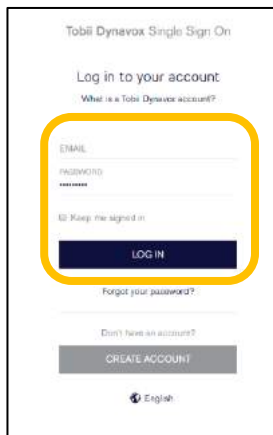# Boardmaker Online District Account Getting Started Guide

Logging into Boardmaker Online

To start **learning the basics**, log in to your account. Navigate to https://boardmakeronline.com and log in on any Mac or Windows computer using your email address and password.

Single Sign on

If you have not already completed the Single Sign on process, you will need to do so before logging into your account. You will receive an email from Tobii Dynavox when your account is first set up.

1. **Select Set Password.**

Next Step: Finish Setting Up Your Account
Click the link below to create your password and finish setting up your Tobii Dynavox Dynavox website that uses this service.

Set Password

2. Type your email, password and confirm password. Your password must be a minimum of 8 characters. **Select Reset**.

Reset password

EMAIL

PASSWORD
Password must be a minimum of 8 characters

CONFIRM PASSWORD

RESET

🌐 English

This is a one-time process. You will now be able to log into any Tobii Dynavox site using your email address and password.

Section 1: Adding Student Accounts in Boardmaker Online

The first step to setting up Boardmaker Online is to add student accounts.

> *Why? Student accounts must be present to assign activities and track progress.*

Your students may have already been set up for you by your Boardmaker Online Administrator, or you may be responsible for creating your own student profiles.

Access Levels

There are 4 different access levels and your ability to add and remove student accounts will depend on your access level. The levels are:

- **Instructor** – This instructor may assign and manage activities for specific students, *but student accounts must be first added by the account administrator.*
- **Instructor with Local Admin Privileges** – This instructor will be able to add new student accounts independently and may manage and assign activities to those students. The instructor will not be able to see/access students associated with other instructors.
- **Instructor with Admin Privileges** –This instructor may add student accounts, assign to and manage those students, and access to the global student roster of all student accounts within the district).
- **Instructor with Org Admin Privileges** – All of the privileges of the Instructor with Admin level, plus the ability to add, remove and manage Instructor accounts.
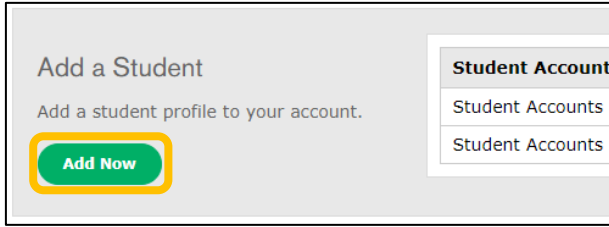
Note: If you have Admin or Org Admin Privileges, you will see an *Admin* tab in the main menu bar at the top of your homepage. This tab is not available if you have *Instructor* or *Instructor with Local Admin* status.

Adding Students: Instructors with Admin privileges

1. **Select the Admin tab** from the main menu bar, and then select **Student Roster Management** from the dropdown menu.
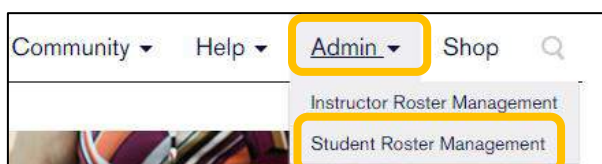
2. Scroll down the page to find Add a Student and **select Add Now**.

3. Complete the student profile.

Student ID: May be numbers, letters or a combination. Must be unique within your district.

Username: Create a unique username for each student.

Password: Create a password.

Parent Email: (Optional) Adding parent email allows you to more easily send information about student login to parents.

Assign Instructor(s): Select the dropdown menu to access your district instructor roster. **Select your name**. Then click **Add**. Repeat and select additional instructors who share responsibility for the student.

4. When complete, select **Save and Close**.

5. You may also add a student who is already on the global roster to *your* Instructor roster. **Select the student's ID number** from the active roster.
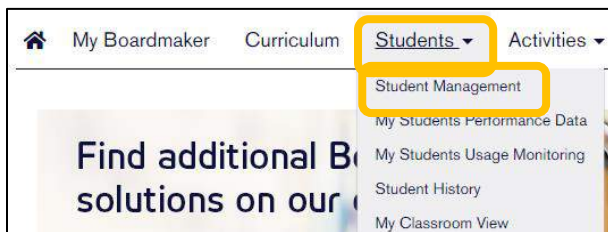
6. Select **Edit Profile**

7. Scroll within the profile to **Assign Instructors, access the dropdown menu, select your name, and click Add.** Your name will be added to the Assigned Instructor(s) list.
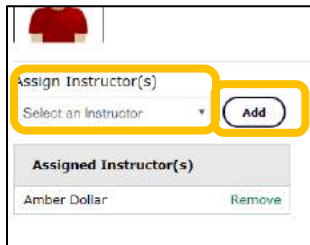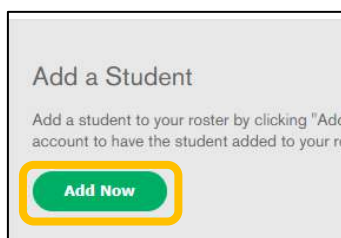

Adding Students: Instructor with Local Admin privileges

1. On the main menu bar, **select the Students tab,** and then **Student Management** from the dropdown menu.

2. Scroll to Add a Student and **select Add Now.**

3. Complete the form. **Click Check Global Roster.**

NOTE: **Student ID**: May be numbers, letters or a combination. Must be unique within your district.

NOTE: The system will determine if the student is on the district global student roster (has already been added by another instructor). If so, you may add the student to your instructor roster as well by clicking **Add Existing Student**. You may also select **Create New Student** if your student has the same name as another student but is not the same person.

4. If the student is not found within the district global roster, the student profile will open. Complete the profile as in Step 3, page 2.

Adding Students: Instructor with Instructor (only) privileges

1. On the main menu bar, **select the Students tab,** and then **Student Management** from the dropdown menu.
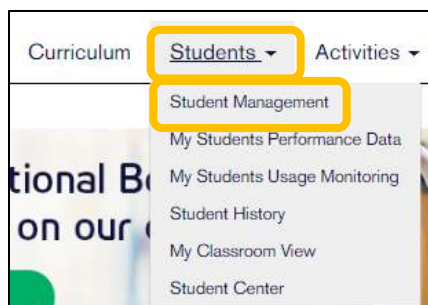
2. The message below will be shown. You do not have privilege to add your own student accounts. You can add yourself as an instructor to existing student accounts by typing a name in the "Find Student" field or searching the All Students tab. Your Boardmaker Online district organizational administrator must add student accounts for you or change your access level to *Instructor with Local Admin* level or higher.
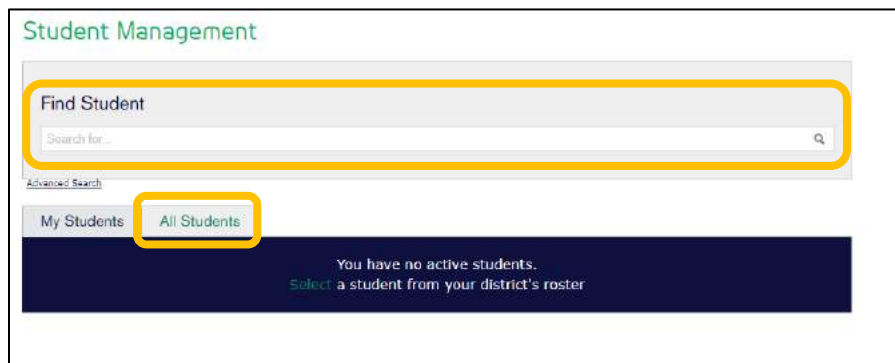
Adding Students as the Organizational Administrator

1. **Select the Admin tab** and then **Student Roster Management.**
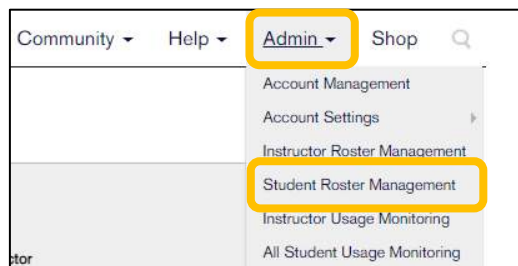
2. As the Organizational Administrator, you may add students individually or in bulk. To add individually, follow directions above for Instructor with Admin level. To add students in bulk, please see the tutorial: *Manage your Instructor and Student Accounts- BMO Admins.*

Section 2: Creating New Activities and Editing Existing Activities

You can use the Boardmaker Online Editor to create new activities or edit existing activities. New activities can be created either "from scratch," or by using one of the included templates. You may edit activities that you have made, uploaded from previous versions of Boardmaker software, or added to your account from the Boardmaker Online Community.

Why? You can create customized boards and activities or edit existing ones to meet the specific needs of your students.

The following information will be covered in this section:
- Creating a board from scratch.
- Creating a board using a template.
- Editing an existing board or activity.

Creating a board or activity from scratch:

1. Scroll down to the Get Started area on your Boardmaker Online Homepage, select **Create Activities**.
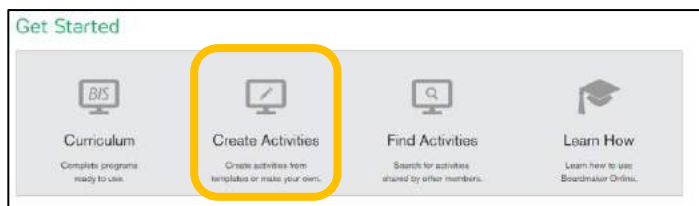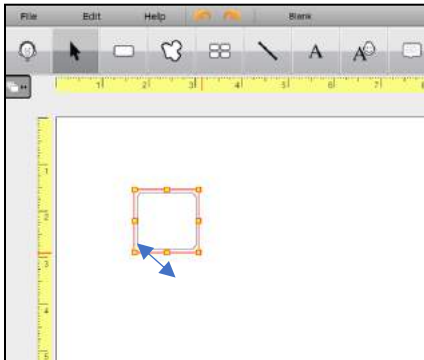

2. Select **New Blank Activity**.
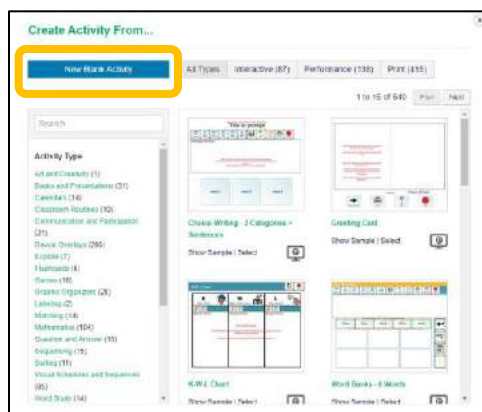
3. Select the **Button Tool** from the toolbar and click and drag your cursor on the workspace to draw the button.
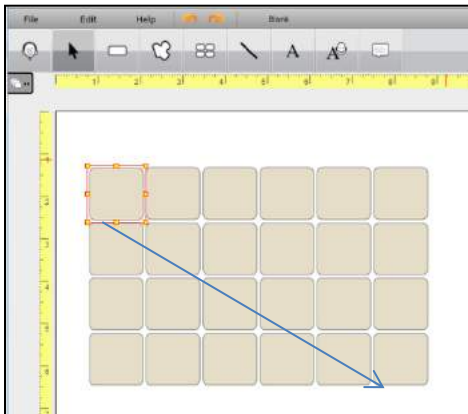

4. Click and drag the button handles to resize the button. Click in the center of the button and drag the button to the desired place on the page.
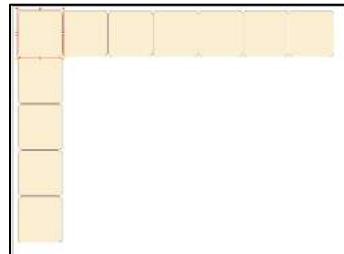

5. To duplicate the button, click on the **Spray Tool** in the toolbar.

6. Place your mouse cursor on the existing button on the page. Click and drag across the page to spray a grid of buttons.

NOTE: you may spray buttons in single rows or columns as well. Click in the original button and drag the cursor in any direction.
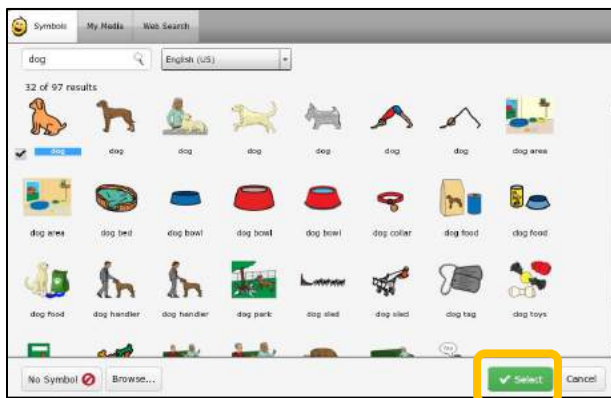

7. Buttons are populated one at a time. **Click on the first button** in the grid.

8. Type a label using your computer keyboard. **Select Enter/Return** on your keyboard.
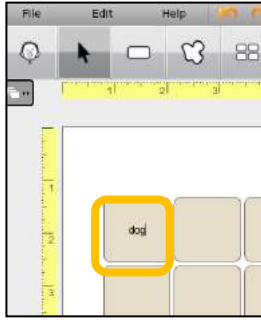
9. Click on the desired symbol, then **click Select**.

NOTE: This procedure is called Edit-in-Place.

- Type the label
- Hit Enter/Return on keyboard
- Select the symbol
- Click Select.

10. Repeat steps 9 – 10 to populate additional buttons.

11. You may **use digital symbols** from a web search or symbols from your computer in buttons as well. To use symbols from a web search, begin edit-in-place as in #8 above. Select a button, type a label, and Enter/Return.

12. On the symbols panel, select the **Web Search tab**. Then click in search box to highlight and **Enter**.
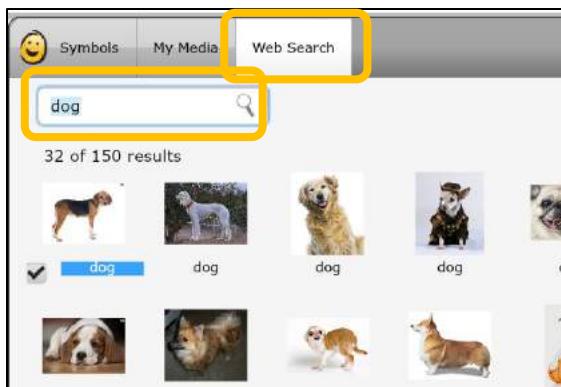
**13.** Click on the digital image you want and click **Select**.

14. **To use symbols stored on your computer or a USB drive**, begin edit-in-place in in #8 above. Select a button, type a label, and Enter. On the symbols panel, **select Browse to locate the symbol.**
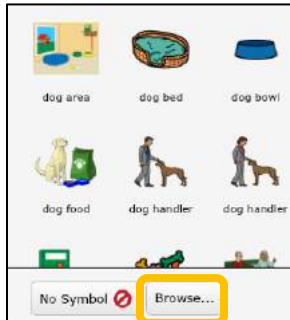
15. Navigate to the symbol, select it, and click Open.
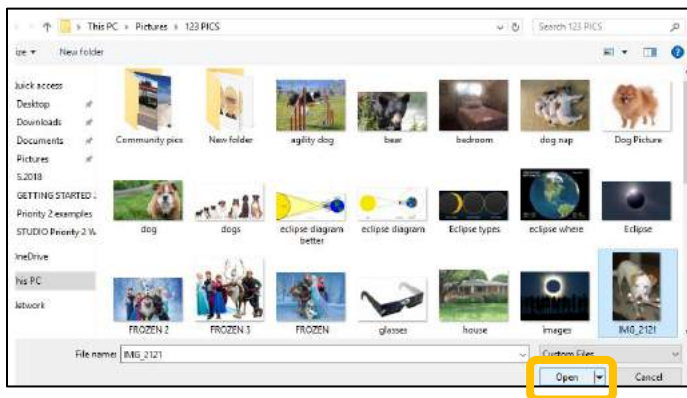

16. To save your work, **Select File > Save As**. Name your activity and the **Select Save**. The board or activity will now appear in your My Activities list.
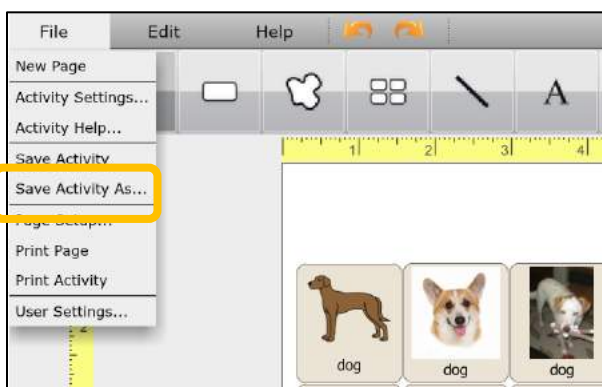
Creating a board or activity from a template:

A template provides the structure of the activity, including the actions that make an activity interactive on a computer, smart board, or tablet. You just populate the buttons with the content you need. Some templates require that you fill in the buttons (*Edit in Place*), while others require that you fill in a table (*Table-based*).   For most templates, you will find instructions within the template in edit mode. To create from either type, begin as follows:

1. Select **Create Activities** from your Boardmaker Online Homepage.
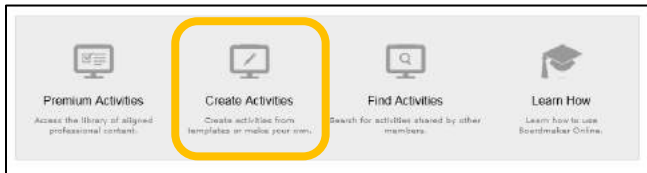
2. To choose a template you may narrow by Activity Type by selecting a category from the list. You may alternatively enter key words in the search box to locate a specific template.

Print: this icon indicates that the template is designed to create an activity that will be printed.

Interactive: indicates that the template is designed to create an activity that will be played onscreen.

Performance-enabled: indicates that the template is interactive and will collect performance data when played from a student's assignment list.

3. To view a completed sample of any template, **Click Show Sample** below the template thumbnail.

4. To begin creating your activity from the template, **Click Select** below the template thumbnail.

5. If the template is an **Edit in Place** template, directions for completing the template will be visible on the template in edit mode. Follow the directions to complete the activity.
    a. **Select any button** and type in a label. **Select Enter/Return** on your keyboard.
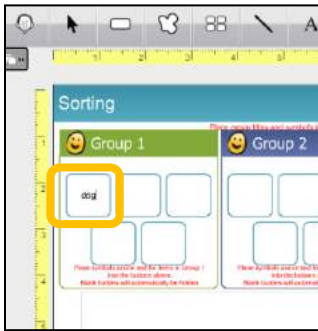
    b. Click on the desired symbol and click **Select**. This process is called edit-in-place.
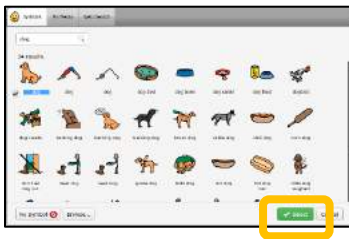
NOTE: You can also click on the Web Search tab to find and use a digital image.

    c. Repeat steps a and b to fill in all buttons on the template.

Note: Category labels are also populated with edit-in-place.

    d. Select **File > Save As** and name your activity. Then Select **Save**. The activity will now be available in your My Activities list.

6. If the template is a **Table-based** template, the Activity Settings chart will appear when you select the template from *Create Activity From...* Page.

    a. Double-click **Table** to open the Table Variable Editor to fill in the activity content. Use the additional values to modify activity settings from default settings if desired.
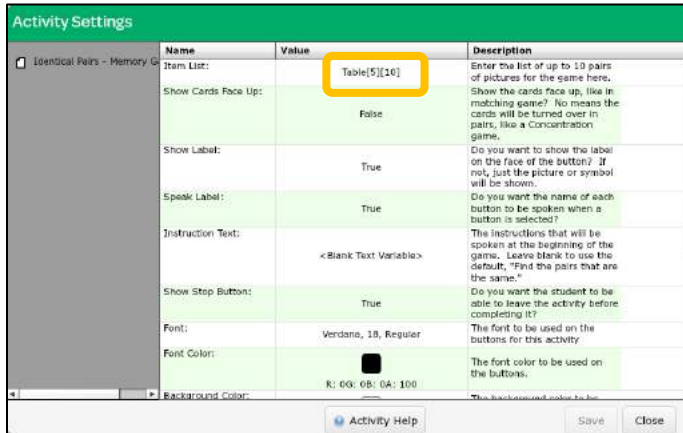
    a. Double click **<Blank Text Variable>** in the first column and type your first label.

    b. Double click **<Blank Symbol Variable>** and type in term for symbol search.

NOTE: View the populated sample of the template to determine which fields are relevant for your activity.

    c. Repeat this process to complete the table. Select **OK** when complete.

    d. Select **Save**.

NOTE: The activity will save with the template name. To rename the activity, **select File > Save As** and enter the new name.

Editing an existing board or activity:

Editing an existing board or activity:

1. Select the **My Boardmaker** menu button.

2. Scroll to locate a board or activity in the My Activities list that you would like to edit.

3. Select the **Edit Activity** button in the toolbar beside the activity.

4. If you are using a Windows operating system and have Studio downloaded, choose whether you would like to edit the activity in the Online Editor or in Studio. (see Editing in Studio tutorial). A separate window will open the activity in the Boardmaker Online Editor.
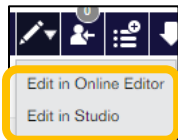
5. Click on an object (e.g., symbol, label, button, etc.) you would like to edit. The red lines around the object let you know that it has been selected.

6. Use **Edit in Place** or scroll and select within the **Properties Panel** to make the desired changes. The options you have available in the Properties Panel will be dependent on the object that you have selected on the page.

7. **Select File > Save As** (if you would like to rename) or **Save**. The edited activity will be available in your My Activities list.

Section 3: Uploading Activities

If you have boards and activities you made with Boardmaker v.6 (the disk) or Boardmaker Studio, you can upload them *individually (single activity), or in bulk (multiple activities at once)* to your Boardmaker Online Activities list, where you can manage them like any Boardmaker Online activity: Print, play, edit, assign, and organize.

Get Ready to Upload

- o Use the computer where the activities were created as you follow the uploading procedures.
  OR
- o Copy your activities from that computer to a USB drive and access the activities on any computer using the USB drive.

1. Log in to your Boardmaker Online account.
2. From the toolbar, select **My Boardmaker**.
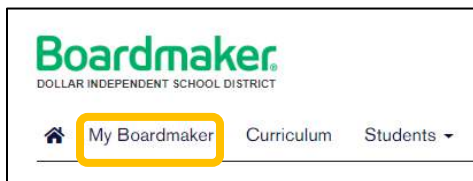
3. Hover your cursor over **Upload Activity** and the dropdown menu will open with two options. You may upload a single activity (one activity at a time), or you may upload multiple activities (several boards/activities in bulk). Select the desired option.
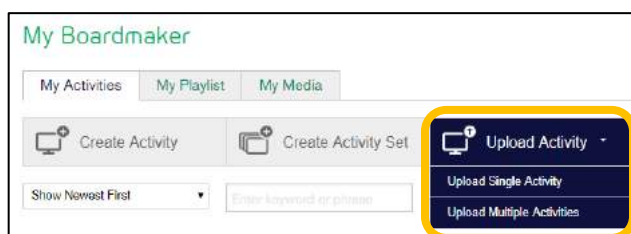
Uploading a single activity allows you to add tags, associate with standards, and share the single activity as you upload.

Uploading multiple activities allows you to quickly upload in bulk but does not allow for tagging, associating, or sharing during the upload process. Directions continue below.

Bulk Upload Multiple Activities made with Boardmaker v.6 or Boardmaker Studio

Your activities will be one or more of the following file types:

- .bm2:	A single page activity made with Boardmaker v.6 (disk)
- .zip :	A multipage activity made with v.6 (many .bm2 files) that you have packaged manually
- .zbp:	A multipage activity (many .bm2 files) packaged using Boardmaker (for example, an interactive activity made with v.6 that included sound files.)
- .bfp:	All activities made with Boardmaker Studio

NOTE: You must package multipage .bm2 files (i.e. pages of a book) in a folder > .zip file before uploading to keep the pages together as a single activity. Individual boards uploaded separately cannot be combined in Boardmaker Online later.

1. Select the **Activities Tab** and then **Upload Activity > Upload Multiple Activities**
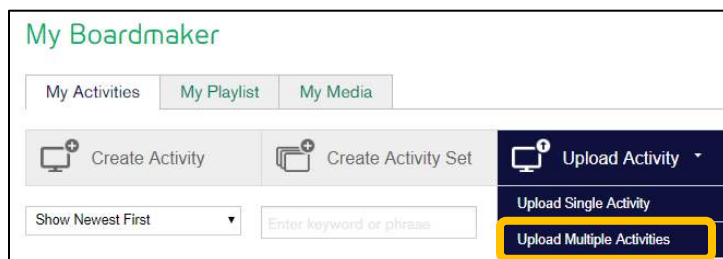
2. Select **Browse**.
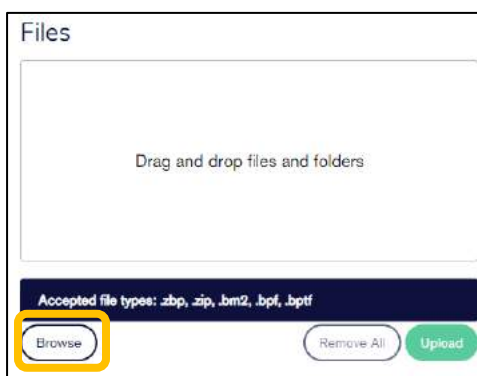
3. **Navigate to where your activities are stored**. For v.6 activities, navigate to **Documents > My Boards** on your computer, and **Open** the folder. For Studio activities, navigate to **Documents > Boardmaker Studio > Projects,** and **Open** the folder.   If you have stored activities elsewhere (i.e. desktop, USB drive), locate and open the appropriate folder.

4. **Select single-page boards/activities** (.bm2 or bfb), or **packaged multipage activities** (.zip and.zbp) to upload by holding down the CTRL key on your keyboard and clicking on each activity in turn. When all are selected, click **Open**. (There is no limit on the number of activities you may select. Selected activities will form a queue and upload in groups.)

Cody Sample	3/8/2018 11:38 AM	Boardmaker Proje...	2,706 KB
flood graphic organizer test	10/23/2018 8:20	Boardmaker Proje...	676 KB
Gadget Guide	7/3/2018 2:24 PM	Boardmaker Proje...	524 KB
Going to McDonalds	7/10/2018 3:47 PM	Boardmaker Proje...	1,440 KB
Going to the Park	5/17/2018 8:56 AM	Boardmaker Proje...	1,094 KB
GoTalk 9 overlay	8/21/2017 1:35 PM	Boardmaker Proje...	95 KB
Justin Timberlake	5/1/2017 4:58 PM	Boardmaker Proje...	518 KB

"GoTalk 9 overlay" "flood graphic organizer test" "Gadget Guide" "Going to McDonalds" "Going to t ⌄   Custom Files

Open ▼

WARNING! V.6 single page files (.bm2) uploaded individually cannot be connected into one activity after upload. To **join the pages of a multipage activity** together, create a .zip file with the pages (see **Uploading multiple page boards as one activity** instructions on pages 6-7 of this tutorial). The .zip file is selected the same as .bm2 files or. .zbp files in step 3 above as you select for upload.

5. Select **Upload**.

Files

flood graphic organizer test.bpf - 675.71KB	✕
Gadget Guide.bpf - 523.35KB	✕
Going to McDonalds.bpf - 1.41MB	✕
Going to the Park.bpf - 1.07MB	✕
GoTalk 9 overlay.bpf - 94.48KB	✕

Accepted file types: .zbp, .zip, .bm2, .bpf, .bptf

Browse   Remove All   Upload
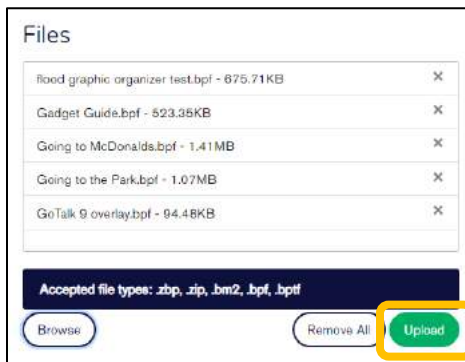
6. A progress bar will show for each activity as it uploads.

7. As each activity completes the process, you will see it listed in the Uploaded box. Select **Close** when completed. Important Note: : In order for the upload to process correctly, **do not close this screen before all files in the upload have completed stage 1 as indicated by the progress bars.**
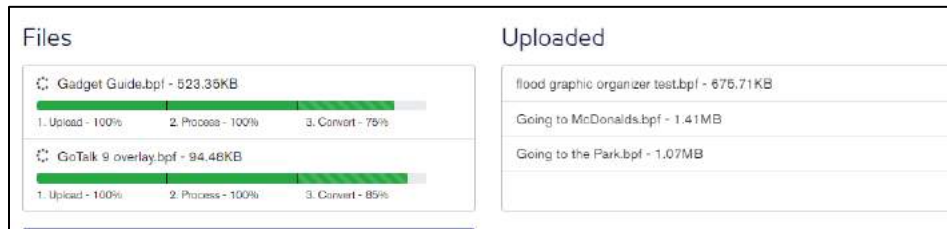
8. The uploaded activities will now be found in your My Activities list and may be managed as you like (play, edit, assign, etc.).

Individually Upload Activities made with Boardmaker v.6 or Boardmaker Studio

Uploading your activities individually allows you to provide description, tags, and to associate standards with the activity as you upload.

1. Select the **Activities Tab** and then **Upload Activity > Upload Single Activity**
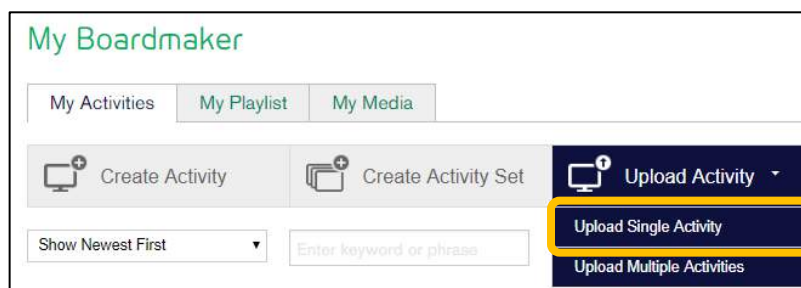
2. Review the rules for uploading. **Select Browse.**
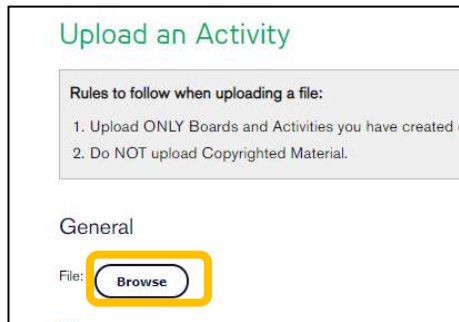
3. **Click Select** to navigate to your activities.
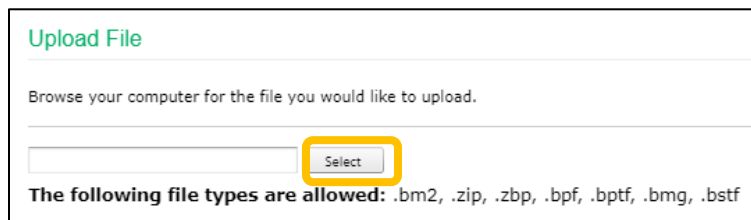
4. Navigate on your computer to your Documents. All **Boardmaker v.6** activities are stored in **My Documents>My Boards**. All I **Studio** activities are stored in **My Documents>Boardmaker Studio/My Projects.** Select the appropriate folder and click **Open.**

5. Click to highlight the specific activity you wish to upload and click **Open.**

6. A form will open.

The **Title** is brought forward. You may edit if you like.

You may add a **Description** if you like.

Language is brought forward.

Select the Privacy dropdown menu if you would like to share the activity, either with Everyone (the whole Boardmaker Online community) or My Organization Only (just your enterprise or school district).

Select Associate Educational Standards to attach standards (Common Core or your state) to the activity.

7. Click in any boxes to add information about the activity. You may also add verbal tags in the **Tags** text box. When complete, Select Upload File.

8. A message will let you know that the upload was successful. Click **Finish**.

9. Access your activity at **My Boardmaker > My Activities**.

Uploading multiple page boards as one activity:

If the single Boardmaker v.6 activity that you wish to upload has multiple pages, you must **first put the pages in a folder** within My Boards (v.6.)

1. Right click your cursor on the folder and **select Send to > Compressed (zip) folder.**
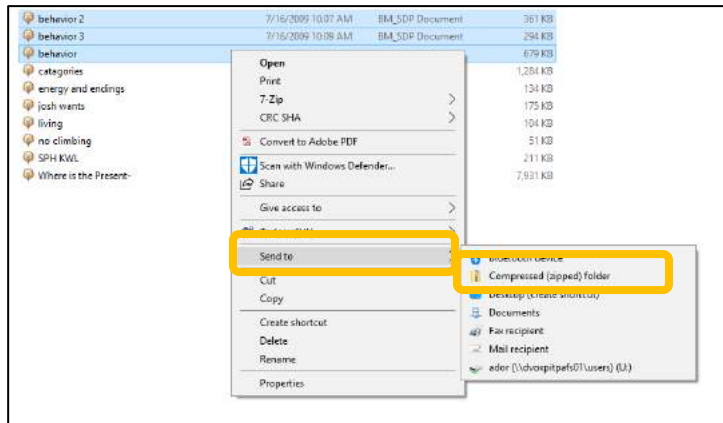
2. **Select the zipped file** and **Open** to upload.

3. Complete the form as in steps #6 & 7 above and then **click Upload File.**

4. As a final step you may reorder the pages of your activity if needed. **Select Next.**
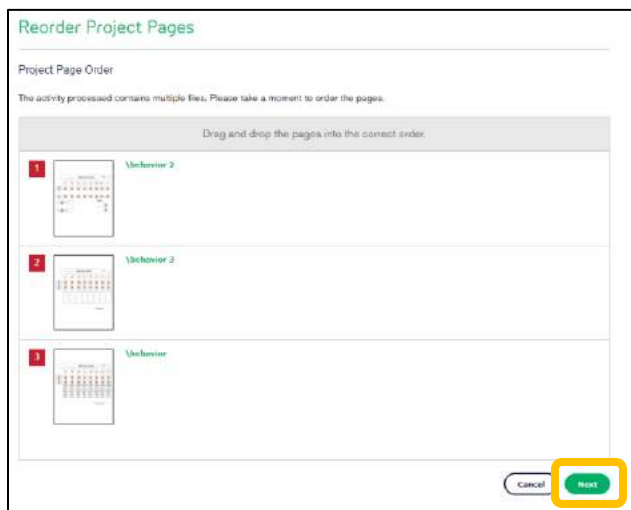
5. Select Finish.

Processing of your Activity is Complete!

Behavior has been successfully processed!

Your Activity **Behavior** has been processed successfully. To access it, simply go to the My Activities tab on your My Boardmaker page and select the activity from this list.

Finish

Section 4: Searching for Premade Activities

Boardmaker Online allows you to search for thousands of ready-made activities. These activities can be used as-is or edited to meet your specific needs.

Why? Using ready-made activities can save you time and give you fresh ideas for using Boardmaker with your students.

To search for activities:

1. **Click the magnifying glass icon** on the toolbar within your Boardmaker Online account.

2. Type a search term into the text box that opens and **Enter**.

3. Use the filters in the *Narrow Your Results* column to focus your search. Scroll down to view and add additional filters.
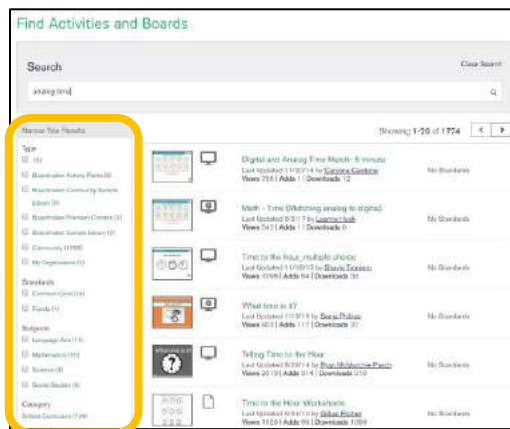
NOTE: If you would like to capture student performance data from assigned activities, select *Performance Enabled activities*, identified with an icon of a computer monitor with a "P" inside. You can also find performance tracking activities by selecting **Interactive with Performance** as you narrow your search.

4. To view an activity within the results, **click the activity name** or thumbnail view.
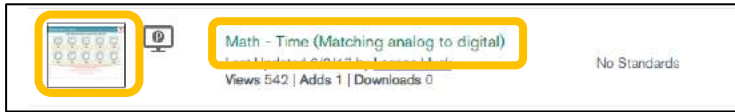
5. Use the tools on the blue toolbar above the activity to add the activity to your My Activities, preview (Play), Send to a Friend, or to Add a copy of the activity to your own Playlist.
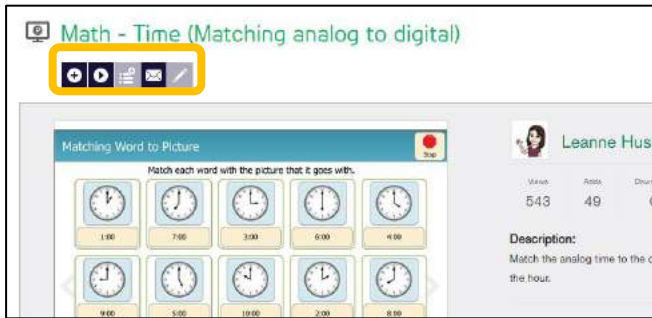
6. Use back arrow to return to your search landing page.

7. If Added to your Activities List, the activity can be found in your **My Activities** list and may be managed there to play, print, assign, organize, or edit.

Section 5: Managing Activities- Printing, Assigning, Editing, Playlist

Your activities are managed from the My Activities List. **Select the My Boardmaker tab** in the main toolbar to access My Activities.
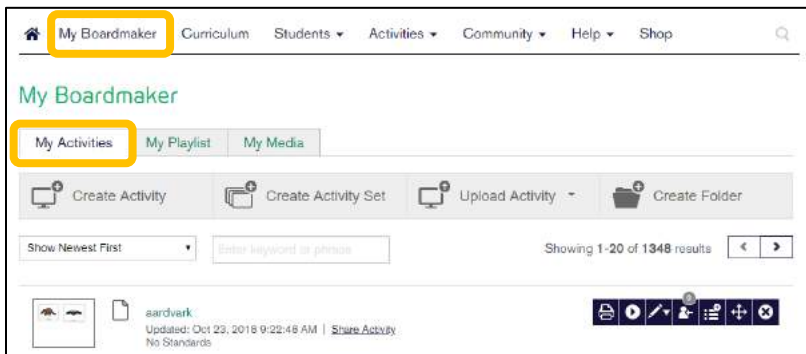
Managing Activities: Printing

Activities that have been created as print activities are identified with the print icon next to the activity thumbnail and will have a Print tool in the blue toolbar.

1. Select the **Print tool** on the toolbar to the right of the activity.

   From Print Options, **select range, number of copies, and Print Size** (Select Actual Size when printing device overlays.)

2. Select **Continue**.

3. On the preview page, **select the destination** (your printer or PDF maker).

4. **Select Print**.

Managing Activities: Editing

You may edit activities you have created, uploaded, or added from the Boardmaker Online Community.

1. **Select the Edit tool** to the right of the activity to be edited.
   The online editor will launch with the activity in edit mode. If you are using a Windows operating system, you will have the option to edit in Studio.

2. **Maximize the Online Editor window.**
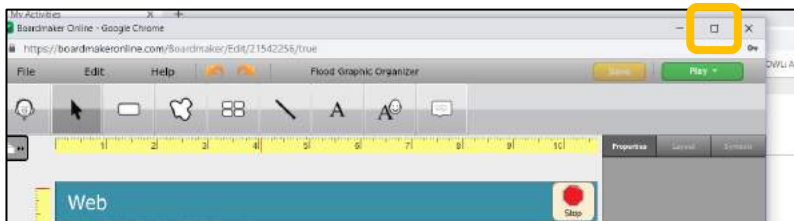
3. **Select the object** you would like to edit. Use edit-in-place to change a symbol or label. (With the button selected, type the label and then select Enter on your keyboard.)

4. **Select the symbol or digital image** you want, and then click **Select**.
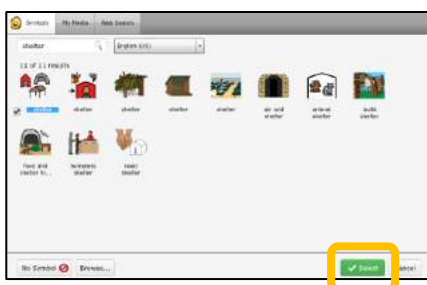
5. To change properties like font, background color, and so on, select the button(s) or object(s) you want to change and select the appropriate attributes from the Properties panel. Scroll to find additional properties including fill color, border, and button shape.
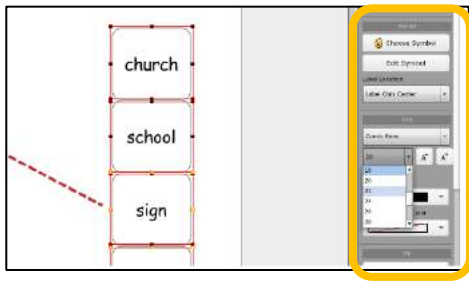
6. When finished, **select File > Save** to save your changes. To rename the activity, **select File > Save Activity As > type a name > OK.**

7. Exit the editor by closing the window.

Managing Activities: Assigning

You may assign activities and activity sets to one or more students. This allows students to access their assignments and play them with data collection.

1. **Select the Assign Activity tool** on the blue toolbar beside the activity to be assigned.

2. Your roster of students will open. **Click to add a tick mark** beside the student(s) to whom you wish to assign the activity. **Click Assign.** A copy of the activity is placed in the student's assignment list.

Managing Activities: Organizing Activities in your Playlist

1. To put a copy of an activity or an activity set in your playlist, select the **Add to Playlist** tool.

2. The tool will gray out to show that the activity is now in your playlist. Your playlist may be viewed, and its activities played in three ways:

   a. Select **My Playlist** within My Boardmaker or Select Launch Student Center in the My Playlist tab.
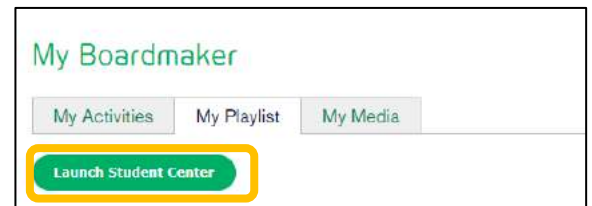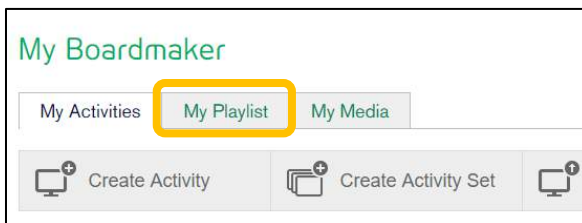
   b. Launch My Classroom View (**Students tab > My Classroom View**) and select your instructor icon to see and access activities in your playlist.
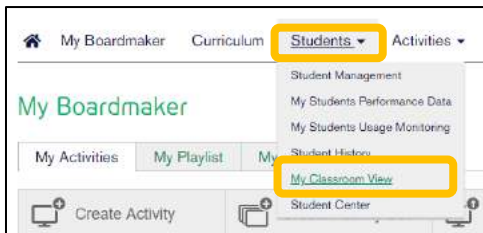
   c. Launch Student Center (**Students tab> Student Center**) and log in as instructor with your usual user name and password. Your playlist is available.
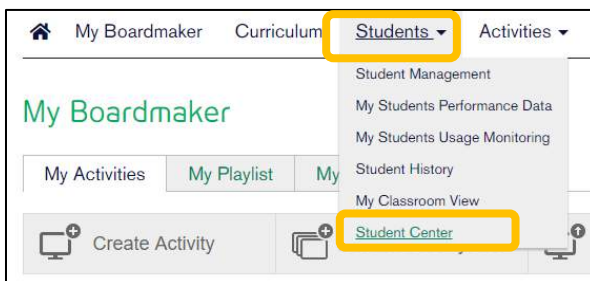
   NOTE: To access activities on the Boardmaker Student Center app on a tablet or AAC device the activities must be in your playlist or assigned to a student.

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Section 6: Playing Activities

There are several ways to play an activity. The one you choose will depend on the situation.

Playing Activities from My Activities

1. Select **My Boardmaker** from the menu bar. Select the **My Activities** tab.
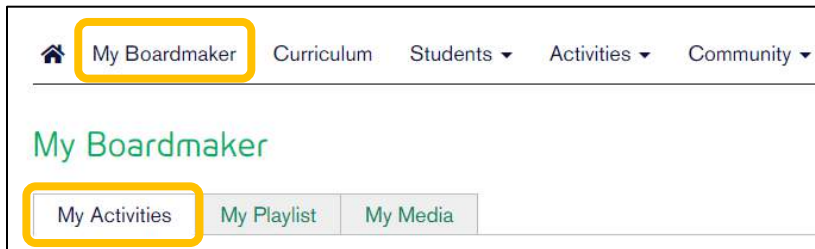
2. **Select the Play** tool in the blue toolbar beside the activity. The activity will launch in a new window and you and your students may interact with it on a computer or smart board.

NOTE: This is an option when playing activities instructionally on your computer or smart board. Data is not captured when playing from My Activities.

Playing Activities from My Classroom View

1. Hover over the Students tab and select My Classroom View.
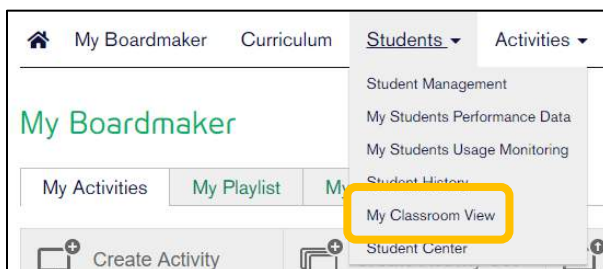
2. **Select the instructor picture/shadow** to access the instructor's Playlist. Data is not collected when playing activities from the instructor's playlist.

3. **Select the student name or icon** to access a student's assignments. This logs the student in, his or her assignments are available for playing, and data will be captured.
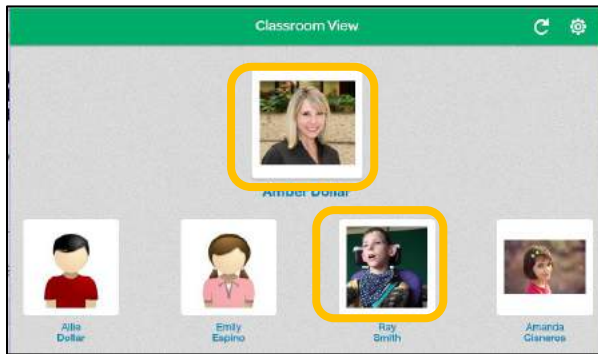
4. To return to the Classroom View landing page after viewing/playing activities, **Select the Class icon**.   The instructor password will be required for students to transition from their assignments.

NOTE: Playing activities from My Classroom View is a good option if students are completing their assignments in a computer lab or a shared computer.   Student performance data will be captured.

Playing Activities from Student Center on a computer

1. Hover over the **Student tab** and select **Student Center**.
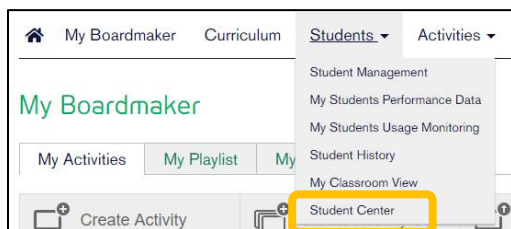
2. **Select Student/Child.** Type student's user name and password to log in directly to the student's assignment list. The student's assignments may be viewed and played (data is collected).

3. **Select Instructors, Log in Here** to access the instructor login. Use your usual instructor login credentials. This opens My Classroom View and you may access your playlist and/or any student's assignment list (as in My Classroom View information above.)
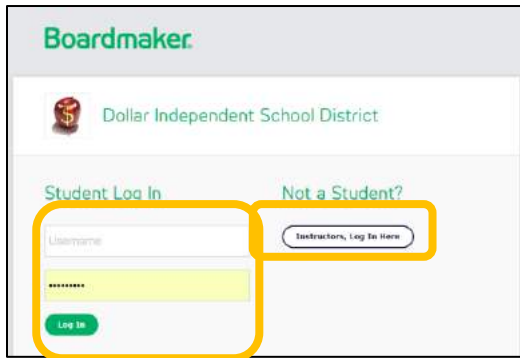
NOTE: Activities in your playlist will not collect data. Activities accessed and played in the student's assignment list will collect data.

Playing Activities from Student Center on an iPad

Your Boardmaker Online subscription includes access to the Boardmaker Student Center App. This app will allow you and the students associated with your account to access Boardmaker activities on the iPad. The app is available for download on the Apple iTunes Store at no cost. Search for the app and download it on any iPads that will be used to play Boardmaker activities.

Initial Setup of the Student Center App on the iPad

1. Log in to Boardmaker Online on your computer to find your **Account ID** on the Homepage. You will need the ID for a one-time setup of the Boardmaker Student Center App on iPad.
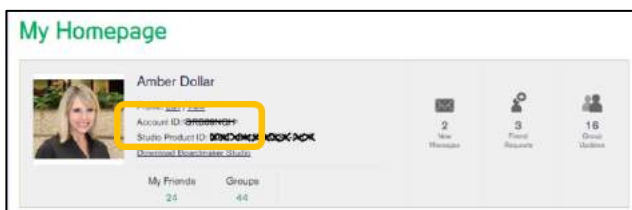
NOTE: Within your district, all instructors have the same Account ID.

2. **Download the Boardmaker Student Center App** from the Apple App store on your iPad.

3. On the iPad, select the **Student Center App icon.**

4. **Select Next** to set up the app.
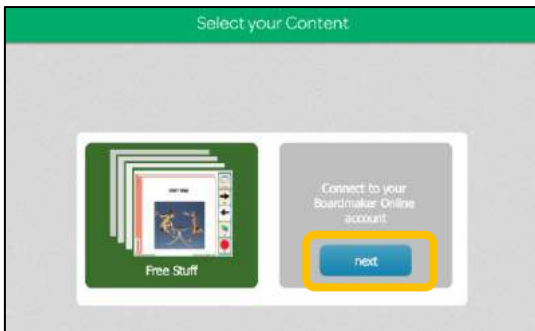
NOTE: Check out Free Stuff to see activities, games, and curricula included with the app.

5. Enter your Boardmaker Online Account ID, Click OK, and Select Next.
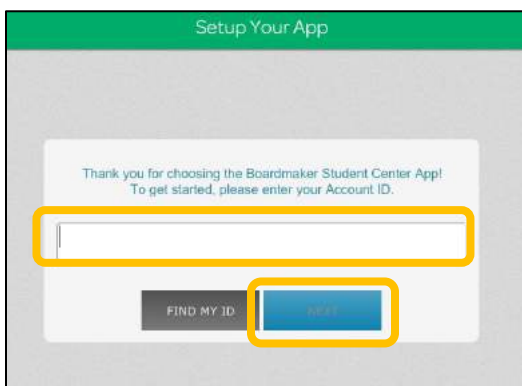
NOTE: Once you follow this set up procedure, every subsequent time you open the app, you will see the Who are You screen. You will not need to enter the account ID following the initial set up.

Playing Activities on the Student Center App on the iPad

NOTE: Activities must be assigned to a student and/or put in your Playlist to be accessible on the Student Center App on the iPad

1. Open the Boardmaker Student Center App by **selecting the icon** on your iPad.

2. **Select Student/Child or Instructor/Parent.** Choose the option that best describes the person who will be using the iPad.
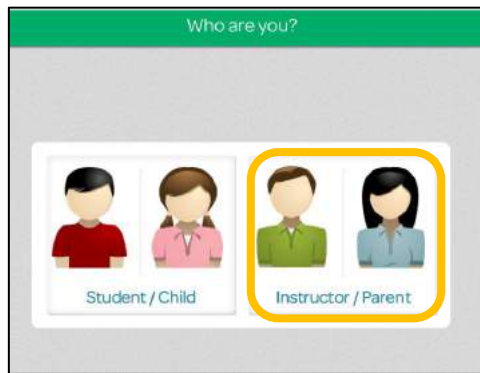
NOTE: You may log out of the App and make a different selection when you open the App again.

3. If logging in as Instructor, **enter your email address and Password**. This will open Classroom View. You may select your icon to access your playlist, or a student icon to access their assignment list. **Select Sign In.**
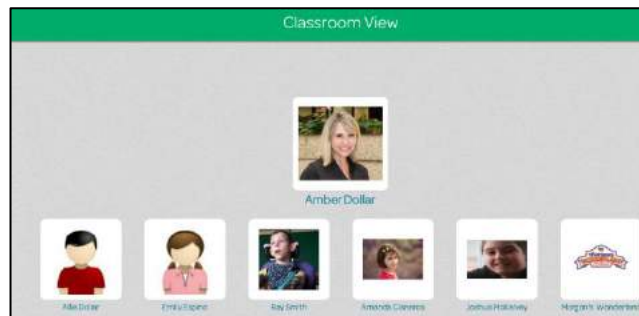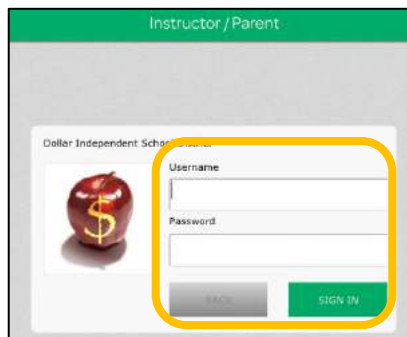
4. If logging in as a Student, **enter the student's Username and Password** (found in their student profile). **Select Sign In.** This will open the student's assignment list and activities may be selected and played. Data will be collected.

Navigating the Student Center App on the iPad

1. Select any thumbnail view to launch and play the activity.
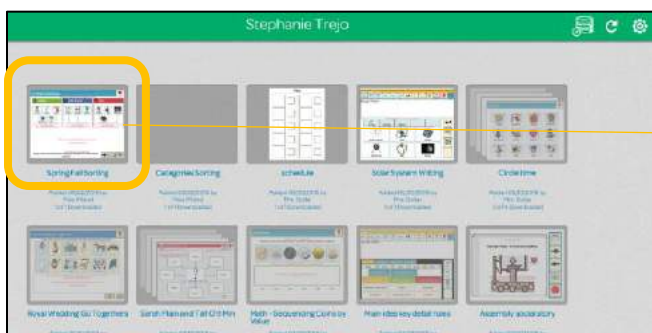
2. Select Stop on the activity to return to the playlist.
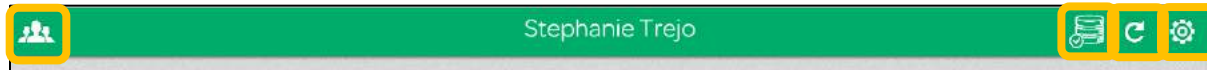
3. Select the Classroom icon to return to the Classroom View.

4. Select the Data Management Icon to check storage and clear the cache.

5. Select Refresh to update your playlist or student assignment list. This is only necessary after adding or removing activities from the playlist/assignment list within your Boardmaker Online account on a computer.

6. Select the Cog to change user settings, repair activities, or log out of the Student Center app.

User Settings on the Student Center App on the iPad

From within the Student Center App, you can make changes to the access method, voice settings, interface settings, and data management.

1. **Select the Options menu** (cog) and then **User Settings** from the dropdown menu.
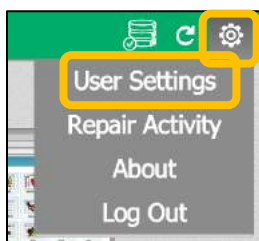
This will open the Tools menu.
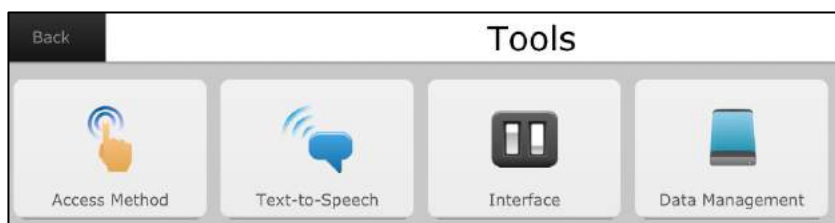
a. **Access Method**– allows you to set access and any applicable settings for that access. Select the radio button next to the preferred access method. Select settings to choose specific settings for each access method.
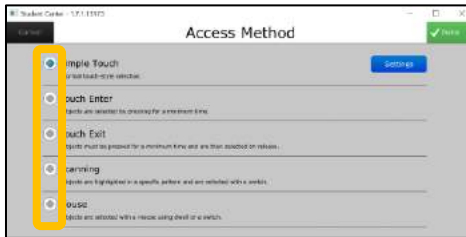
b. **Text to Speech**– allows you to set voice, volume, and rate.
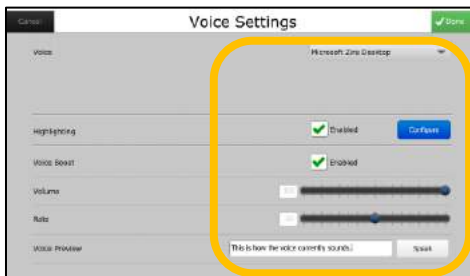
c. **Interface**– allows you to make changes to default interface settings including the ability to hide the toolbar or set passwords for toolbar access, and to set message window preferences.
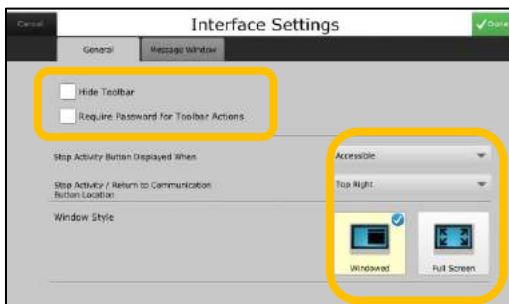
d. **Data Management**– allows you to view your storage space and clear cached data.

Section 7: Managing Student Assignments

Activities are assigned to students from My Boardmaker > My Activities, but the assignments are managed within each individual student's profile. To view and manage assignments, **Select Students tab > Student Management > Student ID.**
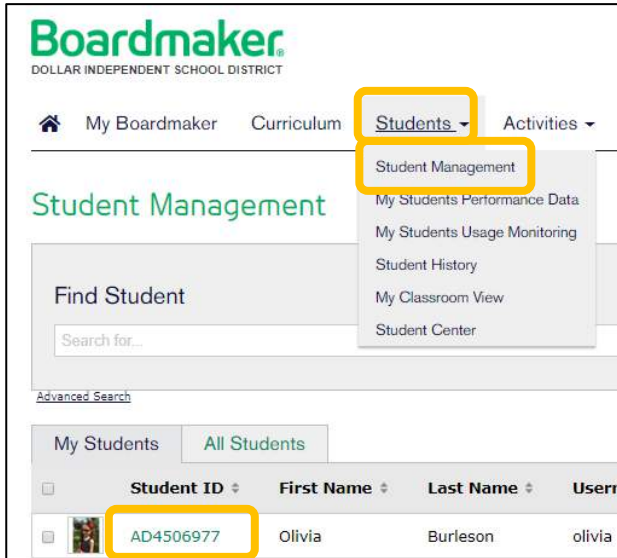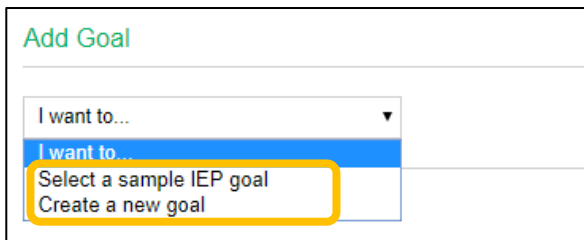
Add and Associate IEP Goals with Educational Standards and Assignments

1. Within the student profile, **Select IEP Goals** tab, then **Select Add.**
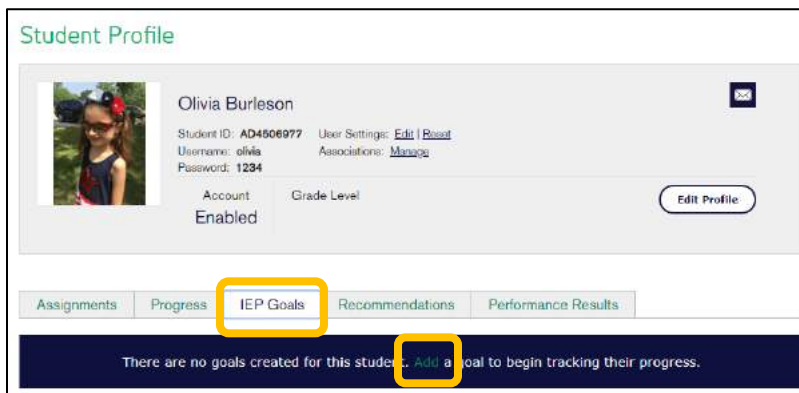
2. **Select a sample IEP goal** to view and edit sample goals or **Select Create new goal** to enter your own.
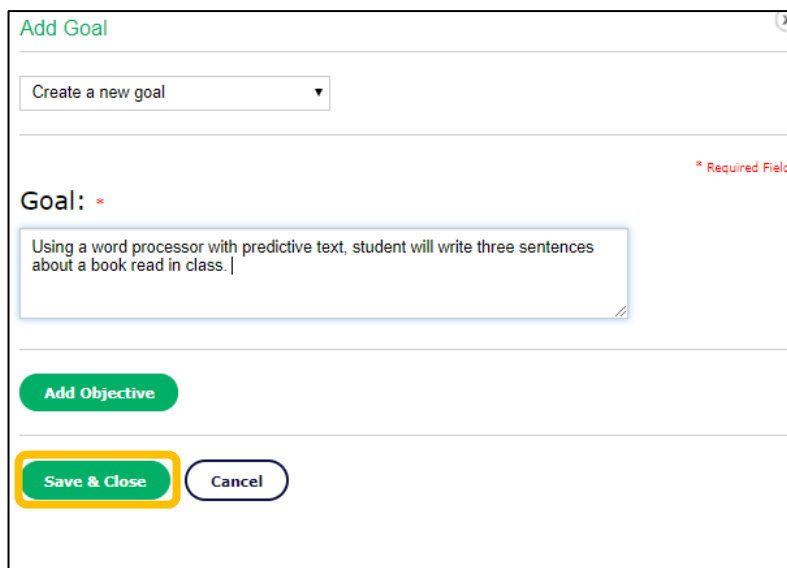
3. Select goals (if using samples) or enter your goals and objectives in text fields (if creating new. You can also copy/paste from your IEP software or other documents.
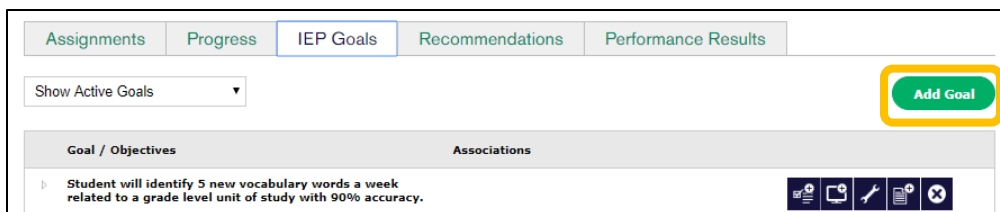
4. Select **Save and Close**.

5. To add additional goals, **Select Add Goal from the IEP Goals tab.**

6. Repeat as needed, beginning with step 2.

7. To associate educational standards with goals, select **Associate Standard** tool from toolbar.

8. Use the dropdown menus to select standards, grade level, and subject area.
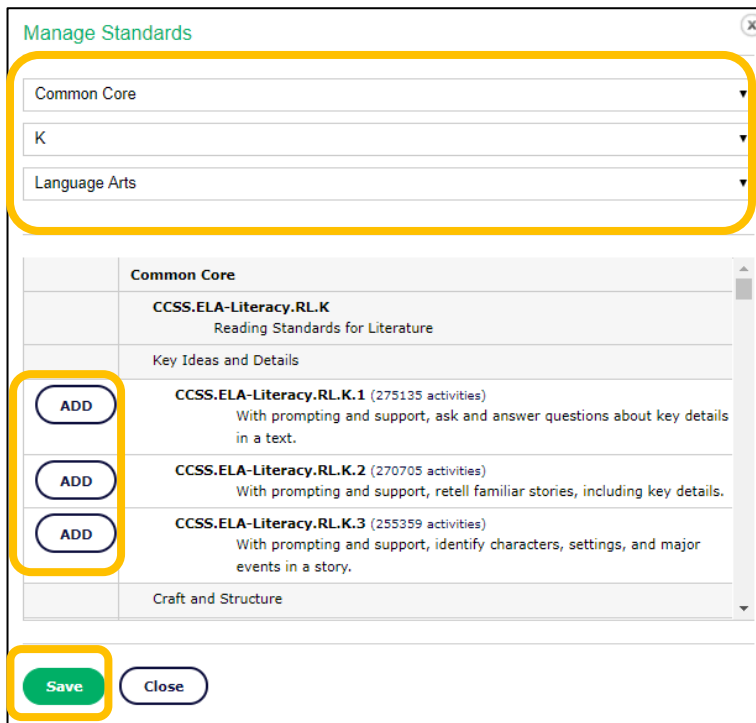
9. Scroll to view goals within your settings and Select **Add** beside any standard you would like to associate with the goal. You may associate multiple standards. **Select Save** when complete.

10. To associate student assignments to IEP goals, **Select Manage** from the activity in the **Assignments** tab.
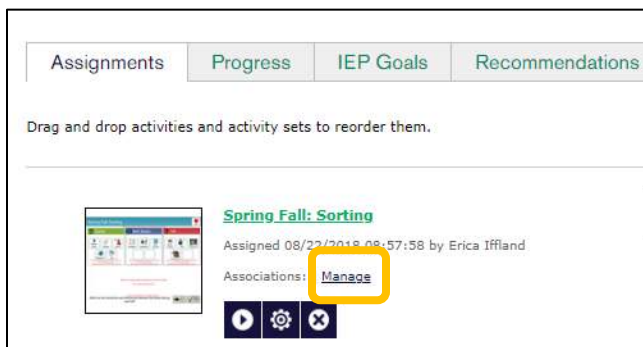
11. **Select the checkbox** for any appropriate goal(s) and objective(s). Use the scrollbar to view more of the student's goals. **Select Save and Close** when complete.
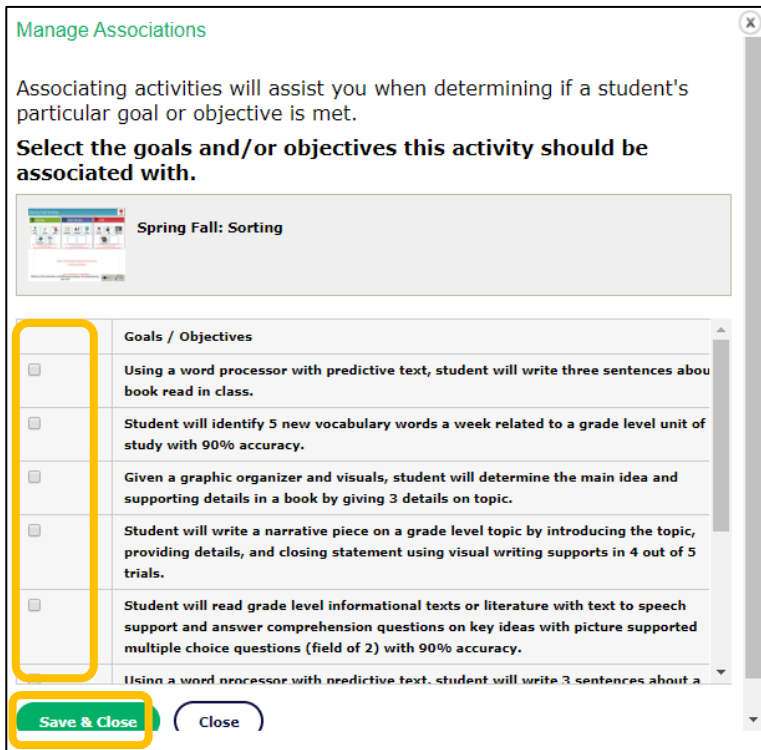
Personalizing Student Settings for Playing Assignments

1. Set the support level for assigned activities when the activity allows it by **Selecting Supported Mode** or **Independent Mode** beside the activity.

2. Personalize the student's User Settings by selecting **Edit**.
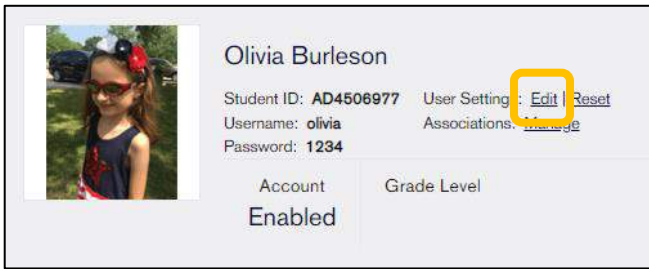
3. Within User Settings you may change default settings to interface, access, speech settings, and symbol settings by selecting the appropriate tab and making changes.

Playing, Removing, or Editing Activity Settings within the Assignment List
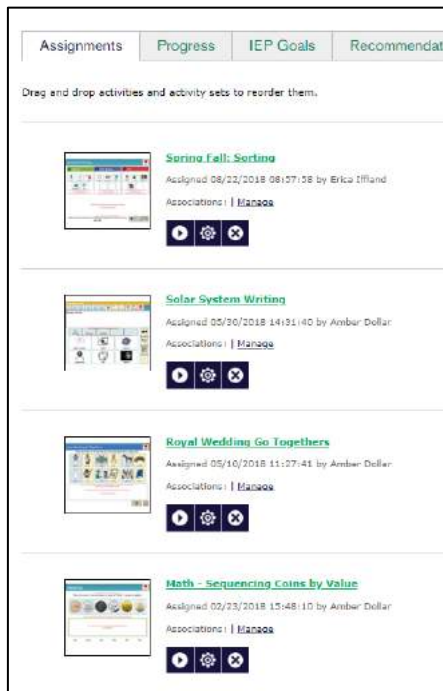
1. **Select Play** to preview or play an activity.
   NOTE: Data is not collected when playing from the assignment list.

2. **Select Edit Activity Settings** to make changes to settings including support, feedback, and rewards.

3. **Select Remove Activity** to delete the activity from the student's assignments. This does NOT remove it from My Activities.

Section 8: Tracking Student Progress

When students play assignments while logged in to the Student Center or Classroom view, data is collected. Usage data is collected for all activities; additionally, performance data is collected when the activity is performance-enabled.

To view student data:

1. **Select the Students tab**, then **Student Management** from the dropdown menu.

2. **Select the Student ID** from your roster.
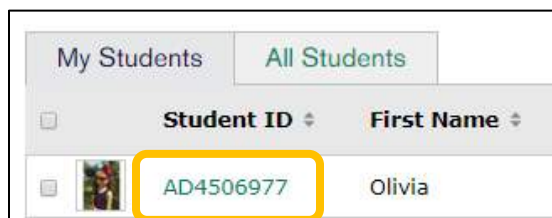
3. **Select Performance Results**.
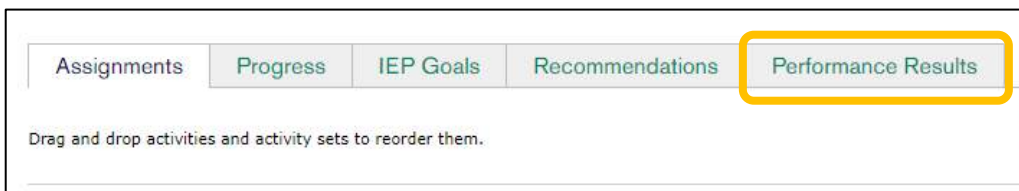
4. Data is organized in sessions by date of login, with most recent at the top. **Select the expansion arrow** beside a date or **Select the Expand All** button to expand all sessions.

5. The session will expand to show all the activities played by the student during that session. **Select the expansion arrow** beside an activity to view performance data.

Start time, stop time, and total duration reveals usage data for each activity.

6. Specific data will depend on the nature of the activity. Data may be in the form of a writing sample (i.e. writing activity), word list (i.e. word scramble), table (i.e. sorting), etc.

7. To view data related to activities associated with IEP goals, **select Progress** within the student's profile. Activities associated with each goal are shown by date played and include score. **Select any activity box** to see detailed performance data.

Section 9: Collaboration

Sharing Student Accounts

A student account may be associated with multiple instructor accounts, reflecting shared responsibility for the student by members of the team. Every instructor assigned to a student may assign activities, add IEP goals/objectives, and view usage and performance data for that student.

To add instructors to a student profile:

1. **Select Students tab**, then **Student Management**
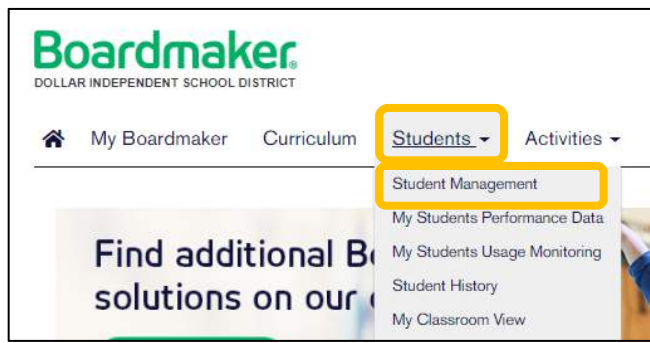
2. **Select the Student ID** to open the Student Profile.

3. **Select Edit Profile**

4. Scroll to Assign Instructor(s) and **select the arrow** to access the Instructor Roster. **Select an instructor name** and **Select Add**. Repeat to add additional instructors as needed. **Select Save and Close** when complete.

NOTE: The student will appear on the student roster of all assigned instructors.

Share Activities with Colleagues

You may share your Boardmaker Online activities in multiple ways:

- Share with the Boardmaker Online Community
    o With Everyone
    o With Your Organization Only
    o In Public or Private Groups
- Share with a friend

Share Activities on the Boardmaker Online Community

8. **My Boardmaker> My Activities > Share Activity**

9. Edit the *Update File* form.

The **Title** field will be auto-populated. You may edit if you like.

The **Description** field is auto-populated. If the activity was created with a template, the description is of the template. You may wish to edit this to reflect the content of this specific activity.

Language and Activity Type fields are auto-populated.

Select the dropdown menu below **Privacy**. Select **Everyone** (to share globally) **or My Organization Only** (to share only with colleagues within your district or enterprise).

Designed for Scanning will be auto-selected under **Accessibility** if you created the activity with an interactive template.

Select **Associate Educational Standards** to browse standards if you would like to make associations (optional).

You will see a list of the Community Groups (public and private) to which you belong under **Availability**. Click to add the activity to any group(s).


Click to tag the activity by Grade Level, Category, etc. (optional).

Add tags to the text box (helpful to include topic and task or template type).
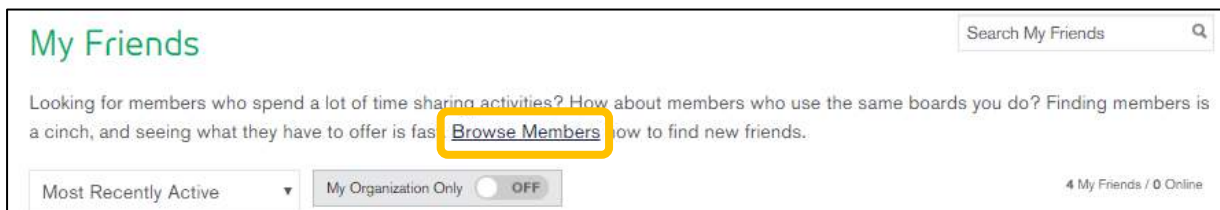
Select Update File. Your activity is now shared.

Share Activities with Friends

1. To share with friends, you must first invite Boardmaker Community members to be your friends. Select **My Friends** from the Community tab dropdown menu.
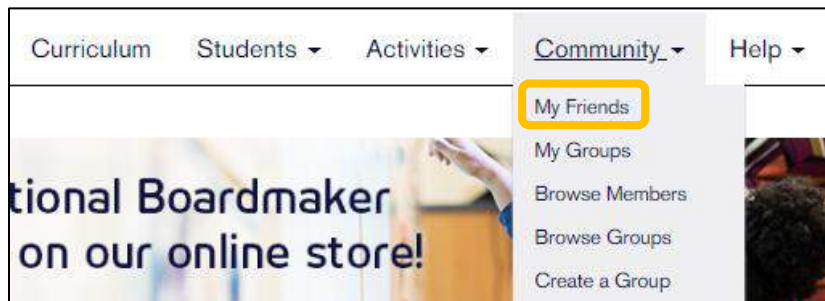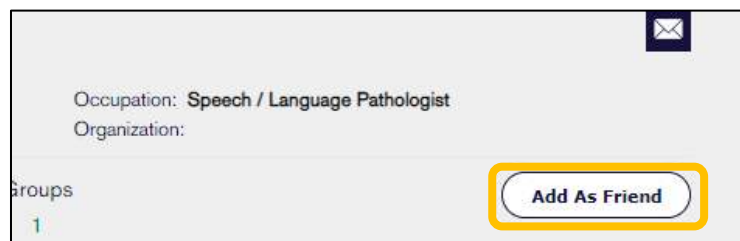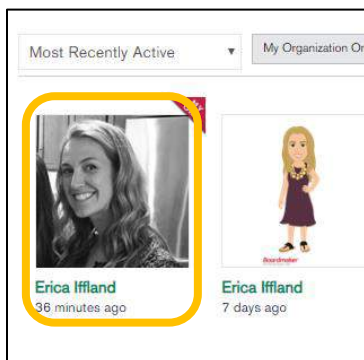

2. If you wish you may first click My Organization Only to narrow to only members of your district or enterprise. Click <u>Browse Members</u>.
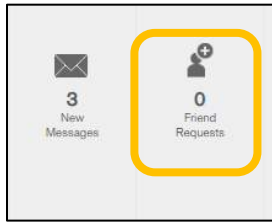

3. Enter the name in the search box and Enter.

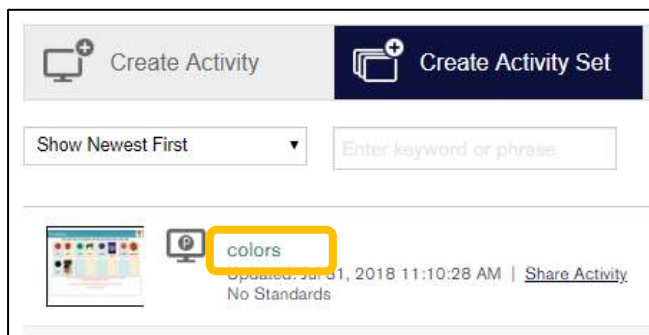4. Select the person from your search results and Click **Add As Friend**.

NOTE: The Friend Request will appear on the invitee's home page. The invitee will click Friend Request to open and accept the invitation.
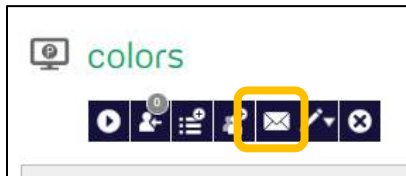

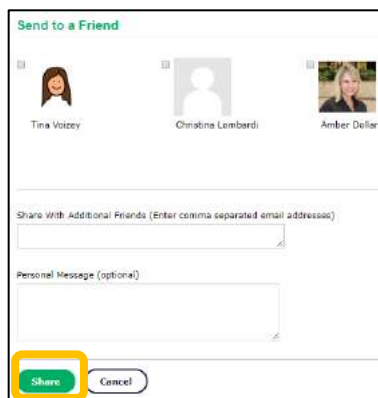
Share an Activity with a Friend

1. Select the name of the activity to be shared from **My Boardmaker>My Activities**
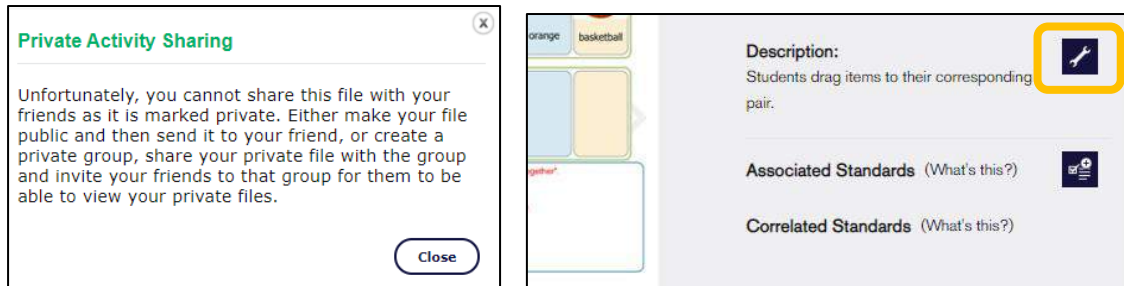

2. Select **Send to a Friend** from the toolbar.

3. Select the friend, add a message if desired, and click **Share**.

4. If you have not shared the activity before (it is still private) you will get a notice with options for sharing. Click **Close** and then the **Wrench tool** to access the Edit Activity form to change privacy setting.

5. The recipient will receive a message on his or her home page when an activity is shared in this manner. They will select **New Messages** to click on a link to the activity.