**Teacher Dashboard- Classes Transcript**

In this video, we're going to look at the teacher dashboard, at classes-- so how to create classes, edit classes, and view various different metrics about your class. First and foremost, to create a class, from the “My Classes” section of your dashboard, click “Create Class.” Here, you can give your class a name and you can enter various other details about that class, as well as give it a description if you so choose. That's all it takes! Enter your information and press create, and your class will be created.

Here you see at the top your class code that you can share with your students. To the right side here, you'll see a settings button. From here, you can access printable codes. So this is a PDF sheet with that class code that you can print off and give to students to make it even simpler for them to join your class. From the settings page, you also have the ability to archive your class or delete your class, as well as edit any of the class information.

Your active classes will appear on your homepage on your dashboard. So here you'll see that history class that we just created. If you choose to archive a class it will go here, into your “Class Archive.” This is a great tool for staying organized from semester to semester or from year to year. If you want to get that class off of your dashboard, but you want to still be able to access that class, see student information, the assignments that you assigned, and reports associated with those students. You can also unarchive a class or, again, delete from your archive.

In an active class, you'll have three tabs. First is the “Students” tab, where students will be organized by last name, first name in alphabetical order to match most rosters. You'll also see your students' usernames. So if they ever forget their username, you could provide it to them here. You can also edit student information by clicking the pencil. This allows you to reset a password for a student if they forget, or change their name. Maybe they forget to put in their last name or they spell it wrong, you could edit that in here. You could also unenroll a student if they leave your class or change schools.

On the “Assignments” tab, you'll see the active and inactive assignments for your course and you can also create assignments for your class from here. Under “Active Assignments,” you'll see their due date, how many students you assigned to, and how many have completed it; and you can click on that assignment for more information. On the “Inactive Assignments” side, you can see assignments that have passed their due date, or have had all students complete and reach a hundred percent, or you can find assignment drafts that you've created that you have not yet assigned. And again you can click on those to view more information or, with drafts, you can assign them.

The last tab on the classes page is the “Reports” tab. Here, you'll see big picture information about your class, such as how many of the assignments they've completed over the year as well as how many total learning minutes they've achieved. You can also download this report as a CSV, which you can then edit, filter, provide to your administration, and just use for planning purposes.