

Module Management Guide

We've added **two features that focus on managers**: an improved dashboard with more data, and the ability to customize the module order and due dates.

1. Updated Manager Dashboard

To help you see your teachers' progress more easily, we've clarified the categories on your dashboard. When you log in now, you'll start at your dashboard where you can see the overall progress for your group, including the number of :

- Sessions started – since you purchased accounts and in the last 30 days
- Rounds of practice your team has engaged in
- Final practices your team members have shared

You can also now see all of the information for an individual user, as well as the last time they visited the site.

Step 1:

Clicking “view” from your main dashboard will bring you to a more detailed view of each teacher's progress.

The screenshot shows the TLAC Online Manager Dashboard. At the top, there are navigation tabs: Dashboard (selected), Teams, Modules, Resources, and My Progress. A user greeting "Hi [Name]" and the message "Keep the champions going today!" are visible in the top right.

The main content area is titled "Dashboard" and is divided into two sections:

- Activity by User:** A table with columns for Name, Teams, Role, Last Visited, Sessions, Practices, and Shared. Each row includes a "view" link. A red dashed box highlights the "view" links in the first three rows.
- Overall Activity:** A summary section with three cards:
 - Users:** Shows 3/5 users. Below it, text says "You have 2 available accounts. Invite users."
 - Sessions Started:** Shows "Total Views" as 7 and "Last 30 Days" as 3. Below it is an "Edit Module Order" button.
 - Rounds of Practice:** This section is partially visible at the bottom.

Module Ordering and Assignment Due Dates Guide

Step 2:

To see the practices submitted for any completed module, simply click on the module title to see the submitted practices.

The screenshot shows the TLAC Online dashboard interface. At the top, there is a navigation bar with the following items: Dashboard, Teams, Modules, Resources, My Progress, and a user profile dropdown for 'Liz Thompson (Manager)' with the tagline 'Keep the champions going today!'. Below the navigation bar, the main content area is divided into several sections:

- Progress:** A section with three buttons: 'Progress' (highlighted in yellow), 'Modules', and 'Edit User'.
- Next:** A list of upcoming modules:
 - Building Radar (Radar)
- More Modules:** A list of additional modules:
 - Be Seen Looking (Radar)
 - Non-Verbal Interventions (Least Invasive Intervention)
 - Directive and Non-Directive (Stretch It)
- Completed Modules:** A list of finished modules:
 - Planning and Delivering Directions (What To Do) - This module is highlighted with a red dashed border and a yellow progress bar.
- Stats:** A sidebar on the right containing:
 - Last Activity: Sep 28, 2020
 - 29 Modules Remaining
 - 2 Modules Started
 - 1 Final Practices Shared

Module Ordering and Assignment Due Dates Guide

2. Sequence Modules and Assign Due Dates

From your dashboard, you can now designate the order in which you want your teachers to complete modules as well as assign due dates. When they log into their account they will see the assigned order and due dates in their dashboard.

Step 1:

From your dashboard, click “Edit Module Order.”

The screenshot shows the TLAC Online Dashboard. At the top, there are navigation tabs: Dashboard (selected), Teams, Modules, Resources, and My Progress. A user greeting "Hi [Name] Keep the champions going today!" is visible in the top right. The main content area is divided into two sections: "Activity by User" and "Overall Activity".

Activity by User section includes a search bar and a table with the following data:

Name	Teams	Role	Last Visited	Sessions	Practices	Shared	
[Name]		Manager	Nov 14, 2020	0	0	1	view
[Name]	Team 2	Teacher	Dec 14, 2019	0	0	0	view
[Name]	Team 1	Teacher	Sep 28, 2020	3	3	1	view
[Name]	Team 1	Teacher	Nov 13, 2020	4	4	4	view
[Name]	Team 2	Teacher	Dec 14, 2019	0	0	0	view
[Name]	Team 1	Teacher	Sep 28, 2020	3	3	1	view
[Name]	Team 2	Teacher	Nov 13, 2020	4	4	4	view

Overall Activity section shows:

- Users:** 3/5. You have 2 available accounts. [Invite users.](#)
- Sessions Started:** Total Views: 7, Last 30 Days: 3.
- Buttons:** "Edit Module Order" (highlighted with a red dashed box) and "Rounds of Practice".

Step 2:

On the Module Order screen click on the left to choose the modules you wish to assign:

The screenshot shows the TLAC Online Module Order screen. At the top, there are navigation tabs: Dashboard, Teams, Modules (selected), Resources, and My Progress. A user greeting "Hi [Name] Keep the champions going today!" is visible in the top right. The main content area is titled "Module Order" and includes a breadcrumb "Dashboard".

Filters and controls at the top of the list:

- All Categories (dropdown)
- All Techniques (dropdown)
- Show only assigned
- [Reset to Default](#)

The list of assigned modules is as follows:

Assigned	Module	Technique	Due Date	
<input checked="" type="checkbox"/>	Building Radar	Radar	Nov 30, 2020	☰
<input checked="" type="checkbox"/>	Planning and Delivering Directions	What To Do	Dec 5, 2020	☰
<input checked="" type="checkbox"/>	Be Seen Looking	Radar	Dec 5, 2020	☰
<input checked="" type="checkbox"/>	Non-Verbal Interventions	Least Invasive Intervention	Dec 5, 2020	☰

Module Ordering and Assignment Due Dates Guide

You can drag and drop modules into the order you would like to assign them. This order can be set for your whole group, a team or an individual teacher (on the teacher screen).

You have the option of assigning a due date on the right. If you choose to assign due dates the modules will appear in the order of assigned due dates, followed by the remaining assigned modules. Any additional modules will follow the default order on the platform. You also always have the option of clicking the “reset to default” button to revert to the original order on the platform.

Step 3:

This is how it will appear on the Teacher Progress screen:

TLAC Online Dashboard Teams Modules Resources **My Progress** Hi [User Name] Keep the champions going today!

My Progress

You've got a module in progress. Keep going!

What to do next:



Building Radar

Set the stage for success by giving observable directions and scanning the room.

Resume →

Due: Nov 30, 2020

Other Modules Assigned To You

<input type="radio"/>	Planning and Delivering Directions	What To Do	<div style="width: 100%; height: 5px; background-color: #a6c9ec; border: 1px solid #a6c9ec;"></div>	Due: Dec 5, 2020
<input type="radio"/>	Be Seen Looking	Radar	<div style="width: 100%; height: 5px; background-color: #a6c9ec; border: 1px solid #a6c9ec;"></div>	Due: Dec 5, 2020
<input type="radio"/>	Non-Verbal Interventions	Least Invasive Intervention	<div style="width: 100%; height: 5px; background-color: #a6c9ec; border: 1px solid #a6c9ec;"></div>	Due: Dec 5, 2020
<input type="radio"/>	Two Key Verbal Interventions	Least Invasive Intervention	<div style="width: 100%; height: 5px; background-color: #a6c9ec; border: 1px solid #a6c9ec;"></div>	Due: Dec 5, 2020

My Stats

Last Activity
Just Now | Nov 11, 2020

1 Modules In Progress

1 Modules Completed

Quick Start Guide

After you accept the invitation, the system will prompt you to set up your password and you're ready to go!

Please complete **[insert name of module]** by **[date]**. Send your final practice video to **[insert who will review— instructional coach, grade level team lead or peer etc.]**.

We are excited to make our classrooms even more joyful and interesting places of learning as a result of practice through TLAC Online!

Finally, reach out to us for support or feedback!

Let us know what's working and what could be improved at support@tlaonline.zendesk.com.