

Getting Started with ClassFlow for Schools

First Use:

- Go to your www.classflow.com and sign up:

User name: _____

Password: _____



Using the instant whiteboard

- You can start an instant whiteboard session whenever you want to present without first creating a lesson or class.
- A new instant whiteboard session plays a new lesson in Presenter with a single card. You can add more cards, add content to cards, connect students, share cards, and run polls. When you return to Lessons the new lesson is saved in the Lessons list.
- **Run an instant whiteboard session**
- When you have finished delivering your lesson select **Back to Lessons**. The 'New Lesson' is saved in the Lessons list.
- To rename the lesson select  next to the lesson name on the right.
- After your first instant whiteboard session you have two options next time you want to use this feature:
 - Start a new instant whiteboard session. Begins with a single card and discards any poll results collected in the previous instant whiteboard session.
 - Reuse existing instant whiteboard session. Contains all the cards, card content, and poll results of the last instant whiteboard session.

Creating Lessons

You can add a variety of content and multimedia resources to your lessons. You can:

- Write or draw on cards
- Enter or copy and paste text onto cards
- Add web links to cards
- Embed custom HTML code in cards
- Add content and resources such as PDF, DOC, DOCX, BPM, JPEG, JPG, GIF, PNG, MP4, PPT, PPTX, XLS, and XLSX files to cards
- You can even import ActivInspire flipcharts into ClassFlow and play them in Presenter.
- In Lesson Builder, you can also add notes to individual cards for use during a lesson

Find and upload images, videos and web pages:

- Use keywords to find images, videos and web pages in a single online search.
- Web search results are displayed under tabs: Images, Videos and My Web Pages. Images are displayed by default.

- To find and upload files and web pages:
 - Enter a keyword in the 'Search web resources' field and select or press **Return**. Images matching your keywords are displayed.
 - Select a tab to see other search results.
 - Select a resource to preview it.
 - Select the resource you want to upload and in the preview window select **Add to My Resources**. The resource is saved in **My Resources** under the appropriate tab

Upload resources:

- This is quick if you already know the URL of a web page you want to add to My Resources.
- Select the link button.
- Enter the **Name** and **URL** of the web page and select **Save**. The web page will be saved in **My Resources > My Web Pages** in alphabetical order.

Playing a lesson to a class

Teacher:

- Select **Lessons**.
- Select the lesson you want to deliver and select **Play**. Classes that you have set up are shown in the drop-down menu.
- Select a class.
- The lesson opens in Presenter.

Students:

- Log into your schools ClassFlow for Schools account.
- Select the correct class from your Classes list.
- Click the blue Connect button. If it is not visible refresh the page for it to appear.

Need help? - See *Connecting Students to a Lesson* document with screen shots

Sharing cards

- You can share cards with the whole class, or for differentiated learning or targeted intervention you can share a card with selected individuals or groups.
- By default, a student card is automatically shared with the whole class when you display the teacher card with which it is paired. You can change the behaviour of individual student cards from the card drop-down menu in Lesson Builder.
- During a lesson you may wish to shift the focus of the whole class away from the board and onto material on their devices at a particular time. You can do this by manually sharing a student or teacher card.
- **The last card shared with your students remains on display on their devices until you either start a poll or send another card. To quickly refocus attention on the board send a blank card.**
- **If you are not using the Teacher app you need to share the card again to pass the updates on to your students' devices.**

- When students receive a card, they can move, resize and rotate objects on the card that have not been anchored. They cannot interact with annotations.

Polls

- Polls enable you to instantly check comprehension, gather opinions or ideas and suggestions, as well as focus attention or change direction.
- When you start a poll, the current teacher card is sent to all students who are connected to your lesson.
- You can pause or stop a poll at any time. Students can only send a response while a poll is in progress. They can change their mind and send more than one response. Each new response to the same question overwrites the previous one, and only their last response is stored.

Choose from the following poll types:

Creative

Students draw or write on the current teacher card. Alternatively, the camera in their devices can be used to take a snapshot, or they can select a picture from their camera roll. When ready, click 'select' to add the image to the card.

Word

Students enter a word or phrase and then click 'select'. Multiple responses can be sent. Repeated responses are automatically grouped together. Similar answers can be grouped by dragging and dropping them.

Seed

True/False

Students select **True** or **False**. Their response is sent automatically.

Yes/No/Don't

Students select an option. Their response is sent automatically.

know

Multiple

You choose how many options to present in a multiple choice question. Students select an option. Their response is sent automatically.

Scale

You choose which Likert scale you want to use: Agreement, Confidence or Generic 1-5. Students select an option. Their response is sent automatically.

Text

Students enter text and select.

Number

Students enter a number and select.

Working with Assessments

ClassFlow assessments are created with Assessment Builder. Assessments can be lesson-based or delivered in standalone mode with Assessment Presenter.

Assessment Builder

Assessment Builder enables you to create your own questions and assessments from scratch.

With Assessment Builder you can:

- Choose from a variety of question types.
- Add images to your questions and answer options.
- Control pacing and progress through an assessment by setting questions at different levels of difficulty.
- Provide feedback to students for individual responses.
- Set a time limit for an assessment.
- Provide a summary to students at the end of an assessment.
- Choose to score an assessment, or not.
- Automate scoring for all or part of an assessment.

Assessment Presenter

- Assessment Presenter enables you to deliver stand-alone assessments to a class. Students use your class code to connect to the assessment.
- With Assessment Presenter you can:
 - Play the assessment when everyone is ready.
 - Display the assessment title, description and, if applicable, time limit, on students' devices.
 - Monitor students' responses in real time.
 - See at a glance who is excelling, who is coping, and who is lagging behind.
 - Identify where intervention is required, and pause an assessment, then restart it when ready

Lesson-based assessments

- Lesson-based assessments are an effective way to deliver prepared questions to your students to check their understanding or agreement during a lesson.
- Lesson-based assessments are embedded within lessons and accessed from Lesson Builder, where you can launch Assessment Builder to add one or more questions to one or more teacher cards within a lesson. When you add a new question, the question type and level are copied from the currently selected question.
- When a card is selected in Assessment Builder the properties for the question set on that card are displayed on the right.
- In Lessons, an icon is displayed if the lesson contains an assessment.

Create a Lesson-based Assessment:

In Lesson Builder select a teacher card to which you want to add one or more questions.



From the cards drop-down menu select **Edit Questions**. Assessment Builder opens with the relevant card selected.

Section Properties:

Enter or select any or all of the following options:

Description

Enter a description that will appear on your students' devices at the start of the assessment.

Scored

Check this option if the questions are to be scored automatically. This is dependent on questions having a correct answer assigned and a points value defined. After the assessment has ended you will have the option to manually score questions with no correct answer assigned, for example, long text and creative response.

Randomize

Questions

Check this option if you want your students to receive the questions in a random order.

Pacing and Progress

Choose any or all options for pacing and progress:

- Control student progress through questions using levels
- Timed
- Allow students to navigate the question set
- Allow students to skip questions

Feedback

If desired, set feedback options for the question set:

- Show feedback on response
- Show answer on incorrect response
- Provide summary upon completion of assessment

Adding Questions:

To add a question to the card select **+ Question**. The question is inserted under the card and the question properties are displayed on the right.

Select a **Question Type** and complete the question properties.

Save your changes.

To quickly add a multiple-choice question select + Quick Add. The Quick Add window opens with instructions on how to create the question.

You can continue to add questions to this card or any other card in the lesson.

Finish:

When finished creating a question or question set on a card select **Back to Builder**. When there are questions associated with a card, a count badge is displayed on the card in the card track.

Standalone assessments

Standalone assessments are an effective way to evaluate student learning, skill acquisition, and academic achievement at the conclusion of a defined period of instruction - typically at the end of a project, unit, semester, or school year.

Standalone assessments are created from the Assessments page of ClassFlow and are delivered independently, either from the Assessments page or from the Classes page.

Create a Stand-alone Assessment:

Select **Assessments** and then 'select'. Assessment Builder opens and the properties for the assessment are displayed on the right.

Enter or select any or all of the following options:

- **Title**
Enter a title for the assessment, this will appear under **My Assessments** and also on your students' devices at the start of the assessment.
- **Description**
Enter a description that will appear on your students' devices at the start of the assessment.
- **Assessment** **Type**
Select Quiz, Test, Questions for Learning or Question.
- **Scored**
Select this option if the questions are to be scored automatically. This is dependent on questions having a correct answer assigned and a points value defined. After the assessment has ended you will have the option to manually score questions with no correct answer assigned, for example, long text and creative response.
- **Randomize** **Questions**
Check this option if you want your students to receive the questions in a random order.
- **Categorization**
Subject - Select a subject from the drop-down.
Grade Levels - Select one or more grade levels from the drop down.
Tags - Enter one or more tags to make your assessment easier to find. Tags can consist of several words. Words can contain alphanumeric and special characters. Press **Enter** after each tag.
- To add a question select **+ Question**. A 'New Section' is automatically created and the 'New Question' is added to the section. The question properties are displayed on the right.
- Select a **Question Type** and complete the question properties.
- **Save** your changes.

To quickly add a multiple-choice question select +Quick Add. The 'Quick Add' window opens with instructions on how to create the question.

You can continue to add questions to this section or a new section in the assessment.

When creating a new question, the question type and level are inherited from the currently selected question.

When you have finished creating your questions select **Back to Assessments**. The assessment is now listed under **My Assessments** and when selected a summary of the assessment is shown on the right.

