Classroom Manager Quick Guide

My Classes Dashboard

For more information, go to **help.classwize.net**

Home
Return to the My Classes Dashboard.

Add Class
Create a new local teaching or monitoring class.

Academy
Learn how to use Classroom Manager through certified courses and video tutorials.

Support
Get help from your school's IT Support Team.

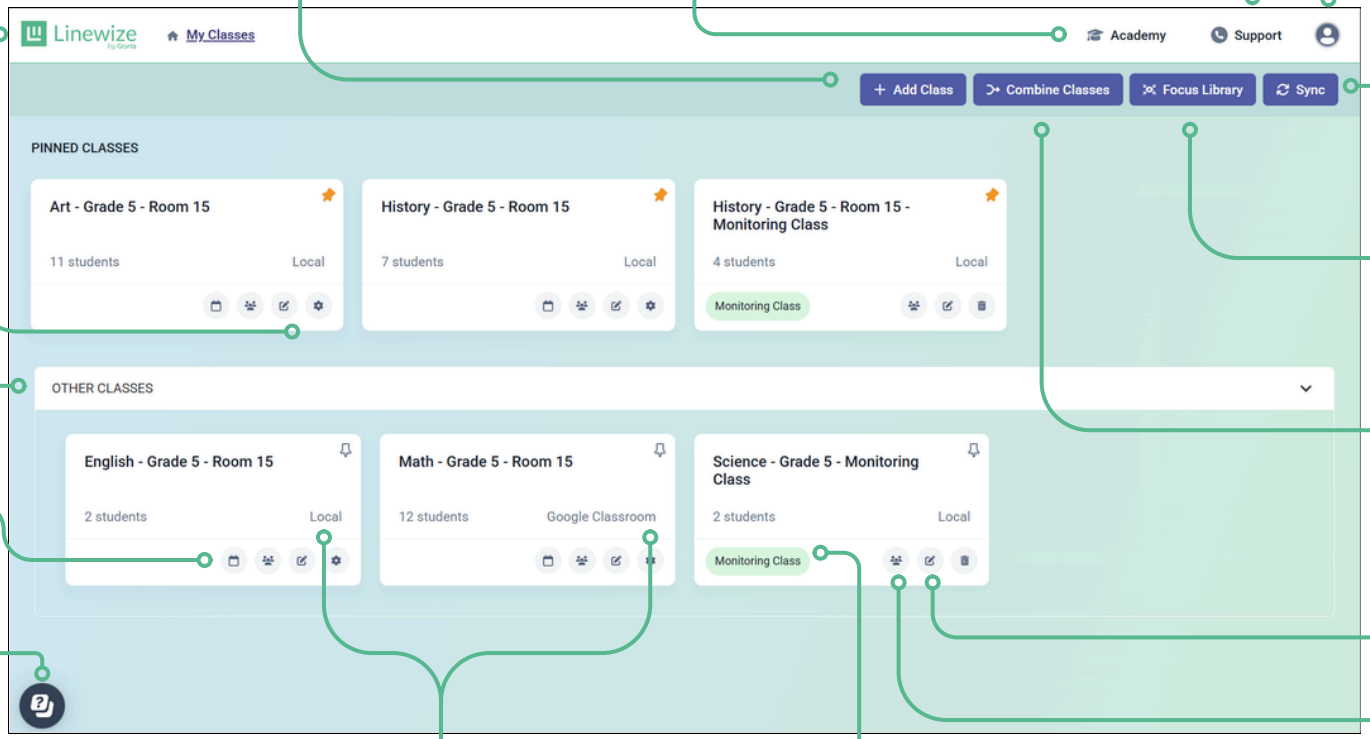
Account Settings
Change your displayed username or sign out of Classroom Manager.

Class Settings
Add or remove teachers.

Other Classes
A dropdown that shows your classes that are not pinned.

Scheduling
Create schedules for your classes.

Resource Centre
Access online help directly within Classroom Manager.



Sync
Synchronize your classes with Google Classroom.

Focus Library
Create and manage your Focus Plans.

Combine Classes
Combine multiple synced classes into one.

Rename Class
Change your class name.

Modify Students
Add or remove students from your class.

Local/Synced Classes
Local classes are classes your create yourself. You can make changes at any time.
Synced classes are automatically synced from your School Information System (SIS). Your manual changes will be available until the next sync.

Monitoring Class
Create a type of local class so you can monitor student activity. You can't access class Rules or Tools, except Modify Students.

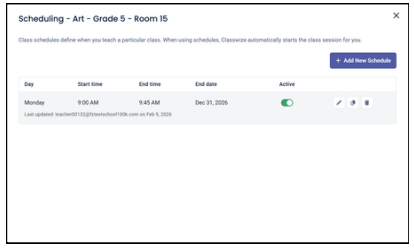
Class Settings

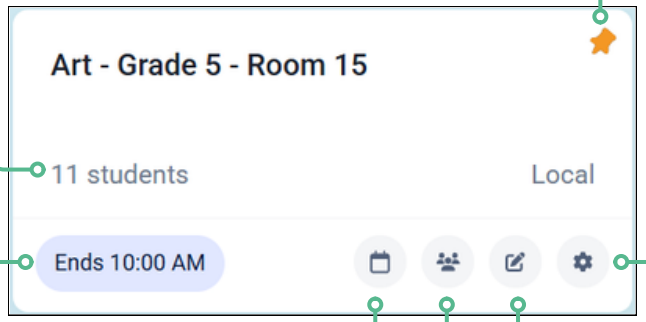
For more information, go to **help.classwize.net**

Head Count
The number of students in the class.

Duration
Shows when the class ends. You can adjust the duration of unscheduled classes by selecting the Duration button, while scheduled classes can only be changed in Class Settings.

Scheduling
Add a weekly schedule so that Classroom Manager will automatically start and end these classes for you.





Pin/Unpin Class
Pin the class to the top of the My Classes Dashboard.

Class Settings
Add or remove teachers. You can also delete your class.

Any changes you make to a Synced class will be reset the next time Classroom Manager syncs with Linewize Filter.

Rename Class
Change the name of the class. You can use up to 50 characters including capital and lower case letters, numbers, special characters and spaces.

Modify Students
Add or remove students from your class. Any changes you make to a Synced class will be reset the next time Classroom Manager syncs with Linewize Filter.

Classroom Manager Quick Guide

Classroom

For more information, go to **help.classwize.net**

Class Name
The name of the class from your School Information System (SIS), the name you gave to a Local class or a renamed synced class.

Courses
A series of online courses designed to build resilience, promote self-regulation and develop essential online safety skills, that help students to grow and thrive in the digital world.

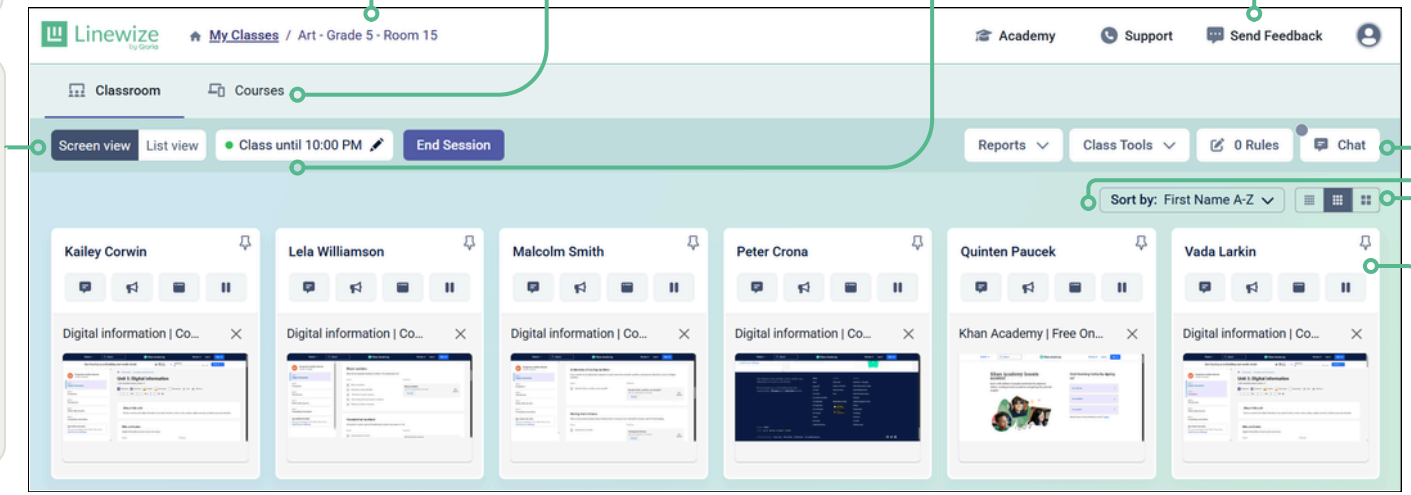
Status and End Time
The green dot indicates the class is in session, while the time shows when the class ends.

Send Feedback
Send feedback and suggestions to Linewize for improvement.

Class Toolbar
Access reports, classroom management tools, filtering rules, and chat messaging.

View Format
Displays the sites and apps that are open on a student's device.

Toggle between a thumbnail image of the students' devices (Screen View) and the names of tabs or windows (List View).



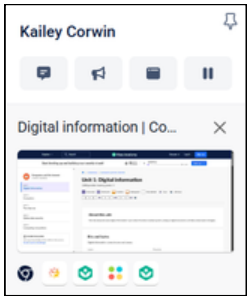
Sort By
Sort your students alphabetically by First or Last Name.

Zoom Layout
Resize student tiles to show more or fewer student tiles on your screen.

Pin/Unpin Student
Pin the student to the top of your Classroom.

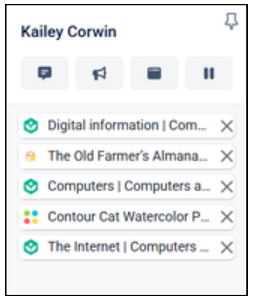
Screen View
On **Connect for Chrome** and **Companion Mode**, see the browser updated when the user changes tabs or every 10 seconds.

On **Connect for Windows** and **macOS**, see the entire desktop updated every 10 seconds. Select the thumbnail to open the activity in Live View.



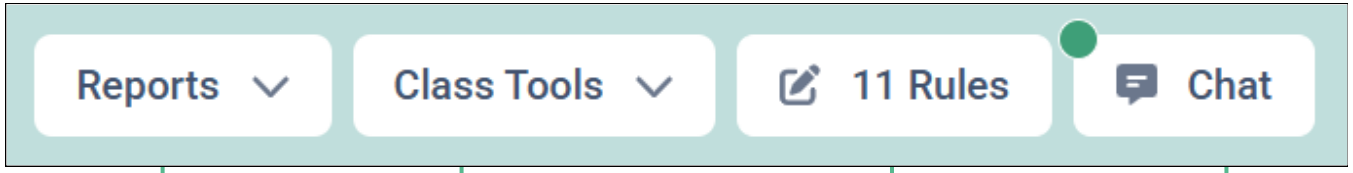
List View
On **Connect for Chrome** and **Companion Mode**, select to see a list of the open tabs. Select the X to close a tab.

On **Connect for Windows** or **macOS**, select the title to open the activity in Live View.



Class Toolbar

For more information, go to **help.classwize.net**

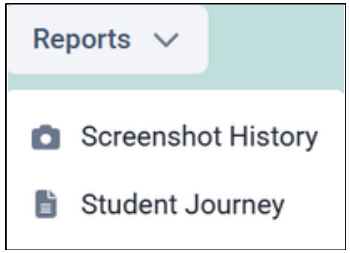


Reports

Create a Screenshot History or Student Journey report of the online activity of individual students.

Access both reports on **Connect for Chrome** or **Windows**.

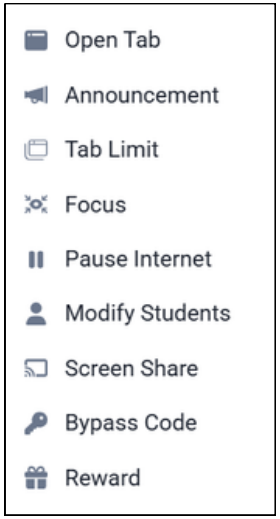
Connect for macOS can only access the Student Journey report.



Class Tools

Access tools to manage your class.

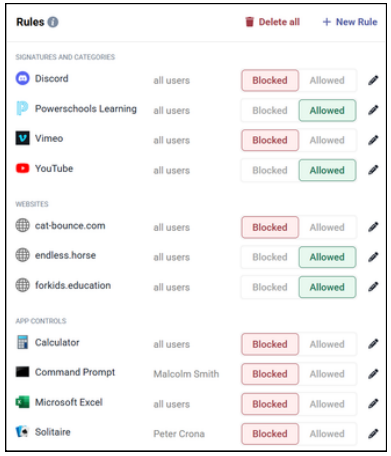
Bypass codes are only available on **Connect for Chrome**.



Rules

Create filtering rules to filter websites or applications.

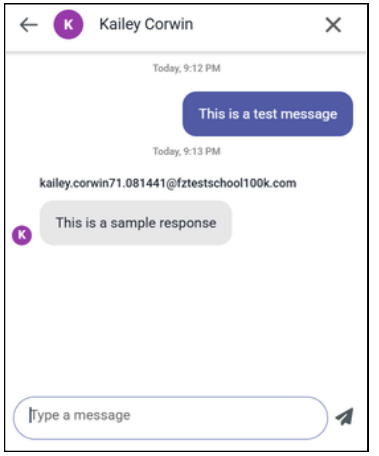
You can apply these rules to the whole class or just a few students.



Chat

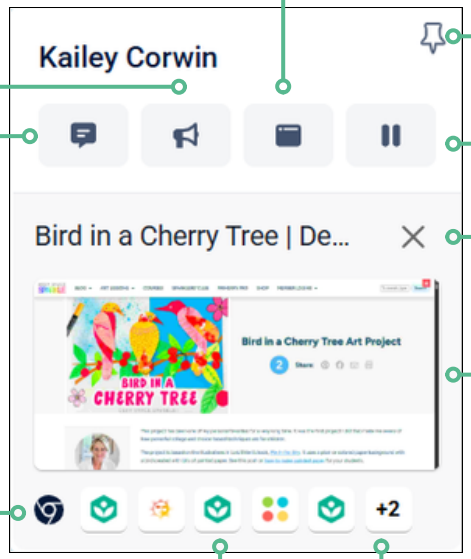
Send two-way messages with students on **Connect for Chrome** or **Companion Mode**.

Send one-way messages to students on **Connect for Windows** or **macOS**.



Student Tile

For more information, go to **help.classwize.net**



Announcement
Send a one-way message to the student.

Open Tab
Open a website or URL for the student.

Pin Student
Pin the student to the top of your Classroom.

Chat
Send and receive messages with students on **Connect for Chrome** or **Companion Mode**.

Pause Internet
Pause Internet browsing for the student.

List View
View a list of all open tabs on the student's device. Select to open Live View.

Close Tab
Close the tab for a student on **Connect for Chrome** or **Companion Mode** (in List View).

Thumbnail
A screenshot of the student's browser or screen taken every 10 seconds or each time the student opens an application, link or tab. Select the thumbnail to open Live View.

Background Tabs
View the inactive tabs open on the student's device. Select to open Live View.

Hidden Tab Count
Show how many more background tabs are open on the student's device.

Live View

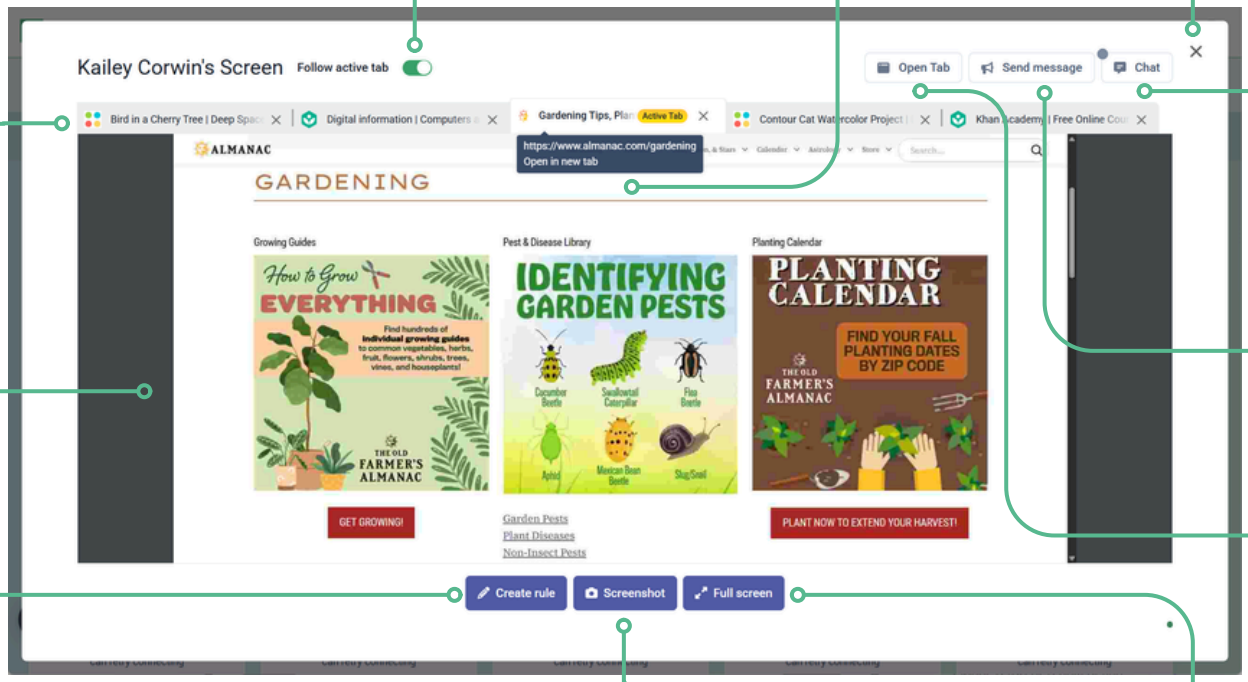
For more information, go to **help.classwize.net**

Follow Active Tab
Toggle on to follow which tab the student is viewing in real-time.

Open in a New Tab
Mouse over the tab and open the link in your own browser.

Close
Close the Live View and return to the Classroom view.

View and Close tabs
View or close the tabs open on the student's browser. Active Tab indicates which tab the student is viewing.



Chat
Send and receive messages with students.

Screenshot
A continuous live stream of the student's browser or desktop with a minimum frame rate of one frame per second.

Send message
Send a one way message to a student.

Open Tab
Opens a tab or a new active tab for the student.

Create Rule
Creates a rule for the student or the whole class.

Download Screenshot
Download a screenshot of the student's screen or tab.

Full Screen
Display Live View in full screen and hide all other controls and buttons. Press Esc on your keyboard to return to normal view.

Live View Screenshot

For more information, go to **help.classwize.net**

URL/Web Address
The tab's URL or web address.

Student's Name
The full name and account ID of the student.

Device's Name
The name of the school's Linewize Filter device.

Screenshot
The screenshot of the open tab or application. Live View screenshot on **Chrome** shows the student's browser, while Live View screenshot on **Windows** or **macOS** shows the student's desktop.

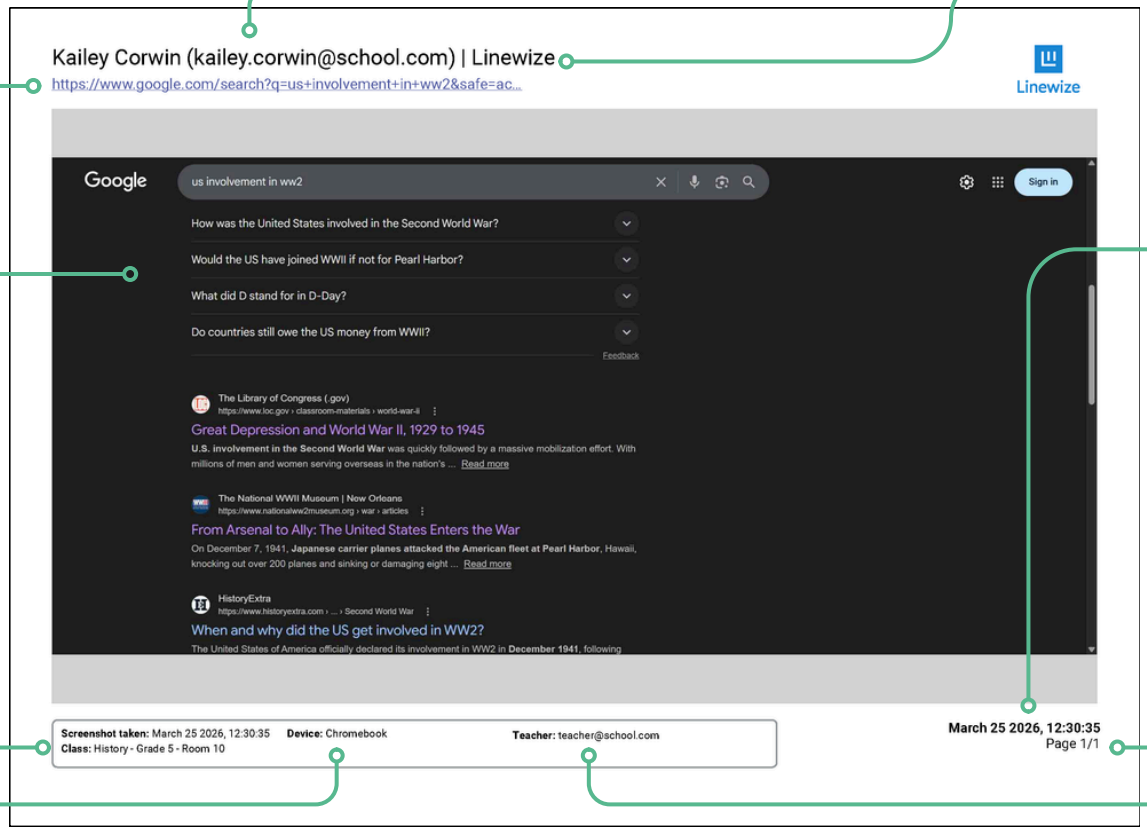
Date and Time Stamp
The date and time that the Page Number screenshot was created and downloaded.

Class Name
The name of the class the student is currently in.

Page Number
The downloaded screenshot's page number.

Device Type
The student's device type.

Teacher
Your school account ID.



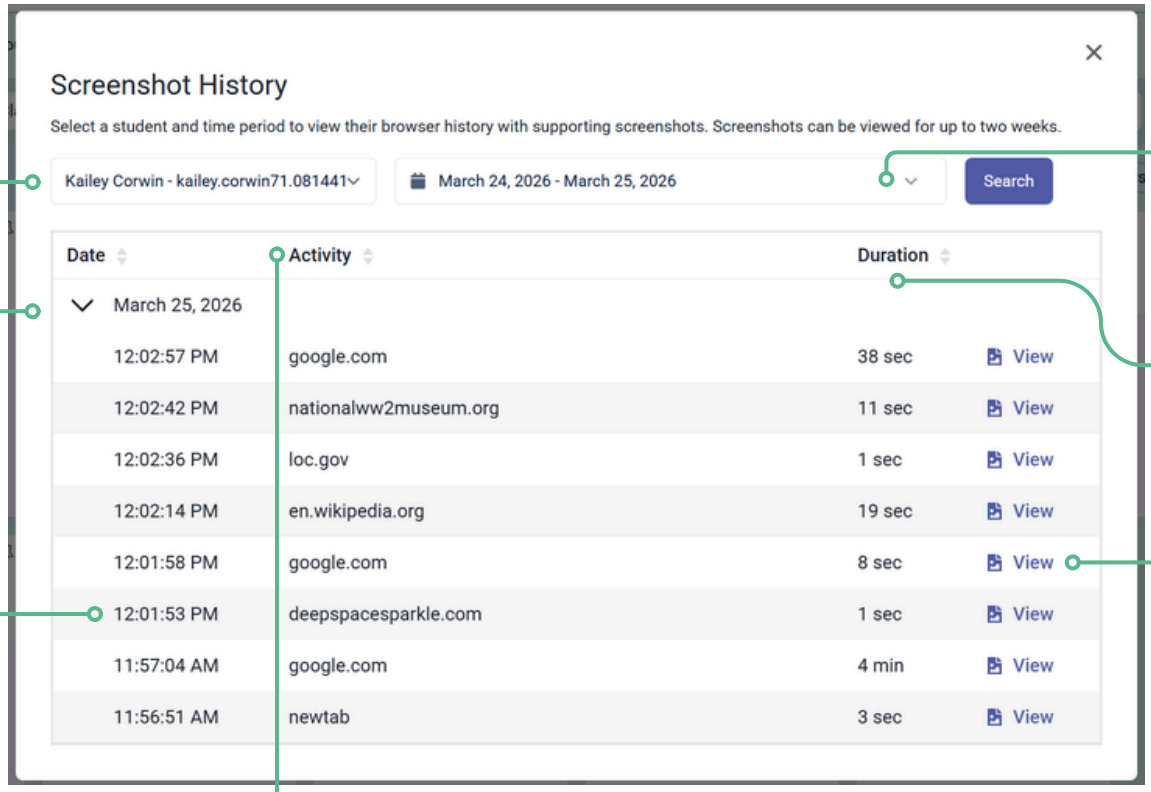
Screenshot History

For more information, go to **help.classwize.net**

Student
Select a **student** from your class.

Date
Select the dropdown next to the Date to see the Timestamps and Activity.

Timestamp
The time the screenshot was taken.



Activity
Devices using **Connect for Chrome** will record the websites the student visited.

Devices using **Connect for Windows** will record the websites of all open tabs, along with Non Browsing Activities, such as desktop folders and applications.

Date Range
Select a **start date** and **end date**.

Duration
The amount of time the student spent on the screen or website.

View
Classroom Manager takes a screenshot of the student's screen every 10 seconds or each time the student opens another website, window, or application.

Select **View** to display the screenshots in further detail.

You can **download** these Screenshot Collections in zip format.