
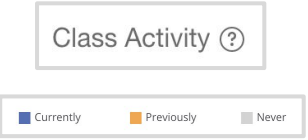
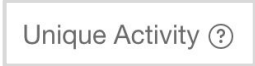


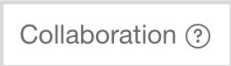
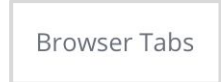

Hāpara Highlights Overview: Quick Guide

Hāpara Highlights helps you see what learners are doing in online in near-real-time. It has a number of features that allow you to design online lessons that promote active learning and provide feedback to learners on their online activity to reinforce pro-learning behavior and redirect unfocused behavior.


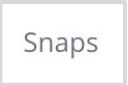
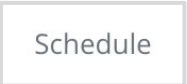
To access: Go to teacherdashboard.com. Click on the Highlights option in the toolbar at the top of the page. Alternatively you can also go directly to app.hapara.com

Feature	How to Access	What it Does	Example
	<p>Click on the first tab on the left-hand side of the Highlights page.</p>	<p>The Activity Viewer gives you an overview of learners' activity online. There are three windows in the activity viewer:</p> <ul style="list-style-type: none"> • Class Activity • Unique Activity • Collaboration 	<p>When learners are working on an online assignment, you can check to see how many are on task, who has wandered onto another website and who might be getting stuck on a difficult concept based on the learner activity data displayed in the Activity Viewer.</p>
	<p>The Class Activity window is located within the Activity Viewer.</p> <p>Click on the Activity Viewer tab. The Class Activity window is the one in the top left-hand corner of the screen.</p>	<p>Class Activity shows you a list of tabs that are currently open and a list of tabs that were previously opened during a Highlights session. You can click on each link to see which learners currently have it open, previously had it opened or never visited that page.</p>	<p>Suppose that learners are completing an online scavenger hunt using a list of five websites. You can monitor their progress in the Class Activity window. So you'll know who's on the right track, and who might need some extra encouragement.</p>
	<p>The Unique Activity window is located within the Activity Viewer.</p> <p>Click on the Activity Viewer tab. The Unique Activity window is the one in the top right-hand corner of the screen.</p>	<p>Unique Activity shows a list of sites that have been visited by only one learner, along with the learner's name and how long ago they were on that site.</p>	<p>This feature is sort of like a red flag for off-task activity. If you have assigned learners to be on www.cnn.com, but the Unique Activity window shows one learner on something called Cat Bounce, you know right away that something's up!</p>

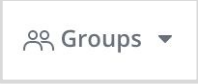

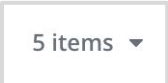

Hāpara Highlights Overview: Quick Guide

Feature	How to Access	What it Does	Example
	<p>The Collaboration window is located within the Activity Viewer.</p> <p>Click on the Activity Viewer tab. The Collaboration window is the one in the bottom left-hand corner of the screen.</p>	<p>Collaboration shows you sites that have been visited by more than one student.</p>	<p>One of the great things about Hāpara Highlights is that it makes group work so much easier to facilitate and monitor. For example, let's say you've put learners into groups of three to watch a short video and fill in a guided note-taking template in a Google Doc. The million dollar question is: "Is everybody collaborating?" Or, is one person filling everything in on the Google Doc while the other two learners watch Cat Bounce? You can determine the answer to this by checking the Collaboration window. If all three learners in a group have that same Google Doc open, you know that they are at least on the right track.</p>
	<p>Browser Tabs is located in the top left-hand corner of the Highlights toolbar.</p> <p>Click on Browser Tabs to open.</p>	<p>Browser Tabs is the main landing page in Highlights. This tab displays Student Tiles that list the sites that each learner currently has open. The bolded text indicates the site that the learner is currently viewing. You can visit any site that a learner has open by clicking on it in their Student Tiles/Student Tile.</p>	<p>This is another way of looking at online learner activity. Browser Tabs allow you to monitor learner activity on an individual level. The view here is organized by Student Tiles/Student Tile, so you can see what each individual learner is working on. Perhaps it's the end of the year, and you've given learners a lot more online autonomy. However, you need to do your due diligence and make sure that everyone is on task. Maybe you noticed some unique activity in the Activity Viewer, and you want to investigate it further. The detailed list in a learner's Student Tile can give you more information about why they aren't where they're supposed to be.</p>
	<p>Pausing your class' screens is as simple as switching the pause screens toggle in the Highlights toolbar to on.</p>	<p>Turning on pause screens will prevent all students in your class from navigating the internet for a set period of time. Your school or district's Hāpara administrator can set the maximum length that screens can be paused for 5, 10 or 15 minutes.</p>	<p>Pause screens is an optional Highlights feature that your Hāpara administrator may choose to turn on for your school or district.</p> <p>If pause screens has been enabled for your account, you will see it as a toggle switch in the Highlights toolbar.</p> <p>When you turn on pause screens, students' browsers are temporarily locked so they cannot browse the internet. This is a helpful feature if you need to get the entire class' attention for some direct instruction, or to facilitate a change in activities.</p>

Hāpara Highlights Overview: Quick Guide

Feature	How to Access	What it Does	Example
	<p>Current Screens is located in the Highlights toolbar on the left-hand side of the screen.</p> <p>Click on Current Screens to open.</p>	<p>Current Screens allows you to see the actual pages that learners are viewing in near-real time. You can even save a copy of the page for documentation purposes.</p>	<p>So what is Cat Bounce anyway? Current Screens allows you to see in near-real time exactly what learners are currently viewing. Maybe Jane's grades are slipping and her parents want to know why? Her Cat Bounce addiction might have something to do with it. Save a copy of Jane's current screen and show it to her parents during your next meeting with them.</p>
	<p>Snaps archives are located on the left-hand side of the Highlights toolbar.</p> <p>Click on Snaps to open and view records of your Snaps. They are saved for up to seven days. You can take a snap in the Activity Viewer by hovering over any event listed and clicking on the camera icon.</p>	<p>Every Snap record includes information on when the tab was opened and closed, a picture of when the Snap was taken and the website. Here's the best part: you can quickly send formative feedback on the Snap by clicking the Send Learner Feedback button. You can also save a copy of the Snap record for your own documentation or to forward to a colleague, parent or guardian.</p>	<p>Jimmy is doing a great job on his latest project which includes a Slides presentation. Take a Snap while Jimmy is working on it in class and send it to his parents to show them how well he's doing. Also, click on send learner feedback and tell Jimmy, "Great job on this presentation!"</p>
	<p>The Schedule tab is located on the left-hand side of the Highlights toolbar.</p> <p>Click Schedule to open.</p>	<p>In the Schedule tab you can set up a browsing session ahead of time. You can also see a list of all upcoming sessions and past sessions in this tab. Additionally, you can edit upcoming sessions or duplicate past sessions that you want to use again from the Schedule tab.</p>	<p>Do you give weekly online quizzes? If so, the Schedule tab can be a great time saver for you! By clicking the duplicate icon, you can easily copy last week's quiz session and make minor edits for this week's quiz.</p>

Hāpara Highlights Overview: Quick Guide

Feature	How to Access	What it Does	Example
	<p>The Groups button is located on the right-hand side of the Highlights Toolbar.</p> <p>Click Groups to open.</p>	<p>Here you can select the groups you want to show on your Dashboard, and edit group names by clicking on the text in the box.</p>	<p>Let's say that you have assigned groups to research different events from the American Revolution. If you just want to see what the Boston Tea Party group is working on in the Current Screens tab, you can click on groups and select only that group to view.</p>
	<p>The Sort button is located on the right-hand side of the Highlights Toolbar.</p> <p>Click Sort and a drop-down menu will open.</p>	<p>Sort customizes your view of Student Tiles by first name (A-Z), first name (Z-A), last name (A-Z), last name (Z-A), online first, offline first.</p>	<p>This makes it easy to find Students Tiles when you have a large class of learners. You might use this feature when resetting your view after filtering or dragging and dropping Student Tiles into different orders.</p>
	<p>This is located on the right-hand side of the Highlights toolbar.</p> <p>Click and a drop-down menu will appear.</p>	<p>This allows you to increase or decrease the number of items you see in Student Tiles. You can select from one up to 25 items to view.</p>	<p>You want the ability to view every Browser Tab that the student has opened within the last two days so that you can see how the latest project is going. To do this you would want to expand your view to 25 items.</p>
	<p>The Send Message button is located in the top right-hand corner of your screen.</p> <p>Click on it and message box will appear. Send the message to the whole class, select groups or individual students. Type your message and hit Send Message.</p>	<p>The Send Message button is always visible in the top right-hand corner of any page in Highlights. Just click it and type your message for the whole class, specific groups or individual students. The message will pop up on the recipient's screen. It's a great way to support learners while they work.</p>	<p>This is a wonderful way to give invaluable, formative feedback. You can send messages of encouragement, check for understanding or redirect off-task activity. If you'd like, you can add an emoji to the message by clicking add emoji to open the emoji library.</p>



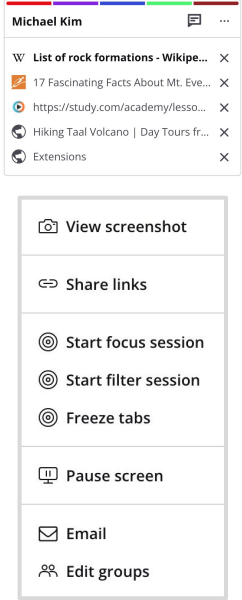
Hāpara Highlights Overview: Quick Guide

Feature	How to Access	What it Does	Example
<p style="text-align: center;">Share links</p>	<p>The Share Links button is located in the top right-hand corner of any Highlights tab.</p> <p>Click on it and a pop-up box will appear where you can enter the links that you want to share.</p>	<p>This is great way to get learners started on an online lesson quickly. With this feature you can:</p> <ul style="list-style-type: none"> • Enter up to 10 links for learners to browse • Specify the audience for the session (class, students, groups) • And schedule access to the links for a later date and time • Share Links is also great if for example, you notice that a research group needs help finding articles on a topic mid--class, you can share three online articles with them using this feature. 	<p>Quickly share a Google Doc bellringer activity with learners right when they enter the classroom. This gets class started off on the right foot.</p>
<p style="text-align: center;">Guide browsing</p>	<p>Click on the blue Guide Browsing button in the top right-hand corner of your screen from any tab in Highlights. A box will pop up, and you will have the option of a Focus Session or a Filter Session.</p>	<p>This feature does exactly what it says: it guides learner browsing online. It allows you to take learners to specific websites, or prevent them from viewing certain sites. There are lots of options to customize your Guide Browsing session to meet learner needs in your classroom:</p> <ul style="list-style-type: none"> • Limit browsing to individual pages or open it up to entire sites • Program the length of the session • Decide what happens when the session ends (keep all tabs or restore tabs) • Open the session to the whole class, individual students or groups • Schedule a session for a specific date and time • Even save your favorite session settings as a template to use again later 	<p>Create a beautifully choreographed online lesson for learners. If you are working with learners at the beginning of the school year and you want to show them what responsible digital citizenship looks like, you could schedule each part of your lesson for specific times. For example, the Google Doc bellringer activity will be scheduled for 5 minutes; the anticipatory set activity for 7 minutes; the research portion where students are looking for information on a topic would be 20 minutes; and the wrap-up/reflection would be scheduled for 5 minutes. This teaches learners how to manage their time during class.</p>

Hāpara Highlights Overview: Quick Guide

Feature	How to Access	What it Does	Example
<p data-bbox="128 370 329 451">Freeze tabs</p>	<p data-bbox="380 337 642 488">To freeze students' tabs, simply click Freeze tabs in the white menu bar.</p>	<p data-bbox="716 337 1409 545">Any students you included in the session will be locked onto the pages they already have open. While a Freeze tabs session is in progress you can use the Share links feature to open additional sites for students. If students are on sites that they should not be, you can close those tabs as usual.</p>	<p data-bbox="1442 337 1976 532">Creating personalized focus browsing sessions in which each student opens the materials they need for the lesson, and then freezing students in place.</p> <p data-bbox="1442 578 1948 813">Focusing students on assessments from Google Classroom or Workspace: Each student can open their specific assessment document/assignment, then you can freeze them on those pages.</p> <p data-bbox="1442 859 1976 1138">Accommodating login pages and redirects: Sometimes it can be difficult to Focus Browse students on sites with login pages or redirects. With Freeze Tabs, you can have students login to the sites they should be working on, then freeze them on those pages.</p>

Hāpara Highlights Overview: Quick Guide

Feature	How to Access	What it Does	Example
	<p>This is one of the options that will appear in a pop-up box when you click on the Guide Browsing button.</p>	<p>Focus Sessions allow you to specify a list of websites that students can access.</p>	<p>This works well when you want learners to visit only a specific website(s). For an online bellringer, direct them to the Google Doc and a resource page that will help learners complete the activity.</p>
	<p>This is one of the options that will appear in a pop-up box when you click on the Guide Browsing button.</p>	<p>Filter Sessions allow you to restrict learner access to a few websites that you specify.</p>	<p>No more Cat Bounce! You can restrict access to websites like this. Or, maybe you're doing an online quiz and you want to restrict learners from accessing a website with the answer.</p>
	<p>You can see student tiles in the Browser Tabs and Current Screens tabs of Highlights.</p>	<p>Student Tiles are the windows on your screen that show individual learners' online activity in the Browser Tabs and Current Screens tabs. In Browser Tabs, you can see the list of tabs that learners have open in Chrome. You can close out tabs that the learner has open by clicking on the X. In Current Screens, you can see a screenshot of the tab that the learner currently has open. You can save a screenshot of what the learner is viewing.</p> <p>The drop-down menu contains the following options:</p> <ul style="list-style-type: none"> ● View screenshot ● Send message ● Share links ● Start focus session ● Start filter session ● Freeze tabs ● Pause screen ● Email ● Edit groups 	<p>For example, you notice that a learner has found a valuable, online primary resource on the American Revolution. In Current Screens, save the image of what the student is viewing. Then, click on the drop-down menu and select email. Send the learner an email with the image attached, letting them know that they are on the right track!</p>