



ClassHub for Teachers

A Guide For:



ClassHub™



SQUIRRELS®



Table of Contents

CLASSHUB TEACHER	1
Views	2
Actions	5
SCREEN MIRROR	7
Screen Mirroring Actions	8
CLASSHUB STUDENT	8
Student Log In	8
Student Actions	9

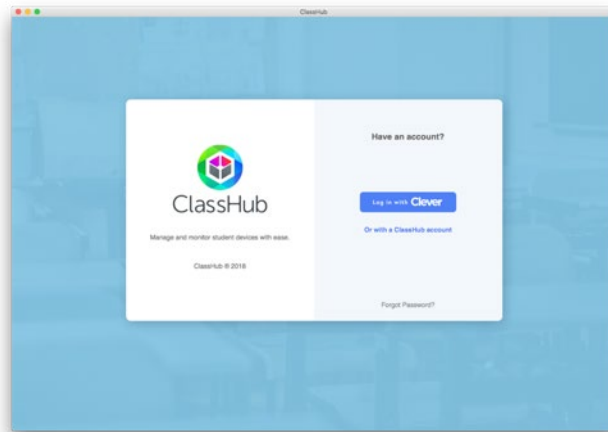
Description

This guide gives teachers an overview of the components of ClassHub Teacher and the ClassHub Student Companion App.

ClassHub Teacher

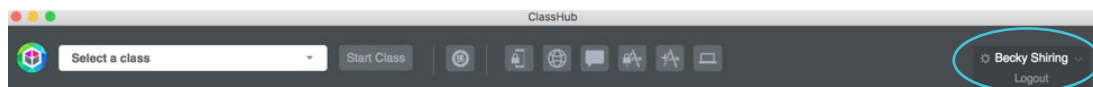
Logging In

1. Open ClassHub Teacher.
2. Click "Log in with Clever."
3. Enter your username and password and click "Log In."
4. The Class Manager opens.



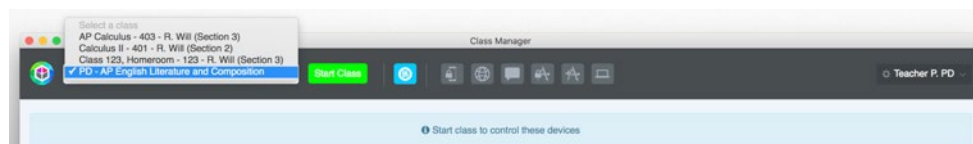
Logging Out

To log out, click the arrow next to your name and click "Logout."



Starting a Class

To start a class, select the appropriate class from the dropdown list on the left and click "Start Class."



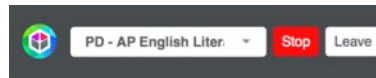
Stopping a Class

To stop a class, click "Stop Class." All students will be disconnected from the current class.

Leaving a Class

If a class has more than one teacher, ClassHub allows each to have a teacher role within the class. The "Leave Class" option allows a teacher to leave a class without ending the class session. If a class only has one active teacher, "Leave Class" will also stop the class.

Note: If a teacher forgets to stop a class and a student moves to another teacher using ClassHub, the student will automatically be pulled into the correct class when the next teacher starts ClassHub.

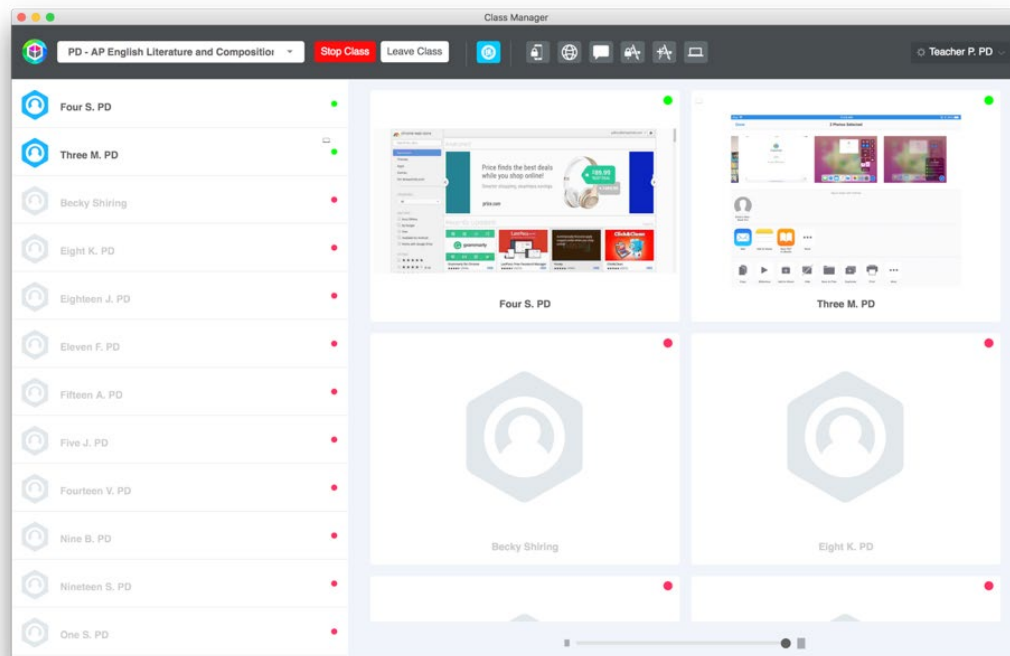


Views

The Class Manager has several different views depending on the teacher's preference. The view can be adjusted by dragging the corners of the Class Manager window to resize.

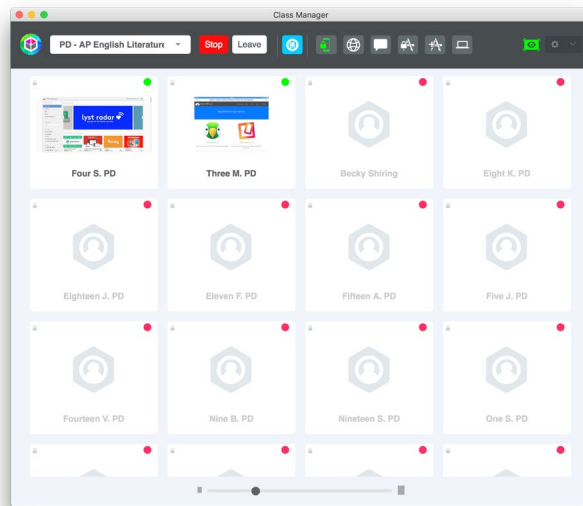
Class View

Class View displays both the student list and student desks with Screen Peek activated. This is the default view and is displayed from a medium-sized window (> 1200 pixels wide). Student desk size can be adjusted by sliding the screen resizer at the bottom of the Class Manager window.



Desk View

Desk View displays rows of student desks. Screen Peek View can be turned on and off from this display (see below). This view is displayed from a medium-sized window (<1200 pixels wide).

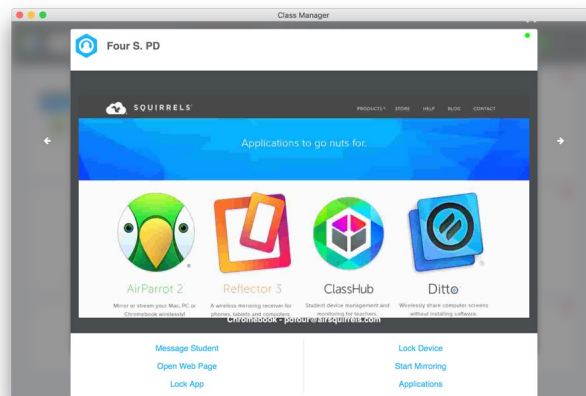


Screen Peek View

Screen Peek View is activated from the Desk View display. Screen Peek is toggled on by clicking the screen peek view button next to the settings wheel at the top right of the Class Manager. This view enables the teacher to see student device screens and is refreshed every few seconds to show what students are actively working on.

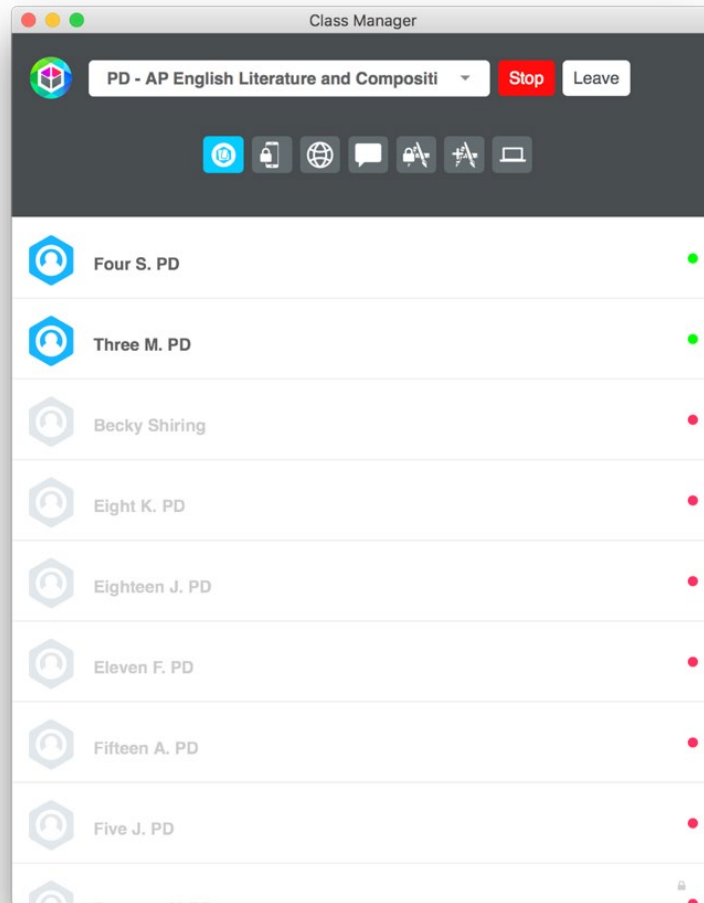
Screen Peek Window

To display a large screen peek of an individual student device as well as display individual student actions, click on an individual student desk. You can use the white arrows on the sides of the Screen Peek window to scroll through individual student screens.



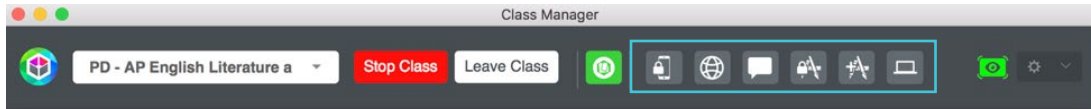
Student List View

Student List View displays students in list form. This view is displayed from a small window (<677 pixels wide). Student List View can be helpful if a teacher wishes to display other content on his or her desktop while still accessing ClassHub. Device Screen Peek and individual actions can be accessed by clicking on the student name while in list view.



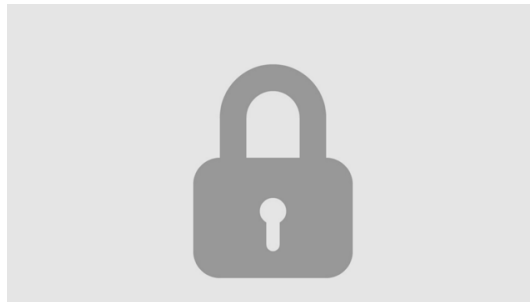
Actions

Actions allow teachers to manage student devices and control content. Actions can be used with an entire class or with individual students. Class-level actions are found on the toolbar at the top of the Class Manager. Student-level actions are found by clicking an individual student desk. When an action is successfully completed, a notification will appear at the bottom of the Class Manager window.



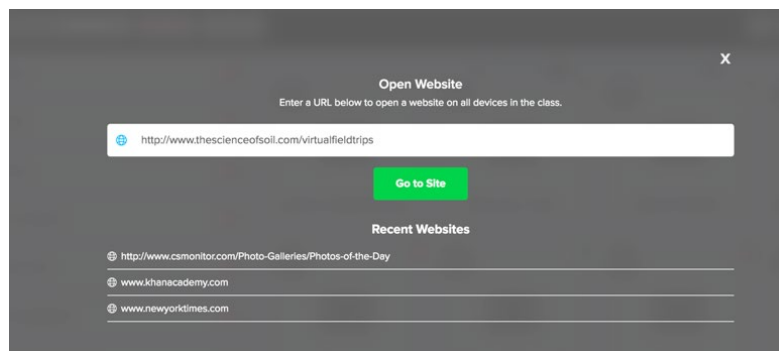
Lock Device

Lock Device allows the teacher to lock student devices so they are unable to use any part of their device until the device is unlocked or class ends. A large lock icon will be displayed on the student's device, and a lock icon will appear next to student names in the Class Manager.



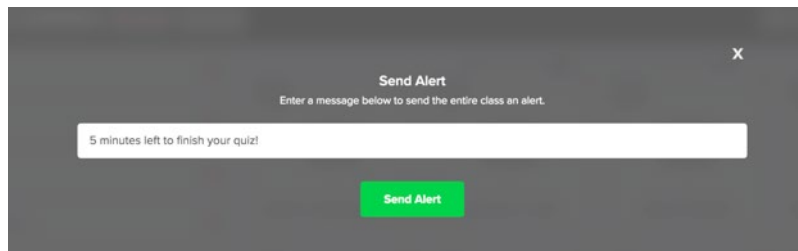
Open Web Pages

Open Web Page allows the teacher to push specific webpages to student devices. Click Open Web Page and enter the URL in the web page dialogue box. Click the "Go to Site" button, and the website will open on the desired devices. A list of the ten most recent websites are listed under Recent Websites.



Send Message

Send Message allows the teacher to send a quick, non-disruptive alert to a student or class. Click Send Message, type the message in the dialogue box and click Send Alert. The alert will then pop up in a small dialogue box on student devices.



Lock Applications

Lock Applications allows teachers to lock a student or class into a specific application. Click Lock Applications and select the application to lock students in. Students are now unable to use other apps until the app is unlocked or class ends.

Applications

The Applications action allows the teacher to install or remove apps from student devices. The list of apps is populated based on applications that already exist on connected school devices. Click the Applications icon, select Install or Remove and click the desired app from the list to complete the action.

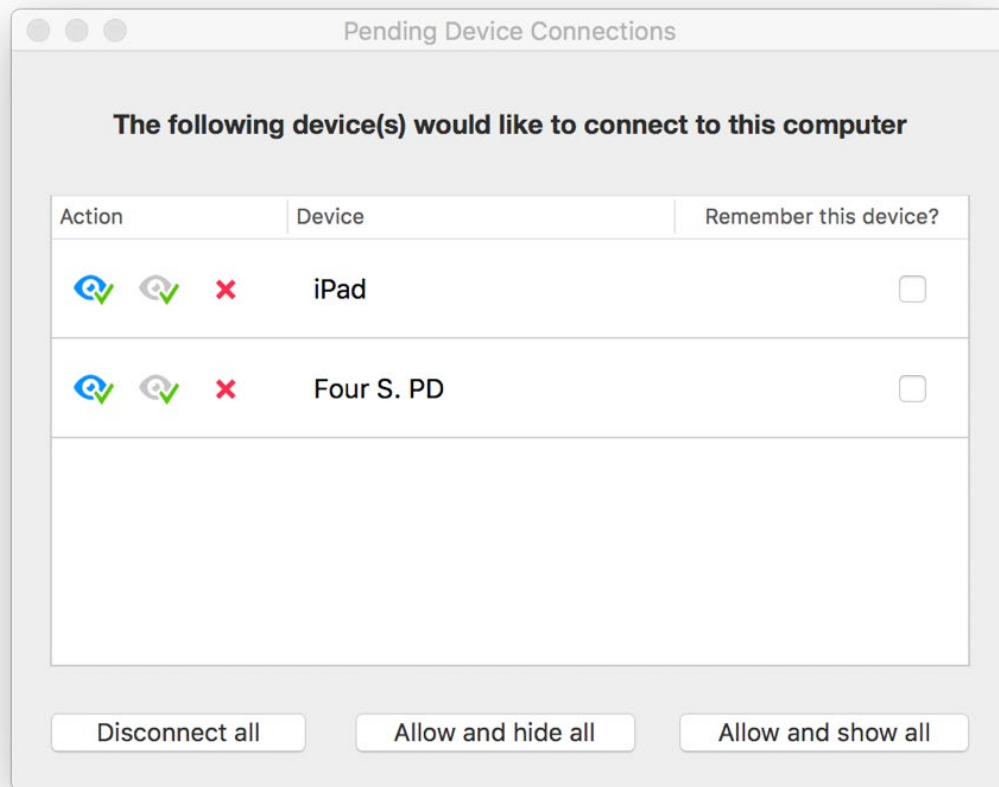
Note: Not available for Windows devices.

Screen Push

Screen Push allows the teacher to mirror his or her screen to student devices. Simply click the Screen Push icon and the teacher's screen will appear on student devices. If the teacher's device is in extended view, the active desktop will be pushed to students.

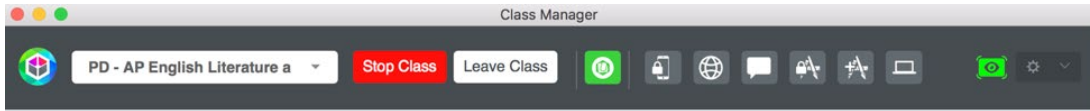
Screen Mirror

Screen Mirror allows the teacher to select a particular student to share his or her device screen. Once the student accepts the request, the student's screen will appear on the teacher's device. Students can also initiate screen sharing. When a student asks to mirror their screen, the "Prompt to Approve" dialog box appears on the teacher's device. From here, the teacher can choose to allow and show the device screen (blue eye icon), allow and hide the device screen (gray eye icon) or disconnect the student device screen (red x). These options can be applied to every connected device by selecting the options at the bottom of the box. Checking the "Remember this device?" box allows the student device to connect for the remainder of the class session without teacher approval.

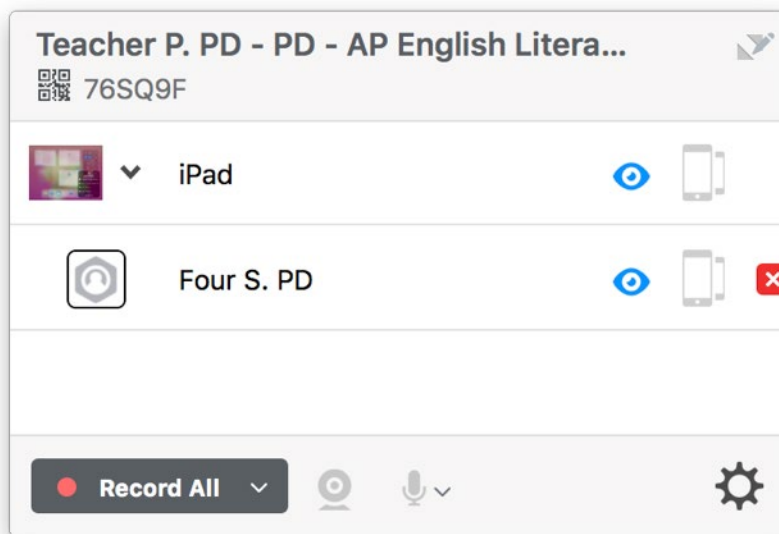


Screen Mirroring Actions

The Screen Mirroring Action button located next to the Leave Class button opens a window within the Class Manager that allows the teacher to see all of the connected mirroring devices. When no devices are mirroring, the icon is blue. Once a device has started mirroring, the icon turns green, alerting the teacher that a student is mirroring or has requested to mirror.



From this window, teachers can utilize mirroring actions such as hide, emphasize, record or disconnect device.

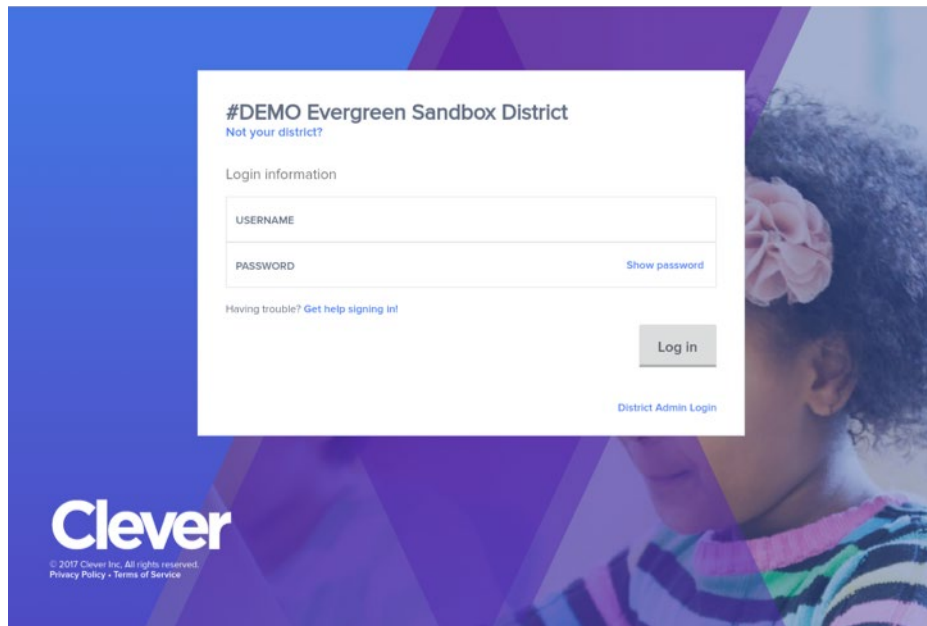


ClassHub Student

Student Log In

To log in, students should log in to their device. The ClassHub/Clever login screen will automatically pop up for students to enter their username and password.

Note: The number of times a student must log in varies by device type and setup. Generally, in one-to-one device environments, students will only have to log in to ClassHub once, and then will never have to log in again. Students using Chromebooks are automatically logged in to ClassHub if they log in to their Chromebook with the account associated with ClassHub.



When students log in and are connected to an active class, the online indicator next to each student's name in the Classroom Manager will be green. When students are not connected, this indicator is red.



Student Actions

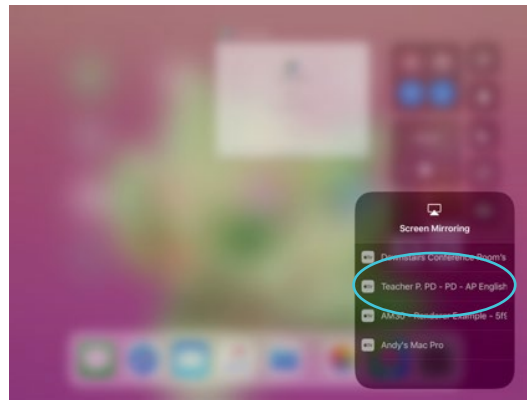
Students can find class information and actions by clicking the ClassHub icon on their device. Students will know they are successfully connected when they open the ClassHub Student Companion App and see the correct teacher and class name.

Screen Mirroring (Chromebook & Windows)

Mirror My Screen allows students to share their device screen to the teacher's computer. By default, when students share their screen, the teacher receives a "Prompt to Approve," which allows for teacher approval before student screens are displayed. Teachers can also request for students to share their screens using the Screen Mirror option (see Screen Mirror on page 7).

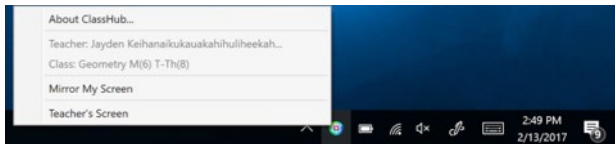
Screen Mirroring (iPad)

To mirror an iPad, the student should swipe up from the bottom of the iPad and tap the screen-mirroring button. The student should then tap the correct teacher and class from the list of devices to begin mirroring.

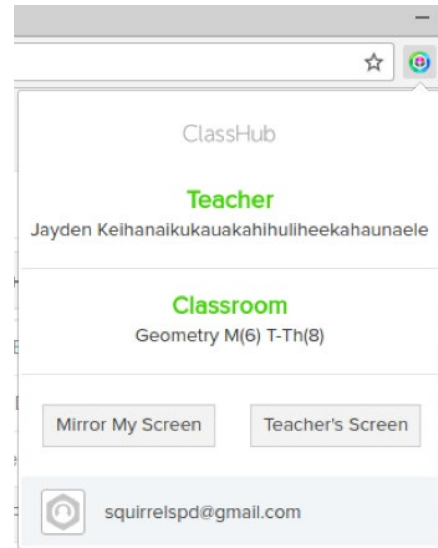


Teacher's Screen (Chromebook & Windows)

Teacher's Screen allows students to open a new window to see the teacher's screen when the teacher has Screen Push activated.



Windows



Chromebook