Classroom Hub user guide

A short tour of each screen for teachers, the school office, and families

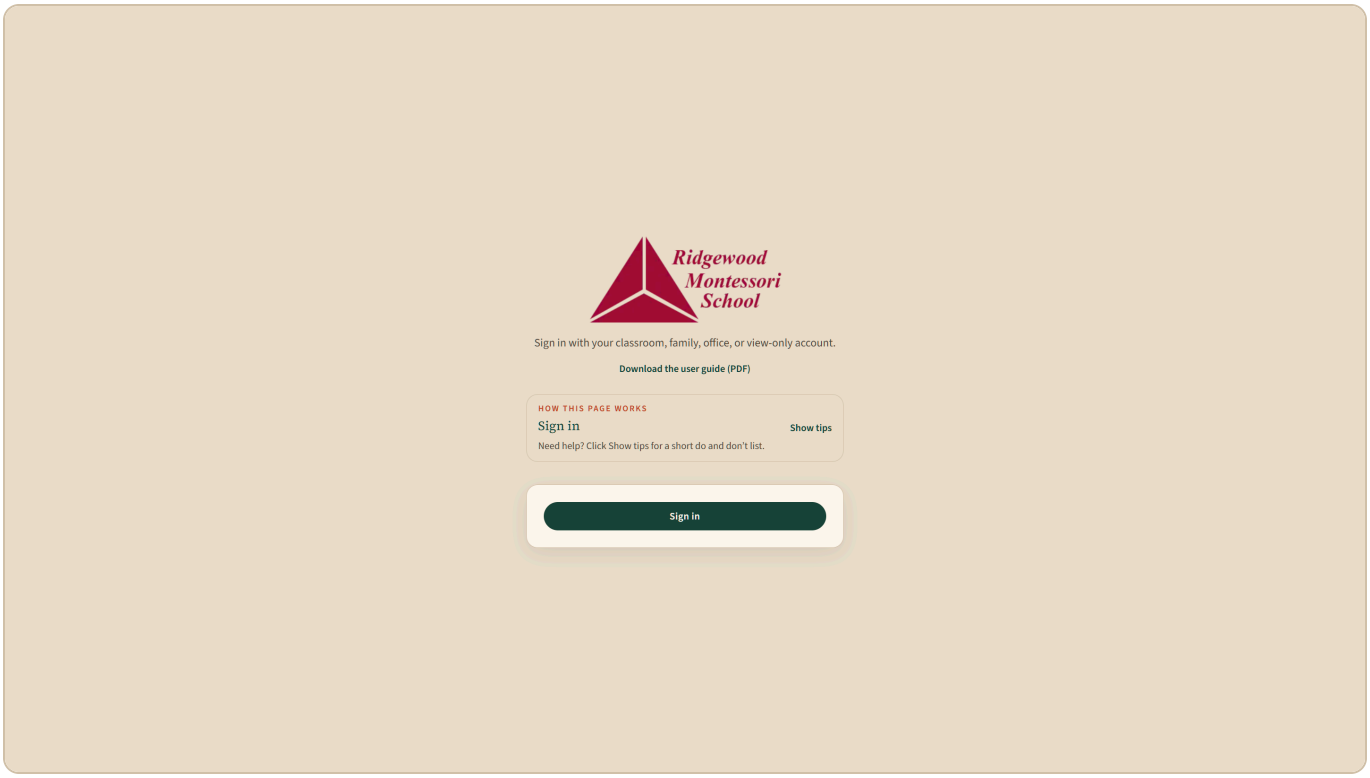
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Classroom Hub is the school's records site: attendance, dismissal to a parent, After-care, or enrichment, students, lessons, photographs, forms, and progress reports. Sign in at the school address the office gave you. This guide is public on purpose, so it uses labeled layouts rather than pictures of real children.

> After you sign in, every screen also has a **Show tips** panel with a short Do / Don't list for that page.

1. Sign in

Teachers, office staff, support, view-only office, and parents each use the login the school set up. Parents must use the same email as the invite or photograph notice. Do not share passwords or open a photo link with a different email.

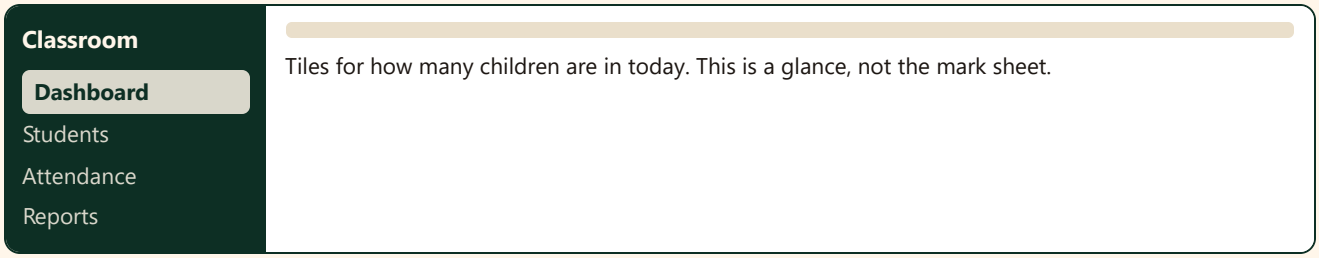


2. Classroom (teachers and office working in a room)

After sign-in, teachers land in their classroom. Office, support, and view-only staff pick a room from the classroom list at the top. The dark green menu on the left is the list of jobs. The classroom name on the left is the room you are editing — check it before you save.

MENU · DASHBOARD

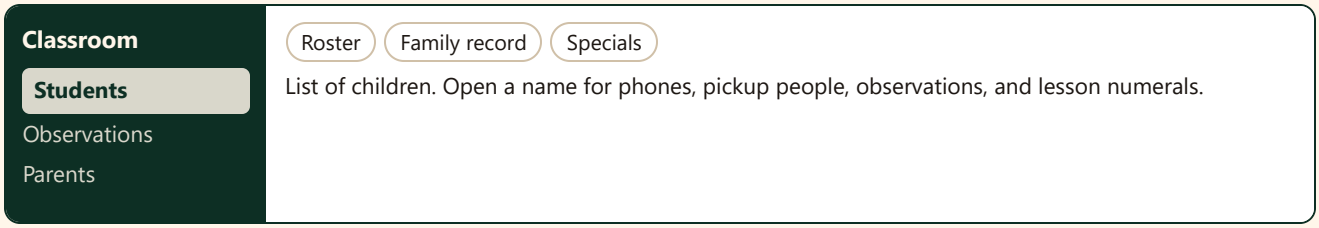
Classroom dashboard



Open Attendance to mark who is here. Do not try to tap P or A on this board.

MENU · STUDENTS

Students



Set an end date if a child is leaving. Moving rooms is usually an office job unless the office unlocked Move for this classroom. On Add a child, Link a parent from any classroom lists every parent in the school, with the classroom name beside each one. Choosing a parent links that same record here and keeps the invitation already sent. Specials on a child's page start collapsed; expand them to write notes. Import from CSV adds new children, parents, and pickup people. It does not change people already in the room. Open CSV file help for the column names.

MENU · OBSERVATIONS

Observations

Teacher notes for this room only. Parents do not see these here. Save each child, then Share if another classroom needs the same note. Saving later updates classrooms you already shared with. Use a published progress report for wording families should read.

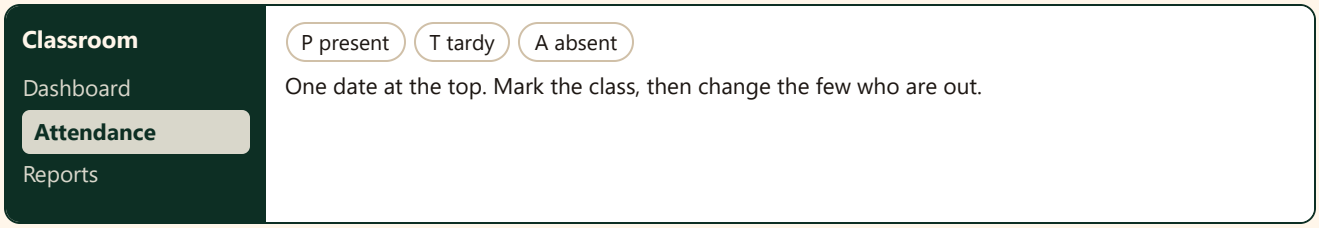
MENU · PARENTS

Parents

Adults linked to children in this room. The same email is one parent for the whole school, so a parent with children in two classrooms is one record. Keep phone and email current. A change here shows in the other classroom. Saving a parent does not email them. Send invite on one parent, or Invite All for everyone who has not been invited. A second run skips anyone already invited. If another classroom already sent the invite, this list shows Invited and the button is Resend invite. Open one parent to resend. Photograph and form emails go to that address. When a child moves rooms, the parent stays linked and is added to the new room. Do not add that adult again.

MENU · ATTENDANCE

Attendance

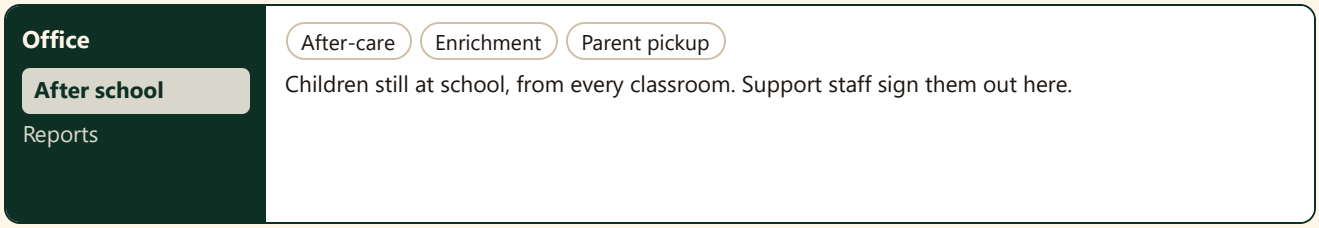


P and T count as in school. S (sick), E (excused), and V (vacation) count as out. A sign-in at or after the school tardy time, set under School settings, marks T. An earlier sign-in marks P. You can still change the letter. To fix yesterday, change the date first. T is late-but-here, not out all day.

Before school close, Sign out records a parent pickup. Hover Sign out to read that. At school close, Sign out offers Parent, After-care, and each enrichment program. Parent stays on that list when a child leaves a few minutes after close, such as 3:48. Choosing a program means the child is still at school. The classroom then shows “In After-care” or “In” the program name. Sign-out from school happens later, on After school.

ATTENDANCE · AFTER SCHOOL, OR OFFICE · AFTER SCHOOL

After school



Open the program that has the child. Parent pickup is the sign-out from school. On an enrichment program, send a child to After-care when the program ends and the parent is not here yet. Use Undo if a child was sent to the wrong place and has not been picked up. Do not use Parent pickup for a move from enrichment into After-care.

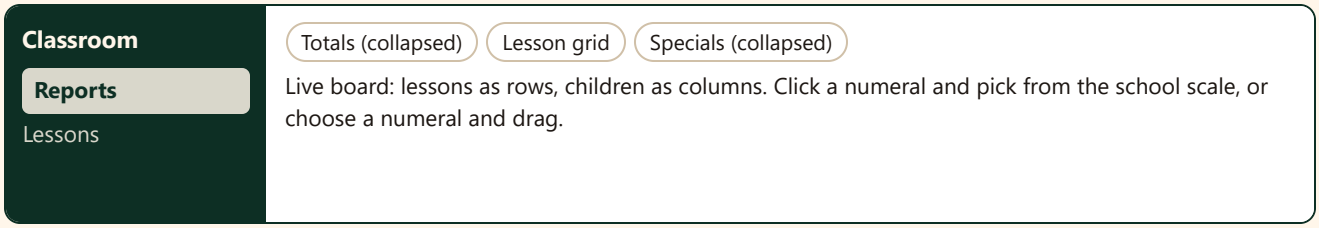
After-care time is stored for later billing. A child who walked over from class is billed from school close, even if the walk is a few minutes off. A child who arrives from enrichment is billed from that arrival. A pickup before school close is zero After-care minutes. Enrichment with no After-care has no After-care fee. The school does not type the fee on this page.

MENU · REPORTS

Attendance report

A letter grid of marks already taken. Live, not a packet you publish. Fix a letter on Attendance, not here. The office Reports page also has After-care and Enrichment tabs for the same dates.

Working progress



Parents do not see this screen. Collapse a topic to hide its lessons. Generate and publish a progress report when a term should go home.

Progress reports

Term snapshots (Fall, Winter, Spring). Generate from the live board, then Publish. Families see a report only after Publish. Hover a lesson name, or tap it on a phone, to read that lesson's description. Those words are copied when you generate the report, so an older report needs to be generated again before the description appears. Update from live progress if you fix marks later; you can print a copy.

MENU · LESSONS

Lessons

Classroom topics up to three levels (topic → subtopic → lesson). The Lessons menu appears for teachers only after the office turns it on for that room. Office staff see it when they open a classroom, unless a support account has that menu hidden. Mark children on a lesson or By student. When this room can edit its own plans, Remove sits on the same row as the topic or lesson. Do not nest more than three levels.

MENU · PHOTOGRAPHS

Photographs

Uploads stay drafts until you Publish. Click a picture to open it in its own 4 by 6 inch window, tall or wide to match the photo. The window uses the full photograph. If nobody is selected under "Who is in this picture?", the picture is for Everyone. Publish emails each child's primary parent a short /p/ weblink. Email that /p/ link — never the picture's web address. Replace link if an old code should stop working. Right-click save and dragging a picture off the page are turned off. A screenshot can still capture it. Do not post weblinks on social media.

MENU · FORMS · NEWSLETTERS · SETTINGS

Forms

A permission slip is for a trip: the parent grants or declines, then types their name. An acknowledgement asks them to type their name to confirm they read it. That typed name is the school's record. It is not a drawn signature. Families see a form only after Email parents, which goes to each child's primary parent. The respond-by date is a reminder and does not close the form. A parent can open it again and change the answer. Check the title and file first.

Newsletters

One letter per month. Families see it after you publish. Keep individual progress and draft photos out of it.

Classroom settings

Which specials this room offers. Lessons menu and child-move stay with the office unless they unlock them for this room. The public classroom page (/c/) is the story and letters visitors can read without signing in. It is not in this menu. Keep unpublished photos and private child notes off that page.

3. School office

OFFICE DESK

School office home

Rooms, people, templates, and school settings. To take attendance or photos, open the classroom from Classrooms.

Staff

Viewer and Support logins are not tied to one classroom. A viewer can look at every room and cannot save. Support starts with Students, Parents, Attendance, and Photographs on view, Forms and Student import on modify, and the other menus hidden. Set each menu to Hide, View, or Modify, then save. A hidden menu is left out of that person's sidebar. Leave Attendance on View or Modify so support can open After school and sign children out of enrichment or After-care. Hide removes that page. Remove account deletes that Viewer or Support login. It does not remove a teacher or a parent. Invite classroom teachers from Classrooms, not from Staff.

Classrooms

Every room and its teacher. Invite teachers from here so sign-in lands in the right room. Assign specials the room offers. Remove classroom deletes that room's children, parents, lessons, photos, and teacher logins. Check the box first.

Students (office list)

Every child in the school. This is the usual place to move a child. Parents follow automatically — do not enroll them again or move parents as a second step.

School parents

Link directory adults to a family login, or resend the sign-in email. Use the email they will open photographs with.

Lesson templates

Build a plan once (three levels), copy into rooms, then Publish updates. On an empty template, Import from CSV can load the outline. Teacher-added lessons and child marks stay.

School forms

Permission slips and acknowledgements for one room or the whole school. Email parents is when families see them, and that mail goes to each child's primary parent. The parent types their name to grant, decline, or acknowledge. View-only staff cannot send. A classroom can see a school-wide form's answers for its own children, but cannot change that office form.

After school

Office menu for support staff. Children sent from class to After-care or enrichment appear here, from every classroom. Parent pickup signs them out of school. Enrichment can send a child on to After-care. Support does not need to open a classroom first.

School attendance

Three tabs share one date range. Attendance is letters across classrooms. Teachers still change those letters inside each room. After-care lists children who used After-care, with days as mm/dd and hours in decimals. Print still here is the end-of-day sheet with a blank sign-out line. Print hours is the billing list. Enrichment lists who was sent to each program and the mm/dd dates. A small school seal prints at the top left of these sheets.

School settings

Attendance emails, the tardy start time, school close, After-care and enrichment programs, the specials list, progress numerals, which rooms see the Lessons menu, and which rooms may move children. Tardy start is when a sign-in is marked T. School close is when After-care and enrichment appear on classroom Sign out, and when After-care billing starts for a child who walks over from class. After-care is already on the program list. Add each enrichment program the school runs. Unlock Lessons or child moves only for rooms that should have those tools.

4. Family portal

PARENT SIGN-IN

Family home

Your own children, classroom letters, and the left menu. There is no directory of other families. Always use the email on the invite or photo notice. You will not see the teacher's live working board. If your children are in more than one classroom, choose the classroom at the top. Photographs, attendance, progress reports, meetings, forms, and classroom letters then show that room only.

Photographs

Published pictures tagged with your child or Everyone, for the classroom you selected. A picture with nobody tagged is treated as Everyone. Drafts at school do not show. Click a picture to open it in a 4 by 6 inch window matched to the photo. Right-click save is turned off. A /p/ link only works for the email it was sent to.

Attendance

Letters the classroom recorded: P present, T tardy, S sick, E excused, V vacation, and the others on the legend. Sign out is the time a parent took the child home. You cannot change marks here — ask the classroom if something looks wrong.

Progress reports

Published term snapshots only. Empty list means none is published yet. Hover or tap a lesson name to read its description, when the classroom included one. You can print a copy.

Forms

Papers the school emailed. For a trip, choose grant or decline and type your name. For an acknowledgement, type your name. You can open the form again and change the answer. That typed name is the school's record, not a bank-style signature. Drafts stay at school until they are emailed.

5. Photograph weblinks

A /p/ address in email is not a public gallery. Sign in with the parent email on the notice. Click a picture to open it in a 4 by 6 inch window, tall or wide to match the photo. Right-click save is turned off. Bookmark the link if you like; it works until the classroom replaces it. Do not forward it and expect a different email to open the pictures.
