure all changes are saved prior to this point before selecting **Ok**.



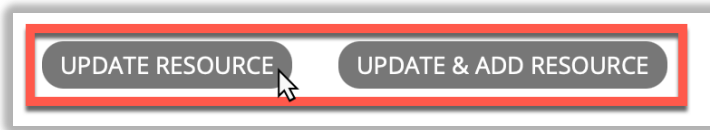
- ii. To edit a resource, select the name of the document



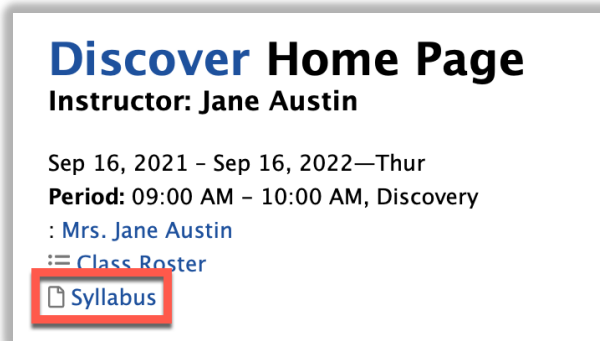
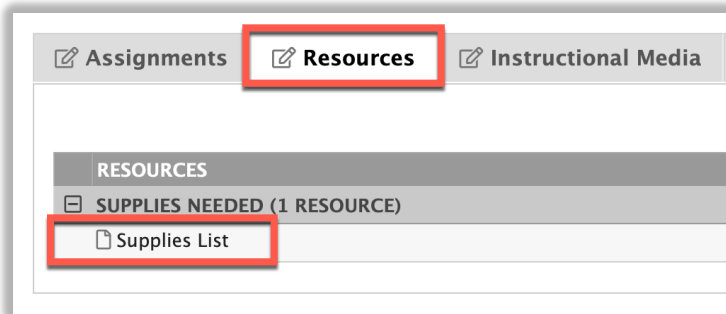
- iii. Add a document by providing a URL or choosing a file from your computer

The screenshot shows two options for adding a document. The first option is 'Provide URL', which has a text input field containing 'http://www...'. The second option is 'Replace File', which lists allowed extensions: csv, doc, docx, dot, gif, heic, heif, htm, html, jpeg, jpg. Below this, there is a 'Choose File' button and the text 'no file selected'.

- iv. Select **Update** or **Update & Change** to save changes

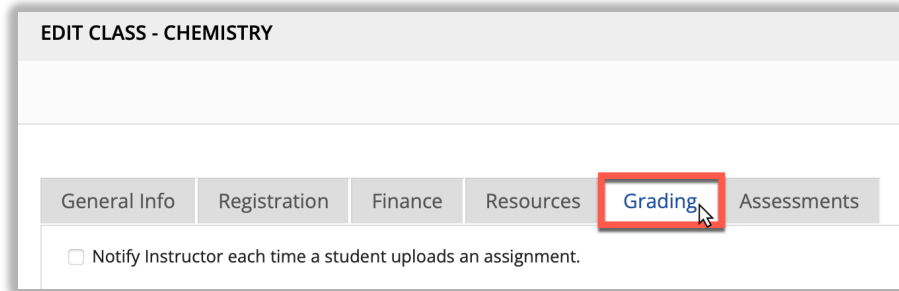


- v. **Note:** If you add a category to a resource, the resource will be located on the resource tab of the class home page. If no category is assigned, then the resource will be located at the top of the class home page under the class roster.

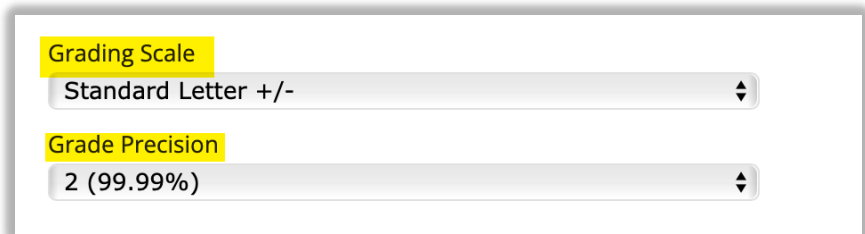




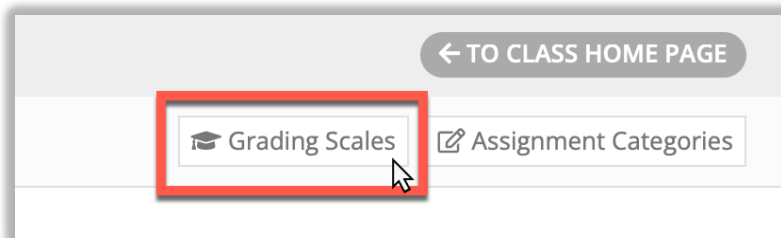
5. Select the Grading tab at the top of the page



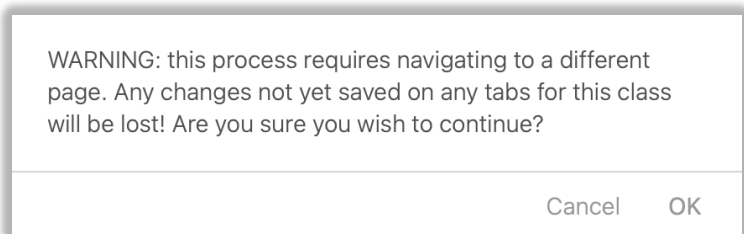
- i. Select the type of grading scale that you want to use



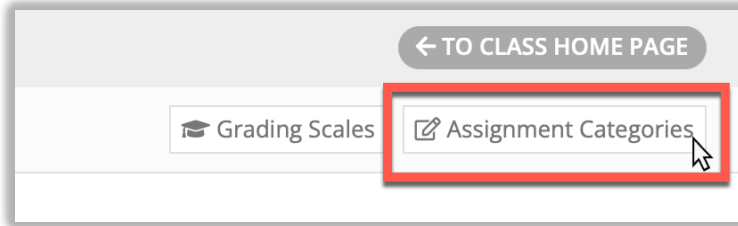
- ii. To view the different styles of grading or to add a new grading scale, select **Grading Scales**



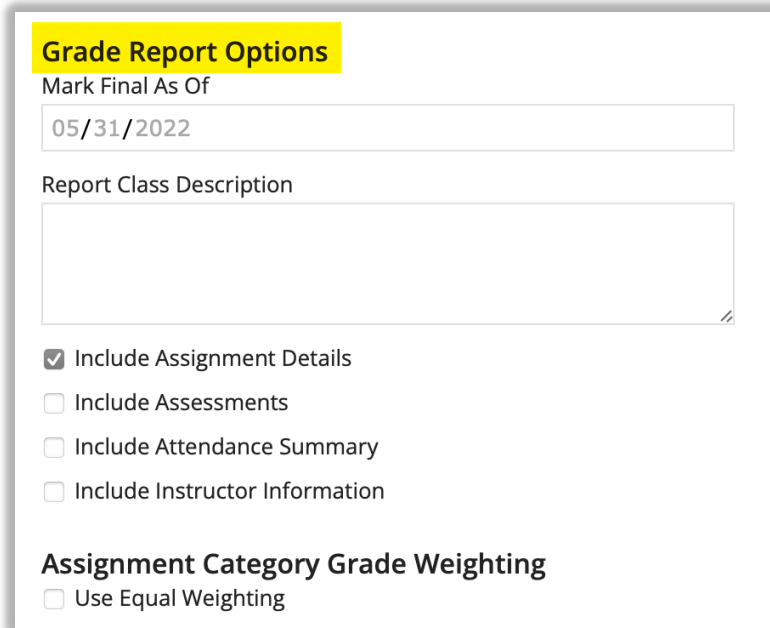
- a. Make sure all changes are saved prior to this point before selecting **Ok**



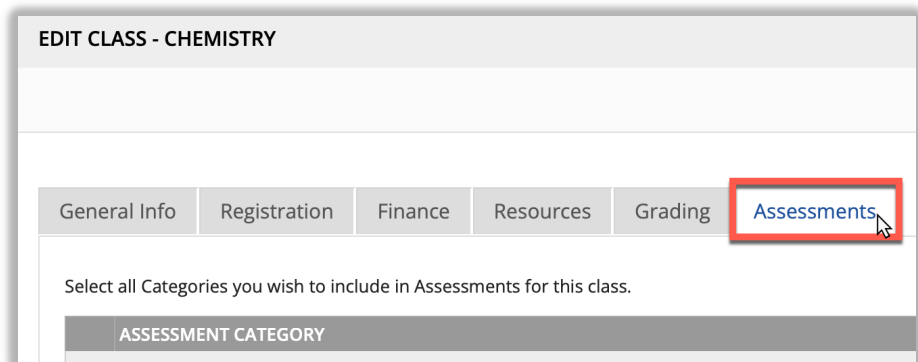
- iii. To add a new assignment category, select **Assignment Categories**



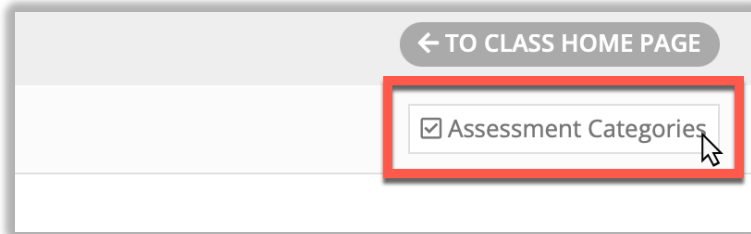
- iv. Enter/Edit **Grade Report Options**



6. Select the **Assessments** tab at the top of the page



- i. Check the boxes next to the assessments you want to use. To add additional assessments, click on the Assessment Categories.

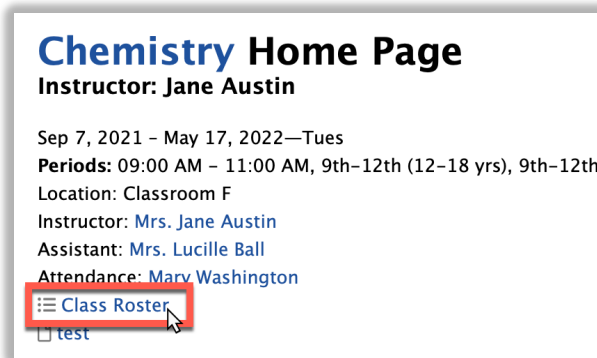


- a. Select **Save Changes** (Makes sure all changes are saved prior to this point before selecting **Ok**)

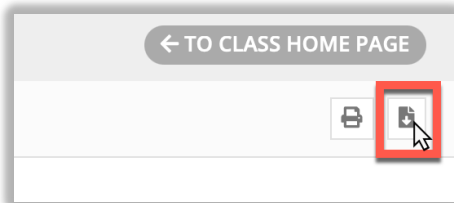


### III. Class Roster

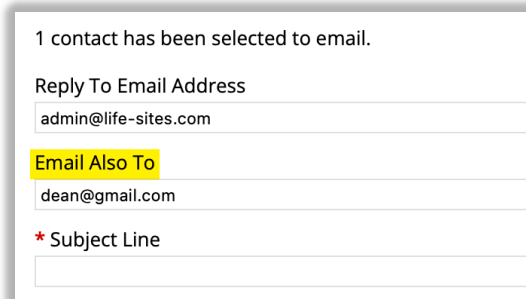
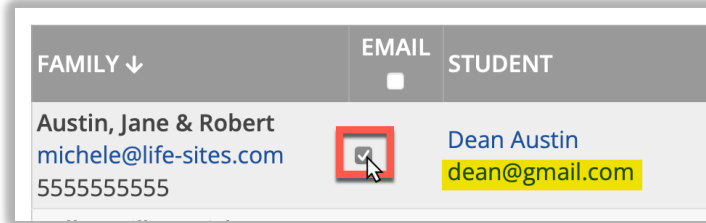
- A. On the Class Home Page, select View Class Roster



- B. To view hiding details in the roster, such as allergies or special needs, select **Export to Excel**

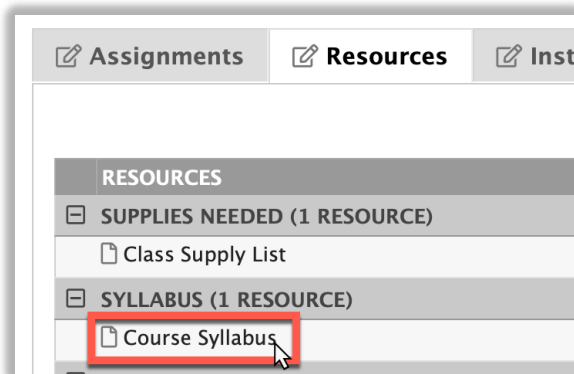
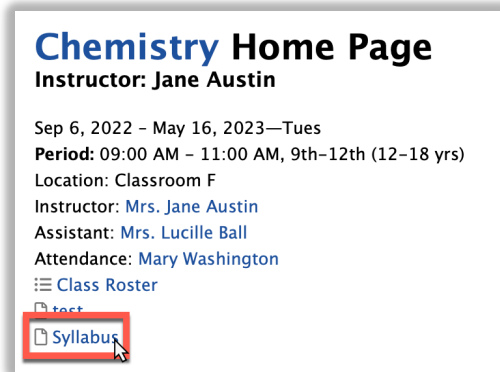


- C. To email a parent, select the box next to the parent’s name. To also email the student, highlight and copy their email. Select **Email Selected Parents** and paste the student’s email in the **Email Also To** box.



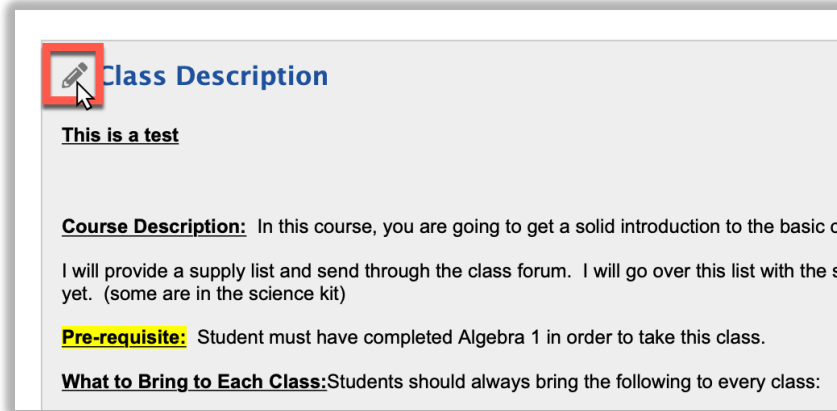
#### IV. Course Syllabus

- A. Select **Syllabus** (To add course syllabus, refer to Section II, 4: Adding Resources)

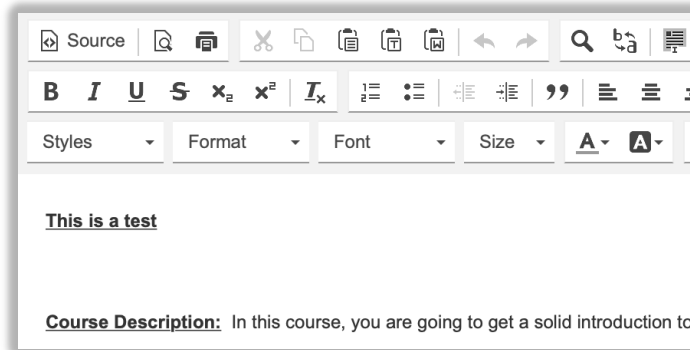


V. **Class Description**

A. To edit or add new information, select the pencil next to **Class Description**



1. It will drop down into a text box

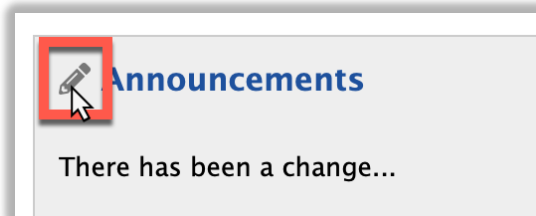


2. Select **Save Changes**

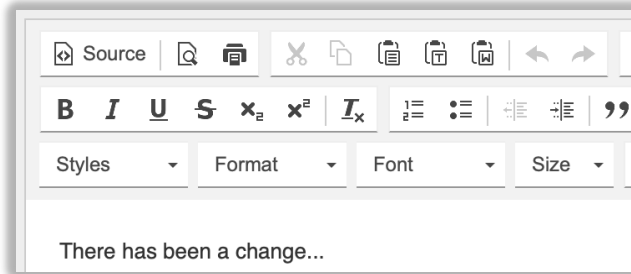


VI. **Announcements**

A. To edit or add new information, select the pencil next to **Announcements**



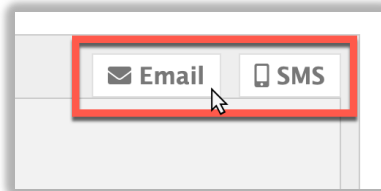
1. It will drop down into a text box



2. Select **Save Changes**



- B. To send out a new announcement, select **Email** or **SMS**



## VII. Assignments Overview

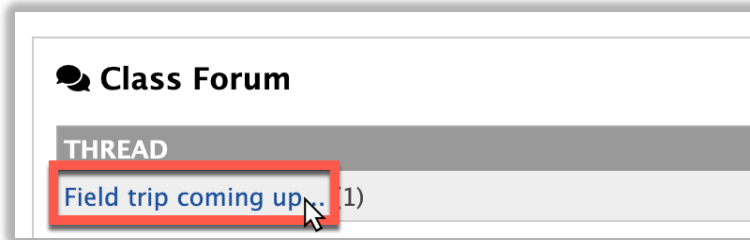
- A. View assignments by selecting the **Assignment Title** (see 1 below). Add a new assignment by selecting **+Add New Assignment** (see 2 below)

The screenshot shows the "Assignments Overview" page. At the top, there are navigation tabs: Assignments, Resources, Instructional Media, Attendance, Assessments, and Grades. The "Assignments" tab is active. A table lists assignments with columns for Assignment, Resources, Due Date, Student Uploads, Points, and Email. A red circle with the number "2" highlights the "+ Assignment" button in the top right corner. Another red circle with the number "2" highlights the "lab" link in the "ASSIGNMENT" column of the first row.

ASSIGNMENT	RESOURCES	DUE DATE	STUDENT UPLOADS	POINTS	EMAIL
PAST (6 ASSIGNMENTS)					
Lab: <a href="#">lab</a>		9/14 12:00am	1 Student as of 8/4 02:49pm	21 Possible	
Tests: <a href="#">test</a>		11/11 12:00am	0 Students	25 Possible	

**VIII. Class Forum**

A. Select the thread of your choice to view the details



B. To add a new thread, select **+Thread**

