MISSION US
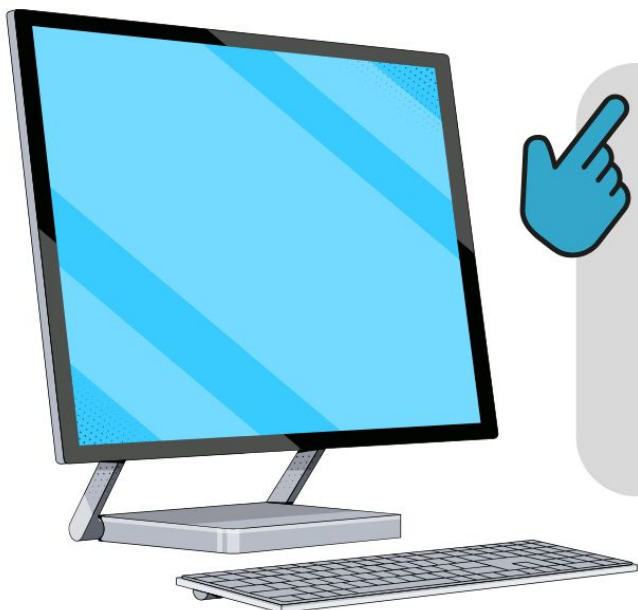
TEACHER DASHBOARD

- ✔ *Create classes & student accounts*
- ✔ *Help students access their account*
- ✔ *Track student progress using data*

PDF Guide Contents

Questions? Try our Help page or contact us:

HELP PAGE

mission-us.org/help

CONTACT US

missionus@thirteen.org
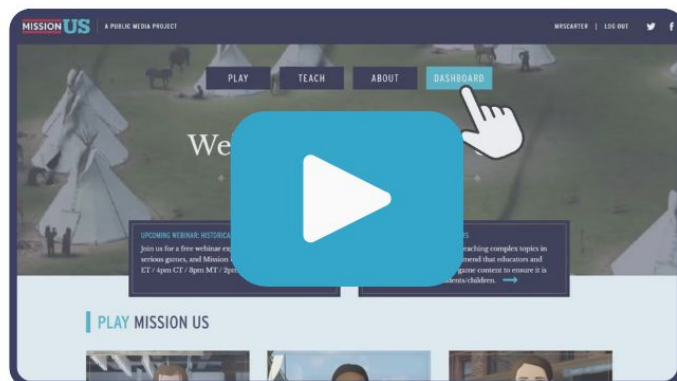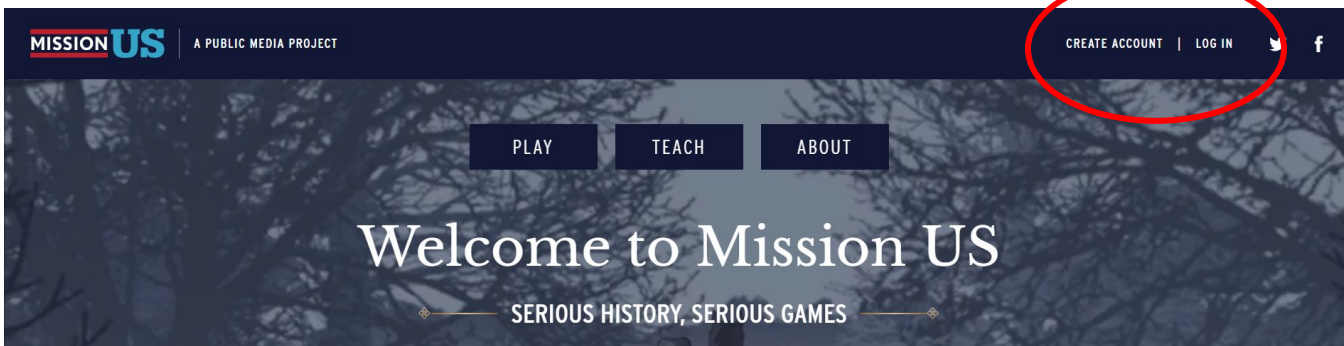
New users click "Create Account"

Returning users click "Log In"

New Users: Select "Teacher" and fill in the registration form.

Note: Your last name and first initial will be used in the creation of student accounts through the Teacher Dashboard.
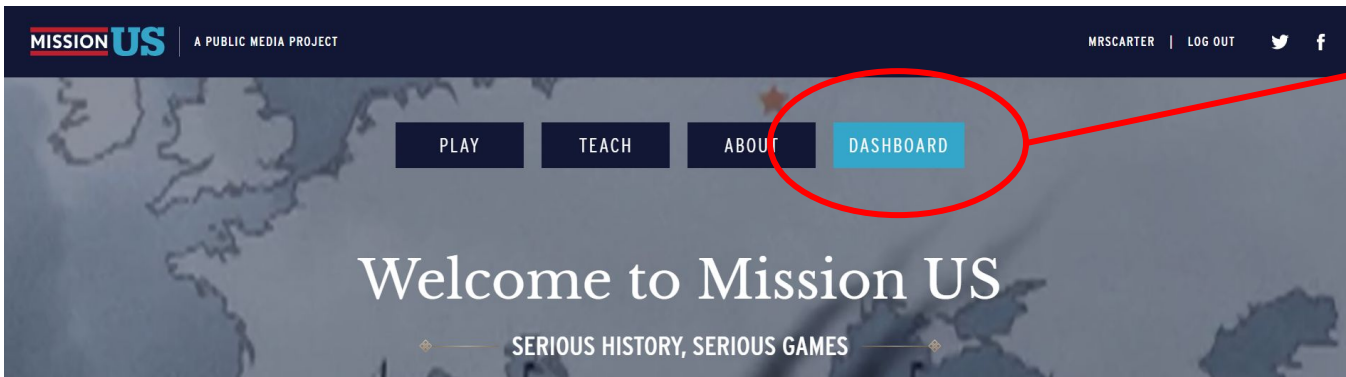

Returning Users: After logging in, you will be prompted to update your account information including your last name, first name and email.
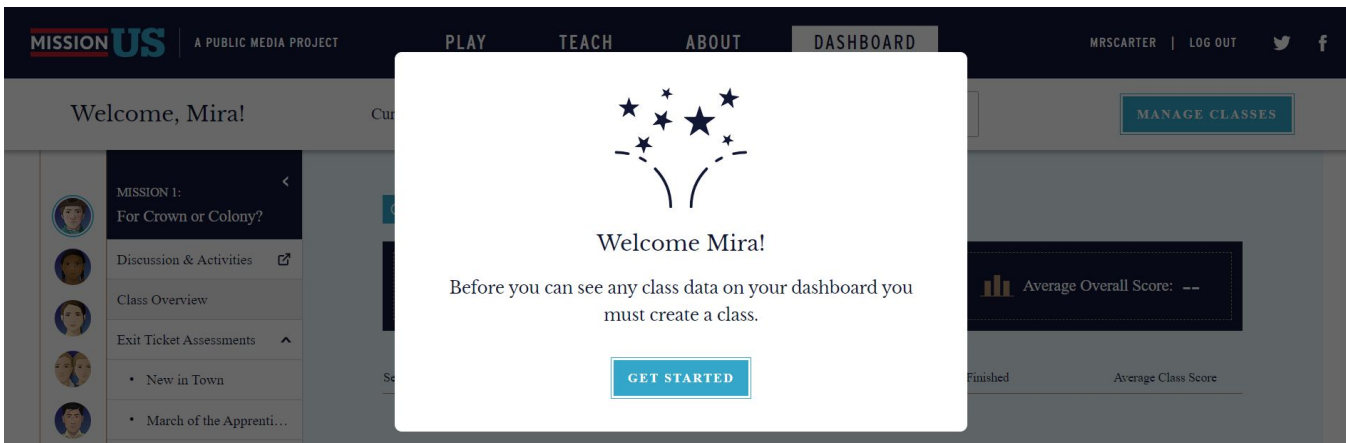
You may also be prompted to update your password.

Note: Your last name and first initial will be used in the creation of student accounts through the Teacher Dashboard.

2

Click the "Dashboard" button at the top of the page.

Create your first class to get started.

1. Create a class by giving your class a name. Click "Next."

2. Input how many student accounts you will need for your class. You can add and remove students from the class as needed on the Dashboard.

Create a password that all students will use to sign in to their accounts. Click "Next."

3. Provide each student with a username from the list generated, and the password you created for the class.

Student usernames are auto generated using the teacher last name, first initial, and a three digit number.

Note: See page 4 for how to change individual student usernames and passwords.

3

Students click "Log In."

Then, students will enter the username generated by the Dashboard and the class password to log in.

Students will be prompted to provide their **first name** and **last initial**. There are two spaces available for last initial. Both can be edited on the Dashboard.
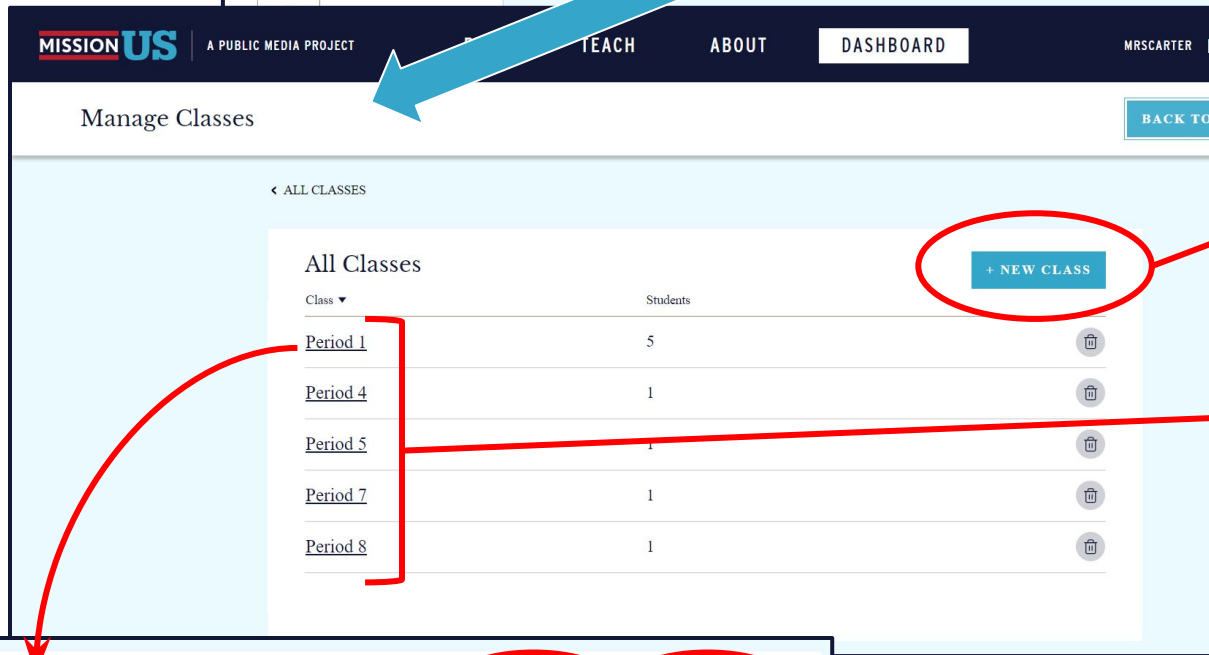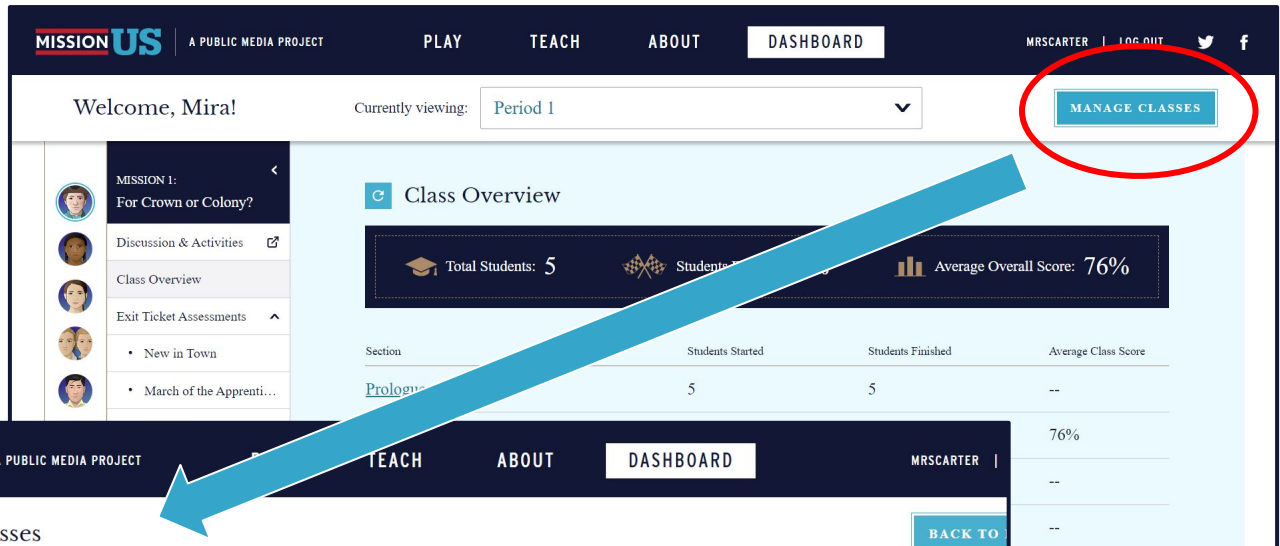
By clicking on the **username** in the top right corner of the page, students can access their profile settings.
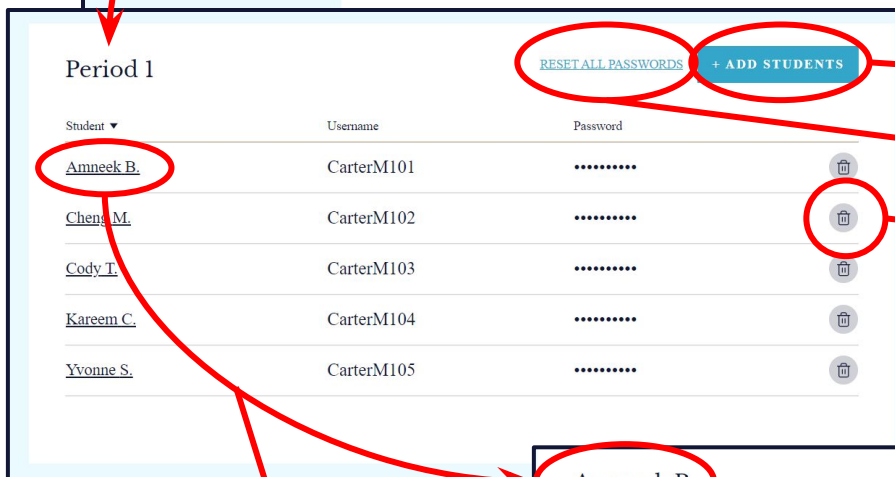
Here, students can change their username and update their password. Teachers can edit usernames and reset passwords from the Dashboard as well.

4

In "Manage Classes," teachers can add classes, edit student accounts, and help students get into their accounts.

Add new classes

Select a class to view details

Add students

Reset all passwords for the class

Delete student account

Student information can be edited by the teacher

When students first login, they will provide their first name and last initial. The Dashboard will automatically update with this information. Teachers can edit this information by clicking on the student name in the class list.

Help students access their account by changing their password

5

Click on the thumbnails to switch between missions.

Switch between classes using the dropdown menu.

View and manage existing classes, or create a new class. See page 5 for more features.

See progress details for each student by clicking on the part.

Click ▼ to sort the progress details data.

Use the left side navigation menu to see Exit Ticket Assessments for the class.

Click ▼ to sort the Exit Ticket Assessment data.

Clicking on the question or the average class performance will show student response details as well as a Teaching Tip.

Use the icons to switch which Mission you're viewing.