

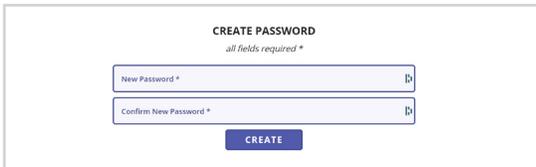
# Platform Instructions for Students

## SET UP YOUR ACCOUNT

Go to [sp.levelupvillageclassroom.com](https://sp.levelupvillageclassroom.com)



- Enter the **Username** and **Class Code** (provided by your teacher)



- Set up a password when prompted



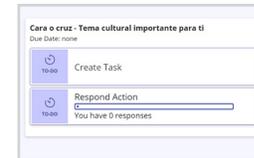
- Select an avatar

## NAVIGATE THE PLATFORM

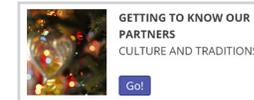


- **Home:** You will see My tasks by default. Click across the top to see My Posts, My Responses, and Message Board.
- **Dashboard:** This is where you will see the videos from your partner class.
- **Notifications:** You will find notifications about video approval status and responses to your videos.
- **Courses:** This will take you back to every course that you are enrolled in for Global Connections.
- **My Tasks:** This is where you will see an overview of the tasks and record original videos and responses to the partner class.
- **My Posts:** You will see your original videos from the assigned tasks. You can also click on your video to see responses you receive from your global partners.
- **My Responses:** You will see the responses that you made to videos from your global partners.
- **Message Board:** This tool allows you to respond to a post written by a teacher.

## RECORD YOUR FIRST VIDEO



Under my Tasks, click on **Create Task**



Read the Prompt, then Click **Go**

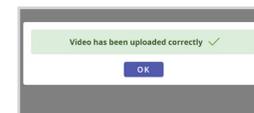


Record a new video or upload a video. **Be creative!**



Once you finish uploading your video, you will have the option to preview your video before submission.

After you have reviewed your video, you may review the prompt or submit or delete your video.



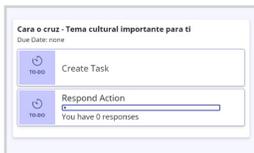
Once you submit your video, it will be uploaded to the platform and you may view it in **My Posts**.

# Platform Instructions for Students

## RESPOND TO YOUR GLOBAL PARTNERS

There are two ways to respond to your global partners:

### 1. Going to the *My Tasks* tab

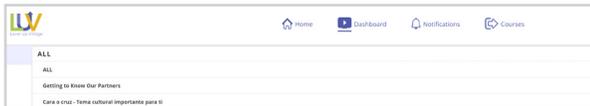


Under my Tasks, click on **Respond Action**

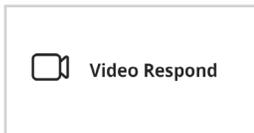
Read the prompt and click **Go**

You will find video submissions for that task.

### 2. Going to the *Dashboard* tab



On the **Dashboard** tab, you will see all the submissions from your global partners. You can filter the videos by task or see them all at once.



In both cases, look for the **Video Response** icon and reply to your partners.



Record a response or upload a video.

## SOME REMINDERS



### DO'S

Share your creativity! Show us your culture and all the great things about your city and country.

Post your videos and responses on or before the assigned due dates. Remember, your partner class is excited to watch your videos!

Use a stable connection (preferably Wi-Fi). Use **ONLY** Chrome or Safari browsers. This will ensure that your videos are submitted successfully.



### DONT'S

Don't share your social media or any other identifiable information such as last names or address. If you would like your video removed from the platform once it has been submitted, contact your teacher to have it deleted.

Don't record anything inappropriate. Remember, you are representing your school and country!

## REPORT TECHNICAL ISSUES



### IS SOMETHING BROKEN?

Please tell your teacher if anything looks glitchy or something looks odd.

If your video does not appear, please let your teacher know. If your teacher can't see it either, have them contact us immediately. Try to provide as much information as possible so we can determine what happened. Provide this information to your teacher:

- Browser (i.e., Chrome, Safari)
- Device (i.e., MacBook, iPhone, PC, Android)
- Model (iPhone 13, MacBook pro)
- Type of connection (School Wi-Fi, Home Wi-Fi, Data)
- If possible, take a screenshot of the issue.

Thank you for helping us make this platform an amazing intercultural experience!