Go Guardian Teacher Cheat Sheet

# Full Training Options- *HIGHLY RECOMMENDED*

Go Guardian Teacher has a full 1-hour training so the teachers can learn all aspects of go guardian. The trainings are broken down into 5 minute videos so you can do them at your own pace! For a comprehensive training, go to [Go Guardian Training](https://training.goguardian.com/).

# Things to Know

1. The first time you go to each screen, you will get a quick tutorial in a gray screen of some of the features and how to use them.
2. Scenes (see below for more info) will be a HUGE help to teachers. You can set up a scene so that students can only access specific websites such as: Rosetta Stone, Ren Learning and Typing.com
3. Go Guardian Has help and answers for any questions you could have: [Go Guardian Help](https://teachersupport.goguardian.com/hc/en-us).

# Setting Up Go Guardian

## Logging in for the first time & Registering your Account

1. Go to: goguardian.com/account
2. Choose: Log In with Google
3. Sign in with your cacmp.net account information
4. It will prompt you to Allow google to see who you are and view your email address. Select Allow.
5. Scroll to the bottom of the terms of service and select: I accept
6. Scroll to the bottom of the Privacy Policy and select: I accept
7. You will be taken to the home screen for Go Guardian

## Add Classrooms

1. In the top right choose  .
2. If you use Google Classroom, scroll to the bottom and choose Add from Google (Then proceed to #3). If you do not use Google Classroom, give your classroom a name and a description (Then proceed to #4).
3. **Adding a Classroom using Google Classroom.**
	1. Choose Add from Google
	2. Select your Google Account.
	3. Allow access to GoGuardian for the items that they are requesting
	4. All classes will populate in the pop up screen (If you have no classes, it will spool and no classes will appear)
	5. Select the classes you would like to add
	6. Choose Add
	7. Classes will appear on your Dashboard
4. **Adding a classroom without Google Classroom.**
	1. Add a Classroom Name
	2. Add a Description (If you want)
	3. In the bottom right you can choose a color: 
	4. Select Add Classroom
	5. Now, you can schedule the time your class takes place. This will make it so that sessions automatically run.
		1. If you are a middle school class, you can schedule exactly when each of your classes take place
		2. If you are a 2-3 or a 4-5-6 teacher. You can schedule the one class for M-F from 8:30-3. You will still have the opportunity to add in cultural rotations and other classes if you use the Chromebooks during this time.
	6. Next you will be given three ways to add your students
		1. You can have the students join the class using a code
			1. You will have all students go to enroll.goguardian.com
			2. They will enter in the Enroll Code
			3. This will only have to be done once!
		2. You can add in all of the emails individually
			1. Choose Add Emails
			2. Type in a student’s email
			3. Choose Add another email
			4. Once all of your students are imported, choose Add Students.
		3. You can do a CSV import
			1. A CSV is an excel list of all student email addresses
			2. When you go to save the file, you will save it as a CSV file instead of an Excel document
			3. Once you click on CSV import, you will Choose the File you wish to load and choose Import Students
5. You are Done!

# Using Go Guardian

## Starting a Session

(If your class is scheduled, sessions will be automatically started so you do not need to start a session everyday)

1. Click on the classroom you would like to create a session for.
2. Determine how long the class will run for and choose Start Session.
3. The session will run for the amount of time allotted.

## Monitoring the Classroom During a Session

*Overview of Monitoring Abilities:* [*Video of Go Guardian Monitoring Abilities*](https://www.youtube.com/watch?v=lsVbONLEMmI)

# Some of the Many Great Features!

## Adding Teachers and TAs to Go Guardian

Co-Teachers and TAs can work together monitoring the students in the classroom!

1. Select your classroom and click the **Settings**tab
2. Select **Teachers**
3. Click **Add Teacher**
4. Search for a user within your domain
5. Pick permission level from dropdown menu
6. Click **Add**

## Open/Close Tabs & Lock Screens

How To: [Go Guardian Command Directions](https://teachersupport.goguardian.com/hc/en-us/articles/209931133-Interacting-with-Chromebooks-Commands-)

## Timeline

The timeline is a running stream of everything your students do throughout the day. Rather than just show what tabs are open, it shows specifically what the student is doing at any given time throughout the day.

Timeline Overview: [Go Guardian Timeline Overview](https://teachersupport.goguardian.com/hc/en-us/articles/205286689-Timeline)

## Creating a Scene

Creating a Scene allows a teacher to specifically set what students can and cannot see. It operates similarly to a filter but is only working when activated.

*Overview:* [*Go Guardian Scenes Overview*](https://teachersupport.goguardian.com/hc/en-us/articles/217269026-Scenes-in-Teacher)*.*

*Video Overview Playlist:* [*Video Playlist for Go Guardian Scenes*](https://www.youtube.com/watch?v=cmbYYM266eY&list=PLHp4yooCQe-FzEGw_UWCNikXdcAw6w-EU)

Additional Documentation for Using Scenes (If you prefer text to video).

* Create a New Scene: [Creating a Scene Directions](https://teachersupport.goguardian.com/hc/en-us/articles/217269106).
* Scene Atributes and Settings: [Directions for Setting a Scene](https://teachersupport.goguardian.com/hc/en-us/articles/217269186).
* Using Scenes During a Class Session: [Directions for Using Scenes During Class](https://teachersupport.goguardian.com/hc/en-us/articles/218177023).

### Some Things to Note:

* + - 1. Scenes can be preset and used in any of your classes.
			2. Once a scene is created, it is saved and can be used throughout the school year.

# How to Resources for ALL of the Features

* Using The Dashboard and other day-to-day basics: [Link to All Dashbooard Directions](https://teachersupport.goguardian.com/hc/en-us/sections/201433453-Using-the-Dashboard)
* Additional Features: [Link to Additional Features Directions Sheets](https://teachersupport.goguardian.com/hc/en-us/sections/201433463-Going-further)

**The website tutorials are phenomenal!! It is worth your time to check them out. It will greatly help you in simplifying your classroom use of Go Guardian!**