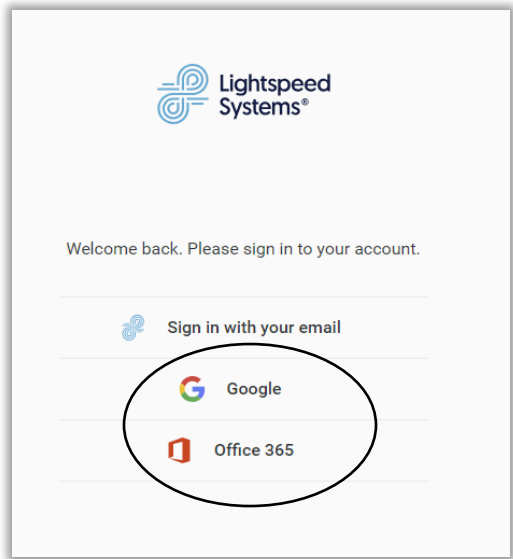


## Lightspeed Classroom Management



Go to **classroom.relay.school** to login.

Choose the **Office 365** option and login with your **MPS credentials**.

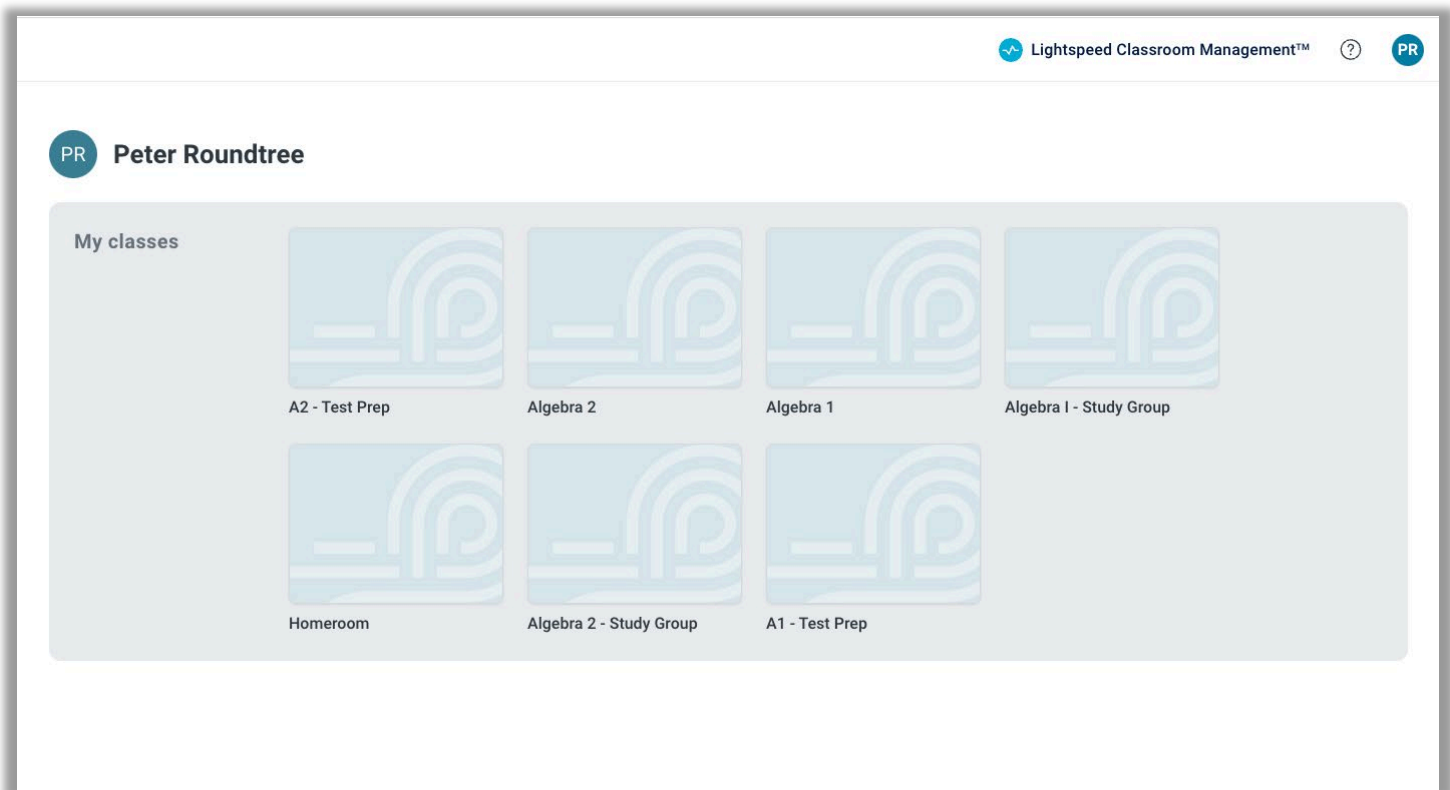
If that doesn't work, try the Google option next.

(This tool is not useful with iPads.)

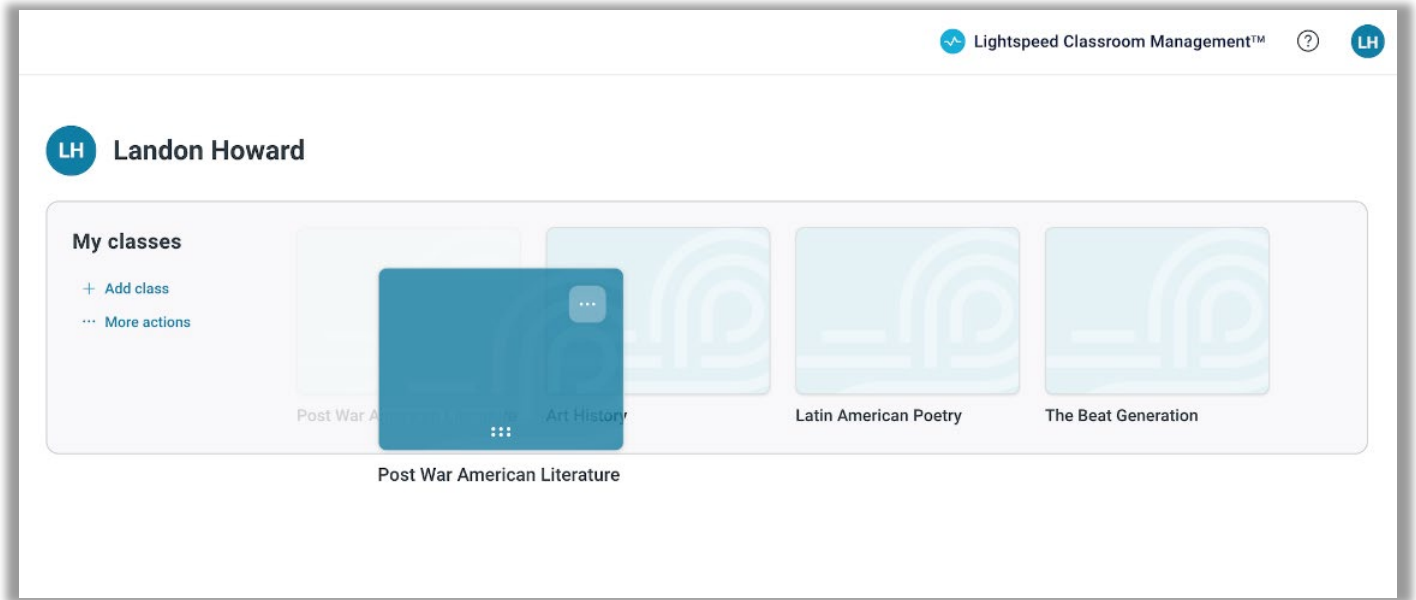


Teacher Training  
Videos and  
Knowledge  
Articles

**My Classes** is the teacher's landing page when you log in to Lightspeed. It's displayed in a tile view.



You can drag and drop your class tiles in any order that makes sense to you.

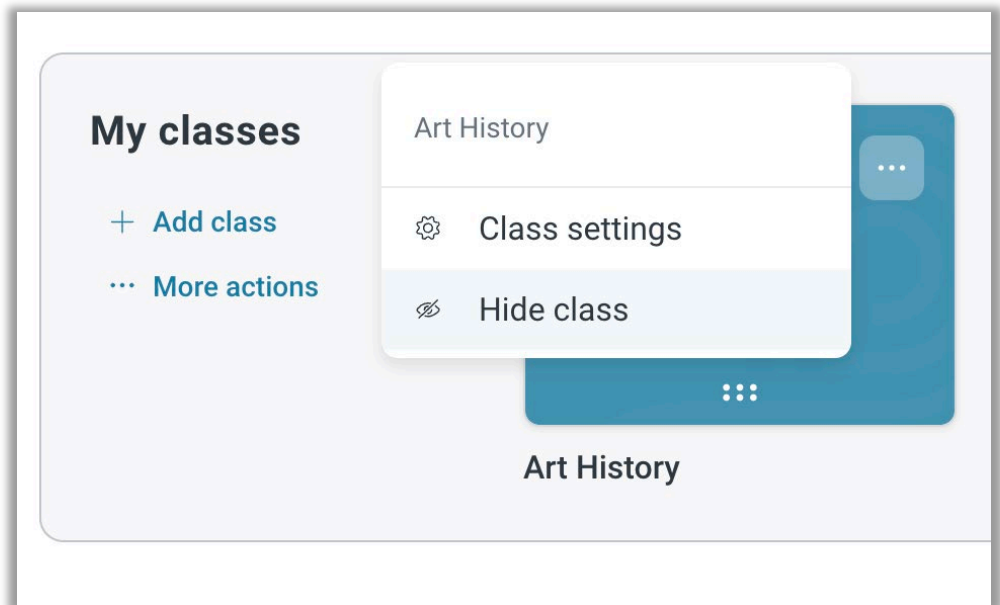


If you want to **Add a Custom Class**, hover over the space under **My Classes** and menu options will appear. Choose **Add Class**. You'll name the class in the pop-up that appears

If you choose **...More Options** from the same menu, you can change your view to see hidden classes as well as current, and from the color palette below that you can choose the background color of the page.

If you hover over the tile, you'll see an option for another menu in the upper right. Click the three dots, and you'll have the option to **Hide/Delete** your class, or open the **Class Settings Panel**, where you can configure a schedule for your class. Click on the tile to navigate to that class.

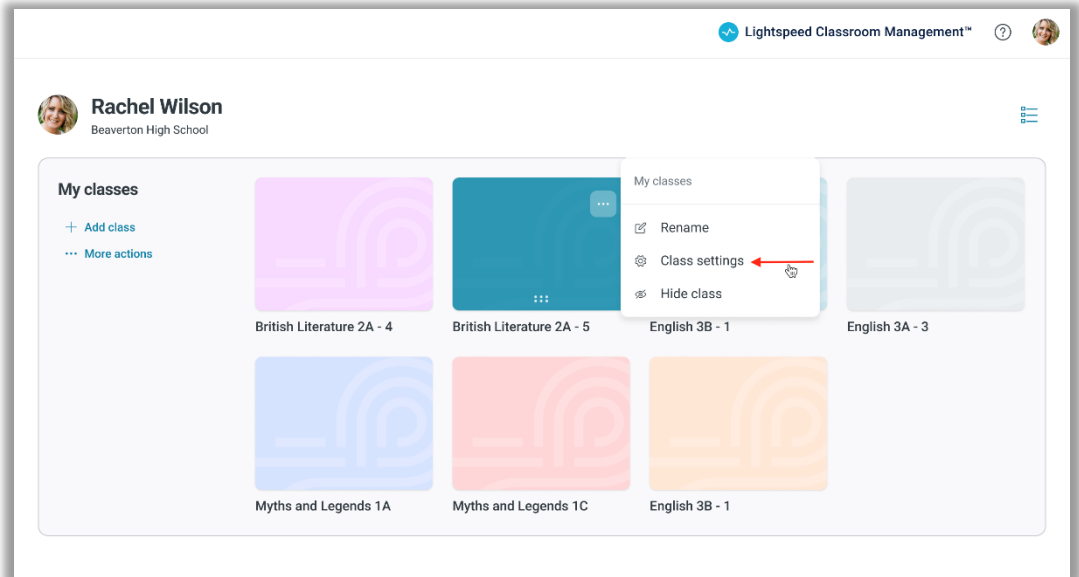
**Note:** Teachers can only delete custom classes that they have created. If the tile is a Custom Class this menu will have a **Delete Class** option, If the tile is a class that has been brought in from Infinite Campus, the option will be to **Hide Class**



# Class Settings

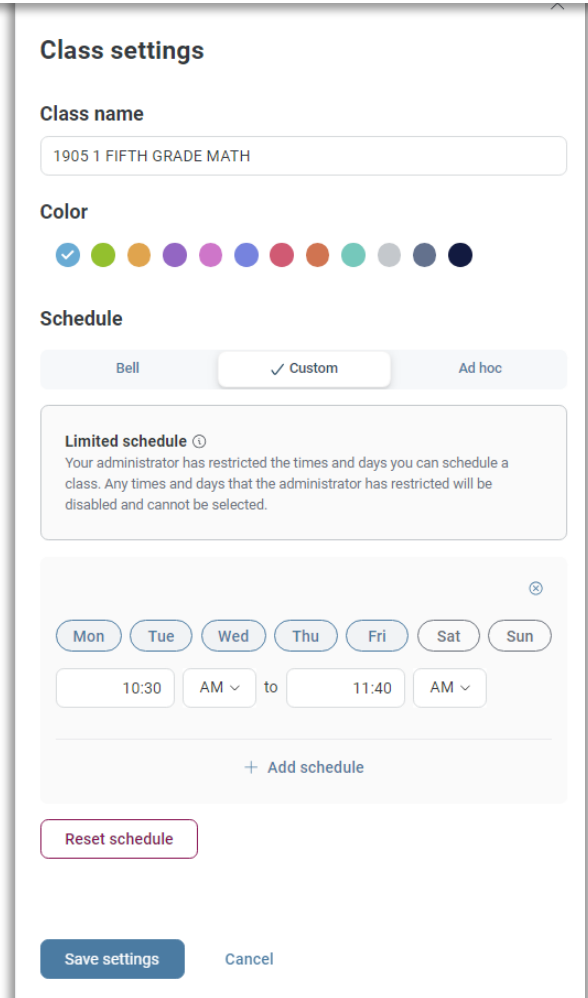
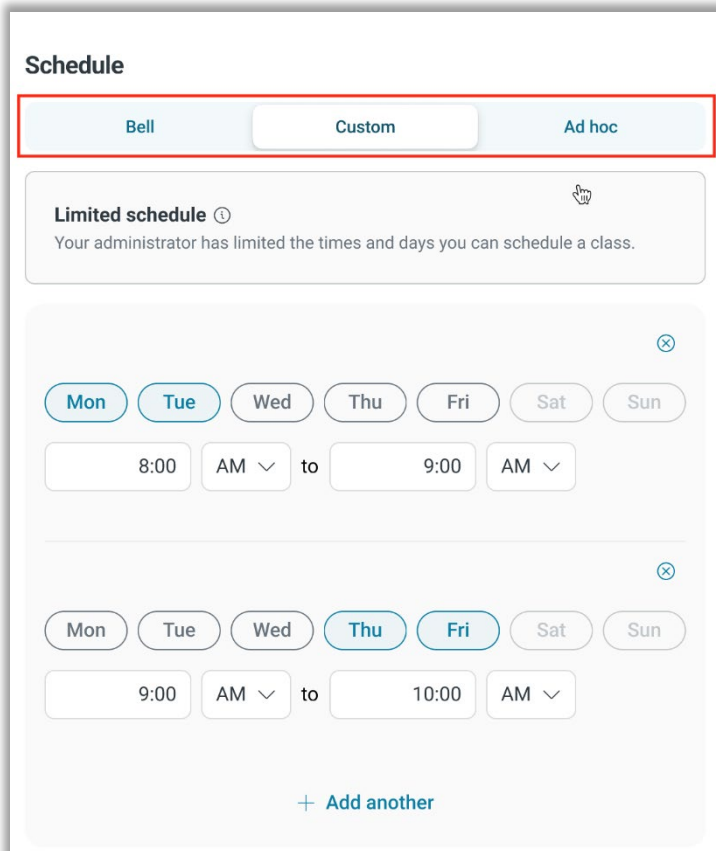
You can access **Class Settings** from two locations: the tile menu on the **My Classes** page, or the gear icon on your class page.

In the Class Settings window you can change the Class Name, change the color of your course tile, and adjust the Schedule Settings. You'll notice three tabs for Schedule settings (Bell, Custom, and Ad hoc). Bell schedules are set by districts, and we don't use them with out Lightspeed account, so you will only need to focus on either Custom Schedule or Ad hoc.



# Custom Schedules

You can create **Custom Schedules** yourself.



Just configure what days and times your classes begin and end and click **Save**. Your Classes will automatically begin and end at those times. Your students will be automatically checked-in and your web rules will immediately apply.

# Ad Hoc Schedules

**Ad Hoc Schedules** allow you to select a duration for your class and start the class immediately. As a best practice avoid choosing durations longer than your scheduled class hours. This will cause your students to not automatically check-in to their next class as it begins, and your class web rules will remain applied to the student until they are manually checked-in to another class.

Choose the **Ad Hoc** tab, choose a duration from the **Session Duration** drop down

Schedule

Type Ad Hoc

Session Duration 45 minutes Start

Schedule

Bell Custom Ad hoc

Session duration 30 minutes Start

# Managing your Students

When you select a class tile, you will be given two different class view options. You can choose either List View or Screen View.

1.00 List View

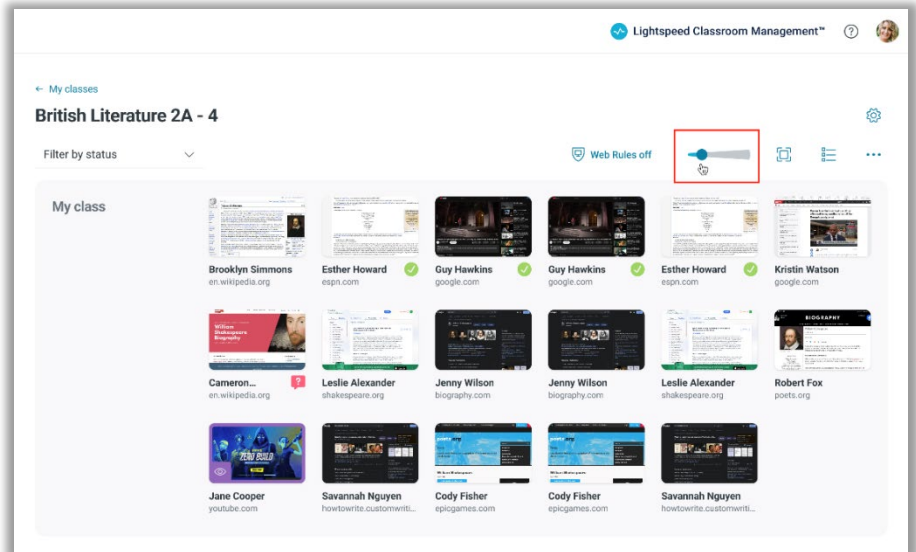
istory

Pause internet Web Rules off

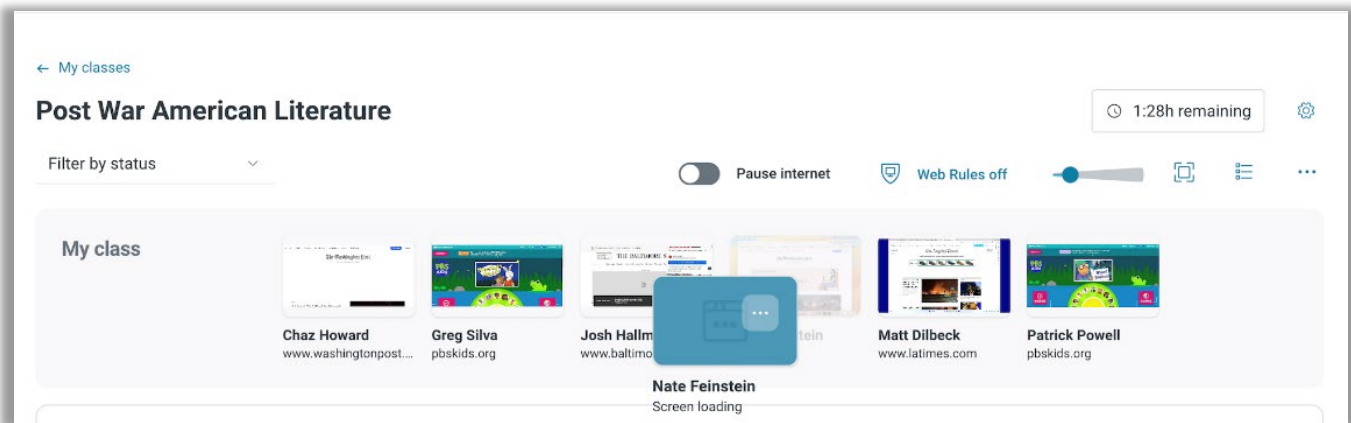
Name	Status	Currently browsing	Most viewed	Site visits ↓
Monica Rambeau	working	accounts.google.com	Isrelay-config-production.s3.amazon..	2940
Hope Van Dyne	working	edpuzzle.com	Isrelay-config-production.s3.amazon..	2737
Tony Stark	working	www.powerschool.com	Isrelay-config-production.s3.amazon..	2708
Sam Wilson	working	Isrelay-config-production.s3.amazon..	Isrelay-config-production.s3.amazon..	2691
Bruce Banner	working	mlm.pearson.com	Isrelay-config-production.s3.amazon..	2517
Steve Rogers	working	www.thelearningodyssey.com	Isrelay-config-production.s3.amazon..	2406
Nick Fury	working	www.businessinsider.com	Isrelay-config-production.s3.amazon..	2376
Carol Danvers	working	www.instructure.com	Isrelay-config-production.s3.amazon..	2368

# Screens View

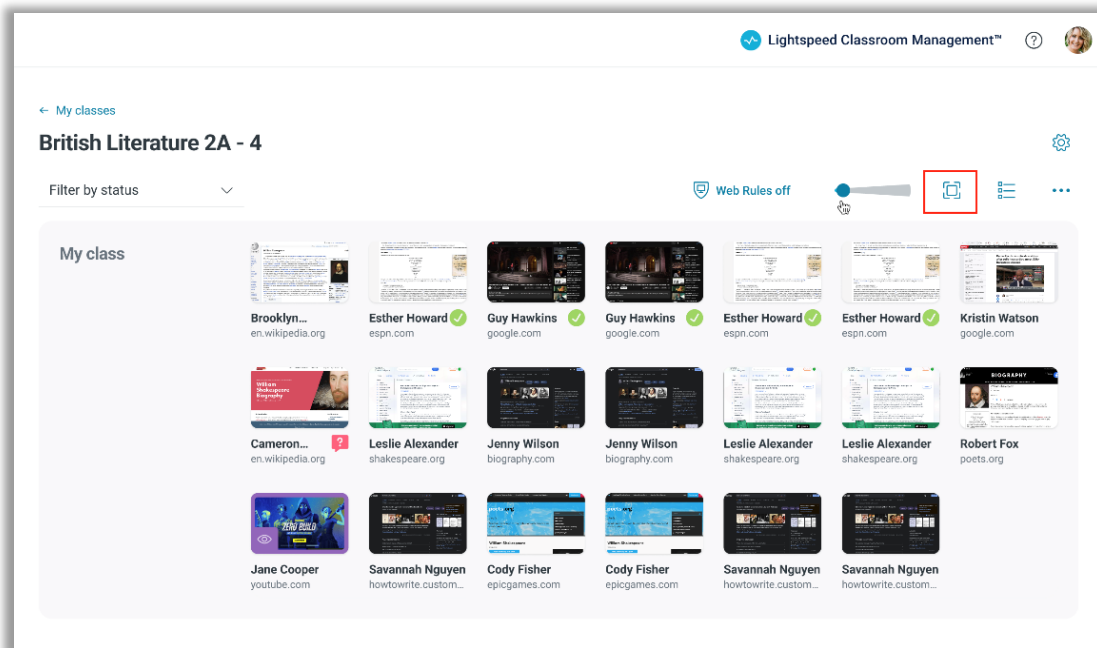
The Screens View shows you the browser window for each student. The New User Experience now has a slider so you can increase or decrease the size of the student screens as you see fit. As you move the slider to the right the size of the screens increase. Sliding this toggle all the way to the right shows only one student screen at a time.



You can drag and drop student tiles in any order you like for easy customization.

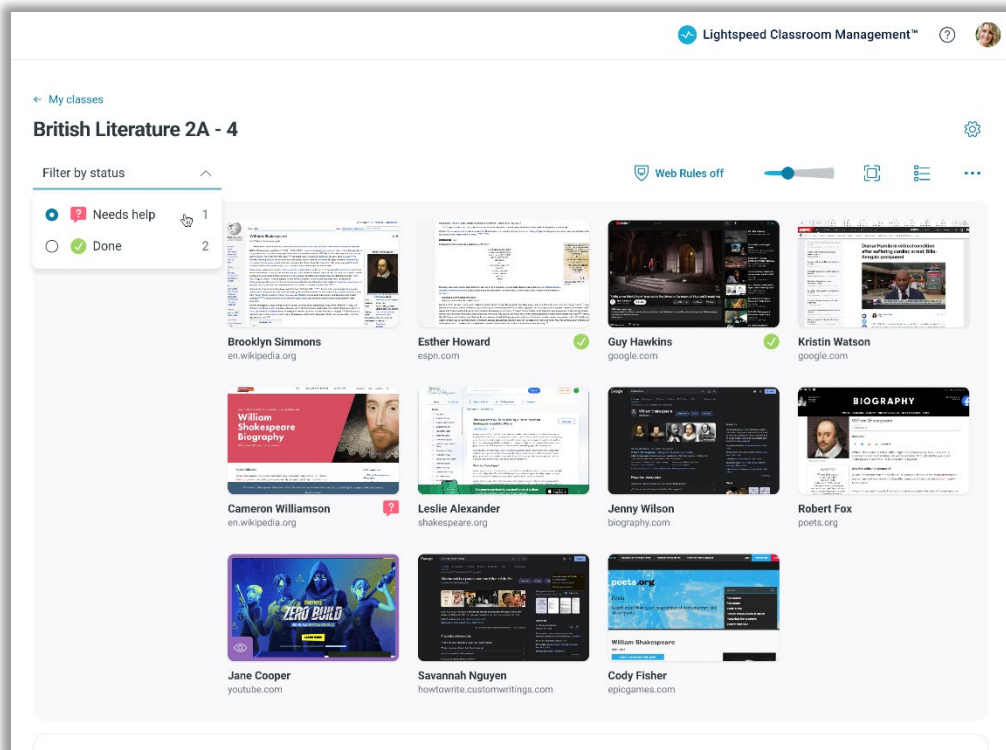


Or if you want a quick full page view just click the **full page icon** next to the slider to open up the full page view. You can return to your class page by using the **[x]** in the upper right corner of the full page view.



# Filtering

You will see **Attendance Status** at a glance when viewing your Class but you can also allow filtering for **Task Status**.

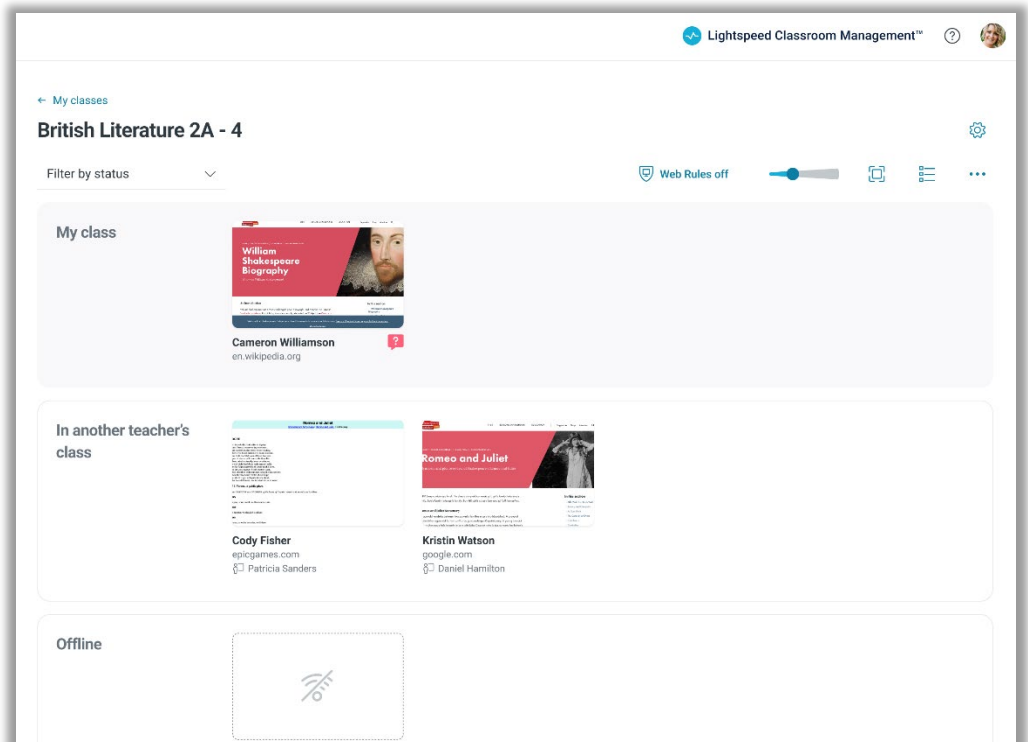


## Task status

There is a dropdown on the upper left of your page to **Filter By Status**. This is for filtering by Task Status. From the dropdown you can choose to filter by **Needs Help** or **Done**. Since **Working** is the default status we have not included it in the filtering options. Just click the radio button to filter by task status. To return to the entire class view, click the button again to unfilter.

## Attendance Status

There are two Attendance groups on your page. In **Another Teacher's Class** are students who are online but not checked in to your class. Under the student tile, you'll see their name, what website they're viewing, and the teacher's name of the class they're checked into. The **Offline** group will show students who are scheduled to be in your class but aren't online.

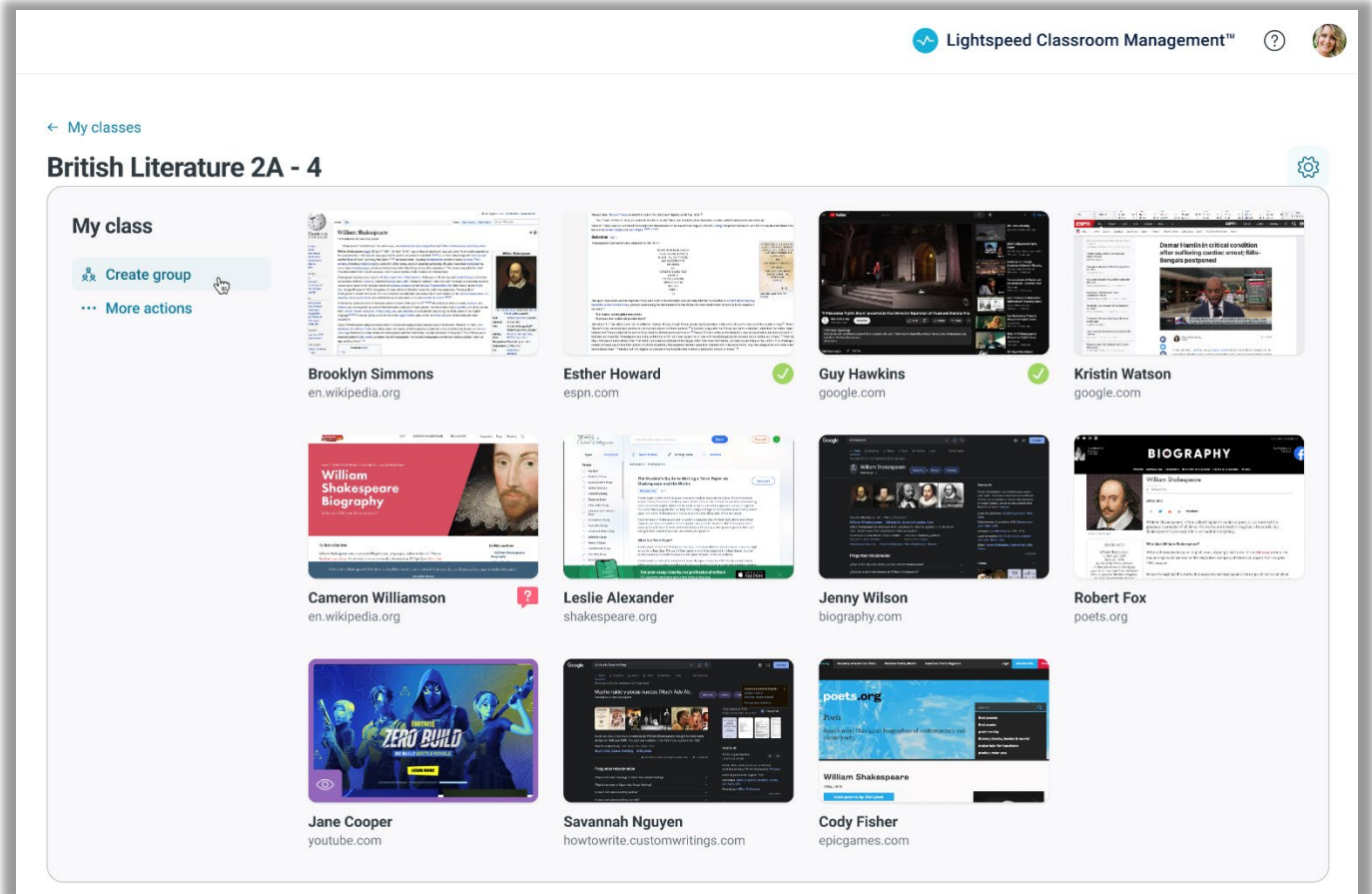


## When you see student's listed

In **Another Teacher's Class**, you can check them into your class by simply dragging and dropping individual student tiles into your class or if you want to add all, you can click the "Add all to your class" option.

# Student Groups

Creating groups can help you control which rules you want applied to specific groups of students. If you mouse over the space under **My Class**, a menu will appear. Click **Create Group** and you'll get a pop up to name your new group. When you click **Save** your new group will be created.



## Name group

Enter a group name:

Cancel

Save



To add students to your new group, drag and drop the student tiles from one group to another. You can drag and drop the student tiles within groups as well to put the students in the order that makes most sense for you and your class.

# Web Rules

Web Rules are designed to help keep students on task while they are in class and exist in three states.

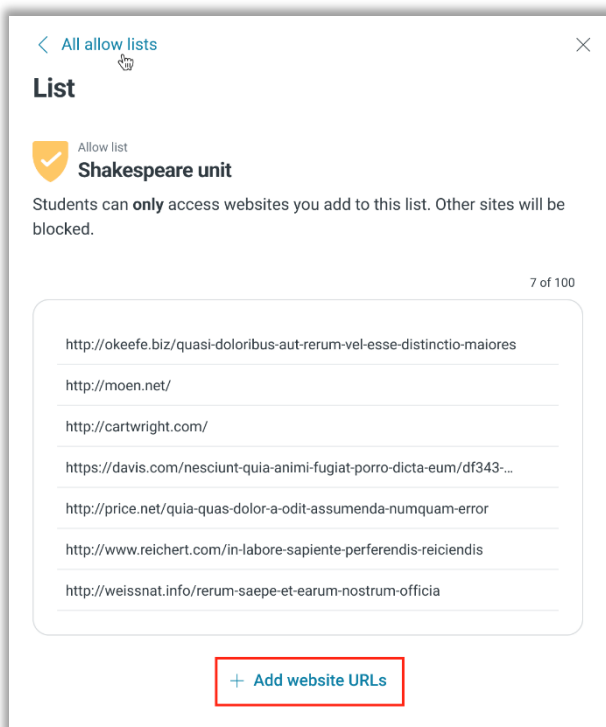
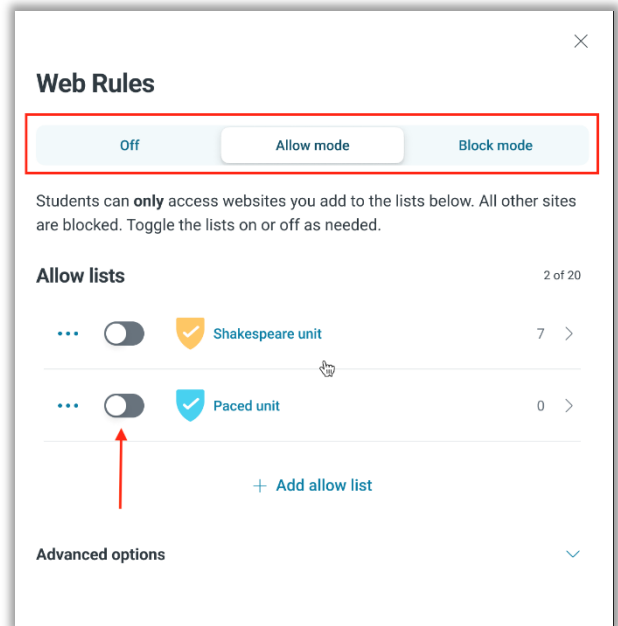
**None/Off:** When you have Web Rules set no None/Off, you have not applied any rules to student devices, so they can browse the internet freely and the only restrictions applied will be those created by your district or school filter.

**Allow Lists:** When you create Allow Lists, these are the only sites that a student will be allowed to visit while they are in your class. All other sites on the internet will be blocked except for those you specifically add to the list.

**Block Lists:** When you create Block Lists, students will be able to access most sites and browse the internet freely except for the URLs you have specifically blocked on your list.

You can immediately tell if **Web Rules** have been applied at a glance from your class page. The Web Rules Link will read **Web Rules Off** if none are applied, you'll see **Allow Mode** if an Allow List has been applied and you'll see **Block Mode** if a Block List has been applied. To open the Web rules panel click the Web Rules link at the top of the page.

You can choose **Off**, **Allow Mode**, or **Block Mode** with the tabs at the top of the panel. You can apply one or more lists to your class simply by toggling them on or off. You can create up to 20 **Allow Lists** and 20 **Block Lists**, and each list can contain up to 100 URLs.



## Allow Lists

To add or edit URLs in a list just click the name of the list. Your list will open then click **Add Website URLs** to edit the list.

If you want to create a new list click **Add Allow List**.

Once you have created a new list use the three dots to the left of the name of the list to **Edit Details**. You'll get a pop-up where you can change the name of your list and choose a color for the shield that appears next to it. When you are finished click **Save List Details**.

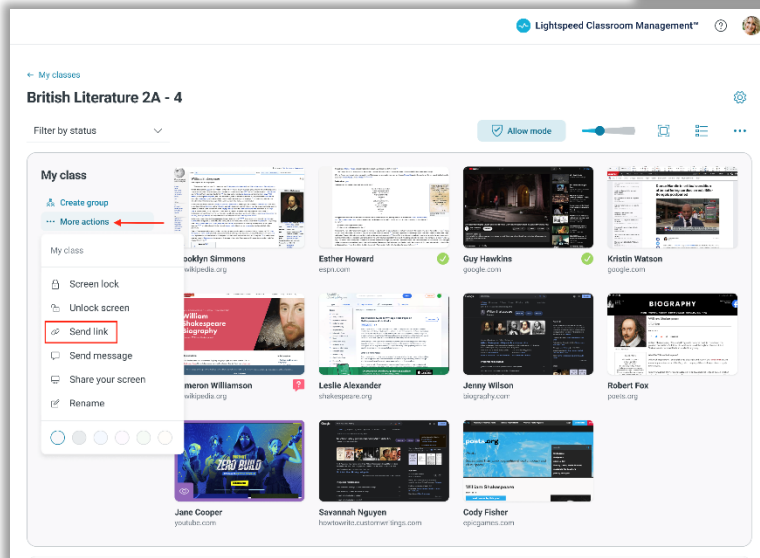
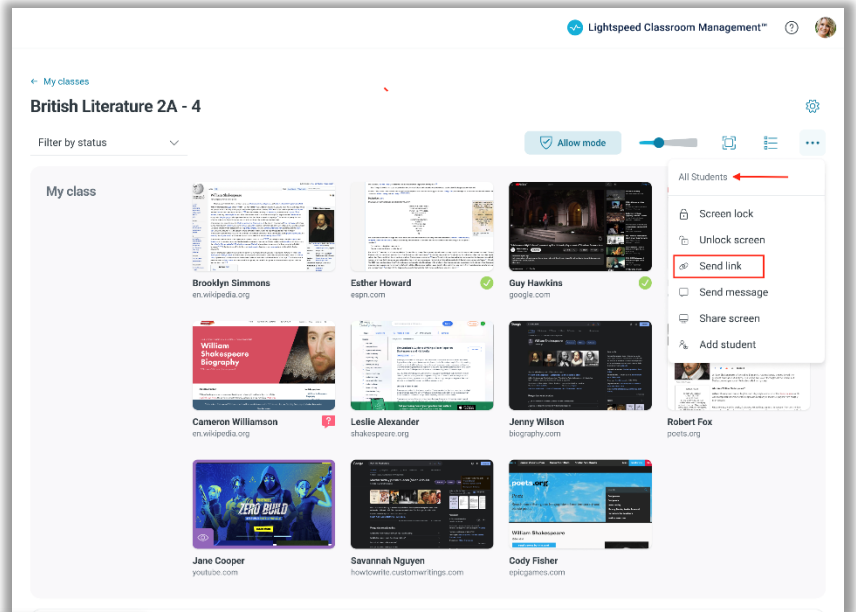
**Note:** The three dots next to the name of the list is also where you go if you want to delete the list.



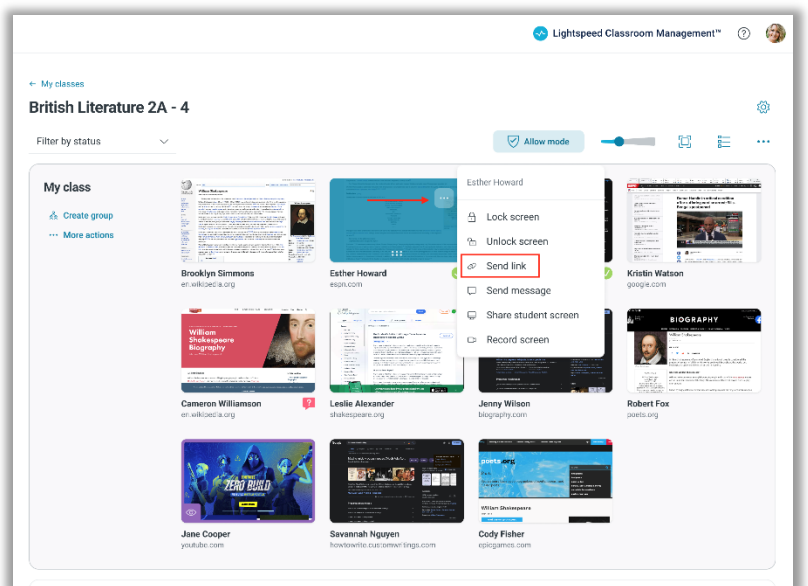
# Sending Links

You can find the **Send Link** function for the entire class in the three dots menu below the gear icon

To use the **Send Link** function for a group within your class, Click the **More Actions** menu below the name of your group



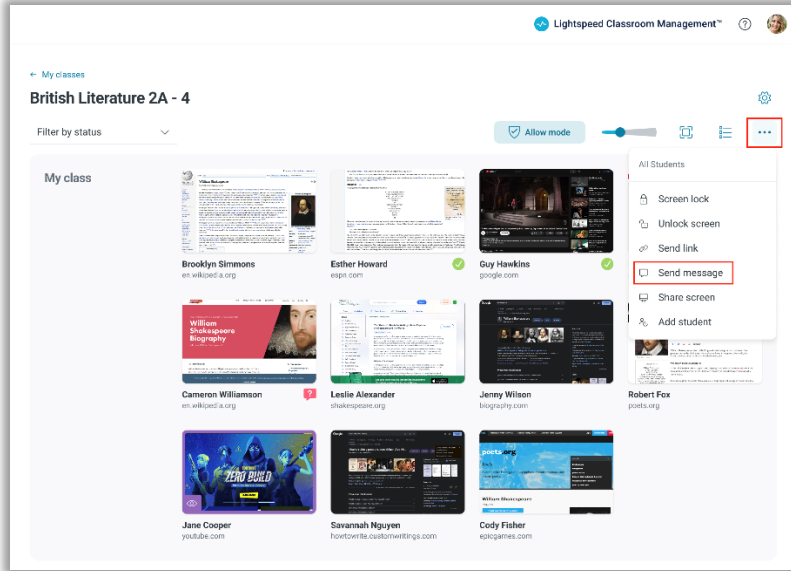
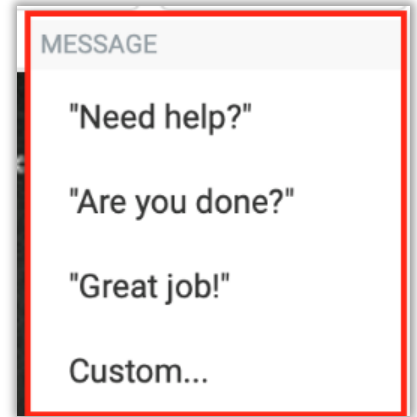
You can send a link to a single student from two locations. From the three dots menu on the student tile



Or in the **Student information Panel** in the three dots menu in the upper right.

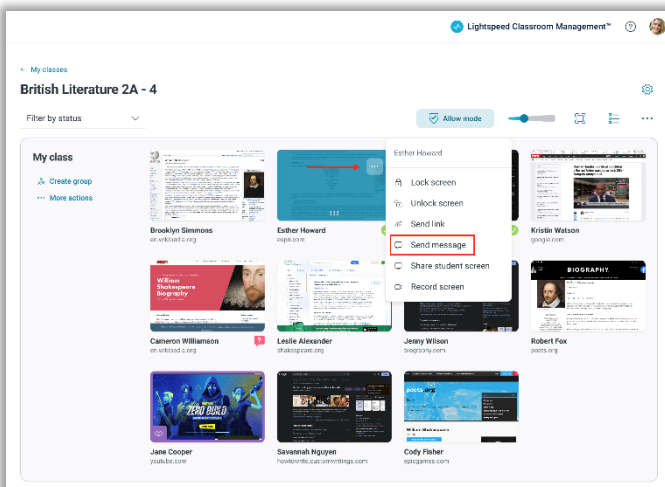
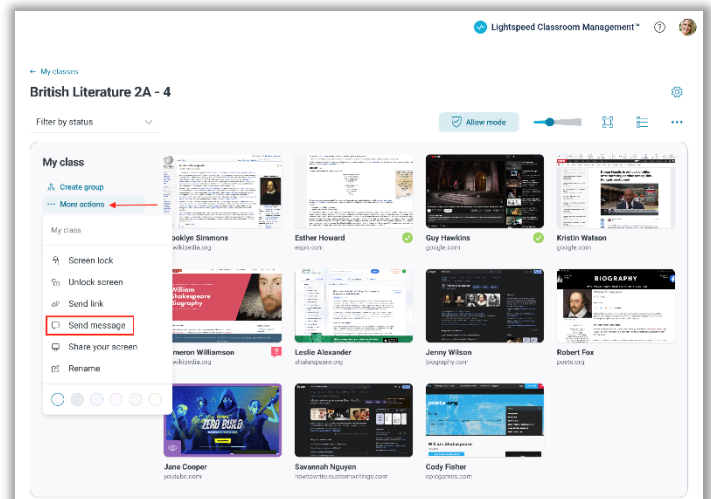
# Sending Messages

In the You can send messages to the entire class, a group within your class or a single student. To send a message to the entire class use the three dots menu below the gear icon



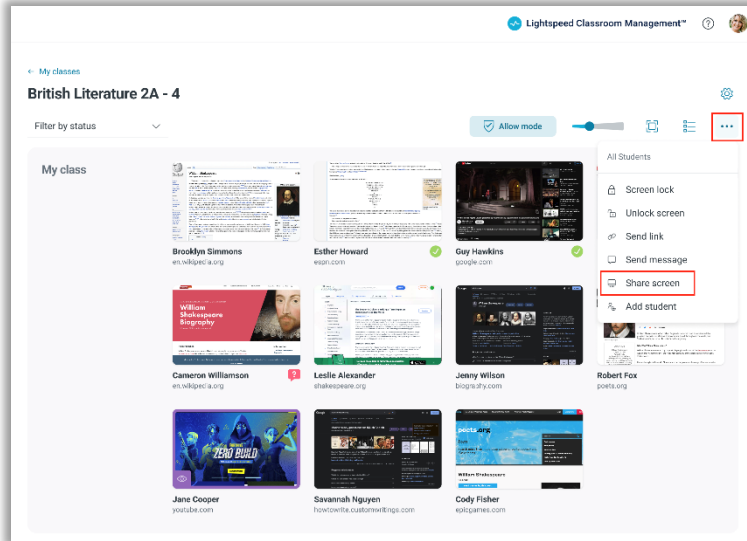
To send a message to a group within your class, Click the **More Actions** menu below the name of your group

You can send a message to a single student in two locations. First in the three dots menu on the student tile



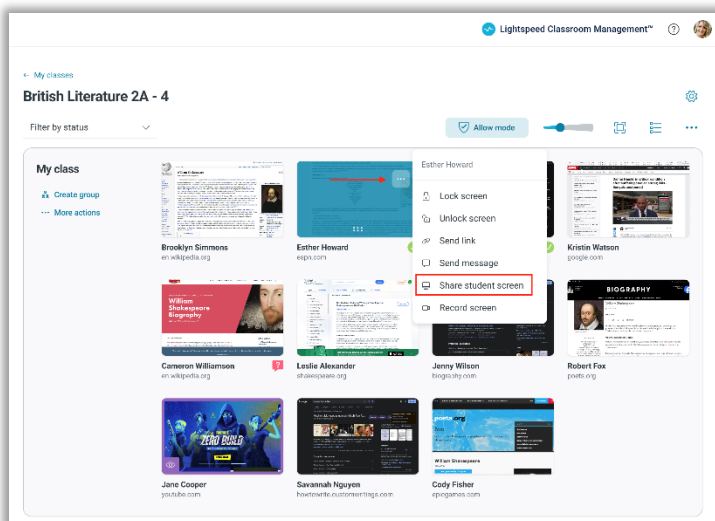
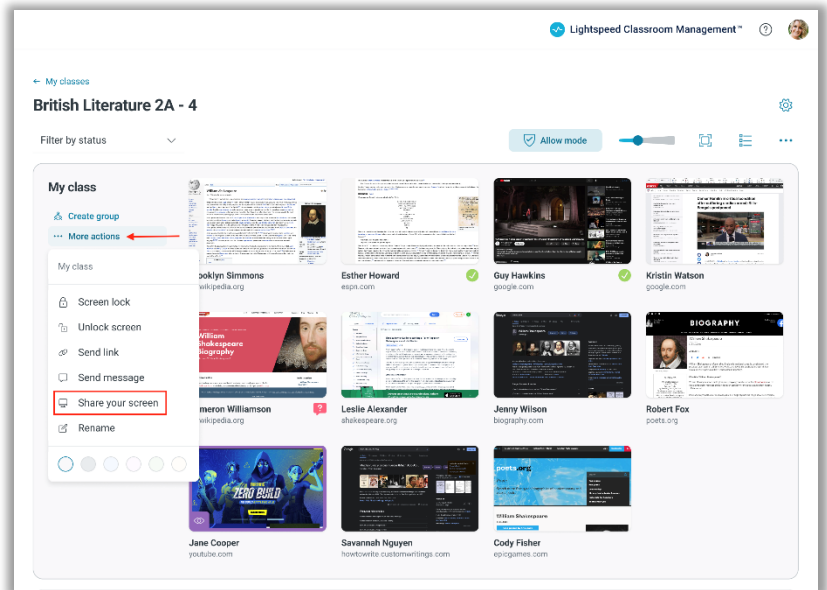
Or in the three dots menu in the upper right of the **Student Information Panel**

# Sharing Screens



To share your screen with the entire class, use the three dots menu below the gear icon and choose **Share Screen**.

To share your screen for a group within your class, use the **More Actions** menu beneath the name of your group.



Sharing a student's screen can be done from two locations.

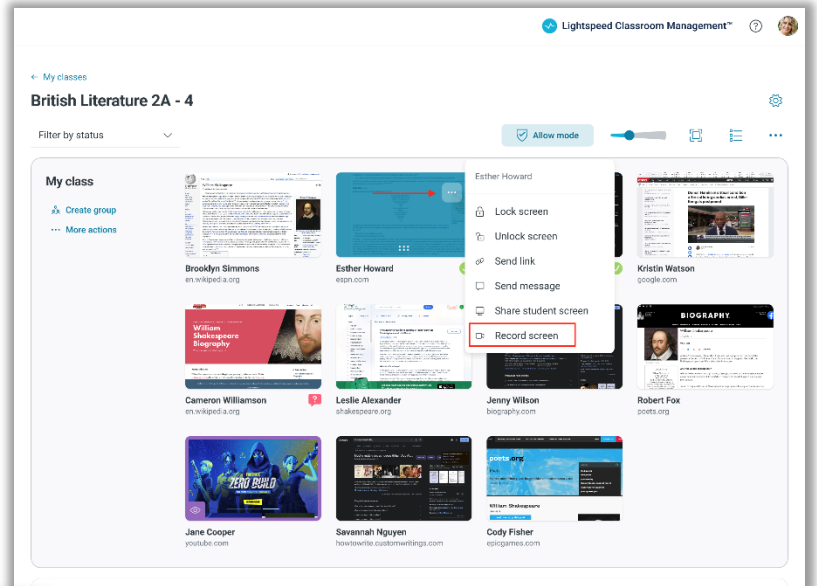
First in the three dots menu on the student tile.

Or in the three dots menu in the upper right of the **Student Information Panel**.

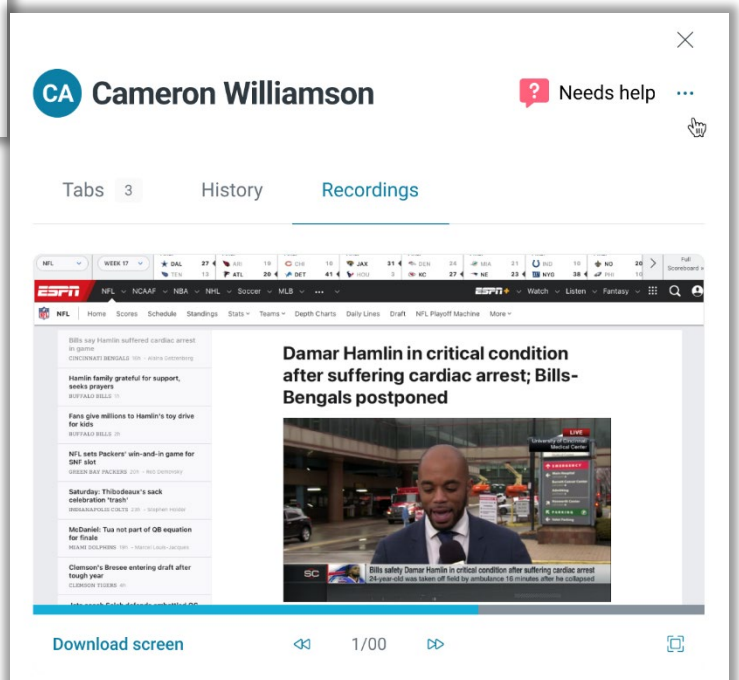
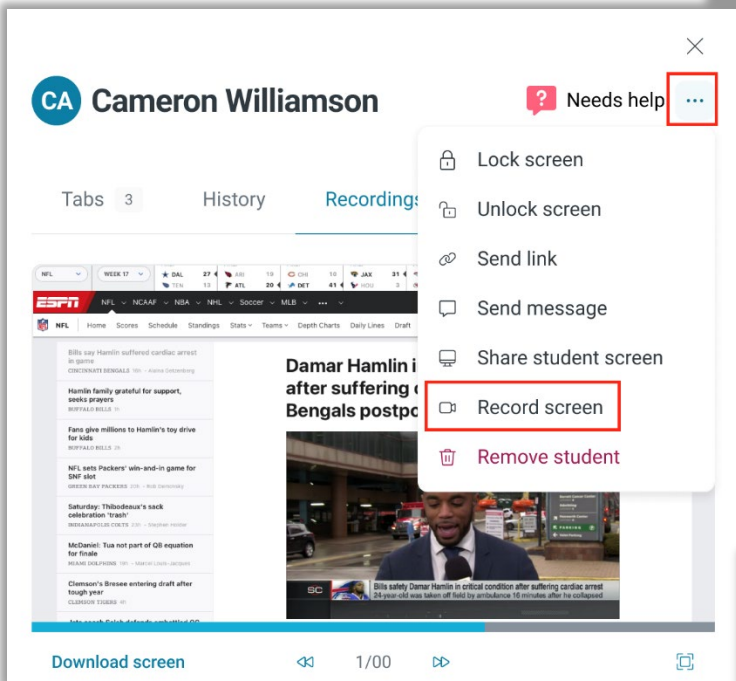
# Recording a Student's Screen

You can make screen recordings of a student's screen. Each time you start a recording, it will last for ten minutes and the recordings will appear in the **Student Information Panel** under the **Recordings** tab.

Screen recordings can be initiated in two places. First from the three dots menu on the student tile



Or from the three dots menu in the upper right of the **Student Information Panel**.



The recordings can be viewed in the **Recordings** tab in the **Student Information Panel**.

# The Student Information Panel

The Student Information panel gives you an overview of the student's usage. There are three tabs.

## Tabs

The tab that the student is actively viewing is outlined in blue. If you want to close one of the student's tabs to get them back on track, click the [x] to the right of the name of that tab.

The screenshot shows the Student Information Panel for Cameron Williamson. At the top, there is a header with the student's name and a 'Needs help' button. Below the header, there are three tabs: 'Tabs 3', 'History', and 'Recordings'. The 'Tabs' tab is selected and highlighted in blue. The main content area shows a preview of the student's current browser tab, which is a biography page for William Shakespeare. Below the preview, there is a list of three tabs with their titles and URLs. The first tab, 'Tab 1', is highlighted in blue and has a red box around its close button (an 'x' in a circle). The second tab, 'Tab 2', and the third tab, 'biography.com | William Shakespeare', also have close buttons.

Clicking any tab below will switch the student's view to that tab in their browser. Closing a tab below closes the tab in the student's browser.

- Tab 1  
<https://www.shakespeare.org.uk/explore-shakespeare/...>
- Tab 2  
<https://www.shakespeare.org.uk/explore-shakespeare/...>
- biography.com | William Shakespeare  
<https://www.shakespeare.org.uk/explore-shakespeare/...>

The screenshot shows the Student Information Panel for Erinn Kees. At the top, there is a header with the student's name and a 'Working' status indicator. Below the header, there are three tabs: 'Open Tabs 2', 'Browsing History', and 'Recordings'. The 'Browsing History' tab is selected and highlighted in blue. The main content area shows a list of browsing history items with timestamps and URLs. The items are: 6:55 pm, 4:38 pm, 2:00 pm, 11:57 am, 11:57 am, and 11:56 am. The URLs include jackkerouac.com, google.com, and cuemath.com. There is a 'Send' button and a 'Today' filter dropdown.

## History

The History tabs shows the websites that the student has visited and what time they visited them. You can click any of these links to open the website in the student's history.

## Recordings

Recordings is where you can view the screen recordings initiated previously.