

# Teacher Dashboard Guide



### **How To Login**

#### Where do I log in?

Teachers log in via the Teacher Dashboard. In your web browser, search:

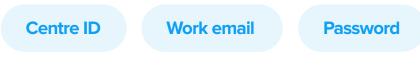
edu.flashacademy.com

FlashAcademy*
Centre ID:
prof@flashacademy.com
•••••
Sign In
Forgot password

#### Where are my login details?

The admin can find their login details in the initial Welcome Email. If you do not have your login details, contact the admin at your school or support@flashacademy.com.

In order to log in to the Teacher Dashboard, you will need:



**TIP** A Chrome browser works best.

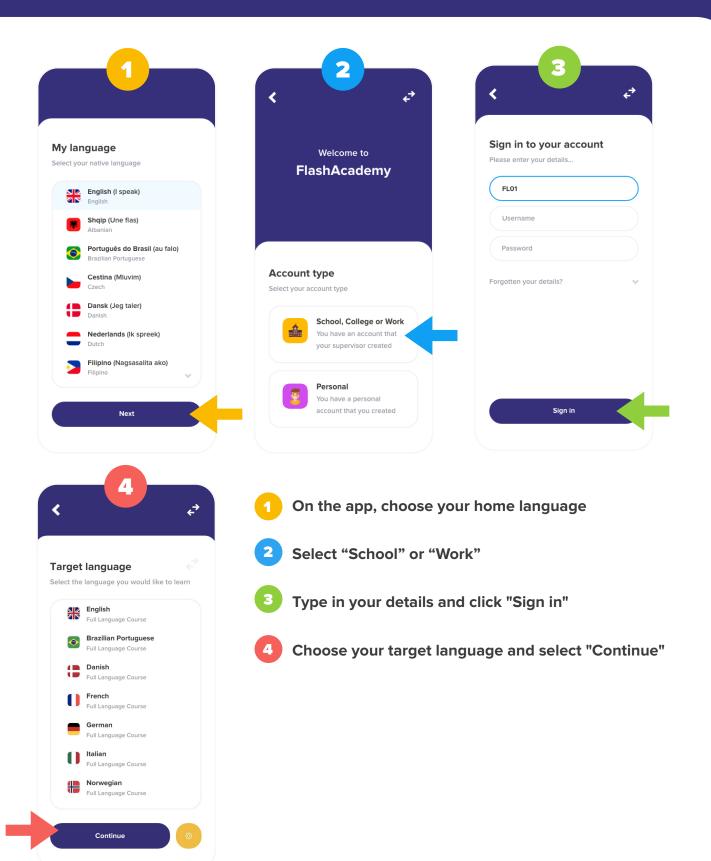
### **How To Add Teachers**

	Pash Ac	cademy Demo (Centre I	D: FL01)			My Account 🗸
My Classes	Curriculum Tasks	Live Dashboard	Custom Lessons Asse	essments		
Admin						
	Teachers Here you can add, edit and remove teachers.		Students Here you can add, edit ar remove students.	nd	Parents Here you can a remove parent	
			2			
					Add new tea	cher
•	Mr Rodgers	٥	Mr Bailey	0	Mr Anderso	o n
2	Mr Rodgers	0	Mr Bailey	¢	Mr Anderso	
Add staff	Mr Rodgers	•	•		•	
		•		Go to My	•	n ser Admin and
Add staff	3			Go to My enter into	Account > Us the Teacher'	ser Admin and s section
Add staff Email	name			Go to My enter into Click "Ad	Account > Us o the Teacher' d new teache	n ser Admin and s section r"
Add staff Email Enter firstr	aname		1 ( 2 ( 3 F	Go to My enter into Click "Ad	Account > Us o the Teacher' d new teache teacher's det	n ser Admin and s section r"

## **How To Add Pupils**

FlashAcademy	· Learning Labs	lash Acader	ny Demo (Centre	e ID: FL01)			🕐 My Account 🗸
My Classes	Curriculum	Tasks	Live Dashboard	Custom Lesso	ns Assessment	S	
Admin							
	<b>Teachers</b> Here you can add, ed	it and			u can add, edit and		Parents Here you can add, edit and
	remove teachers.			remove	students.		remove parents.
	Enter			E	nter		Enter
	2					_	3
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om Lessons	Assessme	ents				2 Enter your stude	ents details into template and
						save file.	ents details into template and
Teacher 🗸	Add stu	dents	Download	students		3 Click 'select file: template.	s' button. Upload saved
							OR
•	Тур	е				To add students man	ually, <u>click here</u>
	Lea	rning Pla	tform & Ass	essmen			Continue
Home L	anguage		~				
Assessmer						-	unt > User Admin ar
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MFL					2 Clie	ck <mark>"A</mark> dd stud	dents"
English					Eitl	her downloa	ad the template, fill i
	Add stud	ents					upload or click "Cli
							n the details manual
No more student	s to add? Select o	continue.					
						ck "Continu	

#### How a Student Logs In



### How To Set Up a Parent

FlashAcademy	Learning Labs Flas	sh Academy Demo (Cer	tre ID: FL01)		🥚 My Account 🗸	
My Classes	Curriculum T	asks • Live Dashboard	Custom Lessons	Assessments		
	Teachers Here you can add, edit a remove teachers.	nd	Students Here you can a remove student		Parents Here you can add, edit and remove parents.	
	Enter		Enter		Enter	
FlashAcademy	· Learning Labi Fig	ash Academy Demo (Ce	ntre ID: FL01)		My Account 🗸	
My Classes	Curriculum	Tasks • Live Dashboar	d Custom Lessons	Assessments		
Parents					Add new parent	
Ben Wheeler		Students:			Edit Assign new student	
Lucy Beckett		Students:			Edit Assign new student	
Tamsin Cox		Students: Joe Bar	low		Edit Assign new student	
jason mason		Students:			Edit Assign new student	
Abbey's Parent		Students: Abbey I	/arsden, Abbey Test, Abb	ey Test2	Edit Assign new student	



- Go to My Account > User Admin and enter into the "Parents" section
- 2 Click "Add new parent"
- 3 Fill in the parent's details and click "Add". Click "Next" and the parent will appear. You can now assign the parent to a pupil

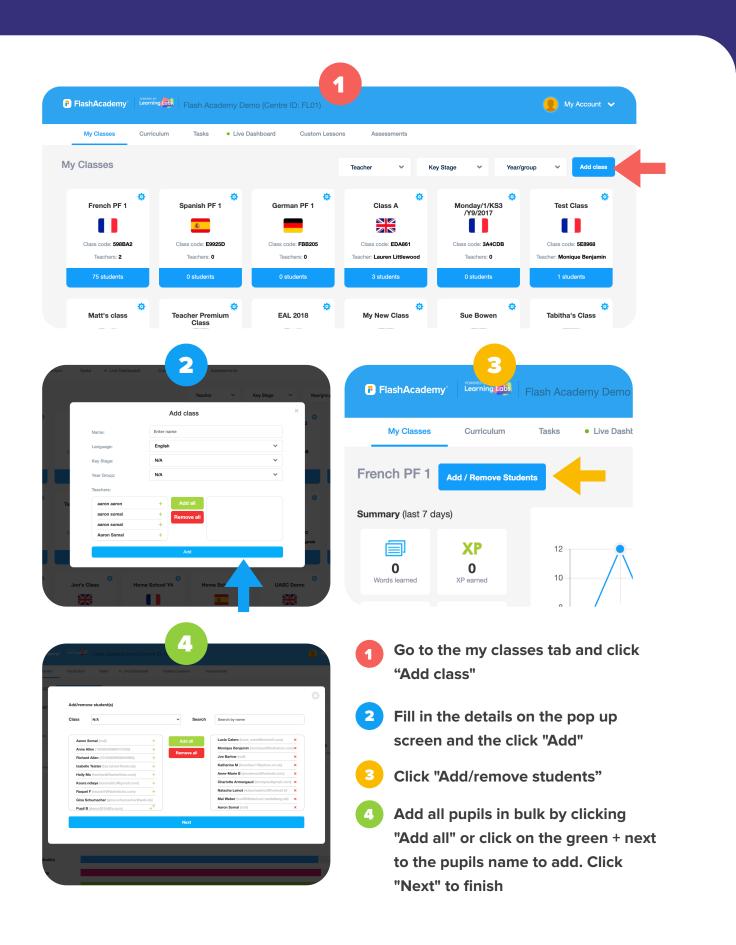


# How a Parent Logs In

Centre ID:	FlashAcad	emy <sup>*</sup>	1	Fill in t	to edu.flash the login de school anc	etails giver	n to you		
Username: Password:				You ca	You can now view your child				
	Sign In	-							
			_2						
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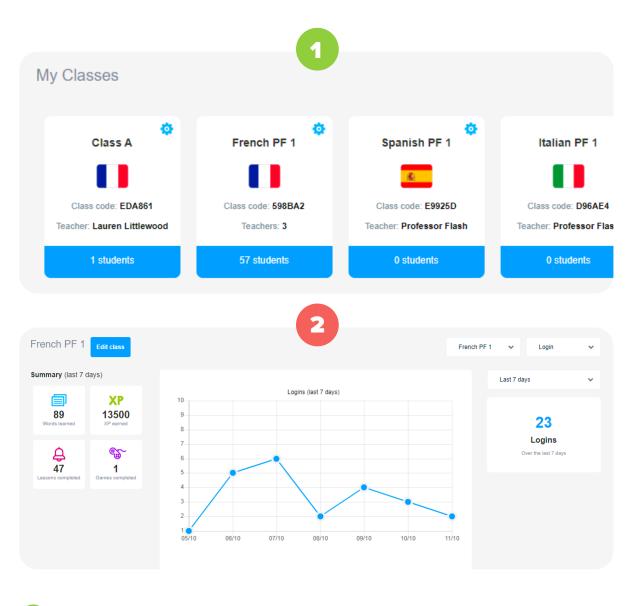
FlashAcademy<sup>®</sup>

#### How To Set Up a Class





### **How To Track Progress**



- Go to "My Classes" and click on the class you want to view
  - This page contains the class data

TIP: If you scroll down and click on a pupil, you can view their individual data.

### How To Create a Task

ashAcad	emv' lea	Flash Academy Der	mo (Centre ID: EL01)				My Account 🗸
My Classe			ashboard Custom Less	sons Assessments			•
Tasks	5		By Month Due 🗸 🗸	By Teacher 🔍 🗸	By Class 🔍	Search:	Set new task
Currer	nt tasks						
-	Prehistorio	Britain Class: Aaron Test	Set by: P. Flash	Date set: 20/1/2022	Date due: 31/3/2022	S 0 complete	• 7 pending
Past ta	asks						
-	Lesson ch	allenge Class: Class A	Set by: T. Cox-Walsh	Date set: 27/8/2019	Date due: 31/8/2019	S Complete	X 0 incomplete
	Lesson ch	allenge Class: French PF 1	Set by: P. Flash	Date set: 10/9/2019	Date due: 10/9/2019	S 3 complete	× 24 incomplete
		_ 2 _		ashbo	ard Custon		sments
					Pook	Cot new teak	×
		Set new task	×	E	Back	Set new task	×
Cla	ass:	Success	~		Task:	Nature & Society	
Go	al:	Select a goal for your task	~		Deadline:	March 20	22 0
Lev	vel:	Any Level	~			S M T W	TFS
	tegory:	Any Category	~			1 <mark>2</mark> 6 7 8 9	3 4 5 10 11 12
		, , ,	~			13 14 15 16 20 21 22 23	17 18 19 24 25 26 2
Les	sson:						31
		Next				Ontdata	
						Set task	
on Da	ate set: <b>22</b> /	1/2019 Date due: 2	2/1/2019				
					Go to t	he Tasks tal	o and click "Set
	Back	Confirm task	×		new tas	sk"	
Class							
				2	Fill in th	he task deta	ils and click
		Class: Success			"Next"		
Training		Complete a specific lesson	<u> </u>				
e Training		Category: Nature & Society	0	3	Set the	deadline a	nd click "Set
		Deadline: 2/3/2022			task"		
e Training		Next					e task will appe

FlashAcademy<sup>®</sup>

#### How To Create a Custom Lesson

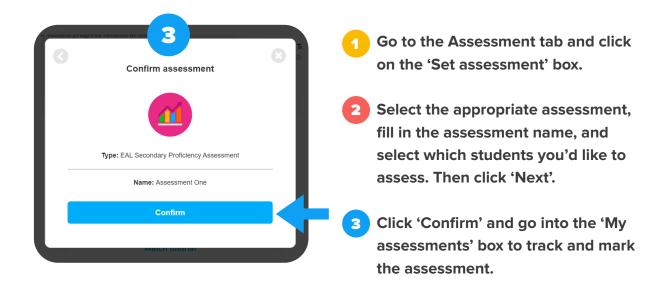
FlashAcademy'	Flash Academy		ID: FL01)				👤 My /	Account 🗸
My Classes Curriculum	Tasks • Live	e Dashboard	Custom Lessons	Assessments				
Custom Lessons			By Mo	onth Due 🗸 🗸	By Teacher	✓ Search stude	ents:	Create
Active								
	Language Faciliat	Assisted by D		1/0/0000		0 nonding		
Aaron Test	Language: English	Assigned by: P	P. Flash Created	d on: 1/9/2020	1 completed	2 pending	Active v	×
Academy Demo (Centre ID: FL01)		0	School Essentials	3		3	Custom	lesson builde
Lesson information							Lesson O	ne
Lesson name		ı le	Lesson 1	Less	ion 2	Lesson 3	when	× where
Lesson description			Question words		I phrases	Classroom objects	how	× table
Language			question		e is/are?	clock	school b	ag ×
Select language			where 🗹		go to the please?	board 🛛		
			how 🗹 why		are you	book 🗌 school bag 🗹		
Next			to know		? u like?	chair 🗌	_	Create
			what	corrid	lor 🗌			Create
	- А -					5		
Assign lesson			8		Lesson sum	mary		
Class	- Search	Search by name			Lesson name:	Lesson One		
Demo Demo (grtrial40@fa.uk) +	Add all	Demo Demo (grtrial43@fa.u		il		tion: Words to remember		
Demo Demo (grtrial42@fa.uk) + Demo Demo (grtrial45@fa.uk) +	Remove all	Demo Demo (grtrial61@fa.ul Demo Demo (grtrial34@fa.ul			Language: EAL	. English		
Demo Demo (grtrial87@fa.uk) +		18	· · · · · · · · · · · · · · · · · · ·	at	Words: when	where × how × table ×	school bag $\times$	
Demo Demo (grtrial63@fa.uk) +		*			Assigned to: 3	student(s)		
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Demo Demo (grtrial44@fa.uk) +				4		Edit		
Demo Demo (grtrial64@fa.uk) +	Ŧ		*			Create less		

- **1** Click the Custom Lessons tab and click 'Create'.
- 2 Complete the lesson information form with lesson name, lesson description and select the target language from the language drop-down menu.
- <sup>3</sup> Tick the boxes next to the vocabulary you want to include in the lesson. You must select a minimum of 4 words and a maximum of 12. Once selected, click 'Create'.
- Select which students you wish to assign the Custom Lessonto. Once selected, click 'Next'.
  - Review the information and click 'Create lesson'.



### **How To Set an Assessment**

						2617		
Set assessment				My assessn	nents		Review performance	
	Set assessment Assign an assessment to a student or class.		View a	ssigned asses recently comp	ssments		View past assessments and track student progress.	1
Watch tuto	orial			Watch tuto	orial		Watch tutorial	
ng	Set new asses Assessment	sment Select assessment		~	Name	Name this assessment		
	Class	All		~	Search	Student name		
	Aaron Soma (null)	I	+	Add all				
	Pupil F (dem	10291f@fs.com)	+	Remove al	•			
	Pupil A (den	no291a@fs.com)	+					
	Pupil D (den	no291d@fs.com)	+					
ISE		no291e@fs.com)	+				ck	
	Pupil B (den	no291b@fs.com)	+ -				•	
				Next				



FlashAcademy<sup>\*</sup>

#### What To Access Where

#### There are three places to access FlashAcademy



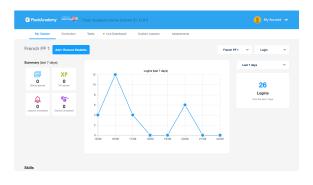
#### **Our Website**

www.flashacademy.com For the general public

#### The App

This is where the students access to learn! Downloadable on tablets, iPads, computers and laptops.





#### The Dashboard

edu.flashacademy.com This is where teachers track and view students' progress and set assignments.