School Administrator User Guide

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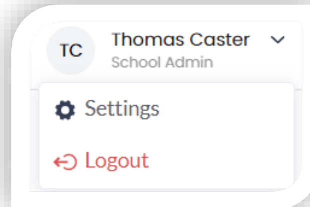
User Guide Contents

Settings

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

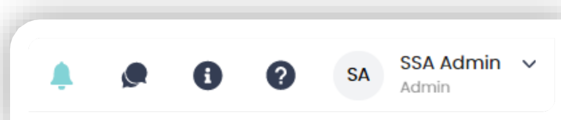
- Select **NOTIFICATIONS** to update your settings and phone & email address
- Select Add a mobile device " to add a mobile device to your account. You can also make this your "Primary" which means you will Log In using your mobile number.
- Select Add an email address to add an email address to your 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 listing of four icons to the left of the username and role at the top right of the webpage. Icons for 'Notifications', 'Messages', 'About Us', and 'Help' section



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 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

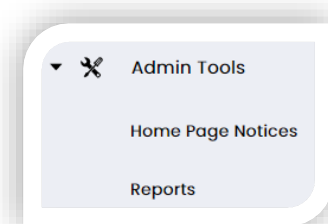
- To access support, select the button on the support toolbar.
- then select the Support button.

*You can also either email support@workreadymobile.com with your issue, or visit https://support.workreadymobile.com to access support articles or to create a support ticket.

Dashboard

- Here, you will see updated data and statistics in real time when you log into your web portal. Info displayed includes the total number of students, teachers, classes per school and broken down by school, as well as the breakdown for student activity from your district.
- To filter **All Section** results by time frame, click on the top right dropdown option
  - You can filter by the Current Month or the Previous Month
  - The Current Quarter or the Last Quarter
  - The Current Year or the Last Year
- To filter **Messages, Active Students and Goals** by school
  - Select the dropdown in the right hand corner of the module and select the school you would like to isolate
  - A teacher can be selected to show the graph for their classes.

Admin Tools



Home Page Notices

- Notices are interchangeable messages that display on the App version of WorkReady Mobile. These are shown to all Schools and App users within the district.

  - To Edit or Delete a Notice, select ••• to see the action items
  - Select the icon to edit the ability for Notices to auto-scroll across the screen, or if they need to be manually swiped by the user.
    - Click the toggle icon in the *on* position to enable auto-scrolling
    - Click the toggle icon in the *off* position to disable auto-scrolling

Configurations

1. Select **Configurations** from the Admin Tools menu
2. The system-wide, organizational configuration options are controlled here.
3. **Class People List Visible** – turn this off if your organization policy prohibits students from accessing the list of other students in the class/group.
4. **Student can edit attendance** – turn this off if your organization uses the attendance feature but does not allow students to enter or edit their attendance.

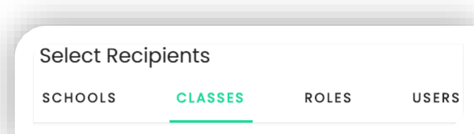
Reports

1. Select **Reports** from the Admin Tools menu
2. There are three tabs (pages) with report options. – Class, Users, and Students
3. An Org Admin can filter the reports for all of the schools in the district.
4. Option to filter some of the reports down to the teacher and class level.
    - You can run a report for Participation, Announcements, Class Messages, Student Activity, Assessments, Attendance, and Total Number of Users.
5. The Start and End dates are for the date range for the participation levels or event.
6. Once the filters are set for a report, click Export to send an Excel to your email.

Messages

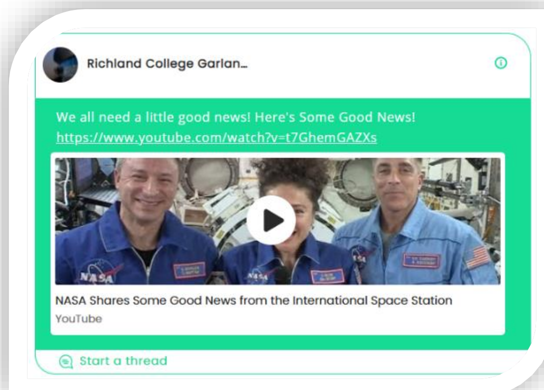
You can send messages to the schools that you manage and any class or student in the school through the "Messages" feature. You are also able to send to and receive messages from the other Organization Admins for your District/Organization.

- Select Messages from the main menu.
- To change your Messages page view, select from the options in the dropdown menu next to the Search bar.
- Select from the available Schools, Classes, and students to send announcements or direct messages.
    - Use the message box at the bottom for School or Classes.
    - A message to a school will alert every user within the school.
- To customize recipients, select New Message in the top right-hand corner.
    - Select the **SCHOOLS** tab at the top to select one or multiple schools to send a message.
    - Select the **CLASSES** tab at the top to select one or multiple classes to send a message.
        - All members using WorkReady Mobile who are in the class will receive the message that you send.
    - Select the **ROLES** tab to send an announcement to all users for the selected role and school(s). The message is only visible for the selected role.
    - Select the **USERS** tab at the top to select one or multiple users.



- This message will send to all the selected users; however, it will create private chat with each user - not a group message.
- A preview of your message will populate to the right of the text box, displaying what the SMS message will look like.
- Announcement SMS messages have a character limit of 300 characters.
    - If the message extends past 300 characters, the rest of the message will be available in the App via a link.

- You have the option to **Schedule** your announcement. Click Schedule then:
    - Select the Date and Time options and click to **Schedule** the message.
    - The message will be sent by the system as scheduled.
- 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.
- If not scheduled, click the Send button once your announcement is complete.



Users

Users Page Management

- On the User Management Page, you will find a menu where you can access the names and accounts for **all users from the schools that you manage**.
    - You can search users from the search bar
    - Narrow the search results further by selecting the toggle icon filtering by:
        - The user's School; Role; or Status
- To Archive or Block a User, select the action button ••• to the right of the User's name
    - Select 'Archive' or 'Block'
    - Refer back to the 'Manage Users and Accessing Support' section of this User Guide to learn more on how to reference your list of Archived and Blocked Users

- School Admins also have the ability to Reset a User's Password
    - You can search users from the search bar
    - Select the user from the results and access the user's profile information
    - Scroll to the bottom of the page
    - Click **Reset Password** → Reset Password
    - A text or email will be sent to the user to have them change their password.

Student Management

Manage students within the User Management Page or via a Class

- **Manage Student Users**
  - Select the Student from the User list by clicking their name or the **Action** icon.
  - Here, you can view all of 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 and Add a message to the text box labeled 'Body'
  - You can 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
  - Add Detail for Sections of the Test
    - Select the ••• next to the test to which you want 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**

Classes

Manage Classes

- Instructions for the Classes section, accessed from the main menu.
- Select the **ACTIVE** tab to view all active classes in the portal at your school.
- To view the classes that you have added or joined, select **MY CLASSES**

Create a Class:

- From the **MY CLASSES** tab, select Create Class on the top right of the page.
    - 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 must be 6 characters.
        - Codes are not case sensitive.
    - A class can be set to be "Private" so that it must be joined directly with a code.
    - Select 'Add Meeting' time to set a class meeting time to be added to the class calendar which will notify students
        - Please reference the **Attendance** section for setting up a **Class Meeting**
    - Choose if you want to make the meeting time to be daily, or weekly
    - Select from the dropdown if the Event is to repeat every Day or Week
        - If it is every Week, select which Days from the buttons S M T W T F S
    - Select a recurring End Date from the calendar
    - Click 'Save'

Join a class:

- To join an existing class, find the class on the ACTIVE tab and select to view it.
- Click the **Add People** button in the top right.
- Your username should be the top choice in the list. Check the box and click **Add**.
- You can add yourself as a class owner by first checking the **Owner** column box.

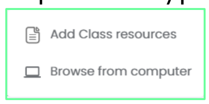
Archive Classes:

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

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.
- You can also send a message to an individual or create a group within a class by clicking the next to the search bar within a class.

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. Use these options: 

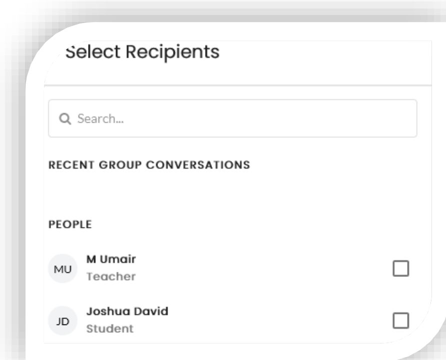
        i. If you click "Add Class resources", it will pull files that you have posted in the **Class Resources** tab and attach them to your message.
6. A preview of your message will populate to the right of the text box, displaying what the SMS message will look like.
    a. Announcement SMS messages have a character limit of 300 characters.
    b. If the message extends past 300 characters, the rest of the message will be available in the App via a link.
7. 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.
8. 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

You can message a Student one of **two ways.**



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. Select multiple recipients for the message if you wish to create a group conversation.
4. Once your recipient selection is complete, click Continue
5. 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. Follow steps 4-7 in the above section on posting announcements.

Managing Messages

As a School Admin you have permissions to delete the messages for:

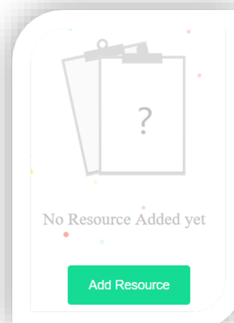
- Yourself AND other School Admin Users
- Teacher/Instructor Users and Student Users

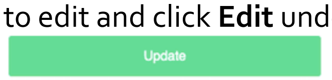
The types of messages that you can delete are:

- Announcements
- Discussion Board replies
- Personal Messages

Manage Class Features

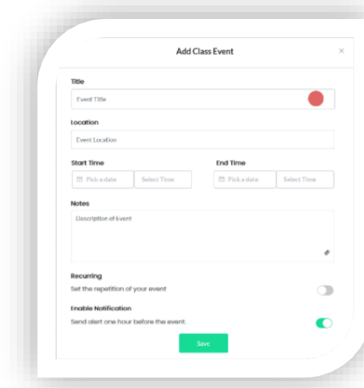
Manage Class Resources



- **To Add a class file to Class Resources**, select the class you would like to add a file to
    - Navigate to the **RESOURCE** tab of the class
    - Select the **Add Resource** button
        - (The image to the right will appear if no resources have been posted)
    - Click the dropdown and select **FILE** from the options listed
    - Add a title, description, and upload your file (PDF, docx, xls, etc.)
- **To Add a link to Class Resources**, select the class you would like to add a file to
    - Navigate to the **RESOURCE** tab of the class
    - Select the **Add Resource** button
    - Click the dropdown and select **LINK** from the options listed
    - Add a title, description, and paste or type your link into the space provided
- **To Edit a class resource**, select the preferred class the file is in
    - Select the file you want to edit and click **Edit** under the Actions menu.
    - Make changes and click 

- **To Delete a class resource**, select the preferred class file is in
    - Select the file you want to edit and click **Delete** under the Actions menu.

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
  - Select if the event will be a recurring event
    - Details on this below.
  - 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
  - Navigate to the **CALENDAR** tab of the class
  - Select the day from the calendar that the recurring event will begin.
  - Fill out the form with the details of the 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 Days from the buttons

  - Select a recurring End Date from the calendar
  - 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

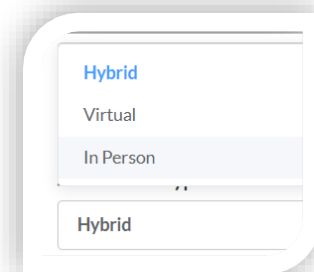
Edit class Settings & Information

- Under the **SETTINGS** tab, you can edit the class name, class code, icon, description, recurring/nonrecurring class time, Privacy Setting, and Select **Save**
- Please reference the **Attendance** section for information on setting up a **Class Meeting**
- 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.

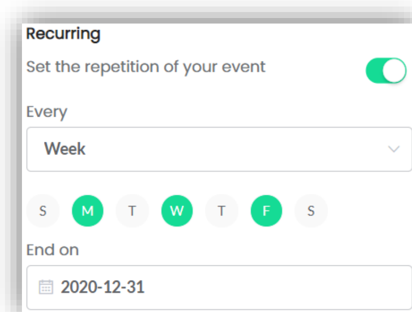
Attendance

- School Admins have the ability to view and edit Attendance for any class in their school

- Once you have an owned class, you need to **Create a Class Meeting** in order to take Attendance. Navigate to the **Class Settings** section:
    - Scroll down to the **Class Meeting** section and select + Add Meeting to create a class meeting
    - Fill out the form indicating the details of the class including the start and end time of the event, the location, description, and notes.
    - Scroll down to **Allow Attendance** and select the to allow Attendance for the class meeting. (Should default to the ON position for Class Meetings)
        - 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.

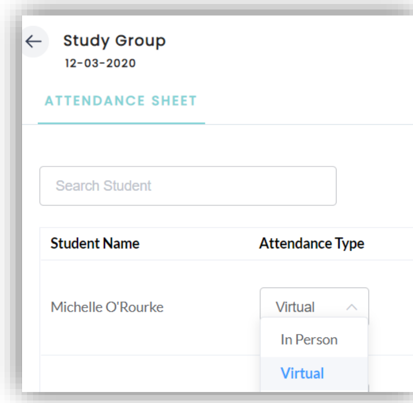


- **Event Alerts and Repetition**
  On the right-hand side of the window is where you can manipulate Event Alerts and Repetition
    - To have your Class Meeting time be **Recurring**, select the toggle to the 'On' position. It will have you choose from the options below to identify on what days the meeting occurs, and how often.



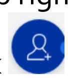
    - **To enable Class Notifications** for class participants**,** select the to allow for the users enrolled in the class to receive push notifications an hour before the class and when the class starts to check in. (Should default to the ON position)
        - **To enable Student Check in/Check out** for the class, select the next to "Check-in/Check-out Notification" this will send a push notification to the recipient's device (web/mobile) and prompt them to check themselves in and out of class.
    - 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.
  - 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.’
  - 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.
  - 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.



- 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
- 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)
- You can add a drop-in student who is present but not a member of the class.
  - 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 or using the Actions button - ••• .
- Select Add People in the top right corner.
  - In the mobile app, click  on the People page to add new members.
- There are five 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
    - You can use the dropdown on the right to filter by role
    - If you're adding a student, select the box to the left of the user's title
    - 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 to the class – 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

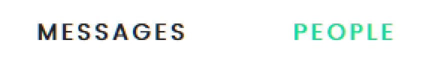
Adding People in-person:

- 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.

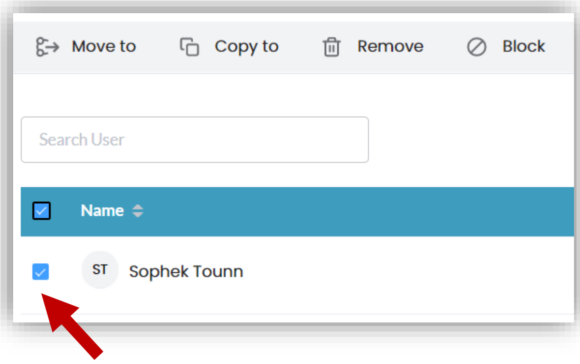


Add more Class Owners

From the "People" section of the class page

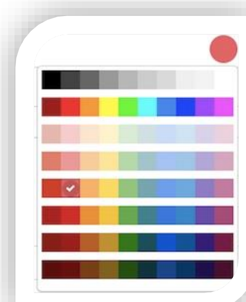
- Click on **Add People** in the top right and select "Owner" next to the Instructor you wish to add into the class as a Class Owner.
- To change a current instructor to become a Class Owner, select the **Add Class Owner** button. It is on the top right of the page above the "Actions" heading.
    - Select their name and add them as a Class Owner.
- In the mobile app, when you add a teacher/instructor to a class, you will be prompted with a question to ask if you want to add them as a class owner.

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.

Calendar – Adding and Editing Events



1. Select Calendar from the main menu.
2. First option: Locate and click on the date for which you want to add an event.
    a. Complete the form – by first entering the Title and selecting an event color by clicking the color circle next to the Title.
    b. For the location, select either a school or "Other"
        i. If Other, then specify other location.
    c. Confirm the date and set the start and end times.
    d. You can add an attachment to the event by clicking the paper clip icon -
    e. Enable Notification to send alerts for the event. (defaults to on position)
    f. Select Save after the form is complete.
3. Second option: select Add in the top right corner and complete the form.
4. Click on a calendar event to view more details.
    a. To edit the event, select on the top right corner of the pop-up.
    b. To delete the event, select in the top right corner of the pop-up.

Additional Resources

Edit an Additional Resource

- Select Additional Resources
- Click the ··· on the right hand side of each resource and select "Edit"
- Here you will be able to edit the Title, the Link, the Description, and change whether the Resource should be available to teachers only or both teachers and students.

- To **reorder** an Additional Resource, Hover over the icon to the left of each resource - Click and drag and drop the resource in the order that you would like them to display

Job Board

Create a Job Listing

- To create a job posting, select Add Job in the top right corner of the page and fill out the text boxes below.

- In the bottom field, click to see the list of schools for which you would like to create the listing.
- Select the school(s) for which you would like to create the job posting.
- Click Add to apply the job listing to the Job Board.

Edit a Job Listing

- Click the ··· on the right-hand side of the posting to be edited.
- Select "Edit Job"
- Here you will be able to edit the Title, the URL, as well as the description field.

- To **Reorder** a Job Listing, hover over the icon to the right of each posting
- Click and drag and drop the job posting in the order that you would like them to display on the page