



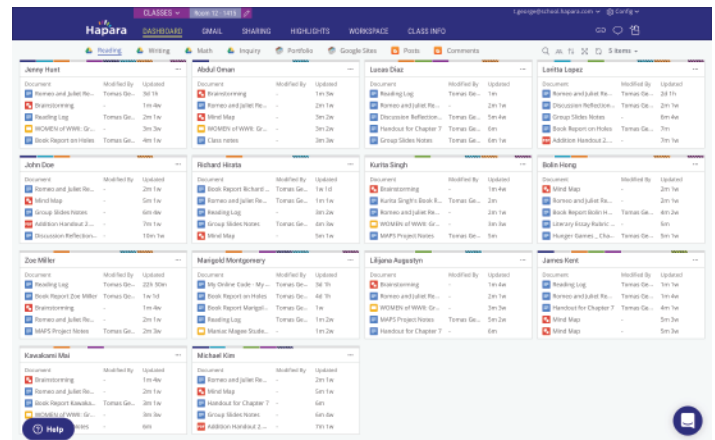
Hapara

Dashboard Teacher Guide



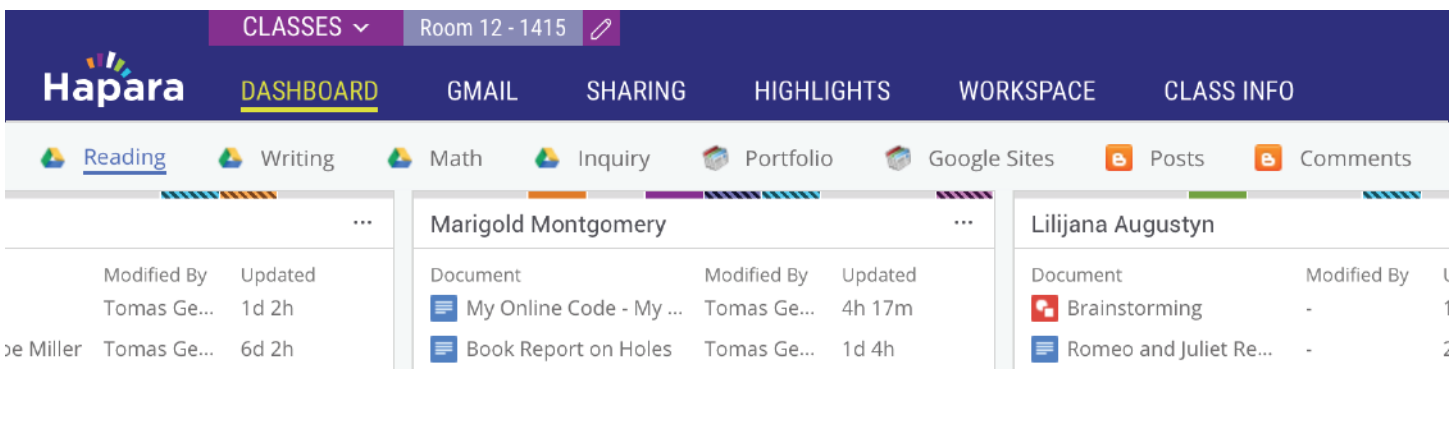
Hapara Dashboard Teacher Guide

Hapara Dashboard was created to give teachers the ability to quickly view, access and give feedback on student work in G Suite, from one central hub. Here's everything you need to know to get started.



What can I see in Dashboard?

The Dashboard tab shows work in student Google Drive folders for your class--either a single folder or several subject folders. Additionally, you can see Google Sites, Blogger Posts and Blogger Comments.



How can I customize what I see?

You can search, sort, and expand student tiles using the menu on the top right.



Search for student documents by title or all text.



Copy student tile layout from different sections of Hapara.



Name and filter student tiles by groups.



Refresh information on student tiles.



Sort student tiles alphabetically.



Expand student tiles to see up to 25 items per tile.



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How is student work organized?

Student work is displayed in individual tiles, with the most recently updated work displayed at the top.

Jenny Hunt			Marigold Montgomery			Lilijana Augustyn		
Document	Modified By	Updated	Document	Modified By	Updated	Document	Modified By	Updated
Romeo and Juliet Re...	Tomas Ge...	1w	My Online Code - My ...	Tomas Ge...	1w	Brainstorming	-	2m
Brainstorming	-	2m	Book Report on Holes	Tomas Ge...	1w 1d	Romeo and Juliet Re...	-	2m 2w
Reading Log	Tomas Ge...	2m 2w	Book Report Marigol...	Tomas Ge...	1w 5d	WOMEN of WWII: Gr...	-	3m 3w
WOMEN of WWII: Gr...	-	3m 3w	Reading Log	Tomas Ge...	1m 3w	MAPS Project Notes	Tomas Ge...	5m 3w
Book Report on Holes	Tomas Ge...	4m 2w	Maniac Magee Stude...	-	1m 3w	Handout for Chapter 7	-	6m 1w

How can I access student work?

Hovering your mouse over a file shows a preview of the document as well as helpful information--like when it was last updated and who else has access to it.

My Online Code - My Online Code
Author: Abdul Oman
Updated By: Tomas George
Updated Date: Apr 24, 2018 11:09 AM
Last Viewed Date: Mar 26, 2018 10:19 AM
Access Rights: Owned by: Abdul Oman
Writable by: Tomas George, Marigold Montgomery

Click on any file you see in a student tile to open the document, edit it, leave comments, or change sharing permissions. The file does not have to be shared with you or associated with your class! Hapara handles all the sharing.

My Online Code - My Online Code
File Edit View Insert Format Tools Add-ons Help Last edit was 8 days ago

100% Normal text Arial 12 B I U A

Ethics and Online Ethics...What do these words mean?

Can you think of someone you believe is very ethical? This can be a family member, a friend, or a public figure that you do not know personally.

Take a moment to think of someone you believe is ethical. This can be a family member, a friend, or a public figure. Imagine the qualities and behaviors that give you this impression, and then describe why you find them ethical in 3-5 sentences.

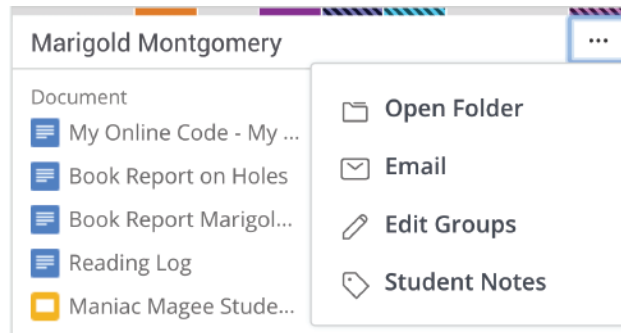
Comments: Tomas George 11:09 AM Apr 24 Resolve Great structure



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What else can I do with student tiles?

From the three dots on the student tile, you can open the class folder, email the student, and edit which groups they're in.



How does Dashboard work for students?

Dashboard is a teacher tool, but it gives you access to specific student folders. Pointing students to these folders will help them stay organized, and help you keep track of work for your class.

If you've synced with Google Classroom, this folder is their Classroom folder!

My Drive > Room 12-1415 > Reading > Reading - Marigold Montgomery					
Name ↑	Owner	Last modified			
English	Marigold Montgomery	Jan 22, 2015 Marigold Montgo...			
Free writes	Marigold Montgomery	Jan 23, 2015 Marigold Montgo...			
Homework	Marigold Montgomery	Jan 14, 2015 Marigold Montgo...			
Quick Writes	Marigold Montgomery	Mar 1, 2015 Marigold Montgo...			
Workspace	Marigold Montgomery	Jul 12, 2015 Marigold Montgo...			