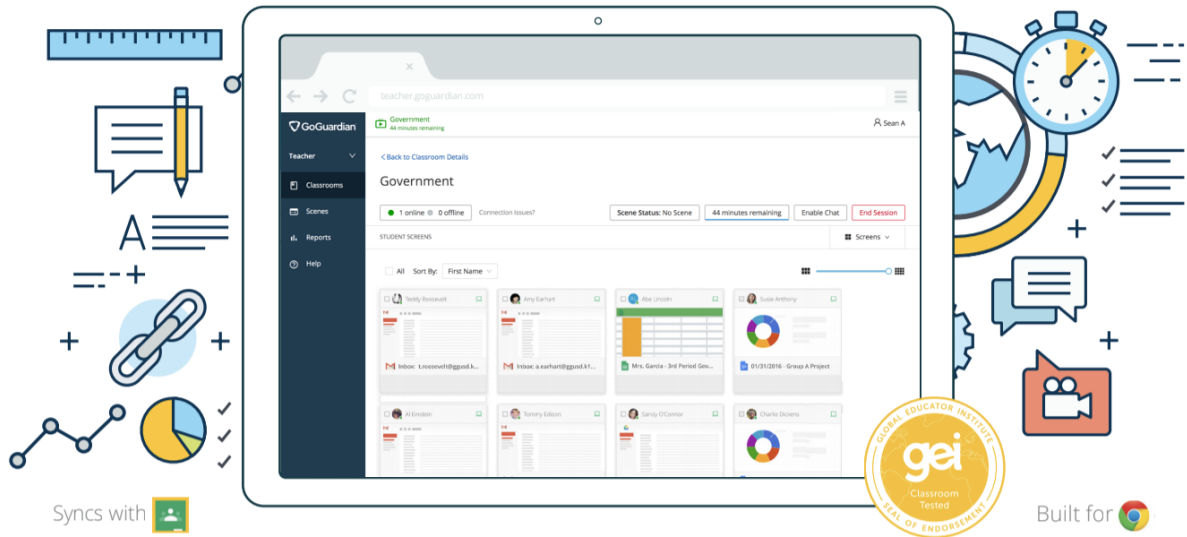


GoGuardian Teacher

Training Guide



More Learning. Less Distraction.

Welcome to GoGuardian Teacher!

We're excited to get you started using GoGuardian Teacher in your classroom!

After completing the setup using this guide, you will be able to do the following:

- Monitor live data from student screens during a **Classroom Session**.
- Regulate students to particular websites of your choosing by utilizing a **Scene**.
- Send **Commands** (incl. Open Tab/Close Tab/Lock/Unlock) to redirect student activity.
- **Chat** with students, send a **class announcement**, or take a **snapshot** of their screen.
- **Review** student activity after a session is completed.

We hope you enjoy using GoGuardian Teacher and find it helps you maximize learning and minimize distractions in your classroom.

Sincerely,

The GoGuardian Team

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OBJECTIVE

Teachers will be able to create a classroom, enroll students, and become familiar with all GoGuardian Teacher features to maximize learning for their students.

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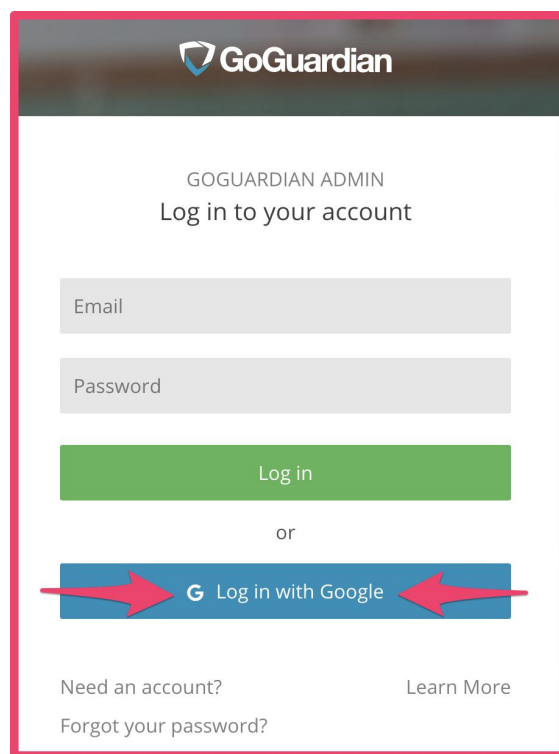
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Getting Started

Once your administrator has [created your account](#) go to teacher.goguardian.com and **Log in with Google**

You can also create a password following the steps [here](#).

Protip: We recommend using Log in with Google to avoid any extra steps.



QUICK GLOSSARY GUIDE

Classrooms are a way to organize students that should be viewed at any given time.

Sessions are a digital equivalent of a classroom period. When a classroom session begins, all enrolled students will automatically join. Once the students are connected, teachers will begin to see live screen data populate.

Timelines are a way to view multiple students active tabs during a specific time in a session.

Commands can be used interact with students' devices during classroom sessions to open and close tabs, lock and unlock devices, and chat.

Scenes are a tool to apply in a session that regulate specific sites students are allowed to access during a classroom session.

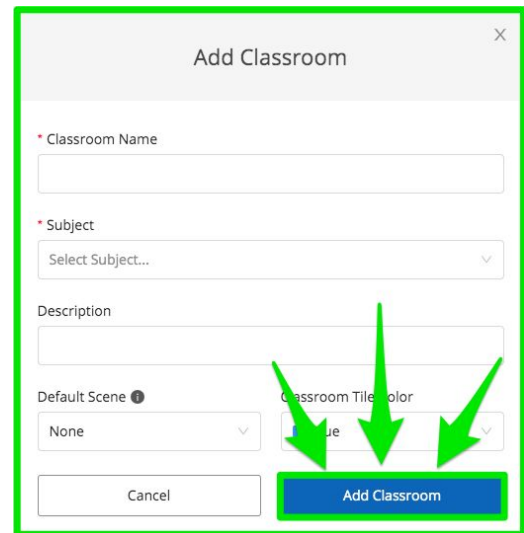
Create a Classroom

There are 2 options for setting up classrooms in GoGuardian for Teachers:

- **Create a Classroom directly in GoGuardian (recommended)**
- **Import a Classroom from Google Classroom (please see page 6)**

To **Create a Classroom** directly in GoGuardian:

1. Click **Add Classroom** from the dashboard
2. **Name** your classroom
3. Select a Classroom Subject
4. Include an additional description (optional)
5. Select a Default Scene (optional)
6. Choose a color for the classroom
7. Click the **Add Classroom** button



Decide if you would like to **schedule sessions** automatically, scheduling is available at **Settings > Scheduling**



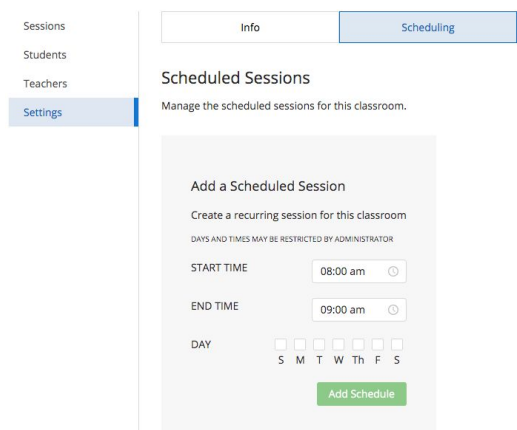
We recommend only auto-scheduling for classrooms that use Chromebooks everyday and have the same schedule each week.

Optional: If your classes begin at different times for different days of the week you may also use *advanced scheduling* option to set up your schedule.

Protip: Teachers can manually START/END sessions as needed.

Classroom Quick Facts

- **100 student limit**
- Will not start until there is at least one student enrolled
- Students **added during active classroom sessions** will not appear until following session. Please end/start a new session.



For a visual walk-through of these methods, please click [here](#).

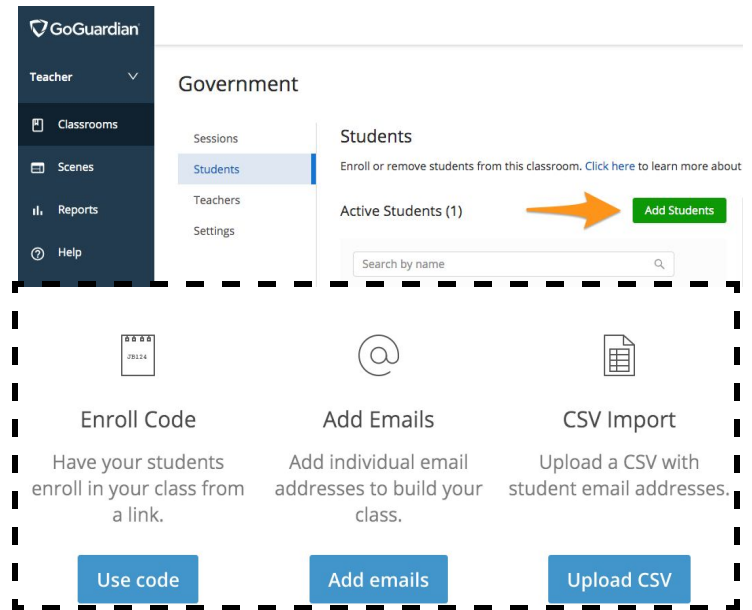
Enroll Students

After creating your new classroom, it will prompt you to add students.

To enroll students from the dashboard, Select the classroom > "Students" tab > **Add Students** button.



There are 3 options for how to enroll students.



1. Enroll Code	2. Email Address	3. CSV File Upload
<p><i>*recommended if students are already present in class</i></p>	<p><i>*recommended for adding individual students</i></p>	<p><i>*recommended to add students in bulk</i></p>
<ol style="list-style-type: none"> 1. A six-digit code unique to your classroom will appear. 2. Have students visit enroll.goguardian.com and enter code. 3. After students have entered the code, go back to Classroom tab. 4. Under Pending enrollment, approve new students. <p><i>*The enroll code for each class can be accessed at any time by selecting Classroom > Add Students > Enroll Code.</i></p>	<ol style="list-style-type: none"> 1. On the Students tab, click the Add Students button 2. Click Add Emails 3. Enter an email address 4. Click Add another email or hit enter to add additional 5. Click Add Students 	<ol style="list-style-type: none"> 1. Using a spreadsheet editor, create a file with one column and no header. Enter student email addresses in a column, then export file as a .CSV file. 2. Click the Upload CSV option 3. Click Choose File and select the newly created CSV file. 4. Click Import Students

For a visual walk-through of these methods, please click [here](#).

Sync Students from Google Classroom

When classrooms are **imported from Google**, students are automatically enrolled into the GoGuardian classroom.

As classroom rosters change, please update the Google Classroom then go into GoGuardian > Classroom > Students and select **Sync Students from Google**.



If the sync is not updating, please reconnect your Google Account by selecting the person icon in the top right corner of your Teacher Dashboard.

For troubleshooting steps for Google Classroom, please click [here](#).

Add Owners, Teachers, and Helpers to a Classroom

Do you have a co-teacher or aide?
Please keep in mind, Google Classrooms can only be imported once. Add co-owners to the Classroom with desired permissions by going to Settings > Teachers Tab > Add Teacher.

Additional GoGuardian Teacher accounts can be added to each classroom.

There are 3 permission levels:

- Helper
- Teacher
- Owner

For a visual walk-through of adding other users to a classroom, please click [here](#).

Feature	Permissions		
	Helper	Teacher	Owner
Edit Classroom Info	✗	✗	✓
Archive Classroom	✗	✗	✓
Add / Remove Teachers	✗	✗	✓
Add / Remove Students	✗	✓	✓
Start Sessions	✗	✓	✓
View Active Sessions	✓	✓	✓
End Sessions	✓	✓	✓
Send Commands	✓	✓	✓
Toggle Teacher Chat	✓	✓	✓
Apply / Change Scenes	✓	✓	✓

Archive a Classroom

Archive a Classroom to remove it from the Active tab of your *My Classrooms* page. Archiving a class is recommended at the end of the year. Doing this leaves your *Active* tab organized and displaying only current classes. Archived classrooms can be restored at any point.

Archive a Classroom

1. From *My Classrooms* select the classroom you would like to archive.
2. Click on the **Settings** tab
3. Click **Archive Classroom** from the right of the page.

Are you unable to Archive a Classroom?

Only Classroom Owners may archive classrooms. However, Teachers and Helpers can remove themselves from a classroom at any time.

(please see page 6 for more information on teacher permissions.)

Restore a Classroom

Restore a Classroom to move it back to your Active Classrooms tab.

1. From *My Classrooms* click on **Archived**.
2. Select the classroom you would like to restore.
3. Click on the **Settings** tab.
4. Click **Restore Classroom** from the right of the page.

Restore Classroom

Active

Pending

Archived

Note: Classrooms cannot be permanently deleted at this time.

For a visual walk-through of archiving a classroom, please click [here](#).

Start a New Session

Once students are enrolled in a classroom, you can run a **classroom session!**

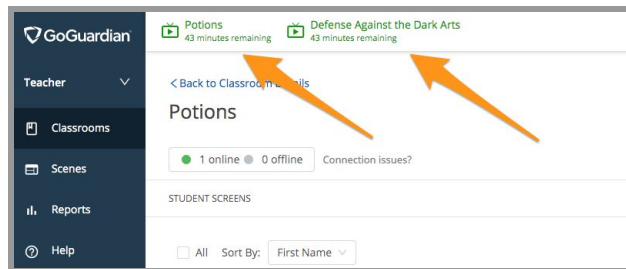
1. Select a **Classroom**
2. Specify the session length
3. To exclude absent students, click **Want to exclude students?**
4. Apply a Scene (optional)
5. Click **Start Session**

When a session begins and students are connected, live screen data of enrolled students will populate.

Defense Against the Dark Arts

The screenshot shows the 'Sessions' page for the classroom 'Defense Against the Dark Arts'. On the left is a sidebar menu with 'Sessions' selected. The main area displays a table of sessions with columns for Date, Time, and Running Time. On the right, there is a 'Start a New Session' form with fields for 'When will the class be over?' (set to 45 minutes) and 'Apply a scene to this session?' (set to None), followed by a 'Start Session' button.

Date	Time	Running Time
Fri, Jul 19th	6:19 am - 6:30 am	11 min
Thu, Jul 18th	11:12 am - 11:57 am	45 min
Thu, Jul 18th	11:09 am - 11:12 am	3 min
Thu, Jul 18th	11:03 am - 11:07 am	4 min
Thu, Jul 18th	10:56 am - 11:03 am	7 min
Mon, Jul 15th	12:45 pm - 1:30 pm	45 min
Mon, Jul 15th	12:29 pm - 12:45 pm	16 min
Mon, Jul 15th	9:20 am - 9:32 am	12 min



Switch Between Active Sessions

Multiple sessions can be active at once. Switch between active sessions by clicking the **sidebar menu button** at the top left corner of the screen.



End a Session Early or Add Additional Time

Additional time can be added at any time by selecting the minutes remaining and a session can be ended at any time by clicking the **End Session**.

The diagram shows a control bar with several buttons: 'Scene Status: No Scene', '44 minutes remaining', 'Enable Chat', and 'End Session'. An orange arrow points to the '44 minutes remaining' button with the text 'Add additional time'. A green arrow points to the 'End Session' button. Below the buttons is a 'Screens' dropdown menu.

Use Teacher Commands

Teacher commands can be used to interact with students' devices during classroom sessions!

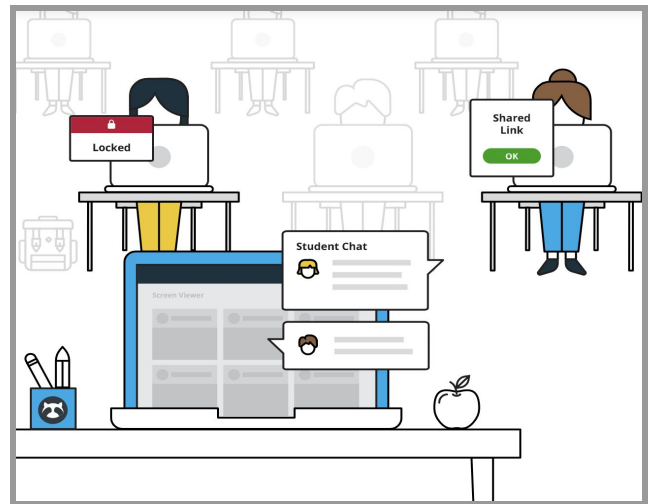
Do you notice a distracted student? Send teacher commands to have some control over their device!

Open Tab

Do you want to redirect students to a particular site?

The Open Tab command allows you to direct an individual student or your entire class to any web page!

To open a tab:



The screenshot shows the GoGuardian interface. At the top, there are status indicators: '1 online', '0 offline', and 'Connection issues?'. On the right, there are buttons for 'Scene Status: No Scene', '26 minutes remaining', 'Enable Chat', and 'End Session'. Below this is a command bar with buttons for 'Open Tab', 'Lock Screen', 'Unlock Screen', and 'Exclude'. A green arrow points to the 'Open Tab' button. Below the command bar is a student list with a 'Sort By: First Name' dropdown. A green arrow points to a checked checkbox next to a student's name. A text box with a green border contains the instruction: 'Checkmark the student(s) who will receive the command'. Below the student list is a preview of an email inbox with the text: 'Inbox (726) - sean@ggsup.com - GoGuardian Mail mail.google.com'.

1. Select one or more students using the checkbox to the left of each student's name.
2. Once students are selected, the command bar will appear at the top of the screen
3. Click the **Open Tab** button
4. Add a URL to the field.
5. Click the green **Open Tab**.

Note: The Open Tab command will not push the tab to a student's device unless they have a Chrome window open and active in the screen view.

Engage with students and let them know you're only a click away.



Close Tab

Do you notice a student on a site they should not be on?

The **Close Tab** command allows you to close tabs for your off-task students!

To close a tab:

1. Click the screen of the off-task student
2. Identify the tab you would like to close on the list
3. Click **Close Tab** to the right of the URL

Note: Depending on your network speed, it can take up to 10 seconds for the closed tab to disappear from your Teacher dashboard.

For a visual walk-through of the Close Tab Command, please click [here](#).

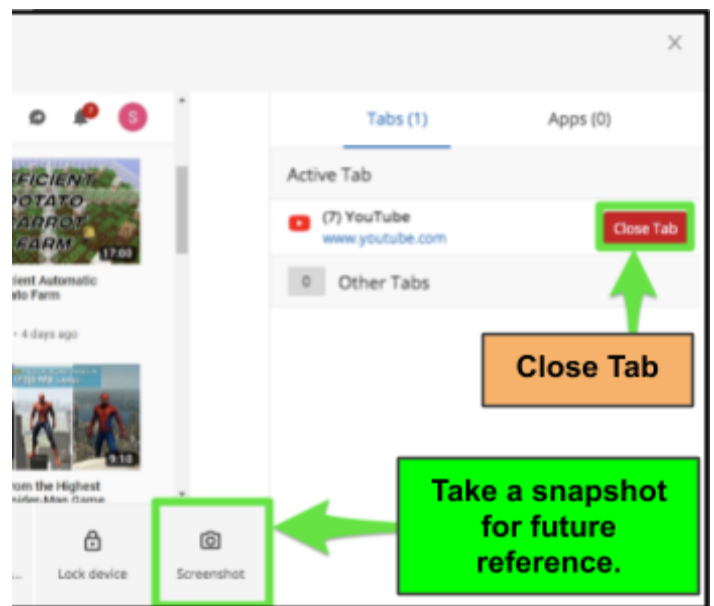
Take a Snapshot (Screenshot)

Notice a student off task in their browser?

Take a **snapshot** to quickly document when a student is off-task or on a site they should not be on.

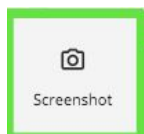
Snapshots are saved along with other past session data on the classroom's **Sessions** tab.

To view **past session data**, see [page 12](#).



To take a snapshot:

1. Click the screen of the student
2. Hover over bottom right corner
3. Click the camera icon



To view snapshots:

1. Select the Session from the Sessions Tab.
2. Click the Timelines drop-down menu in the top right corner.
3. Click Snapshots
4. Click Download Snapshot to save.

For a visual walk-through of the Snapshot feature, please click [here](#).

Lock / Unlock Screen

Do you notice a student that should not be browsing the web at all?

The **Lock Screen Command** will mute and disable all Chrome windows on your student's device. Send an **Unlock Screen Command** to enable their browsing again. It is recommended to unlock the student before ending your session.



To Lock/Unlock a student's screen:

1. Select 1 or more students using the checkbox to the left of each student's name
2. Once students are selected, the command bar will appear.
3. Click the **Lock/Unlock Screen**.
4. Enter a custom message to be displayed for the lock screen and send!

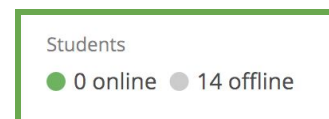
For a visual walk-through of the Lock/Unlock Screen Command, please click [here](#).

Note: Any teacher can unlock a student by sending a new lock/unlock command in a session. If the student's browsing does not unlock after 30 seconds, reboot the device, wait for the student to connect, then issue the unlock command again.

***Not sure why a student is blocked?** If the student screen does not say "browsing disabled," they may be blocked by another source. Please see [GoGuardian Block Pages](#) for more information.



Exclude and Include Students



Are students absent from class?

Students who are absent can be excluded from your classroom session with the **Exclude Command**. This command will temporarily hide the student from your Session. Students can be excluded and restored at any time during your session. Excluding a student will not delete them from your roster.

To Exclude a Student:

1. Select one or more students using the checkbox to the left of each student's name
2. Once students are selected, the command bar will appear at the top of the screen
3. Click the **Exclude** button

To Include a Student:

1. Click the **Students** panel at the top left corner of the teacher dashboard
2. Click the + icon to include the student
3. Click **Done**

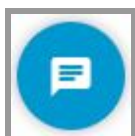
For a visual walk-through of all teacher commands, [click here](#).

Chat with Students & Broadcast an Announcement

Would you like to get the attention of a student or entire class quietly?

Enable **Chat** to message with students individually or send class announcements.

By default, Teacher Chat is disabled during classroom sessions. To enable Teacher Chat, click the **Enable Chat** button. Chat can be enabled/disabled at any time during the session.



Once enabled, a **chat bubble icon** will pop-up in the bottom right corner.

→ Select the chat bubble icon.

→ Select on the **individual students** to begin a chat.

→ For a **class announcement**, click the megaphone icon in the top right corner.

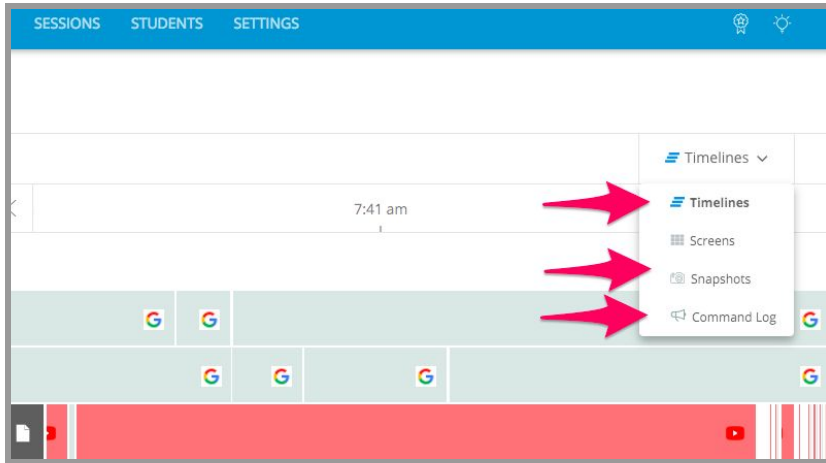


For a visual walk-through of *the chat feature*, [click here](#).

View Past Sessions

Would you prefer to review session data after a class is completed?

Data from past sessions are available at any time on the **Sessions Tab**, organized by date and time. Open a session to **view timeline data, screenshots, and command logs**.



For a visual walk-through of viewing past sessions data, [click here](#).

Note: Screens View and Chat Logs are not a feature of viewing past session data at this time.

Running Student Reports

Would you like to run an individual report on student activity?

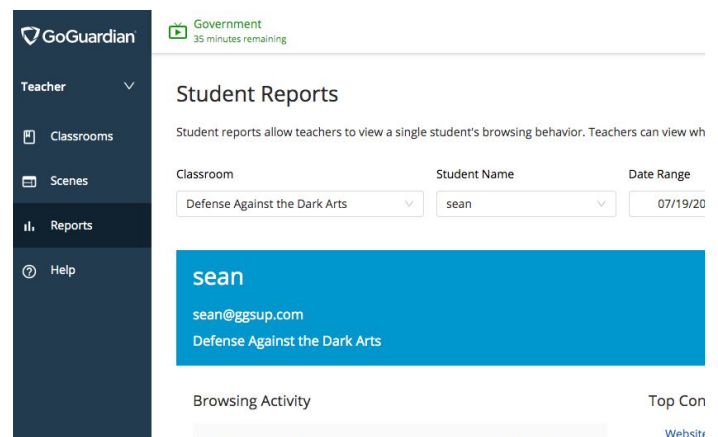
Student Reports contain detailed records of an individual student's browsing activity during classroom sessions. The report shows browsing data recorded during an active classroom session for the selected classroom. Data recorded outside of active sessions is not available through the Teacher product but is available in GoGuardian Admin. Please contact your administrator for more information.

Student Reports Quick Facts

- Contains Student Browsing Activity
- Top Websites Visited
- Top Google Docs
- Top Google Searches
- Past 180 days available
- Only data from Teacher Sessions
- *Blocked.com-default.ws* is GoGuardian's block page

1. Click the menu icon to open the left sidebar
2. Under Reports, click **Student Reports**
3. Select a classroom from the drop-down menu
4. Select a student from the drop-down menu
5. Click **Apply**

For a visual walk-through of running student reports, [click here](#).

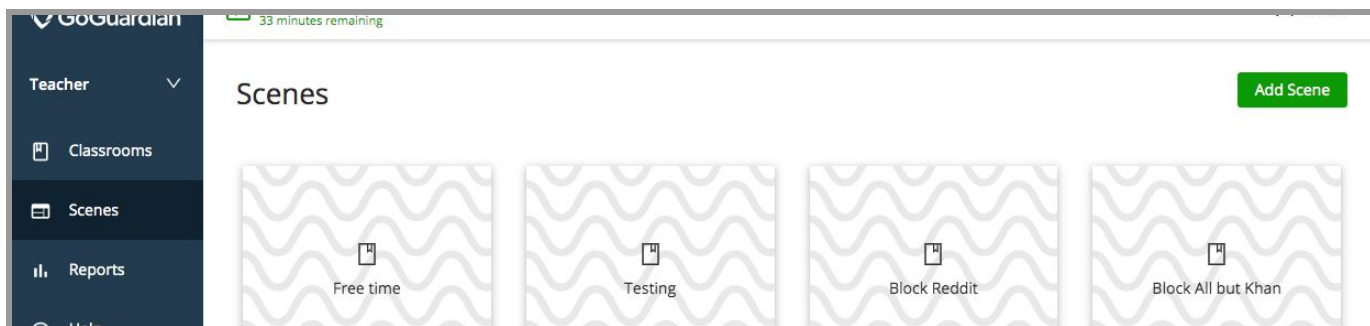


Create a New Scene

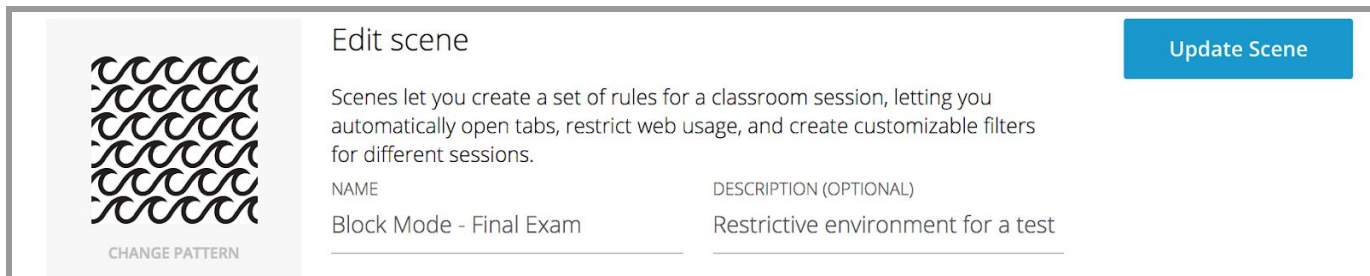
Would you like to limit the sites your students can access during your classroom session?

Regulate student browsing by applying **Scenes**. Scenes are designed to give teachers added control over students' web activity during classroom sessions.

- Click the **Sidebar Menu** and select to the **Scenes** heading
- Click on the **"Add Scene"** button



- Add **Scene Name** - to describe the environment for your students
- Add a **Description** (optional) - for when the Scene will be applied.
- **Select a pattern** - To distinguish from other Scenes



- Select a filter mode: **Block Mode** or **Allow Mode**



Exception List

- Add websites to the **Exceptions** list

For a **BLOCK MODE** Scene, please add the sites you would like to allow for students. If these sites might include a redirected domain, please use wildcards (explained below).

For an **ALLOW MODE** Scene, please add the sites you would like to block for students. If these sites might include a keyword, please use wildcards (explained below).

Use Wildcards

Depending on the filter mode selected, website URLs can be blocked or allowed using *wildcards* (asterisks). To block or allow by keyword, add a key word with a * immediately before or after the word to your exceptions list.

*Example: ***game or game****

*When added as a **Block Mode** Exception, this would allow all URLs that contain the keyword **game**.
When added as **Allow Mode** Exception, this would block all URLs that contain the word **game**.*

Use wildcards when a site will not add to the exceptions list.

The exceptions list only accepts secure URLs that start with **https://**. If you are trying to add an unsecured URL, please use wildcards.

*Example: **agar.io** is a gaming site. To add it to the exclusions list, please add ***agar.io*** (***.io*** or ***agar*** would also work).*



Filters

You are currently in **BLOCK MODE**; all websites will be blocked except those specified below.

ADD EXCEPTIONS:

QUICK LISTS: Allows an entire educational online tool ?

Google Docs

BASE URLS: Allows an entire website ?

W Wikipedia

Filter Mode Quick Facts

- Sites blocked at the Admin level cannot be overridden by a Teacher Scene.
- A Block Mode Scene requires at least one exception before it will block content.
- Sites that require Google Sgn-in, will need to allow ***accounts.google.com***.

Quick Lists

When using Block Mode, adding a single URL to the exceptions list may not be enough because many websites use a series of redirects. In addition to using wildcards, quick lists are an efficient way to quickly group URLs.

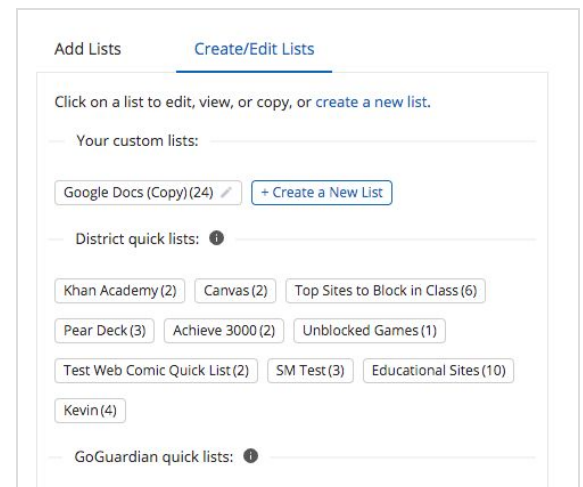
GoGuardian put together **Quick Lists** for commonly used educational websites to help quickly add websites to your exceptions list.

You can also create your own custom Quick Lists.

- Navigate to Create/Edit Lists, select **Create a New List** and the quick list and add desired sites, then click **Save**.

Protip: We recommend trying wildcards before creating a custom quick list.

Example: Mr. Wally from GoGuardian High School wants to only allow his personal website: sites.google.com/wallyghs to be allowed. His site has many subdomains and redirections, but all include "WallyGHS". Rather than creating a quick list, Mr. Wally can add *WallyGHS* to the exclusions lists.



For more information on filtering websites, please see [How to block websites using Scenes](#).

Auto-Open Tabs

Configure your scene to automatically open websites when applied using the Auto-Open Tabs section. URLs added to this section will be opened when the scene is applied.

Auto-Open Tabs

Create a list of tabs to automatically open at the start of the classroom session.

Note: Tabs will only open if the student has a Chrome browser window open and running.

Maximum Open Tabs

Limit the number of tabs a student can have open at a given time using the **Maximum Open Tabs** option. By default, there is no limit set. The tab limit is only in effect while the scene is actively applied to a classroom session. When a scene with a tab limit is applied, any tabs over the limit will be closed automatically.

Maximum Open Tabs

Set a maximum number of tabs that can be opened by students during the classroom session.

No Limit ▼

Don't forget to Save / Update your Scene!

After editing a Scene, please make sure to Scroll Up and click the Save button (for new Scene) or Update button (for editing a Scene) at the top of the page.

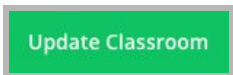


Don't forget to Save / Update your Scene!

After editing a Scene, please make sure to Scroll Up and select "Save" or "Update Scene".

How do I apply a Scene as a Default Scene for my Classroom Session?

Select the Classroom > Settings Tab > Info > Apply Default Scene > Save.



A screenshot of the GoGuardian web interface. On the left is a dark sidebar with the GoGuardian logo and navigation options: Teacher, Classrooms, Scenes, Reports, and Help. The main content area shows the "Settings" page for a classroom named "Defense Against the Dark Arts". The "Info" tab is selected. Under "Classroom Information", there are fields for "Classroom Name" (Defense Against the Dark Arts) and "Subject" (History/Social Science). Below these is a "Description" field. At the bottom, the "Default Scene" dropdown menu is highlighted with an orange box and an orange arrow pointing to it; the current selection is "Testing". To the right of this dropdown is the "Classroom Tile" section with a blue color selection. A green "Update Classroom" button is at the bottom of the settings area. At the top right of the page, a timer indicates "Government 23 minutes remaining".

FAQs / Troubleshooting

I Can't See my Student Screens!

For all scenarios below, please try clearing cache first on the teacher device:

CTRL+Shift+R (on Mac devices: CMD+Shift+R)

Student screen says "Offline"

- On the student device, go to `chrome://extensions` and verify both Chromium M and Chromium License are present. If they are not, please contact your IT Administrator to reinstall the GoGuardian extensions, reconfigure Google Admin Console or contact us to investigate further.
- If the extensions are present, please go to `chrome://settings` on the student device to verify the student is logged into the correct account under "people".

Student screen says "No Active Tab"

This status indicates that the student is connected to GoGuardian services, but is not receiving any active tab data. This could be due to an active app/extension (please see page 12) or screenshots might not be enabled on your Google Admin Console (please speak to your IT Admin).

Student screen says "Student Not Found"

This status indicates that the email on the roster does not match any users in our database. Please verify the spelling and formatting of the email on the student roster. For new accounts, this might also mean the student has not yet logged into the device with the GoGuardian extensions.

Student screen says "No Data"

On the student device, go to `chrome://restart` in the browser to restart connection.

Student Missing from Classroom Session

Go to the "Students" Tab and verify the student is present on the roster. If students were added via enroll code, they may need to be confirmed under "Pending Enrollment".

- Click the Online Students panel in the top left corner of the Session dashboard
- Click the + icon to include excluded students

Google Classroom FAQs

Why won't my Google Classroom import?

Google Classrooms can only be imported once. Please ask any co-teachers to add you as a co-owner (page 6). If you are the only teacher, please check your "Archived Classrooms".

Why won't my Google Classroom sync?

Please reconnect your Google account (page 6) then sync again. It's also possible the original classroom was not imported. Please try creating a new classroom and add Google Classroom.



Scenes FAQs

A student is impacted by another Teacher's Scene, how do I override?

Students can be monitored in multiple sessions. The most recently applied Scene will take precedence. Please select "Change Scene" and reapply the desired Scene or select "None".

What should I do if my Scene is not applying to all students?

If the scene was edited during the active session, please check the scene and select the "Update Scene" button. Please select "Change Scene" and reapply the desired scene.

Can I apply multiple Scenes for my classroom?

Only one scene can be applied for each session at this time. However, a popular method is to create another classroom and run a simultaneous session to apply a different Scene.

Why are my students blocked?

Please see our [GoGuardian Block pages](#) to verify which block page students are receiving. Block pages that are within Teacher controls are "Teacher Scene Block Pages" and "Disabled Browsing".

- Any teacher can re-enable disabled browsing by sending a new lock/unlock command to a student while in an active session.
- Any teacher in a session can override the Teacher Scene block by reapplying their Scene.

Why am I being blocked after signing into an approved site? Sites often redirect temporarily for sign-in. The redirected page would need to be added to your exceptions list.

Can I Delete a Scene? Scenes can only be edited at this time and not deleted. We recommend editing unwanted Scenes rather than creating a new one.

Contact FAQs

I have an idea on a feature that would be great to add to GoGuardian! Where can I submit it?

Make a feature request recommendation or upvote ideas at ideas.goguardian.com/!

I would like to send GoGuardian some feedback via social media! Where can I submit it?

Twitter: @GoGuardian

Facebook: <https://www.facebook.com/goguardian>

Where do I go if I have more questions?

Check out our [GoGuardian Teacher Help Center](#) for more resources or to contact us.

help.goguardian.com