

## CONNECTING CLASROOMS PLATFORM INSTRUCTIONS FOR TEACHERS

Forum by Prométour has created an online platform specifically designed for you and your students to upload and share videos with your Connecting Classrooms partner.

Please follow the instructions below to create your account and get started:

#### STEP 1: Create an account

1. Go to <u>app.connectingclassrooms.com/register</u> and <u>register</u> with the email address you used to submit your interest form.

Connecting lassrooms	Register Just a few more clicks to create your account.
	Full Name
	Email
	Password
	Password Confirmation
Welcome to the	English
	I agree to the Privacy Policy.
Enjoy learning languages:	Register Log in

2. A verification email will be sent to you to complete your registration. Check your inbox or spam and **verify your email address** by clicking on the link in the email. Login on the page that appears.

Connexting lassrooms	
	<b>Login</b> Email
	Password Remember me Eorgot your password?
Welcome to the Connecting Classrooms APP!	Login Register
Enjoy learning languages!	



3. You can now access the **Teacher Platform**. On the homepage, you will see your virtual exchange(s). Click on the exchange you want to access. If you have several exchanges, make sure to select the exchange with the correct school, partner teacher, and year (See the orange circles below).

Connecting		<del>.</del>
Lassrooms	Welcome to Connecting Classrooms	
	Click on your partner school for this school year to access your exchange.	
Connecting Classrooms	VIRTUAL EXCHANGE WITH	YEAR
	Prometour HS California - United States & Partner Teacher:	2022
	Colegio Malaga - Spain & Partner Teacher:	2022

4. Once you have chosen your exchange, the **main menu** will appear on the **left side** (see the orange rectangle below).

Connecting		۵ (	8
	Choose your first activity	Q Search Videos	
Connecting Classrooms		Test Organization 3 Videos	
🕞 My Virtual Exchange	started, go to Manage activities and choose your first activity.		
Manage Activities		* Ma Videon Frund	
Authorizations			
Student Platform Link			
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D Moderate Comments			-1
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() Help		No Videos found	
			-1



# STEP 2: Send the student media release form (optional)

1. If you need parents' permission for your students to participate in the program, you can send parents the student media release form for them to sign.

From the left-side menu, go to **AUTHORIZATIONS** (see the orange circle below) to find the link to the **Student Media Release Form.** Click on the **copy button** and send this link to parents for them to sign the media release form. (See the orange rectangle below)

	Clas	nne <b>«ting</b> ssrooms	Student Media Release Forms	<u> </u>
	⊜ co	nnecting Classrooms / Virtual Exchange	Send the Student Media Release Form bolow to parents. Once a parent has signed the form, a copy of the signed form will appear below and will also be emailed to the parent.	
$\left( \right)$	🍄 Ma 🗎 Aut	anage Activities thorizations udent Platform Link	3. Beach Student Media Release Form Link         Topp://commedingdasanooma.local/media=release form/37/22/7982/55Q/e078bbp         Copp	
	D Mo ∱ Upi	oderate Comments Noad Video	No Student Media Release Forms	
	(7) Hel	lp		

2. After a parent has signed the form, a **PDF copy of the signed form** will appear in the Student Media Release Forms section on the **AUTHORIZATIONS page** (See the orange circle below).

Connecting Classrooms		A (R)
	Student Media Release Forms	
☐t My Virtual Exchange	Send the Student Media Release Form below to parents. Once a parent has signed the form, a copy of the signed form will appear below and will also be emailed to the parent.	
🌣 Manage Activities	View Studert Mode Release Form	
Authorizations	Student Media Release Form Link	
€ Student Platform Link	http://localhost/media-release-form/37626/798/v56QwORb3p Copy	
d Moderate Videos	Q. Search Student Media Release Forms	
D Moderate Comments	Student Test	
📩 Upload Video	23-Jun 2023	View PDF Document
(?) Help		



### **STEP 3: Select an activity**

1. To select an activity for your students, go to **MANAGE ACTIVITIES** from the left-side menu (see the orange circle below).

From this page, you can view the **student activity guide** for each of the six available activities. To see a student activity guide, click on the activity you are interested in under **Activity Guides** (see the orange rectangle below).



2. Click on Select a new activity (see the orange circle below).

Connecting lassrooms			4 <u>8</u>
	Before your students can upload videos, you must first select an activity with your partner teacher.	Q. Search Adivilies	
Connecting Classrooms	Select a new activity		
D: My Virtual Exchange	Select the activity that you and your packet and non-source source of students.		
🔅 Manage Activities	+ Select a new activity		
Authorizations	Activity Guides		
P Student Platform Link	Click on the activity to read the activity guilde.		
Moderate Videos	III Act 2 - School Life	No Activities round	
D Moderate Comments	(i) Act 3 - Hometown Tour & Regional Culture		
1 Upload Video	III Act 4 - Music		
() Help	() Act 5 - Idiomatic Expressions		
	III Act 6 - Environment		

3. The **New Activity** window will appear. Under **Select an Activity Template**, choose the activity that you and your partner teacher have chosen for your students (See the orange rectangle below).



	New Activity
Select an Activity Template	
Safet an option	v
Default Viability for Videoa	Cancel

- 4. Under **Default Visibility for Videos,** switch the button to make all videos for this activity public or private:
  - **Public**: all students will be able to watch the videos once you share with them the link to the Student Platform.

	New Activity
Select an Activity Template	
Select an option	~
Default Visibility for Videos	
	Cancel Create

• **Private**: you and the teacher from your partner school are the only ones who can view students' videos. This way you can show the videos in class.

	New Activity
	Select an Activity Template
	Select an option
<	Default Visibility for Videos
	Cancel

5. Once you have selected an activity, the **activity folder** will appear on the right side of the **MANAGE ACTIVITIES** page.

You can **edit or delete the activity** by clicking on the three vertical dots in the top right corner of the activity folder. (See the orange circle below).

- If you **edit** the activity, you will go back to the **New activity** window where you can change the activity or the visibility of the videos.
- If there aren't yet any videos created for the activity, you can else **delete** the activity folder.







### **STEP 4: Send Student Platform link**

1. For students to access the virtual exchange, you must first send them a link to the **Student Platform**.

Go to **STUDENT PLATFORM LINK** from the left-side menu. (See the orange circle below)

Click on the **copy** button to copy the link that you will send to your students. (See the orange rectangle below)



2. Students must paste the link in the direction bar (and not the search bar) of the browser. (See the orange circle below)





3. In the **Student Platform**, students must click on the **Login/Sign up icon** on the top right-hand corner of the page (see the orange circle below), and then on **Sign up and get started!** to create an account (see the orange arrow below).

← → C 🗎 app.com	ectingclassrooms.com/486/1187/cqvoeOyyug	<b>e</b> , Q (	8 🖈 🔮 🗯 🖬 🏝 🗄
	Type for search videos	Q Legensign Up	
<ul> <li>Student Media Release Form</li> <li>FAQ</li> </ul>	C ACTIVITY INSTRUCTIONS (Click to show)	*	Log In to Your Account X Email Address Patchord Remember Me Don't heve an account? Sign up and get source! Forget your paceword! Log In
		No videos found	

4. Once registered and logged in, students will have access to the **Student Platform**.

For students to upload their videos, you and your partner teacher must select an activity on the **Teacher Platform** beforehand. Once you have selected an activity, students will be able to see it in the **Student Platform**.

When students click on an activity (see the orange rectangle below), the guide for the activity will appear below (see the orange circle below).

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	Type for search videos		٩	<u>د</u> ا
Student Media Release form Upload Video FAQ	ck to show)	Act 1 - Introduce Yournelft		
		*		
		No videos found		



# **STEP 5: Upload video**

#### a) Student platform

1. Students can upload their videos from the **Student Platform** by clicking on **Upload Video** in the left-side menu (see the orange circle below) or on the **video icon** in the top right corner (see the orange rectangle below).

(**Note:** For students to upload their videos, you and your teacher partner must select an activity on the **Teacher Platform** beforehand. Otherwise, your students won't be able to choose the activity).

To upload their video, students will be asked to fill in the title of the video, the authors' names and for which activity they are submitting the video.

		Connecting		ΕJ	-
	*	Home	Upload Your Video		
/	-	Student Meaia Release Form	Title		
	•	Upload Video F.A.Q	Author		
			Select an Activity	•	
			Choose a video or drag it here.		
			Upload		

#### b) Teacher homepage

1. As a teacher, you can also upload videos on behalf of your students.

In your **Teacher Platform**, go to **UPLOAD VIDEO** on the left-side menu (see the orange circle below). On the **Upload Video** page, you must **select a video** ("click here to upload a video"), **choose the activity**, put the **title**, write the **name of the author(s)** and decide if you want the video **public or private.** Then, click on Upload Video at the bottom of the page (see the orange rectangle below).



	Conne∢ting Classrooms		Ą (R)
_		As a teacher, you can upload videos on behalf of your student(s).	
	Connecting Classrooms	Select a Video	
	D1 My Virtual Exchange		
	-☆- Manage Activities	Ctick have increased a side	20
	Authorizations	C * Visk files in upwar a m	
	C Student Platform Link		
	□1 Moderate Videos	Activity Video Vis	sibility
	Moderate Comments	Act 1 - Instatuce Yoursel? V 💽 🗸	Public
	1 Upload Video		
	(7) Help	student(s) name(s)	
		Studern(a) name(a)	
		ී Upload Video	



# **STEP 6: Video approval**

1. Students will not be able to see videos until you have approved them. To approve a video, go to **MODERATE VIDEOS** (see the orange circle below) on the left-side menu.

C	ionnexting lassrooms		<del>Ģ</del>	8
		Moderate Videos		
	Connecting Classrooms	Select the videos below that you would like to approve. Students can't view videos until you have approved them.		
04	My Virtual Exchange			
	Manage Activities	* 😰		
۵	Authorizations	No videos to moderate		
C	Student Platform Link			
D4	Moderate Videos			
	Moderate Comments			
£	Upload video			
0	Help			

2. Select the videos you would like to approve and click on **Approve** (see the orange circle below).





#### **STEP 7: Comments Approval**

1. Students will not be able to see the comments until you have approved them. To approve a comment, go to **MODERATE COMMENTS** (see the orange circle below) on the left-side menu.

	С	onne < ting lassrooms		<u>A</u> (R)
			Moderate Comments	
		Connecting Classrooms	Select the comments below that you would like to approve. Students can't view comments until you have approved them.	
		My Virtual Exchange		
		Manage Activities	* No comments to moderate	
		Authorizations	A Ad comments to moderate	
	C)	Student Platform Link		
	DI	Moderate Videos		
(		Moderate Comments		
		Upload Video Help		

2. Select the comments you would like to approve and click on **Approve** (see the orange circle below).

Connecting					
	Moderate Comments				
Connecting Classrooms	Select the comments below that you would like to approv	e. Students can't view comments until you have approved them,			
□4 My Virtual Exchange	✓ Approve Selected				
🔆 Manage Activities	Select all comments				
Authorizations					
P Student Platform Link	Rafael 18 Jan 2023	Rafael 18-Jan-2023	Rafael 18Jan-2023		
4 Moderate Videos	Test comment 1	Test commont 2	Test comment 3		
D Moderate Comments					
▲ Upload Video	✓ A0	prove 🛈 Delete	Approva	V Approve 🔀 Delete	
Help					