My Class Module

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GETTING STARTED

Logging in

There are two ways to access the SchoolVue login page.

1) Go to www.schoolvue.co.uk and click the *LOGIN* button

2) Go straight to the login page at public.my.schoolvue.co.uk

During the login process your browser will automatically switch to the correct subdomain for your school, e.g., hogarthsschool.my.schoolvue.co.uk. Once you have logged in for the first time, bookmark this page in your browser.

Accessing the My Class Module

You will receive a welcome email from SchoolVue once your school administrator has issued you with a username. Use this username and the temporary password included in the email to log in. You will then be asked to set a new password to be used in the future.

When you first log in you will see the SchoolVue banner as shown.

To access the My Class module, click on the [icon] Icon.

You will then be taken to the My Class module where the control banner will be shown.
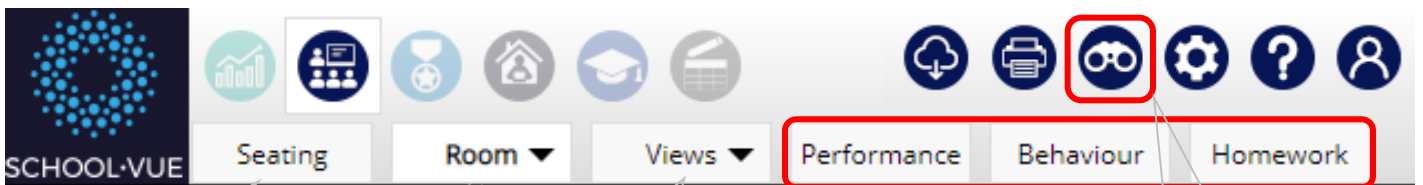
| Use the Seating tab to create and arrange classrooms. Then arrange students into seats. | Select from the list of classrooms for specific teaching groups. | Select from the list of views to choose what type of student information is displayed on seats | View and manage information from other SchoolVue modules on students in a teaching group | Use the spotlight tool to highlight students in your class in terms of key categories or support plans |

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THE MY CLASS MODULE

1. Creating and arranging classroom layouts

The seating plans in the My Class module work in a similar way to a physical school. The classrooms need to be created first and then students from specific teaching groups are arranged in a specific classroom.

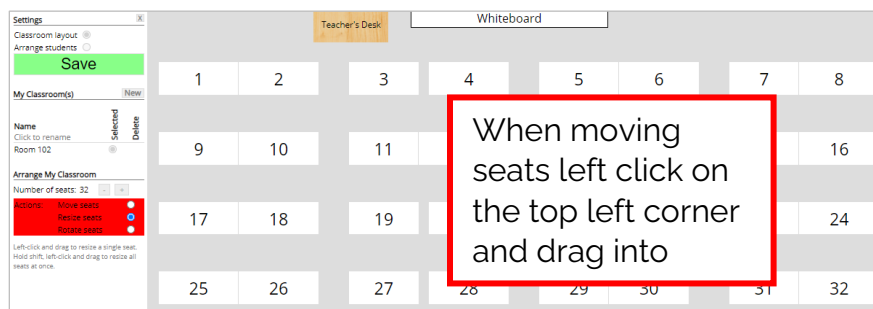**Step 1**: Click on the **Seating** tab
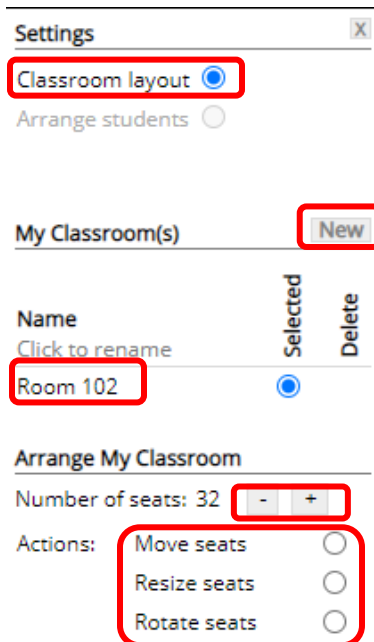
Click on the **Classroom Layout** option.

Step 2: Click on the **New** button to create the individual classrooms you teach in. You can rename a classroom at any time by clicking on its name. You will have a **default** classroom automatically showing. Change the name to a classroom ie Room 102 in this example.

Step 3: Click on each classroom one at a time to setup the classroom layout.

Use the **+** and **–** buttons to determine the number of seats in the classroom.

Step 4: Use the **Action** options to to move, resize and rotate seats into the required positions by left clicking, dropping and dragging indivudal seats in the display layout. You can aslo move the **Whiteboard** and **Teachers Desk.** Click Save when you are happy with the classroom layout. Then click on another classroom and repeat steps 3 and 4.

When moving seats left click on the top left corner and drag into

If you want to resize all seats at once, then hold the shift key and left click and drag on an individual

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2. Selecting teaching groups

Once your classrooms have been setup you can select teaching groups to arrange students into seats.

Step 1: Click on the **Select group** drop down.
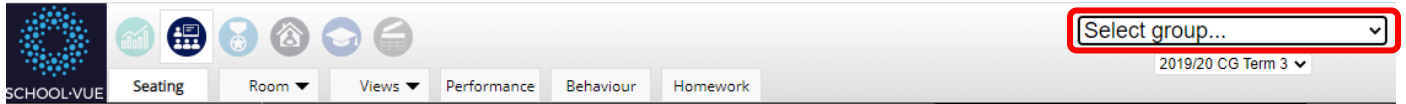
If staff codes have been uploaded at the same time as teaching class codes, then a list of teaching groups associated with your staff code will be displayed. If not, or if there are other teaching groups you teach that are not showing on the list then they will need to be added manually.

Step 2: Click on **Other** from the **Select group** drop down. The following menu will appear.


Select the **Year Group** from the first drop down. This will generate a list of teaching groups in the **Class** drop down. Select the class you want to choose. You can then select a data series form the **Performance Analysis** module to display the corresponding information on student seats.

If you wish to add the teaching group to your **Select group** drop down list for future use, then check the **Add to favourites** box. Then click **Load**.

Note: If you ever want to remove a teaching group from your **Select group** drop down list then repeat **Step 2** and uncheck the **Add to favourites** box.
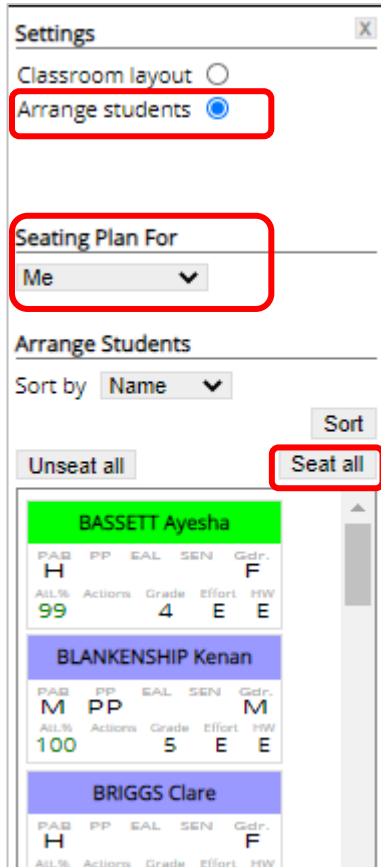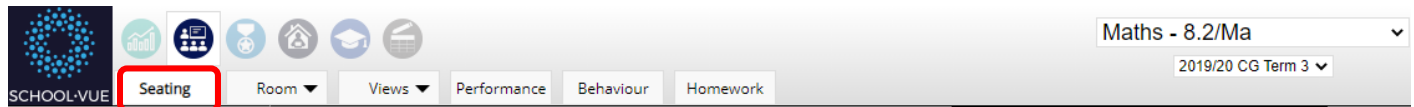
3. Arranging students

Step 1: Select the classroom you teach the group in using the **Room** tab.
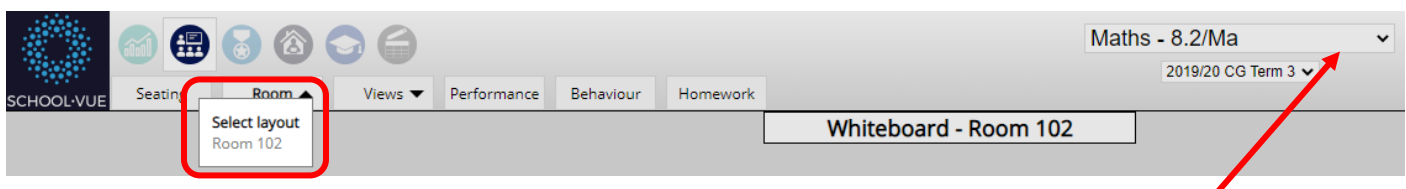
Step 2: If not already showing, select the teaching group you wish to arrange from the **Select group** drop down.

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**Step 3**: Click on the **Seating** tab

Step 4: Select the **Arrange students** option. If you have not seated students from this teaching group before then they will appear in the left-hand panel.

Tip: Seating students should be done strategically using relevant information. Click on the **Views** tab from the main banner and select an option that will provide information on students that will aid you in seating them. In this example the **Performance** view has been selected so that progress data can be factored into the seating plan process.

Step 5: Drop and drag students individually from the left-hand panel into seats in the classroom layout or use the **Seat all** button to randomly seat the class. You can then move students individually by drop and dragging.

Note: Once staff have set up their seating plans, they can be viewed by other members of staff. Simply select the teaching group you want and then click on the **Seating plan for** drop down as shown on the left. This will always default to **Me** but other members of staff can then be selected.

Step 6: Click the **Save** button when you have finished arranging your students. Click on the X next to Settings to close the left-hand panel.

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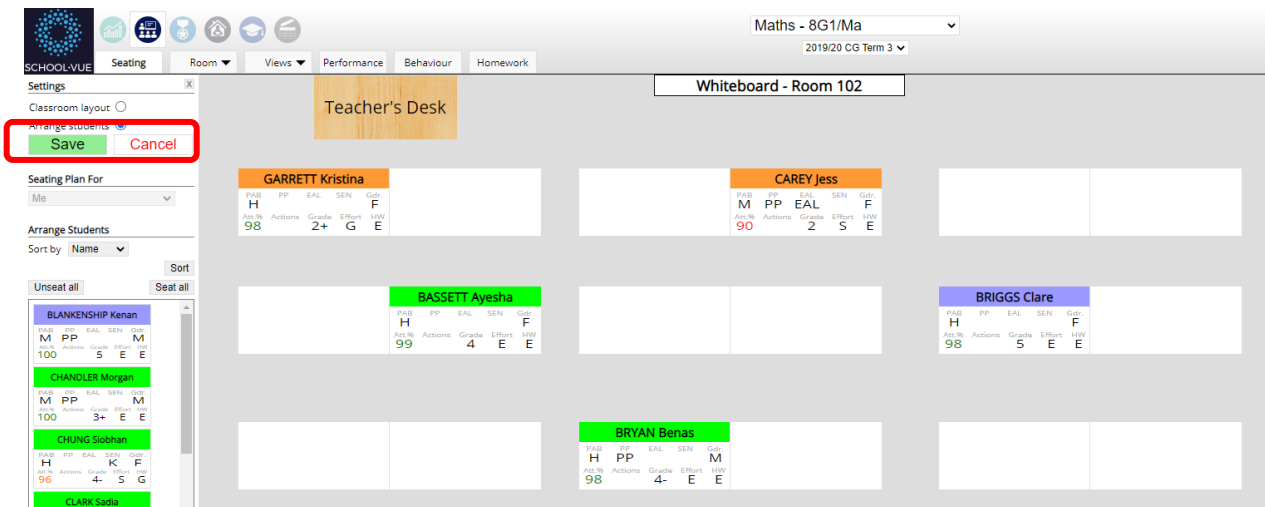
4. Student details and actions

Once your seating plans are complete you can access a range of information on your students.

Click on a student's name to activate the **Actions** menu as shown. The **Student details** option will provide an overview of the student and will display summary information from other SchoolVue modules. If you select the **Student actions** option, you will be able to record and review your classroom actions for that student. These actions will be attached to the data series you are viewing in your seating plan.

If your school is using the **Performance Analysis**, **Behaviour Management** or the **Home Learning** module then you will have several options as shown in the example.

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