

HOW TO USE LEARNING LINK

Step-by-Step instructions for setting up your student list, reviewing and selecting videos, and sending and tracking videos.



THREE STEPS TO USING LEARNING LINK

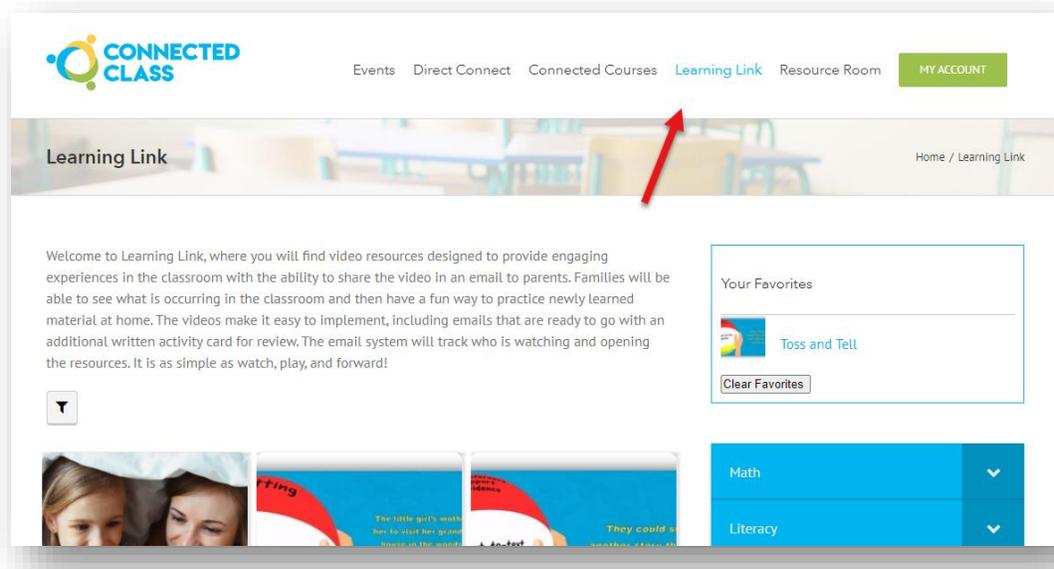
CONTENTS

STEP ONE: SET UP STUDENT LIST	2
How do I set up a class list?	2
Ready to import	4
How do I get to my student list to share videos?	6
STEP TWO: REVIEW AND SELECT VIDEOS	9
How do I select videos to send to my students?	9
How do I save my favorite videos?	12
How do I send learning link videos in Spanish?	13
What video should I send first?	14
STEP THREE: SEND AND TRACK VIDEOS	15
How do I send videos?	15
How do I schedule a learning link to send later?	16
How can I keep track of videos that I scheduled to send later?	17
How can I track the videos I sent?	18
Do you have any questions?	19

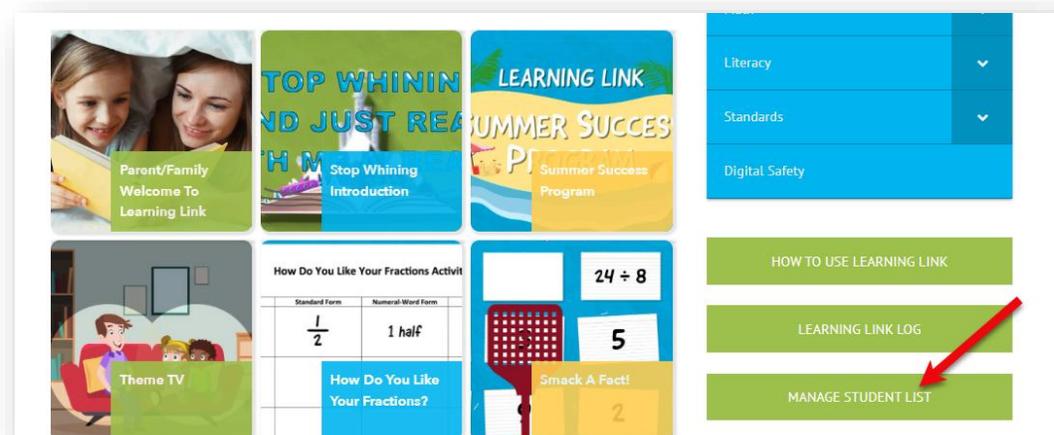
STEP ONE: SET UP STUDENT LIST

HOW DO I SET UP A CLASS LIST?

- Go to www.connectedclass.com
- Login by clicking on the green MEMBER LOGIN  button at the top right of your screen. Your school email address is your username. If you do not have a password or have forgotten it, click on “Create New/Lost your Password?” and follow the prompts to create/reset your password.
- Go to **Learning Link** on the menu bar.



- To set up your class list, first click on **Manage Student List**.



- The fastest way to set up a class list is to import a CSV file, but first you must **download** the Sample CSV file to input your information.



- To fill out the Sample CSV with your student information:
 1. In column A, enter the word “student” (all lowercase) for each entry.
 2. In column B, put the student’s first and last name. (Ex. John Smith)
 3. In column C, put in the first and last name of the parent/family member.
 4. In column D, put in the parent/family member’s email address.
 5. You may put a student in more than once if they have more than one parent/family email address.
 6. Column E is for the class period or student grouping. If you are a self-contained classroom, then just put period 1. You can always group students into different periods if you have different focus areas. For example, if you have a group for extra multiplication practice, then assign them a different period for easy sorting and sending.
 7. In column F, type in “publish” (all lowercase) for each entry.

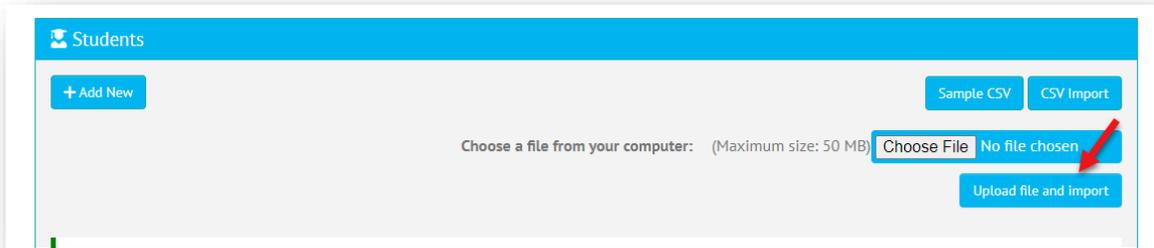
A	B	C	D	E	F
post_type	student_name	parent_name	parent_email	period	post_status
student	Student Name 1	Parent Name 1	parentemail@address.com	4	publish
student	Student Name 2	Parent Name 2	parentemail@address.com	4	publish
student	Student Name 3	Parent Name 3	parentemail@address.com	4	publish

- When you are done, save the file to your computer in a folder that works for you. Make sure it is in CSV (Comma delimited) (*.csv) format.

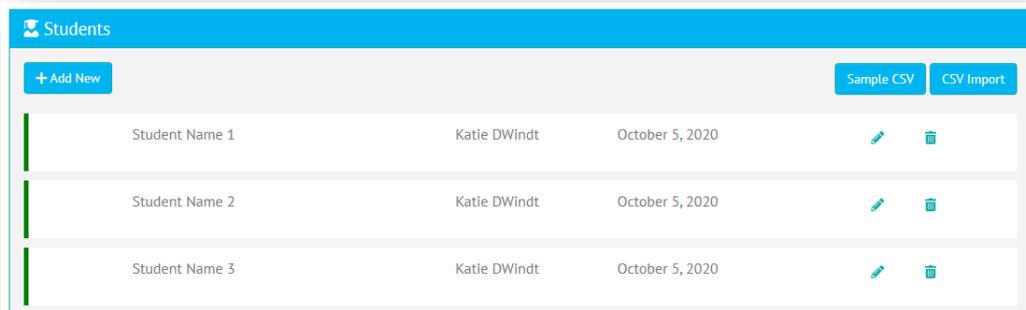


READY TO IMPORT

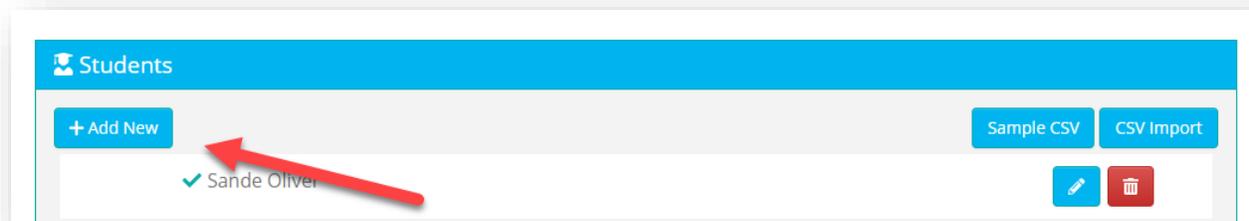
- Go back to **Manage Student List**. Click on **CSV import**, choose your file, and click **Upload file and import**. If your file is large, it might take a few minutes to upload.



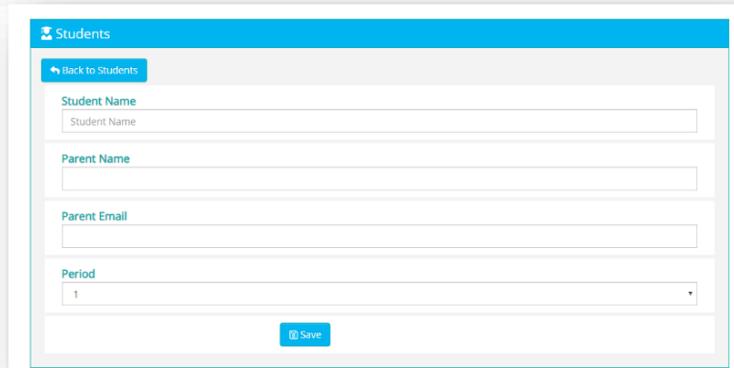
- Once the file is uploaded, it will pop up on the screen. Check that all students and parents have been entered correctly and that none are missing.



- If you need to add a student, click on **Add New** and enter the student's information.



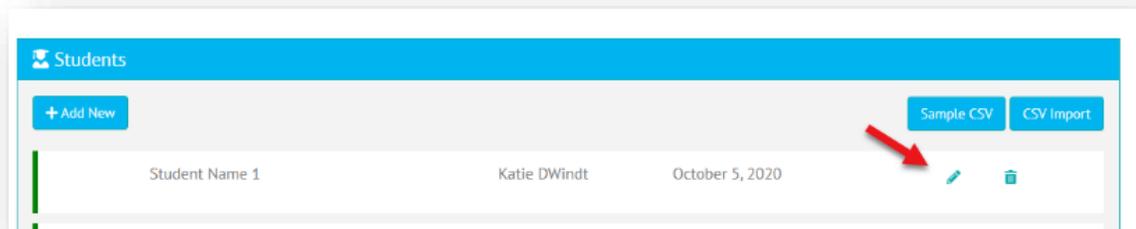
- Complete the form and save.



- If a student leaves, click on the trash can next to the student's name to delete the contact information.



- If you need to make changes to a student's information, click on the pencil icon to edit.

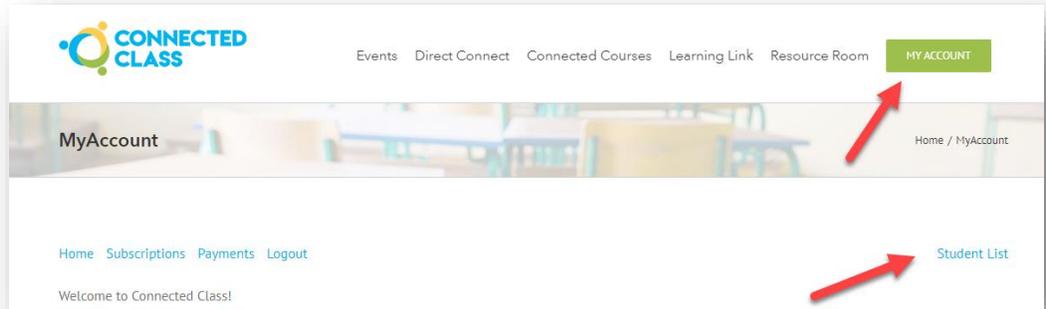


- Make the necessary changes and click save.

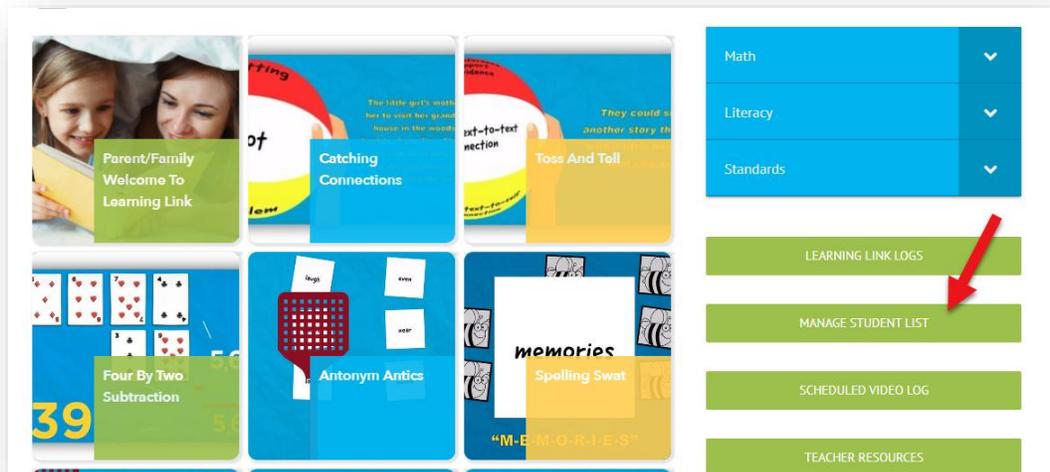
A screenshot of a form for editing student information. The form is titled "Students" and has a "Back to Students" button at the top left. It contains four input fields: "Student Name" (with "Student Name" as placeholder text), "Parent Name", "Parent Email", and "Period" (a dropdown menu with "1" selected). At the bottom center is a blue "Save" button.

HOW DO I GET TO MY STUDENT LIST TO SHARE VIDEOS?

- You can get to your student list three different ways.
 - One way is to click on the green **My Account** button at the top right of the page and then select **Student List**.



- Another way is to go to the Learning Link page and click on the green **Manage Student List** button.



- From the Learning Link page, click on any of the individual Learning Link boxes.



When the **Learning Link** opens, scroll down to the bottom, and you will see a **Share** button.

CONNECTED CLASS

Toss and Tell

Materials Needed: Beach ball, reading material, dry erase marker

Process:

Step 1: Read the book with your child.

Step 2: Write the following topics with your dry erase marker on their own section of the beach ball: inference, summary, text-to-text connection, text-to-self connection, and text-to-world connection.

Step 3: Toss your child the ball, and ask them about the skill their right thumb lands on.

Step 4: Continue tossing the ball back and forth until your child has covered all the topics.

[Click here to download activity card.](#)

Favorite ☆ **SHARE**

When you click on **Share**, your class list will pop up. You can choose to send to everyone, to individual students, or to class periods. To send it to all your students, check the box next to **Student Name**. To send to an individual student, check the box next to that student’s name. To share with a specific class period, click the dropdown menu next to **Only Show This Period**, and select the class period you want to send information to. Then click on the box next to **Student Name** to select everyone in that class period. Click **SEND**.

Please enter an email address to share this resource (separate multiple addresses with commas).

Only Show This Period : **ALL** ▾

<input type="checkbox"/>	Student Name	Parent Name	Period
<input type="checkbox"/>	Katie	Ignacio	1
<input type="checkbox"/>	Christel	Christel	2
<input type="checkbox"/>	Student Name 1	Parent Name 1	4
<input type="checkbox"/>	Student Name 2	Parent Name 2	4
<input type="checkbox"/>	Student Name 1	Parent Name 1	4
<input type="checkbox"/>	Student Name 2	Parent Name 2	4
<input type="checkbox"/>	Student Name 1	Parent Name 1	4
<input type="checkbox"/>	Student Name 2	Parent Name 2	4
<input type="checkbox"/>	Student Name 3	Parent Name 3	4

Enter email addresses (separated by commas)...

You can also add emails in the box at the bottom. These people will receive this specific **Learning Link** but will not be added to your class list. You can also manage your student list by clicking **Teachers, manage your student here**.

<input type="checkbox"/>	Student Name	Parent Name	Period
<input type="checkbox"/>	Katie	Ignacio	1
<input type="checkbox"/>	Christel	Christel	2
<input type="checkbox"/>	Student Name 1	Parent Name 1	4
<input type="checkbox"/>	Student Name 2	Parent Name 2	4
<input type="checkbox"/>	Student Name 1	Parent Name 1	4
<input type="checkbox"/>	Student Name 2	Parent Name 2	4
<input type="checkbox"/>	Student Name 1	Parent Name 1	4
<input type="checkbox"/>	Student Name 2	Parent Name 2	4
<input type="checkbox"/>	Student Name 3	Parent Name 3	4

Enter email addresses (separated by commas)...

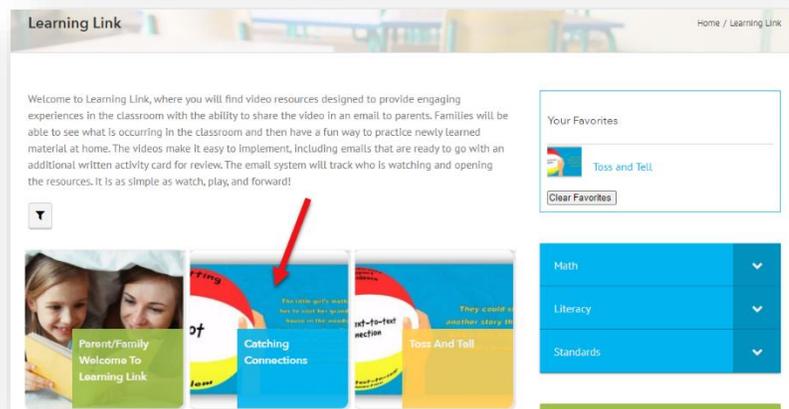
Send Later

[Teachers, manage your student list here.](#)

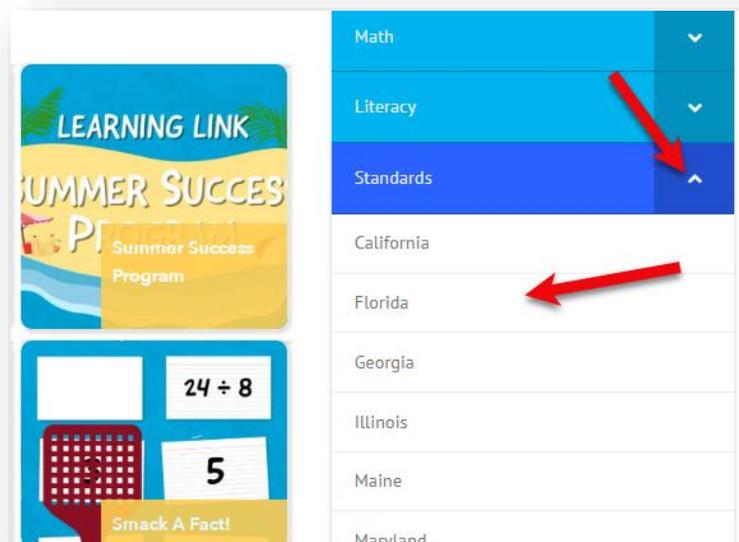
STEP TWO: REVIEW AND SELECT VIDEOS

HOW DO I SELECT VIDEOS TO SEND TO MY STUDENTS?

- There are several different ways to find videos to send to your students.
 1. The first way is to click on a **Learning Link** box on the main **Learning Link** page.



2. The fastest way is to expand the **Standards** dropdown menu and choose your specific state, for example, Florida. You can search for a video by standards, or you can see a list of videos and the standards that relate to a video.



When you select your standards, a page will open, allowing you to select videos by standard or by title.

Florida Standards

Mathematics
[Florida B.E.S.T. Standards for Math Learning Link Videos by Title](#)
[Florida B.E.S.T. Standards for Math Learning Link Videos](#)
[Florida Standards for Math Learning Link Videos by Title](#)
[Florida Standards for Math Learning Link Videos](#)

English Language Arts
[Florida B.E.S.T. Standards for English Language Arts Learning Link Videos by Title](#)
[Florida B.E.S.T. Standards for English Language Arts Learning Link Videos](#)
[Florida Standards for English Language Arts Learning Link Videos by Title](#)
[Florida Standards for English Language Arts Learning Link Videos](#)

The **Florida Standards for Math Learning Link Videos** file will show you each standard and the videos that support that standard. You can click on the video name to go directly to the **Learning Link**. The same option is available for **English Language Arts**.

Florida Standards

Mathematics
[Florida B.E.S.T. Standards for Math Learning Link Videos by Title](#)
[Florida B.E.S.T. Standards for Math Learning Link Videos](#)
[Florida Standards for Math Learning Link Videos by Title](#)
[Florida Standards for Math Learning Link Videos](#)

English Language Arts
[Florida B.E.S.T. Standards for English Language Arts Learning Link Videos by Title](#)
[Florida B.E.S.T. Standards for English Language Arts Learning Link Videos](#)
[Florida Standards for English Language Arts Learning Link Videos by Title](#)
[Florida Standards for English Language Arts Learning Link Videos](#)

Florida Standards for Math Learning Link Videos

Operations and Algebraic Thinking

Kindergarten Standards	Learning Link Videos
MAFS.K.OA.1a	Addition Stories Subtraction Stories
MAFS.K.OA.1.2	Introduction: Word Problem Detective Just Draw It: Addition Just Draw It: Subtraction Locating Clues and Gathering Evidence Operation Sort Tell the Story

The **Florida Standards for Math Learning Link Videos by Title** file will show you each video, the concept covered, and the relevant standards. You can click on the video name to go directly to the **Learning Link**. The same option is available for **English Language Arts**.

Florida Standards

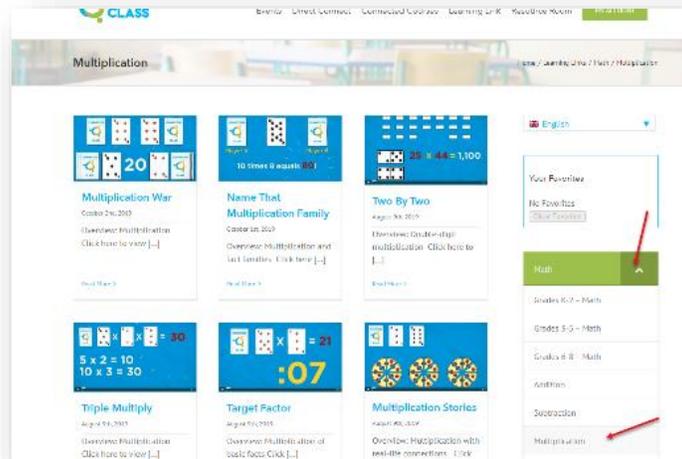
Mathematics
[Florida B.E.S.T. Standards for Math Learning Link Videos by Title](#)
[Florida B.E.S.T. Standards for Math Learning Link Videos](#)
[Florida Standards for Math Learning Link Videos by Title](#)
[Florida Standards for Math Learning Link Videos](#)

English Language Arts
[Florida B.E.S.T. Standards for English Language Arts Learning Link Videos by Title](#)
[Florida B.E.S.T. Standards for English Language Arts Learning Link Videos](#)
[Florida Standards for English Language Arts Learning Link Videos by Title](#)
[Florida Standards for English Language Arts Learning Link Videos](#)

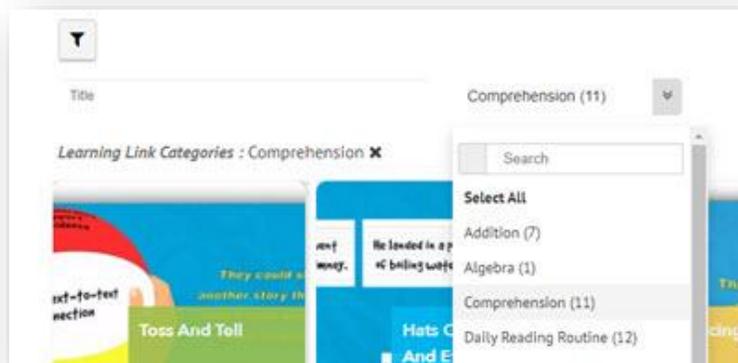
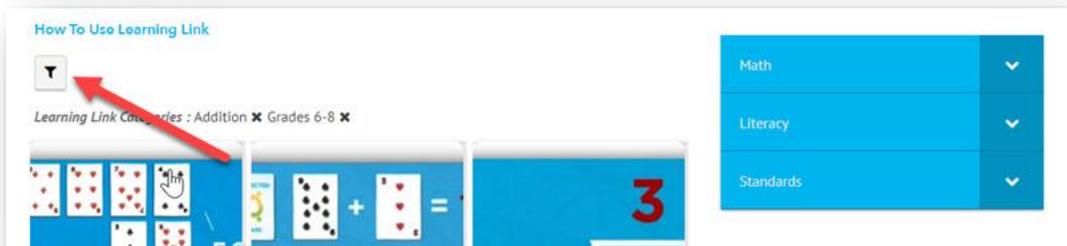
Florida B.E.S.T. & Florida Standards for Addition Learning Link Videos

Video Title	Math Concept	Florida B.E.S.T. Standards	Florida Standards
Fishing for Five	Adding to five	MA.K.NSO.3.1 MA.K.NSO.3.2 MA.1.AR.2.3 MA.1.NSO.2.1 MA.1.NSO.2.2 MA.2.NSO.2.1 MA.K12.MTR.3.1	MAFS.K.OA.1.5 MAFS.1.OA.3.5 MAFS.1.OA.3.6 MAFS.1.OA.4.8 MAFS.2.OA.2.2 MAFS.K12.MP.7.1
Fishing for Ten	Adding to ten	MA.K.AR.1.1 MA.K.NSO.3.1 MA.K.NSO.3.2 MA.1.AR.2.3 MA.1.NSO.2.1 MA.1.NSO.2.2 MA.2.NSO.2.1	MAFS.K.OA.1.4 MAFS.K.OA.1.5 MAFS.1.OA.3.5 MAFS.1.OA.3.6 MAFS.1.OA.4.8 MAFS.2.OA.2.2 MAFS.K12.MP.7.1

- Another way to find a **Learning Link** is to search by topic. Click on the **Math** or **Literacy** dropdown menu. Then choose the grade band or topic you want. The videos that address that grade level or concept will display.

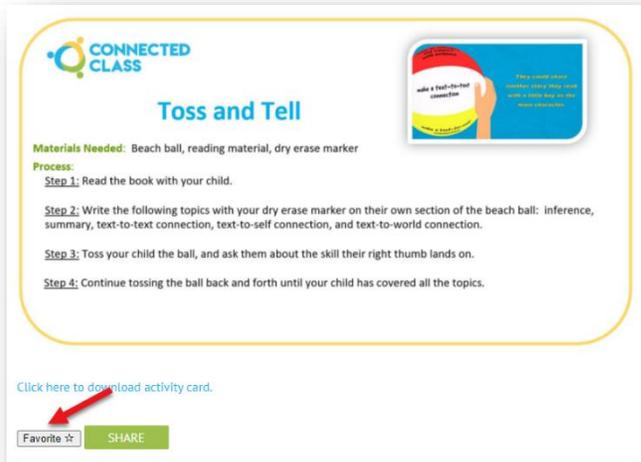


- The final way to search for a **Learning Link** is by clicking on the filter icon (see picture below). From here, you have the option of searching by a specific Learning Link title or using the dropdown menu to filter the links by topic and/or grade level.



HOW DO I SAVE MY FAVORITE VIDEOS?

- Open the **Learning Link** you wish to save. At the bottom of each individual **Learning Link** next to the **Share** button is a **Favorite** button. After you click on it, the button will say *Favorited*. You can view your favorites at the top righthand side of the **Learning Link** page.



CONNECTED CLASS

Toss and Tell

Materials Needed: Beach ball, reading material, dry erase marker

Process:

Step 1: Read the book with your child.

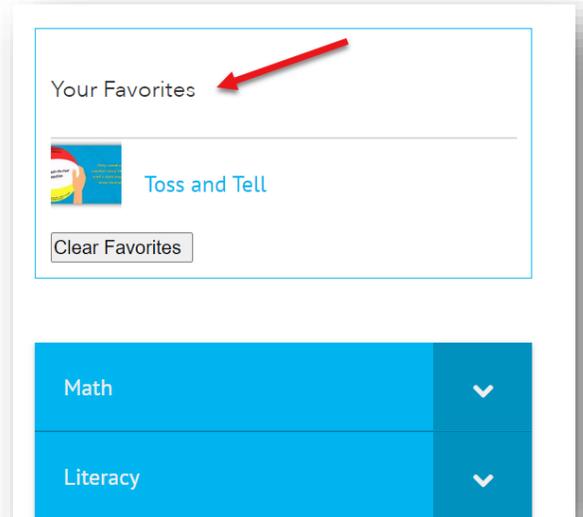
Step 2: Write the following topics with your dry erase marker on their own section of the beach ball: inference, summary, text-to-text connection, text-to-self connection, and text-to-world connection.

Step 3: Toss your child the ball, and ask them about the skill their right thumb lands on.

Step 4: Continue tossing the ball back and forth until your child has covered all the topics.

[Click here to download activity card.](#)

Favorite  SHARE



Your Favorites 

 Toss and Tell

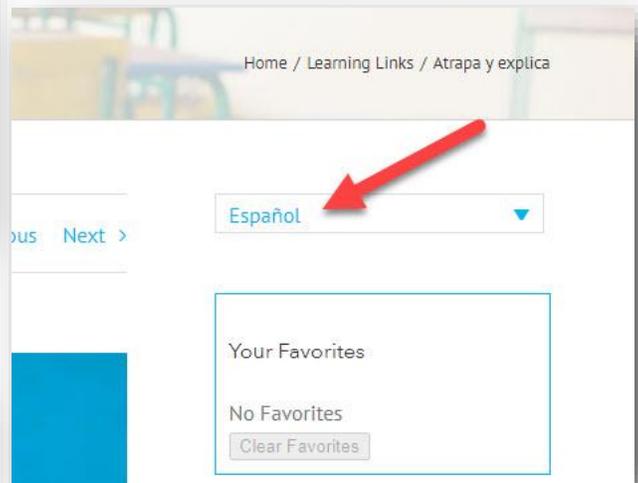
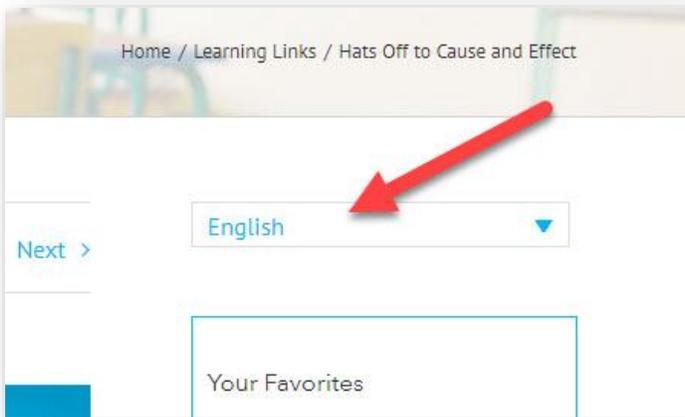
Clear Favorites

Math 

Literacy 

HOW DO I SEND LEARNING LINK VIDEOS IN SPANISH?

Click on the **Learning Link** you wish to send. There is a dropdown box at the top righthand side of the page that will allow you to change the language. You can send **Learning Link** videos in English or Spanish. The videos have closed captioning in English and Spanish as well. To send a video in Spanish, select Español from the language dropdown box. This will change the resources to Spanish. The video will still be in English, but the families can choose the Spanish closed captioning when viewing. Then follow the regular sending instructions.



WHAT VIDEO SHOULD I SEND FIRST?

- The first **Learning Link** is the **Parent/Family Welcome to Learning Link**. This video introduces **Learning Link** to your parents and should be sent first.

The screenshot shows the 'Learning Link' website. At the top left, the text 'Learning Link' is displayed. At the top right, there is a breadcrumb trail 'Home / Learning Link'. Below the header, a paragraph of text reads: 'Welcome to Learning Link, where you will find video resources designed to provide engaging experiences in the classroom with the ability to share the video in an email to parents. Families will be able to see what is occurring in the classroom and then have a fun way to practice newly learned material at home. The videos make it easy to implement, including emails that are ready to go with an additional written activity card for review. The email system will track who is watching and opening the resources. It is as simple as watch, play, and forward!'. Below this text is a small square icon with a downward arrow. A red arrow points from this icon to the first video thumbnail in a row of three. The first thumbnail shows two children reading a book and is labeled 'Parent/Family Welcome To Learning Link'. The second thumbnail is labeled 'Catching Connections' and features a red and yellow circular graphic. The third thumbnail is labeled 'Toss And Tell' and features a red and yellow circular graphic. To the right of the video thumbnails is a 'Your Favorites' section containing a single item 'Toss and Tell' with a 'Clear Favorites' button below it. Below the favorites section is a vertical menu with three items: 'Math', 'Literacy', and 'Standards', each with a downward arrow on the right side.

STEP THREE: SEND AND TRACK VIDEOS

HOW DO I SEND VIDEOS?

- To send a video, click on a **Learning Link** box. Choose the language you want to use for the **Learning Link**. Then click on the Share button at the bottom of the page. Select the students you want to send that video to from your class list or add new email addresses to the box. If you type in more than one email address in the box area, you will need to separate them by a comma only. Then click **send**. Review [How do I get to my student list to share videos?](#) in Step One to get more details.

The image shows two screenshots. The left screenshot is the 'Toss and Tell' activity page from Connected Class. It features the title 'Toss and Tell', a small image of a beach ball, and instructions. At the bottom, there is a 'SHARE' button highlighted with a red arrow. The right screenshot is a sharing dialog box. It contains a table with columns for 'Student Name', 'Parent Name', and 'Period'. Below the table is a text input field for email addresses, also highlighted with a red arrow. At the bottom of the dialog, there is a 'Send' button and a 'Send Later' checkbox, both highlighted with red arrows.

Student Name	Parent Name	Period
<input type="checkbox"/> Katie	Ignacio	1
<input type="checkbox"/> Christel	Christel	2
<input type="checkbox"/> Student Name 1	Parent Name 1	4
<input type="checkbox"/> Student Name 2	Parent Name 2	4
<input type="checkbox"/> Student Name 1	Parent Name 1	4
<input type="checkbox"/> Student Name 2	Parent Name 2	4
<input type="checkbox"/> Student Name 1	Parent Name 1	4
<input type="checkbox"/> Student Name 2	Parent Name 2	4
<input type="checkbox"/> Student Name 1	Parent Name 1	4
<input type="checkbox"/> Student Name 2	Parent Name 2	4
<input type="checkbox"/> Student Name 3	Parent Name 3	4

- After the video has been sent, a box will appear at the top of the page telling you it has been shared. (PLEASE NOTE: it will take a few moments before a message appears confirming that your Learning Link has been shared. DO NOT continue to click SEND; this will result in multiple messages being sent.) Once the link is shared, parents do not have to be logged in to view the **Learning Link**. They will simply click on the link in the email and go directly to the page.

The image shows a confirmation message box from connectedclass.com. The message reads: 'connectedclass.com says Your Learning Link has been shared!'. There is an 'OK' button at the bottom right of the box. The background shows a dark interface with 'Captcha Booster' and 'Forms' visible.

HOW DO I SCHEDULE A LEARNING LINK TO SEND LATER?

- To send a video at a later date, choose **Send Later**. Then select the date and time that you want the **Learning Link** to be sent. You can schedule as many as you want to go out later.

Send Later

Student Name	Parent Name	Period
<input type="checkbox"/> Katie	Ignacio	1
<input type="checkbox"/> Christel	Christel	2
<input type="checkbox"/> Student Name 1	Parent Name 1	4
<input type="checkbox"/> Student Name 2	Parent Name 2	4
<input type="checkbox"/> Student Name 1	Parent Name 1	4
<input type="checkbox"/> Student Name 2	Parent Name 2	4
<input type="checkbox"/> Student Name 1	Parent Name 1	4
<input type="checkbox"/> Student Name 2	Parent Name 2	4
<input type="checkbox"/> Student Name 1	Parent Name 1	4
<input type="checkbox"/> Student Name 2	Parent Name 2	4
<input type="checkbox"/> Student Name 3	Parent Name 3	4

Enter email addresses (separated by commas).

Send Later

[Send](#) Teachers, manage your student list here.

Student Name	Parent Name	Period
<input type="checkbox"/> Katie	Ignacio	1
<input type="checkbox"/> Christel	Christel	2
<input type="checkbox"/> Student Name 1	Parent Name 1	4
<input type="checkbox"/> Student Name 2	Parent Name 2	4
<input type="checkbox"/> Student Name 1	Parent Name 1	4
<input type="checkbox"/> Student Name 2	Parent Name 2	4
<input type="checkbox"/> Student Name 1	Parent Name 1	4
<input type="checkbox"/> Student Name 2	Parent Name 2	4
<input type="checkbox"/> Student Name 1	Parent Name 1	4
<input type="checkbox"/> Student Name 2	Parent Name 2	4
<input type="checkbox"/> Student Name 3	Parent Name 3	4

October - 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

07:30 AM
07:31 AM
07:32 AM
07:33 AM
07:34 AM
07:35 AM

2020-10-09 07:31 AM

[Send](#) Teachers, manage your student list here.

Send Later Learning Link Logs

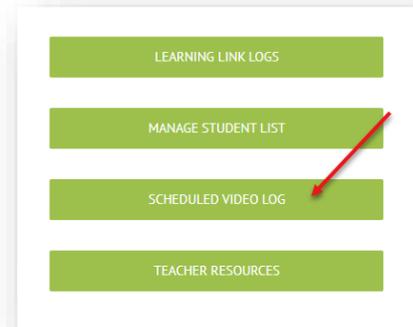
Home / Send Later Learning Link Logs

[RESET](#)

Resource	Email	Period	Send Timestamp	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 06:16 AM	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 06:16 AM	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 06:16 AM	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 06:16 AM	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 07:13 AM	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 07:13 AM	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 07:13 AM	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 07:13 AM	Edit	Delete
Famously Fluent – Stop Whining Series	creaves@connectedclass.com	4	September 22, 2020, 06:16 AM	Edit	Delete
Famously Fluent – Stop Whining Series	creaves@connectedclass.com	4	September 22, 2020, 06:16 AM	Edit	Delete
Famously Fluent – Stop Whining Series	creaves@connectedclass.com	4	September 22, 2020, 06:16 AM	Edit	Delete
Famously Fluent – Stop Whining Series	creaves@connectedclass.com	4	September 22, 2020, 06:16 AM	Edit	Delete

HOW CAN I KEEP TRACK OF VIDEOS THAT I SCHEDULED TO SEND LATER?

- If you schedule **Learning Link** videos to go out in the future, you can keep track of them by clicking on the green **Scheduled Video Log** button.



- When you click on **Scheduled Video Log**, you will see all the videos scheduled to be sent and who you are sending them to. If you change your mind, you can edit the date and time to send the video or delete it. You can sort the **Send Later Learning Link Log** by the *Resource*, *Email*, *Class Period*, and *Send Timestamp* by clicking on the arrows next to the column headers. Click on **Reset** to go back to the original view.

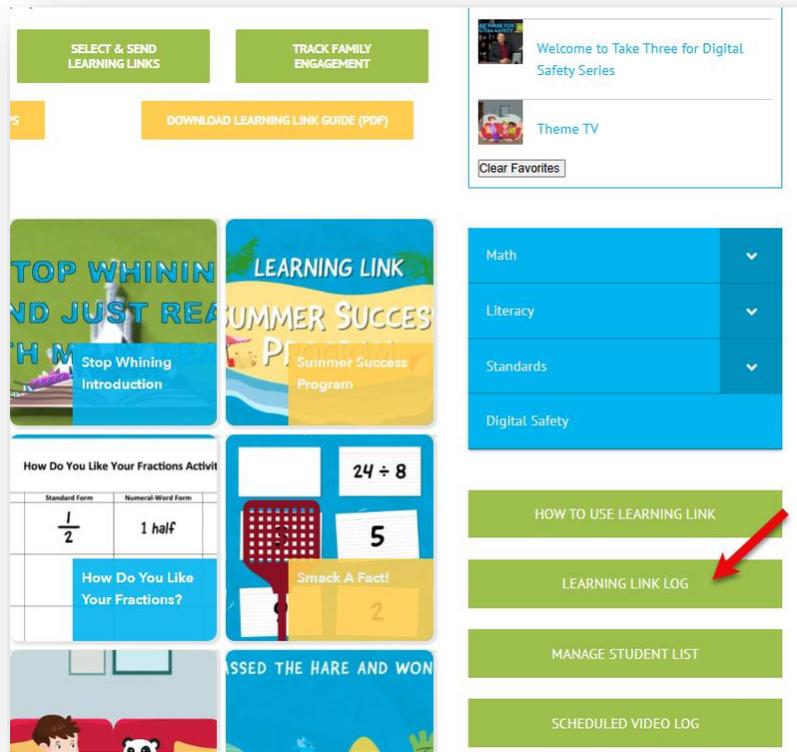
Send Later Learning Link Logs Home / Send Later Learning Link Logs

[RESET](#)

Resource	Email	Period	Send Timestamp	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 06:16 AM	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 06:16 AM	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 06:16 AM	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 06:16 AM	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 07:13 AM	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 07:13 AM	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 07:13 AM	Edit	Delete
Stop Whining Introduction	creaves@connectedclass.com	4	September 21, 2020, 07:13 AM	Edit	Delete
Famously Fluent - Stop Whining Series	creaves@connectedclass.com	4	September 22, 2020, 06:16 AM	Edit	Delete
Famously Fluent - Stop Whining Series	creaves@connectedclass.com	4	September 22, 2020, 06:16 AM	Edit	Delete
Famously Fluent - Stop Whining Series	creaves@connectedclass.com	4	September 22, 2020, 06:16 AM	Edit	Delete
Famously Fluent - Stop Whining Series	creaves@connectedclass.com	4	September 22, 2020, 06:16 AM	Edit	Delete

HOW CAN I TRACK THE VIDEOS I SENT?

- You can track if parents are opening their messages by clicking on **Learning Link Logs**. It also tracks who you sent it to.



- You can sort through the **Learning Link Log** by the *Resource*, *Email*, *Class Period*, *Send Timestamp* and *Visited* by just clicking on the arrows next to the column header. The *Visited* column will be empty unless the parent opened the resource. Click on **Reset** to go back to the original view.

Learning Link Logs Home / Learning Link Logs

Resource	Email	Period	Send Timestamp	Visited
Finding Proof	sandeoliver48@yahoo.com	5	January 23, 2020, 12:46 PM	January 23, 2020, 1:15 PM
Addition War	sandeoliver48@yahoo.com	5	January 22, 2020, 9:50 AM	January 22, 2020, 9:55 AM
Tic Tac Divide	sandeoliver48@yahoo.com	5	January 22, 2020, 10:01 AM	January 22, 2020, 10:10 AM

DO YOU HAVE QUESTIONS?

If you have any questions or issues, please email our team at support@connectedclass.com.



**GET CONNECTED, STAY CONNECTED,
AND LEARN FOR A BRIGHTER TOMORROW!**