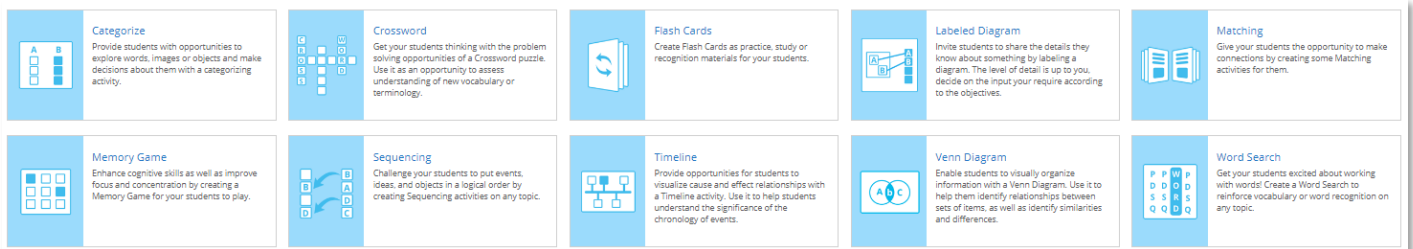


Learn ClassFlow: Simple Creation with ClassFlow

Enjoy creating your own materials and tailoring content for your students' needs? Learn how to easily and quickly create activities and badges. Also, learn how to create simple lessons using ready-made resources available to you in ClassFlow.

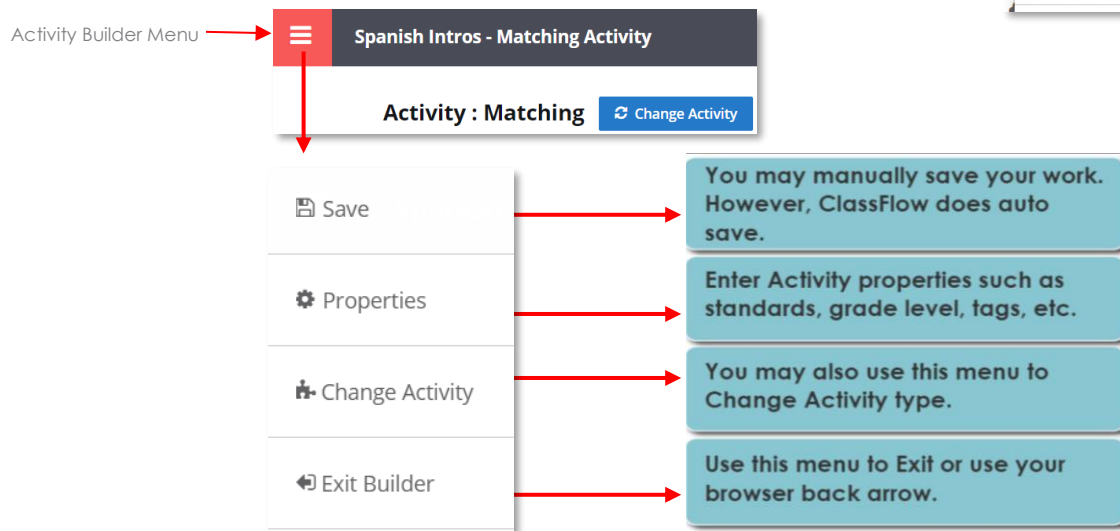
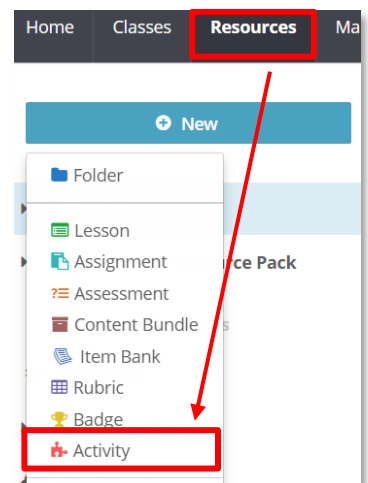
1. Activities

Activities can be customized to your students' learning needs. Build your own Activities or find ready-made resources in Marketplace. Activity types include:



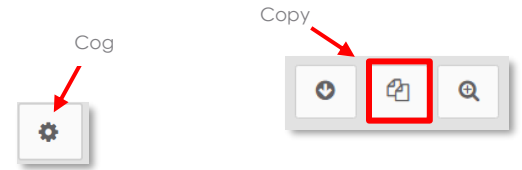
A. Creating Activities from Scratch

1. Select **Resources**.
2. Select **+New**, then select **Activity**. (The default Activity type is matching.)
3. Change the default name, "Untitled Activity", to your own by clicking directly on the default name.
4. Click **Change Activity** if you wish to change the Activity type.
5. Enter Activity content making sure to scroll down to view more options. (Select **Preview** to see how the Activity will look when delivered or click **Deliver** to deliver the Activity to students.)
6. Click on the **Activity Builder Menu** for additional options:



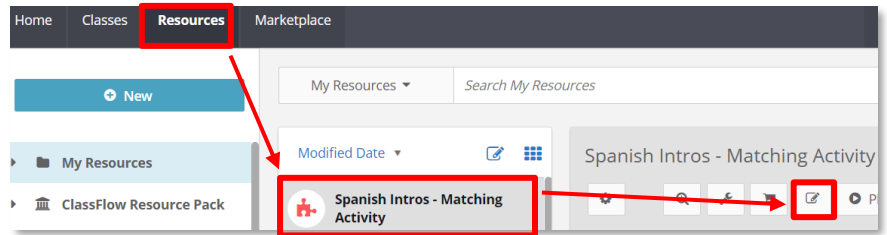
B. Creating Activities Using Content from Another Activity

1. Select the existing Activity from **Resources**.
2. Select **Copy**. (Depending on your screen resolution, Copy may be found by clicking on the cog.)
3. Select the folder where you would like the copy to be placed.
4. The Activity copy is now in **Resources** in desired location. 'Copy' is added to its name but can be changed.



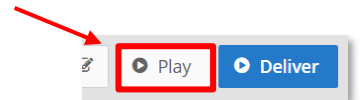
C. Editing Activities

1. Go to the **Resources** page and select the Activity.
2. Click **Edit** and make edits. (If you change the Activity type, content automatically transfers to new Activity type.)



D. Playing Activities Independently of Lessons

1. From the **Resources** page, select the **Activity**.
2. Select **Play**.



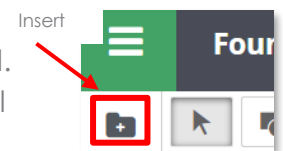
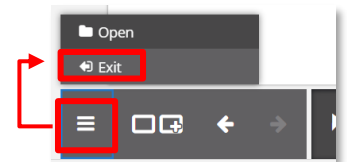
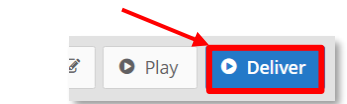
Note: This option is recommended for group or whole-class participation and does not involve students connecting to your class.

E. Delivering Activities

Delivering an Activity as part of a lesson gives you the option to connect students and send the Activity to your students on a card or even send the Activity as a Creative Poll to record a snapshot of how students did on the Activity.

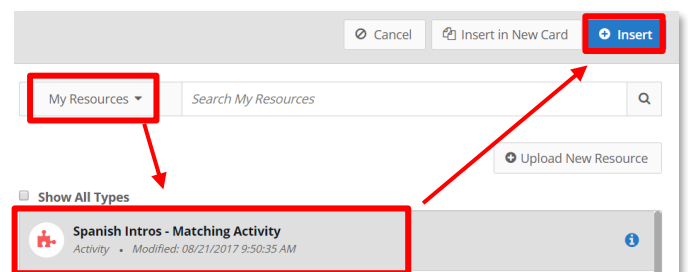
If you do not already have a lesson for your Activity, ClassFlow will create one for you.

1. From the **Resources** page, select the **Activity**.
2. Select **Deliver**. The Activity is automatically inserted onto the card of a newly created lesson.
3. Play the Activity from front-of-class display or connect students for individualized student engagement.
4. When finished with the lesson, select the **Menu** icon and click **Exit**.
5. If no changes were made, Lesson Presenter will close and no lesson is saved. Otherwise, you will be prompted to save. If you save the new lesson, you will find it in **My Resources** with the the same name as the original Activity.



F. Inserting Activities to Existing Lessons

1. From **Lesson Builder**, select a blank card for the Activity. (The Activity uses the entire card.)
2. Select **Insert**.
3. Select an Activity from available locations then click **Insert**. Select Deliver when ready.

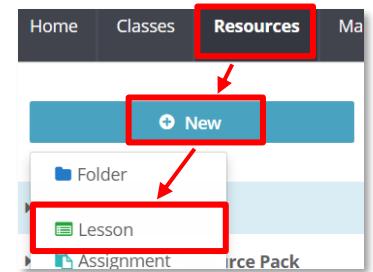
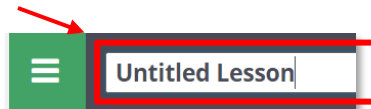


2. Lessons

ClassFlow's Lesson Builder allows you to create lessons using your own content, content you find in Marketplace or content already in Resources. You can even include questions to check student understanding.

A. Creating Lessons

1. Select **Resources** from the Global Navigation Bar.
2. Select **+New**. A menu will appear.
3. Select **Lesson** from the menu.
4. Change the default name of the new lesson to one that works for you by clicking directly on the default lesson name.



B. Organizing Lessons

- **Add teacher cards** – A lesson consists of a series of cards. Each card contains components that collectively deliver the lesson's content. Cards may be on the teacher or the student track. To add teacher cards:

1. Select the card that the section card will come after.
2. Select the **More Options** icon.
3. Select **Add Card**.

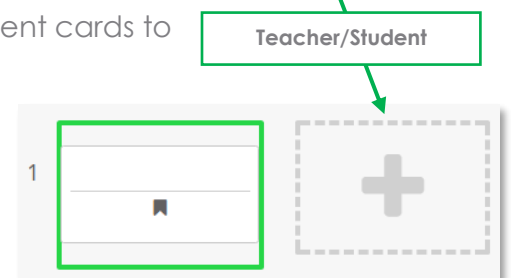
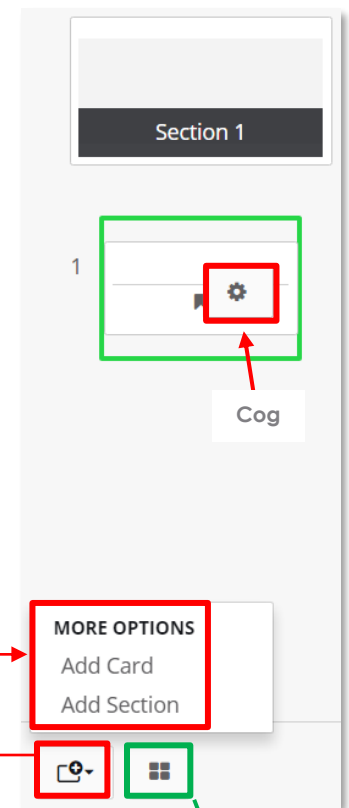
Note: Teacher cards can also be added by selecting a card, clicking on the cog and choosing the option from the cog menu.

- **Add section cards** – A section card is a canvas upon which cards play during a lesson. To add a section card in Lesson Builder:
 1. Select the card after which the section card will come after.
 2. Select the **More Options** icon.
 3. Select **Add Section**.

















Note: Section cards can also be added by selecting a card, clicking on the cog and choosing the option from the cog menu.

- **Add student cards** – If student devices are available, use student cards to mirror teacher cards for extra focus; provide additional content for support; or extend student learning. To add a student card:

1. Select **Teacher/Student** Icon.
2. Select the '+' on the **Student Card Placeholder**.
3. The placeholder will be replaced by a blank card.

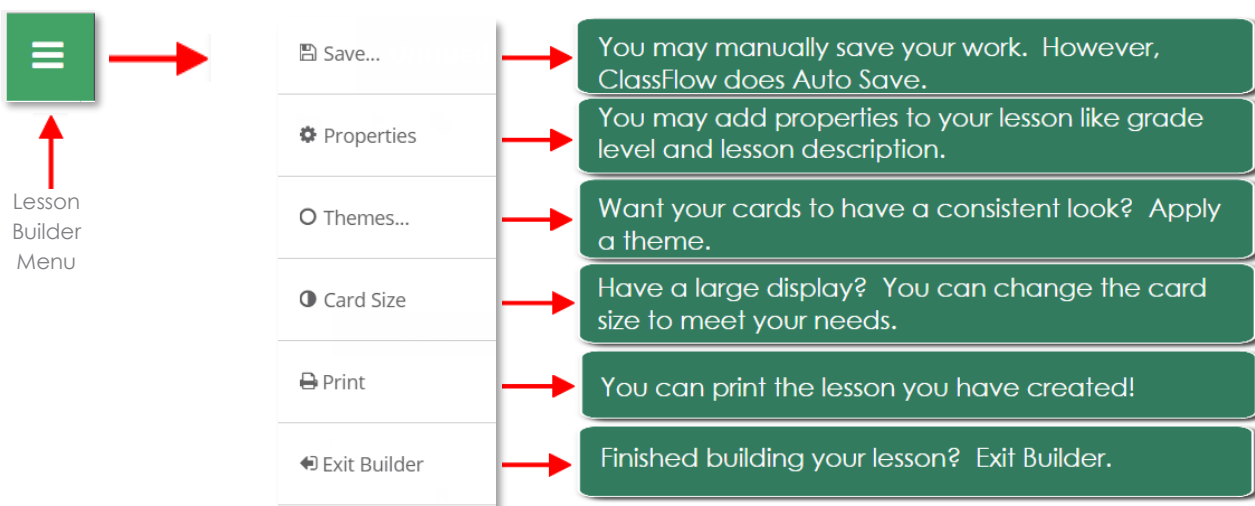


C. Lesson Builder Tools

	Insert	Allows you insert resources from ClassFlow, the internet, or saved on your computer		Assessment	Allows you to create assessment questions to deliver within your lesson
	Select	Allows you to manipulate objects on your card		Link	Allows you to insert links to websites or paste custom HTML
	Add Shape	Allows for placement of shapes on the card		Clear	Allows you to clear annotations
	Text	Allows for placement of text on the card		Fill	Allows you to change card color and shape or text properties
	Pen (highlighter)	Allows you to annotate on card		Zoom	Allows you to change how you view card area
	Eraser	Allows you to remove annotations		Reset View	Quickly resets the view to fit entire card in viewing area
	Add Tool	Gives you access to math tools and the spotlight and revealer		Undo/Redo	Enables you to undo and redo edits
	Camera	Allows you to take a snapshot that is placed on current card		Collaborate	Allows you to turn on/off collaboration on lesson with teachers or students

D. Additional Lesson Builder Menu Options

You will find additional menu options by clicking on the **Lesson Builder Menu**:

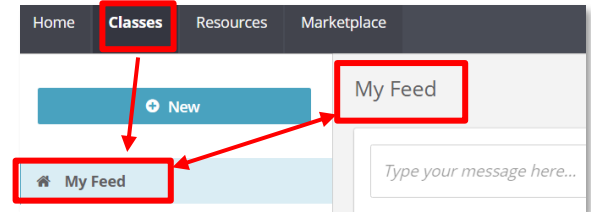


3. ClassFlow Feed: My Feed and Class Feed

A. My Feed

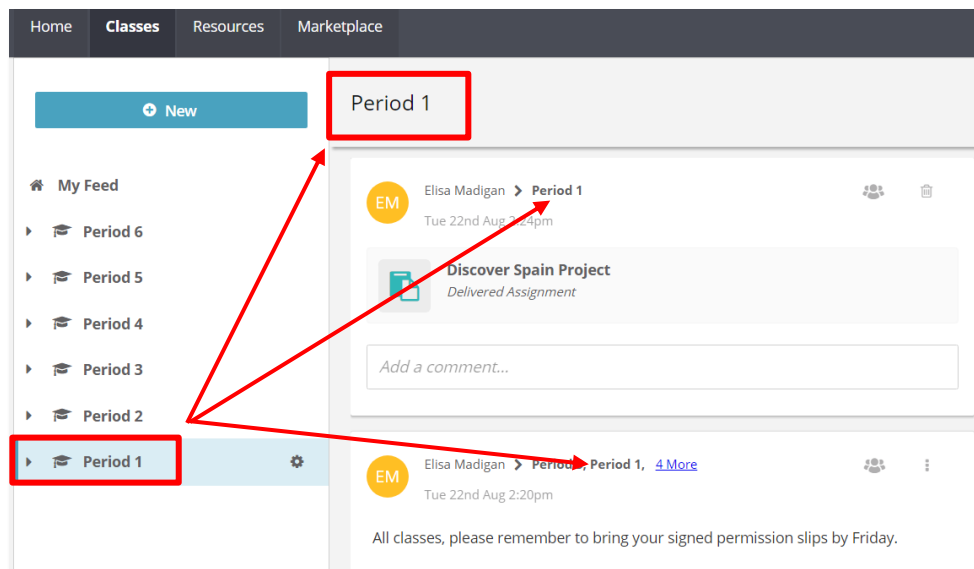
All information about any lessons, activities, assessments and polls you have delivered are shown in My Feed. You will find My Feed by selecting the Classes page from the Global Navigation Bar.

If you have created classes, My Feed will also show information about delivered assignments as well as posts you've created for your classes and posts created by students.



B. Class Feed

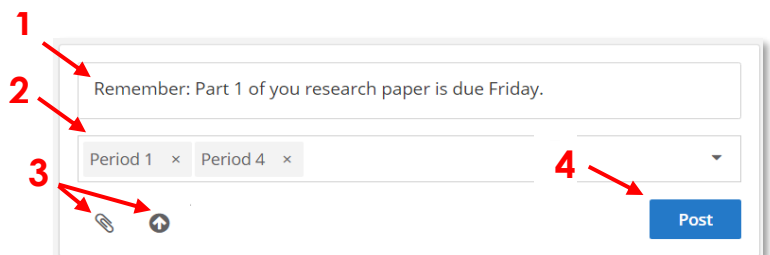
Class Feed displays all information from My Feed but only what is relevant for the class selected. To access a Class Feed, simply select the class from the navigation panel.



C. Creating a Class Post

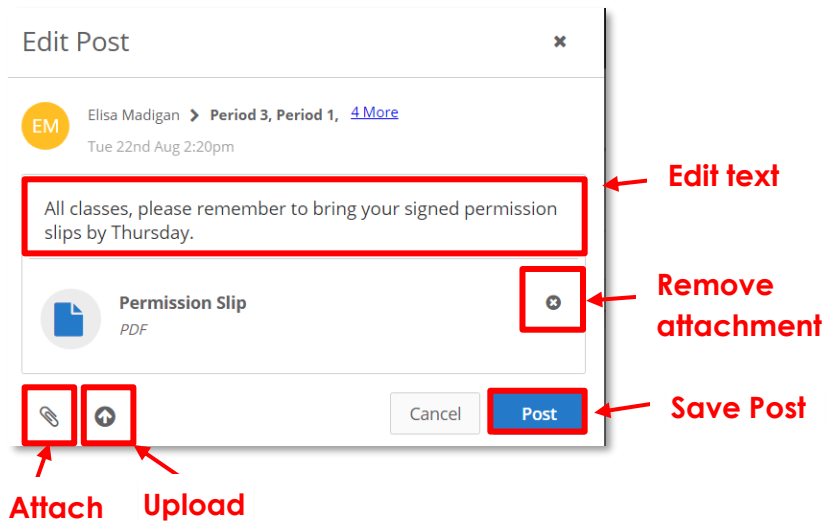
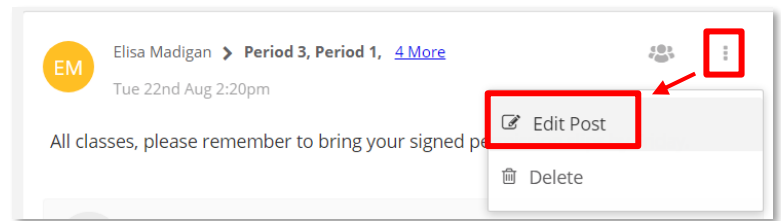
Class Posts can be shared with specific students, a class or classes and with parents connected to your classes.

1. From the Classes page, in My Feed or a Class Feed, enter text to include in the post.
2. *Optional:* Attach a ClassFlow resource or upload from your computer.
3. Select one or more classes for the post. (**Open Class** is not available for posts.)
4. Select **Post** when done.



D. Editing or Deleting Class Posts

1. Scroll to or search for the post you wish to edit.
2. Click on the menu for the post.
3. Select **Edit Post**.
4. In the pop-up window, you can:
 - Edit the text of the post.
 - Remove any attachments by clicking the “x”.
 - Attach ClassFlow resources.
 - Upload resources from your computer.
5. Click **Post** to save changes.



E. Posts by Students

Students can create posts as well as include attachments, but students have the following limitations when posting:

- A student post is only sent directly to a single teacher associated with that student's class.
- A student does not have the option to edit a post.
- A student can delete a post; however, the teacher can see all deleted posts.

F. Comments on Posts

Teachers can:

- Comment on any of their own posts as well as any posts made by students
- Edit any of their own comments
- Delete any of their own comments as well as any submitted student comments on any posts

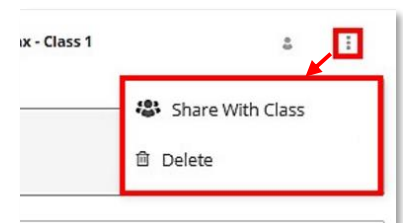
Students can:

- Comment on any of post made by a teacher they are associated with
- Comment on their own posts which can only be sent to a teacher they are associated with
- Delete their own comments but still visible to teacher

G. Delivered Items in ClassFlow Feed

Unlike posts, delivered items in ClassFlow Feed are not visible to students. Some delivered items can be shared after which student comments can be made:

- Delivered Assessments (stand-alone and lesson-based) – not shareable with students
- Delivered Polls – not shareable with students
- Delivered Lessons and Instant Whiteboard Sessions – shareable with students
- Delivered Assignments – Automatically shared to students



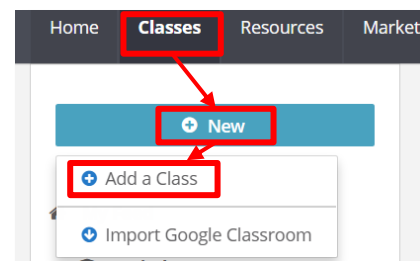
4. Classes

Although not required, creating and using student classes has many advantages. You should verify with your system administrator that your system allows for the creation of classes. Once you have created a class, you may:

- Create and manage rosters
- Manage groups, assignments, assessments, lessons and polls
- Take full advantage of the ClassFlow Feed feature
- Run reports for a class

A. Creating Classes

1. Select **Classes** from the Global Navigation Bar.
2. Select **+New** then **+Add a Class**.
3. Enter your class name.
4. Enter optional information.
5. Select **student-generated** or **teacher-generated** class. We recommend *student-generated*.



Feature	Student-generated Class	Teacher-generated Class
Share Content	✓	✓
Deliver Assignments	✓	
Create Student Accounts	✓	
Use Parent App	✓	✓
Deliver Assessments	✓	✓
Access Assessment Results History	✓	✓
Award Badges	✓	✓

B. Adding Students to Classes

Student-generated Class	Teacher-generated Class
<ol style="list-style-type: none"> 1. Give your students the Class Code for their specific class. 2. Have them use the Class Code when they sign up for their ClassFlow account so they are added to that class roster <p>OR</p> <p>Have them log into their ClassFlow account and then add the Class Code in the field provided. The student is then added to that class roster.</p>	<ol style="list-style-type: none"> 1. Verify with your system administrator that your system allows you to add students to classes. (Some systems do not allow this.) 2. Select Classes. 3. Select the desired class. 4. From the cog, select Add Students. 5. Select the + icon in the 'List' panel. 6. Enter the first and last names of your students. Using the tab key to move from one field to the next OR select Copy/Paste to add a class list. A sample list is provided in the paste area. 7. Select Save. You will see the updated alphabetical list of all students for that class in the 'Roster' panel.

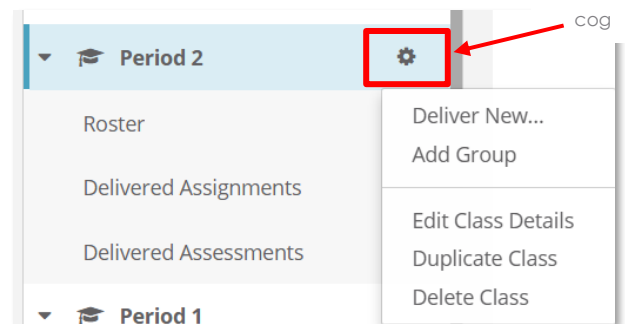
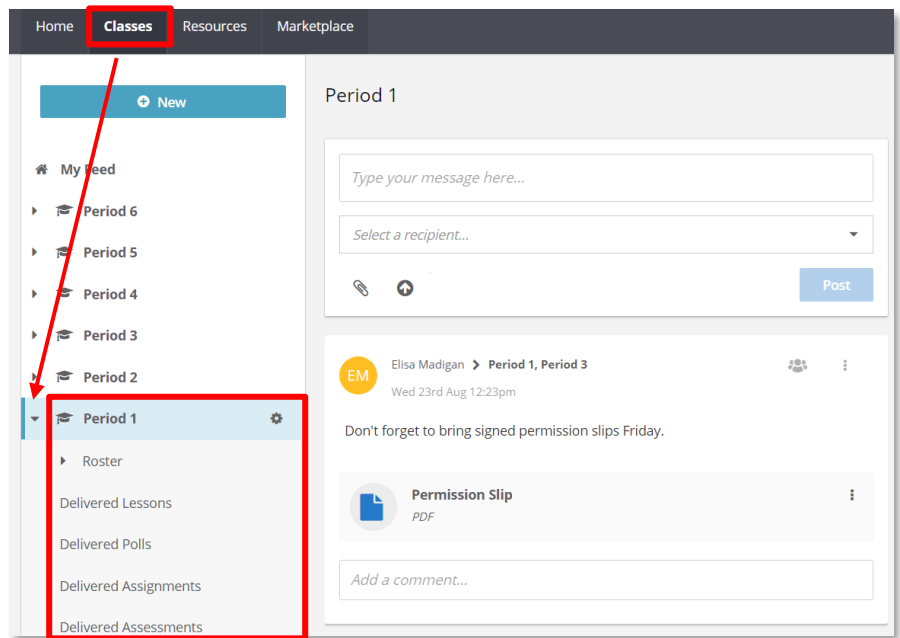
C. Accessing Class Information

1. Select the **Classes** page. (My Feed is displayed by default.)
2. Select the class. (The Class Feed will replace My Feed.)
3. Click on the dropdown arrow to see options for:
 - Roster
 - Delivered Lessons
 - Delivered Polls
 - Delivered Assignments
 - Delivered Assessments

Note: At least one lesson, poll, assignment or assessment needs to have been delivered for that resource

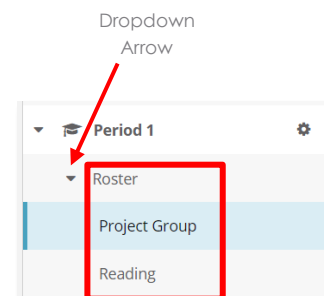
type to be listed. Additionally, options will vary depending on then delivered resource type.

4. Click on the cog next to the selected class, to reveal the following additional options:
 - Deliver New (Deliver a resource to the class)
 - Add Group
 - Edit Class Details
 - Duplicate Class
 - Delete Class



D. Creating Groups and Corresponding Sub-groups

1. From the cog, select **Add Group**.
2. The 'New Group' panel opens and displays the class roster and a new group.
3. Enter a new name for the group. (If you do not change the name, the group will be named 'New Group'.)
4. Select **Add Sub-group**.
5. Enter a new name for the sub-group. (If you do not change the name, the sub-group will be named 'New Sub-group'.)
6. Select one or more students from the 'Roster' panel.
7. Select **Add Student**.
8. Repeat steps 6-9 to add more sub-groups.
9. Select **Save**.
10. To view or edit groups, click on the dropdown arrow next to Roster and select a group. (The dropdown menu will not appear unless there are existing groups for that class.)

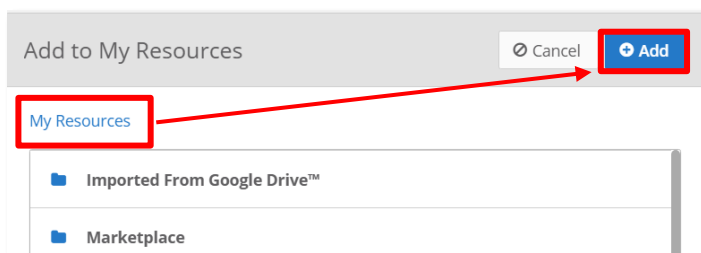
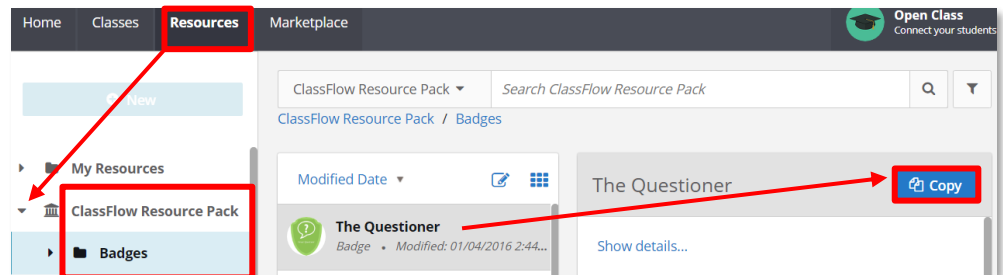


5. Badges

Badges are a fantastic way to provide students incentives. You can copy existing Badges from ClassFlow Resource Pack in Resources and edit them to make them your own. Alternatively, you may choose to create your own Badges from scratch.

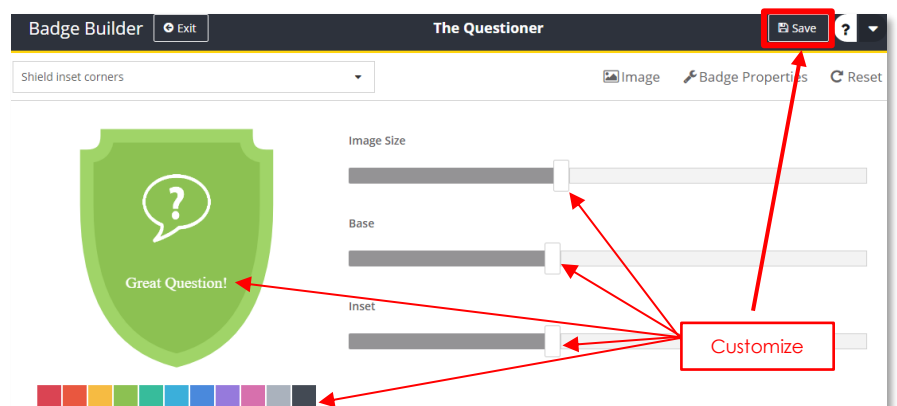
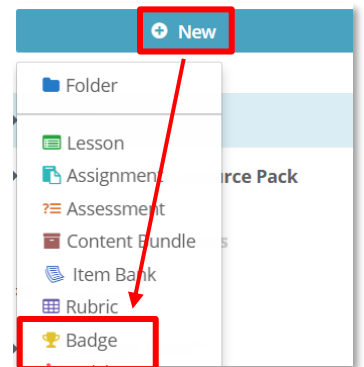
A. Copying Badges from ClassFlow Resource Pack

1. From **Resources** page, click on the dropdown arrow next to **ClassFlow Resource Pack**.
2. Select **Badges**.
3. Select a Badge.
4. Select **Copy**.
5. Choose a location in **My Resources** where you wish to copy the Badge.
6. Select **Add**.



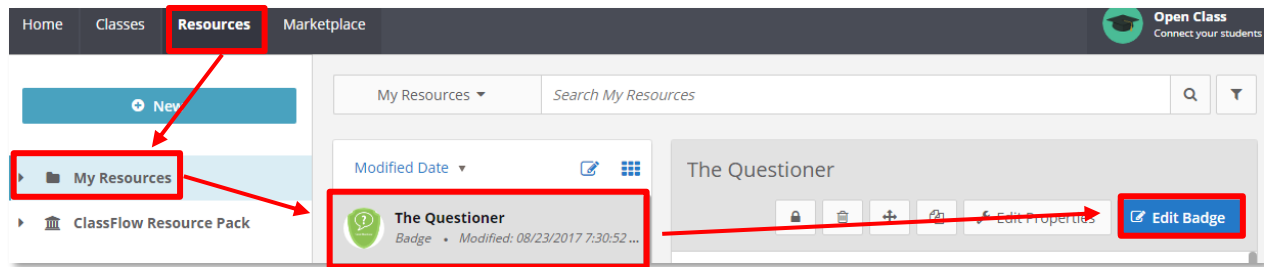
B. Creating Badges from Scratch

1. From the **Resources** page, select **+New** and select **Badge**. Badge Builder will open.
2. Enter the properties in the **Badge Properties** panel.
3. Select **Save**.
4. Choose the Badge style from the dropdown menu.
5. In the color palette under the Badge image, choose a Badge color.
6. Select **Image** to choose from over 700 images.
7. Select **✓Select** to add an image.
8. Use the sliders to customize the image size, base and top bend of the Badge.
9. To add text, select **Click to add text** on the badge and begin typing.
10. Select **Save** when finished. Then select **Exit**.



C. Editing Badges

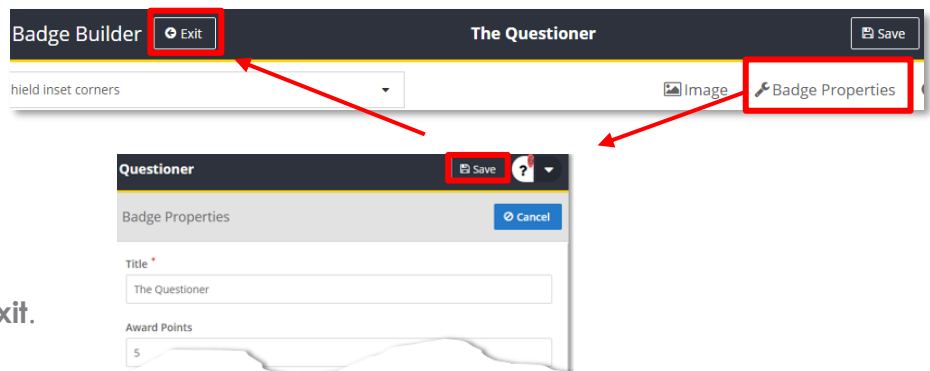
1. From **My Resources** on the **Resources** page, select the Badge you want to edit.
2. Select **Edit Badge**.



3. Make edits to:
 - The Badge style, color and text on the Badge
 - The Image on the Badge and its size
 - The base and top bend of the Badge

4. Select **Edit Badge Properties** to edit:

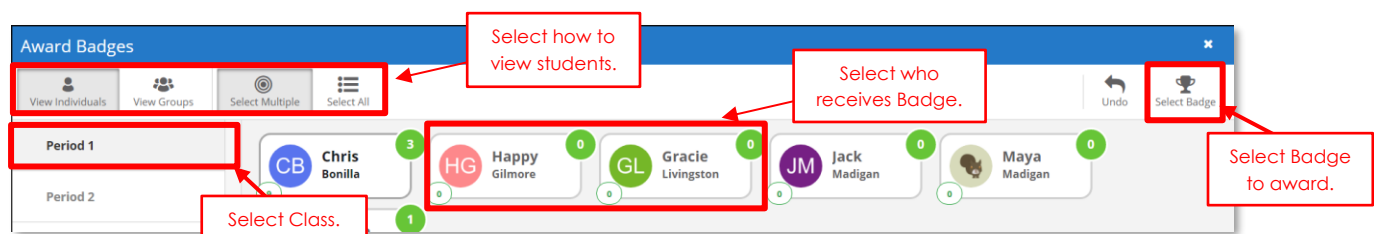
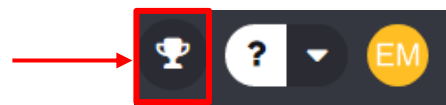
- Title
- Award Points
- Subject, Grade, Language, Country
- Standards
- Tags
- Description



5. Click **Save** when done then **Exit**.

D. Awarding Badges

1. Select the **Badges** icon in the title bar.
2. Choose a class from the dropdown.
3. Select how you would like to view students
 - View Individuals
 - View Groups
4. Choose **Select Multiple** to select more than one student or group.
5. Click **Select All** to award a badge to the entire class. (Option not available when selecting **View Groups**.)
6. Click on the student(s) or group(s) receiving the badge.
7. Click **Select Badge** to choose the badge you would like to award. The badge selected will automatically be assigned to the selected students.
8. Select on the 'x' when finished.

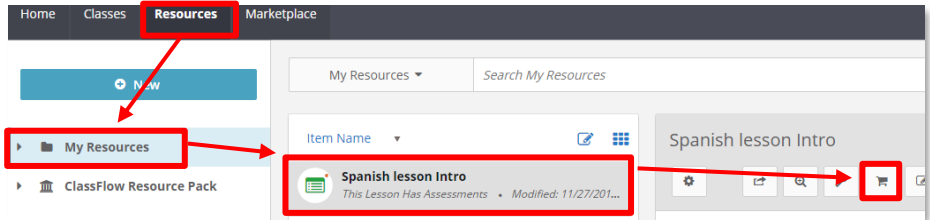


6. Publishing to Marketplace

ClassFlow Marketplace offers a robust variety of free and paid educational content. When ready, you too can publish to Marketplace. (Some environments may restrict publishing, so check with your system administrator if you are unsure.)

A. Publishing a Resource

1. From **Resources** page, go to **My Resources** and select the resource you would like to publish.
2. Select the **Publish** icon in the Details panel. (You must be the original author of the resource to Publish.)
3. Select **Free** or **Paid**. If you select **Paid**, select a price and complete the vendor setup.
4. Read and agree to the ClassFlow terms and conditions. Tick the box.
5. If you wish your content to be protected, tick the **Protect Content** box. This will prevent anyone but you to make changes to the resource.
6. Fill in the resource properties.
7. Select **Publish**.
8. In the Publish verification window, select **Publish**.



B. Unpublishing Resources

1. Select **My Resources**.
2. Select an item you have uploaded into the Marketplace.
3. From the 'Details' panel select the **Publish** icon.
4. Select the **Unpublish** button.
5. A prompt will appear verifying that you wish to unpublish your item. Select **Unpublish**.
6. A message will appear letting you know your item will be unpublished.
Note: Your resource will still reside in My Resources.
7. Use the **Publish** icon to identify the publish status of a resource:

	Resources that possess a gray cart and white Publish icon have not yet been published. Note: This is available only on resource types that can be published.
	A resource will possess a green Publish icon when it has been published to Marketplace .
	A resource that possesses a red Publish icon has been removed by the Marketplace Administrator.
	A resource that possesses a yellow Publish icon has been updated, but the changes are not yet in Marketplace .