

Instructor/Club Facilitator

Welcome! This is your tutorial on how to use iClassPro to help you manage your classroom. iClassPro (iCP) is very different from ASAP in many ways. Here are the top 4 differences you'll notice:

1. There is no "app" for iClassPro for your mobile phone. Use your mobile phone's built in web browser and navigate to the portal. iClassPro immediately senses that you are looking from a phone and will automatically resize everything for ease of use.
2. iClassPro has two different PORTALS for instructors. One is the Attendance-Only Portal and the other is the Office Portal.
3. iClassPro allows you to view different information than ASAP including other teacher's classes, but not all the family details as you did before.
4. You cannot email your learners, only their parents in iCP. iCP does not collect email addresses connected to learners, only families. If you have a class where you routinely include your learners in your emails, we'll be rolling out a way for you to do that.

TIPS and TRICKS

1. Use the left navigation toolbar in the Office Portal to filter by learner, by class, by days of the week, and more.
2. Bookmarking this site will make it easier for you to get exactly where you need to go.
3. Even though it looks like you may be able to edit information, we have set permissions so that you can't alter anything you shouldn't be able to.
4. Preview: emailing all your families is a breeze in this new system. If you're going to be out a day and you'd like to introduce your sub, we'll show you how you can email all your families at once!
5. COME TO TEACHER TRAINING DAY to learn more about this powerful new system, how to take attendance, how to email your families and more!
6. We all know change is hard. Corporations spend billions each year onboarding their employees onto new systems. We are all here to make this transition as easy as possible. Sometimes the answer is "I'm sorry the system doesn't do that", but most of the time you'll be amazed at how wonderful the system is. And you can always email Caren at caren.delacruz@villagehome.org or Loriann at Loriann.schmidt@villagehome.org if you have any questions.

LOGGING IN

Log into iCP using a laptop/desktop or your mobile browser on your phone. The address is here: <https://app.iclasspro.com/staffportal/villagehome>

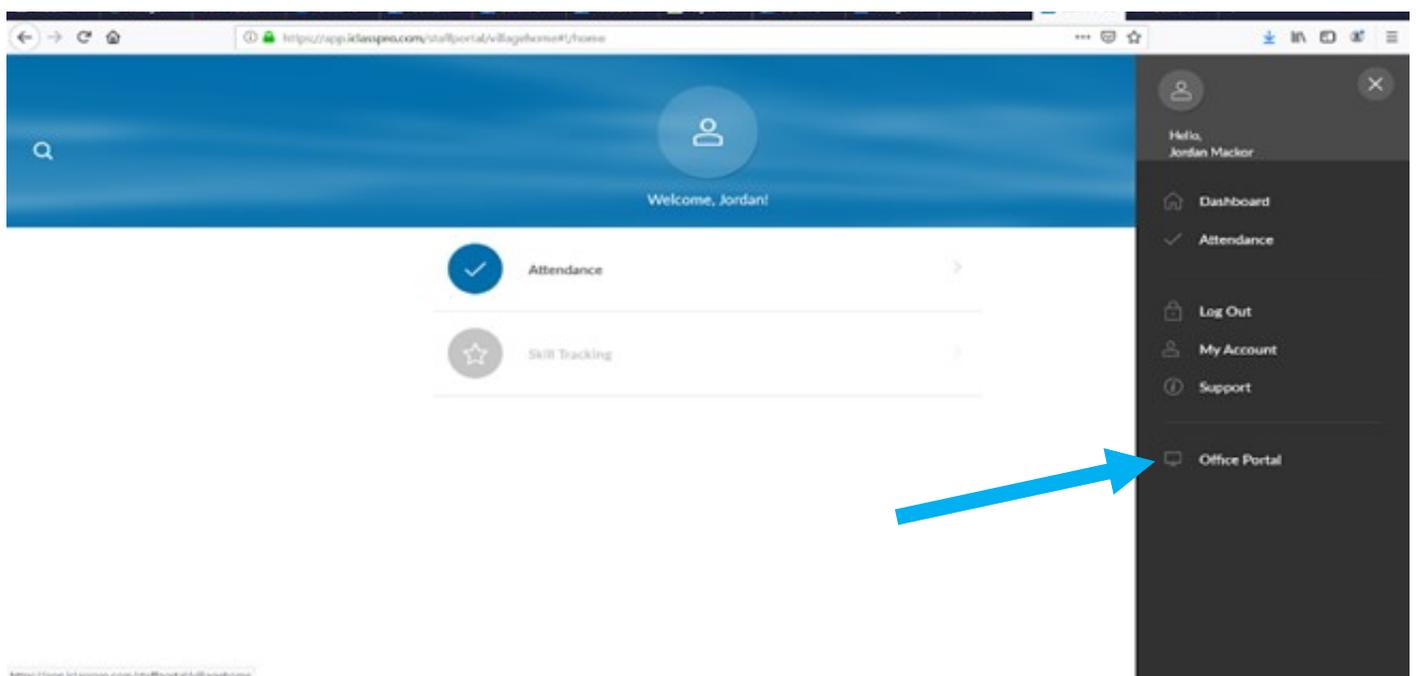
Your username is your VILLAGEHOME.ORG email. Your default password is 1234

The system will not force you to change your password, but we require you to do so.

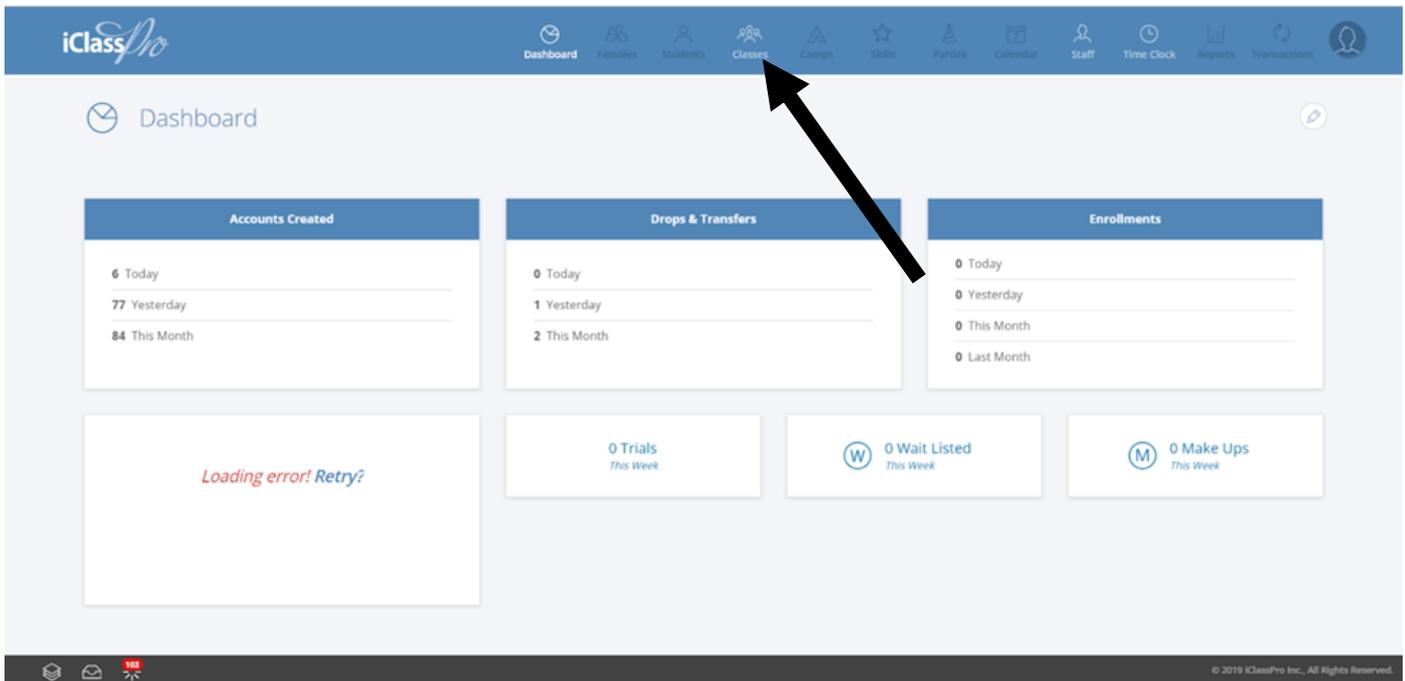


LOOKING AT YOUR ROSTER

To see your enrollments, click on the MENU (three bars on upper right screen) to pull out the menu. Select "Office Portal". Sometimes it makes you login again. Don't be alarmed.

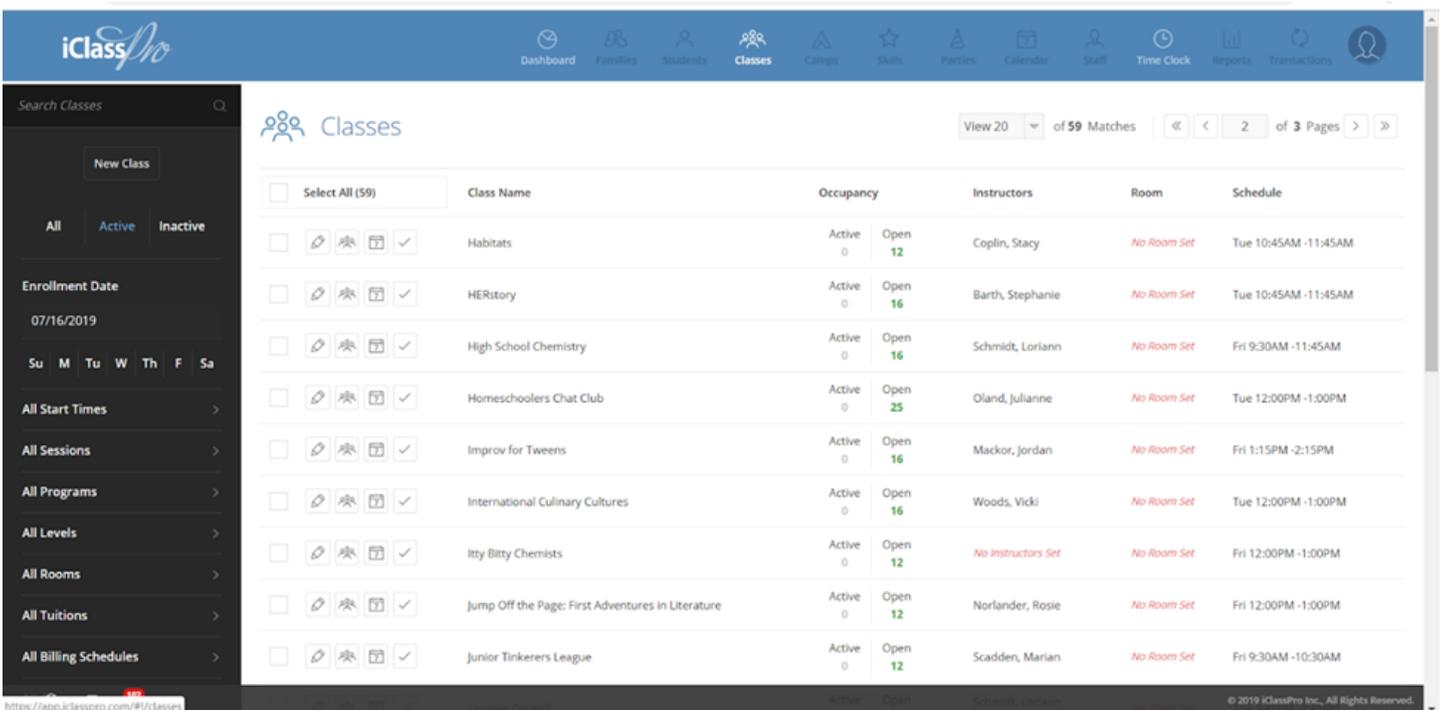


You will land on the Dashboard. Feel free to ignore. Across the top, you'll see the navigation. From here, you can navigate to the classes.

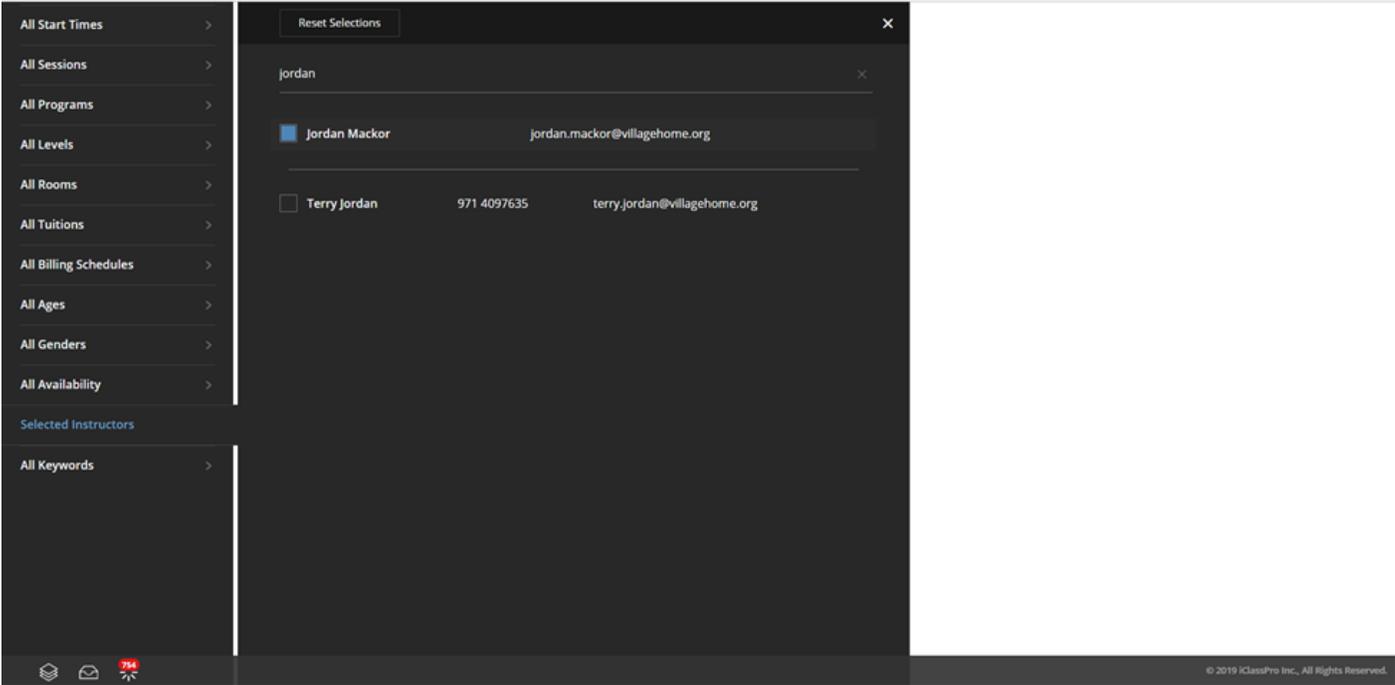


You will see ALL the classes, not just yours, but fear not! iClassPro has great filters on the left-side navigation bar.

PLEASE NOTE: If you teach on multiple campuses, you will see a campus/location setting at the top of the left nav. Be sure it is set to the campus you want to look at. **If you only teach on one campus, you won't see this at all.**



Scroll down to see the “instructor” filter, enter your instructor name, click the box next to your name and it will filter just your classes.



Select whichever option you’d like to view the class, view enrollments, schedule or take attendance.

