OCTOPI
A platform for learning with LaPlaya.

Teacher User Interface Manual
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1. How to Use

This manual will be a visual walkthrough of how to use various features with the Octopi Teacher User Interface. Each action listed in the Table of Contents will have a series of screenshots that will assist the user in correctly executing the said feature. In order to interpret the screenshots, the user must be able to recognize the following icons and know their implications.

- **Left Mouse Click** - This icon represents a left mouse click and whatever action is driven by this event.

- **Text Field Edit** - This icon represents the state of editing a text field in response to a left mouse click.

If no icon is used in a screenshot, it is meant to show the user the end result of a series of screenshots.
2. Teacher Sign In

Click the “Sign In!” button.

Click the “Not a Student? Click here.” link.

Enter user credentials into the appropriate fields. Then click the “Sign in” button.

“Signed in successfully”
3. Choose Class

Start at the Staff Home Page.

Click the “View your classes” button.

Choose a class from the available list.
4. Edit Class

On the School Page, scroll down to view the list of “School Classes.”

Choose a class from the available list.

Click the “Edit Class” button to begin editing.
5. Edit Class Alternative

Click the “Edit Class” button to begin editing the selected class.

From the Staff Home Page, click the “View your Classes” button.

Choose a class from the available list.

Click the “Edit Class” button to begin editing the selected class.

NOTE: The following actions tiered from 4. Edit Class or 5. Edit Class Alternative assume that the user has a clear understanding of how to begin editing a class. The actions in 5.3 Add New Student and 5.4 Add Multiple Students assume that the user can navigate to the class’ page.
5.1. Change Class Name

After navigating to “Edit Class” page, click on the text box below “Class Name” to make changes to the class name.

To save the new class name, click the “Save class settings” button.

5.2. Add/Remove Modules

After navigating to “Edit Class” page, click the checkbox to toggle a module’s availability. The students of this class only have the modules with checkmarks available to them.

To save the module availability, click the “Save class settings” button.
5.3. Add New Student

After navigating to the class page by clicking on “View your classes” on the homepage and selecting a class, click on the “Edit Students” button.

Click the “Add New Student” button under the list of teachers.

Scroll down the page to insert new student’s information.

After filling out the new student’s credentials, click the “Add New Student” button to add this student to the class.
5.4. Add Multiple New Students

After navigating to the class page by clicking on “View your classes” on the homepage and selecting a class, click on the “Edit Students” button.

Click the “Browse...” button to select the Microsoft Excel file containing class information.

Click the “Submit” button to submit the updated Excel file containing class information.

Check that the submitted information is correct. If yes, click the “Continue” button. Otherwise, click the “Cancel” button.
If the submission was accepted, a “Success!” message will appear at the top of the page.

**NOTE:** For more information on what format the spreadsheet should have, click the “How do I do this?” link.
After navigating to the class page by clicking on “View your classes” on the homepage and selecting a class, click on the “Edit Students” button.

To add a student in the school to this class, select the existing student from the drop-down menu below the list of teachers.

Click the “Add Existing Student” button to confirm that the selected student is in this class.
5.5.1. Allow Student Password Changing

Use section 5.4 Adding Multiple Students in order to select the spreadsheet with student information after clicking the “Browse...” button (Step 2).

Click on the checkbox where it says “Allow password changing?” to toggle students’ ability to change their own password.

Click on “Submit” button to be redirected to a page confirming changes.

5.5.2. Edit Student Information

Navigate to the “Edit Students” page for the class by clicking the “View your Classes” button on the homepage, selecting a class and clicking the “Edit Students” button after the class is selected. Scroll down this page to the bottom.

At the bottom of the page, there is a list of students. To edit any of these students, click “edit” on the far right (next to the student’s login name). Here we have selected to edit “Student 1.”

Change Student Details

After arriving at “Edit Student” page, click on any of the text fields to alter any of their information. Then click “Update Student” button to confirm.

Transfer/Remove Student from Class

Scroll to the bottom of the “Edit Student” page. You may use the “Move from class” drop-down menu to select the student’s current class and the “To class” menu to select the class they will transfer into. Click “Transfer Student” button to confirm.

To simply remove a student from their current class, select the class in the “Remove from” drop-down menu and click the “Remove” button.
After button has been pressed to confirm changes, there will be a confirmation page. This page should show the changes made to the selected student’s information.

5.6. Save Class Changes

Navigate to the “Edit Class” page, as shown in 4. Edit Class.

Make any class changes at the bottom of the page and click the “Save class settings” button at the bottom.

After the button is clicked, a confirmation message should appear at the top of the page. This will confirm that the changes have been saved.
5.7. Download Class Spreadsheet

Navigate to the “Edit Students” page for the class by clicking the “View your Classes” button on the homepage, selecting a class and clicking the “Edit Students” button after the class is selected.

On the right side of the page, click on the “Download current file” button. The spreadsheet will immediately begin downloading as an Excel document.

6. Test Student Sign In

Navigate to the class page, as shown in 3. Choose Class.

Click on the “Sign in as Test Student” button on the right side of the page to sign in as a test student, as shown in the screenshot to the right.
6.1 Test Student Reset

If you are signed in as a test student, you must first click the “Back to your class” button at the top of the page. Otherwise, navigate to the class page as shown in 3. Choose Class.

At the Class page, click the “Reset Test Student” button on the right side of the page.

6.1 Test Student Sign Out

If you are signed in as a test student, you must first click the “Back to your class” button at the top of the page. Otherwise, navigate to the class page as shown in 3. Choose Class.

At the Class page, click the “Sign Out Test Student” button on the right side of the page.
7. View School’s Classes

On the homepage, click the “View your schools” button.

On the school page, scroll down to the bottom.

As shown on the right, you will be able to view a list of the classes in the school as well as the teachers of each of these classes.
7.1. Add Teachers

Navigate to “Edit Class” page. Use sections 4. Edit Class or 5. Edit Class Alternative in order to reach this page. Then click on the drop-down menu on the right to select a teacher.

Click the “Add Teacher” button to confirm addition of new teacher to the class.

A confirmation message will appear at the top of the page to show that a new teacher has been added to the class. Additionally, the teacher will be added to the list of teachers on the left.

7.1. Add Teachers

To remove a teacher from a class, an administrator must click the “Remove” button to the right of the teacher’s name on the left side of the Edit Class page.
8. View School’s Students

Start at the staff homepage and click the “View your classes” button.

Click on your school.

Click on the “View school’s students” button on the right.

You will be directed to a list of students in the school, as shown on the right.
9. Enter LaPlaya Sandbox

Start at the Staff Homepage and click on the “Open LaPlaya” button.

You will be directed to the page shown in the screenshot on the right, which is the LaPlaya sandbox.
10. Curriculum Progress

Go to the class homepage by clicking the “View your classes” button on the Staff homepage and selecting a class. You will be directed to a page that looks like the one in the screenshot on the left.

10.1 Individual Student Progress

Scroll down the class page.

Scroll until the Class List can be seen in full.

Select the student who’s progress you would like to see by clicking “View Progress” to the right of the student’s name.
You will be redirected to the page pictured on the left. The activities are grey because they are locked for this student.

You may scroll down the page to find the activity you wish to see their progress on. The unlocked activities are white, and the completed activities will be highlighted in green (as shown in the screenshot on the left).

Meaning of each color:

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locked</td>
<td></td>
</tr>
<tr>
<td>Unlocked</td>
<td></td>
</tr>
<tr>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** You may click “Unlock” to unlock any locked section for a specific student.
Below the class list, there is a section called “Curriculum Progress.” Directly below this, you can see the average percentage of completed and unlocked activities for the students in this class.

10.3 Progress on Specific Activity

Select the activity you wish to view the class progress of. In the screenshot, we will be viewing the progress on the Sequencing activity for this class.
If you scroll down the page, you will also see each student’s progress on each activity.

Meaning of each color:

- **In Progress**
- **Completed**

**NOTE:**
Here, you may Unlock an activity for any specific student by clicking the “Unlock” button to the right of their name, or unlock it for every student in the class by clicking “Unlock for All” at the bottom of the table.
11. Additional Help and Questions

Start from the Staff Homepage. Click the “Help” button in the upper right corner.

Click “contact us” if you are experiencing problems with the site.

The page you will be redirected to will look like the screenshot on the left.