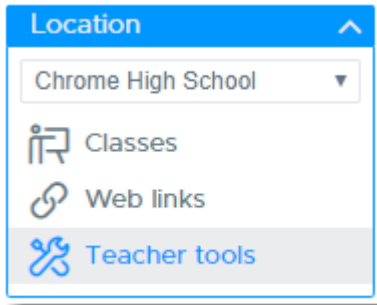


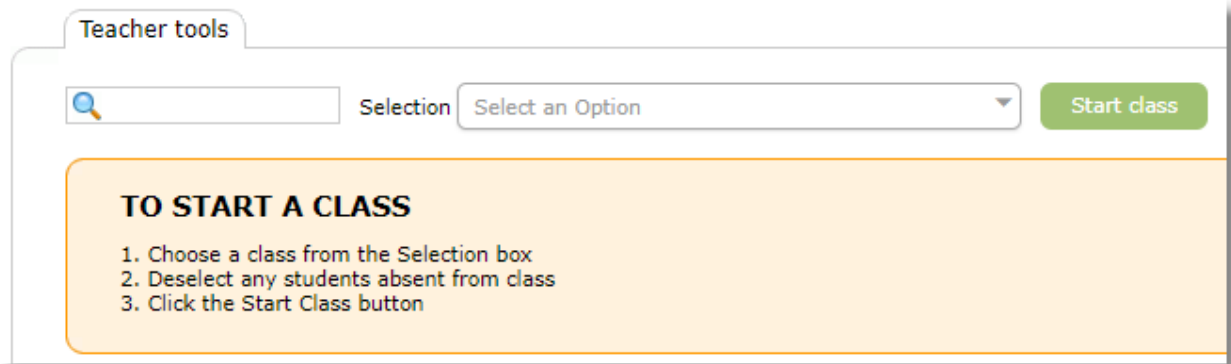
Securly Classroom

7 Teacher Tools

Teacher Tools provides the primary functions used by teacher to manage devices in the classroom. The tools are accessed by selecting **Teacher Tools** from the main menu.



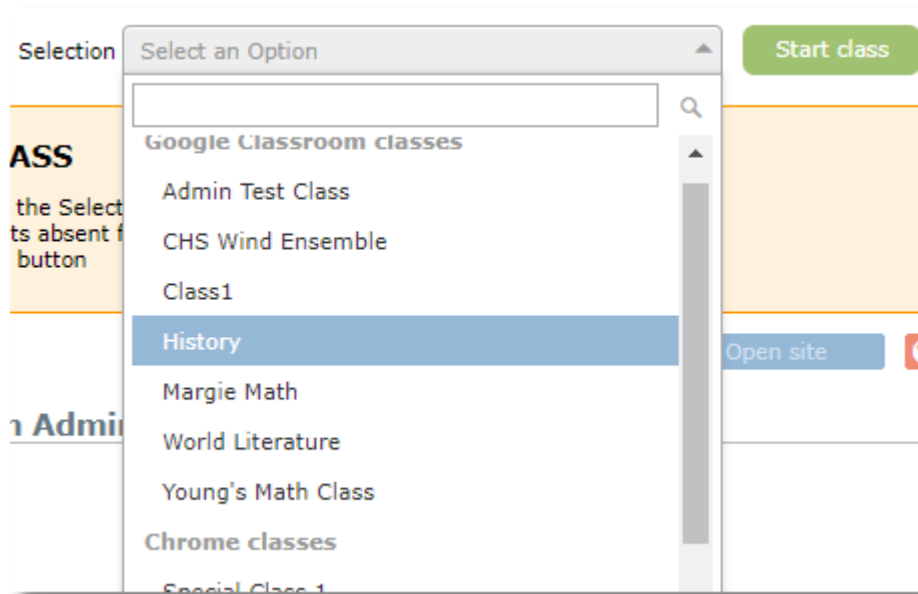
When entering Teacher Tools, an informational box is provided showing the three steps for starting a class.



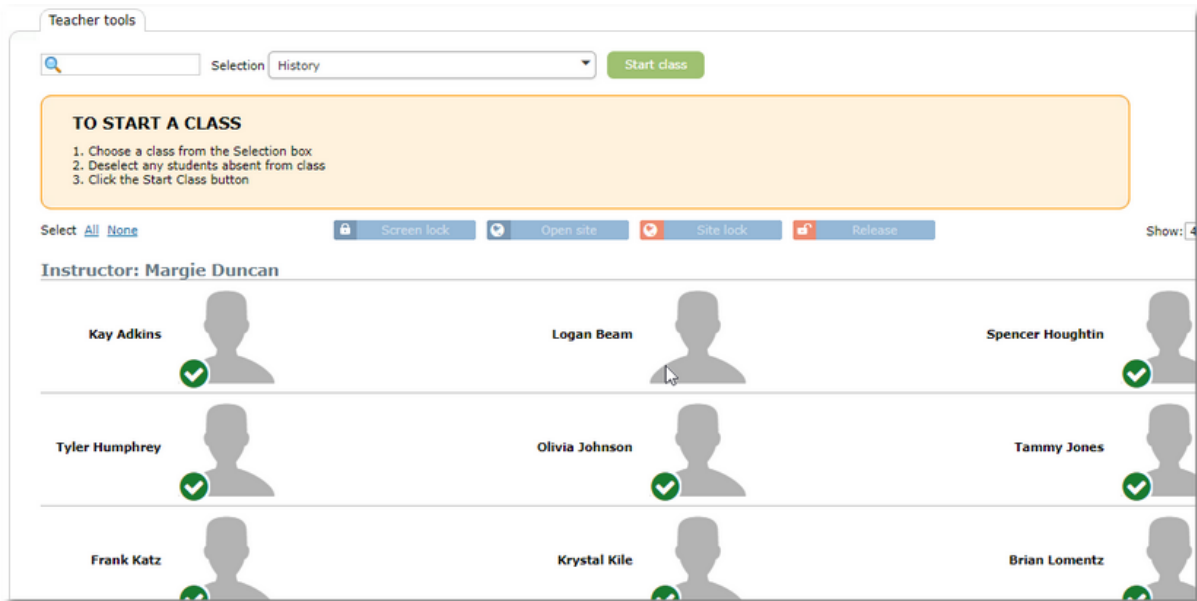
7.1 Starting a Class Session

To start a class session, follow the three steps listed in the information box at the top.

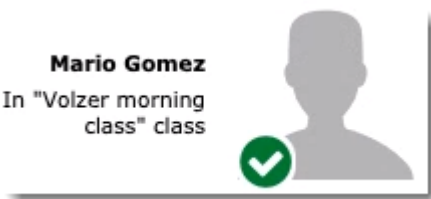
1. Use the "Selection" box to choose a class. Google Classroom classes are imported automatically and appear together in a group. Manually-created classes appear in a separate list labeled "Chrome classes"



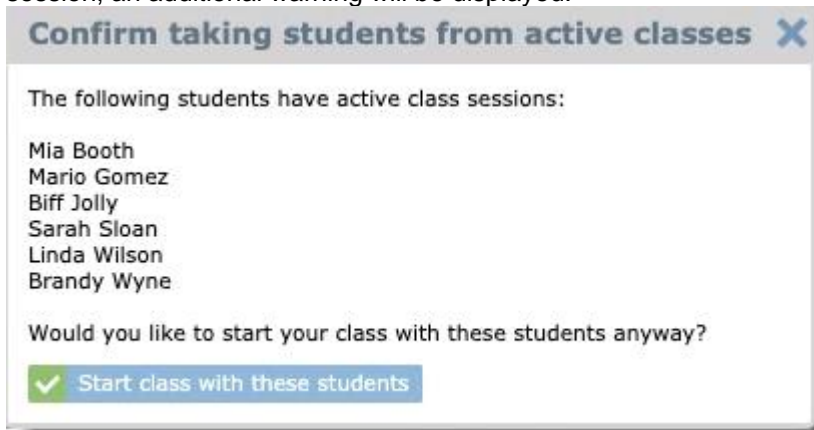
2. A list of all students in the class will appear. All students will be shown with a green checkmark to indicate that they are selected for inclusion in the class session. Click on any student who should be excluded from the class, such as students who are absent.



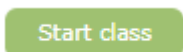
If a student is still in another active class, text will be shown indicating the name of the class. The teacher has the option of excluding or including them in the new class. If the student is included in the new class, control of the student device will be transferred to the new class, thus "pulling the student out" of the previous one.



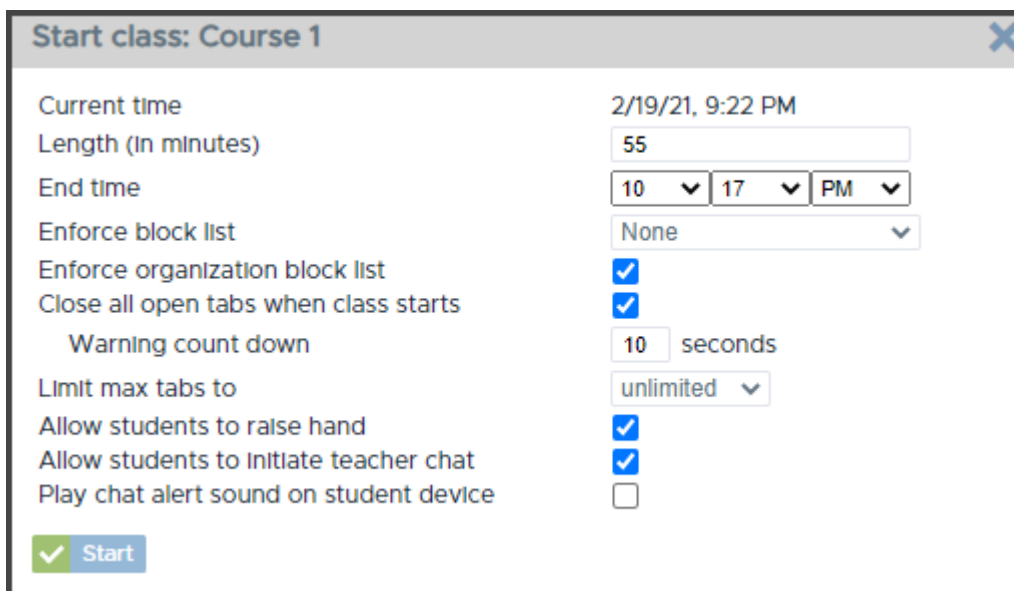
When starting a class with one or more students who are still active in a previous class that is still in session, an additional warning will be displayed.



3. Click the **Start class** button.



4. Verify or change the length of the class. Either change the class length or the class end time and the opposite value will be set automatically. The default class length can be set by the system administrator in the Settings area.



Choose other optional settings before starting the class. Choices will be remembered on the same browser and computer for the next class.

Enforce block list: Allows the selection of a block list to be enforced during the session

Close all open tabs when calss starts: All open browser tabs on the student device will be closed when class starts. The "Warning count down" setting can be used to provide students with a warning message and count down timer before other tabs are closed

Limit max tabs to: This setting will determine the maximum number of tabs students may have open during the session.

Allow students to raise hand: This setting enables or disables the hand raise feature, which is available when students click the Securly Classroom extension icon.

Allow students to initiate teacher chat: When enabled, students can initiate a chat session with the teacher by clicking the Securly Classroom extension icon and selecting the Chat opiton. When disabled, the student must wait for the teacher to initiate the chat.

Play chat alert sound on student device: This option will cause an alert sound to play on the student device when the teacher sends a chat message. This can be useful during remote teaching to help get the student's attention. It will typically be disabled during in-person classes to avoid extra sounds playing in the room.

5. Slick the **Start** button to begin the class session.
6. While the class is running, the remaining time counter will appear at the top, next to the **Stop Class** button.



Note: There are several class options that teachers can set from the My Account menu, such as whether or not to play chat alert sounds and choosing a display name for students to see as the teacher's name in chat windows. Refer to the My Account section of this guide for details.

7.2 Stopping a Class Session

To stop a class, use the **Stop class** button at the top of the Teacher Tools screen.



7.3 Extending a Class Session

To extend a class, use the **+5 min.** button to add an additional five minutes to the length of the class.



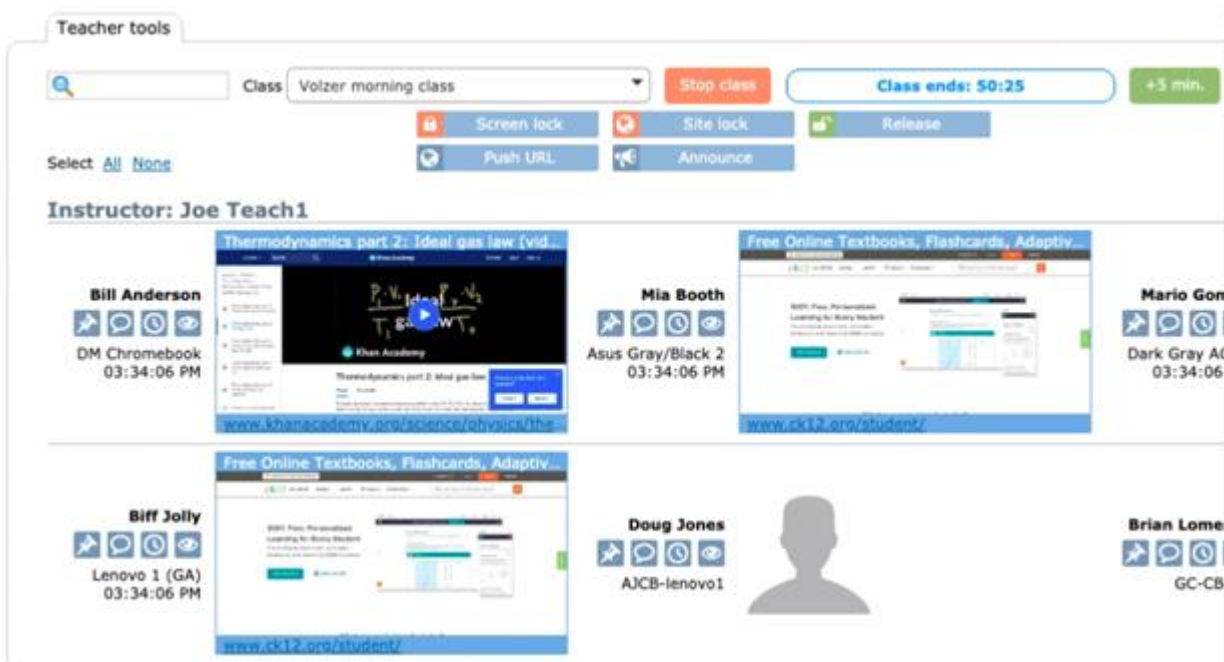
7.4 Monitoring Student Screens

Student screen thumbnails are visible on the main Teacher Tools page once a class is started unless the administrator has disabled the screen viewing feature.

The thumbnail view should be selected from the view selector



Securly Classroom sends a request to devices for a screen update about once every 10 seconds. However, if the device has recently been restarted or asleep, it may take up to 2 minutes for it to begin responding to requests.



Students shown as a solid silhouette are in the class, but their device has not yet connected to Securly Classroom.



Students shown as an outline silhouette are excluded from the class. The can be because they were deselected before the class was started or because their device connected to Securly Classroom but was detected on an outside (non-school) IP address, which typically means they are absent from school and connecting from home or elsewhere. This automatic exclusion from class based on IP address is an optional setting configured in the Settings/System area.



If a device goes off-line for more than one minute, the thumbnail image will be removed and the student icon will appear in its place.

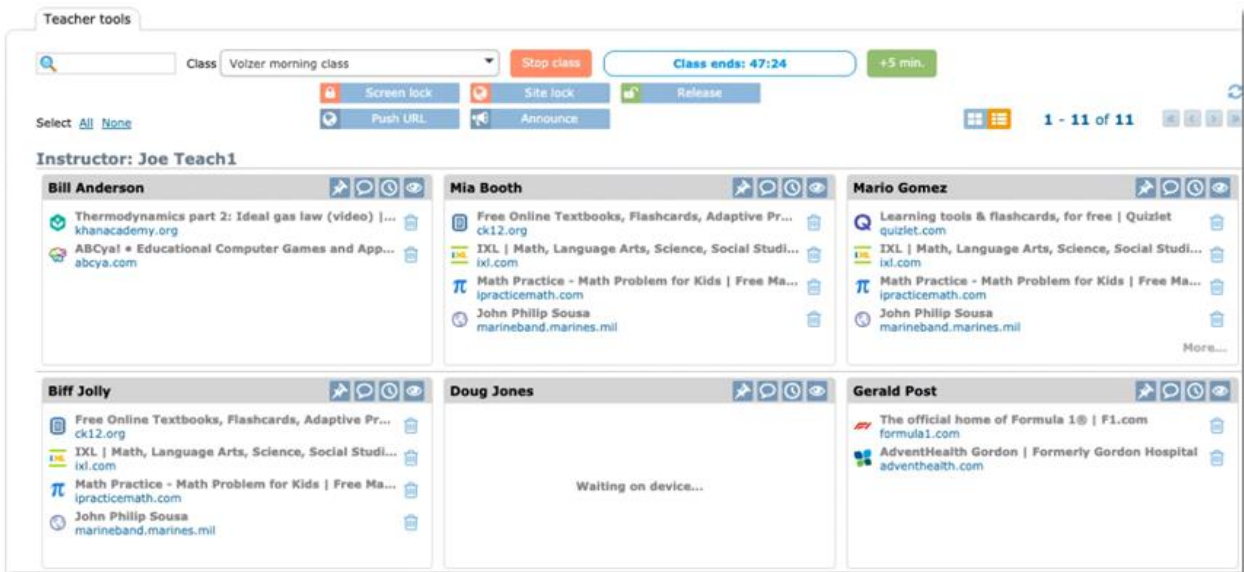
7.5 Monitoring Students with Tab View

Tab View allows monitoring of students by showing a list of currently opened tabs on student devices.

The tab view should be selected from the view selector.



Securly Classroom sends a request to update the tabs list about once every 10 seconds. However, if the device has recently been restarted or asleep, it may take up to 2 minutes for it to begin responding to requests.



If a device goes off-line for more than one minute, the list of tabs will be removed and replaced by the message "Waiting on device..."


7.6 Pin a student

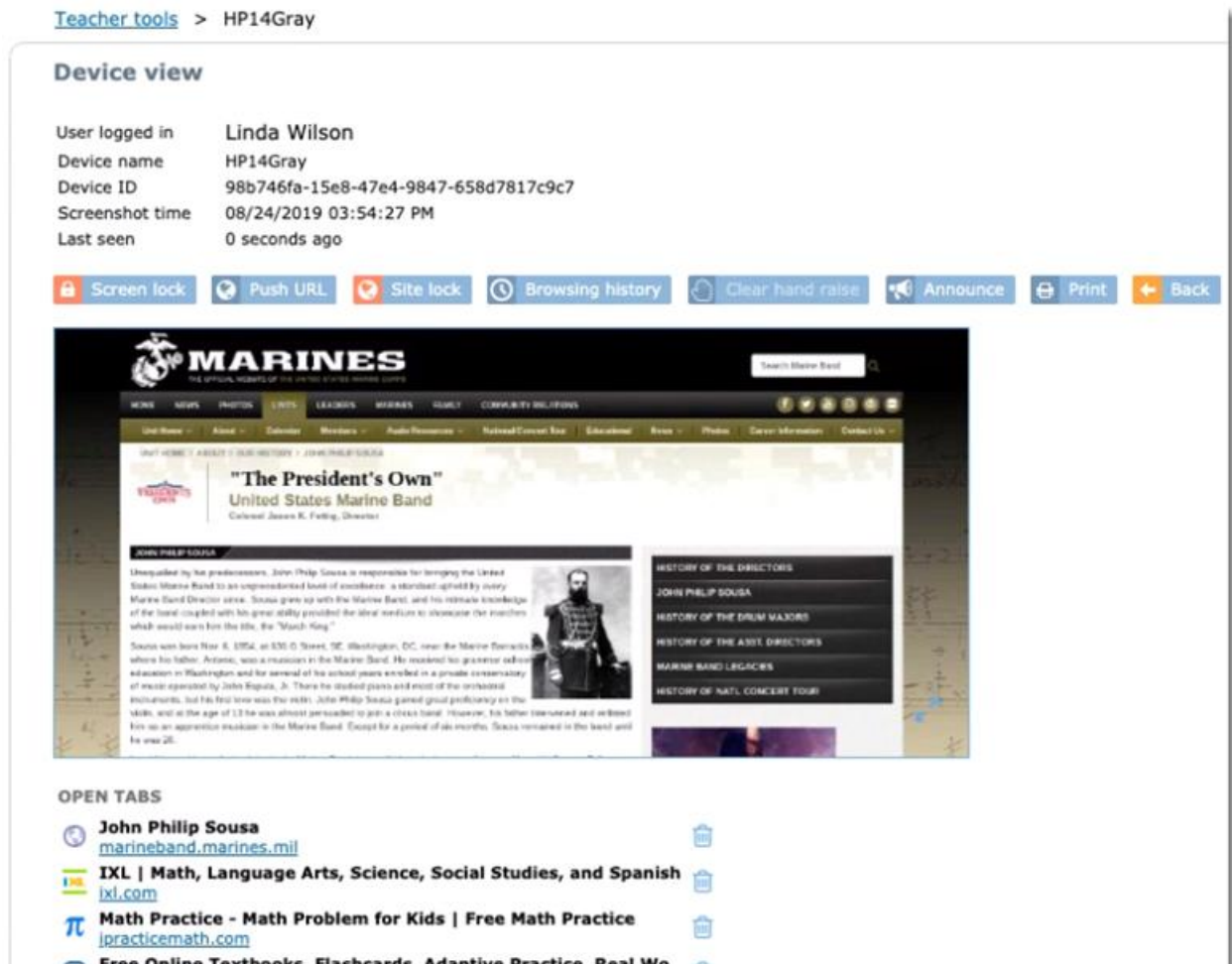
Both screen view and tab view allow a student to be "pinned" which moved them to the first position in the list. This makes it easier to monitor selected students.

To pin a student, click the pin icon. Click the icon again to unpin the student and have them return to the normal position in the list.



7.7 Device View

Device View provides a large image of the student screen and a list of all open tabs. Device View is accessed from thumbnail view or tab view with the icon: 



In addition to a larger screen view, Device View also displays a list of all of the open tabs on the student device.

Functions for Screen Lock, Push URL, Site Lock, Browsing History, Clear hand raise and Announce are available from this screen and will only be applied to this device.

The **Print** button allows the current screen to be printed.

The **Back** button returns to the class thumbnail view.

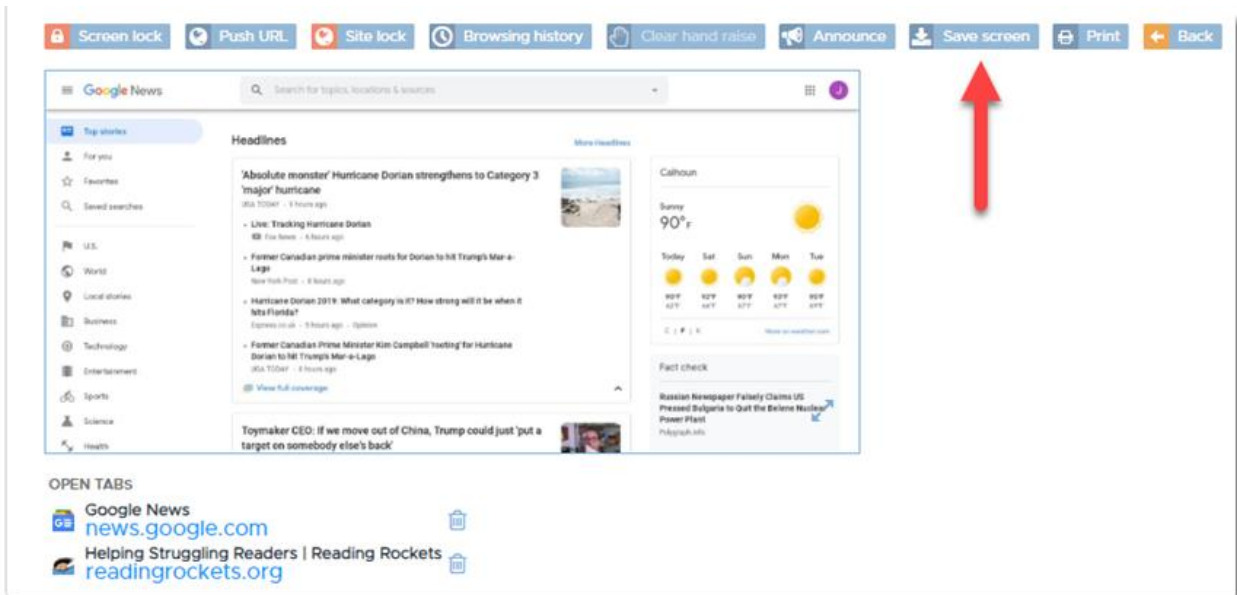
For an even larger screen view, click the double arrow expand button in the bottom right corner of the screen image.



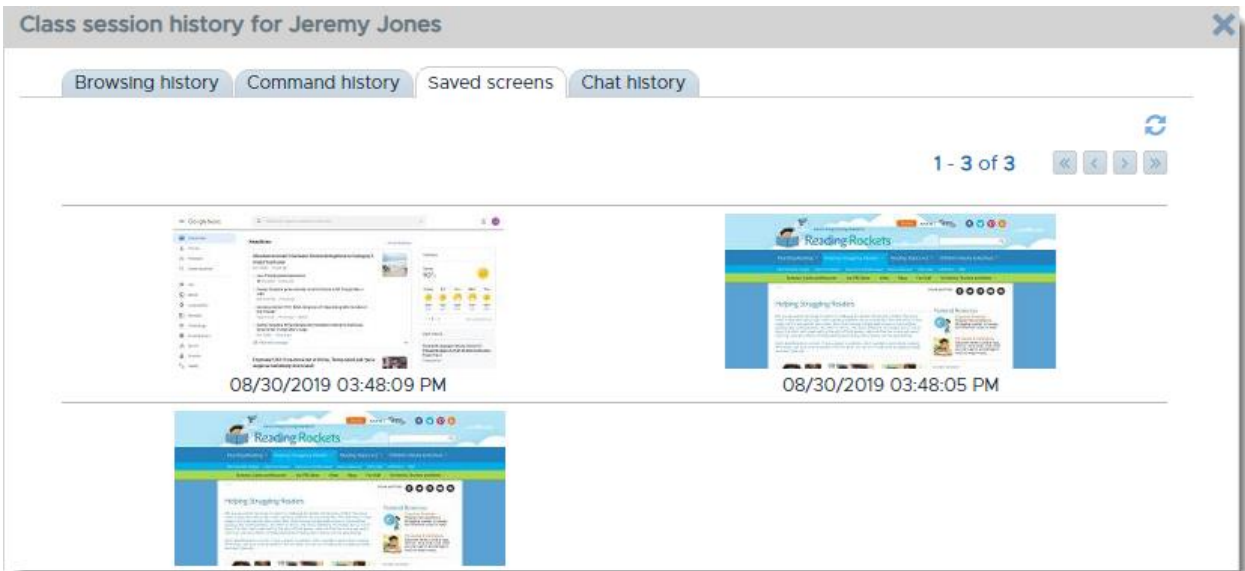
This view is helpful for displaying a student screen on a classroom projector connected to the teacher's computer.

7.8 Saving a Student Screen

Teachers can save an image of a student screen from Device View to record a record for future reference from the history area. **The Save Screen** button is available above the student screen image.

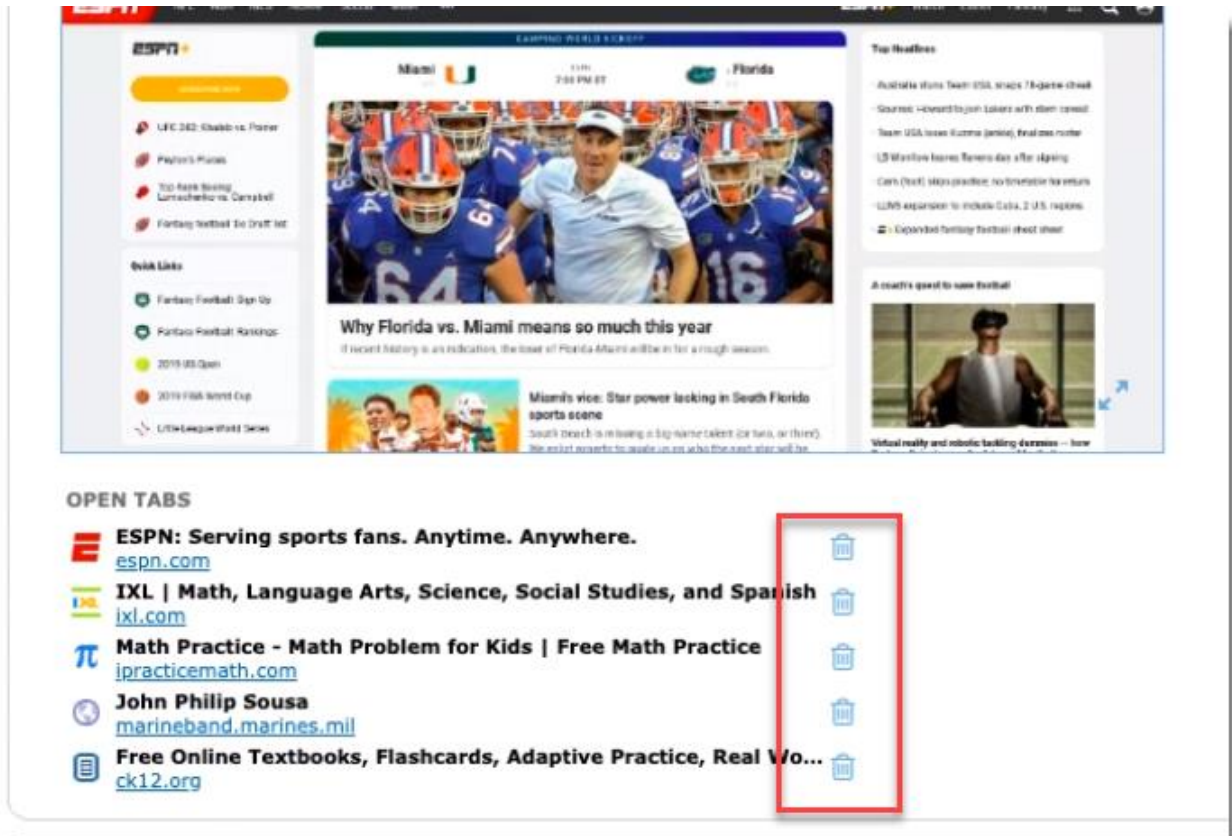


Saved screens are available in the student history on the Saved Screens tab. Click on a thumbnail of a saved screen for a larger image.

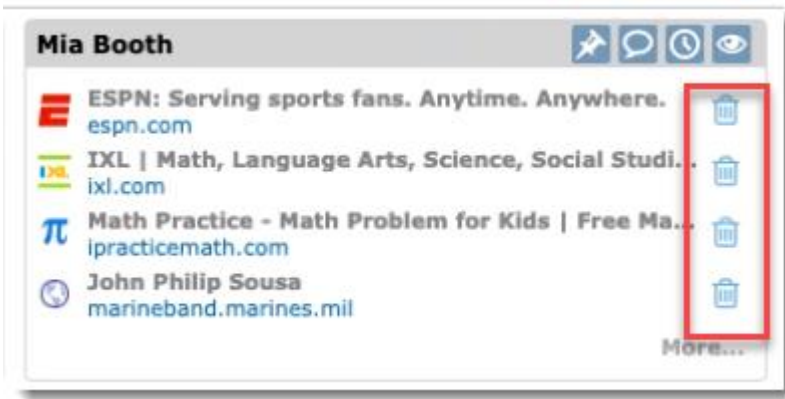


7.9 Closing tabs on student screens

To close student tabs from Device View, click the trash can next to the site to be closed.

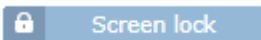


To close student tabs from Tab View, click the trash can next to the site to be closed directly from the tab list.



7.10 Screen Lock

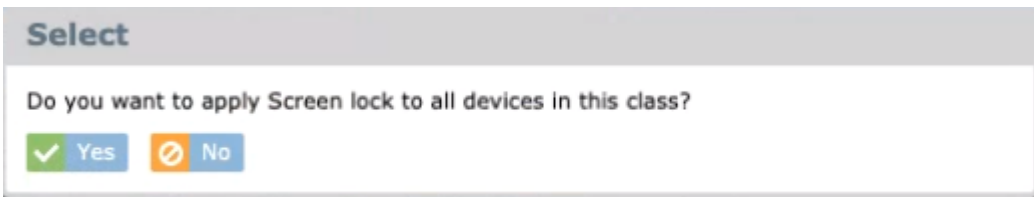
Screen Lock allows the teacher to freeze student screens and display a custom message. The button is enabled when a class session is active.



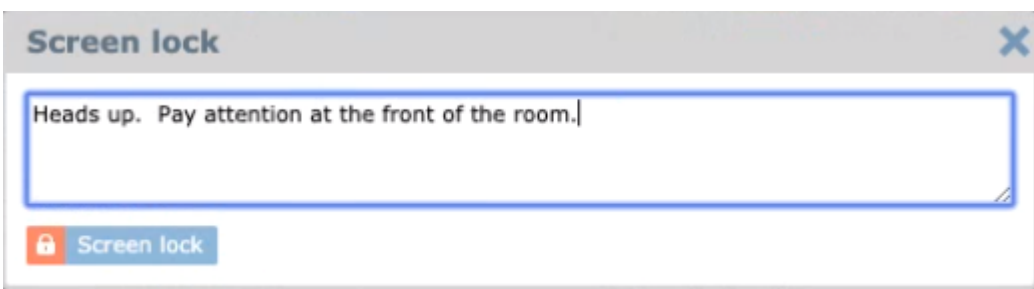
Screen Lock can be applied to an entire class, or individual students.

To apply Screen Lock to individual students, choose the students from the list prior to clicking the **Screen Lock** button.

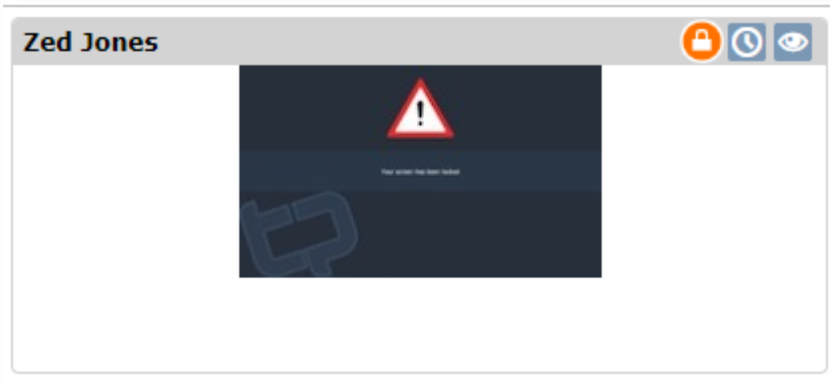
To apply Screen Lock to an entire class, click the **Screen Lock** button first, then answer "Yes" to the prompt "Do you want to apply Screen lock to all devices in the class?"



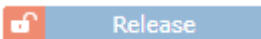
Enter a custom message to appear on the student screens. The message will be remembered and used as the default for the next screen lock. After entering the message, click the **Screen lock** button.



When screen lock is active, a lock icon will appear in the top bar of tab view or the bottom right corner of the screen image in thumbnail view.



To end screen lock for one or more students, choose an individual student or the entire class, then use the **Release** button.



7.11 Push URL

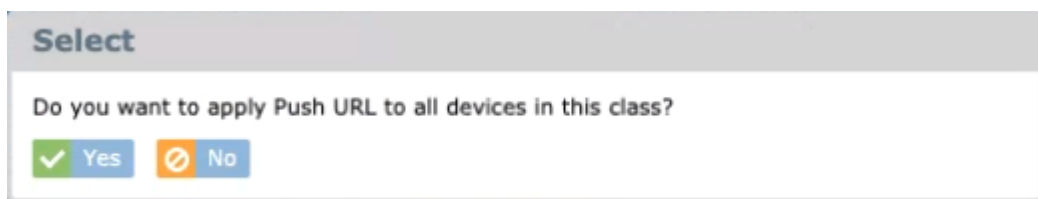
Use the **Push URL** function to push out one or more sites to student devices that will automatically open in new tabs. The button is enabled when a class session is active.



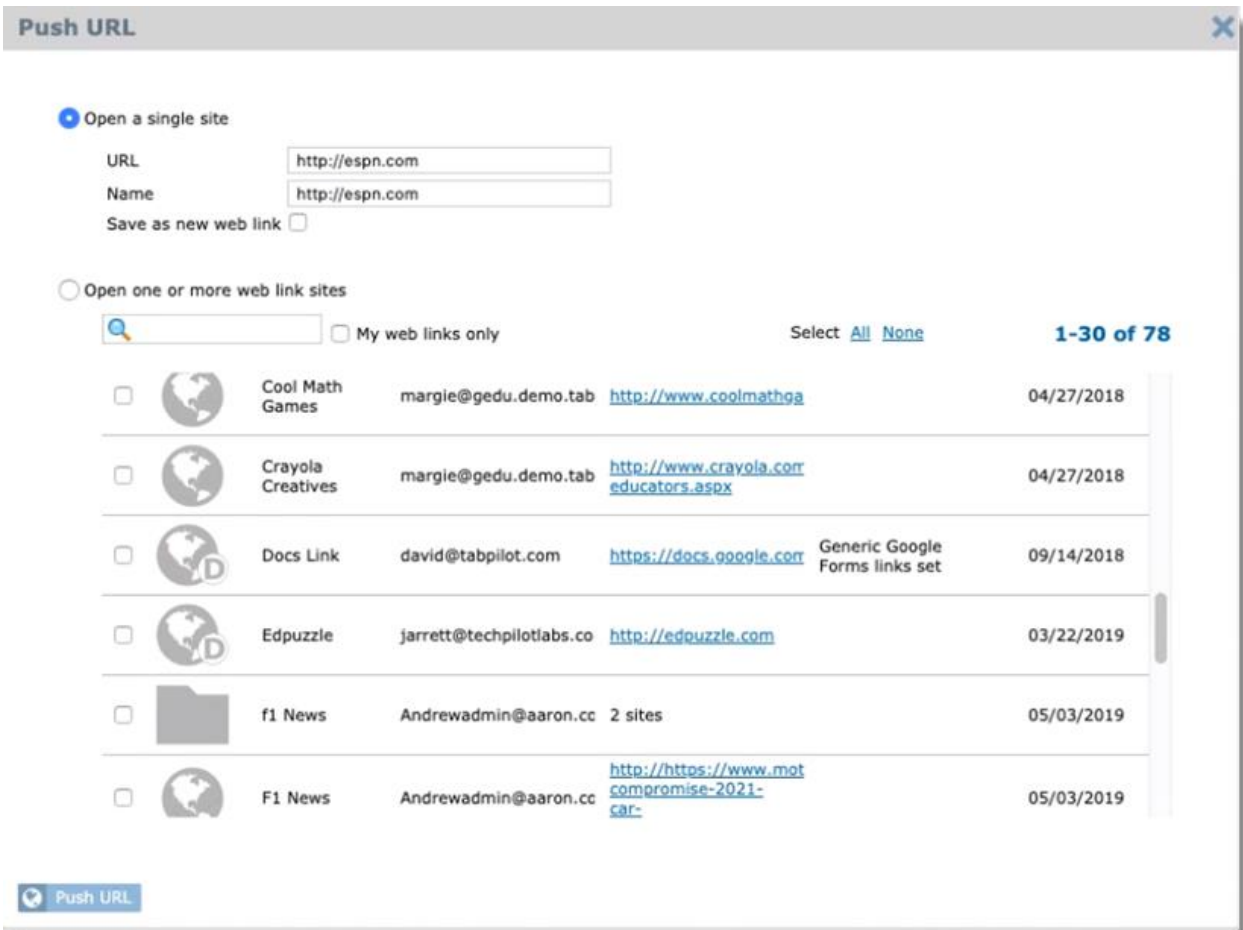
The Push URL function can be applied to an entire class, or individual students.

To use Push URL for individual students, choose the students from the list prior to clicking the **Push URL** button.

To use Push URL for an entire class, click the **Screen Lock** button first, then answer "Yes" to the prompt "Do you want to apply Push URL to all devices in the class?"



The Push URL window will allow you enter a single site, or choose one or more web links to open on the student devices. You can also choose a Collection of sites, represented by the folder icon, to open all sites in the collection.



Save as new web link: When entering a site manually, rather than choosing from the list of web links, you can use the "Save as new web link" option to save the entered site to the web links list for future use with Push URL and Site Lock.

7.12 Site Lock

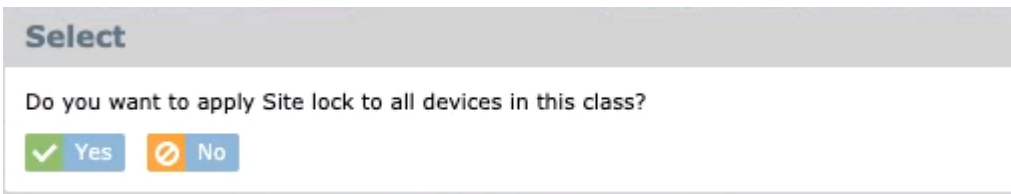
Use the **Site Lock** function to lock students into a single web site or a group of sites. The button is enabled when a class session is active.



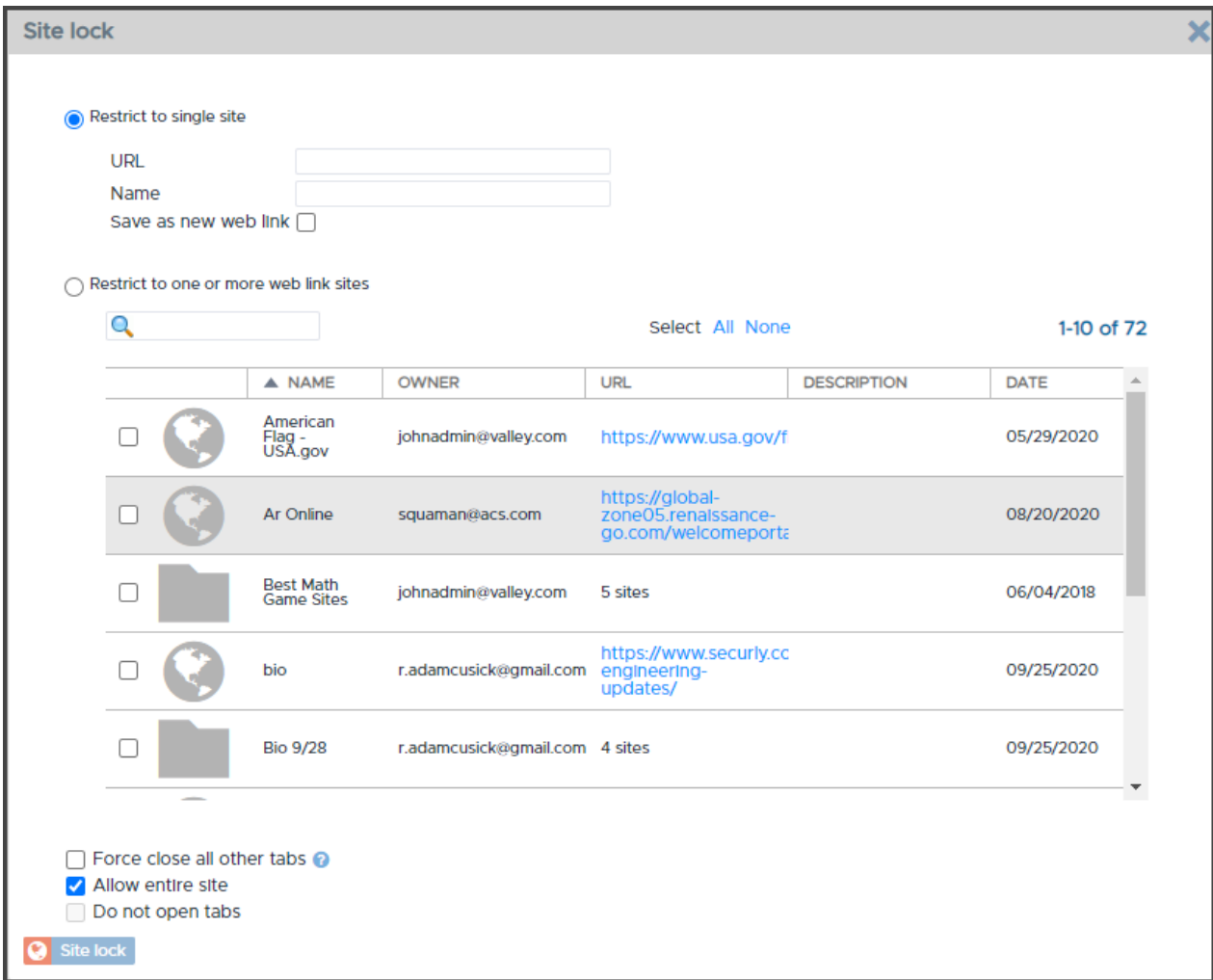
The Site Lock function can be applied to an entire class, or individual students.

To use Site Lock for individual students, choose the students from the list prior to clicking the **Site Lock** button.

To use Site Lock for an entire class, click the **Site Lock** button first, then answer "Yes" to the prompt "Do you want to apply Site Lock to all devices in the class?"



The Site lock window will allow you enter a single site, or choose one or more web links for Site lock. You can also choose a Collection of sites, represented by the folder icon, to open all sites in the collection.



Save as new web link: When entering a site manually, rather than choosing from the list of web links, you can use the "Save as new web link" option to save the entered site to the web links list for future use. When you enter a site manually, the site entered will be remembered and pre-filled for the next time you use the Open site function.

Force cloce all other tabs: Use this option if you wish to close all other open tabs on the student devices

Allow entire site: Use this function if the URL for the site you are opening contains a path to a specific page on the site and you wish to allow the student to browse to other pages on the site during the session. If this option is not checked, only the exact page entered for the URL will be allowed, with the exception of any "dependencies" for web links that have been configured to have them.

Do not open tabs: This option will restrict students from browsing to any other sites except those included in site lock, but it will not force each site to automatically open in a tab. This is useful when choosing a folder with many web sites to restrict browsing to the list but there's no need to open them.

When Site Lock is active on a device, the globe icon will appear.



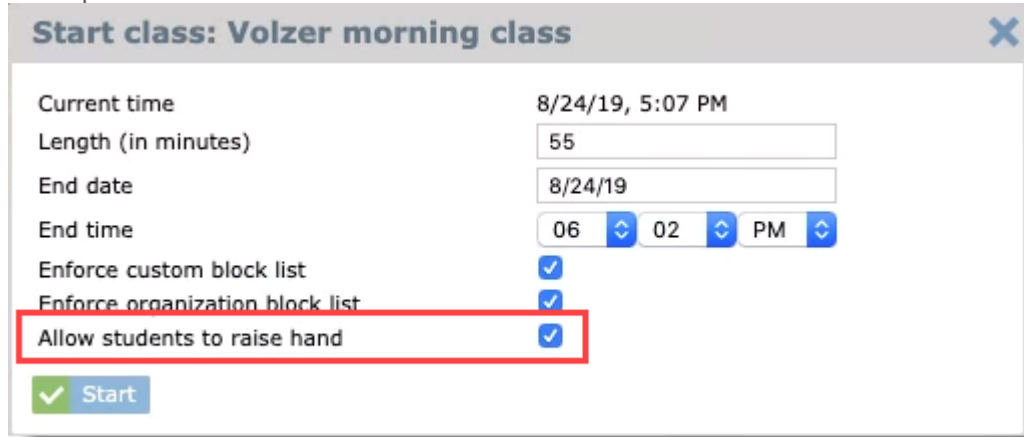
To end Site lock for one or more students, choose an individual student or the entire class, then use the **Release** button.



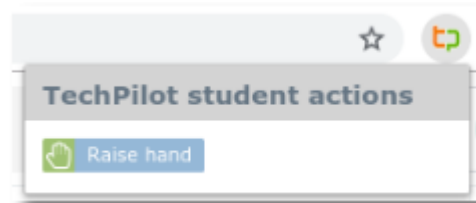
7.13 Hand Raise

Students can alert teachers that they need help with a "virtual hand raise".

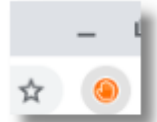
The teacher has the option to enable hand raise when starting the class or in the scheduled class start options.



To use Hand raise, students click the extension icon at the top of the browser on their device and use the "hand raise" button.



The extension icon on the student device will change to show the hand icon



When activated, the teacher will see a hand icon in Teacher Tools



The icon appears in the top bar when using tab view



The teacher can cancel Hand Raise by simply clicking on the hand icon.

The student can cancel Hand Raise by clicking on the extension and using the "Cancel Hand Raise" button.



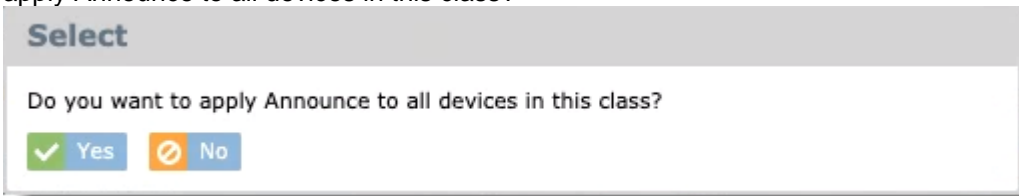
7.14 Announce

The Announce feature allows the teacher to send a message to one or more students in the class.

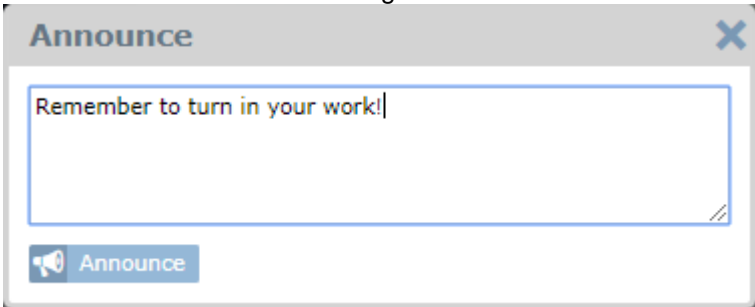
Select one or more students, then click the Announce button.



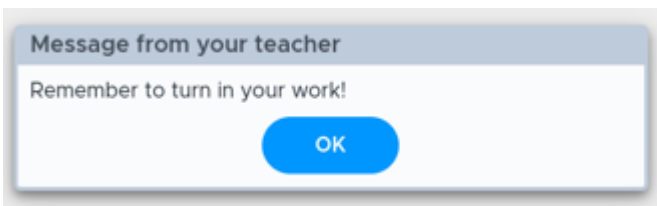
If no students are selected prior to clicking the Announce button, the system will prompt "Do you want to apply Announce to all devices in this class?"



Enter the announcement message and click the Announce button.



Students will see the message on all open tabs and must confirm by clicking OK before they can continue to use the device.



History of all announcements send is recorded and available from *Class session history* on the **Classes** menu by going to the Announcements tab.

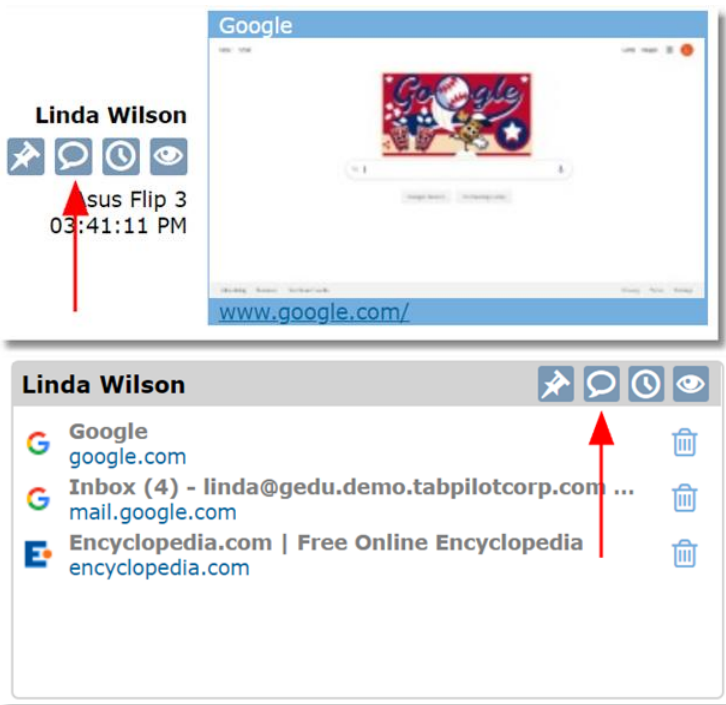
[Class session history](#) > Session details

Session details Session students Announcements Chats			
<input type="text"/>			
⚙	TIME	ANNOUNCEMENT	▲ SENT TO
	08/24/2019 05:33 PM	Remember to turn in your work!	Ameila Richar
	08/24/2019 05:33 PM	Remember to turn in your work!	Biff Jolly
	08/24/2019 05:33 PM	Remember to turn in your work!	Bill Anderson
	08/24/2019 05:33 PM	Remember to turn in your work!	Brandy Wynn

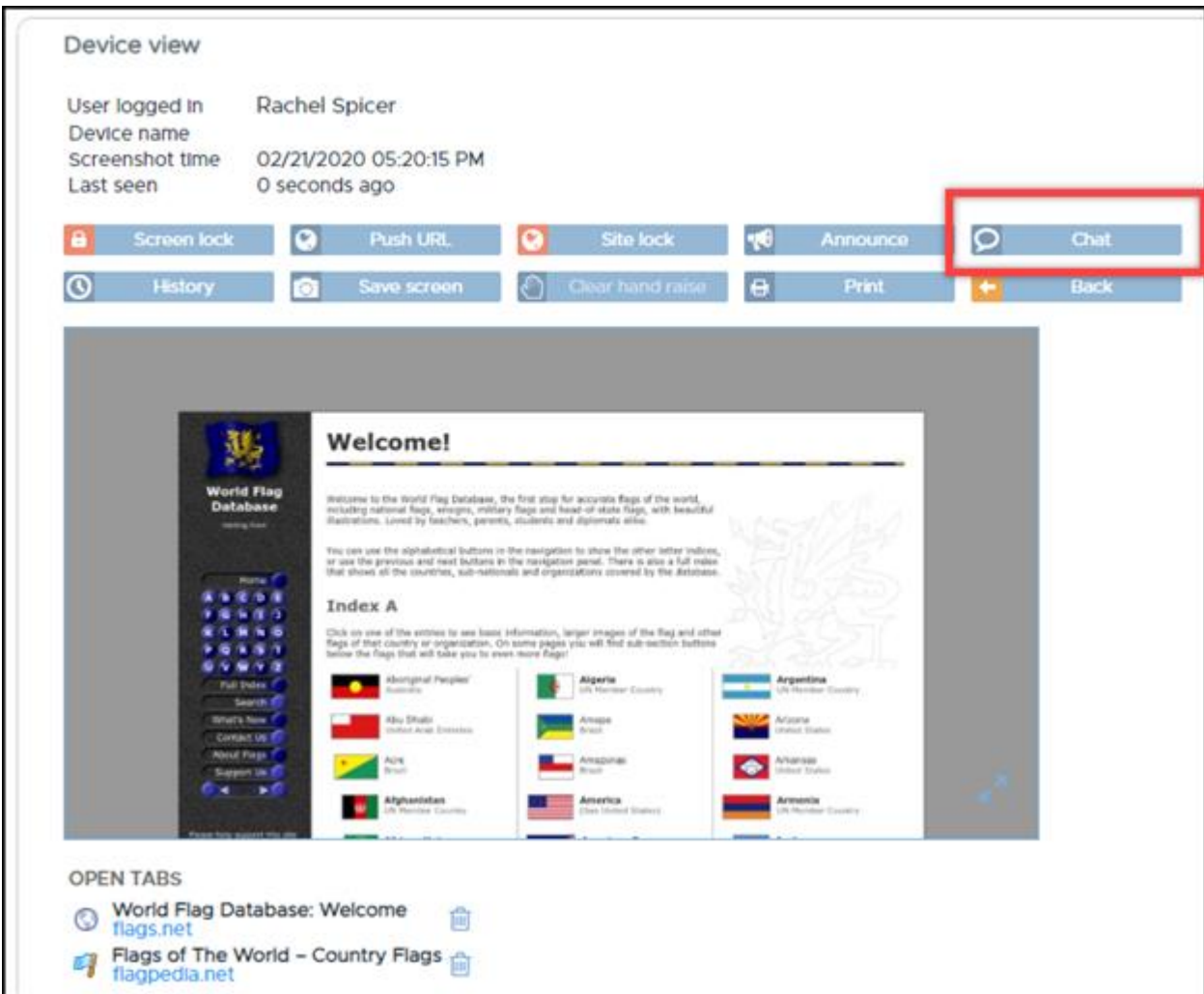
7.15 Chat

Two-way chat is available between teachers and students.

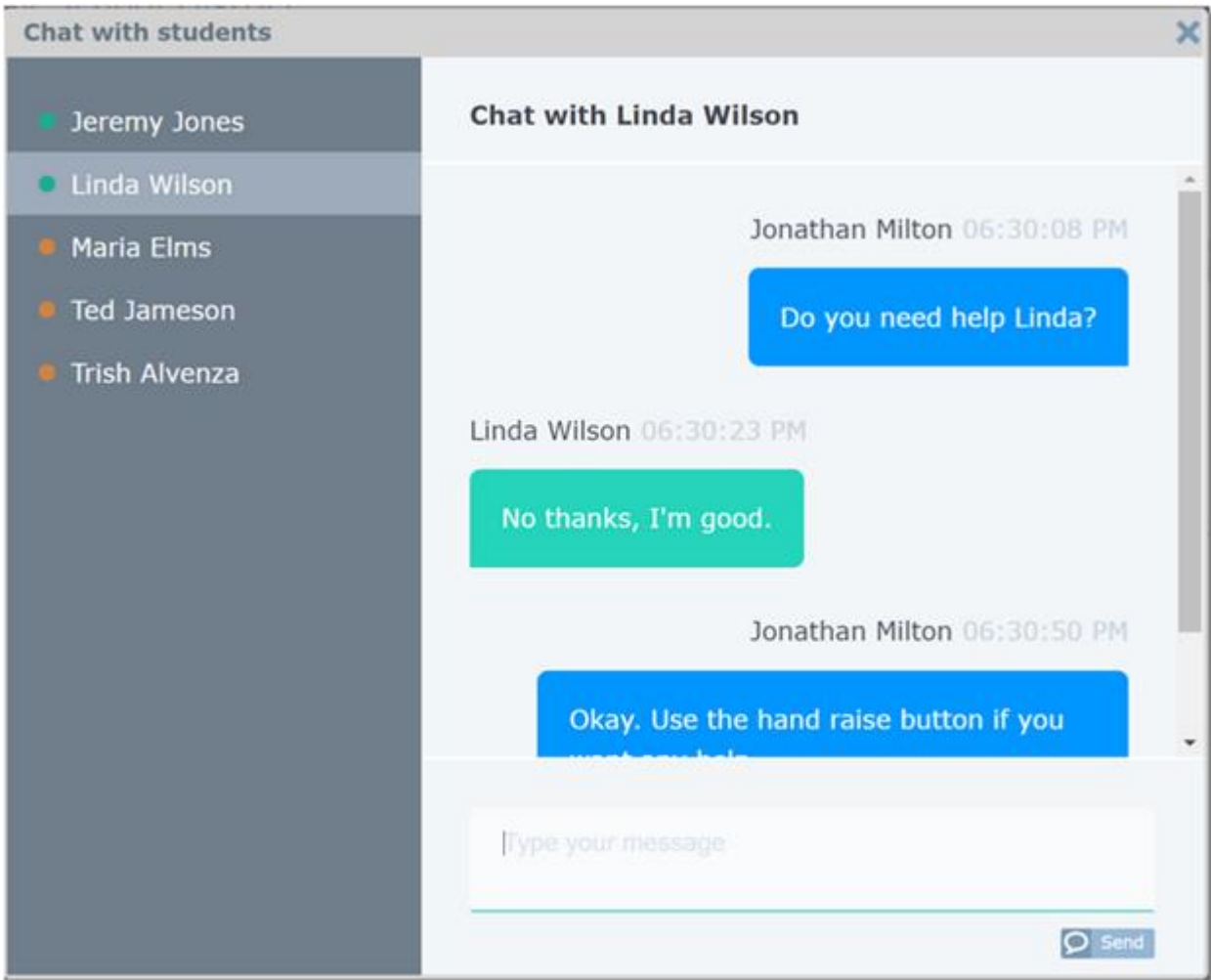
To start a chat, use the chat bubble icon from screen view or tab view.



A chat button is also available from Device View



When the chat window opens, the teacher can use the student list on the left to switch between chats with any student in the class.

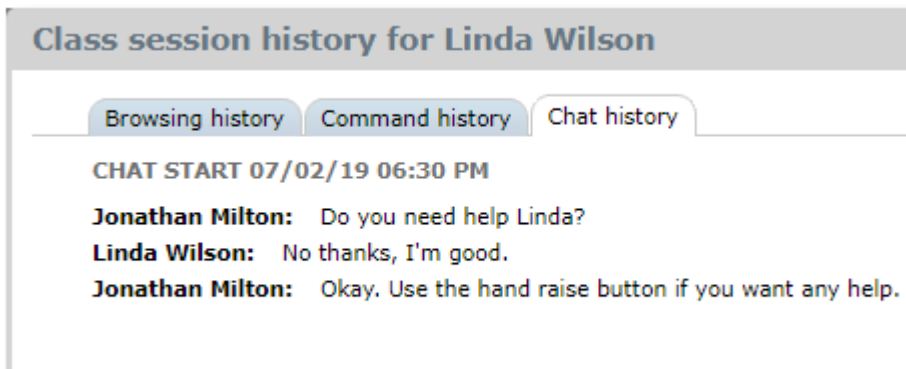


Students will be notified of the chat via a floating glowing chat icon in the browser. Students can change the position of the icon by dragging it to any location they want.

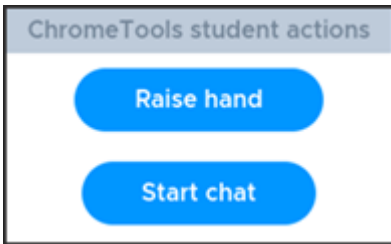


Teachers may choose to force the chat window to open on student devices, rather than just displaying the chat bubble. This option is enabled from "My Account" by selecting "Force chat window open".

Chat history is recorded and available for review from the 'Class Session History' area on the 'Chats' tab. Click any student from the list to view the chat transcript. The transcript can also be accessed by choosing a student from the class session student list.



If teachers have enabled the option "allows students to initiate teacher chat" in the class options, students will be able to start a chat with the teacher by clicking the Securly Classroom extension icon to the right of the address bar, then selecting "start chat"



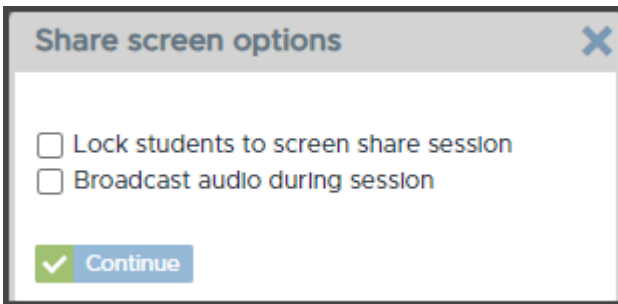
7.16 Share Screen

Teachers can present to students by sharing their screen, an open application or a browser tab.

From a running class, select one or more student and click the Share Screen button. If no students are selected, the entire class will be included.



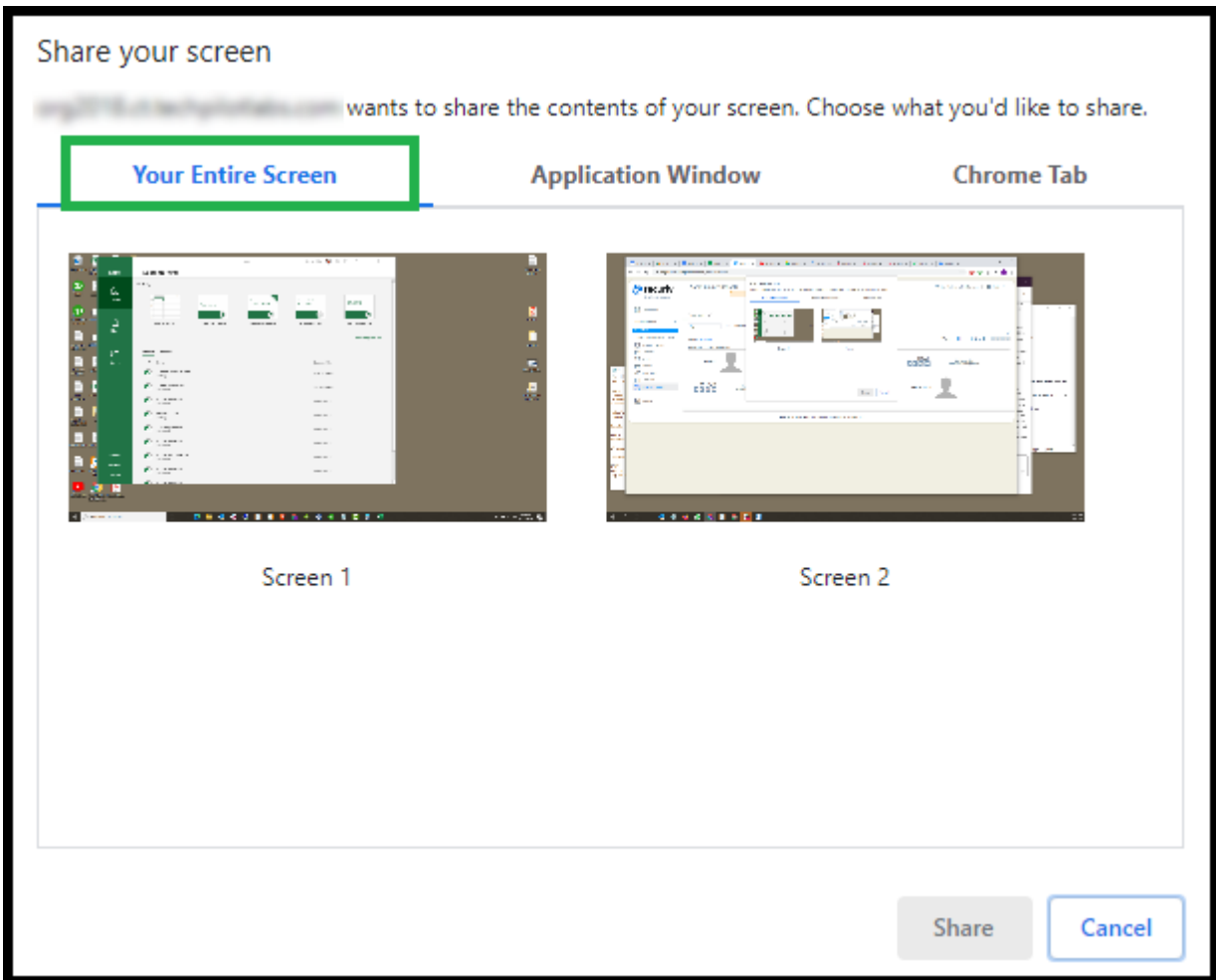
Choose options, then click **Continue**.



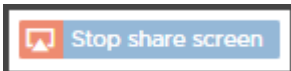
Lock student to screen share session: this options prevents students from browsing to other sites while the share screen session is running.

Broadcast audio during session: this option will use the microphone on the teacher's device to allow the teacher to speak to students during the screen share session. When selected, the teacher's browser may prompt to allow access to the microphone. This option is useful during remote teaching.

The teacher will be prompted to choose a source to be broadcast. Choose Your Entire Screen, Application Window, or Chrome Tab, then click the specific screen, application or tab from the list before clicking Share. The dialog box will look different depending upon the operating system (Mac or Windows) and browser in use.



To end the screen sharing session, click the Stop share screen button.



7.17 Viewing Student History

Student history is available from four places:

1. From the student record in the Users area
2. During class using the history button from tab view or thumbnail view
3. After class from Classes > Class Session History by selecting a class, then the student
4. For all classes from Classes > one of the class tabs such as Google Classroom, then selecting the student

Browsing history, command history, chat history, and saved screens are available, although not all four types are available from all areas. Browsing history will include sites visited as well as blocked sites.

Accessing history from the student record in users

History is available from the Students tab in Users by selecting any student. Browsing history, chat history, and saved screenshots are available by selecting the appropriate tab.

Students > Justin Miller

Student details | Browsing history | Chat history | Screenshots

Justin Miller

Browsing history is only provided during times a class session is active

Print

	DATE	CLASS NAME	TEACHER	SITE
	10/09/20 01:55 PM	San Jose Class	Byron Chen	khanacademy.org
	10/09/20 12:47 PM	Ms. Mabry's MS Science		purplemath.com
	10/09/20 02:12 PM	San Jose Class	Byron Chen	ixl.com

Accessing history during class

History is accessed during a class with the history button from tab view or thumbnail view . Browsing history, command history, chat history, and saved screens are available from this area.

Class session history for Mia Booth

Browsing history | Command history | Chat history

1-4 of 4

	DATE	SITE	TITLE	TIME SPENT
	08/24/19 04:10 PM	ixl.com	IXL Math, Language Arts, Science, Social Studies, and Spanish	00:02
	08/24/19 04:09 PM	edpuzzle.com	Edpuzzle	00:24
	08/24/19 03:58 PM	abcya.com	ABCya! • Educational Computer Games and Apps for Kids	11:20
	08/24/19 03:57 PM	espn.com	ESPN: Serving sports fans. Anytime. Anywhere.	01:03

Accessing class session history for a specific class

Student history is available after a class session has ended from the Class session history tab on the Classes menu. Teachers will see their own classes listed, while admins will see all classes.

Classes | ASM classes | Google Classroom classes | Canvas classes | Class session history

Browsing history is only provided during times a class session is active

TEACHER	CLASS NAME
John Admin	Volzer morning class

After selecting a class from the list, select any student to review their history.

[Class session history](#) > Session details

Session details | Session students | Announcements | Chats

Volzer morning class, John Admin, 08/24/2019 03

▲ E-MAIL	FIRST NAME
biff@gedu.demo.tabpilotcorp.com	Biff
bill@gedu.demo.tabpilotcorp.com	Bill
brandy@gedu.demo.tabpilotcorp.com	Brandy
gerald@gedu.demo.tabpilotcorp.com	Gerald

Accessing History from multiple class sessions from the student record in one class

To view all student browsing history from all previous classes for all teachers, start by selecting Classes from the main menu. Then select one of the class tabs such as Google Classroom or Schoology for a list of classes. Select a class, then a student. Switch to the browsing history tab. Other types of history are not available from this area.

[Classes](#) > [Volzer morning class](#) > Ameila Richards

Edit student | Browsing history

Ameila Richards

Browsing history is only provided during times a class session is active

Print

	▼ DATE	CLASS NAME	TE
	07/15/19 12:12 PM	Volzer morning class	Jan
	07/03/19 06:02 PM	Volzer morning class	Jan
	07/03/19 05:57 PM	History	Jan
	07/03/19 05:56 PM	History	Jan
	07/03/19 05:56 PM	History	Jan
	06/26/19 02:13 PM	Mr. Cusick Advanced Bio 3b	An
	06/26/19 11:01 AM	Mr. Cusick Advanced Bio 3b	Jan

7.18 Class Session Summaries

After a class session ends, the teacher will receive and email summary of the class that includes basic class details, the number of times each function was performed, top web sites visited by the class, the top sites by each student and more.

The screenshot shows the Securly Classroom interface for a class session. At the top, it says "securly:// The Student Safety Company". Below that is a "SUMMARY" section for "Milton 3rd Period" by "Jonathan Milton". It lists the "DURATION" as "09:25PM - 09:35PM", "CLASS LENGTH" as "9", and "STUDENTS IN CLASS" as "2".

The "ACTIVITIES" section shows four categories: "SCREEN LOCKS" with a count of 5, "PUSH URLS" with a count of 15, "SITE LOCKS" with a count of 0, and "ANNOUNCEMENTS" with a count of 1.

The "TOP WEB SITES" section contains a table with the following data:

Domain	Students accessed	Avg. time	Total time
docs.google.com	2	3 min	6 min
britannica.com	2	1 min	2 min
skillyouneed.com	2	1 min	2 min

Teachers who choose not to receive the summary emails can disable them by going to "My Account" under the user menu and removing the checkmark for "Class session summary"

A user menu dropdown for "Johnadmin@valley.com" is shown. It contains two options: "My account" and "Logout". A red arrow points to the "My account" option.

The screenshot shows the "My account" settings page. At the top, it says "teacherTools > My account". Under the "My account" tab, the "User name (e-mail)" is "jarrett-teacher".

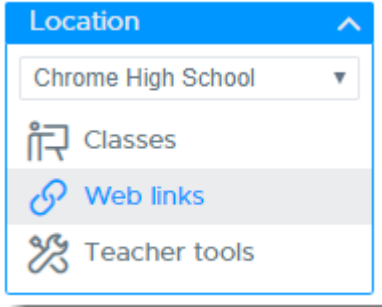
The "Notifications" section is titled "Send an email notification on the following events:". Under the "System" category, there are two checked items: "Status change for my app requests" and "Class session summary". A red arrow points to the "Class session summary" checkbox.

At the bottom, there is a "Save" button with a green checkmark icon.

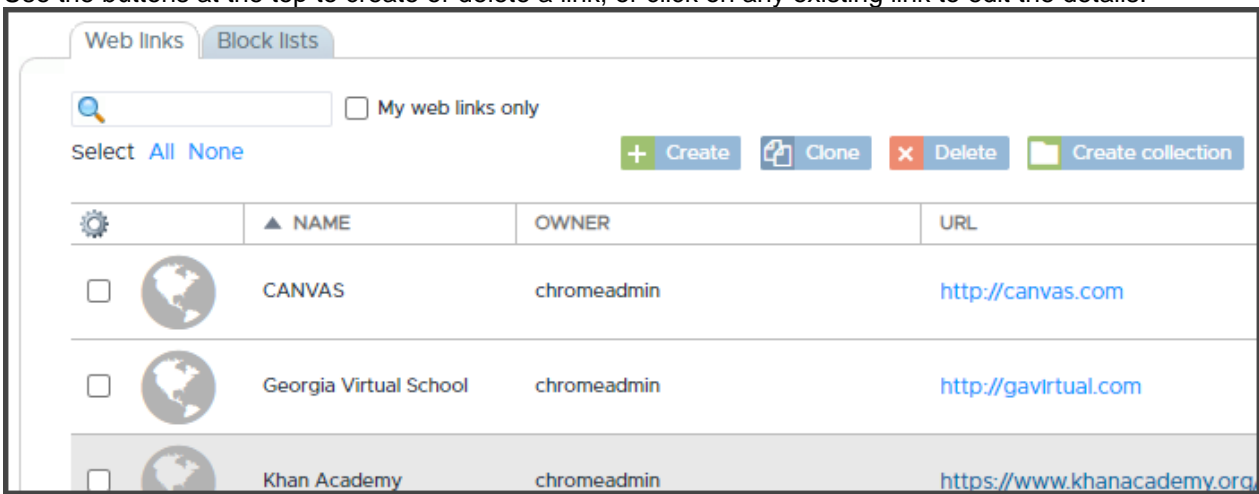
8 Web Links

The Web Links area allows web sites to be configured for use in various areas of Securly Classroom such as the Open site and Site Lock features in Teacher Tools.

To create and manage web links, select **Web links** from the menu.

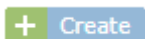


Use the buttons at the top to create or delete a link, or click on any existing link to edit the details.

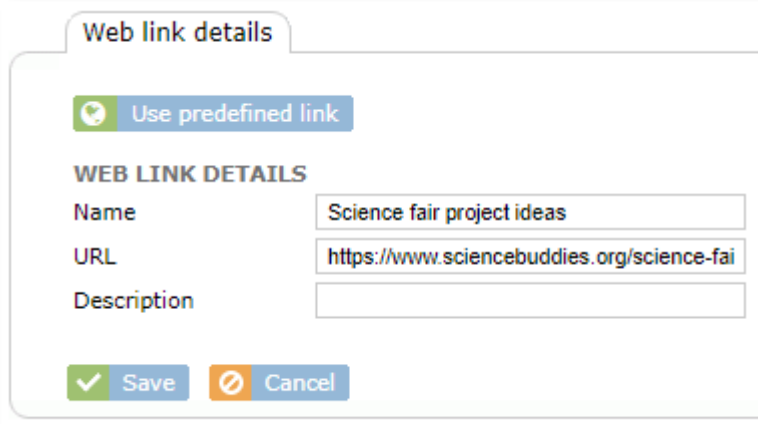


8.1 Creating Web Links

To create a web link, use the **Create** button at the top of the web links list.

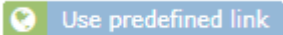


Enter the URL on the Web link details tab. The name and description fields are optional.



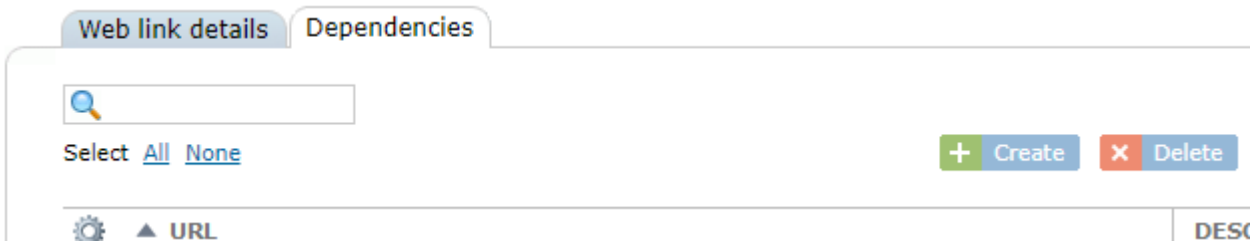
8.1.1 Predefined Web Links

You can choose from a list of predefined web links rather than entering your own. This is particularly useful for common sites that have site dependencies necessary to make them function when used with Site Lock. See the section of this guide on Dependencies for details.

 Use predefined link

8.2 Web Sites with Dependencies

Some web sites fail to display or work properly when used with Site Lock if they pull resources (graphics, page elements, HTML style sheets, etc.) from other sites because Site Lock blocks all sites except the configured link. The configured site is dependent upon having access to those other sites or "dependencies". The **Dependencies** tab next to **Web link details** allows these dependent sites to be listed. When the configured web link is used in Site Lock, access to sites listed as dependencies for the link will also be allowed.



It can be difficult to discover which sites are needed by a site that's failing to display properly in Site lock, so it's rare that you will be entering your own list of dependencies. Instead, you'll more likely be reporting a non-working site to Securly support for us to troubleshoot and find the list of dependencies for you. Securly Support might provide you with the list of dependencies to add here, or if the site is a useful popular site, we may add the site to the Predefined web link list so that others may use it.

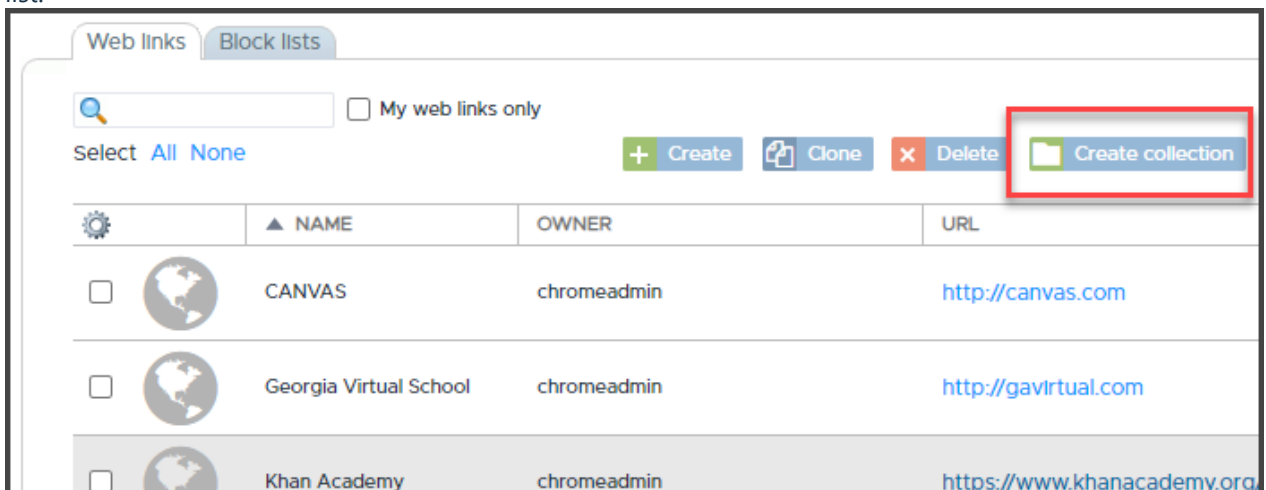
Sites that have dependencies will be shown in the web links list with an icon with a D in the lower right corner.



8.3 Web Collections

Web links can be added to a group called a "Collection". A collection is represented by a folder in the web links list, with the URL column showing the number of sites in the collection.

To create a collection, select multiple web links then use the **Create collection** button at the top of the list.



Enter a name and optional description.

NOTES ABOUT COLLECTIONS

- When deleting a collection from the web links list, the individual sites in the collection are not deleted.
- Sites can belong to more than one collection.

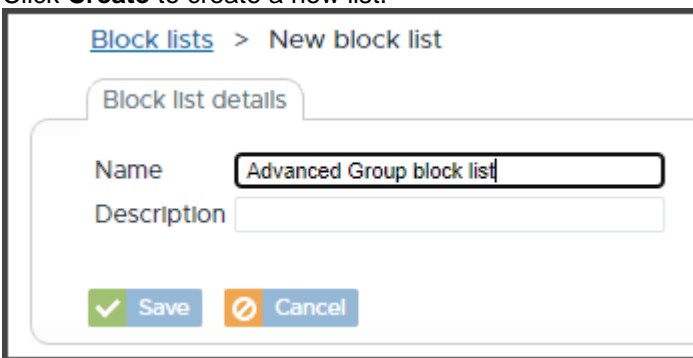
9 Block Lists

Teachers can create block lists that contain sites to be blocked during class sessions. When starting or scheduling a class, the teacher can choose which block list to enforce during that class session.

To create a block list, go to [Web Links](#) from the main menu, then choose the **Block lists** tab.

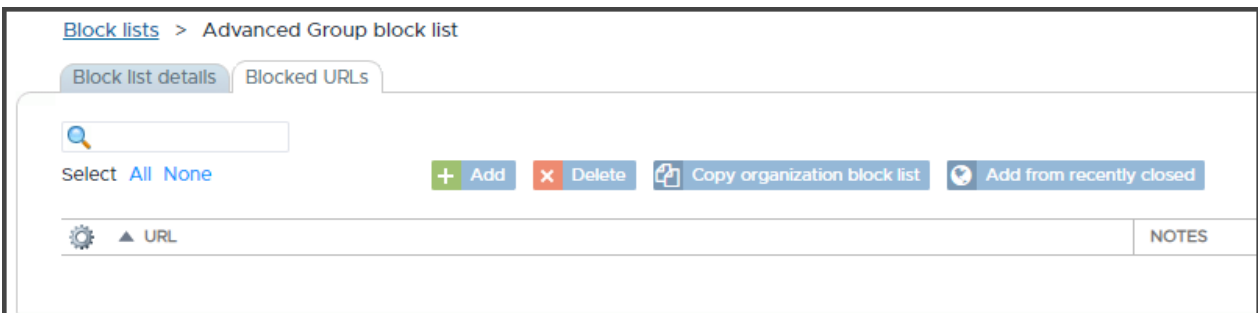


Click **Create** to create a new list.



Provide a name and optional description then click **Save**.

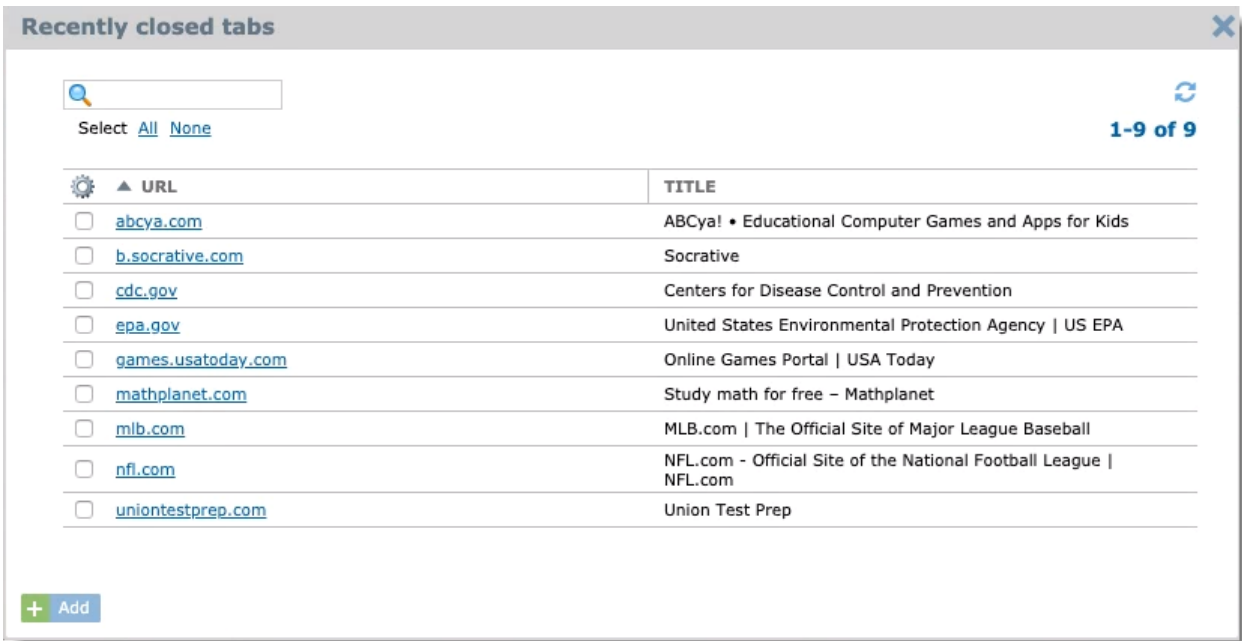
The new empty list will open, ready to add sites.



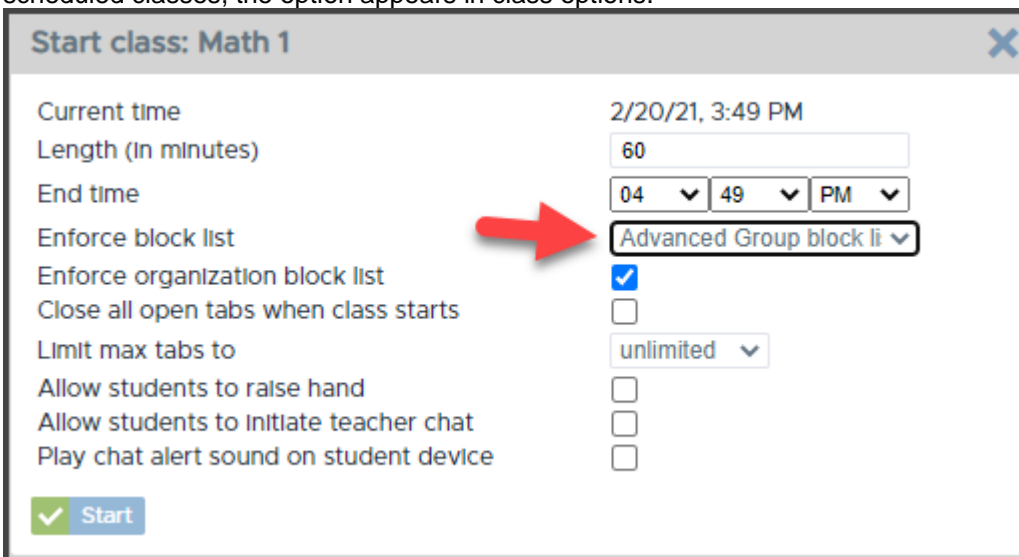
Use the **Add** button to add a URL to the list.

Use the **Delete** button to delete a URL from the list.

Use **Add from recently closed** to add a site to the block list that was recently closed by the teacher on a student device using the close tab function in tab view or thumbnail view.



To use a blocklist during class, use the option "Enforce block list" in the Start Class dialog box. For scheduled classes, the option appears in class options.

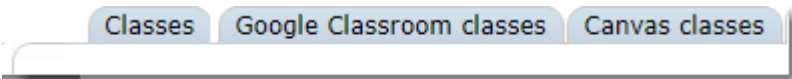


10 Classes

Teachers manage Chromebooks in Teacher Tools by selecting a class. Classes can be created from a variety of sources:

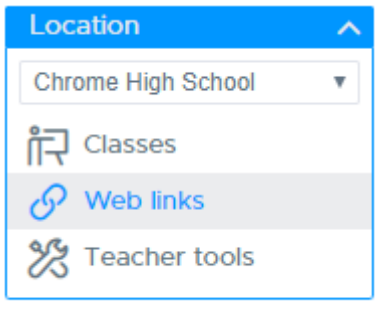
1. Google Classroom Sync
2. Schoology Integration
3. Canvas Integration
4. Manual / ad-hoc class creation

The administrator may enable one or more of these options. The first three provide automatic daily synchronization for all teachers. Classes will automatically appear in the class selection list in Teacher Tools. Class rosters can be viewed by selecting **Classes** from the main menu, then choosing the appropriate tab.

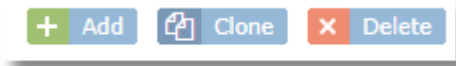


10.1 Managing Manual Classes

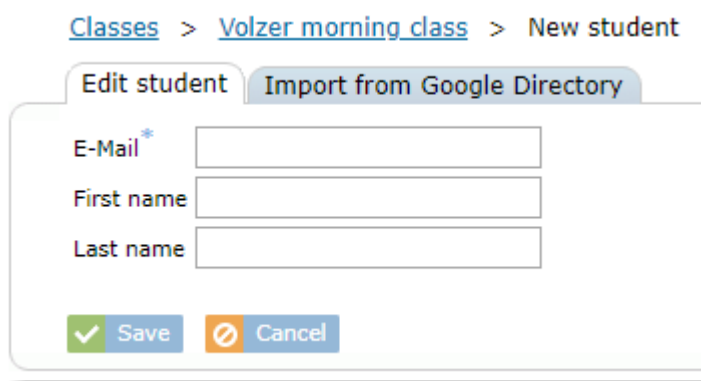
Access classes from the main menu.



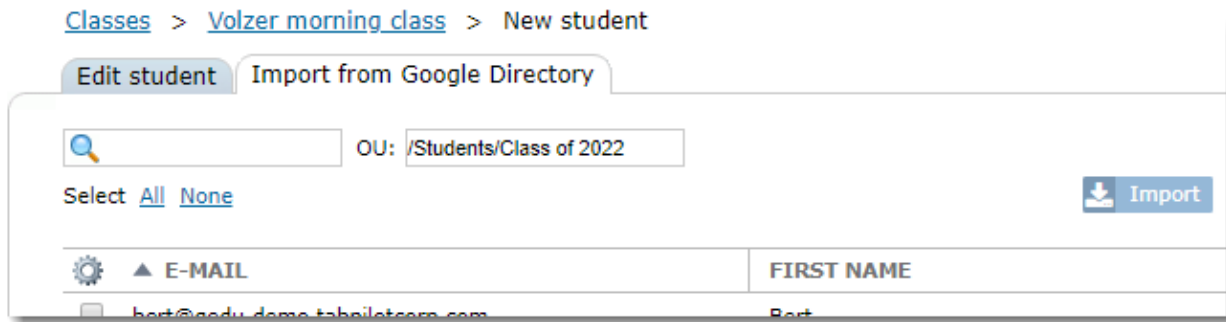
Use the buttons at the top of the table to add, clone, or delete a class.



Students can be added manually by entering an email address and optional first and last name. This should be the same address the student uses to login to the Chromebook.

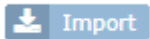


Students can also be added by selecting them from Google Directory.



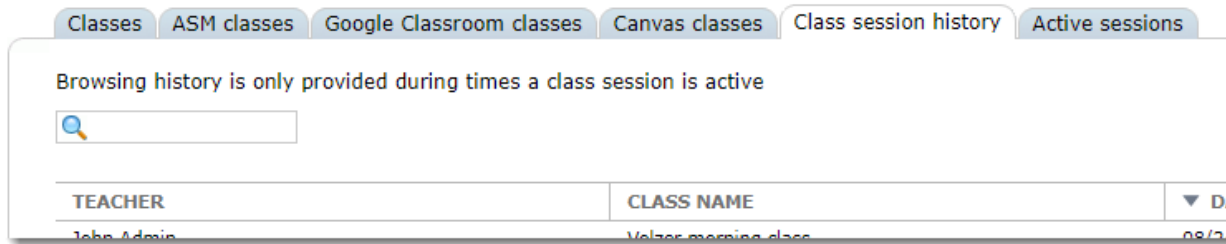
When adding from Google Directory, the search box allows for easy searching on all or part of a student's name. The OU selector allow the list to be narrowed to show only students in the selected OU.

Students can also be added to classes through a CSV import by using the **Import** button at the top of the student list for a class.

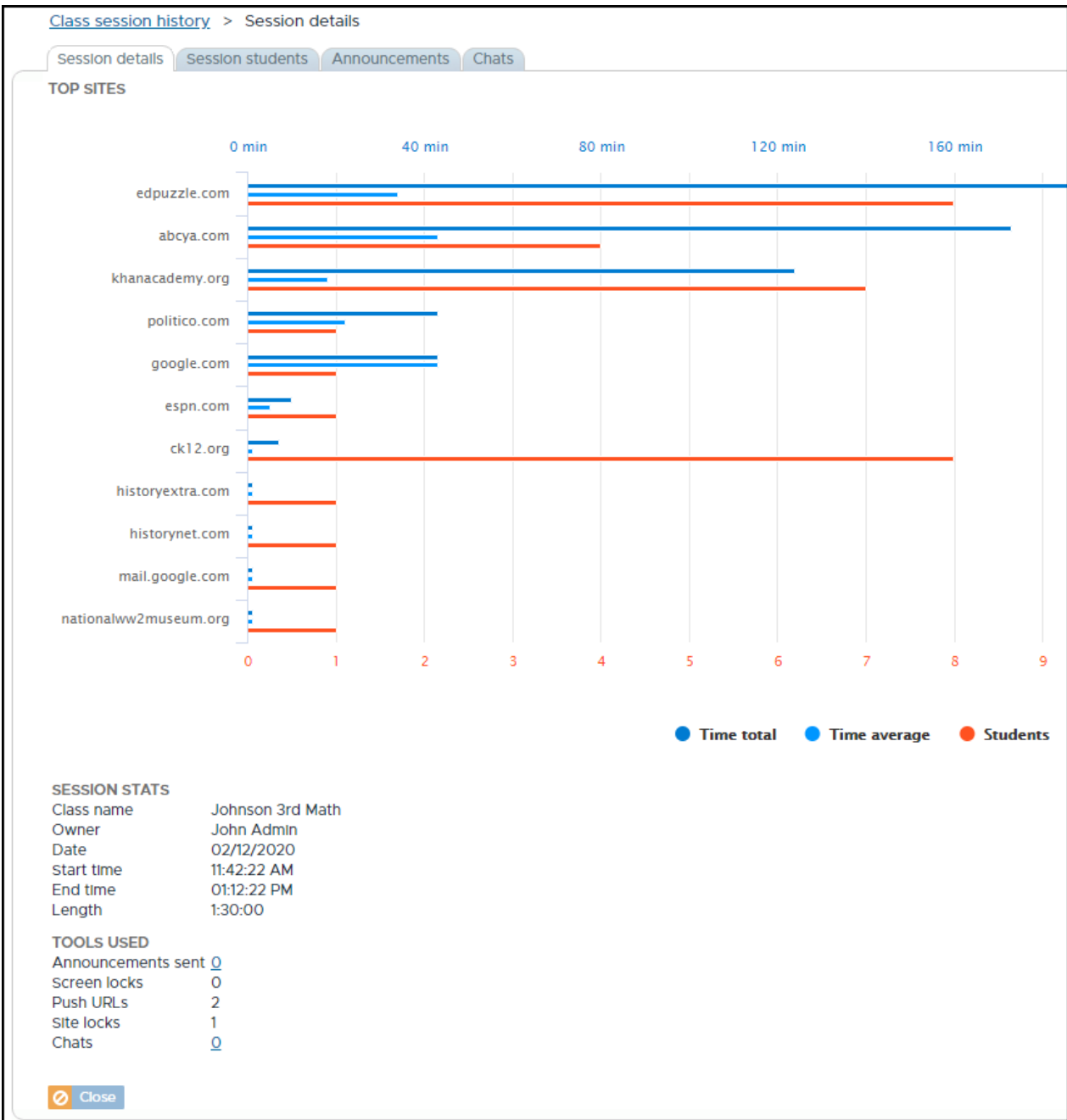


10.2 Viewing Class Session History

Class session history shows a list of all completed class sessions. Administrators will see classes for all teachers. Teachers will see only their own classes. The search box can be used to search for classes by just a specific teacher or class name.



Click any class from the list to view the class session details.



10.3 Viewing Active Class Sessions

Administrators can view a list of all currently active classes from the Active sessions tab. Teachers can also use this tab, but will only see their own classes.

Classes | ASM classes | Google Classroom classes | Class session history | Active sessions

Browsing history is only provided during times a class session is active

Show all locations

CLASS NAME	TEACHER	STUDENTS	START TIME
science 2	John Smith	0	09:13:46 PM
Yearbook	Sally Johnson	0	09:17:21 PM

Clicking on any class will jump to the active session.

Select "Show all locations" to see active sessions from all locations.

10.4 Scheduling Classes

Classes can be scheduled to automatically start.

In order to schedule classes, the administrator must enable class scheduling from the *Settings > System* menu with the setting "Allow Scheduled Class Sessions."

When enabled by the administrator, class schedule options appear on the Class Details tab for each class.

The screenshot shows the 'Class details' tab for a class named 'Class A Block'. The interface includes the following elements:

- Class details / Class students** (Tabs)
- Name:** Class A Block
- Description:** (Empty text field)
- Type:** Chrome
- Teachers:** Adam Teacher (with a trash icon and an 'Add' button)
- Scheduling Options:**
 - Automatically start class on schedule
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
 - Sunday
- Start time:** 09:00 AM
- Length (in minutes):** 45
- CLASS OPTIONS:**
 - Enforce organization block list
 - Enforce custom block list
 - Allow students to raise hand
- Buttons:** Save (green checkmark), Cancel (orange circle with slash)

To schedule a class, check the box for "Automatically start class on schedule," select the days and time for the class and choose the class options.

Note: When scheduling a class, there is no option to exclude absent students from class since the class starts automatically. If a student needs to be excluded, the class must be stopped, the student excluded, then class started again.

11 My Account

My Account provided personal account options and is accessed by clicking the username in the top right corner.

The screenshot shows the 'My account' settings page. At the top, there is a breadcrumb trail: 'Device Console users > My account'. Below this, there is a 'My account' tab. The main content area is divided into several sections:

- User name (e-mail):** A text input field containing 'chromeadmin'.
- Password:** A text input field.
- Confirm password:** A text input field.
- Notifications:** A section titled 'Send an email notification on the following events:'. Under this, there is a sub-section 'System' with three checked checkboxes:
 - Class session summary
 - Important system alerts
 - Lost Mode messages
- Class session preferences:** A section with a 'Display name' text input field containing 'Mr. Johnson' and three checked checkboxes:
 - Enable notification sound for chat and hand raise
 - Play sound when student enters class
 - Force chat window open

At the bottom left of the form, there is a green checkmark icon followed by a 'Save' button.

Password: a new password can be set by entering the new one twice, then clicking Save.

Notifications

Class session summary: each teacher of a class received a session summary email when a class session ends. Use this setting to enable or disable the email summary.

Important system alerts: this option is available only to organization admins and enables or disabled email alerts on system events.

Lost Mode Messages: this setting is available only to administrators. It determines whether or not an email alert is send when a device previously put into Lost Mode comes back online.

Class session preferences

Display Name: This setting is used to change the display name of the teacher that students see in the student chat window

Enable notification sound for chat and hand raise: when enabled, the teacher will receive an alert sound notification when a student sends a chat message or uses the hand raise feature. This is particularly useful during remote teaching.

Play sound when student enters class: when enabled, a doorbell sound notification will play on the teacher's device when a student in an active class session comes online. This is useful during remote teaching when teachers are online for an extended period of time and students "drop in" as needed.

Force chat window open: when enabled, the chat window on the student device will be forced open when the teacher sends a chat message, rather than just displaying a glowing chat icon and waiting for the student to open it.