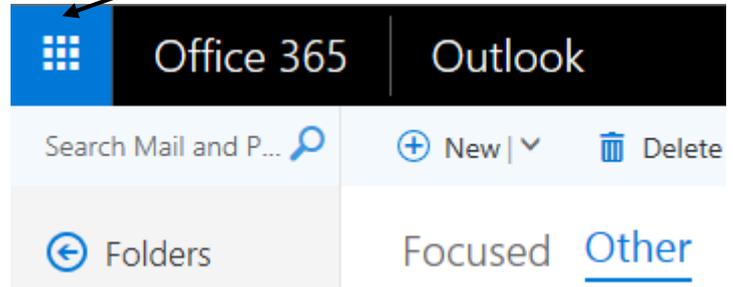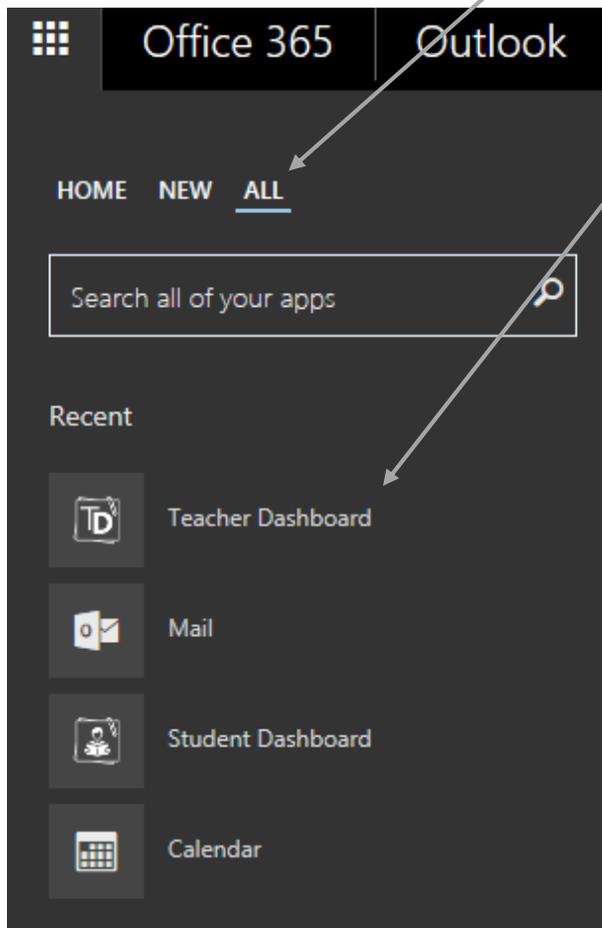# Teacher/Student dashboard

Getting started

1. Log on to your school email and then click on the button in the top left hand corner of the screen
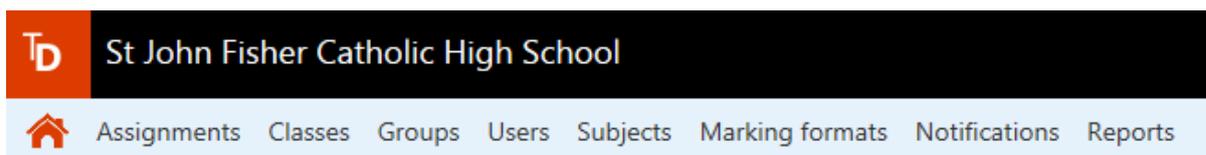

2. When the menu opens, click on all and then click on teacher dashboard (yours may be at a different point on the list, but it will be there!)

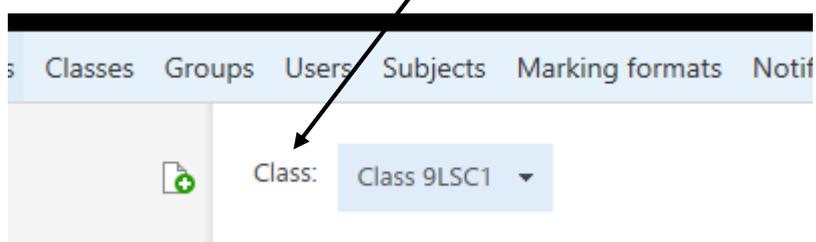3. The homepage of the Teacher dashboard will look like:

4. From the homepage you can set assignments, share weblinks and share documents with the pupils in specific classes or with other teachers.

Viewing who has access to their school email/one drive
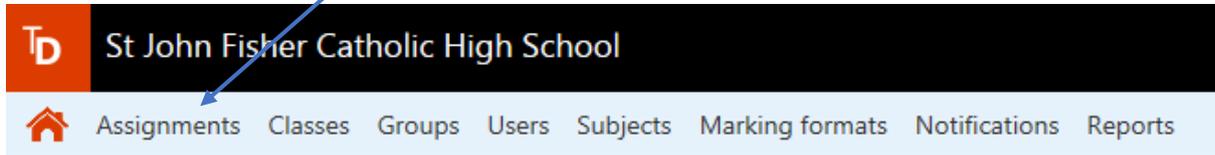
1. Select your class from the drop down menu

2. Look at the information on the screen below – this will show you who has issues/has never accessed their email and/or one drive. You need to ask these students to go to the IT office and ask for a log on/password for their email.

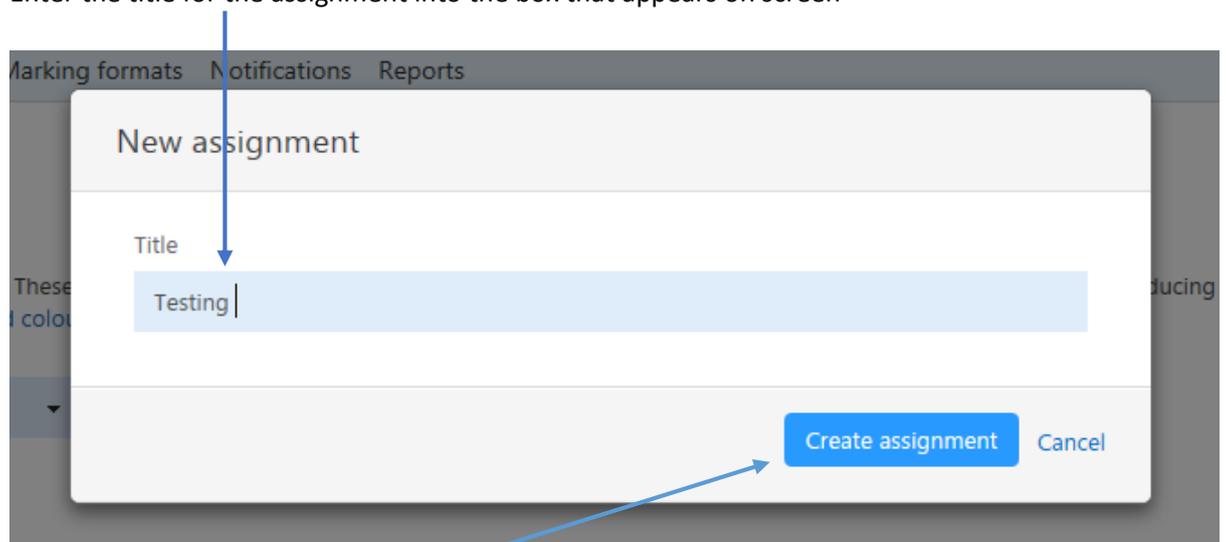## Setting Assignments

1. Click on the assignment button

2. Click on + new

3. Enter the title for the assignment into the box that appears on screen

4. Click on create assignment

5. The following box will then appear

Testing (Edit)

Details   Assessment   Q & A

Instructions

| ↩ ↪ | **B** *I* | 🔗 🔗 | ≡ ≡ ≡ ≡ | ≟ ≔ | 📋 |

Subject

Select a subject   ▾

Due date   Due time

                                        🗓   HH ▾ : MM ▾

Grade/Mark format

Select a marking format   ▾

Recipients

Classes   Groups   Users

🔍 Select one or more classes   🔍 Select one or more groups   🔍 Start typing a user name

☐ Enable 'anonymous marking' for this assignment ❓

Resources

⊕ add

6. In the large section labelled instructions write down the instructions for the assignment
   a. These can be simple instructions explaining what students have to do

Instructions

| ↩ ↪ | **B** *I* | 🔗 🔗 | ≡ ≡ ≡ ≡ | ≟ ≔ | 📋 |

|

OR

   b. Links to websites can be included – this can be done in several different ways
      i. Type the web address in and press return and start the next line (the web address should then appear blue and underlines)
      ii. Import the addresses from word – to make them into links you will then have to put a space or return at the end of every individual address (the web addresses should then appear blue and underlined)

iii. Use the insert link button

This then gives the following page. The URL is the web address and then you can put a description/title for the link in the display text box which might make the link easy to understand.

7. Select the recipients for the assignment and tick the box if you wish to enable anonymous marking

8. Select the subject, due date and time and the grade/marking format (you need to put something into each of these boxes – even if it is not going to be handed in/marked using this system, just select one of the formats anyway!)

Subject

Chemistry ▼

Due date   **Due time**

HH ▼ : MM ▼

Grade/Mark format

Select a marking format ▼   More m

9. Finally add any resources that the students will need using the add button

☐ Enable 'anonymous marking' for

Resources

⊕ add

10. Press the send button (found in the top right hand corner of the page)

Send

Managing, Closing or Deleting an assignment

1. On the assignment page click the list view button

Assignments (showing 1 - 1 of 1)

⊕ new

All of the assignments that you have access to are listed below. These assignments are only v introducing functionality that will let you share assignments with other teachers as well. Lear

Select a bulk action ▼   Filters ▼   ☰ List view

2. Click on manage, close or delete as appropriate.

	Title	Subject	Due	Status	Actions
	Revision material	English	16/11/2017 00:00	Active	Manage · Close · Delete

3. To go back to the original view click on tile view

Select a bulk action	Filters	⊞ Tile view