

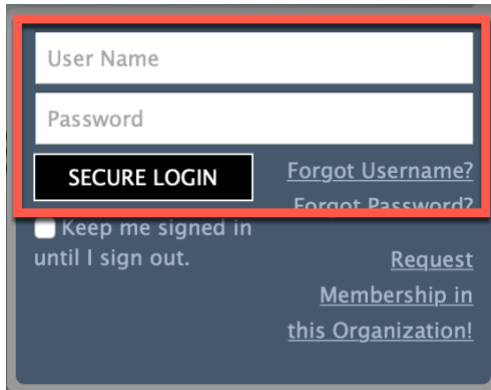


## Classroom Dashboard Instructional Media - Parents & Students

### TABLE OF CONTENTS

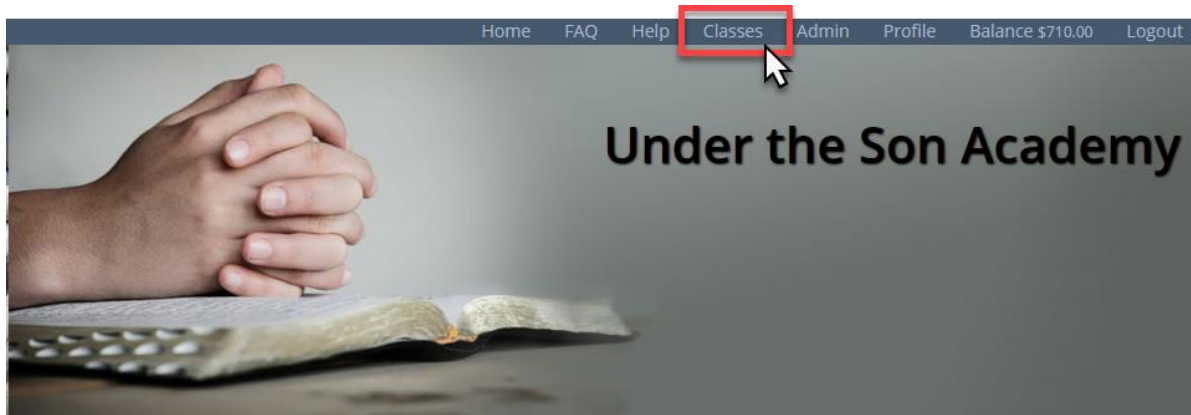
|              |  |          |
|--------------|--|----------|
| <b>I.</b>    | <b>Login to Private Home Page.....</b> | <b>2</b> |
| <b>II.</b>   | <b>Classroom Dashboard .....</b>       | <b>2</b> |
|              | A. Parent View .....                   | 2        |
|              | B. Student View .....                  | 3        |
| <b>III.</b>  | <b>Class Home Page.....</b>            | <b>3</b> |
| <b>IV.</b>   | <b>Instructional Media.....</b>        | <b>3</b> |
| <b>V.</b>    | <b>View Media .....</b>                | <b>4</b> |
| <b>VI.</b>   | <b>View Schedule/Posted Date .....</b> | <b>4</b> |
| <b>VII.</b>  | <b>Add to Calendar .....</b>           | <b>4</b> |
| <b>VIII.</b> | <b>View Archived Videos .....</b>      | <b>5</b> |

I. Log into your private homepage

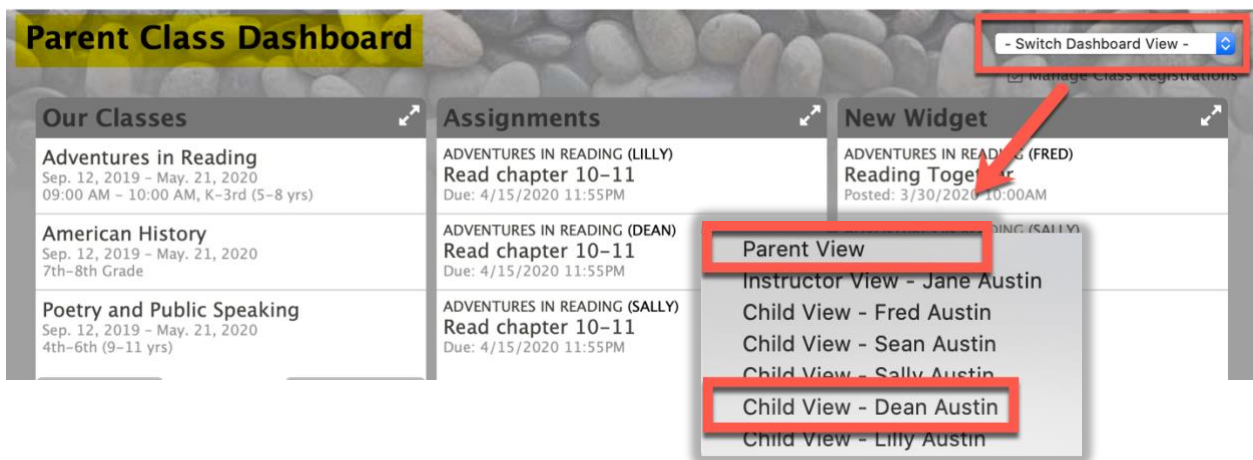


A screenshot of a login form. It features two input fields: 'User Name' and 'Password'. Below the 'Password' field is a black button with the text 'SECURE LOGIN' in white. To the right of the button are two links: 'Forgot Username?' and 'Forgot Password?'. Below the input fields is a checkbox labeled 'Keep me signed in until I sign out.' To the right of the checkbox is a link 'Request Membership in this Organization!'. A red rectangular box highlights the 'User Name' and 'Password' input fields and the 'SECURE LOGIN' button.

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

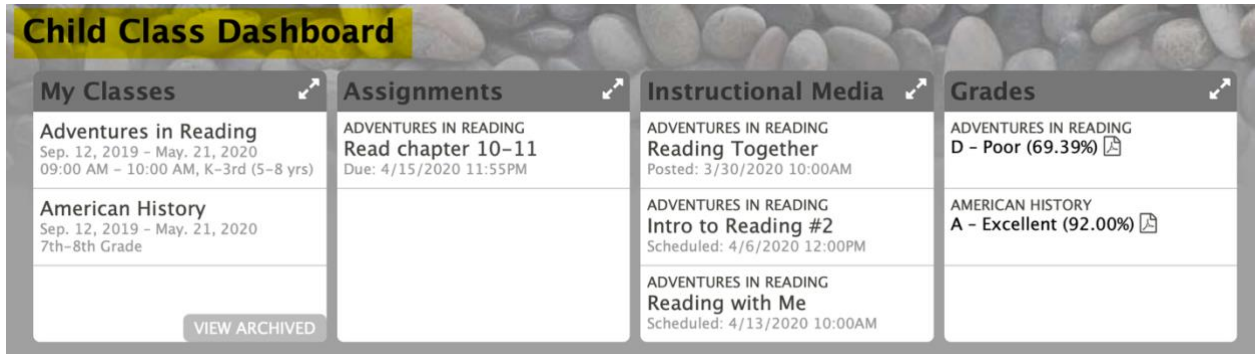


A. **Parent** – You will be able to choose which dashboard to view (Parent / Child) by clicking on the drop-down menu

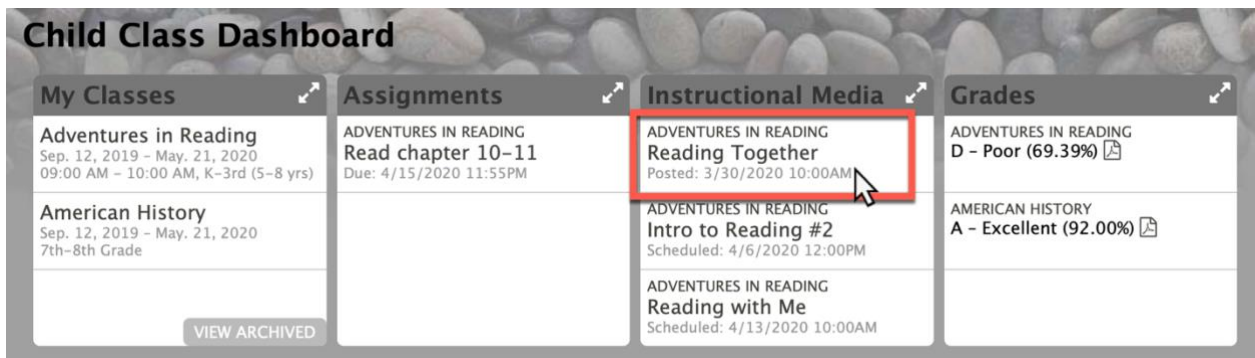


A screenshot of the 'Parent Class Dashboard'. The dashboard has a yellow header with the text 'Parent Class Dashboard'. Below the header are three main sections: 'Our Classes', 'Assignments', and 'New Widget'. Each section contains a list of items. A red rectangular box highlights a dropdown menu in the top right corner labeled '- Switch Dashboard View -'. A red arrow points from this box to a larger dropdown menu that is open, showing several options: 'Parent View', 'Instructor View - Jane Austin', 'Child View - Fred Austin', 'Child View - Sean Austin', 'Child View - Sally Austin', 'Child View - Dean Austin', and 'Child View - Lilly Austin'. The 'Parent View' option is highlighted with a red rectangular box.

B. **Student** – You will see your Classroom Dashboard with no drop-down option.

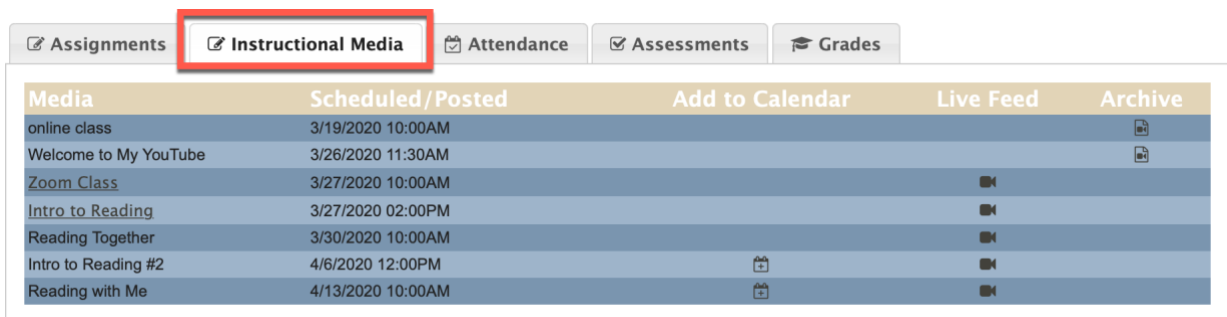


III. Click on the class of your choice on the **Instructional Media** widget.



(Note: If you do not see this widget, speak with your admin to add to your classroom dashboard. If you have this widget and it is empty, this means you do not have any Instructional media from your instructors.)

IV. You will now be on your **Class Home Page** at the **Instructional Media** tab.



V. **Media** – This is the name of the Instructional media chosen by your instructor

| Media                 | Scheduled/Posted  | Add to Calendar | Live Feed | Archive |
|-----------------------|-------------------|-----------------|-----------|---------|
| online class          | 3/19/2020 10:00AM |                 |           |         |
| Welcome to My YouTube | 3/26/2020 11:30AM |                 |           |         |
| Zoom Class            | 3/27/2020 10:00AM |                 |           |         |
| Intro to Reading      | 3/27/2020 02:00PM |                 |           |         |
| Reading Together      | 3/30/2020 10:00AM |                 |           |         |
| Intro to Reading #2   | 4/6/2020 12:00PM  |                 |           |         |
| Reading with Me       | 4/13/2020 10:00AM |                 |           |         |

VI. **Scheduled/Posted** – this is the date when the teacher has posted the media, whether a live fee or an archived video










| Media                 | Scheduled/Posted  | Add to Calendar | Live Feed | Archive |
|-----------------------|-------------------|-----------------|-----------|---------|
| online class          | 3/19/2020 10:00AM |                 |           |         |
| Welcome to My YouTube | 3/26/2020 11:30AM |                 |           |         |
| Zoom Class            | 3/27/2020 10:00AM |                 |           |         |
| Intro to Reading      | 3/27/2020 02:00PM |                 |           |         |
| Reading Together      | 3/30/2020 10:00AM |                 |           |         |
| Intro to Reading #2   | 4/6/2020 12:00PM  |                 |           |         |
| Reading with Me       | 4/13/2020 10:00AM |                 |           |         |

VII. **Add to calendar** – 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.

| Media                 | Scheduled/Posted  | Add to Calendar | Live Feed | Archive | Email |
|-----------------------|-------------------|-----------------|-----------|---------|-------|
| online class          | 3/19/2020 10:00AM |                 |           |         |       |
| Welcome to My YouTube | 3/26/2020 11:30AM |                 |           |         |       |
| Zoom Class            | 3/27/2020 10:00AM |                 |           |         |       |
| Intro to Reading      | 3/27/2020 02:00PM |                 |           |         |       |
| Reading Together      | 3/30/2020 10:00AM |                 |           |         |       |
| Intro to Reading #2   | 4/6/2020 12:00PM  |                 |           |         |       |

Add to Your Calendar:

**VIII. Archive** – This is where your teacher will upload previous live stream video links if she has recorded it and/or archived videos created for your use.

| Media                 | Scheduled/Posted  | Add to Calendar  | Live Feed   | Archive   |
|-----------------------|-------------------|--|---|---|
| online class          | 3/19/2020 10:00AM |  |   |  |
| Welcome to My YouTube | 3/26/2020 11:30AM |  |   |  |
| Zoom Class            | 3/27/2020 10:00AM |  |  |   |
| Intro to Reading      | 3/27/2020 02:00PM |  |  |   |
| Reading Together      | 3/30/2020 10:00AM |  |  |   |
| Intro to Reading #2   | 4/6/2020 12:00PM  |  |  |   |
| Reading with Me       | 4/13/2020 10:00AM |  |  |   |