codeSpark

TEACHER DASHBOARD

Getting Started Guide

presented by

codeSpark

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Welcome to the codeSpark Academy Teacher Dashboard! This guide will help you create your first classroom, manage your student progress, and also control different features in The Foos!

In this guide, you'll learn how to:

- Create a Teacher Account
- Create your own classroom
- Add and remove students from a classroom
- Set up your device with student information
- Add a second teacher to manage a classroom
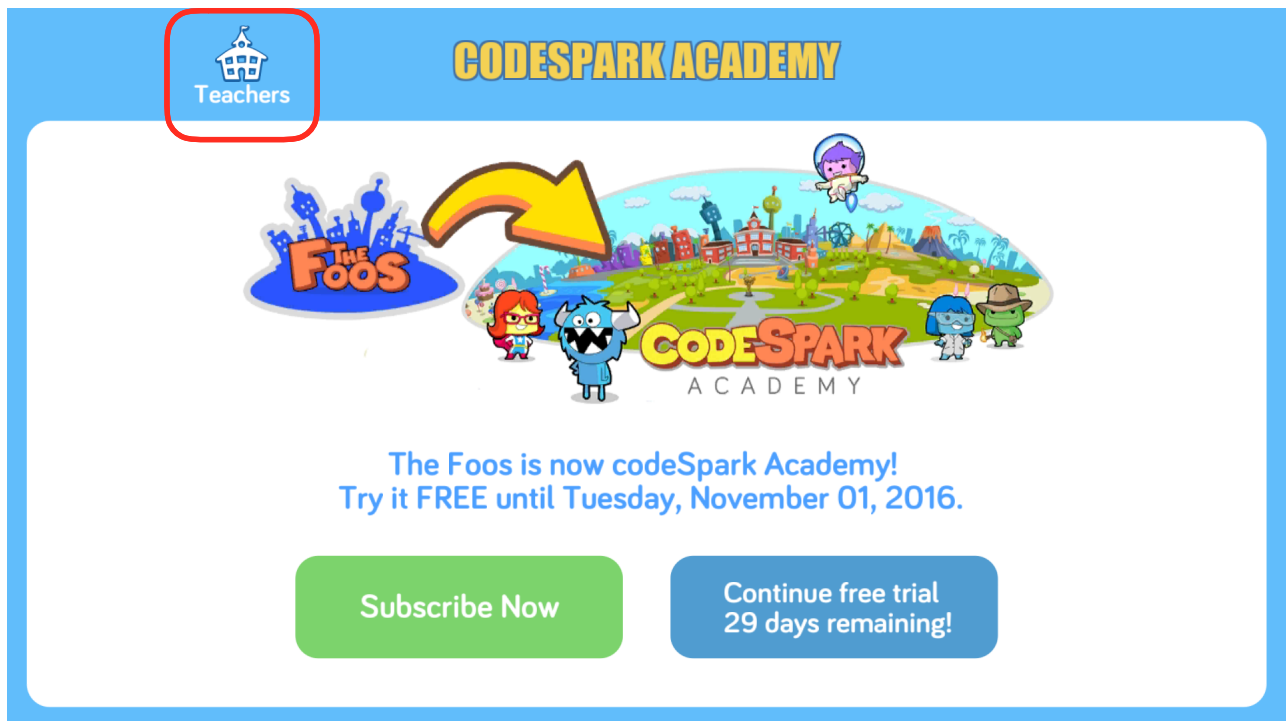- Understand student progress reports

If you have any questions that are not in this guide, feel free to send us an email at info@codespark.org. You can also post questions in our Foo-rums.
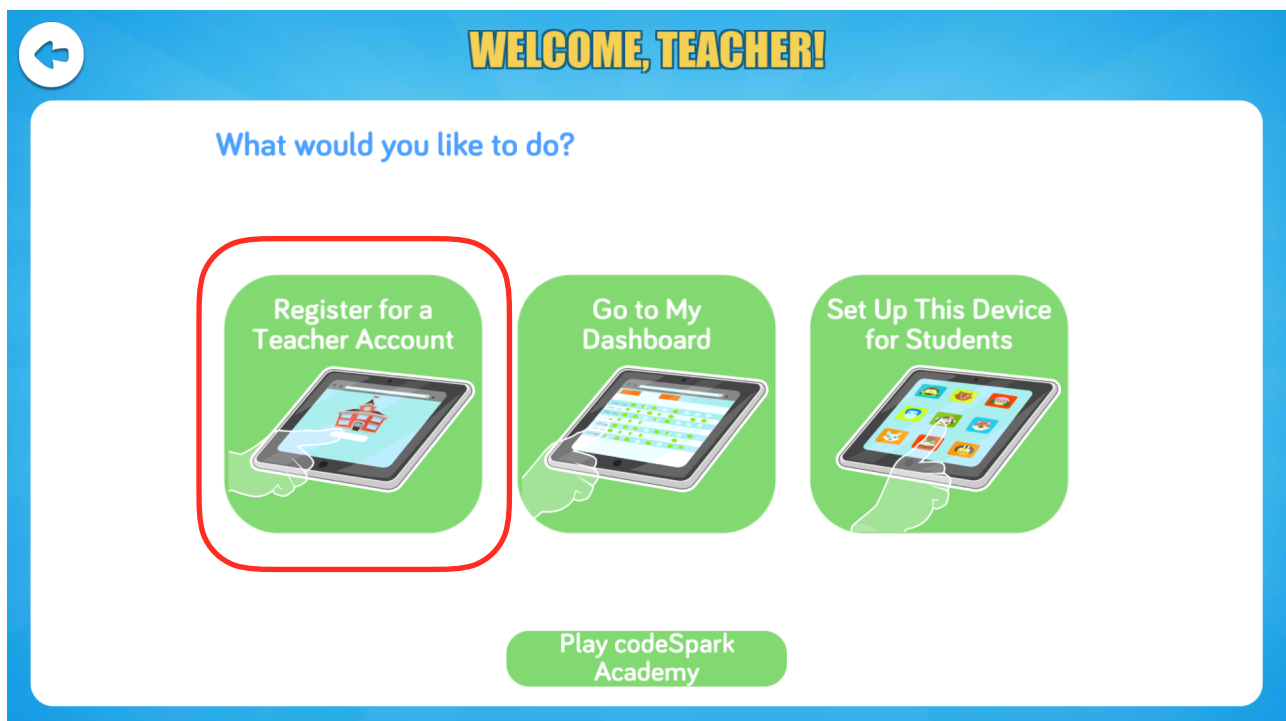
Let's get started!

CREATING A TEACHER ACCOUNT

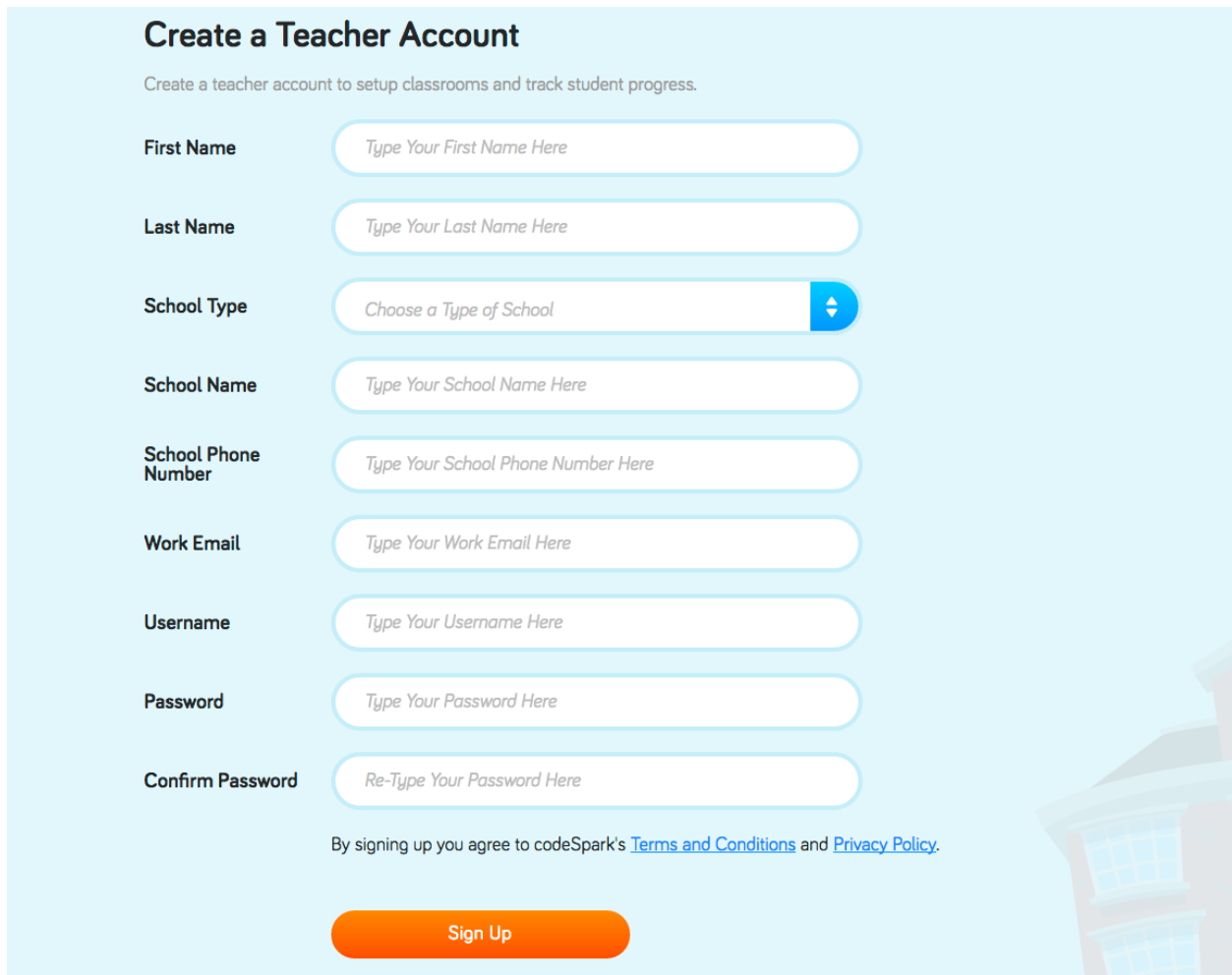**To Create a Teacher Account Through the App:**

1. Open the app and press the top left "Teachers" icon on the first screen.

2. Press the "Register for a Teacher Account" option.

3. Fill in your teacher and school information and press "Sign Up."

Create a Teacher Account

Create a teacher account to setup classrooms and track student progress.

First Name	Type Your First Name Here
Last Name	Type Your Last Name Here
School Type	Choose a Type of School
School Name	Type Your School Name Here
School Phone Number	Type Your School Phone Number Here
Work Email	Type Your Work Email Here
Username	Type Your Username Here
Password	Type Your Password Here
Confirm Password	Re-Type Your Password Here

By signing up you agree to codeSpark's Terms and Conditions and Privacy Policy.

Sign Up

Note: *codeSpark Academy with The Foos* is FREE for public schools and non-profit organizations. If you are not a public school or non-profit, please contact us at **support@codespark.org** for more information.
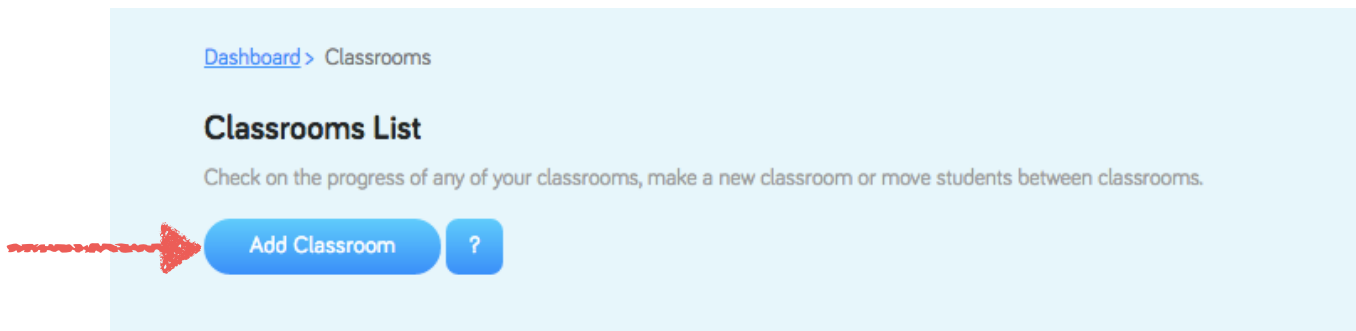
CREATING A CLASSROOM

To create a classroom in your account:

1. Click on "View" in the Classrooms module on your teacher homepage
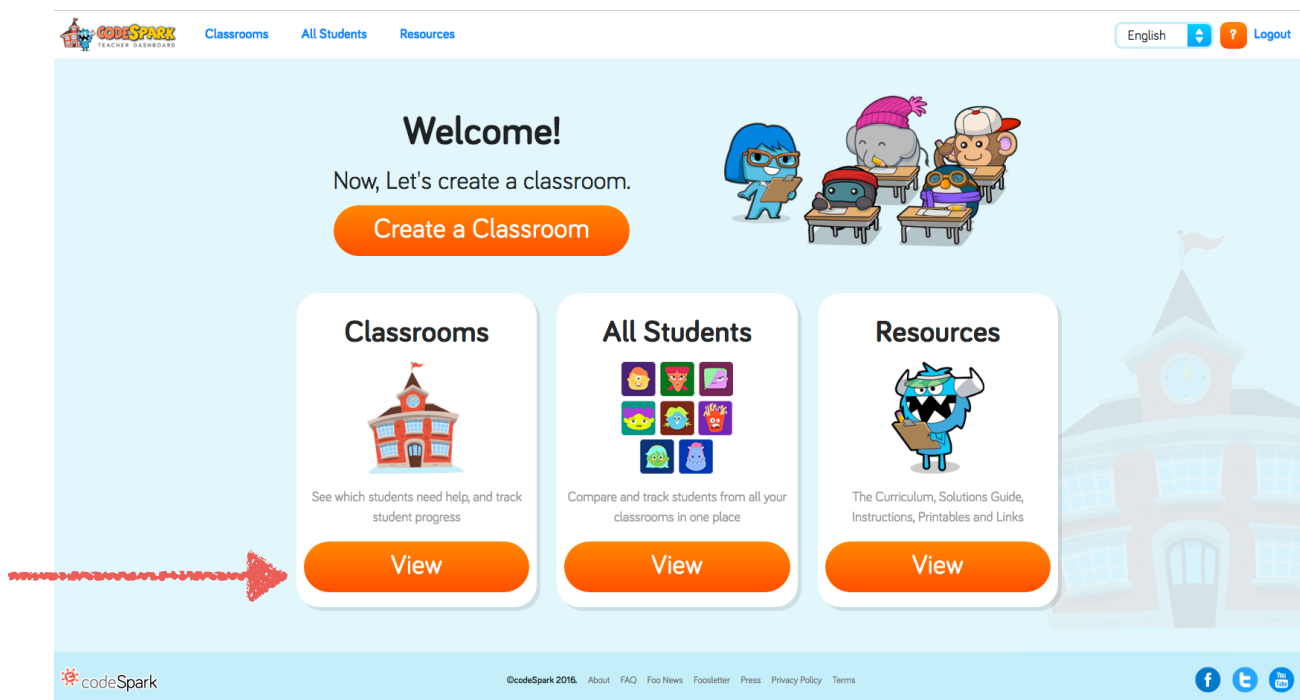
2. If you have created a classroom already, you should see them in the classroom list. If you have not created classroom yet, click on the "Add Classroom" button.

3. Give your classroom a name and choose a grade level. Then, click on "Create Classroom." You will import your student names on the next page.

4. Add your student names. You can either manually type in student names in the blank box or import your student names from a CSV file by clicking on the "Import CSV" button. Once completed, click on "Add Students.

5. Once you successfully added your students, you'll see a set of instructions for setting up your devices for *codeSpark Academy.* Set up your devices and click "Go To Classroom" to continue.
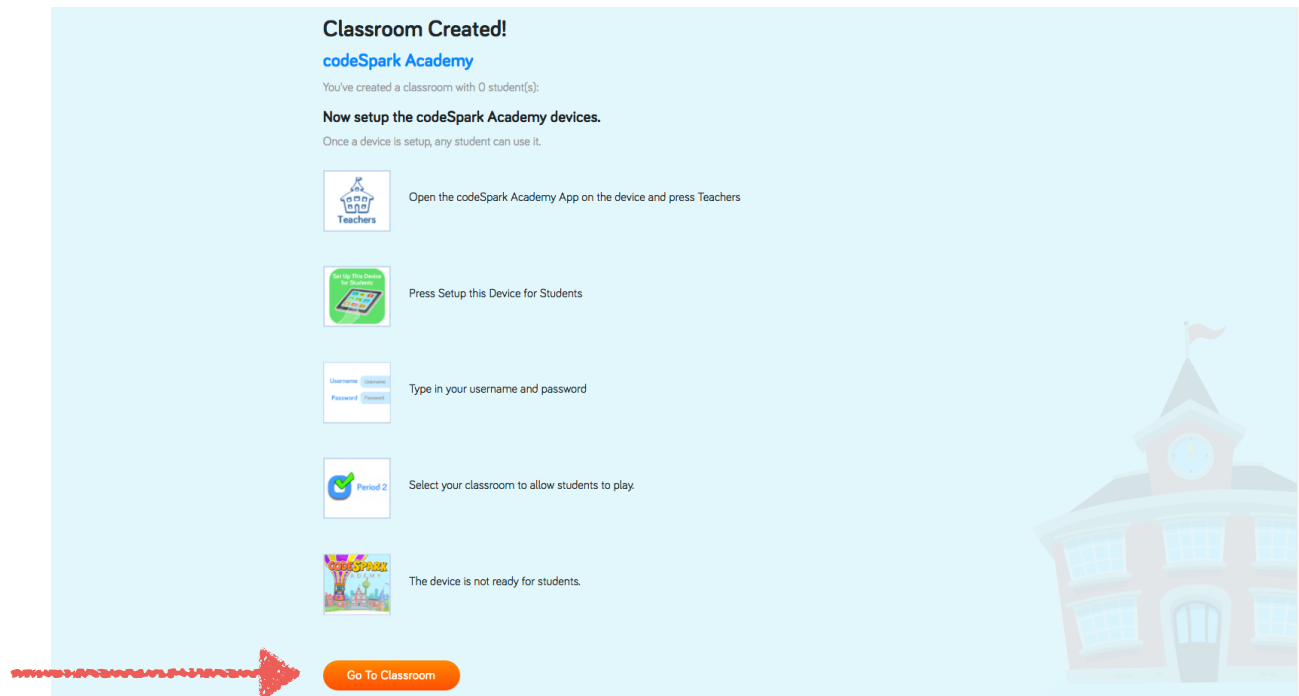
6. This is your classroom summary page. Here you can change game options, add students, and edit your classroom information. You can also find this Getting Started Guide and a Letter to Parents.
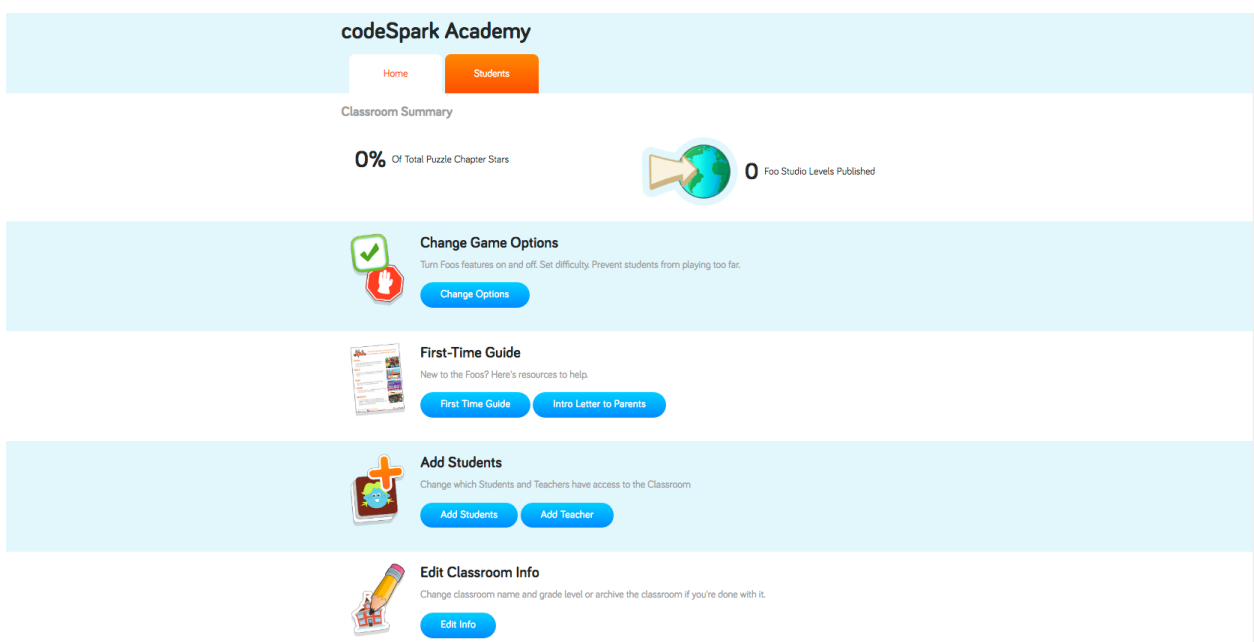
TURNING ON AND OFF GAME FEATURES
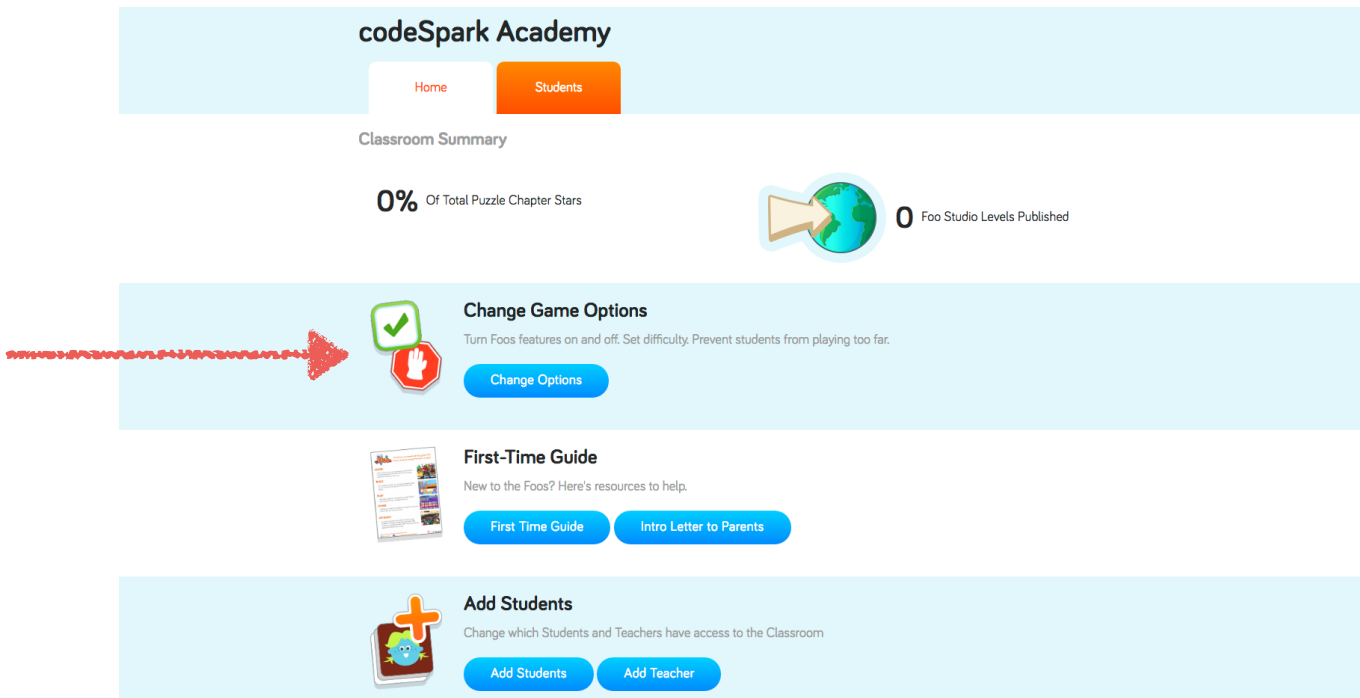
1. To turn on and off different parts of *codeSpark Academy*, first go to your classroom page.
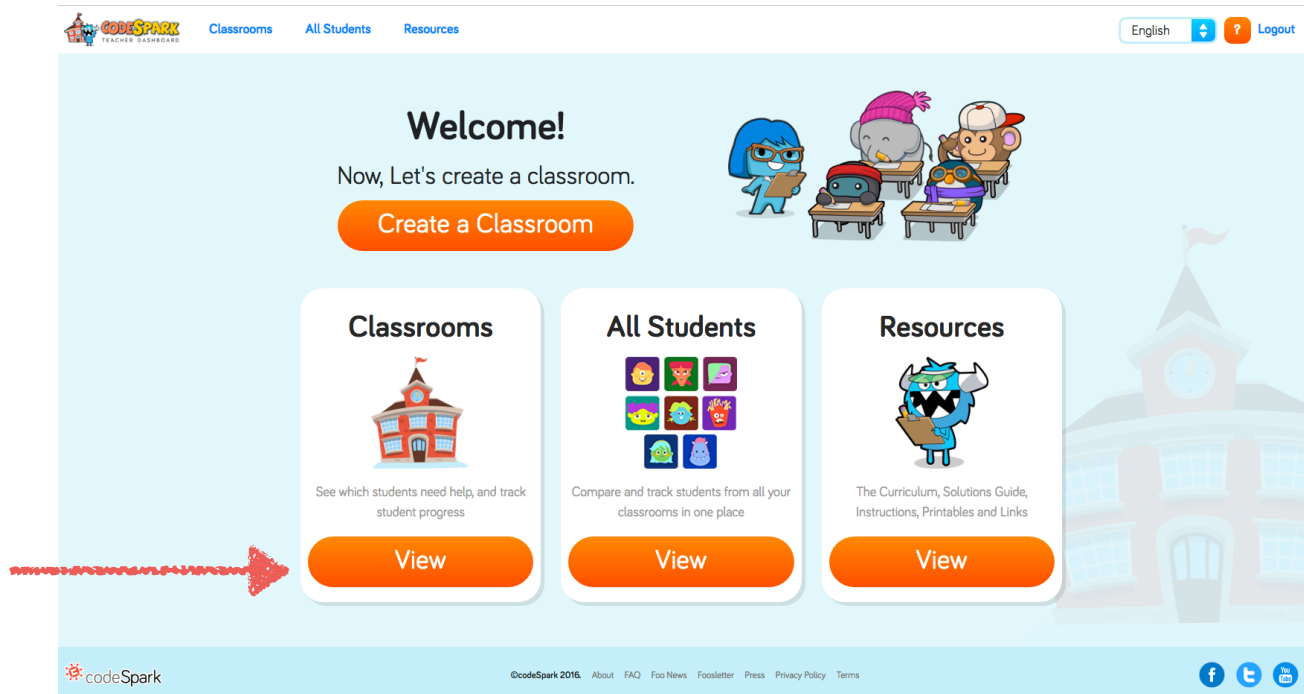
2. Select the classroom that you want to change the game features.
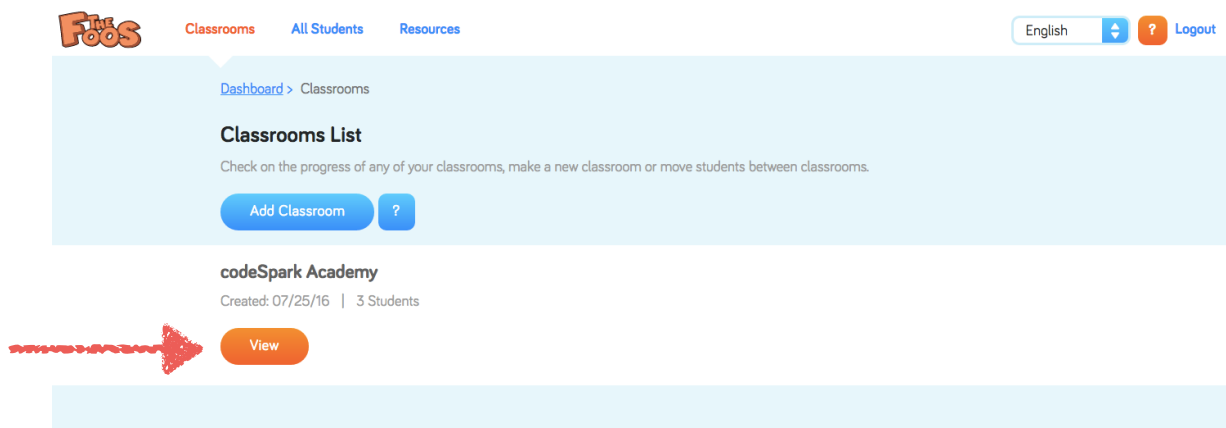
3. Click on "Change Game Options" in the classroom main page.
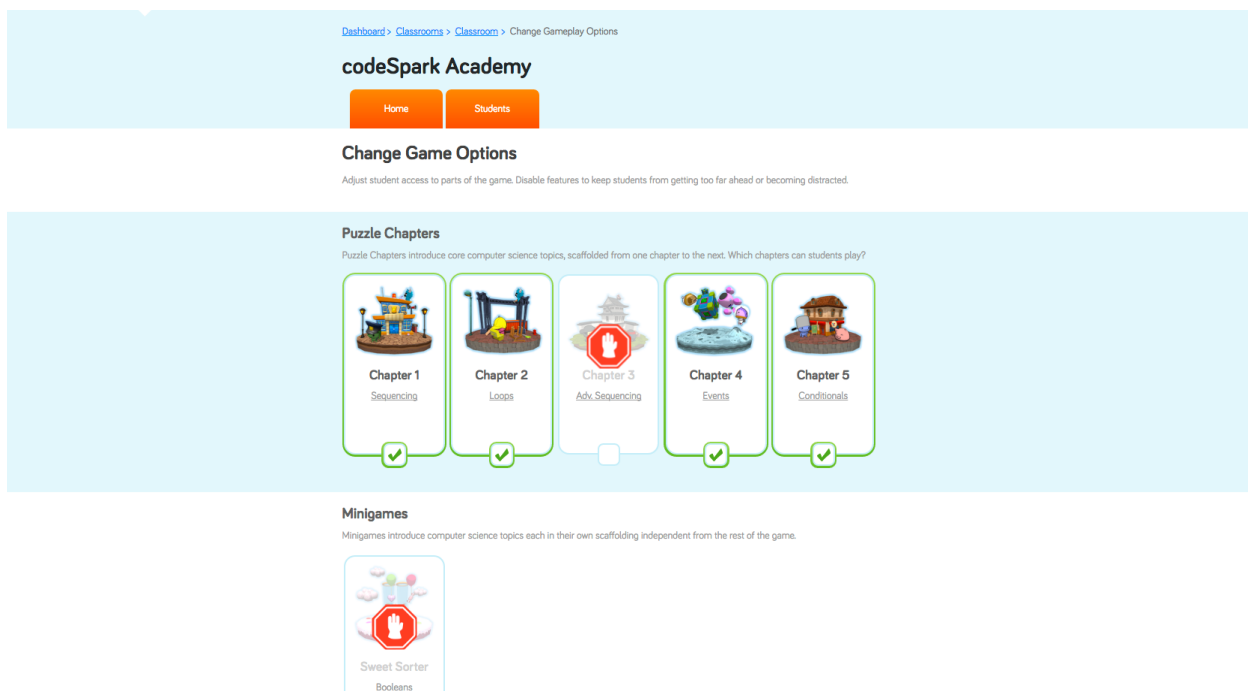
4. To change game options, click on the chapters or features that you want to turn on and off. A check mark means the feature is "on" for the class, while a stop sign mean the feature is "off."

You can also unlock all game features at the bottom of the page. All changes are automatically saved.
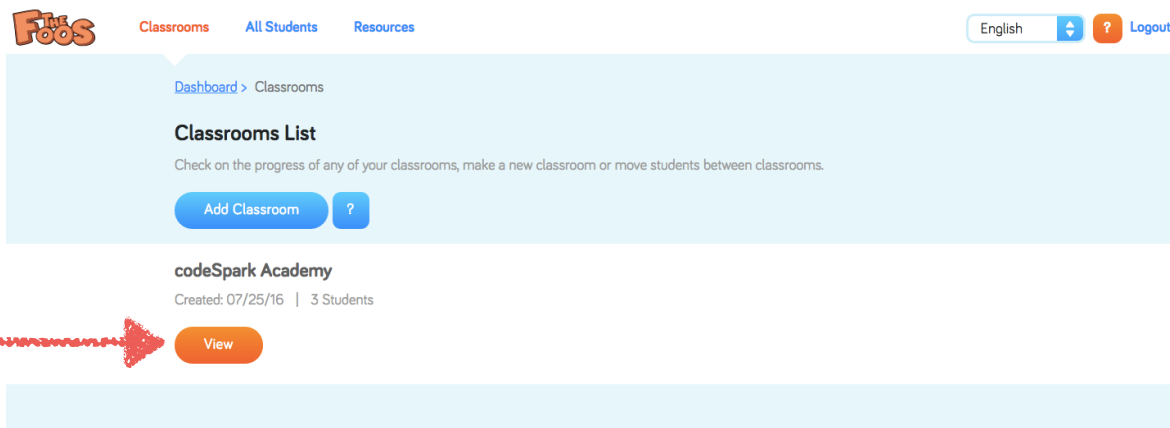
ADDING A SECOND TEACHER

To Add a Second Teacher To Your Account:

1. First, go to your classroom page.

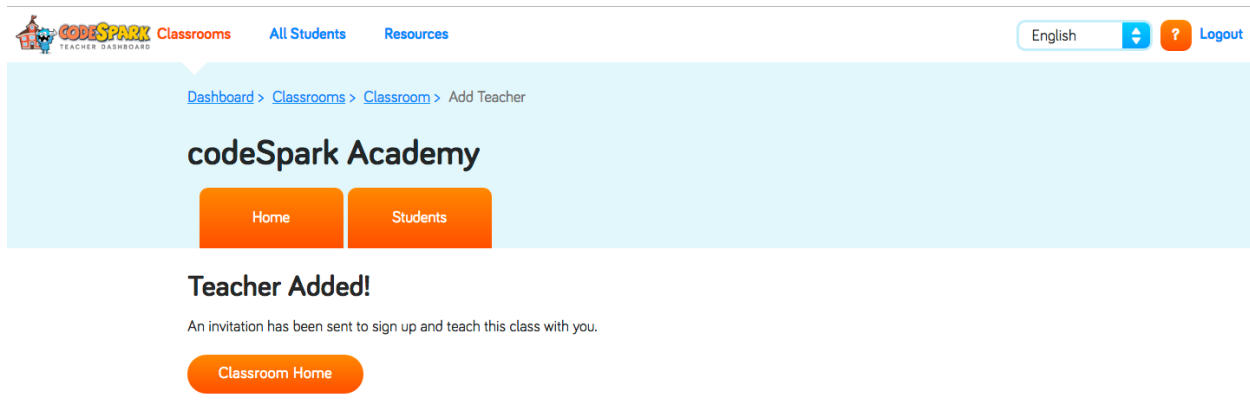2. Select the classroom you want to add the teacher to.

3. Click on "Add Teacher" in the classroom main page.

4. Type in the teacher's email address that you want to add. Click "Add Teacher."

5. You should get a confirmation that an email has been sent.

6. The additional teacher should receive an email with information on creating an account. That teacher needs to create an account using the email that you sent the notification email.
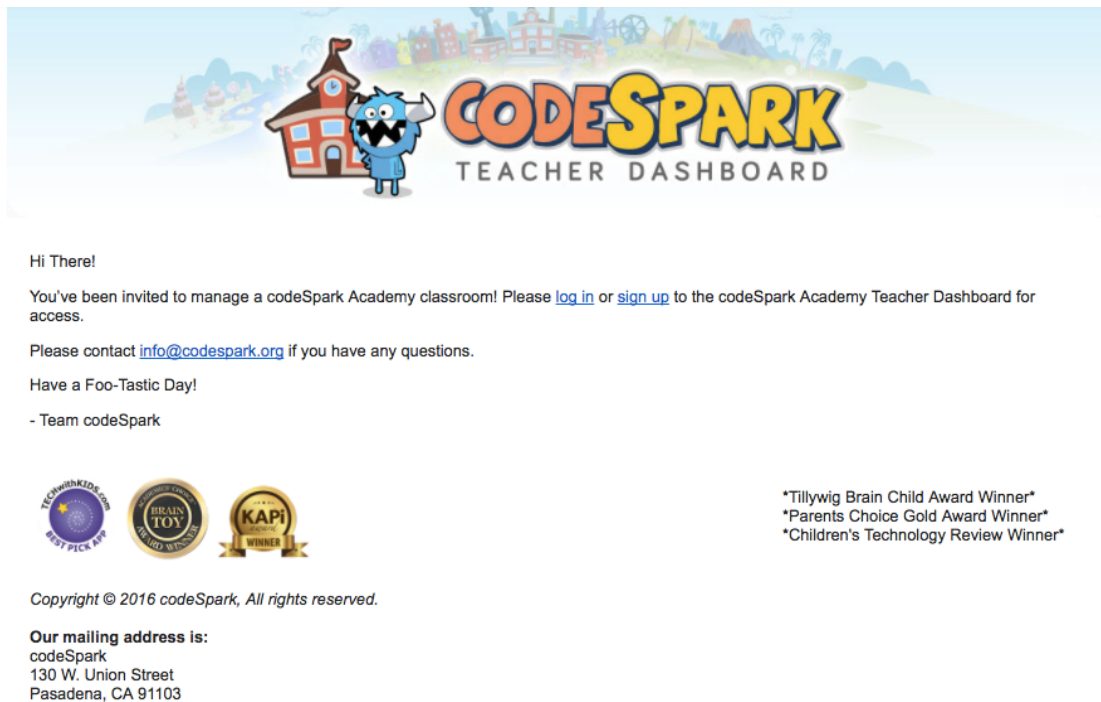
SETTING UP YOUR DEVICE

To Set Up Your iOS or Android Device for Your Classroom:

1. Press the "Teachers" icon on the top right of the screen.
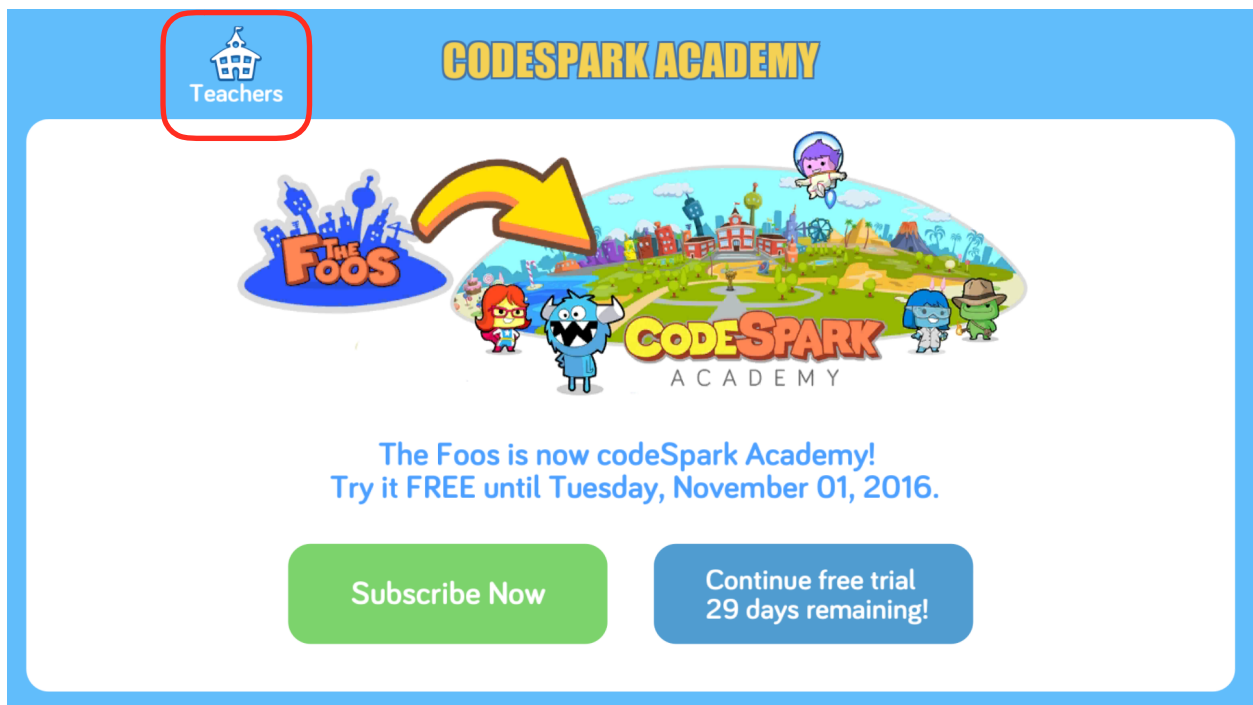
2. Press the "Set Up This Device for Students."
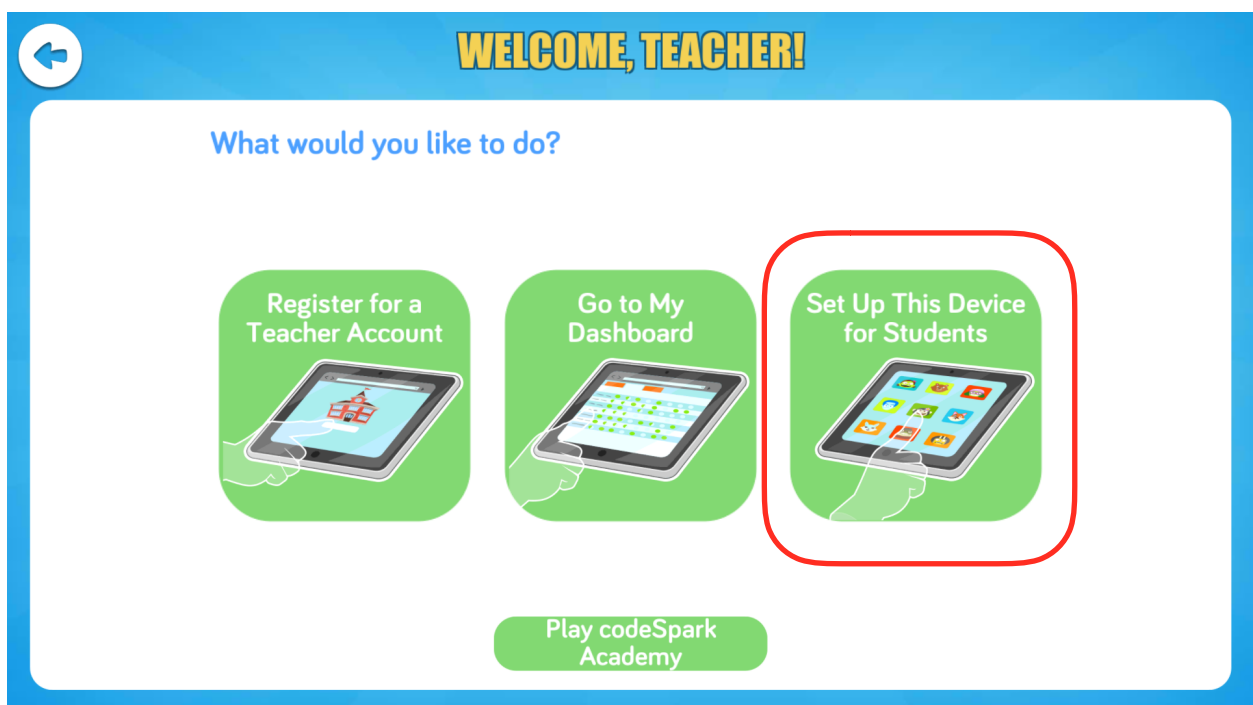
3. Log-in using your registered **Teacher Account** information.

4. Choose which of your classrooms will be able to use the device.

5. Press the "Play" Button.
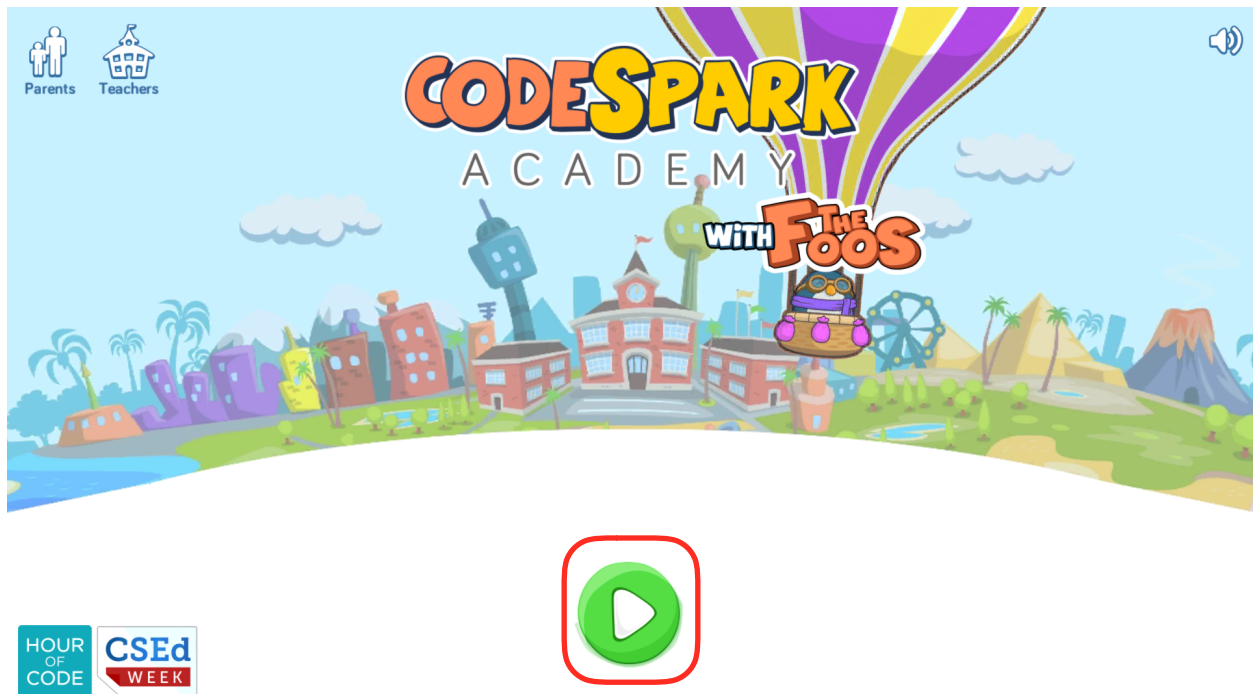
6. You should see your list of students. Students can choose their name or profile to begin their session.
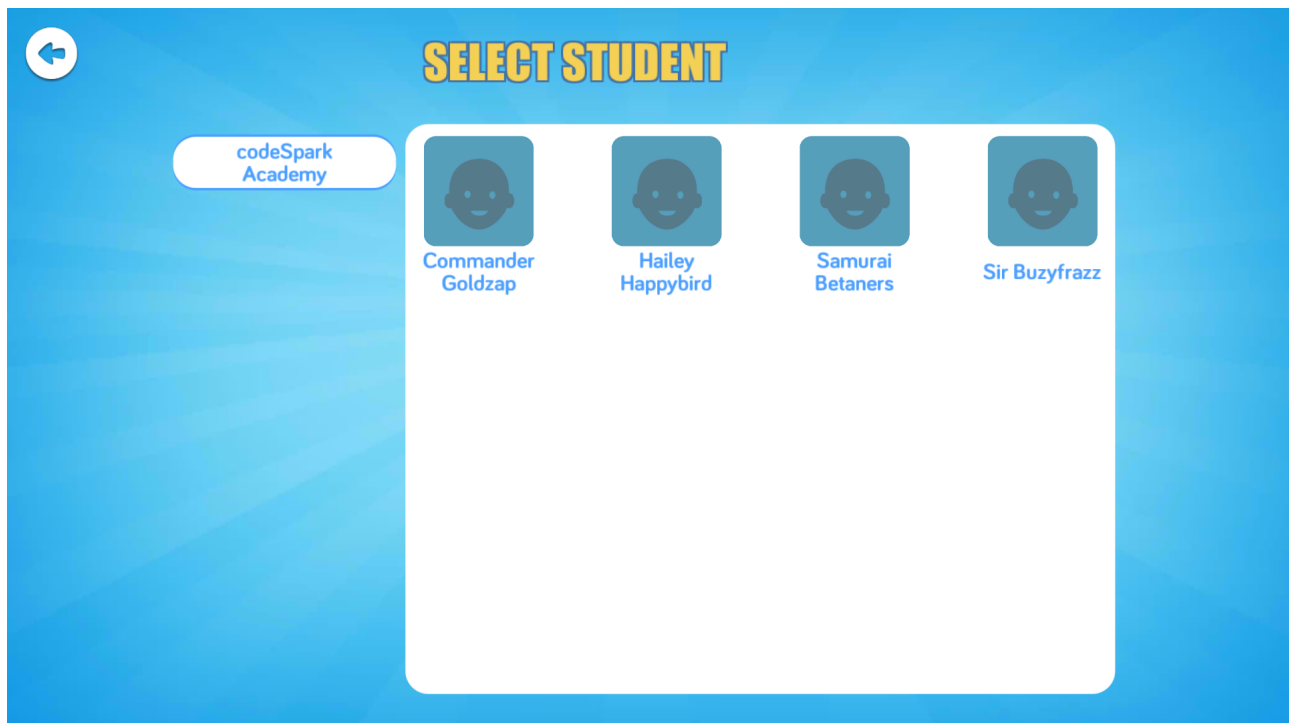
TRACKING STUDENT PROGRESS

View Students in All Classrooms:

1. Click on the "All Students" button on the teacher homepage.
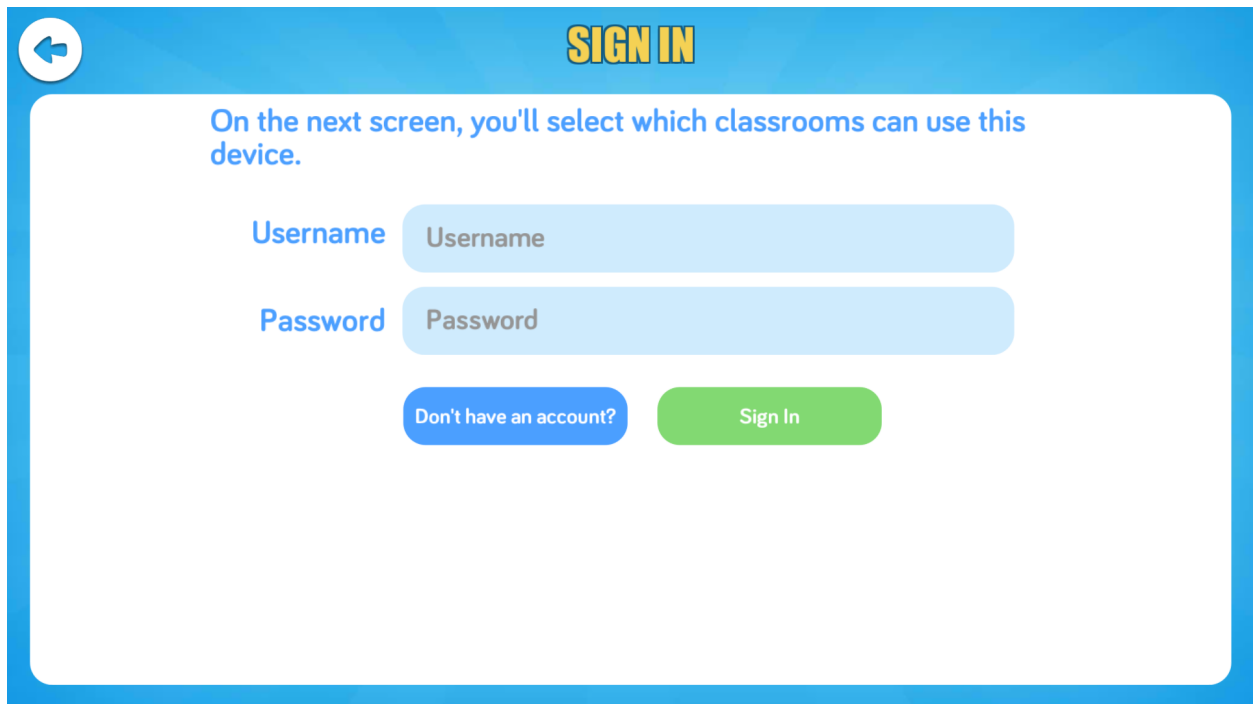

2. This page shows progress for all of your students in all classrooms.
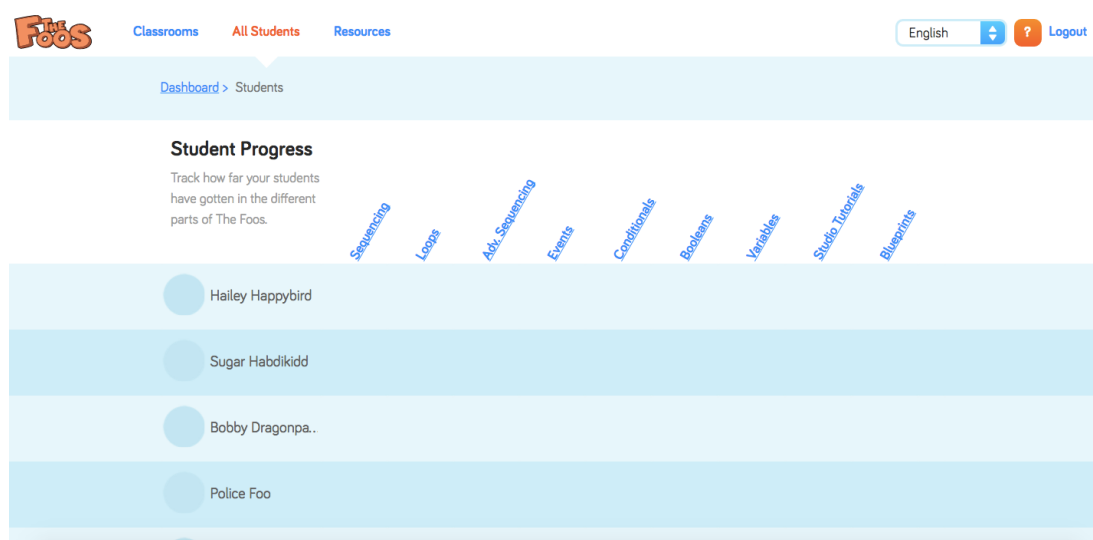
View Students in a Classroom:

1. Click on "Classrooms" on the teacher homepage.

2. Click on the classroom that you want to view.
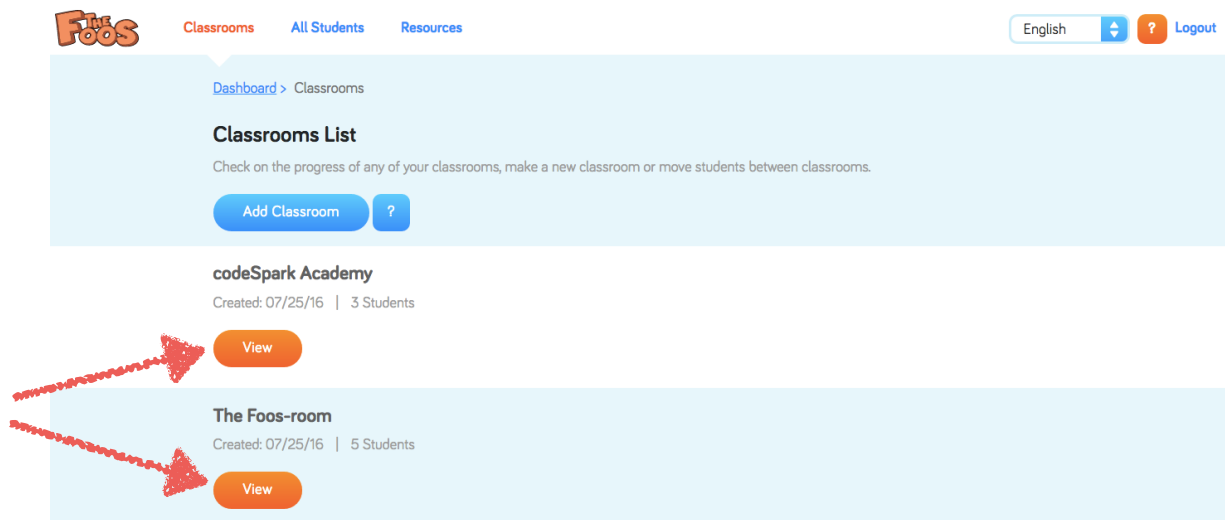
3. Click on the "Students" tab on the top of the page to view students in a specific classroom.

View Individual Student Progress:

1. Click on the "All Students" button on the teacher homepage.

2. Click on the student name you want to view.
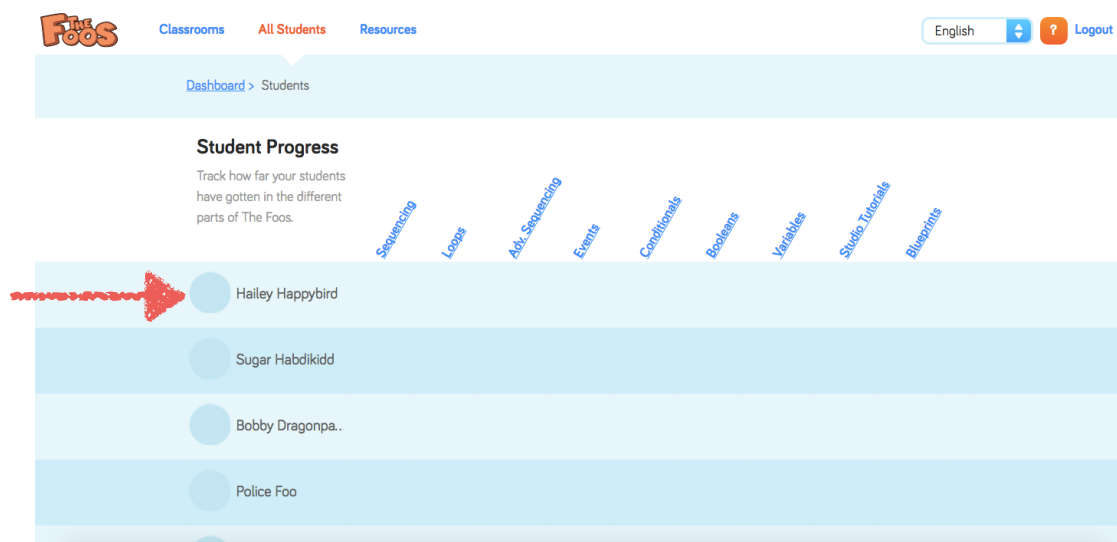
3. Student progress will be listed on this page:

ACCESSING EXTRA RESOURCES

The teacher dashboard also has additional resources:

- Curriculum guides and activities
- Printable Activities
- Standards Alignment Information
- Introduction Letters to Parents
- Informational Handouts on coding and *codeSpark Academy*

These can be found on the "Resources" page of the dashboard:

GLOSSARY

Algorithm: Instructions to solve a problem or complete a task.

Broadcast messaging and selective response: A special case where an IF statement is broadcast but only those things meeting the condition respond.

Bugs: Mistakes or problems in algorithms that cause the computer program to do something we don't want it to do.

Command: Primary instructions that tells the computer what action to perform (e.g., run, jump, walk).

Computer Science: Solving problems with very specific sets of instructions because computers only do exactly what they are told to do.

Conditional statements/actions: statements/actions that only occur under certain conditions.

Debugging: Finding and fixing problems in algorithms or computer programs.

Efficient programs: Programs that respond more quickly and take less memory and power.

ELSE statement: When an IF statement isn't met the ELSE actions will execute.

Endless Loop: A set of instructions that is repeated over and over again without end.

Event: An action or cue that signals a new line of code to run.

IF block: Statements/actions that occur only IF the specified condition is met.

Loop: A set of instructions that is repeated over and over again.

Parameter: Details of instructions that adds more specific information about the command (e.g., direction, color, object to perform an action on).

Persistence: Continuing to try to do something even when it's hard.

Programming: Creating a sequence of instructions, or an algorithm, that makes a computer do something.

Sequence: The step-by-step order in which instructions should occur.

CONTACT US

If you have any questions that were not answered in this guide, feel free to contact us at info@codespark.org.