



Classroom Dashboard Instructional Media - Instructors

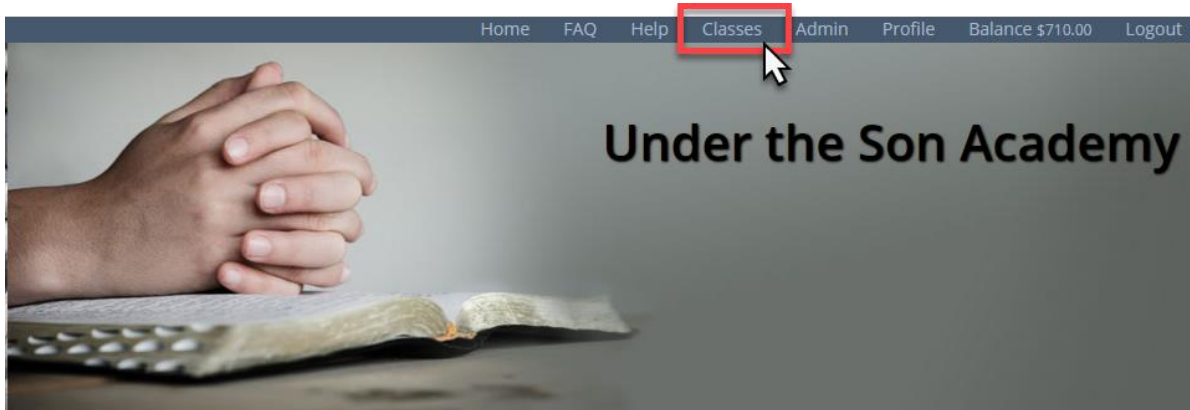
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I. Log into your **private** homepage

User Name
Password
SECURE LOGIN [Forgot Username?](#)
[Forgot Password?](#)
 Keep me signed in until I sign out. [Request Membership in this Organization!](#)

II. Click on **Classes** on the top navigational link if you are not already seeing your Classroom Dashboard.



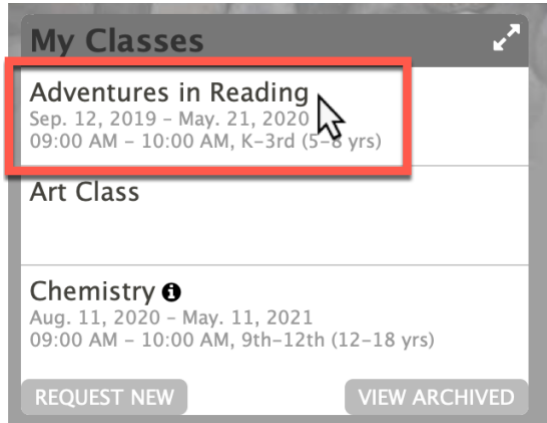
A. You will be able to choose which dashboard to view (Parent / Instructor / Child) by clicking on the drop-down menu.

Jane Austin Instructor Dashboard

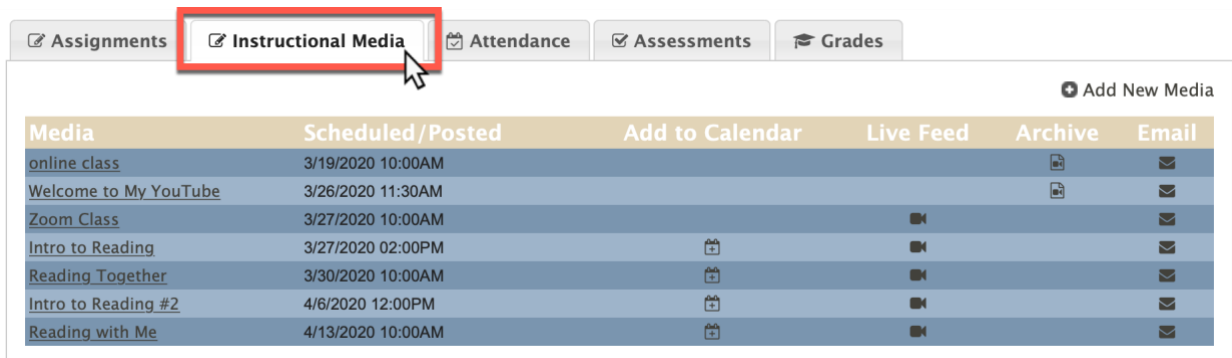
- Switch Dashboard View -

Assignments	Instructional Media	My Classes
ADVENTURES IN READING Read chapter 10-11 Due: 4/15/2020 11:55PM	ADVENTURES IN READING Welcome to My YouTube Posted: 3/26/2020 11:30AM	Adventures in Reading Sep. 12, 2019 - May. 21, 2020 09:00 AM - 10:00 AM K-1st (5-8 yrs)
CHEMISTRY Module 1 Reading Assignment Due: 4/17/2020 11:55PM	ADVENTURES IN READING Zoom Class Posted: 3/27/2020 10:00AM	Art Class
CHEMISTRY Lab 1.2b Due: 4/20/2020 11:55PM	ADVENTURES IN READING Intro to Reading Scheduled: 3/27/2020 02:00PM	Parent View Instructor View - Jane Austin Child View - Fred Austin (2-18 yrs) Child View - Sean Austin Child View - Sally Austin Child View - Dean Austin Child View - Lilly Austin

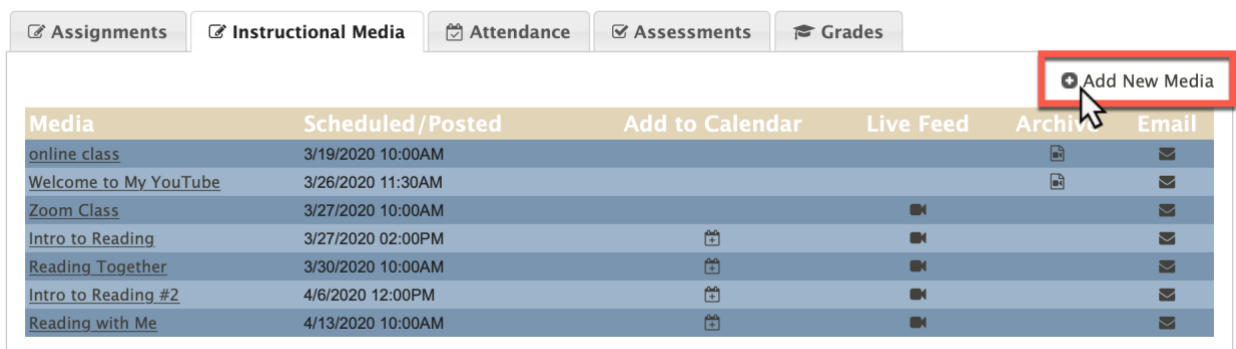
- III. Click on the class of your choice on the **My Classes** widget. There is also an **Instructional Media** widget available for the Dashboard. If you do not see this widget on your Classroom Dashboard please speak with your admin to add this widget.



- IV. You will now be on your **Class Home Page**. Scroll down a bit until you see the tab labeled **Instructional Media** and click on it.



- V. Click on Add New Media.



Fill the form out accordingly:

Add Media

[← To Class Home Page](#)

* Class
Adventures in Reading

1 * Media Name

2 URL for Live Feed
http://...

3 URL for Archived Version
http://...

4 Scheduled/Posted Date
mm/dd/yyyy

5 Scheduled/Posted Time
: AM

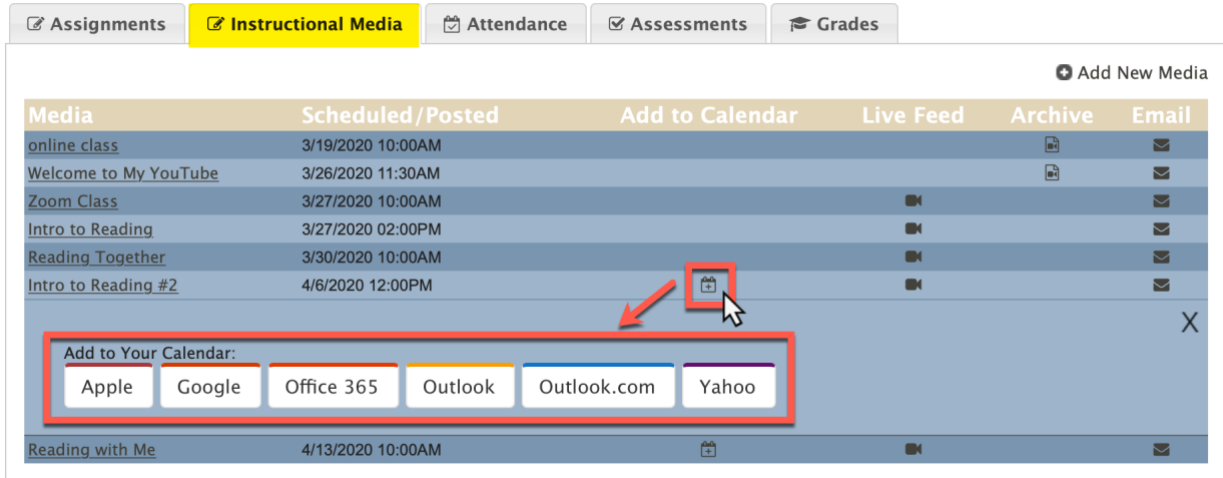
6 Hidden from Children Until
mm/dd/yyyy

7 Description

8 **ADD MEDIA**

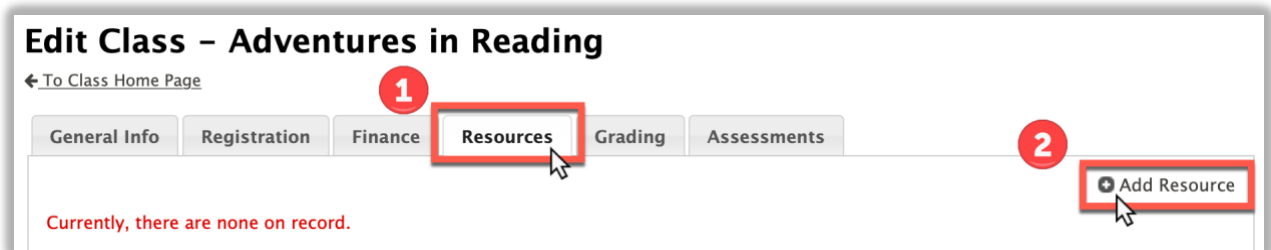
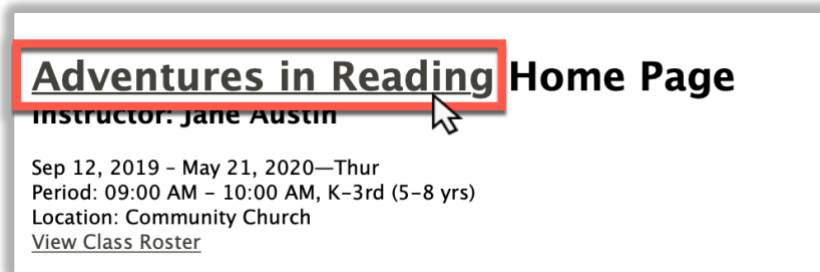
1. **Media name** – name of your video/live stream class
2. **URL for Live feed** – this will come from whichever service you are using to do a live online class (example: GoToMeeting, Zoom, etc.)
3. **URL for Archived Version** – if you already have a video created (zoom, GotoMeeting, YouTube, Dropbox, etc.) place the URL address here provided by your provider.
4. **Scheduled Posted Date** – This date is for the event of the live feed. If you are just posting an already recorded video, use today's date or whichever date you want them to watch it on.
5. **Scheduled/Posted Time** – What time is your live video occurring? This is not a required field and can be left blank for pre-recorded videos.
6. **Hidden from Children Until** – The media will be hidden from the parent/students view until the date of entry. You may choose to leave this blank and the media will be visible.
7. **Description** – A description of the online class/video
8. Click **Add Media** to save.

VI. Back under the **Instructional Media** is an **Add to calendar** column – This feature will allow you to add an upcoming live stream video to your personal calendar. Clicking on this icon will give you a drop-down menu for various online calendars. Choose the calendar of your choice to add this event.



VII. **Note:** This new feature does not replace the following features but enhances your ability to organized and a place for your instructional media when meeting in person with your class is interrupted.

A. **Class Resources** –You can click on the title of the class from their **Class Home Page** and add resources to the **Class Home Page** like: Syllabus, Class Supplies, etc.



B. Assignment Resources – By editing/creating an assignment, you can add videos and links that pertain to the individual assignments by clicking on the **Resources** tab.

Assignment	Resources	Due Date	Child Uploads	Points	Email
CURRENT (1 ASSIGNMENT)					
Homework: Read chapter 10-11		4/15 11:55pm	0 Children	5 Possible	✉
PAST (11 ASSIGNMENTS)					

Add Assignment

[← To Class Home Page](#)

General Settings

* Class
Adventures in Reading

* Assignment Name
Reading #1

Hidden from Children Until
mm/dd/yyyy

Description

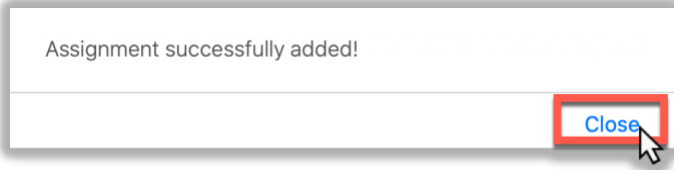
* Category
Homework **ADD CATEGORY**

Possible Points

Due Date
mm/dd/yyyy

Due Time
11 : 55 PM

SAVE **SAVE & ADD RESOURCES** **SAVE & DUPLICATE**



Reading #1 – Add Resource

* indicates a required field

* Resource Label

Provide URL

– OR –

File (allowed extensions: csv, doc, docx, dot, gif, heic, heif, ltm, html, jpg, m4a,
 no file selected