



A Content Management Community

Reference Guide

Sleep tight. We're dreaming of your success.

The TeacherTube Story

Following the Vision

The concept of TeacherTube began in 1999. I was hired as principal of a high school still in the design phase of its construction. This allowed me to make changes with the building plan so that it would better function as a learning community. One of my ideas was to create a video retrieval system allowing our students to record our best and brightest teachers. Students and other staff members could access the videos creating a video on demand system covering all of the learning standards presented by our experienced teachers. However, the expense for the infrastructure was cost prohibitive in 1999.

Fast-forward six years. YouTube launches and establishes a video-sharing site having the ability to share videos within an online community. In 2007, I attended a conference and recognized a common thread in most of the presentations I participated in. Videos. Videos. Videos. After the third presentation of hearing about how to integrate videos into the classroom, I called my brother Adam and said, "Remember the idea I had back in '99 about video on demand for students and teachers? Wouldn't it be great if we were able to do this worldwide?" Adam quickly began to work on writing the code, pulling from open sources and making the idea a reality.

We launched March 7th, 2007 and soon had ten signups, thanks mostly to my family. One of the first sign-ups was Vickie Davis, a classroom teacher and avid blogger. She wrote a post about TeacherTube and our traffic went crazy. Within the first six months, we had over 30,000 registered users. Our number of sign-ups continues to grow and today we have well over 1.5 million user accounts.

In the beginning, as it is today, our goal was to provide a safe alternative for teachers to use and share videos, something unique compared to other video sharing sites. However, we quickly found that teachers needed much more than just the ability to upload and share videos. Consequently, we set out to meet teachers' needs by uploading all types of digital media such as audios, photos, and document files.

Our focus will always be centered on helping teachers. Everyday, we concentrate on meeting teachers' needs and providing a safe environment for them to connect with their students and parents. Feedback from our teachers taught us that they were expected to have a web presence for students and parents. As well, teachers wanted an easy way to flip their classroom from traditional to digital. We took this feedback to heart and began brainstorming ways to provide teachers a personalized web site to easily flip their classroom. From here, TeacherTube Classrooms was born!

TeacherTube Classrooms is not only designed to give teachers an easy venue for creating a web presence but also an avenue to flip their classrooms! Teachers can easily add videos and all genres of digital media within their classrooms. In addition, teachers are able to communicate with students in a controlled environment and allow discussions around specific flipped lessons. TeacherTube Classrooms is used to keep parents informed of their student's learning, a wonderful way to bridge that parent/teacher communication gap! Utilizing TeacherTube Classrooms makes teachers look like rock stars to parents. Our goal is to set up teachers for success in a digital classroom world so that their students benefit and parents, supervisors and peers see them as the awesome educators they are.

Jay Smith, Founder



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Our Structure

TeacherTube is a content management community (CMC); an online platform that allows teachers to publish publicly and/or privately, share, edit and modify content, organize, delete, and maintain information from a central interface. In essence, TeacherTube provides the perfect pathway for educators to flip their classrooms. Access is provided to over 500,000 educational resources from a growing community of members, as well as connection to over 1.5 million community members around the world. Also, TeacherTube includes a personalized classroom environment to connect teachers with students and parents. TeacherTube Pro includes Coursepress Pro, a built-in learning management system (LMS) that allows a teacher to assess students online. A holistic approach to developing school-wide implementation is critical in creating classroom environments that successfully combine innovative instructional techniques with powerful technologies. Our process does just that! As a result, the digital-age blended classroom individualizes learning at the highest of levels. Teachers, students, and parents benefit from this remarkable community!

Support Resources

- www.flippedclassrooms.tv
- **FAQs** - Found in Category Blocks on My Hub
- **Video Tutorials** - Found in Dashboard of Classroom
- **Help Button** - Small red circle containing white question mark in lower right corner of most screens.
- **Reference Manual**

Sign-in and Entrance to Classroom

- Click the **Sign In** tab on the top right hand corner to either create or sign in to your account.
- If you have previously created an account, sign in. If not, click **Register Now** to input your data and create an account.
- When registering, input your school or district zip code.
- At this point, TeacherTube access is free.
- You may upgrade to Pro at any time and receive numerous additional benefits including access to Groups, Collections and the elimination of ads. The cost is approximately 11 cents per day.
- After creating a TeacherTube account, you must activate the account to complete the sign up. You will be given a confirmation code. Copy and paste the confirmation code into the Activation Code area, type the verification code and activate.

- Clicking on **Apps** provides access to **My Hub**, **Classrooms**, and the TeacherTube Store.

My Hub

My Hub is **TeacherTube Central**. The interactive links in each **Category Block** allow you to branch out to other functions and features in order to manage, organize, and communicate in digital fashion. Notice that there is an **FAQ** link in most **Category Blocks** that provide direct links to a knowledge base of articles and tutorial videos.

Refer to www.flippedclassroom.tv for additional resources.

- **Account Profile Category Block**

In the **Account Profile Category Block**, you have private access to your personal account information that can be revised at any time.

- **Account Settings**
 - Country
 - Gender
 - Title
 - Date of Birth
 - **Profile Settings**
 - Name
 - About Me - You may include a personal description
 - Address
 - Social Media Links - Add social pages such as Facebook and Twitter
 - **Change Avatar**
 - Select Image File - *Best size for Profile Avatar: 128x128 (best fit)*
 - **Change Password**
 - **Change Profile Banner**
 - Select Image File - *Best sizes for Profile Banner: 963x250 (best fit)*
 - **Change Email**
 - **Deactivate Account**
 - **FAQs**
 - Additional Resources
-

● T-mail Category Block

Return to **My Hub**. Look at the next **Category Block, T-mail**. You are able to manage communications between you and other community members within TeacherTube. **T-mail** utilizes a text message type of format where the dialogue becomes a sequential chain.

- **Messages**
 - Displays messages in chronological order received from community users. This is where you can reply to messages.
 - **Compose New Message**
 - Compose and send messages
 - **FAQs**
 - Additional Resources
-

● Classrooms Category Block

TeacherTube **Classrooms** is an added service to help create your web presence. Since you can use TeacherTube.com to store and upload your digital content, we created **TeacherTube Classrooms** to help organize and communicate with your staff, students and parents. This is a fantastic way to **Flip your Classroom!**

Setting up your **Classroom** is easy. Various tools are located on your dashboard that allow you to truly personalize your site. Beginning is easy. Go to **My Hub** and click the **Apps** grid at the top right corner of your screen. Click on the **Classroom** icon. Need a **Classroom**? Click on **Create a new Classroom**.

- Once you reach your new **Classroom**, click **Dashboard** beneath your **Classroom** name.
- Your **“Welcome to TeacherTube Classrooms!”** screen appears.
- You will begin customizing your site on this **Dashboard**.
- **Begin** your creation by clicking **“change your theme completely”** located under the **“Customize Your Site”** red button.
- Refer to the **THEMES** section of this **Reference Guide** to continue your journey.

Refer to www.flippedclassroom.tv for additional resources.

- **Manage Classrooms**
 - Personalize with Themes
 - Organize Categories
 - Create Menus
 - Add a Page
 - Add a Post

- **FAQs**
 - Additional resources
-

● **Videos Category Block**

- **Manage Videos**
 - View and manage your uploaded videos
- **Manage Favorites**
 - View and manage videos you have designated as Favorites.
- **Upload New**
 - Once your file has completed the uploading process, consider the following tips:
 - Make sure your Content Title is relevant to your content.
 - Use the Description section to describe your content in detail.
 - Use Tags appropriately by placing keywords separated by commas that relate to your content.
 - Using these simple changes will make your content easier to find and help the Community understand the educational purpose of your content being uploaded. Once the field forms show after the uploading process is complete, you can make these changes and click on the PUBLISH button.
 - You may upload any kind of personal educational content that you'd like to share with the world. However, it must address specific learning objectives and/or provide professional development for educators. The content being uploaded may not post advertisements or solicitations of business. We also don't allow any nudity or profanity and your content must be appropriate for all audiences.
 - **We recommend the following settings:**
 - **MPEG4 (Divx, Xvid) format**
 - **1280x720 resolution**
 - **MP3 audio**
 - **30 frames per second**
 - **Resizing your video to these specifications before uploading will help your videos look better on TeacherTube. Remember, if you do not see your file extension listed, you can convert any of your files for free:**
 - We suggest downloading this FREE tool called HandBrake. <https://handbrake.fr/downloads.php>
 - Currently Allowed Embeds for Classrooms:
 - Flickr
 - Hulu
 - Instagram
 - SlideSharePresentation
 - slideshows
 - TEDVideos
 - Tumblr

- Twitter
 - Vimeo
 - YouTube
 - **Manage Playlists**
 - View and manage Playlists
 - **FAQs**
 - Additional Resources
-

● **Docs Category Block**

- **Manage Docs**
 - View and manage your uploaded documents
 - **Manage Favorites**
 - View and manage documents you have designated as Favorites.
 - **Upload New**
 - Once your file has completed the uploading process, consider the following tips:
 - Make sure your Content Title is relevant to your content.
 - Use the Description section to describe your content in detail.
 - Use Tags appropriately by placing keywords separated by commas that relate to your content.
 - Using these simple changes will make your content easier to find and help the Community understand the educational purpose of your content being uploaded. Once the field forms show after the uploading process is complete, you can make these changes and click on the PUBLISH button.
 - You may upload any kind of personal educational content that you'd like to share with the world. However, it must address specific learning objectives and/or provide professional development for educators. The content being uploaded may not post advertisements or solicitations of business. We also don't allow any nudity or profanity and your content must be appropriate for all audiences.
 - **FAQs**
 - Additional Resources
-

● **Photos Category Block**

- **Manage Photos**
 - View and manage your uploaded photos
- **Manage Favorites**
 - View and manage photos/images you have designated as Favorites.
- **Upload New**

- Once your file has completed the uploading process, consider the following tips:
 - Make sure your Content Title is relevant to your content.
 - Use the Description section to describe your content in detail.
 - Use Tags appropriately by placing keywords separated by commas that relate to your content.
 - Using these simple changes will make your content easier to find and help the Community understand the educational purpose of your content being uploaded. Once the field forms show after the uploading process is complete, you can make these changes and click on the PUBLISH button.

 - You may upload any kind of personal educational content that you'd like to share with the world. However, it must address specific learning objectives and/or provide professional development for educators. The content being uploaded may not post advertisements or solicitations of business. We also don't allow any nudity or profanity and your content must be appropriate for all audiences.
- **FAQs**
 - Additional Resources
-

● **Audios Category Block**

- **Manage Audios**
 - View and manage your uploaded audios
 - **Manage Favorites**
 - View and manage audios you have designated as Favorites.

 - **Upload New**
 - Once your file has completed the uploading process, consider the following tips:
 - Make sure your Content Title is relevant to your content.
 - Use the Description section to describe your content in detail.
 - Use Tags appropriately by placing keywords separated by commas that relate to your content.
 - Using these simple changes will make your content easier to find and help the Community understand the educational purpose of your content being uploaded. Once the field forms show after the uploading process is complete, you can make these changes and click on the PUBLISH button.

 - You may upload any kind of personal educational content that you'd like to share with the world. However, it must address specific learning objectives and/or provide professional development for educators. The content being uploaded may not post advertisements or solicitations of business. We also don't allow any nudity or profanity and your content must be appropriate for all audiences.
- **FAQs**
 - Additional Resources

● Collections Category Block

Please see page 19 in the [Reference Guide](#) for detailed information on Collections.

With Collections, you can mix content file types. Videos with PDF, PDFs with Word Docs, etc... No limits. Collections can be utilized for Project Based Learning materials, individual student portfolios, and much more! Once a Collection is created, simply click the name of it below a searched item you wish to add. Save. The item becomes part of your chosen Collection!

Refer to www.flippedclassroom.tv for additional resources.

- **Manage Collections**
 - View, edit, manage, or delete Collections
 - Change your Collection thumbnail/cover
- **Manage Favorites**
 - View or delete Collections created by Community Users that you marked as your Favorites.
- **Add New**
 - Select thumbnail/cover
 - Name your Collection
 - Provide a description
 - Tag your Collection
 - Disallow or allow other users to add items
 - Add Common Core standards if appropriate
 - Select subject
 - Determine Collection privacy setting
- **FAQs**
 - Additional Resources

● Groups Category Block

Please see page 20 in the [Reference Guide](#) for detailed information on Groups.

Groups allow for collaboration and sharing of ideas. The Group creator may determine the topic and begin the discussion board.

Refer to www.flippedclassroom.tv for additional resources.

- **Manage Groups**
 - View, edit, manage, or delete your groups.
 - **Create New**
 - Choose thumbnail/cover
 - Determine Group name
 - Group tags
 - Description
 - Group name / URL
 - Group channel / Select up to three
 - Determine privacy setting
 - **Joined**
 - View joined groups
 - Leave a group
 - **FAQs**
 - Additional Resources
-

● Subscriptions Category Block

- **Following**
 - Lists community users you are following or subscribing to.
 - You may unsubscribe, or quit following, a community user here.
 - **Followers**
 - Lists community users who are following you
-

● Learning Standards Category Block

- **Common Core**
 - Direct link to Common Core Standards
 - **State Standards**
 - Links for all 50 states' learning standards
-

● Plug-ins Category Block

Plugins allows you to enable additional functionality on your site.

- **Management**
 - Link to TeacherTube Classroom management related Plugins
 - **Communication**
 - Link to TeacherTube Classroom communication related Plugins
 - **Curriculum**
 - Link to TeacherTube Classroom curriculum related Plugins
 - **Instructions**
 - Link to TeacherTube Classroom instructions Plugins
 - **Assessment**
 - Link to TeacherTube Classroom assessment Plugins
-

● Badges Category Block

- **Rank**
 - **Rank is determined by the number of accumulated points earned overall within each of the categories below.**

■ Contributer

- One point is earned for every approved comment on another member's group page and one point is earned for every comment approved on your group page.

POINTS	BADGES
1	Freelancer
10	Annotator
20	Scribe
30	Writer
50	Commentator
100	Virtuoso
200	Pundit
500	Editor
1000	Correspondent
2500+	Publicist

■ Promoter

- One point is earned for every profile subscription. You also earn one point every time you share TeacherTube content with a friend. Two points are earned for every video watched, and one point is earned for every audio listened to, and every document, photo, or collection viewed.

POINTS	BADGES
1	Admirer
10	Follower
20	Endorser
30	Fan
50	Advocate
100	Activist
200	Fanatic
500	Champion
1000	Apostle
2500+	Evangelist

■ Colleague

- One point is earned for every subscriber you have. One point is earned for every view of your videos, documents, audios, photos, and collections. One point is earned each time you align content to a learning standard. Two points are earned for each video uploaded, and one point is earned for each audio, document, or photo uploaded.

POINTS	BADGES
1	Helper
10	Aide
20	Supporter
30	Assistant
50	Benefactor
100	Patron
200	Altruist
500	Collaborator
1000	Philanthropist
2500+	Humanitarian

■ Guru

- One point is earned each time you log in to TeacherTube.com. Ten points are earned every time you log in five times within a seven day period. Twenty points are earned for your initial sign up. Thirty points are earned for completing your 'About Me' within your Account Profile. Fifty points are earned for completely filling out your Account Profile information.

POINTS	BADGES
50	Viewer
75	Observer
100	Spectator
200	Witness
300	Inquisitor
500	Resourceful
700	Enthusiast
1000	Investigator
2000	Analyst
3500+	Researcher

■ **Pedagogue**

- Fifty points are earned for creating your Classroom. Two points are earned for each student enrolled. Two points are earned for each assessment created. Two points are earned for every course, lesson or assessment imported. Two points are earned for every course, lesson, or assessment exported. One point is earned for each assessment completed by a student.

POINTS

50
75
100
200
300
500
700
1000
2000
3500+

BADGES

Tutor
Guide
Trainer
Adviser
Coach
Mentor
Educator
Instructor
Professor
Scholar

The DASHBOARD

The **Dashboard** is the **Classroom's** central work zone. You will use tools within the **Dashboard** to help you organize, manage, and revise your **Classroom** environment. In the main area, you will find widgets, components of an interface that enable a user to perform various functions. The widgets provide news and basic information about your site. You can drag and drop these widgets to position them for your convenience. Clicking on the **Screen Options** tab brings up customization options for your **Dashboard**. You can turn off or on the widgets you desire to have shown at any given time.

Refer to www.flippedclassroom.tv for additional resources

Dashboard Menu:

- **Posts**
 - Where you create and manage your **Posts** as well as the **Tags** and **Categories** managing them.
- **Media**
 - For managing the **Media Library** including **Videos**, **Photos**, **Documents**, and **Audios**.
- **Pages**
 - Click to create and manage **Pages** on your site.

- **Comments**
 - Used to manage your visitors' feedback
 - **Appearance**
 - Used to choose your **Theme**, set up widgets, create custom navigation **Menus**, and more.
 - **Users**
 - Allows you to manage and view all of the site's users. It also allows you to edit your own profile.
 - **Utilities**
 - Provides powerful tools plus the ability to import and export content.
 - **Settings**
 - A place where you determine how your site is viewed by others.
 - **Plug-ins**
 - Gives you the power to extend the capabilities of your site and allows you to manage them, activate them, and deactivate them.
 - **Video Tutorials**
 - A link to many helpful video resources. Simply click and choose a video by topic.
 - **Quick LaTeX**
 - A plug-in math resource tool.
-

THEMES

Choosing a theme is the first step in customizing your classroom site. You may select from a wide variety of available themes. Upgrading to Pro membership gives you even more choices. Best of all, your content is preserved if you decide to change themes.

Refer to www.flippedclassroom.tv for additional resources

- From your **Dashboard**, go to the sidebar, select **Appearance** and click **Themes**.
 - Your **Theme** choices appear on the screen, allowing you to activate, see a live preview, or view **Theme** details.
 - On the **Theme** details page, you can also activate or live preview a **Theme**.
 - Free **Themes** are designated with an **Activate** button. **Themes** available only for Pro members include a **TeacherTube Pro Only** button that directs you to the **Upgrade** process.
-

CATEGORIES

Categories are designed to organize your content and make it easier for visitors to search your site. Decide what **Categories** are needed to manage your **Classroom** information. **Categories** and their various functions will be more closely examined in the **MENUS** and **POST** sections.

Refer to www.flippedclassroom.tv for additional resources

- Go to **Posts** in the **Sidebar** and select **Categories**.
 - Give your **Category** a name that will be seen when it appears on your site.
 - It is not necessary to add a **Slug**. It will be automatically added when your new **Category** is completed.
 - **Categories** may have a hierarchy. You might have a Jazz **Category**, and under that have **SubCategories** for Bebop and Big Band. This is totally optional.
 - You may add a description if you choose. If added, it will be shown in your list of **Categories**.
 - Click **Add New Category**.
-

MENUS

Menus allow visitors easy navigation throughout your site. They also help complete its overall look. Your personal touches become evident once **Menus** are in place.

Refer to www.flippedclassroom.tv for additional resources

- To create a custom **Menu**, go to **Appearances** and click on **Menus**.
- Type in a name for your **Menu** and click **Create Menu**.
- On the left side of the **Menu** screen, within the **Pages** section, you may choose any **Page** already created.
- Click the box in front of your chosen **Page** or **Pages** and click **Add to Menu**.
- Under **Custom Links**, you may add outside links. Add the **URL** and the **Link Text**, which will determine how it will show up on the **Menu**. Click **Add to Menu**.
- Add any **Categories** already created. Click the box in front of the **Category** or **Categories** you want to include and click **Add to Menu**.
- You may reorder your **Menu** items by dragging and dropping them.

- Added items will appear at the bottom of your **Menu Structure**. Drag and drop them to your desired location.
- Click and drag items to the right to create **sub items**.
- The drop down arrow on each **Menu** item offers more customizing options. You may even remove the item from your **Menu** here.
- Under **Menu Setting** below **Menu Structure**, you may choose to automatically add new top-level pages to the **Menu**. Simply click the box after **Auto add pages**.
- Depending upon your selected **Theme**, you may be able to choose different locations that your **Menu** will be available.
- For more **Menu** options, click the **Screen Options** tab at the top of the screen.
- Once completed, click **Save Menu**.

PAGES

Pages are static. They contain information that will not change often, if at all.

Refer to www.flippedclassroom.tv for additional resources.

- Click the **Pages** button in the **Sidebar**.
- Click **Add New**.
- Give your **Page** a title or name.
- You are able to **Add Media** or **Compfight**, which is similar to clip art.
- The tool bar offers several editing options including adding or removing a link.
- Add text in the text box beneath the tool bar.
- In the **Discussion** box, at the lower part of the screen, you may choose to **Allow comments**. You may also choose whether to **Allow trackbacks or pingbacks** on the **Page**. Trackbacks are a way to notify Legacy Blog Systems that you've linked to them. If you link other **WordPress** blogs, they'll be notified automatically using pingbacks. Think of trackbacks as the equivalent of acknowledgements and references at the end of an academic paper or chapter in a textbook. Think of pingbacks as remote comments.
- In the **Publish** box, you may save a draft and edit or publish at a later time.
- Also, in the **Publish** box, you may edit the **Visibility**, making your **Page Public** or **Private**. You are able to edit the **Publish** date as well. Press the **Preview** button to see how the **Page** will appear on your **Classroom** site.

- Continuing in the **Publish** box, you may also move your page to trash or choose to **Publish** immediately.
 - For support with the **Page Attributes** box, refer to the **Categories** section of this guide.
 - **Featured Image**, beneath **Page Attributes**, directs you to your **Media Library**, where you may select an image to showcase on your **Page**.
-

POSTS

Posts are similar to memos. They are current messages to relay information. An assigned video to view before tomorrow's class would be a good example.

Refer to www.flippedclassroom.tv for additional resources

- Click the **Posts** button in the **Sidebar**.
 - Click **Add New**.
 - Give your **Post** a title or name.
 - You are able to **Add Media** or **Compfight**, which is similar to clip art.
 - The tool bar offers several editing options including adding or removing a link.
 - Add text in the text box beneath the tool bar.
 - In the **Publish** box, you may save a draft and edit or publish at a later time.
 - Also, in the **Publish** box, you may edit the **Visibility**, making your **Post Public** or **Private**. You are able to edit the **Publish** date as well. Press the **Preview** button to see how the **Post** will appear on your **Classroom** site.
 - Continuing in the **Publish** box, you may also move your page to trash or choose to **Publish** immediately.
 - In the **Categories** box, choose a **Category** for your **Post** to appear under.
 - Add **tags**, or key search words, in the **Tags** box beneath the **Categories** box.
 - **Featured Image**, beneath **Tags**, directs you to your **Media Library**, where you may select an image to showcase on your **Post**.
-

Collections

Collections provides you with a unique and friendly storage vault for related digital media. This is a way for you to store Project Based Learning materials, create individual student portfolios, compile student reading lists and book trailers, store and share math tutorials, and much more!

Refer to www.flippedclassroom.tv for additional resources

- Click **Add New** in the **Collections Category Block**.
- You may select a thumbnail cover for your **Collection** if you choose by uploading an image from your desktop.
- Give your **Collection** a name.
- Give your **Collection** a description. The more details you can include, the easier it will be for others to locate your **Collection**.
- Add **Collection** tags. The more related words or subjects you can include, the more likely your **Collection** is to show up in a search.
- By clicking **More Options**, a **Public Upload** dropdown appears. This allows you to determine whether other community users will have the ability to add items or not to your **Collection**.
- Select your **Subject**.
- You may select a Common Core learning standard next if you choose. If you need to access State Standards, click on State Standards in the **L/S Category Block** on **My Hub**.
- Determine your Privacy Settings.
 - Public - Share your collection with Everyone!
 - Private - Viewable by only you.
 - Recommended for your staff development or learning/research materials.
 - Unlisted (anyone with the link and/or password can view)
 - Recommended for sharing student information with a parent, i.e. student portfolios, tutoring information, etc.
 - Logged-In only (only logged-in users can watch)
 - Only community users with a TeacherTube account may access your **Collection**.
- Click **Create Collection**.
- You may also add to an existing **Collection** or create a **Collection** under a searched selection of digital media.

GROUPS

A TeacherTube **Group** allows users to create, post, comment to and read from their own interest- and niche-specific forum, often within the realm of TeacherTube communities. **Groups**, which may allow for open or closed access, invitation and/or joining by other users outside the **Group**, are formed to provide mini-networks within the larger, more diverse social network services.

Refer to www.flippedclassroom.tv for additional resources

- Click **Create New** in the **Groups Category Block**.
- You may select a thumbnail cover for your **Group** if you choose by uploading an image from your desktop.
- Give your **Group** a name.
- Add **Group** tags. The more related words or subjects you can include, the more likely your **Group** is to show up in a search.
- Give your **Group** a description. The more details you can include, the easier it will be for others to locate your **Group**.
- Give your **Group** a unique URL. This will be part of the group's web address. This will be permanent and can't be changed.
- Select up to 3 **Group** channels.
- By clicking **More Options**, a **Public Upload** dropdown appears. This allows you to determine whether other community users will have the ability to join your **Group**.
- Determine your Privacy Settings.
 - **Public, anyone can join.**
 - **Protected, requires founder approval to join.**
 - **Private, by founder invite only, only members can view group details.**
- Click **Create Group**.
- Click **Manage Groups** in the **Groups Category Block** to approve pending members.

-

Advanced Features

● CoursePress Pro

- **CoursePress Pro** provides a teacher the opportunity to customize a **Course** within their **Classroom** site. Within a **Course**, you will be able to enroll and dialogue with students, set up **Units**, create **Assessments**, and much more.
 - **Activation of Plugin**
 - Begin with the **Plugins Category Block** on **My Hub**
 - Click on **Assessment** in the **Category Block**
 - Click on **Assessment** at the top of the **Plugins** screen that appears.
 - Click on **Activate** under the **CoursePressPro Plugin**.
 - **CoursePressPro** has done a few things to get you on your way. It's created a couple of dynamic pages labeled **Courses** and **Dashboard** and added them to your navigation. If these are not visible on your site and **Theme**, you may need to check your **Menu Settings** found under **Appearance** on the left **Sidebar** of the **Dashboard**.
 - Click **Menus** on the dropdown under **Appearance**.
 - Once your **Menus** screen appears, click the **CoursePress** dropdown.
 - Click **Courses** and click the **Add to Menu** tab.
 - Under **Menu Settings** on the right side of the screen, make sure **Primary Menu** is clicked next to **Theme** locations.
 - Click **Save Menu**.
 - Return to the **CoursePress Pro** dropdown on the left **Sidebar** of the **Dashboard**.
 - Click **Course Tutorial**.
 - Complete the **Let's Get Started Steps**.