GoGuardian Quick Guide

Classroom Setup

- Import classroom from Google Classroom (only one time/by one teacher per Google classroom)

- OR manually add classrooms and schedule them using the schedule or calendar function

- Students invited to the Google Classroom are automatically added to the GoGuardian class session each time the session is started by the teacher, students will receive a notification that the session is live in their Chromebook's notifications panel. Students can't opt out of the GoGuardian session, only the teacher can exclude them.

Scene Setup

- Scenes are lists of appropriate websites for different classroom scenarios (normal classwork, testing, independent work time, etc)

- Scenes can be changed at any time during the classroom session if needed, or a new scene with new rules can be added at any time

In Class Functions

Once a session is started you can:

- View student screens in real time on the "Screens" tab

- Show a graphic of students' time spent on each website in the "Timeline"

- View screenshots in "Screenshots," screenshots can be captured at any point to record student screen activity

- Broadcast to the class or selected students with video, audio, or screen sharing in "Present to Class"

- Text chat with students or broadcast a pop-up announcement

Additional Settings and Functions

- "Excluding" students from class session will disallow the scene rules for that student

- Session reports are emailed after each class session, individual student reports can be generated at any time for any length of time

Links for more information and instruction

- [GoGuardian Teacher Training Course](#)

- [GoGuardian YouTube Tutorials](#)

- [GoGuardian Help Center](#)