

Welcome to GoGuardian for Teachers, where classroom management is as simple as 1. 2. 3.

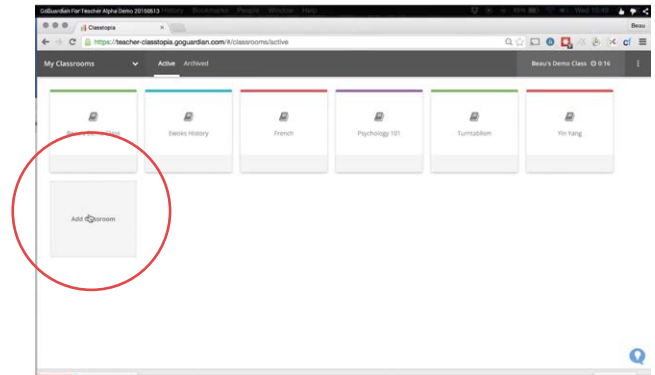
We're excited that you're using our product and wish to make your learning experience as easy and fluid as possible. To help you get started quickly, we've put together a simple guide to walk you through the basics of how to set up your classroom on GoGuardian for Teachers and show you how to access many other classroom management features.

If you have any questions that aren't addressed in the below guide, please feel free to contact us for help.

Quick Start

How to create a classroom and enroll students

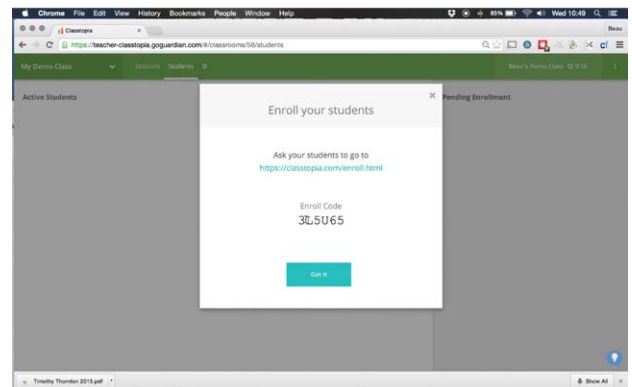
On the GoGuardian for Teachers Homepage, click on the grey tile icon titled "Add Classroom". A popup menu will appear asking you to provide information on the new classroom. Fill out the "Name" field with a unique classroom name. Note that this step is mandatory and cannot be skipped. Next, provide a description for the class under the optional "Description" field and then select a unique color from the "Color" drop-down menu. When done, click on the "SAVE" button. Your unique classroom has now been created.



ADD CLASSROOM

Upon saving the new classroom, GoGuardian for Teachers will load you automatically into your new Classroom page. This page is easily identifiable by the colored header menu at the top.

To add (enroll) students to your new classroom, make sure you are on the ["Students" tab](link to students page walkthrough for more info) of the Classroom page. Click on the "Add Students" button located in the middle of the page. A new popup menu will appear with instructions for directing your students to GoGuardian



ENROLL STUDENTS

for Teachers' [Enrollment Page](https://GoGuardian for Teachers.com/enroll.html) and your classroom's 6-digit Enroll code.

The Enroll Code is unique to the specific teacher classroom and can be used by any student attending your class. Be sure to share both the Enrollment Page URL and the unique Enroll Code with your students, so they can enroll into your class in a timely manner. When ready, click on the "Got It" button to return back to Classroom page.

Once students have enrolled into your class, their names will automatically populate the right-side of the Classroom page under the Pending Enrollment column. Their name will be accompanied by two icons, the [show add + icon] allows you to add the student into the class while the [show drop X icon] will allow you to drop them. Once the add icon is clicked, the student will automatically be moved from the Pending Enrollment column on the right and into the Active Students column on the left.

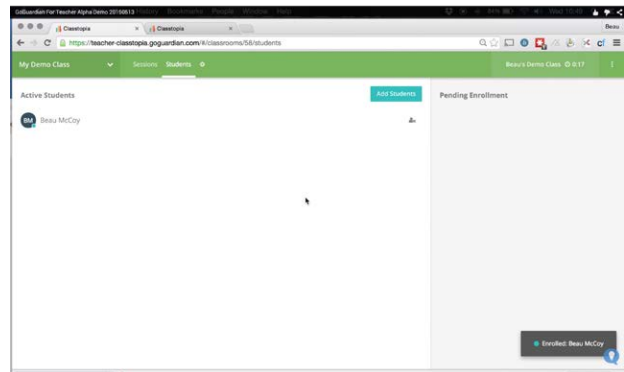
Congratulations! You have successfully created a classroom and added students to it. If you're curious for more, be sure to read through the more detailed Features Walkthrough and check out the How-To section for other short guides on many awesome features.

How-To

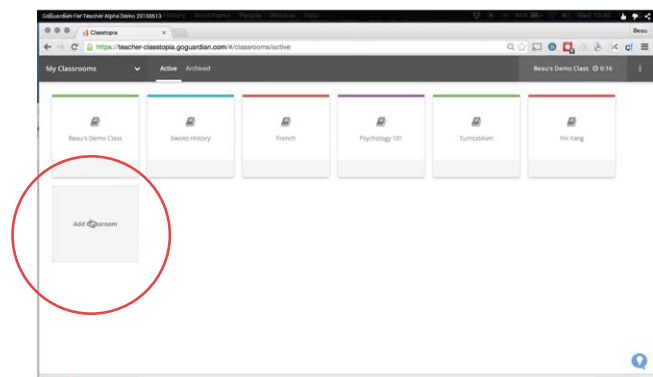
Add a classroom:

While on the GoGuardian for Teachers Homepage, click on the grey tile icon titled "Add Classroom". A popup menu will appear for adding a new classroom. Fill out the name and description of the classroom you are adding. Note that the "Name" field is mandatory and must be filled out to save the classroom. Select a unique color from the "Color" drop-down menu. When done, click on the "SAVE" button.

Navigate to your Classroom page: While on the



ENROLLMENT



ADD CLASSROOM

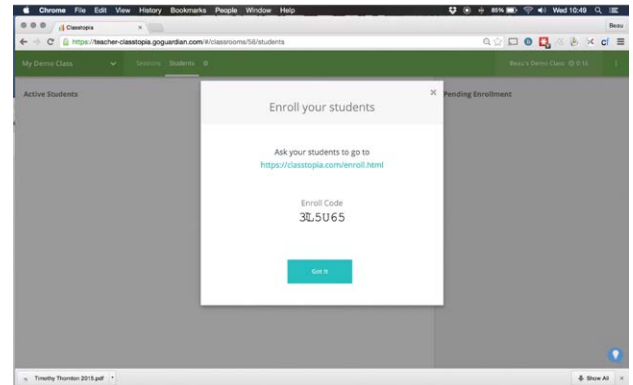
GoGuardian for Teachers Homepage, click on your classroom tile to load up your Classroom page. There are three tabs within the colored main header menu of your Classroom page: The Sessions tab, Students tab, and Settings tab (gear icon).

Navigate to the GoGuardian for Teachers Homepage:

Click on the drop-down menu in the far left of the main header menu. Scroll down to the bottom of the drop-down menu and click on “My Classrooms” to go to the GoGuardian for Teachers Homepage.

Add students to a classroom:

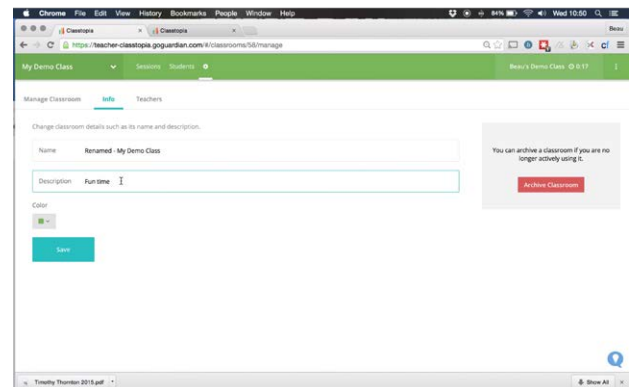
While on your Classroom page, click on the Students tab in the colored main header menu. Click on the “Add Students” button. A popup menu will appear with a URL and unique 6-digit Enroll Code for you to provide to your students. Once students have enrolled in the classroom using the Enroll Code, their names will populate on the right-side of the page under “Pending Enrollment”. Click on the + icon to the right of the student’s name to add the student to the class.



ENROLL STUDENTS

Drop a student from a classroom:

While on your Classroom page, click on the Students tab in the colored main header menu. Scroll through the Active Students column on the left-side of the page to find the student you wish to drop. To the right of the student name is an X icon for dropping the student. Click on the X icon to drop the student from the class.



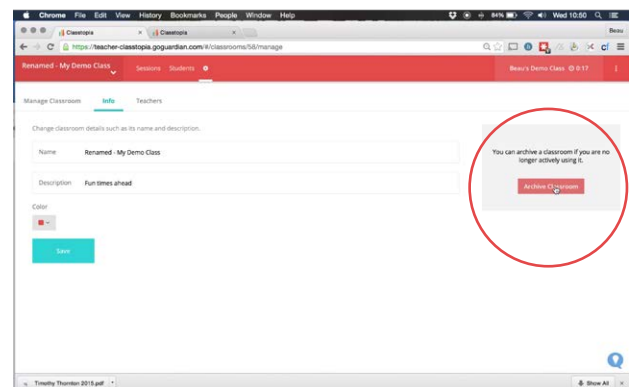
ADD STUDENTS

Quick-view existing classrooms:

Click on the drop-down menu in the far left of the main header menu. All existing classrooms will appear in the drop-down for quick reference.

Modify a classroom:

While on your Classroom page, click on the Settings tab (gear icon) in the colored main header menu. Click on the Info tab to modify the Name, Description, and Color of the classroom. Press the “Save” button to save your changes.



ARCHIVE A CLASSROOM

Archive a classroom:

While on your Classroom page, click on the Settings tab (gear icon) in the colored main header menu. Click on the red “Archive Classroom” button on the right-side of the page and confirm your decision to archive your classroom.

Add a teacher to a classroom:

While on your Classroom page, click on the Settings tab (gear icon) in the colored main header menu. Click on the Teachers tab to see what teachers are assigned to the class. Click on the “Add Teacher” button to open a popup menu. Type in the teacher’s name and select their role from the drop-down menu. When finished, click “Add”. The teacher’s name and their relationship to the classroom will appear in the Teachers list.

Drop a teacher from a classroom:

While on your Classroom page, click on the Settings tab (gear icon) in the colored main header menu. Click on the Teachers tab to see what teachers are assigned to the class. Click on the X icon to the right of the Teacher’s name that you wish to drop. Confirm that you wish to drop the teacher to save your settings.

Start a new session:

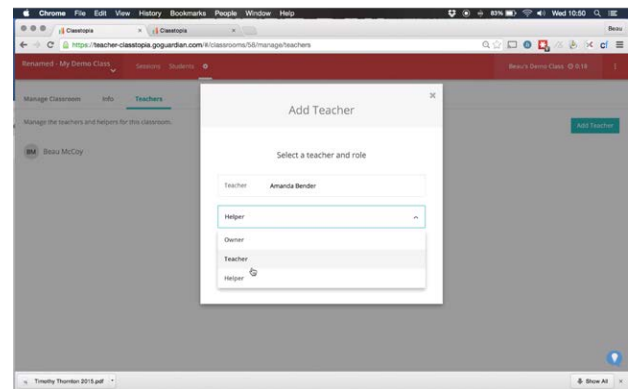
While on your Classroom page, click on the Sessions tab in the colored main header menu. Instructions for starting a new session will appear on the right-side of the page. Use the drop-down menu to pick a time limit for your session. Click on the “Start Session” button to complete the creation of your new active session.

View a previous session:

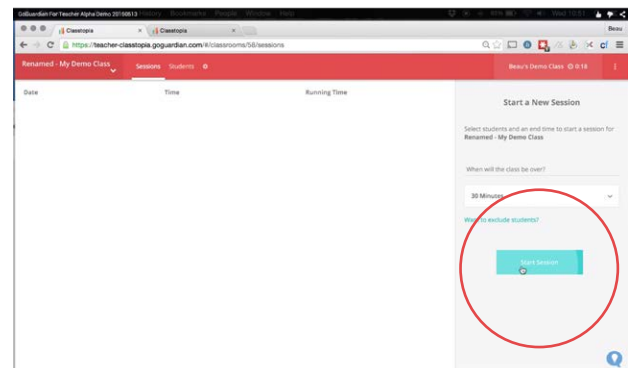
While on your Classroom page, click on the Sessions tab in the colored main header menu. A listing of all past sessions will load up on the left-side of the page. Scroll through the list to the session you wish to view and click on it to load up the past session.

See live student timeline activity:

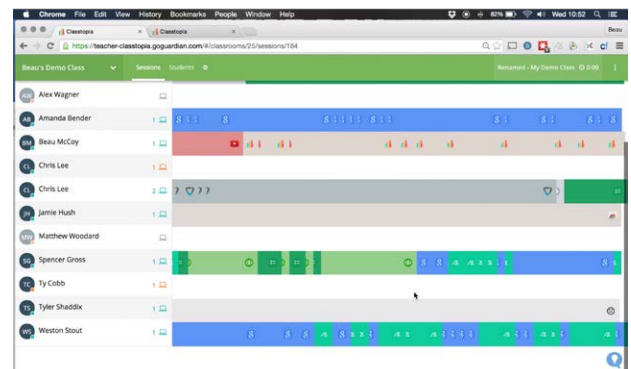
While on your active Sessions page, click the Timelines tab under the Session View sub-menu to load up the



ADD TEACHER



START SESSION



LIVE TIMELINE

live student timeline view. To view a specific student's activity, find the student's name in the list and click on the specific time in the timeline that you'd like to view. A popup menu will open showing a description of the active and other tabs the student has open.

See past student timeline activity:

While on your Classroom page, click on the Sessions tab in the colored main header menu. A listing of all sessions for that classroom will load on the left-side of the page. Scroll to the session you wish to view and click on it. The past timeline view will load to show all activity from that session. To view a specific student's activity, find the student's name in the list and click on the specific time in timeline that you'd like to view. A popup menu will open, showing a description of the active and other tabs the student had open at that moment in time.

Update time remaining in session:

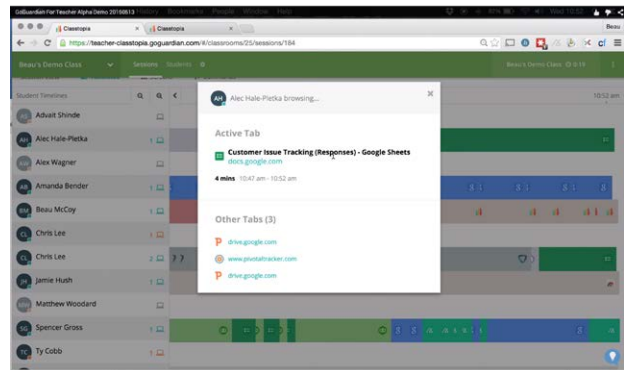
While on your active Sessions page, click on the Time Remaining icon directly under the colored main header menu. A popup menu will appear with options to extend the session by a set number of minutes. Click the "Update Session" button to complete the change.

Drop a student from a session:

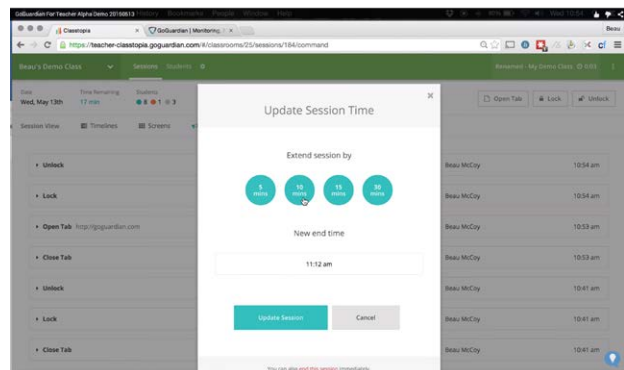
While on your active Sessions page, click on the Students icon directly under the colored main header menu. A popup menu will appear with a list of all students enrolled in the class. Click on the X icon to the far right next to a specific student's status to drop that student from the session. Scroll to the bottom of the list and click the "Done" button when finished.

Download screenshot of student's screen:

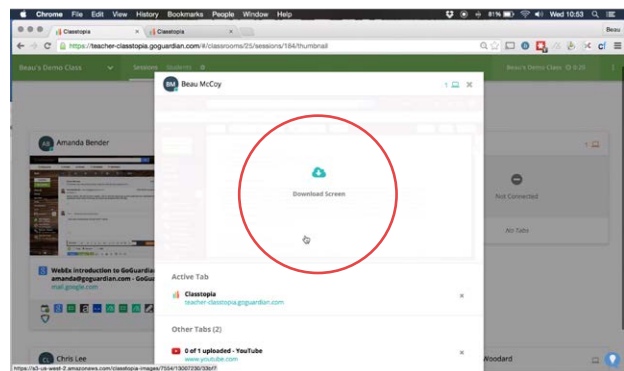
While on your active Sessions page, the Screens tab in the Session View sub-menu to load screenshot thumbnail of every student's screen in an easy-to-view tile format. Click on any student's screenshot thumbnail to load a popup menu with a larger picture of that student's screen. Click on the picture to download the screenshot.



STUDENT ACTIVITY POPUP



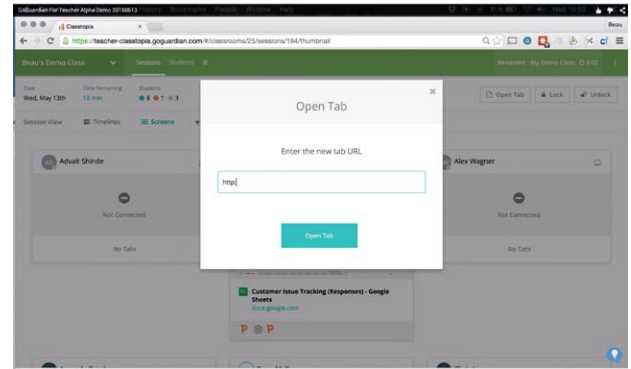
UPDATE TIME REMAINING



DOWNLOAD SCREENSHOT

Close tab on student's screen:

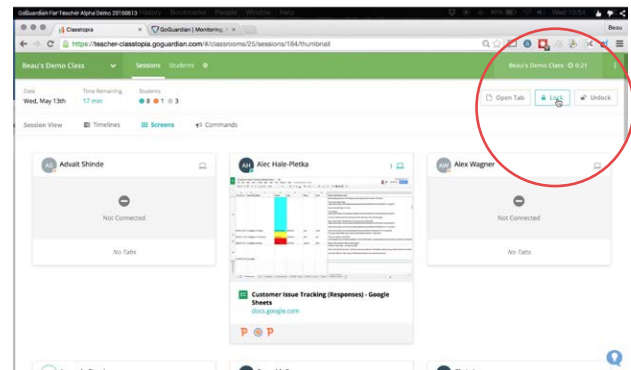
While on your active Sessions page, click the Screens tab in the Session View sub-menu to load a screenshot thumbnail of every student's screen in an easy-to-view tile format. Click on any student's screenshot thumbnail to load a popup menu with a larger picture of that student's screen. Under the screenshot picture is a list of all of the student's active and other tabs. Click on the X icon on the right-side of each list item to close that tab.



OPEN TAB

Push tab out to students' screen:

While on your active Sessions page, click on the Open Tab icon on the right-side of the page to load a popup menu where you can type in a URL. Click on the button to load a new active tab with your chosen URL on the Chromebook of every student enrolled in the session.



LOCK/UNLOCK

Lock/Unlock Chromebook:

While on your active Sessions page, click on the Lock or Unlock icons on the right-side of the page to control accessibility of the Chromebooks for all students enrolled in the session. When locked, students' Chromebook screens will turn black, indicating that the student should look up to the teacher for direction.