

GETTING STARTED

Creating classes, loading students & logins

Everything you need to set up your school on the To Future Me platform and get your students learning.

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IF YOU NEED TO TALK

Kids Helpline 1800 55 1800

Lifeline 13 11 14

QLife 1800 184 527

To Future Me would like to acknowledge the Traditional Custodians of the land on which we are gathered and recognise their continuing connection to land, waters and culture.



We celebrate and value diversity — To Future Me has the HEART for supporting community in the most inclusive way.

1 Adding classes & setting up modules

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.

STEP 1

Click the + Add Class button

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 lock students out until the start date.

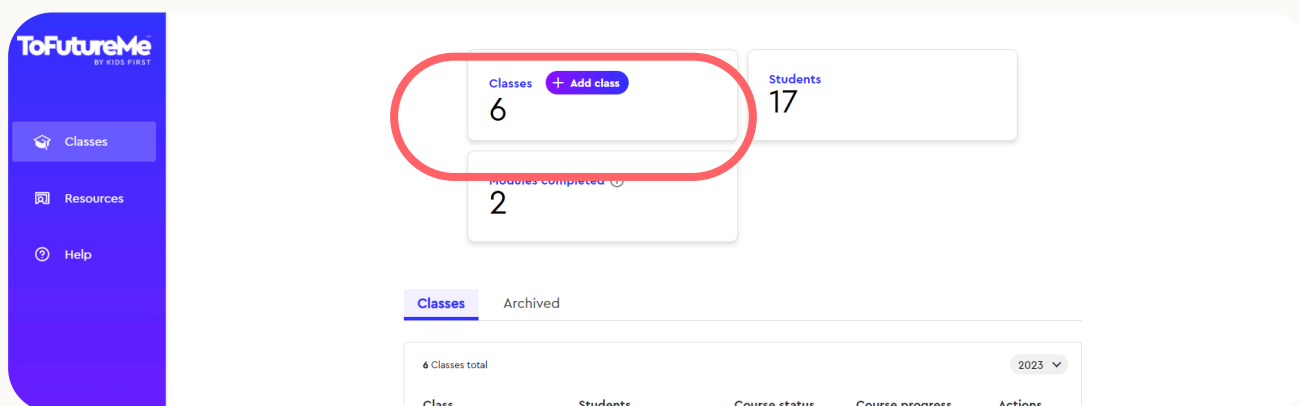
STEP 4

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 students or teachers outside of your classroom.

STEP 5

Class creation complete. Email the unique link to your class so they can sign up. Need it again? Use the + Add students button within your class section to copy the link any time

SCREENSHOT - ADDING CLASS SCREEN



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2 Managing classes & students

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

Course status

Shows one of the following: 'Not started', 'In progress' or 'Completed'.

Course status

Indicates the overall course progress for that class.

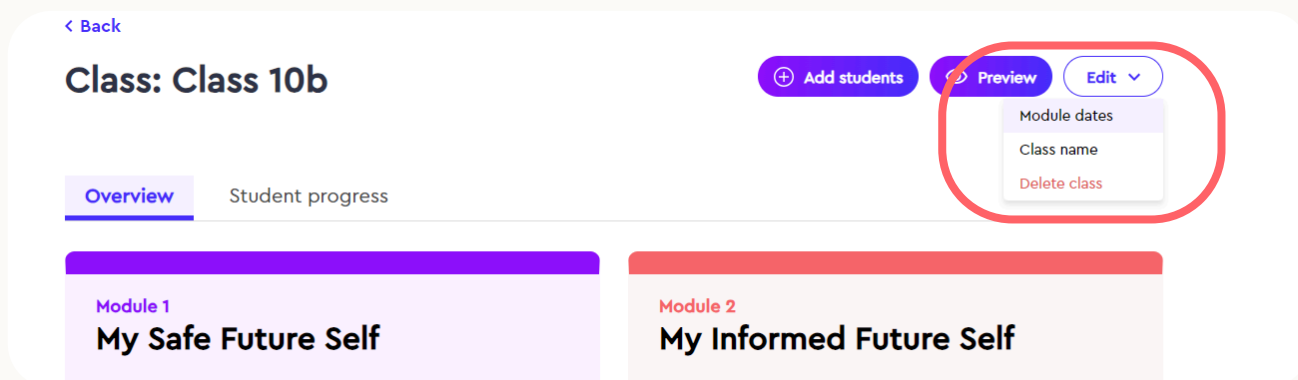
STEP 1

Click the view on your specific class

3 Edit module start & end dates

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

SCREENSHOT - EDIT MODULE DATES



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4 View your class' module activity

See a detailed view of the class activity by module progress by clicking "view" on the specific class. Here you can also preview the modules to interact with the content.

- **Start date:** when the module is available to your class to complete
- **Active Students:** 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.
- **Preview** Here you're able to interact with the modules.

SCREENSHOT - MODULE VIEW

< Back

Class: TFM Content Testing

+ Add students Preview Edit v

Overview Student progress

Module 1

My safe future self

Start date : 29 Apr 2026

Active Students : 0

Help Requested ⓘ : 0

0% Completed

Module 2

My confident future self

Start date : 29 Apr 2026

Active Students : 0

Help Requested ⓘ : 0

0% Completed

Module 3

My strong future self

Start date : 29 Apr 2026

Active Students : 1

Help Requested ⓘ : 0

0% Completed

Module 4

My respectful future self

Start date : 29 Apr 2026

Active Students : 0

Help Requested ⓘ : 0

0% Completed

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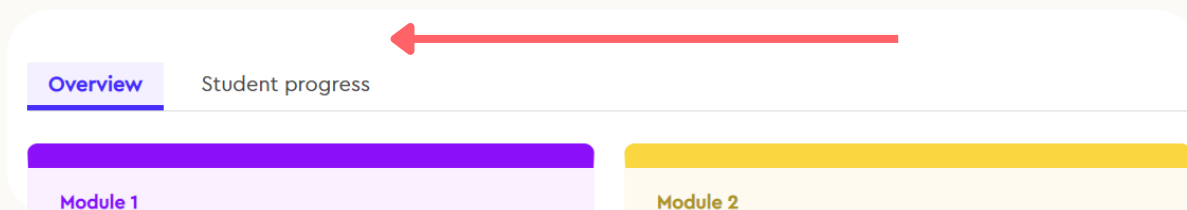


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5 View individual student progress

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

SCREENSHOT - STUDENT PROGRESS



6 Add students to an existing class

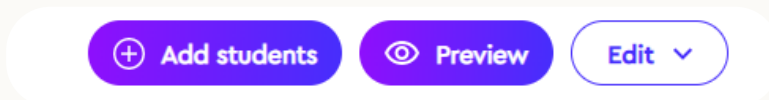
STEP 1

Click the + Add students button

STEP 2

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

SCREENSHOT - ADDING STUDENTS TO EXISITING CLASS



7 Remove/delete students

STEP 1

Click on the 3 dots on the student's row

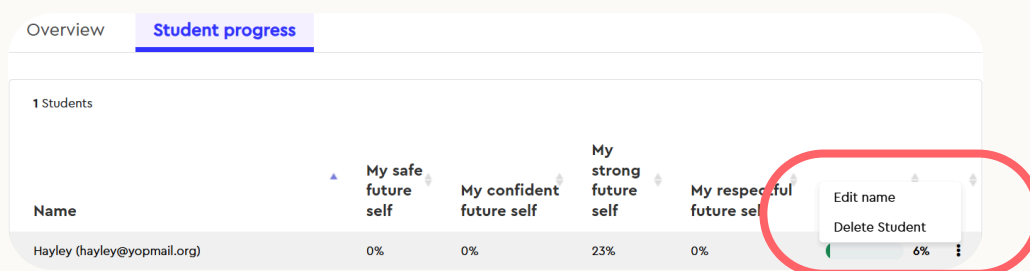
STEP 2

Select 'Delete student'

STEP 3

Confirm

SCREENSHOT - DELETE STUDENT



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