



## Teacher Quick Start Guide

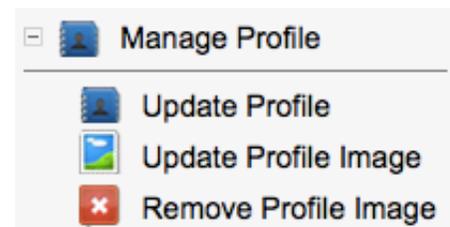
The Teacher Quick Start Guide explains how to use the basic components of the Arkansas Digital Sandbox as well as some of the administrative features. To use these features, your access level must be at least a Teacher level.

### Profile Information

All users are defaulted to their profile page after login. Users can change profile information by clicking on the **Manage Profile** icon on the left-side menu. Here users can make the following changes:

#### *Passwords*

Users can change their password by clicking on the **Update Profile** icon and then typing in their new password in the **Password** field and then again in the **Verify Password** field. Remember, all passwords must be at least four characters in length.



#### *My Activities*

Users can determine which activities are displayed on their profile such as latest logins, new friendships, and profile updates by clicking **Update Profile** and then clicking on the **My Activities** tab.

#### *Profile Picture*

Users can change their profile picture by clicking the **Update Profile Image** icon. Profile images cannot be larger than 2.5 MB in size.

### Editing Student Information

Users with an access level of Teacher and above have the ability to reset student passwords. To do this:

1. Click on the **Find Users** icon on the left-side menu.
2. Find the name of the student by using the search and sorting features at the top of the screen.
3. Click the name of the student. This will bring up the student's profile page. Click on the **Manage Profile** icon on the left side menu. This will bring up the student's school information.
4. Type in the student's new password in the **Password** and **Verify Password** fields and click **Update** at the bottom of the screen.

## Connecting with Users

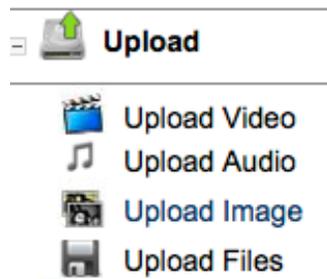
Users on the Sandbox can friend another user within the state (depending on your district's setup). Once you establish a connection with another user, not only does the user appear on your **Buddy List** tab of your profile page, but you are also notified of your buddies' activities on your **My Activities** tab.

A buddy can be added a couple of different way:

1. Click on the **Find Users** icon on the left side menu. Once there, find the user you would like to connect with and click on the **Add Buddy** icon next to the user's name. This will send a request to the user to confirm the connection.
2. Buddies can also be added by clicking on the **Add Buddy** link located on the **My Buddy** tab on your profile page.

## Uploading Media

Users can upload many types of media files on the Sandbox including videos, images, audio files, and document files.



All media files can be uploaded by clicking on the **Upload** icon on the left-side menu. Users will then have a form to fill out before browsing for their video, image, or audio file. Below are a few key items on this upload form:

*Title:* This is a required field. Users cannot proceed to the next page unless the **Title** field is complete.

*Tags:* Tags are key words used to describe the media file. Tags are indexed and searchable.

*Preferences:* By default, all users within the state have ability to view uploaded media. Visibility can be restricted by utilizing the **Permissions** menu, which can be found under the **Preferences** tab. For example, the permission of **Teachers and Above** can be utilized if users are upload professional development content.

Once the form is filled out, click on the "Next" button and then browse for the video, image, or audio file. Please note, videos can take up to 30 minutes to appear within the interface.

## Uploading Files

Each user has a **My Files** section on the profile page that functions similarly to a digital locker. Users can upload a file (that is only viewable to the student and the teacher) and then download the file anywhere they have an internet connection. Teachers can drill into a student's account at any time to view these files.

To upload a file:

1. Click on the **Upload** icon on the left-side menu.
2. Click on the **Upload File** link.
3. Type in a title, browse for the file, and then click **submit**.

Users can share the files at a group levels. To do this:

1. Click on the **My Files** tab.
2. Select the Group Name from the **Add to Group** menu and click **Submit**.

## Monitoring Media Files

The key security feature of the Sandbox is that all students' uploaded media is controlled and monitored by an administrator(s) before going online for others to view. Users with an access level of Teacher Administrator and above have the ability to approve media files. To do this:

1. Select the **Pending Media** link on the left side menu (Note: if students upload media directly to the Group page, then the content can be approved by clicking on the **Pending Media** tab of the group). Then, click on the appropriate tab (Pending Videos, Images, Audio Files, or Avatars (Profile Images)).
2. Sort alphabetically to find a specific file or browse numerically. Click on the title of the file to view it.
3. After viewing the file, any of the information can be edited such as the Title, Details, and Tags. To approve the file, click on the **Preferences** tab, select the **Yes** bubble next to **Publish** and click **Save**. To delete the file, click on the **Delete** button at the bottom of the screen.

## Searching Media

To search for videos, images, and/or audio files, click the All Media link on the left side menu. Users can search for media alphabetically or type in a key word or phrase in the search bar.

Click on the title to view the file. After viewing a video or image, users can rate it (only once!) by hovering over the desired amount of stars they wish to give the file. You can also leave a comment beneath the file for the author. Please note that this is only student to teacher communication. Students do NOT have the ability to comment on

other students' content, only their own. Teachers can leave comments for any student and/or other staff member.

## **Group Pages**

Group pages serve as a centralized location where teachers can upload and share media files that are specific to a certain subject, class period, or extra-curricular activity. Only users that belong to the group can view the files.

*To create a group:*

1. Click on the **Groups** icon on the left-side menu.
2. Click on the **Create a Group** icon.
3. Select the **Group Type** (Open to all or Approval to join), name your group, and write a brief description about your group.
4. Next, upload a group logo. If a group logo is not selected, the default group logo will be used. Click **Submit** when complete.

*Inviting Group Members:*

1. After creating a group, the group's activities page will appear. Click on the **Invite Members** link to invite users to the group
2. Type in the name of the user and click on the user's name from the menu. Click **Submit**.

*Approving Group Members:*

1. Users can browse for groups by clicking on the **Join a Group** icon located underneath the left-side **Groups** icon.
2. Users can search for groups by using the built in search feature or by browsing through all groups. Users can then join a group by clicking on the **Join this Group** link.
3. The group creator must approve any student pending request for an **Approval to Join** Group before the student can belong to the group. To do this:
  - a. Click on the **My Groups** icon under the left-side **Groups** icon. Click on the name of the group.
  - b. If there are pending users, a red notice will appear the top of the page - "New users have joined this group - please activate them."
  - c. To view pending users, click on the **Activate Pending Users** link. Click the **Activate User** link to allow access or the **Delete** link to deny access.
  - d. Group requests can also be sent via email. To set this up, click on the **Email Notifications** icon located under the **Settings** icon on the left-side menu.

