Teacher Dashboard

Niles Elementary Dist. 71

8/5/2013

Contents

nportant Information from Hapara	3
ogging in	5
haring with your Class	6
Grouping Students	
orting and File Management	
/iewing Documents	
/iewing Unshared Documents	
mail a Student	
tudent Email	
tudent Email Audit	
emote Control	
Changing Student Passwords	. 26

Important Information from Hapara

Hapara

Welcome to Hapara. Your Teacher Dashboard site is now live and ready for you to explore during your trial. We are pleased that many innovative educators like yourself are using Teacher Dashboard as the

management platform for Google Apps for Education. By utilizing Teacher Dashboard daily, you will realize a classroom environment that gives a real-time view of student activity across Drive, Sites, Blogger, Picasa, Gmail and Google+ -- not to mention configuring class calendars. As an educator, your time is a precious resource. Using Teacher Dashboard as your daily management tool will bring back more time so that you can improve student outcomes and increase online safety throughout the academic year. New to Teacher Dashboard? Click here to see a quick overview of how you will now be able to now effectively manage your Google Apps

Dashboard views of student work, organized by class, for every application.

								Ja Iten	ns 🗘 Filter.	
🗈 😕 Reading 🛛 😂 Writ	ing 🗠 <u>M</u> a	aths 🛛 🖻 🛛	nquir	y 👼 Portfolio 🖸 P	osts 🖸	Comments	(My Pictures 🛛 😂 RTI	I Calen	dar
🦲 Jenny Hunt	(John Doe				James Kent	(-00
Document	Modified by	Updated		Document	Modified by	Updated		Document	Modified by	Updated
My zoo trip	T George	2w 1d		Homework Sept 12th	T George	2w		Science measurements		5d 7h
Reading List for Jenny Hunt	T George	6m 2w		Water Power	T George	6m 1w		Homework handout	-	5d 7h
Homework handout	·	7m 2w		Reading List for John Doe	T George	6m 2w		Best zoo trip	÷	8m
<mark>—</mark> Kawakami Mai	(- 0 6		Richard Hirata				Kurita Singh	(> 0 0
Document	Modified by	Updated		Document	Modified by	Updated		Document	Modified by	Updated
Zoo Homework	T George	4m		Cat in a Hat	T George	1w 6d		Homework Feb 24th	T George	2w 1d
Homework Sept 12th	-	5m 1w		showcase	-	4m 1w		Zoo trip	-	6m 3w
Inventions		6m 1w		Reading List for Richard Hirata	T George	6m 2w		Worm Wise	-	6m 3w
Michael Kim	(- 0 0		Loritta Lopez				Abdul Oman	(
Document	Modified by	Updated		Document	Modified by	Updated		Document	Modified by	Updated
Going to the zoo	T George	1w 6d		Homework handout		1w		Zoo visit	-	1w
Cat in a Hat	T George	2m 2w		Homework Sept 12th		1m 4w		Hunting Monster	-	1w
Tangram	T George	8m	m	Reading List for Loritta Lopez	T George	5m		Homework handout		1w 1d

environment in your classroom. This link will send you over to our Customer Success website. Click throughout and you will see short video tutorials on the many features of Teacher Dashboard.

Tips for Success

We have developed a few checklist items to help ensure your process is smooth. Let's start off with the Top 3 Do's and Don'ts of Teacher Dashboard.

- 1. Do bookmark your Teacher Dashboard site and keep the tab open at all times in your browser:
 - a. https://teacherdashboard.appspot.com/culverstudents.net
 - b. Remember that like Google Apps, Teacher Dashboard is accessible through the cloud -therefore you can access your student's work anytime and anywhere as long as you have access to the internet.
- 2. Do bookmark the Hapara Customer Success <u>site</u> containing tutorials on the various features of Teacher Dashboard and review them.
- 3. *Very Important* -- Do immediately inform students of the newly created folders in their Drive. It looks like this.
- 4. And now for the don'ts (don't worry; we've kept them pretty simple):
 - a. Please ensure the students do NOT move, rename or delete folders created by Teacher Dashboard. This will cause work to be unviewable.
 - b. Please ensure students do NOT create new folders with the same name as the Teacher Dashboard folders.
 - c. Please do NOT move, rename or delete Teacher Dashboard folders in your Drive.
- 5. The manual sharing of documents between student and teacher is now automated by Teacher Dashboard. A folder is created for each student in each class and they no longer have to share the document with you. Students simply drag and drop the document into the Teacher Dashboard created

Drive

CREATE
↑
Wy Drive
FI 6th Grade Portfolio
FI English
Math
FI PE
FI Science
FI Social Studies

folder, giving you full access to view and comment on each. To make the process easiest for you and your students, please instruct them to eliminate the manual sharing of documents.

- A good way to train students to use their folders is to use the Smart Copy tool in Teacher Dashboard to create a document and place a copy of it in each students designated folder. To review how Smart Copy works, a short tutorial can be viewed <u>here</u>.
- 7. Now that you have Teacher Dashboard, you won't need to work in Drive as much with your students -- you can access your students work directly through your classroom dashboard. But should you want to, you can to locate a particular student's folder by jumping there from Teacher Dashboard (by clicking on the folder ison in the

 Use an existing documer 	it:		
Select existing documen	<u>t</u>		
Create a new document			
Document ¢			

there from Teacher Dashboard (by clicking on the folder icon in the student panel).

- 8. If you still receive emails about students sharing documents, this indicates that students are still manually sharing documents. Instead, have the student drop the document in their subject folder and an email will not be generated.
- Many times, teachers would like to review short <u>tutorials</u> on the various features and workflow on Teacher Dashboard. A Customer Success site has been created to help with this process. Please click <u>here</u> to access the site.
- 10. Love Teacher Dashboard? We'd love to hear about your experiences! Email Kim Brown at kim.brown@hapara.com. We also love to hear about new ways to work with Teacher Dashboard. If you have an idea about the product, email it to tdfeedback@hapara.com.

Logging in

- 1. Go to https://teacherdashboard.appspot.com/culverstudents.net
- 2. Log in using your culverstudents.net credentials (must have @culverstudents.net)

Firefox 🔻 🗍 Dashboar	1 Training - Outlook Web A × S Google Accounts × +					
https://accounts.goog	Je.com/ServiceLogin?service=ah&passive=true&continue=https://appengine.google.com/_ah/conflogin%3Fcontinue%3Dhttps	:, ☆ マ C 🖁 🔻 Google	م	+	^	- 🖉 -
Google					SIGN	UP
	Accounts					
	Teacher Dashboard uses Google Accounts for Sign In.	Sign in	Google			
	Google is not affiliated with the contents of Teacher Dashboard or its owners. If you sign in, Google will	Email				
	share your email address with Teacher Dashboard, but not your password or any other personal information.	ssmith@culverstudents.net				
	Teacher Dashboard may use your email address to personalize your experience on their website.	Password				
		•••••				
		Sign in Stay signed in				
		Can't access your account?				

© 2013 Google Terms of Service Privacy Policy	:y Help	English (United States)
×		76.237.176.191
🚱 🧭 🚞 🔮 💽		← 📭 🔒 and 🕸 🐣 🏀 8:44 PM 8/2/2013

Sharing with your Class

Video Tutorial: https://www.youtube.com/watch?v=gbs5w4ehw9A#at=21

- 1. Log in
- 2. Click on the class you want to view.

Firefox 🔻 🗌 Dashboard Training - Outlook Web A 🛛 🕼 Teacher Dashboard	× +		
A https://teacherdashboard.appspot.com/culverstudents.net		🟫 🔻 🥙 🗧 Google	₽ 🖡 🏦 🖾 ד 🏕 ד
Gener Dashboard - culverstudents.net			Classes bchristy@culverstudents.net Config Log Out
List Classes			
My Classes My hidden Classes All Classes			
lanarts8 demo lanarts8.803			Switch to Subject Teacher View
How can we improve this page? Please let us know - type your comment here and press enter			
	Support - Hapara Home ©2011-2013 Hapara Ltd.		



3. Students will appear with 3 documents. Note: The students below do not have any Google documents currently.

Firefox 🔻 🗍 Dashboard Training - Outlook Web A × 🚺 Teacher Dashboa	rd for Google Apps × +	
A https://teacherdashboard.appspot.com/culverstudents.net/bGFuYXU0czguOl	DAzLTEZMTRPT09PT09PT09PT09PT08=/main	▼ C 🖁 - Google 🔎 🖡 🏦 🖬 - 🎤
GMail Teacher Dashboard - Ianarts8 demo Ian	narts8.803 - 1314	Culver Classes bchristy@culverstudents.net Config Log Out
Dashboard Gmail Sharing Remote Control Class Info		
Ianarts8.803-1314		J ^a z 3 docs ▼ Filter ()
Ashley Johns	🗌 Goldie Finn 🕼 🕼	🗍 Johnny Appleseed 🕼 🕞 🖸
No documents.	No documents.	No documents.
🗍 Josh Caldwell 🕼 🕑	🖸 Jena Thompson 🖉 🖂	🗌 Michael Miller 🛛 🕞 🖸
No documents.	No documents.	No documents.
🗋 Monica Smith 🕼 🕞	Nick Gipple	🖸 Sam Smith 🕼 🕞 🖸
No documents.	No documents.	No documents.
🗌 Thomas Train 🕼 🖂		
No documents.		
How can we improve this page? Please let us know - type your comment here and	press enter	
	Support - Hapara Home ©2011-2013 Hapara Ltd	

x			76.237.176.191
👩 🧭	(2)	0	△ 📭 🖷 all ♦) 🍐 🍪 8:58 PM 8/2/2013

4. Click the paper icon on the upper left. Left of the class title.

Firefox T Dashboard Training - Outlook Web A × 🚺 Teacher Dashboa	rd for Google Apps × +		
A https://teacherdashboard.appspot.com/culverstudents.net/bGFuYXU0czguOl	DAzLTEzMTRPT09PT09PT09PT09PT08=/main	ל ד 😋 😫 ד Google	🔎 🖡 🏠 🖾 ד 🥒 ד
GMail Teacher Dashboard - Ianarts8 demo Ian	narts8.803 - 1314	Culver Classes bchristy@c	culverstudents.net <u>Config</u> <u>Log Out</u>
Dashboard Gmail Sharing Remote Control Class Info			
🖻 🖻 lanarts8.803-1314		Jªz	■ 3 docs 👻 Filter 🖏
Smart Copy ns	Goldie Finn	Johnny Appleseed	
No documents.	No documents.	No documents.	
🗍 Josh Caldwell 🕼 😂	🗌 Jena Thompson 🕞 🕼	Michael Miller	
No documents.	No documents.	No documents.	
Monica Smith	Nick Gipple	Sam Smith	
No documents.	No documents.	No documents.	
🗋 Thomas Train 🕼 🖂			
No documents.			
How can we improve this page? Please let us know - type your comment here and	press enter		
	Support - <mark>Hapara Home</mark> ©2011-2013 Hapara Ltd.		
https://teacherdashboard.appspot.com/culverstudents.net/bGFuYXJ0czguODAzLTEzM	TRPT09PT09PT09PT09PT08=/main#modal-page		
x			76.237.176.191

5. You have the option of sharing a present document or creating a new document.

0

(ک)

Ø

- 🖻 al 🕪 👍 🍪

Firefox 🔻 🗍 Dashboard Training - Outlo	ok Web A × 🍫 Teacher Dashboard for Google Apps 🛛 × 🕂		
+ https://teacherdashboard.appspot.com	/culverstudents.net/bGFuYXJ0czguODAzLTEzMTRPT09PT09PT09PT09PT08=/main	☆ マ C Soogle	₽ 🖡 🏠 🖸 ד 🖉 ד
Gmail Teacher Dasht	ooard - lanarts8 demo lanarts8.803 - 1314	<u>Culver Classes</u>	ochristy@culverstudents.net <u>Config</u> <u>Log Out</u>
Dashboard Gmail Sharing I			
Ianarts8.803-1314			J ^a z 3 docs ▼ Fitter ₹2
Ashley Johns	Smart Copy: Select document to copy		
No documents.	Output Use an existing document:		
Josh Caldwell	Select existing document		
No documents.			
Monica Smith			
No documents.	Create a new document		
No documents.	Document -		
No documents.			
How can we improve this page? Please let us		Cancel Next	
	©2011-2013 Hap	ara Lto.	
x			76.237.176.191
🚱 🧭 🚞 🔮			→ Ҏ 🖹 📶 🕪 📥 🍣 9:11 PM 👘

Using an existing document will open up a window that will allow you to search your documents for the one you wish to share. Clicking the new document button will allow you to create a new document, spreadsheet, etc from the dropdown menu. After choosing one document click "Next". **Note**: If you already have information in a word document copy and paste it into a new document.

6. Select a sharing type and click "Next".

Firefox Dashboard Training - Outloo	ok Web A × 1/2, Teacher Dashboard for Google Apps × +	
+ https://teacherdashboard.appspot.com/	culverstudents.net/bGFuYXJ0czguODAzLTEzMTRPT09PT09PT09PT09PT08=/main	₽ 🖡 🏠 🖸 ד 🎤 ד
Genail Teacher Dashb	Oard - Ianarts8 demo Ianarts8.803 - 1314	es bchristy@culverstudents.net <u>Config</u> <u>Log Out</u>
Dashboard Gmail Sharing R		
Ianarts8.803-1314		J ^a z 3 docs → Filter ()
Ashley Johns	Select sharing type	
No documents.	© Сору	
Josh Caldwell No documents.	A separate copy of the document is created for each student.	
Monica Smith	Share read-only	
No documents.	The selected document is shared with students. Students can view and copy the document but cannot edit it. Note: these documents do not appear in Teacher Dashboard	
No documents.	Share read-comment	
	The selected document is shared with students. Students can view and copy the document but cannot edit it. Students can add comments to the document. Note: these documents do not appear in Teacher Dashboard	
	Share read-write	
	The selected document is shared with students. Students can edit the document, all changes are visible to all other students.	
How can we improve this page? Please let us	Cancel Back Next	
	GZU 11-ZU 13 Hapara Ltu.	
× ·		76.237.176.191
		9:20 PM
		8/2/2013

Copy: A separate copy of the document is created for each student.

Share read-only: The selected document is shared with students. Students can view and copy the document but cannot edit it. Note: these documents do not appear in Teacher Dashboard.

Share read-comment: The selected document is shared with students. Students can view and copy the document but cannot edit it. Students can add comments to the document. Note: these documents do not appear in Teacher Dashboard

Share read-write: The selected document is shared with students. Students can edit the document, all changes are visible to all other students.

Type a document title.	First and last names can be added to the title by using %F %L.	

7.

Firefox Dashboard Training - Outlook	Web A × 🍫 Teacher Dashboard for Google Apps 🛛 × 🕂		
+ https://teacherdashboard.appspot.com/cu	lverstudents.net/bGFuYXJ0czguODAzLTEzMTRPT09PT09PT09PT09PT08=/main	☆ ▼ C 🛛 🗧 - Google	₽ 🖡 🏠 🖾 ד 🖉 ד
GMail Teacher Dashbo	ard - lanarts8 demo lanarts8.803 - 1314	<u>Culver Classes bc</u>	hristy@culverstudents.net <u>Config</u> <u>Log Out</u>
Dashboard Gmail Sharing Rer			
Ianarts8.803-1314			J ^a z III 3 docs ▼ Filter (2)
Ashley Johns	Select title		
	Select a title for the documents to be created:		
Josh Caldwell No documents.	Writing Week 1 %F %L]	
No documents,	Personalizing the title for each student:		
C Thomas Train	Use %F to insert student's first name and %L to insert the last name.	Select	t title
No documents.	%F's Reading List => "Mary's Reading List" English Final (%F %L) => "English Final (Mary Smith)"		
	Your student will see this document entitled: Writing Week 1 Mary Smith		
	NOTE: The title is unable to be personalized for "Shared" documents		
How can we improve this page? Please let us		Cancel Back Next	
	©zu 11-zu 13 Hapara Ltu.		
x			76.237.176.191
🚱 🧭 🚞 🙋 🖸			△ 📴 💼 an1 🕪 📥 🍣 9:26 PM 8/2/2013

8. Choose which students you would like to share this document with. You can choose the whole class, individual students or color-coded groups as described below.

Firefox Dashboard Training - Outlook W	eb A × 🍫 Teacher Dashboard for Google Apps 🛛 🖌 🕂		
+ https://teacherdashboard.appspot.com/culv	erstudents.net/bGFuYXJ0czguODAzLTEzMTRPT09PT09PT09PT09PT08=/main	🏠 🔻 🤁 🛛 🖉 🕶 Google	오 🖡 🏦 🖾 ד 🥓 ד
GMail Teacher Dashboa	rd - lanarts8 demo lanarts8.803 - 1314	<u>Cuiver Classes</u> b	christy@culverstudents.net <u>Config</u> <u>Log Out</u>
Dashboard Gmail Sharing Rem			J ^a z 3 docs → Piter ()
How can we improve this page? Please let us	Josh Caldwell Michael Miller Thomas Train Select All Deselect All	Select students	76.237.176.191
👩 🤌 🚆 🔮 ൮			▲ 🕨 🔒 📶 🕪 📥 🍪 9:47 PM 8/2/2013

9. Some students may already have a document by the name you used for your document. You can either delete their existing document (perhaps you previously shared a document that you want to replace) or keep both versions. If you add the student's first and last name to the file name, it is unlikely they will have other documents with the same name.

Dashboard Training - Outloo	ok Web A × 🥠 Teacher Dashboard for Google Apps 🛛 🛨		
+ https://teacherdashboard.appspot.com/	culverstudents.net/bGFuYXJ0czguODAzLTEzMTRPT09PT09PT09PT09PT08=/main	☆ マ C 🛛 🗧 Google	₽ 🖡 🏦 🖾 ד 🖉 ד
Gmail Teacher Dashb	oard - lanarts8 demo lanarts8.803 - 1314	<u>Culver</u> <u>Classes</u>	bchristy@culverstudents.net <u>Config</u> <u>Log Out</u>
Dashboard Gmail Sharing F			
🗎 😂 lanarts8.803-1314			JªZ 3 docs ▼ Filter ()
Ashley Johns	Existing student documents		
No documents. Josh Caldwell No documents. Monica Smith No documents. Thomas Train No documents.	If existing document matches the new document's title: Leave existing doc in place, no copy The existing document will be left as-is. New documents are not copied in. Delete student doc then copy The existing student document will be deleted, then new document will be copied over.		
How can we improve this page? Please let us		Cancel Back Next	
	Several se		
x			76.237.176.191
🚱 🏉 🚆 🔮 🔇			△ Ҏ 🔒 📶 Φ) 🍐 🍪 9:49 PM 8/2/2013

10. Review settings for sharing the document. Click "start copy".

Firefox Dashboard Training - Outlook Web	A × 🍫 Teacher Dashboard for	Google Apps × +		
A https://teacherdashboard.appspot.com/culvers	students.net/bGFuYXJ0czguODAzLTI	EzMTRPT09PT09PT09PT08=/main	🏫 ⊽ 😋 🚼 ▼ Google	오 🖡 🏦 🖾 - 🥓 -
syCoogle	d - Ianarts8 demo Ianarts	8.803 - 1314	<u>Culver Classes</u>	bchristy@culverstudents.net <u>Config</u> <u>Log Out</u>
No documents. Doo Josh Caldwell Doo No documents. Sha Monica Smith Stu No documents. Exil	Review copy settings cument to copy: cument Title: aring type: stination folders: dents: sting documents:	New document Writing Week 1 %F %L Make a copy lanarts8.803-1314 msmith, ngipple, ssmith, ajohns, jthompson, gfinn, ja Do not copy to student None available	appleseed, jcaldwell, mmiller, ttrain, Cancel Back Start Copy	
×				76.237.176.191 9:53 PM
🚱 🌔 📜 🌒 📀	0			△ 📴 🗈 🛋 🕪 📥 🍪 953 PM 8/2/2013

11. A popup window will open and start the copy.

Firefo

Firefox T Dashboard Training - Outlook Web A × 🚺 Teacher Dashboard	ard for Google Apps × +		
Entry://teacherdashboard.appspot.com/culverstudents.net/bGFuYXJ0czguO	DAzLTEZMTRPT09PT09PT09PT09P	108=/main 🏠 🛡 😋 🔀 🗸 Google 🔎 🖡	↑ ▲ □ -
GMail Teacher Dashboard - lanarts8 demo la	narts8.803 - 1314	Culver Classes bchristy@culverstudents	s.net <u>Config</u> <u>Log Out</u>
Dashboard Gmail Sharing Remote Control Class Info		https://teacherdashboard.appspot.com/culverstudents.net/displayTaskStatus?domain=culve	erstudents 🏠
Ianarts8.803-1314		_	c5 🗌
Ashley Johns 🕞 🖸	Goldie Finn	Copying document	e Window
No documents.	No documents.		
🗍 Josh Caldwell 🖉 🖂	Jena Thompson	Processing student gfinn	2
No documents.	No documents.	Processing student ngipple	
🗌 Monica Smith 🕼 🖉	Nick Gipple	 Processing student msmith Processing student jappleseed 	a
No documents.	No documents.	Processing student ssmith	
🗌 Thomas Train 🖉 🖸		 Processing student jthompson Processing student ajohns 	
No documents.			
		×	76.237.176.191
How can we improve this page? Please let us know - type your comment here and	press enter		

<u>Support</u> - <u>Hapara Home</u> ©2011-2013 Hapara Ltd.

x	76.237.176.191
	△ 🍽 🗎 🗐 📥 😵 9:54 PM 🗧

12. The process is complete when there are checkmarks next to the names. When it is complete close out of the popup window and resume to the original dashboard screen. After about 20 seconds, the documents should be updated and showing the newly shared documents.

Image: Second	General Teacher Dashb Dashboard Gmail Sharing R	culverstudents.net/bGFuYXJ0czguO Oard - lanarts8 demo lan terrote Control Class Info	DAzLTEzMTRPT09PT09PT09PT09PT08=/main narts8.803 - 1314	<u></u> ☆ ▼	Culver Classes bchristy(P A Config Log Or Config Log Or Solution
Document Modified by Updated Document Modified by Updated Document Modified by Updated Writing Week 1 Josh Caldwell Brenda Christ 5m Document Brenda Christ 6m Document Brenda Christ 6m Document Brenda Christ 6m Document Document Modified by Updated Document	Ashley Johns Document	Modified by Updated	Document	Modified by Updated	Johnny Appleseed	Modified by Updated
Writing Week 1 Monics Smith Brends Christ 6m Writing Week 1 Nick Glople Brends Christ 6m Writing Week 1 Sam Smith Brends Christ 6m Thomas Train Image: Christ 6m Modified by Updated Updated Image: Christ 6m	Document Writing Week 1 Josh Caldwell	Modified by Updated Brenda Christ 5m	Document Writing Week 1 Jens Thompson	Modified by Updated Brenda Christ 6m	Document Writing Week 1 Michael Miller	Modified by Updated Brenda Christ, 6m
	Writing Week 1 Monica Smith Thomas Train	Brenda Christ, 6m				



Grouping Students

1. Students can be group by colors. From the class screen click the outline of a box to the left of the student's name. A box with different colors will appear. Choose a color.

A https://teacherdashboard.appspot.com Gmail Teacher Dasht	book Web A × 1/, Teacher Dashboo v/culverstudents.net/bGFuYX0czguO board - lanarts8 demo lan Remote Control Class Info	DAzLTEZMTRPT09PT09PT09PT09PT08=/main#	☆ ▼	Culver Classes bchristy@o	P + A D · / ·
	Control Contro	Coldie Finn Document Witting Week 1 Goldie Finn Document Document Witting Week 1 Jens Thompson	Modified by Updated Brenda Christ 11m Modified by Updated Brenda Christ 6m	Johnny Appleseed Document Writing Week 1 Johnny Appleseed Michael Miller Document Writing Week 1 Michael Miller	2 3 docs V Pline () Modified by Updated Brenda Christ 6m Modified by Updated Brenda Christ 6m
Monica Smith Document Writing Week 1 Monica Smith Thomas Train Document Writing Week 1 Thomas Train	Control Contro	Nick Gipple Document Writing Week 1 Nick Gipple	Green Christ Cm	Sam Smith Document Writing Week 1 Sam Smith	Modified by Updated Brenda Christ 6m
How can we improve this page? Please let us	know - type your comment here and	press enter Support - Hapara Hor ©2011-2013 Hapara			



76.237.176.191 ▲ ▶ ⓐ atl ♦ ▲ 중 10:12 PM 8/2/2013 Once colors are selected they will appear in the boxes. Then, you can share to that group through the previous steps.
 Note: This will be useful when assigning group projects. Each group can have a color and documents can be shared with separate groups.

oogk	DO ard - Ianarts8 demo Ia Remote Control Class Info	narts8.803 - 1314			Ilverstudents.net <u>Config</u> <u>Log</u>
Ashley Johns Document Writing Week 1 Ashley Johns	Modified by Updated Brenda Christ, 6m	Goldie Finn Document Writing Week 1 Goldie Finn	Modified by Updated Brenda Christ 11m	Johnny Appleseed Document Writing Week 1 Johnny Appleseed	Modified by Updated Brenda Christ, ôm
Josh Caldwell Document Writing Week 1 Josh Caldwell	Modified by Updated Brenda Christ 5m	Jena Thompson Document Writing Week 1 Jena Thompson	Constraints Constr	Michael Miller Document Writing Week 1 Michael Miller	Modified by Updated Brenda Christ @m
Monica Smith Document Writing Week 1 Monica Smith	Modified by Updated Brenda Christ 8m	Nick Gipple Document Writing Week 1 Nick Gipple	Modified by Updated Brenda Christ 8m	Sam Smith Document Writing Week 1 Sam Smith	Modified by Updated Brenda Christ 8m
Thomas Train Document Writing Week 1 Thomas Train	Modified by Updated Brenda Christ 6m				



76.237.176.191

▲ 🕨 🗋 📶 🕸 📥 🍣 10:14 PM 8/2/2013

Sorting and File Management

Video Tutorial: https://www.youtube.com/watch?v=EZKIJedC2DM#at=121

1. Search students or documents using smart search.

AZ will sort by alphabetical by last name, first name, or group. Once you click AZ the options will appear.

The blue square will allow you to show or hide a group.

The dropdown allows you to change the amount of documents that are show on this webpage.

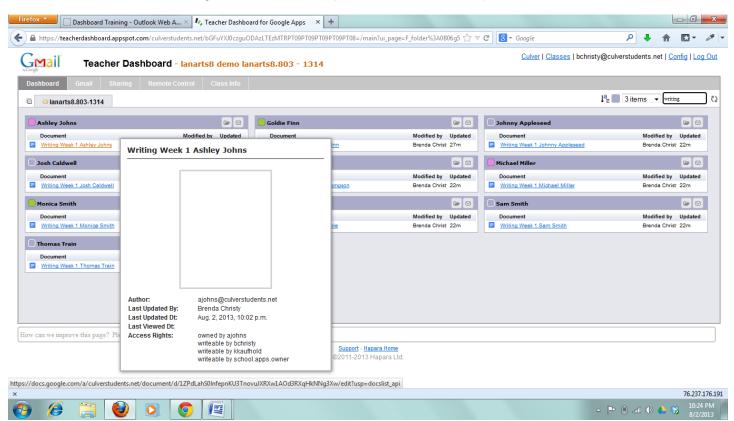
The filter box allows you to search titles of documents.

Ishboard Gmail Sharing	Remote Control Class Info			Jan Jan	z 3 docs 👻 Filter
Ashley Johns		Coldie Finn		Johnny Appleseed	@
Document	Modified by Updated	Document	Modified by Updated	Document	Modified by Updated
Writing Week 1 Ashley Johns	Brenda Christ, 6m	Writing Week 1 Goldie Finn	Brenda Christ, 11m	Writing Week 1 Johnny Appleseed	Brenda Christ, 6m
Josh Caldwell		Jena Thompson		Michael Miller	🕞 🖂
Document	Modified by Updated	Document	Modified by Updated	Document	Modified by Updated
Writing Week 1 Josh Caldwell	Brenda Christ, 5m	Writing Week 1 Jena Thompson	Brenda Christ 6m	Writing Week 1 Michael Miller	Brenda Christ 6m
Monica Smith		Nick Gipple		Sam Smith	൙ 🖂
Document	Modified by Updated	Document	Modified by Updated	Document	Modified by Updated
Writing Week 1 Monica Smith	Brenda Christ, 6m	Writing Week 1 Nick Gipple	Brenda Christ, 6m	Writing Week 1 Sam Smith	Brenda Christ, 6m
Thomas Train	🕞 🖸				
Document	Modified by Updated				
Writing Week 1 Thomas Train	Brenda Christ, 6m				

x	76.237.176.191
🚱 🤌 🚞 🙆 💽	∽ Ҏ 🗎 .atīl Ф) 📥 🐯 10:18 PM 8/2/2013

Viewing Documents

1. To view a student's documents, click on the document. **Note:** You can view document details by putting your mouse over the link, but not clicking. From the document you can view revision history and add comments, etc.



Viewing Unshared Documents

1. Click sharing from the top, gray menu.

il Sharing	Remote Control Class Info				
anart 88.803-1314 Sharing I	Details			Jª₂	3 items 🔹 writing
Ashley Johns		📒 Goldie Finn		Johnny Appleseed	
Document	Modified by Updated	Document	Modified by Updated	Document	Modified by Updated
Writing Week 1 Ashley Johns	Brenda Christ, 22m	Writing Week 1 Goldie Finn	Brenda Christ 27m	Writing Week 1 Johnny Appleseed	Brenda Christ 22m
Josh Caldwell		Jena Thompson	~ 0	Michael Miller	
Document	Modified by Updated	Document	Modified by Updated	Document	Modified by Updated
Writing Week 1 Josh Caldwell	Brenda Christ, 21m	Writing Week 1 Jena Thompson	Brenda Christ 22m	Writing Week 1 Michael Miller	Brenda Christ 22m
Monica Smith		Nick Gipple		Sam Smith	
Document	Modified by Updated	Document	Modified by Updated	Document	Modified by Updated
Writing Week 1 Monica Smith	Brenda Christ, 22m	Writing Week 1 Nick Gipple	Brenda Christ 22m	Writing Week 1 Sam Smith	Brenda Christ 22m
Thomas Train					
Document	Modified by Updated				
Writing Week 1 Thomas Train	Brenda Christ 22m				

https://teacherdashboard.appspot.com/culverstudents.net/bGFuYXJ0czguODAzLTEzMTRPT09PT09PT09PT09PT08=/mainsharing						
x	76.237.176.191					
😝 🤌 🚞 🕑 🖸 🖉	△ 🍽 🗈 ail 🕪 🍐 😽 10:28 PM 8/2/2013					

2. This will allow you to view unshared and public documents the same was as described above. **Note:** You can also view items in the trash.

Firefox Cashboard Training - Outlook Web A × 1/2 Teacher Dashboard for Google Apps × +								
A https://teacherdashboard.appspot.com/culverstudents.net/bGFuYXJ0czguO	DAzLTEzMTRPT09PT09PT09PT08=/mainsharing?ui_page=S_1	☆ マ C 🛛 🗧 Google	P 🖡 🏦 🖾 ד 🎤 🔻					
General Teacher Dashboard - Ianarts8 demo Ian	Culver Classes bchristy@culverstudents.net Config Log Out							
Dashboard Gmail Sharing Remote Control Class Info								
Dushared Public Pu	Trash OPicasa		Jª 3 docs ▼ Filter Q					
Ashley Johns	🗌 Goldie Finn	Johnny Appleseed	d					
No documents.	No documents.	No documents.						
🖸 Josh Caldwell 🛛	Jena Thompson	Michael Miller						
No documents.	No documents.	No documents.						
O Monica Smith	Nick Gipple	Sam Smith						
No documents.	No documents.	No documents.						
🖸 Thomas Train								
No documents.								
How can we improve this page? Please let us know - type your comment here and	press enter							
	Support - Hapara Home							

©2011-2013 Hapara Ltd.

Email a Student

1. To email a student. You can click the envelope next to the student's name. This will open a new tab.

Firefo	🗴 🗾 🗌 Dashboard Training - Ou	utlook Web A 🛛 🍫 Teacher Dashboa	rd for Google Apps × +				- 0 <mark>- X</mark>
(https://teacherdashboard.appspot.co	om/culverstudents.net/bGFuYXJ0czguOI	DAzLTEzMTRPT09PT09PT09PT08=/maindashboard	☆ >	C Soogle	۶ 🖡 🏫	🖸 = 🥔 =
G	Mail Teacher Das	hboard - Ianarts8 demo Ian	arts8.803 - 1314		<u>Culver</u> <u>Classes</u> bchr	isty@culverstudents.net <u>Co</u>	nfig <u>Log Out</u>
Das	shboard Gmail Sharing	Remote Control Class Info					
Ē	😂 lanarts8.803-1314					Jª₂ 3 docs ▼ Filter	<u>2</u> 5
	Ashley Johns		🦲 Goldie Finn		Johnny Appleseed		
	Document Writing Week 1 Ashley Johns	Modified Updated Brenda Christ 22m Ema	Document il ajohns ing Week 1 Goldie Finn	Modified by Updated Brenda Christ 27m	Document Writing Week 1 Johnny Appleseed	Modified by Brenda Christ	
Ο	Josh Caldwell		🦲 Jena Thompson		Michael Miller		
	Document	Modified by Updated	Document	Modified by Updated	Document	Modified by	
	Writing Week 1 Josh Caldwell	Brenda Christ, 21m	Writing Week 1 Jena Thompson	Brenda Christ 22m	Writing Week 1 Michael Miller	Brenda Christ	22m
	Monica Smith		Nick Gipple		Sam Smith		
	Document	Modified by Updated	Document	Modified by Updated	Document	Modified by	
	Writing Week 1 Monica Smith	Brenda Christ, 22m	Writing Week 1 Nick Gipple	Brenda Christ 22m	Writing Week 1 Sam Smith	Brenda Christ	22m
Ο	Thomas Train						
	Document	Modified by Updated					
	Writing Week 1 Thomas Train	Brenda Christ 22m					
How	can we improve this page? Please let	us know - type your comment here and p	press enter				
			<u>Support</u> - <u>Hapara Home</u> ©2011-2013 Hapara Ltd.				
			ezon-zons hapara Liu.				
х							76.237.176.191
@	 (a) (b) (c) (c)					- 🖻 🗎 🕪 📥 🍕	10:31 PM 8/2/2013

Student Email

1. Click "gmail" on the top, gray menu.

7 11 ²						Culver I Class	es bchristy@culverstu	udents net Config	00.0
Imail	Teacher Dashboard	- lanarts8 demo la	narts8.803	- 1314			sa bennaty@euwerate	identatier <u>coming</u> <u>c</u>	.09.0
	Gmail Sharing Remote	Control Class Info							
Inbox	M Sent M Trash M Audit						↓ª _z 📕 3 c	docs 🔻 Filter	
Ashley Joł	ins		Goldie Fin	n		Johnny Appleseed			
Date/Time	Subject	То	Date/Time	Subject	То	Date/Time Subject		То	
Jul 30 15:12	Tips for using your new Gmail in	Ashley Johns <ajohns< td=""><td>Jul 30 15:11</td><td>Tips for using your new Gmail in</td><td>Goldie Finn <gfinn@cu< td=""><td>Jul 30 15:11 Tips for us</td><td>sing your new Gmail in</td><td>Johnny Appleseed <</td><td>ja</td></gfinn@cu<></td></ajohns<>	Jul 30 15:11	Tips for using your new Gmail in	Goldie Finn <gfinn@cu< td=""><td>Jul 30 15:11 Tips for us</td><td>sing your new Gmail in</td><td>Johnny Appleseed <</td><td>ja</td></gfinn@cu<>	Jul 30 15:11 Tips for us	sing your new Gmail in	Johnny Appleseed <	ja
Jul 30 15:12	Get Gmail for your mobile device	Ashley Johns <ajohns< td=""><td>Jul 30 15:11</td><td>Get Gmail for your mobile device</td><td>Goldie Finn <gfinn@cu< td=""><td>Jul 30 15:11 Get Gmail</td><td>for your mobile device</td><td>Johnny Appleseed <</td><td>ja</td></gfinn@cu<></td></ajohns<>	Jul 30 15:11	Get Gmail for your mobile device	Goldie Finn <gfinn@cu< td=""><td>Jul 30 15:11 Get Gmail</td><td>for your mobile device</td><td>Johnny Appleseed <</td><td>ja</td></gfinn@cu<>	Jul 30 15:11 Get Gmail	for your mobile device	Johnny Appleseed <	ja
Jul 30 15:12	How to use Gmail with Google A	Ashley Johns <ajohns< td=""><td>Jul 30 15:11</td><td>How to use Gmail with Google A</td><td>Goldie Finn <gfinn@cu< td=""><td>Jul 30 15:11 How to us</td><td>e Gmail with Google A</td><td>Johnny Appleseed <</td><td>ja</td></gfinn@cu<></td></ajohns<>	Jul 30 15:11	How to use Gmail with Google A	Goldie Finn <gfinn@cu< td=""><td>Jul 30 15:11 How to us</td><td>e Gmail with Google A</td><td>Johnny Appleseed <</td><td>ja</td></gfinn@cu<>	Jul 30 15:11 How to us	e Gmail with Google A	Johnny Appleseed <	ja
Josh Caldw	rell		Jena Thom	npson		Michael Miller			
Date/Time	Subject	То	Date/Time	Subject	То	Date/Time Subject		То	
Jul 30 15:11	Tips for using your new Gmail in	Josh Caldwell <jcaldv< td=""><td>Jul 30 15:11</td><td>Tips for using your new Gmail in</td><td>Jena Thompson <jthon< td=""><td>Jul 30 15:12 Tips for us</td><td>sing your new Gmail in</td><td>Michael Miller <mmi< td=""><td>ille</td></mmi<></td></jthon<></td></jcaldv<>	Jul 30 15:11	Tips for using your new Gmail in	Jena Thompson <jthon< td=""><td>Jul 30 15:12 Tips for us</td><td>sing your new Gmail in</td><td>Michael Miller <mmi< td=""><td>ille</td></mmi<></td></jthon<>	Jul 30 15:12 Tips for us	sing your new Gmail in	Michael Miller <mmi< td=""><td>ille</td></mmi<>	ille
Jul 30 15:11	Get Gmail for your mobile device	Josh Caldwell <jcaldv< td=""><td>Jul 30 15:11</td><td>Get Gmail for your mobile device</td><td>Jena Thompson <jthon< td=""><td>Jul 30 15:12 Get Gmail</td><td>for your mobile device</td><td>Michael Miller <mmi< td=""><td>ille</td></mmi<></td></jthon<></td></jcaldv<>	Jul 30 15:11	Get Gmail for your mobile device	Jena Thompson <jthon< td=""><td>Jul 30 15:12 Get Gmail</td><td>for your mobile device</td><td>Michael Miller <mmi< td=""><td>ille</td></mmi<></td></jthon<>	Jul 30 15:12 Get Gmail	for your mobile device	Michael Miller <mmi< td=""><td>ille</td></mmi<>	ille
Jul 30 15:11	How to use Gmail with Google A	Josh Caldwell <jcaldv< td=""><td>Jul 30 15:11</td><td>How to use Gmail with Google A</td><td>Jena Thompson <jthon< td=""><td>Jul 30 15:12 How to us</td><td>e Gmail with Google A</td><td>Michael Miller <mmi< td=""><td>lle</td></mmi<></td></jthon<></td></jcaldv<>	Jul 30 15:11	How to use Gmail with Google A	Jena Thompson <jthon< td=""><td>Jul 30 15:12 How to us</td><td>e Gmail with Google A</td><td>Michael Miller <mmi< td=""><td>lle</td></mmi<></td></jthon<>	Jul 30 15:12 How to us	e Gmail with Google A	Michael Miller <mmi< td=""><td>lle</td></mmi<>	lle
Monica Sm	ith		Nick Gipple	e		Sam Smith			
Date/Time	Subject	То	Date/Time	Subject	То	Date/Time Subject		То	
Jul 30 15:11	Tips for using your new Gmail in	Monica Smith <msmith< td=""><td>Jul 30 15:11</td><td>Tips for using your new Gmail in</td><td>Nick Gipple <ngipple@< td=""><td>Jul 30 15:11 Tips for us</td><td>sing your new Gmail in</td><td>Sam Smith <ssmith@< td=""><td>2c</td></ssmith@<></td></ngipple@<></td></msmith<>	Jul 30 15:11	Tips for using your new Gmail in	Nick Gipple <ngipple@< td=""><td>Jul 30 15:11 Tips for us</td><td>sing your new Gmail in</td><td>Sam Smith <ssmith@< td=""><td>2c</td></ssmith@<></td></ngipple@<>	Jul 30 15:11 Tips for us	sing your new Gmail in	Sam Smith <ssmith@< td=""><td>2c</td></ssmith@<>	2c
Jul 30 15:11	Get Gmail for your mobile device	Monica Smith <msmith< td=""><td>Jul 30 15:11</td><td>Get Gmail for your mobile device</td><td>Nick Gipple <ngipple@< td=""><td></td><td>for your mobile device</td><td>Sam Smith <ssmith@< td=""><td>⊉c</td></ssmith@<></td></ngipple@<></td></msmith<>	Jul 30 15:11	Get Gmail for your mobile device	Nick Gipple <ngipple@< td=""><td></td><td>for your mobile device</td><td>Sam Smith <ssmith@< td=""><td>⊉c</td></ssmith@<></td></ngipple@<>		for your mobile device	Sam Smith <ssmith@< td=""><td>⊉c</td></ssmith@<>	⊉c
Jul 30 15:11	How to use Gmail with Google A	Monica Smith <msmith< td=""><td>Jul 30 15:11</td><td>How to use Gmail with Google A</td><td>Nick Gipple <ngipple@< td=""><td>Jul 30 15:11 How to us</td><td>e Gmail with Google A</td><td>Sam Smith <ssmith@< td=""><td>₿c</td></ssmith@<></td></ngipple@<></td></msmith<>	Jul 30 15:11	How to use Gmail with Google A	Nick Gipple <ngipple@< td=""><td>Jul 30 15:11 How to us</td><td>e Gmail with Google A</td><td>Sam Smith <ssmith@< td=""><td>₿c</td></ssmith@<></td></ngipple@<>	Jul 30 15:11 How to us	e Gmail with Google A	Sam Smith <ssmith@< td=""><td>₿c</td></ssmith@<>	₿c
Thomas Tr	ain								
Date/Time	Subject	То							
Jul 30 15:11	Tips for using your new Gmail in	Thomas Train <ttrain@< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td></ttrain@<>							
Jul 30 15:11	Get Gmail for your mobile device	Thomas Train <ttrain@< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td></ttrain@<>							
Jul 30 15:11	How to use Gmail with Google A	Thomas Train <ttrain@< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td></ttrain@<>							
w can we impr	ove this page? Please let us know - t	type your comment here and	1 press enter						
*				Support - Hapara Home					
				©2011-2013 Hapara Ltd					

2. View emails in their inbox, sent, and trash folders by clicking the option at the top.

Student Email Audit

1. The email audit allows you to track emails for an user. Each time the selected user sends or receives an email, you will also be sent a copy to your audit folder. Click "enable email audit" for the student you choose.

Firefox 💌 📋 Dashboard Training - Outlook Web A 🛛 🍫 Teacher Dashb	oard for Google Apps × +	
A https://teacherdashboard.appspot.com/culverstudents.net/bGFuYXJ0czgu	ODAzLTEzMTRPT09PT09PT09PT09PT08=/maingmail?ui_page=G_4 រ	🕽 🔻 🔁 🖌 Google 🖉 🖡 🏫 🗳 🗸 🗸
GMail Teacher Dashboard - Ianarts8 demo Ia	anarts8.803 - 1314	Culver Classes bchristy@culverstudents.net Config Log Out
Dashboard Gmail Sharing Remote Control Class Info		
Mana Maria Mari		J ^a _Z 3 docs ▼ Fiter ₹2
Ashley Johns	Goldie Finn	Johnny Appleseed
No email audit records found for the student.	No email audit records found for the student.	No email audit records found for the student.
Enable email audit	Enable email audit	Enable email audit
Josh Caldwell	🖸 Jena Thompson	O Michael Miller
No email audit records found for the student.	No email audit records found for the student.	No email audit records found for the student.
Enable email audit	Enable email audit	Enable email audit
Monica Smith	Nick Gipple	Sam Smith
No email audit records found for the student.	No email audit records found for the student.	No email audit records found for the student.
Enable email audit	Enable email audit	Enable email audit
Thomas Train		
No email audit records found for the student.		
Enable email audit		
How can we improve this page? Please let us know - type your comment here an	d proce ontor	
riow can we improve this page: riease iet us know - type your comment nere an	Support - Hapara Home	
	©2011-2013 Hapara Ltd.	-
x		76.237.176.191
🚱 🌔 🚞 😻 🖸 🖉		→ 🟴 🔋 📶 🕪 📥 🍀 10:39 PM 🎽 8/2/2013

2. A popup window will appear and notify you of the settings. Click "Enable email audit".

Firefox T Dashboard Training - Outlook Web A × 🍫 Teacher Dashb	oard for Google Apps × +	🕘 Mozilla Firefox			- 0 X	
A https://teacherdashboard.appspot.com/culverstudents.net/bGFuYXJ0czgu	ODAzLTEzMTRPT09PT09PT09PT09PT08=/m	https://teacherdashboard.apps	oot.com/culverstudents.net/emailAuditDetail?param 🏠	↓ ⋒	🖸 = 🥔	-
Teacher Dashboard - lanarts8 demo la Dashboard Gmail Sharing Remote Control Class Info Minbox Sent Mashboard Maring Mashboard Gmail Sharing Manual transle Mashboard Maring Mashboard Class Info Mashboard Maring Mashboard Maring <	anarts8.803 - 1314 Goldie Finn No email audit records found for the s Enable em	Would you like to e If yes then all emails sent from al Student's Ernail A Your L	nable email auditing for this student? In to this student to be automatically copied into your "Audit" mailbox.	s.net <u>Config</u>	(3)	
Soft Caldwell No email audit records found for the student. Enable email audit	Jena Thompson No email audit records found for the s Enable em	×	76.237.176.191			ш
Monica Smith	Nick Gipple No email audit records found for the s Enable em		Sam Smith No email audit records found for the student. Enable email audit			
Thomas Train To email audit records found for the student. Enable email audit						
How can we improve this page? Please let us know - type your comment here an	d press enter					
	<u>Support</u> - <u>Ha</u> ©2011-2013 F					-
x					76.237.176.1	91
🚱 🖉 🚞 🥹 🖸 🖉			_ P () a	al 🗅 🍐 🍕	10:41 PM 8/2/2013	1

Remote Control

1. Click "remote control" on the top, gray menu.

Firefox Y Isacher Dashboard for Google Apps +				
← ▲ https://teacherdashboard.appspot.com/culverstudents.net/bGFuYXJ0czgu	DDAzLTEzMTRPT09PT09PT09PT08=/main	☆ ▼	C Google	P 🖡 🏠 🚺 - 🎤
GMail Teacher Dashboard - Ianarts8 demo Ia	marts8.803 - 1314		<u>Culver</u> <u>Classes</u> bchri	sty@culverstudents.net <u>Config</u> <u>Log Out</u>
Dashbo Remote Control Class Info	nitoring			J ^a ₂ 3 docs ▼ Filter ζ
Ashley Johns 🕞 🖂	Goldie Finn		Johnny Appleseed	
Document Modified by Updated Witting Week 1 Ashley Johns Brenda Christ 21h 33m	Document Writing Week 1 Goldie Finn	Modified by Updated Brenda Christ 21h 38m	Document Writing Week 1 Johnny Appleseed	Modified by Updated Brenda Christ 21h 33m
🗆 Josh Caldwell 🖉 🛛	Jena Thompson		Michael Miller	
Document Modified by Updated Witting Week 1 Josh Caldwell Brenda Christ, 21h 32m	Document Writing Week 1 Jens Thompson	Modified by Updated Brenda Christ 21h 33m	Document Writing Week 1 Michael Miller	Modified by Updated Brenda Christ, 21h 33m
Monica Smith	Nick Gipple		Sam Smith	
Document Modified by Updated	Document	Modified by Updated	Document	Modified by Updated
Writing Week 1 Monica Smith Brenda Christ 21h 33m	Writing Week 1 Nick Gipple	Brenda Christ 21h 33m	Writing Week 1 Sam Smith	Brenda Christ; 21h 33m
🗌 Thomas Train 🕼 🗠				
Document Modified by Updated Writing Week 1 Thomas Train Brends Christ, 21h 33m				
Writing Week 1 Thomas Train Brenda Christ 21h 33m				
How can we improve this page? Please let us know - type your comment here an	1 press enter			
· · · · · · · · · · · · · · · · · · ·	Support - Hapara Ho ©2011-2013 Hapara			

https://teacherdashboard.appspot.com/culverstudents.net/bGFuYXJ0czguODAzLTEzMTRPT09PT09PT09PT09PT09PT08=/mainchromebook

2. A page will display with open browser tabs. You may click them to open on your computer.

Firefox 💌 🖉 Teacher Dashboard Configuration × 🚺 Teacher Da	shboard for Google × 🔲 My Drive - Goo	gle Drive ×	My Drive - Google Dr	ve × My Drive - Go	oogle Drive × ·	+ - 0 - ×			
A https://teacherdashboard.appspot.com/culverstudents.net/bGFu	/XJ0czguODAzLTEzMTRPT09PT09PT09PT09PT	08=/mainchromebook	☆▽	C Google	۹ 🗸	↑ □ · / ·			
GMail Teacher Dashboard - Ianarts8 d	wCoge								
Dashboard Gmail Sharing Remote Control Clas	ss Info								
Browser Tabs Gurrent Screen					Jan Filter	0 D			
Ashley Johns	🖌 🖂 🖸 Goldie Finn		ş 🗗 🖿 🗹	Johnny Appleseed					
Tab Url Untitled document - Google Drive CNN.com - Breaking News, U.S., World, Weather, Entertainment & Video Ne	**	3			3				
Josh Caldwell	🛋 🖂 🗌 Jena Thompson		₽ ∎ ⊻	Michael Miller					
>		2			3				
Monica Smith	Nick Gipple		₽ - - 0	Sam Smith					
>		3			3				
Thomas Train									
2									
How can we improve this page? Please let us know - type your commen									
		<u>port - Hapara Home</u> 1-2013 Hapara Ltd.							
× Find: proxy	nt <u>a</u> ll 🔲 Mat <u>c</u> h case								
x						76.237.176.191			
👩 🏉 📜 🙋 🖸 🦉					- 🆻 i al 🕩	10:09 PM 8/3/2013			

3. You can close a browser window by clicking the X to the right of the link.

Firefox Y Vacher Dashboard Configuration × Vacher Dashboard	rd for Google × 🗌 My Drive - Google Drive	× My Drive - Google Driv	ve × 🗌 My Drive - Google D	rive × + 🗆 🔍 🗙					
A https://teacherdashboard.appspot.com/culverstudents.net/bGFuYXU0c2	guODAzLTEzMTRPT09PT09PT09PT09PT08=/mainchrom	nebook 🏠 🗟 🤆	🖞 🛿 🔻 Google	₽ 🖡 🏦 🖾 - 🖋 -					
GMail Teacher Dashboard - Ianarts8 demo	Culver Classes bchristy@culverstudents.net Config Log Out								
Dashboard Gmail Sharing Remote Control Class Infe	b								
Browser Tabs				Jªz Filter Q					
Ashley Johns	2 Goldie Finn	ş ē 🖌 🖂	Johnny Appleseed	ę ľ m v					
	×		3						
Josh Caldwell	Jena Thompson	ş d a v	Michael Miller						
2	3			,					
Monica Smith	Nick Gipple	ş d e o	Sam Smith	ę P 🖬 🗹					
2	3								
🗍 Thomas Train 🛛 🖗 🖉 🖨 🖉	2								
3									
How can we improve this page? Please let us know - type your comment here	and press enter Support - Hapara Hom	le							
	©2011-2013 Hapara I								

× Find: proxy	nd: proxy 🗸 Next 🕈 Previous 🖉 Highlight all 🦳 Match case						
х		76.237.176.191					
👩 🧭		- ┡• 🖲 ना1 🕕 🌢 😽 10.09 PM					

4. You can send messages, open a tab, view screenshot, and email the students using the options to the left of their name.

Firefox 🔻 🚺 Teacher 🛙	Dashboard Configuration ×	4 Teacher Dashboard for	Google ×	My Drive - Google Drive	× My Drive - Google D	ive × 🗌 My Drive - 0	Google Drive	× + - • • ×	
A https://teacherdashbo	oard.appspot.com/culverstu	- idents.net/bGFuYXJ0czguOD	AzLTEZMTRPT09	9PT09PT09PT09PT08=/mainchror	nebook ☆ ▽	C Google	م	🖡 🏠 🖸 - 🥒 -	
GMail Tea	Teacher Dashboard - Ianarts8 demo Ianarts8.803 - 1314								
Dashboard Gmail	Sharing Remote C	Control Class Info							
© Browser Tabs	© Current Screen						↓ª _z	Filter 🗘 🛡 🖻	
Ashley Johns			Goldie Finn	1	ę r e v	Johnny Appleseed		ę ľ 🖌 🗹	
Tab Url Untitled document - Google CNN.com - Breaking News,	<u>: Drive</u> , U.S., World, Weather, Entertai	inment & Video Ne 💥		3			3		
Josh Caldwell			🗌 Jena Thom	ipson	ş p m v	Michael Miller			
	3			2			3		
Monica Smith			Nick Gipple	•		Sam Smith			
	5			3			3		
C Thomas Train									
	2								
How can we improve this pa	ige? Please let us know - ty	pe your comment here and p	eress enter						
				<u>Support</u> - <u>Hapara Hor</u> ©2011-2013 Hapara					

× Find: proxy	🖊 Next 👚 Previous 🖌 Highlight all 📃 Match case	
×		76.237.176.191
📀 🤌 🚞		▲ ▶ and ↓ ▲ 중 10.09 PM 8/3/2013

5. You can open tabs and send messages to all students in the class by using the icons on the right side.

Ø

W

0

F	irefox	📥 🚺 Teach	er Dashboard Configuration $ imes$	🍫 Teacher Dashboard fo	r Google 🗙 🗌 My Driv	ve - Google Drive ×	My Drive - Google Dri	ive × 🛄 My Drive	e - Google Drive	× +	
•	h	ttps:// teacherda	shboard.appspot.com/culverst	udents.net/bGFuYXJ0czguOI	DAzLTEZMTRPT09PT09PT09	9PT09PT08=/mainchromeboo	ok ☆ 🗸	C Soogle		₽ ₽ 1	
(GN	ıail т	eacher Dashboard	- lanarts8 demo lar	arts8.803 - 1314			Culver Classe	<u>s</u> bchristy@culvers	students.net	<u>Config Log Out</u>
	Dashi	board Gma	il Sharing Remote	Control Class Info							
	©	Browser Tabs	© Current Screen								
	As Tab U	shley Johns			Goldie Finn			Johnny Appleseed		P	
	Untit	ed document - Go	ogle Drive ws. U.S., World, Weather, Enterta	inment & Video Ne 💥		3			3		
	Ja	sh Caldwell		ę P B V	🗌 Jena Thompson		₽ - - - -	Michael Miller		ę	
			3			3			2		
	Ом	onica Smith		Ţ ſ A Ø	Nick Gipple		₽ - - -	Sam Smith		ę	
			2			3			3		
	□ Tł	omas Train		ș d e o							
			2								
I	How car	n we improve thi	s page? Please let us know - ty	pe your comment here and j	oress enter						
						<u>Support</u> - <u>Hapara Home</u> ©2011-2013 Hapara Ltd.					
×	Find:	proxy	🖊 <u>N</u> ext 👚 <u>P</u> rev	ious 🖌 Highlight <u>a</u> ll 📃 N	/lat <u>c</u> h case						
х											76.237.176.191

- 🖻 🗈 🛋 🕩 📥 🍪

Changing Student Passwords

1. Click "remote control" on the top, gray menu.

	/culverstudents.net/bGFuYXJ0czguODAzLTEz	MTRPT09PT09PT09PT09PT08=/maincla	assinfo 🟠 🛡 🗹	<mark>8</mark> ▼ Google	₽ ₹]
Mail Teacher Dashb	ooard -Nanarts8 demo lanarts8	8.803 - 1314		Culver Classes bchristy@culv	verstudents.net	Config L	<u>og Out</u>
ashboard Gmail S	Class Info						
L Class Information	Class Info	1		3	2		
	Class Info]		•			
Student name	Student id	Password reset	Change Password Defaults				
Johns, Ashley	ajohns	<reset password=""></reset>	1) Change the pwd below				
Finn, Goldie	gfinn	<reset password=""></reset>	2) Click on the <reset password> links</reset 				
Appleseed, Johnny	jappleseed	<reset password=""></reset>	New student password				
Caldwell, Josh	jcaldwell	<reset password=""></reset>					
Thompson, Jena	jthompson	<reset password=""></reset>	thankyou				
Miller, Michael	mmiller	<reset password=""></reset>	Force reset on login				
Smith, Monica	msmith	<reset password=""></reset>	Default student password must				
Gipple, Nick	ngipple	<reset password=""></reset>	be min. 8 characters long, and should not be easily guessed.				
Smith, Sam	ssmith	<reset password=""></reset>	Simple passwords may trigger				
Train, Thomas	ttrain	<reset password=""></reset>	Google "read the squiggles" tests.				
Class Teachers			Force reset on login: tick this to				
Teacher name	Teacher io	I	force student to pick their own password on next login.				
Kaufhold, Ken	kkaufhold						
Christy, Brenda	bchristy						
Class Resources							
Resource	How to access						
Class Email teacherdashboard.appspot.com/culverstur	lanarts8.803-1314@culverstudents. dents.net/bGFuYXJ0czguODAzLTEzMTRPT09F						
council assimolar and proportion () curvers tut	action action of a robot guodiate residing robot	1051 1057 1057 100-7 mainclassifilio				7/	5.237.17

2. Type the student's new password in the box to the right. Then, click "reset password". **Note:** In the example below, the new password will be thank you. You can force the user to change the password when they log in next.

gle	Doard - lanarts8 demo lanarts8	5.003 - 1314		
▲ Class Information	Class Info]		25
Student name	Student id	Password reset	Change Password Defaults	
Johns, Ashley	ajohns	<reset password=""></reset>	1) Change the pwd below	
Finn, Goldie	gfinn	<reset password=""></reset>	 Click on the <reset password> links</reset 	
Appleseed, Johnny	jappleseed	<reset password=""></reset>	New student password	
Caldwell, Josh	jcaldwell	<reset password=""></reset>		
Thompson, Jena	jthompson	<reset password=""></reset>	thankyou	
Miller, Michael	mmiller	<reset password=""></reset>	Force reset on login	
Smith, Monica	msmith	<reset password=""></reset>	Default student password must	
Gipple, Nick	ngipple	<reset password=""></reset>	be min. 8 characters long, and should not be easily guessed.	
Smith, Sam	ssmith	<reset password=""></reset>	Simple passwords may trigger	
Train, Thomas	ttrain	<reset password=""></reset>	Google "read the squiggles" tests.	
Class Teachers			Force reset on login: tick this to	
Teacher name	Teacher i	d	force student to pick their own password on next login.	
Kaufhold, Ken	kkaufhold			
Christy, Brenda	bchristy			
Class Resources				
Resource	How to access			

3. A popup window will open to verify the password reset.

k	Board - lanarts8 demo lanarts8.8 Remote Control Class Info	03 - 1314	Reset Password for Ashley Johns (ajohns	Close Window
Class Information			Resetting password for student 'ajohns'	
Student name	Student id	Password reserved		
Johns, Ashley	ajohns	<reset password<="" td=""><td></td><td></td></reset>		
Finn, Goldie	gfinn	<reset password<="" td=""><td></td><td></td></reset>		
Appleseed, Johnny	jappleseed	<reset password<="" td=""><td></td><td></td></reset>		
Caldwell, Josh	jcaldwell	<reset password<="" td=""><td></td><td></td></reset>		
Thompson, Jena	jthompson	<reset password<="" td=""><td></td><td></td></reset>		
Miller, Michael	mmiller	<reset password<="" td=""><td></td><td></td></reset>		
Smith, Monica	msmith	<reset password<="" td=""><td></td><td></td></reset>		
Gipple, Nick	ngipple	<reset password<="" td=""><td></td><td></td></reset>		
Smith, Sam	ssmith	<reset password<="" td=""><td></td><td></td></reset>		
Train, Thomas	ttrain	<reset password<="" td=""><td>(</td><td>76.237.176.191</td></reset>	(76.237.176.191
lass Teachers		-	Force reset on login: tick this to	
Teacher name	Teacher id		force student to pick their own password on next login.	
Kaufhold, Ken	kkaufhold			
Christy, Brenda	bchristy			
lass Resources				
Resource	How to access			
Class Email	lanarts8.803-1314@culverstudents.net			