In The Footsteps of History Dashboard

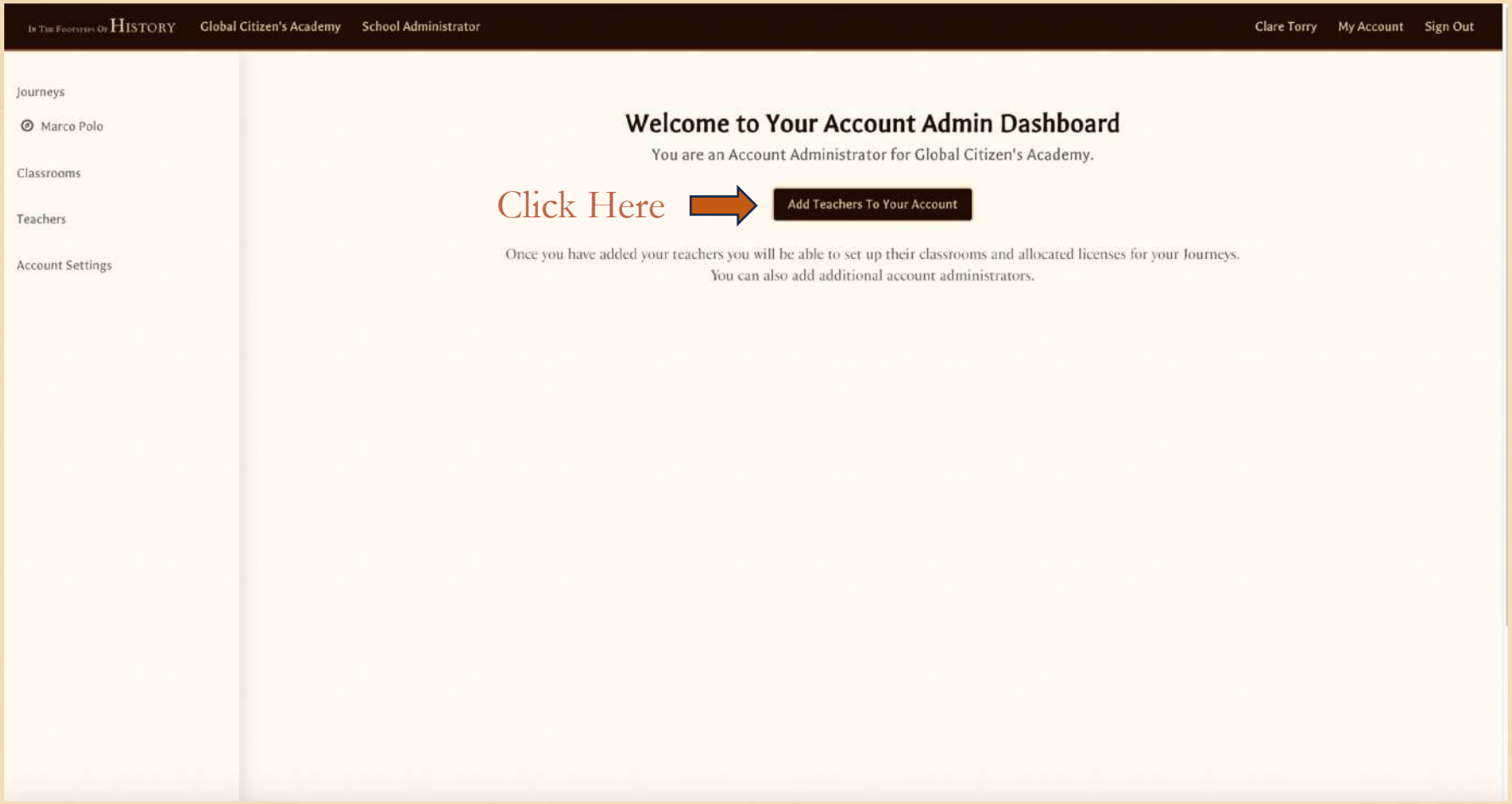
Our program is browser-based and will run on Chromebooks, PCs, Macs and Tablets. No Downloads required.

Dashboard Set Up

SCHOOL ADMINISTRATOR SET UP INSTRUCTIONS :

If you do not have a school administrator you will set everything up under Teacher Account

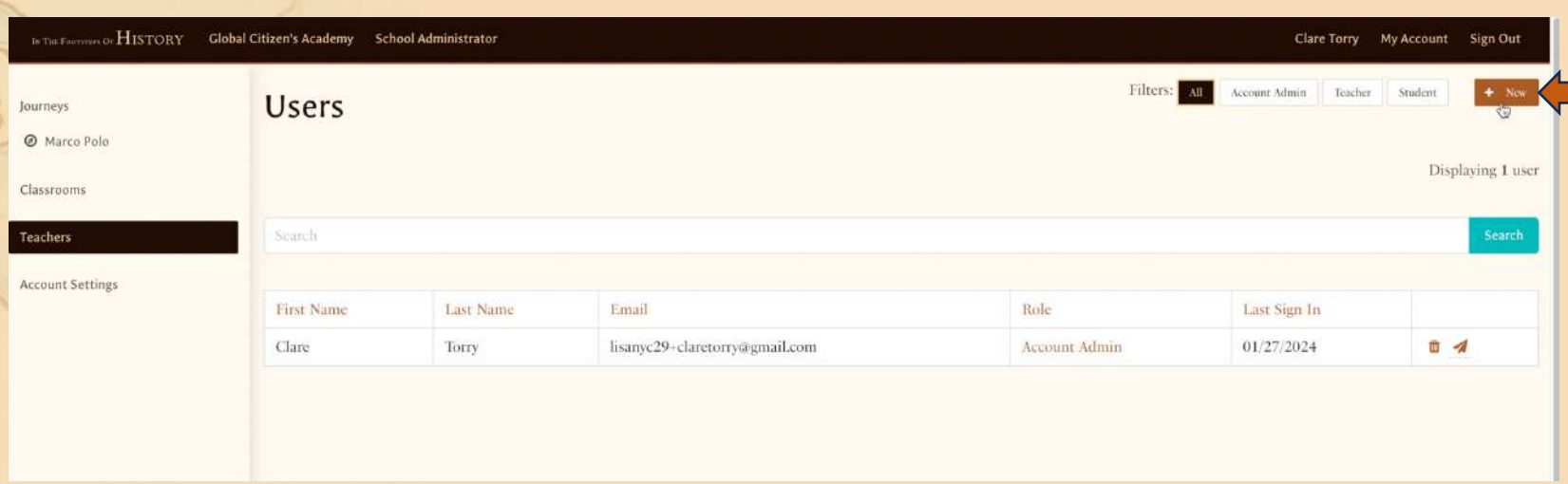
STEP 1: Add TEACHERS to the Account. You can have an unlimited numbers of Teachers and Classes.

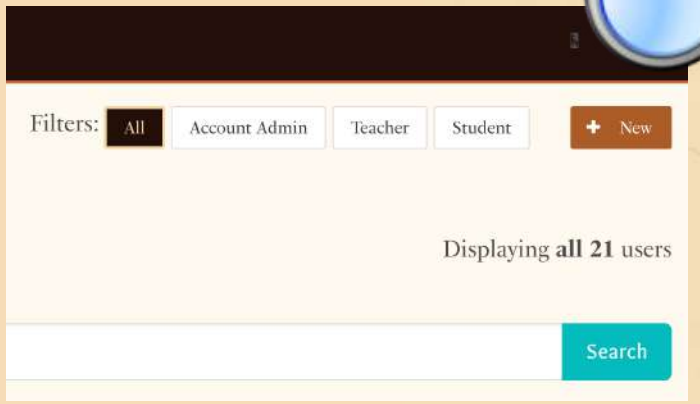


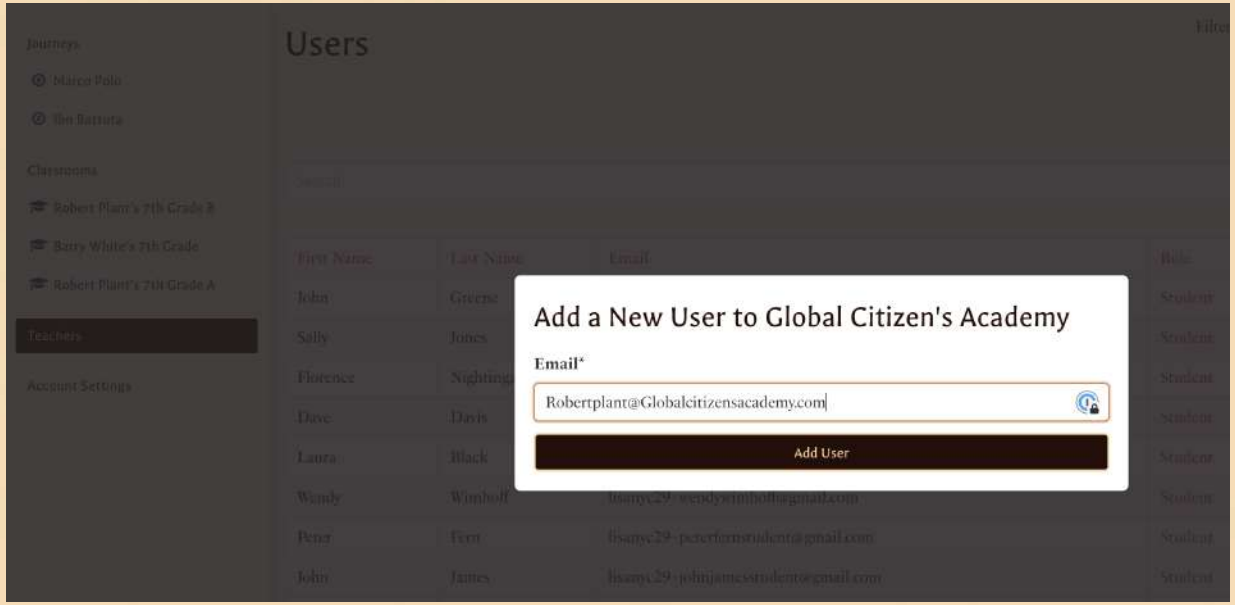
Teacher Account Set Up

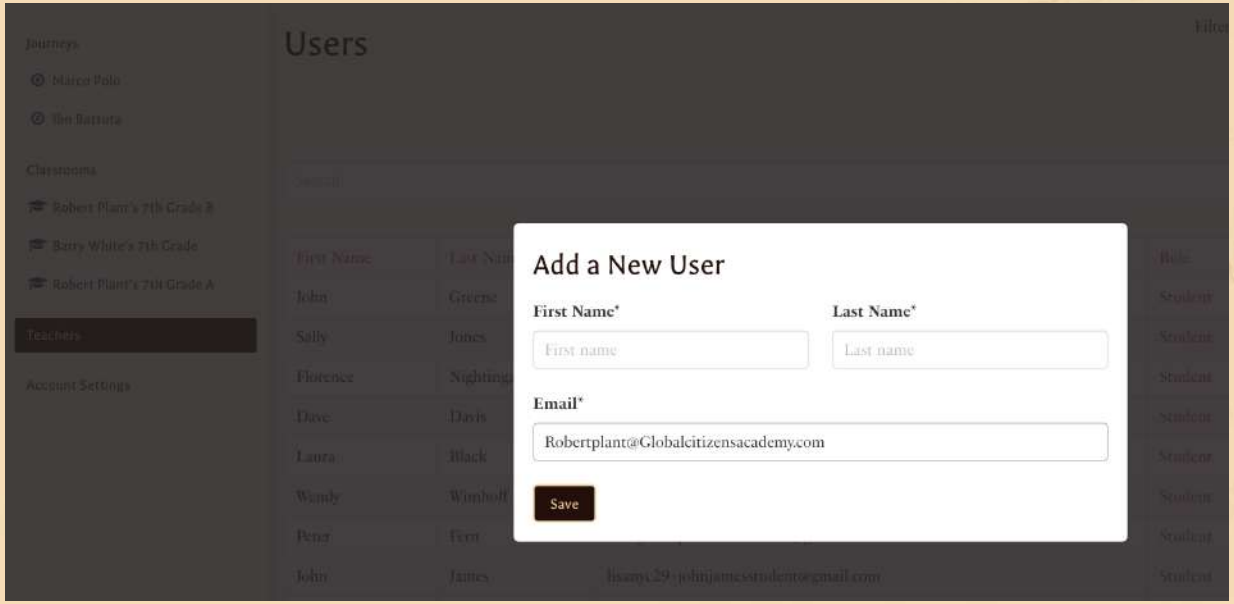
IN THE FOOTSTEPS OF HISTORY

STEP 2: Click NEW



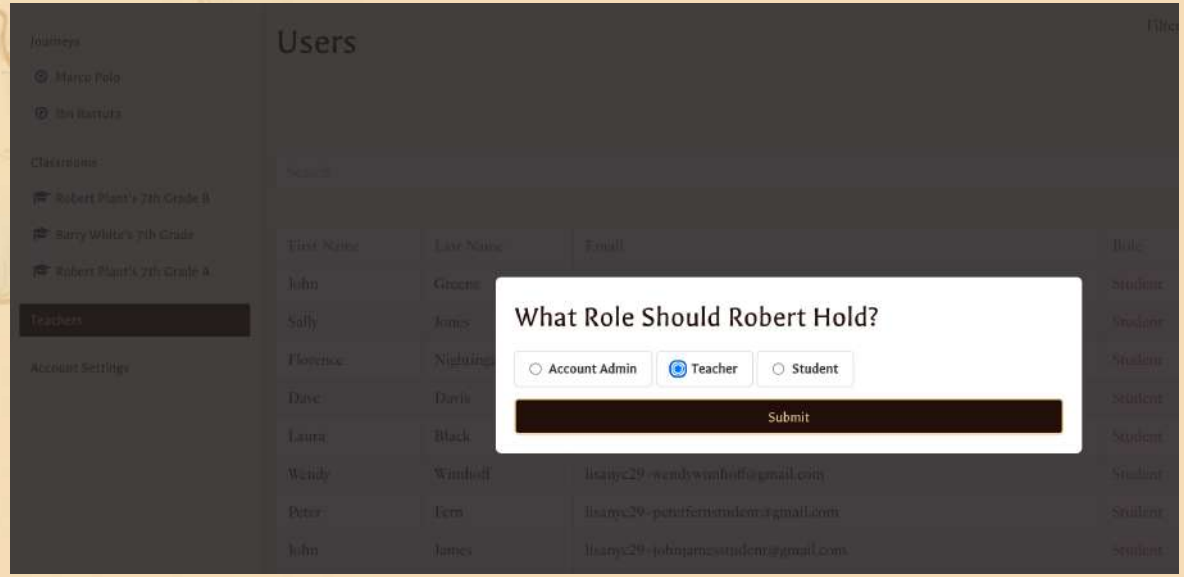




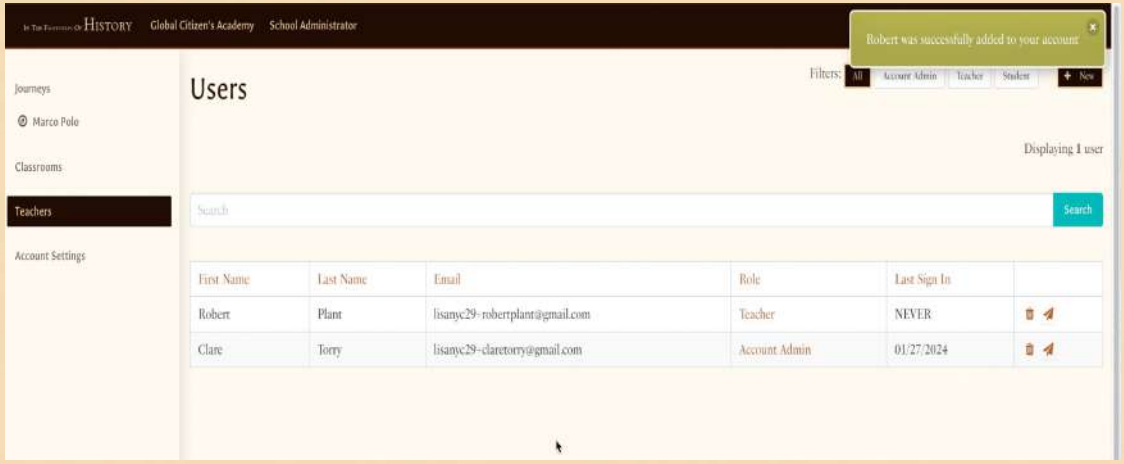


Teacher Account Set Up

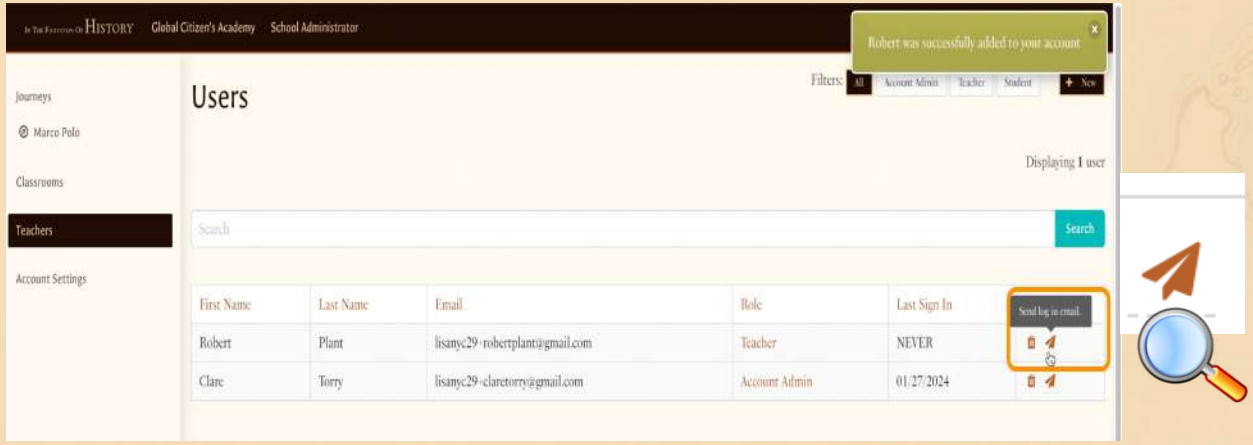
STEP 3: Choose ROLE : TEACHER. Click SUBMIT



STEP 6: Teacher account created

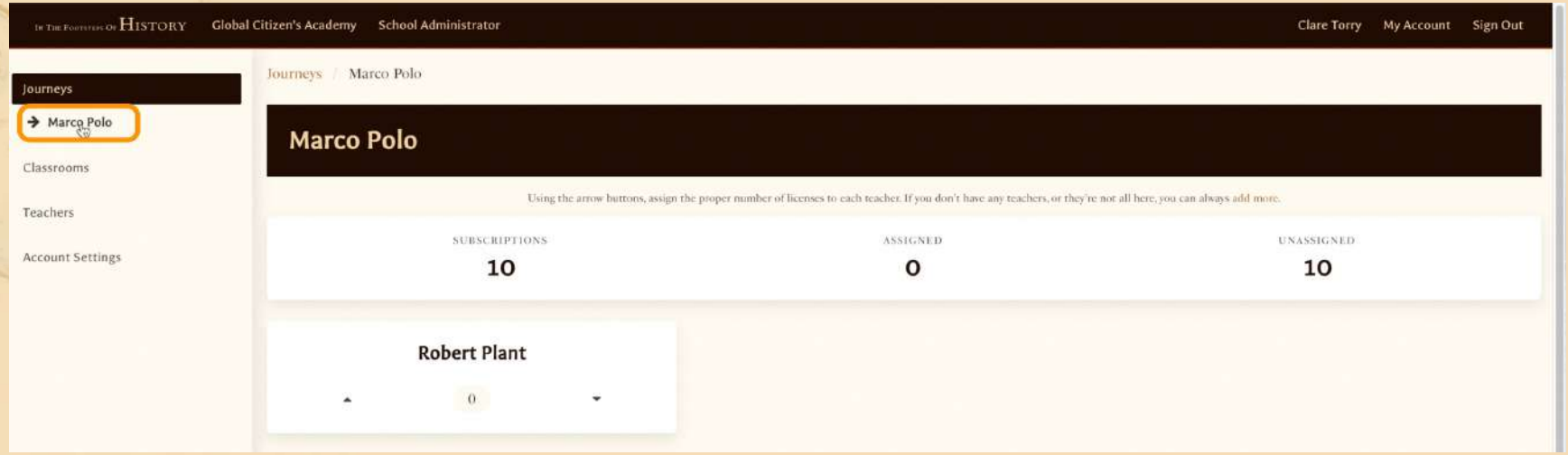


STEP 7: Click ARROW icon to invite Teacher(s)



Assign Licenses to Teachers

STEP 8: Click on the Journey name to reveal Licenses



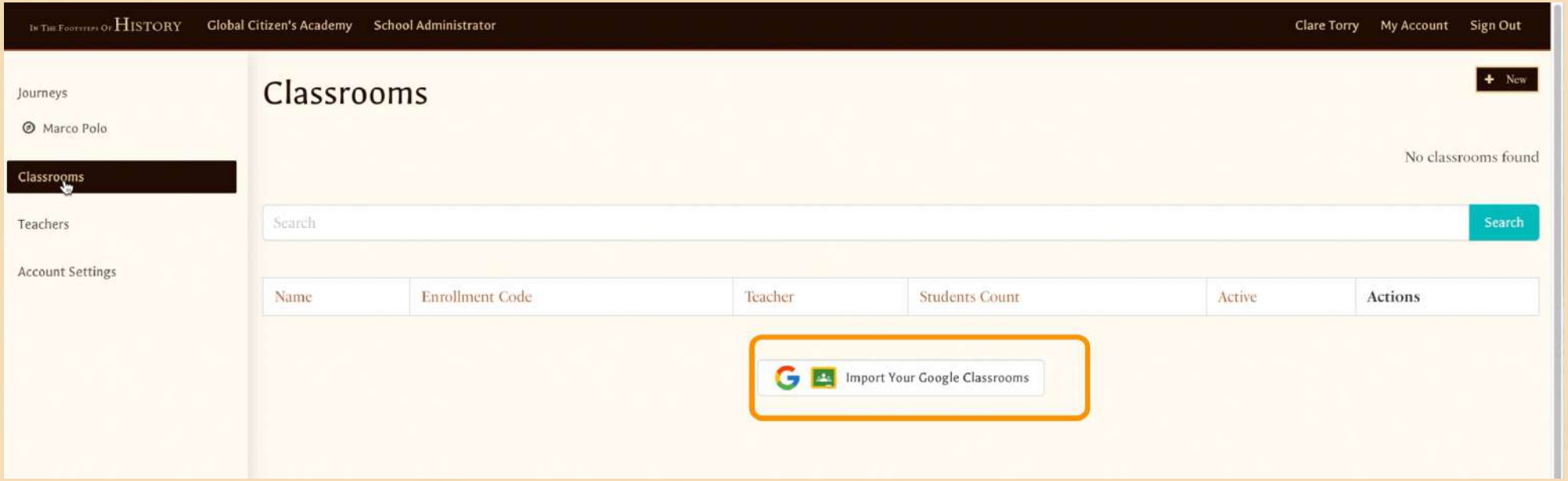
STEP 9: Assign licenses to Teacher(s) Click on the UP arrow to assign all licenses.

Set Up Classes

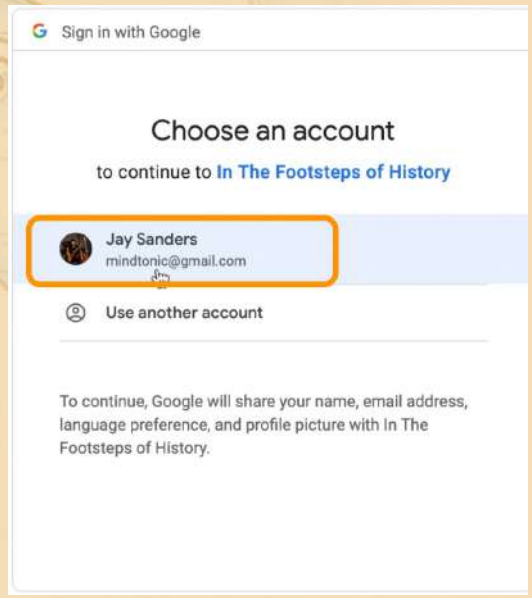
There are 3 ways to add classes and students
(i) Google Classroom Integration
(ii) Manual Classes Set Up
(iii) Import a CSV file

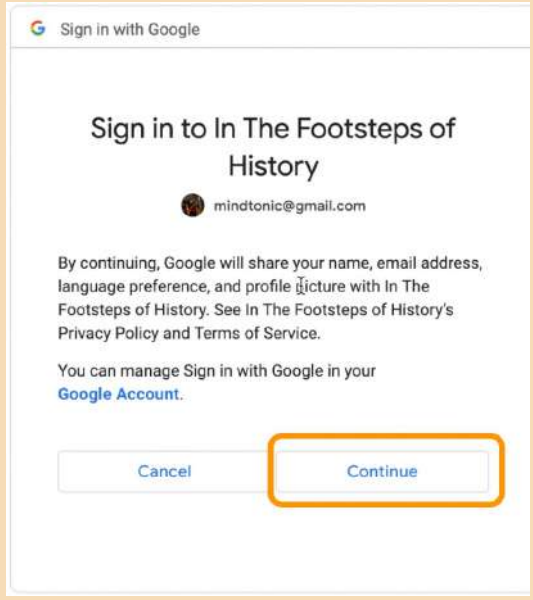
CLICK **: Classrooms** (on LHS menu) under Journeys

STEP 8: (i) Google Classroom Integration
Click Import Your Google Classrooms
You can skip this step if not applicable

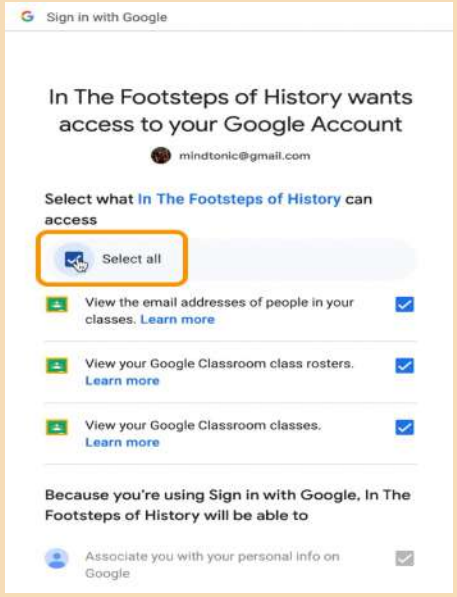


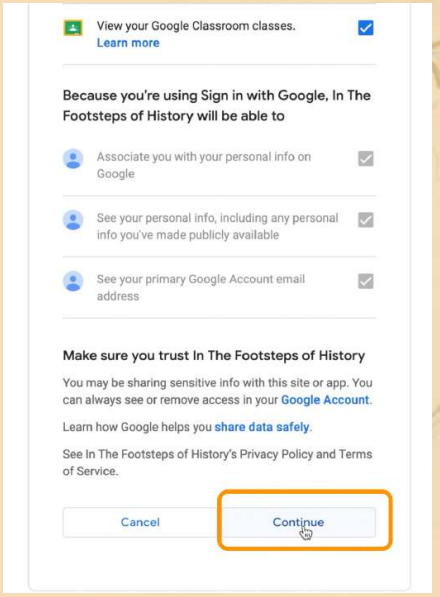
Google Classroom Integration





IMPORTANT : SELECT ALL!

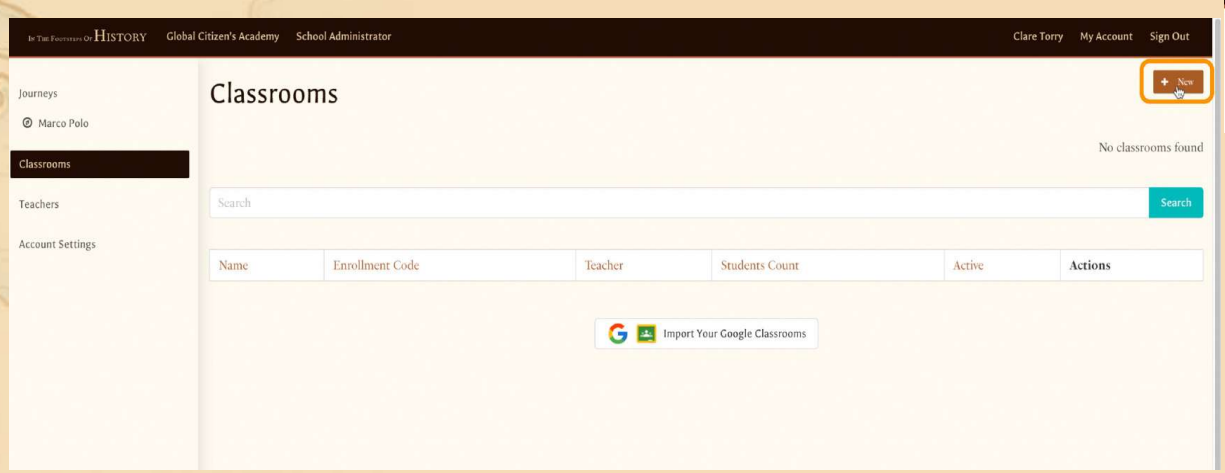


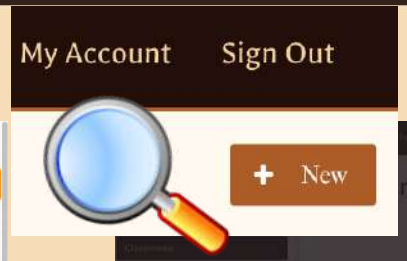


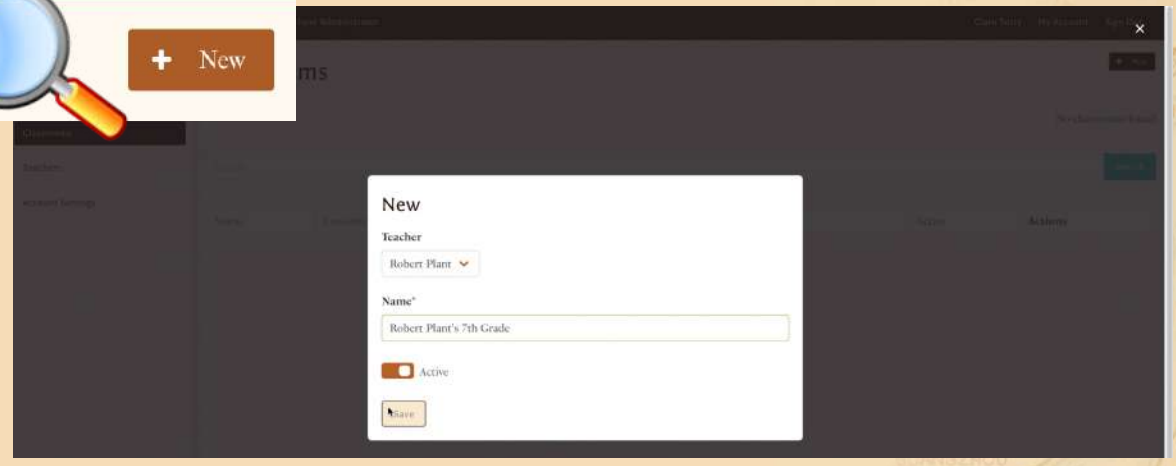
Manual Classroom Set Up

IN THE FOOTSTEPS OF HISTORY

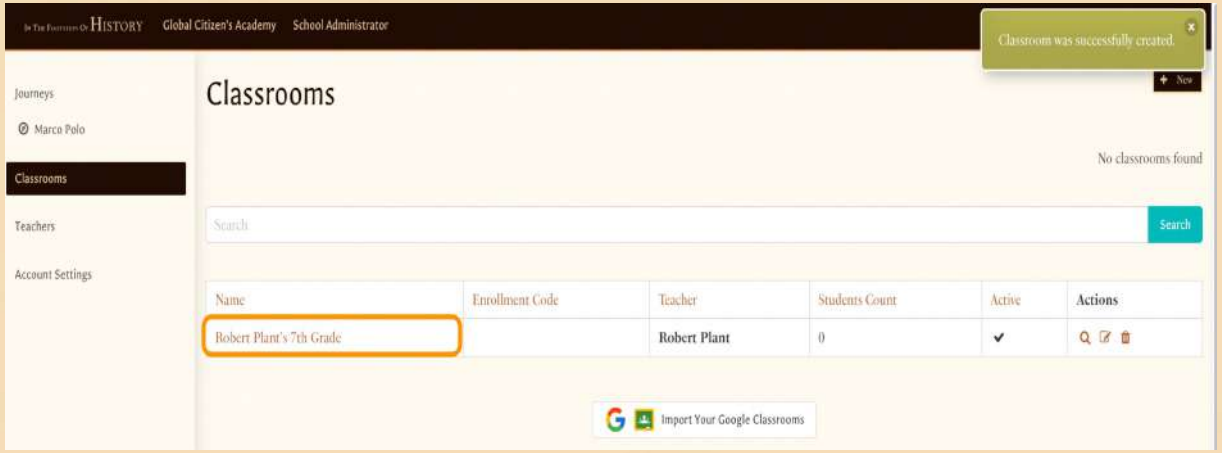
On Classrooms Tab Click NEW







Click Class Name to add students

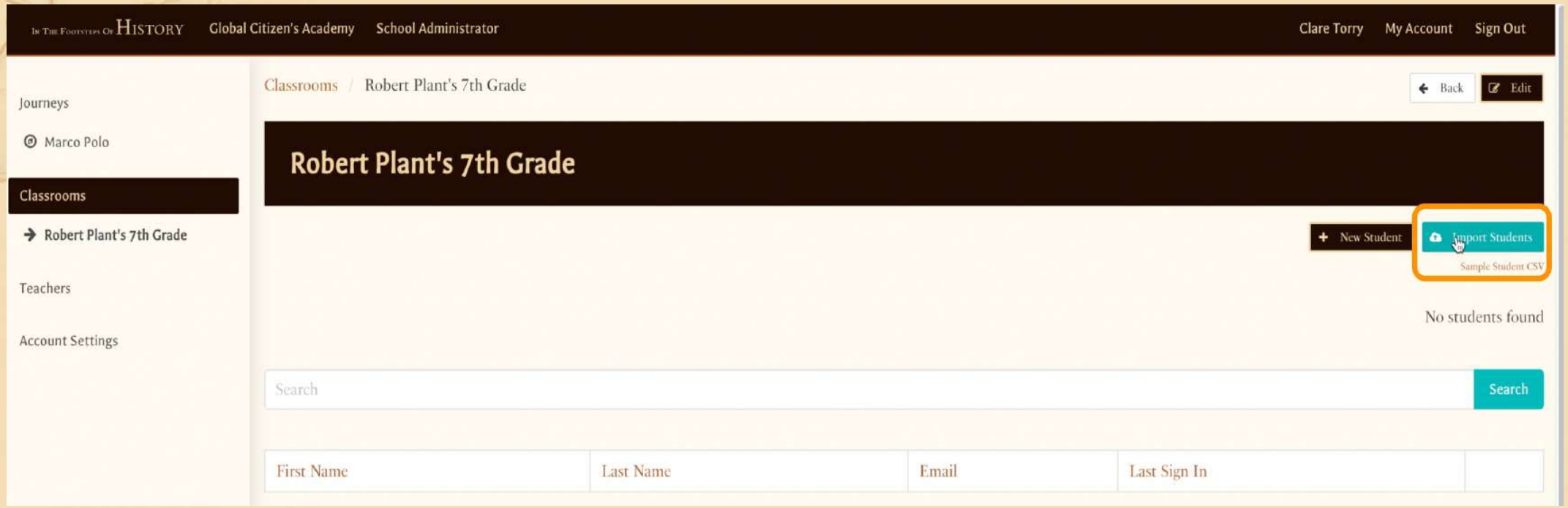


Click NEW STUDENT to add manually

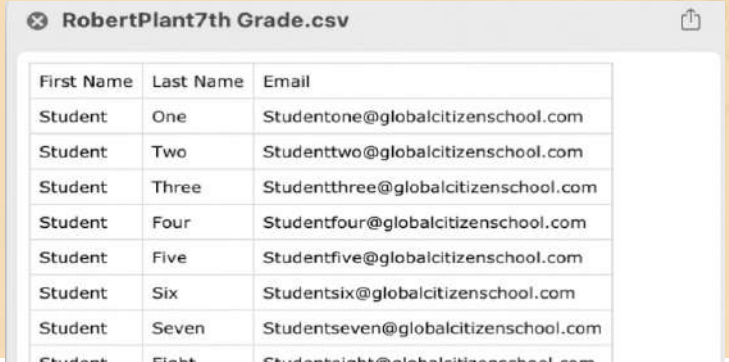
Import Classes via CSV File Upload

IN THE FOOTSTEPS OF HISTORY

Click Import Students



CSV File MUST follow this order:
First Name, Last Name, email



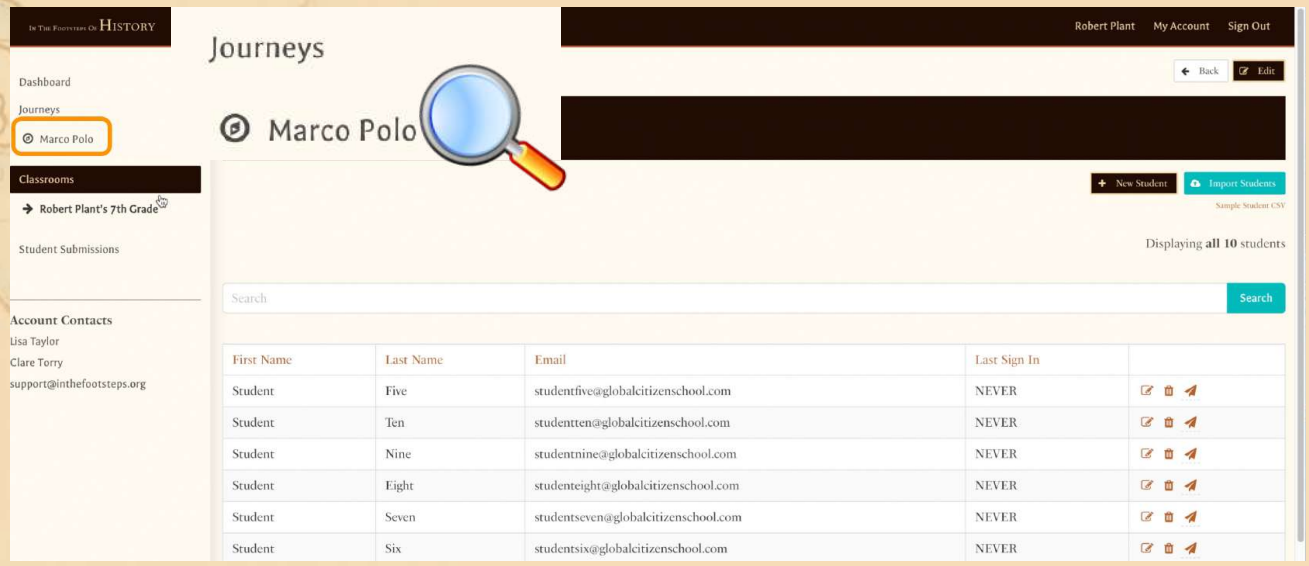
RobertPlant7th Grade.csv

First Name	Last Name	Email
Student	One	Studentone@globalcitizenschool.com
Student	Two	Studenttwo@globalcitizenschool.com
Student	Three	Studentthree@globalcitizenschool.com
Student	Four	Studentfour@globalcitizenschool.com
Student	Five	Studentfive@globalcitizenschool.com
Student	Six	Studentsix@globalcitizenschool.com
Student	Seven	Studentseven@globalcitizenschool.com

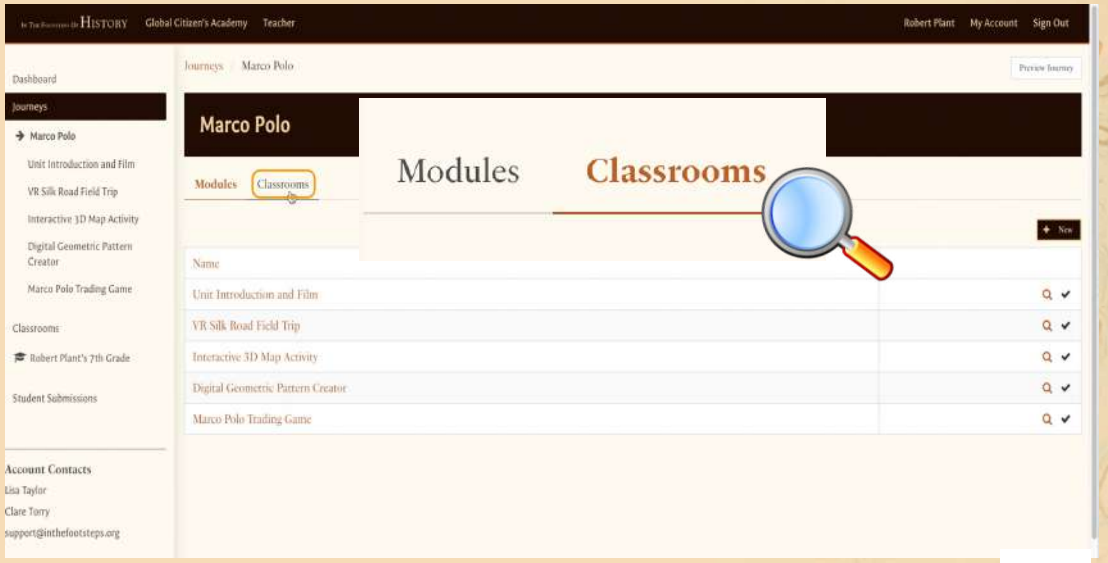
Assign Student Licenses

IN THE FOOTSTEPS OF HISTORY

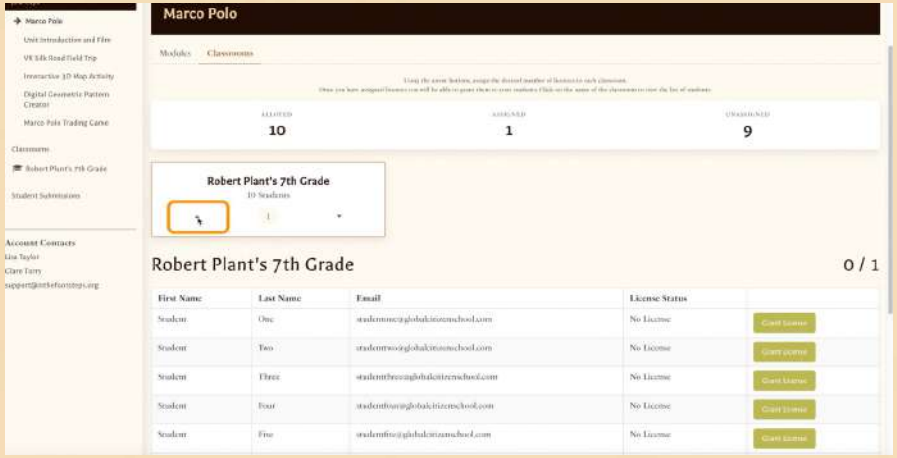
Click Journey Name



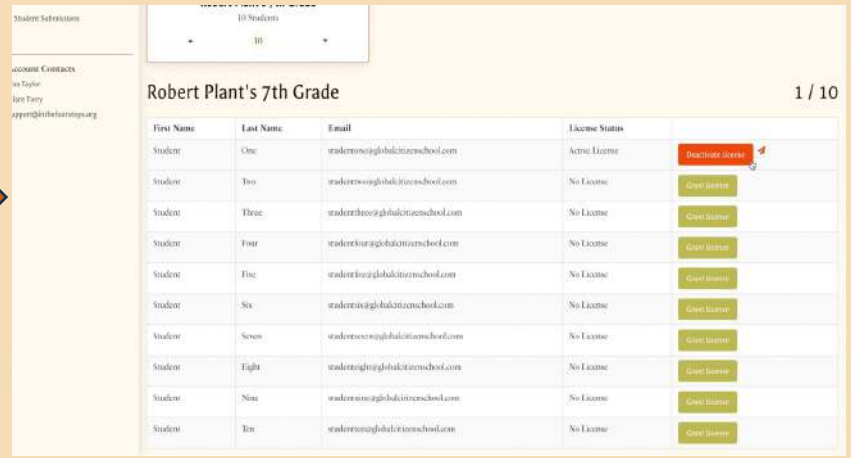
Click Classrooms



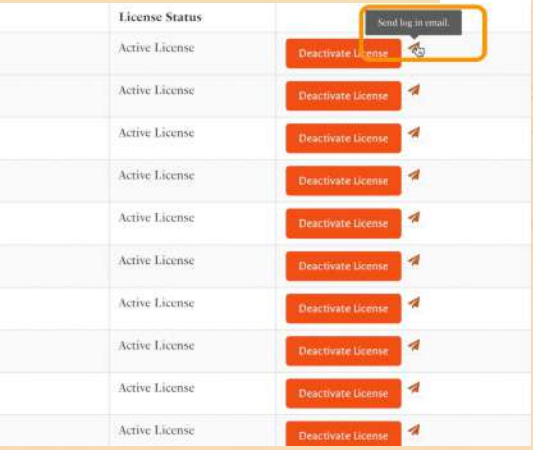
Click Up Arrow to Assign



Grant Licenses - click on GREEN Box



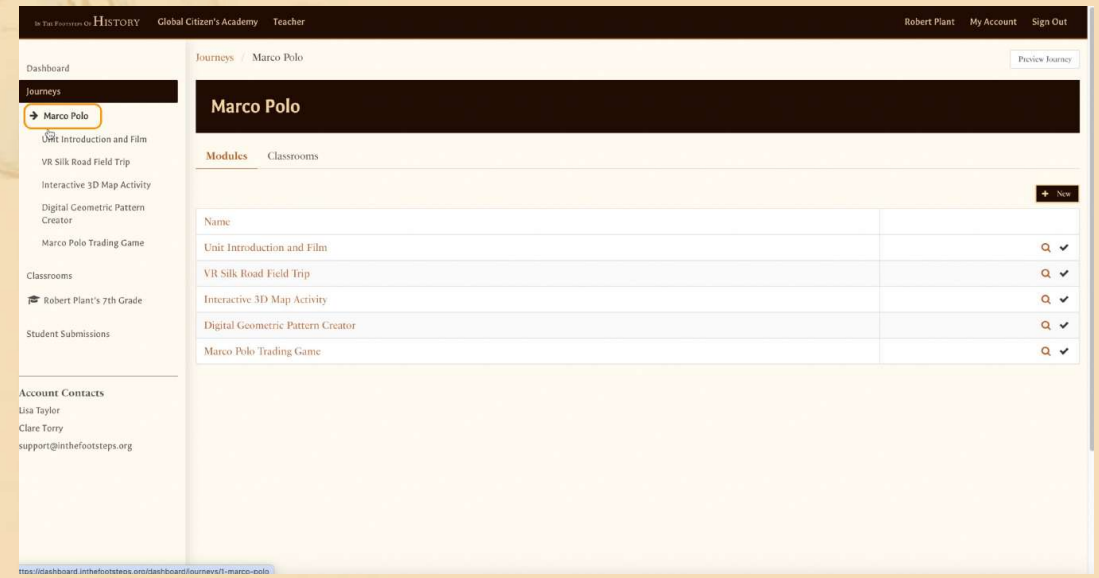
Invite Students



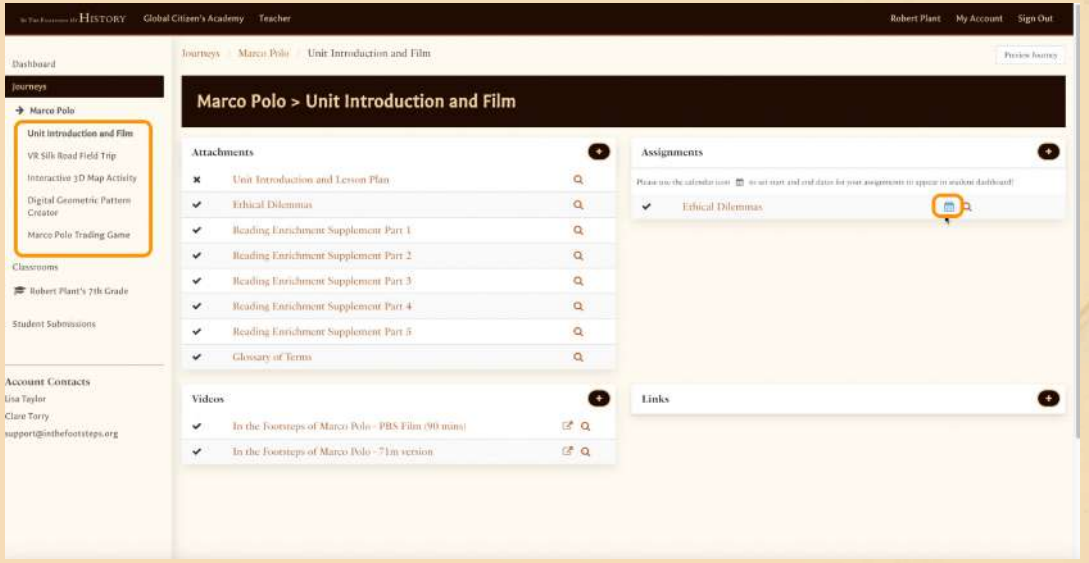
Setting Assignments

Teachers must set START and END dates on Assignments to appear in STUDENT dashboard

Click Journey Name

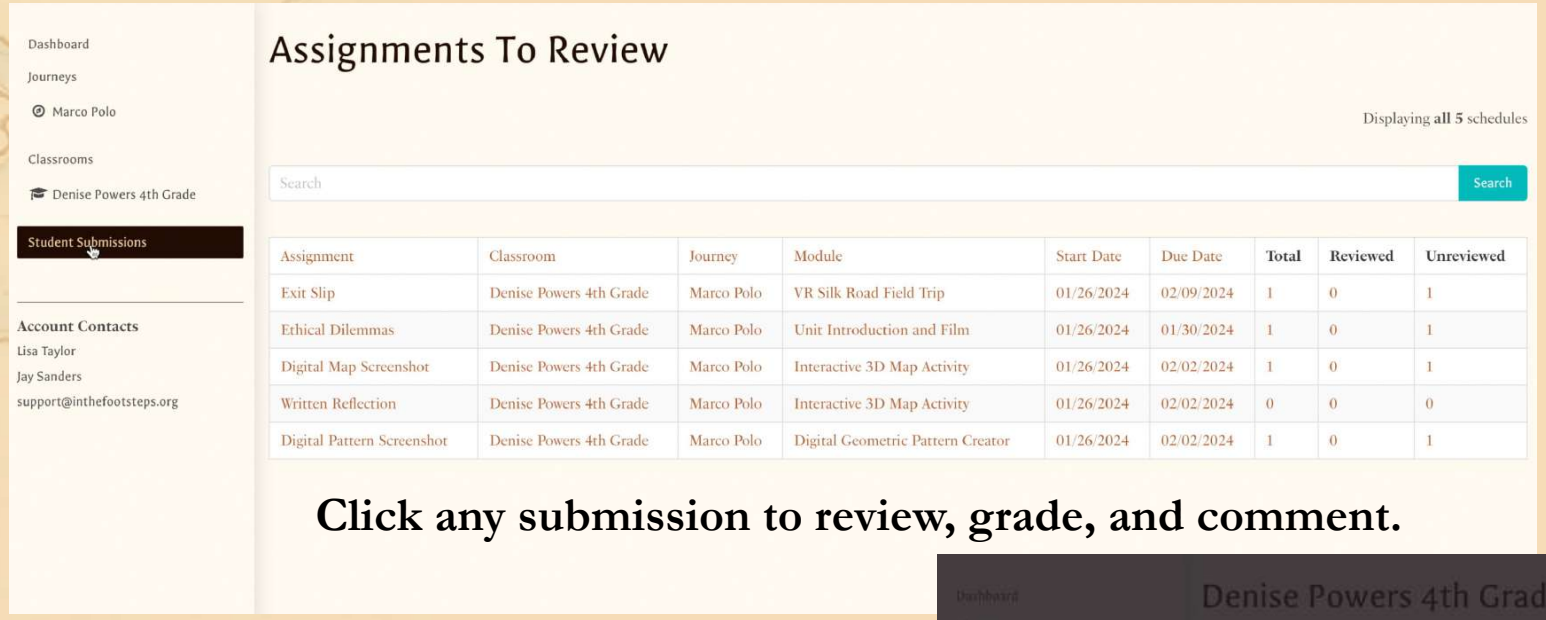


Choose Module on LHS and Select CALENDAR Icon



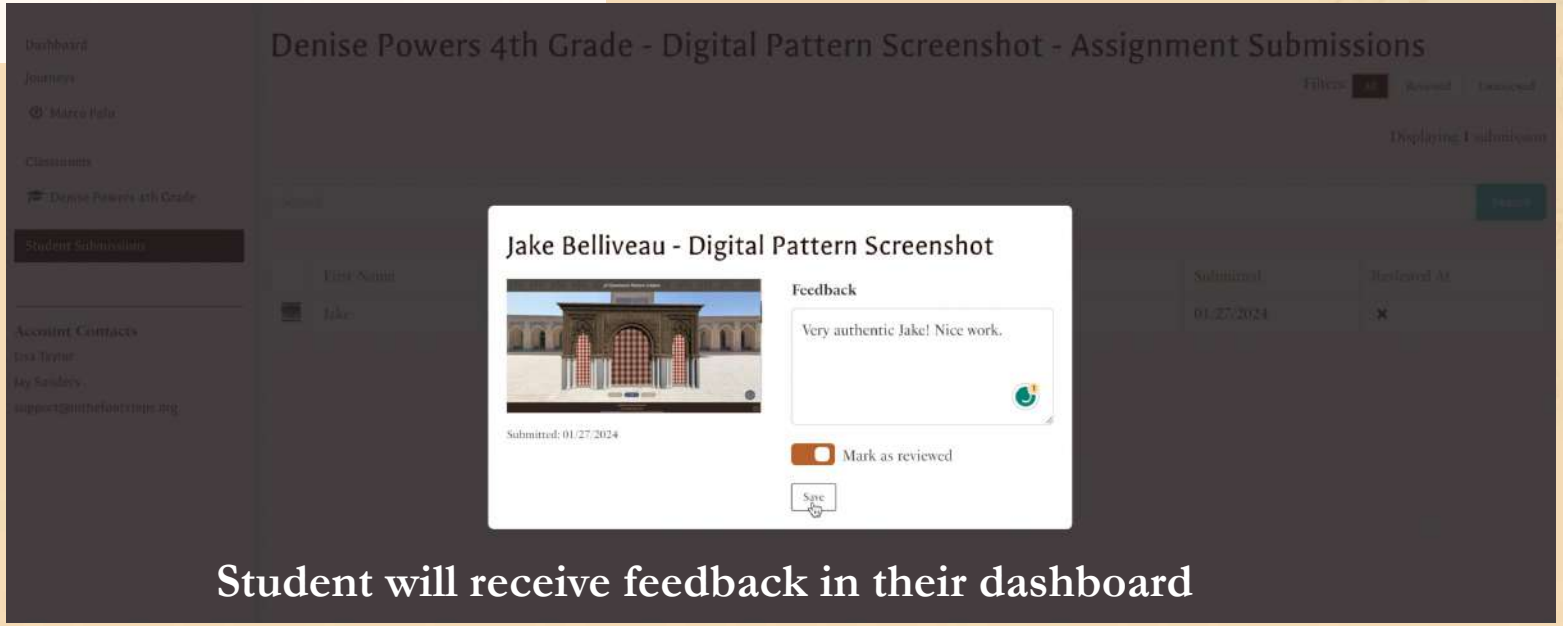
Repeat for all assignments within each module.

Reviewing Assignments



Assignment	Classroom	Journey	Module	Start Date	Due Date	Total	Reviewed	Unreviewed
Exit Slip	Denise Powers 4th Grade	Marco Polo	VR Silk Road Field Trip	01/26/2024	02/09/2024	1	0	1
Ethical Dilemmas	Denise Powers 4th Grade	Marco Polo	Unit Introduction and Film	01/26/2024	01/30/2024	1	0	1
Digital Map Screenshot	Denise Powers 4th Grade	Marco Polo	Interactive 3D Map Activity	01/26/2024	02/02/2024	1	0	1
Written Reflection	Denise Powers 4th Grade	Marco Polo	Interactive 3D Map Activity	01/26/2024	02/02/2024	0	0	0
Digital Pattern Screenshot	Denise Powers 4th Grade	Marco Polo	Digital Geometric Pattern Creator	01/26/2024	02/02/2024	1	0	1

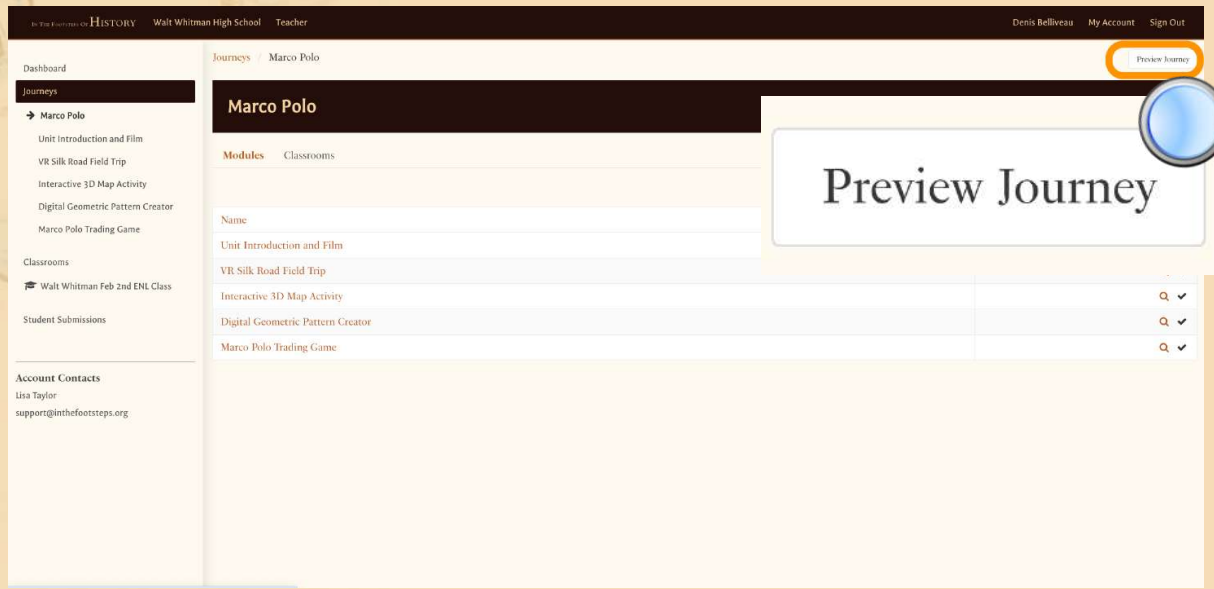
Click any submission to review, grade, and comment.



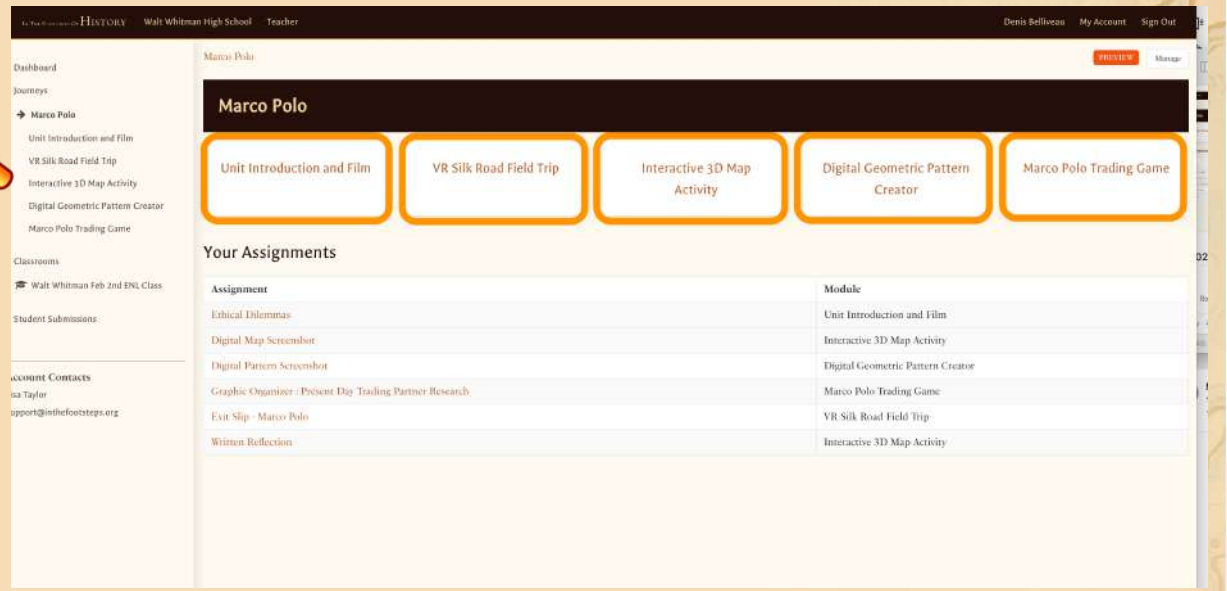
Student will receive feedback in their dashboard

Preview and Manage Buttons

PREVIEW – See the Journey from a student perspective



Choose any module to enter



Manage – Return to Teacher view / customize your teacher dashboard

Need Help?

Email: support@inthefootsteps.org