
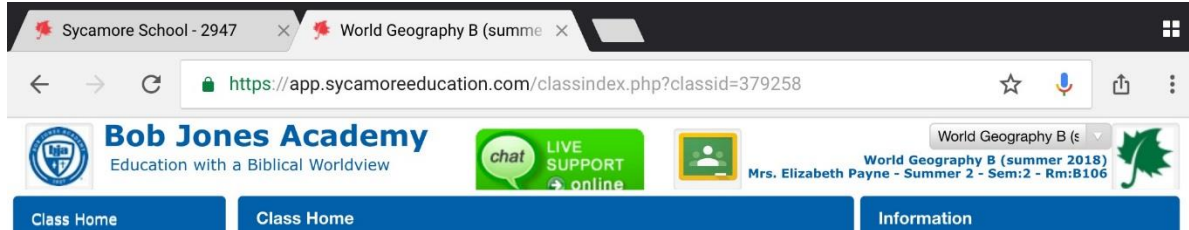

Sycamore: Class Home Overview

Click your Class Home icon  on the School Home page. It'll pop up in a new tab.

1. Notice on the top:

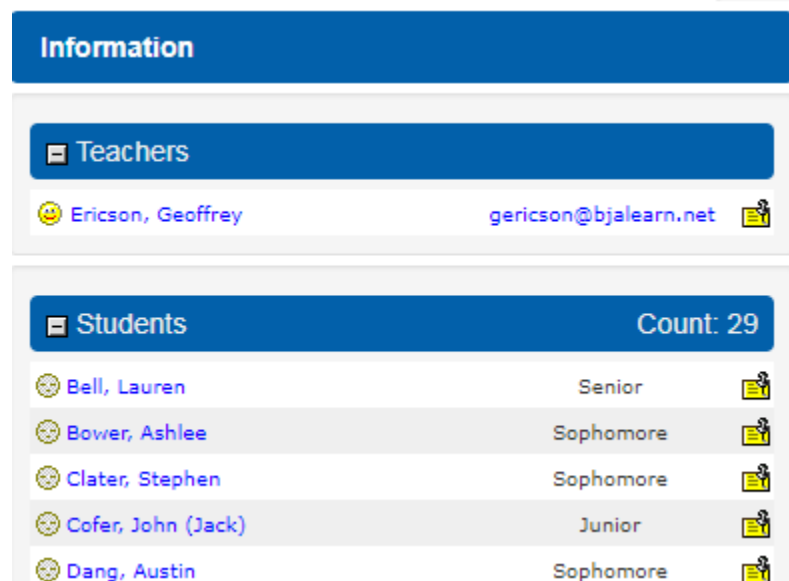


- Green chat box: Sycamore has great customer service! Try it when needed! Green if someone is available now; gray if it's offline.
- Green box with yellow outline: only for classes that are connected to a BJA Learn Google Classroom.
- Drop-down: quickly select a different Class Home page to move to a different course/section that you're currently teaching.

2. About items on the right sidebar:

a. List of students in this class

- Student name is a link: to access student information
- Student classifications
- Pass-a-note option: please do not send Pass-A-Note to students or parents; and send only to faculty for entertainment purposes. 😊



Information	
Teachers	
Ericson, Geoffrey	gericson@bjalearn.net
Students Count: 29	
Bell, Lauren	Senior
Bower, Ashlee	Sophomore
Clater, Stephen	Sophomore
Cofer, John (Jack)	Junior
Dang, Austin	Sophomore

b. List of recent visitors to this webpage.

As you may quickly see, this page is likely to have minimal usage (except by you) unless you very actively encourage you students/parents to look at it. They do not see this page right away when they log into Sycamore. They have to know how to get to it and be very intentional—relatively large number of clicks to get to it. However, you can send them a link that will take them directly to an article that you post.

Visitors	
Time	Name
7:48 AM	Ericson, Geoffrey
10:06 AM	Jigalko, Andrea & Alex
7:00 PM	Ericson, Geoffrey

3. About items on the left sidebar:

- a. Front Desk|Students: eventually will show pictures of students in your class
- b. Teacher’s Desk
 - i. Attendance: see separate instructions.
 - ii. Lunch Orders: as of June 2018 this under review to see if ES and MS can take lunch orders here.
 - iii. Seating Chart: Drag/drop to change seat locations, shuffle names, even print!
- c. Grade Book: see separate instructions.
- d. Evaluations|Attribute Grading: see separate instructions for ES teachers (only).
- e. Communication|Batch Email: see separate instructions.
- f. Administration: please do not make changes in this area, even if you are able to do so.
 - i. Families: contact information for families from this class
 - ii. Configuration: Please be sure that you check “display teacher’s email address on classroom homepage” for each class.
 - iii. Reports: check out the reports—you may find a number of these to be quite useful.

Class Home

- » Class
- » Front Desk
 - Staff
 - Students
 - Directory

- » Teacher’s Desk
 - Attendance
 - Lunch Orders
 - Seating Chart
 - » Utilities
- » Instructional
- » Grade Book
- » Evaluations
- » Communication**
- Check List
- Flash News
- Memo Maker
 - » Batch Email
- » Administration
- Close