

CLASSES



Overview

Teachers and students collaborate together in a common workspace that resembles a traditional classroom. To enter a class to use Clapp's LMS functionality, simply select the target class. In each class, workflow is simple and intuitive -

1. Class Info
2. Announcements
3. Assignments
4. Students (for Student info)
5. Discussions

To get started, create a new class and provide basic information in the Class Info section. Invite the required teachers and students into the class, update them with announcements and start posting lesson material.

Teacher Invites – from the **Class Info** section

Student Invites – **Students** section

Quick Entry

Browse through all of your existing classes. This is a quick entry point for any class in which you are currently enrolled/involved with. You may enter classes by selecting them.

NOTE: Toggle through existing licenses in the drop-down menu on the top right corner of the screen.

Class Info

Select a class to enter Class Info, in its detailed view. Class Info is the home of every class. Here, you may

1. Invite Teachers to the class
2. View Class Details
3. View Class Material (in a directory-tree structure).

TIP: There are tools to organize the resources in the Class Materials section. This can be used to quickly locate and view materials based on flags

Invite Teachers:

The primary teacher of the class is its creator. Other faculty members may be added to this class by entering their email address to send them the CLASS CODE. He or she may join the class with the CLASS CODE sent to the e-mail address.

Class Details:

On creation of the class, provide essential details.

- Class Name
- Description
- Completion Date
- CLASS CODE

At any point during the duration of the class, teachers can edit these details.

NOTE: Create a unique CLASS CODE for each class; students must join the class using this CLASS CODE. Teachers can set the duration of the class and reset or disable the class code as per requirements. View the **Students** section to invite students using this code.

Class Materials:

This space is designed to accommodate a directory tree organization of content in the class. It indexes all the class materials into different chapters. For a detailed view of each chapter and its material, select it.

TIP: Typical materials for a class may include a course handout (pdf), chapter-wise division of content (with lessons, links, documents), introductory videos etc.

Import Material:

Import material from other classes on your device to this class. Select the target class from the drop-down menu and click on 'Add' to browse its content.

Add Content:

The directory-tree organization of this material is maintained here. Either publish content (links, lessons, PDFs) directly in the class, or create new Chapters and publish chapter-specific content within it. Any material that is relevant to the course may be posted here, for students' benefit.

TIP: You may have content in your class (shown in Class Materials) that has not been published yet. Remember to keep a tab on these materials.

(WIP) Work in Progress:

Content that has not been published in the class yet (lessons, links, PDFs) is classified under this category. Provides convenient access to this material so that you can complete and publish it. It's a toggle button and display's work in progress chapters/materials list while in the them color.

Long press on Chapter or materials will give options to publish/unpublish or delete class materials. Teacher will have options to move and rearrange the chapters/materials by holding the up/down arrow icon on the left side of the row and moving up or down as per requirements.

Announcements

All announcements for the current class can be found here. Sort existing announcements by category and create new announcements.

Assignments

Create assignments and publish them in the class. Keep a track of existing assignments for this class here, and view statistics about student submissions for them.

For any assignment, select its 'Submissions' section to browse through the corresponding student submissions. You can inspect, grade, and provide feedback here.

Create Assignment:

Provide basic details for the assignment in the designated text fields. Attach materials to supplement this assignment by selecting (insert icon). Do so by attaching relevant Clapp lessons, documents, images, audio files, video files, YouTube videos or links.

You may choose to duplicate this assignment in other classes by selecting the drop-down menu for the 'Duplicate in' field.

NOTE: For further details on assignments, view the **Assignments** section.

Student List

Keep a track of all the students enrolled in the class, and organize the list by their status in the class (Active, Invited, Requested). View their general performance statistics.

Invite new students into the class by entering their email address to send them the CLASS CODE; they must use it to join the class.

Discussions

Create and start a discussions thread on topics in the class to clear lingering doubts on subject matter. Keep a track of all existing discussions here. To participate in an existing discussion, select the target and enter your comment in the text field.

Start Discussion:

Start a discussion on a topic by providing the basic details in the text fields. Flag the discussion with 'Requires Teacher's Attention', if so required.

NOTE: 'Requires Teacher's Attention' is a flag that is set by students on certain discussion threads when they feel that teachers' involvement is necessary (for teacher's account only).

NOTE: For further details on discussions, view the **Discussions** section.