LittleBirdTales.com
Teacher Features

We added new features specifically for teachers to manage their classes and students. This document is an introduction to these features.

1. Login
   1.1. There is now a School Code text field that is part of the login process for students who are registered under a teacher account. Teachers can create multiple student accounts under one email address (explained later). To login, students need to enter their username (assigned), password and school code.
   1.2. If a student has an email address, they login using just their email address and password.

2. Creating a teacher account
   2.1. If you DO NOT have a littlebirdtales.com account
       2.1.1. Click on the ‘Create Account’ button on the landing page.
       2.1.2. On the Create Account page, there is a new checkbox called ‘This is a Teacher account.’
       2.1.3.
       2.1.4. When checked, this will display options to select or add a school to be associated with.
2.1.5.
2.1.6. If you do not see your school listed, you can add it by entering a school name, zip code and create a 4 character school code.
2.1.7. The school code will be used by your students as part of their login process. They will enter this value in the ‘School Code’ text field to login.

2.2. If you already have a littlebirdtales.com account
2.2.1. Login using your email and password
2.2.2. On your home page you will now see a checkbox which allows any user to create a teacher account.

What would you like to do today?

☐ Change my account to a Teacher Account

2.2.3.
2.2.4. When checked, you will see a confirmation dialog

You now have a teacher account. Next, select or enter your school information by clicking on the Select School button.

2.2.5.
2.2.6. Then click on the now visible “Select School” button.

What would you like to do today?

2.2.7.
2.2.8. On the Select School page you will have options to select or add a school to be associated with.
2.2.9.

2.2.10. When you click Submit, you will be redirected back to your home page.

3. Teacher Home Page
   3.1. Once you have a teacher account, you will see two new buttons when you log in.

3.2.

3.3. Manage Classes will allow you to manage your classes and the students for those classes.

3.4. Manage School allows you to review school data such as teachers, classes and students for your school. You are also able to move students who are currently unassigned to a class to one of your classes.

4. Manage Classes
   4.1. This page displays all of your classes in a list.
4.2. You can add a new class by entering a class name in the text field. A class name must be unique within a school.

4.3. You can click on a class name in the class list to drill down into that class details.

4.4. You can click on the checkboxes to enable or disable a feature.
   4.5.1. You may want to prevent students from making their tales public or sharing them via email until you review them personally.

4.5. You can delete a class.
   4.6.1. Deleting a class does NOT delete any students or their data. It will allow any student in a deleted class to be moved to another class in the Manage School page.
   4.6.2. Students in a deleted class are still able to login and create tales.

5. Class Details
5.1. Here you can rename a class, add students, edit students and enable/disable features to make a tale public or share a tale via email.

5.2. When you add a student, you just need to enter their first and last name.
5.3. A numeric 6 digit username will be generated along with a default password.
5.4. You can edit a student’s name, username or password by clicking on the Edit action.
5.5. If a student changes their account to have an email address, you will only be allowed to change their name.
5.6. When editing a username, it must be a minimum of 4 characters.
5.7. When editing a password, it must be a minimum of 3 characters.

5.9. Actions
5.9.1. Review
   5.9.1.1. Allows the teacher to review and change a student’s data.
5.9.2. Edit
   5.9.2.1. Allows the teacher to edit student name, username and password. If the student has an email address, only the name can be edited.
5.9.3. Remove
   5.9.3.1. Removes the student from this class.
   5.9.3.2. No data is deleted
   5.9.3.3. The student can still login and create stories
   5.9.3.4. Once a student is removed from a class the teacher can move them to another class from the Manage School page.

6. Manage School
   6.1. Teachers
      6.1.1. Lists teachers for this school

6.1.2.

6.2. Classes
   6.2.1. Lists classes and some class data for this school

6.2.2.

6.3. Students
   6.3.1. Lists students and some student data for this school
6.3.2.

6.4. Move Students

6.4.1. Lists any students not associated with a class.

6.4.2. Lists all of your classes a student can be moved into.

6.4.3.

6.4.4. To move a student to a class, click on the student name and drag them to the appropriate class.

6.4.5. When you do this, the student will be removed from the Unassigned Student List and the Student count for the class will be incremented by 1.

7. Data Table Usage

7.1. In order to be efficient with your data, you need to understand how to navigate using the data table controls.
7.2. The Show N entries pull down menu allows you to list more or less data. This defaults to 10 entries listed at once.

7.3. The Search text field will dynamically filter data as you type. The search text is matched against all row data. So if you type ‘abc’, only rows that match a student name, username or password will be listed.

7.4. The left/right icons in the lower right corner of the data table let you navigate to another page of data. If you have 12 students in your class and the data table is configured to display 10 entries at once, you can click on the right arrow icon to view the next 10 items (in this case 2 will be displayed).

7.5. You can also sort data based on the student name, number of tales, username and password by clicking on the column header.

8. What if I already created my student accounts?

8.1. In the case where teachers have already created accounts for their students and you would like to continue using those accounts as your students, you will need to do the following:

8.1.1. Have your account changed to a teacher account

8.1.2. Select/add a school

8.1.3. Email us a list of the existing accounts email addresses you want to be your students to support@littlebirdtales.com

8.1.4. We will make the appropriate change to associate these students with your school.

8.1.5. You will receive an email from us once this has been completed.

8.1.6. You will then be able to create your classes, then use the Manage School page to move these students into the appropriate classes.

8.1.7. We are always looking for ways to improve the user experience so feel free to provide suggestions to support@littlebirdtales.com.