Navigating Unified Classroom

The Home page appears when you sign in to Unified Classroom.

Across the top of each page is the toolbar.

**Unified Classroom logo** - Click the Unified Classroom logo to return to the Dashboard page.

Class Selector - Choose the class or group to work with. You can also choose the year and reporting term from this menu.

Term Selector - Choose the reporting term you want to work with. Note that the default reporting term is based on two things: the default term in the SIS (set by the district administrator), and the first class listed in the Class Selector. If the first class in the Class Selector is a Semester 1 class, the default reporting term will be S1.

Add - Add an assignment.

Notifications - Click to view new notifications on the Activity Feed, new Messages from students or parents, or notifications that a student has submitted an online assignment.

Search - Search Unified Classroom. You can set favorites that will automatically appear when you enter the search term. If you enter a student's name, you can quickly message the student directly from here.
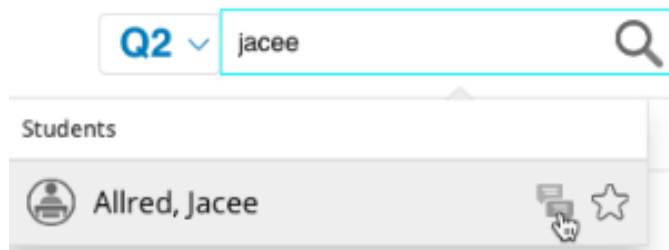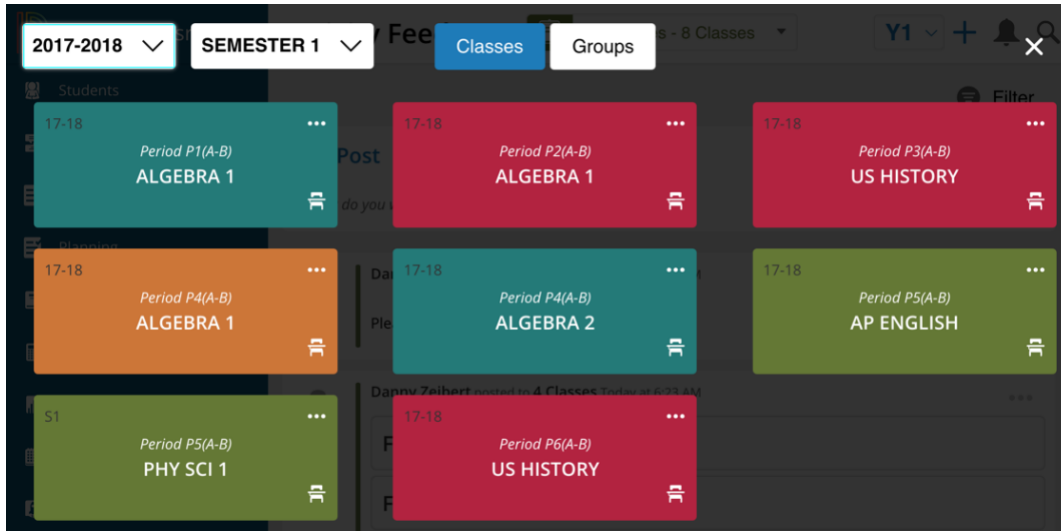

Click your name on the bottom of the Navigation menu to open the user menu.
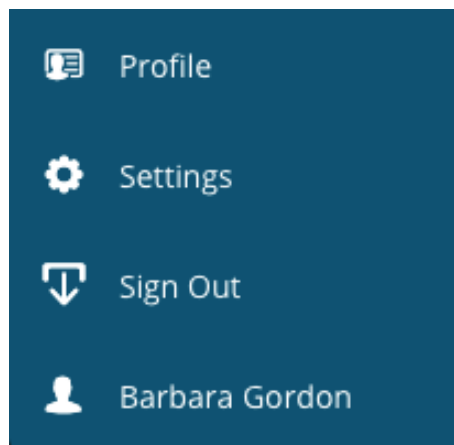
Settings - Access links to configure settings for specific applications.

Class Selector Menu

Use the Class Selector menu to choose a class or class group to work with. The page changes based on the **year** and **term** you select.

Click the three dots in the top right corner of a tile to view the **option menu**.

Click **Groups** to work with a combined group of students. The groups are automatically created for classes occurring in the selected term that have the same expression, course, or school (if there are classes at multiple schools). You can also select **All Classes** from the Groups area.

Dashboard

The Dashboard is the first page you see when you log in to Unified Classroom. The Dashboard is designed to display areas that help you organize your day, recent assignments, class standards, and activities in different charts.

You can return to the Dashboard from anywhere in Unified Classroom by clicking on the Unified Classroom logo.
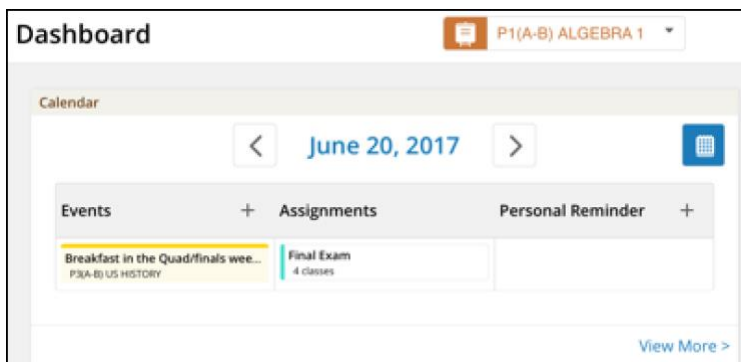
Calendar

The Calendar helps keep you organized.

Change the day by using the **arrow buttons** to the left and right of the date. Click the **blue calendar button** to change the month or year that appears.
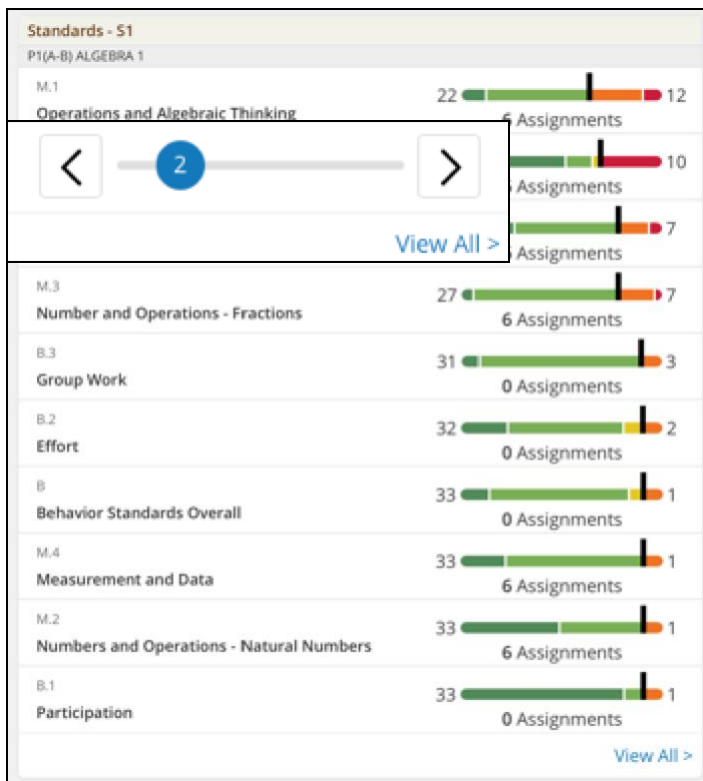
Click **plus** to add an Event or Personal Reminder.

Assignments display the color associated with the category. All assignments created on the Class Pages display as purple.

Click **View More** to open the Calendar page.

Standards

Use the standards area to quickly assess if students are meeting required standards. Click View All to open the Standards Progress page.

Recent Assignments

The Recent Assignments area displays all recent assignments and activities for the selected class for the reporting term.

Use the slider or the arrows at the bottom to quickly navigate through the full list of assignments/activities.
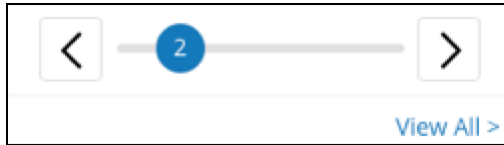
Hover over an assignment or activity. Click the score link to go directly to the Assignments score page or click the **edit** link to modify the assignment details or click the "eye" to go to the Assignments/Activities page where the assignment detail pane appears.

Click **View All** to open the Assignments/Activities page.

Activity Feed

Use the Activity Feed area to communicate with students and parents. Recent posts appear in the activity feed window. To see previous posts, click **View More**, or click **Communication** on the main menu.

To add a new post, enter content in the field. Use the formatting bar to add special formatting. Click **Post**. Select the **Send Message Now** checkbox to send this message as an email. Parents and students receive the email immediately.

To delete a post, click on the action menu and select **Delete**.
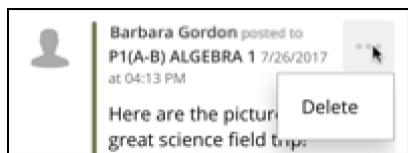
Manage Settings

You can manage the settings for how different pages in Unified Classroom appear in your browser.

1. Click on your name in the lower left corner.
2. Click **Settings**.

On this page, you can customize different options for how your gradebook or learning management pages appear, or to set scoring rubric or grade calculations.

Set Search Favorites

You can mark certain search results as a favorite, including students and navigation links. The favorites appear in the Search menu for easy access.

1. Enter a search term in the Search field and click the search icon.
2. On the search results, click the star next to the search term you want to mark as a favorite.

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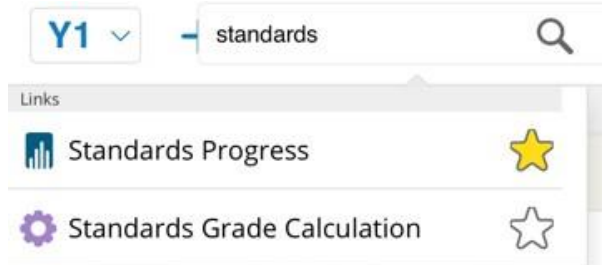
The next time you click in the **Search** field, the favorites appear.