

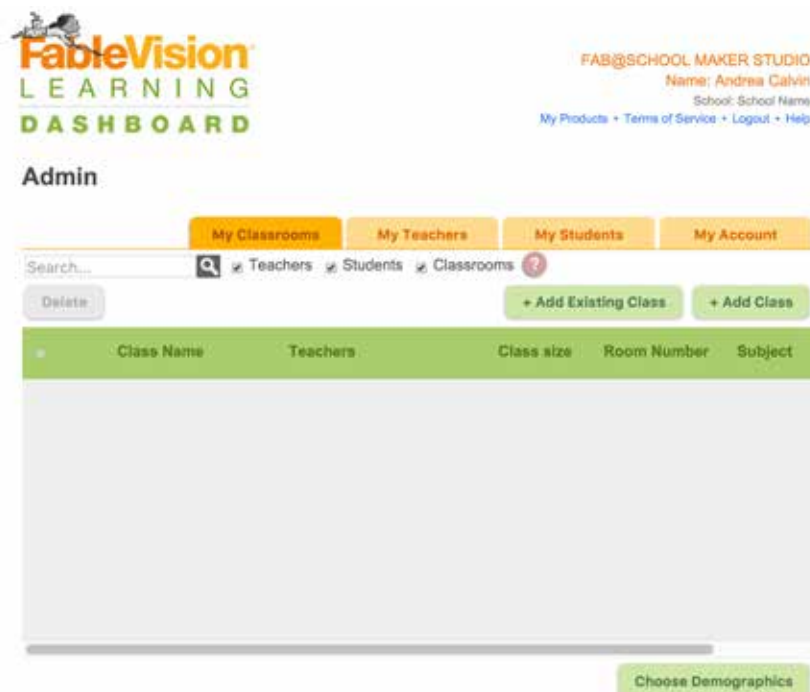
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# Guide to the Teacher Dashboard

School administrators and teachers will have access to the **FableVision Learning Teacher Dashboard** at [products.fablevisionlearning.com](https://products.fablevisionlearning.com). The dashboard allows account administrators to create teacher, student, and classroom accounts and manage subscriptions. The dashboard also allows teachers to add and change student accounts.



## Admin Account



Users with Admin level access can create teacher accounts, assign teacher subscriptions, create student accounts, and create classrooms. A member of the FableVision Learning team will create Admin accounts with the contact information supplied by your school. Once the Admin account is

created, the Admin level users will receive an email from makerstudio@fablevisionlearning.com with their username, initial password, and setup instructions. These credentials may be changed by the user once they are logged into their account.

# How to use the Admin Account



## My Teachers Tab

Select the **My Teachers Tab** to add, remove, and manage teachers.

You can filter the My Teachers view by selecting attached, detached, and all.

**Attached:** Teachers connected to a classroom

**Detached:** Teachers without a classroom

**All:** All teachers in your school

## Add Teachers

Select the **Add Teachers** button to open the various import options.



## Import Teachers



Download the CSV Teacher Template to upload your teachers.

The CSV file contains fields to load a Username, Email, First Name, Last Name, and Password.

*Note: You can remove the Password field from the CSV file and Maker Studio will automatically generate a password for the teacher.*

### Guidelines

**Username:** Fab@School Maker Studio is an online program that requires every user to have an unique name. You will receive a failure to upload if an username is already in use.

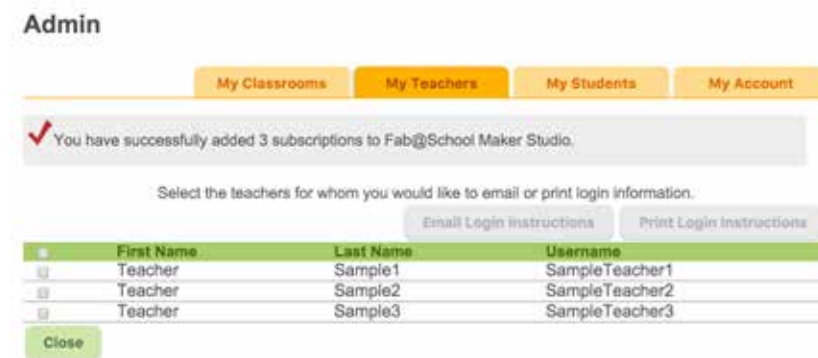
**Email:** Similar to the guidelines for the username, an email can't be used more than once in the teacher dashboard. You will receive a failure to upload if an email is already in use.

**Password:** Passwords must contain at least 6 characters, including at least one letter, one number

and one symbol. The password may not contain any of the following characters: ‘ ` “ ; / &

*Tip: To ensure proper import of teachers, please limit the number of users to 300 per CSV file.*

Once you upload your teachers, you will be redirected to a screen where you can email or print the login instructions for the selected teachers. If you decided not to email or print, you can select close and return to the **My Teachers Tab**.



Select **All** to view the teachers in the system.

## Add New Teacher

To create an account for a single teacher, select the **Add New Teacher** option.

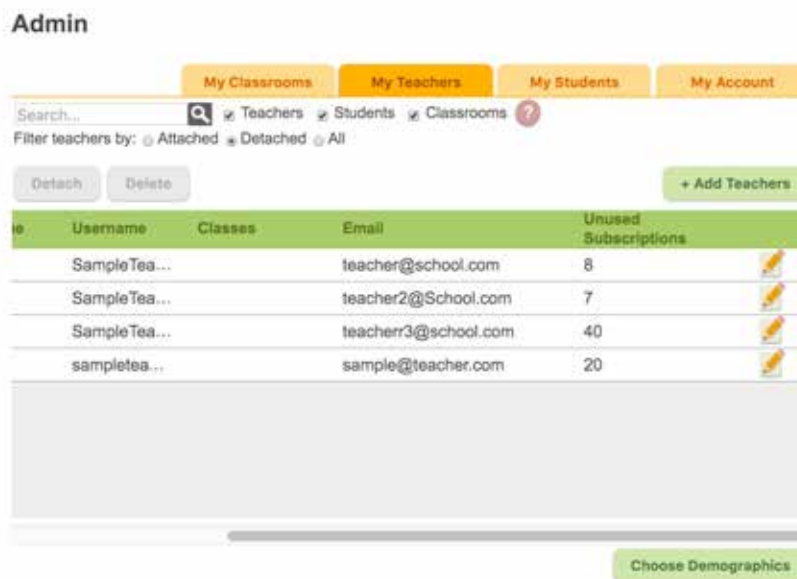
You will be directed to the **Teacher Information Page** where you can manually enter information, assign student subscriptions to specific educators, and assign classrooms.

The screenshot shows the 'Admin' section of the dashboard with tabs for 'My Classrooms', 'My Teachers', 'My Students', and 'My Account'. The 'My Teachers' tab is active, displaying the 'Teacher Information' form. The form includes fields for First Name, Last Name, Username, Teacher Password, Repeat Teacher password, and Email Address. Below the form is a box titled 'Assign Student Subscriptions to Teacher' with a slider for 'Student Subscriptions unused by teacher' (set to 0) and a 'Total unassigned student subscriptions' of 108. At the bottom, there is a 'Classes' section with a '+', a 'Choose Class' dropdown, and 'Cancel' and 'Save' buttons.

Individual teacher pages can also be accessed from the **My Teacher tab**.



Use the slider to move the menu to the right and reveal the edit feature. Click on the pencil to open the information for specific teachers.



## Classroom

Account Users with Admin level access can create classroom accounts. Those with Admin level access can also assign teachers to specific classrooms. To create classrooms click on the **My Classroom Tab**.



Select **Choose Demographics** to customize the information you would like to include in your classroom. The default is to include all fields.

## Choose Demographic Fields for Classrooms

Select the demographic fields you would like to use for all Classrooms in your school.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Class Name  | <input checked="" type="checkbox"/> Teachers |
| <input checked="" type="checkbox"/> Class Size  | <input checked="" type="checkbox"/> Subject  |
| <input checked="" type="checkbox"/> Room Number |  |

Cancel

OK

Select **Add Class** to manually add a classroom and assign a teacher.

## Class Information

Class Name

Class name

Subject

Subject

Room Number

Room number

Teachers +

x

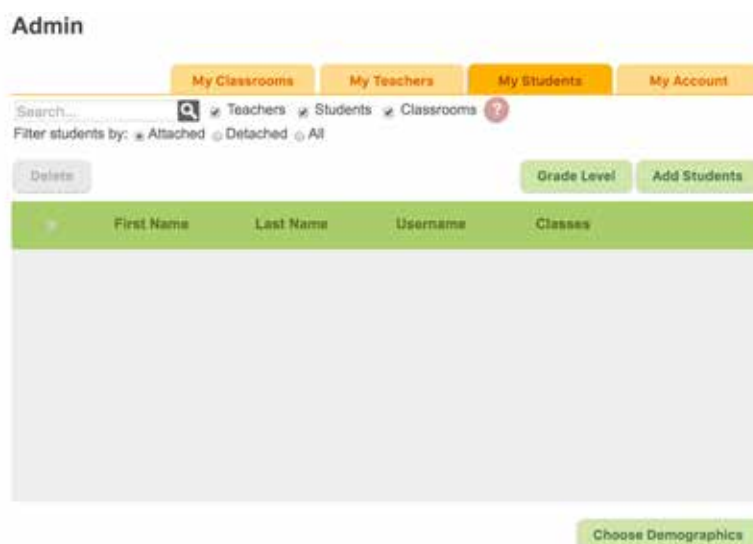
Choose teacher

Cancel

Save



## My Students Tab



Select the **My Students Tab** to add, remove, and manage students.

You can filter the **My Students** view by selecting attached, detached, and all.

**Attached:** Students connected to a classroom

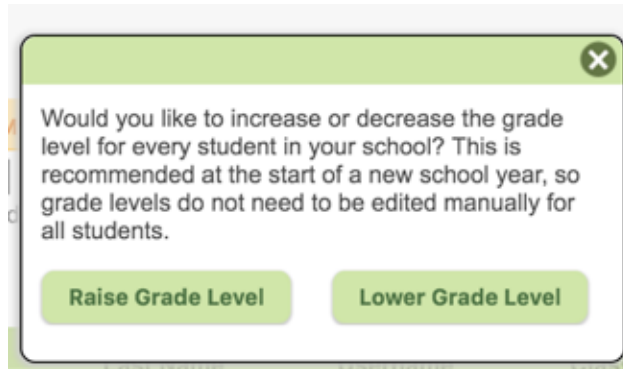
**Detached:** Students without a classroom

**All:** All students in your school

## Choose Demographics



Before entering students you can select the demographic fields you would like to use for the school. The default is to only include a Username, First Name, and Last Name. If you decided to add Grade Level, you will have the option every year to raise or lower the grade level for every student in the school. This feature is accessed on the **My Students** page.



## Add Students

Select the **Add Students** button to open the various import options

Download the CSV Student Template to upload your students.

The CSV file contains fields to load a Username, Password, First Name, and Last Name. If you've changed the demographics required for your school, you can add or remove fields on the CSV template.

## Guidelines

**Username:** Fab@School Maker Studio is an online program that requires every user to have a unique name. You will receive a failure to upload if a username is already in use.

**Password:** You can decide to set passwords as weak, fair, strong

**Weak:** requires at least 5 characters - can be anything they want

**Fair:** requires at least 6 characters, including at least one letter and one number

**Strong:** requires at least 6 characters, including at least one letter, one number, and one symbol.

The password may not contain any of the following characters: ' ` " ; / &

*Tip: To ensure proper import of teachers, please limit the number of users to 300 per CSV file.*

Once you upload your students, you will be redirected to a screen where you can print the log in credentials.

*Note: To adhere to COPPA, the option to print the student information is only available immediately after creating the account.*

**Admin**

My Classrooms My Teachers My Students My Account

✓ You have successfully added 3 subscriptions to Fab@School Maker Studio.

Select the students for whom you would like to print login information. [Print Login Instructions](#)

	First Name	Last Name	Username
<input type="checkbox"/>	first	student	sample1
<input type="checkbox"/>	second	student	sample2
<input type="checkbox"/>	third	student	sample 3

[Close](#)

## Assign Students to Classrooms

To see the full list of students, from the **My Students** page, filter students by: All

**Admin**

My Classrooms My Teachers My Students My Account

Search... Teachers ☒ Students ☒ Classrooms

Filter students by: ☒ Attached ☐ Detached ☐ All

[Delete](#) [Grade Level](#) [Add Students](#)

	First Name	Last Name	Username	Classes
<input type="checkbox"/>	third	student	sample 3	
<input type="checkbox"/>	second	student	sample2	
<input type="checkbox"/>	first	student	sample1	

[Choose Demographics](#)

Click the edit tool to open the page to modify student account information.

### Student Information

First Name	Last Name
<input type="text" value="third"/>	<input type="text" value="student"/>
Username	
<input type="text" value="sample 3"/>	
<input type="checkbox"/> Change user password	
Classes <span>+</span>	
<span>×</span> Choose Class <span>⌵</span>	
<div>Cancel Save</div>	

From here you can add students to classrooms.

Students accounts can also be added to already created classroom accounts from the **My Classroom Tab**. To do this, select the classroom name.

### Admin

My ClassroomsMy TeachersMy StudentsMy Account

Search...🔍 Teachers Students Classrooms ?

Delete

+ Add Existing Class+ Add Class

	Class Name	Teachers	Class size	Room Number	Subject
<input type="checkbox"/>	Period 1	Teacher Sample1	1	206	Math
<input type="checkbox"/>	Period 2	Teacher Sample2	0	244	History

Choose Demographics

This will direct you where you can modify the classroom information and access student accounts linked to this classroom.

### Admin

My ClassroomsMy TeachersMy StudentsMy Account

Back Period 1

Search...🔍 Teachers Students Classrooms ?

Remove

Add Students

	Username	Class	First Name	Last Name	
<input type="checkbox"/>	sample 3	Period 1	third	student	

To add students to this classroom, simply select **Add Students** and follow the directions listed above for uploading students.

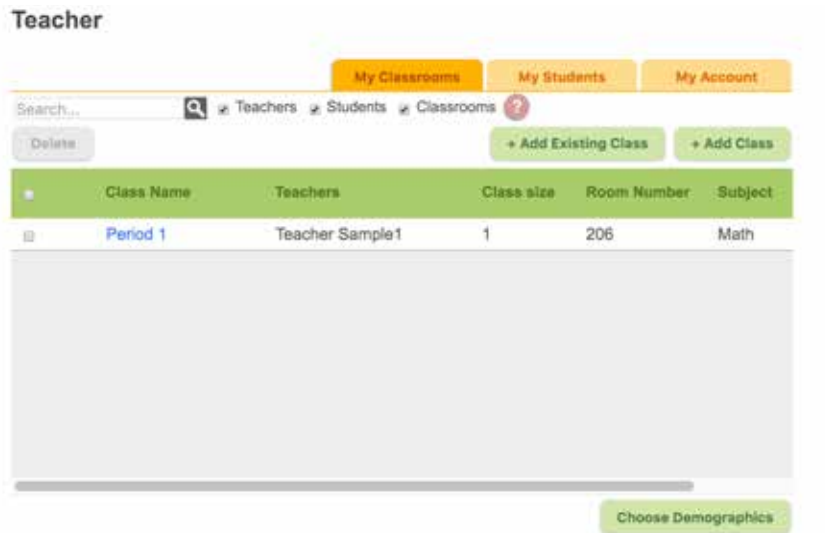
### Teacher Account

Once a teacher account is created by an Admin level user, login instructions can be emailed to the teacher or printed. If the Admin level user opts to email the login instructions, an email from [makerstudio@fablevisionlearning.com](mailto:makerstudio@fablevisionlearning.com) will be sent to the teacher. After successfully logging into the dashboard, teachers can manage their classrooms and create student accounts. Teachers or admin level users can create student accounts. Teachers are responsible for distributing login credentials to each student.

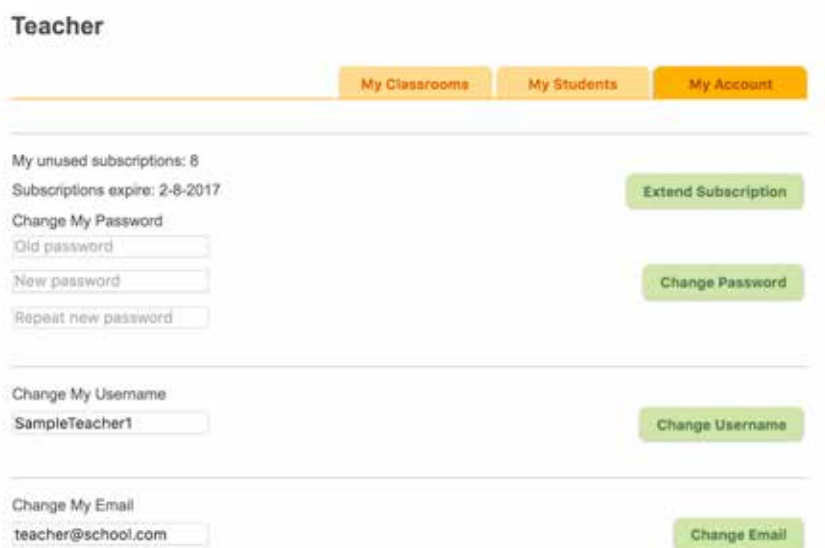
Teachers access their account at [products.fablevisionlearning.com](https://products.fablevisionlearning.com). Once logged into their account the teacher can either navigate to the **Fab@School Maker Studio** site or **Manage Account**.



If the Admin has created classrooms and added students for the teacher, these accounts will already be in the dashboard. The teacher can also create classrooms and add student accounts with the allotted subscriptions provided by the Admin.



To check your subscriptions, select the **My Account** tab.



To create classrooms and add students, please follow the steps listed above.



### Access Teacher Dashboard from Fab@School Maker Studio

Users with a Teacher and/or Admin account can access Fab@School Maker Studio with the same username and password uses to access the teacher dashboard.

Once in the program, these users will have access to Video Tutorials, and the Teacher Dashboard. Student accounts don't have access to this part of the program.

