

# Classroom Dashboard – Class Home Page Instructors

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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

JANE AUSTIN INSTRUC	TOR DASHBOARD		- Switch Dashboard View - 🛟
My Classes	Assignnments	🖉 Instructional Media	
Adventures in Reading Sep. 7, 2021 – May. 17, 2022 09:00 AM – 10:00 AM	No Current Assignments	No Current Media	
Adventures in Reading – *COPY* Sep. 7, 2021 – May. 17, 2022 09:00 AM – 10:00 AM		- Switch Dashboard View - 🔻	
Chemistry ① Sep. 7, 2021 - May. 17, 2022 09:00 AM - 11:00 AM		- Switch Dashboard View - Parent View	
		Instructor View - Jane Austin Student View - Sean Austin Student View - Sally Austin Student View - Dean Austin Student View - Lilly Austin	

### 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

/ Classes	Chemistry Home Page
<b>dventures in Reading</b> p. 7, 2021 – May. 17, 2022 9:00 AM – 10:00 AM	Instructor: Jane Austin Sep 7, 2021 - May 17, 2022—Tues
dventures in Reading - *COPY* 2p. 7, 2021 - May. 17, 2022 9:00 AM - 10:00 AM	Periods: 09:00 AM - 11:00 AM, 9th-12th (12-18 yrs), 9 Location: Classroom F Instructor: Mrs. Jane Austin
<b>hemistry ()</b> 9:00 AM – 11:00 AM	

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	
current an osca	
Textbook Needed	
ISBN	

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

Class Description					
O Source   Q ■ X □ ■ □ □ □ □					
B I U S ×₂ ײ I <sub>x</sub> ≟≣ ∷≣ ≪≣					
Styles - Format - Font - Size - A					
<u>This is a test</u>					
Course Description: In this course, you are going to get a solid int					

 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

EDIT CLASS - CHEMISTRY						
General Info	Registration	Finance	Resources	Grading	Assessments	
Waiting List Mes	sage					

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

Send Reminder Message		
3 Days		\$
~ · · ·	μŲ	

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

		Ē (Ē (Ā / 🔺 /	A \$\$   ₽
B <u>I U</u> -S	$\mathbf{x}_{a} \mathbf{x}^{a} \mid \underline{I}_{x}$		<b>?</b> ?   ≟ ≟ Ξ
Styles -	Format - F	Font - Size	- <u>A</u> - A- X

iii. Select Save Changes



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

E	EDIT CLASS - CHEMISTRY						
	General Info	Registration	Finance	Resources	Grading	Assessments	
	Notes to Admin						
	testing again						

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

EDIT CLASS - CHEMISTRY							
Resource	Resource						
General Info Registrat	ion Finance	Resources Grading	Assessments				
		~~					
SORT LABEL	CATEGORY	RESOURCE					
1 test		View JPG 🗋					

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.

0	Resourc		2					
(	General	Info	Registrat	ion	Finance	Resources	Grading	Asses
	SORT	LABEL		CATI		RESOURCE		
	1	test				View JPG		
	t	test Vide		Vide	os	ی https://www.youtube.com/p		
	1	Class Supply List Su		Supplies Needed		View JPG 🗋		
				_				

WARNING: this process requires navigating to a different page. Any changes not yet saved on any tabs for this class will be lost! Are you sure you wish to continue? Cancel OK

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

(	General Info		Registra	tion	Finance	Resources	Grad
	SOR	LABEL		CATEGORY		RESOURCE	
	1	test				View JPG 🗋	
	1	test		Videos		https://www.youtube.c	
	1	Class Supply List		Supplies Needed		View JPG 🗋	

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

Provide URL	
http://www	
- OR -	
Replace File (allowed ext	<mark>ensions:</mark> csv, doc, docx, dot, gif, heic, heif, htm, html, jpeg, jp
Choose File no file select	ed

iv. Select Update or Update & Change to save changes



v. <u>Note:</u> 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.

🖄 Assignments	🖉 Resources	🖉 Instructional Media
RESOURCES		
	D (1 RESOURCE)	
🗋 Supplies List		

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

EDIT CLASS - CHEMISTRY									
General Info	Registration	Finance	Resources	Grading	Assessments				
Notify Instructor each time a student uploads an assignment.									

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

Grading Scale	
Standard Letter +/-	\$
Grade Precision	
2 (99.99%)	\$

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** 

WARNING: this process requires navigating to a different page. Any changes not yet saved on any tabs for this class will be lost! Are you sure you wish to continue?

Cancel OK

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



iv. Enter/Edit Grade Report Options

05/21	/2022				
05/31	2022				
Report (	lass Descrip	otion			
					//
🔽 Inclu	de Assignme	ent Details	5		
🗌 Inclu	de Assessm	ents			
🗌 Inclu	de Attendan	ce Summ	ary		
🗌 Inclu	de Instructo	r Informa	tion		

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

EDIT CLASS	CHEMISTRY							
General In	o Registra	tion Finance	Resources	Grading	Assessments			
Select all Categories you wish to include in Assessments for this class.								
ASSE	SSMENT CATEGO	RY						

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** 

← TO CLASS HOME PA	GE
₽	

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)

Chemistry Ho	-	
Sep 6, 2022 - May 16, 2023 Period: 09:00 AM - 11:00 AI Location: Classroom F Instructor: Mrs. Jane Austin Assistant: Mrs. Lucille Ball Attendance: Mary Washington IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	M, 9th–12th (12–18 yrs)	
🕜 Assignments	🕜 Resources	🖒 Inst
RESOURCES	D (1 RESOURCE)	
Class Supply Li	ist	
SYLLABUS (1 RES	-	

#### 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)** 

🖉 Assignments	🖉 Resources	🖉 Instructional Media	Attendance	Assessments	😂 Grades		
						2	🖶 Assignment
ASSIGNMENT		RESOURCES E	DUE DATE	STUDENT UPLOAD	S	POINTS	EMAIL
PAST (6 ASSIGNI	MENTS)						
Lat s: lab		9	/14 12:00am	1 Student as of 8/4	02:49pm	21 Possible	
Tests: test		1	1/11 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

	➡ Thread
EATED BY tin, Jane & Robert	