

Classroom Dashboard - Instructors

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I. Login to members website



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**.

My Classes	2	Assignnments	Class Com	- Switch Dashboard View - municatic Parent View
CURRENT CLASSES		CURRENT ASSIGNMENTS	CHEMISTRY (CLASS)	
Adventures in Reading Sep. 6, 2022 – May. 23, 2023 09:00 AM – 10:00 AM		ADVENTURES IN READING Test Due: 1/10/2023 11:55PM	Lab Tomorrow 11:21 AM EST Janua ADVENTURES IN REA	ry 2 - Monday Student View - Fred Austin DDING (CLASS) Student View - Sean Austin
Adventures in Reading – *COPY* Sep. 6, 2022 – May. 23, 2023 09:00 AM – 10:00 AM		ADVENTURES IN READING - "COPY" Test Due: 1/10/2023 11:55PM	Welcome! 11:20 AM EST Janua	Student View - Dean Adstin
American History Sep. 6, 2022 - May. 23, 2023 09:00 AM - 10:00 AM REQUEST NEW	VIEW ARCHIVED	POST NEW	POST NEW	Student View - Abigail Austin

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.

My Classes	Ø
CURRENT CLASSES	
Adventures in Reading	
Sep. 6, 2022 - May. 23, 2023	
09:00 AM - 10:00 AM	
Adventures in Reading - *COPY*	
Sep. 6, 2022 - May. 23, 2023	
09:00 AM - 10:00 AM	
American History	
Sep. 6, 2022 - May. 23, 2023	
09-00 AM - 10-00 AM	
REQUEST NEW	VIEW ARCHIVED

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.

Adventures in Reading Sep. 6, 2022 - May. 23, 2023 OS:00 AM - 10:00 AM Adventures in Reading - *COPY* Sep. 6, 2022 - May. 23, 2023 OS:00 AM - 10:00 AM American History Sep. 6, 2022 - May. 23, 2023 OS:00 AM - 10:00 AM			2	My Classes
o9:00 AM - 10:00 AM American History Sep. 6, 2022 - May. 23, 2023 OB:00 AM - 10:00 AM REQUEST NEW VIEW ARCHIVED AMAGENET ACHIVED AMAGENET ACH			555	CURRENT CLASSES
Defend AM - 10:00 AM Adventures in Reading - *COPY* Sep. 6, 2022 - May. 23, 2023 Defend AM - 10:00 AM REQUEST NEW VIEW ARCHIVED VIEW ARCHIVED VIEW ARCHIVED Sep 6, 2022 - May 23, 2023—Tues Period: O9:00 AM - 10:00 AM, 4th-6th (9-11 yrs) Location: Classroom C Instructor: Mrs. Jane Austin Admin: Mrs. Lucille Ball III Class Roster Textbook Needed: testing, testing 2				2
Sep. 6, 2022 - May. 23, 2023 09:00 AM - 10:00 AM American History Sep. 6, 2022 - May. 23, 2023 09:00 AM - 10:00 AM REQUEST NEW VIEW ARCHIVED VIEW ARCHIVED Sep 6, 2022 - May 23, 2023—Tues Period: 09:00 AM - 10:00 AM, 4th-6th (9-11 yrs) Location: Classroom C Instructor: Mrs. Jane Austin Admin: Mrs. Lucille Ball III Class Roster Textbook Needed: testing, testing 2			2023	
American History Sep. 6, 2022 - May. 23, 2023 OR-00 AM - 10-00 AM REQUEST NEW VIEW ARCHIVED VIEW ARCHIVED VIEW ARCHIVED Adventures in Reading Home Para Instructor: Jane Austin Sep 6, 2022 - May 23, 2023—Tues Period: 09:00 AM - 10:00 AM, 4th-6th (9-11 yrs) Location: Classroom C Instructor: Mrs. Jane Austin Admin: Mrs. Lucille Ball III Class Roster Textbook Needed: testing, testing 2	-			Sep. 6, 2022 - May. 23, 2023
Sep. 6, 2022 - May. 23, 2023 OB-00 AM - 10:00 AM REQUEST NEW VIEW ARCHIVED Feriod: 09:00 AM - 10:00 AM, 4th-6th (9-11 yrs) Location: Classroom C Instructor: Mrs. Jane Austin Admin: Mrs. Lucille Ball Image: Class Roster Textbook Needed: testing, testing 2	ge	Adventures in Reading Home Page	,	
REQUEST NEW VIEW ARCHIVED Sep 6, 2022 - May 23, 2023—Tues Period: 09:00 AM - 10:00 AM, 4th-6th (9-11 yrs) Location: Classroom C Instructor: Mrs. Jane Austin Admin: Mrs. Lucille Ball I 🗄 Class Roster Textbook Needed: testing, testing 2		Instructor: Jane Austin		Sep. 6, 2022 - May. 23, 2023
Period: 09:00 AM - 10:00 AM, 4th-6th (9-11 yrs) Location: Classroom C Instructor: Mrs. Jane Austin Admin: Mrs. Lucille Ball I≣ Class Roster Textbook Needed: testing, testing 2			VIEW ARCHIVED	
Instructor: Mrs. Jane Austin Admin: Mrs. Lucille Ball i≡ Class Roster Textbook Needed: testing, testing 2				
Admin: Mrs. Lucille Ball i≡ Class Roster Textbook Needed: testing, testing 2				
Textbook Needed: testing, testing 2				
		i≡ Class Roster		
ISBN: 321654654, 56867867				
		ISBN: 321654654, 56867867		
A Class Description		Class Description		

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.

My Classes	
CURRENT CLASSES	
Adventures in Reading	
Sep. 6, 2022 - May. 23, 2023	
09:00 AM - 10:00 AM	
Adventures in Reading - *COPY*	
Sep. 6, 2022 - May. 23, 2023	
09:00 AM - 10:00 AM	
American History	
<u>Sep. 6, 2022 - May. 2</u> 3, 2023	
09-00 AM - 10-00 A	
REQUEST NEW	VIEW ARCHIVE

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.

Assignnments	UPDATE ASSIGNMENT - TEST
CURRENT ASSIGNMENTS	
Test oue: 1) 0/2023 11:55PM	General Settings Resources Student Submissions
ADVENTURES IN READING - "COPY" Test Due: 1/10/2023 11:55PM	Class: Adventures in Reading * Assignment Name
POST NEW	Test Hidden from Students Until

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.**)

Assignnments	
CURRENT ASSIGNMENTS	
ADVENTURES IN READING Test Due: 1/10/2023 11:55PM	ADD ASSIGNMENT
ADVENTURES IN READING - "COPY" Test Due: 1/10/2023 11:55PM	General Settings
POST NEW	Class - Select - Assignment Name Hidden from Students Until
	Description B I U S x, x' I, IIIIIIIIIIIIIIIIIIIIIIIIIIIIII

- 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.

Class Communication	
CHEMISTRY (CLASS)	
Lab Tomorrow	
11:21 AM EST January 2 - Monday	
ADVENTURES IN READING (CLASS)	
Welcome!	
11:20 AM EST January 2 - Monday	
POST NEW VIEW ALL	
POST NEW VIEW ALL	
POST NEW VIEW ALL	
ORUM	🖬 New Thread 🔯 Preference
ORUM	🖬 New Thread 😂 Preference
ORUM	🖬 New Thread 🛛 🕸 Preference
ORUM General Classes Archived Classes	
ORUM General Classes FORUM CATEGORIES LAST POS	
ORUM General Classes FORUM CATEGORIES AII (2) Cassed (0) 12/15/20	T at 10:25 AM EST
ORUM General Classes FORUM CATEGORIES AII (2) General (0) 12/15/20 by Doe, Je	T
ORUM General Classes Archived Classes FORUM CATEGORIES LAST POS All (2) General (0) 12/15/20 by Doe, Jo General (0)	T at 10:25 AM EST
ORUM General Classes FORUM CATEGORIES LAST POS All (2) 12/15/20 General (0) 12/15/20 General (0) 12/15/20 Graduation (0) 12/15/20	T at 10:25 AM EST
ORUM General Classes FORUM CATEGORIES LAST POS All (2) I2/15/20 General (0) 12/15/20 General (0) General (0) Graduation (0) Holidays (0)	T at 10:25 AM EST
ORUM General Classes FORUM CATEGORIES AII (2) Canacal (0) 12/15/20	T at 10:25 AM EST

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.)

Lab Tomorrow 11:21 AM EST January 2 - Monday ADVENTURES IN READING (CLASS) Welcome! 11:20 AM EST January 2 - Monday * Category - Select Category - * Thread Title * Message @ Source @ @ X @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @	HEMISTRY (CLASS)	
DVENTURES IN READING (CLASS) Velcome! 1:20 AM EST January 2 - Monday Category Select Category Thread Title Message Source Sourc	ab Tomorrow	
ADD FORUM THREAD * Category * Category * Select Category * Thread Title * Message DST NEW	:21 AM EST January 2 - Monday	
:20 AM EST January 2 - Monday * Category - Select Category - * Thread Title Message DST NEW	VENTURES IN READING (CLASS)	
* Category - Select Category - * Thread Title * Message 回 Source 风 南 X 日 箇 团 函 本 冲 Q 覧 厚 熒・	elcome!	ADD FORUM THREAD
- Select Category - * Thread Title * Message DST NEW Source 风 南 X 凸 箇 団 香 水 Q 覧 厚 愛・	:20 AM EST January 2 - Monday	
* Thread Title * Message ② Source 风 南 X 凸 箇 団 本 水 Q 物 厚 寧·		
DST NEW		
DST NEW		
		* Message
	IST NEW	回 Source 🛛 👼 🐰 🗅 💼 🗑 📾 🦘 🗛 🎭 🐺 🖤-
B I U S x₂ x³ Ix 등 등 ⊕ № ₽ ≥ ± ± =		

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.

ttendance	ATTENDANCE SUMMARY	
ENTURES IN READING ttendance Record Dates 1 Recent: Mon, 8/29/2022	Attendance Record	
AN HISTORY ndance Record Dates	Class: Adventures in Reading (9:00AM)	ct Attendance Date: Cl
п. (STUDI Adventures in Reading (9:00AM)	ATTENDANCE DAYS
Record Date e. 1/3/2023	Sally A American History (9:00AM)	4
THEWJRLD	Chemistry (9:00AM)	0
	Cooking around the World (10:00AM)	0
•	Sally Doe	0

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.

Grades AMERICAN HISTOR 2 CHIIGTEN 91% Average	Y		×				
CHEMISTRY 5 Children 82.24% Average	- weighted scale						
COOKING AR PUND 3 Children 0% Average	THE WORLD						
GRADES & REP	ORTS		_			← TO CLASS	HOME PAGE
GRADES & REP	ORTS			Ê	Class Grade Setting		
GRADES & REP		v		\$	Class Grade Setting		
		✓ ASSIGNMENTS MISSING	UNGRADED ASSIGNMENTS	CURRENT GRADE	Class Grade Setting REPORT COMMENTS		
Class: American	History (9:00AM) ASSIGNMENTS	ASSIGNMENTS		CURRENT	REPORT	gs Email All Gr DOWNLOAD	ade Reports

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