

[Customizing Your Dashboard for Active Students](#) - [Watch Video](#)



In this video, I walk you through how to customize your dashboard by toggling on and off various columns in the Active Students section. I prefer to display the first and last names, email, phone, and date of birth, as these are essential for entering information into my GED.com. I also mention that attendance data isn't necessary for my needs, but I do like to keep track of student progress. Feel free to adjust the columns to suit your preferences, and let me know if you have any questions!

How to Manage Student Enrollment and Passwords - [Watch Video](#)



In this video, I walk you through how to put students into a classroom and change their passwords. You can easily add all active students to a course at once or select them individually. I also explain how to send a password reset and update their demographics. Please make sure to follow these steps to manage your students effectively. Let me know if you have any questions!

[Navigating Student Assignments and Views](#) - [Watch Video](#)



[In this video, I walk you through how to access a student's information by clicking on their name in red, which will pull up all their documents and assignments. I also](#)

[demonstrate how to switch to the student view for a better understanding of their perspective. If you want to return to your view, just click the designated button. Please take a moment to familiarize yourself with these features, as they will enhance your ability to manage student assignments effectively. Let me know if you have any questions!](#)

How to Upload Documents for Your Student - [Watch Video](#)



In this video, I walk you through the process of uploading documents for your student, starting with accessing the active student profile. I demonstrate how to upload a transcript and delete any incorrect documents. Additionally, I touch on adding achievements and updating courses, as well as viewing attendance records. Please ensure you have the necessary settings in place for achievements. If you have any questions or need further assistance, feel free to reach out!

Bulk Texting and Emailing Students: A Step-by-Step Guide - [Watch Video](#)



Hey everyone! In this video, I'm showing you how to bulk text or email our students using our new system. I walk you through selecting students, crafting messages, and sending them out, including a quick note about my office hours: Tuesday from 8 to 8, Wednesday from 8 to 6, Thursday from 8 to 2, and Friday from 8 to 1. Please let me know if you have any questions or need assistance with the new system. I'll also create a video on how to set up templates soon!

Creating Effective Text and Email Templates for Communication - [Watch Video](#)



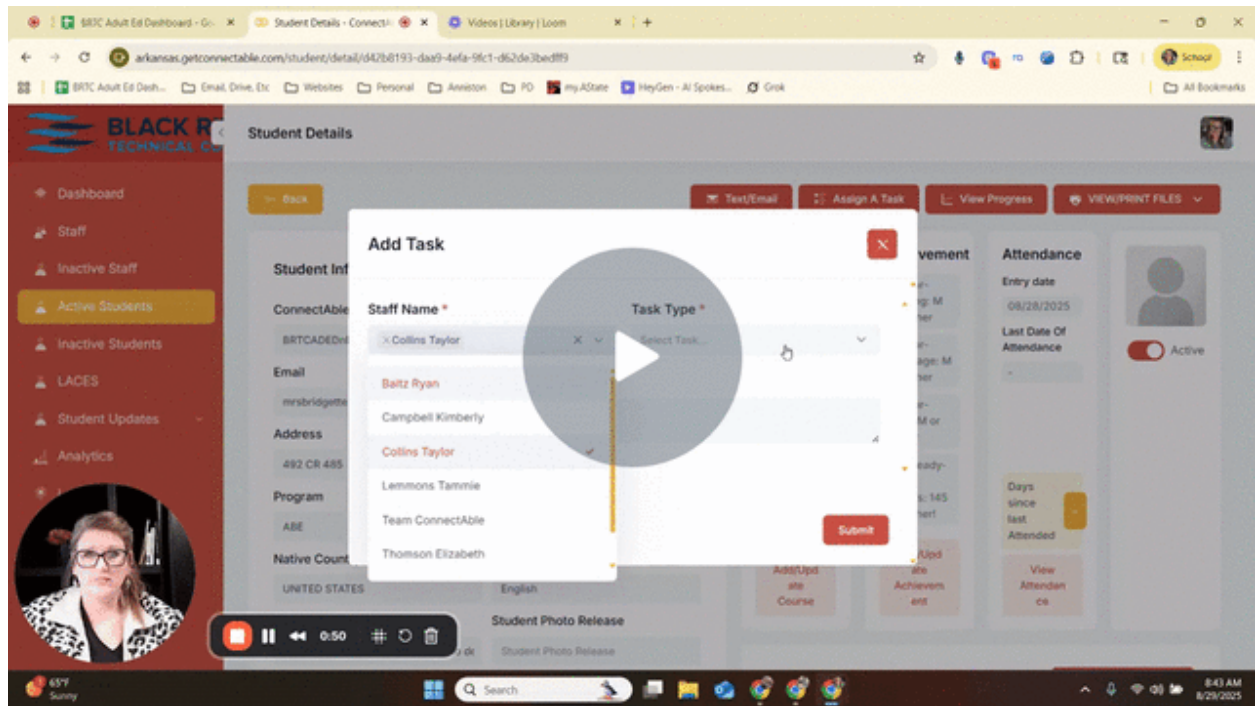
Hey everyone, in this video, I walk you through how to use our text and email templates effectively. I demonstrate how to create custom groups for students, like GED or ESL, and how to compose message templates for weekly check-ins. I also show you how to select recipients based on these groups and notification types. Please make sure to utilize these templates for your communications, especially for distance learning submissions. Let's keep our students engaged and informed!

[Filtering Messages for Active Students - Watch Video](#)



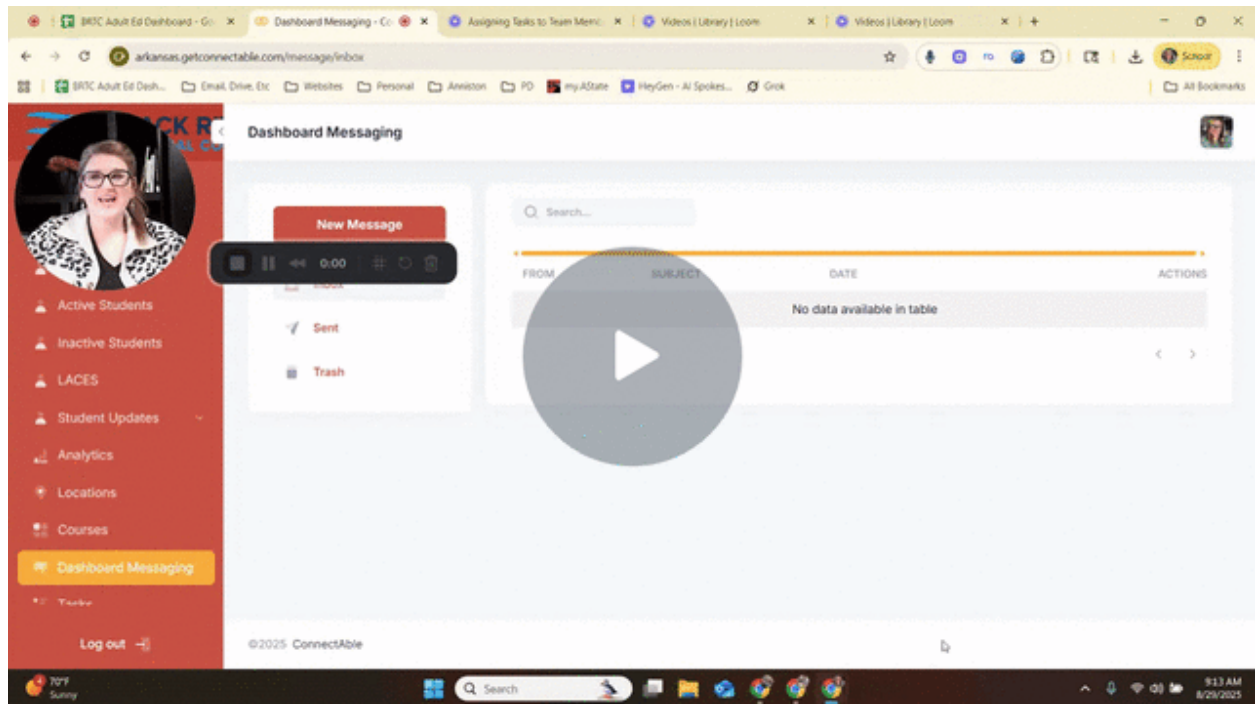
In this video, I walk you through how to filter messages from the Active Students tab, specifically targeting our 16 and 17-year-olds. I demonstrate selecting filters based on entry day and course to pull up the relevant students. Once I have the list, I explain how to text or email them, emphasizing that these age groups respond better to text. I request that all 16 and 17-year-olds attend an important session related to a business opportunity. Please make sure to reach out to them using the methods I outlined.

Assigning Tasks to Team Members for Student Management 📖 - [Watch Video](#)



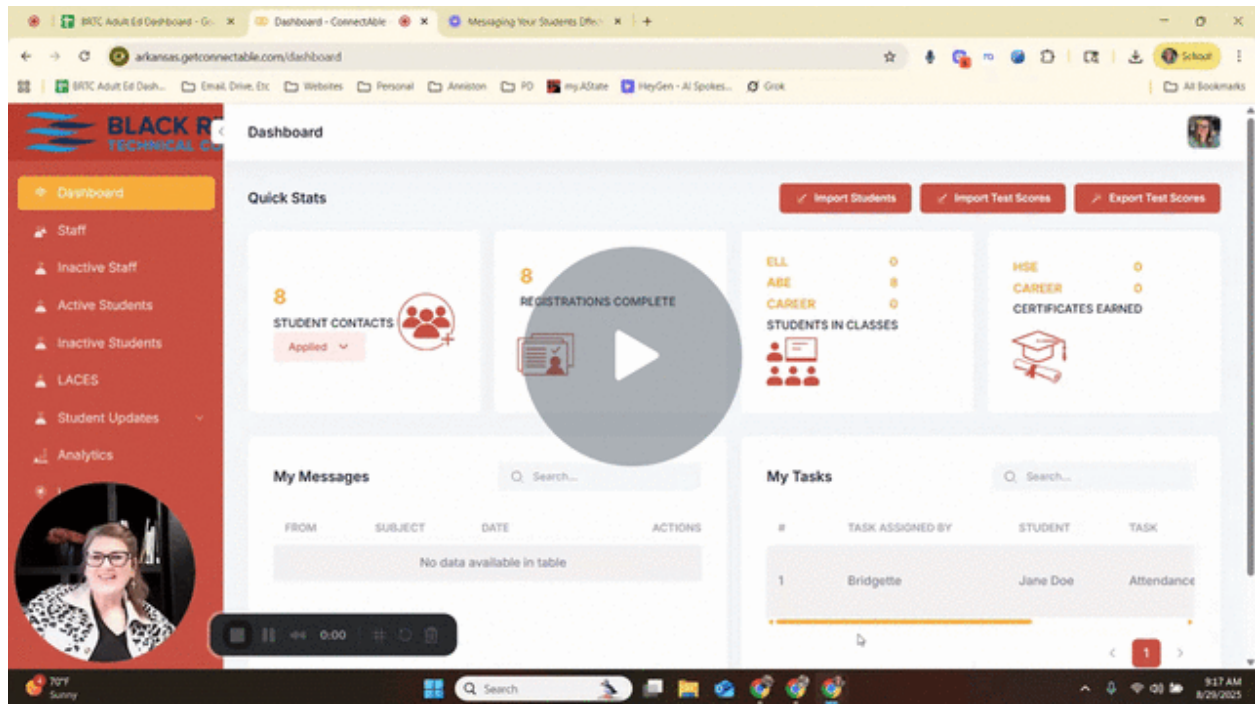
In this video, I'm going to show you how to assign tasks to a team member to help manage students effectively. First, you'll go to your active students, select a student, and then assign a task by choosing the staff member and the type of task, such as testing. For example, I assigned a GED RLA test with a mobile voucher due on 8/29/25. You can track the tasks assigned to you and see which ones have been completed. Please make sure to follow these steps to keep our workflow organized.

[Messaging Your Students Effectively in the Dashboard - Watch Video](#)



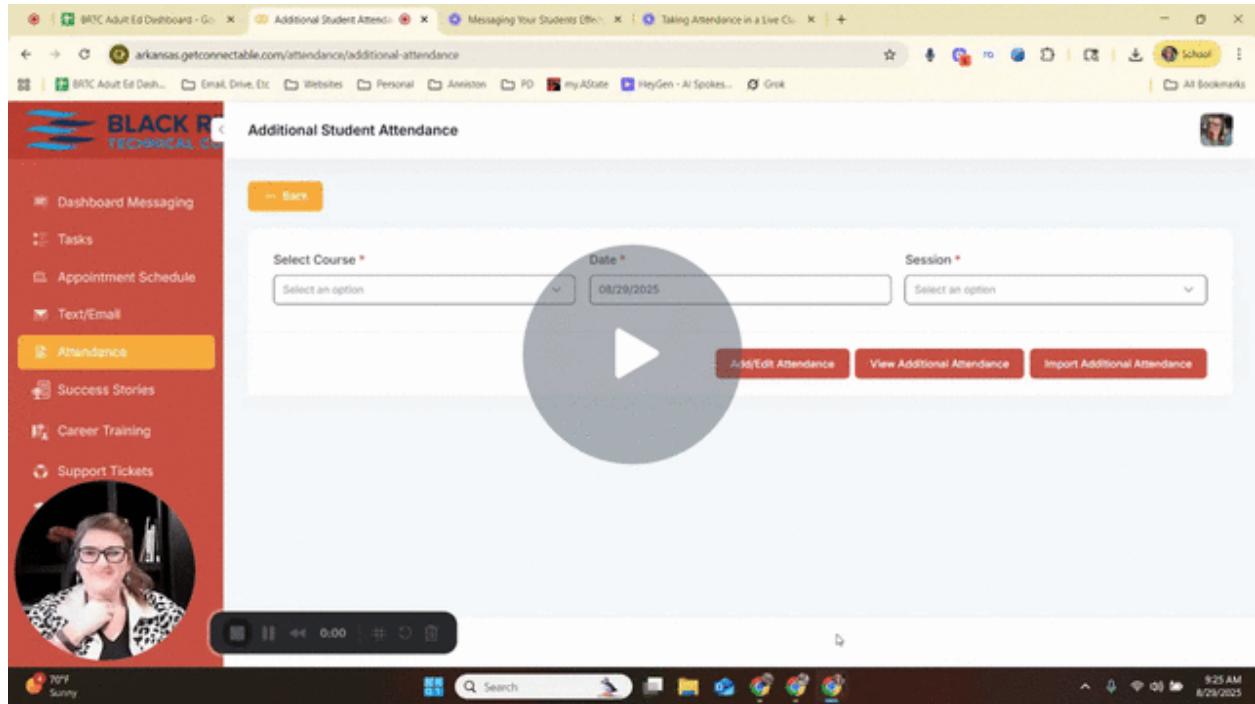
In this video, I'm going to show you how to message your students directly through the dashboard. This feature is particularly useful for those students who may not have reliable internet access or might be dealing with a suspended phone line. Whenever they log into their dashboard or Connectable account, they will have the ability to receive these messages. I encourage you to utilize this tool to ensure effective communication with your students. Please take a moment to familiarize yourself with this messaging feature.

Taking Attendance in a Live Class - Watch Video



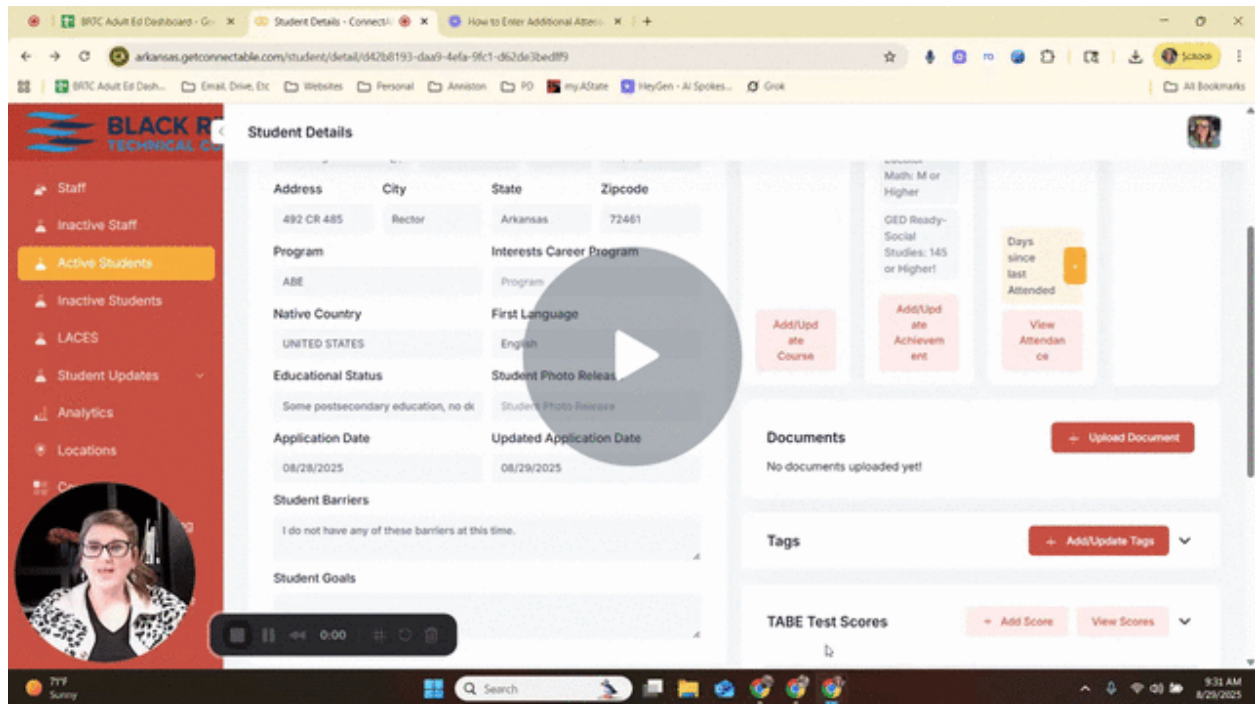
In this video, I walk you through the process of taking attendance during a live class. I demonstrate how to select your course and session, start attendance, and manage students arriving and leaving. It's important to ensure that all students check out properly, as you'll receive a warning if they don't. I also show you how to update attendance for past sessions, including entering arrival and departure times. Please make sure to follow these steps carefully to maintain accurate records.

[How to Enter Additional Attendance in Your Course Management System - Watch Video](#)



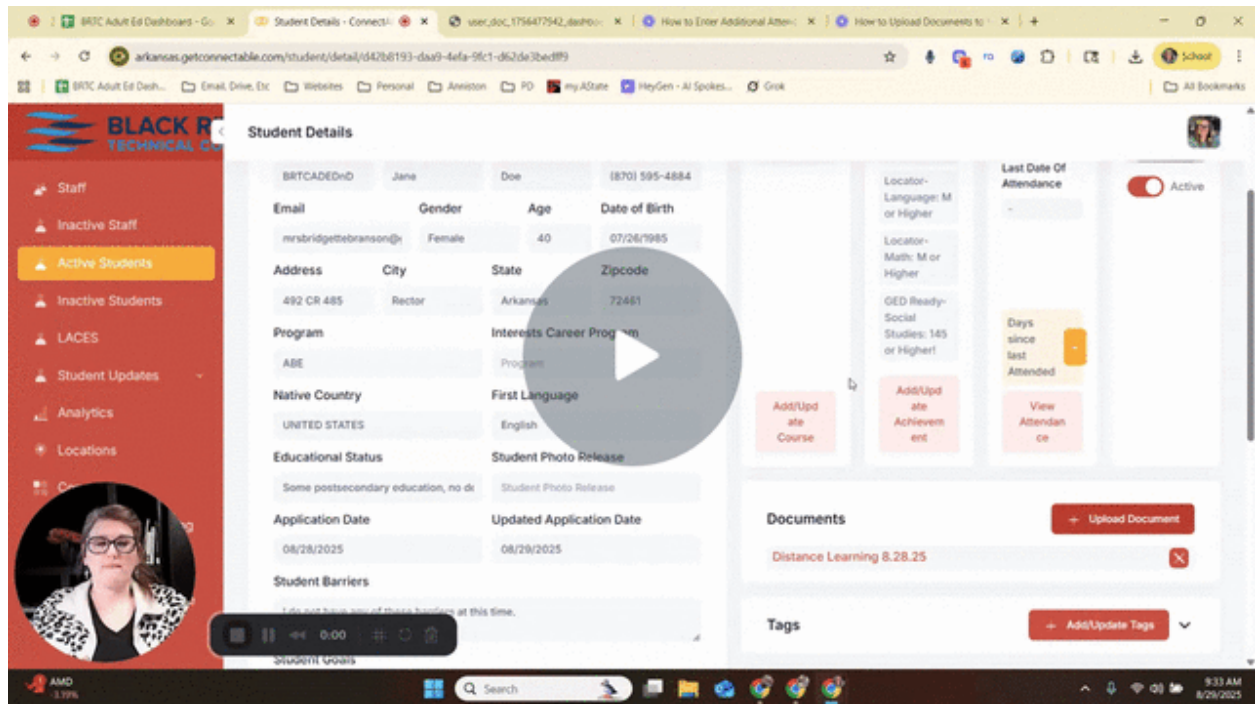
[In this video, I'm going to walk you through how to enter additional attendance, whether it's for distance learning or other purposes. First, click on your attendance tab, then select Additional Attendance, choose your course, date, and session. I demonstrate how to input the hours attended and save the information. Additionally, I show you how to import attendance using a sample CSV file, which you can fill out and attach as needed. Please make sure to follow these steps to ensure accurate attendance records.](#)

[**How to Upload Documents to Your Student File - Watch Video**](#)



In this video, I'm showing you how to upload documents to your student file. You'll need to go to your student file, select your student, and then upload the necessary documents like diplomas, certificates, or attendance records. I specifically demonstrate uploading attendance as an example. This process helps keep everything organized in a virtual file that both I and the administration can access without the need for constant emailing. Please make sure to follow these steps for any documents you need to upload for your students.

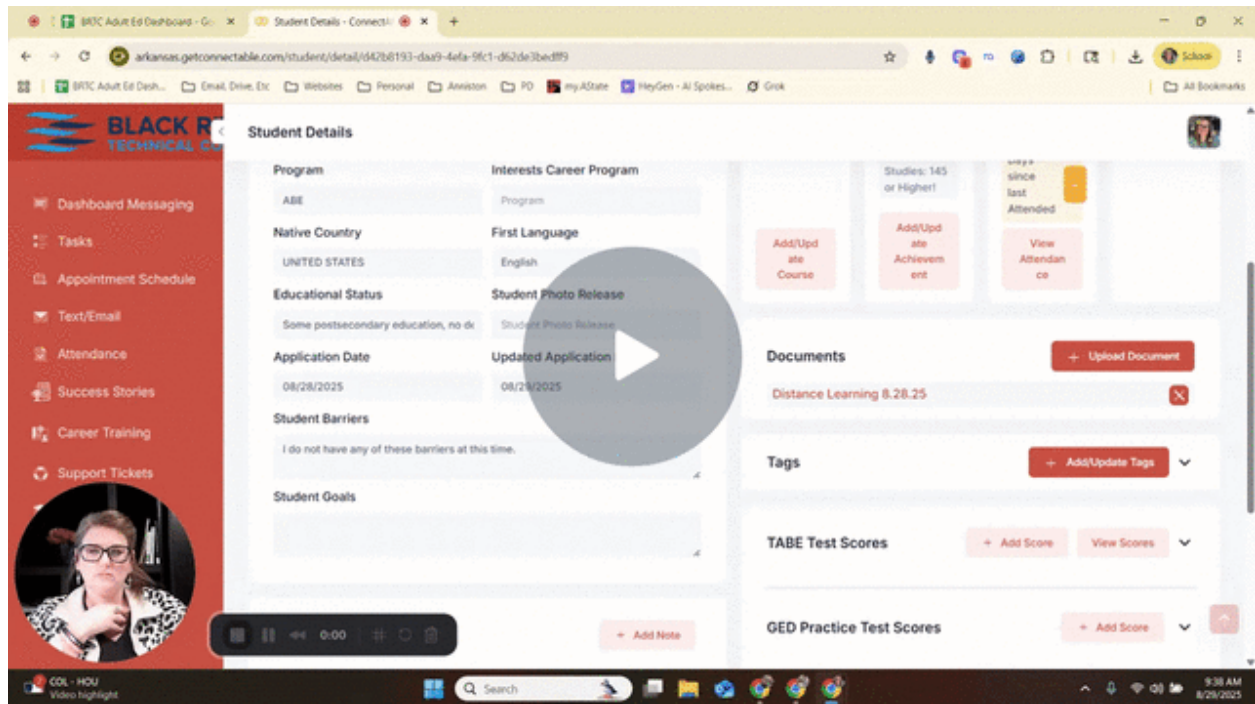
[Assigning Tasks and Document Sharing in Attendance Management - Watch Video](#)



In this video, I demonstrated how to upload a document and assign a task to my administrator in Pocahontas regarding attendance. I specifically noted that they need to review the attached documents for distance learning attendance for student A2825. I included a message in the task to ensure they see the uploaded document. The action requested from the viewers is to check the document and take necessary actions on their end. Thank you for your attention to this matter!

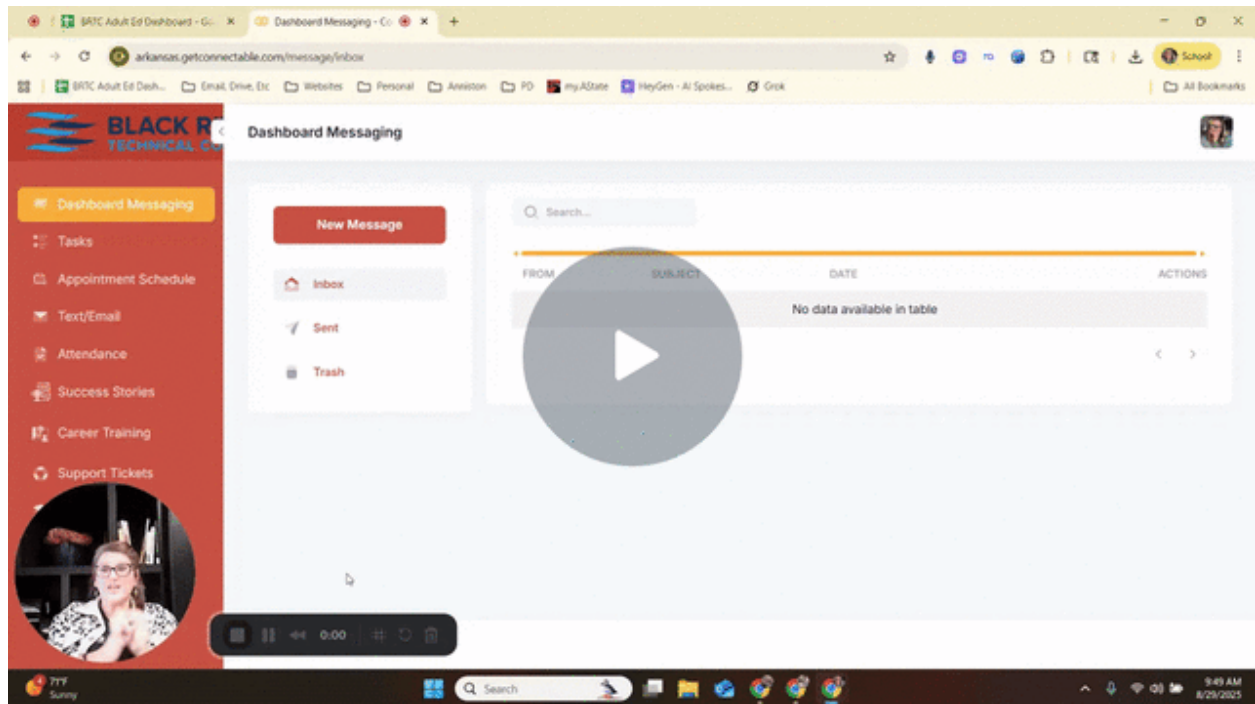
LONGER VIDEO ABOUT SETTING UP YOUR PROGRAM

[Setting Up Student Management Settings for Success - Watch Video](#)



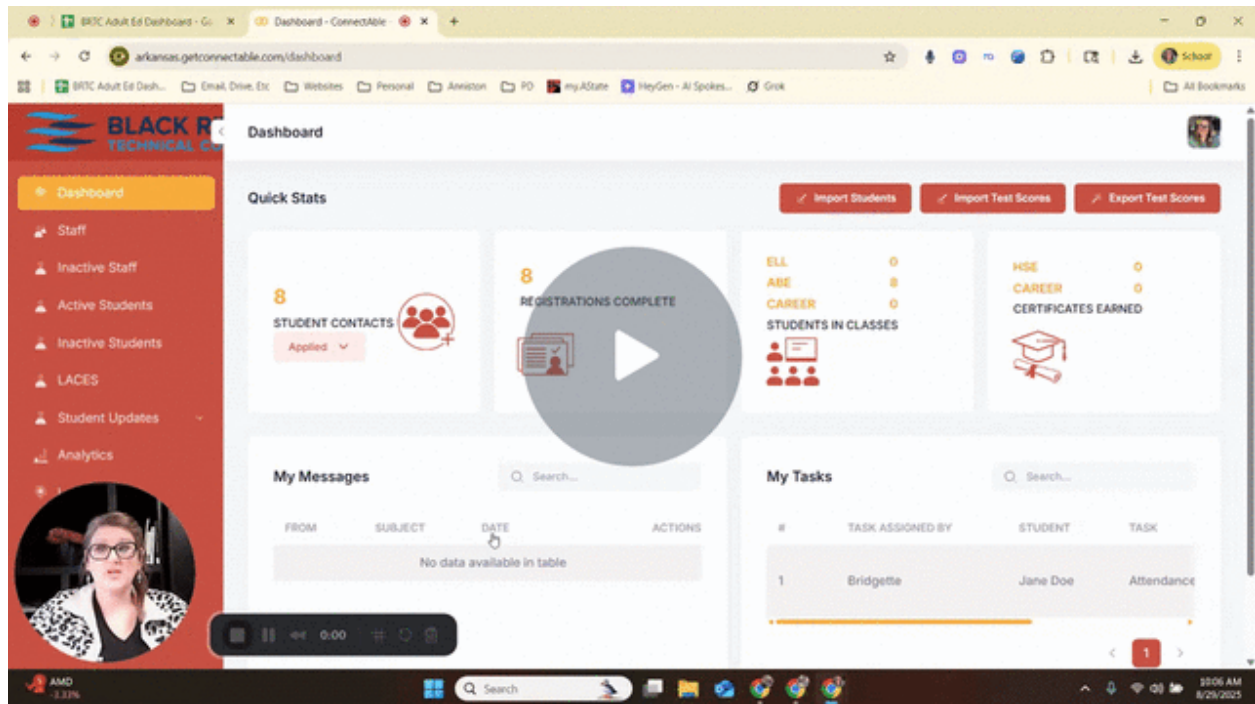
In this video, I walk you through setting up our school settings to effectively tag and track student achievements. We cover everything from program information and email notifications to attendance tracking and student tagging. I emphasize the importance of avoiding duplicate student accounts and how to manage attendance notifications for our 16-17 year olds. I also touch on achievements setup and role management for staff visibility. Please make sure to follow these steps and reach out if you have any questions as we navigate this together.

[Managing Student Achievements and Test Scores 📖 - Watch Video](#)



In this video, I walk you through how to manage student achievements, tags, and test scores using our dashboard. I demonstrate how to add achievements for a student, like Jane Doe, who is working 30+ hours a week and only needs 10 hours of attendance. I also show how to enter test scores, including locator and TABE tests, and how to upload relevant documents like employment verification. Please make sure to follow these steps for each student to keep their records updated and accessible. In the next video, I will cover entering test scores in more detail.

[Mass Importing Students and Test Scores Made Easy - Watch Video](#)



In this video, I walk you through the process of importing a bulk of students and their test scores using a CSV file. First, you'll need to download the sample CSV and fill it out with your student information. After saving the file, you can upload it to include all your students and their test scores. I also explain how to import student attendance, especially for distance learning, so make sure to follow the instructions carefully. Please take action by preparing your files and uploading them as demonstrated!

[How to Add and Import Courses Effectively - Watch Video](#)

BLACK RIVER TECHNICAL COLLEGE

Courses

Search course

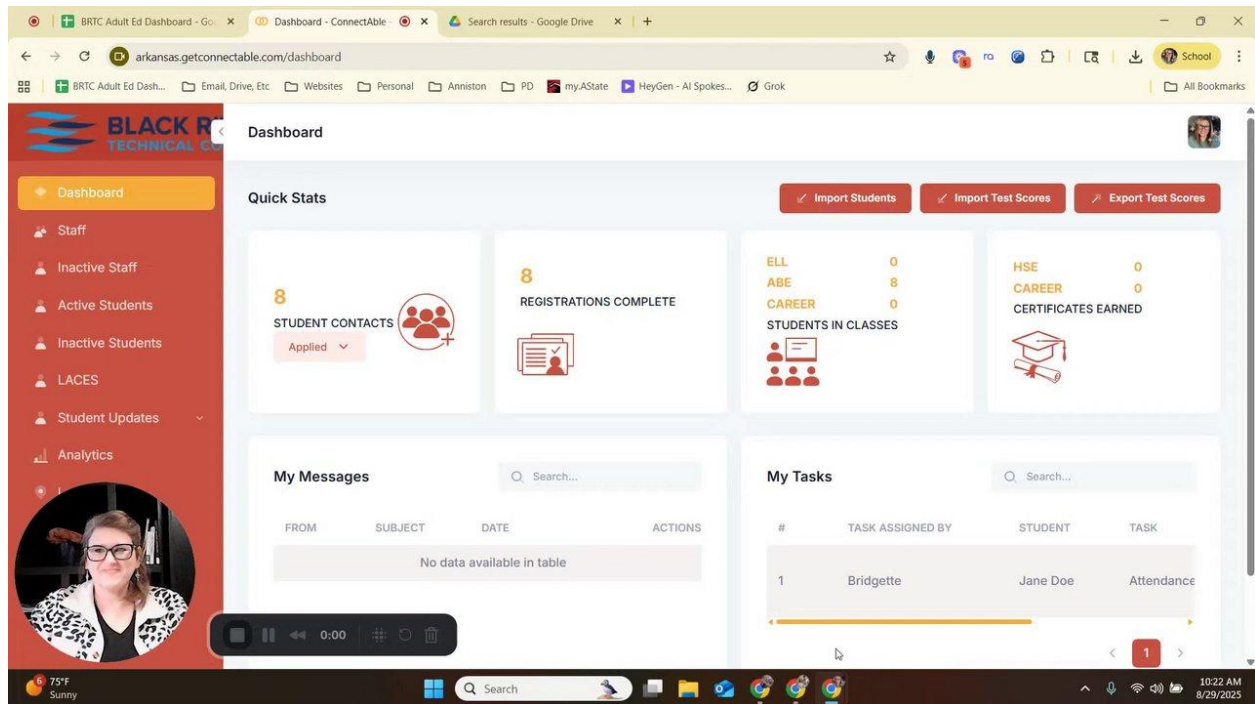
Filter Export Print Import Course Add Course

COURSE NUMBER	COURSE NAME	PROGRAM	STAFF	NUMBER OF STUDENTS	START DATE	END DATE	STATUS
☐ WAGE005	WAGE	CAREER		0	08/01/2025	08/01/2030	☐
☐ WAGE004	WAGE	CAREER		0	08/01/2025	08/01/2030	☐
☐ WAGE003	WAGE	CAREER		0	08/01/2025	08/01/2030	☐
☐ WAGE002	WAGE	CAREER		0	08/01/2025	08/01/2030	☐
☐ WAGE001	WAGE	CAREER		0	08/01/2025	08/01/2030	☐
☐ GED008	GED	ABE		0	08/01/2025	08/01/2030	☐
☐ GED007	GED	ABE		0	08/01/2025	08/01/2030	☐

1 inch of rain Tuesday 8:09 AM 8/29/2025

In this video, I'm going to walk you through the process of adding and importing courses. You'll need to gather essential information like the course number, name, staff, location, program, start and end dates, and any additional details before clicking submit. I also demonstrate how to download a sample CSV file for importing courses, using a specific example of a GED course. Please make sure to follow these steps carefully to ensure everything is set up correctly. Let me know if you have any questions!

[Troubleshooting Student Portal Issues and Features - Watch Video](#)



In this video, I address some frequently asked questions to help you troubleshoot without needing to refer to the manual. I walk you through processes like viewing or printing a student's file, assisting students who can't log in, and sending bulk messages. I also cover how to update student information and provide class resources. Please make sure to follow the steps I outlined, especially regarding how to manage student statuses and submit support tickets for technical issues. Your engagement in these processes is crucial for smooth operations.

--