

How to Setup and Use Classroom Relay

START: Set up a Google Classroom for every class period you teach. If you already have these set up - you can skip to step 8.

Setting up Google Classrooms:

1. Log into a Chromebook or the Chrome browser on your desktop.
2. Click on the waffle and select the Classroom icon.



3. Click on the plus sign in the top right hand corner of the screen and then select "Create class"
4. Enter a specific class name (eg. "6th Grade Math (18-19)") and the section (eg. 1st Period).
5. Click "Create"
6. Once your class is created, look for the class code listed under the name of your class. If you click on the icon that looks like this the code will display larger on the screen.

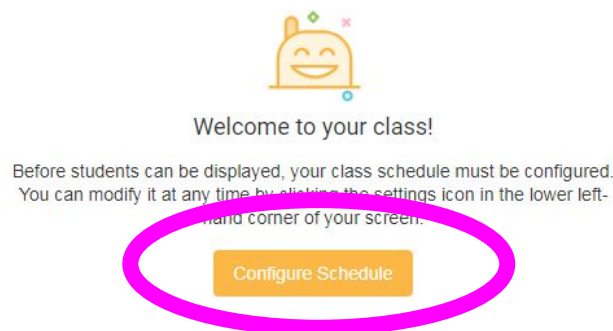


7. Students need to enter this code in Google Classroom to join your class. Students follow steps 1-3 above but instead of "Create class" they will select "Join class" and enter this code.
8. Your classrooms have to be set up and your students have to join before Relay will function properly. It takes an overnight sync for the systems to communicate the changes so if you set up your classrooms and students join today - Relay will be functioning tomorrow.

9. Go to classroom.relay.school

10. Click on Sign in with Google (if you don't have any google classrooms set up, you won't be able to log in)

11. On the left hand side of the screen you should see a drop down with all of your google classrooms. Select the first one you want to configure and click on "Configure Schedule"



12. Click on the plus sign and select the days and times that you see that class. For example, first period might be M, T, W, Th, Fri from 7:35 to 8:35. You must use military time for your afternoon classes. Then click save. Do this for all of your classes. If your classes change throughout the year, you will have to set up your new google classrooms to reflect the change.

Class Settings

Schedule

Type

Custom

Start and end times must be in 24-hour format

Days		Start	End
<div><div></div><div>+</div><div></div></div>			

Cancel

Save

13. Once your class schedules are configured, you will be ready to use Relay. During the class period you want to monitor, go to classroom.relay.school and you will see all the students that are in your class and currently logged in to a Chromebook.
14. Click on a student's name to monitor their usage.

Test Student (Grade All)

Open Tabs 3

Browsing History

Recordings

Send Message

CompassLearning

Edgenuity

where learning clicks

User Name

Password

Default

ODYSSEY

Log In

Forgot Password

Support Edgenuity

System Requirements

Privacy Policy

Universal Access

Click on the lock/unlock buttons to lock/unlock the student's screen.

Screen

Lock

Unlock

REC

Clicking any tab will switch the student's view to that tab. Click the x to close them.

Log in to Clever

https://clever.com/oauth/authorize?response_type=code&state=280dd8dec62b5ff3fcbb1e...

New Tab

chrome://newtab/

CompassLearning Customer Login

<https://www.thelearningodyssey.com/>

15. Below are notes on the global controls on the right hand side of the screen.

Lock and unlock all students at the same time.

Click on Custom to further filter sites for students. You can restrict to only certain sites or block certain sites.

Default "Status" for students is "Working". They can change their status by clicking on the Relay icon at the top of their browser.

This allows you to see an aggregate view of the sites your class is currently browsing. The number is the number of kids on that site.

Need Additional Help? Email Caycee Sledge
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