GoGuardian Teacher™

2021 How-to Guide

Welcome to GoGuardian Teacher!

You can use GoGuardian Teacher as an instructional tool to connect with your students, guide and support your students as they practice digital citizenship, and create efficiency in your instructional workflows.

After following this How-to Guide, you will be able to:

- Set up your classrooms, enroll students, and add any necessary co-teachers
- Start a class session and use Teacher Commands to guide student learning
- Communicate with your students directly
- Review past class sessions and individual student reports
- Try advanced features such as Scenes and Off-Task Alerts

GoGuardian Teacher™

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GOGUARDIAN TEACHER
Log in to your account

Email

Password

Log in

or

G   Log in with Google

C   Log in with Clever

ClassLink   Log in with ClassLink

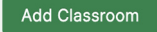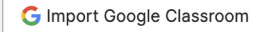Need an account?   Learn More

Forgot your password?

Getting Started

Follow this How-To Guide for detailed onboarding instructions to GoGuardian Teacher. If you'd like to get onboarded quickly, you may follow the one-page Getting Started Guide.

To get started, log in to GoGuardian Teacher at teacher.goguardian.com. We recommend using the Log In with Google, Clever, or ClassLink buttons, depending on your district/school's preference.

Set Up Your Classrooms

Use the chart below to decide how you would like to set up your classroom, enroll your students, and add any co-teachers!

	Create a Classroom	Enroll Students
I'm manually creating a classroom in GoGuardian.	Create and manage your classroom (class name, description, etc.) directly in GoGuardian. Use the Add Classroom button on your Classrooms page: Add Classroom Learn more ↗	After creating your classroom, you will see three ways to enroll students: via enroll code, email address, or CSV file upload. Learn more ↗
I'm importing from Google Classroom.	Use the Import Google Classroom button on your Classrooms page: G Import Google Classroom Learn more ↗	By importing Google Classroom, the class roster will also be imported. You can make changes to your roster in Google Classroom. For the updates to sync to GoGuardian, select Settings on the classroom tile > Add Students > Sync Students From Google button.
I'm syncing from Clever or ClassLink.	Your school district will integrate Clever or ClassLink information to GoGuardian. If you are the primary teacher of a class, check the "Pending" tab from your Classrooms page to accept. Pending 2 Learn more ↗	After accepting a pending classroom, the class roster will appear in GoGuardian. Any changes to class rosters will be made by your IT Admin within Clever or ClassLink.

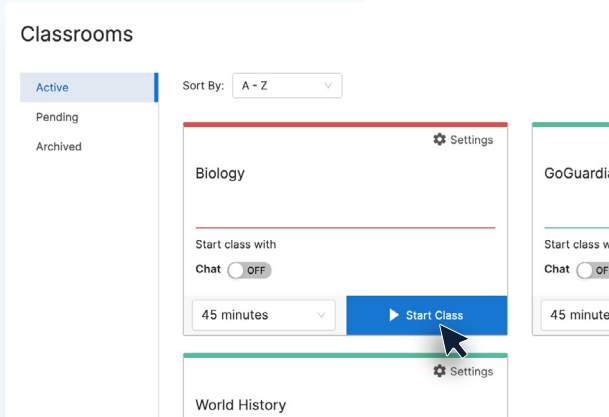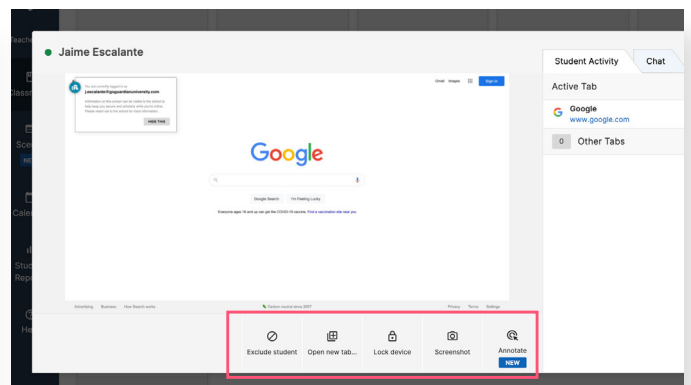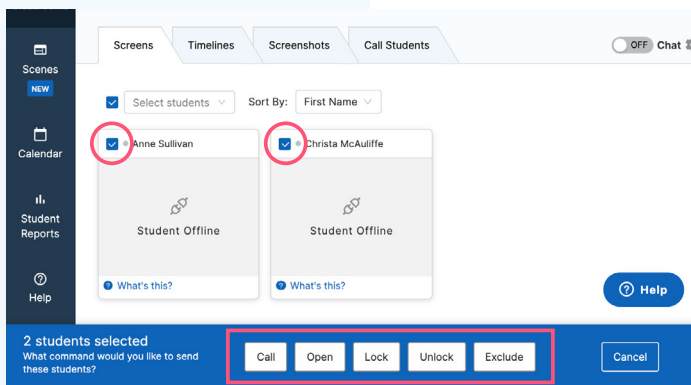|	Additional Options
Add Co-teachers	You can add co-teachers per classroom and assign permission levels as Owner, Teacher, or Helper. Learn more about permissions here ↗. To add co-teachers, select Settings on the classroom tile > Add Co-teachers > Add Teacher button. You may also remove teachers using the Remove link in the list. `Add Teacher` *Note: For Google Classroom, co-teachers are not imported and can be added manually. For Clever/ClassLink, co-teachers will be synced and can also be added manually.*
Archive a Classroom	Classroom Owners have permissions to archive classrooms. Select Settings on the classroom tile > Archive Class. We recommend archiving classrooms rather than deleting for the option to restore them later. Learn more ↗ `Archive Class`
Scheduling	You can automate the start and stop days/times of class sessions. Click a classroom tile > Select Settings on the left side > Select Scheduling from the tabs. Learn more ↗ *Note: We recommend turning off scheduled sessions before a school holiday.*

Start a Class Session

To start a class session, select a session duration then the Start Class button from a classroom tile. Once students are connected, you will begin to see their screens in your active class session. (Note: This is your Screens view)

You can manually end the class session at any time by using the End Session button in the top right corner.

Additional information on multiple active class sessions and adding time to a session can be found here ↗.

Teacher Commands

Teacher commands can be used to interact with your students during active classroom sessions! Select student tile checkboxes (in the upper left corner of student tiles) to access the commands from the bottom blue bar, or click into a single student tile.
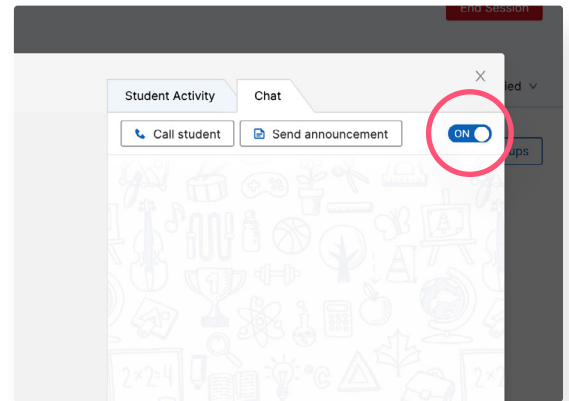
Commands & How to Use

Exclude or Include Student from Session Exclude selected students from your Screens view without deleting them from your roster, then include them back when necessary.	Learn more ↗
Open Tab Direct your students to any web page by opening a new tab for them.	Learn more ↗
Lock or Unlock Screen Locking a screen will disable all Chrome windows on your student's device.	Learn more ↗
Take a Screenshot Use Screenshots to document student activity. Screenshots are saved and viewable after the session has ended.	Learn more ↗
Annotate Place a circle annotation on a student's current webpage to guide their attention.	Learn more ↗
Close Tab Redirect students to any web page by closing an active or background tab.	Learn more ↗
Close App (Windows Standalone Users Only) Redirect students by closing any application running on their Windows device.	Learn more ↗

Communicate With Your Students

Send 1:1 Chat Messages

Send 1:1 chat messages to students when you enable Chat in your classroom session. Note: Students cannot chat with other students. Learn more ↗

Broadcast an Announcement

An Announcement is a great way to send a pop-up message to all students in your active class session. Follow the steps to broadcast an announcement here ↗.

Voice or Video Call Students

The following calling features are available to you if your district/school has enabled them.

Voice-Only Call

Need a quick chat with one or more students without using webcams? Use a voice-only call.

Start Voice-Only Call

Video Call/Presentation

See and hear one or more students for class discussion and SEL. You can also present your screen.

Start Video Call

Lecture/Presentation

Share your screen with one or more students without worrying about interruptions. Student microphones and webcams will not be available.

Start Lecture

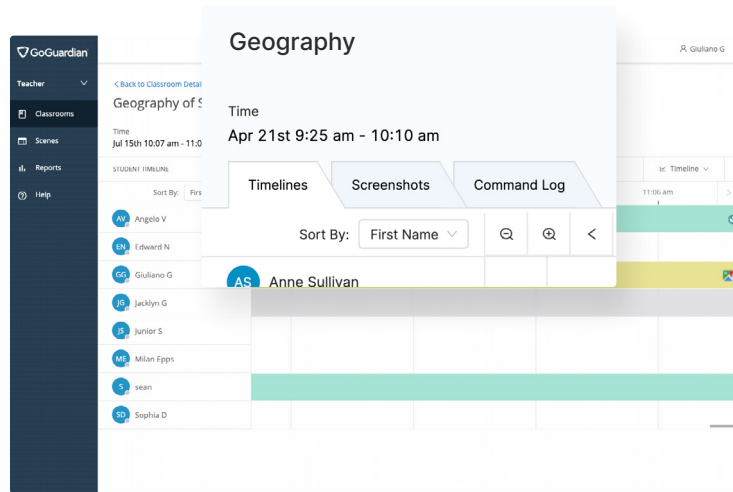To start a **voice-only call** to a student or a group of students, you can follow the steps here ↗. Note: The student will need to accept the call and enable their microphone for the call to proceed.

To start a **video call** with screen-sharing capabilities to a student or group of students, you can follow the steps here ↗. Note: The student will need to accept the call, and enable their microphone and camera for the call to proceed.

For **lecture/presentation** mode, you can share your microphone, video, and screen to present material. Your students' microphones and webcams will not be available. Learn more ↗
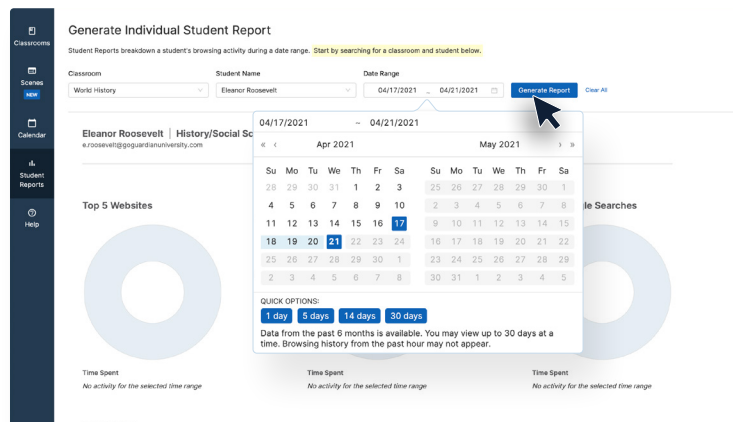
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Review Past Class Sessions

View data from past class sessions such as Timeline view, Screenshots taken, Command Log, and past Chat messages. Learn more ↗
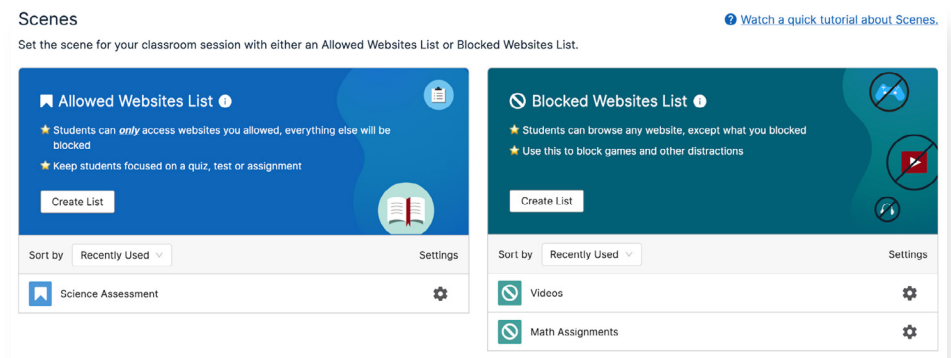
Generate Individual Student Reports

Individual Student Reports contain detailed records of a student's browsing activity during active classroom sessions. You may generate a report for a student's activity dating back 6 months. Learn more ↗
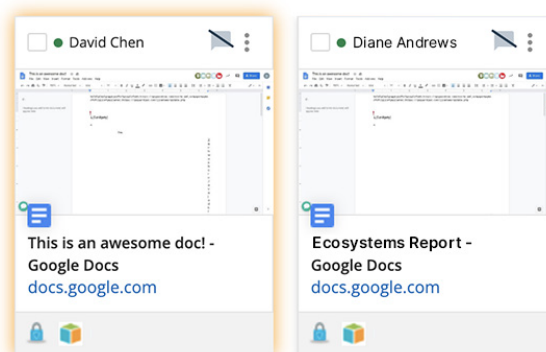
Advanced Features

Scenes

Set the Scene for your classroom session by applying an Allowed Websites List (where students can only visit the websites on the allowed list), or a Blocked Websites List (where students will be blocked from visiting websites on the blocked list). Learn more ↗

Off-Task Alerts

Off-Task Alerts detects when a student goes off-task (based on the subject matter selected by the teacher) and visually alerts the teacher. You can enable Off-Task Alerts using the toggle during an active class session. Learn more ↗

Additional Resources

For additional GoGuardian Teacher resources or to provide feedback, please check out the following resources:

- GoGuardian Teacher Help Center
- GoGuardian Teacher Webinar
- GoGuardian Teacher Training Course
- GoGuardian Blog
- Distance Learning Resources
- GoGuardian Teacher Ideas Forum