WorkReady
MOBILE®

Instructor User Guide
Updated: 5.18.2021
Version: S26.0521

User Guide Contents

Settings Menu

Update Profile

- Access the settings menu by selecting ⌄ to the right of the profile picture.
- Select the **PROFILE** tab to view and edit your personal information and your profile image
- Appointment Booking URL - Your admin or the support guide can provide more details.
- This is also where you can change your password or delete Your account.
- To access the Spanish version, navigate to where it says **Language** and select the dropdown option labeled "Spanish." The page will refresh and display in Spanish.
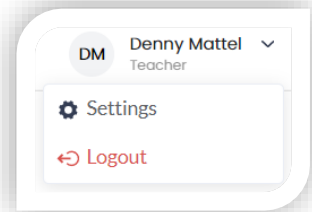
Update Notification Settings

- Select **NOTIFICATIONS** to update your settings and phone & email address
- Select **Add a mobile device** to add a mobile device to your account. You can also make this your "Primary" which means you will Log In using your mobile number.
- Select **Add an email address** to add an email address to your account.
- To change notification settings on a particular email address or phone number, select ••• on the right. Then, you can remove, disable, or designate your primary contact.

Multilingual Capability

- Go to your browser's settings to change your language settings for your browser. Once the new language has been applied, **⊕ See Translation** should appear underneath private message text.
  - Once you click **⊕ See Translation**, the text above will translate into the language set by the browser.
  - Click **⊕ See Original** to revert the text back to its original language.

Support Toolbar

This is the purpose of the four icons to the left of the username and role at the top right of the webpage.
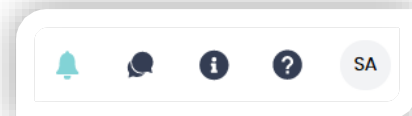
Notifications

- Select the 🔔 icon to view your notifications
- Click a notification to be directed to the location of the item

Messages

- Select the 💬 icon to view your recent messages
- Click a message to be directed to the message thread location

About Us

- Select the ℹ️ icon to view the Organization's About Us page.
- Communicate with the WorkReady Mobile team with AdvanceNet to update your About Us page.

Accessing Support

- To access support, select the ❓ button on the support toolbar.
- then select the [Support] button - to access support articles or report an issue
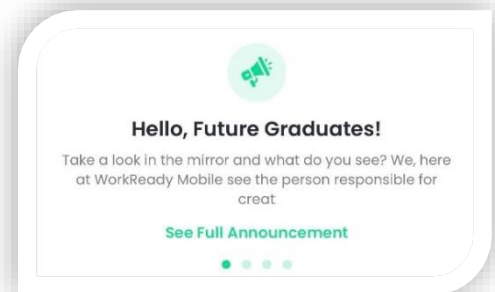- Direct link: https://support.workreadymobile.com

*You can also either email support@workreadymobile.com with your issue

App Home Page

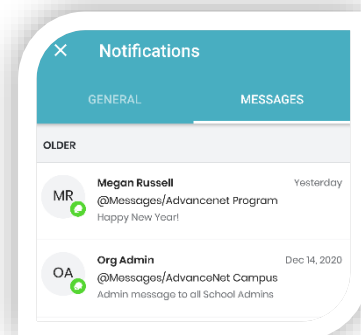These instructions and images are from the App version

Home Page Notices

- Notices are created by the Organization Admins
  - Click to view and activate links
  - Swipe from right to left to tab over to the next notice

Quick Links

- Icon Cards
  - Select from the icons to fast-navigate to the linked locations
    - Classes; Messages; Job Board
    - School Calendar; Additional Resources
  - An alert will appear on an icon card if there is a new notice or message.
- Bell Notification Icon
  - Select the Bell Icon to read unread notifications and messages.
  - Clicking some notifications and any message will bring you to the page for that feature.

Web Home Page

Notices

- Notices are created by the Organization Admins
  - Click to view and activate links
  - Click the dots below to toggle between notices

School Announcements
- Messages from Org Admins and School Admins to the entire school
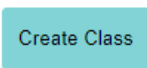 - Click and hold to react to the messages

Quick Links
- The following Quick Links are available for jumping to:
  - Classes; Messages; Job Board; Calendar; Goals; Assessments
- Classes and Messages will display an alert bubble if there are new messages

Classes

Navigate to Classes
- Instructions for the **Classes** section, accessed from the main menu
- Select the **OWNED** tab to view all classes for which you are an Owner
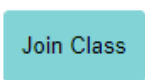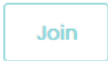- To view the classes you have been added to or joined, select **JOINED**

Create a Class:
- In the top right of the **OWNED** page, click on **Create Class**
- Enter the <u>Class name</u> and select an icon or use the one pre-selected
- Assign a class code, or use the one generate one for you
  - Class code cannot be duplicated and cannot be more than 6 characters
  - Codes are not case sensitive
- A class can be set to be "Private" so that it must be joined directly through an invitation or with a class code.
- To set the Class Meetings on the calendar, select **Add Meeting** to set the class meeting times and notify students

> **Class Meeting**   + Add Meeting
> Add a class meeting on the calendar and notify your students before class time.

Join a Class:
- To join a class that has already been created, select JOINED and then **Join Class**
- Join a class by entering the class code, search by teacher, or search by Class.
- Follow the instructions to locate the class(es) you want to join and click **Join**

Archive Classes
1. To archive a class, find it and select ••• to the right of the class.
2. Select 🗑 Archive
- To restore a class, select the **ARCHIVED** tab and select ••• to the right of the class and then select ↻ Unarchive

Manage Class Features

Manage Class Resources

- **To Add a class file or link to Class Resources**, select the class you would like to add a file to
    - Navigate to the **RESOURCES** tab of the class
    - Select the **Add Resource** button in the top right
        - (Or - the image to the right will appear if no resources have been posted)
    - Click the dropdown and select **File** or **Link** from the options listed
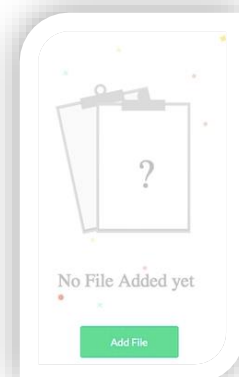   - Add a title, description, and upload your file (PDF, doc, docx, xls, etc.) or insert the link URL.
- To Delete a class file, select the class in which is the file.
    - Navigate to the **RESOURCES** tab of the class
    - Select the ••• next to the file you want to delete.
    - Select 'Delete'

No File Added yet

Add File

Manage Class Calendar

- To **Add** a Class Calendar event, select the preferred class
    - Navigate to the **CALENDAR** tab of the class
    - Select the date from the calendar for the event
    - Fill out the form with the details of the event
    - Class Meeting opens the Attendance options (below)
    - Select if the event will be recurring or a one-time event
    - Select if the event will trigger push notifications
    - Click **Save**
- To **Edit** a Class event, select the event from the calendar that you want to edit
    - Select the in the top right-hand corner
    - Make changes to the event & Click **Save**

- To **Create** a Recurring Event, select the preferred class
    - When creating an event, select the switch to make it a recurring event
    - Select from the dropdown if the Event is to repeat every Day or Week
        - If it is every Week, select which Day(s) from the buttons
    - Select a recurring End Date from the calendar (this is when the events will stop)
    - Click **Save**
- To **Delete** an event, select the event from the calendar you want to delete
    - Select the in the top right hand corner
   - You will receive a confirmation that the event is deleted
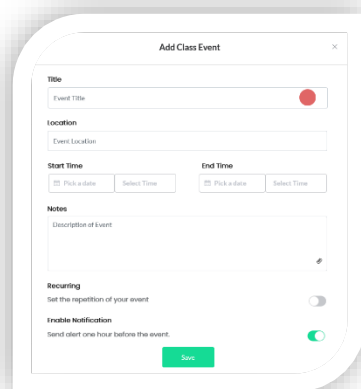
Edit class Settings & Information

- Under the **SETTINGS** tab, you can edit the class name, class code, icon, description, recurring/nonrecurring class time, Privacy Setting, and Select **Save**

- To archive the class, select Remove from class list
  - This will archive the class and it will no longer appear in your list of classes.

Attendance

- In an owned class, you need to **Create a Class Meeting** to take Attendance.
  - Add a Meeting from the Calendar or the Settings page (under "Class Meeting")
  - Follow the above instructions to create a **Class Meeting**
  - Under Event Type, check this: ☑ Allow attendance for this class meeting
    - If Attendance is allowed for the class, scroll down to select the **Attendance Type** which includes:
      - **Hybrid** - the ability to capture both Virtual and In Person attendance.
      - **Virtual** – the ability to capture Online Class attendance.
      - **In Person** – the ability to capture In-Person Class attendance.

  - **Enable Notification** and select the 🟢 to allow for the users enrolled in the class to receive push notifications an hour before the class meeting
  - **Check-in/Check-out Notification** can be turned off if you do not wish for students to receive the notification to check in or check out.
  - Note* only users who have the push notifications turned on for the app/web and on their mobile device will receive notifications.

- **Recording Attendance for Class Meetings**
  - The module for Attendance does not appear until the Class Meeting is scheduled to begin.
  - Click the "Check in All" button if all students are present at the beginning of class.
    - If an Attendance type preference has not been chosen for a class meeting, it will show as **Hybrid**
  - If *most* students are present, a short cut is to use the 'Check in all' feature and then
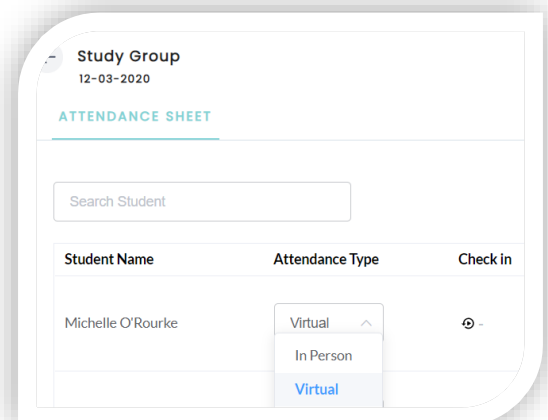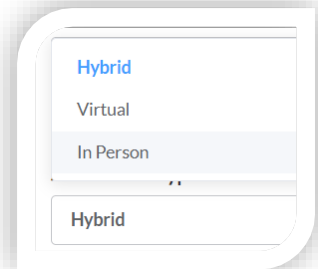
delete the entries for those that are not present or edit the time for those who were late.

- o Students can record the check-in time for themselves as of the class meeting start time and can edit their time until Attendance is 'Saved and Locked.'
- o If the class ends on time, then there is no need to check out students. It will be automatically recorded at the end of class.
- o If a student leaves early – or if the entire class leaves early – then the check-out time will need to be entered for each student.
- Or a teacher can instruct/enforce all students to check themselves in/out.

- The **Total Time** column read-only and displays the total minutes the student is in the class. (Check out time minus the Check in time)
- If there is no check-in information entered during the time of the class, the student user will be marked absent and will be sent a notification to confirm their absentee status
- You can add a drop-in student who is present but not a member of the class.
  - o Click the **+ Add new student** button and then search registered students to add.
- Once the class has ended, you can **Save** attendance information and **Save and Lock** to prevent student users from changing their Check in and Check out times.
- See the **Download Records** section of the user guide to learn how to pull a report for Attendance data. The report will include the total time in minutes for each record.

Adding People to Classes

- Once you have added your classes, select the class by clicking the class name by or using the Actions button - ••• .

- Select the **PEOPLE** tab and then **Add People** in the top right corner.
- There are four ways to add people to your class.

Adding people from pre-existing User List:
- If the user already has an Instructor, School Admin, or Student account with the organization you will be able to add them from the pre-existing list of users.
- Start typing the user's name, phone number or email into the field provided
  - o You can use the dropdown on the right to filter by role
  - o If you're adding a student, select the box to the left of the user's title
  - o If you're adding an instructor as a co-owner, select the 'owner' box that will appear next to their account on the right
- Select the user you wish to add. Then, click **Add**
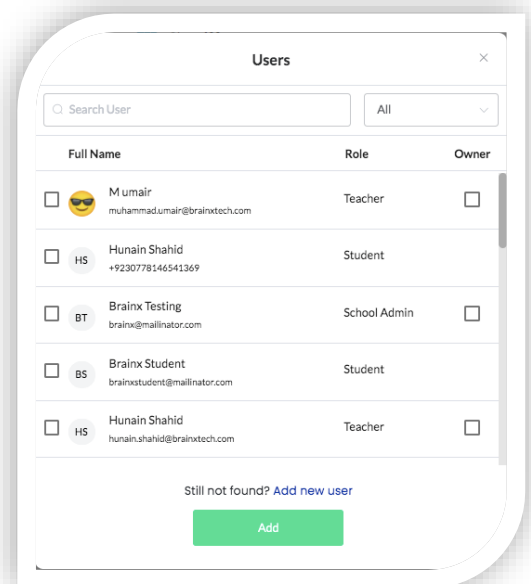
Adding people by email or phone number:
- Enter the person's full name and email address or phone number to add them.
- If an account *has not been* created for the email address or phone number entered,
  - the person will receive an email or text message with registration instructions.
- If an account *has been* created for the email/phone, then they will receive a notification that they have been added to the class.

Adding People by Printable PDF:
- Download a PDF to either print or email students with instructions on how to receive notifications about the course.
- This will automatically generate the necessary information that your students will need
  - including the Class Code.

Adding People in-person:
- Utilize the "In-Person Instructions" Page to have students' text the Class Code to the number provided and they will receive registration instructions. (Ex: "@ABC123")

Adding people by sharing a link:
- Share a link by email with your students with registration information.
- Click **Email Link** to open your email application, or copy the link and paste it in an email

*Once people have been added to your class, you can manage your class by selecting the **People** tab on the top of the course page.

Add more Class Owners

A Class Owner is a School Admin or Teacher/Instructor who has the authority to add to or edit aspects of the class. There are <u>two ways</u> to add additional Class Owners from the class page:

From the "PEOPLE" section of the class page

- To add a Class Owner for a class, select the button on the top right
- The Instructor or School Admin must have already joined the class to be a Class Owner.
  - If they are not part of the class, select "here" in - add them from here
  - If they are already a member of the class, then you just select their name click the **Add** button.

From the "SETTINGS" section of the Class Page

1. Scroll down on the **Settings** page and select the button.
2. Select or add the instructor(s) you wish to make into a Class Owner and click **Add**

Copy or Move People from one class to another


1. On the Class People page, there are checkboxes next to each person and one on the title row to select all.
2. Once a box is selected, a set of actions appear above the Search box.
3. **APP** – long press on a student to activate selection boxes and action buttons
4. **Move to** – this action will move the selected users to new class and remove them from the current class.
   a. Click **Move to** and follow instructions to select the class to move people to.
   b. Their conversations and attendance in the old class will be retained.
5. **Copy to** – this action adds the people to the new class and retains them in the current class. You will be informed if they are already in the new class.
6. **Remove** takes the person out of the class. Data is retained in the class.
7. **Block** will prevent them from accessing WRM. They can be unblocked later.
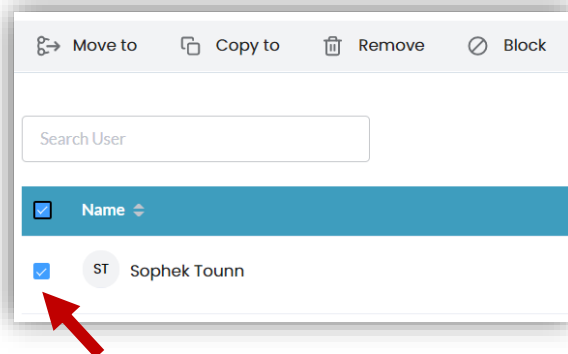
Messages

School Announcements from Administration   💬 Messages
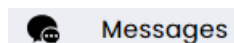
- Announcements are school wide messages from the school administration
- As an instructor, you can respond with an emoji to an announcement or join the discussion thread if it has been enabled by the administrator.

Action Options for People in Your Class
- On the **People** tab for your class.
- Select the Action button ••• next to the student's name.
- Select 👤 View profile to see the student's class list.
- Select ▢ Copy to another class to add the student to another one of your owned classes.
- Select 📧 Private Message to send a message to the individual only.

Post Announcements for a Class
1. Select a class for which you are an Owner
2. Click the text bar at the bottom that says "Type message here…"
3. A modal box (pop-up) will appear to provide options for posting the announcement.
4. Type your message in the space allotted.
5. One attachment (image or document) can added to the message. You will be prompted if the file is too big or not accepted file type. JPEG, PNG, PDF, and Word are accepted.
   a. Select "**Add Class Resources**" if you wish to attach a file already loaded in the Class Resources. Or, "**Browse from computer**" to load a new file.

WorkReady
MOBILE® 10

6. A preview of your message will populate to the right of the text box, displaying what the SMS message will look like. Announcements have a character limit of 300 characters.
   a. If the message extends passed 300 characters, the rest of the message will be available via link
7. If you post an online video URL in the message, the video will populate in the message, and recipients will have the ability to view the video in the message.
8. You have the option to **Schedule** your announcement. Click Schedule then:
   a. Select the Date and Time options and click to **Schedule** the message.
   b. The message will be sent by the system as scheduled.
9. If not scheduled, click the Send button once your announcement is complete.
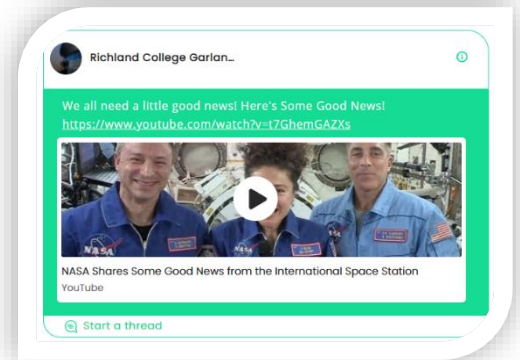
**View Message Statistics for Announcements**
- View message statistics by selecting "See Message Summary" above the sent message.
- This will tell you who in the class has read your announcement.

Send a Message to an Individual or a Small Group

1. Select the box with the pencil icon next to the Search bar:
2. Search or scroll through the class members to locate the person or group for the message. Click the check-box next to each person. Can be one or multiple.
   a. Each user selected should appear in the "Selected" pane on the right.
3. Once your recipient selection is complete, click

   Continue

4. From here, follow steps 4-7 in the above section on posting announcements.
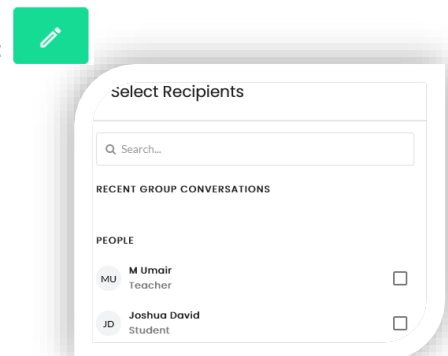
   OR

1. Go to the "People" tab within the Class.
2. Locate the user that you want to message.
3. Select the ••• to the right of their name
4. Select "Private Message" from the list of options in the dropdown.
5. Repeat the steps 4-7 as annotated above.

Translate text within a Message

1. Select the message that you would like to translate and click ⊕ See Translation
2. The message will translate into your device language – if different than the message.
3. See further instructions above on Page 3 of this document.

Managing Messages

As an Instructor, you have permissions to delete the messages for:
- Yourself
- Other Instructor Users
  - As the Class Owner
- Student Users in your class

The types of messages that you can delete are:
- Announcements (as Class Owner)
- Discussion Board replies
- Personal Messages

Student Management

Manage students within a class

- Select a Student from the Class list to access the Student's Classes, the Student's Goals (if they have been filled out), Documents uploaded by the student, as well as Student Notes and Assessments

- **To Add a Note to the Student's profile**
  - Navigate to the **NOTES** section of the Student's profile
  - Select 'Add Note'
  - Add a Title to the Note
  - Add a message to the text box labeled 'Body'
  - You have the option to upload an attachment (File/Image) by clicking the paperclip icon
  - Select Public or Private - The default choice is for the Note to be Public
    - Public - other Instructors and School Admins can view the note
    - Private – only you will have access to view the note.
  - Click 'Add'

- **Add an Assessment to Student Profile**
  - Navigate to the **ASSESSMENTS** section of the Student's Profile
  - Select the 'Add Assessment' button, Select Test Name, Level, Overall Score, Overall Result, Test Date, Select Future Test Date, and Add Comments (Optional)
  - Add Detail for Sections of the Test
    - Select the action button ••• next to the test to add results.
    - Click Edit
    - Add Section Name, Score, Level, Result, and Add Comments (Optional)
    - Click 'Update'

- **To view or edit an Assessment result for a student.**
  - Navigate to the **ASSESSMENTS** section of the Student's Profile
  - Choose from the list or search by typing in the search bar the name of the test
  - Select the toggle dropdown to filter your search by test type
  - Select the test from the list of filtered results by using the **Actions** button.
  - View or edit the details by Select the ••• icon for the test and select 'Edit'
  - The details of the test will appear
  - You are able to make changes to the test and select **Save**

- **To add an attachment to an Assessment result for a student.**
  - Navigate to the **ASSESSMENTS** section of the Student's Profile
  - Choose from the list or search by typing in the search bar the name of the test
  - Select the toggle dropdown to filter your search by test type
  - Select the test from the list of filtered results by using the **Actions** button.
  - View or edit the details by Select the ••• icon for the test and select 'Edit'
  - The details of the test will appear
  - Scroll down to the window labeled **Attachments**
  - Select the ⊕ to select from your mobile gallery or your computer files
  - Once the file uploads, scroll down and select **Save**

Additional Resources
View Additional Resources
- Navigate to the **Additional Resources** tab on the Menu
- Filter results using the search bar to type the name of resource
- Select the text of the Title or the ••• to view the resource as a full page
- You will be able to click on links within the description

* **Note** - Additional Resources is nestled under the **Student Resources** tab

Job Board
View Job postings
- Use the search bar to filter search results by Name
  - ~OR~
- Use the dropdown filter to narrow your search by School
- You can click through a link to the listed website.

* **APP Note** - there is only the ability to filter by school

Map
View District Map

- Select the **Map** icon from the menu
- View location information including:
  - Location Name
  - Phone Number
  - Address
  - Email