

Onboarding

Creating classes, loading students to the platform and logins

- 1. Adding classes and setting up modules**
- 2. Managing classes and students**
- 3. Edit module start and end dates**
- 4. View your class' module activity**
- 5. View individual student progress**
- 6. Add students to an existing class**



Once your school/organisation has been invited to the 'To Future Me' platform, it's time to add your students. To invite users to the platform, you must first create a class.

1. Adding classes and setting up modules

Click into 'Add Class' and follow these steps to get started.

Step 1 Click the + Add Class button

+ Add class

The screenshot displays the ToFutureMe platform interface. On the left is a blue sidebar with navigation options: Classes, Resources, Help, and Logout. The main content area features three summary cards: 'Classes 6' with a '+ Add class' button, 'Students 17', and 'Modules completed 2'. Below these is a 'Classes' section with a toggle for 'Archived'. A table lists 6 classes with columns for Class, Students, Course status, Course progress, and Actions. The table shows various classes with student counts and progress percentages, all marked as 'In Progress'. A 'Logout' button is visible in the bottom left corner of the sidebar.

Class	Students	Course status	Course progress	Actions
Class 8b Ms Trunchbull	6	In Progress	18%	View
Mr Fratino 8a	1	In Progress	0%	View
Mr Keating Poets Class 8b	5	In Progress	47%	View
Ms C 8B	2	In Progress	0%	View
Ms Cal 8c	2	In Progress	0%	View
Ms Capitano 8c	1	In Progress	0%	View

1. Adding classes and setting up modules cont.

Step 2 Give your class a name

Step 3 Assign a start and end date for each module, which is the period the modules are available for students to access and complete. We recommend running through the modules from 1 -4, any assigned dates will lock the students out of the module until the start date has begun.

Step 4 Now your class is created! All that's left to do is share your unique class sign up link with your class. Remember, this is a unique link for your class only so we recommend not sharing with anyone outside of that.

Invite your students to create their To Future Me accounts:

Share this code with your students so they're able to sign up and commence learning

<https://www.tofutureme.org.au/student/sign-up/?class=NzQJOA==>

 Copy

Step 5 You have now completed the class creation! We recommend emailing the unique link to your class so they're able to sign up to their To Future Me account!

*If you need to find your class link again you will find the button "add students" on your dashboard where you can easily copy and paste your class sign up link for students.

Daniela's School

[< Back](#)

Class: Another Class 8d

[+ Add students](#)

[Preview](#)

[Edit](#) ▼

[Overview](#)

Student progress

Module 1

My safe future self

Module 2

My confident future self

2. Managing classes and students

Under 'Classes', you can see key information including how many students, overall course status and percentage of course completion.

Class	Students	Course status	Course progress	Actions
Class 23	1	In Progress	0%	View
Class 8b Ms Trunchbull	7	In Progress	25%	View
Daniela's School 8D	0	In Progress	0%	View
Daniela'S School Mr Keating Poets Class 8b	6	In Progress	33%	View
Ms C 8B	2	In Progress	0%	View
Ms Cal 8c	2	In Progress	0%	View
Ms Capitano 8c	1	In Progress	0%	View

Course status:

Will show one of the following: 'Not started', 'In progress' or 'Completed'

Course progress:

Indicates the overall course progress for that class

3. Edit module start and end dates

To edit module 'start' and 'end' dates in your class, click onto "Edit" followed by "Module dates".

The screenshot shows the ToFutureMe interface for a class named 'Class: 8A'. The interface includes a sidebar with navigation options: Classes, Resources, Help, and Logout. The main content area displays four modules, each with a progress indicator (98% Completed) and statistics for start date, active students, and help requested. The 'Edit' button is highlighted, and a dropdown menu is open, showing options: Add students, Module dates, Class name, and Delete class. A tooltip is visible over Module 2, stating: 'The number of times students have clicked "Need Urgent Help" button during this module'.

Name	Module 1	Module 2	Module 3	Module 4	Course progress
John Smith	100%	100%	100%	50%	80%

4. View your class' module activity

You can view a more detailed view of the class activity by module progress

The screenshot shows the ToFutureMe interface for 'Example Secondary College' and 'Class: 8A'. The interface is divided into four colored modules, each with a title, start date, active students percentage, and help requested count. A table at the bottom shows student progress for John Smith across the modules.

Name	Module 1	Module 2	Module 3	Module 4	Course progress
John Smith	100%	100%	100%	50%	80%

Start date:

When module is available for your class to complete

Active students:

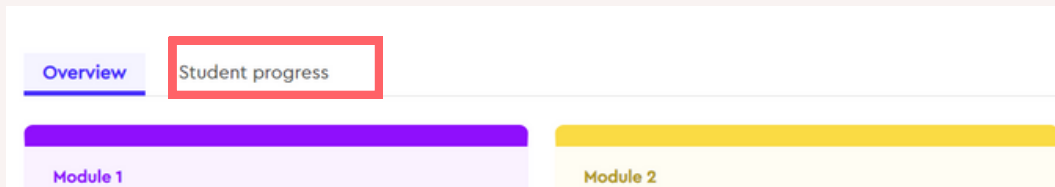
Shows the percentage of active students in the module

Help requested:

The number of times students have clicked "Need Urgent Help" button during this module. For privacy reasons, you cannot view which students accessed this link, however, this can help you gauge what you might debrief with your students after a module.

5. View individual student progress

See where individual students are progressing in their modules and throughout the course by selecting "student progress".



When you hover over a module, you can see which topic they are currently on.

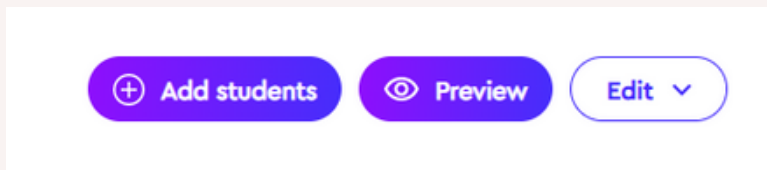
25 Students					
Name	Module 1	Module 2	Module 3	Module 4	Course progress
John Smith	100%	100%	100%	50%	80%
John Smith	100%	100%	100%	50%	80%
John Smith	100%	100%	100%	50%	80%
John Smith	100%	100%	100%	50%	80%
John Smith	100%	100%	100%	50%	80%
John Smith	100%	100%	100%	50%	80%
John Smith	100%	100%	100%	50%	80%
John Smith	100%	100%	100%	50%	80%
John Smith	100%	100%	100%	50%	80%
John Smith	100%	100%	100%	50%	80%

Showing: 10 out of 10

1 2 >

6. Add students to an existing class

Step 1 To add more students to an existing class, click on the 'add students' button

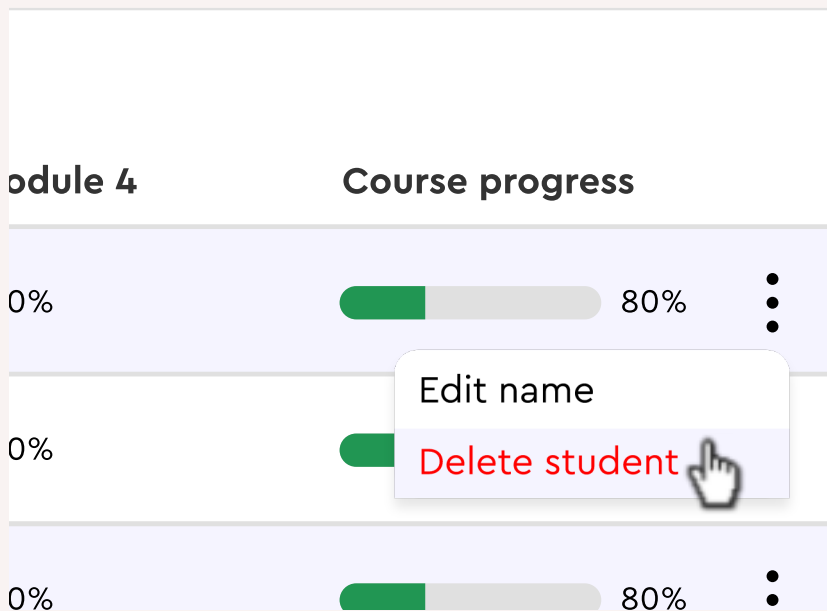


Step 2 Select 'copy' and paste link into the communication you use to share this with your students.

6. Delete student

Delete an individual student in a class

Step 1 Click on the 3 dots on the student's row



Step 2 Select 'Delete student'

Step 3 Confirm