
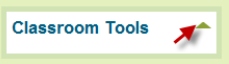

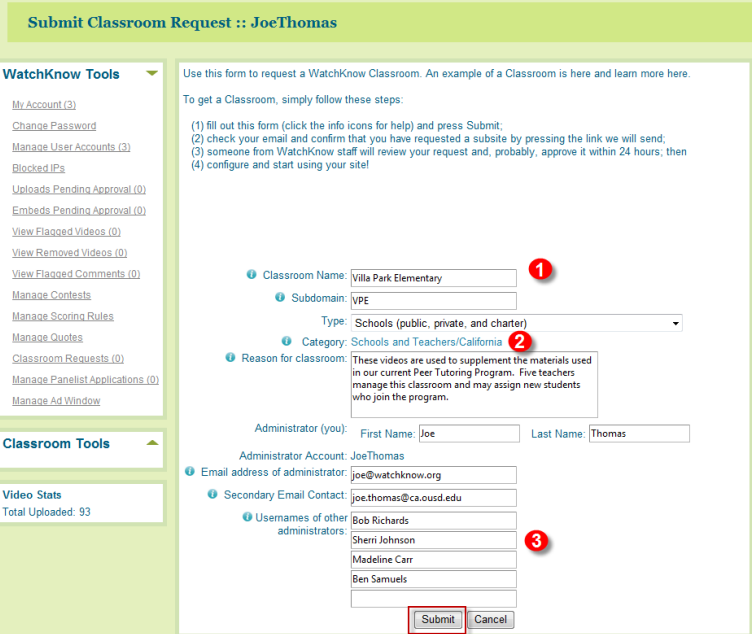
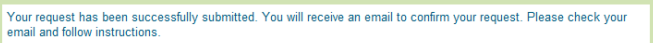


Setting up a WatchKnow Classroom

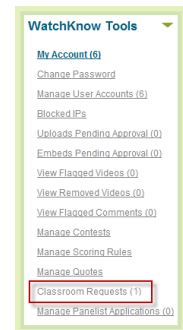
NOTE: These instructions are best viewed on a computer screen so the user can control the size of the text. Tagging (Alt-Tab) between instructions and WatchKnow is recommended.

<p>REQUESTING A CLASSROOM</p>	<p>The following instructions will guide you through the process of requesting a Classroom.</p>
<p style="text-align: center;">NOTE!</p>	<p>To set up a Classroom, you must have a “confirmed” account.</p>
	<p>Select My Account from the login zone.</p>
	<p>Click on the expander ▲ .</p>
	<p>Select Submit Classroom Request.</p>
	<p>Complete all of the fields in the form and select Submit.</p> <p><i>Notes:</i></p> <ol style="list-style-type: none"> 1. Choose a meaningful Name that accurately reflects the user. 2. Be sure to select a Category for your Classroom 3. Consider adding other administrators to your Classroom.
	<p>(Upon successful submission of the Submit Classroom Request form, you will receive this message in a new window.)</p>

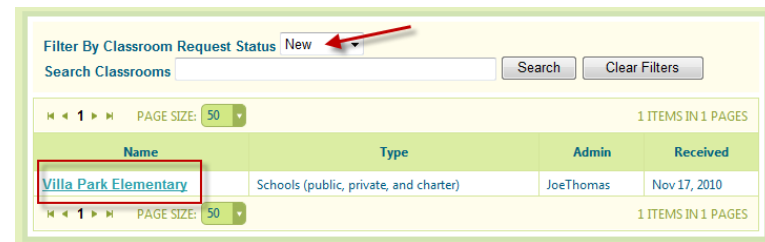
<p>WatchKnow - Classroom Request Confirmation Inbox X</p> <p>★ no-reply@watchknow.org to joe show details 8:23 AM (4 minutes ago) Reply</p> <p>Hello from WatchKnow!</p> <p>Click here to confirm your new WatchKnow classroom request:</p> <p>http://www.watchknow.org/SubsiteConfirmRequest.aspx?ConfirmationToken=6a7ea00b33fc421c9fd36d98b5a3915d ← Click on the URL</p> <p>Classroom Request Information</p> <p>Classroom Name: Villa Park Elementary Subdomain: VPE</p> <p>Explanation: You (or someone who input your e-mail address) submitted a WatchKnow classroom request. Please click the above link, or copy and paste it into a browser, in order to confirm the e-mail address you input. Until you do, we will not be able to approve your request. If you did NOT submit a WatchKnow classroom request, please ignore this e-mail and accept our apologies.</p> <p>Thanks and welcome to WatchKnow!</p> <p>All the best, WatchKnow Staff</p> <p>Reply Reply to all Forward</p>	<p>(This message will be sent to the email box indicated on the Submit Classroom Request form at <i>Email address of administrator</i>. It will be from “no-reply” with a title of “WatchKnow – Classroom Request Confirmation. Check your junk mail box if you do not see this message within five minutes of submitting your Classroom request.)</p> <p>Click on the URL indicated in the email to complete the registration.</p>
<p style="text-align: center;"><small>something going on there every moment." - Thomas Edison, 1911, on the film projector</small></p> <p style="text-align: center;">Classroom Request Confirmation</p> <p style="text-align: center;">Joe Thomas, Thank you for confirming your classroom request with WatchKnow.org! You will receive an email from WatchKnow once your request has been reviewed.</p>	<p>(You will receive this message in a new browser window. At this point, you cannot continue until you are approved by an Administrator of the WatchKnow Web site.)</p>
<p>★ no-reply@watchknow.org to joe show details 8:42 AM (1 hour ago) Reply</p> <p>Hello from WatchKnow!</p> <p>Your classroom request has been approved!</p> <p>You may visit your classroom by clicking the following link:</p> <p>http://VPE.watchknow.org</p> <p>Go here to view a video about how to get started. Here are some text directions:</p> <p>(1) Go to Setup. On that page, do the following:</p> <ol style="list-style-type: none"> a. Upload an image to serve as a logo (strongly recommended). This won't be in the preview (until you've saved). The text Villa Park Elementary that you will see in the top left corner of your Classroom is temporary. You can replace it with a graphical logo of your own, and please do. b. Choose a theme or edit the colors by hand. Note, you can use that Preview button down at the bottom! c. If you want to create accounts associated with your Classroom, then choose a "username suffix" (up to five letters). For example, if your school is "Washington High School," then you might use "wash" as a suffix, and then if you make a student account for Jones, then the account name will be jones-wash. It's a way to keep track of accounts you've made. d. Review the next two options (whether you want the site listed, and whether you want the public to be able to access it). e. Create a subsite description. This will appear in any public listings of your site. f. Decide which groups to give the ability to edit your director and recommend the first choice 	<p>(Your message will be sent to your registration email address after you have been approved. It contains additional information about how to set up a new Classroom.)</p>

WatchKnow Classroom Administrator APPROVAL SCREENS

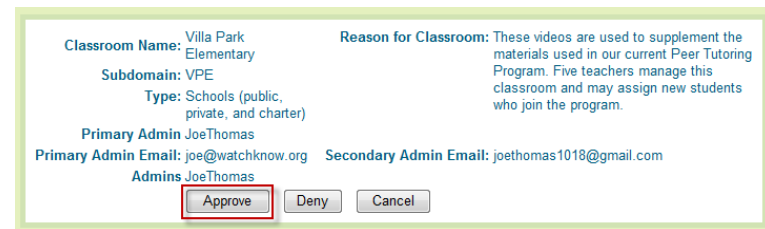
The following screens are approval screens that a WatchKnow Administrator is required to complete before a new Classroom is approved and ready for loading with videos.



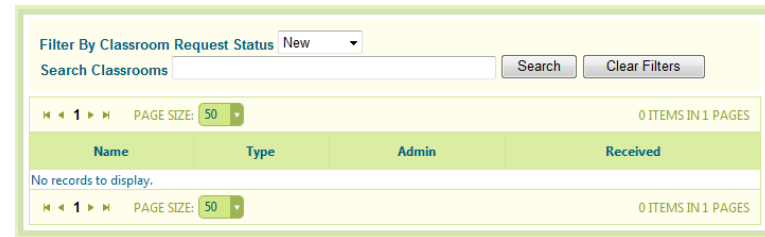
On your My Accounts page, under WatchKnow Tools, your **Classroom Requests** menu item will indicate that a request has been made for a Classroom (see number in parentheses). Select your **Classroom Requests** menu item to continue.



If there is an outstanding Classroom request, it will be shown in the **Name** column. (The Filter By Classroom Request Status field defaults to *New*.) Click on the requestor's name.



This form will display. Ensure all fields are completed and appear appropriate. Select **Approve**.



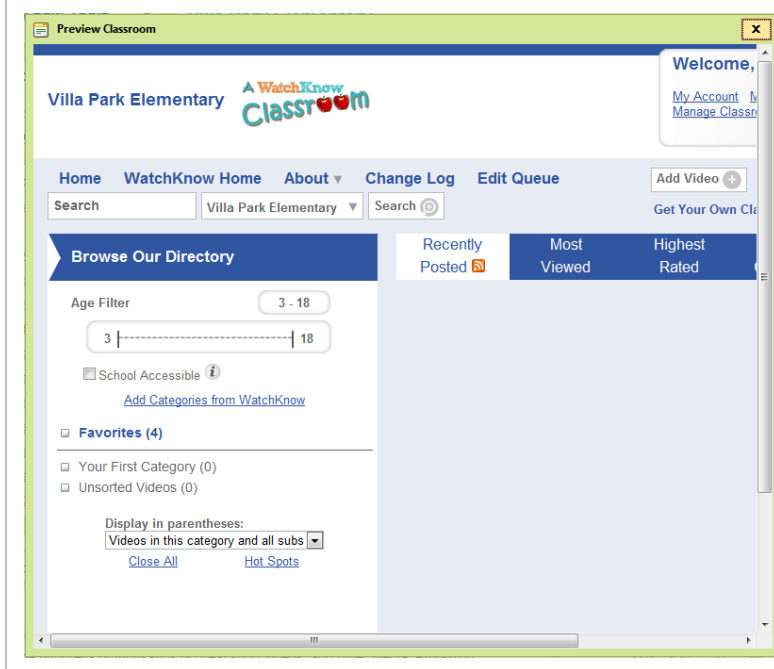
Upon approval, the screen will refresh and the Classroom will no longer be in the table. (There *may* be others pending approval still populating the table.) Your approval has been successful. Inform the Classroom administrator (through your normal channels) that they may begin working in their Classroom!

SETTING UP A NEW CLASSROOM	The following screens are used to set up the Classroom.
	<p>(Upon approval, you will receive this message in your (registration) email inbox. It contains information about how to set up a new Classroom. This is your signal that you may begin setting up your Classroom.)</p>
	<p>Log in and select My Account from the login zone.</p>
	<p>Click on the expander. ▲</p>
	<p>Select Setup.</p>

Complete all of the fields in the form and select **Preview**.


Notes:

1. Personalize your Classroom by importing a logo that's relevant.
2. Select a theme for your color scheme or customize one.
3. Determine how visible you want your Classroom to be
4. Choose whom you want to be able to edit your Classroom.



Review your color selections to ensure they meet your preferences. (The log will not display until you select the **Save** button.)

If you are satisfied, close the window and select the **Save** button to save your choices.



VPE
OUSD


Villa Park Elementary

⚠ Classroom was successfully updated.

Classroom Name:

Classroom Logo:

(Maximum width is 250 pixels wide by 100 pixels tall. If you upload an image exceeding these limits, it will be automatically scaled to fit.)



Color Theme:

Primary Color: Font Color:

Secondary Color: Font Color:

Content Font Color:

Content Link Color:

Username Suffix:

List classroom in directory?: Yes No

Public Access?: Yes No

Classroom description:

Directory Edit Ability: Classroom Panelists & Admins
 Classroom Admins Only
 Same as WatchKnow

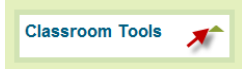
Upon saving your choices, the **Setup** window will refresh with your selections. Your customized graphic logo (IF you have uploaded one) will appear in the upper-left corner of the window *and* display beneath the **Classroom Logo:** section in the form.

If you choose NOT to upload a customized graphic logo, the name of your Classroom will appear in the upper-left corner of the window instead.

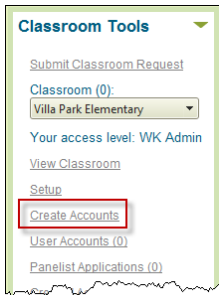
The message *“Classroom was successfully updated.”* will display at the top of the form.

SETTING UP USERS

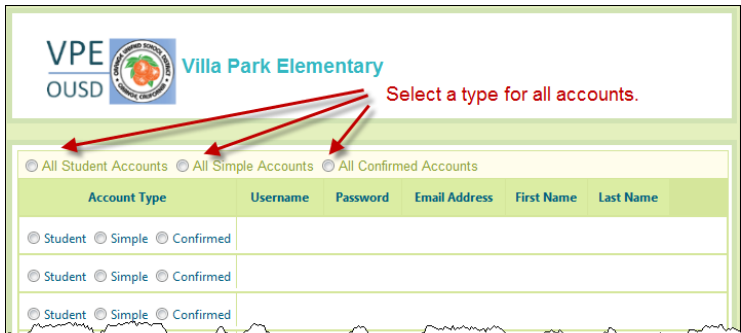
The following screens are used by the Classroom Administrator to set up users in a Classroom.



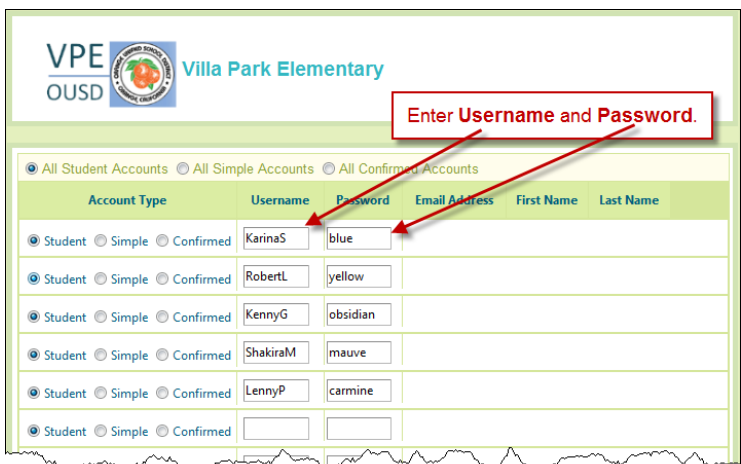
Click on the expander. ▲



Select **Create Accounts**.



Select a radio button from the top of the form indicating your preference for account type. All accounts created on this screen will be of that selected type. (**All Student Accounts** is a good choice.)



After select the type of account desired, editable fields will open up. Enter **Usernames** and **Passwords** for all expected users of this Classroom. **Usernames** must be unique.

(Provide these **Usernames** and **Passwords** to your users so they may log on and begin using your Classroom.)

Congratulations! You may now populate the new Classroom with videos!