

GoGuardian Training Guide



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ACCESSING GOGUARDIAN/ACCEPTING AGREEMENT/ACCEPTING CLASSES

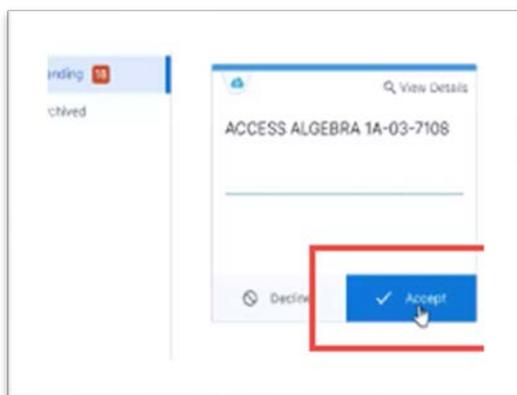
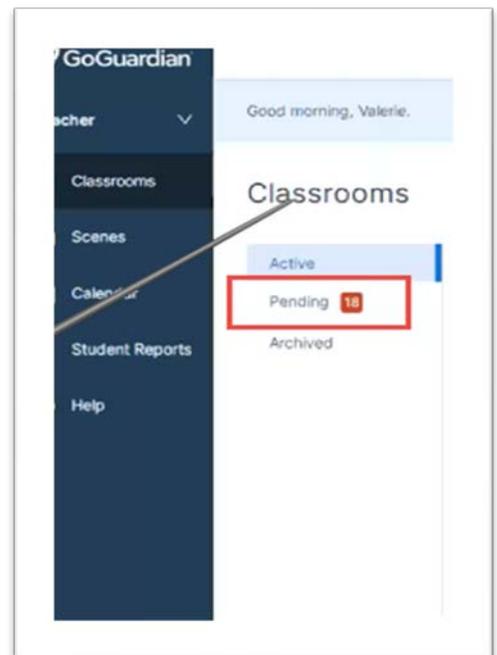
1. Navigate to [ClassLink](#) or teacher.goguardian.com.



2. You **must** use your **@leonschools.net** email address. If accessing via Classlink for the first time, you will be directed to the **Go Guardian Agreement**.



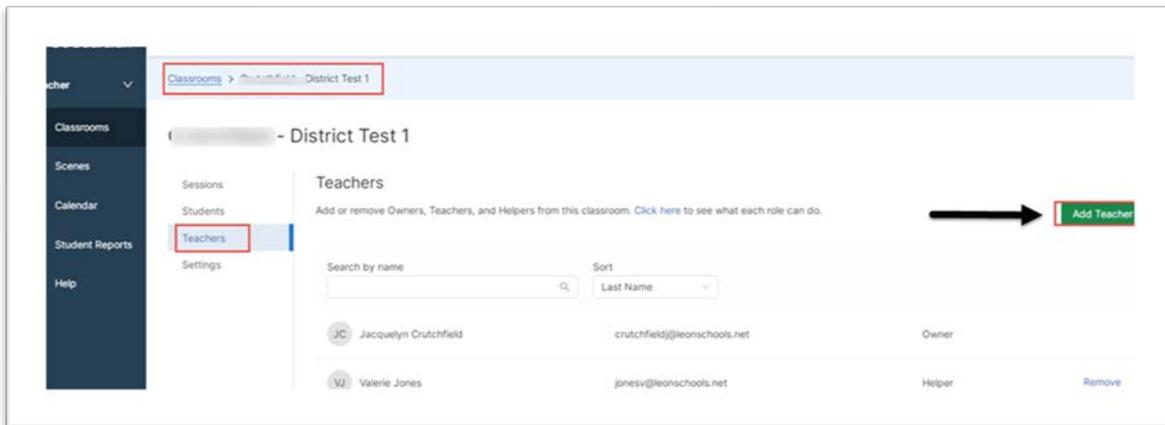
3. **Read** and **Accept** the Agreement.
4. You will be directed to your GoGuardian dashboard.
5. **Accept** your Pending Classes.



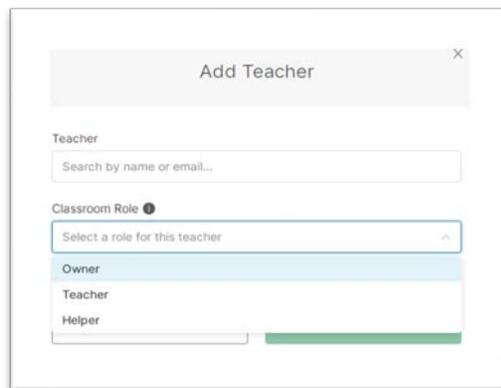
Note: If you'd like to disable Reporting Emails, go to *My Account Settings > Preferences* and Click the toggle

ADD CLASSROOM OWNERS, TEACHERS, HELPERS

1. In an Active classroom, Select **Settings** Option or from **Classrooms**, Select **Teachers**
2. Click **Add Teacher**



3. **Search** for the teacher you would like to add and **Choose** the Role (Access levels described on next page)



4. Select **Add Teacher**
5. To Remove the teacher/helper Click **Remove**



THERE ARE THREE DIFFERENT LEVELS OF ACCESS:

- Owners
- Teachers
- Helpers

Each level has access to different sets of features.

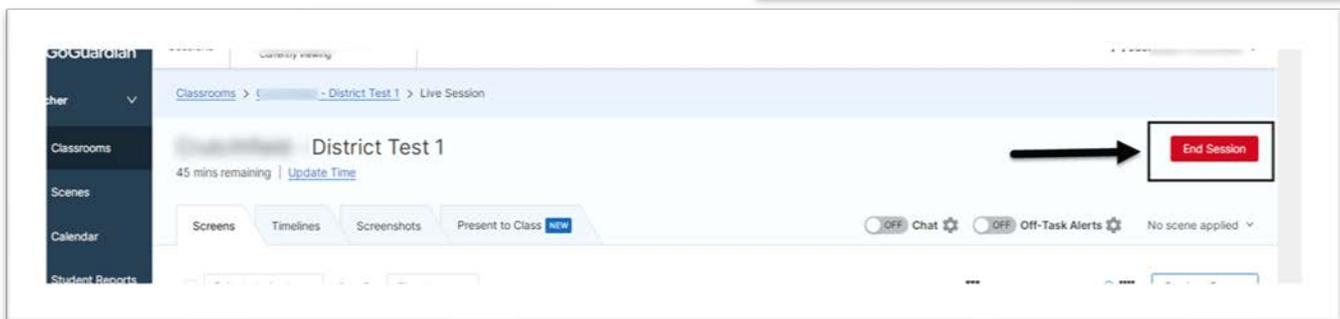
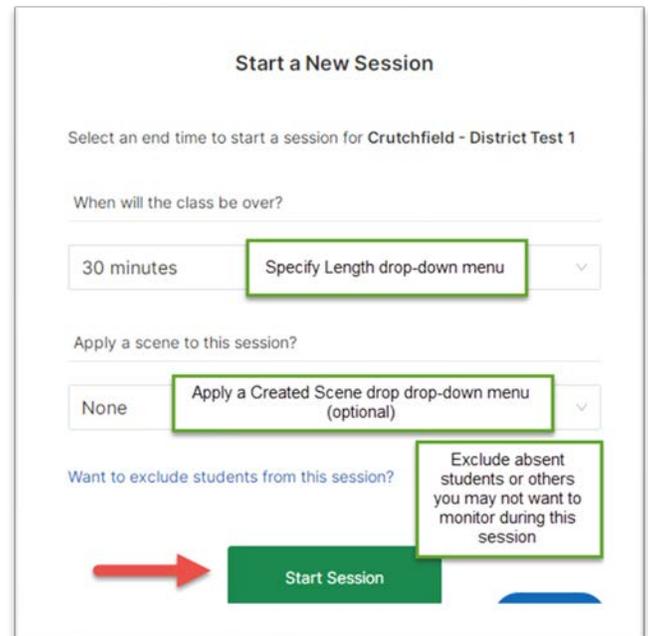
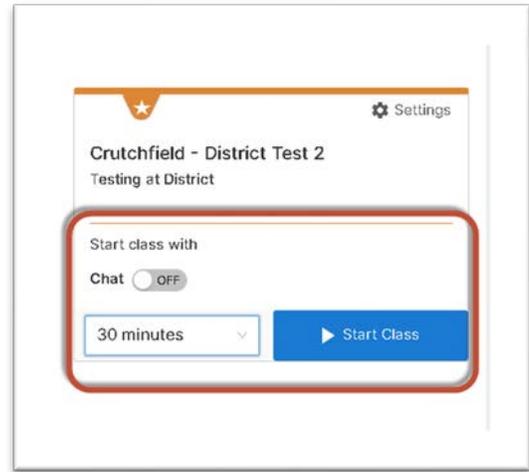
Feature	Permissions		
	Helper	Teacher	Owner
Edit Classroom Info	✗	✗	✓
Archive Classroom	✗	✗	✓
Add / Remove Teachers	✗	✗	✓
Add / Remove Students	✗	✓	✓
Start Sessions	✗	✓	✓
View Active Sessions	✓	✓	✓
End Sessions	✓	✓	✓
Send Commands	✓	✓	✓
Toggle Teacher Chat	✓	✓	✓
Apply / Change Scenes	✓	✓	✓

*It's recommended that you keep yourself as the sole owner and only add teachers with Teacher level permissions. Teacher's assistants or other teacher support should generally be given **helper** level permissions so they cannot edit the classroom in any way.

STARTING AND ENDING A SESSION

1. Select a **Classroom**
2. **Specify Length**
3. Activate Chat (optional)
4. Exclude students (optional)
5. Apply a Scene (optional)
6. Click **Start Session**
7. To end the session Click **End Session** on the Classroom dashboard.

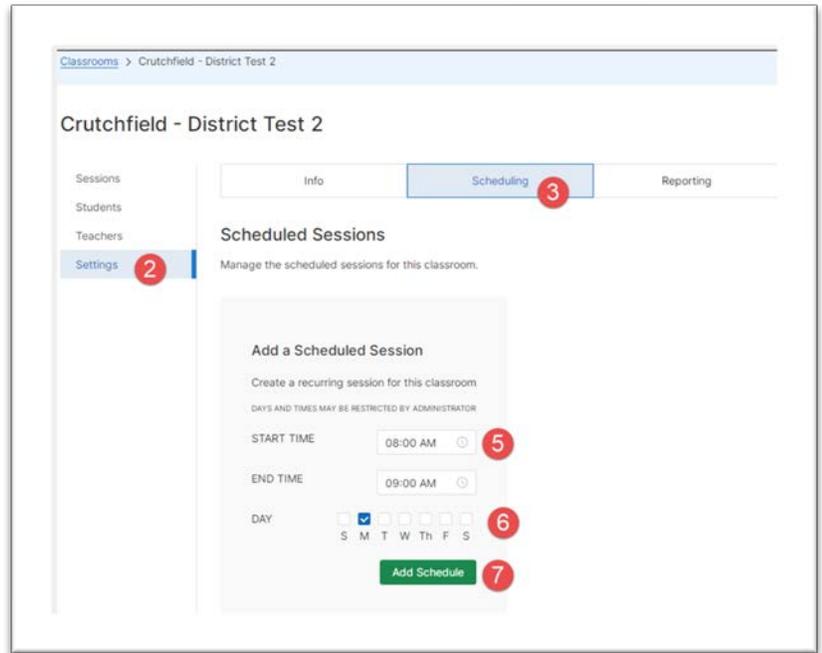
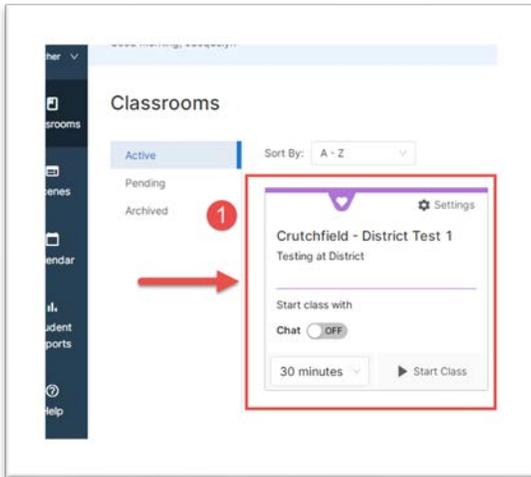
*Teachers may run multiple sessions at the same time to accommodate additional classes during the same time frame.



*The session may be started directly from the Class tile. Click the blue **Start Class** button. Or if you Click anywhere on the tile, the **Start a New Session** page will appear for you to choose your Session options.

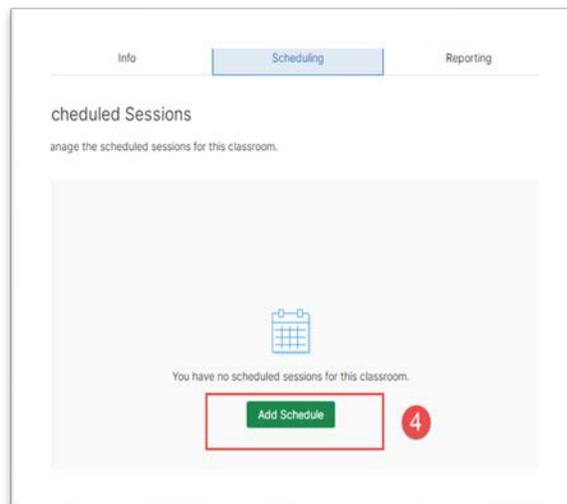
SCHEDULING A SESSION

1. Choose the Classroom



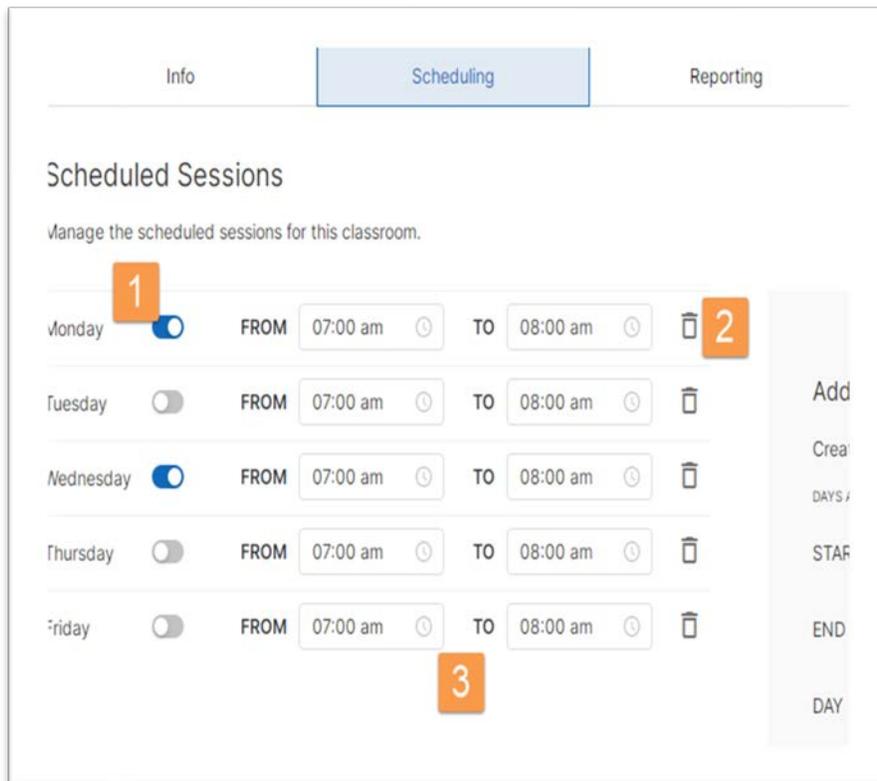
2. **Click** Settings
3. **Choose** the Scheduling Tab
4. **Click** Add Schedule (see below)
5. **Select** Start and End Time
6. **Choose** Days of the Week
7. **Click** Add Schedule

(see right)



MANAGING A SESSION

1. Disable/enable sessions by clicking on the toggle button next to the session day.
2. Delete sessions by clicking the Trashcan Icon.
3. Adjust the times (start and end)



Info **Scheduling** Reporting

Scheduled Sessions

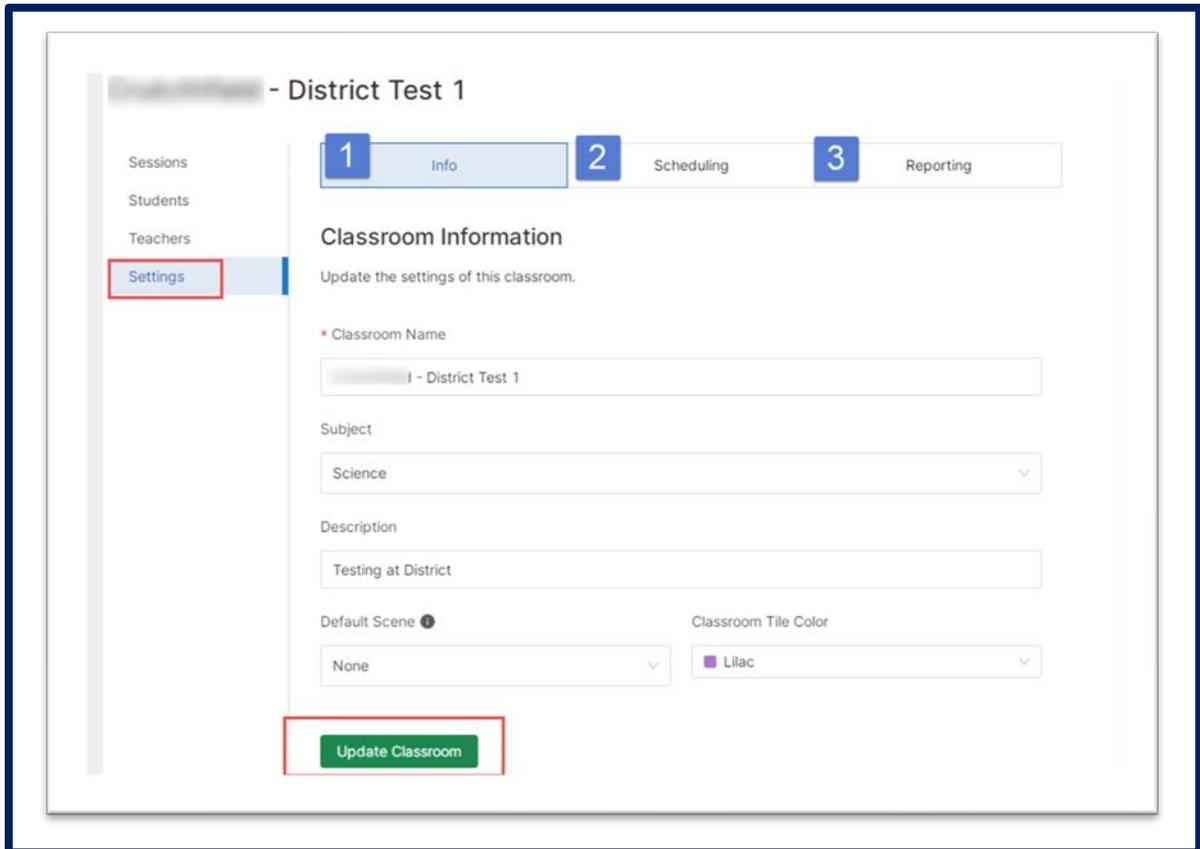
Manage the scheduled sessions for this classroom.

Day	Toggle	FROM	TO	Trashcan
Monday	<input checked="" type="checkbox"/>	07:00 am	08:00 am	
Tuesday	<input type="checkbox"/>	07:00 am	08:00 am	
Wednesday	<input checked="" type="checkbox"/>	07:00 am	08:00 am	
Thursday	<input type="checkbox"/>	07:00 am	08:00 am	
Friday	<input type="checkbox"/>	07:00 am	08:00 am	

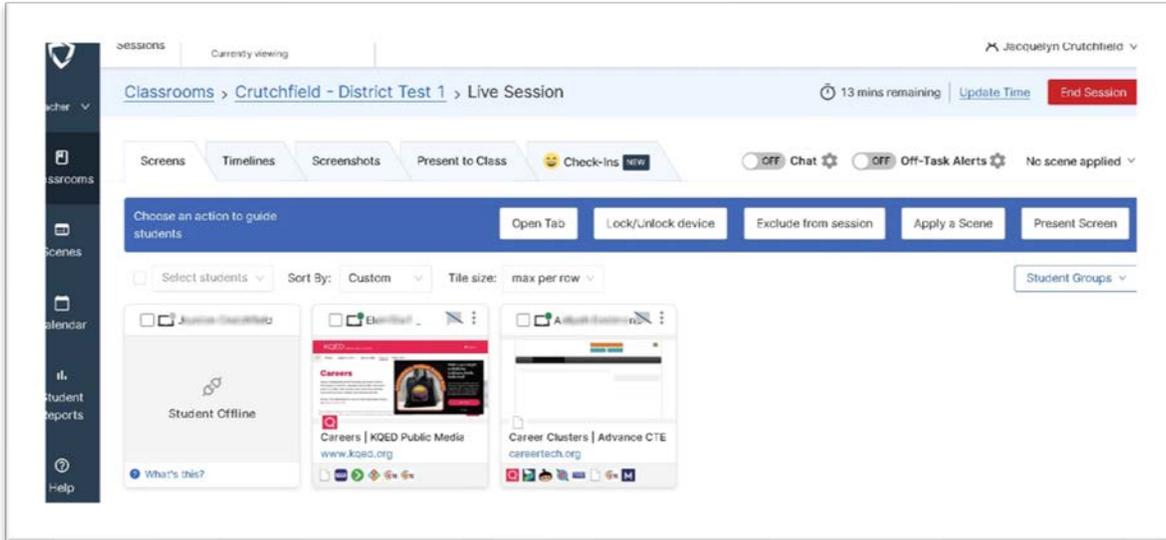
Add
 Create
 DAYS /
 STAFF
 END
 DAY

Note: If a Scene is being applied during a scheduled session, please consider your class time and the potential concerns related to scheduling during another teacher’s class time. Also, alternating days are not a scheduling option, so those schedules would have to be adjusted on a weekly/daily basis. **It is recommended only auto-scheduling for classrooms that are stationary in time and have the same schedule each week. Teachers may manually start/end sessions as needed.**

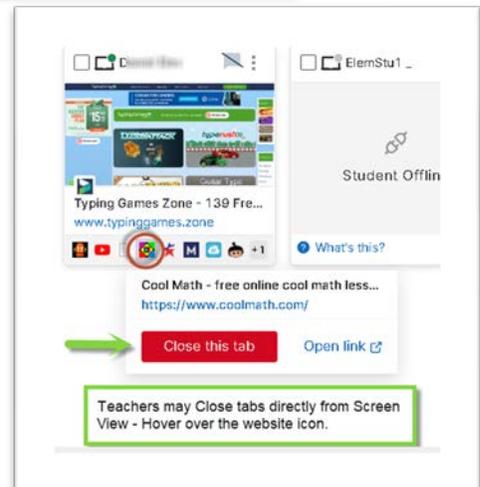
CLASSROOM SETTINGS



1. Your **Classroom Information** can be set from the Settings menu. This saves time and convenience allowing you to make changes directly from this location without starting an individual classroom session.
2. To avoid conflicts, **Scheduling** is recommended for classes that regularly meet at the same time, such as Elementary or labs. Scheduling supports automatically running sessions. Classes that vary times and/or meet alternate days should be Started and Ended manually or may be adjusted from the [Calendar Option](#) in the Navigation panel.
3. The **Reporting** tab allows the user to disable the summary report that is emailed after every session.



GoGUARDIAN SCREENS VIEW



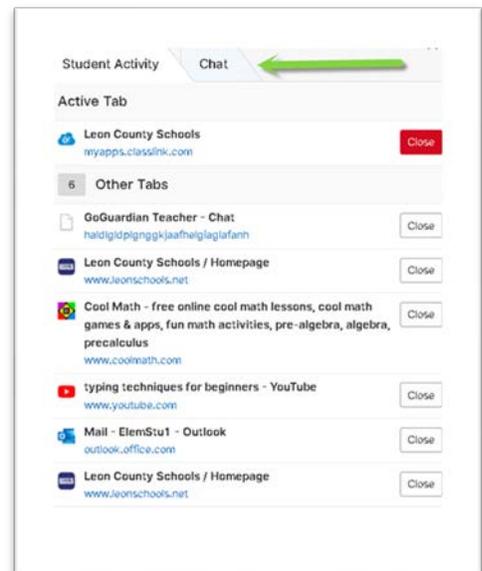
- View/Sort Student Tiles
- Update Time
- End Session
- Exclude Students
- Select individual Students

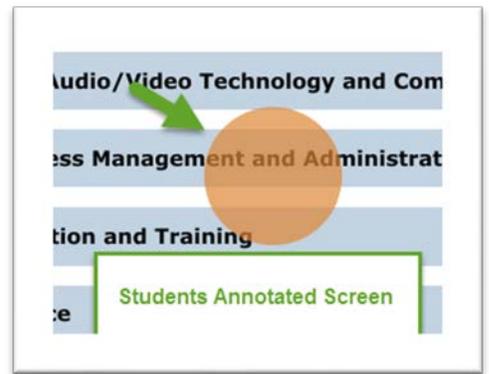
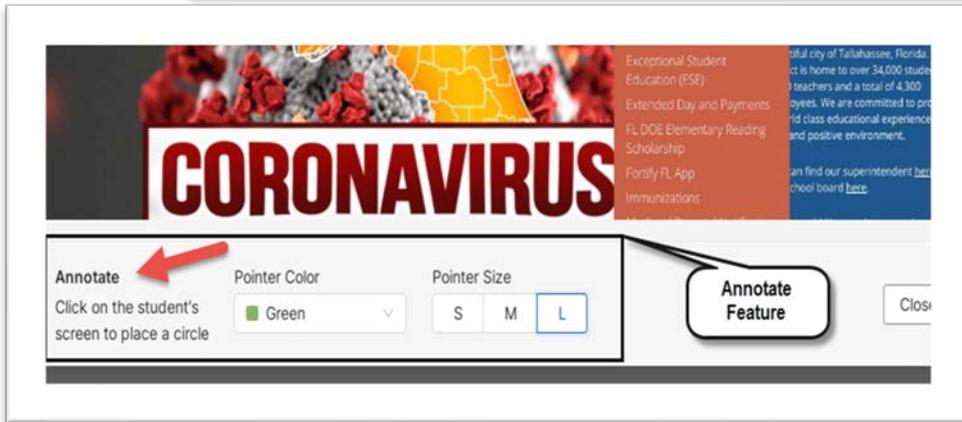
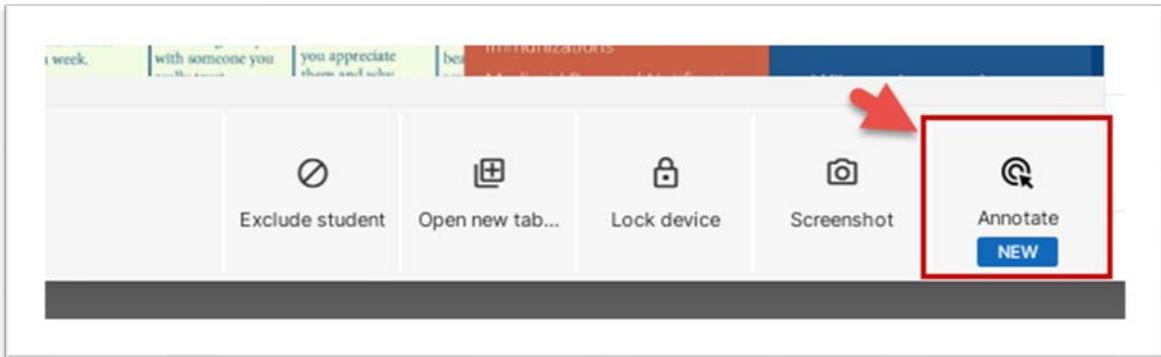
- Additional Access – Ellipsis Menu
- Tile Slider
- Access Options
- Access Chat and Student Activity tab via Blue Speech Bubble or Click the Student Tile for additional options
- View tabs and windows that students have open
- [Student Groups](#) are available as well

TEACHER COMMANDS – INTERACTING WITH STUDENT DEVICES

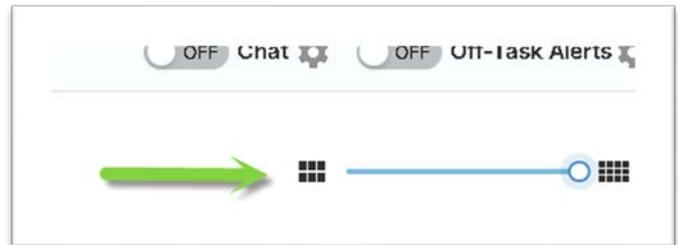
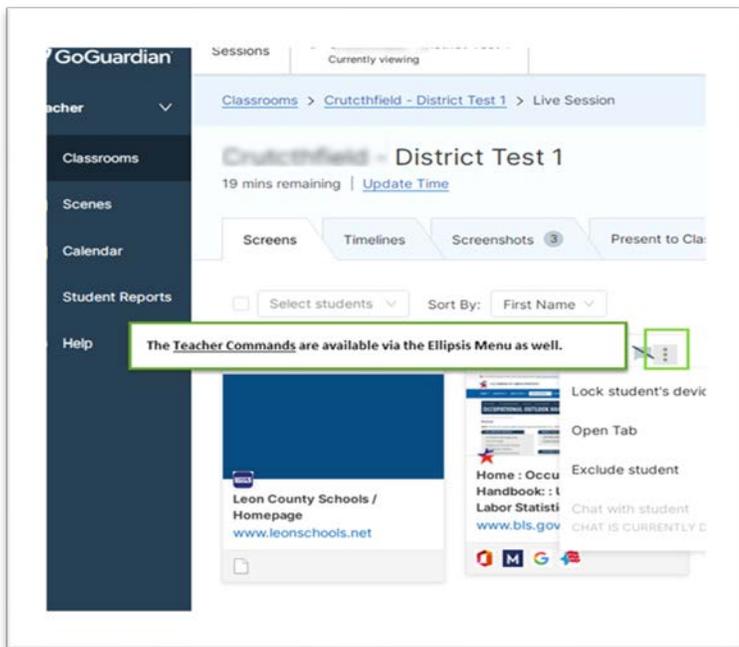
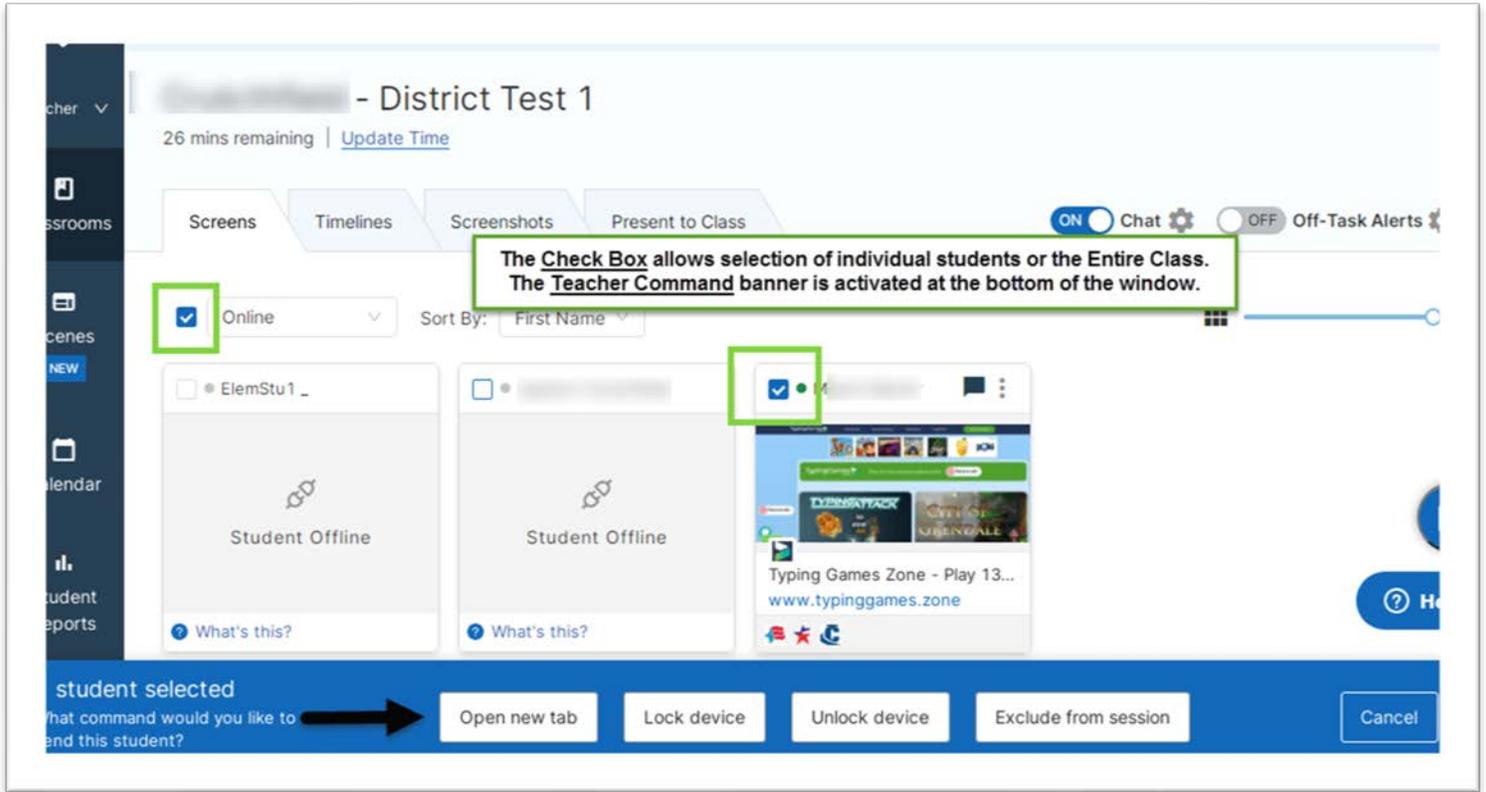
These options are available in an **Active Classroom**

- The **Lock/unlock** option will mute and disable all Chrome windows on the student’s device. To unlock the student’s screen, simply click Unlock. You may send the student a targeted message or except the pre-loaded GoGuardian message.
- The **Open Tab** option allows the teacher to send a specific URL to all devices or a single student’s device. This will can be very useful in directing students quickly to the task for the day.
- The **Close** option allows the teacher to close any open browser pages on the student’s device.
- **Screenshots** - Allow you to quickly document when a student is off task. May also be used to document on-task behavior for positive re-enforcement as well.
- **Off Task Alerts** – Uses artificial intelligence to detect when a student goes off-task.
- The **Exclude** option will remove any students from the list who may be absent or reporting to teacher’s class temporarily.
- **Annotate** (New Feature) – In expanded view, teachers can place a **colored circle** on the webpage that the student is currently viewing to guide the student’s attention.





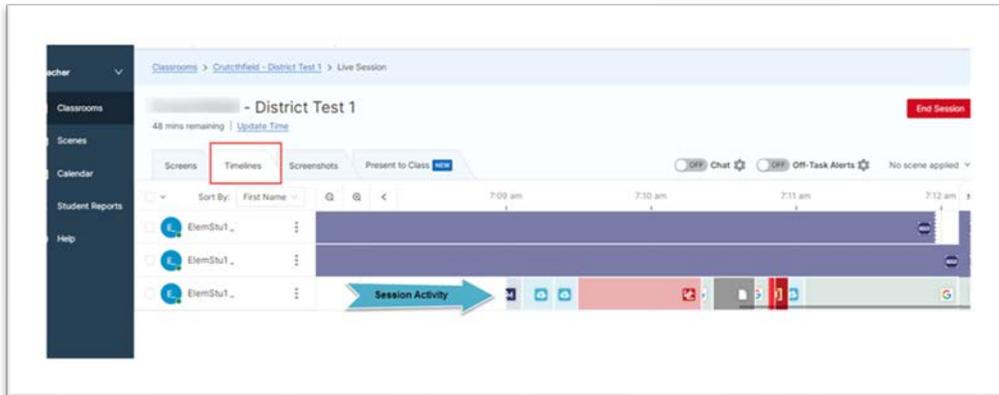
*Teacher Commands are available via the Banner or the Ellipsis Menu.



The **Tile Slider** (above) allows you to adjust the Zoom of the tiles to take a closer look at individual students.

Timelines

Timeline data from each **Classroom Session** is saved. Use the keyboard arrow keys, the scroll bar, or click and drag to scroll through the session timeline. All commands are available via this view from the three dots menu for each student.



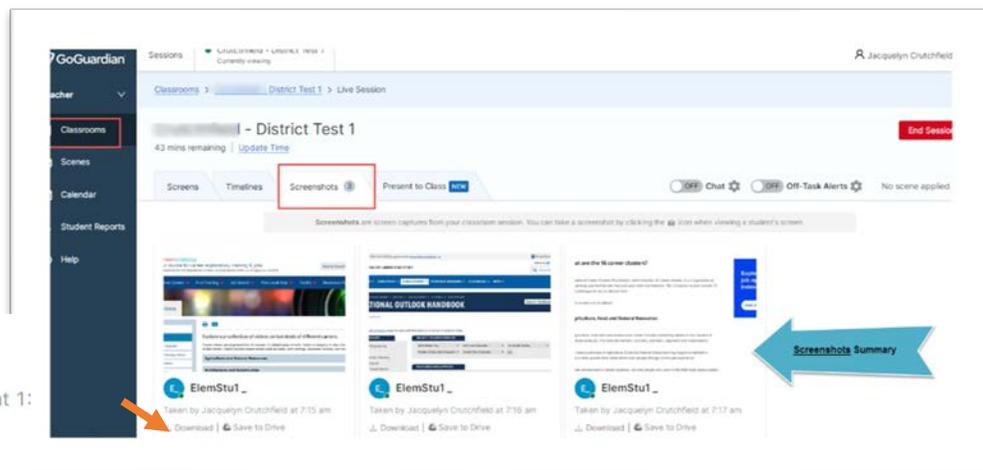
Screenshots

Screenshots are saved on the **Classroom Sessions** tab.

1. Click the **screen** the selected student.
2. Hover over the **screenshot**
3. Click the **Camera Icon**

To view screenshots from a past session.

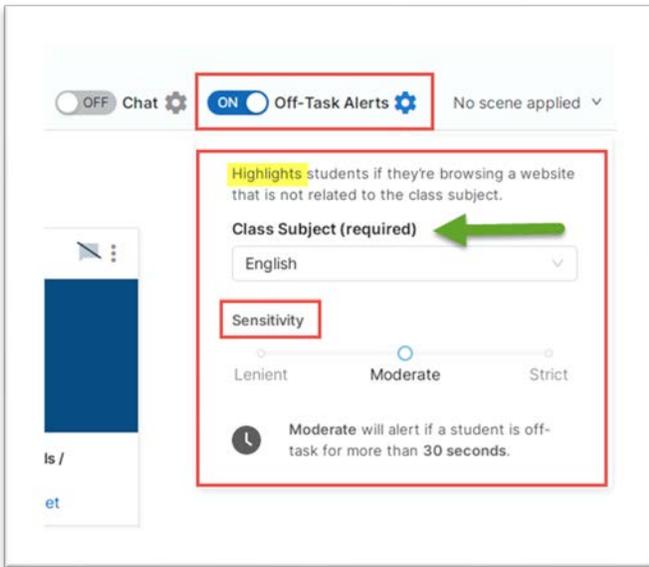
1. Select your **Classroom**
2. Click the **Sessions** tab
3. Click the **Session** in which the snapshot was taken
4. Click the **Screenshots** tab
5. Click **Download** to save the Screenshot



Off Task Alerts

This feature uses artificial intelligence to automatically detect when a student goes off-task and visually alerts the teacher. Subjects currently included are Science, History, Language Arts and Math.

1. Toggle the Off-Task Alerts button to the “ON” position.



Sensitivity Levels

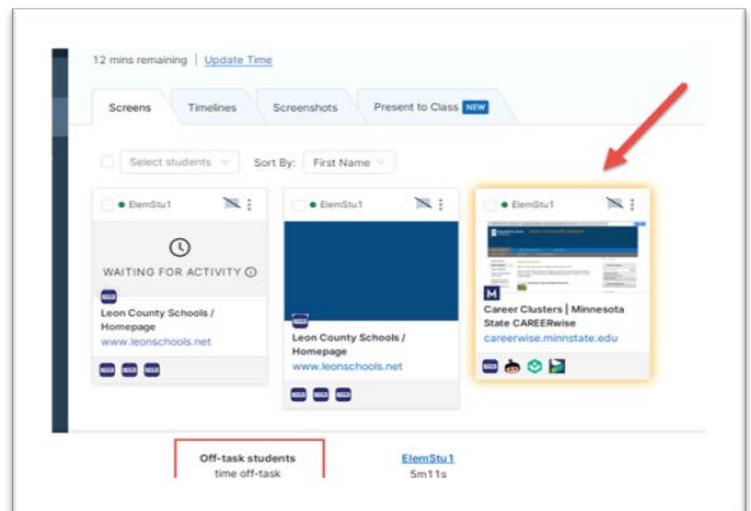
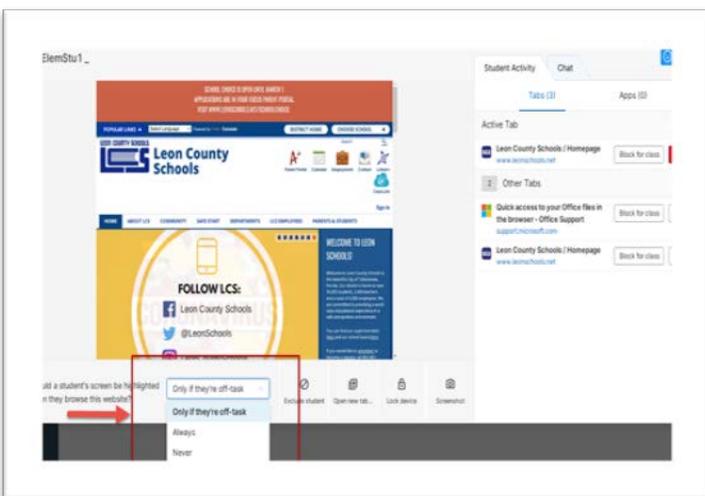
Lenient - off-task for more than 60 seconds

Moderate - off-task for more than 30 seconds.

Strict - off-task for more than 15 seconds.

2. Select the appropriate class subject and adjust the **Sensitivity Level** slider under the Class Subject.

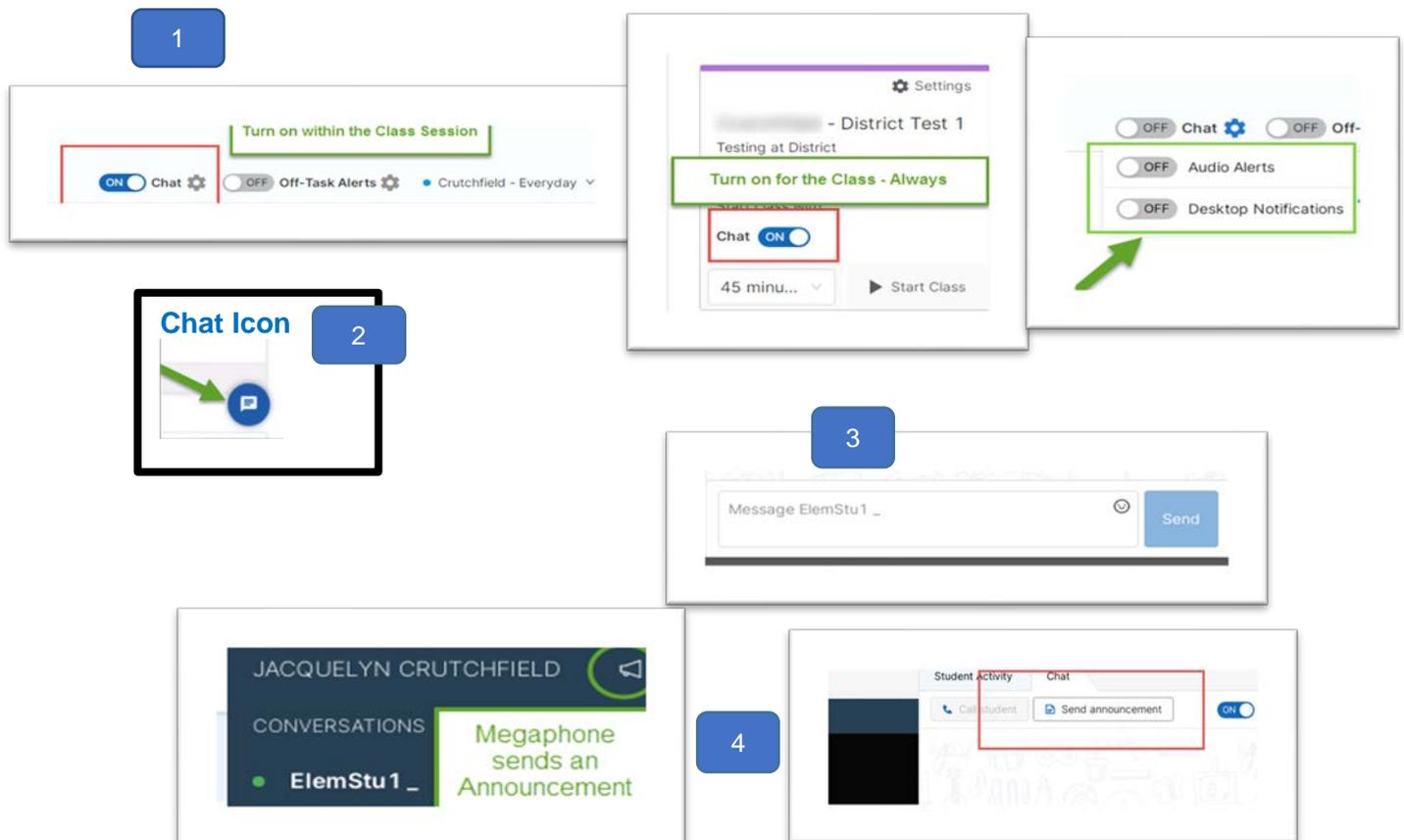
If the student browses to a site that is determined to be Off Task. An alert bar will display below the student tiles on the teacher’s dashboard. In addition, a **Yellow** border will display around the student’s Classroom Tile. During a session, the teacher may open the highlighted student’s screen and change the status of the website to Always or Never allow via the drop-down menu.



Chat/Announcements Feature

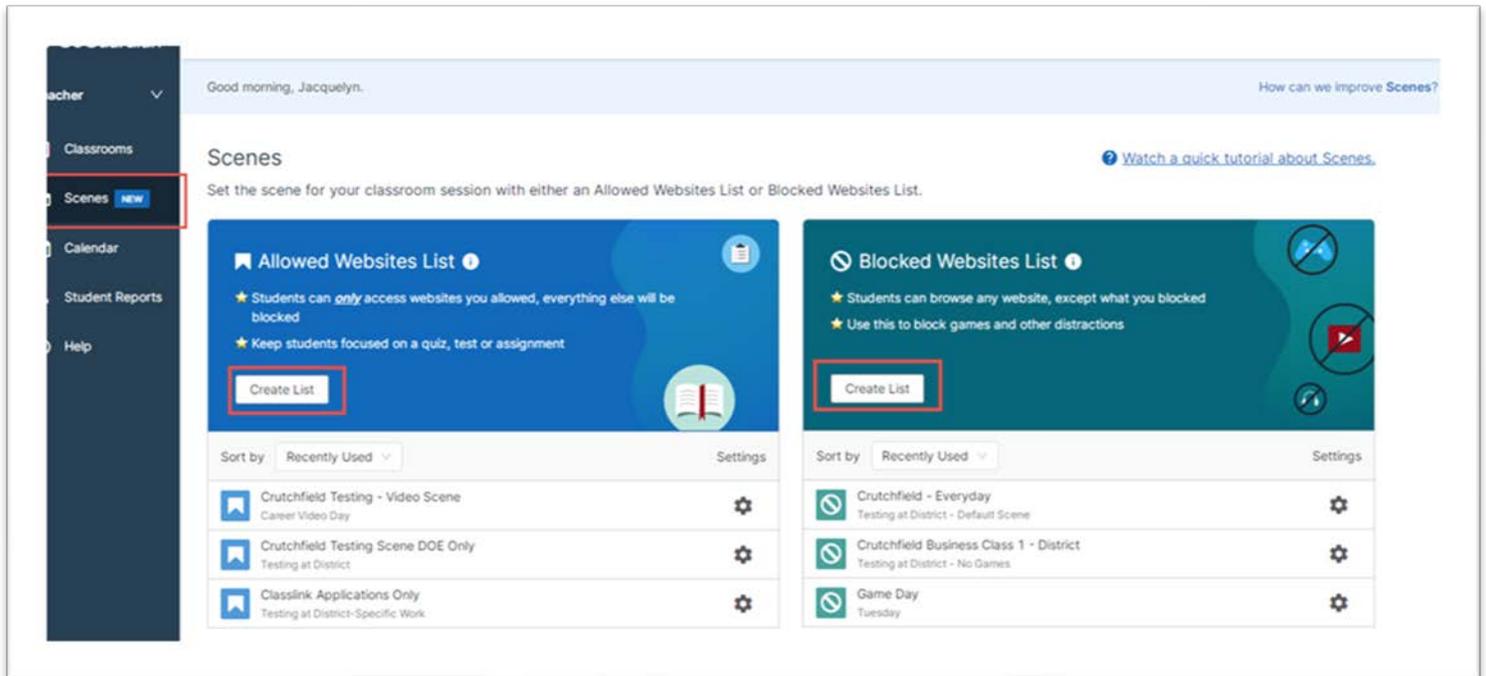
Teacher to Student provides 1-on-1 text communication with enrolled students. Announcements may also be sent to the entire class or individual student. Announcements must be acknowledged by the student before continuing to work. Chats may be initiated by teacher or student. Students cannot chat with other students. Teachers may chat with an individual student. Teachers may also expand a student's screen and display the student's browser window.

1. Toggle on the Chat button in the top right of your active session view (Screens or Timeline view)
2. Click on the **Chat icon** that appears towards the bottom right corner of the screen, choose an individual student or send to entire class. (Desktop **Notifications and Alerts** available as well)
3. Enter text in the dialogue box, and press Enter or click the icon. Your message will appear in a similar window on the student's screen
4. Choose the **Megaphone** or **Send Announcement** to make an Announcement to the Entire Class or an Individual Student.

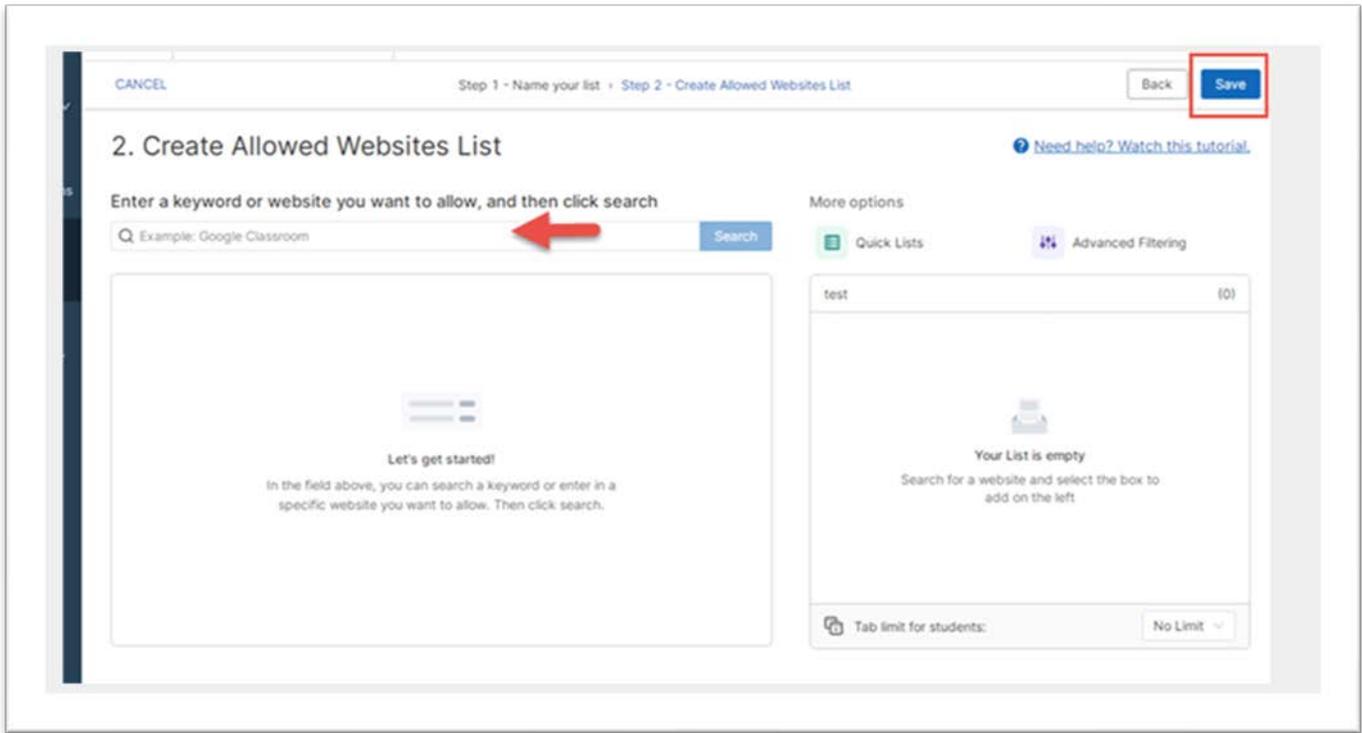


HOW TO USE SCENES

[Scenes](#) are designed to give teachers added control over students' web activity during classroom sessions. Scenes can either be a Blocked Websites List, where all websites are allowed *except* the websites on your list or an Allowed Websites List, where all websites are blocked *except* the sites added to your list.

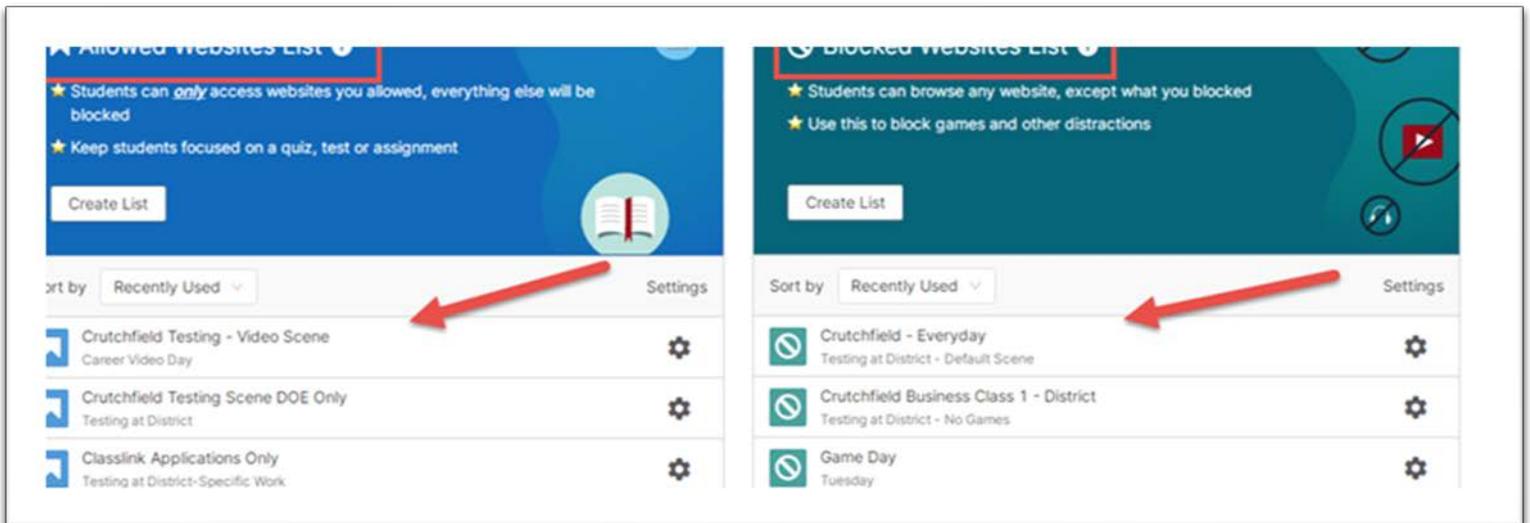


1. Click the **Scenes** tab in the left Column to access the main Scenes page. You may choose to create an **Allowed Website List** or a **Blocked Website List**.
2. Click the **Create List** button for the desired type of list.
3. Name your Scene, add a Description (optional) and choose the Icon Color (optional).
4. Click **Next** (top right)
5. Create your Exceptions List (you may type the URL, copy and paste the desired URL's **press enter to add**; Search for suggested URL's or Chose from District or your own created Quick Lists). **Click Add**. You may also delete from the Exceptions List as desired.

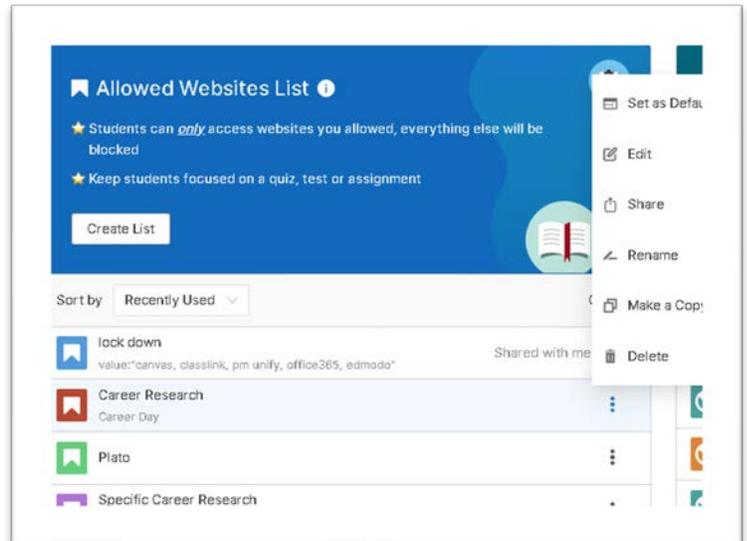
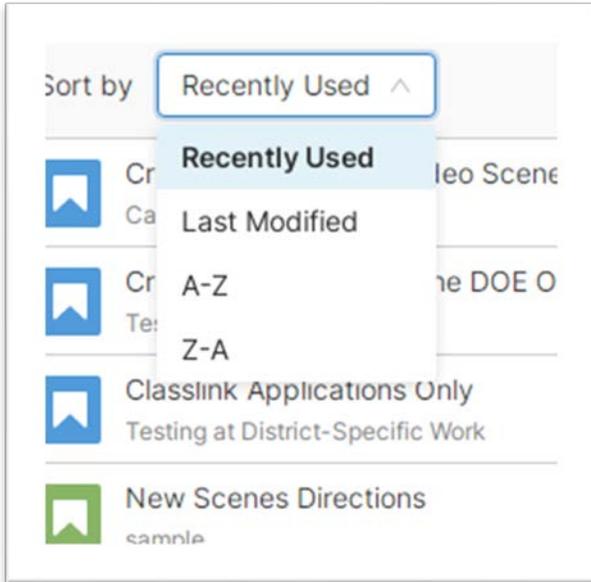


6. Click the **Save** button. (Above Right Corner)

7. The Scene will appear under the panel that corresponds to the type of list created.



- After you create your Scene, they can be managed using the **Sort by** or **Settings (click the Three Dots)** options to the right of the Scene name. You have options to Edit, Rename and **Share** the Scene.



Using Wildcards

Depending on the filter mode selected, website URLs can be blocked or allowed using *wildcards* (asterisks). To block or allow by keyword, add a key word with a * immediately before or after the word to your exceptions list.

*Example: ***game or game****

*When added as a Block Mode Exception, this would allow all URLs that contain the keyword **game**.*

*When added as Allow Mode Exception, this would block all URLs that contain the word **game**.*

Use Wildcards when a site will not add to the exceptions list.

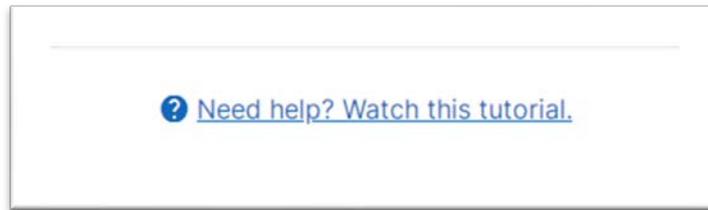
The exceptions list only accepts secure URLs that start with **https://**. If you are trying to add an unsecured URL, please use Wildcards.

*Example: **agar.io** is a gaming site. To add it to the exclusions list, please add ***agar.io*** (*.io* or *agar* would also work).*

Advanced Filtering



Allows you to create exceptions to your Allowed/Blocked websites lists. Such as a specific domain that you have allowed or blocked. **See the embedded tutorial on the Create List page for additional details for each category. (Top Right of Screen)**



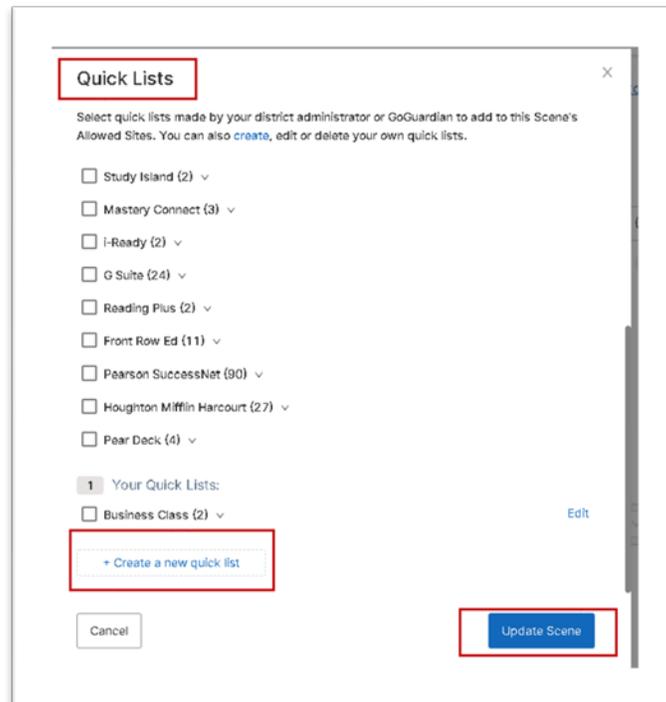
Quick Lists

When using Block Mode, adding a single URL to the exceptions list may not be enough because many websites use a series of redirects. In addition to using wildcards, quick lists are an efficient way to quickly group URLs.

GoGuardian developed **Quick Lists** for commonly used educational websites to help quickly add websites to your exceptions list.

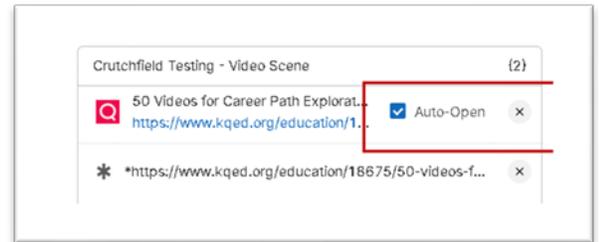
You can also create your own custom Quick Lists.

- Navigate to Quick Lists 
- Select **Create a New List** under **Your Quick Lists** and **Add** desired sites, then Click **Update Scene**



Auto-Open Tabs

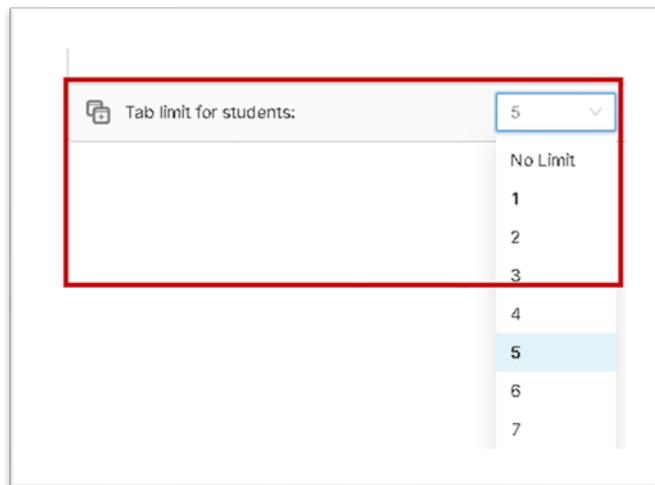
Configure your scene to automatically open websites when applied using the Auto-Open Tabs option. URLs selected will be opened when the scene is applied.



Note: Tabs will only open if the student has a Chrome browser window open and running.

Maximum Open Tabs

Limit the number of tabs a student can have open at a given time using the **Maximum Open Tabs option**. By default, there is no limit set. The tab limit is only in effect while the scene is actively applied to a classroom session. When a scene with a tab limit is applied, any tabs over the limit will be closed automatically.



After editing a Scene, please make sure to Scroll Up and click the Save button at the top of the page.

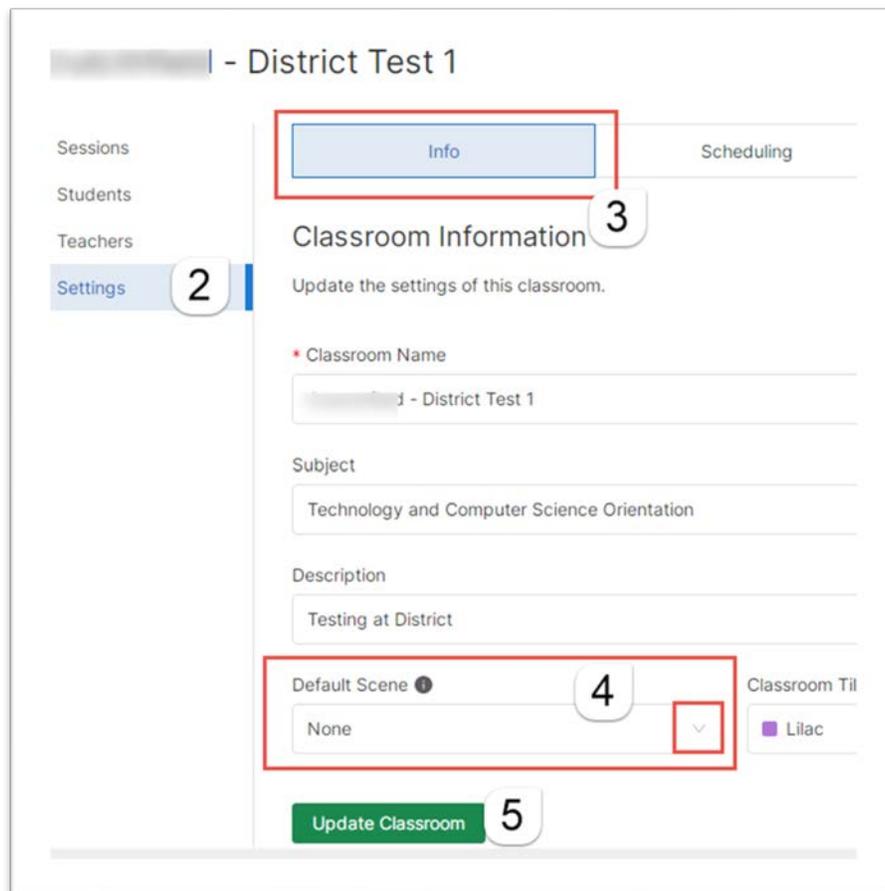
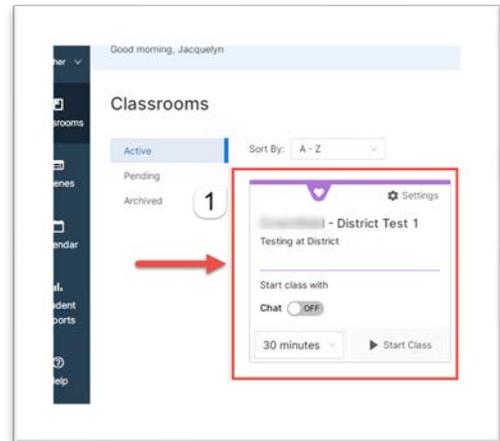


Filter Mode Quick Facts

- Sites blocked at the Admin level cannot be overridden by a Teacher Scene.
- A Block Mode Scene requires at least one exception before it will block content.

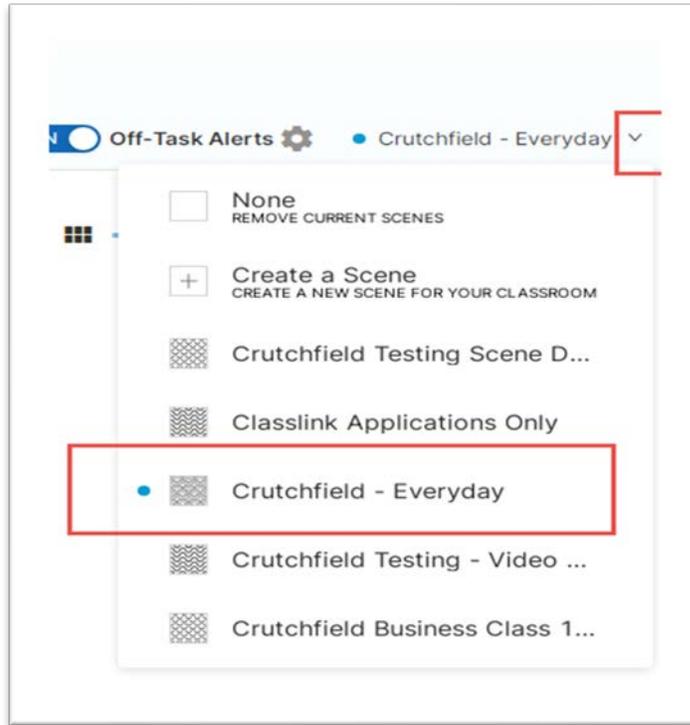
SETTING A DEFAULT SCENE

1. Choose the **Classroom**
2. Click **Settings**
3. Choose the **Info Tab**
4. Find the **Default Scene** from the **drop-down menu**
5. Click **Update Classroom**

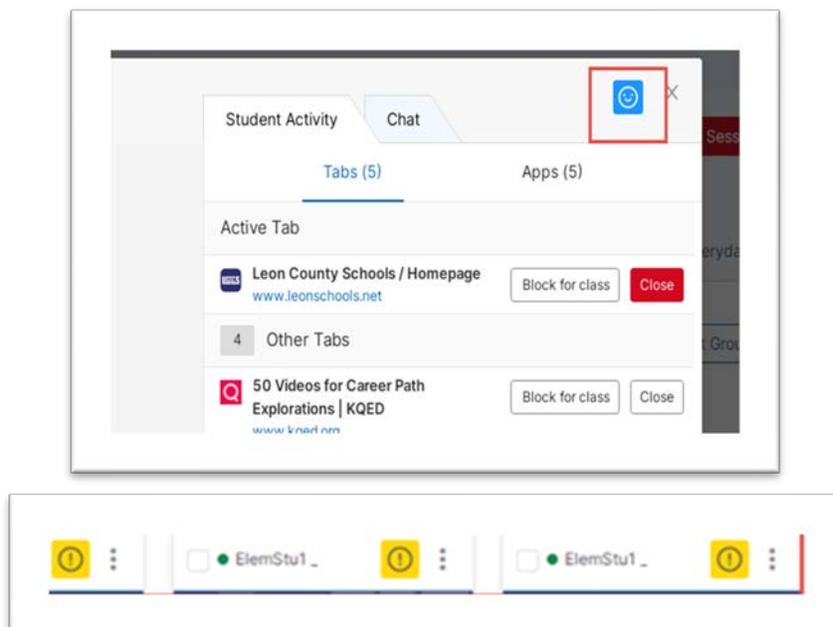


APPLYING A SCENE

- In an Active Session, **Choose** the drop-down menu in the upper right corner and **Select** the appropriate Scene to apply. The Scene status is automatically refreshed upon selection.

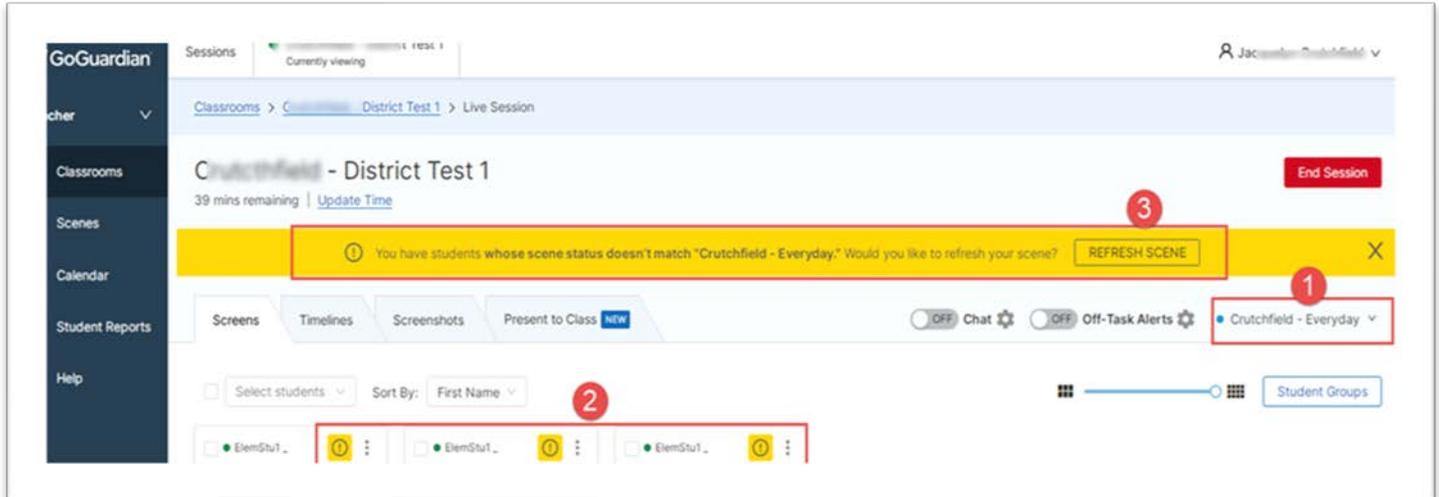


- The **Blue** Smiley icon indicates that the student is in your Active Scene. The **Yellow** Exclamation icon indicates that the student's scene does not match yours. You may refresh to apply your Active Scene.



USING SCENE STATUSES

When one or more students are unable to browse like the rest of the classroom (either able to access more than they should or not as much as they should), chances are their browsing is being controlled by another teacher's session and Scene.



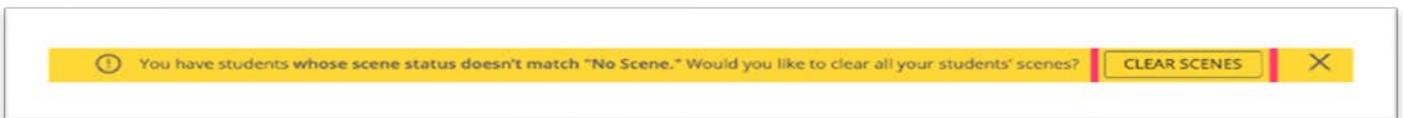
Display 1 Scene Name (drop down)

Display 2 Screen View/ Individual Student

Display 3 Warning Bar – You may Refresh to your Active Scene or Exit

Scenario 1: No Scene is applied by you

If you do not have a Scene applied, and students are still being restricted, it could indicate that the Scene from the prior teacher's class is applying. If so, you'll see a banner at the top of the screen that lets you clear all Scenes for your students in your active session. The statement will read "You have students whose scene status doesn't match "No Scene". The Display 3 notification will say "Clear Scene" instead of "Refresh Scene". **Click "Clear Scene" to remove all Scenes from students in your active class session.**



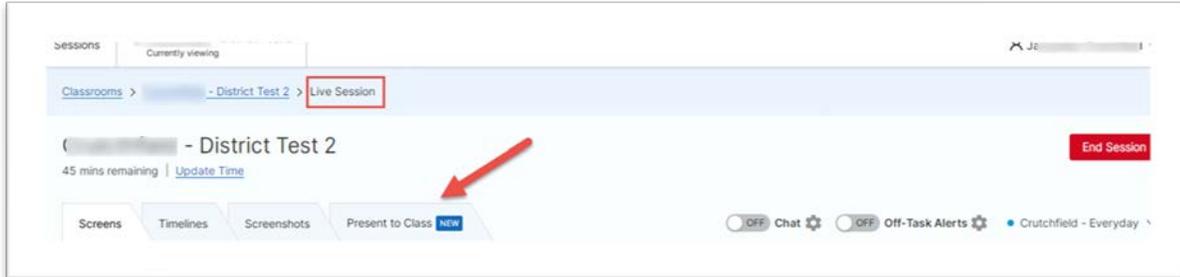
Scenario 2: You've applied a Scene that isn't working for all students

If your scene is applied, but some students still have different restrictions, you'll see a banner with the option to refresh your Scene for all students in your active session. **Click "Refresh Scene" to apply your Scene to all students in your active class session.**

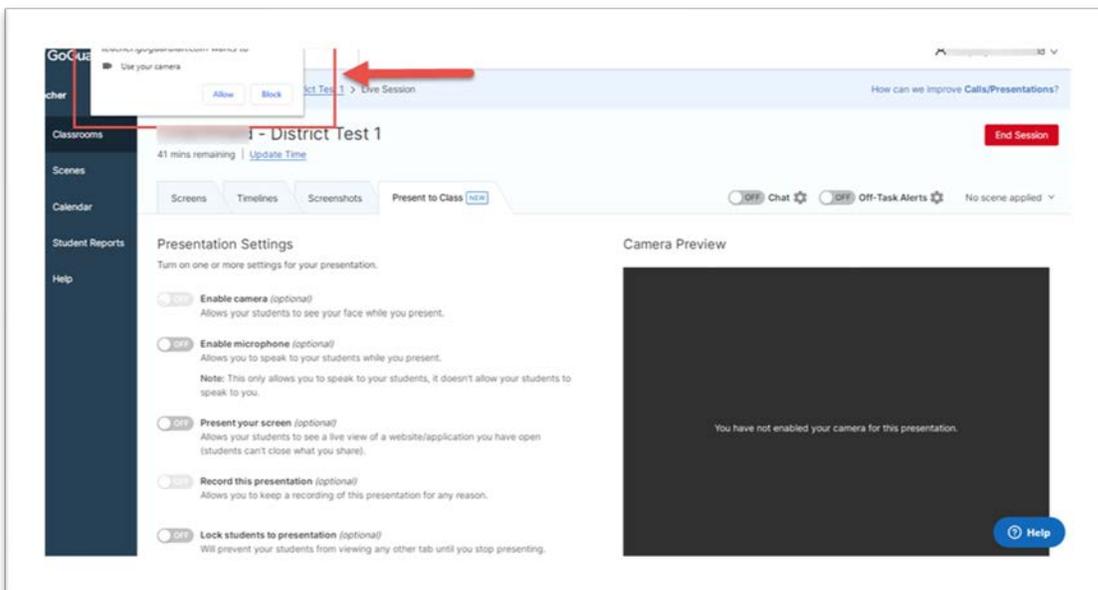


PRESENT TO CLASS/PRESENTATION MODE

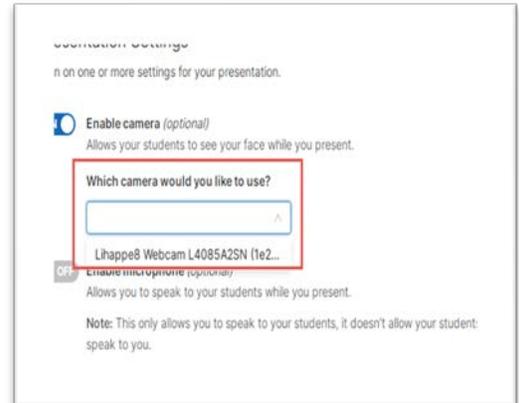
1. Click the **Present to Class** tab in an Active Session to set up your presentation.



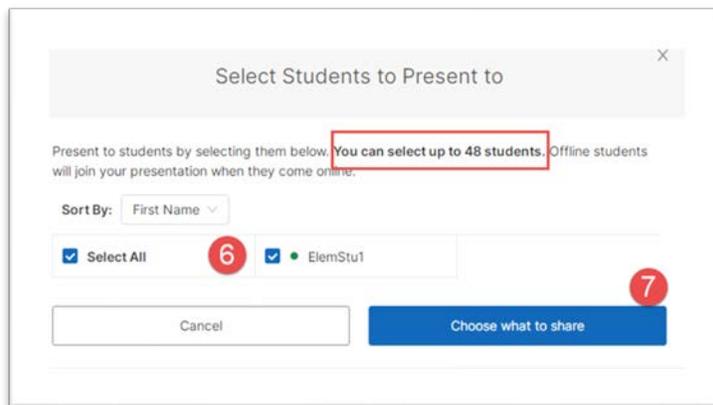
2. **Toggle** the setting next to “Enable Camera” to activate.
3. **Toggle** the setting next to “Microphone” to activate. If this is your first time accessing you will be asked to allow GoGuardian to access.



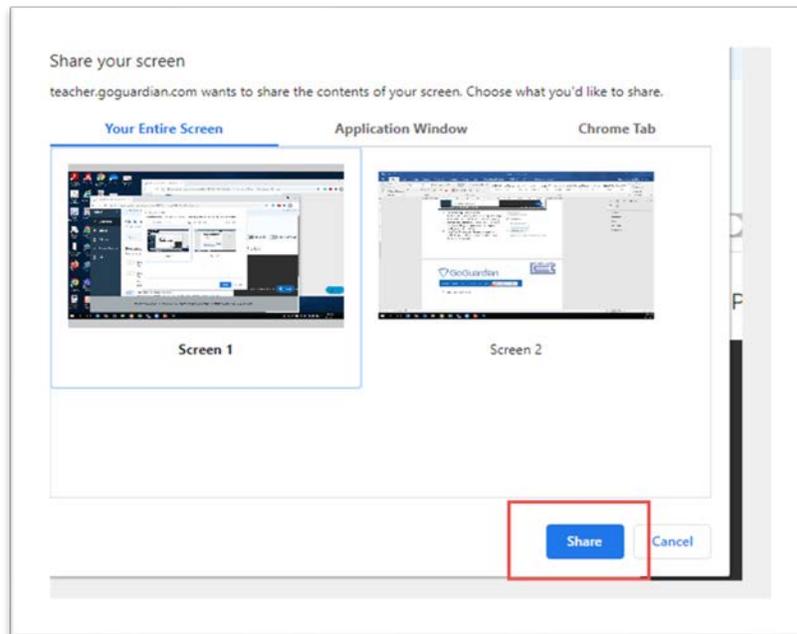
4. **Select** the appropriate device (camera/microphone) from the designated drop-down menu. (if there is more than one option)
5. **Present Your Screen** will allow you to show your desktop to your students on their devices.



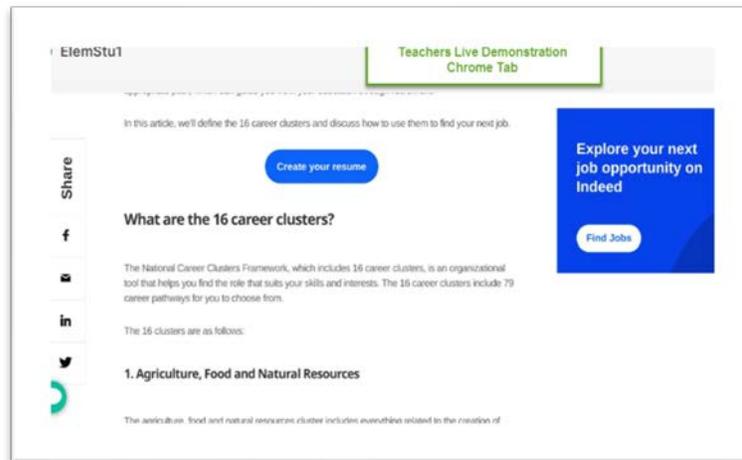
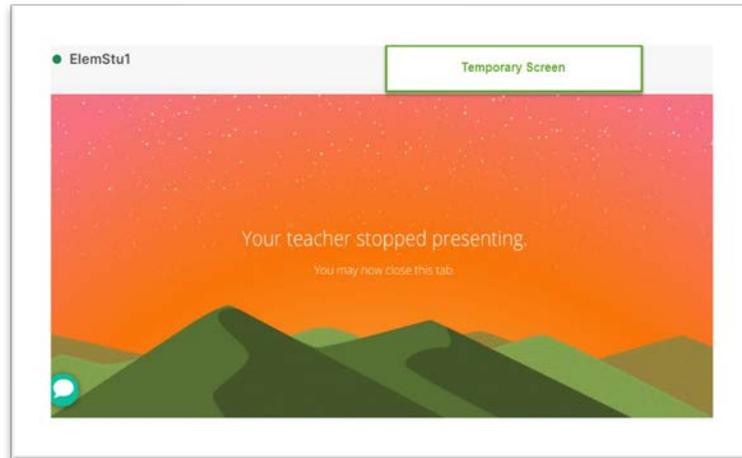
6. **Lock Your Students to Presentation** will stop students from being allowed to navigate from the presentation tab.
7. Select Your Audience.



8. Click **Chose what to Share**.



9. After selecting “Share” a new tab will open on the student’s devices, a message will display before/after showing the Teachers “Live Presentation.”



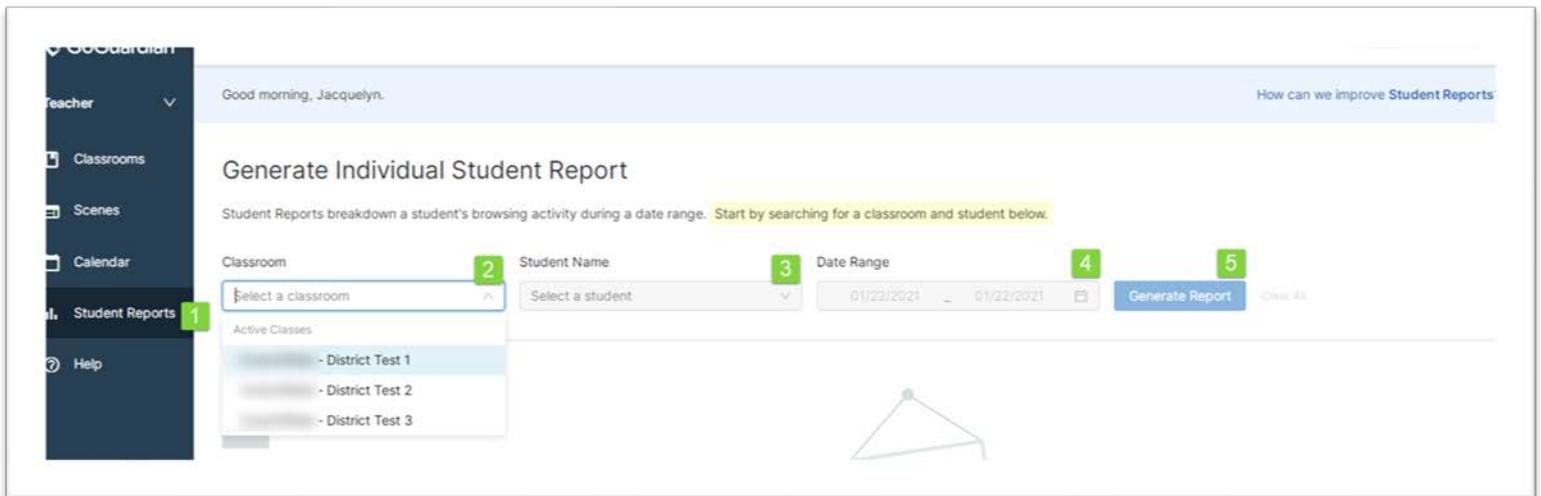
If you are not presenting any part of your screen, click “Start presenting” to start presenting your video and/or audio to your students.

Co -Teachers cannot join presentations at this time.

STUDENT REPORTS

Student Reports breakdown a student’s browsing activity during a date range.

1. Click **Student Reports**
2. Select a **Classroom**
3. Select a **Student**
4. Select a **Date Range**
5. **Click** Generate Report



Student Reports Quick Facts

- Contains Student Browsing Activity
- Top Websites Visited
- Top Google Docs
- Top Google Searches
- Past 180 days available
- Only data from Teacher Sessions
- *Blocked.com-default.ws* is GoGuardian's block page

Hint: Access Student Reports to review sites that you may want to add to a Scene (Allow/Block).

ADDITIONAL RESOURCES

For additional GoGuardian Teacher resources or to provide feedback, please check out the following resources:

- [GoGuardian Teacher Help Center](#)
- [Student Groups](#)
- [Scenes for Individuals and/or Student Groups](#)
- [GoGuardian Teacher Webinar](#)
- [GoGuardian Teacher Training Course](#)
- [GoGuardian Calendar View](#)
- [Desktop Notifications](#)
- [GoGuardian Blog](#)
- [GoGuardian Teacher Ideas Forum](#)
- [GoGuardian Weekly Webinars](#)