



Main Administrator's Guide

Welcome to the **classroom.cloud** Administrator's Guide

Easy to set up, configure, manage, and use, **classroom.cloud** virtually takes care of itself! Integrating directly with your existing infrastructure, you can deploy in minutes and manage teacher and student devices centrally – saving you a bunch of time.

Once set up, the IT team's involvement is minimal – and, for teachers, using its intuitive interface is a breeze!

This document will step you through all the main Admin processes required to get your **classroom.cloud** environment up and running. Everything from creating and configuring each school site within your organization, adding user accounts for your colleagues and enrolling the school's devices, to creating classes and deploying the required student software.

Once you have created your environment, teachers will then be in a position to start leading **classroom.cloud**-managed lessons using the Teacher portal.

But if you're pushed for time right now, don't worry, our **Quick Start Checklist** is also available if you just want a whistle stop tour of the main areas of focus.

Glossary of Terms

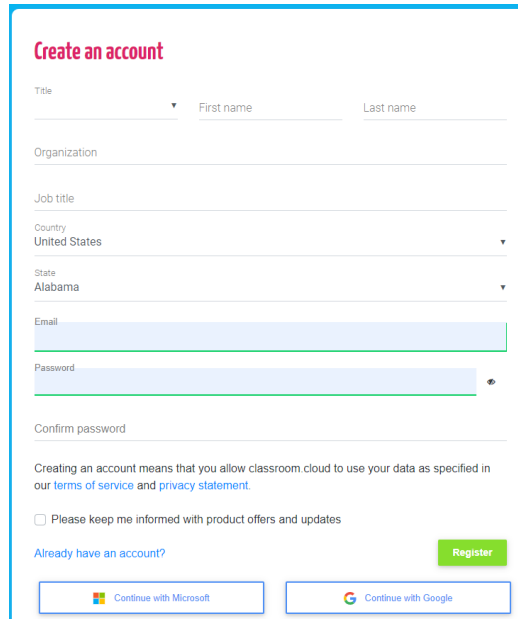
Before we begin, let's first of all introduce you to some common **classroom.cloud** terminology that will be mentioned throughout this document:

Portal	Refers to the classroom.cloud user interface that opens in your Internet Browser. classroom.cloud provides the Admin Portal, as focused on in this document, and the Teacher Portal. These are sometimes called the Console.
Organization	This will generally be the name of your multi-site academy trust, school district, or even an individual school site. When you create your classroom.cloud account the organization name specified also becomes the licensee name.
Sites	Sites in classroom.cloud represent the individual school locations within your organization. The key Admin tasks (e.g. enrolling school devices, managing users) are conducted on a site-by-site basis. When you build your classroom.cloud environment, creating Sites and carrying out the associated management tasks should be completed first.
Organization Admin	The person who first creates your classroom.cloud account and has global access to manage sites across the organization. Additional Organization Admins can be created.
Site Admin	The user who has responsibility for administering the classroom.cloud environment for a single site or, if applicable, multiple sites.
Teacher	Teachers are assigned Teacher privileges for the site(s) they are located at. This gives them access to the classroom.cloud Teacher Console and the required classes.
Enrolled Devices	School devices that have been added into your classroom.cloud organizational structure.
Unassigned Devices	Enrolled school devices are initially set to unassigned status, but they need to be moved to their correct home within your organization.
Device Groups	School devices need to be associated with a specific device group to ensure teachers can connect to the correct devices in each of their classes.
Installers	The classroom.cloud Admin Portal provides the installation files needed to deploy the classroom.cloud Student application to the school or district devices that you want to connect to - Windows, Mac, Chrome and Android.
Classes	Classes can be added manually, or, can be imported from existing Student Management Systems you may use, to each site to mirror your organizational structure. When teachers select a class, the classroom.cloud Teacher Console is launched and connects to the required classroom devices.

Creating your **classroom.cloud** account

Registering for a **classroom.cloud** account is a quick and simple process:

1. Visit our website, **classroom.cloud**, and click **Sign Up**.
2. Click **Create an account**.



The screenshot shows the 'Create an account' registration form. It includes fields for Title, First name, Last name, Organization, Job title, Country (United States), State (Alabama), Email, Password, and Confirm password. There is a checkbox for 'Please keep me informed with product offers and updates' and a 'Register' button. At the bottom, there are links for 'Continue with Microsoft' and 'Continue with Google'.

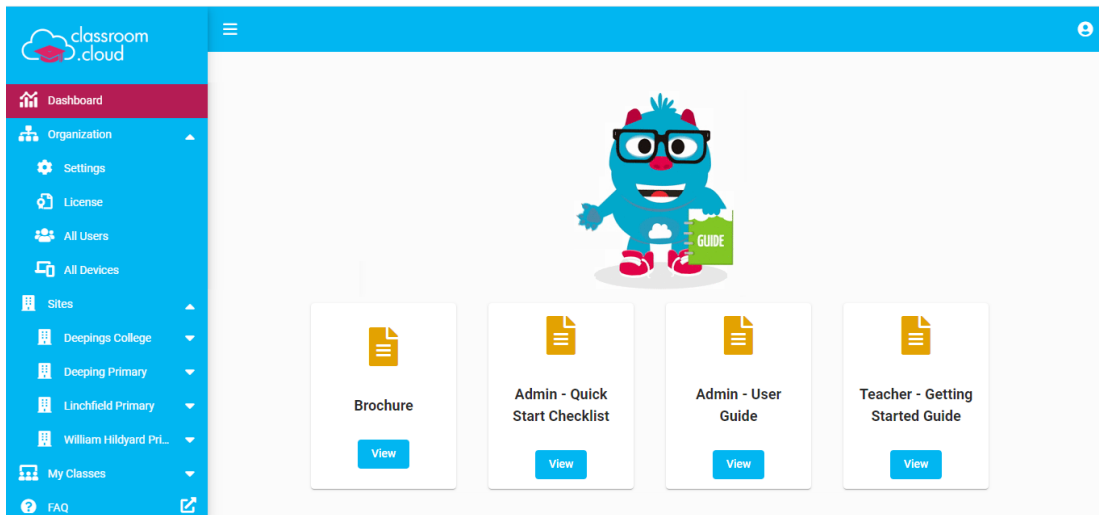
3. You can enter your user details manually or, to save time, associate the account with your **Microsoft** or **Google** credentials. Please read our **Terms of Service** and **Privacy Statement** before proceeding.

Please Note: The **Organization Name** entered will be the name assigned to your **classroom.cloud License** and will be used to create the default **Site** in your organizational structure. This can be changed if it is not the name of a specific school site. However, if you want to amend the license information at a later date, you will need to contact our Administration department.

4. When the form has been completed, click **Register**. A **Verification Email** will be sent to the address specified. You need to verify your account within 3 days.
5. Click the link in the email to complete your registration. Your master **Organization Admin** account is now active. (We will discuss the user roles available within **classroom.cloud** later in this document.)
6. You will be directed to the **Sign In** page. If you have **Two Factor Authentication** in place, you will be asked to verify your login details.

Admin Portal - Quick Introduction

As an **Organization Admin** you have full access to create items and edit your organizational environment - create additional sites within your school structure, enroll devices, create classes, and invite other users to register for their own accounts.



Before introducing you to the menu options on the left of the portal, across the top of the screen there are some general features:



Minimizes the left-hand menu options.



Allows users to change their profile (option can be disabled) and sign out of the portal.

Full details of each of the menu options follow, but in brief:

Dashboard

Provides quick access to User Guides and Brochures.

Organization

This option is only available to users with master **Organization Admin** status. It allows you to configure your overall organization settings, such as privacy settings, to ensure devices can only be connected to during approved school hours and on designated school networks. From here, you can also see a full list of enrolled devices and add or manage user accounts across the entire organization. (Users with responsibility for individual **Sites** within your organization can perform these tasks at a local level.)

Sites

This is your starting point on the path to creating your **classroom.cloud** environment. Here, you can add and manage the details of each individual school **Site** in your organization. (As mentioned earlier in the document, the default **Site** name created when you registered can be changed here, if required.)

A master **Organization Admin** can configure any **Site**. Other users can only manage or access the Sites they have been assigned rights to. Once the Sites are populated with the required users, devices and classes, teachers are in a position to start conducting lessons using the range of classroom management tools available in the Teacher Console (via the **My Classes** option).

My Classes

This is where classes are added and managed, and where teachers launch the class they want to interact with in the **classroom.cloud** Teacher Console. You can manually add or import* pre-existing classes and associate each one with the appropriate group of devices.

* **classroom.cloud** can sync with Student Management Systems (SMS/SIS) such as Microsoft Data Sync and Google Classroom, so if your classes are centrally managed, the portal can be populated with any existing data.

FAQ

Get answers to some commonly asked questions.

Contact

If you need any additional help with your **classroom.cloud** setup, please complete our **Contact Form** and one of the team will get straight back to you.

Admin Portal - In Detail

So let's get started and step through the Admin options in more detail.

Firstly, to navigate your way around the **classroom.cloud** interface: Click each option in the menu on the left hand side of the screen. This expands or collapses the tree view. The navigation bar across at the top of the window will also display the selected options, allowing you to click back and forth between them.

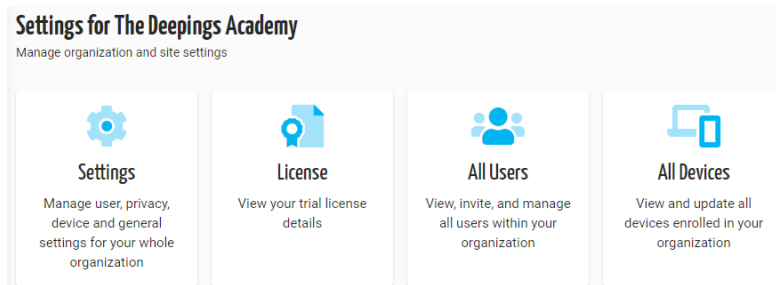
 [Organization](#) / [Settings](#) / [Privacy](#)

ORGANIZATION

These options are only available to users who have been assigned the **Organizational Admin** role. More information will be provided about user roles later in this document.

Organization>>Settings

This allows you to customize the settings for the whole organization. However, in a multi-site environment, it is rare that the same settings will apply to each school. Therefore, for flexibility, **classroom.cloud** allows you to configure the settings on a per site basis (using the Sites option).



Settings

Offers the following options:

General



Allows you to customize a range of general settings; your preferred user naming-convention, the default language and time zone, the contact details for the primary user and your organization address. The **Miscellaneous** option lets you decide if you want to prevent **unmanaged** Chromebooks being enrolled in your **classroom.cloud** environment - for example, to stop a student's personal Chromebook being enrolled.

User Profiles

Configure the access other portal users have to edit their profile information.

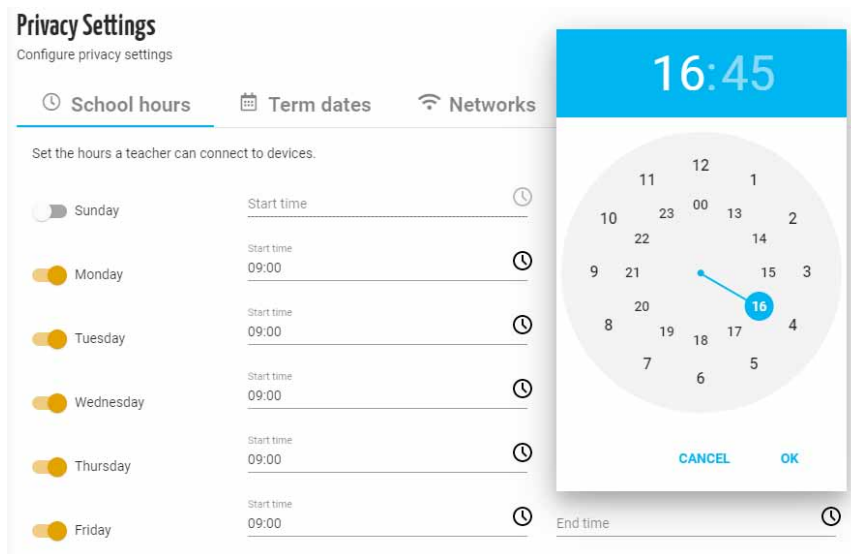
Privacy

-  **School hours**
-  **Term dates**
-  **Networks**

Ensuring school devices can only be connected to at approved times and on defined school networks is key to ensuring the safety and privacy of students. (As mentioned earlier, if you have multiple school sites, these can be set at an individual site level.)

School Hours

Set the times when teachers can connect to devices. Click to enable each day of the week, as required. To set the start and finish times for each day, click the clock icon and either click the required time or drag the arm to the correct time. Click **OK** when both the hours and minutes are set. When all settings are applied click **Update**.



Term Dates

Set the dates for each semester/term when teachers will be able to connect to devices. To set the first date range, click on the calendar icon and select the required start and finish dates. Click **Add Date**. Repeat the process for the required number of additional date ranges. When complete, click **Update**.

Networks

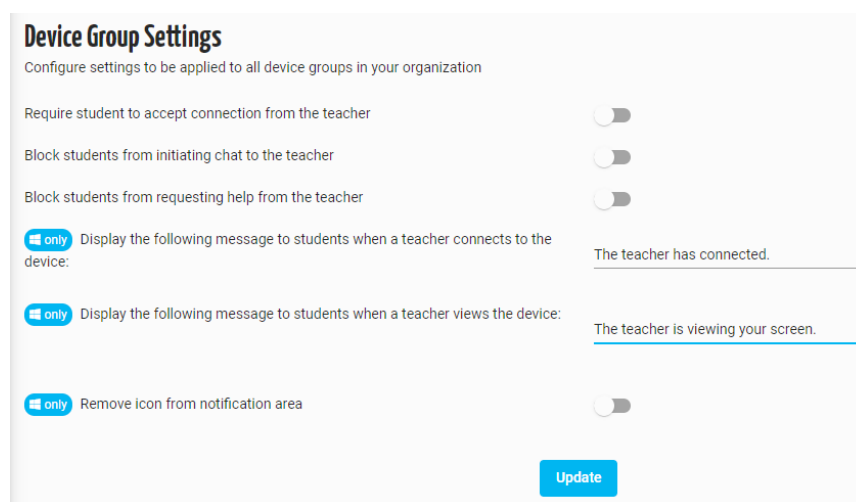
Enter details of the supported school networks by address and/or WiFi name. Enter the IP Address(es) and click **Add IP Address** after each one. Similarly, enter each Wireless Network name and click **Add Network Name**. When complete, click **Update**.

Device Groups

Device Groups play a pivotal role, ensuring that when a teacher chooses the class they want to launch from the **classroom.cloud Teacher Console**, the correct devices are connected to. A **Device Group** is therefore a set of devices generally located in the same classroom or maybe a library.

When each of your schools devices is enrolled into **classroom.cloud** (covered in the **Installers** section of this document) they need to be assigned to the required **Device Group**.

Device Group Settings can then be applied here, at organization level, or at individual **Site** level. (The **Device Groups** themselves are also created at **Site** level, as explained later.)



The screenshot shows the 'Device Group Settings' interface. It includes a title 'Device Group Settings' and a subtitle 'Configure settings to be applied to all device groups in your organization'. There are five settings, each with a toggle switch and a 'only' label in a blue bubble:

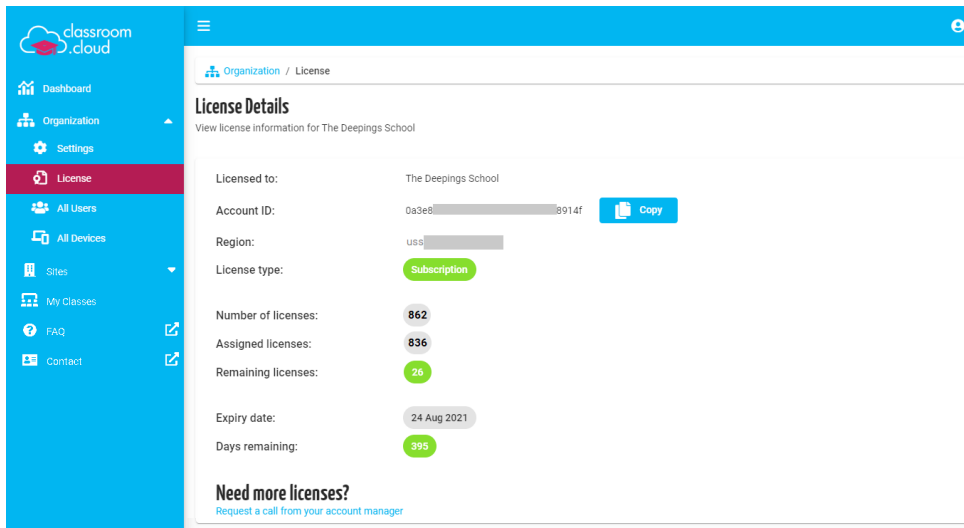
- 'Require student to accept connection from the teacher' (toggle off)
- 'Block students from initiating chat to the teacher' (toggle off)
- 'Block students from requesting help from the teacher' (toggle off)
- 'Display the following message to students when a teacher connects to the device:' (toggle on) with a preview box containing 'The teacher has connected.'
- 'Display the following message to students when a teacher views the device:' (toggle on) with a preview box containing 'The teacher is viewing your screen.'
- 'Remove icon from notification area' (toggle off)

An 'Update' button is located at the bottom right of the settings area.

- You can create a customized configuration that is automatically applied to machines in the group when they are connected to:
 - request student acknowledgement when connecting to a device;
 - prevent students from starting a Chat session or requesting teacher help;
 - display a message on the students screen to confirm that the teacher has connected or is viewing the screen; *
 - remove the **classroom.cloud** Student icon from the system tray of devices.*
 - Click **Update** when complete.
- * Supported on Windows devices only.

Organization>>License

Your **classroom.cloud** license information is generated when you first create your **Organization Admin** account. (The free trial license is for 30 concurrent users for 30 days.) If changes to your Organization details or the license type are required, please contact your **classroom.cloud Account Manager**. In any communications with us, you will be asked for your unique **Account ID**. You can use the **Copy** button to make an accurate note of the details to forward to us. As devices are enrolled into **classroom.cloud** you will be able see how many licenses are currently in use.



The screenshot shows the 'License Details' page in the classroom.cloud interface. The page title is 'License Details' and the subtitle is 'View license information for The Deepings School'. The page displays the following information:

- Licensed to: The Deepings School
- Account ID: 0a3e8...8914f (with a Copy button)
- Region: uss
- License type: Subscription
- Number of licenses: 862
- Assigned licenses: 836
- Remaining licenses: 26
- Expiry date: 24 Aug 2021
- Days remaining: 995

At the bottom of the page, there is a section titled 'Need more licenses?' with a link to 'Request a call from your account manager'.

Organization>>All Users

This option enables an **Organization Admin** to view and manage user accounts across the entire organization and create accounts for new users - irrespective of the location (Site) they work at.

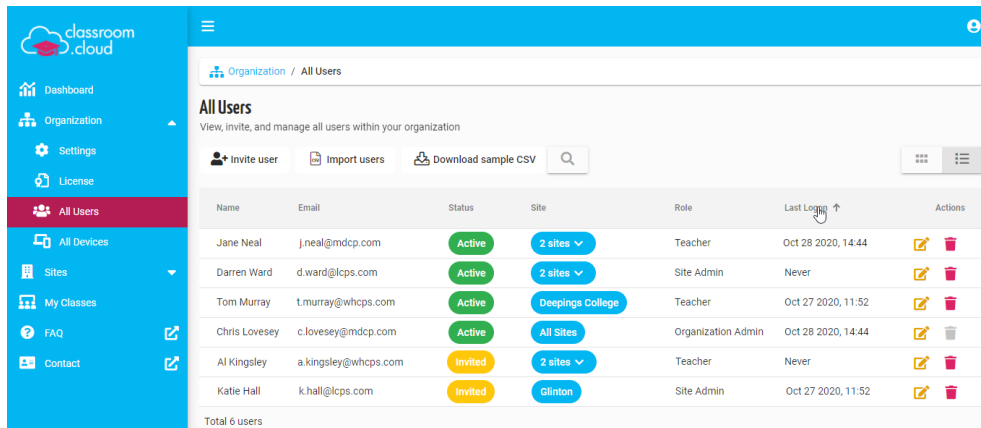
When creating accounts, users can be assigned one of three **User Roles**.

Roles

To ensure you always have at least one user who has overall control of the administration of your **classroom.cloud** environment, the person who first signs up for your account is automatically assigned **Organization Admin** status, and this account cannot be deleted. You can create additional Organization Admin accounts for colleagues if required.

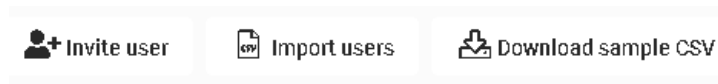
The **Site Admin** role is for staff who have responsibility for an individual location(s) within the organization. They have access to many of the same tasks as an Organization Admin, but limited to their assigned Site(s).

And finally, we have the **Teacher** role. This excludes the admin tasks and simply gives teachers the ability to launch each of their classes and connect to student devices using the **classroom.cloud** Teacher Console.



Creating User Accounts

Two methods are available. If you have a user list already prepared, for example, exported from another system, you can import this in .CSV format. (You can also download and complete our sample .CSV template if needed.) Alternatively, you can create accounts individually, as and when needed.



Note: Only an **Organization Admin** can use the **Import** facility. A **Site Admin** can only invite individual users to join.

Once the accounts are added, an email is sent to the user inviting them to complete their profile.

Importing Users

This option is ideal for creating accounts in bulk. A pre-populated .CSV file can be imported (maximum of 500 accounts per file) directly into **classroom.cloud**. If the file does not include all the information required by **classroom.cloud**, you will have an opportunity to add the details but it is good practice to include the fields shown in the example below (The Organization Admin details will be included in the file as a guide. You should edit or remove these details.):

salutation	firstName	lastName	jobTitle	email	phoneNumber	role	sites
Mr	John	Smith	IT Manager	john.smith@linchfieldschool.com	01778123456	1	1,2,3
Mrs	Mary	Jones	History Teacher	mary.jones@whprimary.com	01778789101	3	2
Miss	Jane	Neal	Tech Teacher	jane.neal@deeping.com	017787654321	3	1,3

Each of the three user roles has a corresponding number assigned to it and it is this number that should be specified in the file:

- 1 = Organization Admin
- 2 = Site Admin
- 3 = Teacher

Similarly, the corresponding numeric ID for each **Site**, or **Sites**, the user works at also needs to be specified to ensure they are assigned to the correct part of your organizational structure.

Each Site you create in **classroom.cloud** (covered later in this document) is assigned a sequential number. You can quickly find the **Site ID** by selecting the Sites option from the main menu. The Site list will display the ID for each location, and, when an individual site is being viewed, the URL will also include the ID. The Site Installer pages also display the ID.

If the user does work at more than one site, use commas to separate each ID.

To import the user list:

1. Click **Import User**, browse for and open your saved .CSV file.
2. The file will be validated and you will be presented with the list of users found. An error report will be produced if any records fail to validate, enabling you to fix any issues. For example, if an email address is found to be duplicated in another part of your organization.
3. Confirm which user accounts you wish to create and click **Import**. (You can use the **Search Bar** to filter the list by entering criteria such as Name, Email, Role etc.)


Import Users

Title | Name | Email | Telephone Number | Role | Job Title

<input type="checkbox"/>	Title	Name	Email	Telephone number	Role	Job title	Site
<input type="checkbox"/>	Mr	John Smith	john.smith@linchfieldschool.com	1778869583	Organization Admin	Head of IT	All Sites
<input checked="" type="checkbox"/>	Mrs	Mary Jones	mary.jones@whprimary.com	1778789101	Teacher	History Teacher	William Hildyard Primary
<input checked="" type="checkbox"/>	Miss	Jane Neal	jane.neal@deeping.com	1778765421	Teacher	Tech Teacher	3 sites

Selected 2 of 3 users

Cancel Import

4. The details will be added to the **All Users** list, showing the status as **Invited**, and invite emails will be sent to the addresses specified in the .CSV file.
5. On receipt of the email, the user has the opportunity to complete their profile details and create an account password. (Or, if applicable, they can register with the Google or Microsoft credentials the school has provided them with.) Once confirmed, the status in the **All Users** list will change to **Active**.
6. The **Organization Admin** can also update user profiles by clicking the **Edit** icon  alongside each account in the user list.

Invite users

The second option would generally be used to create accounts on an individual basis, but it does also allow you to create up to ten accounts simultaneously in situations where the users perform the same role and work at the same site(s) - ideal for setting up multiple teacher accounts at the same school.

1. Click **Invite User**.

2. Enter up to 10 email addresses, separated by a comma, the Role and the Site(s) that the users work at.

Invite user

Email *
j.smith@mdcp.com,m.jones@mdcp.com,a.brown@mdcp.com

Enter up to 10 email addresses separated with commas.

Role *
Teacher

Select site(s) *
Deeping Primary

Cancel
Invite

3. When the form is complete, click **Invite**.
4. As with the Import option, the user will be added to the **All Users** list as **Invited** and the Invite email will be sent to the address(es) specified, allowing the user(s) to complete their profile.

Note: Once accounts are created, an Admin, at organization or site level, can prevent users from being able to edit their own profile by enabling the **'Block users from editing their profile'** option in the **Settings>>User Profiles** option.

Organization>>All Devices

As devices are enrolled into your organization, (see the Installers section of this document), they will be listed here. As an **Organization Admin**, you can view all devices, **Site Admins** can only see the ones for their individual Site(s).

You can use the **Search** icon to filter the list, as required.

Device name	Device Type	Model	Asset ID	Site	Location	Device group	Version	Status	Last seen	Actions
DANZ001			Default string	Deeping		Room 1	0.10.0.523	In Class	28 Jul 2020, 14:47	
FBALCX05242835A			ASUSC100PID	Deeping		Trolley 1	1.0.0.12	Available	24 Jun 2020, 16:01	
SCD4103J69			HP ChromeBook	Deeping	Support	Unassigned Devices	1.0.0.12	Out of hours	25 Jun 2020, 09:13	
TMB-WIN1PRO64		Microsoft Corporation	7515-2028-1401-8922-6219-8375-99	Deeping		Library	0.10.0.523	Out of hours	25 Jun 2020, 06:38	
MW-CIC-01		Microsoft Corporation	8850-2273-5367-6877-5425-7555-88	Deeping	GIC	Room 2	0.10.0.523	Not Connected		
PUBLAPTOP		HP HP Pavilion	Chassis Asset Tag	Deeping		Room 1	0.10.0.523	In Class	28 Jul 2020, 14:47	
ASUS6		ASUSTEK COMPUTER INC. T102HA		Deeping		Room 1	0.10.0.523	In Class	28 Jul 2020, 14:47	
MW-CIC-02		Microsoft Corporation	9227-4210-1729-2985-6827-8309-29	MDCP		Unassigned Devices	0.10.0.523	Not Connected		
TMB-WIN7PRO64		Microsoft Corporation	6005-9692-1155-0796-2801-1636-51	MDCP		Room 1	0.10.0.523	In Class	28 Jul 2020, 14:47	
TMB-WIN10PRO64		Microsoft Corporation	0106-4372-6320-9881-5683-5481-44	MDCP		Unassigned Devices	0.10.0.523	Out of hours	25 Jun 2020, 06:38	
DANDELL3		Dell Inc. Vostro 270	HP88NV1	MDCP		Room 1	0.10.0.520	In Class	28 Jul 2020, 14:47	
CONSOLE11				Bourne GS		Trolley 1	0.10.0.523	Available	24 Jun 2020, 16:01	
SCD0181VRD				Bourne GS		Unassigned Devices	1.0.0.12	Not Connected		
DAN-LENOVO		LENOVO Lenovo A720		Bourne GS		Unassigned Devices	0.10.0.523	Not Connected		

When devices first appear in the **classroom.cloud** portal, they will have the status **Unassigned**. But as explained earlier, they will need to be moved to a **Device Group** to ensure teachers can connect to the correct machines during a lesson.

The **Status** column will update in real time according to the current state of each device - for example, whether currently connected to a class.

Note: The **Organization Admin** can only delete devices here, they cannot move them into a **Device Group**, this is done at **Site** level. This is explained in the next section of the document.

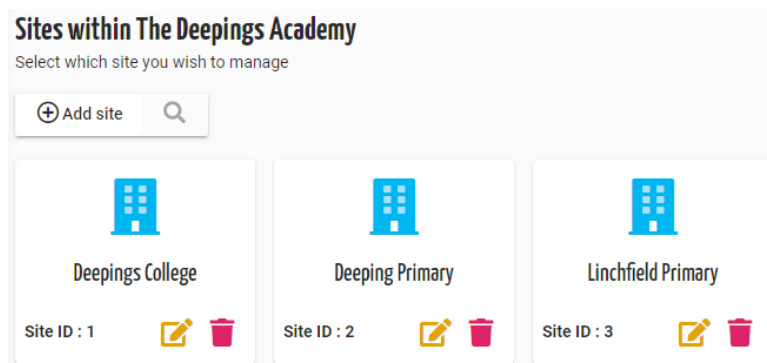
This completes the organization level options, we will now move on to the tasks that can be actioned on a site-by-site basis by **Site Administrators**.

SITES


This option is central to the successful management of your **classroom.cloud** environment, with the majority of admin tasks completed on a site-by-site basis, rather than at organizational level.

Key among these is the enrollment of each device into its correct school site within your organizational structure. Tasks such as creating users, while already covered at an organizational level, can also be completed site-by-site by the relevant Site Admin.

In this section of the guide, we will explain how to add sites and step through the various site configuration options available in their logical sequence.

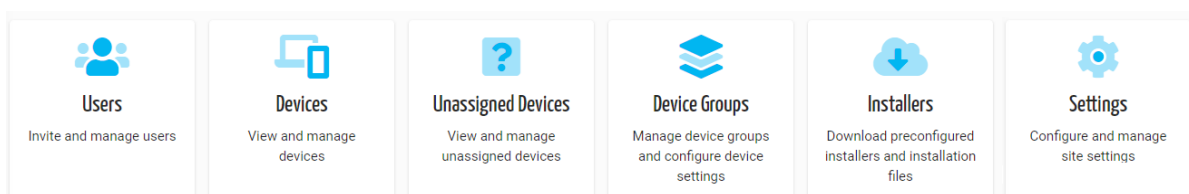


Adding Sites

1. Click **Sites** on the left-hand menu.
2. When you created your **classroom.cloud** account, a default site was created, using the Organization name you specified. If this isn't the name of an actual site within your organization, you can change it by clicking the **Edit** icon .
3. To add a new site, click **Add Site** and enter the **Site Name**.
4. Click **Add**.

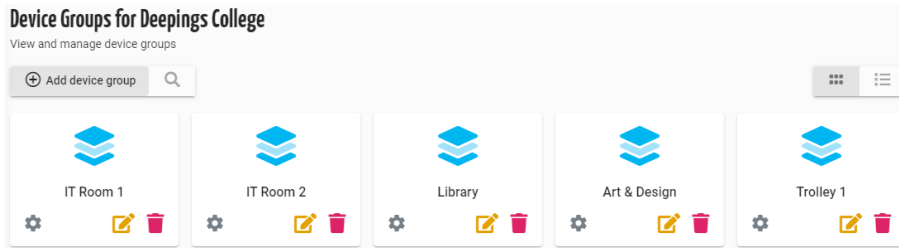
Once added to the list, you can start to populate each one with the required users, enroll and organize devices into their respective groups and configure the site settings.

1. Click on each **Site**. You will be presented with the following options, which we will step through in their logical order:




Device Groups




In general terms, a Device Group is a collection of devices located in the same room - a classroom, library or maybe even a portable cabinet or trolley. When school devices are enrolled into **classroom.cloud** they each need to be assigned to the relevant group, ensuring that when a teacher starts a class, the expected machines are connected to. It is therefore good practice to have the groups in place to save time when you start the enrollment process.



Adding a Device Group

1. Click **Add Device Group**, enter a suitable name and click **Add** to save.
2. If required, click the **Settings** icon  to apply a custom configuration to each group.
3. You can choose to enable/disable certain features and set custom messages to appear at the student screens when the teacher connects to the devices.
4. Click **Save Settings** when complete.

Device Group Configuration - IT Room 1

- Require student to accept connection from the teacher
- Block students from initiating chat to the teacher
- Block students from requesting help from the teacher
-  **only** Display the following message to students when a teacher connects to the device:
-  **only** Display the following message to students when a teacher views the device:
-  **only** Remove icon from notification area

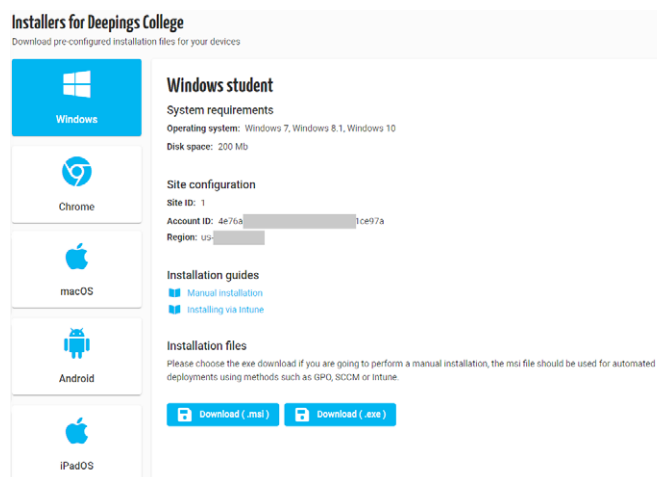
Note: A global Device Group configuration can be applied at Organizational level.

Installers

Now we have created a home for our devices, we can start to enroll them into each site and decide which **Device Group** each one belongs to. An enrolled device is one that has had the appropriate **classroom.cloud Student application** installed. This, in turn, allows a teacher machine to connect to the students' devices once they are in use during a lesson.

The following procedure sets the scene for a manual installation on the local Windows device, but it is appreciated that you will more likely be using a group policy or management tool to mass deploy the software. A range of supporting documents are available on the relevant Installer pages that explain the requirements for deploying the Student software using third-party tools.

1. Select the required platform from the list provided.



2. Before you run the installation file, you will notice the three items of **Site Configuration** information displayed. In any deployment, this is the additional setup information needed to ensure devices are enrolled into the correct **Site** within your Organization: Your unique **Organization Account ID**, a sequential number that identifies each **Site**, and the **Region** closest to where your **classroom.cloud** account is hosted.
3. Run the **Installation File** as instructed on the screen.
4. Once the installation has been executed successfully, the **Student application icon** will appear on the device.

Newly enrolled devices will initially appear in the **Unassigned Devices** group for the selected **Site**, ready to be moved into one of your predefined **Device Groups**.

For additional help with managed deployments using **Microsoft Intune** or **Google Admin**, please refer to our companion documents:

[Deploying the Student using Intune](#)

[Managing the Chrome Student extension](#)

Unassigned Devices

Devices appearing in the unassigned list need to be moved to a **Device Group** before they can be connected to in a class. Once in a group, you can use the **Devices** option to move them from group to group as needed.

Based on how many devices are moving to the same group, devices can be assigned individually or in multiples:

Unassigned Devices for Deepings College
View and manage unassigned devices

Bulk assign devices Bulk delete devices

Device name	Device type	Model	Asset ID	Location	Version	Status	Last connected	Actions
<input checked="" type="checkbox"/> HPLAP-2		HP Pavilion dm1 Notebook PC	5CD2424DCM		1.0.0.558			
<input type="checkbox"/> JUDITHHARPERNS		HP Chromebook			1.0.0.1			
<input checked="" type="checkbox"/> INVH611		Acer Aspire 5742Z	578WWN2		1.0.0.560			
<input type="checkbox"/> R58KAD06FA		samsung SM-J330FN			1.00.0015			
<input type="checkbox"/> R52J31ECY4A		samsung SM-T580			1.00.0015			

1. To move an individual device, click to select it in the device list and in the **Actions** column, click **Assign**

or

To move multiple devices to the same group, select each one in the devices list and click **Bulk Assign Devices**. (If all devices in the unassigned list are to be moved to the same group, click the box alongside **Device Name** at the top of the list to select all.)

2. The list of available Device Groups will appear. Select the required group and click **Assign**.

Assign All selected Devices to

Device Groups

- Unassigned Devices
- IT Room 1
- IT Room 2
- Library
- Art & Design
- Trolley 1
- Trolley 2

3. The devices will now appear in the main **Devices** list for the site.

Devices

This option gives you a complete view of devices enrolled into a specific **Site** and the **Device Group** each is assigned to. You can also include **Unassigned Devices** in the list. You can move devices to a new group from here, as explained above. The **Status** column reports the current connection state of each device in real time.

Note: While an **Organization Admin** can view the complete list of devices enrolled into the organization, they do not have the ability to move them between groups at organizational level.

Devices for Deepings College
View and manage devices

Include unassigned devices

Device name	Device type	Model	Asset ID	Location	Device group	Version	Status	Last connected	Actions
<input type="checkbox"/> F8NLCX05242833A			HP ChromeBook		IT Room 1	1.0.0.1	Not Connected	30 Jul 2020, 15:09	
<input type="checkbox"/> TMB-WIN81PRO64		Dell Inc. Vostro 15-3568	578WWN2		IT Room 1	1.0.0.558	Available	30 Jul 2020, 14:49	
<input type="checkbox"/> 5CD4103J60			COBBLERLOVERS		IT Room 1	1.0.0.1	Available	30 Jul 2020, 15:59	
<input type="checkbox"/> MW-CIC-01		Acer Aspire 5742Z	HP ChromeBook		IT Room 1	1.0.0.558	Not Connected	30 Jul 2020, 15:45	
<input type="checkbox"/> HPLAP-2		Hewlett-Packard HP Pavilion Notebook	5CD24240CM		Art & Design	1.0.0.55	In Class	04 Aug 2020, 14:32	

Users

With the school devices enrolled and organized into groups, we've nearly completed the key admin tasks. We just need to ensure our colleagues (Teachers and additional Site Administrators) working at each site have had their own **classroom.cloud** accounts created.

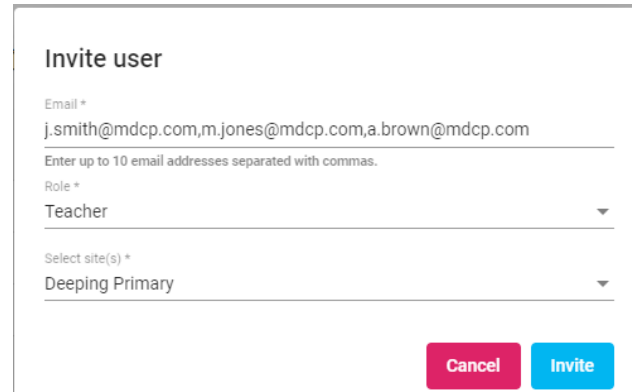
As outlined earlier in **Organization>>All Users**, an **Organization Admin** can create user accounts across the organization and can import user details in bulk. That option is not available at site level. However, a Site Admin can still invite up to 10 users simultaneously if they work at the same site and require the same role assigning to them. Ideal for quickly inviting teachers to join the site.

Users for Deepings College
Invite and manage users

Name	Email	Status	Role	Last Logon	Actions
Chris Lovesey	c.lovesey@mdcp.com	Active	Organization Admin	Oct 28 2020, 14:44	
Tom Murray	t.murray@mdcp.com	Active	Teacher	Oct 27 2020, 11:52	
Jane Neal	j.neal@mdcp.com	Invited	Teacher	Never	

To Invite Users

1. Click **Invite User**.
2. Enter the required email address(es), select the role and site(s).



The screenshot shows a form titled "Invite user" with the following fields and options:

- Email ***: A text input field containing "j.smith@mdcp.com,m.jones@mdcp.com,a.brown@mdcp.com". Below the field is a note: "Enter up to 10 email addresses separated with commas."
- Role ***: A dropdown menu with "Teacher" selected.
- Select site(s) ***: A dropdown menu with "Deeping Primary" selected.
- At the bottom right, there are two buttons: a red "Cancel" button and a blue "Invite" button.

3. When complete, click **Invite**. The user details will be added to the users lists and the status will show as **Invited**. An email will be sent to the address(es) specified.
4. The users will be asked to complete their profile but once the user has been added to the user list, the Site Admin can also add the information by clicking the **Edit** icon.
5. When the invited user has responded to the email, their status will change to **Active**. They will now be able to sign in to classroom.cloud and access the options appropriate to the role you have assigned them.

Settings

This final option, in terms of managing your individual sites, allows you to apply your site-specific preferences. We explained earlier how these same four options can be configured at an organizational level but you may want to apply different settings on a site-by-site basis, for example, setting different school hours for each site in the Privacy Settings.

We now have our Sites added and configured. The required devices are enrolled and grouped within each one, and user accounts created.

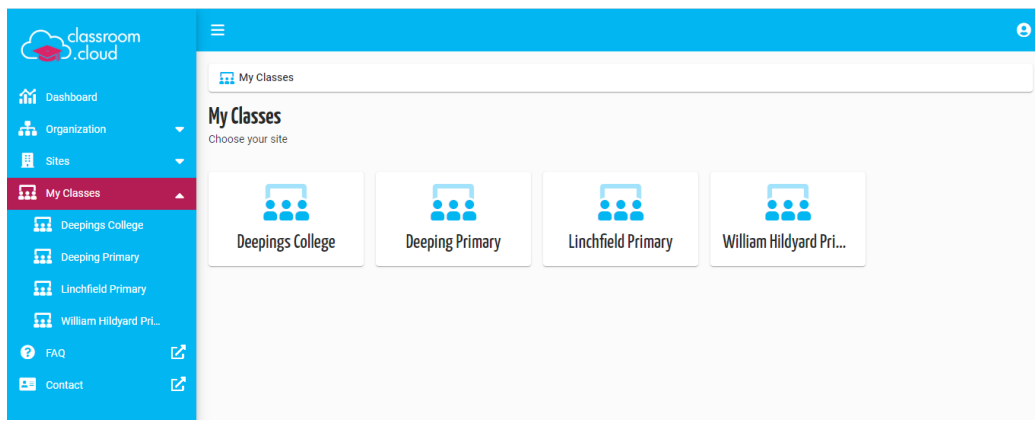
It's time to introduce the classes that teachers will want to connect to!

MY CLASSES

You can manually create classes (based on the Device Group you want each class to connect to) or, if you have already gone to the trouble of defining your school's classes (including the student details for each) in a student management tool (such as Microsoft Data Sync or Google Classroom), then of course, **classroom.cloud** will integrate with those systems and pull the information in when the teacher signs in to **classroom.cloud** with their Microsoft or Google credentials.

classroom.cloud will then connect to classes based on Device Group or Student username when the Teacher Console is launched.

[Click Here](#) to view the requirements for using **classroom.cloud** with Microsoft School Data Sync.



To manually create a class

1. Select **My Classes** from the main **classroom.cloud** menu.
2. Select the required **Site** and click **Add Class**.

Add class

Class name *
Art Y11


Description
Year 11 Art Group B

Select device group(s) *
Art & Design

Art & Design

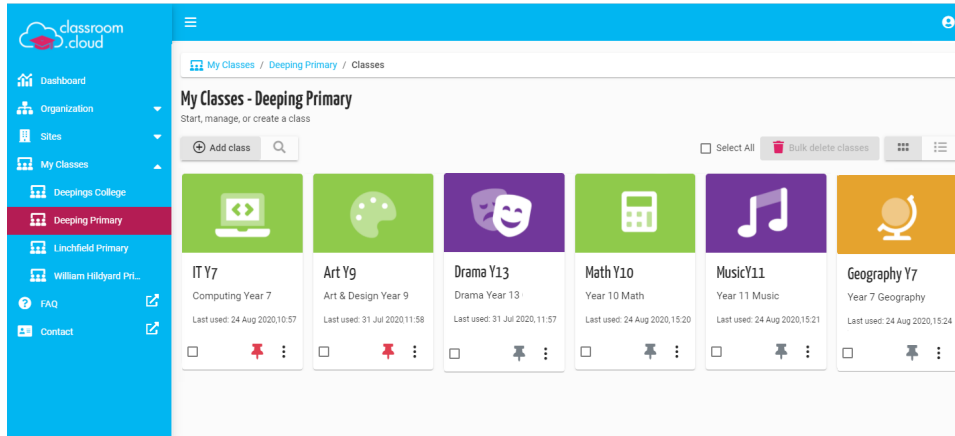
Subject *
Art

Cancel Add

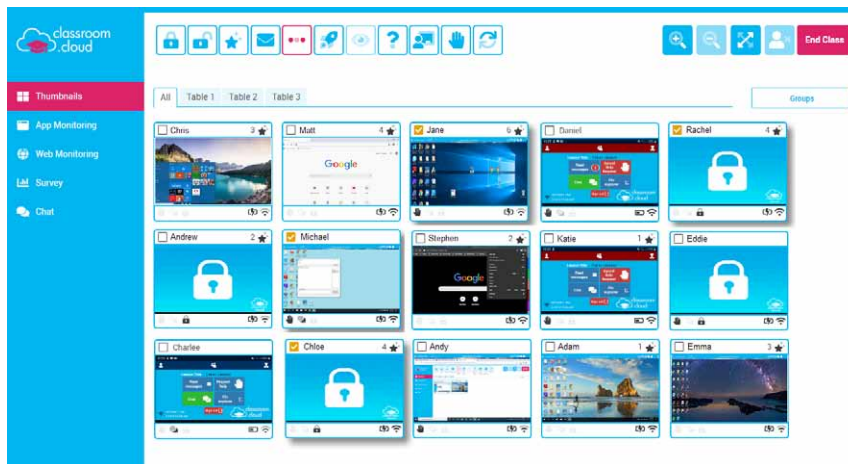
3. Enter the **class name** and a suitable **description**.
4. Choose the **Device Group** containing the devices the teacher needs to connect to in the class.
5. Choose the **Subject**. This will apply an appropriate thumbnail image to the class tile.
6. Click **Add**. (You can use the icons in each of the class thumbnails to edit the class settings and, you can position chosen classes at the start of the list by clicking the **Favorites** icon )

To launch a class

1. Select **My Classes** from the main **classroom.cloud** menu. (The Teacher role only provides access to the My Classes option.)
2. If the user has access to multiple sites, the site list will appear. Select the required one.
3. The class list for the logged in user will appear.



4. Select the required class.
5. The **Teacher Console** will load and connect to the associated devices/students.



Our separate **Teacher Guide** provides full details about the range of classroom management tools available.

We hope this guide has helped you get your **classroom.cloud** environment up and running, but if you do have any questions, please **contact us**.

Thank you!

The **classroom.cloud Team (and friend!)**

