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Getting Started with ClassFlow

In this guide, you will not only learn how to get started with your ClassFlow account, but you will also learn the basics of creating and delivering your own cutting-edge ClassFlow lessons.
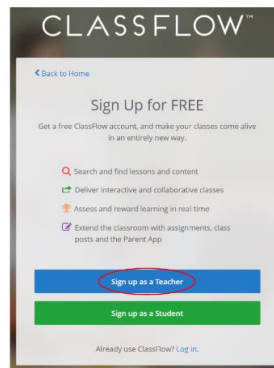
CREATING A CLASSFLOW ACCOUNT

1. On your device, launch your internet browser and type in the following URL: https://classflow.com.

   Note: ClassFlow works best with Google Chrome, Internet Explorer, and Safari.
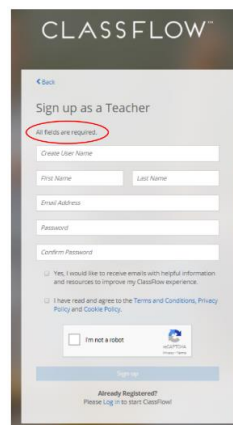
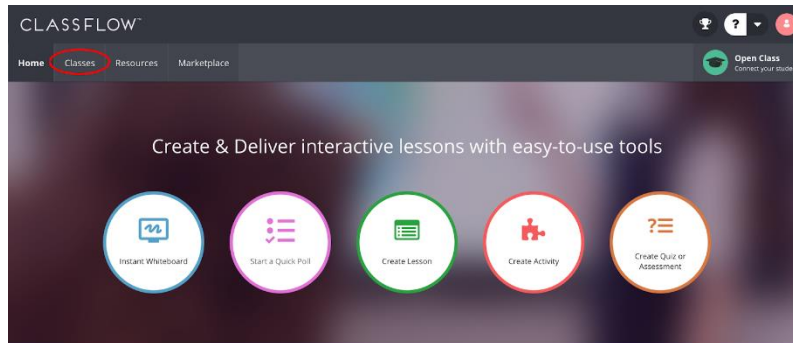2. Select **Create an Account**.

3. Select **Sign up as a Teacher**.

4. Fill in all fields, including Terms of Service, and select the **Sign Up** button.
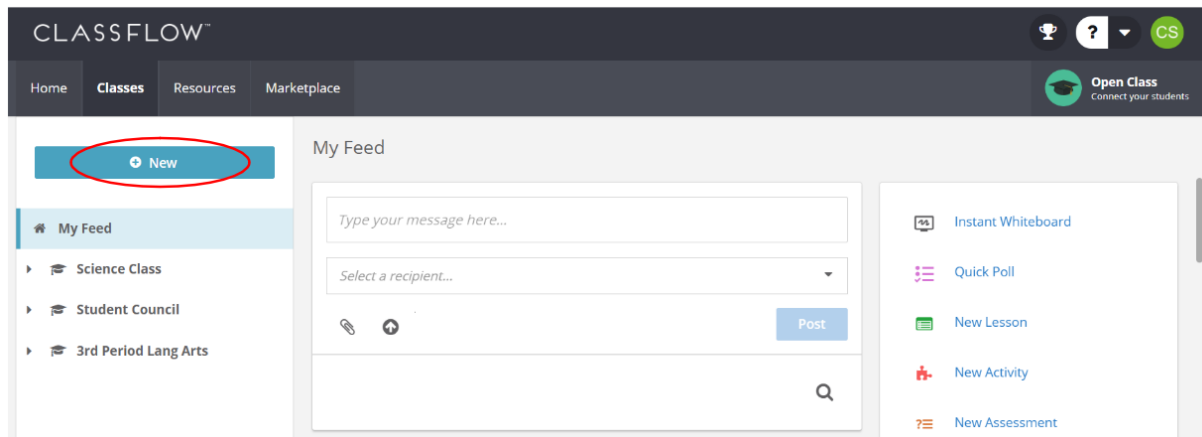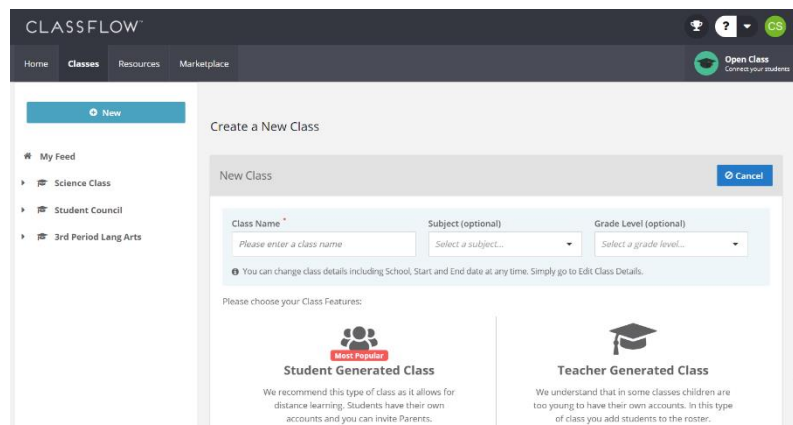
ADDING A CLASS

1. Once you log in, select **Classes**.

2. Select **+New**, then **Add a Class**.

3. Type in the **Class Name**, **Subject** and **Grade Level**. Then select **Choose and Create**. See below for directions on how to add students for each option.

ADDING STUDENTS
Student Generated Class

1. Between the two class types, select **Student Generated Class**.

2. To add students who do not already have ClassFlow accounts: Ask your students to register for accounts by visiting https://classflow.com and selecting **Sign Up as a Student**. They will then enter the Class Code for your class and their credentials.

    Note: You may wish to advise your students of any naming or password protocols you have.

3. Adding students that already have ClassFlow accounts: Students can add themselves using your Class Code. Ask students to log in to their accounts and enter your Class Code, then select **Enroll** from the options on the drop-down menu.

    Note: Selecting **Join** will only temporarily add them to your class session.

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ADDING STUDENTS
Teacher Generated Class

1. Between the two class types, select **Teacher Generated Class**.

Note: If you select this option, you will manually enter students' names and they will only have the above referenced capabilities.

2. Select **Add Students**.

3. Input the student's first name and last name and select **Save** when finished.

FINDING READY-MADE CONTENT
Marketplace

1. To find ready-made content, select **Marketplace**.
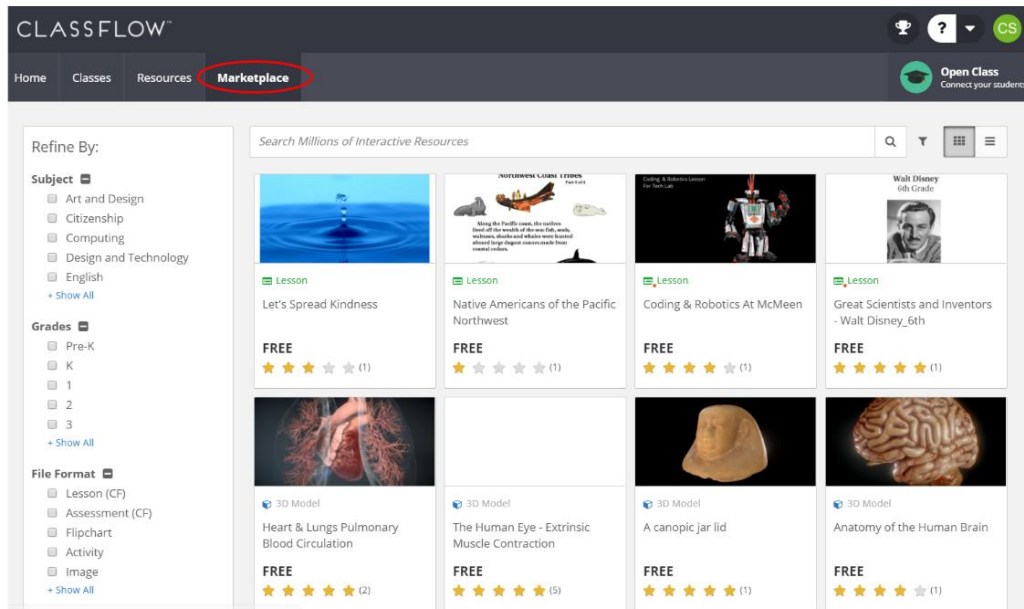
2. Search by Subject, Grades, File Format, and more. You may also search by keyword in the search bar, or by standards when selecting the funnel icon.

3. Once you have found a resource you would like to use, you may either select **Add to My Resources** for later and/or continued use, or **Deliver** it directly to your class.
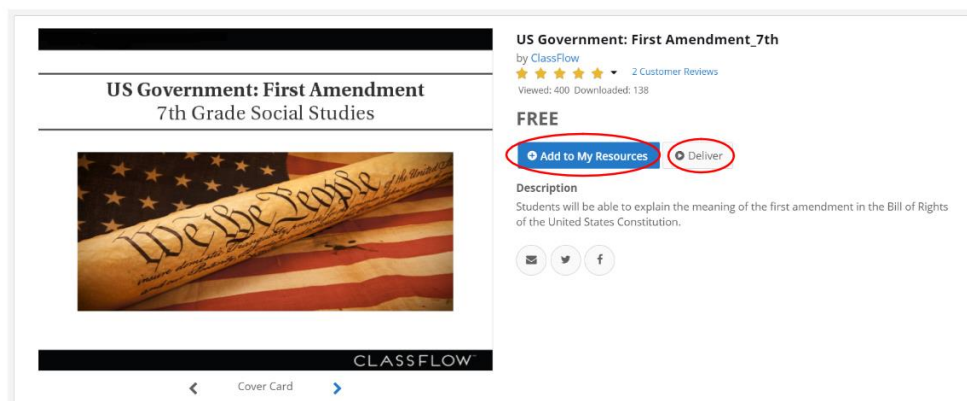
4. You may publish your own resources to the Marketplace as well.

IMPORTING EXISTING CONTENT
Resources

1. To upload content that you may already have (ActivInspire Flipcharts, SMART Notebooks, PDFs, and PowerPoints), select **Resources**.
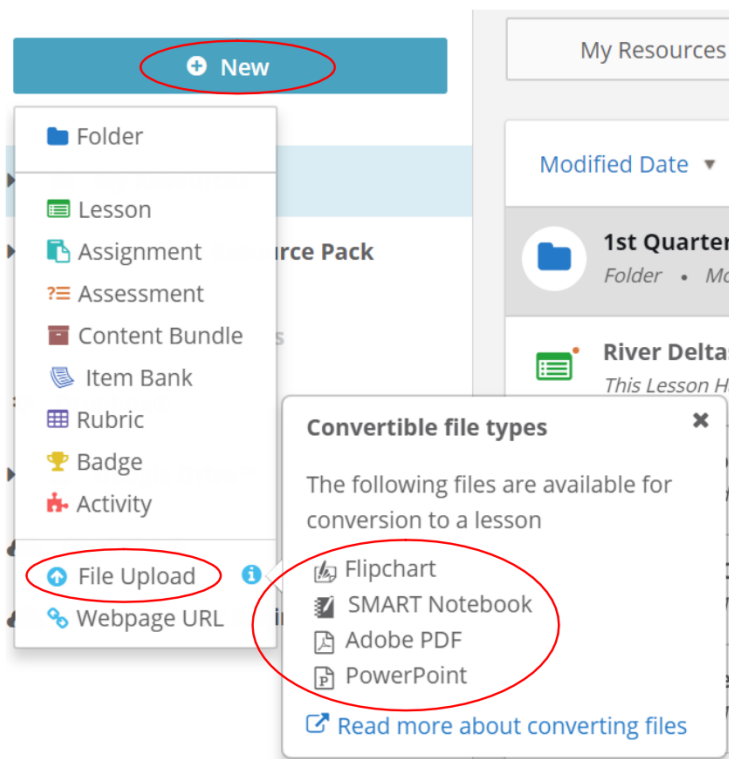

2. Next, select **+New**, then **File Upload**.

3. You will be prompted to find the file on your computer. Select **Open**.

4. Once you have chosen the file, select **Continue**.
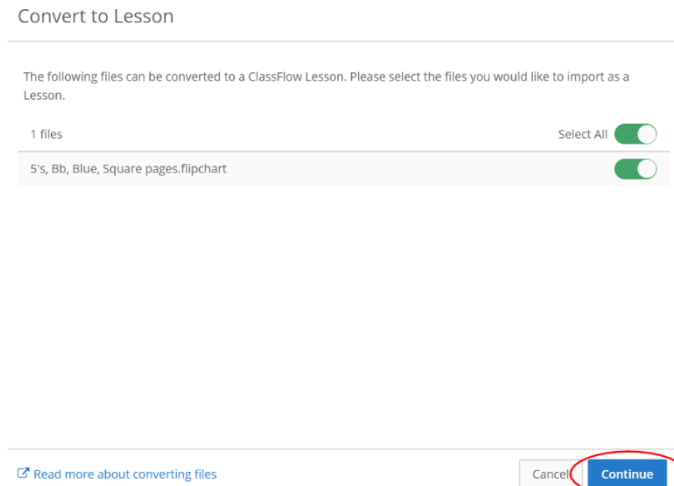
5. You will see a window showing your resource being converted into a new ClassFlow lesson. This sometimes takes a moment.
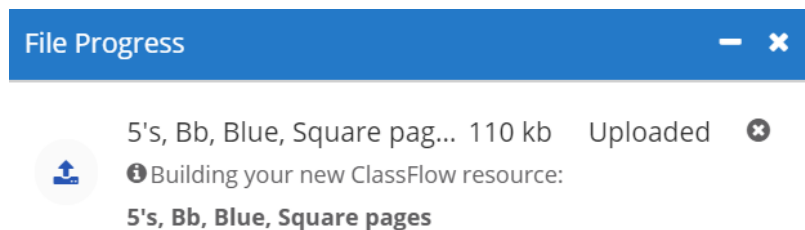
6. Once your lesson is successfully uploaded, you can close the message box.

7. Your file, converted to a ClassFlow lesson, is now listed within your Resources.
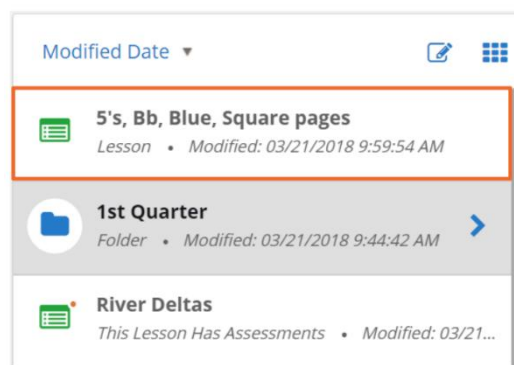
8. Select the newly converted ClassFlow lesson. You will see several options appear on the right-hand side of your screen. You may choose to **Edit Lesson**, or **Deliver** to your class.
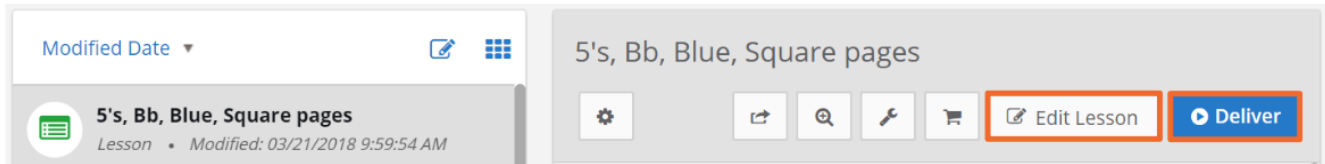
CREATING A NEW LESSON

1. To create a new lesson in ClassFlow, simply navigate back to **Resources**, and select **+New**. Choose the second option from the drop-down menu, **Lesson**.

2. You may now use any of the tools across the top of your screen to begin building your lesson.

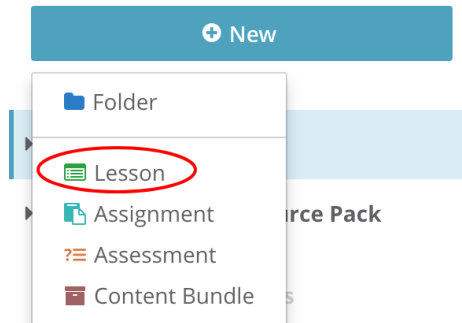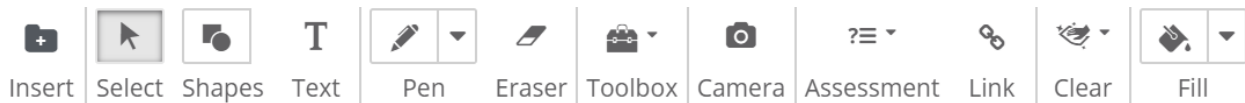3. To insert items from your Resources such as images or video files, select the **Insert** icon.

4. Though the default option is to insert files from your **Resources**, you may also select from the **ClassFlow Resource Pack**, search **Bing Images**, **YouTube Videos**, and **Bing Web Pages**. Selecting **Upload New Resource** allows you to choose additional files from your device.
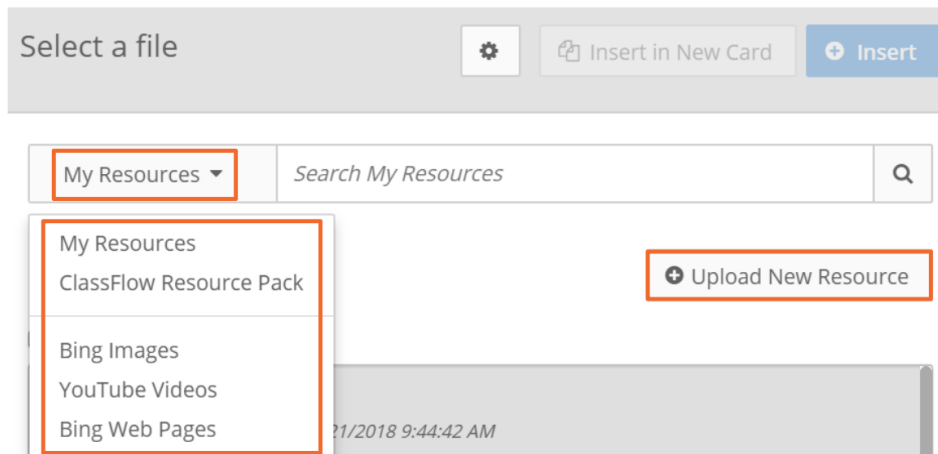
5. Once you have selected the resource to add to your lesson, you can choose to either **Insert in New Card**, or **Insert** onto the current card.
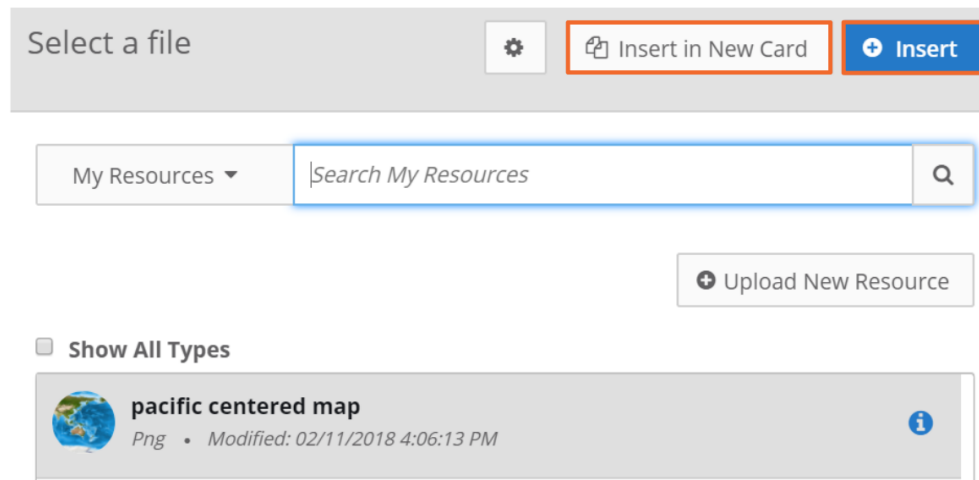
6. To add a blank card to your lesson, simply select the plus icon in the lower left-hand corner of your screen. Choose **Add Card**.
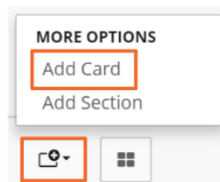
7. To add a student card to your lesson, select the icon in the lower left-hand corner of your screen with four squares. This opens your Student Track.
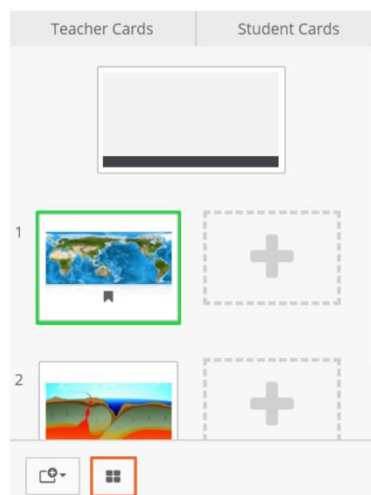
8. You can click the plus sign in the student card area to create a unique student card. To duplicate the teacher card to the student track, select the cog on the teacher card. Choose **Duplicate to Student Card** from the menu.
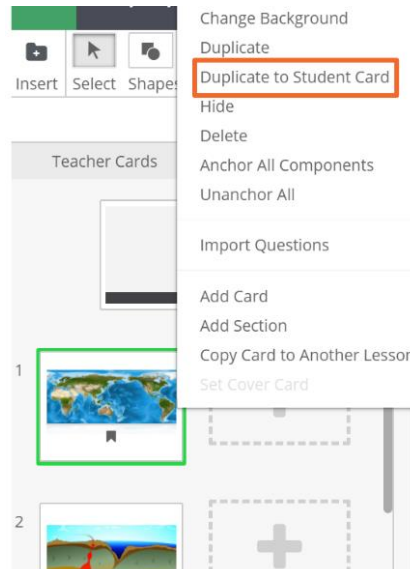
9. To close the student track, simply click the icon with four squares again.

DELIVERING A LESSON

1. To deliver a lesson, go to **Resources**.

2. Select the lesson you would like to deliver.

3. Upon selecting **Deliver**, choose the class you would like to deliver to from the drop-down menu.
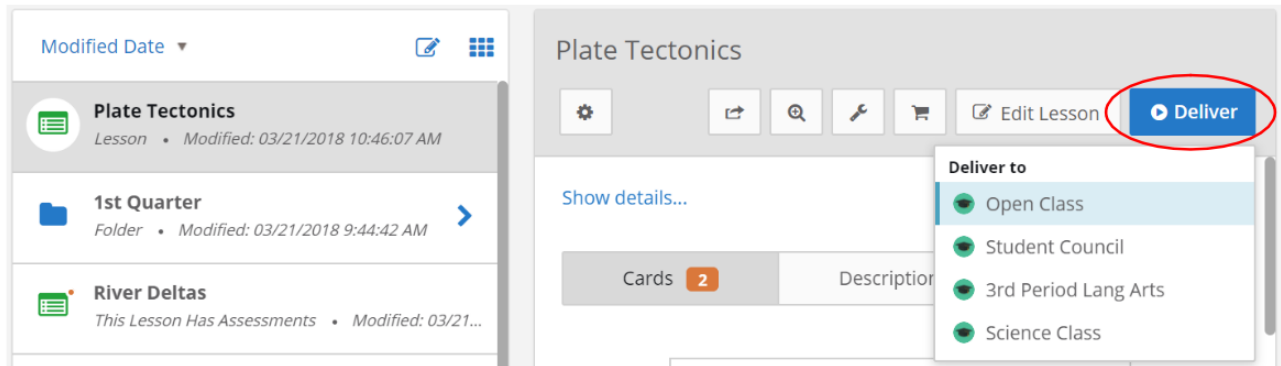

Note: Once you have started the delivery of a lesson to a class, your students are able to join your live class session. They may join either via URL (Open Class), code (Teacher Generated Class), or by logging into their ClassFlow accounts, choosing your class name from the homepage and selecting the **Join Class** button on the right-hand side of their screen (Student Generated Class).

4. You can now control your lesson using the main toolbar at the bottom of your screen.
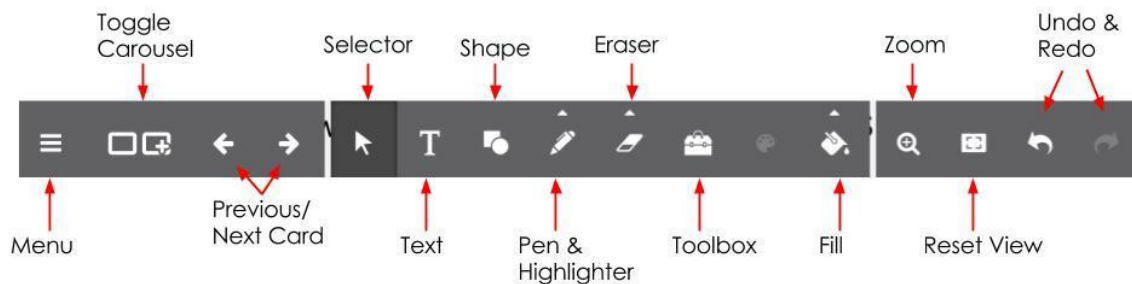
5. Once students are connected, you may send them student cards, teacher cards, and deliver formative assessments via polling.

Class Code

Open Class
Connect your students

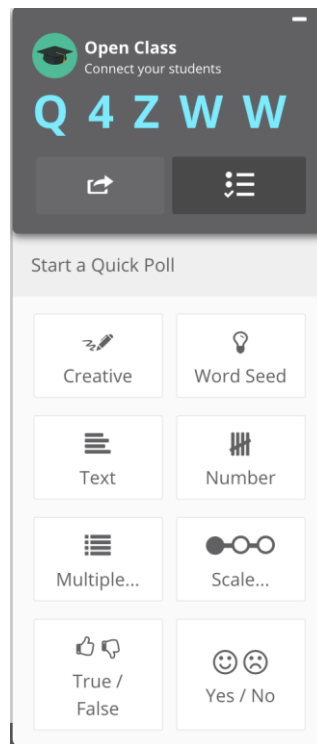Q 4 Z W W

Send card to students
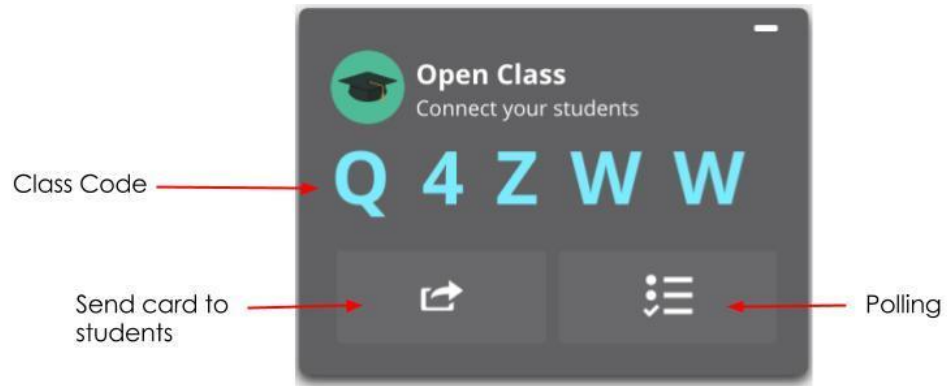
Polling

POLLING STUDENTS

1. When you are delivering a lesson and you have students connected, you may poll them by selecting the polling icon on the Teacher Panel.

   Note: You need at least one student connected in order for this icon to be viable.

2. You have eight different polling options.

3. Select the poll type you would like.

4. Once you begin a poll, you will have the option to stop or pause the poll from the Teacher Panel in the right-hand corner.

5. Student responses populate on the newly-formed results card that appears on your screen. Depending on the poll, student responses will either populate as individual boxes, or as a bar graph. Responses populate anonymously until the **Show Names** toggle is switched on.
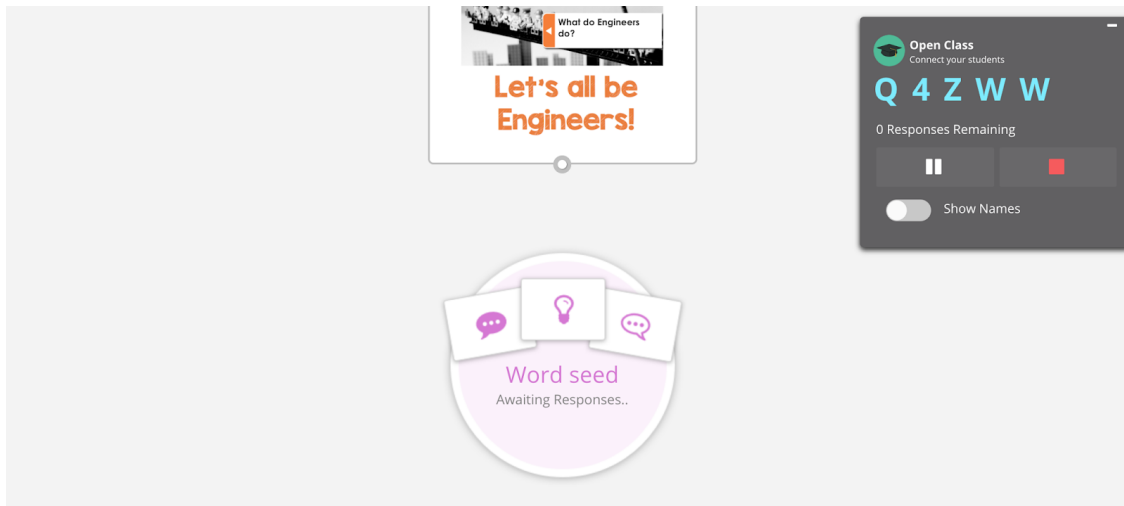

6. For word seed, text, or number polls, the responses will look like the image below. You can move each student response by dragging, and connect responses using the circles on each box. When you select a student response, you have the option to delete the response, change the color of the box, or start an additional poll from there.
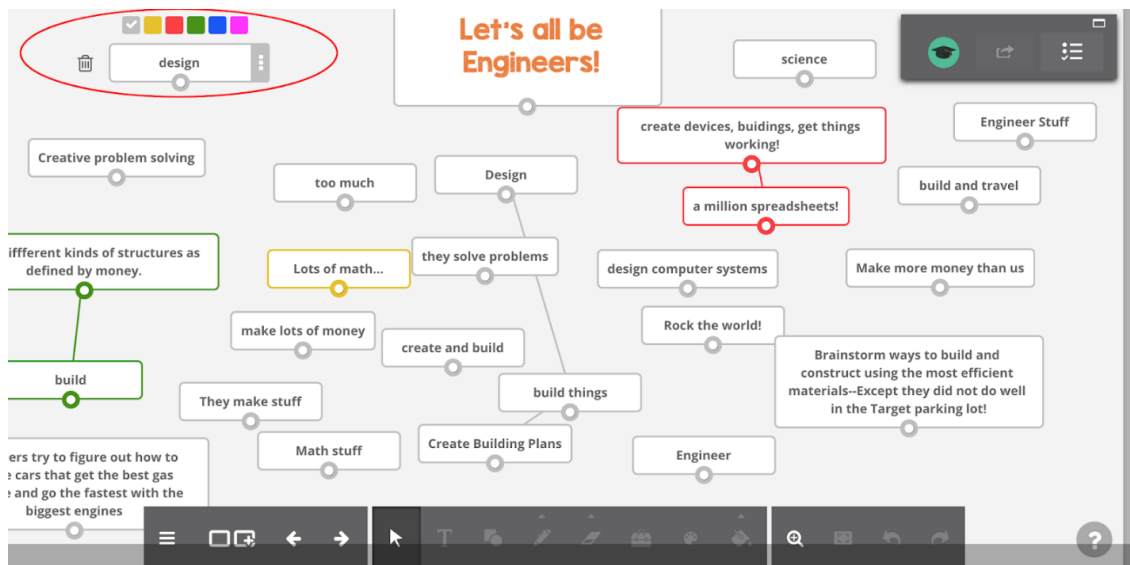
7. For multiple choice, true/false, scale, and yes/no polls, the responses will populate in a bar graph.
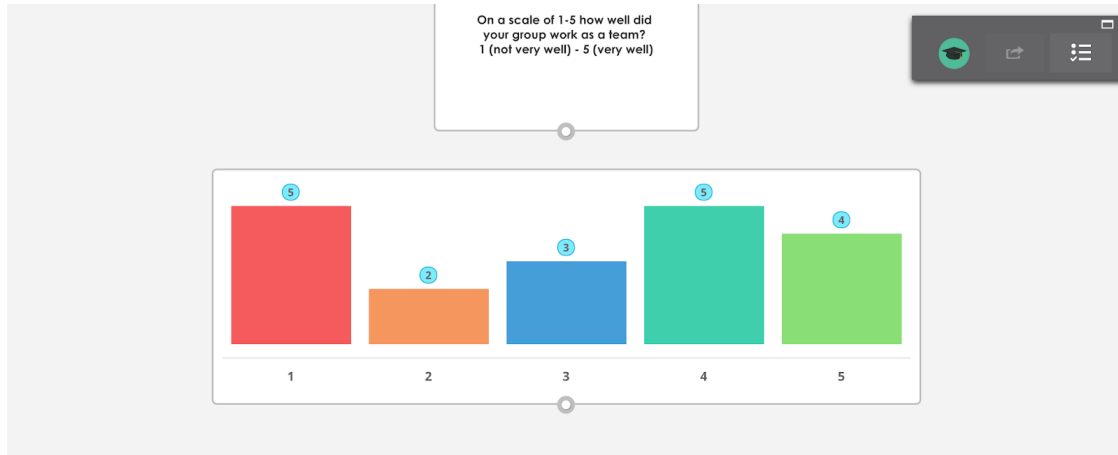
8. Creative response polls allow students to utilize a toolbar to add text, pictures, shapes, and pen annotations before submitting their responses. (See next section for more information.)
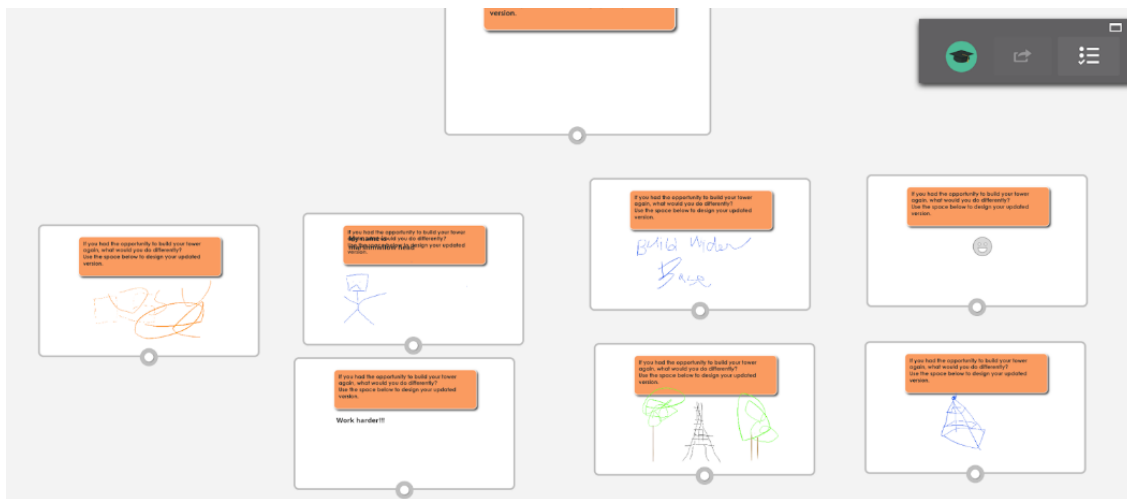

9. Regardless of poll type, all poll results are automatically saved within your ClassFlow account.

Polling Students via Creative Poll

1. One of the most enjoyable ways to engage students and assess learning via ClassFlow is through creative polls.

2. To start a creative poll, go to the polling icon and choose **Creative**.
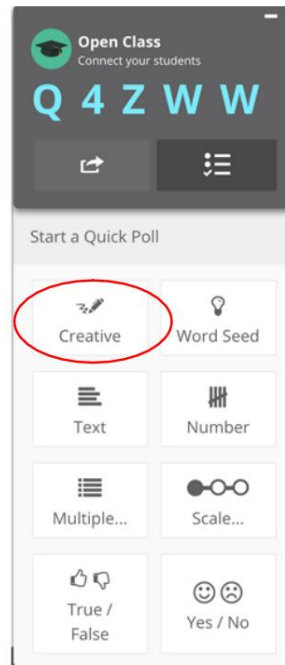

3. Your students will see the card you have displayed at the front of the class on their device and will have a set of tools on the bottom of their screen with which they can interact with the content on the card.
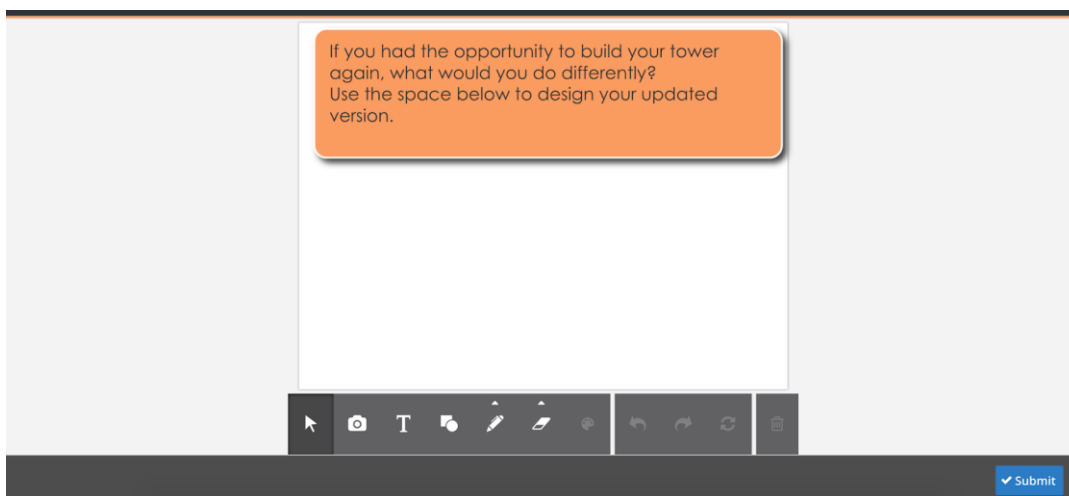
4. Once finished creating their response, students will simply click **Submit** in the lower, right-hand corner. You will then be able to view their cards.

5. Student responses will populate on the front-of-class display in individual boxes.
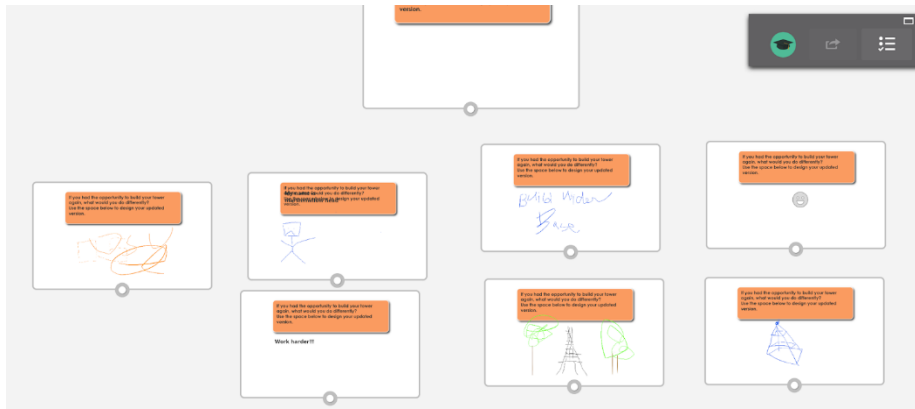
6. A single click on a student response allows you to change the outline color, delete response, or poll from there. To enlarge a student response, double-click it.
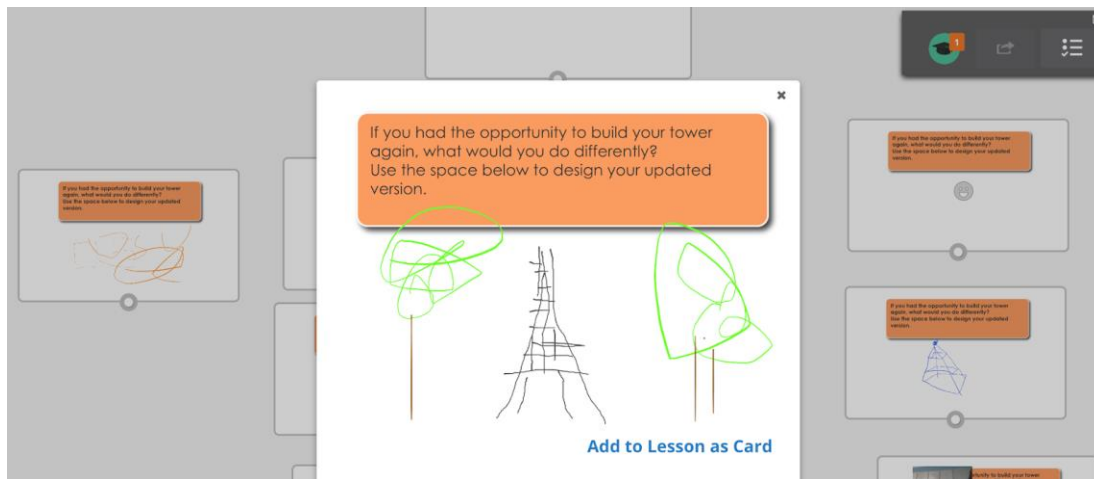
7. You can also select **Add to Lesson as Card** to add the student response to the teacher cards.

Viewing Student Results After a Lesson

1. To view your polling results after a lesson has ended, go to **Classes**.

2. Choose the class for which you would like to view the polling results.

   Note: Polling results will also be saved and available for view under **My Feed**.

3. Select the small arrow to the left of the class name to expand the drop-down menu.

4. Select **Delivered Polls**.

5. From the middle panel, select the lesson from which you would like to view poll results.

6. On the right-hand side of your screen, select **Review**.

7. You will now be able to view all polls from that lesson.

HELP AND SUPPORT

1. To access interactive support, ClassFlow help articles and videos, select the question mark and drop-down menu in the top right corner.

2. To learn more about ClassFlow and other Promethean solutions:
   - Follow us on Twitter @learnpromethean
   - Subscribe to our YouTube channel, PrometheanVideo
   - Visit our website www.prometheanworld.com