

Teacher Dashboard

Niles Elementary Dist. 71

8/5/2013

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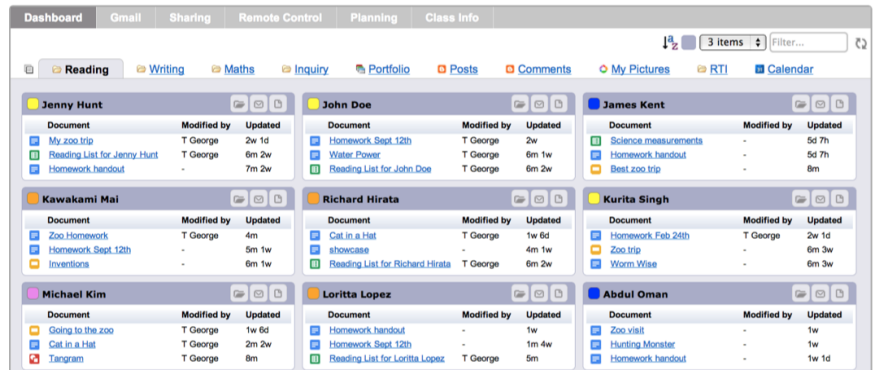
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Important Information from Hapara



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 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.

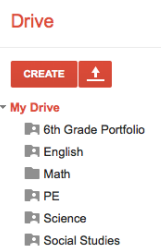
Dashboard views of student work, organized by class, for every application.



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 [site](#) 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



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.

6. 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 [here](#).
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 locate a particular student's folder by jumping 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.
9. Many times, teachers would like to review short [tutorials](#) on the various features and workflow on Teacher Dashboard. A Customer Success site has been created to help with this process. Please click [here](#) 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.

Smart Copy: Select document to copy

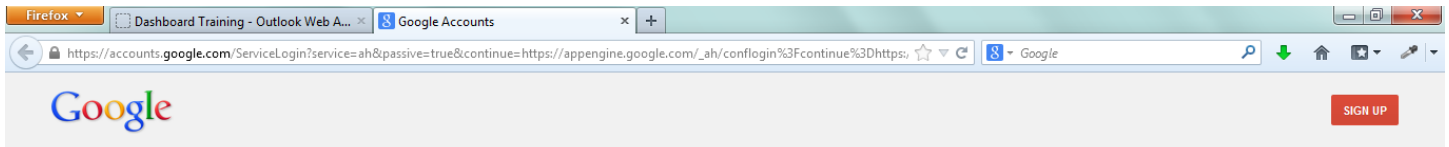
Use an existing document:
[Select existing document...](#)

Create a new document
Document ▾



Logging in

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



Accounts

Teacher Dashboard uses Google Accounts for Sign In.

Google is not affiliated with the contents of **Teacher Dashboard** or its owners. If you sign in, Google will share your email address with **Teacher Dashboard**, but not your password or any other personal information.

Teacher Dashboard may use your email address to personalize your experience on their website.

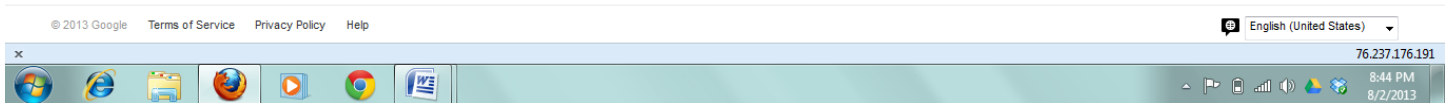
Sign in Google

Email

Password

Stay signed in

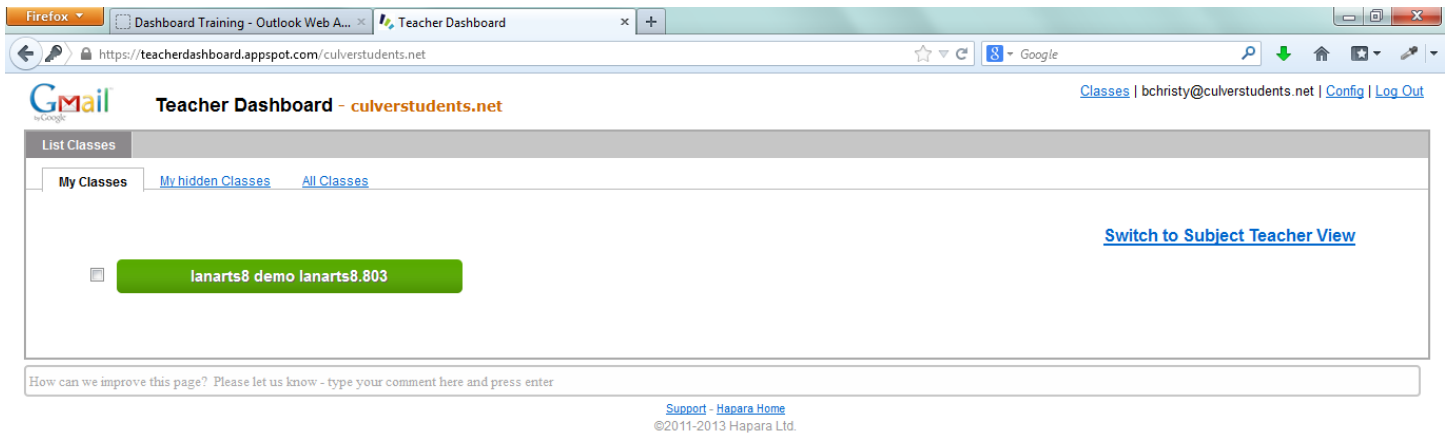
[Can't access your account?](#)



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.

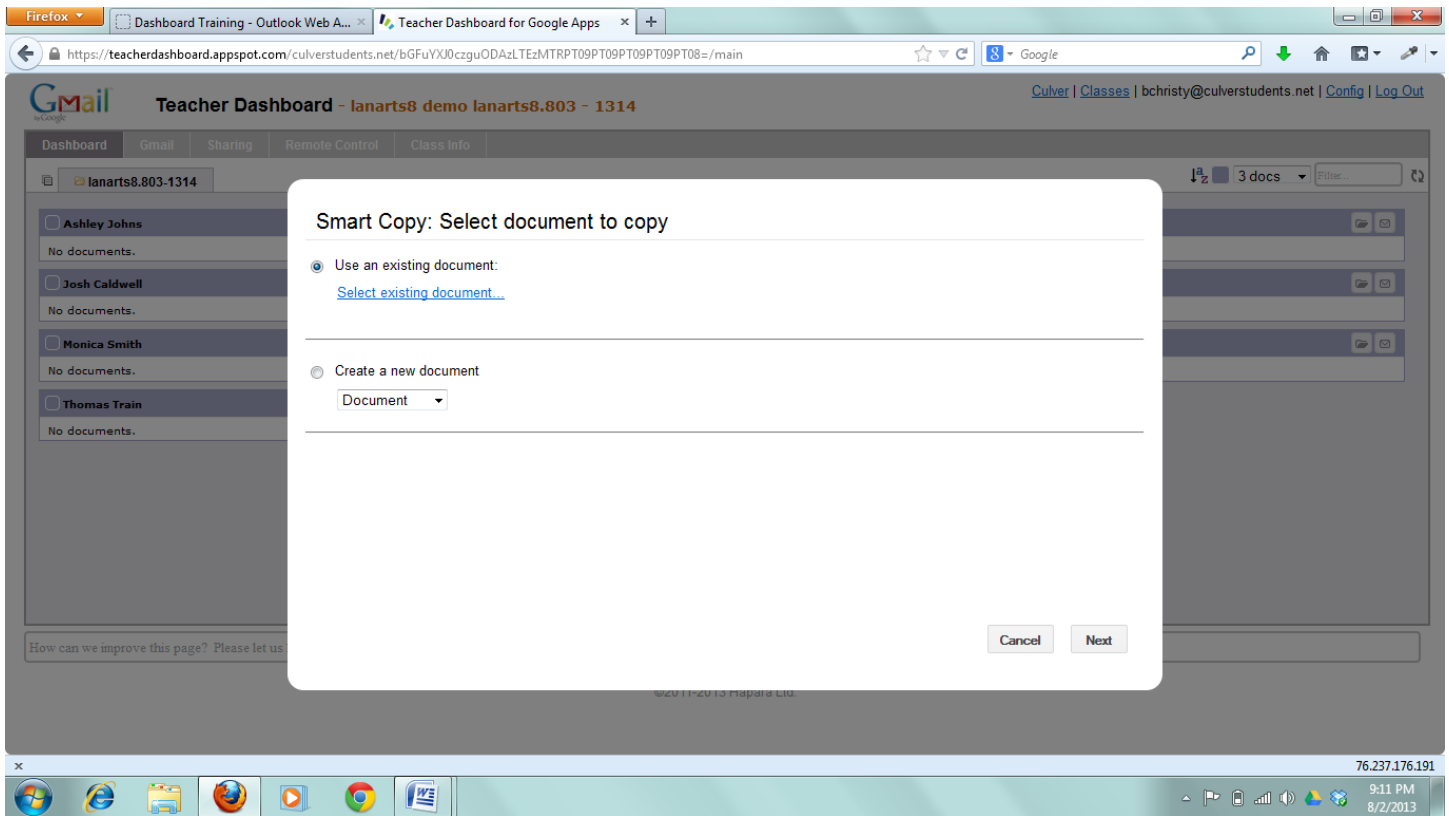


The screenshot shows a Firefox browser window with two tabs: "Dashboard Training - Outlook Web A..." and "Teacher Dashboard". The address bar shows the URL <https://teacherdashboard.appspot.com/culverstudents.net>. The page title is "Teacher Dashboard - culverstudents.net". The interface includes a "List Classes" section with tabs for "My Classes", "My hidden Classes", and "All Classes". A single class is listed: "lanarts8 demo lanarts8.803". A link "Switch to Subject Teacher View" is visible. At the bottom, there is a feedback form: "How can we improve this page? Please let us know - type your comment here and press enter". The footer contains "Support - Hapara Home" and "©2011-2013 Hapara Ltd.".

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

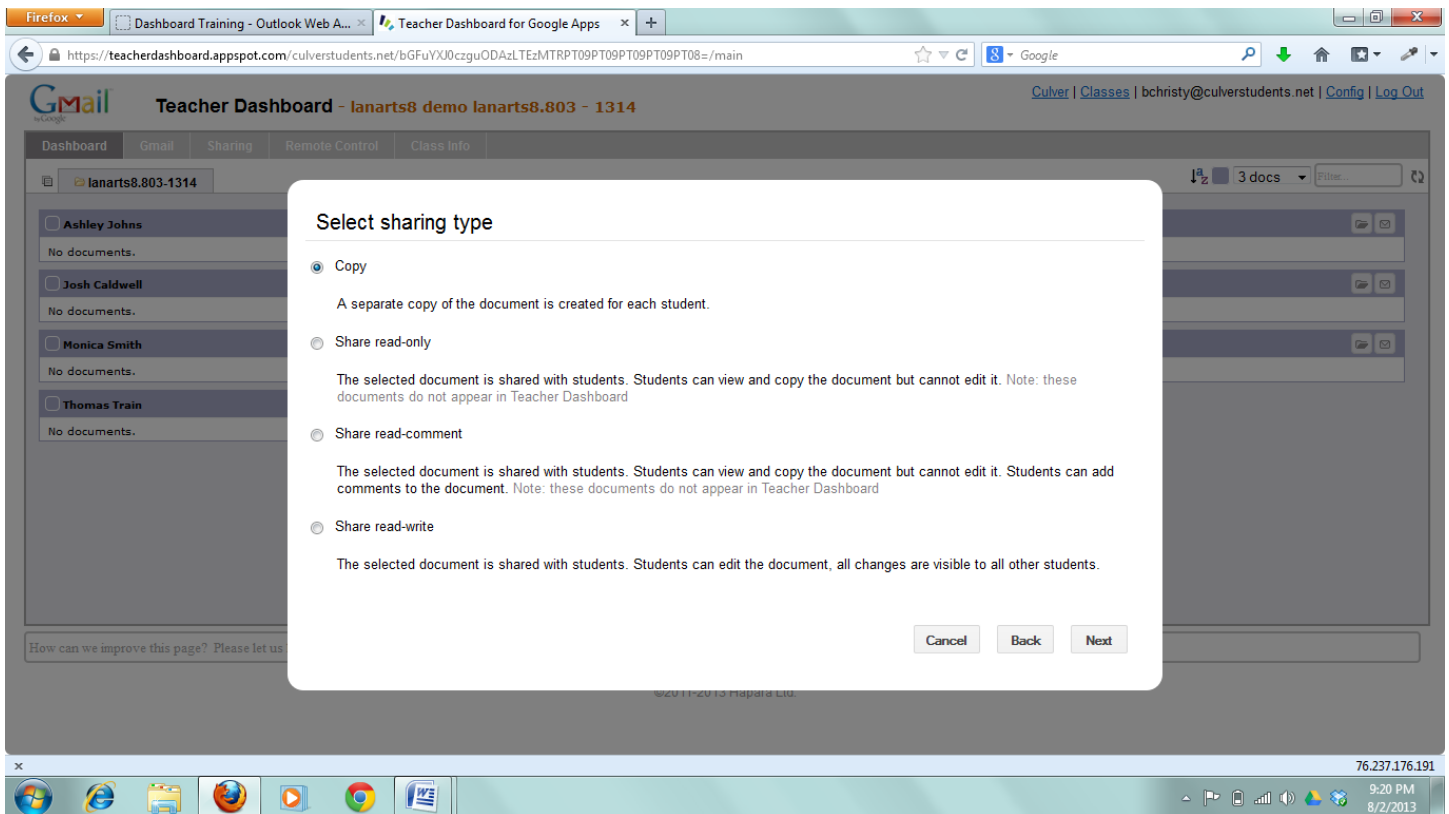
4. Click the paper icon on the upper left. Left of the class title.

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



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".



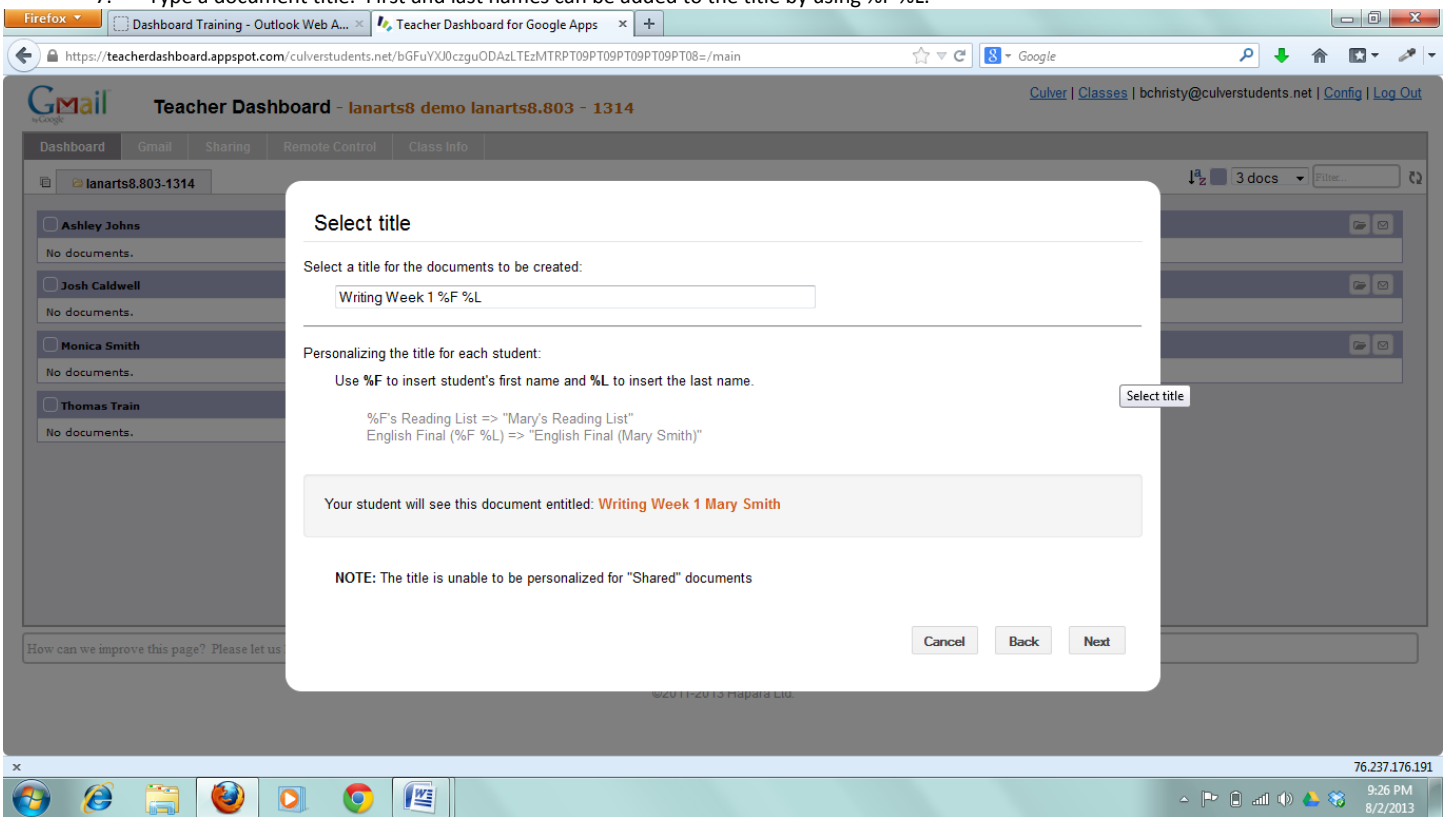
Copy: A separate copy of the document is created for each student.

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.

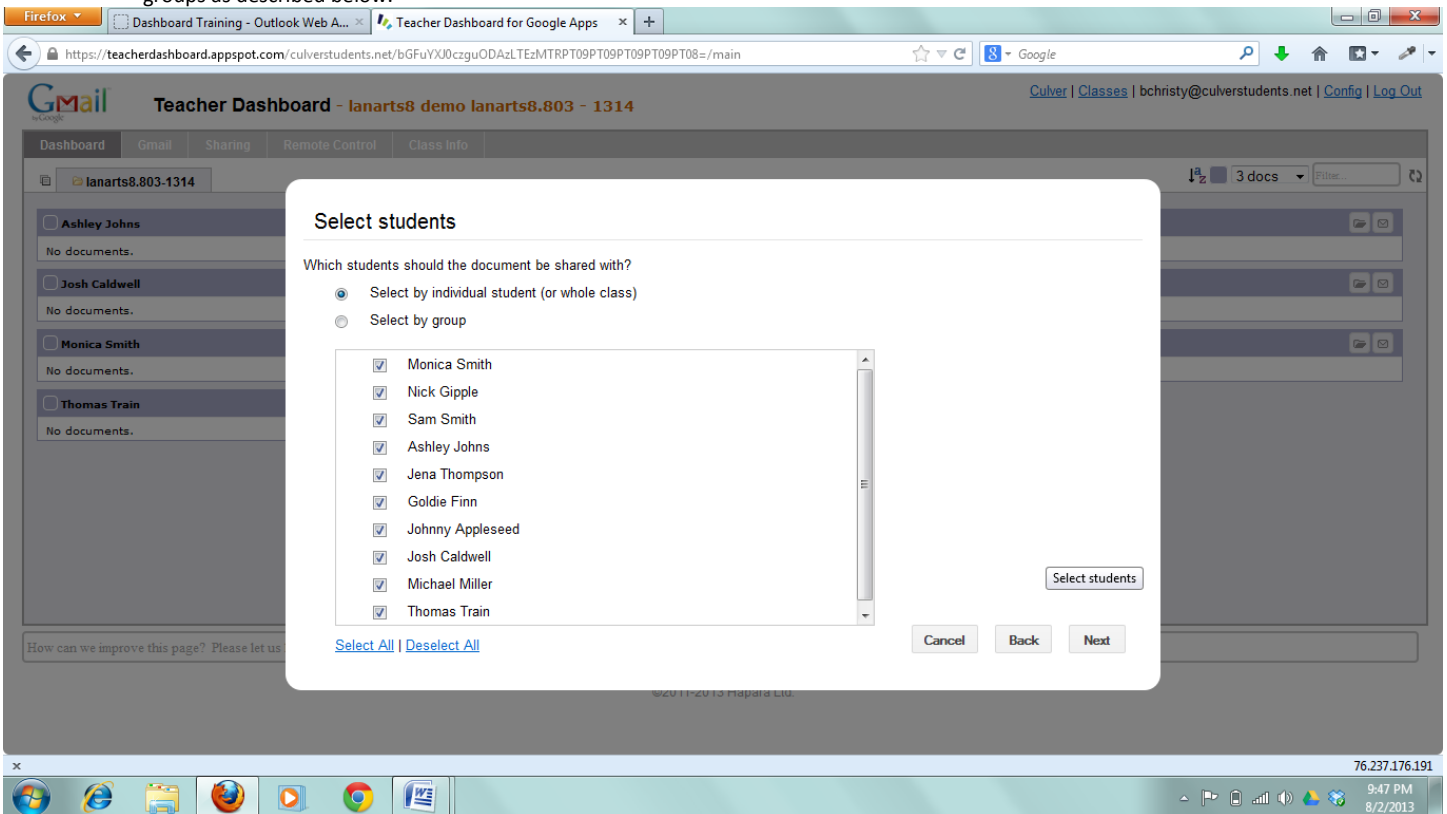
Share read-comment: The selected document is shared with students. Students can view and copy the document but cannot edit it. Students can add comments to the document. Note: these documents do not appear in Teacher Dashboard

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

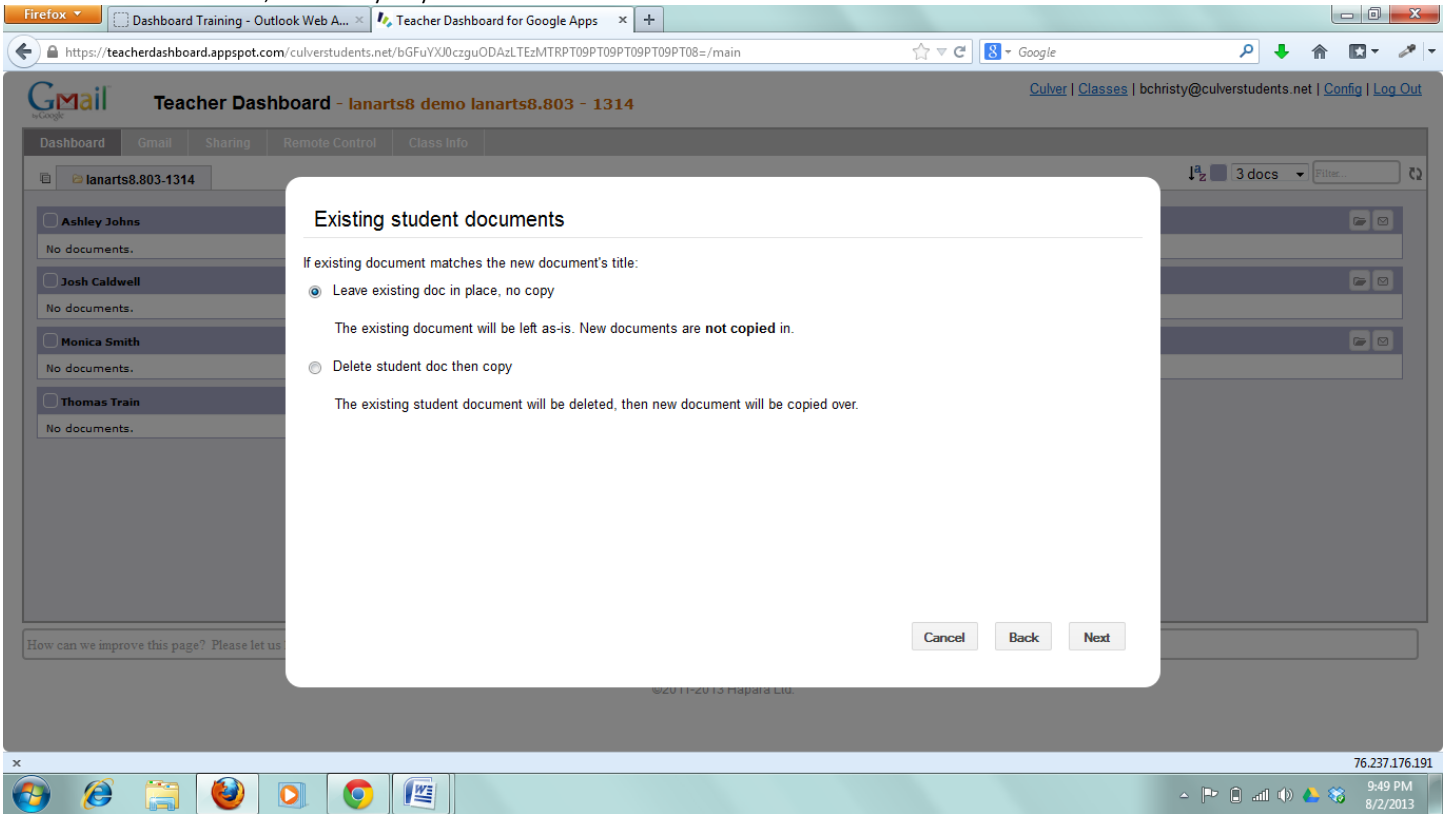
7. Type a document title. First and last names can be added to the title by using %F %L.



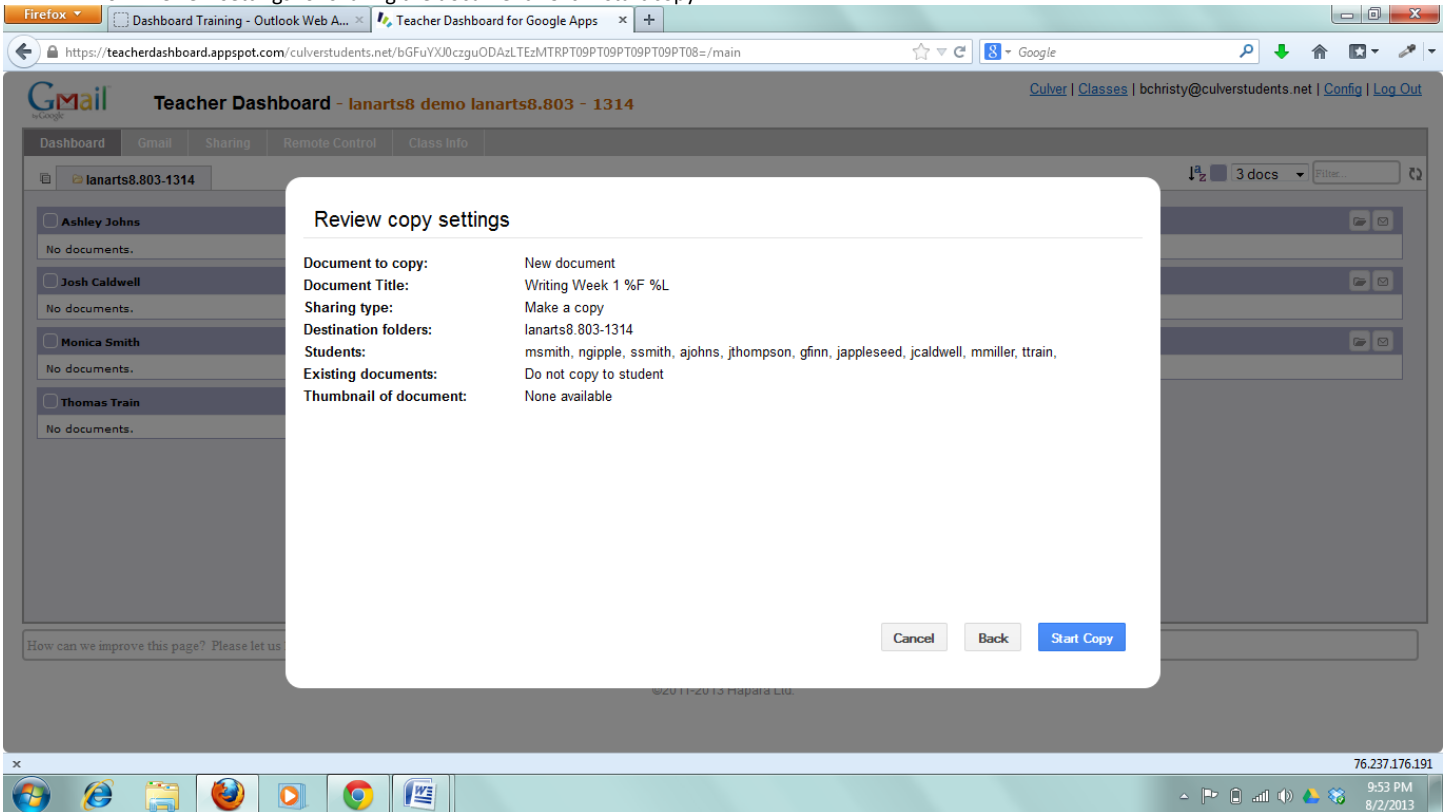
8. Choose which students you would like to share this document with. You can choose the whole class, individual students or color-coded groups as described below.



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.



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



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

The screenshot shows the Teacher Dashboard for Google Apps in a Firefox browser. The main dashboard displays a list of students with checkboxes and 'No documents.' messages. A popup window titled 'Copying document' is open, showing a list of processing tasks for various students. The popup window has a 'Close Window' button and a status bar at the bottom with the IP address 76.237.176.191.

Teacher Dashboard - lanarts8 demo lanarts8.803 - 1314

Copying document

- Processing student gfinn
- Processing student ngipple
- Processing student msmith
- Processing student jappleseed
- Processing student ssmith
- Processing student jthompson
- Processing student ajohns

How can we improve this page? Please let us know - type your comment here and press enter

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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.

The screenshot shows the Teacher Dashboard after the copying process is complete. Each student's entry now has a document listed with a checkmark, indicating successful sharing. The document titles are 'Writing Week 1' followed by the student's name. The 'Updated' column shows the time since the document was updated. The popup window is no longer visible.

Teacher Dashboard - lanarts8 demo lanarts8.803 - 1314

3 docs

Student	Document	Modified by	Updated
Ashley Johns	Writing Week 1 Ashley Johns	Brenda Christ	6m
Josh Caldwell	Writing Week 1 Josh Caldwell	Brenda Christ	5m
Monica Smith	Writing Week 1 Monica Smith	Brenda Christ	6m
Thomas Train	Writing Week 1 Thomas Train	Brenda Christ	6m
Goldie Finn	Writing Week 1 Goldie Finn	Brenda Christ	11m
Jena Thompson	Writing Week 1 Jena Thompson	Brenda Christ	6m
Nick Gipple	Writing Week 1 Nick Gipple	Brenda Christ	6m
Johnny Appleseed	Writing Week 1 Johnny Appleseed	Brenda Christ	6m
Michael Miller	Writing Week 1 Michael Miller	Brenda Christ	6m
Sam Smith	Writing Week 1 Sam Smith	Brenda Christ	6m

How can we improve this page? Please let us know - type your comment here and press enter

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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.

The screenshot shows a Firefox browser window with the following details:

- Address bar: <https://teacherdashboard.appspot.com/culverstudents.net/bGFuYXJ0czguODAzLTZlMTRPT09PT09PT09PT08=/main#>
- Page Title: Teacher Dashboard - lanarts8 demo lanarts8.803 - 1314
- Navigation: Dashboard | Gmail | Sharing | Remote Control | Class Info
- Class ID: lanarts8.803-1314
- Document Count: 3 docs
- Students and Documents:
 - Ashley Johns**: Document "Writing Week 1 Ashley Johns" (Modified by Brenda Christ, Updated 6m)
 - Josh Caldwell**: Document "Writing Week 1 Josh Caldwell" (Modified by Brenda Christ, Updated 6m)
 - Monica Smith**: Document "Writing Week 1 Monica Smith" (Modified by Brenda Christ, Updated 6m)
 - Thomas Train**: Document "Writing Week 1 Thomas Train" (Modified by Brenda Christ, Updated 6m)
 - Goldie Finn**: Document "Writing Week 1 Goldie Finn" (Modified by Brenda Christ, Updated 11m)
 - Jena Thompson**: Document "Writing Week 1 Jena Thompson" (Modified by Brenda Christ, Updated 6m)
 - Nick Gipple**: Document "Writing Week 1 Nick Gipple" (Modified by Brenda Christ, Updated 6m)
 - Johnny Appleseed**: Document "Writing Week 1 Johnny Appleseed" (Modified by Brenda Christ, Updated 6m)
 - Michael Miller**: Document "Writing Week 1 Michael Miller" (Modified by Brenda Christ, Updated 6m)
 - Sam Smith**: Document "Writing Week 1 Sam Smith" (Modified by Brenda Christ, Updated 6m)
- Feedback: "How can we improve this page? Please let us know - type your comment here and press enter"
- Footer: [Support - Hapara Home](#), ©2011-2013 Hapara Ltd.
- Taskbar: Windows taskbar with icons for Internet Explorer, Firefox, Chrome, and Word. System tray shows IP: 76.237.176.191, Time: 10:12 PM, Date: 8/2/2013.

2. 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.

The screenshot shows a web browser window displaying the 'Teacher Dashboard for Google Apps'. The page title is 'Teacher Dashboard - lanarts8 demo lanarts8.803 - 1314'. The dashboard is organized into a grid of student profiles. Each profile includes a name, a document link, and modification/updated information. The students listed are Ashley Johns, Josh Caldwell, Monica Smith, Thomas Train, Goldie Finn, Jena Thompson, Nick Gipple, Johnny Appleseed, Michael Miller, and Sam Smith. All documents are titled 'Writing Week 1' followed by the student's name. The modification and update information for all documents is attributed to 'Brenda Christ'.

Student Name	Document Link	Modified by	Updated
Ashley Johns	Writing Week 1 Ashley Johns	Brenda Christ	6m
Josh Caldwell	Writing Week 1 Josh Caldwell	Brenda Christ	6m
Monica Smith	Writing Week 1 Monica Smith	Brenda Christ	6m
Thomas Train	Writing Week 1 Thomas Train	Brenda Christ	6m
Goldie Finn	Writing Week 1 Goldie Finn	Brenda Christ	11m
Jena Thompson	Writing Week 1 Jena Thompson	Brenda Christ	6m
Nick Gipple	Writing Week 1 Nick Gipple	Brenda Christ	6m
Johnny Appleseed	Writing Week 1 Johnny Appleseed	Brenda Christ	6m
Michael Miller	Writing Week 1 Michael Miller	Brenda Christ	6m
Sam Smith	Writing Week 1 Sam Smith	Brenda Christ	6m

At the bottom of the dashboard, there is a feedback form: 'How can we improve this page? Please let us know - type your comment here and press enter'. Below the form are links for 'Support - Hapara Home' and the copyright notice '@2011-2013 Hapara Ltd.'.

Sorting and File Management

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

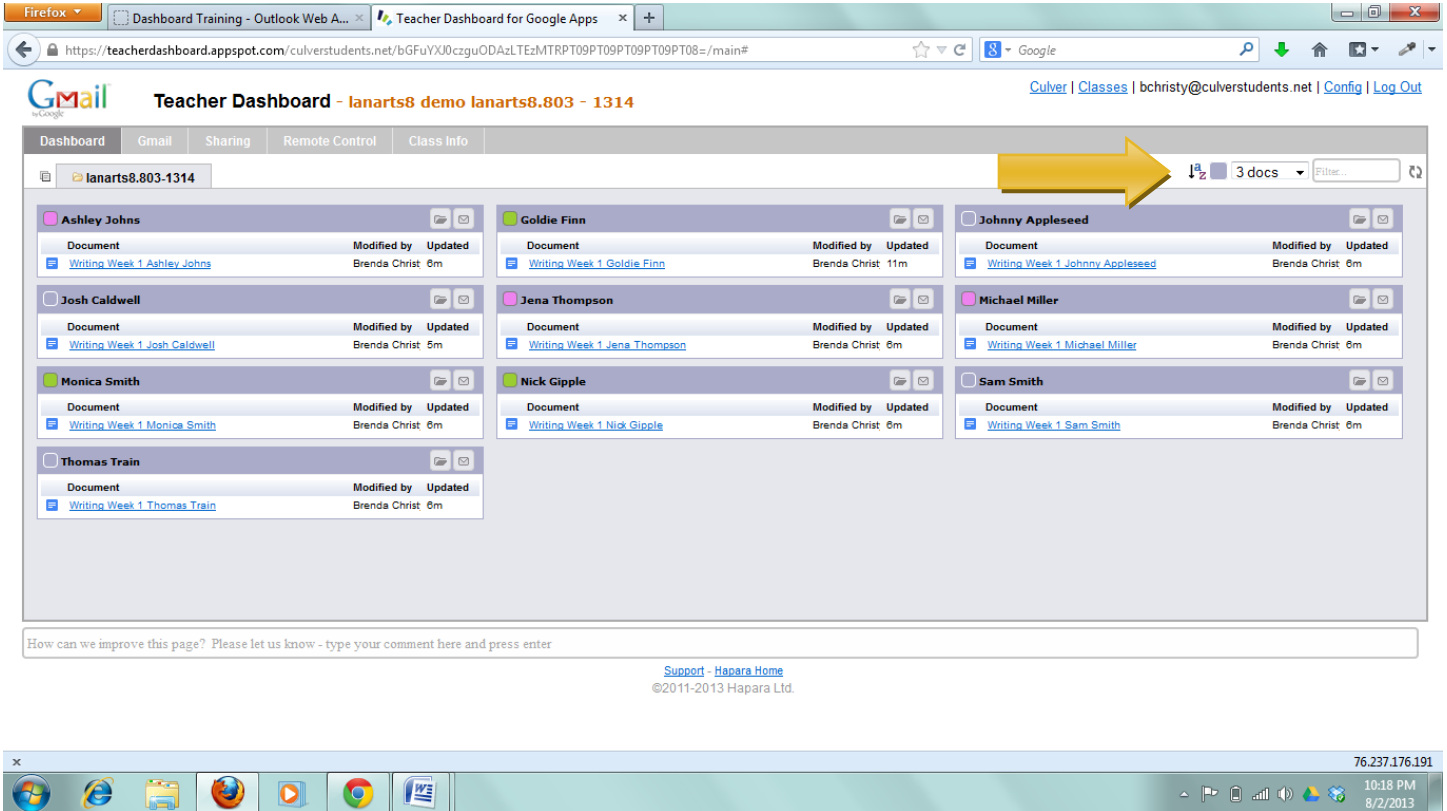
1. Search students or documents using smart search.

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.



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.

The screenshot shows a Firefox browser window displaying the 'Teacher Dashboard for Google Apps' for the class 'lanarts8.803 - 1314'. The dashboard lists documents for several students: Ashley Johns, Josh Caldwell, Monica Smith, Thomas Train, Goldie Finn, Johnny Appleseed, Michael Miller, and Sam Smith. Each document entry includes a title, a 'Modified by' field (Brenda Christ), and an 'Updated' timestamp. A pop-up window is overlaid on the 'Writing Week 1 Ashley Johns' document, displaying the following metadata:

- Author:** ajohns@culverstudents.net
- Last Updated By:** Brenda Christy
- Last Updated Dt:** Aug. 2, 2013, 10:02 p.m.
- Last Viewed Dt:**
- Access Rights:** owned by ajohns, writeable by bchristy, writeable by kkaufhold, writeable by school.apps.owner

The browser's address bar shows the URL: https://docs.google.com/a/culverstudents.net/document/d/1ZPdLahS0InfepnKU3TnovuXRXwIAOd3RXqHkNNg3Xw/edit?usp=doclist_api. The system tray at the bottom right indicates the time is 10:24 PM on 8/2/2013.

Viewing Unshared Documents

1. Click sharing from the top, gray menu.

The screenshot shows a web browser window with the URL https://teacherdashboard.appspot.com/culverstudents.net/bGFuYXU0czguODAzLTEzMTRPT09PT09PT09PT08=/main?ui_page=F_folder%3A0B06g5. The page title is "Teacher Dashboard - lanarts8 demo lanarts8.803 - 1314". A yellow arrow points to the "Sharing" tab in the top navigation menu. Below the navigation, there are tabs for "lanarts8.803-1314" and "Sharing Details". The main content area displays a grid of 12 student profiles, each with a "Document" and a "Writing Week 1" document. The students listed are Ashley Johns, Josh Caldwell, Monica Smith, Thomas Train, Goldie Finn, Jena Thompson, Nick Gipple, Johnny Appleseed, Michael Miller, and Sam Smith. Each document entry shows it was modified and updated by Brenda Christ at various times (21m or 22m). At the bottom, there is a feedback form and a copyright notice: "©2011-2013 Hapara Ltd."

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.

The screenshot shows the same web browser window, but the URL is https://teacherdashboard.appspot.com/culverstudents.net/bGFuYXU0czguODAzLTEzMTRPT09PT09PT09PT08=/mainsharing?ui_page=S_1. The page title is "Teacher Dashboard - lanarts8 demo lanarts8.803 - 1314". The "Sharing" tab is selected in the top navigation menu. Below the navigation, there are tabs for "Unshared", "Public", "External", "All Docs", "Docs Trash", and "Picasa". The main content area displays a grid of 12 student profiles, each with "No documents." listed below their name. The students listed are Ashley Johns, Josh Caldwell, Monica Smith, Thomas Train, Goldie Finn, Jena Thompson, Nick Gipple, Johnny Appleseed, Michael Miller, and Sam Smith. At the bottom, there is a feedback form and a copyright notice: "©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.

The screenshot shows a web browser window displaying the 'Teacher Dashboard for Google Apps'. The dashboard is titled 'Teacher Dashboard - lanarts8 demo lanarts8.803 - 1314'. It features a navigation menu with 'Dashboard', 'Gmail', 'Sharing', 'Remote Control', and 'Class Info'. The main content area shows a list of students, each with a document titled 'Writing Week 1' and a 'Modified by' field. A yellow arrow points to the envelope icon next to Ashley Johns' name. Below the student list, there is a feedback form and a footer with 'Support - Hapara Home' and '©2011-2013 Hapara Ltd.'.

Student Name	Document Title	Modified by	Updated
Ashley Johns	Writing Week 1 Ashley Johns	Brenda Christ	22m
Goldie Finn	Writing Week 1 Goldie Finn	Brenda Christ	27m
Johnny Appleseed	Writing Week 1 Johnny Appleseed	Brenda Christ	22m
Josh Caldwell	Writing Week 1 Josh Caldwell	Brenda Christ	21m
Jena Thompson	Writing Week 1 Jena Thompson	Brenda Christ	22m
Michael Miller	Writing Week 1 Michael Miller	Brenda Christ	22m
Monica Smith	Writing Week 1 Monica Smith	Brenda Christ	22m
Nick Gipple	Writing Week 1 Nick Gipple	Brenda Christ	22m
Sam Smith	Writing Week 1 Sam Smith	Brenda Christ	22m
Thomas Train	Writing Week 1 Thomas Train	Brenda Christ	22m

Student Email

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

The screenshot shows a web browser window with the URL <https://teacherdashboard.appspot.com/culverstudents.net/bGfuYXJ0czguODAzLTZmTRPT09PT09PT09PT08=/maingmail>. The page title is "Teacher Dashboard - lanarts8 demo lanarts8.803 - 1314". The interface includes a navigation bar with "Gmail", "Sharing", "Remote Control", and "Class Info" tabs. Below this, there are tabs for "Inbox", "Sent", "Trash", and "Audit". The main content area displays a grid of email folders for various students, each with a "Date/Time", "Subject", and "To" column. A yellow arrow points to the "Gmail" tab. The bottom of the page features a feedback form and a footer with "Support - Hapara Home" and "©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 Dashboard for Google Apps | +

https://teacherdashboard.appspot.com/culverstudents.net/bGfuYXJ0czguODAzLzEzMT09PT09PT09PT08=/maingmail?ui_page=G_4

Gmail Teacher Dashboard - lanarts8 demo lanarts8.803 - 1314 [Culver](#) | [Classes](#) | [bchristy@culverstudents.net](#) | [Config](#) | [Log Out](#)

Dashboard | Gmail | Sharing | Remote Control | Class Info

[Inbox](#) | [Sent](#) | [Trash](#) | **Audit** | 3 docs | Filter...

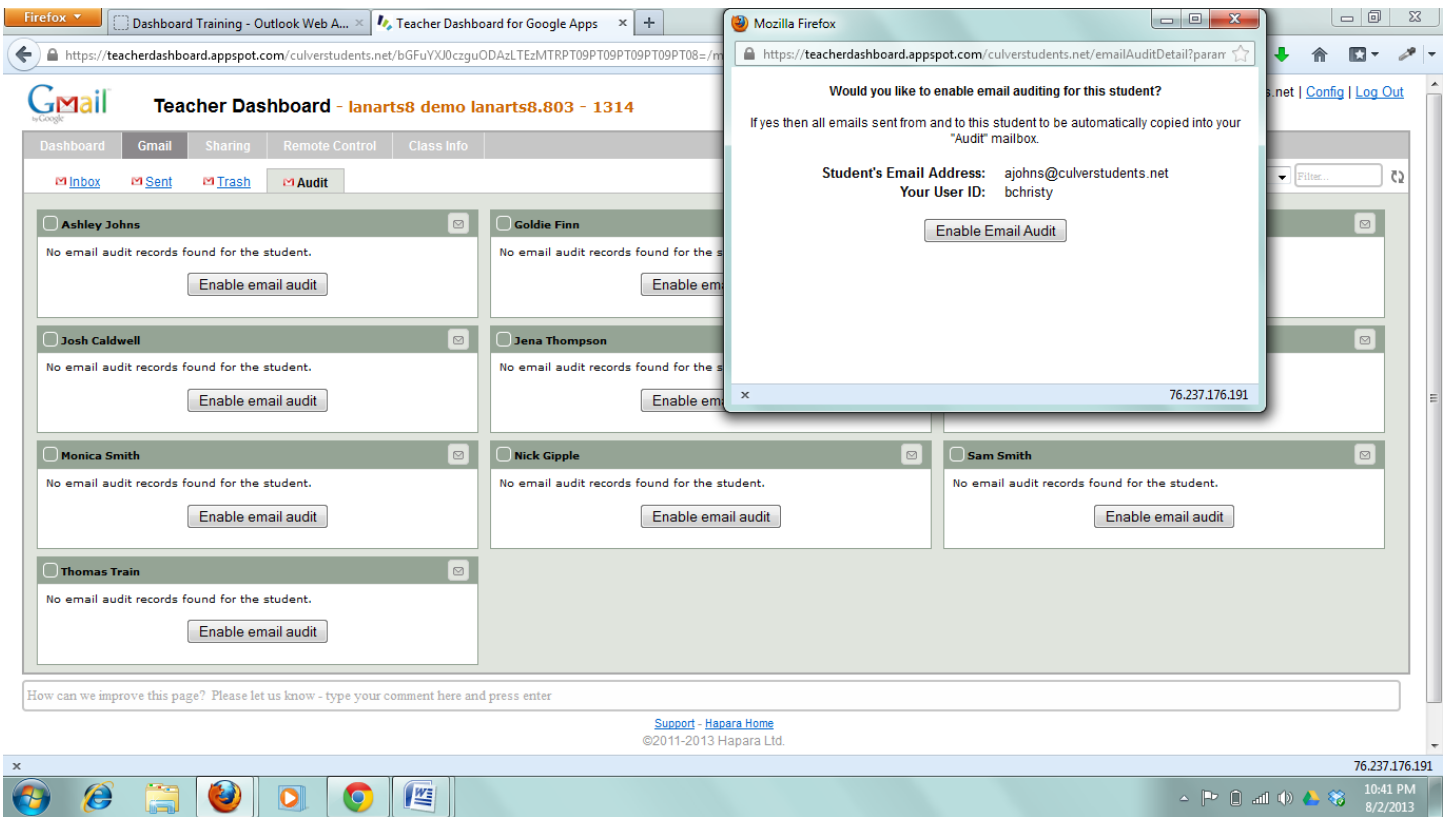
<input type="checkbox"/> Ashley Johns No email audit records found for the student. Enable email audit	<input type="checkbox"/> Goldie Finn No email audit records found for the student. Enable email audit	<input type="checkbox"/> Johnny Appleseed No email audit records found for the student. Enable email audit
<input type="checkbox"/> Josh Caldwell No email audit records found for the student. Enable email audit	<input type="checkbox"/> Jena Thompson No email audit records found for the student. Enable email audit	<input type="checkbox"/> Michael Miller No email audit records found for the student. Enable email audit
<input type="checkbox"/> Monica Smith No email audit records found for the student. Enable email audit	<input type="checkbox"/> Nick Gipple No email audit records found for the student. Enable email audit	<input type="checkbox"/> Sam Smith No email audit records found for the student. Enable email audit
<input type="checkbox"/> 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 and press enter

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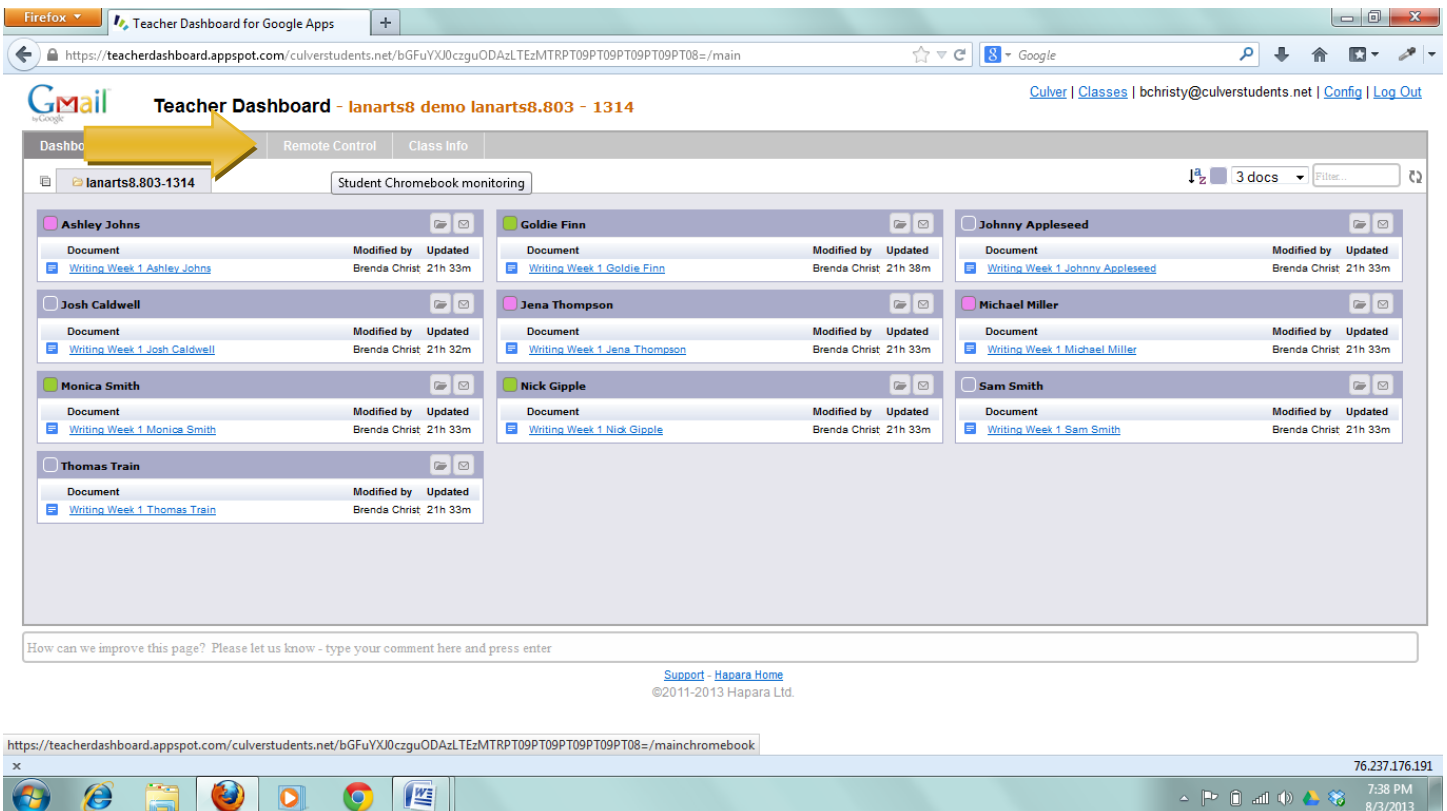
76.237.176.191
10:39 PM
8/2/2013

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

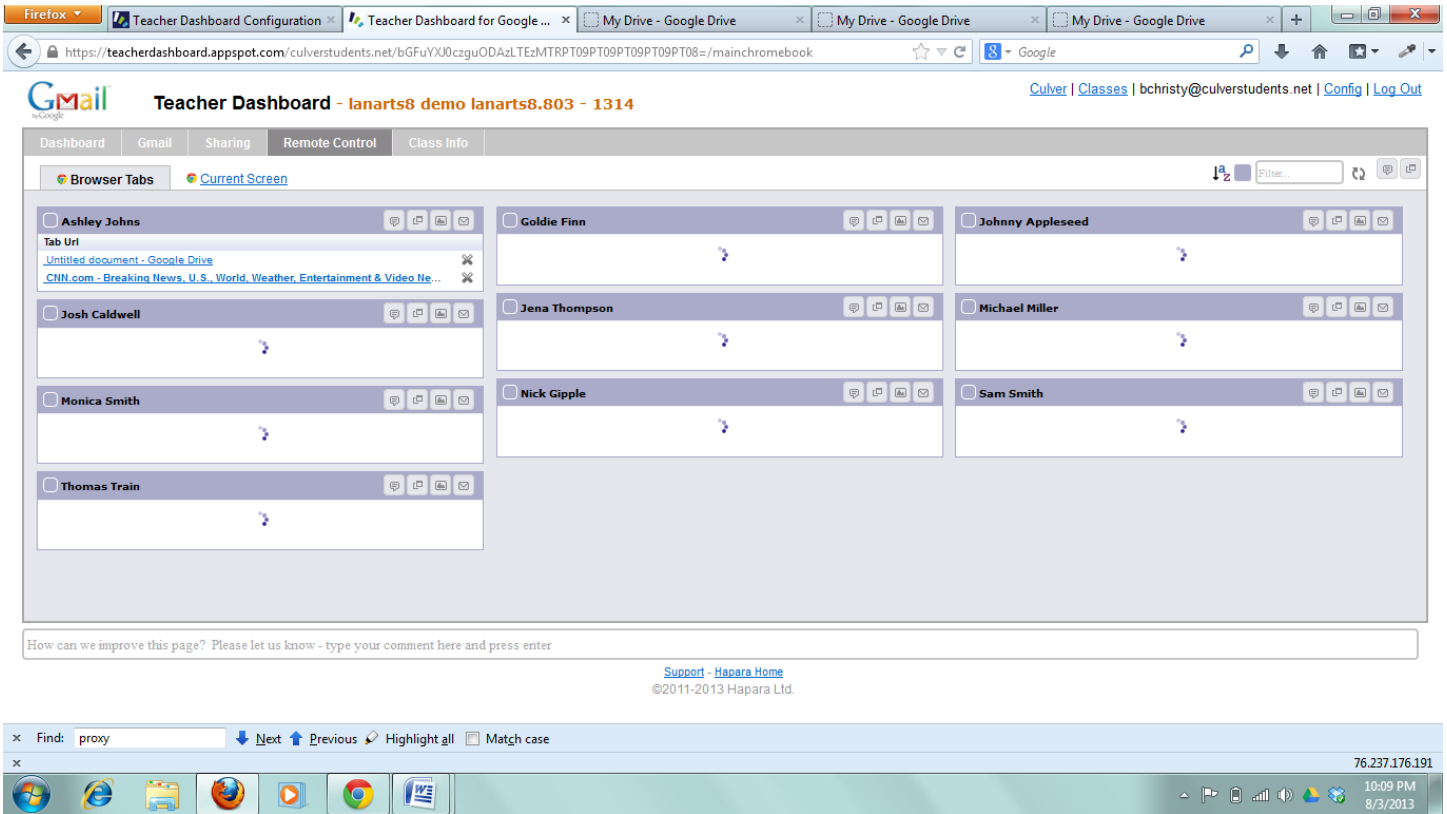


Remote Control

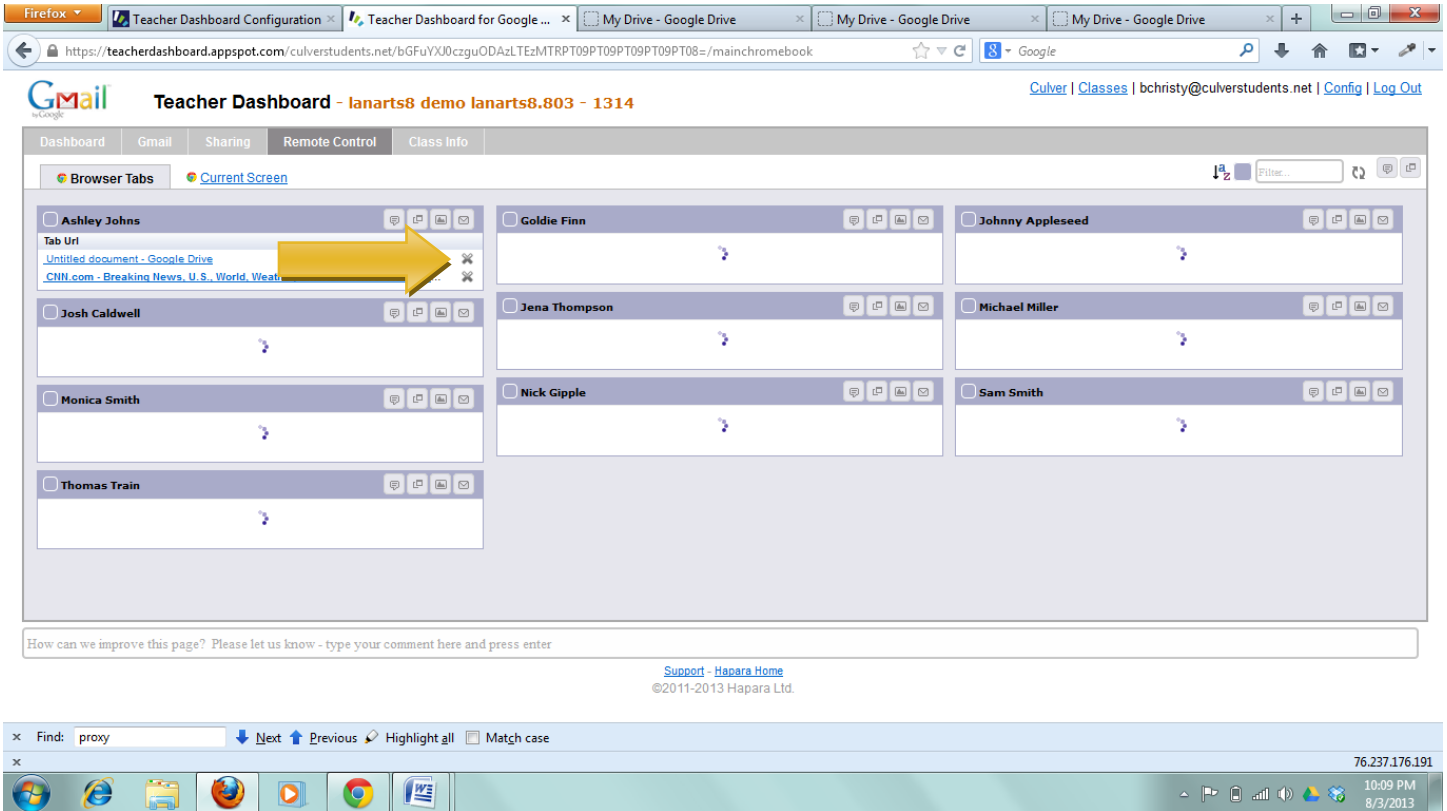
1. Click "remote control" on the top, gray menu.



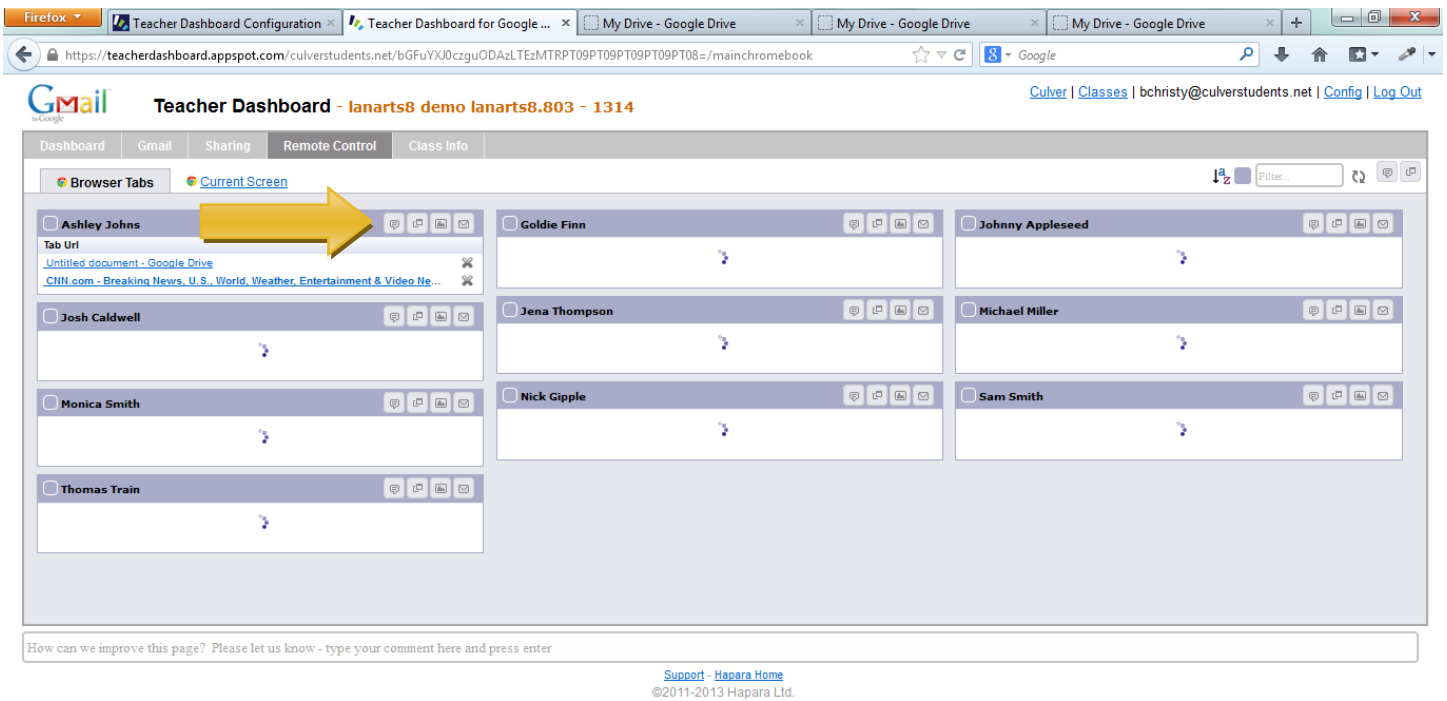
2. A page will display with open browser tabs. You may click them to open on your computer.



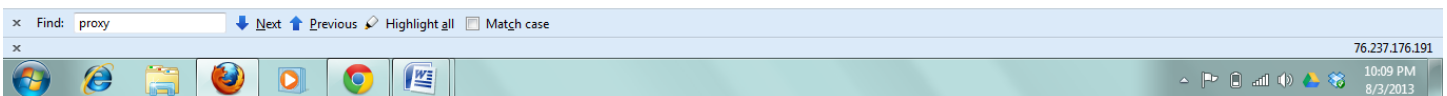
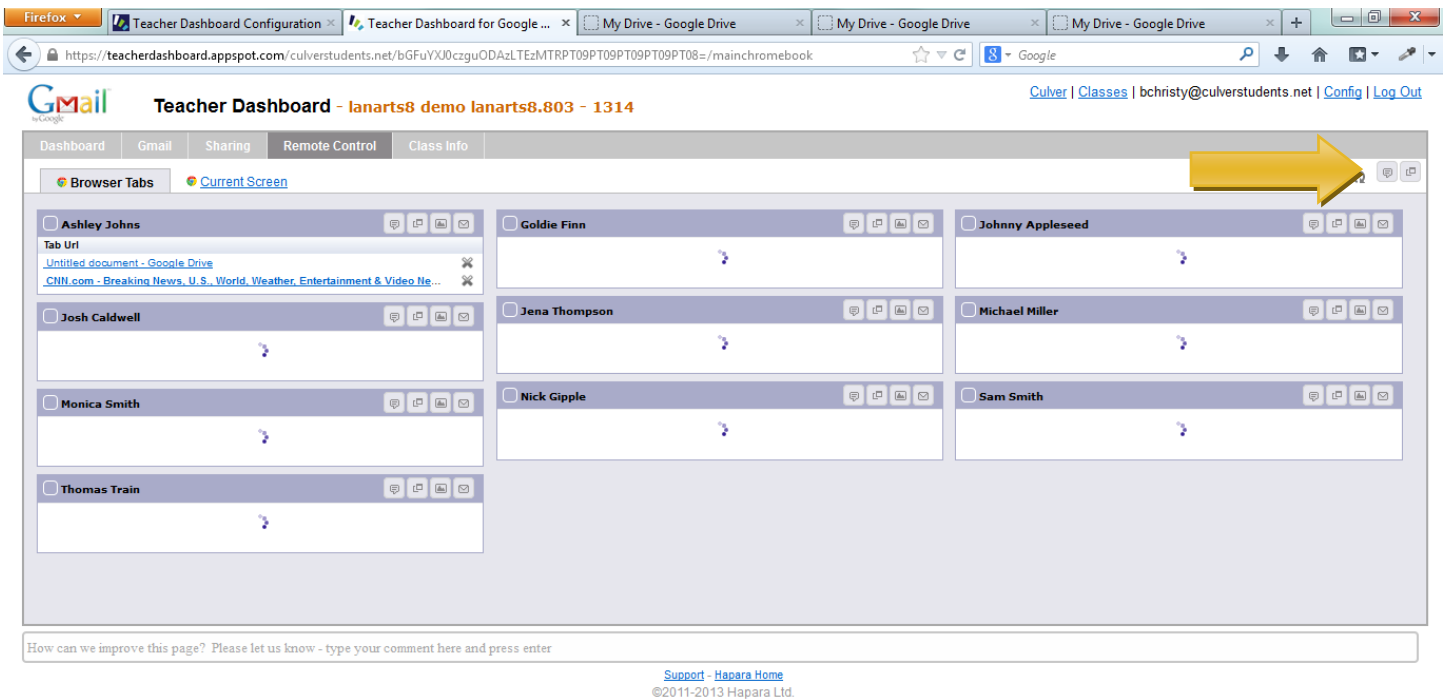
3. You can close a browser window by clicking the X to the right of the link.



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

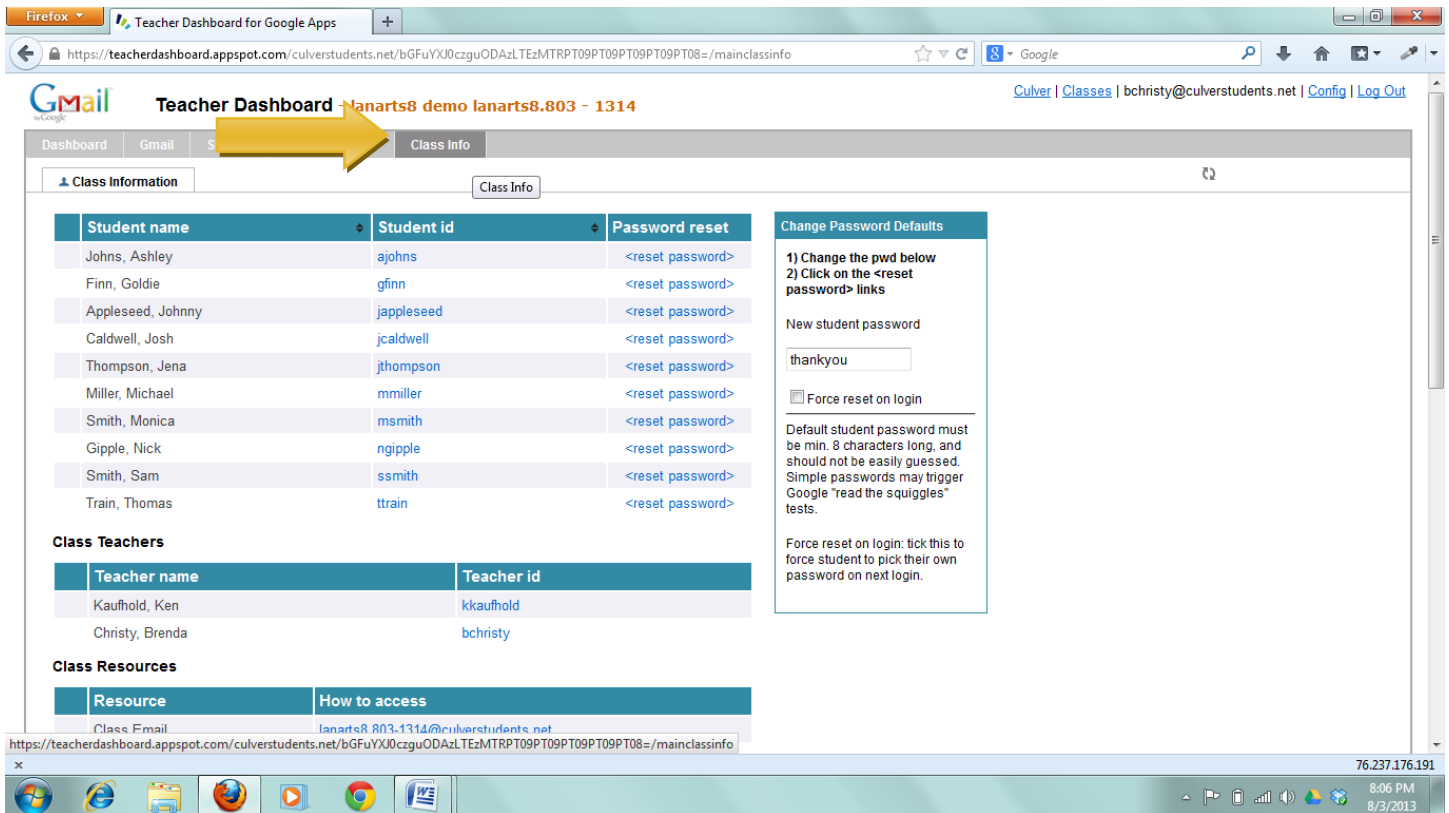


5. You can open tabs and send messages to all students in the class by using the icons on the right side.

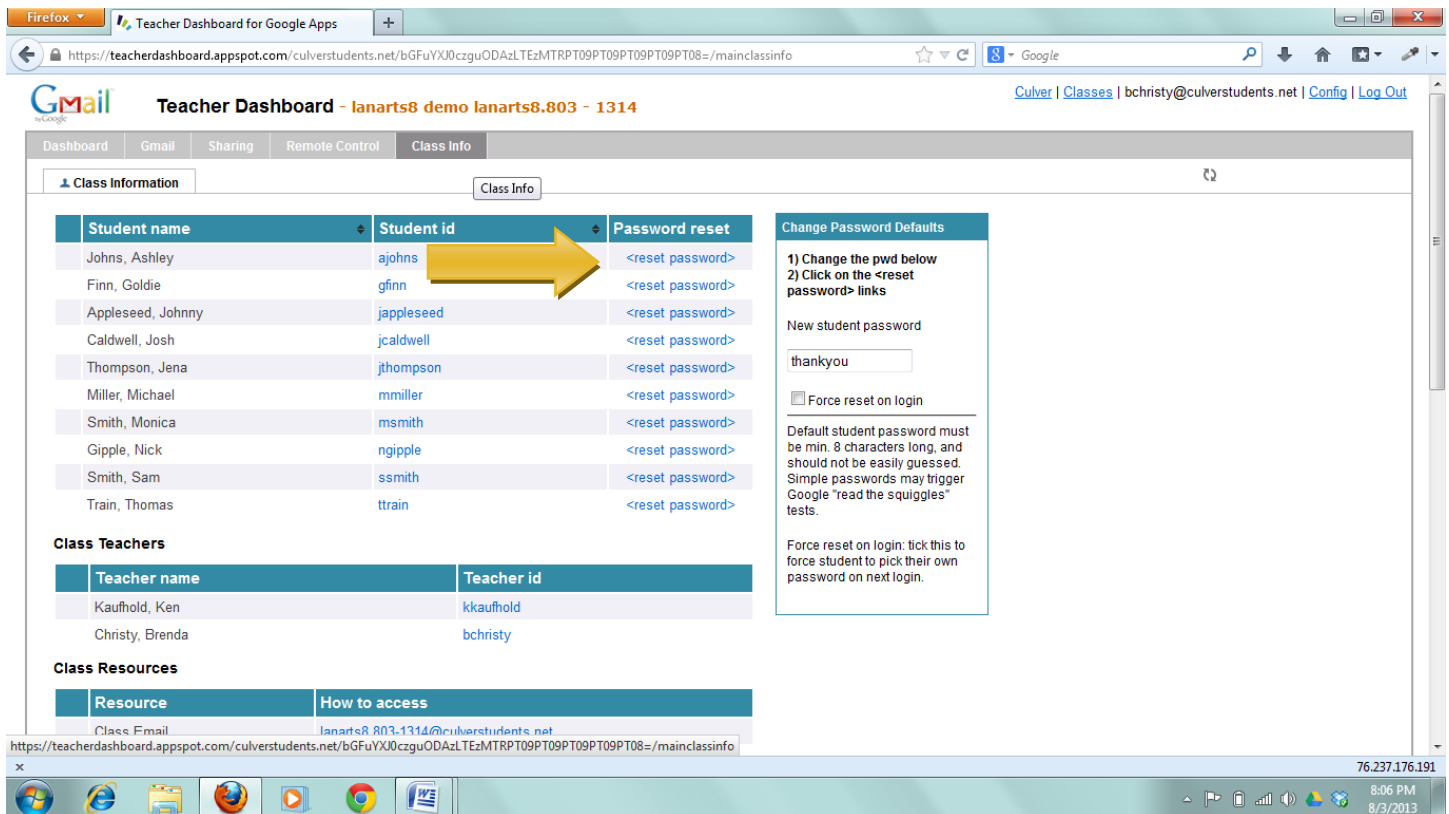


Changing Student Passwords

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



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.



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

The screenshot shows a Firefox browser window displaying the 'Teacher Dashboard for Google Apps'. The main page is titled 'Teacher Dashboard - lanarts8 demo lanarts8.803 - 1314'. It features a navigation menu with 'Dashboard', 'Gmail', 'Sharing', 'Remote Control', and 'Class Info'. The 'Class Information' section is active, showing a table of students with columns for 'Student name', 'Student id', and 'Password reset'. Below this are sections for 'Class Teachers' and 'Class Resources'. A popup window titled 'Reset Password for Ashley Johns (ajohns)' is overlaid on the right side of the browser. The popup contains a green checkmark and the text 'Resetting password for student 'ajohns''. A 'Close Window' button is in the top right corner of the popup. A small tooltip box is visible below the popup, containing the text: 'Force reset on login: tick this to force student to pick their own password on next login.' The browser's address bar shows the URL 'https://teacherdashboard.appspot.com/culverstudents.net/bGFuYXU0czguODAzLTZmMTRPT09PT09PT09PT08=/m'. The system tray at the bottom right shows the time as 8:08 PM on 8/3/2013 and the IP address 76.237.176.191.

Student name	Student id	Password reset
Johns, Ashley	ajohns	<reset password>
Finn, Goldie	gfinn	<reset password>
Appleseed, Johnny	jappleseed	<reset password>
Caldwell, Josh	jcaldwell	<reset password>
Thompson, Jena	jthompson	<reset password>
Miller, Michael	mmiller	<reset password>
Smith, Monica	msmith	<reset password>
Gipple, Nick	ngipple	<reset password>
Smith, Sam	ssmith	<reset password>
Train, Thomas	ttrain	<reset password>

Teacher name	Teacher id
Kaufhold, Ken	kkaufhold
Christy, Brenda	bchristy

Resource	How to access
Class Email	lanarts8.803-1314@culverstudents.net

Reset Password for Ashley Johns (ajohns)

Close Window

✓ Resetting password for student 'ajohns'

Force reset on login: tick this to force student to pick their own password on next login.

76.237.176.191

8:08 PM 8/3/2013