

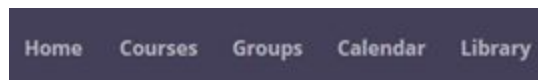


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Quick Start Guide 1 - Site Navigation

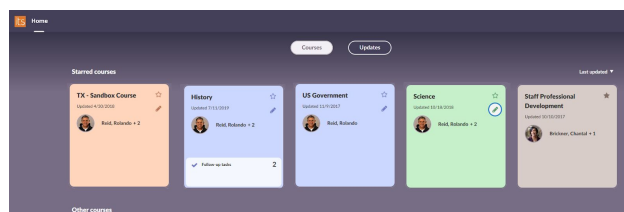
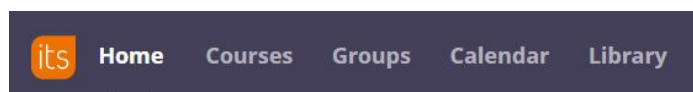
1. Site Toolbar:

The **Site Toolbar** is the colored menu bar that runs along the top of the window. This has links to the main site tools and features. These links allow you to move through the site easily.

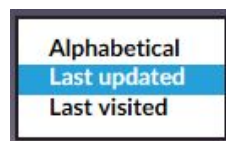


Home Tab:

The **Home** tab will take you to the course cards page. This will show you each course you are enrolled in. Additionally, each course card will show you if you have any upcoming tasks to complete.

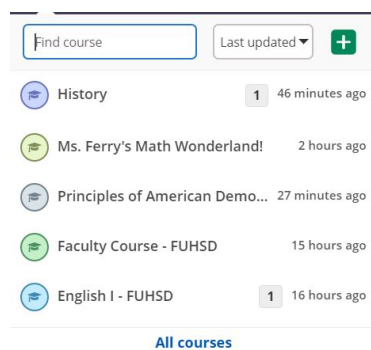


You can sort the course cards by *clicking* on the **drop down menu** in the top right and *selecting* **Alphabetical, Last updated, or Last visited**.



Courses Tab:

The **Courses** tab is where you will find a quick list of your most frequently visited courses. To see all your courses click **All Courses** at the bottom. You can search for a course in the search bar or add a course by clicking the green +



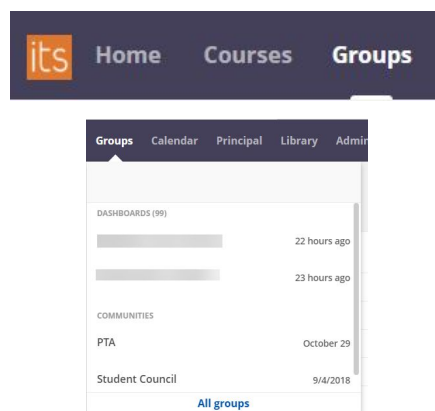


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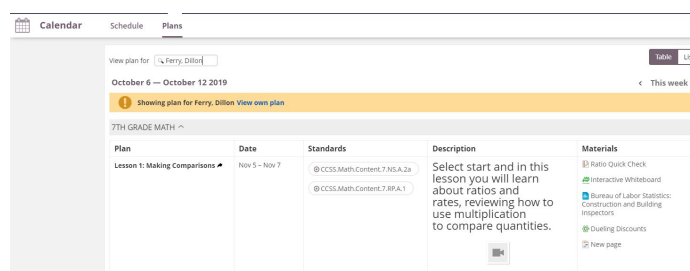
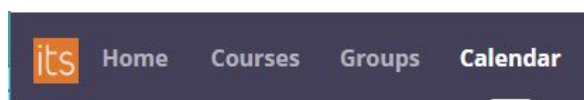
Groups Tab:

The **Groups** tab will first show a quick list of your most recent groups. To see a list of all of your groups *click All groups*.



Calendar Tab:

The calendar tab allows you to see events and due dates of items in courses. The **Plans Tab** within the calendar allows you to search for shareable plans by teacher name. Teachers will only find plans that have been shared to the site. Administrators can find plans for any of the teachers assigned to their campus via a faculty course.



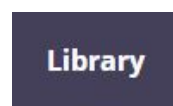
Mentor/Principal Tab:

This tab is labeled **Mentor** for Teachers and **Principal** for Administrators. Each has varying capabilities such as: administer campus/district assessments, check on a group of students, and develop individual learning plans.



Library Tab:

Our **Library** comes pre-populated with over 3 million open educational resources. Search by subject, key word, or learning standard and then filter for type of resource, grade level, reading level, language and author. This is also a location for district staff to

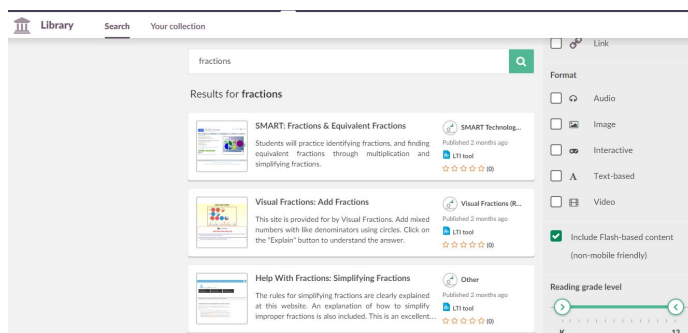




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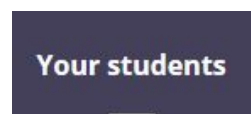
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share information and resources.



Your Students Tab: (Teachers Only)

This tab will give you an overview of all your students (from all courses). You can see the last time they visited the site, and the total number of Tasks (for all their courses) they have due this week.



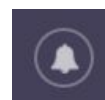
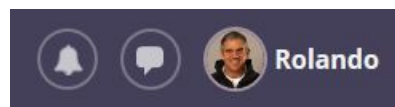
Your students

Search students	NAME ▼	LAST VISITED	TASKS
All courses	Anger, Cierra	7/28/2017	6/22
7th Grade Math	Belen, Anabel	July 18	3/21
US History from 1877	Belen, Miguel	Friday at 3:05 PM	4/22
Principles of American...	Blair, Adrienne	Never	4/22
Faculty Course - FUHSD	Boehman, Ola	4/21/2017	4/22
Biology - FUHSD	Capello, Renay	4/10/2018	5/21
	Caudill, Ricarda	10/10/2017	3/22
	Cecil, Charmain	Never	3/21
	Dang, Juanita	4/26/2017	3/21
	Delmont, Krista	4/26/2017	3/21
	Depalma, Marcus	4/26/2017	5/22
	Diggins, Treena	5/24/2017	3/21

Notifications, Messaging, & Personal Settings

The **Notifications** Tab will have a number on it if you have “to-do” tasks.

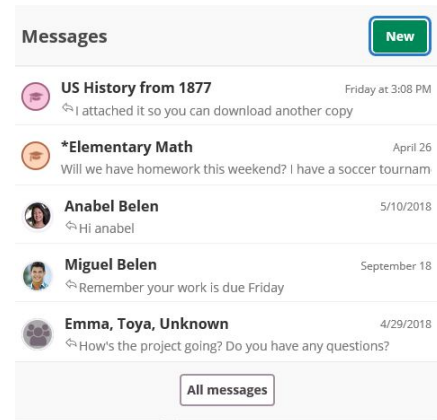
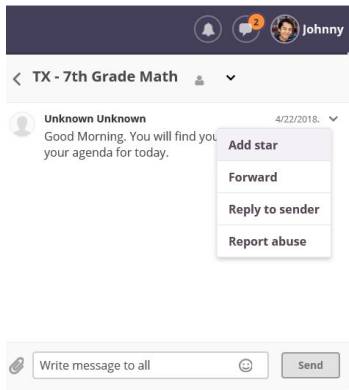
The **Message** Tab will also have a number if you have a message. This is where you can go to message, individuals or course groups. We have a safety feature that allows students to mark inappropriate messages. That message is then deleted from the student view but is tagged for the teacher.



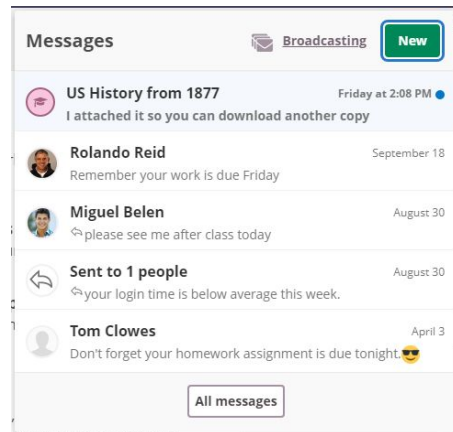


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Administrators can broadcast a message to either the whole district or campus depending on site system settings.



Your Name Tab has many options such as: your personal settings, your eportfolio and the ability to search the entire site for resources you have access to.

