

Getting started with Hapara Dashboard

Conversations to have with students

When setting up Dashboard for the first time, or with a new group of learners, there are a few important conversations to have with your students before you get started.

What is Hapara Dashboard?



Visibility should go both ways -- take some time to show learners how Dashboard works and how their files appear in your Dashboard. Explain that Dashboard gives you access to their Drives, so you can easily grade their work, offer feedback and create files for the class.

What are these folders?

After Dashboard is set up, class/subject folders will appear in learners' Drives that are owned by "School Apps Owner". Let students know that this is where they will keep work for the class. Ask them not to move, rename, or delete these folders. Doing so may cause work to be unviewable by their teachers.



How do we share our work?

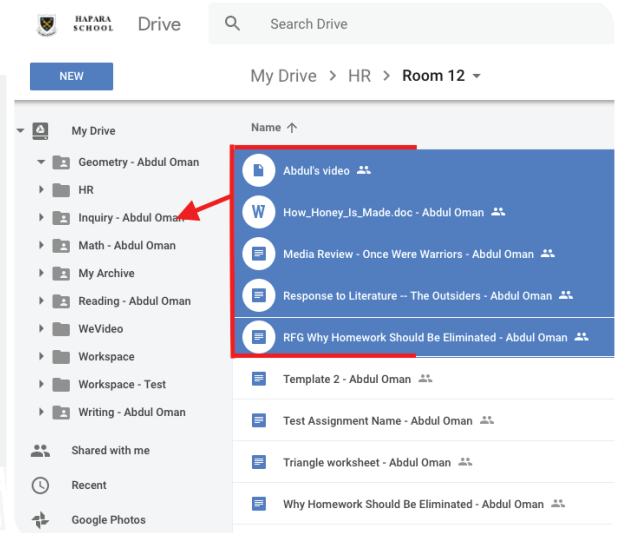


Your students may be used to sharing their work via the blue "Share" button inside of Google Docs, Sheets or Slides. This is no longer necessary!

With Dashboard, students simply create the document in their course folders, or drag and drop it to the folder to share.

How do we share old work?

If your students have folders in Google Drive that they want to merge with Dashboard, they need to move the contents of the folders into the new Dashboard folders by selecting the content of the old folder and dragging it to the new one.



How should we name our files?

Before you begin any work in Drive for the year, establish file naming conventions that will be shared by teachers and students, alike. We recommend the A.D.N. method: assignment, due date, student name. (Ex. Macbeth Essay, 10/01/14, Mary Smith)

- Discussion Reflection 9/16 Abdul Oman
- Chapter 6 Questions, 9/30, Abdul Oman
- Book Report on Holes, 10/17, Abdul Oman