Module Management Guide

We've added **two features that focus on managers**: an improved dashboard with more data, and the ability to customize the module order and due dates.

1. Updated Manager Dashboard

To help you see your teachers' progress more easily, we've clarified the categories on your dashboard. When you log in now, you'll start at your dashboard where you can see the overall progress for your group, including the number of: :

- Sessions started – since you purchased accounts and in the last 30 days
- Rounds of practice your team has engaged in
- Final practices your team members have shared

You can also now see all of the information for an individual user, as well as the last time they visited the site.

Step 1:

Clicking "view" from your main dashboard will bring you to a more detailed view of each teacher's progress.

Module Ordering and Assignment Due Dates Guide

Step 2:
To see the practices submitted for any completed module, simply click on the module title to see the submitted practices.

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2. Sequence Modules and Assign Due Dates

From your dashboard, you can now designate the order in which you want your teachers to complete modules as well as assign due dates. When they log into their account they will see the assigned order and due dates in their dashboard.

Step 1:

From your dashboard, click "Edit Module Order."

Step 2:

On the Module Order screen click on the left to choose the modules you wish to assign:

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You can drag and drop modules into the order you would like to assign them. This order can be set for your whole group, a team or an individual teacher (on the teacher screen).

You have the option of assigning a due date on the right. If you choose to assign due dates the modules will appear in the order of assigned due dates, followed by the remaining assigned modules. Any additional modules will follow the default order on the platform. You also always have the option of clicking the "reset to default" button to revert to the original order on the platform.

Step 3:

This is how it will appear on the Teacher Progress screen:

Quick Start Guide

After you accept the invitation, the system will prompt you to set up your password and you're ready to go!

Please complete **[insert name of module]** by **[date].** Send your final practice video to **[insert who will review— instructional coach, grade level team lead or peer etc.].**

We are excited to make our classrooms even more joyful and interesting places of learning as a result of practice through TLAC Online!

Finally, reach out to us for support or feedback!

Let us know what's working and what could be improved at support@tlaconline.zendesk.com.