

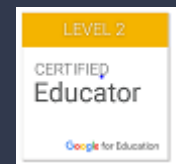
Relay for Classroom

A Lightspeed Program

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Features of Relay for Classroom

Classroom Features by OS

Feature	Chromebook	Windows	Mac
Real-time Screen View			
Web Rules		 ¹	
Share Links		 ¹	
Browsing Activity		 ¹	
Close Student Tabs		 ¹	
Browsing History ²			
Lock Screen			
Record Screen			
Send Message			
Share Teacher Screen ³			
Share Student Screen			

¹ Requires Edge or Chrome extension

² Requires Relay Smart Agent

³ The Classroom Agent must be installed on teacher's device.

Getting Started in Relay for Classroom

- We have had the Relay program for a while, but there were some technical aspects we had to get worked out before we could do a roll out.
- We have tried to make it as easy as possible for teachers to use Relay for Classroom.
- Everything is automated as far as classes and content is concerned.
- On the next few slides, you will see how to get your classes and students engaged using Relay for Classroom.

As a Teacher, you will go to the URL Classroom.relay.school

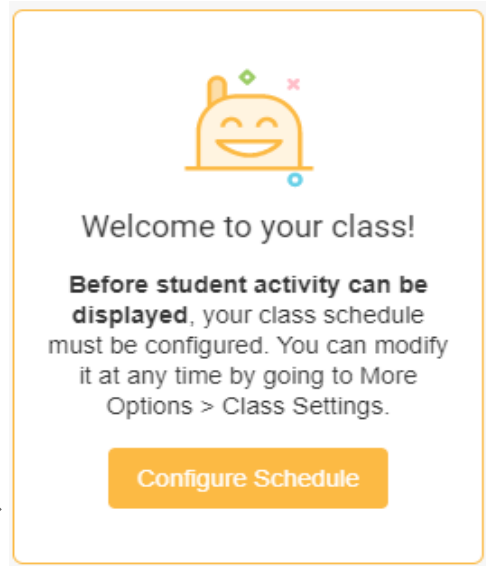
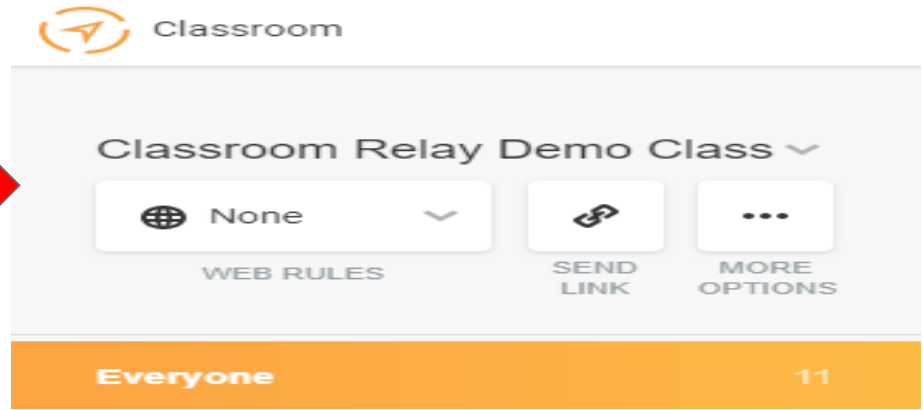
You will see the image at right.

Your classes have been imported from Google Classroom.

To change class, click on the down arrow next to the default class. In this example it is “Classroom Relay Demo Class”.

You can add classes, but it **MUST** be done through Google Classroom. Once you create the class, it will sync and create the option on this menu.

There is another step before you can use the program, and it is to create a schedule. You will see this image until the schedule is created.



Setting a Schedule

To set a class schedule, navigate to the Class Setting screen using the settings icon in the lower left of your screen and choose a schedule type from the dropdown.

Depending on options your administrator has configured, you may see one or more of the following options: *Bell*, *Custom*, or *Ad Hoc*.

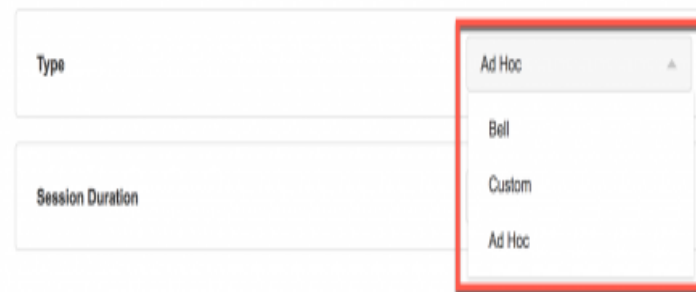
For most teachers, we recommend using bell or custom schedules when available so your class will be ready for you every time you come back.

MCS Does not have the bell schedules as they are different for each category of school. Please use the CUSTOM feature.

Instructions are on the next slide.

Class Settings

Schedule



The screenshot shows the 'Class Settings' interface. Under the 'Schedule' section, there are two input fields: 'Type' and 'Session Duration'. The 'Type' field has a dropdown menu open, showing four options: 'Ad Hoc', 'Bell', 'Custom', and 'Ad Hoc'. The dropdown menu is highlighted with a red border. The 'Session Duration' field is currently empty.

CUSTOM Class Schedule

To configure a custom schedule, you will first need to click the + (add) button to create a new entry. Select the days of the week, then enter the *Start* and *End* time in a 12-hour format.

If this class meets at different times throughout the week, click the + button again, select the days of the week and enter the other time for the course.

Click the small “x” beside each time entry to delete from the class setting. Click **Save** to apply the changes and return the main Relay Classroom page.

PLEASE NOTE: Set your class times for the actual time of your class meeting. A student can only be in one live class at a time, and having a class open all day will block their participation in other teachers' classes!

Schedule

Type

Maximum period length: 720 minutes.

DAYS	START	END
<input checked="" type="radio"/> MO <input type="radio"/> TU <input checked="" type="radio"/> WE <input type="radio"/> TH <input checked="" type="radio"/> FR <input type="radio"/> SA <input type="radio"/> SU	<input type="text" value="08:01 AM"/>	<input type="text" value="09:01 AM"/>
<input type="radio"/> MO <input checked="" type="radio"/> TU <input type="radio"/> WE <input checked="" type="radio"/> TH <input type="radio"/> FR <input type="radio"/> SA <input type="radio"/> SU	<input type="text" value="12:01 PM"/>	<input type="text" value="01:01 PM"/>
<input type="text" value=""/>		

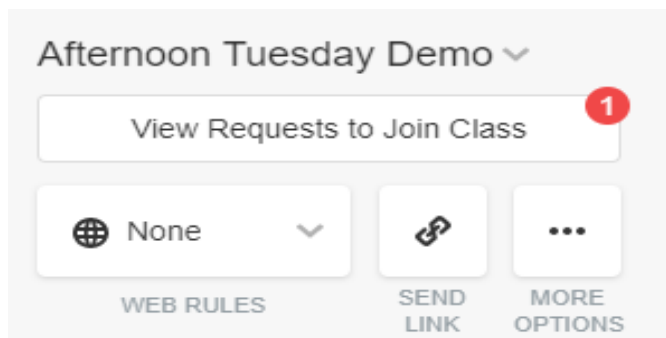
Cancel

Save

Enrolling Students

As stated, your Google Classes have been uploaded, but you will still need to enroll students. The easiest way to do this, since the Gmail feature does not work, is to have the student follow these steps...

1. Open their Chromebooks and log in.
2. Go to the URL “lurl.me/classroom” and enter the class code that appears in the settings. Each class will have a unique code. They will only have to do this once. Then, they will go about their regular activities.



Once they have submitted a request to join the class, the teacher will see a menu button that says “View Requests to Join Class”. This only appears after students have requested to enter the class.

Accepting the Students

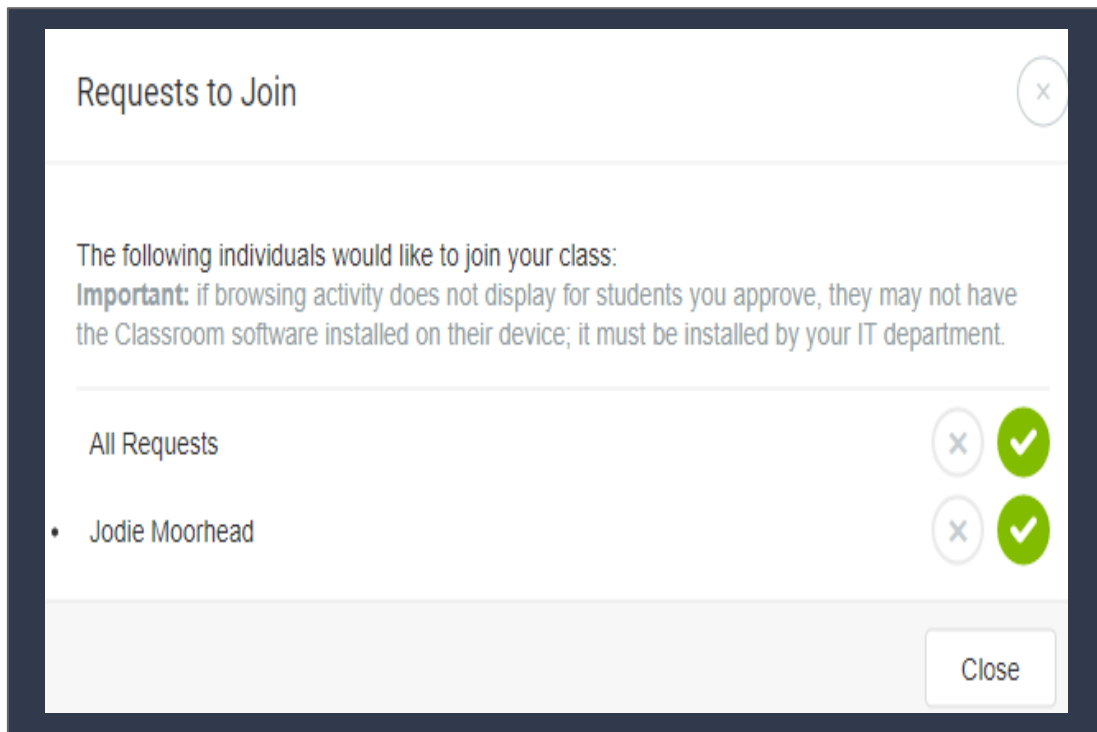
By clicking on the option to view the requests, the teacher will see this image.

The teacher can accept all requests at once, or by individual name, if needed.

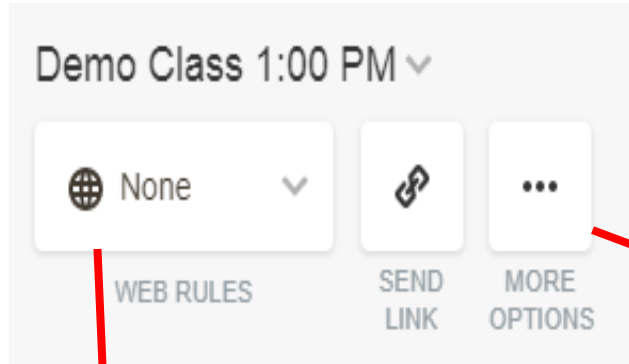
Please note...

Anyone with the code can request to be joined to the class. It is always my suggestion to go through and check all names before accepting all requests.

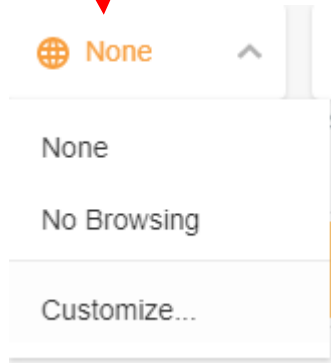
If you do not want a student to join, click the X next to the name.



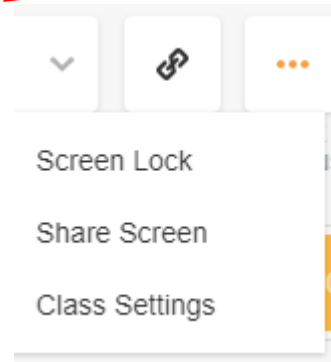
Using Relay for Classroom to Control Instruction



On each Class, you will see this control screen. This is the “basic brain” of your Relay for Classroom. From here, you can control access on the enrolled machines, send a forced link to the enrolled machines, lock screens (class or individual), share screens, and access your Class Settings.

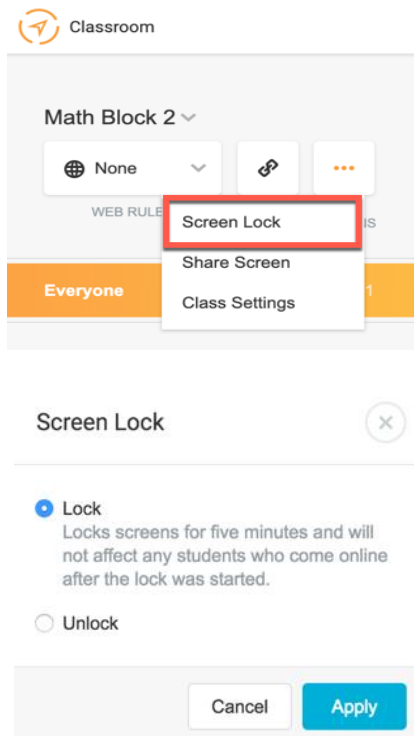


To control the student browsing on the enrolled machines, click on the arrow next to “None”. None means there are no web rules. You can change the setting to “No Browsing” or “Customize” browsing. These rules only apply to this class during scheduled times.



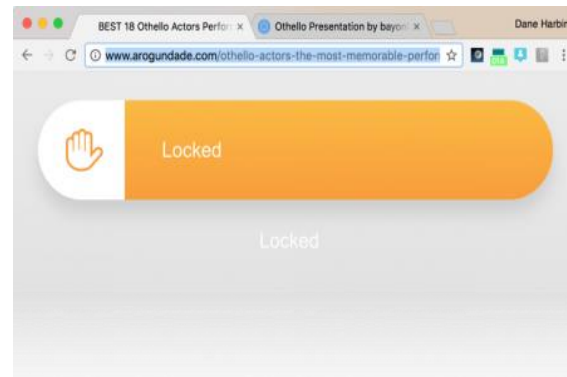
From this option, you can lock everyone’s screen, share your screen (or a participant’s screen), and adjust your class settings.

Locking and Unlocking Screens



Lock all screens in your classroom by clicking the **More Option > Screen Lock** icon. Select Lock, then click **Apply**.

Your students will see their browser window locked for 5 minutes (or until screens are unlocked).



Locking Individual Students' Screens

The screenshot shows the Khan Academy interface for the 'Trigonometry' course. The top navigation bar includes 'Subjects', a search bar, the 'Khan Academy' logo, and links for 'Donate', 'Login', and 'Signup'. A 'Lock Screen' button is located in the top right corner. Below the header, there are tabs for 'Explore', 'Practice', and 'Mission'. The main content area features three cards: 'Start from the basics', 'Practice for your next test', and 'Let us guide the way'. At the bottom, there is a section titled 'Trigonometry with right triangles' with several sub-links.

Click on any student's name in the active list to open the Student Information window. In the **Open Tabs** tab, hover over the current tab image and click the **Lock Screen** icon.

Unlock Screens

Unlock all screens in your classroom by clicking **More Option > Screen Lock** icon. Select **Unlock**, then click **Apply**.

Navigating Relay for Classroom

The Relay Classroom layout is comprised of three sections that make it easy to manage your students' web activity during class. These sections include:

Class Controls– Choose your class, send items (like hyperlinks and screens) to your students, lock (or unlock) computer screens, or change your class' Internet Access policy.

Insights– keep an eye on students who may need help with the assignment or to stay focused on the task assigned.

Students– View a list of your students by selecting Everyone, Status (Present, Need Help, or Done), or Currently Browsing.

Class Controls

Algebra ▾

None ▾

SEND LINK

MORE OPTIONS

WEB RULES

Insights 1 ?

CR Cora Redding
Unusual browsing activity

CLEAR ALL

Everyone 28

Currently Browsing

- www.nasa.gov 2
- www.spotify.com 1

Status ?

- PRESENT 3
- DONE 1
- AWAY 25

Everyone

NAME	CURRENTLY BROWSING	MOST VIEWED	RECENT WEBSITES
Cora Redding	www.spotify.com	www.spotify.com	2
Hans Goodman	www.nasa.gov	www.nasa.gov	2
Carmen Van Wyk	www.nasa.gov	www.nasa.gov	1
Upper Caser			-
Mindy O'Hare			-
Josh Campbell			-
Anna Holmes			-

Insights

Enrolled students can click on a help button or let the teacher know the status of an assignment.

The screenshot shows a Classroom Insights dashboard. At the top left, there is a 'Classroom' header with a location pin icon. On the right, there is a user profile 'AH' and a help icon. Below the header, the main content area is titled 'Insights 1' and contains a blue notification card for 'Cora Redding' with the text 'Unusual browsing activity'. This card is highlighted with a red border. To the left of the main content, there is a sidebar with 'Algebra' and 'None' selected under 'WEB RULES', and 'SEND LINK' and 'MORE OPTIONS' buttons. Below the sidebar, there is a section for 'Everyone' with 28 members. Underneath, there is a 'Currently Browsing' section showing 'www.nasa.gov' (2) and 'www.spotify.com' (1). At the bottom, there is a 'Status' section with 'PRESENT' (3), 'DONE' (1), and 'AWAY' (25) indicators. On the right side of the main content, there is a 'CLEAR ALL' button. Below the notification card, there is a table titled 'Everyone' showing student activity.

NAME	CURRENTLY BROWSING	MOST VIEWED	RECENT WEBSITES
Cora Redding	www.spotify.com	www.spotify.com	2
Hans Goodman	www.nasa.gov	www.nasa.gov	2
Carmen Van Wyk	www.nasa.gov	www.nasa.gov	1
Upper Caser			-
Mindy O'Hare			-
Josh Campbell			-
Anna Holmes			-

Students

Relay allows teachers to see what the students are browsing in real time, plus allows the teacher to see the most viewed sites.

The screenshot displays the Classroom Relay interface. At the top left, there is a 'Classroom' header with a location pin icon. On the right, there is a user profile icon labeled 'AH' and a help icon. Below the header, the main content area is divided into sections. On the left, there is a sidebar with 'Math Block 2' selected, showing 'None' for web rules, 'SEND LINK' and 'MORE OPTIONS' buttons. Below this, a group selection bar shows 'Everyone' with 32 members. Underneath, there are sections for 'Currently Browsing' (listing www.nasa.gov with 2 students and www.spotify.com with 1 student) and 'Status' (showing 3 Present, 1 Done, and 18 Away). The main area features an 'Insights' section with a notification for 'Cora Redding' showing 'Unusual browsing activity'. Below this is a table titled 'Everyone' with columns for 'NAME', 'CURRENTLY BROWSING', 'MOST VIEWED', and 'RECENT WEBSITES'. The table lists several students, with Cora Redding highlighted in yellow, indicating her unusual activity.

Classroom

Math Block 2

None

WEB RULES

SEND LINK

MORE OPTIONS

Insights 1

CLEAR ALL

CR Cora Redding
Unusual browsing activity

Everyone 32

Currently Browsing

- www.nasa.gov 2
- www.spotify.com 1

Status

PRESENT 3

DONE 1

AWAY 18

NAME	CURRENTLY BROWSING	MOST VIEWED	RECENT WEBSITES
Hans Goodman	www.nasa.gov	www.nasa.gov	5
Cora Redding	www.spotify.com	www.spotify.com	3
Carmen Van Wyk	www.nasa.gov	www.nasa.gov	1
Emma Swanson			-
Irena Bloom			-
Janna Matus			-
Dan Carroll			-
Gina Hendrix			-

Please Note - Relay will only display 40 students per class.

Filter Student List View

The Student List can be filtered to view Everyone, Status, or Currently Browsing.

Everyone

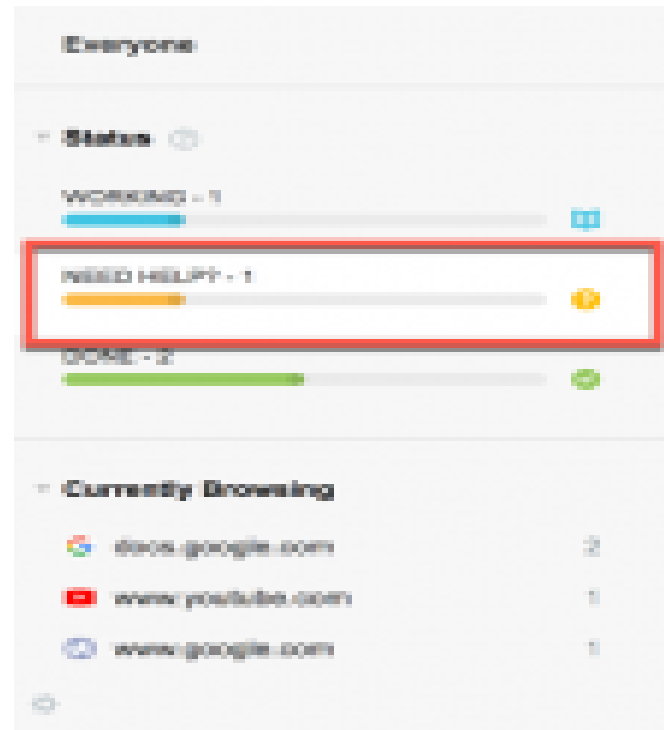
Select Everyone to see all students who are logged in on a computer during your class.

Status

Click any one of the three statuses (Working, Need Help, or Done) to filter the Activity List by status. (See image to right)

Currently Browsing

Click on any URL in the Currently Browsing list to filter the Activity List by the site being viewed. The number to the right of the site name indicates how many students are currently browsing the site.

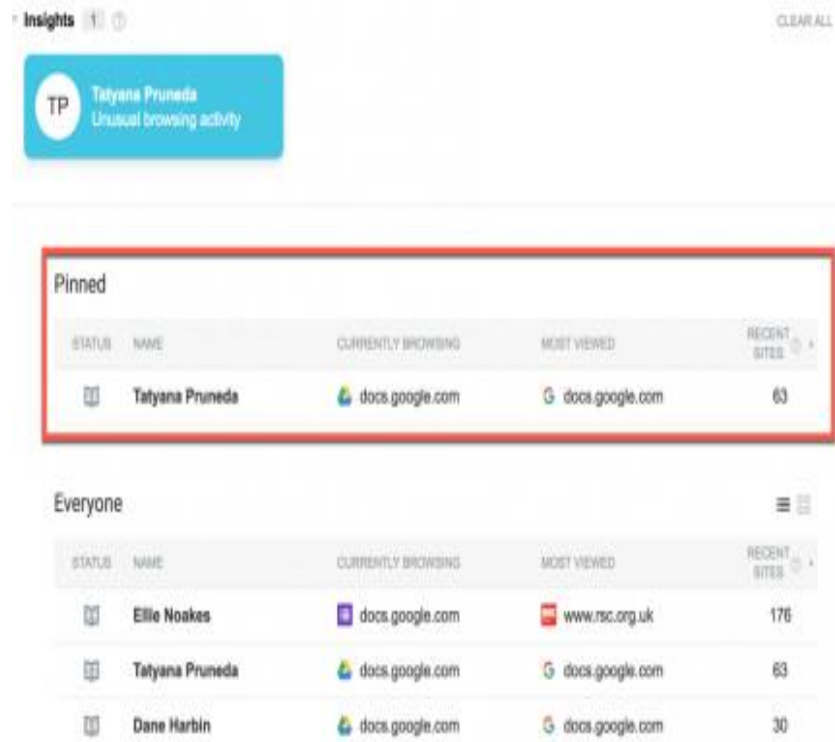


Pinned Student List

Students who need to be closely monitored can be added to the Pinned list. This Pinned list displays above the Activity list and does not change when a filter (status or currently browsing) is applied to the active list.

To add a student to the Pinned list, hover over the student's name in the Activity list and click the pin icon (to the right of the list).

To remove the student from the Pinned list, hover over their name (on the Pinned list) and click on the pin icon.



The screenshot shows the 'Insights' section of Google Classroom. At the top, there is a notification for 'Tatyana Pruneda' with 'Unusual browsing activity'. Below this, the 'Pinned' list is highlighted with a red border. It contains one entry for Tatyana Pruneda. Below the Pinned list is the 'Everyone' list, which contains three entries: Ellie Noakes, Tatyana Pruneda, and Dane Harbin.

Insights 1 0 CLEAR ALL

TP Tatyana Pruneda
Unusual browsing activity

Pinned

STATUS	NAME	CURRENTLY BROWSING	MOST VIEWED	RECENT SITES
	Tatyana Pruneda	docs.google.com	docs.google.com	63

Everyone ≡ ≡

STATUS	NAME	CURRENTLY BROWSING	MOST VIEWED	RECENT SITES
	Ellie Noakes	docs.google.com	www.rsc.org.uk	176
	Tatyana Pruneda	docs.google.com	docs.google.com	63
	Dane Harbin	docs.google.com	docs.google.com	30

Student Information

To access the student information, click on the student name from the class list.



Open Tabs - Shows currently opened tabs

Browsing History - Shows all sites visited by student

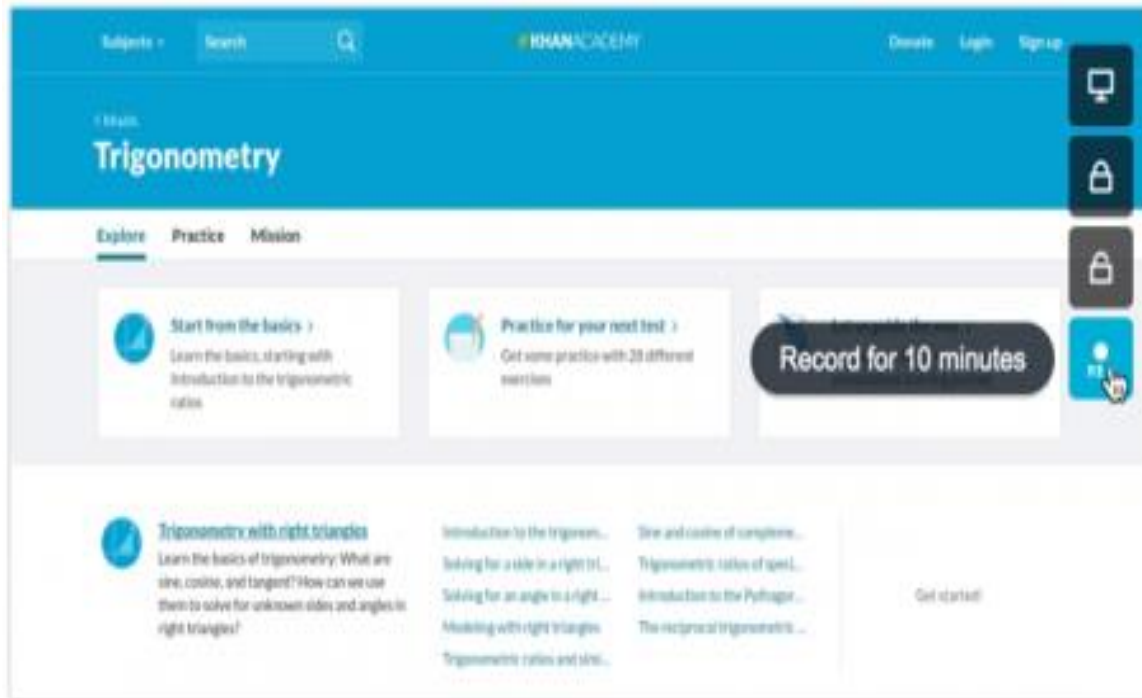
Recordings - Open this tab to view the student's screenshot recordings.

Send Messages - Send a personalized message to the student.

Start a Recording

To create a recording, click on the student's name in the active student list to open the Student Information Window. Click on Open Tabs and hover over the open tab screenshot. Click on the record icon to start recording the student's activity for 10 minutes.

The teacher can also download a screenshot. The instructions are in the Resources section.



The screenshot shows the Khan Academy interface for the subject of Trigonometry. The top navigation bar includes 'Subjects', a search bar, the 'Khan Academy' logo, and links for 'Donate', 'Login', and 'Sign up'. Below the navigation, the page title 'Trigonometry' is displayed, followed by tabs for 'Explore', 'Practice', and 'Mission'. The main content area features several interactive cards: 'Start from the basics', 'Practice for your next test', and a prominent 'Record for 10 minutes' button. A vertical sidebar on the right contains icons for a monitor, a lock, another lock, and a record icon (a blue circle with a white dot and a red dot) which is being clicked by a mouse cursor. Below the main content, there are more topic cards such as 'Trigonometry with right triangles' and 'Introduction to the trigonometric functions'.

Resources

Online/Printable Resources

[Classroom for Teachers - Navigating and How-To](#)

[Classroom Training for Teachers](#)

[Using Custom Messaging](#)

[Classroom FAQ](#)

Videos

[Video - Intro to Classroom](#)

[Relay Classroom](#)

[Classroom Relay](#)

[Lightspeed Classroom Demo](#)