1) Launch Hapara

Type in https://teacherdashboard.appspot.com/deuel.k12.sd.us into URL "omnibox"

OR go to Web store, search Hapara and install/ launch app.

2) Create shortcut

If you have not already done so, click on the three lines in upper right hand corner, select bookmarks, show bookmarks bar.

When the URL desired is in the omnibox, select all and drag it into the bar below.

In the future, you will be able to get into the Teacher Dashboard through this link as long as you are in Chrome and logged into Chrome with your Deuel ID.

3) Find your Classes

Select Classes you teach
Can add "Fall" now and wait for "Spring"
Select all your classes listed on the page and click "Add to classes"

4) Select "Switch to Subject View" or Click on Class to View

5) Options

- Dashboard: See Student Docs that have been placed in shared folder. These may be docs you have shared with them or docs that they have shared with you.
  - By name, can click on folder
  - Email icon is to email student from your Deuel account
- Posts: For using Blogger
- Picasa: For images they save in Picasa
- Calendar: This is the same as viewing your calendar in the calendar app, click on icon at bottom of calendar to edit (will take you to calendar app)
- If you have multiple calendars, you may want to go to "Show only Calendar…" while in calendar app

6) Gmail

- See all of the DeuelGmails the students have in their Inbox, Sent or Trash
- Unread emails are bolded
- Hover over
- Audit-- for admin use, emails sent to both audit account and you

7) Sharing

- Unshared docs
- Public docs stored in drive
- External: Stored on device

- All Docs: Where to find if they "lose" something

8) Remote Control
- Browser Tabs Open
- Current Screen
- Hover over
- Can take screenshot of screen

9) Smart Copy feature
- Select Doc
- Copy -- Like handing out a separate copy for each student
- Share read-only -- this would be a copy of assignment you want students to see NOT change
- Share read- comment on -- this would be a copy students can comment on-- maybe good for bell ringers
- Share read-write -- changes visible to all student (like sharing a regular doc in student docs)

- Select Title: How to personalize Docs %F or %L
- Select Students: Who do you want to share it with?

- Existing student Docs:
  - Keep student doc in place if you already have a doc by that name
  - Delete student doc if they already have a doc by that name

- Click "Start Copy" and a pop up will come in
- Sometimes this takes some time, be patient.

10) OTHER NOTES:
After you share a document with the students, you can 'unshare' through the original document's share tab (if you have given edit permissions)

In the upper right hand corner, you can change to see up to 25 of the most recently edited documents in the student account

You can also send a message to all students or have all students open a new tab in the upper right hand corner of the "Remote Control" option. If a student's computer is not appearing here, it is because they are currently not connected to the internet and are probably working in an "offline" mode.