

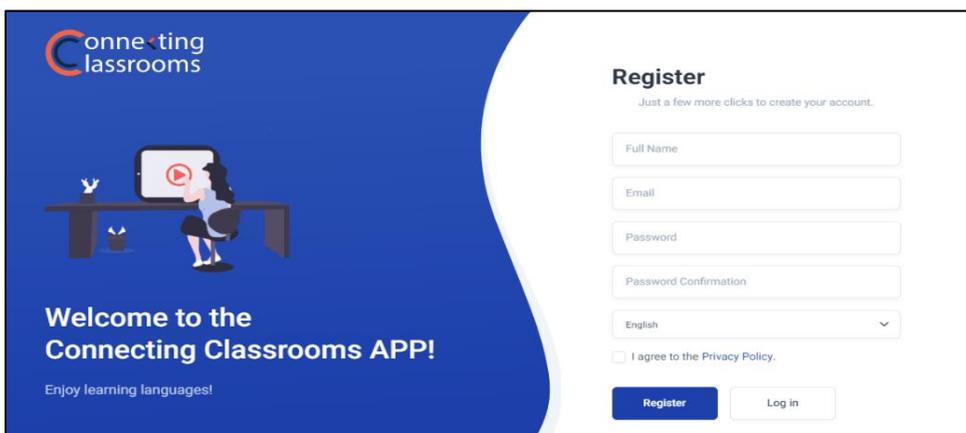
CONNECTING CLASSROOMS PLATFORM INSTRUCTIONS FOR TEACHERS

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:

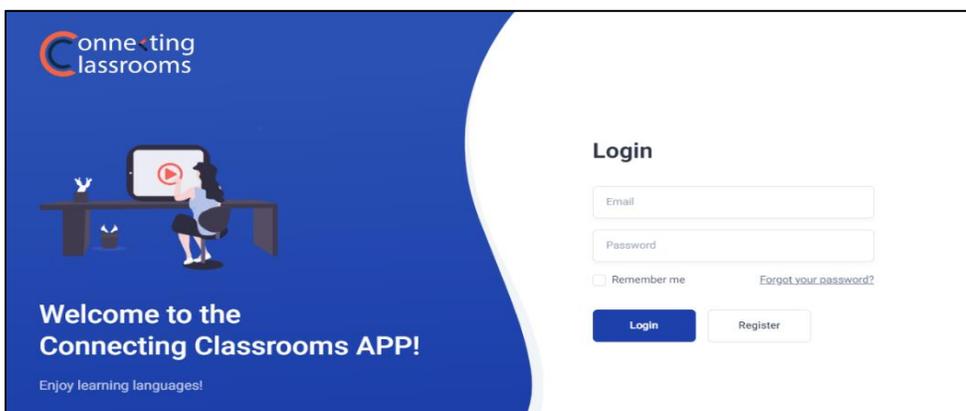
STEP 1: Create an account

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



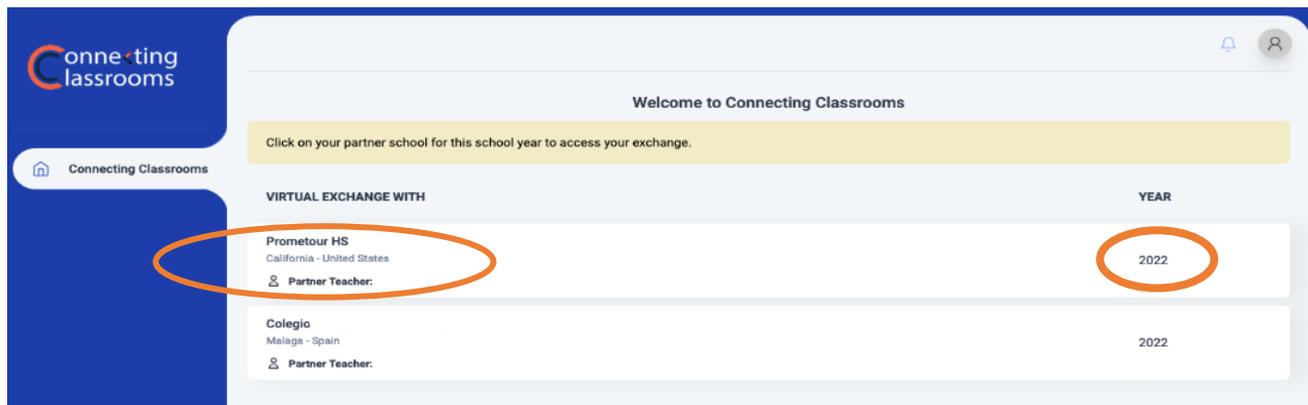
The screenshot shows the 'Register' page. On the left, there is a blue banner with the Connecting Classrooms logo, an illustration of a person at a desk with a computer, and the text 'Welcome to the Connecting Classrooms APP!' and 'Enjoy learning languages!'. On the right, the 'Register' form includes fields for 'Full Name', 'Email', 'Password', and 'Password Confirmation'. There is a dropdown menu for 'English' and a checkbox for 'I agree to the Privacy Policy.'. At the bottom right, there are 'Register' and 'Log in' buttons.

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.

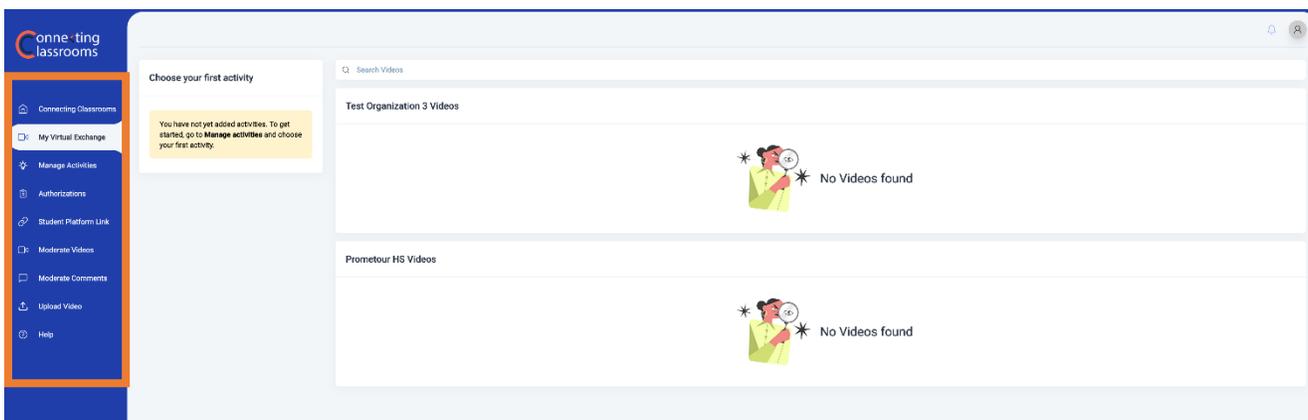


The screenshot shows the 'Login' page. On the left, there is a blue banner with the Connecting Classrooms logo, an illustration of a person at a desk with a computer, and the text 'Welcome to the Connecting Classrooms APP!' and 'Enjoy learning languages!'. On the right, the 'Login' form includes fields for 'Email' and 'Password'. There is a checkbox for 'Remember me' and a link for 'Forgot your password?'. At the bottom right, there are 'Login' and 'Register' buttons.

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).



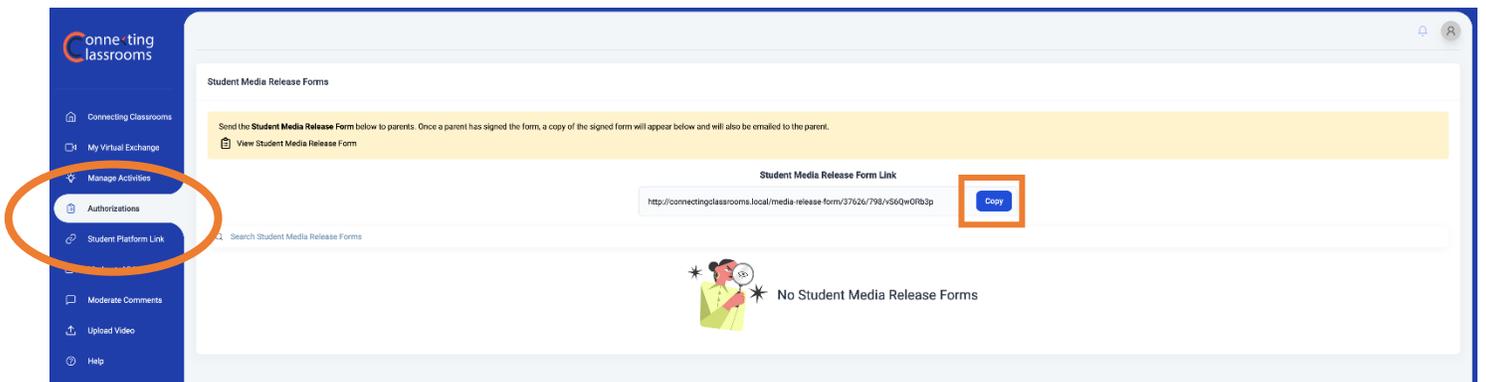
4. Once you have chosen your exchange, the **main menu** will appear on the **left side** (see the orange rectangle below).



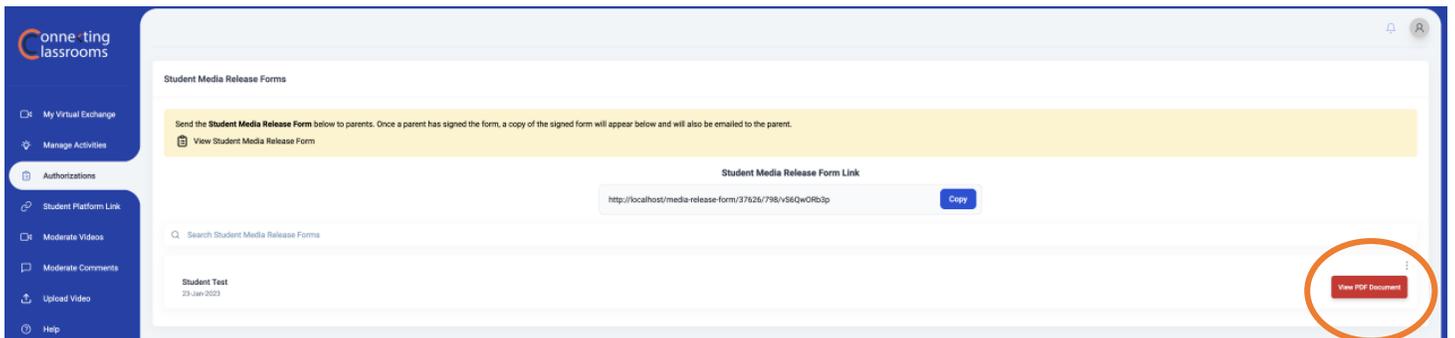
STEP 2: Send the student media release form (optional)

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)



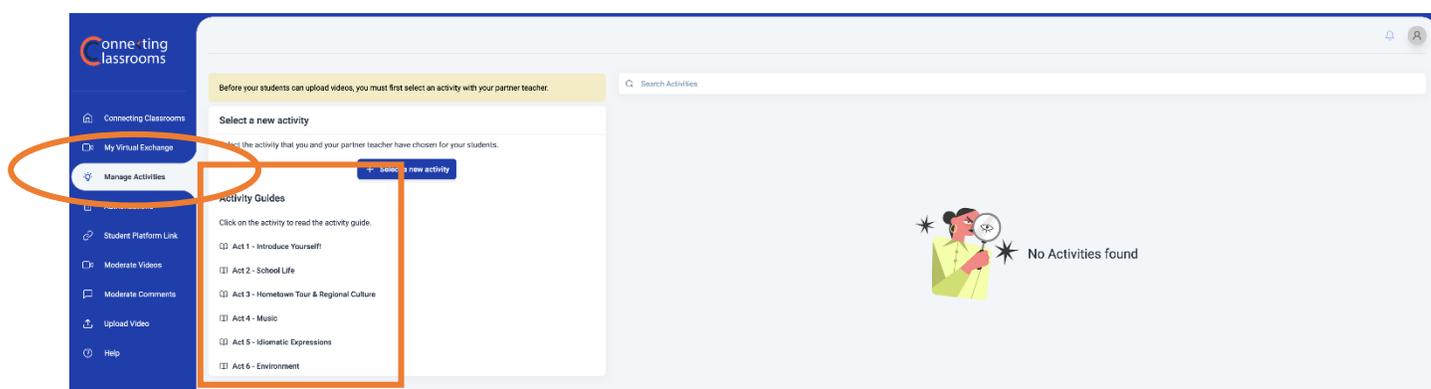
2. After a parent has signed the form, a **PDF copy of the signed form** will appear in the Student Media Release Forms section on the **AUTHORIZATIONS** page (See the orange circle below).



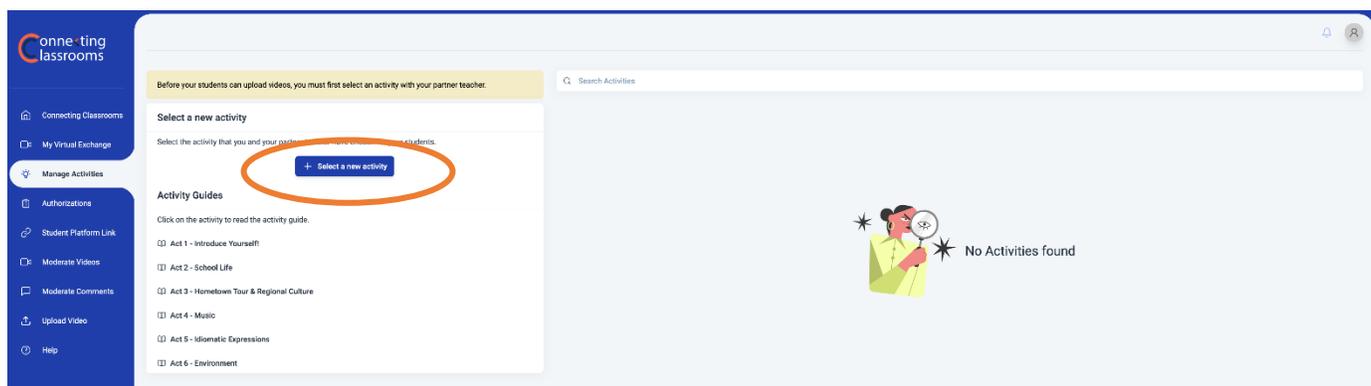
STEP 3: Select an activity

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).



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

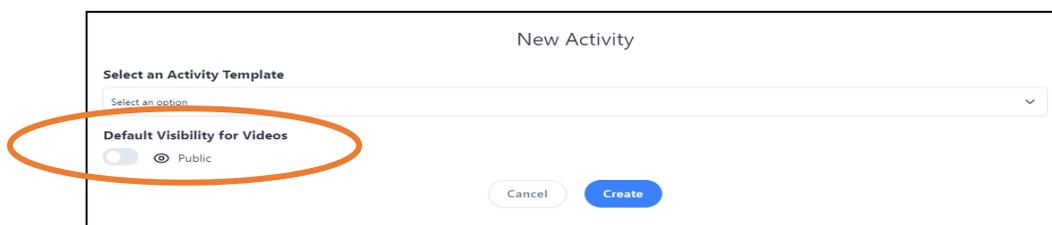
Select an option

Default Visibility for Videos

Public

Cancel Create

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

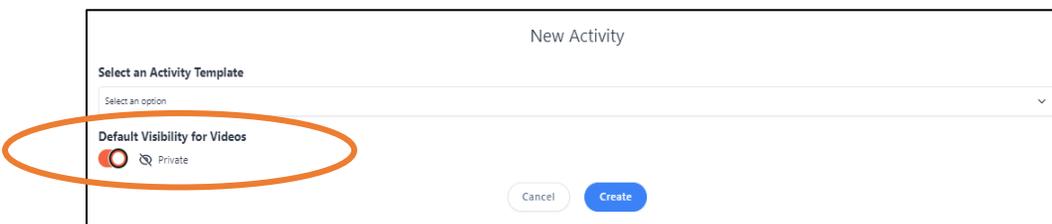
Select an option

Default Visibility for Videos

Public

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

Private

Cancel Create

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.

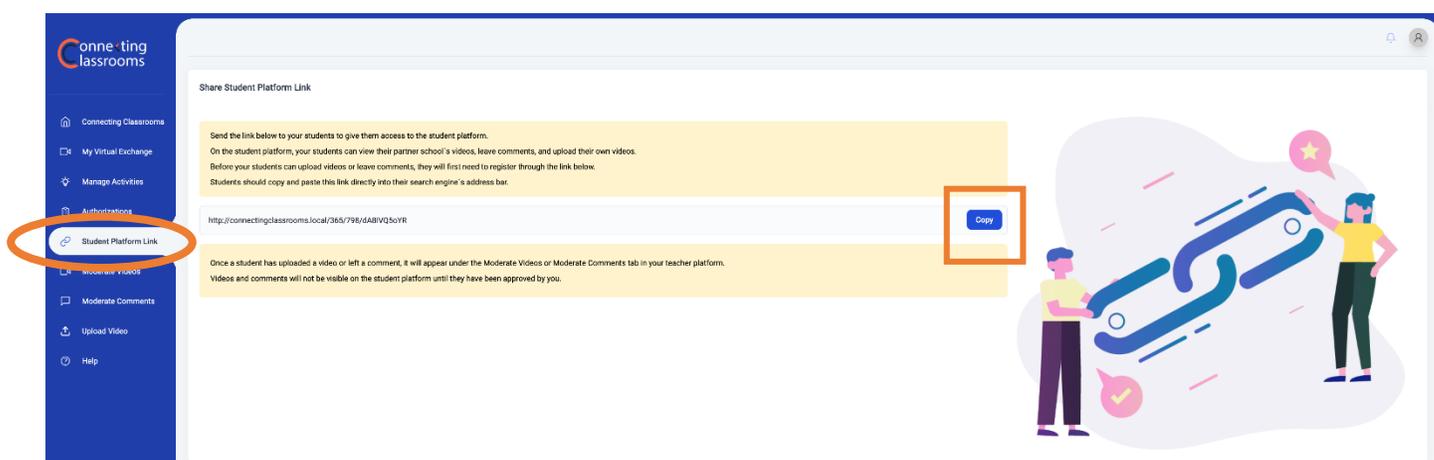
The screenshot displays the 'Connecting Classrooms' web interface. On the left is a dark blue sidebar with navigation links: 'Connecting Classrooms', 'My Virtual Exchange', 'Manage Activities' (highlighted), 'Authorizations', 'Student Platform Link', 'Moderate Videos', 'Moderate Comments', 'Upload Video', and 'Help'. The main content area is light blue and contains a yellow warning banner: 'Before your students can upload videos, you must first select an activity with your partner teacher.' Below this is a 'Select a new activity' section with a '+ Select a new activity' button and a list of 'Activity Guides' including 'Act 1 - Introduce Yourself!', 'Act 2 - School Life', 'Act 3 - Hometown Tour & Regional Culture', 'Act 4 - Music', 'Act 5 - Idiomatic Expressions', and 'Act 6 - Environment'. To the right is a 'Search Activities' section with a search bar and a card for 'Act 1 - Introduce Yourself!' (Public). A context menu with 'Edit' and 'Delete' options is open over the card, circled in orange.

STEP 4: Send Student Platform link

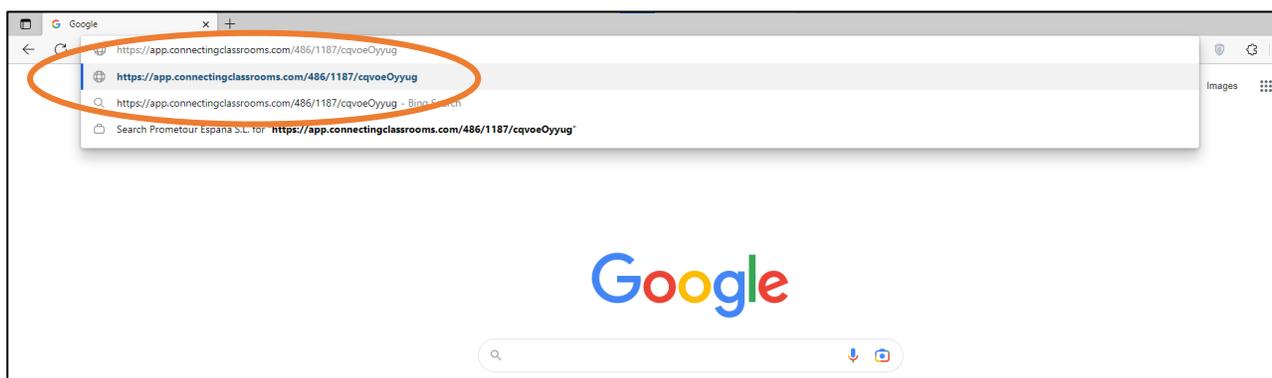
1. For students to access the virtual exchange, you must first send them a link to the **Student Platform**.

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

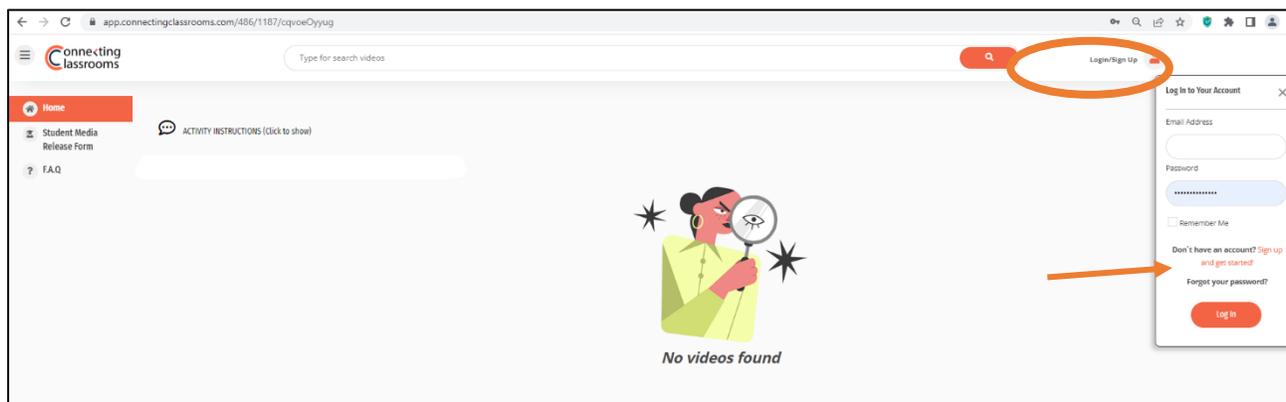
Click on the **copy** button to copy the link that you will send to your students. (See the orange rectangle below)



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



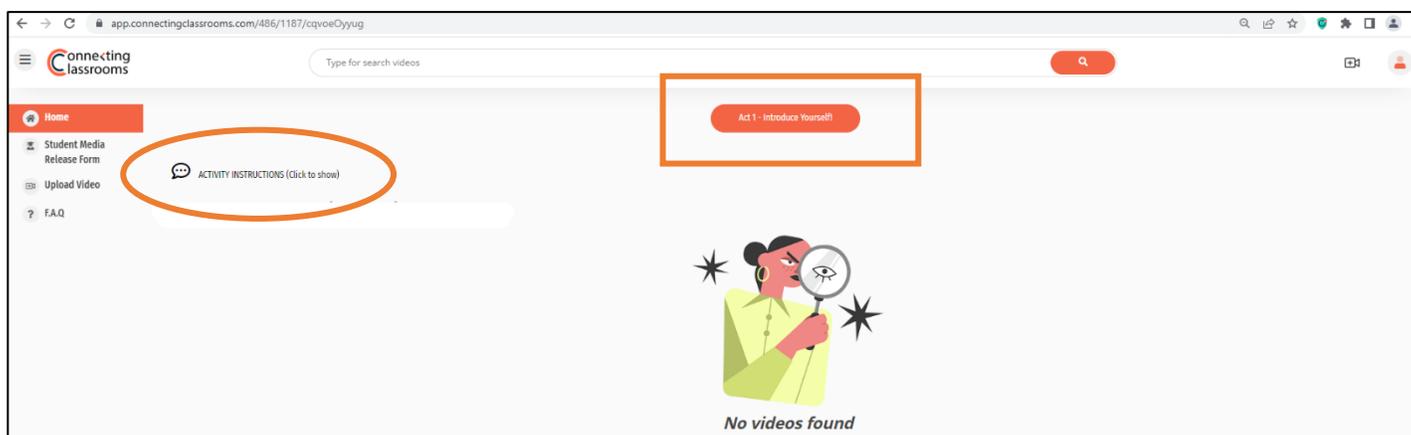
3. In the **Student Platform**, students must click on the **Login/Sign up** icon on the top right-hand corner of the page (see the orange circle below), and then on **Sign up and get started!** to create an account (see the orange arrow below).



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).



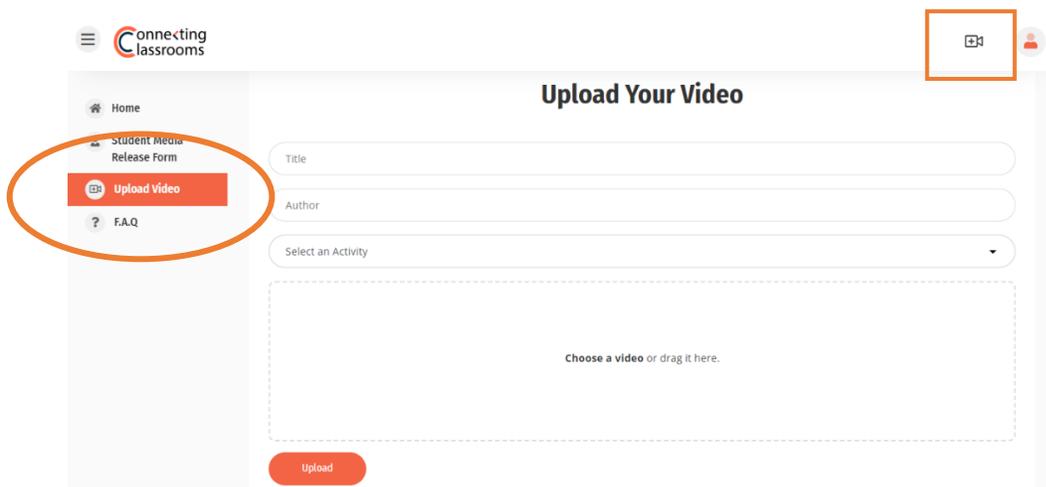
STEP 5: Upload video

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.



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).

Connecting Classrooms

As a teacher, you can upload videos on behalf of your student(s).

Select a Video

[Click here to upload a video](#)

Activity: Act 1 - Introduce Yourself

Video Visibility: Public

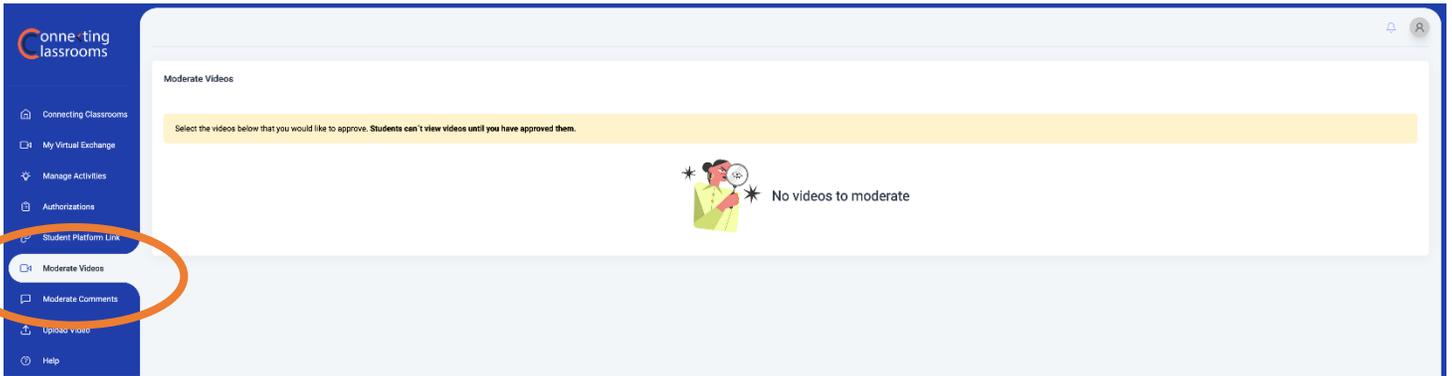
Title:

Student(s) name(s):

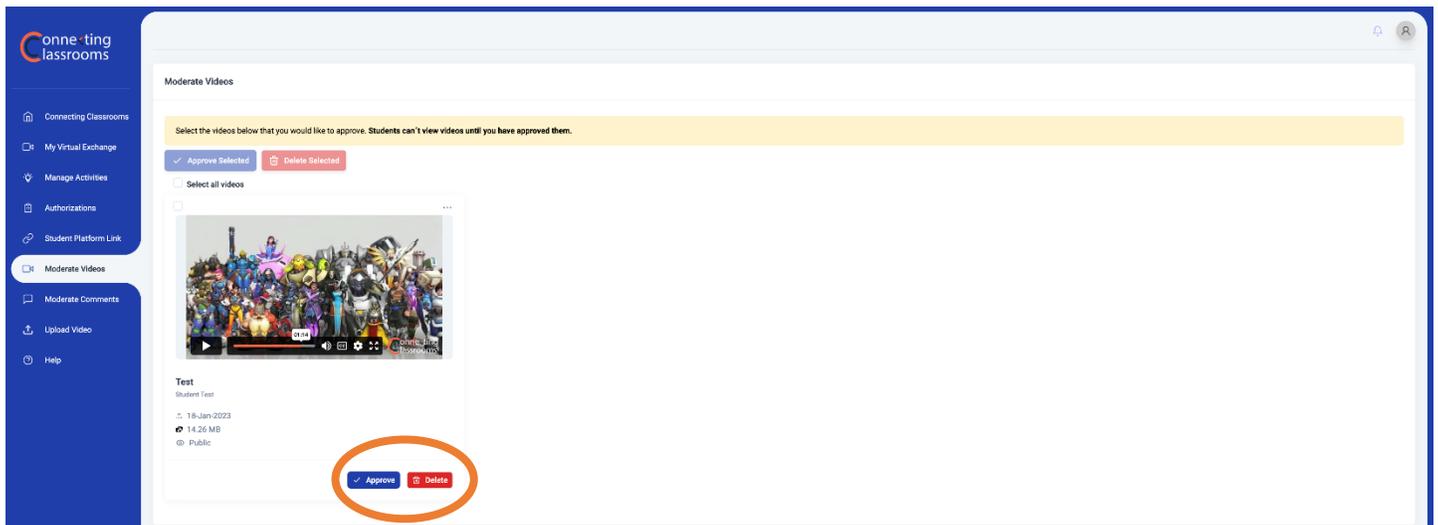
[Upload Video](#)

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.

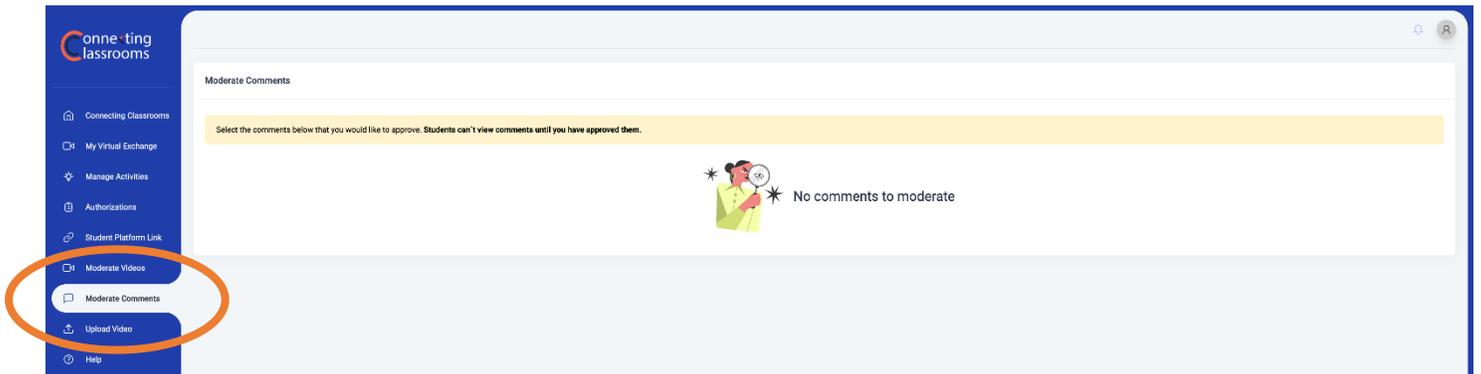


2. Select the videos you would like to approve and click on **Approve** (see the orange circle below).



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.



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

