



Easy breezy quick  
start checklist



## Welcome to **classroom.cloud**

In this guide we will show you how easy it is to get your **classroom.cloud** environment up and running. By following a few simple steps you can have your organizational infrastructure in place and teachers connecting to and interacting with student devices in no time at all!

The core tasks for a successful setup can be summarized as follows

- 1. Sites** are at the heart of your **classroom.cloud** organizational structure. Whether it's one or many, once you have added each of your school sites, all the other main setup tasks flow from here.
- 2. Device Groups** provide a home for the school devices you enroll into **classroom.cloud**. So think about how your machines are located at each site - a classroom, library or even a mobile cabinet.
- 3. Installers** for all the main technology platforms are provided, enabling you to push out the all important **classroom.cloud Student application** to each device. This in turn enrolls the devices.
- 4. Devices** enrolled into **classroom.cloud** are initially given **unassigned** status, so your task here is to move them into their respective Device Groups.
- 5. Users** can be invited to create their own **classroom.cloud** accounts. You assign each of your colleagues a **role** within their respective sites - Organization-wide Admin, a Site Admin or Teacher.
- 6. Classes** for each teacher can be created manually or, if applicable, imported from a Student Management System that you may already have in place. Each class can then be linked to the appropriate Device Group.

With your infrastructure in place, teachers can now start their classes, which in turn launches the **classroom.cloud Teacher Console** - providing a wealth of intuitive classroom management and monitoring tools.

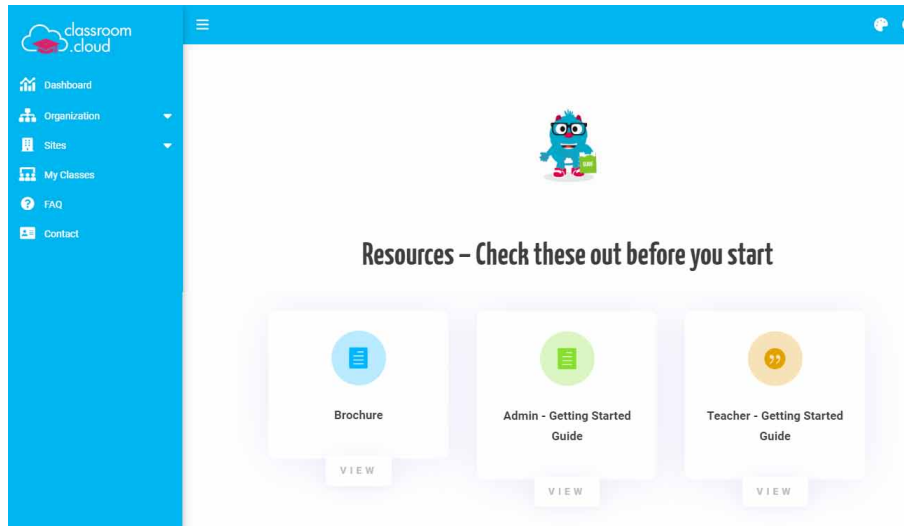
A quick overview of each of the above steps follows but more detailed configuration help is available in our full [Administrator's Guide](#) if needed.

First of all, if you are still to register your organization for a **classroom.cloud** account, please visit our [website](#) to sign up. You can create a new username and password or use the Microsoft or Google credentials that have been assigned to you by your school.

Assuming you have created your account, let's **sign in** to **classroom.cloud** and start the journey!

## Admin Dashboard (Portal)

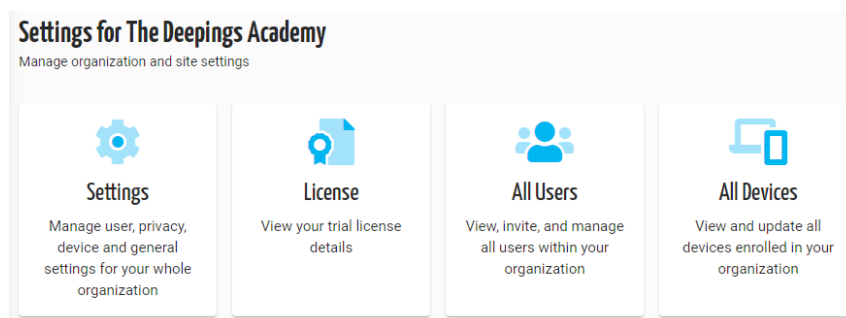
After sign in you will be presented with the Admin Dashboard or Portal.



At this point, it is worth just briefly discussing **user roles**.

As an **Organization Admin** (the master user who created the account) you get to interact with all areas of your organization, whether it is a single school or multiple sites within a School District or Academy Trust. Other users that you invite to use **classroom.cloud** can be limited to specific sites and classes by being assigned **Site Admin** or **Teacher** roles.

The **Organization** option is therefore only available to an **Organization Admin**. It lets you configure the system settings for the entire organization, view your license information, see a list of all existing users and invite new users, and view the enrolled school devices. More about these options in the main Admin Guide.

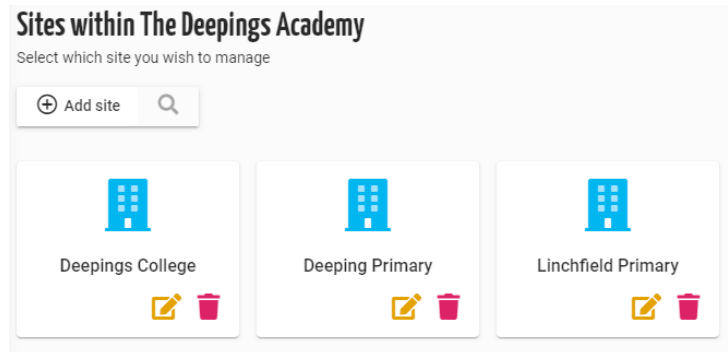


But the first step on our setup journey is the **Sites** option. This is where the real business of enrolling and organizing your school devices happens - making them available to teachers to connect to in a class.

## 1 - Sites

When you created your **classroom.cloud** account, the **Organization** name you specified, as well as being the Licensee name, is also used to automatically create your default **Site**. However, if that isn't the name of one of your school sites you can change it by clicking the **Edit** icon on the thumbnail.

So we now have our Organization name, The Deepings Academy, and our default Site has been renamed Deepings College.



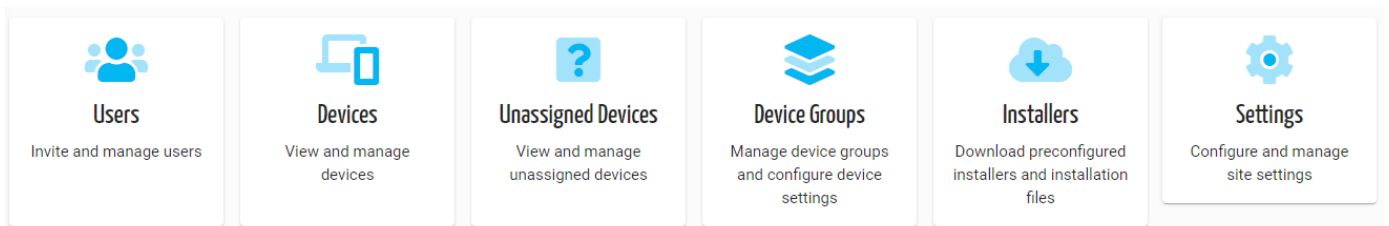
### Add Sites

If you are a multi-site organization, creating new sites is simply a case of clicking **Add Site** and entering the name.

### Managing Sites

**Now the exciting bit!** You are ready to populate each **Site** with the required users, devices, and configure the site settings.

Click on the Site thumbnail to access the following options.



### Settings

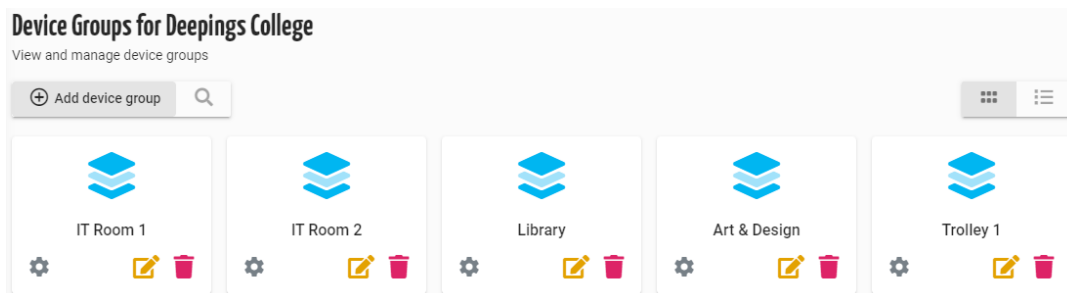
You can configure settings such as the Site Contact Information, edit User Profiles, apply Privacy Settings such as dates and times when devices can be connected to and on which school networks, and configure the settings to be applied to the Device Groups.

But let's focus on getting some devices enrolled into the Sites!

## 2 - Device Groups

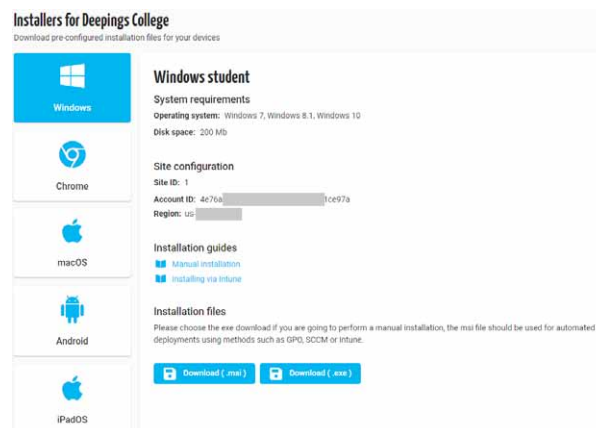
Each device enrolled into **classroom.cloud** needs to be assigned to a group and it is good practice to get these created so they are ready and waiting for the devices to arrive. A Device Group will generally relate to the physical location of the machines, a classroom, library or even a portable cabinet. And of course, each group could contain a mix of PCs, laptops, Macbooks, tablets and Chromebooks.

Click **Add Device Group** and enter a suitable name. The **Settings** icon available in each thumbnail lets you set a specific configuration to each group to be applied when the student devices are connected to.



## 3 - Installers

Now we can enroll the devices. An enrolled device is one that has had the appropriate **classroom.cloud Student application** installed or, more likely in managed environments, centrally pushed to it using a device management tool. As you will see, **classroom.cloud** provides installers for all the main platforms you are likely to be using.



The three items of **Site Configuration** information ensures the devices don't get lost in the Cloud and are associated with the correct Site within your Organization structure. Your unique Account ID, a sequential number to identify each Site, and the Region closest to where your account is hosted. This information is vital in any configuration package you deploy.

For our demonstration, we have installed the Student software on Windows laptops and used the Google Admin Console to deploy the Student extension to some Chromebooks.

## 4 - Devices

### Unassigned Devices

As devices are enrolled, they will initially appear in the **Unassigned** list, meaning they are not yet a member of a **Device Group**. Items can be moved in small batches to the required group or in bulk. To transfer the devices to their new home, select all or individual items in the list and click **Bulk Assign Devices**.

### Devices

If we now choose the **Devices** option we will see the list of enrolled devices for the Site along with the Device Group each has been assigned to. The Status reports in real time the current connection status of each device, for example Not Connected, Available, In Class.

**Devices for Deepings College**  
View and manage devices

Include unassigned devices

<input type="checkbox"/>	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	

## 5 - Users

Time to open the door for a few more users so we can get some classes running! To create user accounts for the Site click **Invite User** and enter the required details. This includes assigning the relevant Role:

**Organization Admin** if you want to share the load with your colleagues, a **Site Admin** or **Teacher**.

If the person works at more than one site, select the ones that are applicable. When you click **Update** the user will be added to the list, as **Pending**, and an email will be sent to the address you specified. Once the users respond to the email, the status will change to **Active** and they will be able to Sign in to the **classroom.cloud** Portal. The Teacher role will only provide access to classes, none of the site admin options.

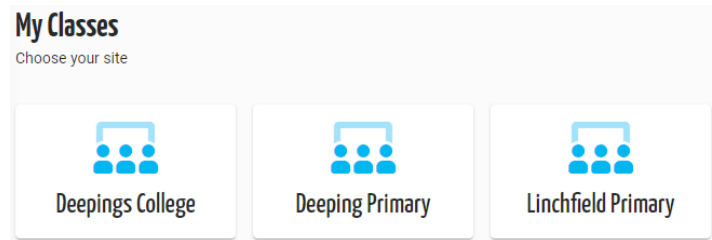
**Users for Deepings College**  
Invite and manage users

First name	Last name	Status	Role	Actions
Al	Kingsley	Pending	Site Administrator	
Chris	Lovesey	Active	Administrator	
Jane	Neal	Pending	Teacher	

Our work with Sites is now complete! The basic infrastructure is in place and we are ready to think about our classes.

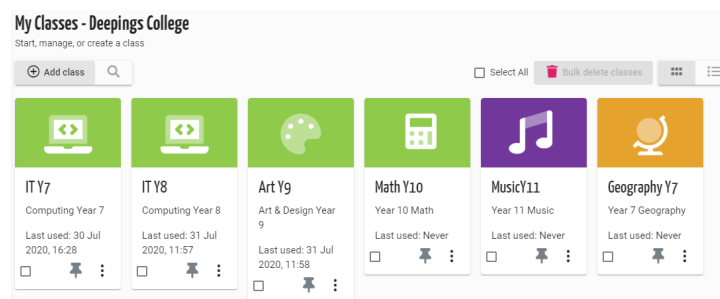
## 6 - Classes

From the [classroom.cloud](#) menu select **My Classes**.



Here you can manually create classes or, if you have already gone to the trouble of defining your school's classes 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.

To manually create a class, select each Site in turn and click **Add Class**. Enter the **class name** and **description** and choose the **Device Group** that this class will connect to. Select the **Subject**. Click **Add**. The Class will appear in the list and the thumbnail will show an image appropriate to the subject selected.



Drumroll.....we are ready to start a class and open up the [classroom.cloud](#) **Teacher Console**.

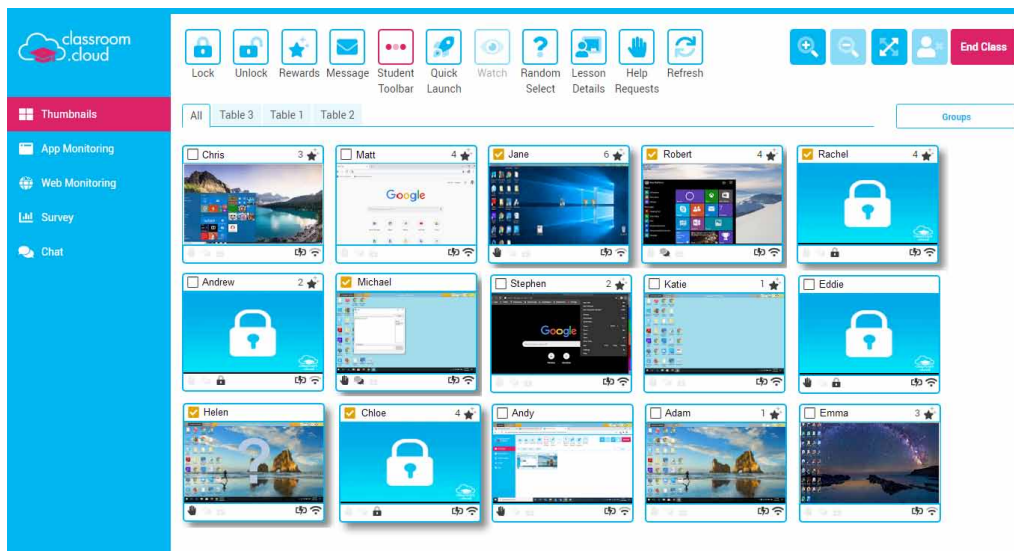
Click on the required Class thumbnail image.

## Teacher Console

As the Class starts it will launch the Teacher Console and connect to machines in the Device Group, displaying a live thumbnail of each student desktop.

Teachers are now in a position to start monitoring and interacting with students using our intuitive range of class management tools.

Our [Teacher's Guide](#) provides more information.



This concludes our whistle stop tour of [classroom.cloud](#). We do hope it has successfully helped you get your environment up and running.

But if you do require further assistance, our [Support Team](#) will be happy to help.

**Thank you**  
The [classroom.cloud](#) team (and friend!)

