

Teacher account cheat sheet

The platform part of the course on one page. Keep it next to your keyboard.

Full course: gsed.ch/en/teacher-academy

Platform jobs and their buttons

- 02 Log in as an Educator** · 6 minutes
Login page · Educator · Login · Take a Tour
- 03 Open a course and read the answer key** · 6 minutes
My Activities · Preview Course · Add Course · View Questions
- 04 Fill in the form and add students** · 7 minutes
Manage Classes · Add · Add Class
- 05 Find your class and read each row** · 6 minutes
Manage Classes · Performance
- 06 Open a row and read the details** · 6 minutes
Performance · View Details · Course Progress · Student Profile Report
- 07 Write to the class and to one student** · 6 minutes
My Activities · Post Announcement · Message Student · Compose Mail
- 08 Check who is in, and help with logins** · 6 minutes
My Activities · Login History · Reports · Student Logins
- 10 Check, list, talk** · 6 minutes
Home · Manage Classes · Performance · Grading - Pending

The one rule

Check school, course and grade now. After you press Add Class, you cannot edit or delete the class.

Your week

About two hours a week. The platform check takes about 15 minutes, on the same day each week.

- 1 Home page (2 minutes)**
Look at **Grade In Progress** and at how many students have not logged in yet.
- 2 Class dashboard (5 minutes)**
Open **Manage Classes**, press **Performance** and scroll once through the class. Look for the four signs.
- 3 Grading - Pending (3 minutes)**
If answers are waiting, press **Choose** on the student's row, then **Grade Questions**.
- 4 Your list (5 minutes)**
Write each name and what you saw. Go deeper with **View Details**, **Course Progress** or **Login History** when you need to.
- 5 Your students (most of the time)**
One short talk with each student on your list, in class or by message: what is hard, and what they will do this week.
- 6 Every two weeks: the report (10 minutes)**
Fill in the form. Send it by email, or give it to your school's representative.

A student forgot their password. What do I do?

Open **Reports**, then **Student Logins**. Find the student, then give the username and password to that student only, in person. Never put them in an announcement or a group chat.

Ready for your first week

Tick each box when it is true.

- ☐ I signed in and chose Educator.

☐ I opened Preview Course and read one lesson with its answer key.

☐ I created a class and checked school, course and grade before pressing Add Class.

☐ I opened my class dashboard and wrote down who needs help.

☐ Every student on my list has logged in at least once.

☐ I wrote to my class with Post Announcement, or to one student with Message Student.

☐ I chose the day of my weekly check.

☐ I downloaded the report form and know where to send it.

Questions? Write to support@gsed.ch or to your coordinator.

This is an independent guide made by GSED for its teachers. It is not made by, or affiliated with, the company behind the teacher platform.