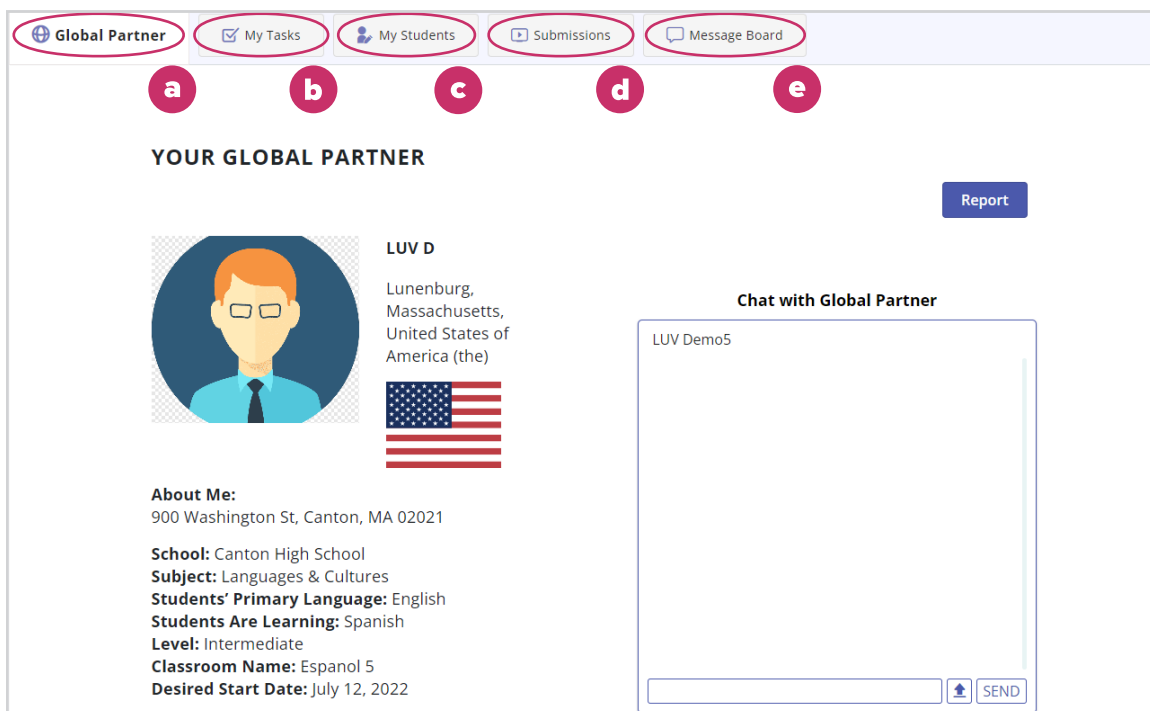


Teacher Portal: tp.levelupvillageclassroom.com

Student Portal: sp.levelupvillageclassroom.com

NAVIGATING THE PLATFORM (Teacher Portal)

- Global Partner:** You will see information about your **Global Partner** here. You can communicate with your global partner by using the Chat with Global Partner [highlight Chat with Global Partner] function. This will send an email to your global partner asking them to reply to the chat within the platform.. The **Report** option allows you to report any issues to the LUV team.
- My Tasks:** Here you will find all the tasks for the exchange. If you click on a task, you will see more details. You can edit or add more tasks. These changes will also appear on the partner class. You may show or hide tasks by clicking on the eyeball icon. Hiding future tasks may be a good idea to have students focus on the tasks they should be working on during that week.
- My Students:** Here you can add students to the platform. Additionally, you can reset their passwords, delete students, and see their progress.
- Submissions:** This is where you will see the list of student-generated videos. You can view original submissions or responses to students from the partner class.
- Message Board:** This feature allows teachers to initiate a conversation by creating posts in a blog format. Responses from students will need teacher approval.



The screenshot shows the Teacher Portal interface with five navigation tabs: Global Partner, My Tasks, My Students, Submissions, and Message Board. Each tab is circled in red and labeled with a letter (a-e). Below the tabs, the 'Global Partner' section is visible, featuring a profile for 'LUV D' from Lunenburg, Massachusetts, United States of America. The profile includes a 'Report' button, a 'Chat with Global Partner' section with a text input field and a 'SEND' button, and an 'About Me' section with details such as address, school, subject, primary language, learning level, classroom name, and desired start date.

ADDING STUDENTS TO YOUR CLASSROOM

General information

Global Partner My Tasks **My Students** Submissions Message Board

DOWNLOAD STUDENT LIST ADD NEW STUDENT IMPORT STUDENT LIST

FILTER BY SEARCH

Click on See Profile to view a student's details.

Name	USER NAME	ALLOW POST	COURSE COMPLETION
Carola W	CarolaW73	<input type="checkbox"/>	<div style="width: 50%;"></div> 50% See Profile
Clara O	ClaraO0	<input type="checkbox"/>	<div style="width: 50%;"></div> 50% See Profile
Amelie O	AmelieO33	<input type="checkbox"/>	<div style="width: 50%;"></div> 50% See Profile
Hefer C	HeferC64	<input type="checkbox"/>	<div style="width: 50%;"></div> 50% See Profile

1. Go to the **My Students** tab.
2. To add new students, click **ADD NEW STUDENT**.
3. Add one student at a time, You can click **Save** to add just one student or more than one by clicking **Save and Add Another**.
4. Add the student's first name and the first letter of their last name: e.g., Paola V.

General information

Global Partner My Tasks My Students Submissions Message Board

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Hefer C	HeferC64	<input type="checkbox"/>	<div style="width: 50%;"></div> 50% See Profile

ADD NEW STUDENT

The system will generate a unique username for each student when they are added

First Name

Last Initial

SAVE & ADD ANOTHER **SAVE**

5. Add all your students for this section.
6. You may want to **add yourself as a student** so that you can see the way things work from a student perspective AND you will be able to see all the incoming student videos from your partner class. Use the **Platform Instructions for Students** to create your student account.

ONBOARDING YOUR STUDENTS

1. Return to the **My Students** tab and hit **DOWNLOAD STUDENT LIST**. This creates an Excel sheet.
2. Provide the **Username** (it will be something like CarolaW73) to your students along with the **Classroom Code**.
3. The Classroom Code is found under your course name in the top left corner. It will look something like this:
Classroom Code: **JX6NB7RQ**.

Ask students to go to the **Student Portal** website. Your students will create a unique password when they log in for the first time. Ask them not to share their unique passwords that they create themselves. See **Platform Instructions for Students** for more details.

LUV DEMO1
Classroom Code: **JX6NB7RQ**

General information

Global Partner My Tasks **My Students** Submissions Message Board

1 DOWNLOAD STUDENT LIST ADD NEW STUDENT IMPORT STUDENT LIST

FILTER BY SEARCH

Click on See Profile to view a student's details.

Name	USER NAME	ALLOW POST	COURSE COMPLETION
Carola W	CarolaW73	<input type="checkbox"/>	<div style="width: 50%;"></div> 50% See Profile
Clara O	ClaraO0	<input type="checkbox"/>	<div style="width: 50%;"></div> 50% See Profile

APPROVING STUDENT VIDEOS

1. On the **Submissions** tab you will see all student videos. (The partner class will **NOT** see these videos until you approve them. If student is 13 or older, you may select **ALLOW POST** in the **My Students** tab to allow posting without teacher approval. This option is not recommended.)
2. Videos that need approval will show by default as "Pending". Click on the Pending tab to see other options.

Global Partner My Tasks My Students **Submissions** Message Board

List View All Action APPLY TO SELECTION

SELECT ALL

SELECT STATUS NAME TYPE DATE

<input type="checkbox"/>	approved	Getting to Know Our Par...	Submission	08/06/2022	3
<input type="checkbox"/>	approved	Getting to Know Our Par...	Submission	08/06/2022	
<input type="checkbox"/>	approved	Getting to Know Our Par...	Submission	22/06/2022	

3. Click on the blue play button to watch each student video.
4. Once video pops up, Select **Action** from the dropdown list to see options.
 - a. **Approve**-Approves video and partner class will be able to see it.
 - b. **Block**-Partner class will not see the video and it prevents the student from resubmitting.
 - c. **Delete**-Partner class will not see the video; however, the student be able to resubmit video for approval.

5. You can also approve videos by clicking on **SELECT ALL** or selecting an individual video. Then, from the drop down, b) **Approve** and c) **Apply to selection**.

SELECT	STATUS	STUDENT NAME	TASK NAME	TYPE	DATE
<input checked="" type="checkbox"/>	Submitted (Pending Review)	Carola, S	Getting to Know Our Par...	Response	12/07/2022
<input checked="" type="checkbox"/>	Submitted (Pending Review)	Carola, S	Cara o cruz - Tema cultu...	Response	12/07/2022

6. You can also see individual student videos and responses by going to the **My Students** tab, choosing the student and clicking on See Profile. There you will have 2 tabs for viewing the student's videos: Course Videos and Responses.

REPORTING BUGS AND BROKEN FEATURES / TROUBLESHOOTING

Students have been instructed to tell you when they find a bug or a broken feature. We also request a screenshot or video of the problem if they can capture it. Please forward the issues to support@levelupvillage.com and we will confirm the bug and request fixes from the development team. Thank you!