

# STUDENT DASHBOARD INSTRUCTIONS



All GWCS teachers will be using a tool called Teacher Dashboard to relay most homework assignments to students. This tool is connected to the teachers' and students' Office 365 accounts. With Teacher Dashboard, teachers can collect homework remotely, provide feedback, and return assignments to students. Using this tool, students will be able to receive homework instructions and necessary files, manage their homework assignments, and turn in assignments in. Teacher Dashboard creates the necessary files and folders in both the students' and teachers' OneDrives, automatically creating a full portfolio of a student's homework assignments throughout the year. Students can access their assignments on their Student Dashboard or by clicking on a link in the email they receive for each assignment.

## Accessing your Student Dashboard

There are two ways to access your Student Dashboard.

One is by clicking on the link provided in an assignment email from Teacher Dashboard. This will take you to the page for **that specific assignment**.

The other is to go to the following

URL: <https://us.teacherdashboard365.com/en/portal/assignments>

This will take you to the page where you can **manage all of your assignments**, called “**My Assignments**.”

## The Assignment Page

The page for each assignment includes five tabs on the left side of the screen: **Overview**, **Timeline**, **Questions & Answers**, **My Response** and **My Feedback**.

### **Overview:**

This tab displays information about the assignment: when it is due, who assigned it, what the instructions are, and any files that are necessary for the assignment. You can click on the files in the “My assignment folder” section of the Overview to open the files.

### **Timeline:**

This tab tells you when the assignment was sent, when the teacher collected it, and when the assignment was returned to you. A teacher may collect an assignment multiple times, so don't get confused if you see that it has been collected more than once.

### **Questions & Answers:**

This tab allows you to ask the teacher any questions you have about an assignment, and to see all of the questions other students have asked and the teacher's answers. When you ask the question, an email is sent to the teacher with the question. They can then choose to answer it and make the question and the answer available to everyone in the class. *When they do this, the question will be anonymous, so don't worry that other people will know you asked.*

## **My Response**

This tab is where you turn in the assignment. Upload your assignment file(s) to your OneDrive, and then click the + button next to the file(s) to move it to the “My Response Folder” section. Once you’ve done that, you’re finished! When the teacher collects the assignment, any files in the “My Response Folder” section will be sent to them.

## **My Feedback**

When your assignment has been returned, this tab is where you can see your grade, any comments the teacher made, and any files that they returned to you.

## **Other Stuff**

In the top right hand side of your screen is a checkbox that says “Assignment Completed.” This is a way for you to keep track of which assignments you have turned in, and which you still have to do. This box is only for you, to make organizing your assignments easier – your teacher will not know whether you have checked it or not. We recommend that you check this box after you have uploaded files into your “My Response Folder” for the assignment.

On the top middle right, there is a ribbon that says “My Assignments” “Outlook” “OneDrive.” By clicking on the “My Assignments” tab, you can go to the “My Assignments” page (described below).

## **My Assignments**

On this page, you can manage and see all the assignments you have been assigned.

On the left hand side, there are various filters: **assigned by**, **subject**, **title contains**, **due**, and **status**. To use these filters, select them and then click “Filter results” in the lower left hand corner. To see all of your assignments again, click “Clear filter.”

**Assigned by:** Show only the assignments sent to you by a particular teacher.

**Subject:** Show only the assignments sent to you in a particular subject (useful if you have the same teacher in two different subjects, like Mr. Goldie in history and math).

**Title Contains:** Show only assignments containing the words you select (useful to find, say, all your DBQs for Mr. Fedinatz’ AP US History class).

**Due:** Show only assignments due within the specified time frame. You can choose from assignments due today, tomorrow, within a week, or later than that.

**Status:** Show only assignments that you have not yet marked as completed (in progress), or only assignments that you have marked as completed (completed).

To go to the assignment page for a particular assignment, click on “view” (for completed assignments) or “edit” (for in progress assignments) underneath “action” on the right side of the My Assignments view.