

Onboarding

Creating classes, loading students to the platform and logins

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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 shows the ToFutureMe dashboard. On the left is a blue sidebar with navigation options: Classes, Resources, Help, and Logout. The main content area features three summary cards: 'Classes' with a count of 6 and a '+ Add class' button, 'Students' with a count of 17, and 'Modules completed' with a count of 2. Below these is a 'Classes' section with a toggle for 'Archived' and a table of 6 classes. The table includes columns for Class, Students, Course status, Course progress, and Actions. The classes listed are: Class 8b Ms Trunchbull (6 students, 18% progress), Mr Fratino 8a (1 student, 0% progress), Mr Keating Poets Class 8b (5 students, 47% progress), Ms C 8B (2 students, 0% progress), Ms Cal 8c (2 students, 0% progress), and Ms Capitano 8c (1 student, 0% 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.

The screenshot shows a progress bar at the top with four steps: 'Class name', 'Assign modules' (highlighted in blue), 'Class link', and 'Complete'. Below the progress bar, the heading 'Assign modules' is followed by a note: 'Start dates are automatically assigned to today's date. Change the date when you would like the module to be available to your class. You can always edit this later.' There are two module entries. The first is 'Year 10 Module 1' with the title 'My Safe Future Self'. It has a 'Start Date' field with a dropdown menu showing 'DD / MM / YYYY' and a 'End Date (optional)' field with a dropdown menu showing 'DD / MM / YYYY'. The second entry is 'Year 10 Module 2' with 'Start Date' and 'End Date (optional)' fields, but they are partially obscured.

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 students or teachers outside of your classroom.

Invite your students to create their To Future Me accounts:

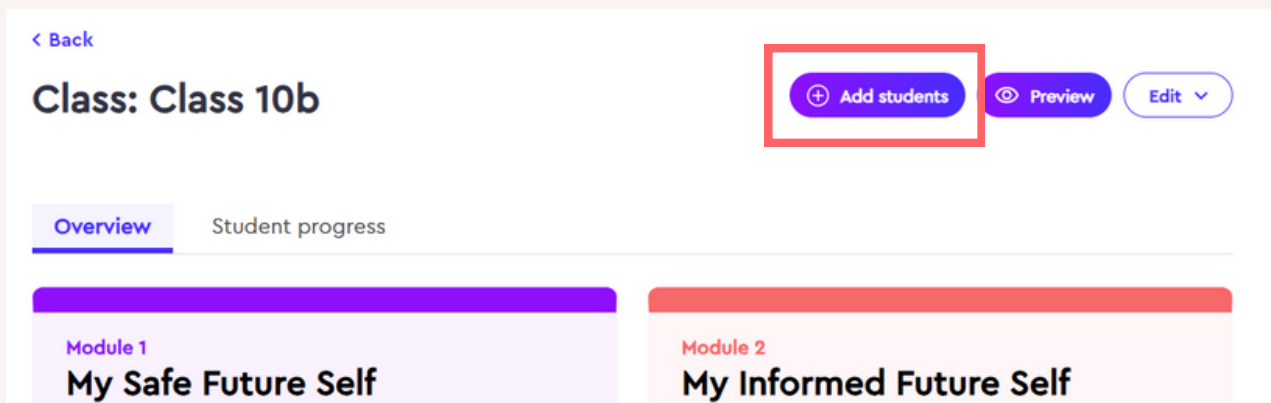
Share this code with your students so they're able to sign up and commence learning

<https://www.tofutureme.org.au/student/sign-up/?class=NzQ1OA==>

 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.



2. Managing classes and students

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

The screenshot shows the 'Classes' management page in the ToFutureMe interface. The sidebar on the left contains 'Classes', 'Resources', and 'Help' options, with a 'Logout' button at the bottom. The main content area features three summary cards: 'Classes' (9) with an '+ Add class' button, 'Students' (19), and 'Modules completed' (3). Below these is a 'Classes' section with a '2023' dropdown menu and a table of classes.

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

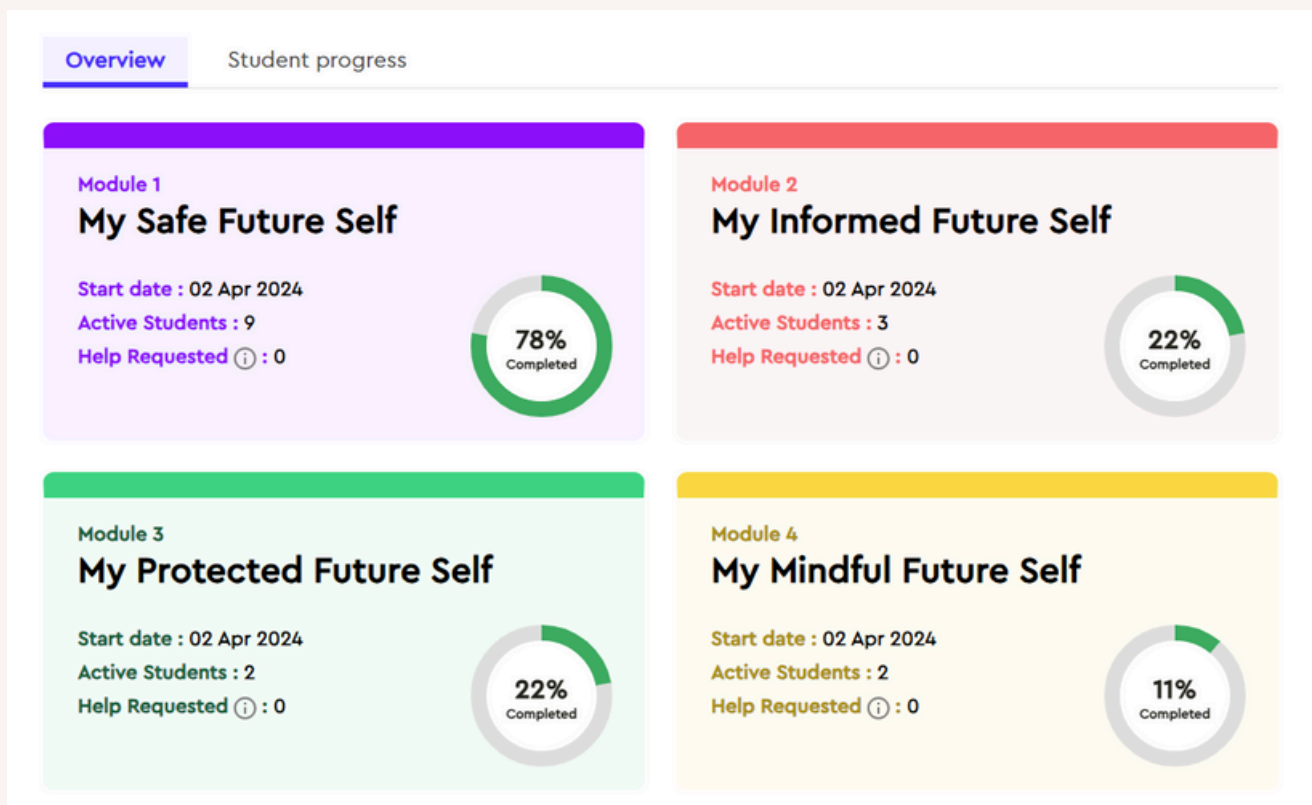
3. Edit module start and end dates

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 10b". At the top left, there is a "< Back" link. Below it, the class name "Class: Class 10b" is displayed. To the right of the class name are three buttons: "Add students" (with a plus icon), "Preview" (with an eye icon), and "Edit" (with a dropdown arrow). The "Edit" button is highlighted with a red box, and a red arrow points to the "Module dates" option in the dropdown menu. Other options in the menu are "Class name" and "Delete class". Below the buttons, there are two tabs: "Overview" (selected) and "Student progress". The main content area is divided into two columns. The left column is titled "Module 1" and "My Safe Future Self". The right column is titled "Module 2" and "My Informed Future Self".

4. View your class' module activity

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



Start date:

When module is available for your class to complete

Active students:

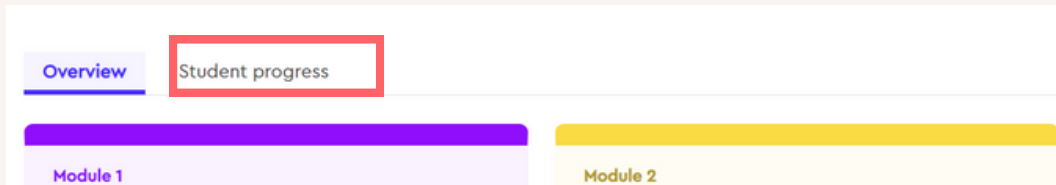
Shows the percentage of active students in the module

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.

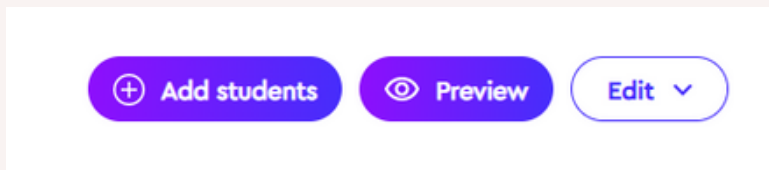
25 Students					
Name	Module 1	Module 2	Module 3	Module 4	Course progress
John Smith	100%	100%	100%	50%	80%
John Smith	100%	100%	100%	50%	80%
John Smith	100%	100%	100%	50%	80%
John Smith	100%	100%	100%	50%	80%
John Smith	100%	100%	100%	50%	80%
John Smith	100%	100%	100%	50%	80%
John Smith	100%	100%	100%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

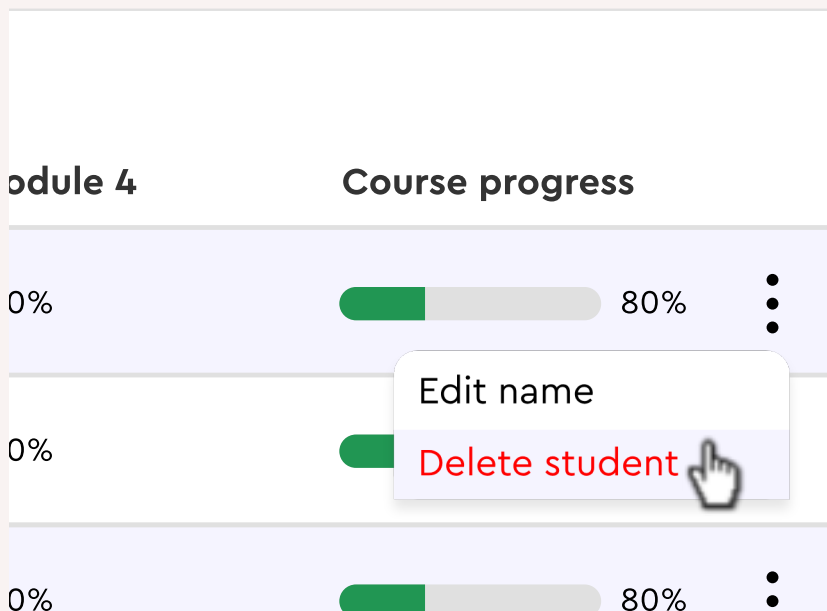


Step 2 Select 'copy' and paste link into the communication you use to share this with your students.

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