FocalPoint®

Educator Quick Start Guide

V2.1
Released 1/22

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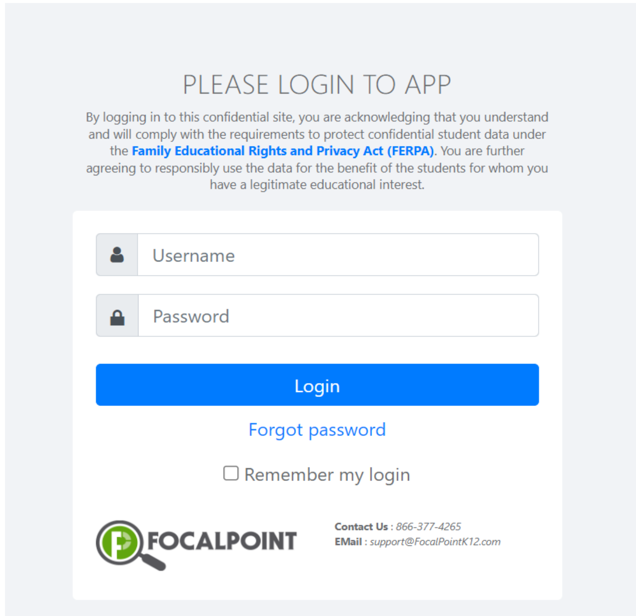
Logging In

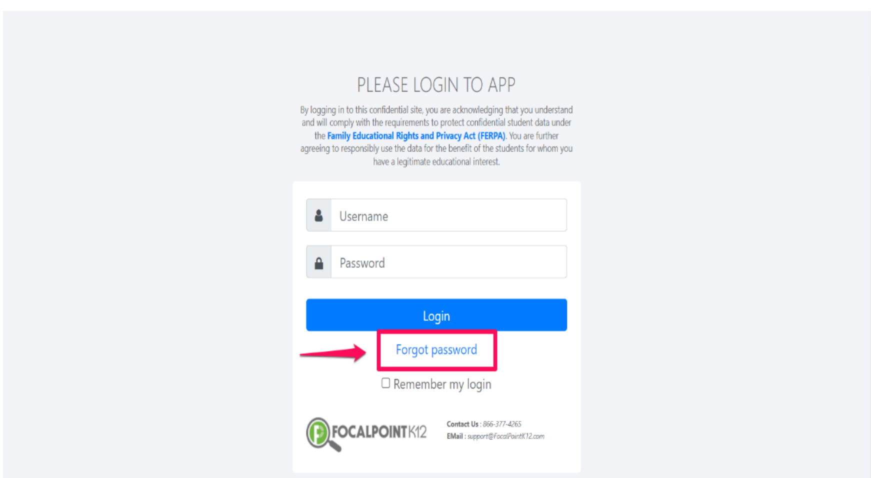
Your Username & Password

If you were given a username and passwordto access FocalPoint, you can use this login information at https://lms.backpack.education/



If You Forget Your Username & Password

If you are having trouble logging in or forgot your login information, you can use the 'Forgot Password' option on the FocalPoint login screen. At the Reset Login page, you'll fill in your username and email. You will receive a temporary password via email.

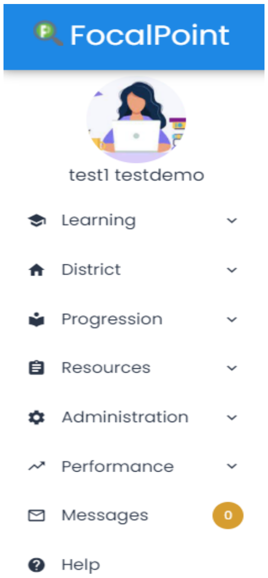


TIP:

The temporary password will be coming from info@focalpointk12.com or sendgrid.net

Your Home Screen Toolbars

FocalPoint Toolbar Tabs

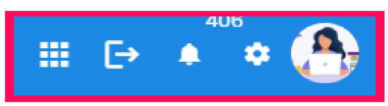


- Learning -> Courses, Course Designer (Note: Course Designer is a permission given individually), Portfolio Centre, Speed Grader
- District -> Benchmarks and Test Administration
- Progression -> Designer and Manage
- Resources -> Tests, Questions, Activity, Content and Badges
- Administration -> SIS Provisioning and Users
- Performance -> Credentials Dashboard, Communities Dashboard, Data Dashboard, Admin Reports, Portfolio Dashboard, Assessments and Dashboard
- Messages
- Help

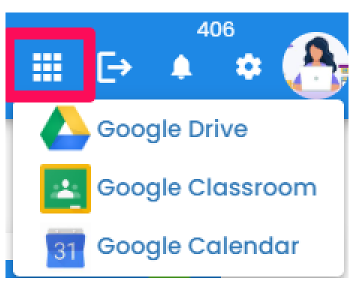
See below for more detailed navigation within each section.

Menu Toolbar: Apps, Notifications, Logout, Settings, My Profile.

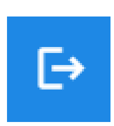
On the top right of your menu toolbar, you will see four icons: *Apps, Logout Notifications, Settings, and My Profile.*



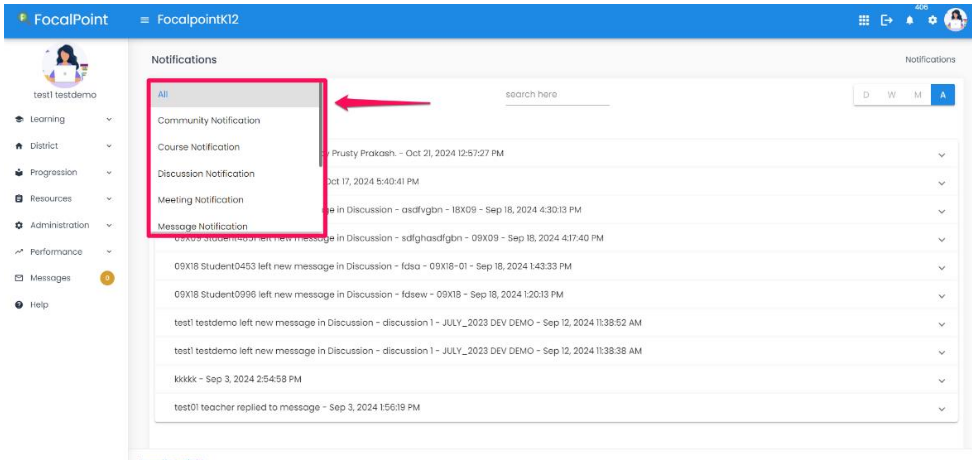
- ***Apps*** will allow you to launch into 3rd. party tools such as Google Drive, Google Classroom and Google Calendar.



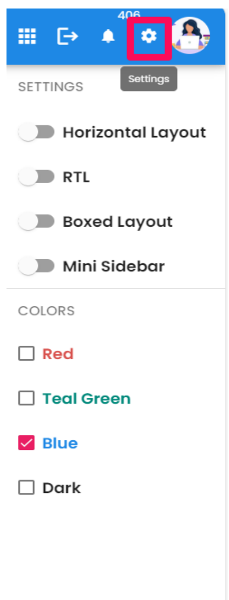
- ***Logout*** will log you out of FocalPoint.



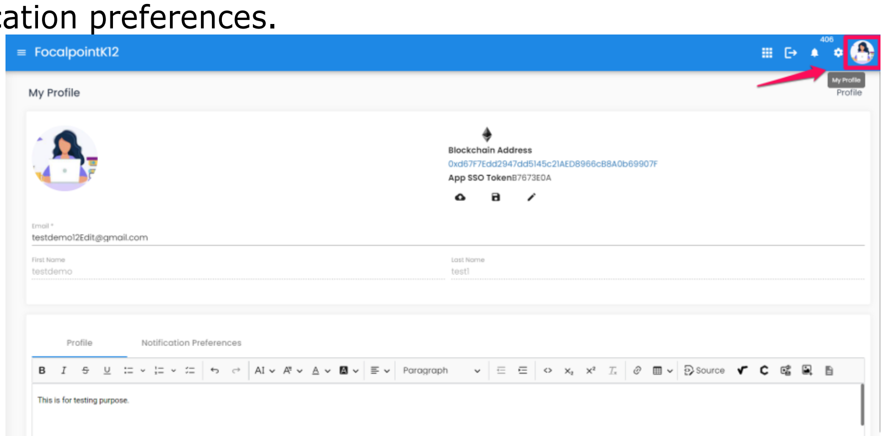
- ***My Notifications*** will house alerts such as new messages, new courses, upcoming meetings, etc. Clicking 'All' in the upper left will allow you to filter notifications by community, course, discussion, meeting, message, reply, student classroom and training assignee. You can also search by keyword or by Day, Week, Month or All Time. The + by every notification will expand the notification message.



- ***Settings*** will allow you to customize your FocalPoint layout and color options.



- ***My Profile*** allows you to create a bio, update login credentials, change your profile picture, and edit notification preferences.

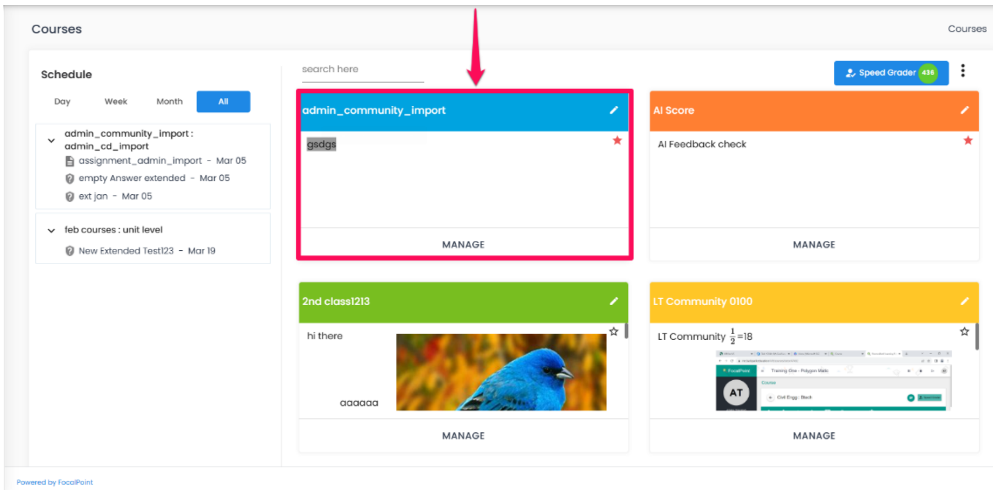


**If your district is using Blockchain Credentialing, you will see your Blockchain Address here.

Learning Tree Landing Page

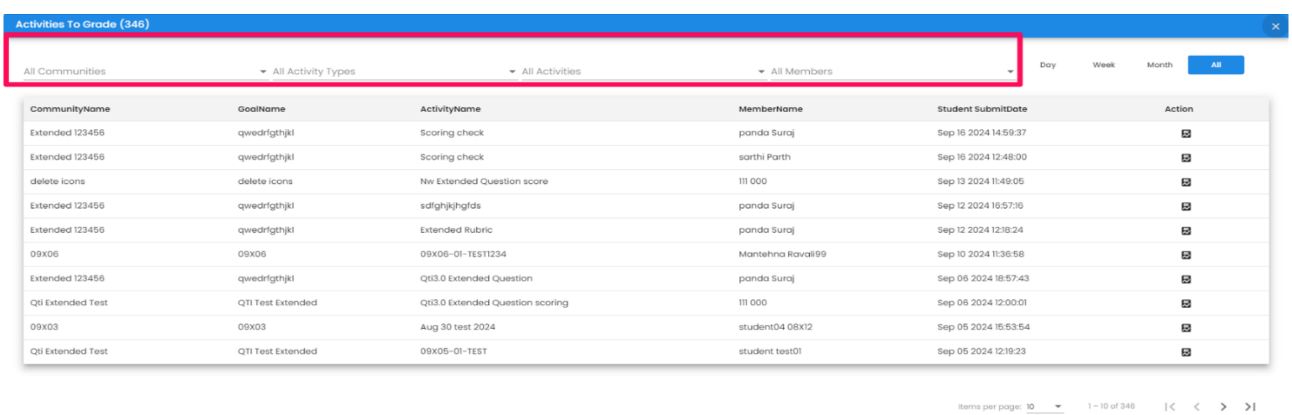
What Is a Community?

In FocalPoint, you'll see the word 'Community' in many places. Communities are a way of grouping enrollments and rosters to a specific course(s). Each community has its own settings and tools such as meetings, progress monitoring, messaging, announcements, etc. Each community is represented by a tile on the Learning Tree landing page. You can be an owner, co-owner or observer (view-only) of a community (you'll learn more about these roles in the section titled Members.



Overall Community Speed Grader

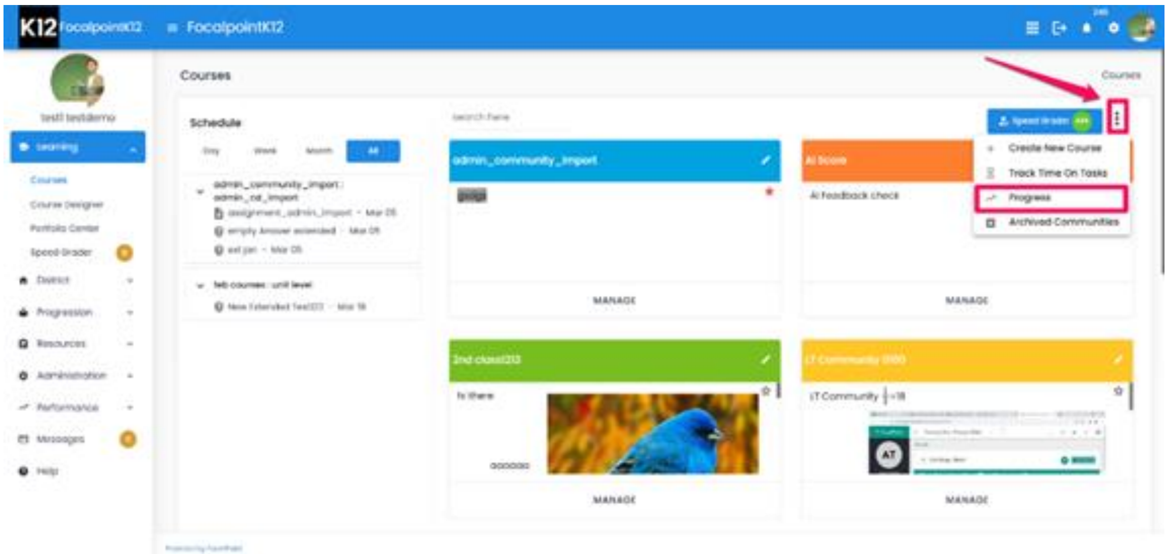
Speed Grader allows you to grade all activities throughout every community you have access to. You can filter by community, Activity Type, Activity, Students, and Timeframe (Day, Week, Month, All Time).

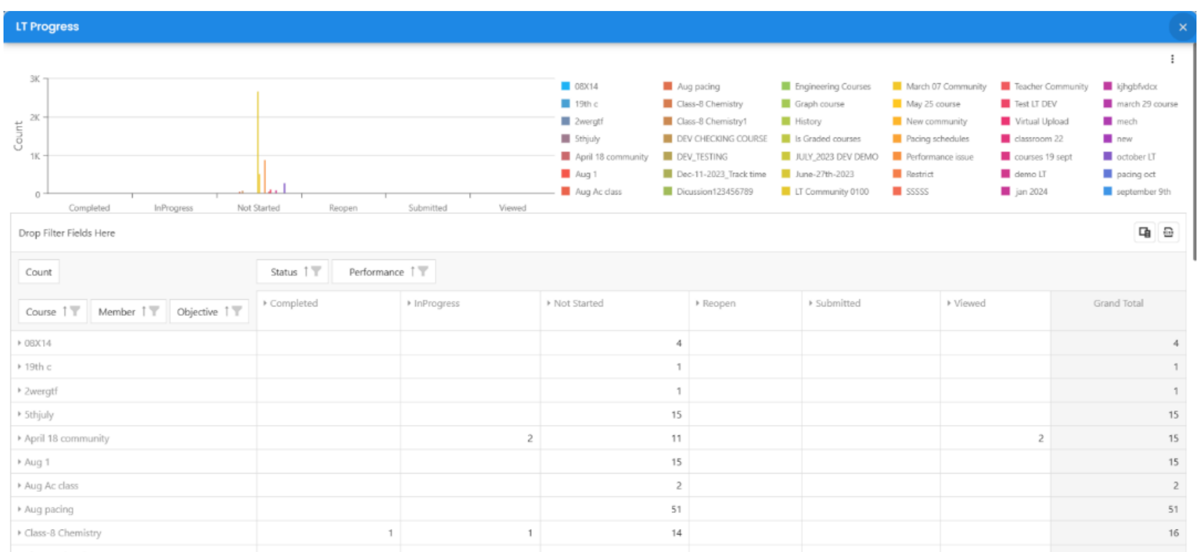


Clicking on an activity will launch you to the activity where you can score, re-open, give the student notes, reset, edit the score. or excuse.You'll learn more about this later in the guide!

Overall Community Progress

In the upper right corner, you'll see a 3-dot menu. Progress will bring you to an interactive report that allows users to create custom reports focused on data points in an adaptable pivot table format.

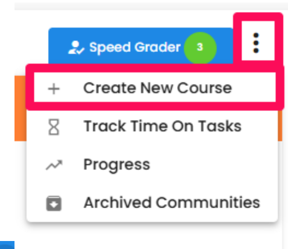




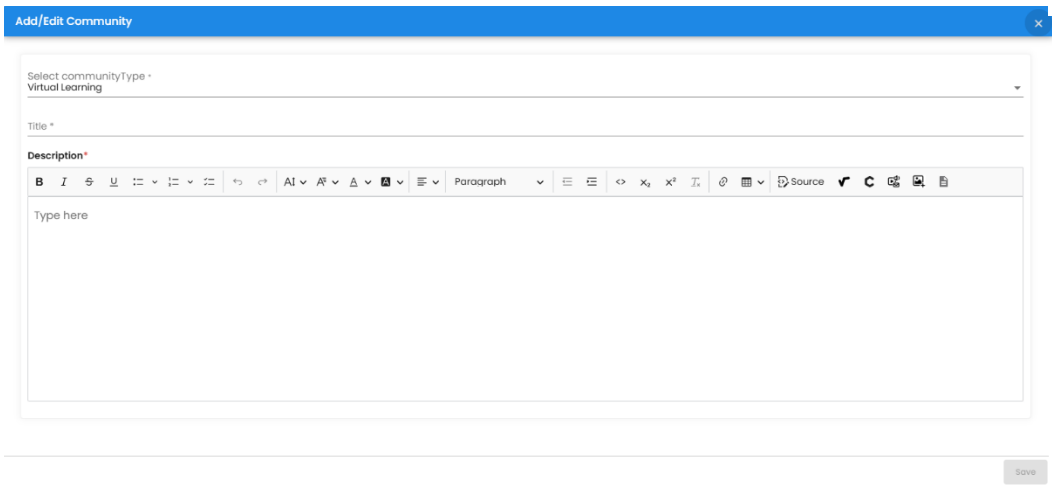
Course	Completed	InProgress	Not Started	Reopen	Submitted	Viewed	Grand Total
08X14			4				4
19th c			1				1
2wergtf			1				1
5thjuly			15				15
April 18 community		2	11			2	15
Aug 1			15				15
Aug Ac class			2				2
Aug pacing			51				51
Class-8 Chemistry	1	1	14				16
Class-8 Chemistry1	1	2	64	1			68

TIP: Speed Grader can also be accessed while in a community.

Add New Community

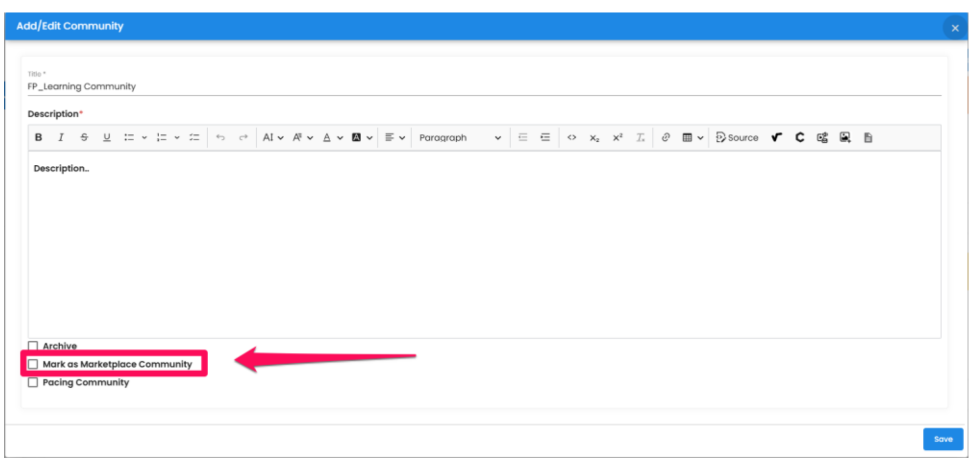


In the upper right corner, you'll see a 3-dot menu. Select *Create New Course* and fill out the community details. The name and description of the community are required and will be seen by everyone who has access to the community – educators and students.



Making Community a Marketplace (Student Self – Enroll)

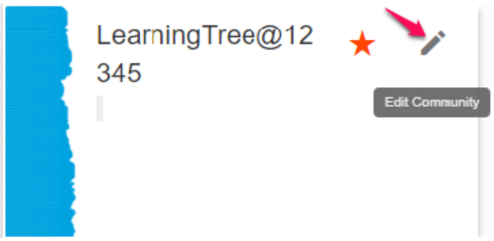
After you have saved your community details, click on the pencil(edit) in the community tile. Below the description, you'll see 'Mark as Marketplace Community.' Once you check that on, you'll see a token. If you provide this token to the student, the student can self-enroll to your community.

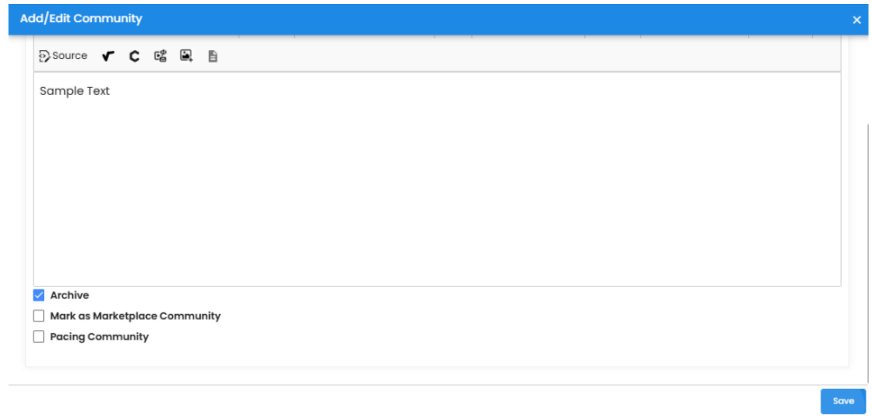


Students will self-enroll by clicking the 3-dot menu on their *Learning* landing page and selecting Marketplace Communities. They'll see a list of all marketplace communities and will select the community they'd like to self-enroll to. They'll type in the token you provided to them and then select 'Join Community.'

Archiving a Community

On the community tile, click on the pencil. Below the description, check on Archive and then Save. You can also delete a community within the community by clicking onthe trashcan in the *Settings* tab.



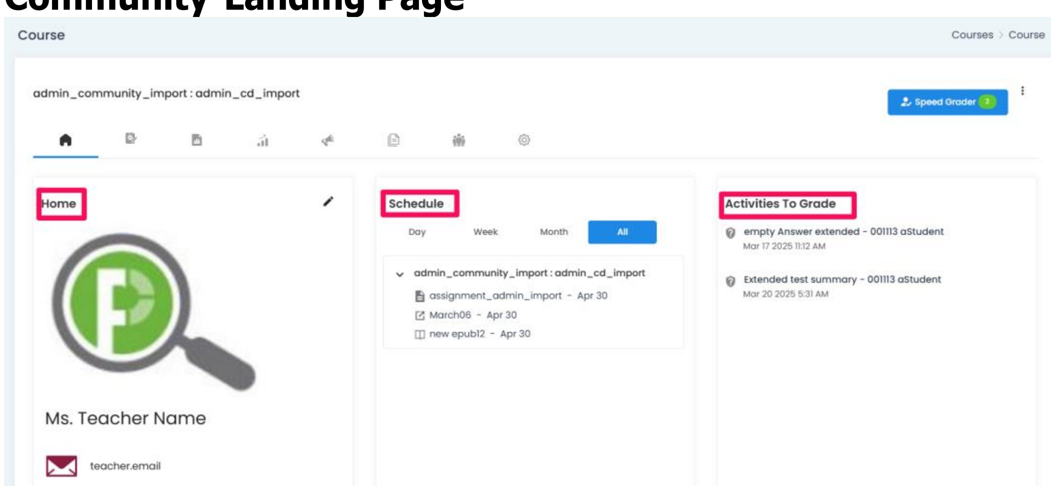


TIP: The token will be the same for all students. It's a community-based token.

Understanding Your Community

To open up a community, select anywhere on the community tile located on the Learning Tree landing page. Once your community is open, you'll see you community toolbar icons. Please note these tabs can be customized in the *Settings* tab and you may not see all of them. *See below for more detailed navigation within each section.*

1. Community Landing Page

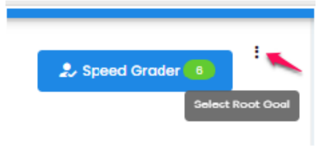


Home: Edit you bio and community home page.

Schedule: Schedule for all activities. given date and can be filtered based on D(day), W(week), M(month), A(All).

Activities to grade: List of activities that needs to be graded.

Select Root Goal: Add new learning objective or Switch between learning objectives.



Speed Grader: Individual community speed grader (withing the community).

Adding Learning Objective

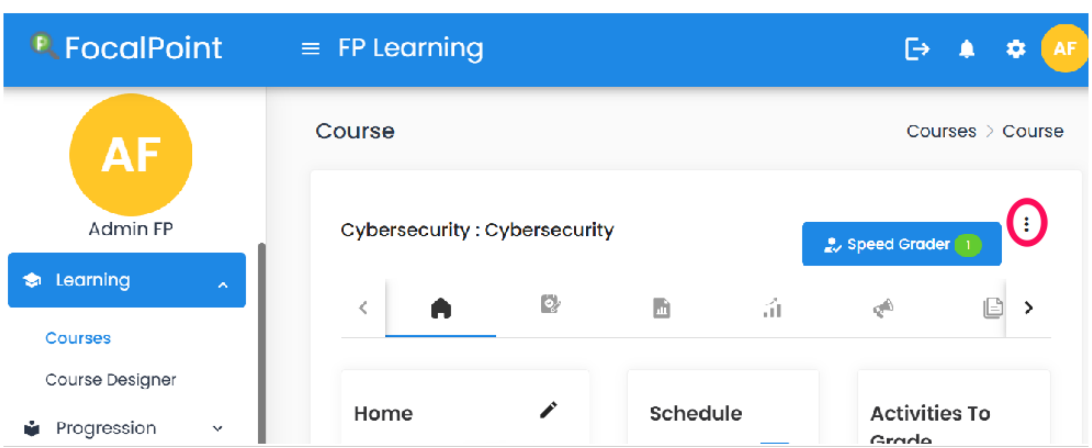
In FocalPoint, learning objectives are your courses. You can add as many learning objects to a community as you'd like. To add a learning objective, you'll click on the Root Goal icon in the upper right. You have the option to *Add New Learning Objective* or *Search Learning Objectives*.

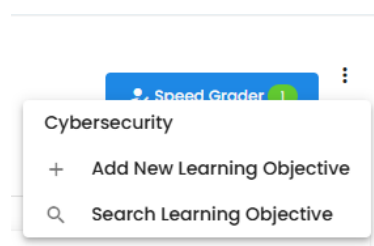
- Select *Add New Learning Objective* if you'd like to create a course from scratch.
  - You'll fill out the learning objective name, description, and tags (standards).

- Select *Search New Learning Objective* if you'd like to pull from courses yourdistrict has published or were created in Course Designer (permissions needed).
  - You can filter by the content provider or keyword. Select the course tile you'd like to add to your community.

TIP:

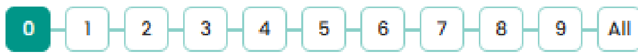
The Root Goal icon is also where you can switch to different learning objectives within your community





2. Learning

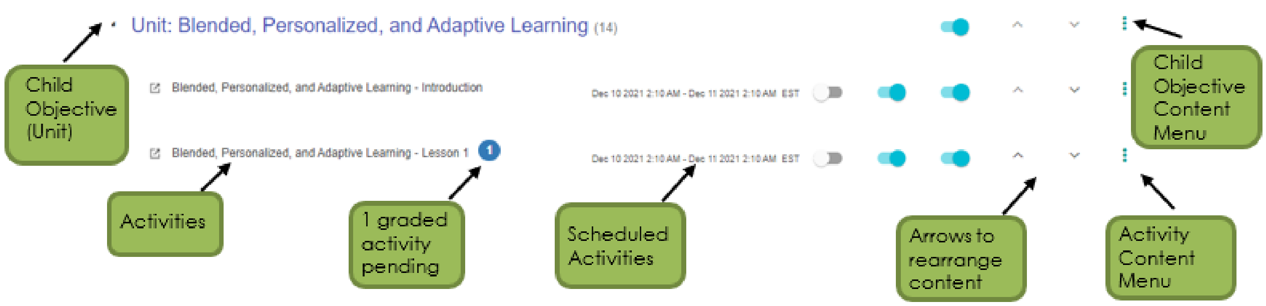
This tab is where you will do all course creation and editing. To view all units in a course, click 'All' in the number timeline.



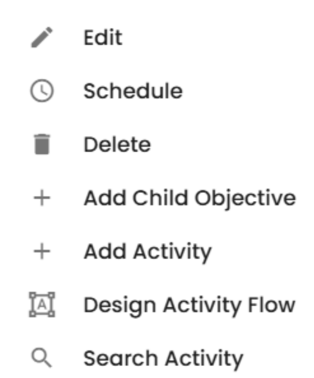
When viewing the course outline, you'll notice some toggle icons at thecourse and individual activity level.

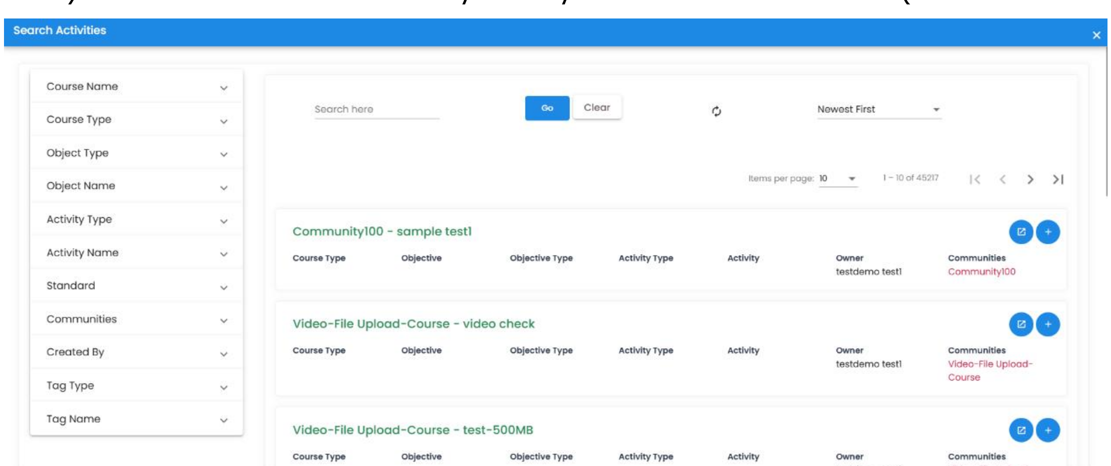
- *Required:* If turned on, the student will see an asterisk next to the activity signifying it's required.
- *Activate:* If turned on, the student can begin the activity.
- *Publish:* If turned on, students will have access to view activity. Activities unpublished are hidden from the student.

Child Objective (Unit) Content Menu



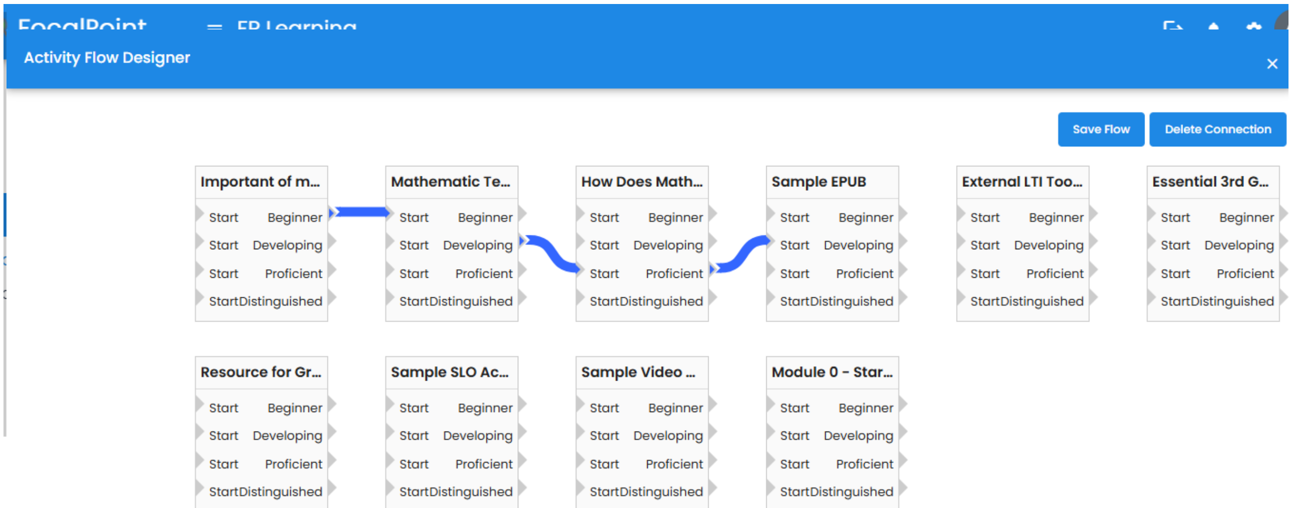
- *Edit:* Edit the title, description, tags and attachments of a unit.
- *Schedule:* Schedule the unit dates with a start and end time.
- *Delete:* Delete the unit.
- *Add Child Objective:* Add an additional topic within the unit.
  - Type in the topic name, description, and tags.
- *Add Activity:* Add a custom activity.
  - *You'll have* a variety of activity types. For example, Assessment, Assignment,Content, Discussion, etc. For more information on activity types, click here.
- *Design Activity Flow: Allows you to create infinite pathway options for students based ontheir level of learning*. Refer to below for more information.
- *Search Activity*: Search and add an activity from your district's resources (illustrated below)



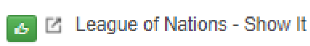


Activity Flow Designer

You can access the Activity Flow Designer by clicking on the Child Objective (Unit) Content Menu. The Activity Flow Designer allows educators to create infinite pathway options for students based on their level of learning. To begin, drag the activities around so you can see all. Next, draw lines from activities based off the desired sequence.



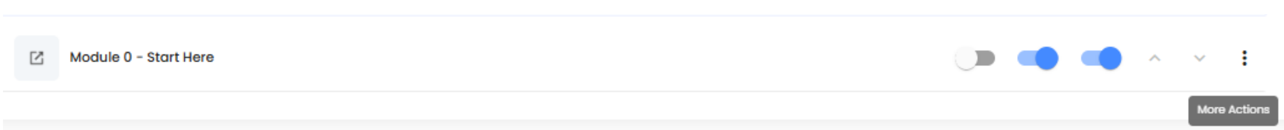
When a student is referred to an activity based off your Activity Flow, they will see a thumbs up icon next to the activity. This will act as a suggestion. Students are still able to complete activities even if they were able to skip them due to the Activity Flow.



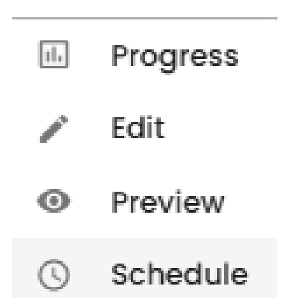
TIP:

The mastery titles and scores (i.e. Beginner, Developing) are dependent on your district. You may see different titles than this example.

Activity Content Menu

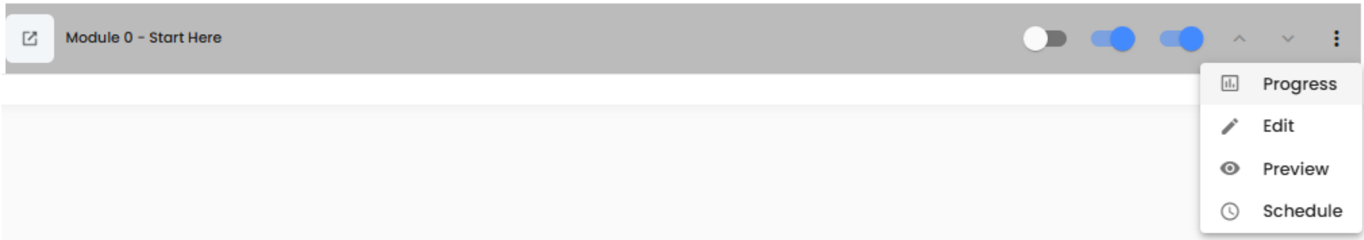


- *Progress:* Will show you activity performance and grading details per student. *Refer to the next section for more details.*
- *Edit:* Edit the activity.
- *Preview:* Preview the activity.
- *Schedule:* Schedule the targeted start and end date for the activity.

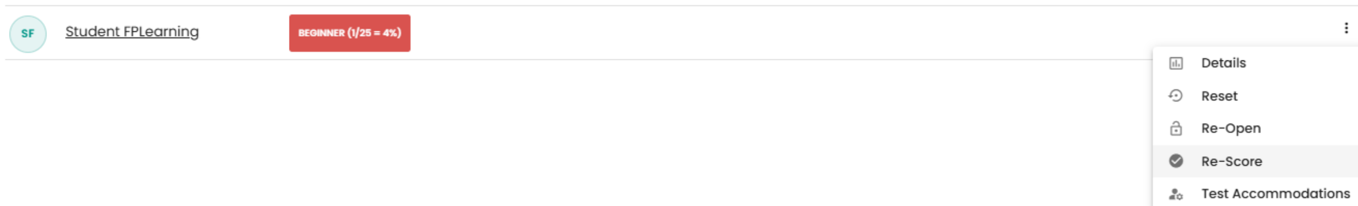


Activity Progress

- *Details:* Opens up the grading page. Refer to next section for more details.



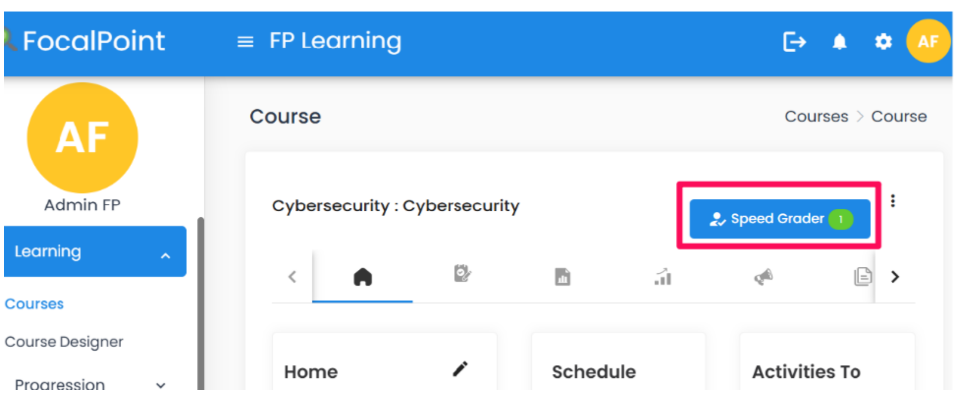
- *Notes:* Add a note to the activity. The student will not see this.



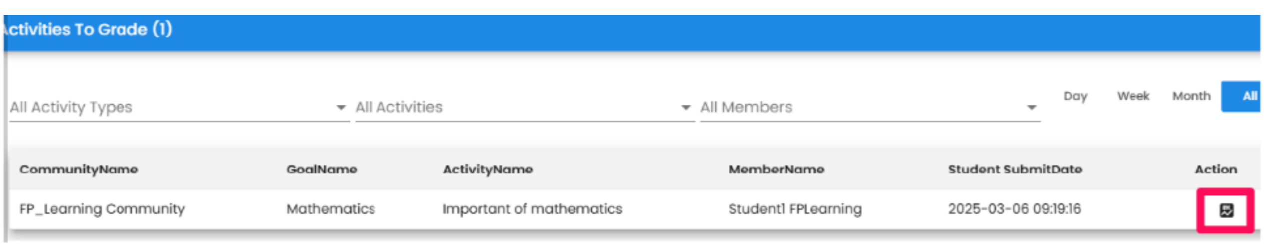
- *Reset:* Reset the activity. Resetting will wipe out the current work from the student.
- *Excuse:* This option will appear if the student has not submitted the activity. It excuses the student from the activity scoring. Please note the student will still see and begin the activity if excused.
- *Re-Open:* This option will appear if the student has submitted the activity. If re-opened, the activity will have a 'Re-Open' icon next to it for the student. All work from the previous attempt will remain.

Grading an Activity

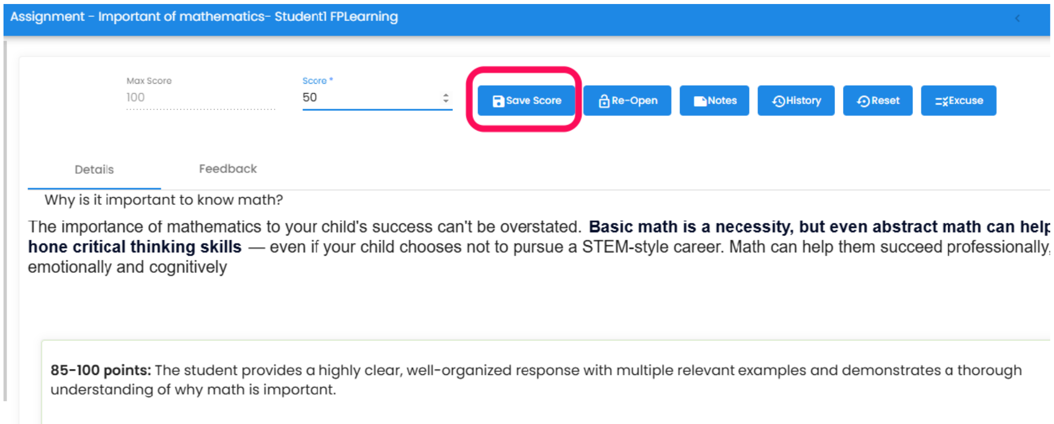
The grading page can be accessed many places: Speed Grader, Activity Progress for a student, Activities to Grade on the community landing page, etc.



Click on action icon to grade the score for the students.

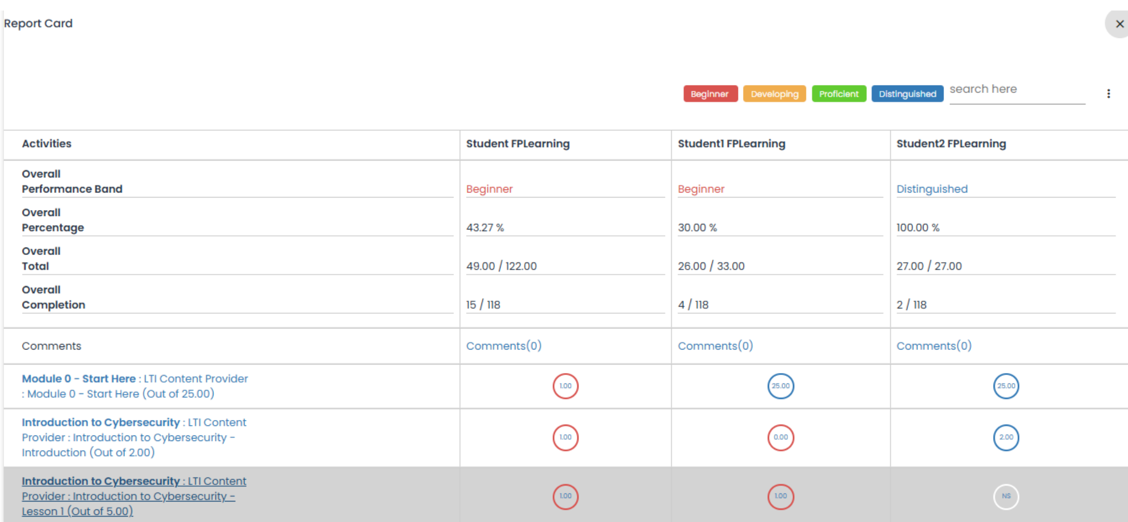


Review the student's response to the activity, assign a score, and save it.

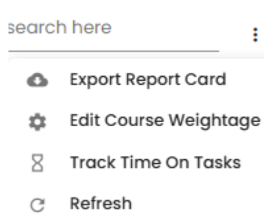


3. Report Card

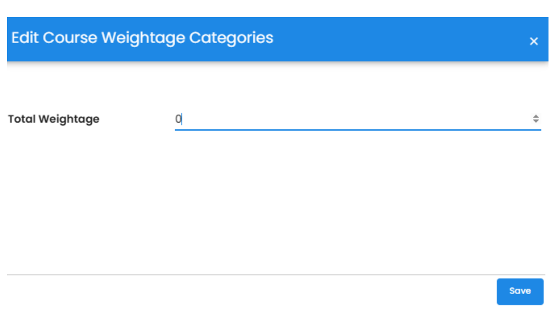
The community report card has color-coded reports related to student work. By student, you can see *Overall Performance Band, Overall Percentage, Overall Total,* and *Overall Completion.*
Overall Performance Bands are customized at the district level. For this guide, we'll use our default settings: Beginner (red), Developing (yellow), Proficient (green), Distinguished (blue).



Click on 3 dots at the upper right hand side



Export report card : Report card will be downloaded.
Edit Course Weightage : You can edit and enter the course weightage.



The *Time on Task* excel download will show:

- *Student Name, Goal Name (Learning Objective), Activity Name*
- *Total Duration:* Total duration accessing the course in hours: minutes: seconds
- *Avg Per Day Duration:* Average duration accessing the course in hours: minutes: seconds
- *Total Visits:* Number of visits total and per day
- *Last Visited:* Last date the student accessed the course

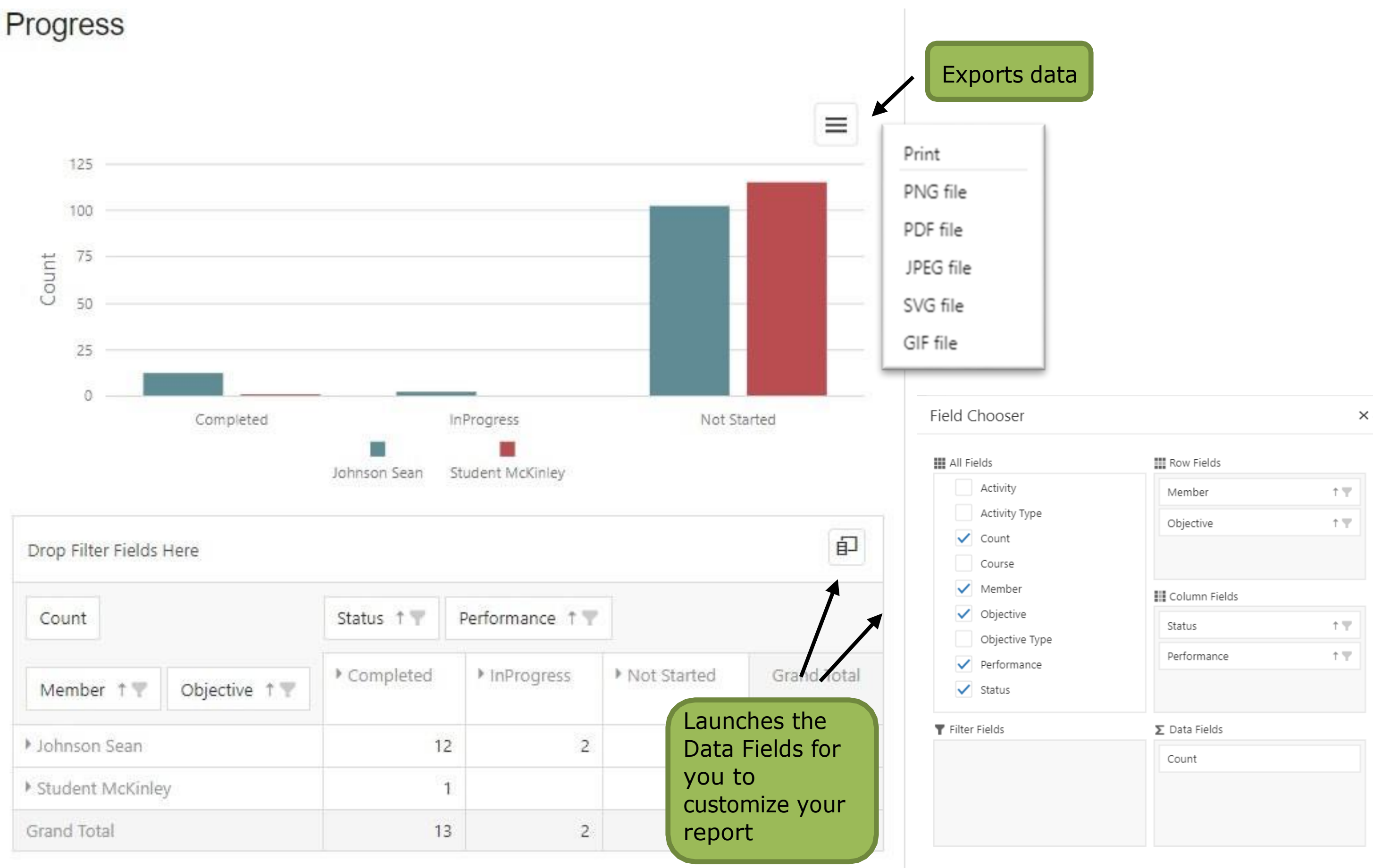
Photoshop

Student Name	Goal Name	Activity Name	Total Duration	Avg Per Day Duration	Total Visits	Avg Per Day Visits	Last Visited
Stella May	Module 0 - Start Here	Module 0 - Start Here	01:06:00	00:22:00	6	2	10/27/2021
Stella May	Module 0 - Start Here	Module 0 - Start Here	00:05:00	00:05:00	3	3	9/7/2021
Stella May	Organizing Documents Part I	Organizing Documents Part I - Project	00:00:00	00:00:00	1	1	10/28/2021
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Introduction	00:09:00	00:04:00	6	3	10/29/2021
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 1	00:20:00	00:10:00	5	2	10/29/2021
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 1 Concept Check	00:03:00	00:03:00	1	1	10/29/2021
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 2	00:05:00	00:05:00	2	2	10/29/2021
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 2 Concept Check	00:03:00	00:03:00	2	2	10/29/2021
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 3	00:09:00	00:09:00	1	1	10/29/2021
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 3 Concept Check	00:03:00	00:03:00	1	1	10/29/2021
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 4	00:03:00	00:03:00	1	1	10/29/2021
Stella May	Project Setup and Interface Part I	Project Setup and Interface Part I - Lesson 4 Reflection	00:01:00	00:01:00	2	2	10/29/2021

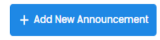
4. Progress

The community Progress tab is a dashboard for teachers to organize and analyze student data. Teachers can create custom reports focused on data points in an adaptable pivot table format.

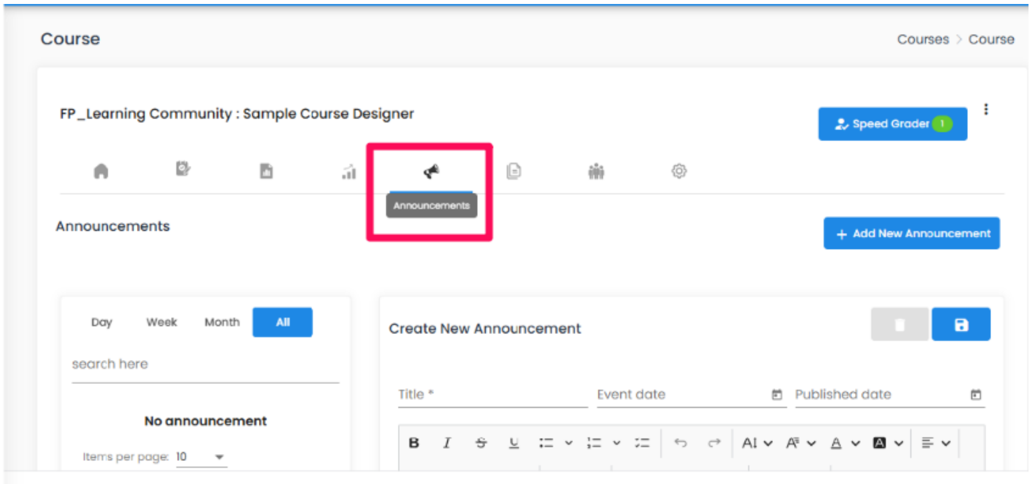
Using the 'Show Field Chooser' icon you can drag and drop filter fields into the Row, Column and Data Fields sections. The filter icon will allow you to filter within the field.



5. Announcements

All members of a community will see announcements. Clicking on 

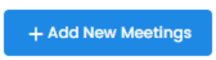
will allow you to add a title, event date, published date, and announcement content. Event date will determine when the announcement will be seen by the community members in the Day, Week, Month, All sections.



TIP:
If announcement is saved with an event date more than a month away, it can be seen in the 'All' section

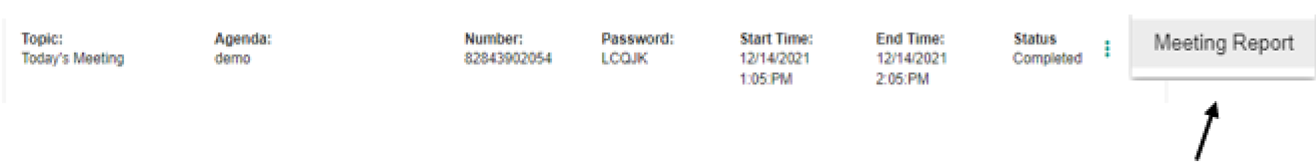
6. Meetings

In the Meetings tab, you can create a meeting for all community members to join. Clicking



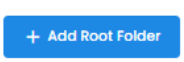
will allow you to title your meeting, list the start/end time, agenda, and whether you'd like users to be automatically approve when joining. If your district is using a 3rd party meeting tool, it'll automatically connect and launch within FocalPoint when the meeting begins.

i. Once you have saved the meeting, clicking on the 3-dot menu will allow you to host, edit ordelete.
ii. After the meeting is complete, the 3-dot menu will allow you to view the Meeting Report.

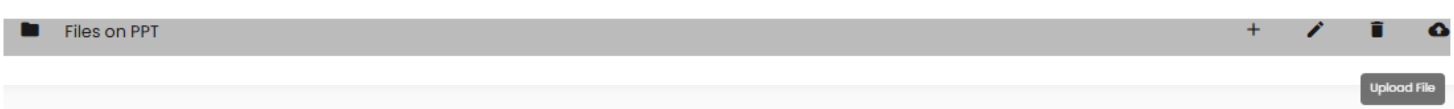


7. Documents

Under Documents, you can upload and organize documents by folders and sub-folders. Clicking



will allow you to name your folder and provide a description. Within each folder, you have options to add sub-folders, edit the folder name/description, delete, and upload. To upload a document, you'll select from your computer.



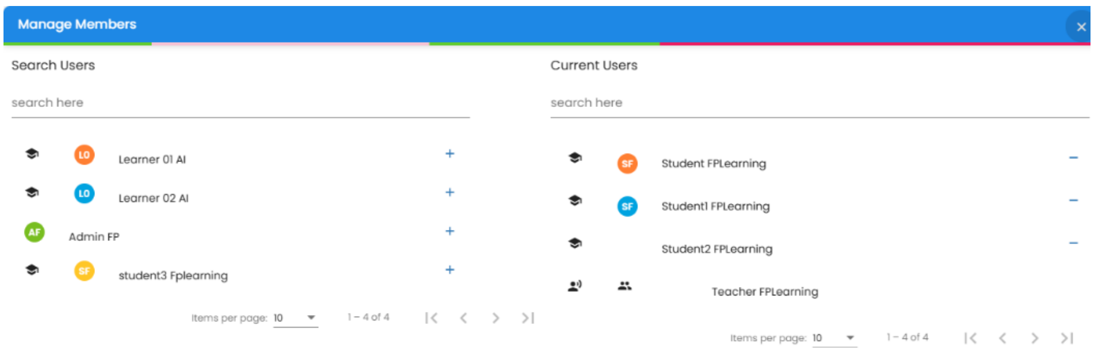
8. Members

The Members tab will allow you to add/edit members, view a list of all members, view progress circles per student, and navigate to the student *Profile, Goals,* and *Report Card & Activity*. Clicking Manage Members will allow you to search, add, and remove members. To add a member, click 'Add' next to the name under Search Users. To remove a member, click 'Remove' to the name under Current Members.

While viewing members to add/edit, you will see two icons:

= Students ;

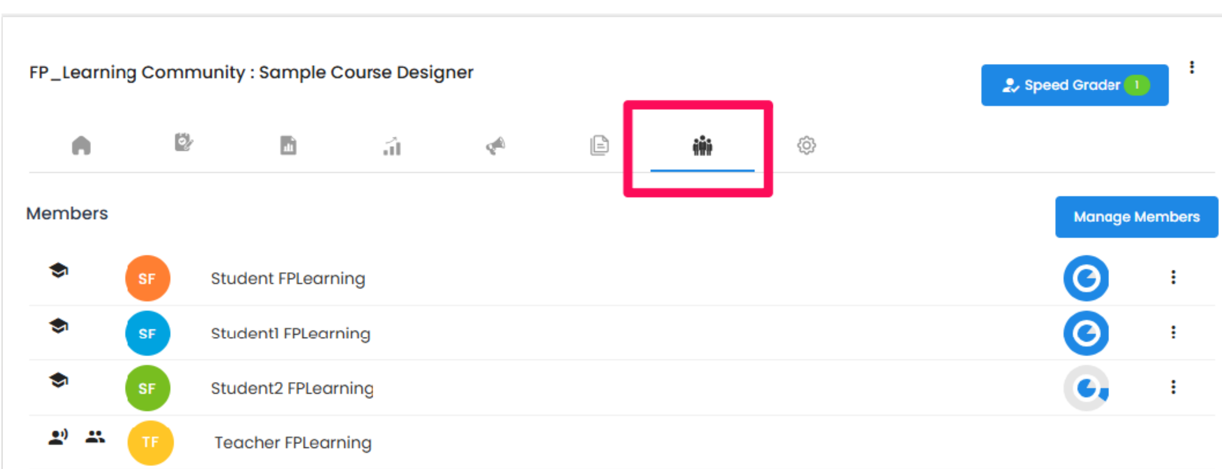
= Educator/Admin



When looking at the members in your community, you will see a few icons:

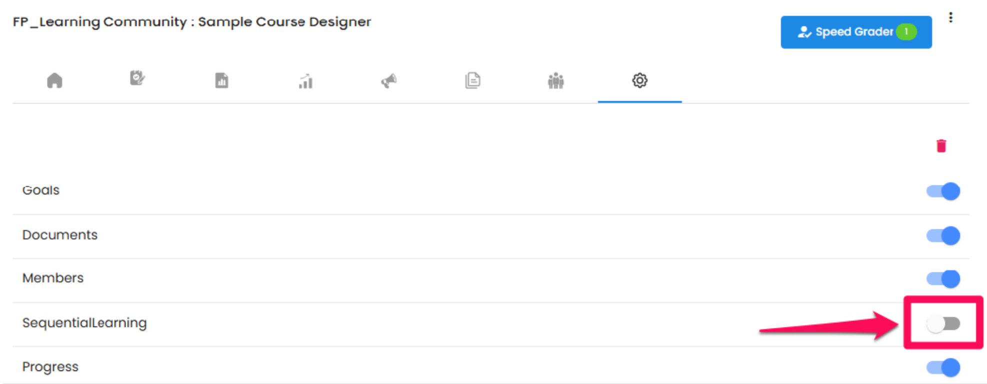
- : Instructor
- : Instructor & Community Owner
    - Community Owner is the educator who creates the community
- Observer Co Owner :
  All added educators are listed as co-owners automatically. With this permission, they have the same rights to the community as the community owner. If Observer is also marked, the educator will only have view-only access to the community.

TIP:
To learn more about the 3-dot menu options, view the section titled LT Learner in this guide.



9. Settings

In the Settings tab, you'll be able to turn off/on tabs you have access to in your community. If you turn a feature off, it'll disappear from your community toolbar. If the toggle is blue, it is turned on.

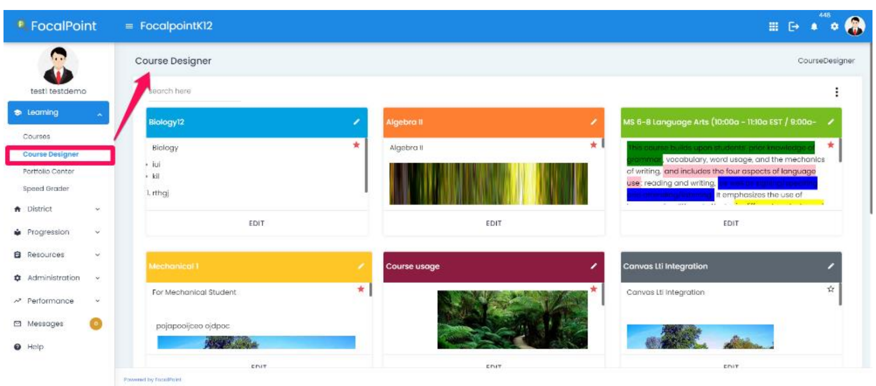


TIP:

The trashcan icon here will delete the community. You can also delete a community on the Learning Tree landing page.

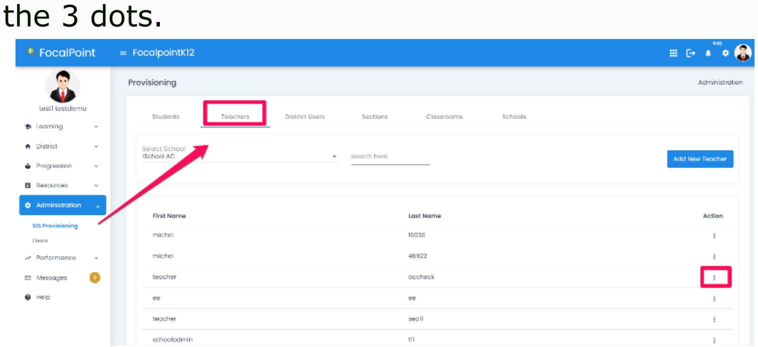
Course Designer

Course Designer is a permission that can be given to admin and educators. If turned on, users can create courses that can be used in all communities throughout the tenant. To learn more about this feature, click here.

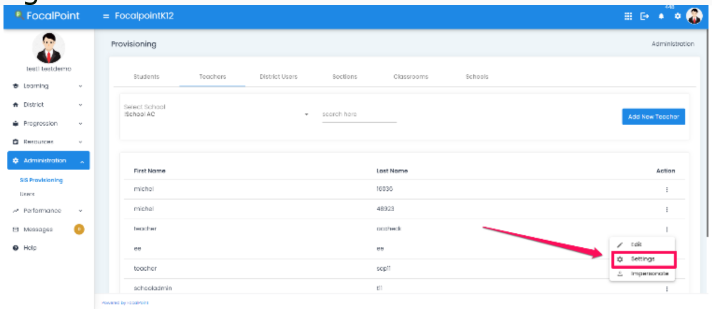


Course Designer Permission:

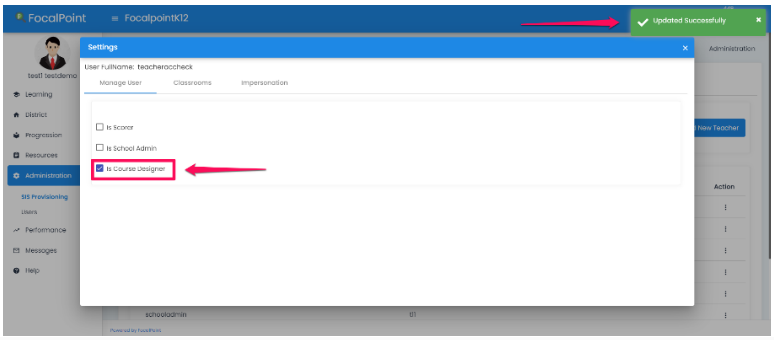
- By default, only district admin will have access to Course Designer.
- For school admin and educators, this is a permission that can be given at the profile level. District and school
  admin can turn this permission on in the Administration tab, SIS Provisioning.
- Once you find the educator you'd like to update, under Teachers section, select the teacher.
- Click on the 3 dots.



- Select Settings.



- Here, you can check on 'Is Course Designer' and a success message appears on the top right corner of the page.



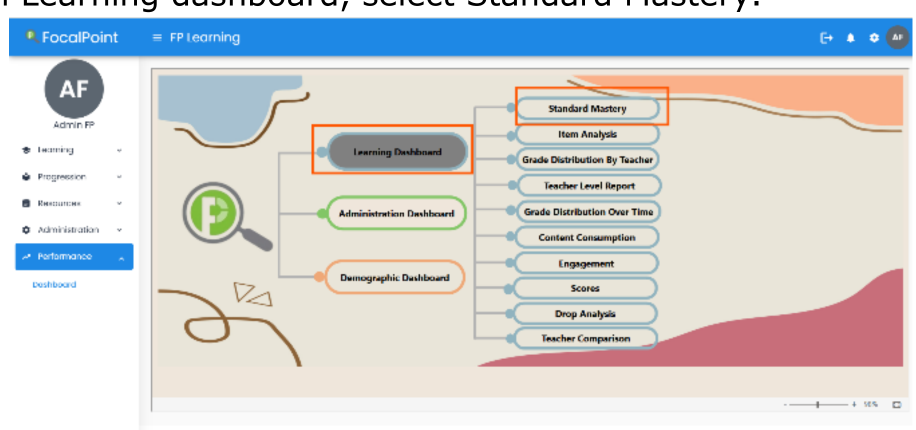
Dashboards

Dashboards can be accessed under the Performance tab. Dashboards are customized and dependent on data and district set up. Please note you may not see all dashboards we discuss in this guide. For details on Learning and Demographic dashboards, click [here](). For details on Administration dashboards, click [here]().

Learning Dashboards:

The Learning Dashboard provides a comprehensive overview of student engagement and performance across various subjects, years, and courses. It includes detailed analysis on dropout rates by subject, year, and course, offering insights into the reasons behind student dropouts.

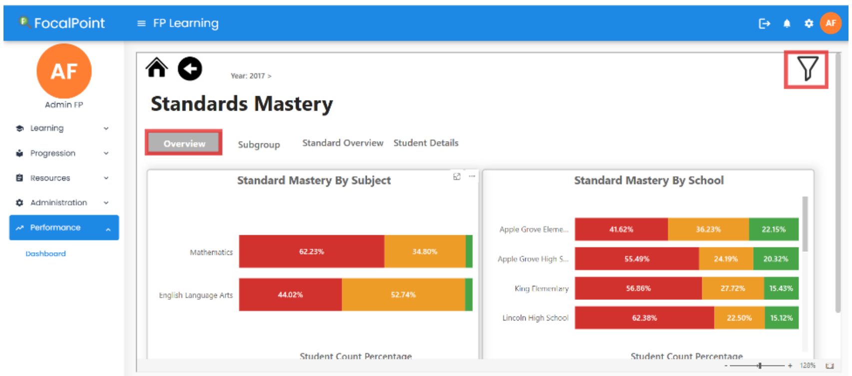
- Select Performance section and go to Dashboard.
- Click on Learning Dashboard.
- Within Learning dashboard, select Standard Mastery.



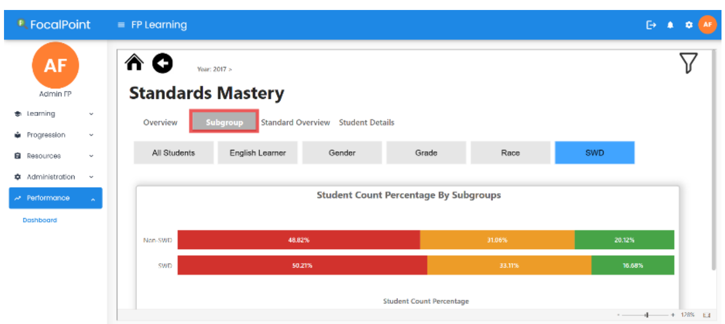
Standard Mastery:

Let’s take a closer look at the Standards Mastery dashboard. When drilling down, you will see all data organized by sections. For every section, you will see color-coded student performance by subject (colors and color titles can be customized).

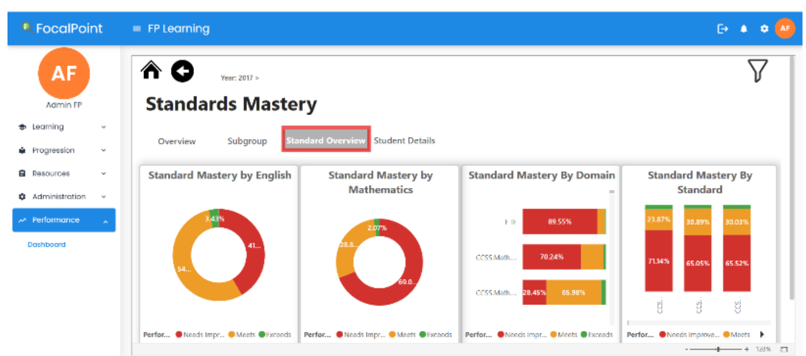
- Selecting a color on the color-coded performance bar will you bring you to a roster of all students performing in that band. Data can be filtered by School, Year, etc. on clicking the slicer panel located at the top right corner of the page.



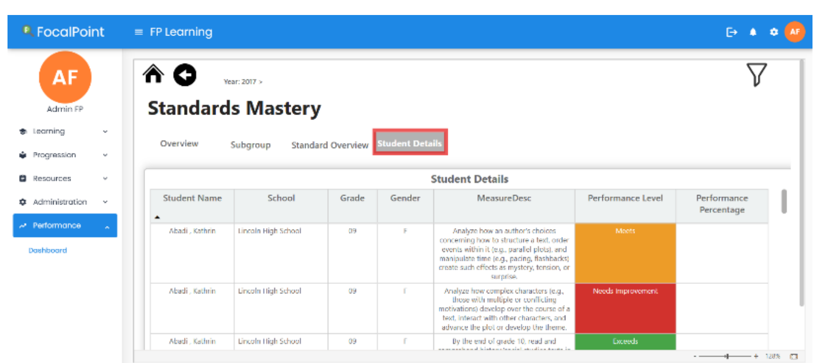
- When you click on subgroup you can see the student percentages grouped by gender, grade, race, Students with Disabilities, and English learners.



- When you click on Standard overview you can view the performance broken down by subject, domain, and standard.

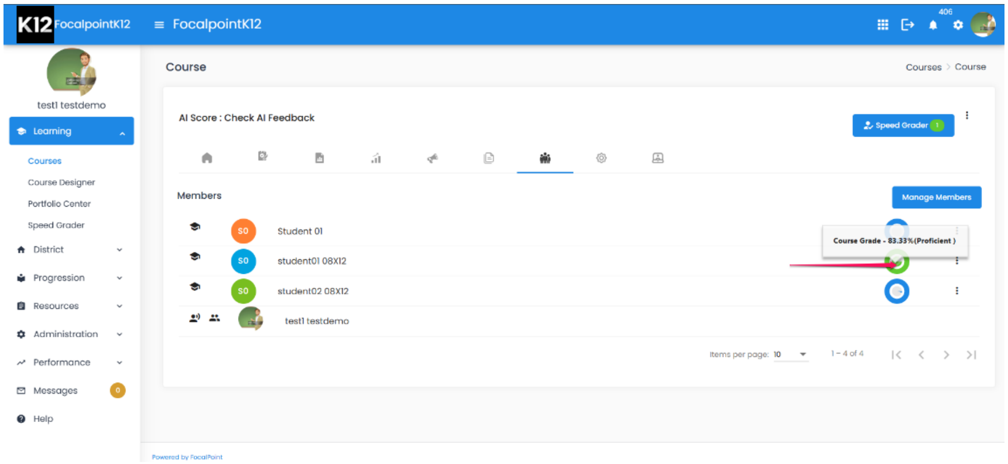


- To view the list of students, go to Student Details.



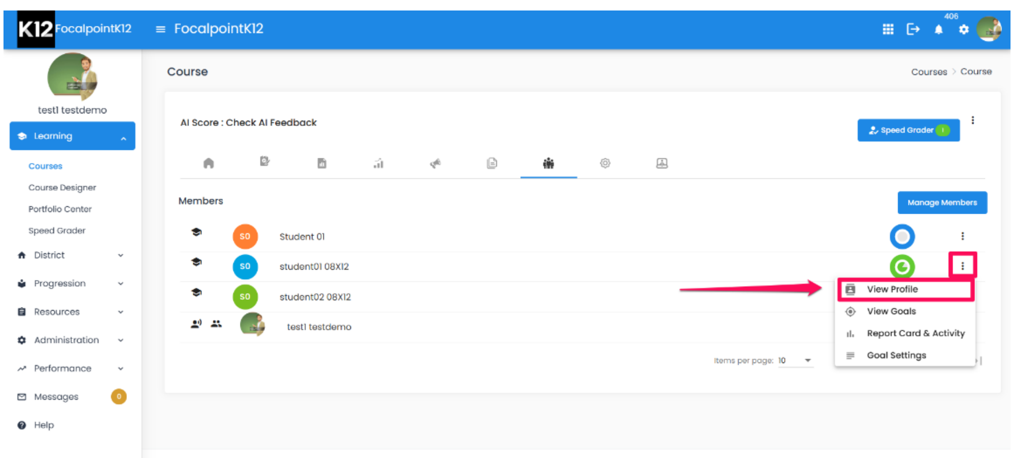
LT Learners

In LT Learners, you will see all users you have access to throughout all communities. You can search by name to view a specific student. Per student, you can view enrollments along with their color-coded course progress and course grade. The 3-dot menu will bring you to the student's *Profile*, *Goals* and *Report Card & Activity.*



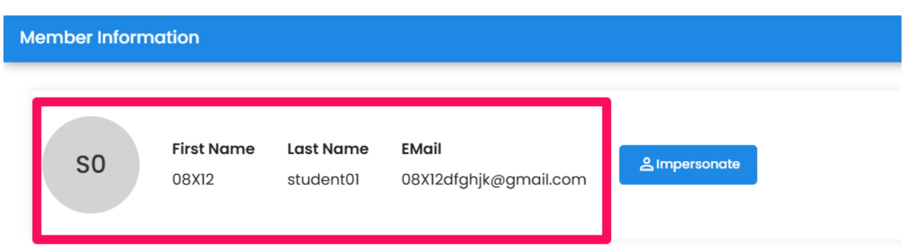
Viewing a student's information

In LT Learners and in the Members tab within a community, you'll see a 3-dot menu next to a student or course with the options *View Profile, View Goals, Report Card & Activity, Goal Settings.*



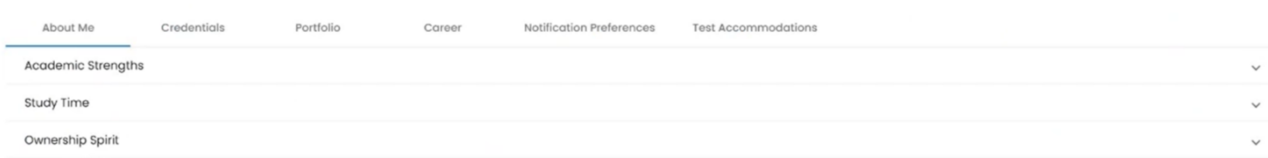
Viewing a student's profile

At the top of the profile, you can view the student's picture, first name, last name, and email. Here, you can impersonate a student. Impersonating the student will allow you to login as the student. Please note anything you do while impersonating a student will be logged as the student.

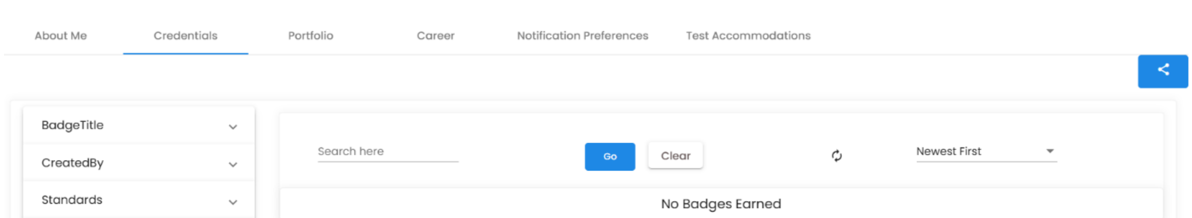


A student's profile will show the student's About Me, Credentials, Portfolio, Career, Notification Preferences and Test Accommodations.

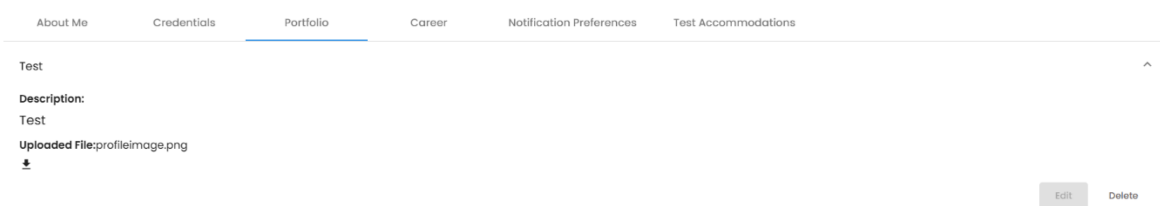
About Me will show features a student has filled out in his profile. Features include strengths, weaknesses, interests,etc. Clicking + next to the feature will expand the student's answer.



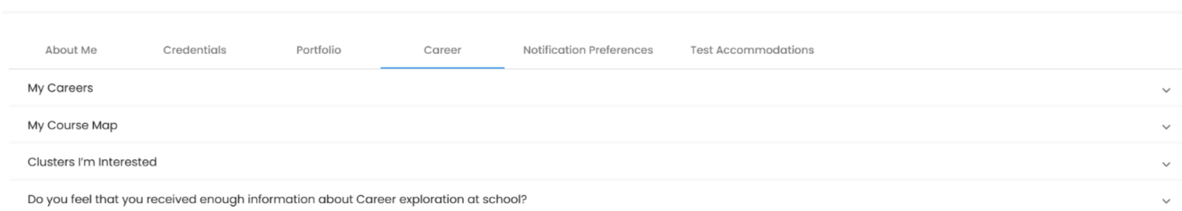
Credentials will show all credentials thestudent has earned if your district is utilizing Blockchain Credentialing.



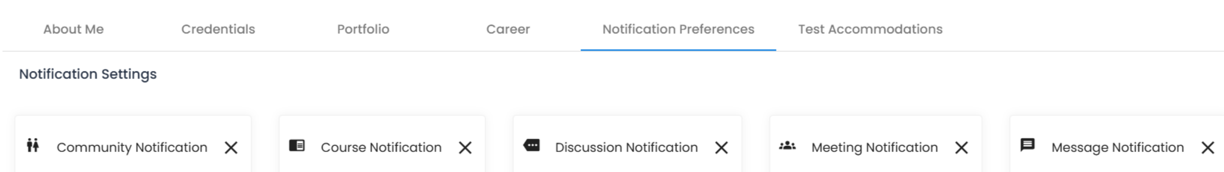
Portfolio will show all portfolio posts astudent has created. The '+' icon will expand the post.



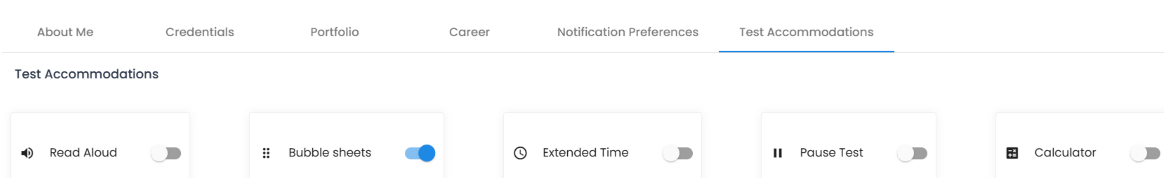
Career will show all career fields thestudent has filled out. The + will expand the career field.



Notification Preferences will show you all notification settings the student has chosen.

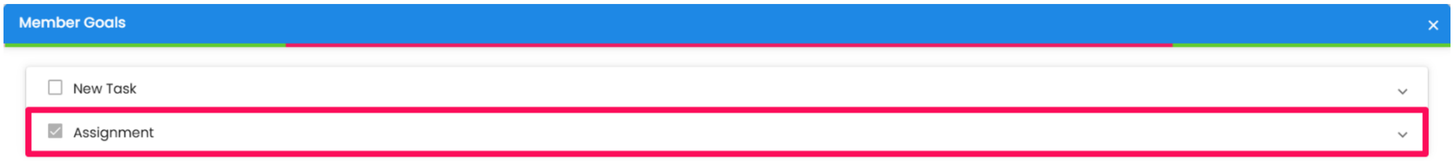


Test accommodations are settings which will be reflect to students during their examination.



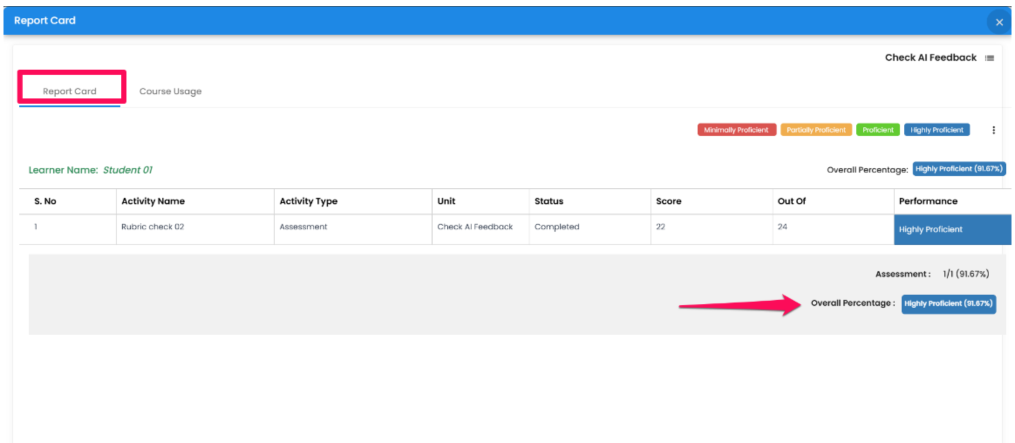
Viewing a student's goals

Students have the ability to create goals within their communities. Students can mark goals as completed or pending. To expand the goal, click the down arrow.

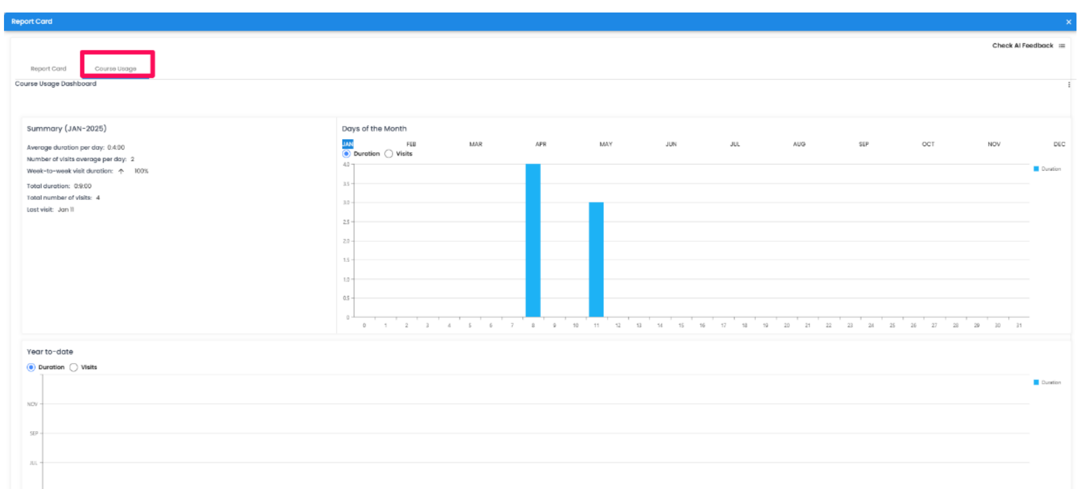


Viewing a student's report card & activity

The Report Card will provide activity name, type, status, score, out of %, and performance band. If the teacher has given due dates, these dates will appear here as well. Additionally, the Report card will include the student's overall grade and overall performance band. Keep in mind performance bands and colors are customized.

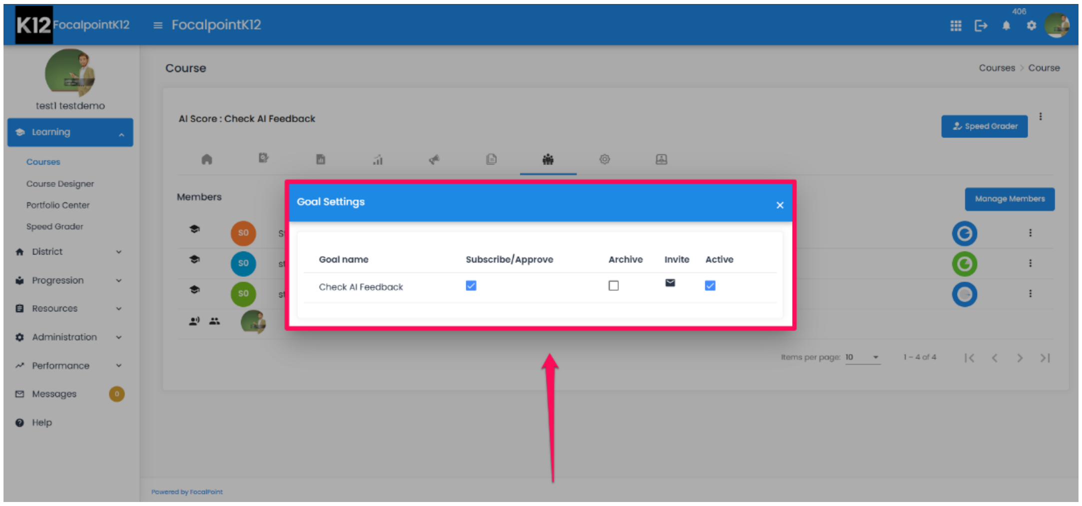


The Course Usage will provide overall course usage and monthly course usage by duration or # of visits. The overall summary will include avg duration per day, number of visits average per day, week-to-week visit duration, total duration, total number of visits and last visit. The 3-dot menu will allow you to export to PDF or download the Time on Tasks excel. We covered this excel earlier in the guide.



Viewing goal settings

The Goal Settings page will be displayed where you can subscribe/approve, archive the community on their dashboard, invite or activate the student goals.



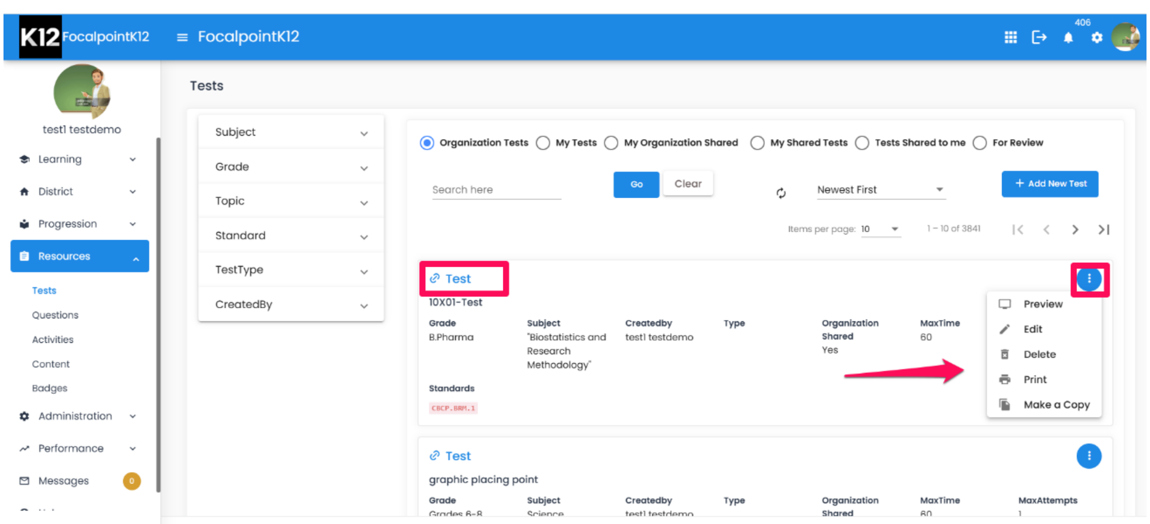
Resources

Resources are a repository of all tests, questions and content within FocalPoint. You can view, create and modify resources within each tab.
Please note all resources will remain in these tabs. If you'd like to add them to your community, you'll need to navigate to your community's *Learning* tab and add the resource there.

Tests

All FocalPoint, district and teacher created tests are housed in this tab. Here, you can view existing tests, create a new test or modify a test. Tests can be filtered by subject, grade, topic, standard, test type and created by.

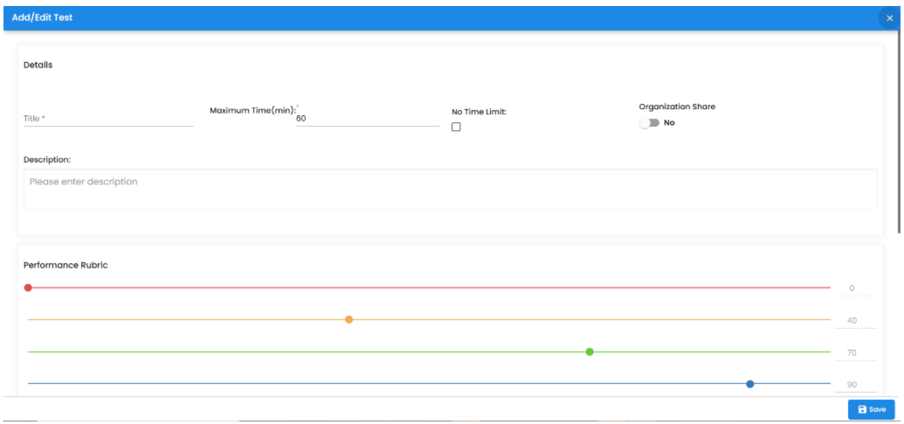
Once you have found a test you want to view, select this icon 3-dot menu icon located on the test box. Options will include printing, previewing and making a copy. When creating a test, questions can be filtered multiple ways, including grade, topic, standard, DOK, difficulty, item type, etc. Once a test is completed, a teacher can add it to a community under Learning Tree.



- Preview : Launches the test for you to view.
- Edit : You can edit the question.
- Delete : In order to delete the question, select this option.
- Print : Print the test with an option to include answer.
- Make a copy : Copy test to make your own.

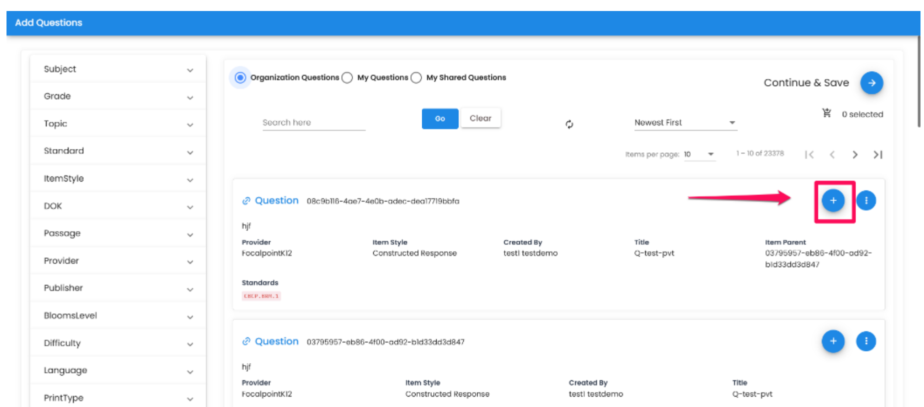
Creating a Test

To create a test, click on the '+Add New Test' Tab located at the top right-hand side of the *Tests* tab. Once you are done creating your test, click 'Save' in the top right-hand side.

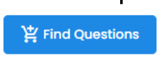


Adding Questions to a Test

Scroll down the Test Details page to find the section called 'Questions'. Click on the Find 'Questions' tab that appears on the right side of the page.

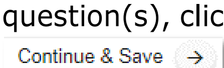


To add questions to a test, click on



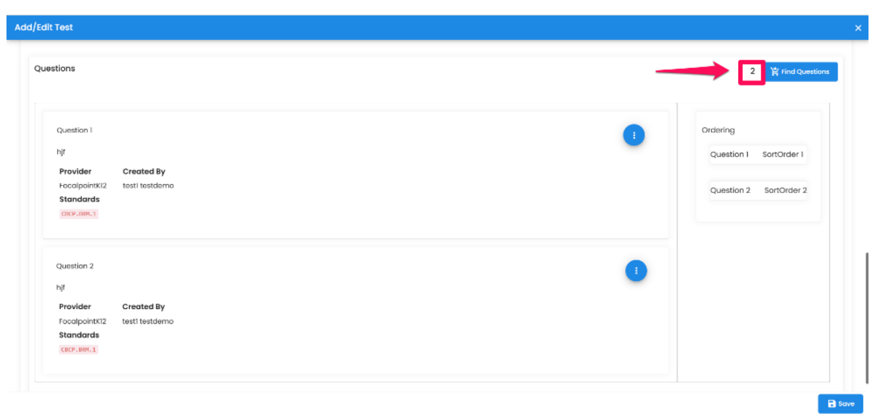
under Test type.

- Here, you can filter multiple ways and preview questions by clicking the 3-dot menu icon next to each question.
- The icon next to each question will allow you to add to the test.
- Once you haveselected your question(s), click the



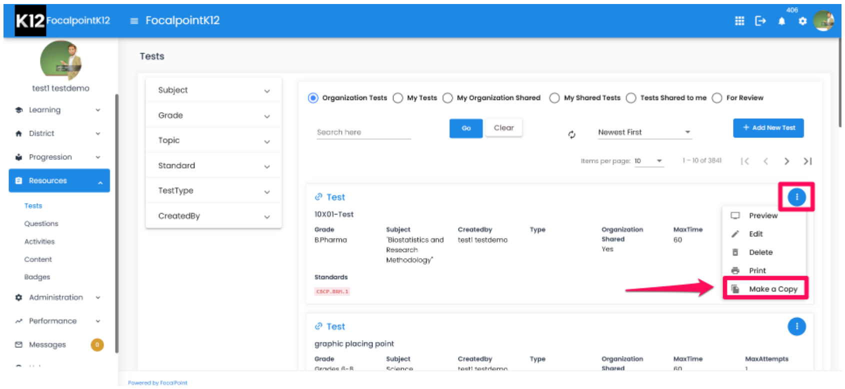
button navigate back to your test.

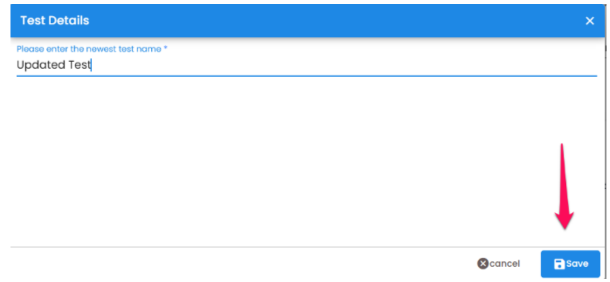
- Number of questions you have added will be shown here.
- Drag and drop questions to rearrange order.



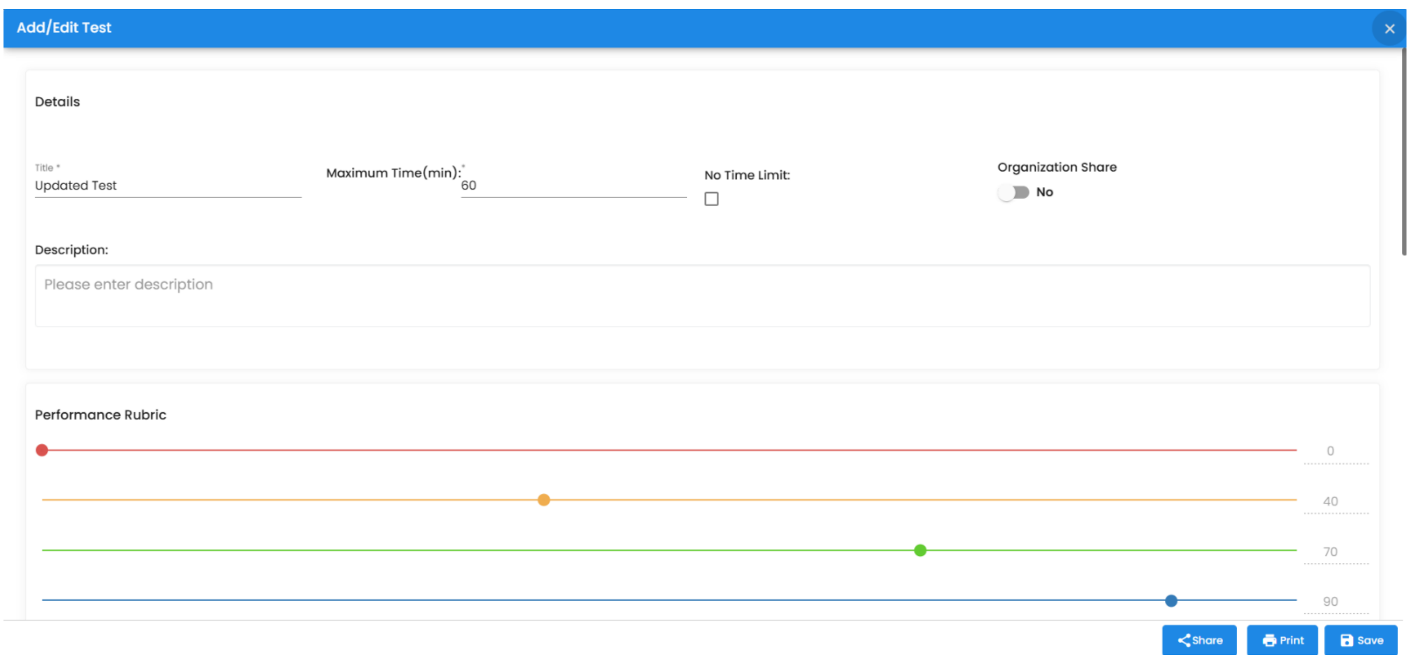
Modifying (Copying) a Test

To modify an existing test, you'll make a copy of it. Copying the test will allow you to edit the test details, performance rubric, questions, and question order.
To make a copy, click the 3-dot menu icon next to the desired test and then choose 'Make a Copy' from the options.



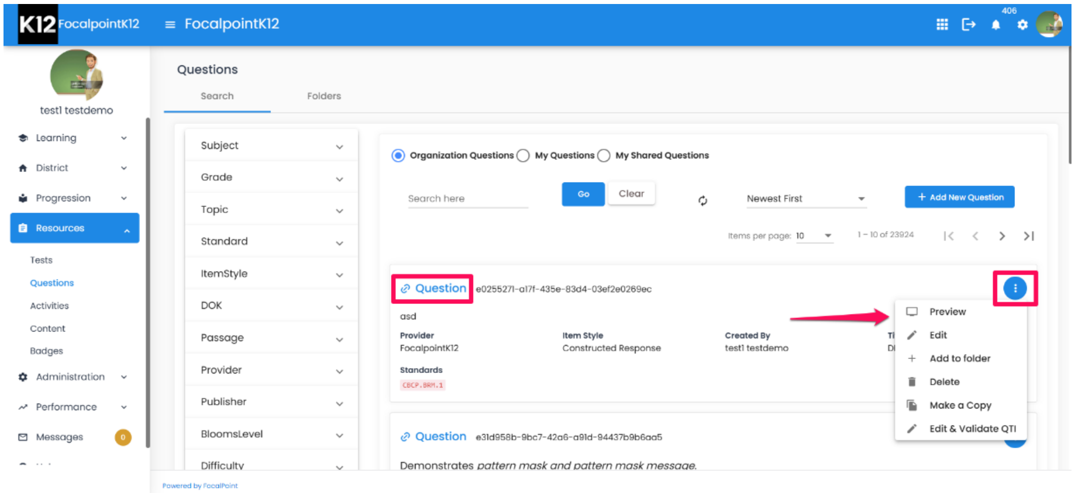


Next, you'll name your new test and save. To edit, you'll find your test in Organization Tests or My Tests . Click the 3 dot icon next to the test and then Edit from the options.
Follow the above section titled, 'Creating a Test' to review how you can edit the test. Once completed, click 'Save'.



Questions

All FocalPoint, district and teacher created questions are housed in this tab. Here, you can view existingquestions, create a new question, or modify a question. Questions can be filtered by subject, grade, topic, standard, Item Style, DOK, Lexile, etc.



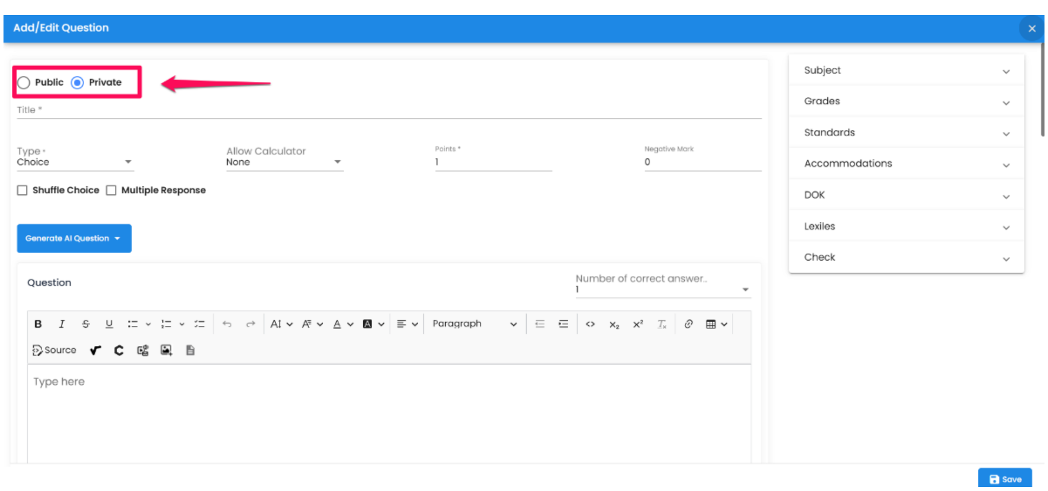
Question Menu Options:

- *Preview*: launches the question for you to view
- *Edit*: This will allow you to edit the question, answer choices, etc.
  - Will only appear on questions you created or copied
- *Add to Folder:* Add to a folder you created or was shared with you. Folders help you organize your questions.
- *Delete:* This will allow you to delete the question from FocalPoint
  - Will only appear for questions you created or copied.
- *Question Usage:* Number of tests the question has appeared throughout tenant
- *Report a Problem:* Report an issue with the question to FocalPoint
- *Make a Copy:* Copy question to make your own. Please refer below for more details.
- *Edit & Validate QTI :* This is to validate the question.

Creating a Question

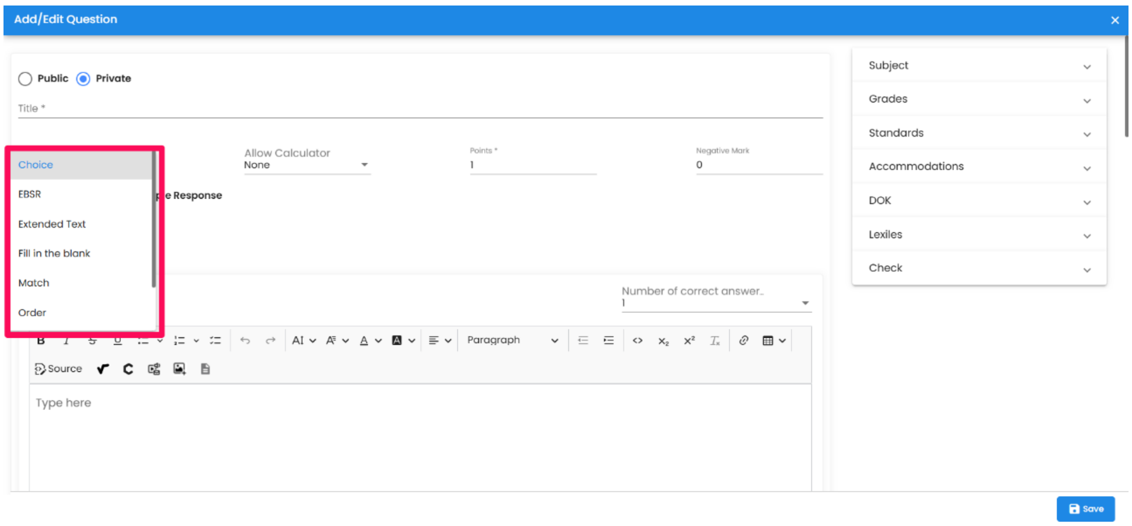
To create a question, click '+Add New Question' in located at the top right-hand side of the *Questions* tab. Add/Edit Question page will be displayed. Fill the details.

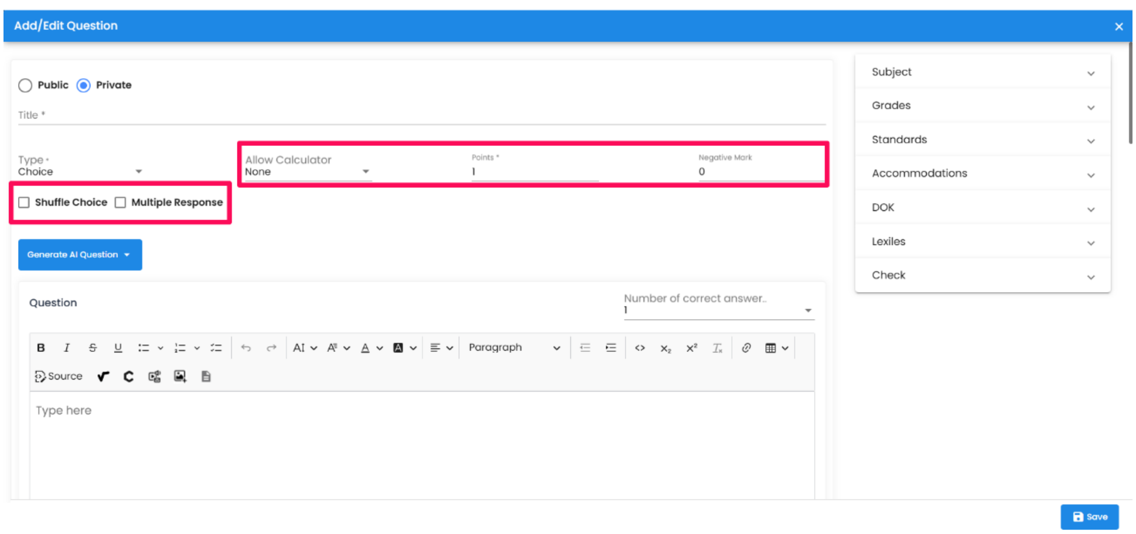
- Public : will allow others to use the question.
- Private : will make the question only viewable by you.



Question Option Details:

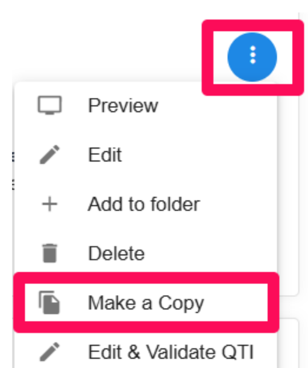
- Type: Question type options are Extended Text,EBSR, Fill in the blank, Match, and Order
- Allow Calculator: Scientific, basic or no calculator options
- Shuffle Choice: If turned on, the question answers will be randomized
    - Not available for written response typequestions
- Multiple Response: If turned on, the question canhave multiple answer options
- Points: The point value you'd like a student toreceive for a correct response
- Negative Mark: The point value you'd like to betaken away from student if incorrect answer
    - Leave as 0 if you don't want to includenegative marks





Modifying (Copying) a Question

To modify an existing question, you'll make a copy of it. Copying the question will allow you to edit the details, answer options, question content, etc. You can only copy questions you have authored.

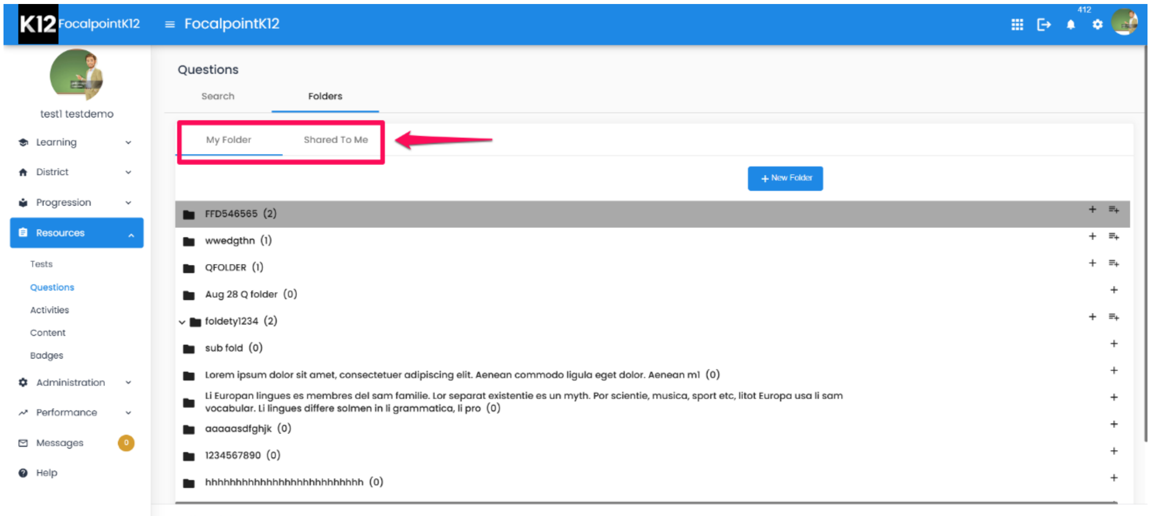


To make a copy, click the 3-dot menu icon next to the desired question and then choose 'Make a Copy' from the options. Next, find your question under 'My Questions' and click the 3-dot menu icon and then 'Edit.'

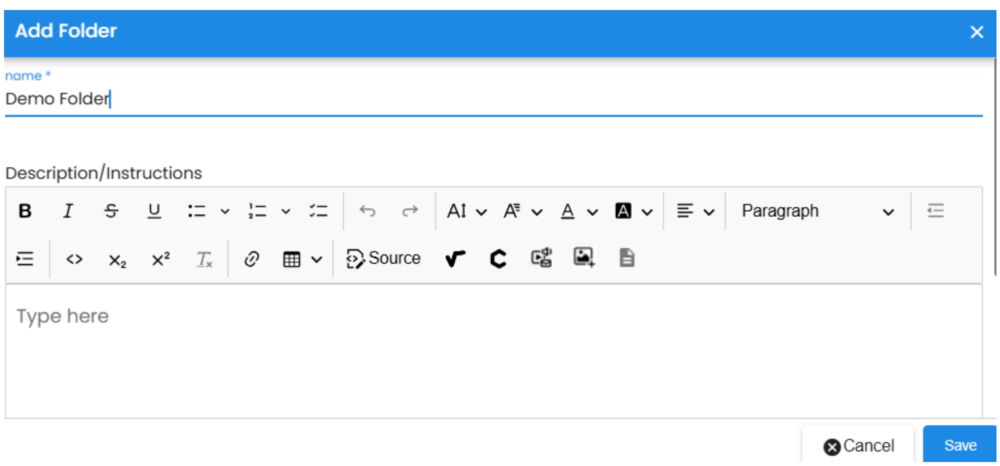
Editing the new copied question will be the same as editing a new question. Please refer to the above section for more details.

Folders (Questions)

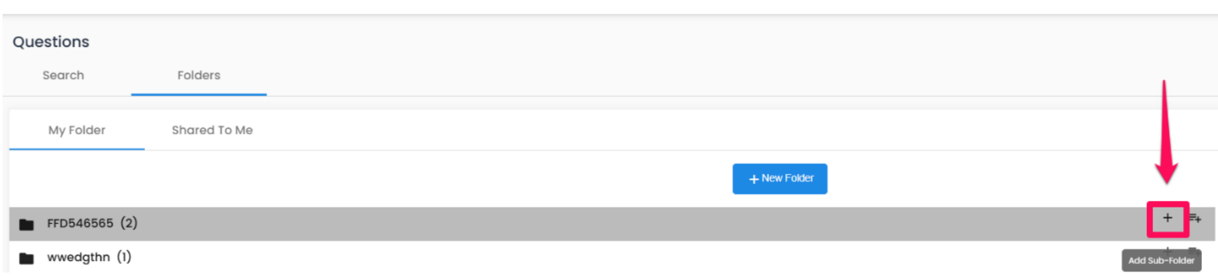
When you are viewing resources, you can save questions or content in a folder. Folders can be private or shared to others. For each folder, you can save, share to specific users, publish as collection for all to view, or delete.



- Click on the 'Add New Folder' button to add a new folder. Enter the name and description of the folder you want to create. Click on Save.



- You can create sub-folder by selecting the '+' icon against the root folder.

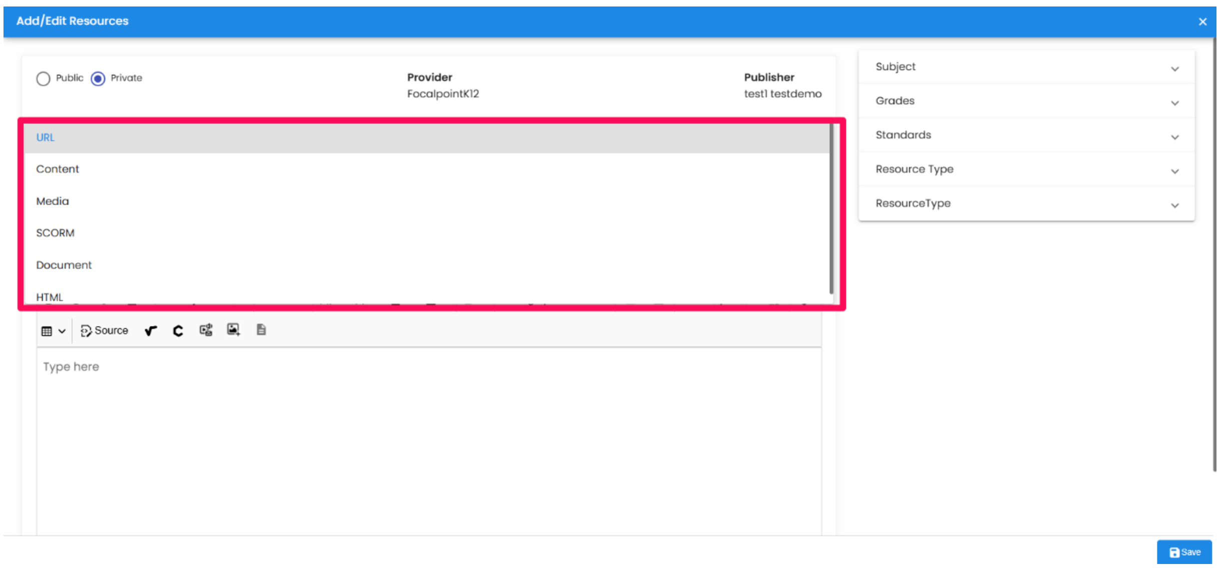


- You can create a test using the folder. Select the 'create test' icon against the folder.

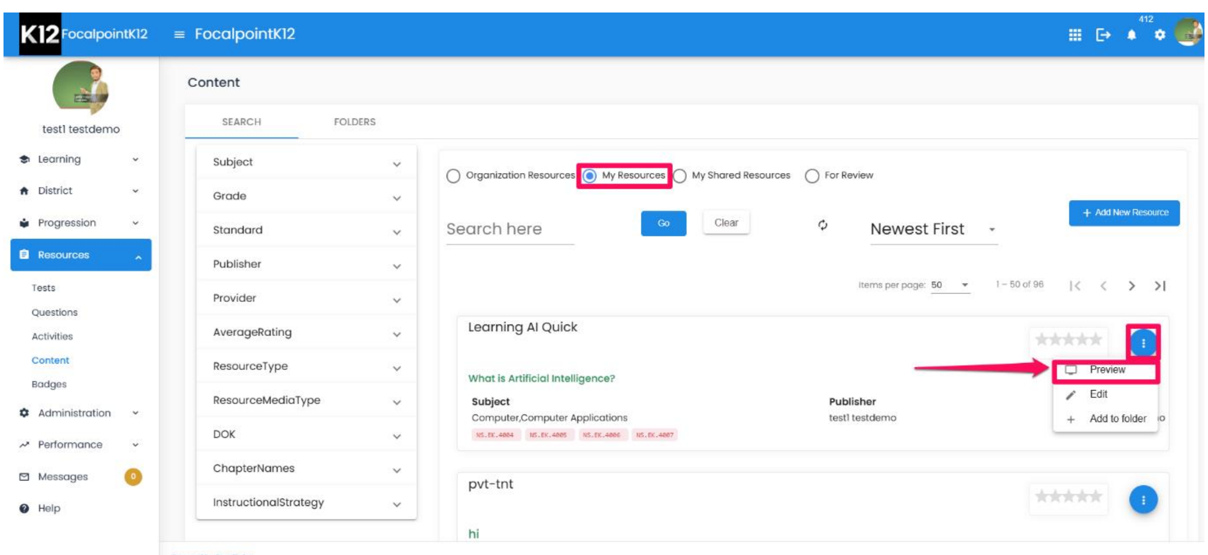
Content

The *Content* tab houses all Open Educational Resources (OERs), district and teacher created resources. Here, you can view existing resources and create new resources by clicking on '+Add New Resource'. You will be redirected to Add/Edit Resources page. Fill the details.

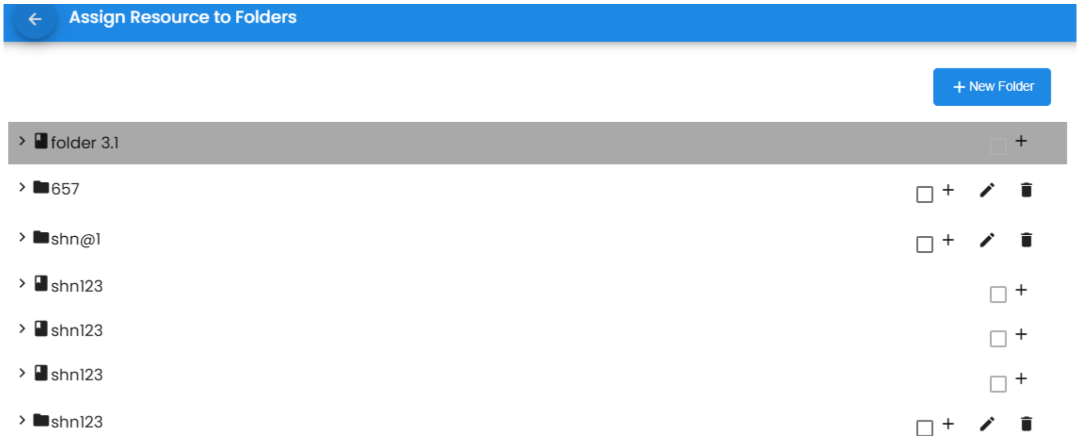
- Select the Media type by clicking on the drop down.
- Click on 'Save' once details are filled.



- Once a new resource has been created, you can click on 3-dots.
- Select Preview to view the resource.



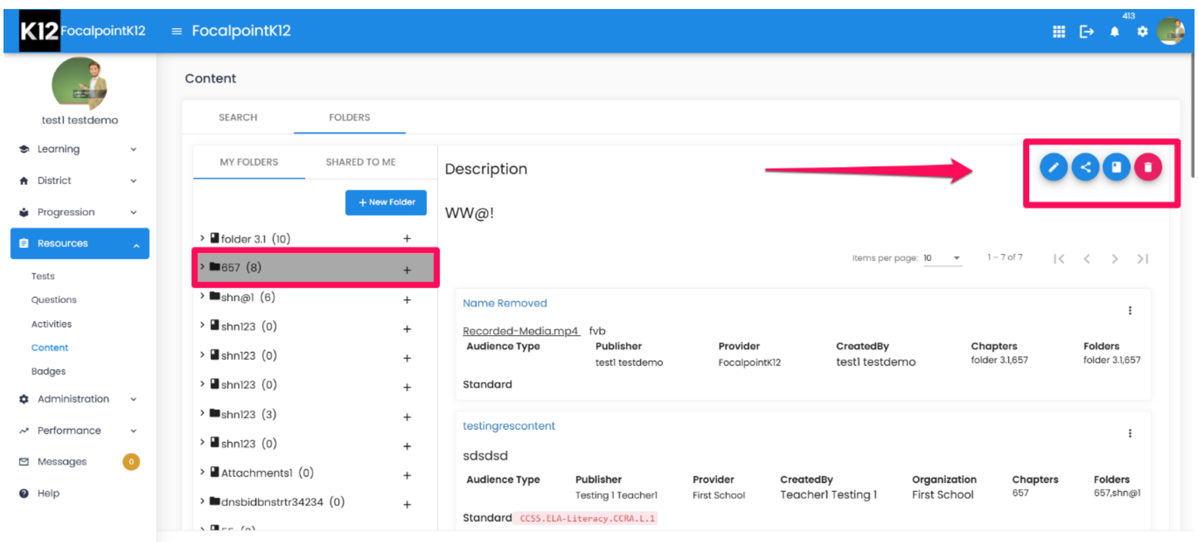
- Within the option, when you click on 'Add to Folder', it will allow you to save and organize resources.
- You can either create a New folder or store in any existing folders.



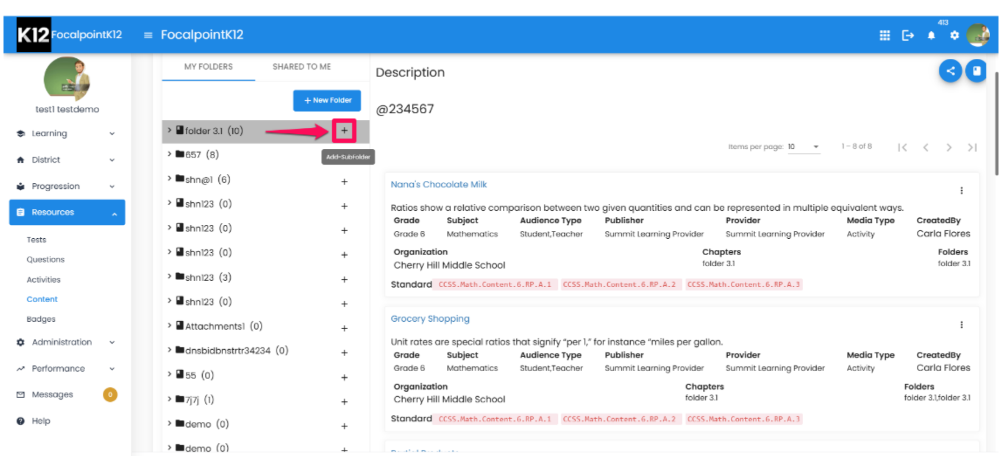
Adding resources here allows you to share to the public and students can view in Resources. Adding an activity in a community will only houseit within the community.

Folders (Content)

Throughout the *Resources* tab, you'll see a *Folders* tab. When you are viewing resources, you can save questions or content in a folder. Folders can be private or shared to others. For each folder, you can save, share to specific users, publish as collection for all to view, or delete.



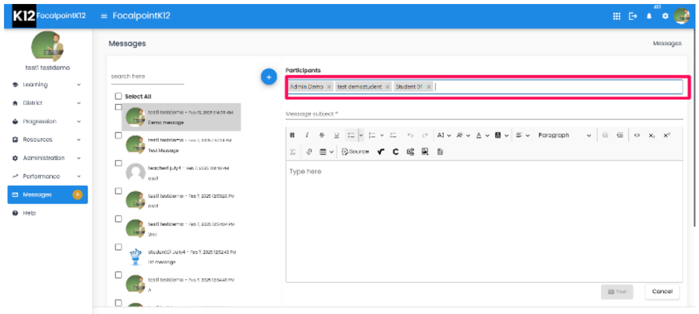
- Click on the 'Add New Folder' button to add a new folder. Enter the name and description of the folder you want to create.
- Click on Save.
- You can create sub-folder by selecting the '+' icon against the root folder.



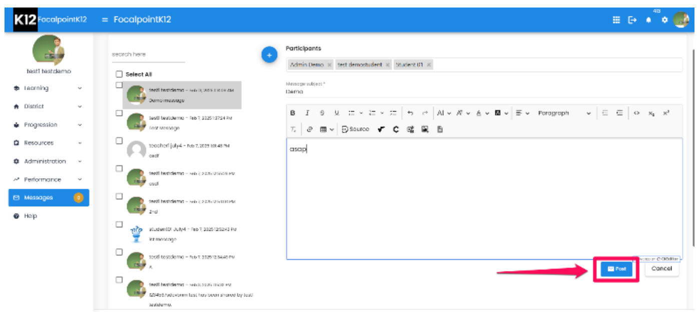
Messages

As a teacher, you’re able to message any student you have access to, other teachers at your school, and your school admin.

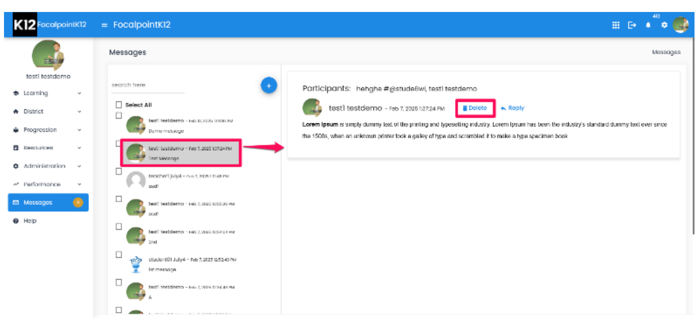
- To compose a new message, click the ‘+’ icon. You can search the username and then selectfrom the dropdown box. There is no max for users you can add to your message.



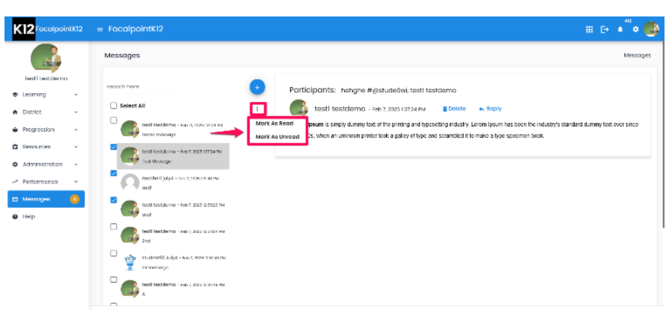
- Once you are done adding users, type your subject and body of the message. Once you’re ready to send, click ‘Post’ at the bottom right.



- On the left side of the *Messages* tab, you can view all sent and received messages. Clicking anywhere onthe message tab will allow you to view the message, view replies, and reply. You can delete a message by opening the message and clicking ‘Delete.’



- You can check on multiple messages and then select the 3-dot menu iconto mark all as read or unread.

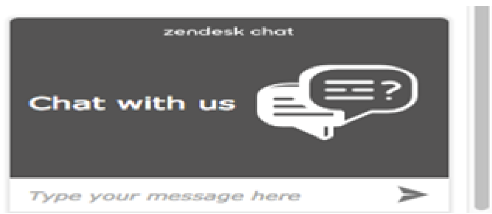


Help

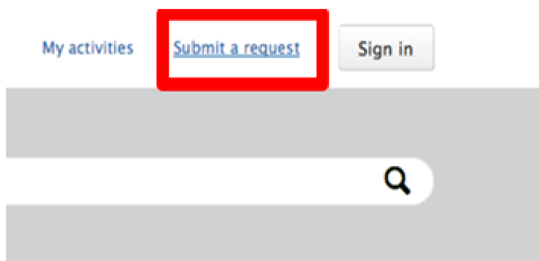
The *Help* tab will launch you to our help center. The direct link for Learning Tree resources can be found here.

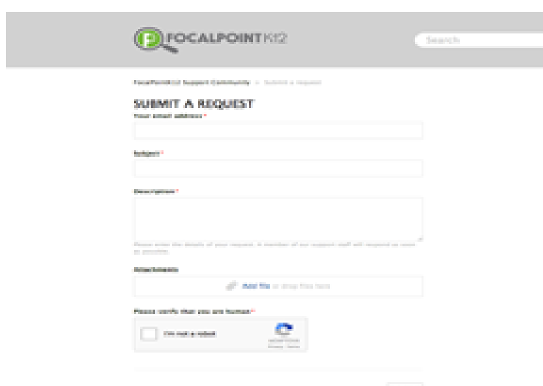
Live Chat & Help Desk Contact Information

- Live Chat is available for teachers needing support during standard the hours of 8AM-5PM Monday-Friday.
  Live Chat can be accessed by selecting the 'Help' Tab on the navigation toolbar. The Live Chat window is in the bottom right corner of the page.



- Teachers & Staff can submit a request to FocalPointK12 at any time. To submit a request, click the 'Submit a Request' link in the Help section of the platform, complete the form, and FocalPointK12 will respond and address your inquiry.





- The **FocalPointK12 support site** can also be reached at: https://focalpointk12.zendesk.com
- To speak with a **Customer Support Representative**, please call: 866.377.4265 ext.1
- Customer Support can be reached via email at: support@focalpointk12.net