

Guide to the Teacher Dashboard



Access and manage all
of your FableVision Software

☐ Show password

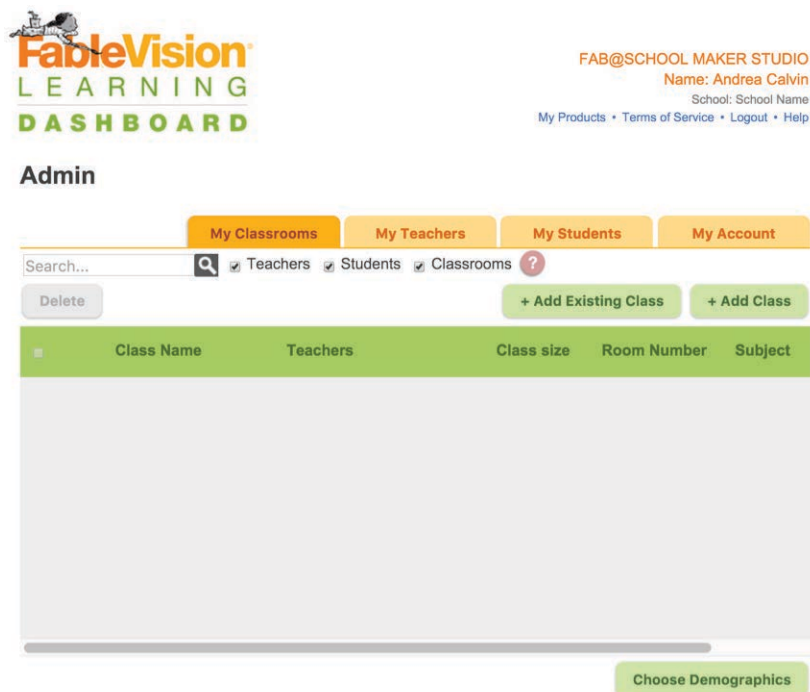
Log In

Forgot your username or password? • [Terms of Service](#)
Don't have an account? [Sign up now!](#)

This website enables FableVision Learning customers to use our products. Visit the [FableVision Learning store](#) to explore our award-winning educational tools.

School administrators and teachers will have access to the **FableVision Learning Teacher Dashboard** at 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.

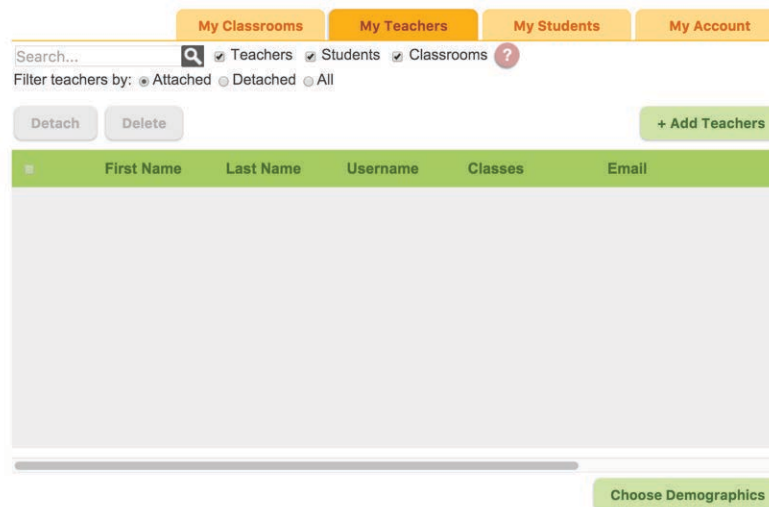
How to use the Admin Account



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.

My Teachers Tab

Admin



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.

How to Add Teachers

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



Import Teachers

My Classrooms

My Teachers

My Students

My Account

Import Teachers

Click on the following link to download a template for importing teachers. [Download Template](#)

Choose a File

Please choose a file: No file chosen

Cancel

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.

Teacher Account 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: ' ` " ; / &.

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.

Admin

My Classrooms

My Teachers

My Students

My Account

✓

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

Select the teachers for whom you would like to email or print login information.

Email Login Instructions

Print Login Instructions

	First Name	Last Name	Username
<input type="checkbox"/>	Teacher	Sample1	SampleTeacher1
<input type="checkbox"/>	Teacher	Sample2	SampleTeacher2
<input type="checkbox"/>	Teacher	Sample3	SampleTeacher3

Close

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.

Admin

My ClassroomsMy TeachersMy StudentsMy Account

Teacher Information

First NameTeacher first name

Last NameTeacher last name

UsernameTeacher username

Teacher PasswordTeacher password

Repeat Teacher passwordRepeat Teacher password

Email AddressTeacher email address

Assign Student Subscriptions to Teacher

Student Subscriptions unused by teacher: 0

Total unassigned student subscriptions: 108

Classes +

Choose Class

CancelSave

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.

Admin

My ClassroomsMy TeachersMy StudentsMy Account

Search... Teachers Students Classrooms ?

Filter teachers by: Attached Detached All

DetachDelete+ Add Teachers

Username	Classes	Email	Unused Subscriptions	
SampleTea...		teacher@school.com	8	
SampleTea...		teacher2@School.com	7	
SampleTea...		teacherr3@school.com	40	
sampletea...		sample@teacher.com	20	

Choose Demographics

My Classrooms Tab

Account users with Admin-level access can also create classroom accounts. Those with Admin-level access can also assign teachers to specific classrooms. To create classrooms click on the **My Classrooms** tab.

Admin

My Classrooms My Teachers My Students My Account

Search... ☐ Teachers ☒ Students ☒ Classrooms ?

Delete + Add Existing Class + Add Class

Class Name	Teachers	Class size	Room Number	Subject
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Choose Demographics

Select **Choose Demographics** to customize the information you would like to include in your classrooms. 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.

☒ Class Name ☒ Teachers
☒ Class Size ☒ Subject
☒ Room Number

Cancel OK

Back on the **My Classrooms** tab, select **+Add Class** to manually add a classroom and assign a teacher.

Class Information

Class Name

Subject

Room Number

Teachers +

☒ Choose teacher

Cancel Save

My Students Tab

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
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Choose Demographics

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 Student Demographics

Admin

My Classrooms My Teachers **My Students** My Account

Choose Demographic Fields for Students

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

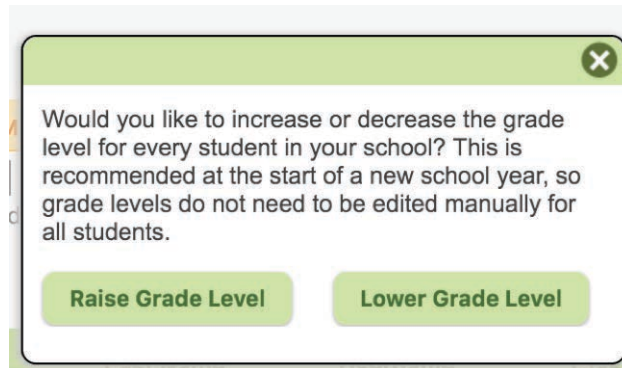
<input checked="" type="checkbox"/> Username	<input type="checkbox"/> Student ID
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Student Email Address
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Grade
<input type="checkbox"/> Guardian's Email	<input type="checkbox"/> Homeroom

Cancel OK

Before entering students into the dashboard you can select the demographic fields you would like to use for the school by selecting the **Choose Demographics** button. The default is to only include a Username, First Name, and Last Name.

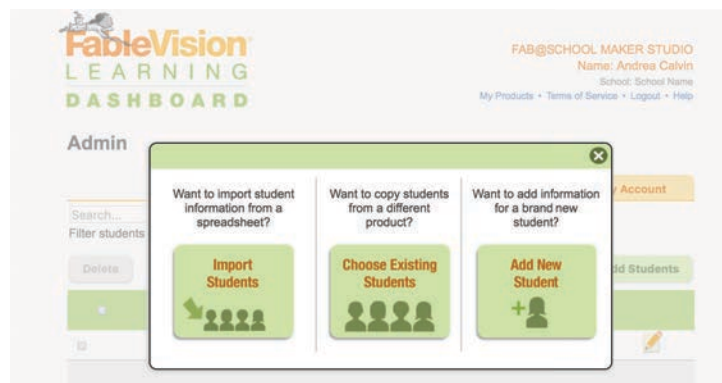
Change Grade Level

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** tab.



Add Students

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



Import Students

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: ' ` " ; / &.

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 ClassroomsMy TeachersMy StudentsMy 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 ClassroomsMy TeachersMy StudentsMy Account

Search...

☒ Teachers☒ Students☒ Classrooms

Filter students by: ☐ Attached☐ Detached☒ All

Delete

Grade LevelAdd 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. From here you can add students to classrooms.

Student Information

First Name

third

Last Name

student

Username

sample 3

☐ Change user password

Classes

+

x

Choose Class

▾

Cancel

Save

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

Admin

My Classrooms

My Teachers

My Students

My 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 Classrooms

My Teachers

My Students

My 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.

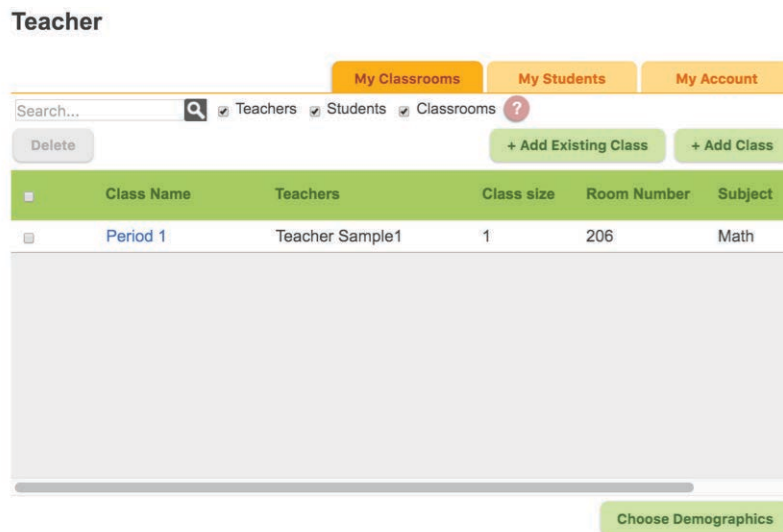
How to use the Teacher Account

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 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. 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.

Teacher

My Classrooms My Students **My Account**

My unused subscriptions: 8
Subscriptions expire: 2-8-2017 [Extend Subscription](#)

Change My Password

 [Change Password](#)

Change My Username
 [Change Username](#)

Change My Email
 [Change Email](#)

To create classrooms and add students, please follow the steps listed under Admin account.

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 used to access the **FableVision Learning Teacher Dashboard**.

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

