

KNOWLEDGE BASE

TeachScope

INTRODUCTION

This is your go-to guide for getting the most out of your TeachScope account. Inside, you'll find quick answers to your most common questions, along with step-by-step instructions and helpful tips to simplify your classroom management. We're here to help you feel confident and ready to teach.

GETTING STARTED

Q:

HOW DO I SIGN UP FOR A NEW ACCOUNT?

A:

To create an account:

- 1 Navigate to the Sign up page.
- 2 Fill in your Full Name, Email, and a secure Password.
- 3 Click the "Sign up" button to complete your registration.

Q:

HOW DO I LOG IN?

A:

1 On the Login page, enter your registered Email and Password.

2 Click the "Login" button.

3 If you have an account but are on the signup page, click the "Sign in" link at the bottom.

MANAGING YOUR STUDENTS

Q:

**HOW DO I VIEW MY CLASS
ROSTER?**

A:

From the main dashboard, click the "Students" tab on the left-hand menu. This page displays a list of all your students, along with their Grade Level, Class, Enrolment Status, and Gender.

Q:

HOW DO I ADD A NEW STUDENT?

A:

- 1 On the Students page, click the "Add New Student" button in the top right corner.
- 2 Fill in the student's First Name, Last Name, Gender, Grade Level, Class, and Enrolment Status.
- 3 Click the "Add student" button to save the new student to your roster.

Q:

HOW DO I EDIT OR DELETE A STUDENT?

A:

1 From the Students list, click on a student's name (e.g., "Kristin Watson"). This will take you to the Edit Student page.

2 Make any necessary changes to their information.

3 Click the "Save student" button to update their profile.

4 To remove a student permanently, click the red "Delete Student" link.

WEEKLY FORMS & SUMMARIES

Q:

**HOW DO I CREATE A NEW WEEKLY
FORM FOR A STUDENT?**

A:

- 1 First, navigate to the Student Summaries page for the desired student (by clicking their name from the Studentslist, then "View Weekly Forms").
- 2 Click the "Add New Form" button.
- 3 Select the Term and Week for the form.

- 4 Fill in the form fields regarding Attendance, Academic Engagement, Learning progress, Behaviour and Social skills, and Well being and Emotional State.
- 5 Add any additional notes in the "Teacher concerns" box.
- 6 Click "Create Form" to save the form.

Q:

WHAT DO DIFFERENT 'STATUS' LABELS MEAN?

A:

On the Student Summaries page, each weekly form has a status:

- Pending: The form has been filled out and saved, but a PDF report has not yet been generated for it.
- PDF Created: A PDF report has been successfully generated for this form.

USING THE TIMELINE FEATURE

Q:

**HOW DO I CHECK WHICH
STUDENTS HAVE A FORM DUE
FOR THE WEEK?**

A:

The Timeline feature provides a quick overview of your class's progress.

- 1 Click the "Timeline" tab on the left-hand menu.
- 2 Select the desired Term and Week from the dropdown menus.

3 Click the "View Students" button.

4 The list will show you each student with a Form Status of either "Completed" or "To Do."

Q:

HOW DO I GO DIRECTLY TO A STUDENT'S FORM FROM THE TIMELINE?

A:

If a student's status is "To Do," you can click the "View Form" link next to their name. This will take you directly to the Add New Form page for that student and week.

Q:

**CAN I VIEW A FORM I'VE
ALREADY COMPLETED?**

A:

Yes. On the Student Summaries page, click the "View Form" link next to any completed form to see the details you entered.

TROUBLESHOOTING

Q:

I CAN'T LOG IN.

A:

Double-check that you are entering the correct email address and password. If the issue persists, ensure you have a stable internet connection.

Q:

A STUDENT'S STATUS IS "WITHDRAWN." HOW DO I CHANGE IT?

A:

Go to the student's profile (by clicking their name from the Students list). Change their Enrolment Status to "Active" and click "Save student."

Q:

THE 'VIEW FORM' LINK IS GREYED OUT.



A form cannot be viewed until it has been completed. This link will become active once you click "Create Form" on the Add New Form page.