



Getting Started Guide For Your Classroom

Welcome to the Life Skills GO Community

Your school has made a commitment to empower students with the skills and tools they need to thrive in the 21st century. By joining the Life Skills GO community, you now have the ability to continuously track and measure students' emotional state and readiness to learn, as well as access to hundreds of curriculum aligned lessons and resources for use in your classroom.

It's very easy to get started! After you have activated your account, click the button below to sign in and create your first class.

[sign in and get started](#)

We look forward to working with you to build and empower a compassionate global community.

5 Steps to Getting Started

Let's get you set up and started in 5 easy steps

1. [Set up your class](#) (<10 mins)
2. [Add students](#) to your class (≈20 mins)
3. Use the [emotion check-in](#) to record how each student is feeling (<10 mins)
4. Run a [prepare for learning](#) activity as required to help focus your students' attention (≈5 mins)
5. [Review the emotion check-in data](#) for your class (≈20 mins)

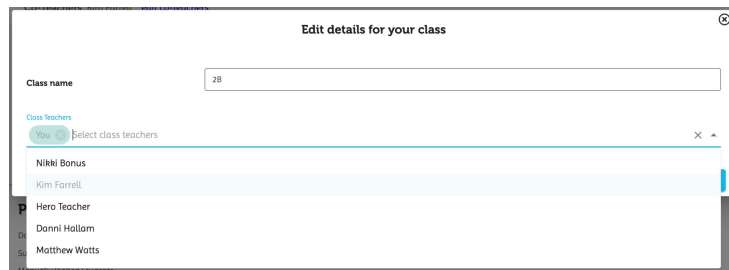
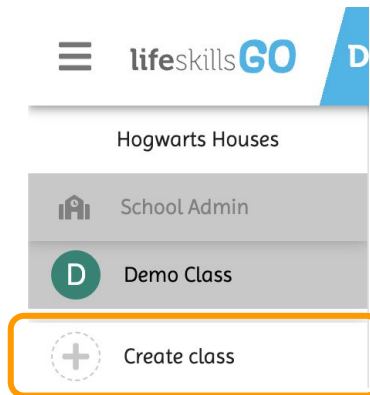
1. Set up your class

Create your first class:

1. Click **Create class** from the side menu and enter your class name
2. Click **Create New Class**

To add co-teachers to your class so that they have the same visibility as you:

1. Click **edit co-teachers** in the class information panel
2. Search for the teacher you want to add to the class and select them from the drop down
3. Click **Update Class** to save your changes



2. Add students to your class

To add students to your class:

1. Click **Students** from the top navigation bar and then **Add/Remove students**
2. Search for a student record by typing in their name, selecting their grade and clicking **search**
 - a. You can also filter the list by grade, by selecting the grade from the drop down menu and clicking **search**
3. Click the **plus** button to add them to your class
4. If you are unable to find the student in the school list, you can enter the student's name, select their grade and click **create student**

Alternatively you can download the [class list template](#), enter your class details and then upload the excel file into the system

5. Once you have finished adding your students, click **Update Class**

Add Students to Class

Click here to upload student list. Accepted file types are .csv, .xls, and .xlsx.

Search the school database or create a new student.

Name or Alias: Search or Create Grade: Kindergarten Search Create Student

23 students in class

Name	Grade	Add/Remove
Alice Fisher	Kindergarten	+
Amanda Merchant	3	-
Amy French	2	-
Belle Royal	1	+
Brett Owens	4	-
Charlotte Pause	4	+

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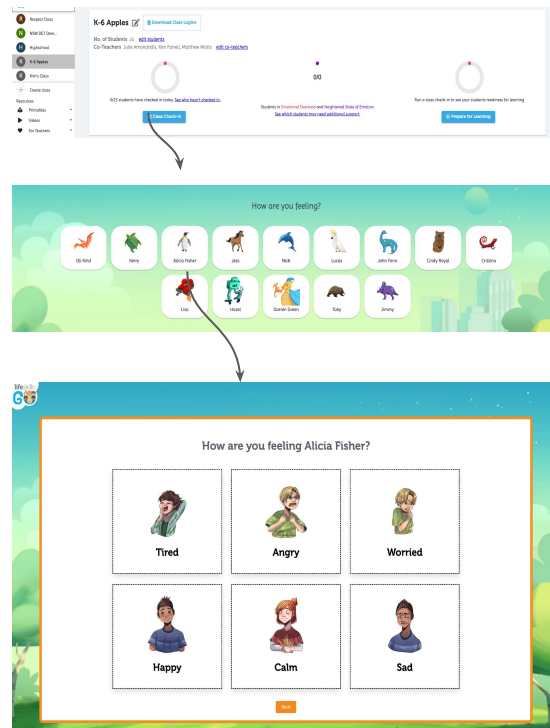
Update Class Close

3. Use the emotion check-in to understand how each student is feeling

To use the class check-in:

1. Login to teacher.lifeskillsgo.com on the interactive whiteboard or a smaller device set up at the side of the classroom (You can login on multiple devices to make the process even quicker)
2. Click **Class Check-in** on your teacher dashboard
3. Call students up to the board or send them to a free device to start their check-in
4. Students **click on their name** and then select **how they are feeling**
5. After a student has completed their check-in, their tile will turn blue
6. Once the check-in has been completed by all students in the class, click **Back to Dashboard** to finish

We recommend you complete this process at least once a day however, you can do as many check-ins as needed.

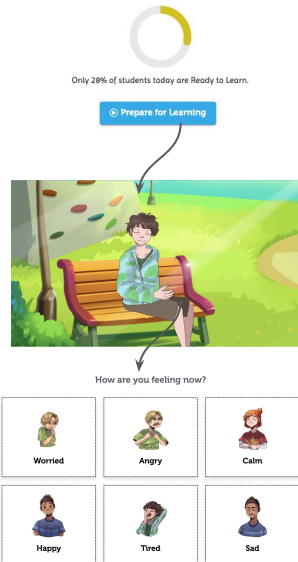


4. Run a prepare for learning activity

Once all of your students have checked in we recommend you do a quick, targeted mindfulness activity with your students to help them into a state where they are ready to learn.

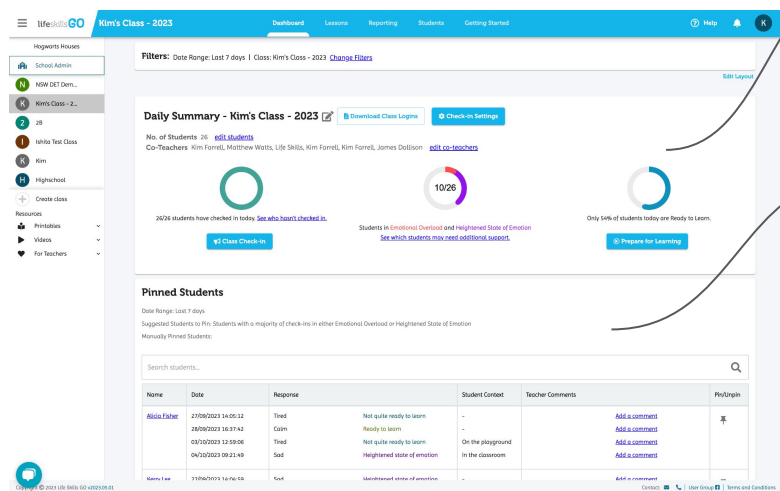
To complete a prepare for learning activity:

1. Click **prepare for learning** in the class information panel
2. A targeted activity will appear for students to complete
3. Once the activity has finished, the class is asked “How are you feeling now?”



5. Review the check-in data for your class

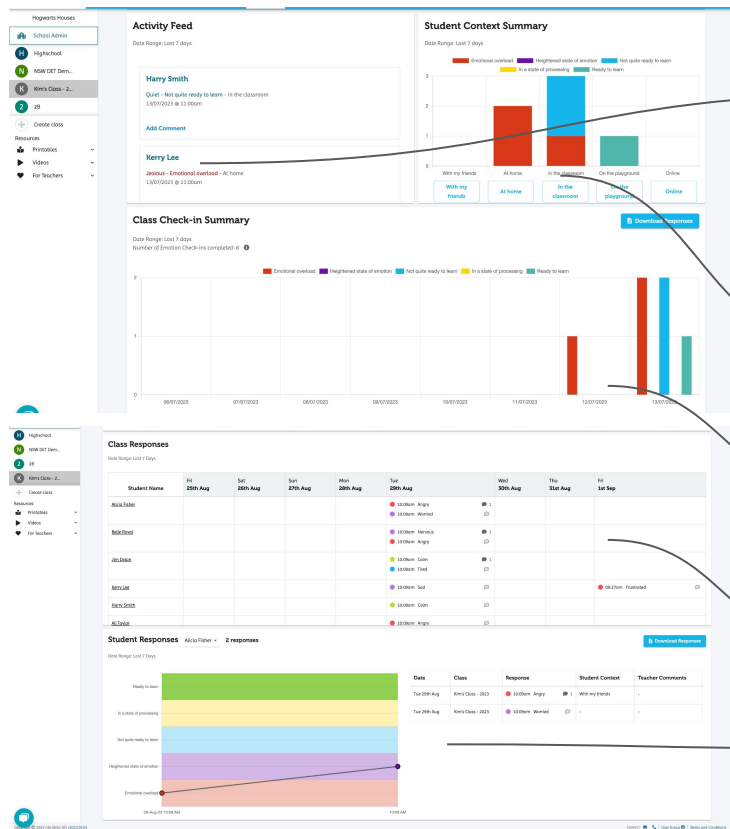
On the dashboard teachers can gain quick insight into the daily check-in activity for the class as well as historical reporting for student data.



The **Daily Summary** provides a snapshot of today's check-in activity, detailing the number of students who have checked in, which students may need additional support and where the class sits in relation to their readiness to learn.

The **Pinned Student Card** highlights students who have checked in with more than 50% of the total check-ins in either emotional overload or heightened state of emotion. Here teachers are also able to manually pin students to their list if they need to keep an eye on their check-in responses.

5. Review the check-in data for your class



The **Activity Feed** displays all check-ins completed by students in the class as well as any journal entries submitted by your students.

To leave a comment for other teachers and executives:

1. Click **add comment** next to the response
2. Type in the comment
3. Once you are ready, click **Submit**

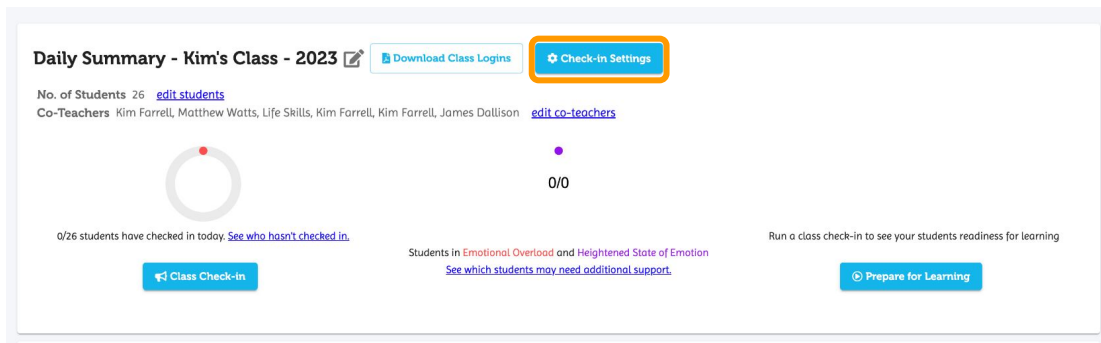
The **Student Context Summary** shows you an overview of context each student selects as part of their check-in. Click the buttons under each bar to view more details.

The **Class Check-in Summary** is a graph that gives you an overview of where your class sits in relation to their readiness to learn. Hover over the graph to view more details.

The **Class Responses** table details every response submitted by students.

The **Student Responses** graph allows you to visualise each students' check-ins over time.

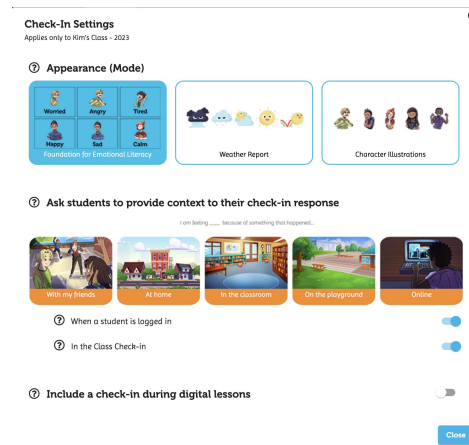
Customise the Emotion Check-in for your class



On the Dashboard you can update the check-in settings where you are able to customise how and when you students complete check-ins.

The following settings are able to be changed for each class:

- Update the appearance of the check-in
- Turn on **student context options** when a student check-ins on their own device or during a class check-in.
- Allow students to complete an Emotion Check-in at the start of the digital lessons



Additional Resources

- [Assign a unit of work to your class](#)
- [Run a lesson in teacher-led mode](#)
- [Review reporting on lessons](#)
- [Explore Wellbeing Resources and Videos](#)

Need help?

- Use the chatbot, found on the bottom left hand corner of Life Skills GO
- Email us at support@lifeskillsgroup.com.au
- Call us on 1300 908 051
- Visit our [Help centre](#)

