# Classroom Dashboard Class Home Page - Instructors

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I. **Classroom Dashboard**
   A. Log onto your private home page.
   B. Select **Classes** in the top navigation bar to access the classroom dashboard.
   C. Select **Instructor View** in the drop down.

II. **Edit Class Home Page**
   A. Select the class of your choice
1. Select the hyperlinked name of the class

Chemistry

Instructor: Jax Austin

Sep 12, 2019 – May 21, 2020—Thur
Period: 09:00 AM - 10:00 AM, 9th-12th (12-18 yrs)

View Class Roster
Course Syllabus

ii. Select the >General Info tab at the top of the page

1. Enter/Edit information into Entry Text Boxes

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Used</td>
<td></td>
</tr>
<tr>
<td>Textbook Needed</td>
<td></td>
</tr>
<tr>
<td>ISBN</td>
<td></td>
</tr>
</tbody>
</table>
2. Enter/Edit **Class Description** by clicking inside the text box

![Course Description](image)

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

![Registration Tab](image)

   iii. Select the **Registration** tab at the top of the page

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

   ![Send Reminder Message](image)
2. Enter/Edit **Reminder Message** by clicking inside the text box

3. Select **Save Changes**
   iv. Select the **Finance** tab at the top of the page

1. In this box include any information containing costs for the class, equipment needed, etc. that should be passed on to the Administrator.

Let your admin know cost of class, equipment needed, etc.
v. Select the **Resources** tab at the top of the page

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

2. To edit a resource, select the name of the document
3. Add a document by providing a URL (see 1 below) or choosing a file from your computer (see 2 below)

Chemistry - Update Class Resource

1. Provide URL: https://training2/class/Discovering Design with Chemistry Syllabus and

2. Choose File!

4. Select >Update or >Update & Change to save changes
   vi. Select the >Grading tab at the top of the page

Edit Class – Chemistry

1. Select the type of grading that you want to use

   Grading Scale
   - Standard Letter
   - No Grading
   - Percent Only
   - Pass/Fail

2. To view the different style of grading, select >Manage Scales
a. Make sure all changes are saved prior to this point before selecting >Ok.

b. Select the Scale Level of your choice

c. It will bring you to the description of that grading scale.

**Manage Grade Scale**

**Pass/Fail**

<table>
<thead>
<tr>
<th>Level</th>
<th>Symbol</th>
<th>Minimum %</th>
<th>GPA Value</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>P</td>
<td>60.00%</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Fail</td>
<td>F</td>
<td>0.00%</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Grading Scales**

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Description</th>
<th>Scale Levels</th>
<th>Class Count</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass/Fail</td>
<td>Standard Pass/Fail grade scale</td>
<td>4 existing</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Standard Letter</td>
<td>Standard grade scale (A, B, C, D and F)</td>
<td>5 existing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Standard Letter +/-</td>
<td>Standard +/- grade scale (A+, A-, B+, etc.)</td>
<td>12 existing</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

3. To add another grading scale, select > +Add Grading Scale

a. Return to Edit Class Home Page
4. Enter/Edit **Grade Report Options**

![Grade Report Options](image)

5. Select **Use Equal Grading** or give each category different grading weights

![Assignment Category Grade Weighting](image)

vii. Select the >**Assessments** tab at the top of the page

![Edit Class – Chemistry](image)
1. Check the boxes next to the assessments you want to use.

Select all Categories you wish to include in Assessments for this class.

- Select >Save Changes

2. To add/remove assessments and ratings select >Manage Categories

- Make sure all changes are saved prior to this point before selecting >Ok

b. To add an assessment, select >Add Assessment Category
c. To add a rating, select >Add Assessment Rating

<table>
<thead>
<tr>
<th>Rating</th>
<th>Symbol</th>
<th>Inactive</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Class</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. Class Roster

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

B. To view hidden details in the roster, such as allergies or special needs, select >Export to Excel

C. To email a student and parent, select the box next to the student’s name (see 1 below). Then select >Email Parents (see 2 below)

i. This will bring you to a generated email

D. Return to Class Home Page
IV. Course Syllabus
   A. Select >View Course Syllabus (To add class syllabus refer back to Section II, E – Adding resources)

   Chemistry Home Page
   Instructor: Jane Austin

   Sep 12, 2019 – May 21, 2020—Thur
   Period: 09:00 AM - 10:00 AM, 9th-12th (12-18 yrs)
   View Class Poster
   Course Syllabus

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

   Class Description: In this course, you are going to get a solid introduction to the basic concepts and applications of chemistry.
   I will provide a supply list and send through the class forum. I will go over this list with the students on the first day of class and

   i. It will drop down into a text box

   B. Select >Save Changes

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

   Announcements: Don't forget your lab kits this week

   i. It will drop down into a text box

   ii. Select >Save Changes

   B. To send out a new announcement, select >Email Announcements (Note: The Email Announcements will not appear if the Announcement text box is empty.)
VII. Assignments Overview
   A. View assignments by selecting the Assignment Title (see 1 below). Add a new assignment by selecting > +Add New Assignment

   ![Assignment Table]

   1. Assignment Title
   2. +Add New Assignment

VIII. Class Forum
   A. Select the thread of your choice to view the details

   ![Class Forum]

   B. To add a new thread, select > +New Thread