# Instructional Manual:

**ADD A CLASS / STUDENT:**
<mark>PLEASE NOTE: You must add a class before you add a student.</mark>

**Add a Class:**
- Click on the Menu button in the top left corner.
- Click on the red + sign to the right of "Class."
- Type in the name of your class.
- Select the grade.
- Now you have two choices:
  - Click "Save / Return" if you're only creating one class.
  - Click "Save / Add Class" if you're going to enter another class.
- Congratulations, your class is added!

**Add a Student:**
- Click on the Menu button in the top left corner.
- Click on the red + sign to the right of "Student."
- Enter the student's first name, last name, and class. (Please note, you must enter data for both the first and last names. Initials are accepted.)
- Enter a nickname, if you wish.
- If you would like to add or take a photo, click on "Photo." An empty avatar will remain if a photo isn't taken or attached.
- Now you have two choices:
  - Click "Save / Return" if you're only entering one student.
  - Click "Save / Add Student" if you're entering multiple students.
- You can edit your student's information (including a picture) at any time. (See the section about editing a student.)
- Congratulations, your student is added!

**EDIT A STUDENT:**
- Click on the Menu button in the top left corner.
- Click on "Students."
- Click on the student you wish to edit.
- A box will appear with the student's information.
- Edit the needed information (names, photo, landmarks, class).
- Click "Save."
- Congratulations, you edited a student!

**EDIT A CLASS:**
<mark>(To change a student's class assignment)</mark>
- Click on the Menu button in the top left corner.
- Click on "Students."
- Click on the student you wish to edit.
- Click on the drop down box for "Class."
- Choose the class and click on "Save."

- Click on the Menu button in the top left corner.
- Click on "Students."
- Click on the student you wish to delete.
- Click on "Delete."

## ADD A LANDSCAPE:
- Click on the Menu button in the top left corner.
- Click on the red + sign to the right of "Landscapes."
- Using the dropdown arrows, select the class and the landscape you wish to add.
- Select the students to assign the landscape to, and then click "Create."
- Congratulations, you added a landscape (or multiple landscapes)!

  OR

- Click on "Students" from the Menu button.
- Select a student.
- Click on "Landscapes and Groups" (the second tab).
- Using the dropdown arrow, click on the landscape you wish to add.
- Congratulations, you added a landscape!

## OPEN/VIEW A LANDSCAPE (to confer with a student):
- Click on the Menu button in the top left corner.
- Click on "Landscapes."
- All of the landscapes created can be accessed from this page. You can click on one of the bolded headings to sort, or you can use the search box (just type in the student's name).
- Click on the student 's landscape you wish to view.
- Congratulations, you're ready to confer!

  OR

- Click on "Students" from the Menu button.
- Select a student.
- Click on "Landscapes and Groups" (the second tab).
- Click on the landscape you wish to view.
- Congratulations, you're ready to confer!

## TO CONFER WITH A STUDENT (add notes and/or picture/video):
- Open up the landscape. (See "OPEN/VIEW A LANDSCAPE" for directions.)
- Click inside of the landmark you wish document  (on the white empty space).
- To add notes, type in the "Notes" section and click on "Post."
- To add a picture or video, click on "Take pic/video." You can either choose an existing photo/video, or you can take a photo or video.

- If you would like to document the artifact as review (meaning the landmark is on the horizon, still being developed, or you want review it with colleagues/coaches), click on "Review." The landmark will turn yellow.
- If you would like to document the artifact as developed, click on "Return/Save." The landmark will turn green.
- Congratulations, you conferred with a student!

## ADD A GROUP:
- Click on the Menu button in the top left corner.
- Click on the red + sign to the right of "Groups."
- Select the class.
- Select the students you want in a group.
- Select the landscape you wish to create.
- Click on "Create."
- Congratulations, you created a group!

## OPEN/CONFER WITH A GROUP:
- Click on the Menu button in the top left corner.
- Click on "Groups."
- You can sort groups by: landscape, students, and date.
  - Click on the heading to sort differently.
- Select the group you wish to confer with/view.
- One landscape for the group will appear.
- Anything you document on this landscape will automatically be transferred to each member's individual landscape.