

## Instructor's Quick Reference Guide

### 1. HOMEPAGE: [www.todaysclass.com](http://www.todaysclass.com)

- Login: = Your school email address
- Password: = first time logging in will be tccom. You will be prompted to change it.
- [CLICK HERE TO ENTER INSTRUCTOR CODE](#) – This is the code you would give your students so they can register themselves to use Today's Class.

### 2. ADD CLASSES:

- Add Class – Go to Manage Classes tab. From the Drop down list you can create a new class or manage or edit an existing class.
- Select Create a New Class, you can change the name by typing over the name. Hit Save after to save the name change.
- Class Options: Use this to edit the name of an existing class, delete the entire class or remove all students from a class.

### 3. ADD STUDENTS TO A CLASS:

- There are three ways to add students to a class.
  1. Select class from list:
    - Select Student and click Add to Class, Searchable by first initial of last name
    - If Student is not listed under Available Student List select [Add New Student]
    - if no middle initial use –
    - Student ID – All numbers, assigned by school or state
  2. Students can register themselves using the Instructor code. After they have done that you will need to accept them as a student.
    - On your home page you will see You have X number of students pending affiliation in red.
    - Click that link and you will be taken to a section to Accept, Decline or Take No Action for the students and select the class to add the student to if approving.
    - Click Submit Changes button and the student will be added to the class you selected.
  3. You can create a CSV file through a spreadsheet program, like Microsoft Excel, with information from each of your students and import them directly into Today's Class

**4. ENROLL STUDENTS:**

- Select a Class from the drop down list
- Choose the course you want to enroll the students from that class into.
- Select the students you want to enroll, one at a time, from the list of available students.

**5. ASSESSMENTS:**

- Select Program
- Choose Assessment type and subject
- Choose students to take assessment

**6. STUDENT REPORTS:**

- Choose a report from Drop down menu
  - Course History Report - choose course and class, and hit view to see results for all students in selected class who have taken this course. + sign next to student name will show all scores for this student that did not meet predetermined passing grade for course.
  - Student History Report – Choose class, click on name of student whose results you wish to view, click view report. + sign next to student name will show all scores for this student that did not meet predetermined passing grade for course.
  - Subject Assessment Report – Choose class, click view report
  - All reports can be saved as PDF files or printed

**7. COURSE BROWSER:**

- Select course, click view course. This will show you the course as the student will see it. The only exception being your quizzes will show the answers and theirs do not.

**8. RESET SCORES:**

- Choose course
- Choose test
- Select student that need score reset
- Click [Reset Selected Tests]

**9. RESET ASSESSMENTS:**

- Select Class
- Click on name of student who needs their assessment reset
- Click Reset next to the assessment that needs reset.

**10. MANAGE STUDENTS:**

- Use to see student's user name and password as well as reset them and edit their name or Student ID

**11. LECTURE BUILDER PRO:**

- Click on blue + to create a new lecture
- Select course from drop down menu or enter a keyword to search all courses
  - Click the magnifying glass to see larger picture or blue plus sign to add to lecture.
  - Click the yellow square with **A** in it to add notes to a slide.
  - Click red X to remove slide from lecture.

**12. INSTRUCTORS TOOLS:**

- Certificates of completion can be issued for any course that a student has scored a 75 or higher.
  - Select class
  - Select student
  - Chose eligible course and print

**13. MESSAGE CENTER:**

- Use to send message to a student or group of students via Today's Class.
  - Click Create new System Message
  - Click To... and select students who will receive message
  - Type message
  - Set Expiration date, the date message will no longer be seen by students
  - Click Send Message

**14. CONTACT US:**

- Use to send a message to It Help

If you need assistance please call IT Helpdesk at 1-877-224-0435 ext. 8309 or email [ithelp@todaysclass.com](mailto:ithelp@todaysclass.com)