



PLATFORM INSTRUCTIONS FOR TEACHERS

PLAYERS EXCHANGE (SMALL GROUP FORMAT)

1. **Log in to the Teacher Portal** players.tp.levelupvillageclassroom.com with the User Name and Password that were sent to you or that you created when you created your Account.
2. Go to My Classrooms and choose your classroom from the drop down menu.
3. Locate the 4 tabs. Read about how they function:
 - a. **My Dashboard:** Here you will see teacher tasks, information about your **Global Partner**, and a **Chat** feature. Communicate and share files (via the blue arrow) with your Global Partner. Teachers receive an email notification when there is a Chat message from the partner.
 - b. **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. Note: Edits you make will be visible to your partner classroom so it's best to agree on changes with your partner before making them.
 - c. **My Students:** Here is where you will add your student groups. Additionally, you can reset their passwords, and see their progress. You can also see the student or group's view of the Student Portal from here. To do this, from the **My Students** tab, choose a student group, choose **See Profile**, then choose **STUDENT VIEW**. Click on the name of the classroom. This will bring you to the student group account on the STUDENT PORTAL. To see partner classroom videos, click on the **Dashboard** at the top of the screen.
 - d. **Submissions:** This is where you will see the list of student-generated videos. You can view original submissions or your students' responses to the students from your partner class. Videos that are **Pending** need your approval before they can be viewed by your partner class.

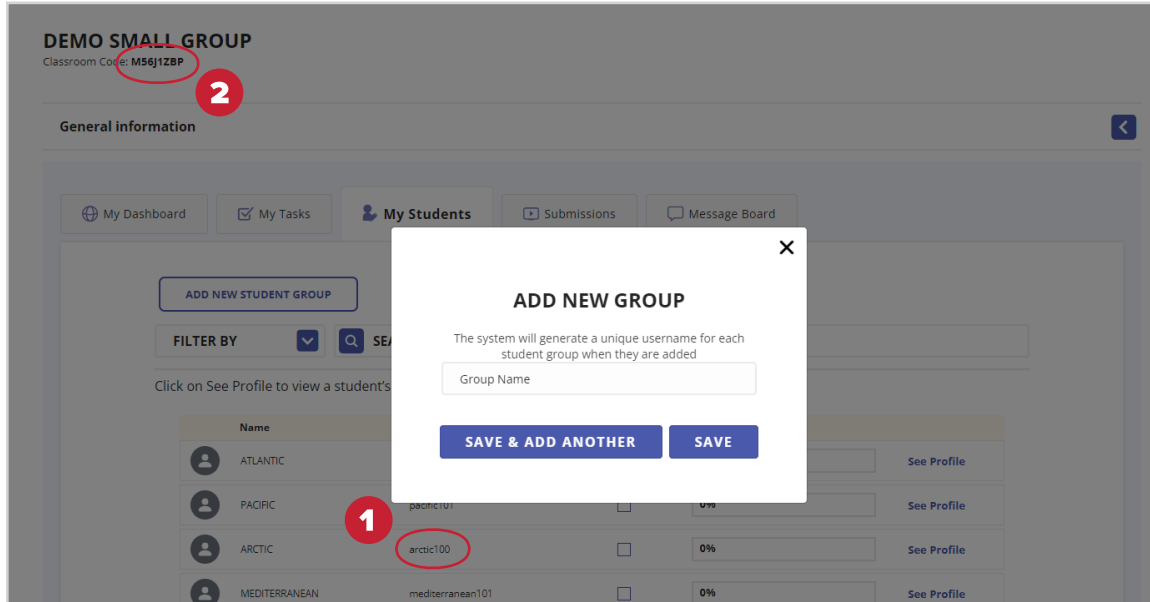
The screenshot shows the Teacher Portal interface. At the top, there are four tabs: "My Dashboard", "My Tasks", "My Students", and "Submissions". Below the tabs, the "MY ACTION ITEMS" section is visible, with a "Pending" dropdown menu. The "MY GLOBAL PARTNER" section shows a profile for Paulina H from Granby, Massachusetts, United States of America. The "STUDENT ACTIVITY" section shows a task: "Task 1: Getting to Know Our Partners". The "Chat with Global Partner" section is at the bottom right.

Annotations on the screenshot:

- a**: Points to the "My Dashboard" tab.
- b**: Points to the "My Tasks" tab.
- c**: Points to the "My Students" tab.
- d**: Points to the "Submissions" tab.

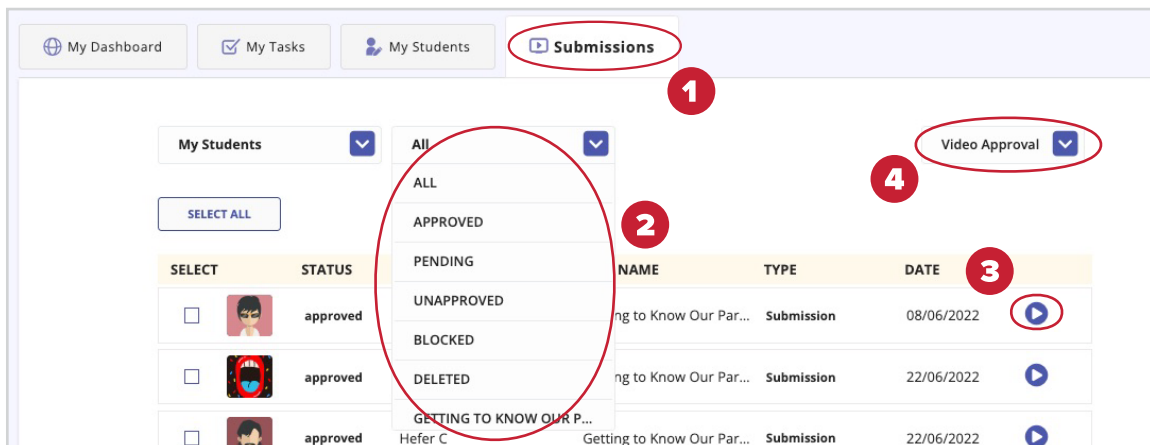
ONBOARDING STUDENT GROUPS

1. Have students log in to the Student Portal to get started. Provide the URL: [players.sp.levelupvillageclassroom.com](https://sp.levelupvillageclassroom.com)
2. Provide them with their group's User Name and the Classroom Code.
3. Tell students or a group leader to log in with the User Name and Classroom Code and change their password when prompted. It is a good idea for teachers to assign a password to each group.



APPROVING STUDENT VIDEOS

1. In the Teacher Portal, on the **Submissions** tab you will see the videos your groups created. (The partner class will **NOT** see these videos until you approve them.) All videos must be approved by you, even if you uploaded them yourself.
2. Videos that need approval will show by default as "Pending." Click on the dropdown list to see other options.



3. Click on the blue play button to watch each student video.
4. Once the video pops up, select **Video Approval** 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 resubmission.
 - c. **Delete**-Partner class will not see the video; however, students may then submit a new video.
5. You can also approve videos by clicking on **SELECT ALL** or selecting an individual video. Then, from the **Action** dropdown list, select **Approve**.
6. You can also see group videos and responses by going to the **My Students** tab, choosing the group and clicking on **See Profile**. There you will have 2 tabs for viewing the group's videos: Course Videos and Responses.

REPORTING BUGS AND BROKEN FEATURES / TROUBLESHOOTING

Please let us know if you find a bug or broken feature. We also request a screenshot or video of the problem if it can be captured. Please forward the issues to support@levelupvillage.com and we will confirm the bug and request fixes from the development team. Thank you!