



BLOCKSI MANAGER

Education Everywhere

Teacher Dashboard

User Guide



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CHAPTER 1: TEACHER DASHBOARD LAYOUT

The Teacher Dashboard allows teachers to monitor students' Chromebooks and Windows-OS screens in real time. It gives teachers visibility of the student's browsing activity and control over the content they can access. It is a central hub where the teacher can see the class's online activity. The teacher can also open class-related content directly on the students' Chromebooks. The Teacher Dashboard is an efficient tool that helps to keep students on task.

This dashboard also has the following features:

- Block and Allow lists per class session.
- Take and store attendance.
- Lock down browsers during assessments.
- Share screens and chat live with students.
- Save PDF activity reports with measurable results by student, class, time, blocked/allowed content, and the number of URL visits.
- Check for AI-generated plagiarism.

Main Menu

The **Main Menu** appears only if your school allows you to set filtering policies. These policies can be set per-student, per-group, or for an entire class. Use the **Main Menu** to access the following:

- [Filters](#)
- [Policies](#)

Teacher Dashboard Action Bar



The **Action Bar** contains the following:

- Toggle to switch between showing and hiding the **Main Menu**.
- Drop-down list to [change the timezone](#).

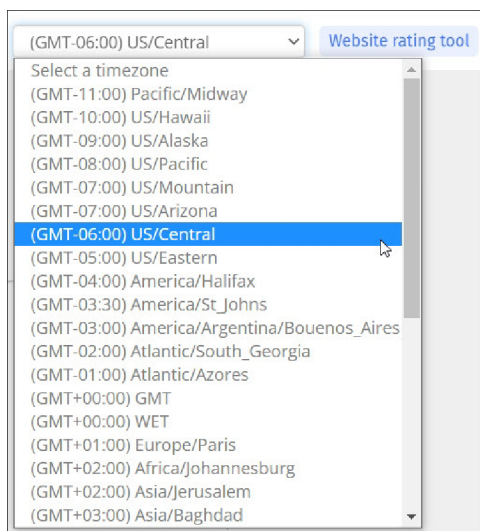
- Button to open the [website rating tool](#)
- The username of the current user.
- Down arrow to access the [Help](#) link, [Customer Forum](#), and [sign out of the Teacher Dashboard](#)

Changing the Timezone

You can change the timezone for your area.

To change the timezone

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click the down arrow to the right of **Select a timezone** or the currently displayed timezone at the top of the screen.



3. Click the desired timezone. A confirmation prompt appears.
4. Click **Close** to remove the prompt.

Website Rating Tool

Blocksi's website rating tool uses 79 categories to classify billions of websites. These categories are divided into the following groups:

- **Security Risk**, which includes malicious websites, such as phishing and spam URLs
- **Unethical**, such as explicit violence and extremist groups
- **Adult/Mature Content**, which includes gambling and pornography
- **Bandwidth Consuming**, such as streaming media and file sharing
- **Business**, which includes finance and banking and secure websites
- **Personal**, such as games and medicine

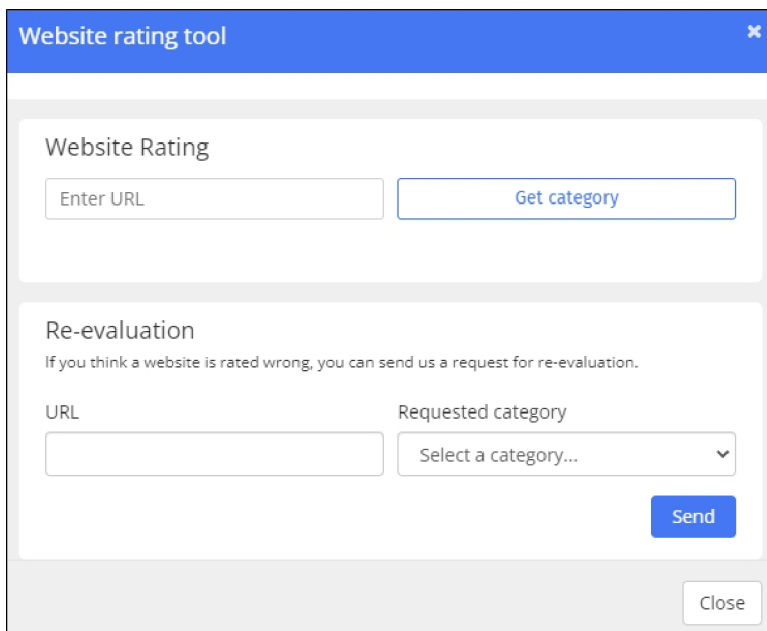
RATING A WEBSITE

There are two locations on the Teacher Dashboard from which you can rate websites: the **Action Bar** and the **Web Filter** screen.

To rate a website from the Action Bar

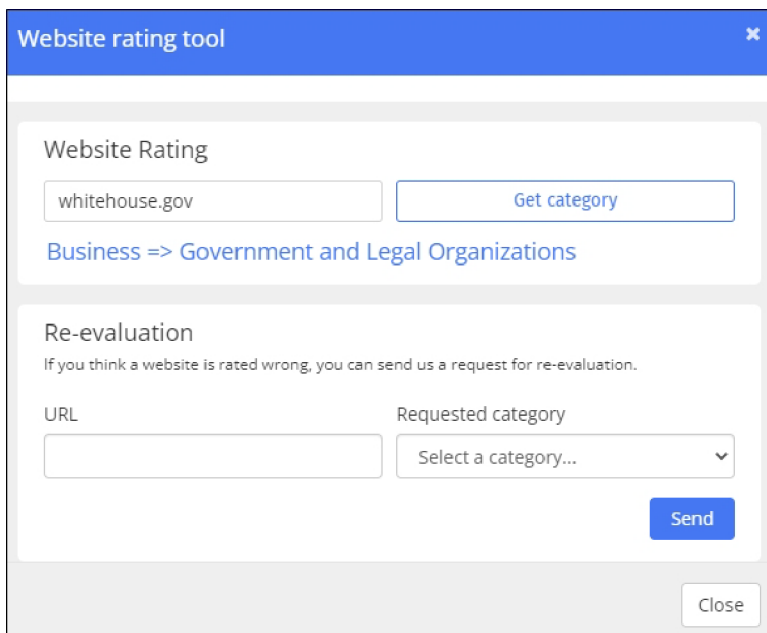
1. Sign in to the Blocksi Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.

2. Click **Website Rating Tool** at the top of the dashboard. The **Website Rating Tool** window opens.




The screenshot shows a window titled "Website rating tool" with a close button (X) in the top right corner. The window is divided into two main sections. The top section, "Website Rating", contains a text input field labeled "Enter URL" and a button labeled "Get category". The bottom section, "Re-evaluation", contains a sub-header "Re-evaluation" and a descriptive sentence: "If you think a website is rated wrong, you can send us a request for re-evaluation." Below this are two input fields: "URL" and "Requested category" (a dropdown menu with "Select a category..." as the placeholder). A blue "Send" button is located to the right of the "Requested category" dropdown. At the bottom right of the window is a "Close" button.

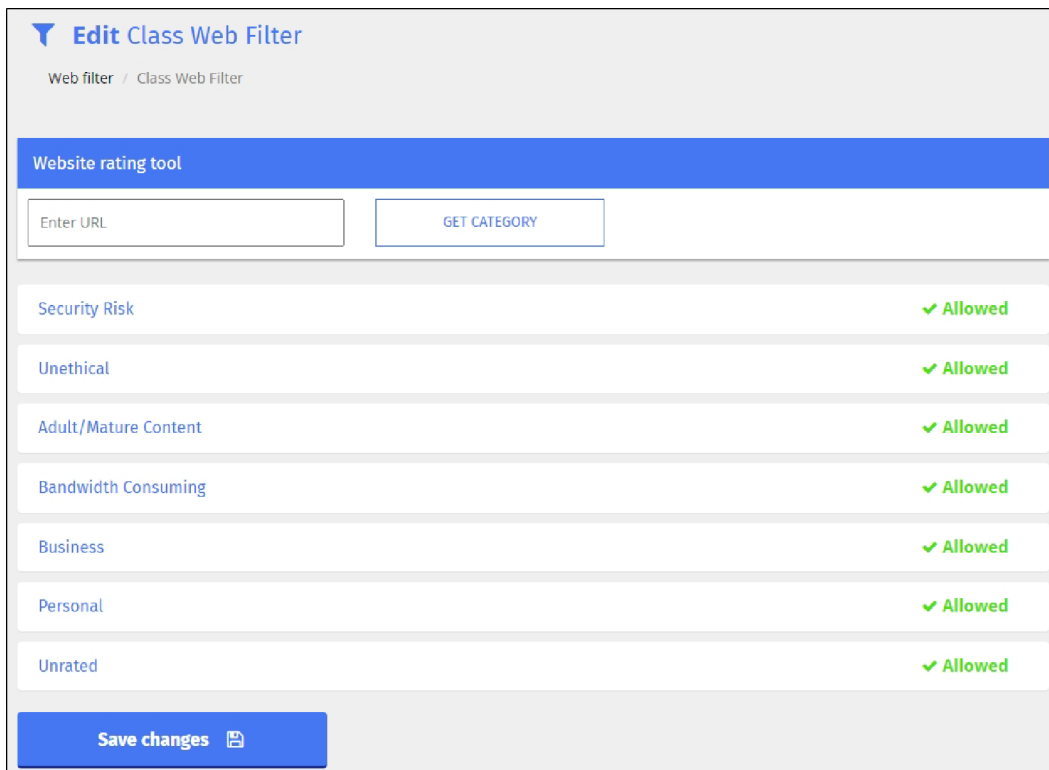
3. Type the URL for which you want to retrieve the category in the **Enter URL** text box.
4. Click **Get Category**. The corresponding category appears, as shown below.



The screenshot shows the same "Website rating tool" window. In the "Website Rating" section, the "Enter URL" field now contains the text "whitehouse.gov". The "Get category" button is highlighted in blue. Below the input fields, the text "Business => Government and Legal Organizations" is displayed in blue. The "Re-evaluation" section remains unchanged from the previous screenshot.

To rate a website from the Web Filter screen

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, or ClassLink).
2. Click **Filters** from the **Main Menu** and then click **Web Filters** from its sub-menu. The **Web Filter** screen appears.
3. Locate the desired filter, and click the  icon. The edit screen for that web filter appears.




Edit Class Web Filter

Web filter / Class Web Filter

Website rating tool

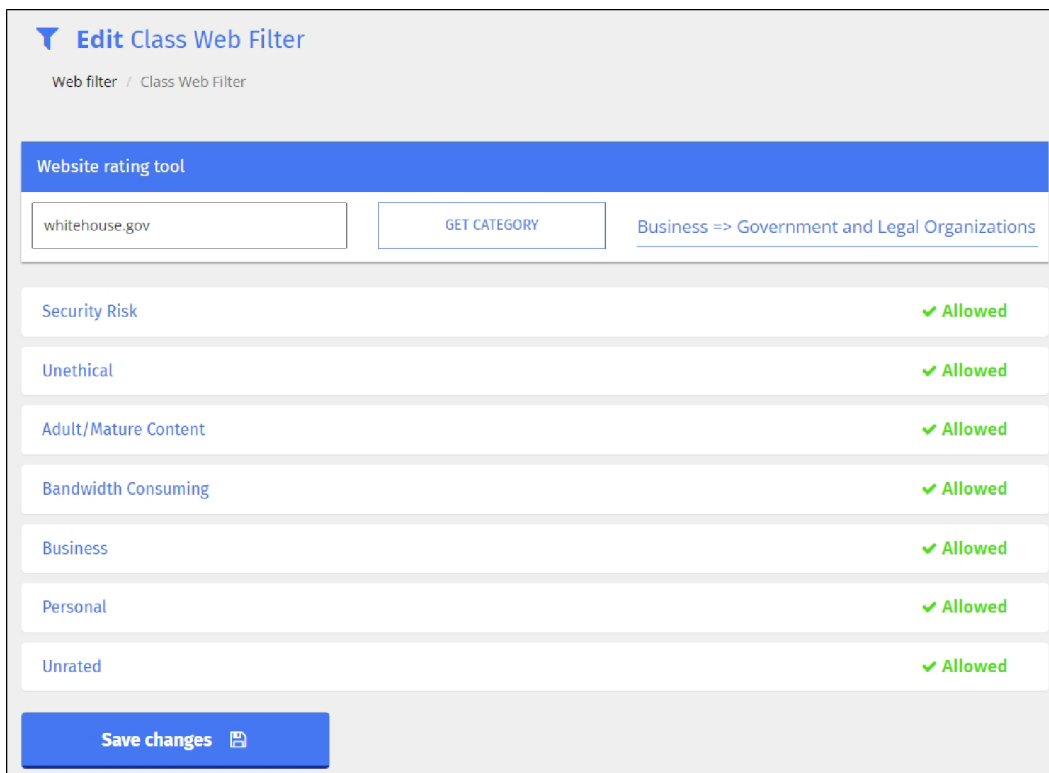
Enter URL GET CATEGORY

Security Risk	✓ Allowed
Unethical	✓ Allowed
Adult/Mature Content	✓ Allowed
Bandwidth Consuming	✓ Allowed
Business	✓ Allowed
Personal	✓ Allowed
Unrated	✓ Allowed

Save changes 

4. Type the URL for which you want to retrieve the category in the **Enter URL** text box.

5. Click **Get Category**. The corresponding category appears to the right, as shown below.



The screenshot shows the 'Edit Class Web Filter' interface. At the top, there is a blue header with a back arrow and the text 'Edit Class Web Filter'. Below this, the breadcrumb 'Web filter / Class Web Filter' is visible. The main section is titled 'Website rating tool' in a blue bar. Below the title, there is a text input field containing 'whitehouse.gov', a 'GET CATEGORY' button, and a dropdown menu showing 'Business => Government and Legal Organizations'. Below this, there is a list of categories with their status:

Security Risk	✓ Allowed
Unethical	✓ Allowed
Adult/Mature Content	✓ Allowed
Bandwidth Consuming	✓ Allowed
Business	✓ Allowed
Personal	✓ Allowed
Unrated	✓ Allowed

At the bottom of the interface, there is a blue 'Save changes' button with a save icon.

RE-EVALUATING A WEBSITE

You can re-evaluate websites when they need to be moved to a different category

To re-evaluate a website

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.

2. Click **Website Rating Tool** at the top of the dashboard. The **Website Rating Tool** window opens.

Website rating tool

Website Rating

Enter URL

Re-evaluation

If you think a website is rated wrong, you can send us a request for re-evaluation.

URL Requested category

3. Type the URL that you want to re-evaluate in the **URL** text box.
4. Select the category that you believe the website should be categorized under in the **Requested Category** drop-down list.
5. Click **Send**.



This action generates a support ticket to the Blocksii help desk for review. You will be notified by email of the result.

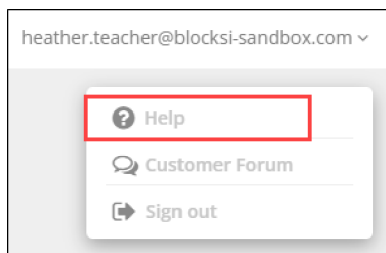
HELP

Blocksii provides a comprehensive help file.

To access Help

1. Sign in to the Blocksii Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.

2. Click the down arrow at the far right of the **Action Bar** and click **Help**. The help file opens.

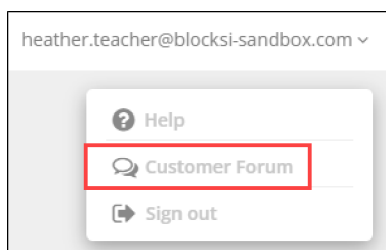


CUSTOMER FORUM

Blocksi provides communication between teachers with the Customer Forum.

To access the Customer Forum

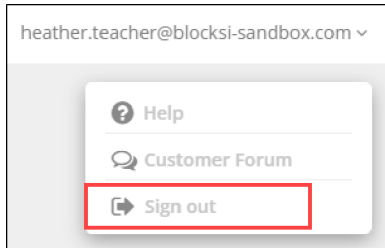
1. Sign in to the Blocksi Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click the down arrow at the far right of the **Action Bar** and click **Customer Forum**. You are brought to the forum, in which you can engage with other teachers and post and answer questions regarding the Teacher Dashboard.



Signing Out of the Teacher Dashboard

To sign out of the Teacher Dashboard

Click the down arrow at the far right of the **Action Bar** and click **Sign Out**.

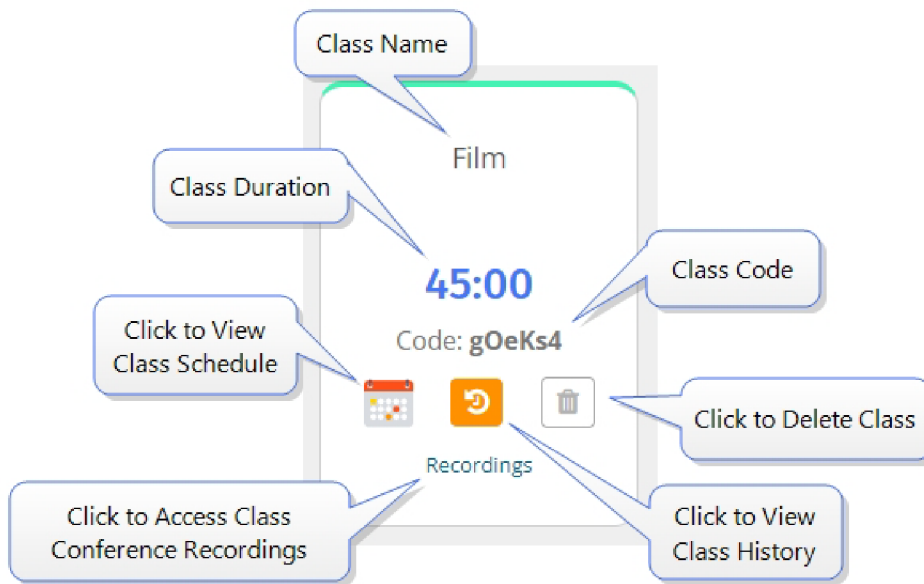


CHAPTER 2: WORKING WITH CLASSES

This chapter describes working with classes.

Class Tile

The class tile contains a lot of information about the class. See the image below for details.



Rostering Classes

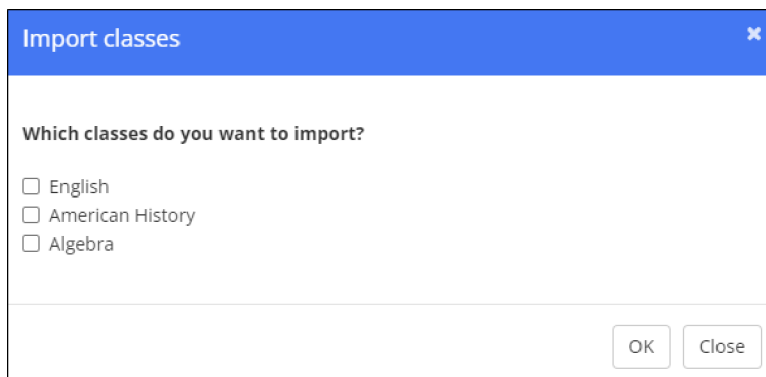
You can roster classes in the following four ways:

- Import students from Google Classroom (see below)
- Import students from Clever (see below)
- Import students from ClassLink (see below)
- [Create a class](#) in Blocks*i* and [add students to the class](#)

To import classes from Google Classroom, Clever, and ClassLink

1. Sign in to the Blocks*i* Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.

2. Click the import classes button for the desired classroom. The **Import Classes** window opens.



3. Select the checkboxes to the left of the classes that you want to import.
4. Click **OK**. The classes are imported to the Teacher Dashboard.

Adding a Class

You can add a class in the following ways:

- [Import it from Google Classroom, Clever, or ClassLink](#)
- [Create it manually](#)

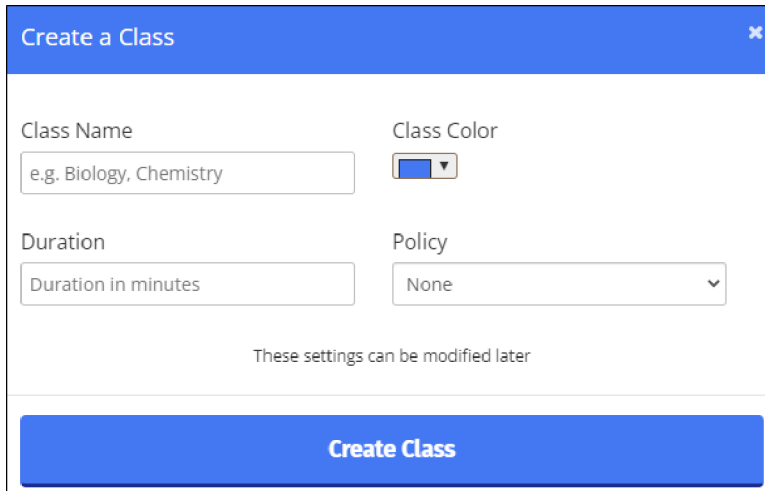
Creating a Class

You can easily create classes on the Teacher Dashboard.

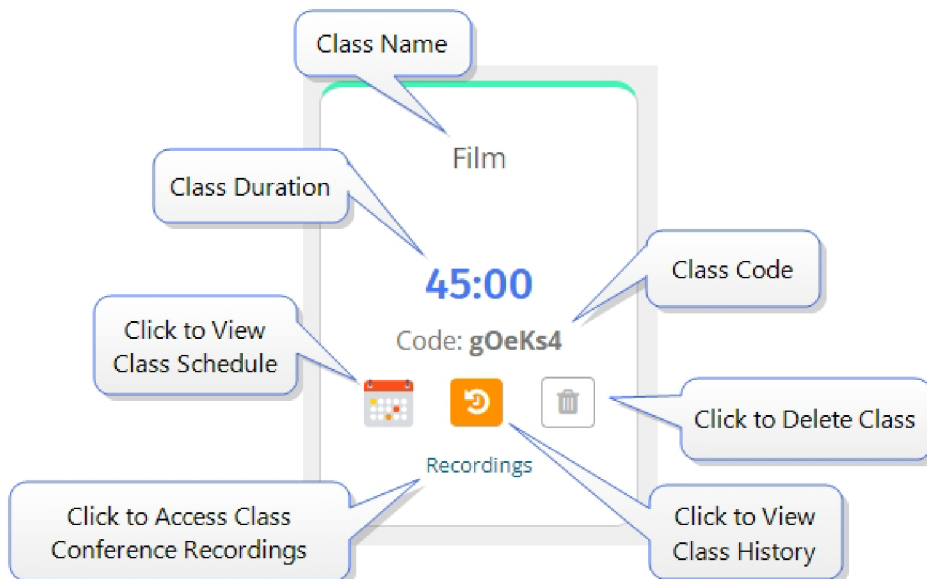
To create a class

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.

2. Click **CREATE NEW CLASS**. The **Create a Class** window opens.



3. Type the name of the class in the **Class Name** text box.
4. Select a color for the class from the **Class Color** drop-down list, if necessary. The color you select appears as the border around the class block on the dashboard.
5. Type the duration of the class, in minutes, in the **Duration** text box.
6. Select the policy to apply to the class from the **Policy** drop-down list.
7. Click **Create Class**. The class appears as a tile on the dashboard, as shown below.



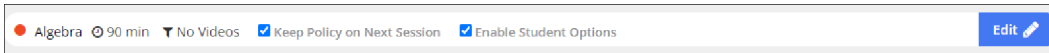
Editing a Class

You can change the class policy, student group policies, and color code of a class when a class is in session. You can change the name and duration of a class when a class is not in session.

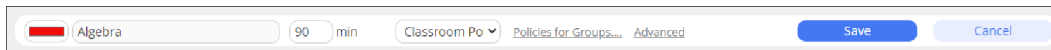


Please be aware that if you change the name of a class that is synced with an SSI or SIS, that class name takes precedence.

To change the name of a class

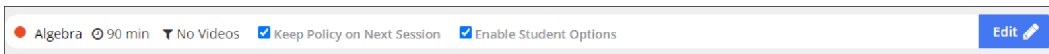


1. Click the **Edit** icon. The class edit options appear, as shown below.



2. Click in the class name box and type the new name of the class.
3. Click **Save** when you have finished.

To change the duration of a class

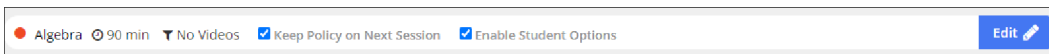


1. Click the **Edit** icon. The class edit options appear, as shown below.



2. Click in the duration box and type the new time duration (in minutes) for the class.
3. Click **Save** when you have finished.

To change the policy of a class

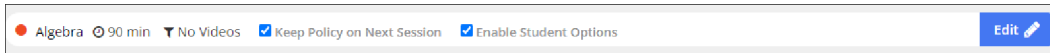


1. Click the **Edit** icon. The class edit options appear, as shown below.

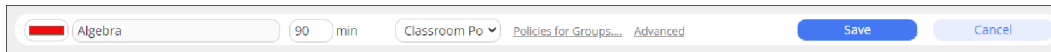


2. Click the down arrow in the **Class Policy** drop-down list and select a different policy for the class.
3. Click **Save** when you have finished.

To change the color code of a class

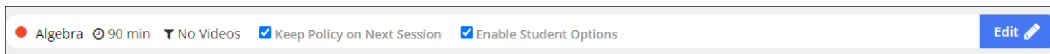


1. Click the **Edit** icon. The class edit options appear, as shown below.



2. Click in the color code box and select a new color code for the class.
3. Click **Save** when you have finished.

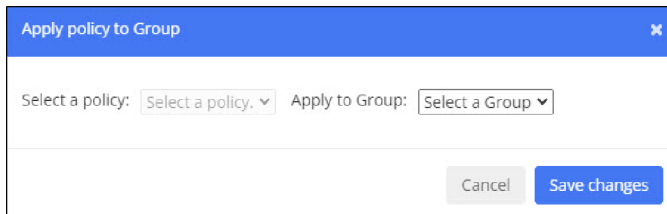
To change the policy for a group of students in the class



1. Click the **Edit** icon. The class edit options appear, as shown below.



2. Click the **Policies for Groups** link. The **Apply Policy to Group** window opens.



3. Select the desired policy from the **Select a policy** drop-down list.
4. Select the group to which to apply the policy from the **Apply to Group** drop-down list.
5. Click **Save Changes**.
6. Click **Save** when you have finished.

Class Scheduler

Blocksi's Class Scheduler uses the A/B Block Schedule.

The A/B Block Schedule consists of the **Weekly Scheduler**, **Week A**, **Week B**, and **Custom Week** tabs.

Weekly Scheduler Tab

On this tab you select the start and end weeks for the school year and set up the Week A, Week B, and Custom Week templates.

Week A and Week B Tabs

On these two tabs you set up the schedule for the corresponding template by adding classes to each template and specifying their starting times for each day of that week.

Custom Week Tab

On this tab you set up weeks that may differ from Weeks A and B. For example, you can use this template as a skip week template or as a third template.

Regular Class Schedules

If your school does not use block schedules, we recommend that you use Week A to set up your class schedule for the year. You can still use the custom week to allow for holidays and breaks during which there are no classes.



You can also use the **ON/OFF** toggle to stop your classes from starting when you need to prevent students from being pulled into classes. This is helpful when you may be sick and unable to hold class, or for periods during which you want to suspend classes, like spring break or holidays.

See [Scheduling Classes](#).

Scheduling Classes

You can easily create a schedule of your classes on the Teacher Dashboard. This allows you to set up all of your classes for the entire upcoming school year.

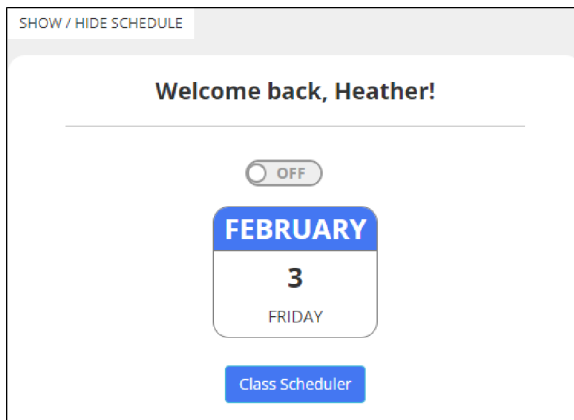
The Class Scheduler also allows you to turn on automatic class start so classes can start and end automatically without intervention from you. For example, if you set your Chemistry class duration for 90 minutes and set it to start at 8:00 AM Monday through Friday, then the Chemistry class will automatically start at 8:00 AM and end at 9:30 AM on each of those days.

As with manual class creation, students are released from the class after the class duration has elapsed.

Accessing the Class Scheduler

To access the Class Scheduler

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **SHOW/HIDE SCHEDULE**.



The screen expands to include the following:

- A welcome back message
- An option to start classes automatically

- The current date
- The **Class Scheduler** button
- Any upcoming classes

Creating a Class Schedule

To create a class schedule

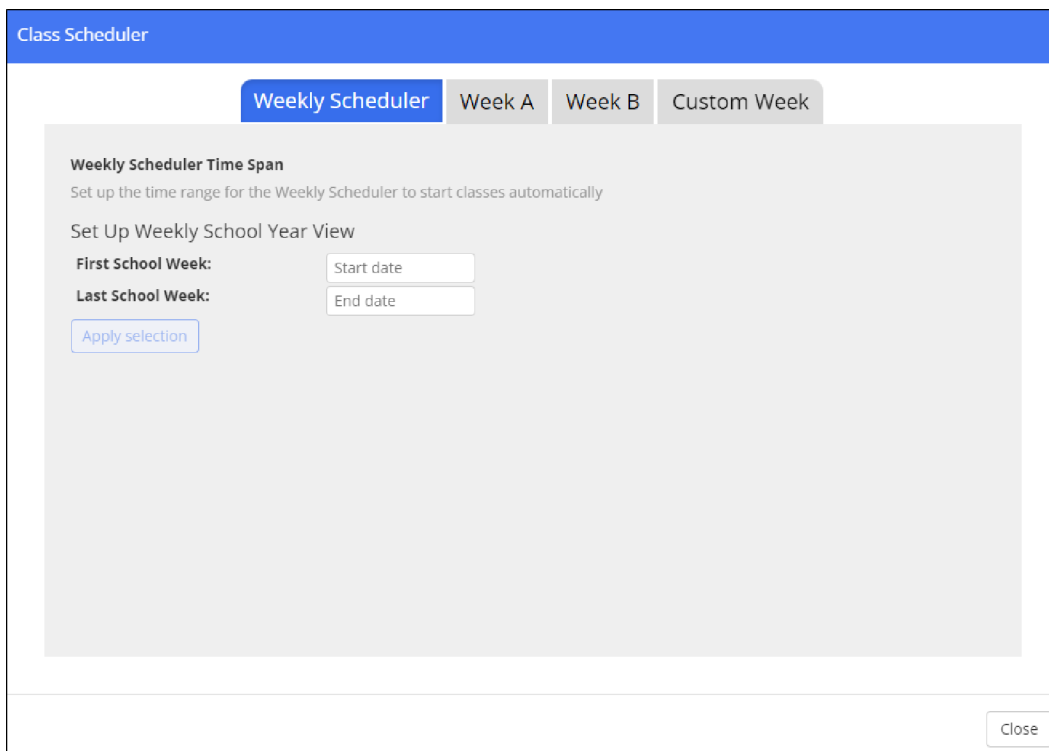
Creating a class schedule consists of three parts.

- Part 1: Setting Up the Weekly School Year
- Part 2: Setting Up the Week A and Week B Schedules
- Part 3: Setting Up the Custom Week Schedule

Part 1: Setting Up the Weekly School Year

To set up the weekly school year

1. Click the **Class Scheduler** button. The **Class Scheduler** window opens.



The screenshot shows the 'Class Scheduler' window with a blue header. Below the header are four tabs: 'Weekly Scheduler' (active), 'Week A', 'Week B', and 'Custom Week'. The 'Weekly Scheduler' tab contains the following content:

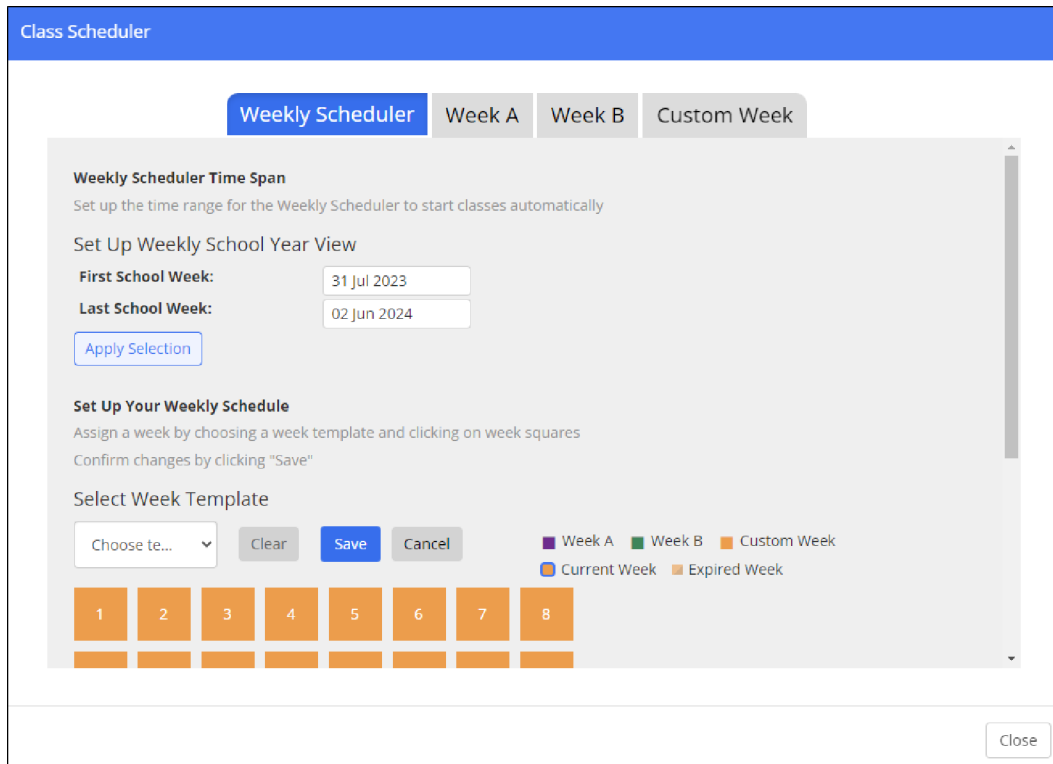
Weekly Scheduler Time Span
Set up the time range for the Weekly Scheduler to start classes automatically

Set Up Weekly School Year View

First School Week:

Last School Week:

2. Select the school year start date from the **First School Week** drop-down list.
3. Select the school year end date from the **Last School Week** drop-down list.
4. Click **Apply Selection**. The window expands to include the weekly schedule templates.



The screenshot shows the 'Class Scheduler' interface with the 'Weekly Scheduler' tab selected. The window is titled 'Class Scheduler' and has three tabs: 'Weekly Scheduler', 'Week A', and 'Custom Week'. The 'Weekly Scheduler' tab is active and contains the following sections:

- Weekly Scheduler Time Span**: Set up the time range for the Weekly Scheduler to start classes automatically.
- Set Up Weekly School Year View**:
 - First School Week:** 31 Jul 2023
 - Last School Week:** 02 Jun 2024
 - Apply Selection** button
- Set Up Your Weekly Schedule**: Assign a week by choosing a week template and clicking on week squares. Confirm changes by clicking "Save".
- Select Week Template**: A dropdown menu with 'Choose te...' and buttons for 'Clear', 'Save', and 'Cancel'. A legend below shows: Week A (purple), Week B (green), Custom Week (orange), Current Week (blue), and Expired Week (light orange).
- A grid of week blocks numbered 1 through 8, each represented by an orange square.
- A 'Close' button at the bottom right.

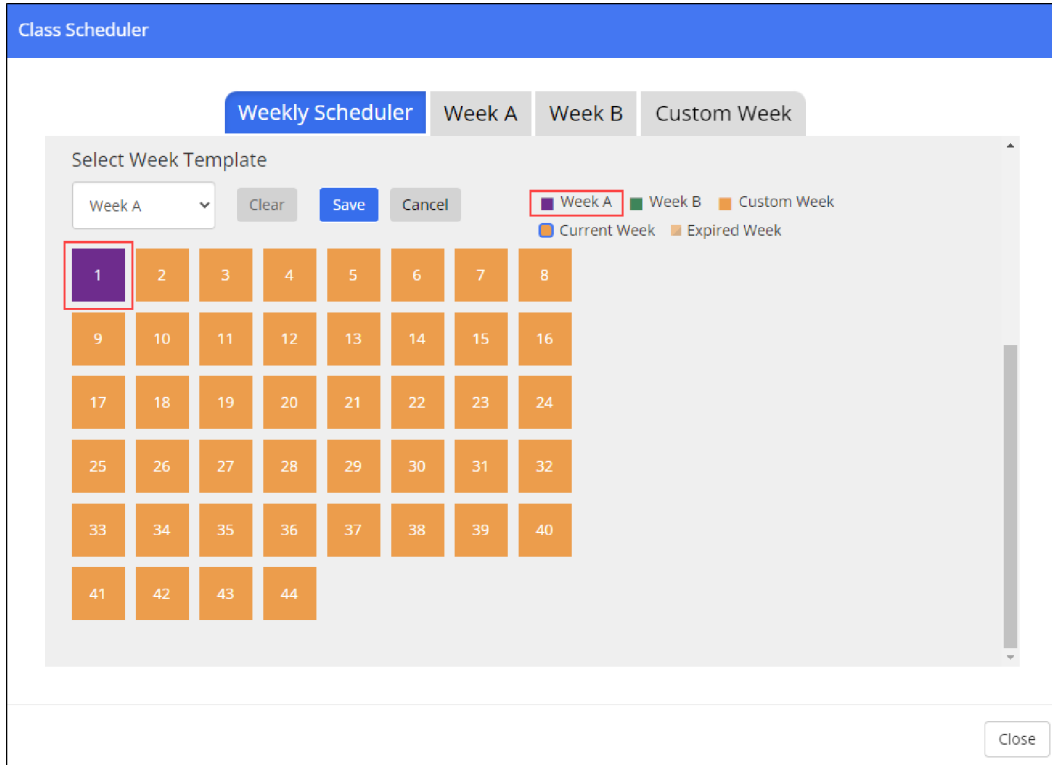
By default, weeks are set up using the **Custom Template** and appear as orange squares.

5. Select the desired week template from the **Select Week Template** drop-down list.



Hovering your mouse cursor over a numbered week block displays the **From** and **To** dates along with the week number.

- Click the desired week. The color of that week changes to the color of the corresponding template, as shown below. You can select more than one week at a time; just click each week after you select the desired template.



- Click the **Save** button. A confirmation prompt appears.
- Click **OK**.
- Repeat Steps 5 through 8 for each week you need to set up.

Part 2: Setting Up the Week A and Week B Schedules

To set up the Week A and Week B schedules



Remember, if you are not using the block schedule, use Week A to set up your class schedule for the year. You can still use the custom week to allow for holidays and breaks during which there are no classes.

1. Click the **Week A** or **Week B** tab. The window changes to the corresponding schedule. Both schedules are set up the same way.

Class Scheduler

Weekly Scheduler **Week A** Week B Custom Week

Add Classes to Week A Schedule

1. Select Class

2. Select Weekday

3. Add One or More Start Times
Hr : min AM

NOTE: Changes will take effect one week from the time the template was changed.

Week A Class Schedule

MON

TUE

WED

THU

FRI

2. Select the class you want to schedule from the **Select Class** drop-down list.
3. Select the day of the week on which you want to schedule this class from the **Select Weekday** drop-down list.
4. Add the start time of the class from the **Add One or More Start Times** fields. If this class is held more than once on any day, you can set the additional times here.
5. Click **Add Class**. The class is added to the schedule and appears in the corresponding day to the right.
6. Repeat Steps 2 through 5 for each class you class you want to add.
7. Click the **Close** button when you are finished adding classes.

Part 3: Setting Up the Custom Week Schedule

To set up the custom week schedule

1. Click the **Custom Week** tab. The window changes to the corresponding schedule.

The screenshot shows the 'Class Scheduler' interface with the 'Custom Week' tab selected. The interface is divided into two main sections: 'Add Classes to Custom Week Schedule' and 'Custom Week Class Schedule'. The 'Add Classes' section contains five steps: 1. Select Custom Week (dropdown menu showing 'Week 19 | 06/05/2024 - 12/05/2024'), 2. Select Week Template (Optional) (dropdown menu), 3. Select Class (dropdown menu), 4. Select Weekday (dropdown menu), and 5. Add One or More Start Times (input fields for Hr, min, AM, and an 'Add Class' button). The 'Custom Week Class Schedule' section shows a grid with days of the week (MON, TUE, WED, THU, FRI) and empty slots for class scheduling. A 'Close' button is located at the bottom right of the interface.

2. Select the custom week from the **Select Custom Week** drop-down list.



Weeks are numbered sequentially from the start of the calendar year, not the school year that you set up in Part 1.

3. Select the week template you want to use from the **Select Week Template** drop-down list if you want to use the class schedule from one of the templates. Selecting a template adds that template's classes to the custom week schedule. This step is optional.
4. Select the class you want to schedule from the **Select Class** drop-down list.

5. Select the day of the week on which you want to schedule this class from the **Select Weekday** drop-down list.
6. Add the start time of the class from the **Add One or More Start Times** fields. If this class is held more than once on any day, you can set the additional times here.
7. Click **Add Class**. The class is added to the schedule and appears in the corresponding day to the right.
8. Repeat Steps 2 through 7 for each class you class you want to add.
9. Click the **Close** button when you are finished adding classes.

Sample Completed School Year Schedule

The following is a sample school year schedule implementing the A/B Block Schedule. Note that we have included custom weeks, which contain no classes, for the two-week holiday break and two-week spring break.

The screenshot displays the 'Class Scheduler' interface. At the top, there is a blue header with the text 'Class Scheduler'. Below the header, there are four tabs: 'Weekly Scheduler' (selected), 'Week A', 'Week B', and 'Custom Week'. Under the 'Weekly Scheduler' tab, there is a 'Select Week Template' section with a dropdown menu set to 'Choose te...', a 'Clear' button, and a 'Save' button. To the right of this section is a legend with five items: 'Week A' (purple square), 'Week B' (green square), 'Custom Week' (orange square), 'Current Week' (blue square), and 'Expired Week' (light orange square). The main area of the interface is a grid of 44 numbered cells, arranged in six rows and eight columns. The cells are colored according to the legend: purple for Week A, green for Week B, orange for Custom Week, blue for Current Week, and light orange for Expired Week. The grid shows a repeating pattern of Week A and Week B blocks, with two Custom Week blocks (weeks 21-22 and 33-34) and two Expired Week blocks (weeks 35-36 and 37-38). A 'Close' button is located at the bottom right of the interface.



You can also use the **ON/OFF** toggle to stop your classes from starting when you need to prevent students from being pulled into classes. This is helpful when you may be sick and unable to hold class, or for periods during which you want to suspend classes, like spring break or holidays.

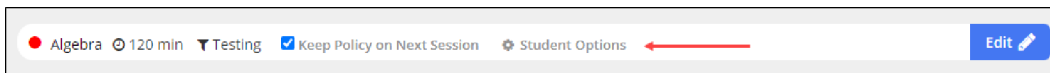
Enabling Student Options

You can enable the following two options for students to access during class:

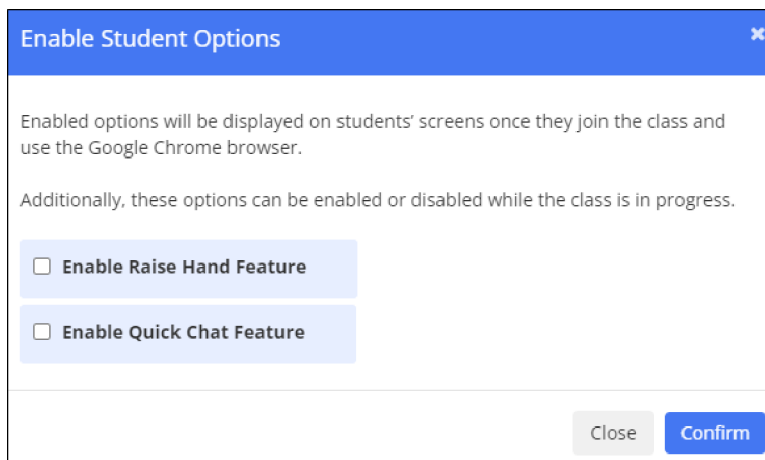
- The Raise Hand option
- The Quick Chat option

These options appear as a + sign in the lower right-hand corner of students' device screen. When the student clicks the + sign, they can raise their hand to get your attention, or they can send you a message.

To enable student options



1. Click **Student Options**. The **Enable Student Options** window opens.

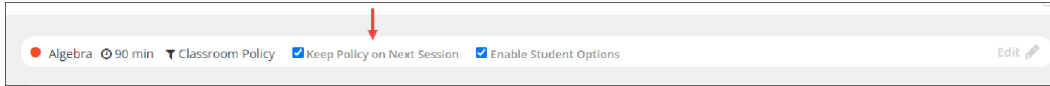


2. Select the checkboxes to the left of the feature you want to enable.
3. Click **Confirm**.

Keeping a Policy for the Next Class

You can keep the current policy for the next class so you do not have to change it each time you start a new class.

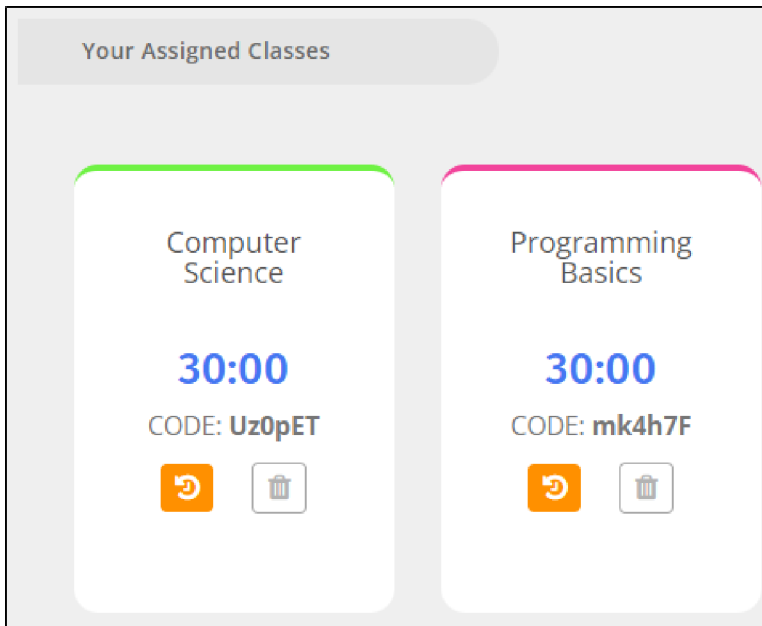
To keep a policy for the next class



Select the **Keep Policy on Next Session** checkbox.

Assigned Classes

When you are added as an additional teacher to a class, that class appears in the **Your Assigned Classes** section on your dashboard, as shown below.



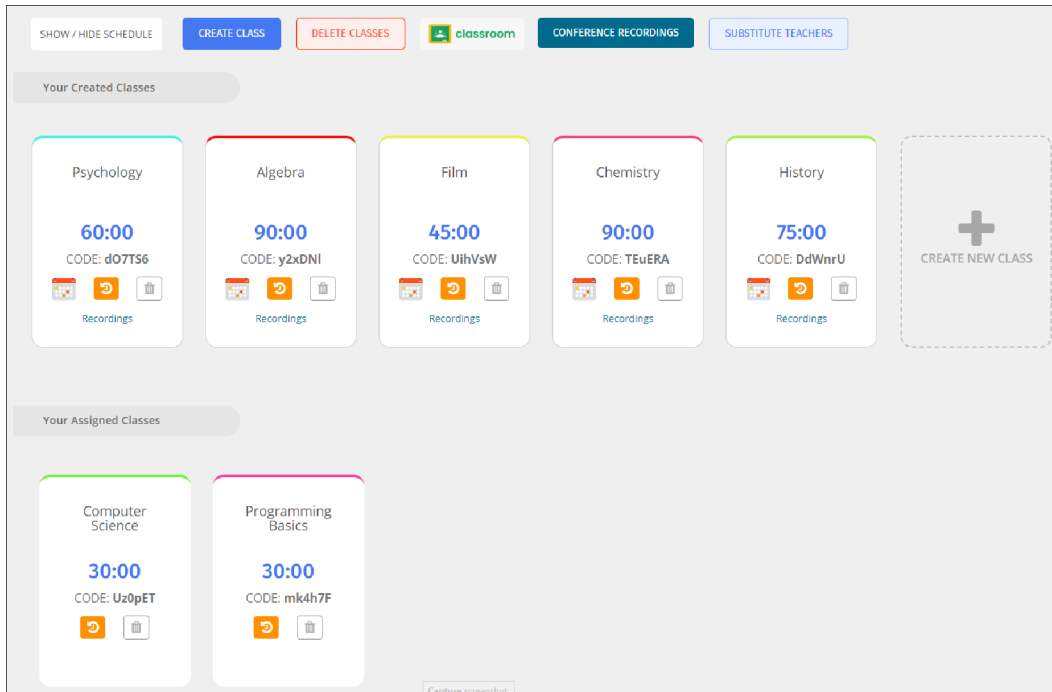
Selecting a Class

You select a class from the Teacher Dashboard.

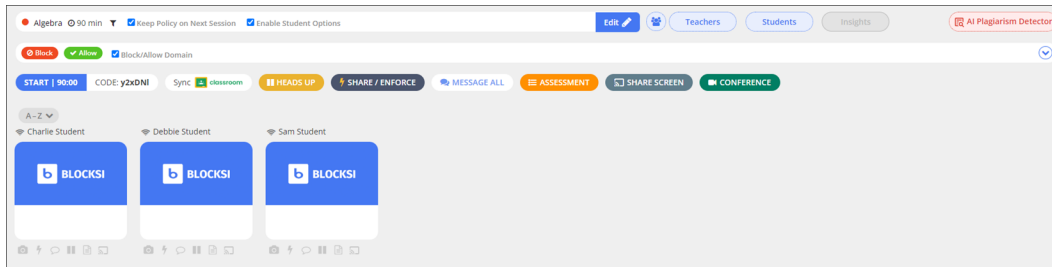
To select a class

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard**

appears.

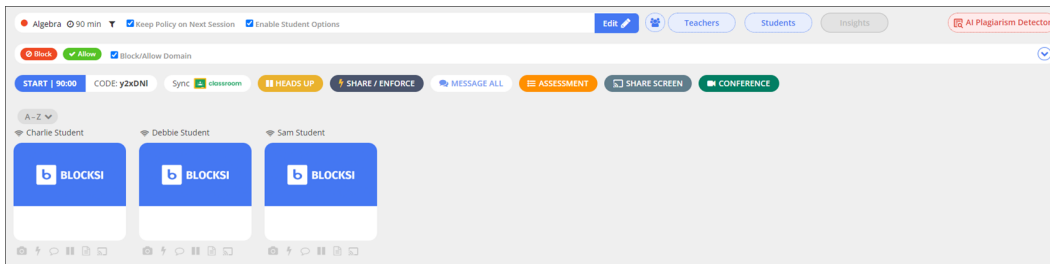


2. Click a class tile. The class opens and displays tiles for the students that are in the class.



Starting a Class

See [Selecting a Class](#) for information on how to reach the class screen shown below.

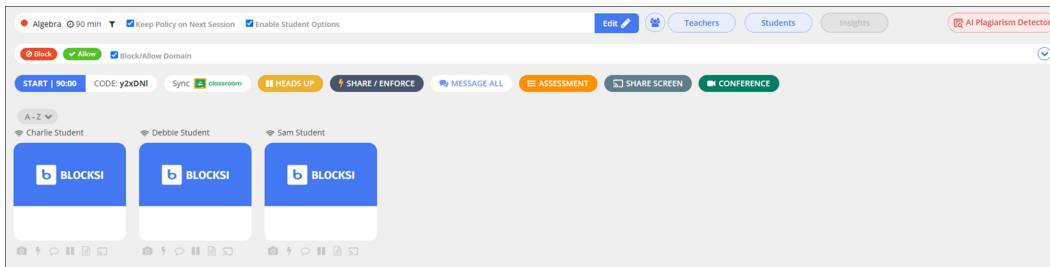


To start a class

1. Locate the class you want to start.
2. Click the **START | 45:00** button.

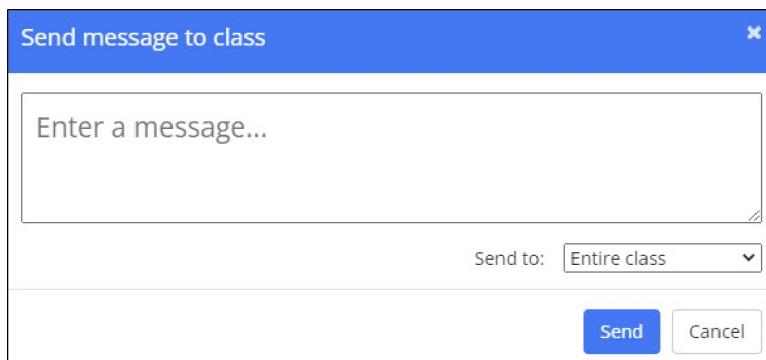
Messaging a Class

You can send messages to students in a class only when the class is active. See [Selecting a Class](#) for information on how to reach the class screen shown below.



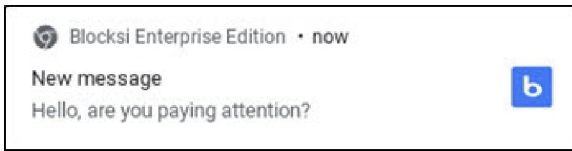
To send a message to a class

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Start a class.
3. Click the **MESSAGE ALL** button. The **Send message to class** window opens.



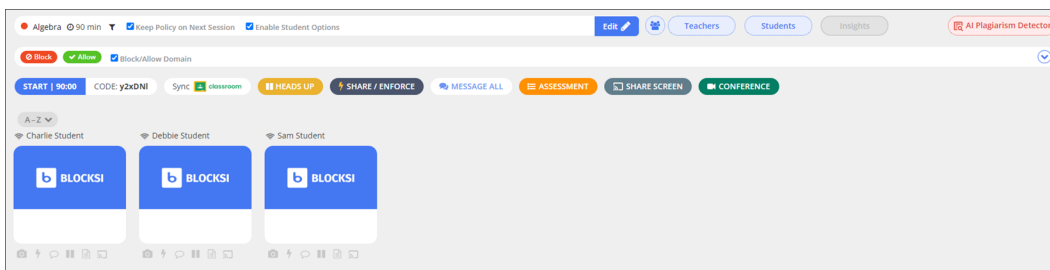
4. Type the message in the **Enter a message...** text box.
5. Select whether to send the message to the entire class or a group of students from the **Send to:** drop-down list.

6. Click **Send**. The message is sent to the selected students and appears in the lower right corner of the screen, as shown below.



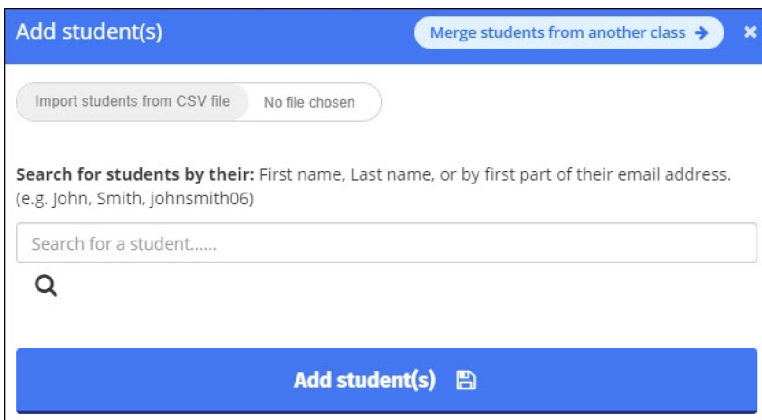
Merging Classes

You can merge classes. See [Selecting a Class](#) for information on how to reach the class screen shown below.

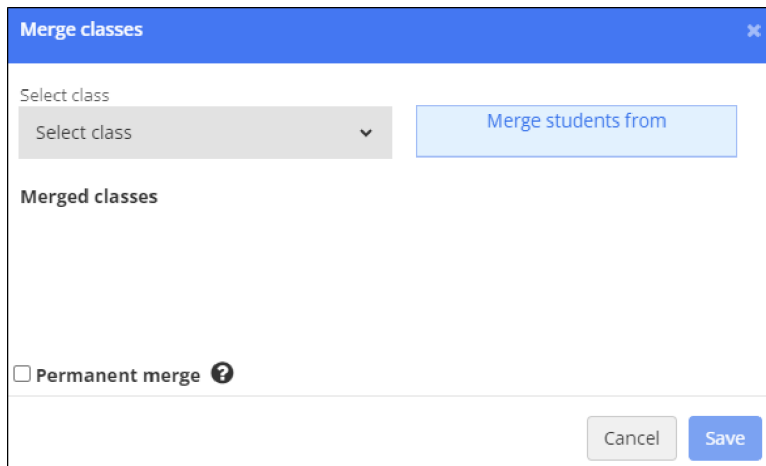


To merge classes

1. Click **Students**. The **Add student(s)** window opens.



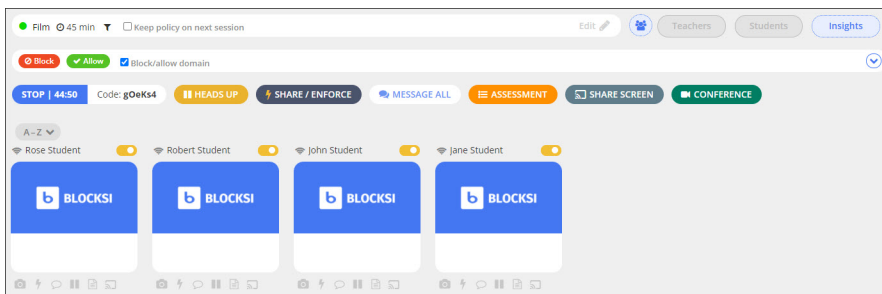
2. Click **Merge students from another class**. The **Merge classes** window opens.



3. Select the class you want to merge from the **Select class** drop-down list. The class appears to the right.
4. Click the class name in the box to the right. The class to merge from appears below in the **Merged classes** section.
5. Select the **Permanent Merge** checkbox if you want to make this class merge permanent. Making the merge permanent does not sync daily with the respected user directory.
6. Click **Save**. That class is merged into your current class.

Stopping a Class

See [Selecting a Class](#) for information on how to reach the class screen shown below.




To stop a class

1. Locate the class you want to stop.
2. Click the **STOP | 44:50** button.

Deleting a Class

You can delete regular classes and assigned classes from the Teacher Dashboard when you no longer need them.

To delete a class

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Do one of the following:
 - Click  in the lower-right corner of the class tile you want to delete
 - Click the **DELETE CLASSES** button and select the checkboxes to the left of the classes you want to delete. Click **Delete Class**.
3. A confirmation prompt appears. Click **Yes** to delete the class or classes.

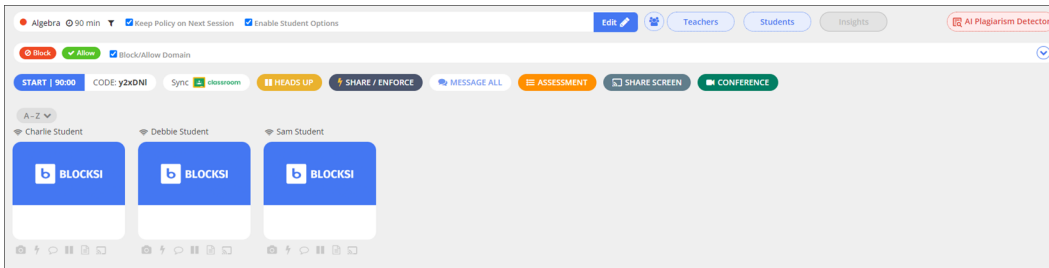
Adding an Additional Teacher to a Class

You can add up to three additional teachers to a class. Additional teachers can monitor only the students' screens and the open tabs on those students' devices. They cannot interact with the students or use any in-classroom commands as only the primary teacher has these rights.



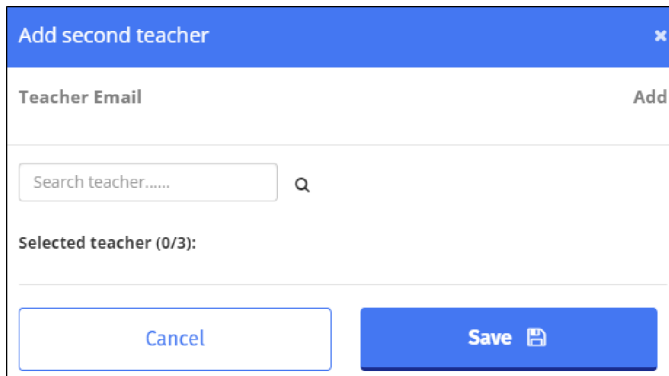
Additional teachers cannot be added to a class while a class is in session.

See [Selecting a Class](#) for information on how to reach the class screen shown below.

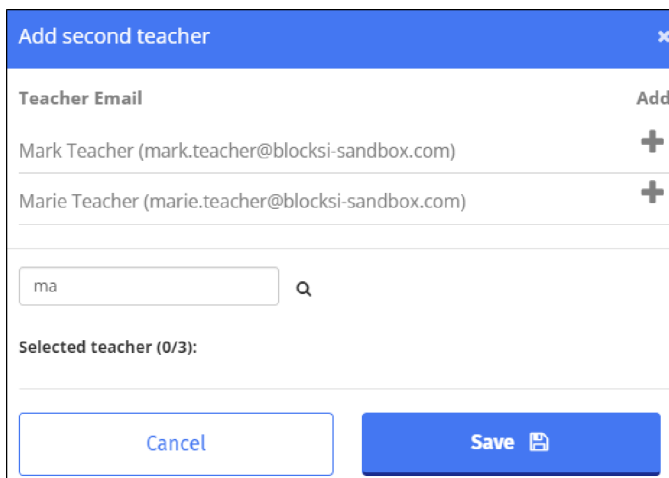


To add a teacher to a class

1. Click the **Teachers** button. The **Add second teacher** window opens.



2. Type the first part of the email address of the teacher you want to add in the **Search teacher...** text box and click the **QQ** icon. All teachers matching the search input appear, as shown below.



3. Click the **+** icon in the **Add** column to the right of the teacher you want to add. That teacher appears beneath the **Selected teacher (1/3)** label, as shown below.

Teacher Email	Add
Mark Teacher (mark.teacher@blocks-i-sandbox.com)	+
Marie Teacher (marie.teacher@blocks-i-sandbox.com)	+

ma 🔍

Selected teacher (1/3):

mark.teacher@blocks-i-sandbox.com ✕

Cancel Save 📁

4. Click **Save**. The teacher is added to the class.

Viewing Class History

Class history shows the date and time at which classes were held, the number of students in the class, and a link to view analytics for the class.



Analytics for each class history are stored and accessible for an entire school year.

To view class history

1. Sign in to the Blocks*i* Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Locate the class for which you want to view the history.

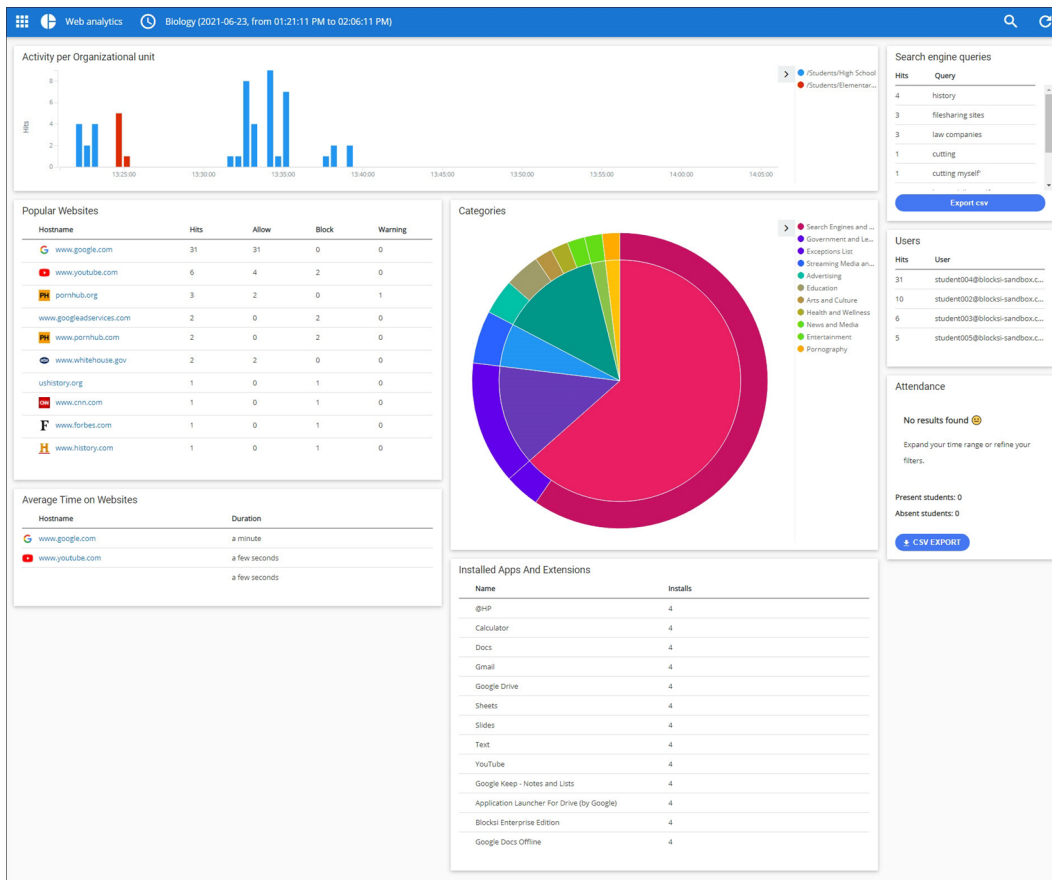
3. Click the  icon. The history window for that class opens.

History of Chemistry ✕

Show entries Search:


Date	Start	End	Students	
2021-08-09	16:00:21	22:00:21	4	View Analytics
2021-08-05	22:49:37	01:13:35		View Analytics
2021-08-05	18:04:43	18:54:30		View Analytics
2021-08-05	15:58:12	17:01:04		View Analytics
2021-08-05	12:30:19	14:16:15		View Analytics
2021-08-05	12:24:56	13:30:49		View Analytics
2021-08-05	08:18:56	12:40:27		View Analytics
2021-08-05	08:11:51	10:03:24		View

- Click the **View Analytics** link to the right of the class date. The **Web Analytics** window for that class instance opens. See [Web Analytics](#) for details.



Adding a Substitute Teacher

You can add up to three substitute teachers.



Substitute teachers cannot be added to a class while a class is in session.

To add a substitute teacher

- Sign in to the Blocksi Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.

2. Click **SUBSTITUTE TEACHERS**. The **Substitute Teachers** window opens.

Substitute Teachers

Substitute teachers email

Enter valid e-mail address

Substitute expiration date(Not required)

Create substitute teachers password:

Enter password Repeat password

Minimum length 8 characters
One uppercase letter
One number
One special character

Send invite

List of subteachers	Validation status:	Valid until
Number of subteachers: 0/3		Close

3. Type the substitute teacher's email address in the text box.
4. Type a date on which the substitute's access to the Teacher Dashboard will end. This is an optional field. If you leave it empty, the substitute will have access for an unlimited timeframe.
5. Type a password that the substitute will use to sign in to the dashboard and repeat it in the text box to the right.
6. Click **Send Invite**. Blocksi sends an invite to the email address you entered in step 3.



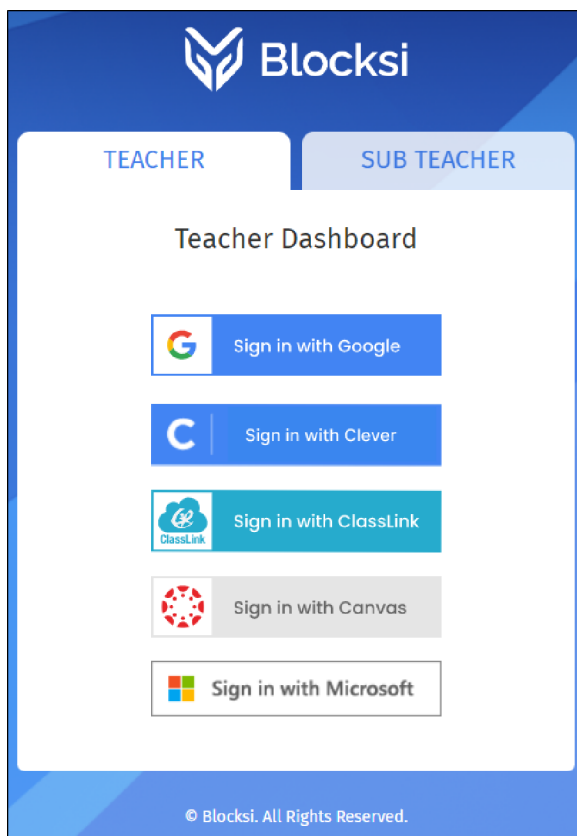
Substitute teachers must be [validated](#) by either the Admin or the Delegate.

Signing in as a Substitute Teacher

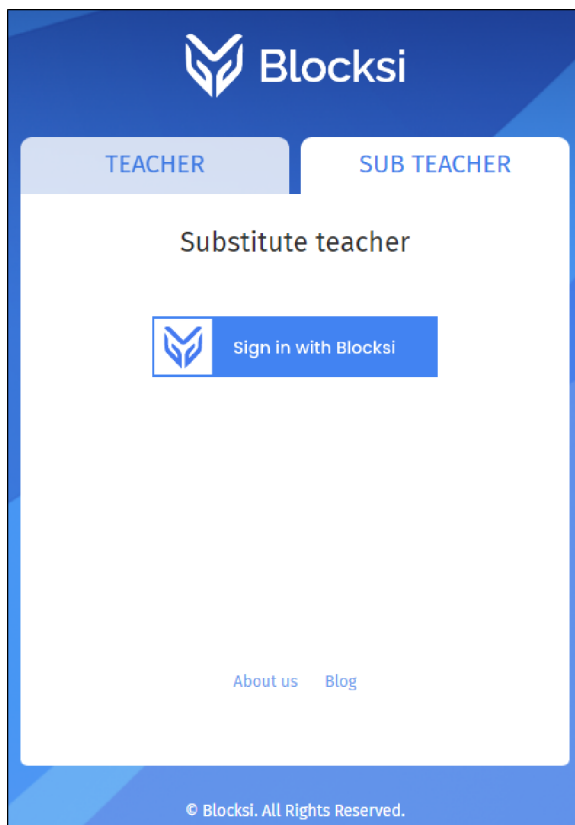
After you add a substitute teacher and they have been validated, you need to provide them with the following instructions on how to access the Teacher Dashboard.

To sign in as a substitute teacher

1. Go to **blocksi.net** and click **Sign in as Teacher**. The following sign in page appears.



2. Click the **SUB TEACHER** tab. The **Substitute Teacher** sign in page appears.



3. Click **Sign in with Blocksii**. The **SUBSTITUTE TEACHER LOGIN** page appears.



4. Type your email address in the **Substitute teacher email** text box.


5. Type your main teacher's email address in the **Main teacher email** text box.
6. Type your password in the **Password** text box.
7. Click **Login**. You are taken to the Teacher Dashboard.

CHAPTER 3: WORKING WITH STUDENTS

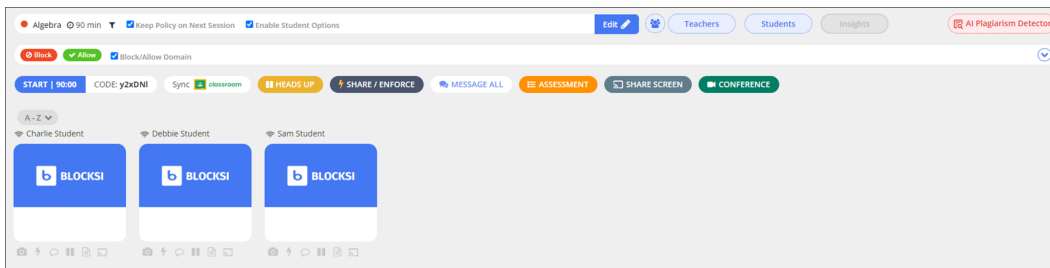
This chapter describes working with students in a class.

Adding Students to a Class

You can add as many students to a class as needed.

 Students cannot be added to a class while a class is in session.

See [Selecting a Class](#) for information on how to reach the class screen shown below.




To add one or more students to a class

1. Click the **Students** button. The **Add Student(s)** window opens.


Add student(s) Merge students from another class → ×

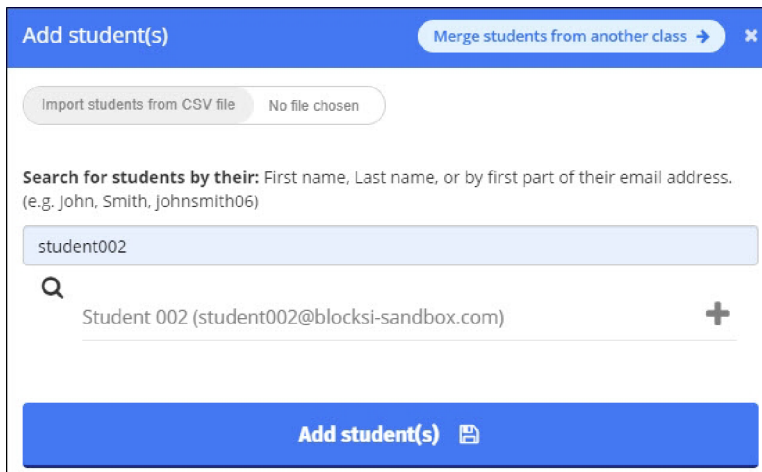
Import students from CSV file No file chosen

Search for students by their: First name, Last name, or by first part of their email address.
(e.g. John, Smith, johnsmith06)

Add student(s) 

2. Type the first name only, last name only, or the first part of the student email only that you want to add to the class in the **Search for a student...** text box.

3. Click the  icon. The student(s) you searched for appear below the search box, as shown below.



Students who are not part of an OU assigned to you cannot be added to class when the **Student OU Restriction** setting is enabled on the Teacher Dashboard Settings.

4. Click the plus sign to the right of the student(s) to add to the class.
 5. Click **Add student(s)**. The student tile appears in the class.
- You can also add a group of students to a class.

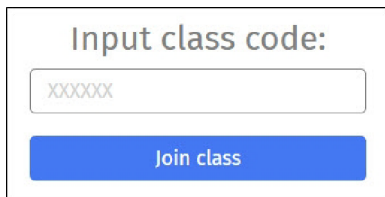
To import multiple students

1. Click **Import Students from CSV file**.
2. Navigate to the appropriate folder, select the **.CSV** file, and click **Open**. The filename appears to the right.
3. Click **Add Students**. The students in the file are added to the class.

There may be times when you need to provide a student with a class code. When you need to do so, also give the student the following procedure for entering the class code.

To enter a class code

1. Go to **blocks.net**.
2. Hover your mouse cursor over the down arrow to the right of the blue **Login as Teacher** button.
3. Click **Student**.
4. Enter your credentials and sign in. The following screen appears.



Input class code:

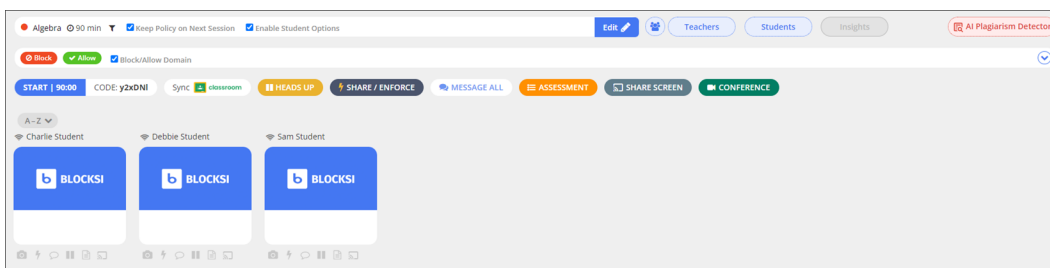
5. Type the class code in the **Input Class Code:** box.
6. Click the **Join Class** button.



You only have to do this one time for the entire school year.

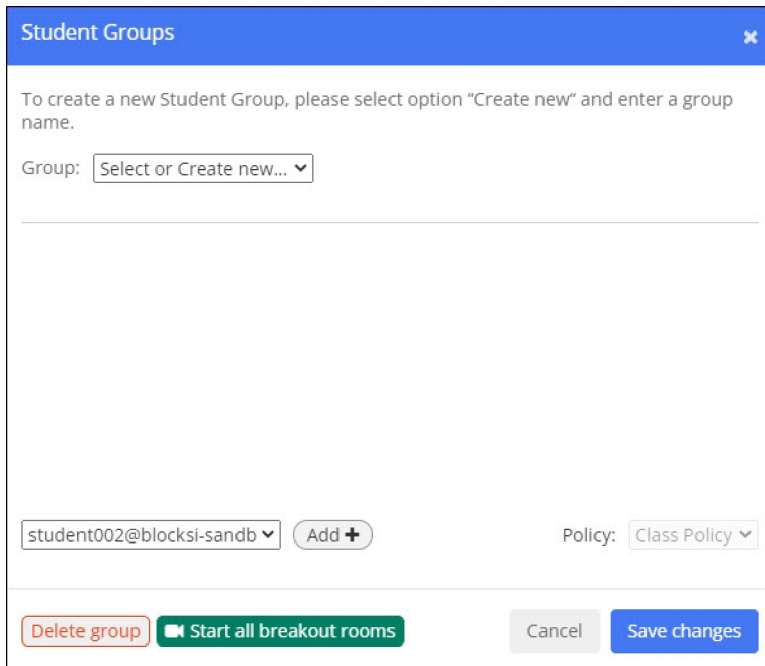
Creating a Student Group

You can create student groups for a class whether or not a class is in session. See [Selecting a Class](#) for information on how to reach the class screen shown below.



To create a student group

1. Click the  icon. The **Student Groups** window opens.



Student Groups

To create a new Student Group, please select option "Create new" and enter a group name.

Group:

Policy:

2. Select **Create new** from the **Group** drop-down list. The **New Group name...** text box appears to the right.
3. Type the name of the group in the **New Group name...** text box.
4. Click **Save Changes**. The new group will be available when you start the class.

Adding Students to a Student Group

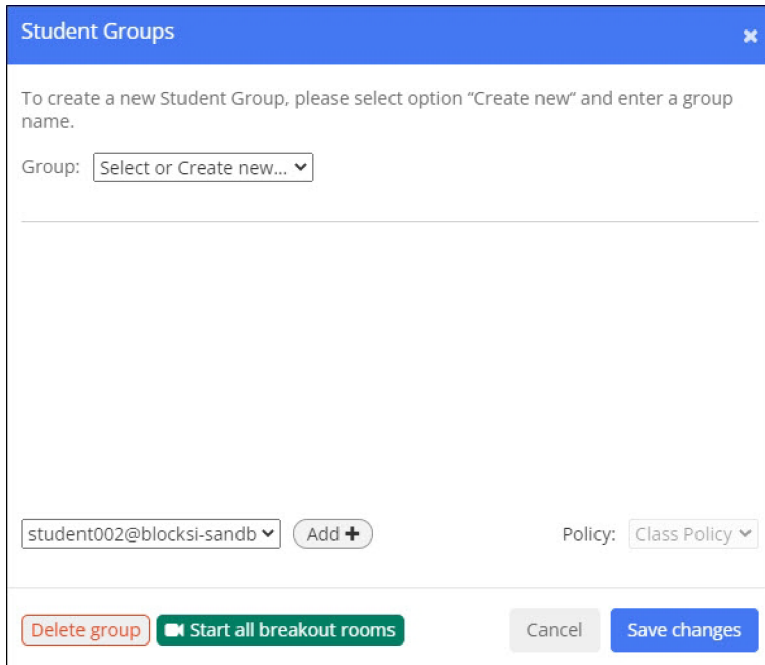
You can add students to a student group whether or not a class is in session. See [Creating a Student Group](#) for information on how to reach the **Student Groups** window shown below.



A student can be in only one group at a time; they cannot be in multiple groups.

To add a student to a student group

1. Select the group to which you want to add a student from the **Group** drop-down list. The **Start Conference for Group** button appears to the right, as shown below.



2. Select the students to add to the group from the drop-down list to the left of the **Add +** button and click the **Add +** button.
3. Repeat for each student to add to the group.
4. Select the policy you want to assign to the class from the **Policy:** drop-down list, if your school allows for multiple policies.

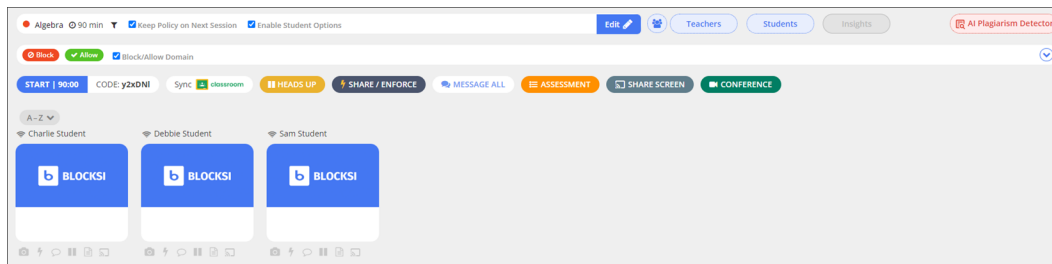


If you have not started the class, the **Policy:** drop-down list is disabled; you cannot apply a policy to the student group.

5. Click **Save Changes**. The selected students are added to the group.

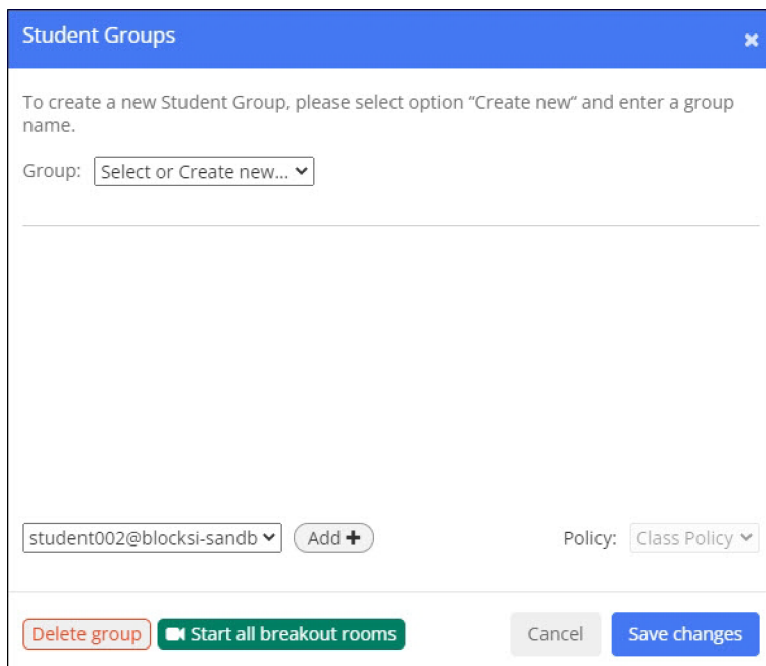
Deleting a Student Group

You can delete student groups when you no longer need them. See [Selecting a Class](#) for information on how to reach the class screen shown below.



To delete a student group

1. Click the  icon. The **Student Groups** window opens.



2. Select the group to delete from the **Group** drop-down list.
3. Click the **Delete Group** button. A confirmation prompt appears. Click **Yes** to delete the group.


Excluding a Student From Class

You can exclude a student from a class when the class is in session.

Excluding a student is a temporary exclusion, unlike [dismissing a student](#).

Anything you do in that class does not affect the student and you cannot see that student's screen. However, this does not permanently dismiss the student from the class as you can include the student once again if needed.

To exclude a student from class

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Start a class. At the top right of a student's tile is the **Exclude/Include** button. It defaults to include the student and appears in orange.
3. Click  to exclude the student from class. The button turns gray.
4. Click the button again to include the student in the class.

Dismissing a Student From Class

You can dismiss a student from a class anytime during the class. Dismissing a student from class is different from [excluding a student from class](#).

To dismiss a student from class

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Start a class.
3. Click the tile of the student to dismiss.
4. Click the **DISMISS FROM CLASS** button to dismiss the student from the class. A confirmation prompt appears.
5. Click **Yes**. The student is immediately removed from the class.

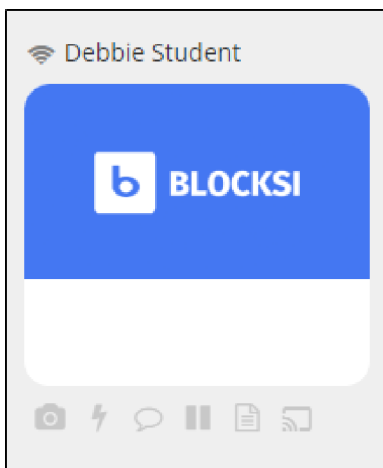
CHAPTER 4: CLASSROOM TOOLS

This chapter takes a look at the various classroom tools available to teachers.

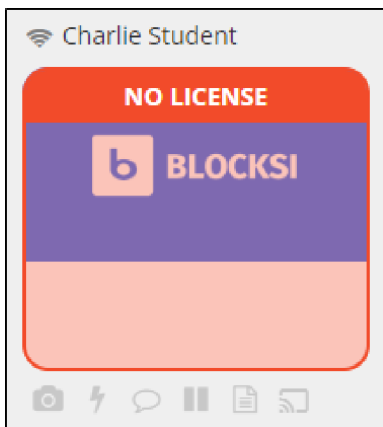
Student Tile

Each student in a class is represented with a tile. Student tiles appear differently depending on whether a class is in session.

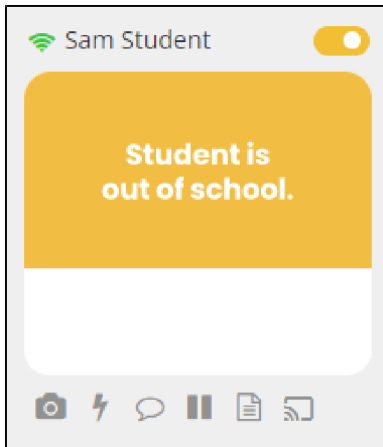
Before you start a class, student tiles appear as shown below.



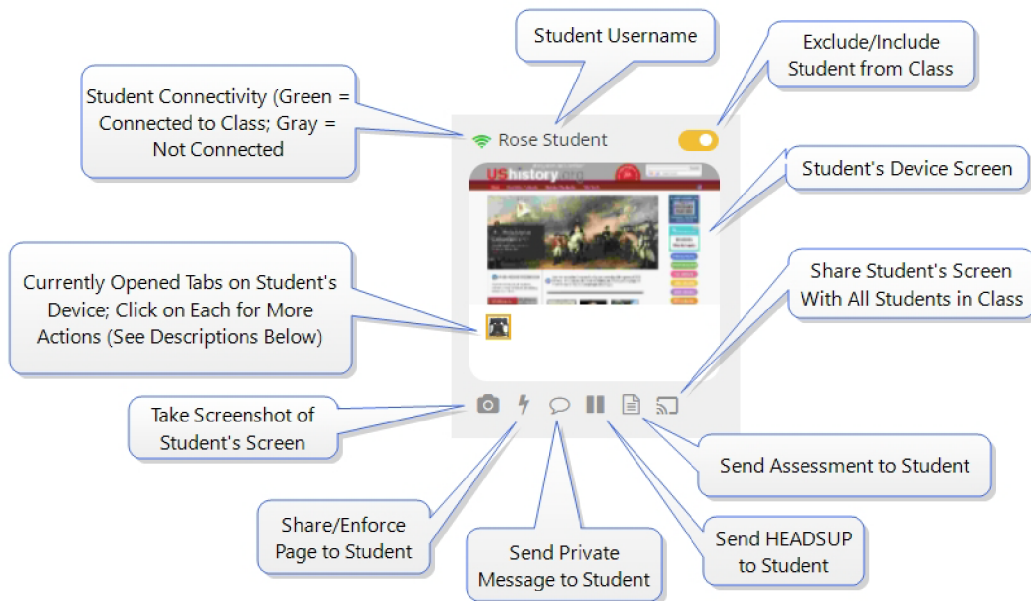
There are two situations when the tile appears differently. If a student does not have a license, the tile appears as shown below.



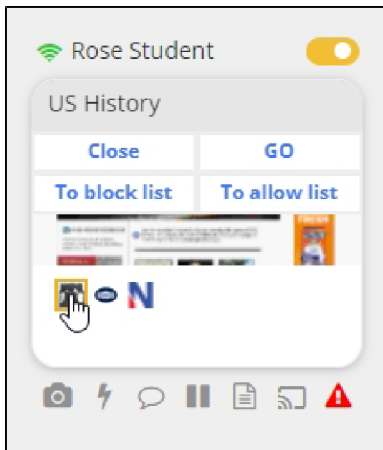
If a student's device is out of the school area, the tile appears as shown below.



When you start a class, the tile changes as shown below.



Currently opened tabs on student's device



Hover your mouse cursor over a tab in the student's tile to see the following actions:

- **Close** - Close this tab.
- **GO** - Go to this web page.
- **To block list** - Add this page to the block list
- **To allow list** - Add this page to the allow list

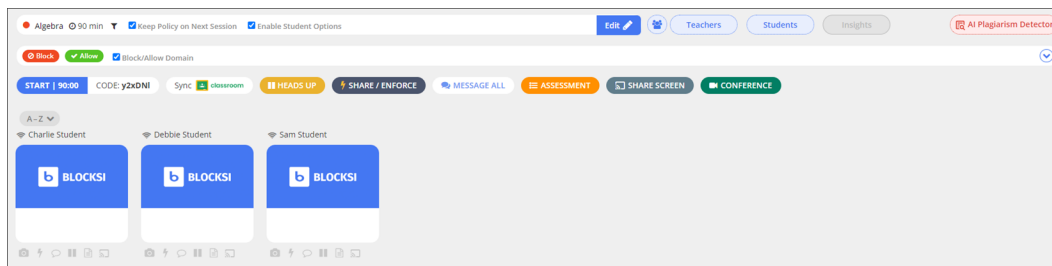
The red warning icon at the bottom right of the tabs indicates that a tab was blocked. Hover your mouse cursor over the icon to see the name of the blocked page.

Taking Attendance

You can take attendance in a class that is running. See [Selecting a Class](#) for information on how to reach the class screen shown below.

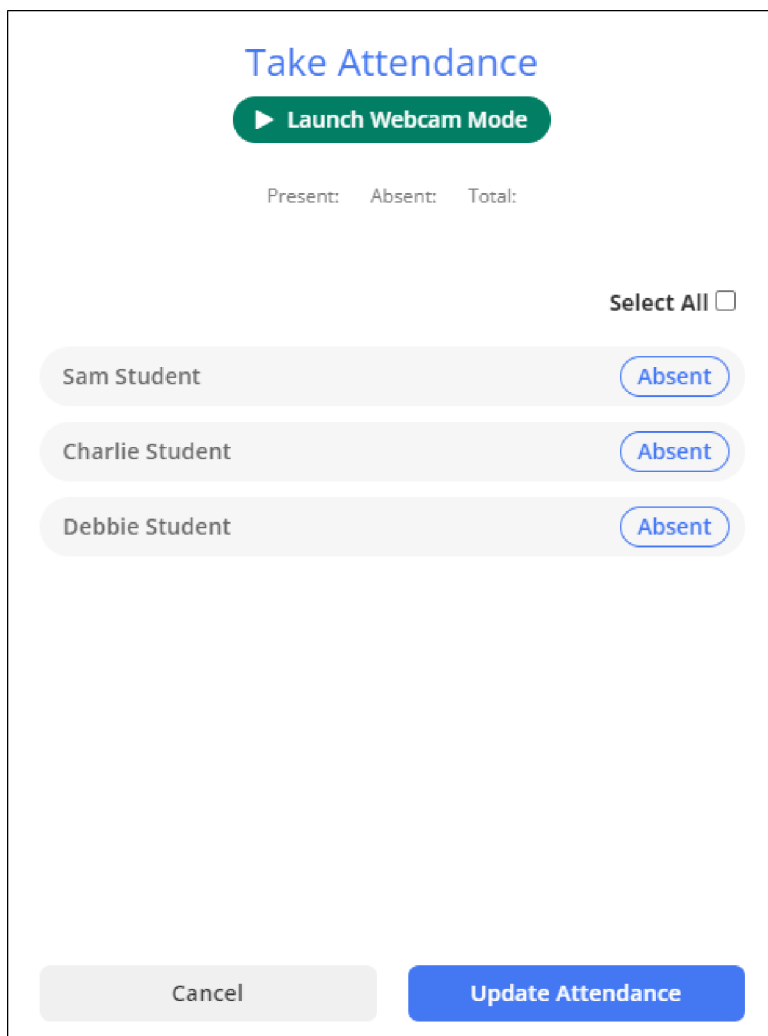


You can retrieve and export attendance logs using **Insights**. All attendance logs for each class are stored for an entire school year.



To take attendance

1. Click the **Take Attendance** button at the bottom of the screen. The **Take Attendance** window opens.



2. Click the **Absent** buttons to the right of the students' names to change them to **Present**.



You can also select the **Select All** checkbox to mark all students present at once.

3. When you have marked all students present, click the **Update Attendance** button. You are returned to the class screen and the following appears where the **Take Attendance** button was earlier. In this case, there are three students in the class.

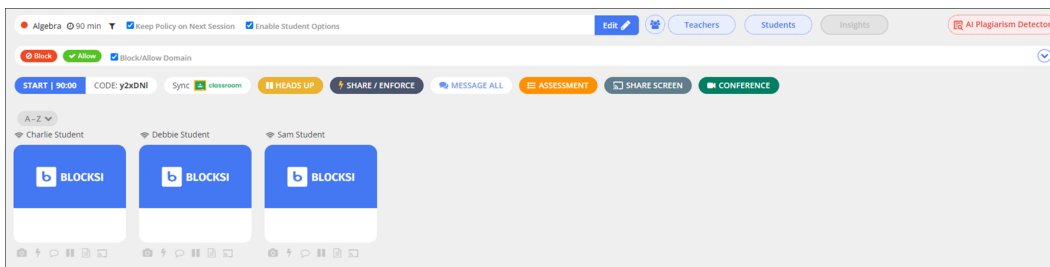
3 Present, 1 Absent

Blocking and Allowing URLs

You can block and allow Websites and specific URLs in a class. See [Selecting a Class](#) for information on how to reach the class screen shown below.

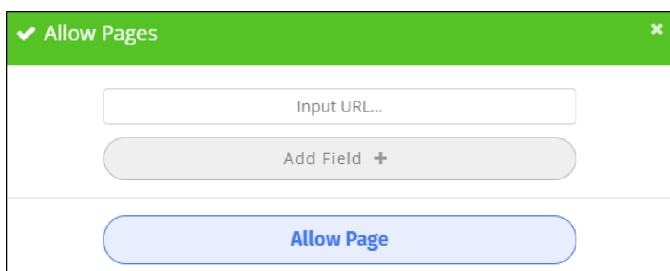
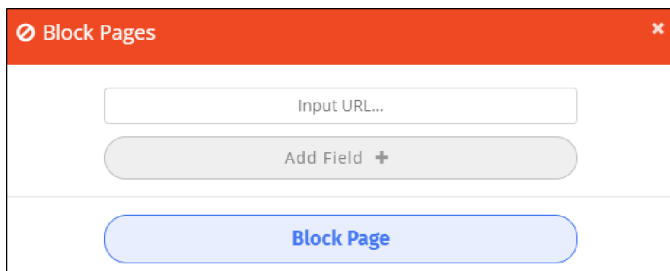


You can add entries only when a class is running and are valid only during the class session. If you need a permanent list, then we recommend that you [create Exception lists](#) in the filtering policy or load the list using the **Load List** icon.



To block and allow URLs in a class

1. Click the **Block** or **Allow** button. The corresponding window opens.



2. Type the URL of the page you want to block or allow in the **Input URL** text box and click **Block Page** or **Allow Page**. Be aware that the **Block/Allow Domain** checkbox is selected by default. If you want to block or allow the entire domain, leave this checkbox selected. Clear it if you want to block or allow only the URL you entered.

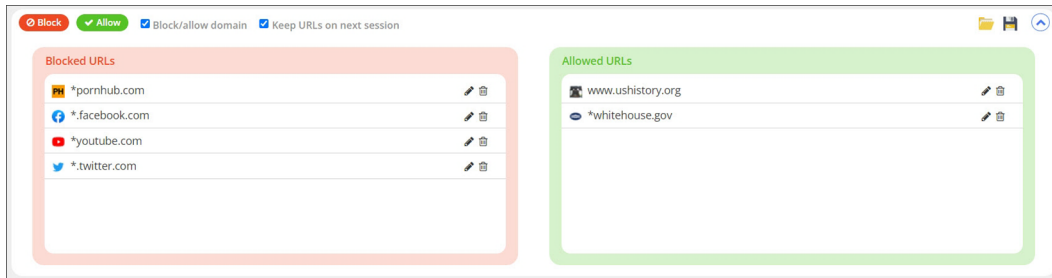
For instance, if you enter **www.facebook.com** and leave the checkbox selected, the following appears in the **Blocked URLs** section when you click **Block Page**: ***.facebook.com**. This blocks the entire domain.

Conversely, if you enter **www.facebook.com** and clear the checkbox, the following appears in the **Blocked URLs** section when you click **Block Page**: **www.facebook.com**. This blocks only **www.facebook.com**. Students may still be able to access other pages on **facebook**.



Be aware that once you add a URL as described above, make sure to select the **Block/Allow domain** checkbox so you don't unintentionally give students access to forbidden URLs in a domain.

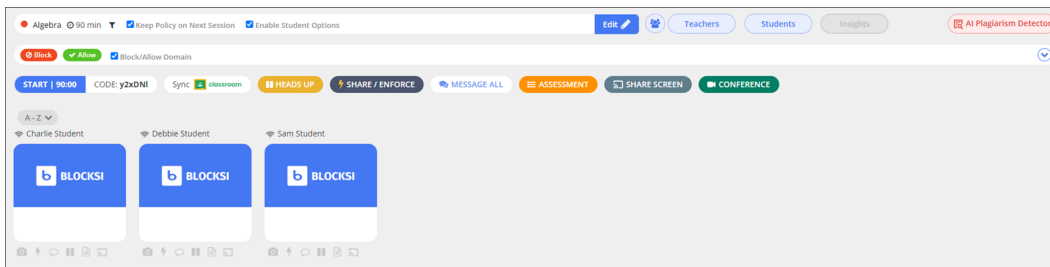
3. Click **Add Field +** if you want to block or allow additional URLs and repeat step 2 above.
4. Click the down arrow at the far right of the **Block/Allow** bar to view the URLs you blocked and allowed.



You can also keep the URLs you block and allow for the next class session by selecting the **Keep URLs** on next session checkbox. This checkbox is not selected by default.

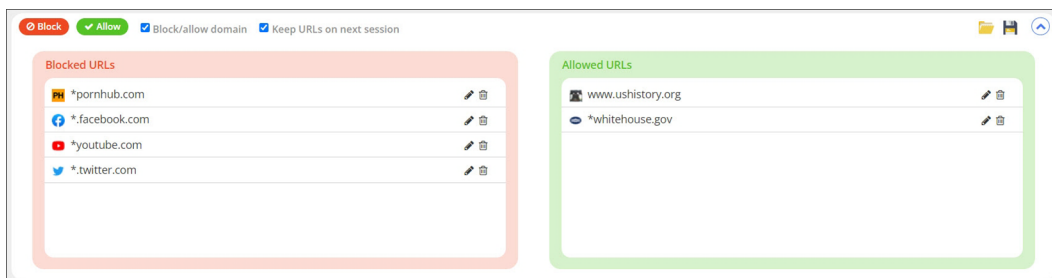
Loading an Exception List


If allowed by your school, you can load Exception Lists to use in your class. See [Selecting a Class](#) for information on how to reach the class screen shown below.

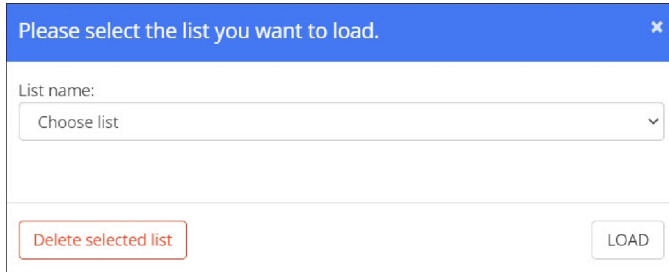


To load an Exception List

1. Click the down arrow to the far right of the **Block/Allow** bar. The section expands to include the following:



2. Click the  icon. The following window opens.



A modal window with a blue header that says "Please select the list you want to load." and a close button (X) in the top right corner. Below the header is a "List name:" label and a dropdown menu with "Choose list" selected. At the bottom of the modal are two buttons: "Delete selected list" on the left and "LOAD" on the right.

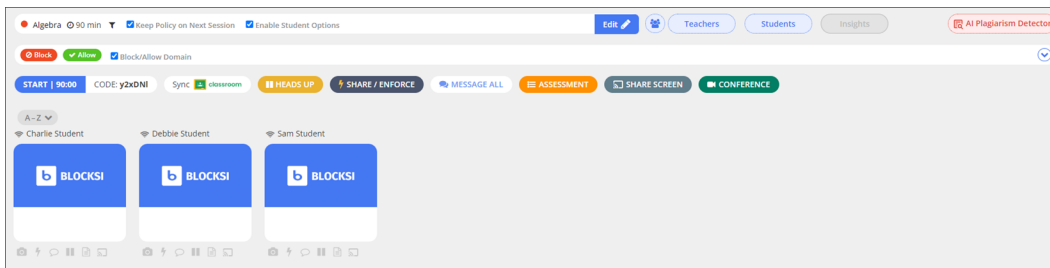
3. Select the name of the list to load from the **List name** drop-down list.
4. Click the **LOAD** button. You can now use the list in your class.



You can also delete a list by selecting a list and clicking the **Delete selected list** button, followed by clicking **Yes** at the confirmation prompt.

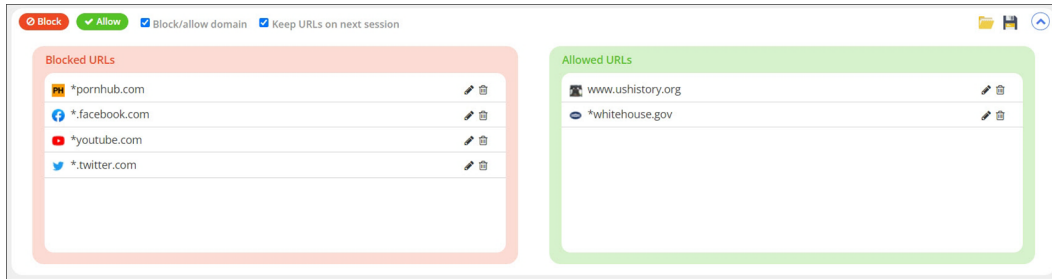
Saving an Exception List


If allowed by your school, you can save exception lists that you create for a class. See [Selecting a Class](#) for information on how to reach the class screen shown below.

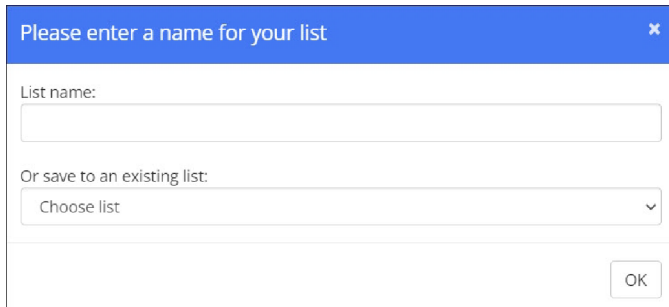


To save an exception list

1. Click the down arrow to the far right of the **Block/Allow** bar. The section expands to include the following:



2. Click the  icon. The following window opens.

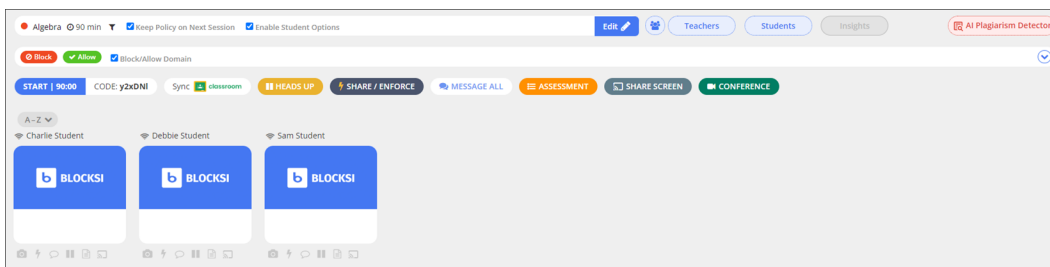


3. Type the name of the list in the **List name** text box or select an existing list from the **Or save to an existing list** drop-down list.

4. Click the **OK** button. The new list is saved.

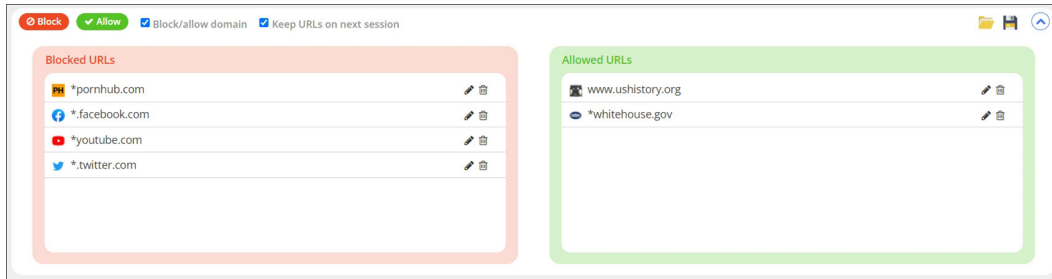
Importing an Exception List


If allowed by your school, you can import exception lists to use in your class. See [Selecting a Class](#) for information on how to reach the class screen shown below.

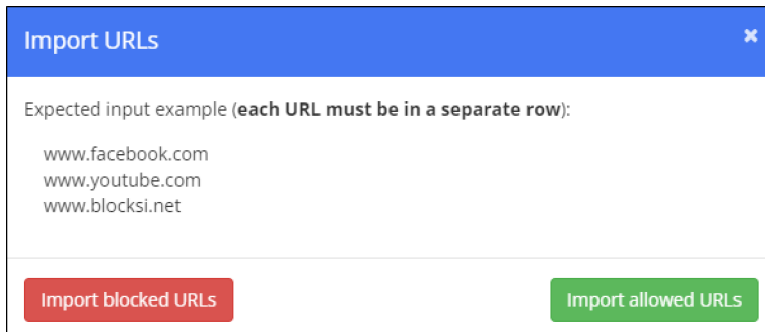


To import an exception list

1. Click the down arrow to the far right of the **Block/Allow** bar. The section expands to include the following:



2. Click the  icon. The following window opens.

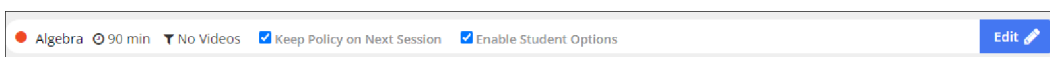


3. Click **Import Blocked URLs** or **Import Allowed URLs**.
4. Navigate to the desired folder, select the file, and click **Open**. The URLs are imported and added to the corresponding list.

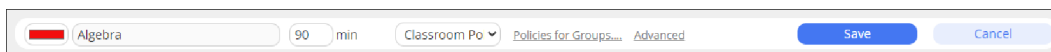
Limiting the Number of Open Tabs on a Student's Device

You can limit the number of tabs that a student can have open on their device at one time before or during a class.

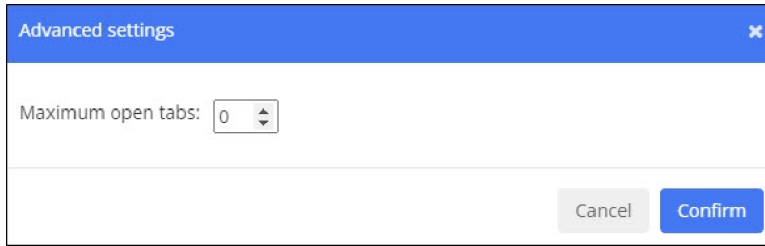
To limit the number of open tabs on a student's device



1. Before or during a class is in session, Click the **Edit** icon. The class edit options appear, as shown below.



2. Click the **Advanced** link. The **Advanced Settings** window opens.



3. Set the maximum number of tabs that can be open on a student's device at one time in the **Maximum Open Tabs** box. The maximum number of tabs you can set is 100.

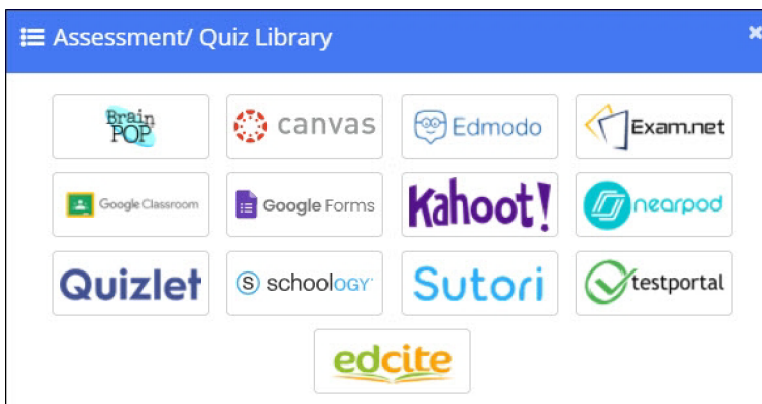


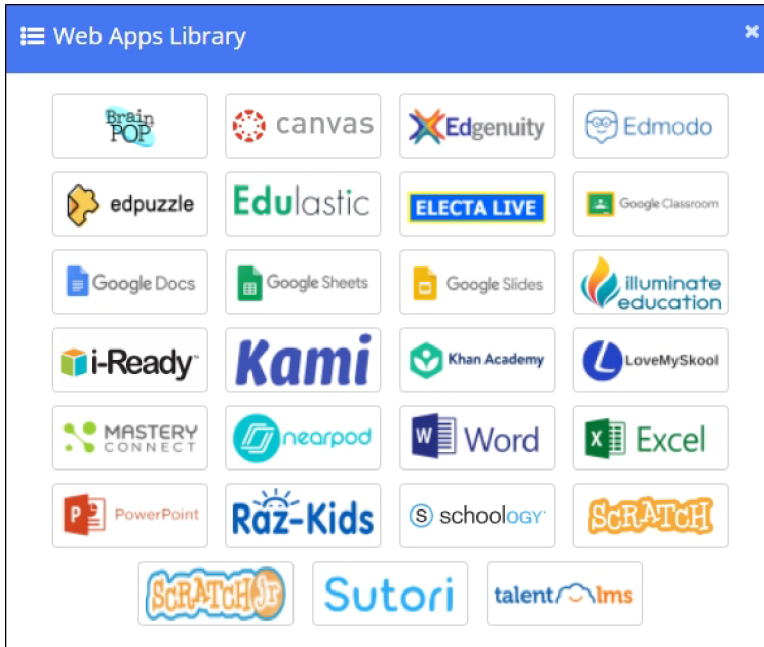
The maximum number of tabs that you can set for the student device is limited by the number set in the **Maximum Student Browser Tab Limit** setting by your administrator. If you need to set this limit higher, contact your administrator.

Creating an Assessment Preset

There are several assessment presets from which you can choose.

There are two buttons in the bottom left-hand corner of the **Assessment** window: **Assessment**, which includes a library of assessments, and **Web Apps**, which includes a set of LMS environments/tools. These windows are shown below.

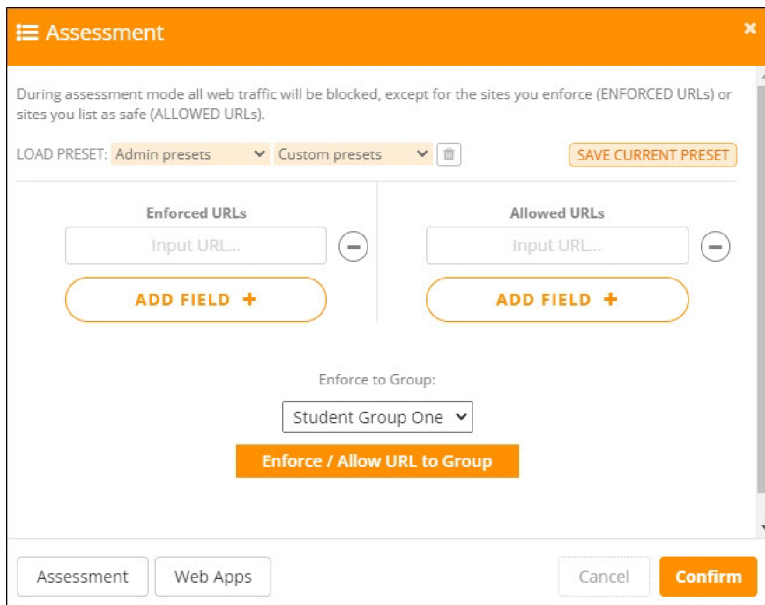





There are also presets that are created by the Admin and ones that you can create, called custom presets.

To create your own assessment presets

1. Access the class that is in session.
2. Click the **ASSESSMENT** button. The **Assessment** window opens.



3. Select an assessment preset from the **LOAD PRESET** drop-down lists.

4. Click  to the right of any URLs you wish to remove from the **Enforced URLs** and the **Allowed URLs** sections, if desired
5. Click the **Add Field +** button in the **Enforced URLs** section, and type the URL in the text box that appears. You can click the **Add Field +** button again to add more URLs.



Enforced URLs determine which sites are pushed out to the students' screens.

6. Click the **Add Field +** button in the **Allowed URLs** section, and type the URL in the text box that appears. You can click the **Add Field +** button again to add more URLs.



Allowed URLs determine which websites the students are allowed to access; however, they are not pushed out to the students.



The URL that you type in the **Allowed URLs** section must contain wildcards to allow access to the entire domain of the URL you type in the **Enforced URLs** section. For example, if you type **www.purple.com** in the **Enforced URLs** section, then you must type ***purple.com*** in the **Allowed URLs** section.

7. When you have finished adding all the URLs, click **SAVE CURRENT PRESET** to the right of the preset name.

Pushing Out an Assessment

Assessment mode is used to push out a quiz, assessment, or LMS for a secure testing/assessment environment. Pushing out assessments locks down the students to the quiz, assessment, or LMS environment that you push out, so they may not access any other sites or searches while an assessment is running.

During **Assessment** mode, you can enforce certain sites and all web traffic is blocked, except for the sites you list and push out. You can push out one or multiple sites at a time. The main difference between the **Share/Enforce** page mode and **Assessment** mode is that with **Share/Enforce** mode, you are pushing out a single URL, which means that other links within that page may not be accessible. Using **Assessment** mode, you can push out an entire domain which allows the student to access a signin page (if redirected and required), click on all links, tabs, content, videos, etc., within that site only.

For the example shown below, Google Classroom, Edgenuity, and MathXL are being pushed out. The students are locked to those three sites only, but they can access everything within those three environments.

The screenshot shows the 'Assessment' configuration window. At the top, there is a title bar with a hamburger menu icon, the word 'Assessment', and a close button. Below the title bar, a message states: 'During assessment mode all web traffic will be blocked, except for the sites you enforce (ENFORCED URLs) or sites you list as safe (ALLOWED URLs)'. Below this message, there is a 'LOAD PRESET' dropdown menu with 'Admin presets' selected, and a sub-dropdown with 'edgenuity' selected. To the right of the dropdowns is a 'SAVE CURRENT PRESET' button. The main area is divided into two columns: 'Enforced URLs' and 'Allowed URLs'. Each column contains a list of URLs in input fields, each with a minus sign button to its right. In the 'Enforced URLs' column, the URLs are 'www.edgenuity.com', 'classroom.google.com', and 'www.mathxl.com'. In the 'Allowed URLs' column, the URLs are 'www.edgenuity.com*', 'www.authedgenuity.com*', '*edgenuity.com*', '*mathxl*', and '*classroom*'. Below each list is an 'ADD FIELD +' button. At the bottom of the window, there are four buttons: 'Assessment', 'Web Apps', 'Cancel', and 'Confirm'.

Assessment and Web Apps Presets

The Assessment and Web Apps presets act differently in **Assessment** mode. For example, if a teacher pushes out an assessment on Canvas, students cannot go anywhere except that quiz URL; if they try to access any other page on Canvas, it is blocked. If a teacher chooses to push out a web app on Canvas, then students are locked down to Canvas only.



A class must be running to use **Assessment** mode.

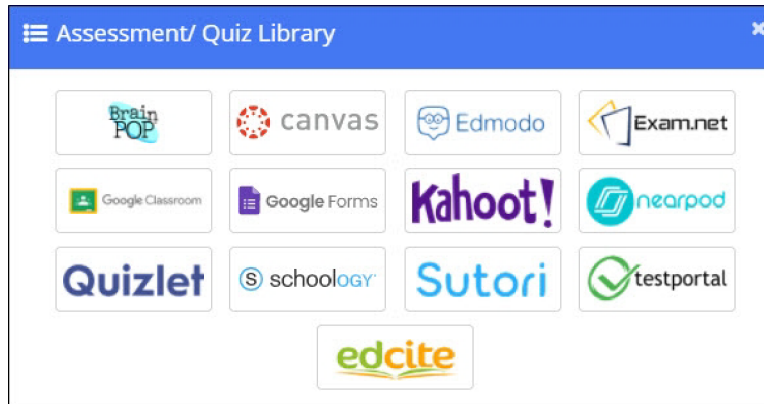
To push out an assessment

1. To start a class.
2. Click the **ASSESSMENT** button. The **Assessment** window opens.

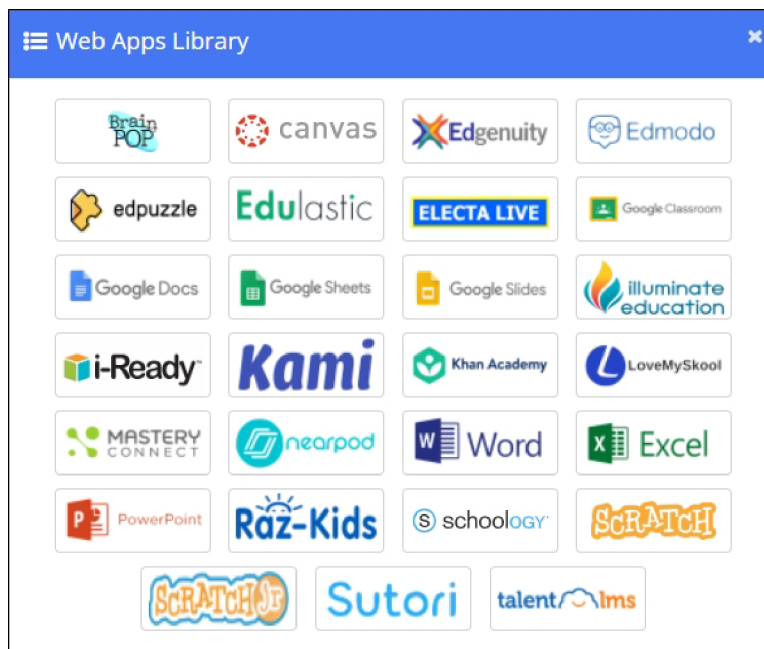
The screenshot shows a window titled "Assessment" with a close button in the top right corner. Below the title bar, there is a warning message: "During assessment mode all web traffic will be blocked, except for the sites you enforce (ENFORCED URLs) or sites you list as safe (ALLOWED URLs)." Below this message, there are two dropdown menus for "LOAD PRESET": "Admin presets" and "Custom presets", along with a "SAVE CURRENT PRESET" button. The main area is divided into two columns: "Enforced URLs" and "Allowed URLs". Each column has an "Input URL..." field and an "ADD FIELD +" button. Below these columns, there is a section for "Enforce to Group:" with a dropdown menu set to "Student Group One" and an "Enforce / Allow URL to Group" button. At the bottom of the window, there are two buttons: "Assessment" and "Web Apps" on the left, and "Cancel" and "Confirm" on the right.

3. At this point, there are several assessments that you can push out. There are preset assessments or you can create your own assessment.
4. Do one of the following:
 - Click the **Assessment** button to open the **Assessment/Quiz Library** window, as shown below. Select your quiz/assessment from our

assessment library, and copy/paste the URL or code into the empty field. Then, click **Confirm** to push out that assessment, which will close all of the students' current open tabs and lock them down to that assessment only.



- Click the **Web Apps** button to open the **Web Apps Library** window, as shown below. Select your LMS environment/tools from our web apps library, and click **Confirm** to push out that web app which will close all of the students' current open tabs and lock them down to that web app(s) only.



- Enter the entire URL on the right-hand side in the **Enforced URLs** section. You can click **Add Field +** to push out multiple sites simultaneously. On the right-hand side in the **Allowed URLs** section, allow the domain of the URLs by using a wildcard (an asterisk) before and after the domain name (i.e., ***Edgenuity***; ***classroom***; ***mathxl***).



When selecting **Canvas** from the Web Apps library, you are prompted to enter your Canvas Web App domain.

4. Click **Confirm** to push out the assessment.

Sharing and Enforcing Pages

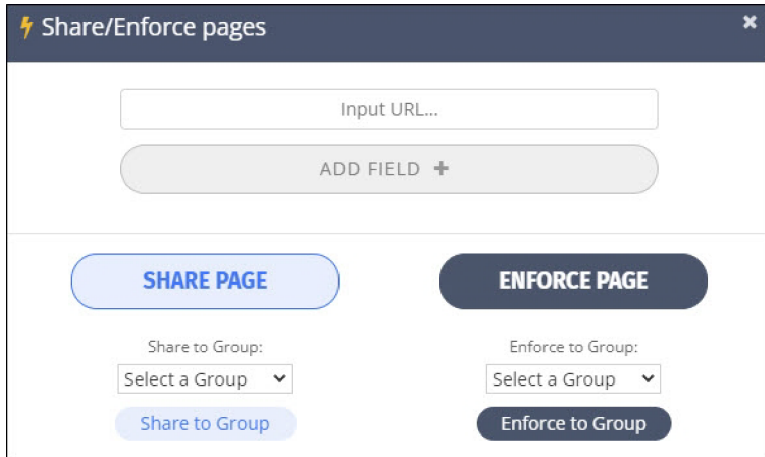
Use Sharing/Enforcing to push out URLs to the students while a class is in session. You can choose to share content with an individual student, a group of students, or the entire class.

Sharing a Page

Sharing a page pushes out content to students, but still allows students to keep other tabs open and open new tabs.

To share content with an entire class

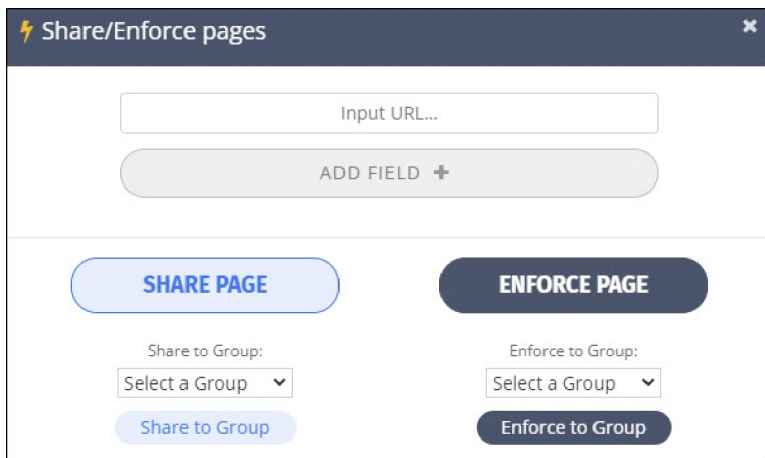
1. While a class is in session, click the **SHARE/ENFORCE** button. The **Share/Enforce Pages** window opens.



2. Type the URL in the **Input URL...** text box and click **Share Page** to push out a single URL to the entire class. To push out multiple URLs simultaneously, click **Add Field +** and type as many URLs as desired.

To share content with a group of students

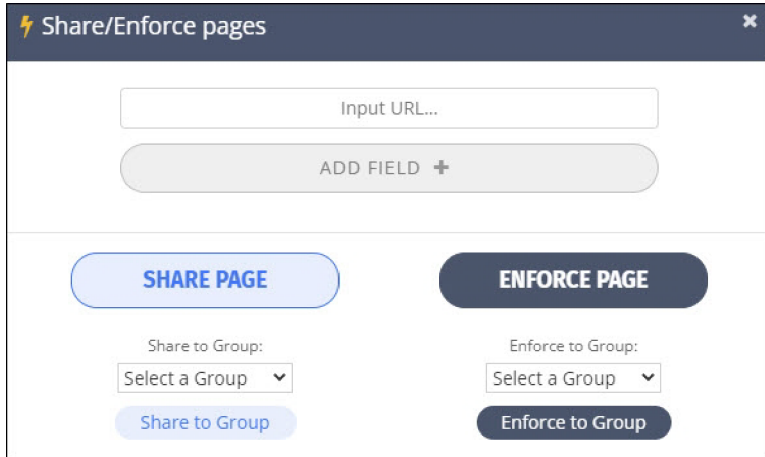
1. While a class is in session, click the **SHARE/ENFORCE** button. The **Share/Enforce Pages** window opens.



2. Type the URL in the **Input URL...** text box.
3. Select a student group from the **Select a Group** drop-down list and click **Share to Group** to push out a single URL to a group of students. To push out multiple URLs simultaneously, click **Add Field +** and type as many URLs as desired.

To share content with an individual student

1. While a class is in session, click the lightning bolt icon beneath the student's tile. The **Share/Enforce Pages** window opens.



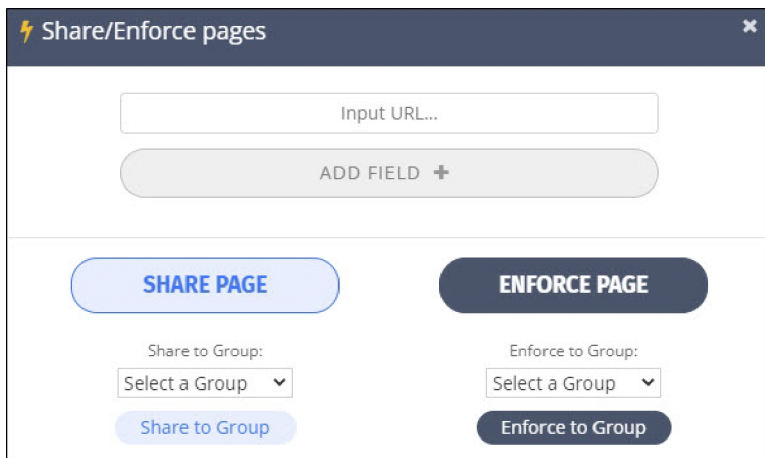
2. Type the URL in the **Input URL...** text box and click **Share Page** to push out a single URL to the selected student. To push out multiple URLs simultaneously, click **Add Field +** and type as many URLs as desired.

Enforcing a Page

Enforcing a page restricts the students to a specific URL or multiple URLs.

To enforce content to an entire class

1. While a class is in session, click the **SHARE/ENFORCE** button. The **Share/Enforce Pages** window opens.



2. Type the URL in the **Input URL...** text box and click **Enforce Page**. You are prompted to enter a duration of time, in minutes, for the students to be locked down to only the enforced URL. Type this duration and click **Confirm**. This action closes current tabs open for that duration of time or until you cancel the enforcement. To enforce multiple URLs simultaneously, click **Add Field +** and type as many URLs as desired.



Note that the **SHARE/ENFORCE** button changes to **STOP Enforce** when you enforce a page.

After the enforced mode is confirmed, students cannot search or access any other sites except for the URL(s) that have been enforced. When the time entered elapses, or you click the **STOP Enforce** button, all of the previous tabs the students had opened on their devices are restored and students can search and access other sites and content as before.

To enforce content to a group of students

1. while a class is in session, click the **SHARE/ENFORCE** button. The **Share/Enforce Pages** window opens.

A screenshot of a software window titled "Share/Enforce pages" with a close button in the top right corner. The window contains a text input field labeled "Input URL...". Below it is a button labeled "ADD FIELD +". The window is divided into two columns. The left column has a blue button labeled "SHARE PAGE", a dropdown menu labeled "Share to Group:" with "Select a Group" selected, and a blue button labeled "Share to Group". The right column has a dark blue button labeled "ENFORCE PAGE", a dropdown menu labeled "Enforce to Group:" with "Select a Group" selected, and a dark blue button labeled "Enforce to Group".

2. Type the URL in the **Input URL...** text box.

3. Select a student group from the **Select a Group** drop-down list and click **Enforce to Group** to restrict a group of students to a single page. You are prompted to enter a duration of time, in minutes, for the students to be locked down to only the enforced URL. Type this duration and click **Confirm**. This action closes current tabs open for that duration of time or until you cancel the enforcement. To restrict the group to multiple URLs simultaneously, click **Add Field +** and type as many URLs as desired.



Note that the lightning bolt icon beneath the students' tiles changes to a blue **X** when you enforce a page.

After the enforced mode is confirmed, students cannot search or access any other sites except for the URL(s) that have been enforced. When the time entered elapses, or you click the blue **X** icon, all of the previous tabs the students had opened on their devices are restored and students can search and access other sites and content as before.

To enforce content to an individual student

1. While a class is in session, click the lightning bolt icon beneath the student's tile. The **Share/Enforce Pages** window opens.

A screenshot of a web application window titled "Share/Enforce pages" with a close button in the top right corner. The window contains a text input field labeled "Input URL...", a button labeled "ADD FIELD +", and two columns of controls. The left column has a blue button labeled "SHARE PAGE", a "Share to Group:" label, a "Select a Group" dropdown menu, and a "Share to Group" button. The right column has a dark blue button labeled "ENFORCE PAGE", an "Enforce to Group:" label, a "Select a Group" dropdown menu, and an "Enforce to Group" button.

2. Type the URL in the **Input URL...** text box and click **Enforce Page** to restrict the selected student to a single URL. You are prompted to enter a duration of time, in minutes, for the student to be locked down to only the enforced URL. Type this duration and click **Confirm**. This action closes current tabs open for that duration of time or until you cancel the enforcement. To restrict the student to multiple URLs simultaneously, click **Add Field +** and type as many URLs as desired.

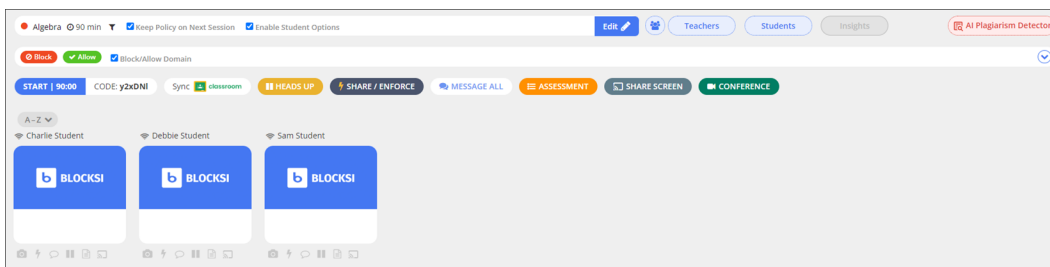


Note that the lightning bolt icon beneath the student's tile changes to a blue **X** when you enforce a page.

After the enforced mode is confirmed, the student cannot search or access any other sites except for the URL(s) that have been enforced. When the time entered elapses, or you click the blue **X** icon, all of the previous tabs the student had opened on his or her device is restored and the student is able to search and access other sites and content as before.

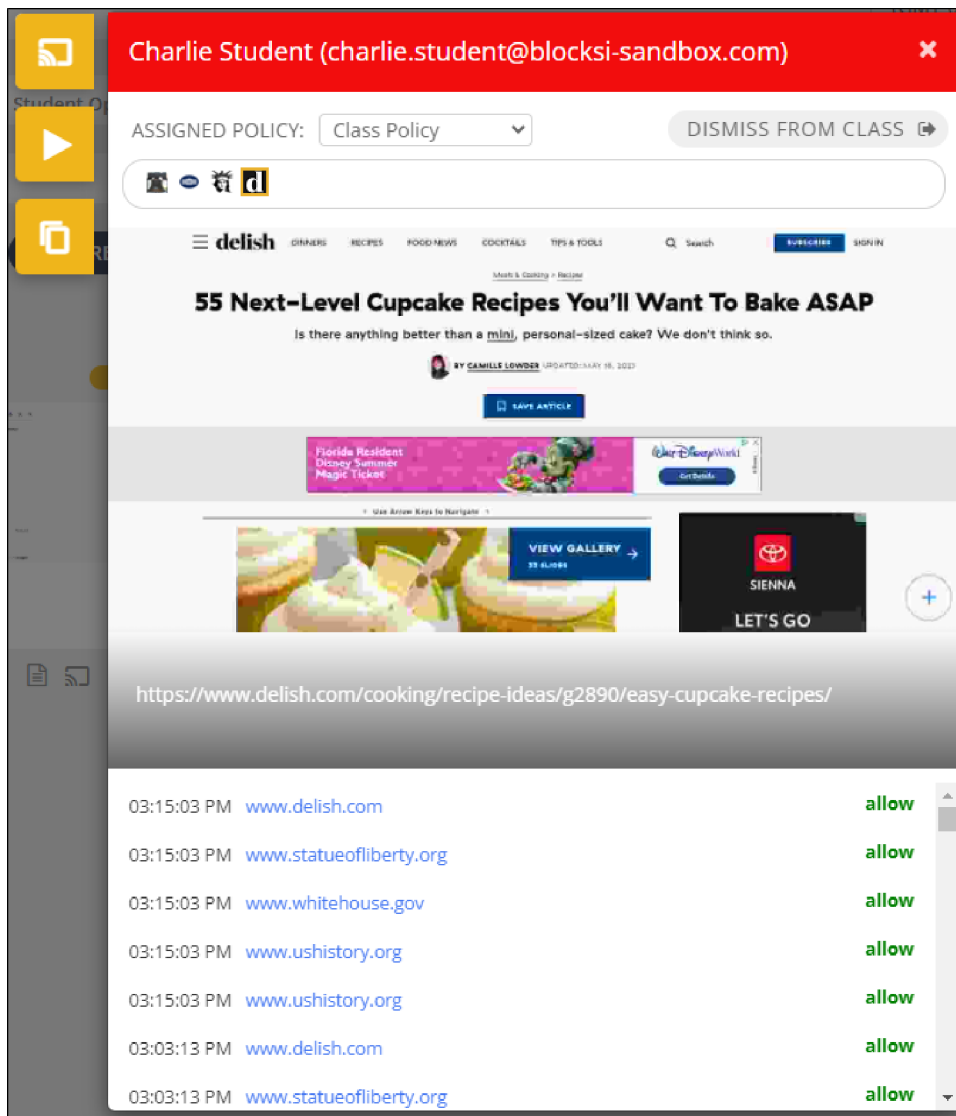
Sharing a Student's Screen


You can share a student's screen with you or with the other students in your class. See [Selecting a Class](#) for information on how to reach the class screen shown below.

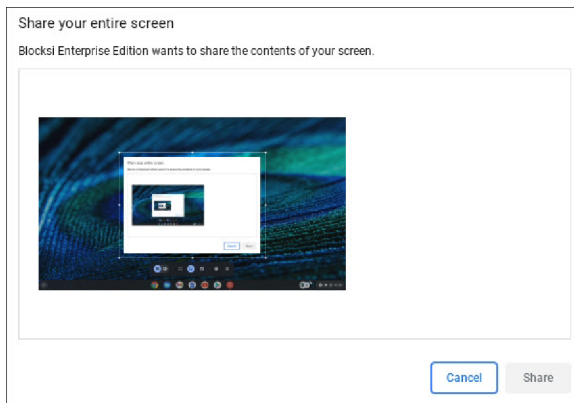



To share a student's screen with you

1. Click the student's tile. The following window opens.




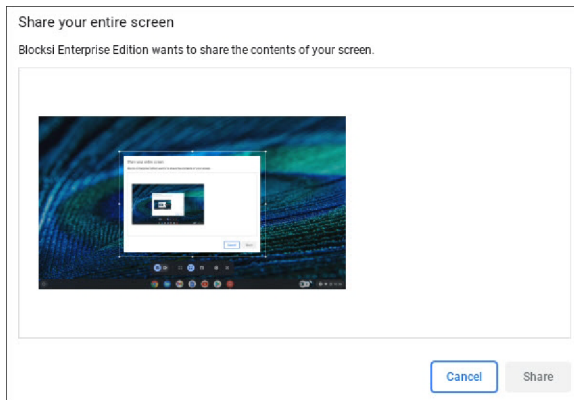
2. Click the  button on your screen to start the feed. The following window opens on the student's screen.




3. Tell the student to click inside the image of their screen and click **Share**. That student's screen is now visible to you.
4. Click the  button on your screen to end the feed.

To share a student's screen with the class

1. Click the  icon below the student's tile. The following window opens on the student's screen.



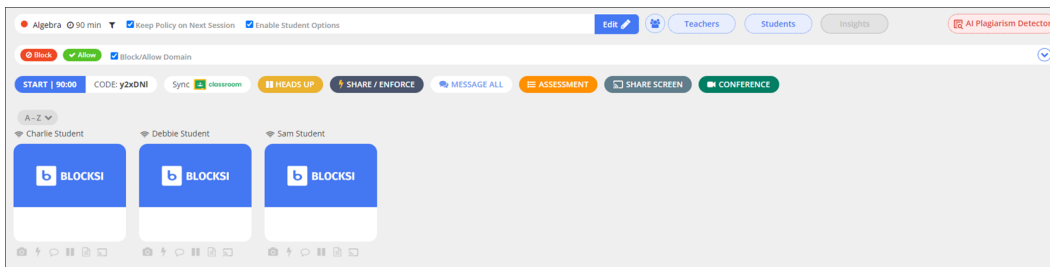
2. Tell the student to click inside the image of their screen and click **Share**. That student's screen is now visible to you and to all of the student's in the class.
3. Click the  button on your screen to end the feed.

Sharing Your Screen

You can share your screen with the students in your class. See [Selecting a Class](#) for information on how to reach the class screen shown below.



This option can be disabled by your school administrator. If you cannot access this option, please contact your school administrator.



To share your screen with the class

1. Click the **SHARE SCREEN** button. The **Would you like to enable microphone when screensharing?** prompt appears.
2. Click **Yes** to enable your microphone while sharing your screen or click **Cancel** if you do not want to enable your microphone. The **Choose what to share** window opens and defaults to **Entire Screen**. You can choose to share your entire screen, a window, or a tab.

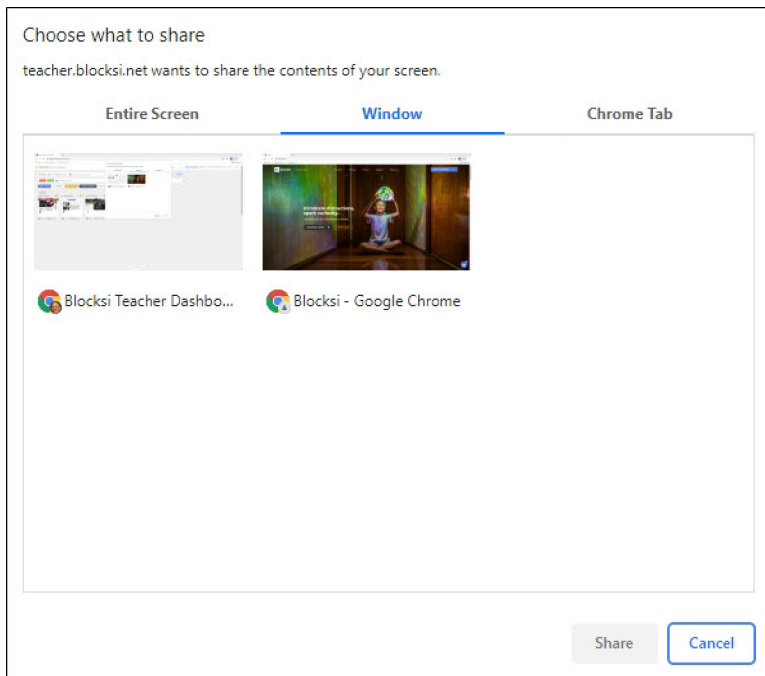
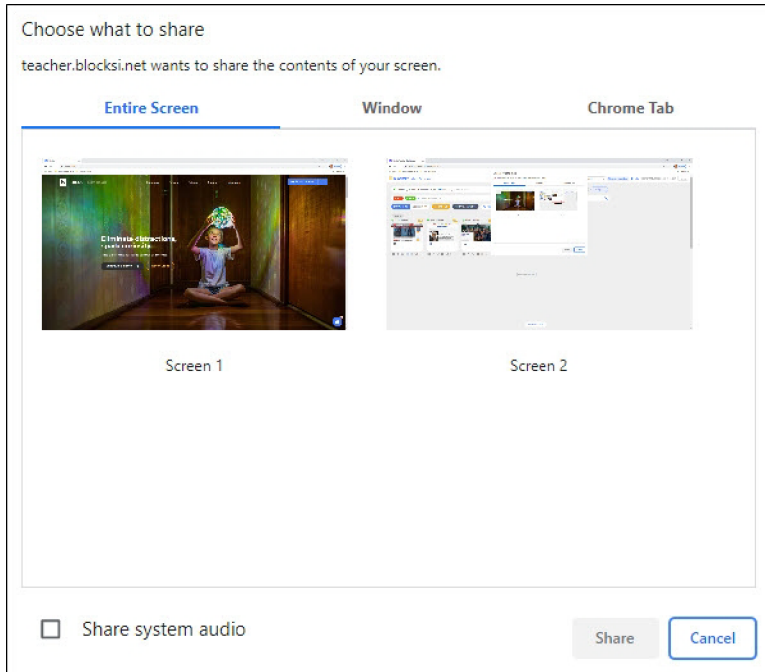


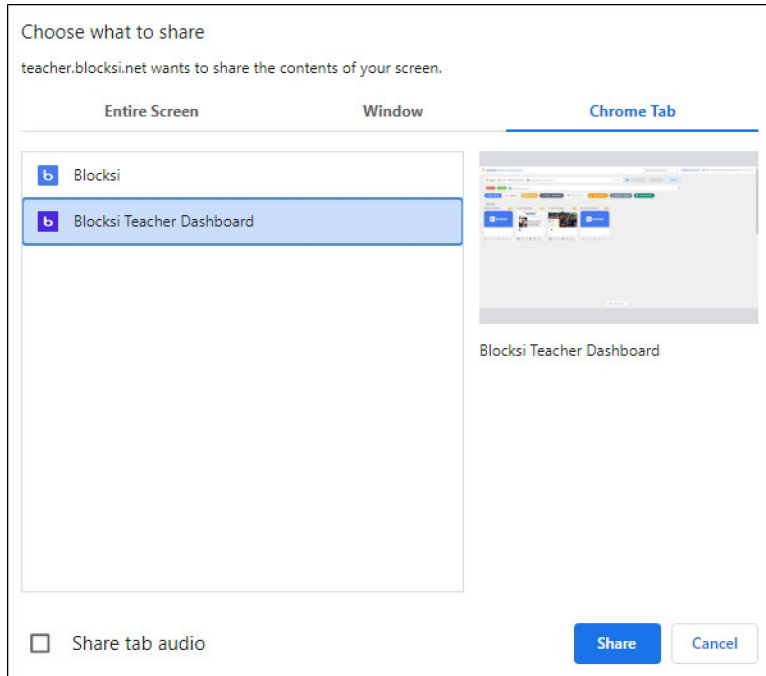
When sharing the entire screen, you can select the **Share screen audio** checkbox if you want to share your audio.



When sharing a tab, you can click the tab on the left side of the window and preview it on the right side. You can also select the **Share tab audio** checkbox if you want to share your audio.

Teacher Dashboard User Guide

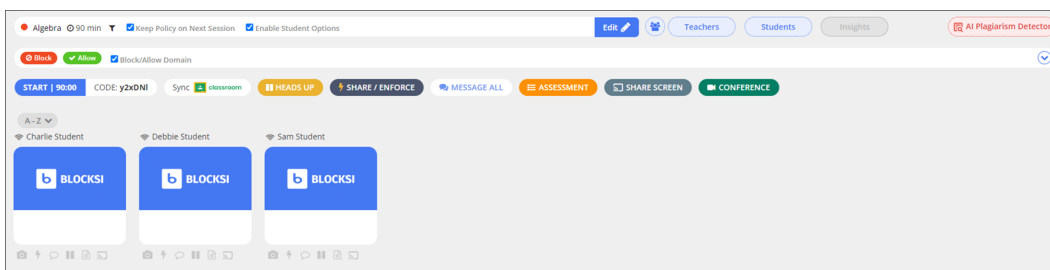




3. Click **Entire Screen**, **Window**, or **Chrome Tab**, and click **Share**. The message **Blocksii share screen initialized.** appears on your screen. Click **Close** to remove the message. The selection you made appears on all of the students' screens.
4. To stop sharing your screen, click the **Stop Sharing** button at the bottom of your screen.

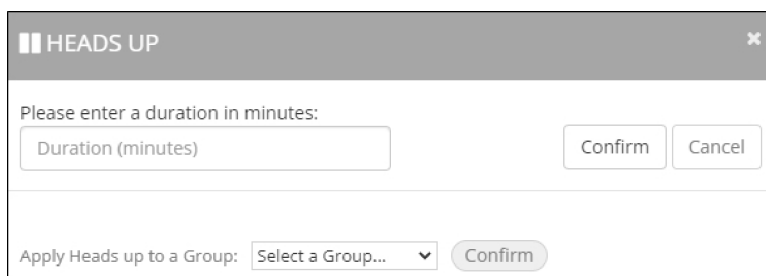
Using Heads Up Mode

Heads Up mode allows you to direct the entire class, a group of students, or an individual student to a page instructing them to pay attention. While in Heads Up mode, students cannot access any Web sites, open any tabs, or exit out of Heads Up mode. See [Selecting a Class](#) for information on how to reach the class screen shown below.



To use Heads Up mode

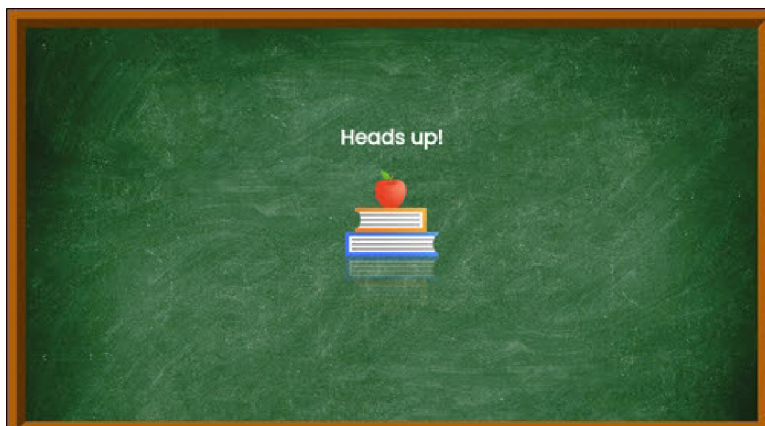
1. Click the **HEADS UP** button. The **HEADS UP** window opens.



The screenshot shows a window titled "HEADS UP" with a close button (X) in the top right corner. Below the title bar, the text "Please enter a duration in minutes:" is displayed. Underneath is a text input field labeled "Duration (minutes)". To the right of the input field are two buttons: "Confirm" and "Cancel". Below this section, there is a label "Apply Heads up to a Group:" followed by a dropdown menu labeled "Select a Group..." and a "Confirm" button.

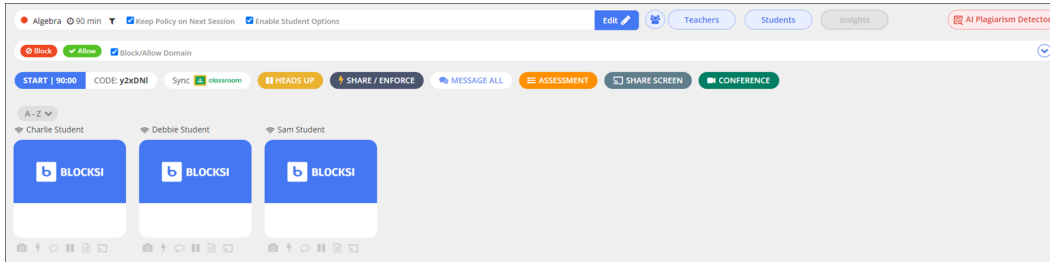
2. Do one of the following:
 - Type the number of minutes that you want the Heads Up feature to last in the text box and click **Confirm**.
 - Select whether to apply the Heads Up feature to the entire class or to a group of students from the **Apply Heads up to a Group:** drop-down list and click **Confirm**.

The following screen appears.



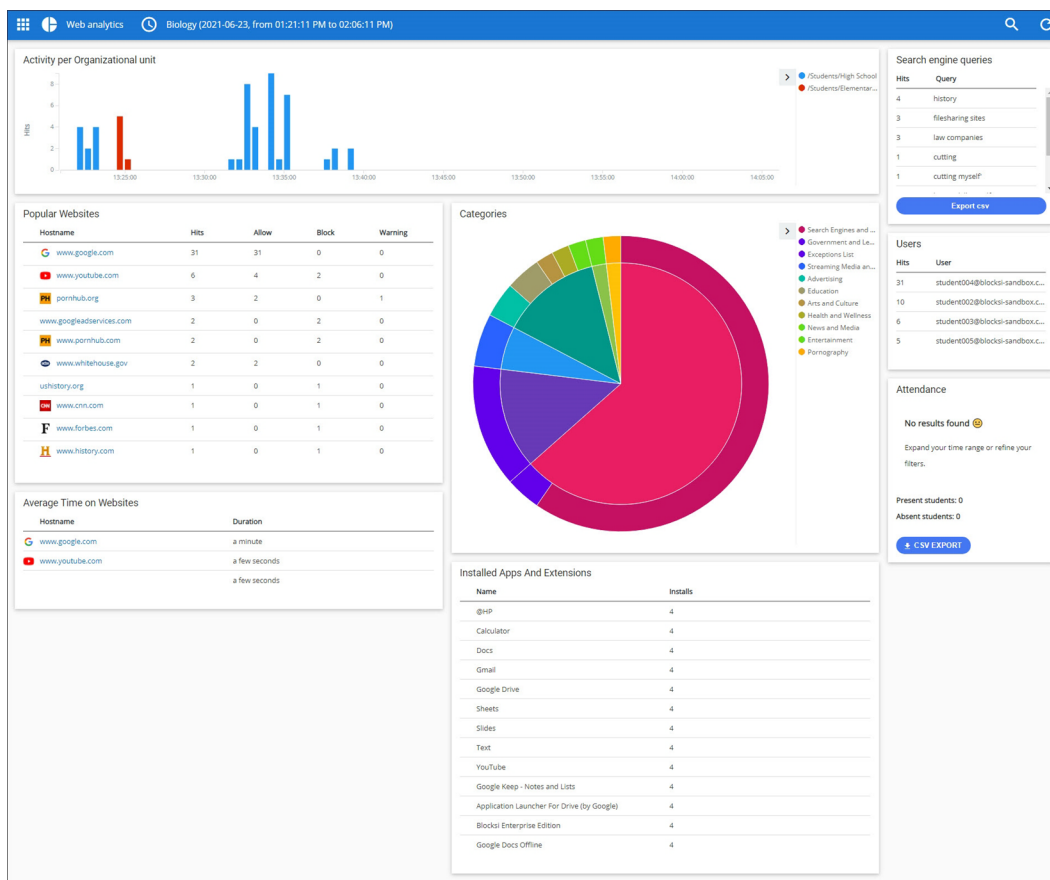
Using Insights

You can use Insights only when a class is active. See [Selecting a Class](#) for information on how to reach the class screen shown below.



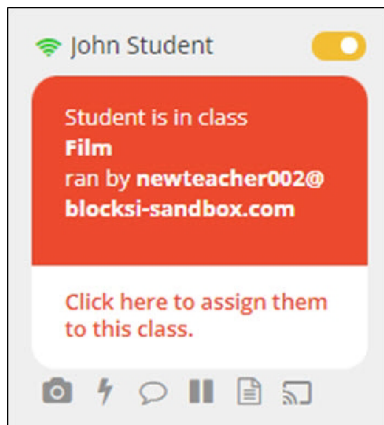
To use Insights

1. Start a class.
2. Click the **Insights** button. The **Web Analytics** window opens. See [Web Analytics](#) for details.



Hijacking a Student

Since a student can be in only one class at a time, there may be times when a student is still in another class due to an assignment that has run past the class end time. In these cases, you can hijack the student from the other class into your class. The student's tile appears in red once your class begins and, in this example, shows that the student is in a class called **Film**.



To hijack the student to your class

Click the lower portion of the screen. The student is immediately assigned to your class, and the previous teacher's restrictions are removed from that student. You can now see the student's screens and control the commands of that student's device.

Plagiarism Checker

Our Plagiarism Checker ensures that students are not passing off published content and AI-generated text as their own. Using our tool helps to ensure that students are evaluated based on their own writing abilities.

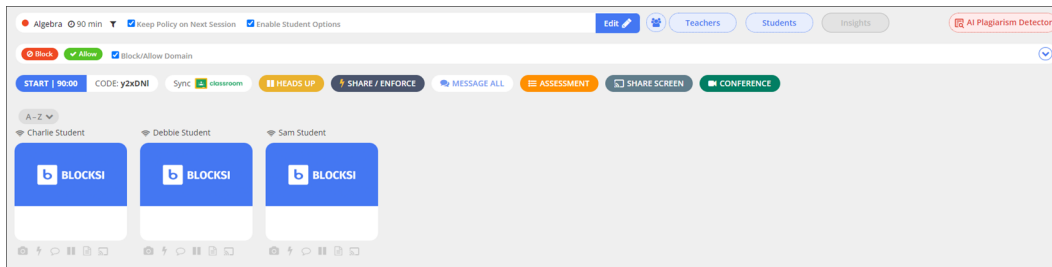
Our tool compares writing submitted by a student against a vast database of existing content to analyze and identify similarities in structure, syntax, and semantics to detect any instances of plagiarism.

Our tool contains two tabs: **Analyze Text** and **Analyze File**. Using these tabs you can enter text or select a file that was submitted by a student and check it for plagiarism of published content or AI-generated text,

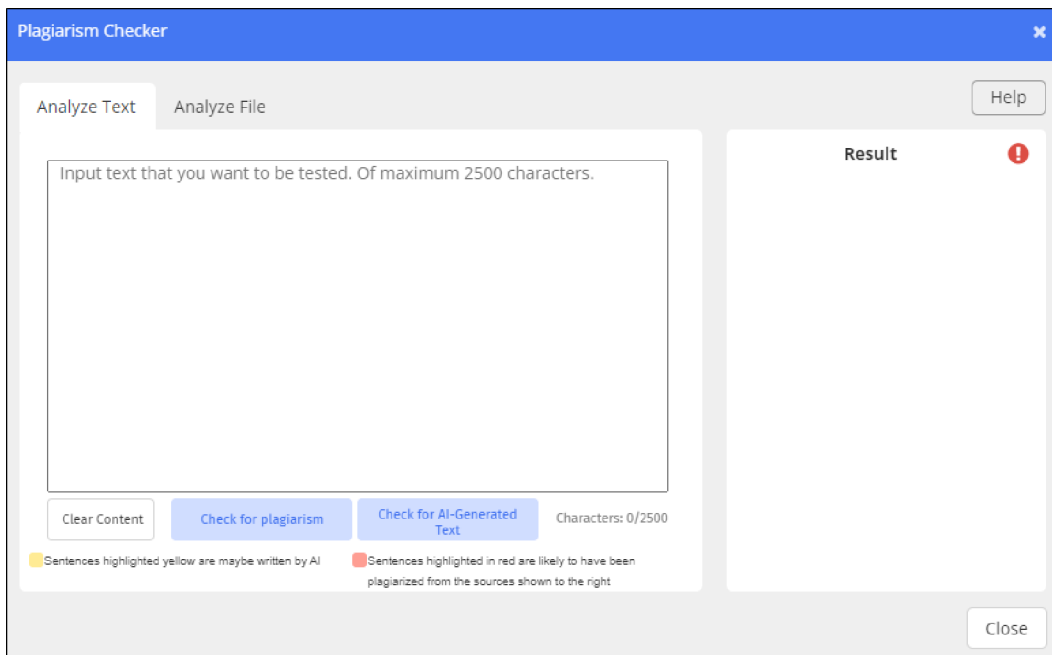
In seconds, the detector displays the results in percentages. When detecting plagiarism of published content, the sources plagiarized appear with links to the websites from which the content may have been copied.

To check for plagiarism and AI-generated text

1. You can check your students' writing for plagiarism and AI-generated text. See [Selecting a Class](#) for information on how to reach the class screen shown below.



2. Click the **Plagiarism Checker** button. The **Analyze Text** window opens.



From here, you can check for plagiarism and AI-generated text in text or files.

To check for plagiarism

1. Type the text you want to check in the text box.
2. Click the **Check For Plagiarism** button. The results appear in the **Result** section to the right. All possible sources from which the content may have been copied appear to the right.

To check for AI-generated text

1. Type the text you want to check in the text box.
2. Click the **Check For AI-generated Text** button. The results appear in the **Result** section to the right.

To check for plagiarism in a file

1. Click the **Analyze File** tab.
2. Click in the **Choose file** field and navigate to the desired file and click **Open**. Available formats are **docx** and **pdf**.
3. Click the **Check For Plagiarism** button. The results appear in the **Result** section to the right. All possible sources from which the content may have been copied appear to the right.

To check for AI-generated text in a file

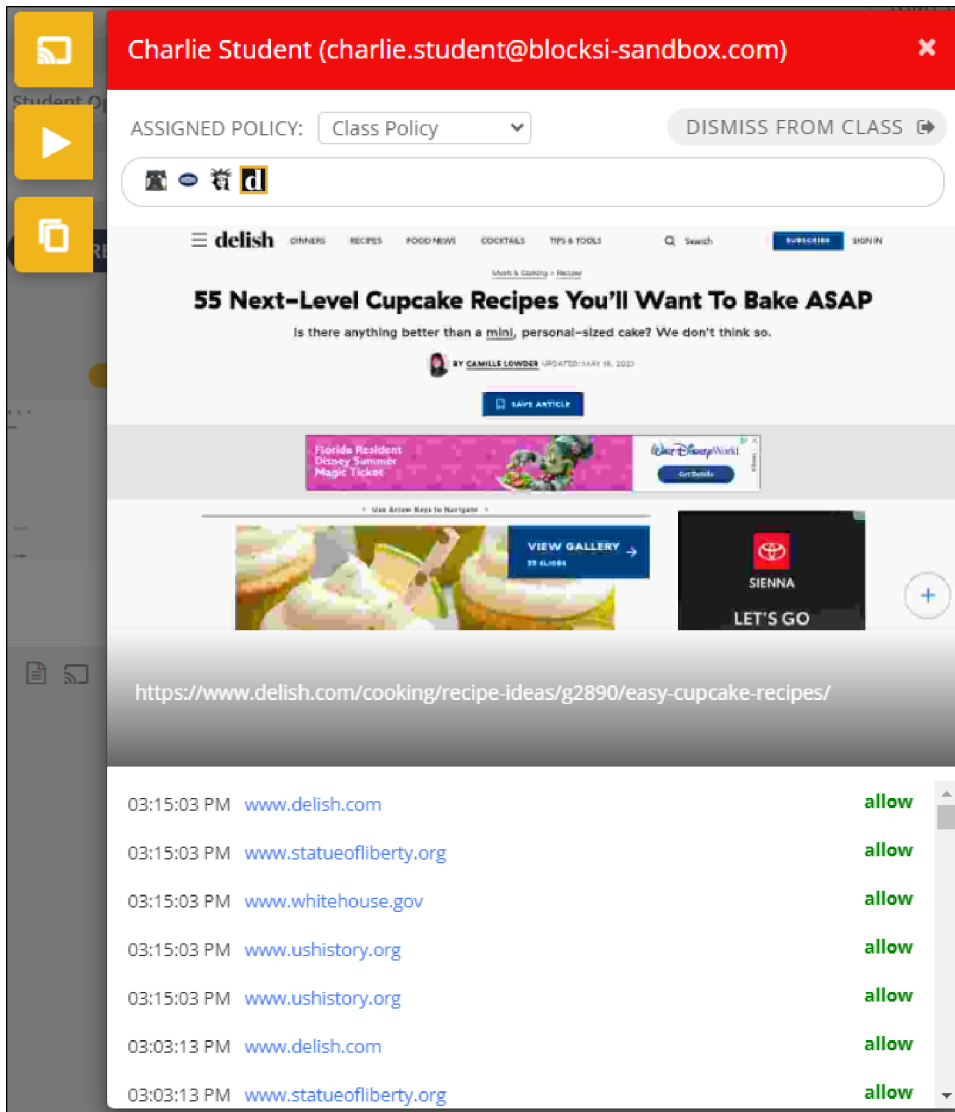
1. Click in the **Choose file** field and navigate to the desired file and click **Open**. Available formats are **docx** and **pdf**.
2. Click the **Check For AI-generated Text** button. The results appear in the **Result** section to the right.

Viewing Student Screenshot History

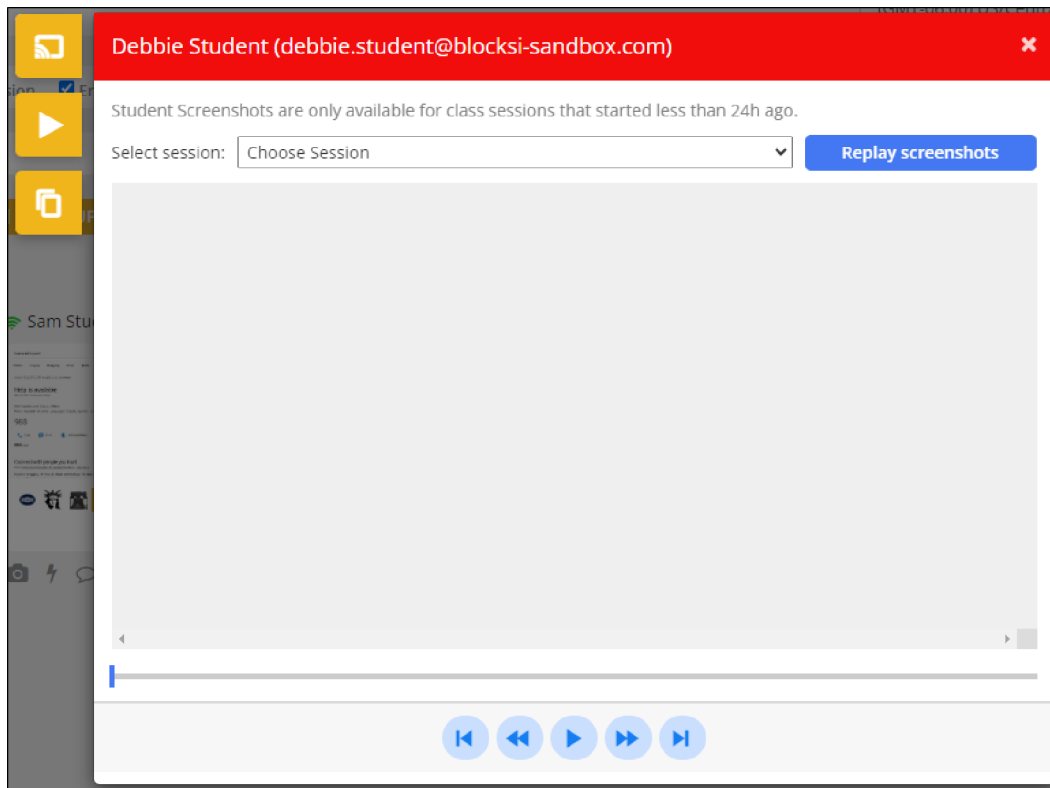
Blocksi keeps a record of all screens students view during classes that were in session during the last 24 hours.

To view student screenshot history

1. Start a class.
2. Click inside of the student tiles. The following screen appears.



3. Click . The screen changes to show the following.

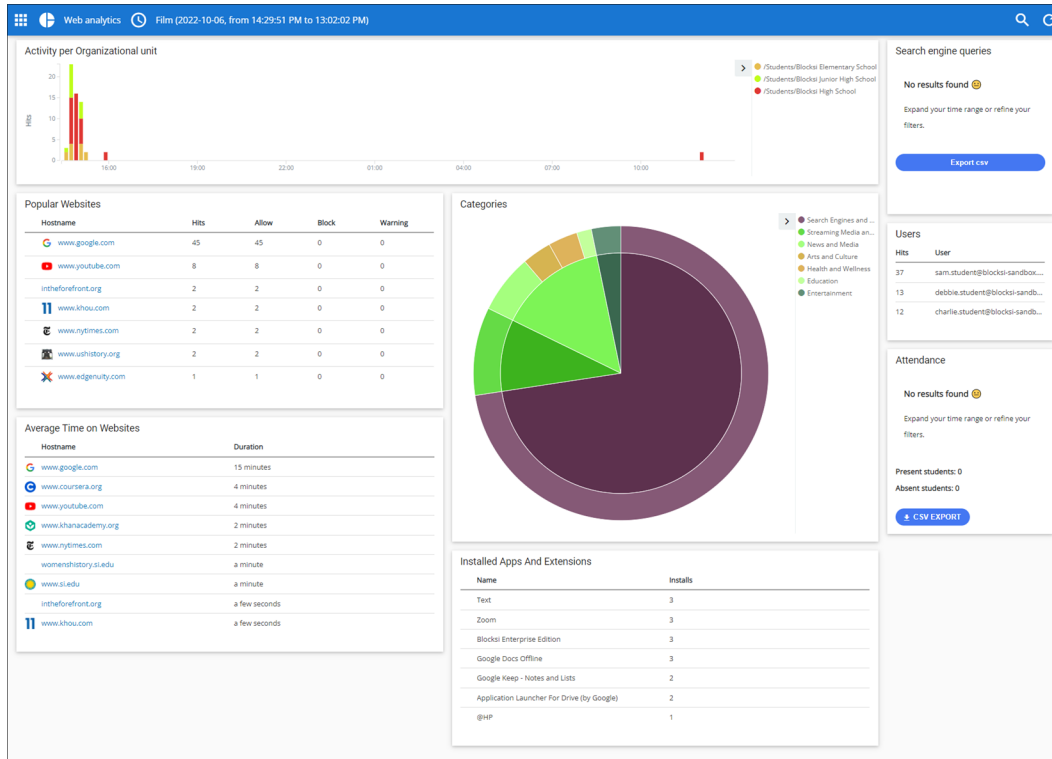


4. Select the session from the **Select Session** drop-down list.
5. Click the **Replay Screenshots** button.

CHAPTER 5: INSIGHTS

Blocksi provides Web and YouTube analytics to track students' behavior during class.

Web Analytics



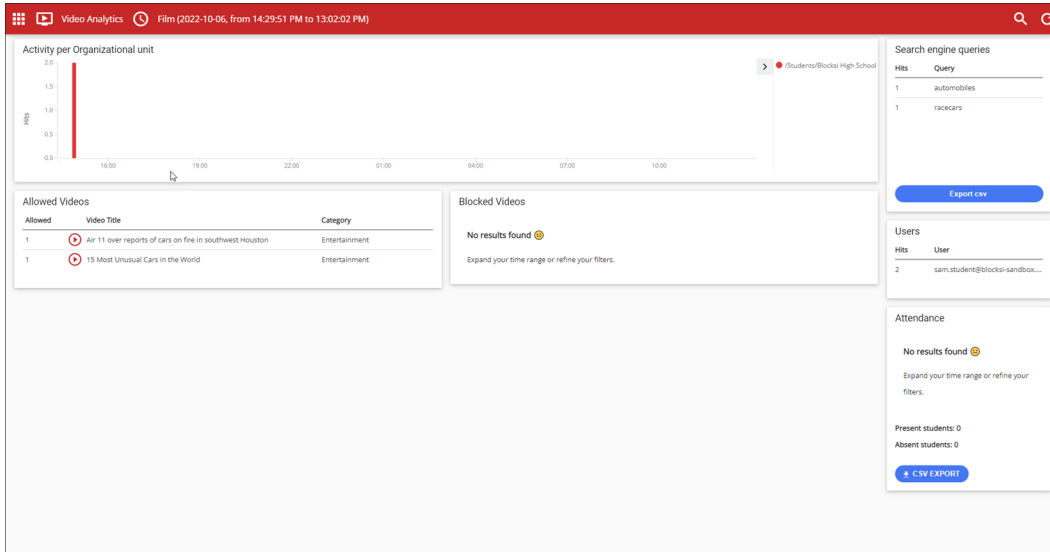
The **Web Analytics** screen gives you valuable information regarding the following:

- **Activity per Organizational Unit** - Shows the amount of activity for each organizational unit (OU) in the district. The data are arranged in the chart according to the timeframe selected on the **Web Analytics** screen. You can hover over each bar on the chart to see the OU, the date and time at which the data was pulled, and the number of requests. Clicking one of the bars changes the data on the screen to that specific OU. See **Filtering Web Analytics** for more information.
- **Popular Websites** - Gives the number of times the most popular websites were visited, including whether they were allowed, blocked, or provided a warning.

You can click each website name to go to that website. You can also click the blue document icon to the left of the website name to add the URL to the Block-/Allow list.

- [Average Time on Websites](#) - Provides the average time spent on each of the included websites. You can click each website name to go to that website.
- [Categories](#) - Uses a pie chart to show the categories of the websites that were visited during the selected timeframe. You can click each category to see the websites for that category. See **Filtering Web Analytics** for more information.
- [Installed Apps and Extensions](#) - Gives the names of applications and extensions that were installed by users.
- [Search Engine Queries](#) - Shows the terms that were used to search for a website and the number of times each was searched for. You can click each term to see which websites it was searched on. See **Filtering Web Analytics** for more information. You can also download all search engines queries performed during the currently selected timeframe in CSV format. See **Downloading Search Engine Queries** for more information.
- [Users \(Students\)](#) - Shows the students included in the selected timeframe and the number of hits each has. You can click each user's name to see the analytics for only that student. See **Filtering Web Analytics** for more information.
- [Attendance](#) - Shows the students in the class and whether they were present or absent.

YouTube Analytics



The **YouTube Analytics** screen gives you valuable information regarding the following:

- **Activity per Organizational Unit** - Shows the amount of activity for each organizational unit (OU) in the district. The data are arranged in the chart according to the timeframe selected on the **Web Analytics** screen. You can hover over each bar on the chart to see the OU, the date and time at which the data was pulled, and the number of requests. Clicking one of the bars changes the data on the screen to that specific OU. See *Filtering Web Analytics* for more information.
- **Allowed Videos** - Gives the names of the videos that were allowed during the selected timeframe.
- **Blocked Videos** - Gives the names of the videos that were blocked during the selected timeframe.
- **Search Engine Queries** - Shows the terms that were used to search for website and the number of times each was searched for. You can click each term to see which websites it was searched on. See *Filtering Web Analytics* for more information.
- **Users (Students)** - Shows the students included in the selected timeframe and the number of hits each has. You can click each user's name to see the analytics

for only that student. See [Filtering Web Analytics](#) for more information.

- **Attendance** - Shows the students in the class and whether they were present or absent.

Filtering Web Analytics

You can create as many search filters as you need and use them to view specific analytics.

Accessing the Filter

To access the filter

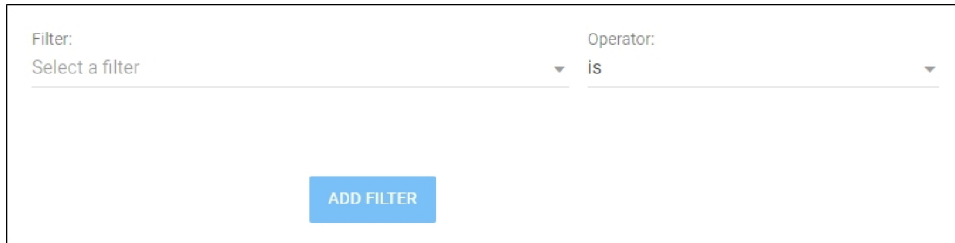
1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Start a class.
3. Click the **Insights** button and then click the search icon in the upper right-hand corner of the screen. The filter appears.

Using the Filter

The following filters are available:

- **User** - Search for a specific user's browsing activity
- **Organizational Unit** - Search for a specific organizational unit
- **Action** - Values supported are Allow, Block, and Warning
- **Category** - Search for a specific web category
- **Hostname** - Search for a specific hostname
- **Path** - Search for a specific path
- **Search Engine Queries** - Search for specific
- **Class** - Search for a specific class
- **Teacher** - Search for a specific teacher
- **Location** - Search for a specific location

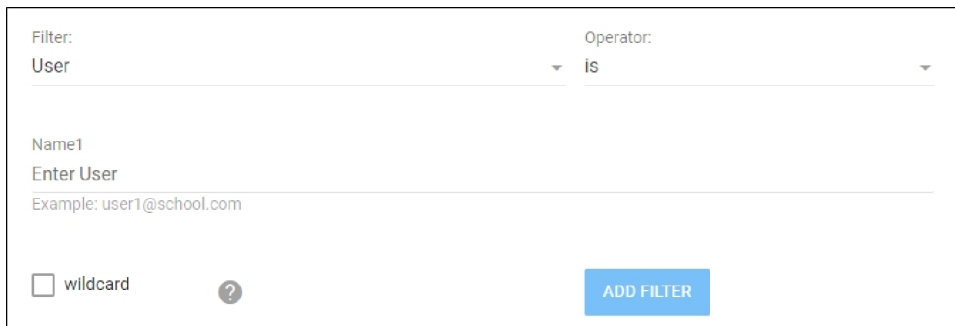
- **Policy** - Search for a specific policy
- **WAN IP** - Search for a specific WAN IP address
- **LAN IP** - Search for a specific LAN IP address



The screenshot shows a filter configuration interface. At the top left, there is a label "Filter:" followed by a dropdown menu currently displaying "Select a filter". To the right, there is a label "Operator:" followed by a dropdown menu displaying "is". Below these two dropdowns is a large, empty rectangular area. At the bottom center of this area is a blue button with the text "ADD FILTER".

To use the filter

1. Select the filter to search on from the **Filter** drop-down list. When you select an option, the **Name1** field and the **Wildcard** checkbox appear beneath the **Filter** list, as shown below.




The screenshot shows the filter configuration interface with the following elements: "Filter:" dropdown set to "User"; "Operator:" dropdown set to "is"; a "Name1" label above a text input field containing "Enter User"; an example text "Example: user1@school.com" below the input field; a "wildcard" checkbox which is currently unchecked; a small question mark icon to the right of the checkbox; and a blue "ADD FILTER" button at the bottom right.



Blocksi uses the asterisk (*) as a wildcard to represent one or more unknown characters in a URL. Example: **www.google.*** matches **www.-google.com** and **www.google.co.uk**.

2. Select the operator from the **Operator** drop-down list. The operator is used to restrict the search to a particular value. For instance: if you select **User** in the **Filter** list, **is not** in the **Operator** list, and type **student002** in the **Name1** field, the filter will restrict the search results to all students other than **student002**.
3. Type the item you want to search for in the **Name1** field.

4. Select the **wildcard** checkbox if you include wildcards in your search. Selecting the checkbox is required if you use wildcards in your search.

 **TIP** The filter appears in red if you choose **is not** or **is not one of** operators; otherwise, the filter appears in green.

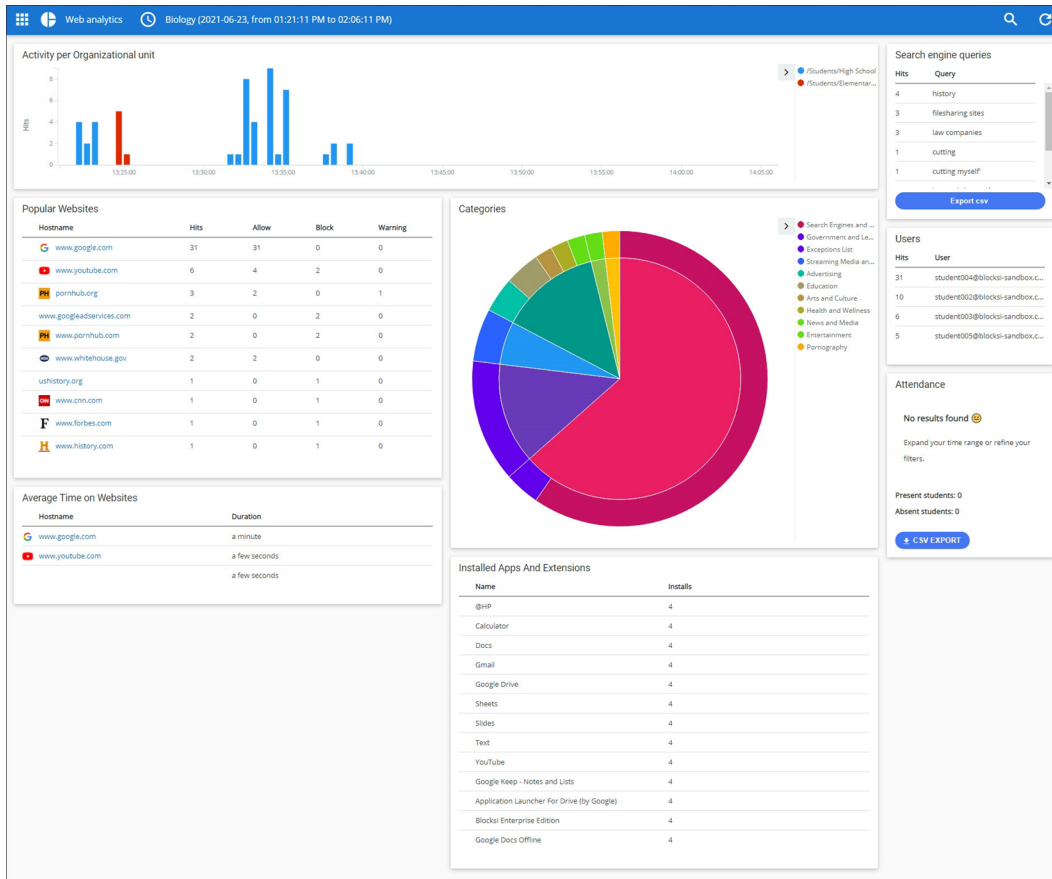
Understanding the Analytics Logs

The analytics logs contain valuable information about the activity in your organizational unit.

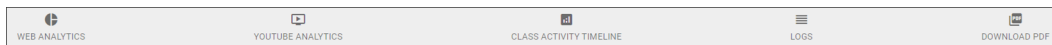
To view the analytics logs

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Start a class.

3. Click the **Insights** button. The **Web Analytics** screen opens.



4. Click **Web Analytics** from the top of the screen. A menu appears beneath the title bar.



5. Click **LOGS**.

The screenshot displays the Logs screen with a table of recent log entries. The table includes columns for Timestamp, LAN IP, WAN IP, MAC ADDRESS, User, ORG. UNIT, URL, Category, Action, Policy, and Location.

Timestamp	LAN IP	WAN IP	MAC ADDRESS	User	ORG. UNIT	URL	Category	Action	Policy	Location
Thursday, May 26, 2022 11:56 AM	192.168.1.184	70.114.76.64	Not enrolled	student015@blocksi...	/Blocksi School Dist...	www.google.com/search?q=call+me+daddy...	Exceptions List	allow	Jesse's Policy	outschool
Thursday, May 26, 2022 11:18 AM	192.168.1.184	70.114.76.64	Not enrolled	student015@blocksi...	/Blocksi School Dist...	www.google.com/search?q=call+me+daddy...	Search Engines and ...	allow	Blocksi - Teacher Pol...	outschool
Thursday, May 26, 2022 11:18 AM	192.168.1.184	70.114.76.64	Not enrolled	student015@blocksi...	/Blocksi School Dist...	www.google.com/search?q=call+me+daddy...	Search Engines and ...	allow	Blocksi - Teacher Pol...	outschool
Thursday, May 26, 2022 11:07 AM	192.168.1.184	70.114.76.64	Not enrolled	student015@blocksi...	/Blocksi School Dist...	www.google.com/search?q=call+me+daddy...	Search Engines and ...	allow	Jesse's Policy	outschool

6. The logs provide you with the following information:

- **Timestamp** - The date and time at which the action occurred.
- **LAN IP** - The LAN IP Address of the device.

- **WAN IP** - The WAN IP Address of the device.
- **User** - The user who initiated the action.
- **Org. Unit** - The organizational unit in which the action occurred.
- **URL** - The URL of the website that was accessed.
- **Category** - The category of the website that was accessed.
- **Action** - The action that was taken. Valid entries are **allow**, **block**, and **warn**.
- **Policy** - The policy under which the action occurred.
- **Location** - The location at which the action occurred. Valid entries are **inschool** and **outschool**.
- **Blocksi Version** - The current version of the Blocksi extension installed on the user's device.

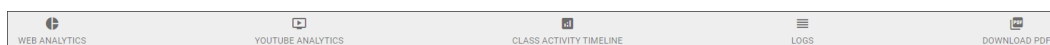
Downloading the Analytics Report

You can download the analytics report, which contains information about Web and YouTube analytics, in CSV or PDF format.

You can download the report during an active class or from previous class histories.

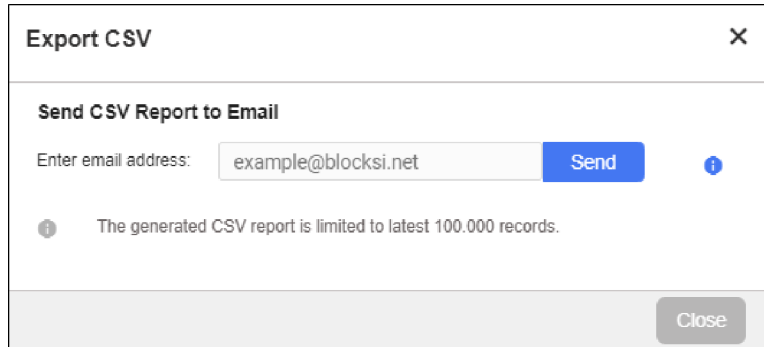
To download the analytics report during an active class

1. Sign in to the Blocksi Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Start a class.
3. Click the **Insights** button. The **Web Analytics** screen opens.
4. Click **Web Analytics** at the top of the screen. Additional selections appear below.



5. Do one of the following:

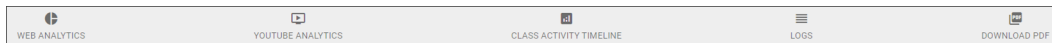
- Click **DOWNLOAD PDF**. The file appears in the lower left-hand corner of your screen in PDF format. Click it to open and save it.
- Click **LOGS**. The **Recent Logs** screen appears. Click **EXPORT CSV** in the upper right-hand corner of the screen. The **Export CSV** window opens.



Type the email address in the text box and click **Send**. The CSV report is generated and sent to the email address you entered.

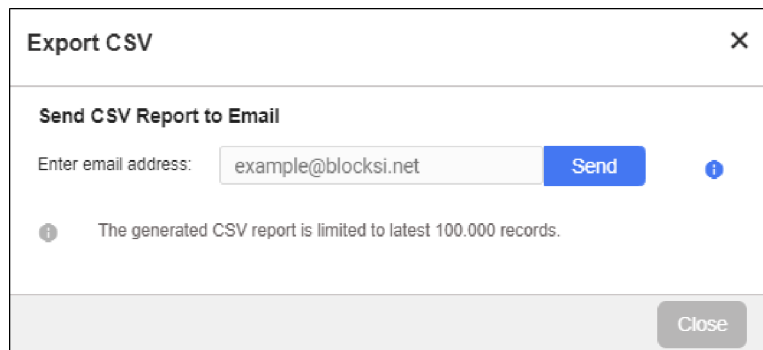
To download the analytics report from previous class histories

1. Sign in to the Blocksi Teacher Dashboard using the appropriate credentials (Google, Clever, or ClassLink). The **Teacher Dashboard** appears.
2. Locate the class for which you want to download the report.
3. Click the **Class History** button. The **History** window opens.
4. Locate the desired session and click **View Analytics** to the right of the class session. The **Web Analytics** screen opens.
5. Click **Web Analytics** at the top of the screen. Additional selections appear below.



6. Do one of the following:
 - Click **DOWNLOAD PDF**. The file appears in the lower left-hand corner of your screen in PDF format. Click it to open and save it.

- Click **LOGS**. The **Recent Logs** screen appears. Click **EXPORT CSV** in the upper right-hand corner of the screen. The **Export CSV** window opens.



The screenshot shows a modal window titled "Export CSV". Inside the window, there is a section titled "Send CSV Report to Email". Below this title, there is a text input field with the placeholder "Enter email address:" and the value "example@blocksi.net". To the right of the input field is a blue "Send" button and a small blue information icon. Below the input field, there is a message: "The generated CSV report is limited to latest 100,000 records." At the bottom right of the window is a "Close" button.

Type the email address in the text box and click **Send**. The CSV report is generated and sent to the email address you entered.

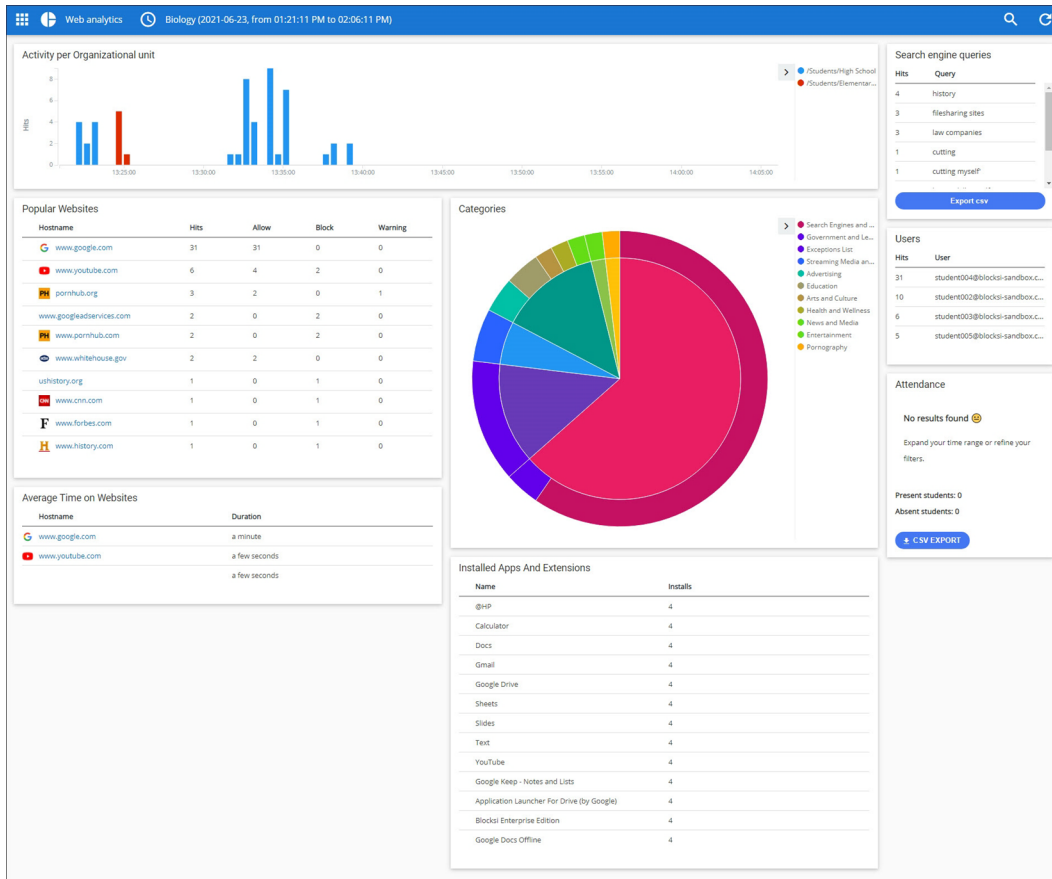
Downloading Search Engine Queries

You can download search engine queries in CSV format.

To download search engine queries

1. Sign in to the Blocksi Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Start a class.

- Click the **Insights** button. The **Web Analytics** screen opens.



- Click the **Export CSV** button in the **Search Engine Queries** section. The file appears in the lower left-hand corner of your screen in PDF format. Click it to open and save it.

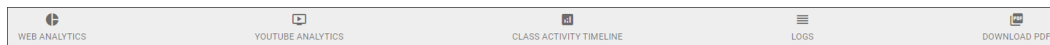
Viewing the Class Activity Timeline

Blocksi provides a class activity timeline so you can track your student's web activity during your class.

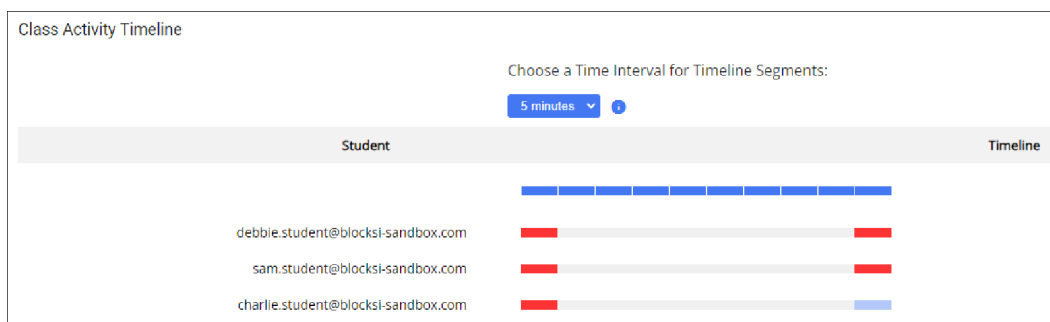
To view the class activity timeline

- Sign in to the Blocksi Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
- Start a class.

3. Click the **Insights** button. The **Web Analytics** screen opens.
4. Click **Web Analytics** at the top of the screen. A menu appears beneath the title bar.



5. Click **Class Activity Timeline**. The **Class Activity Timeline** screen appears.



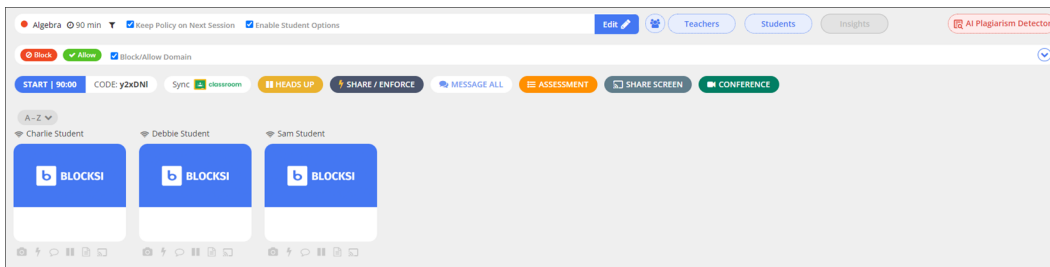
The timeline interval defaults to 5 minutes. You can choose 3 minute or 1 minute increments.

CHAPTER 6: CONFERENCES

You can have conferences with your students, record these conferences, and view the recordings at a later time.

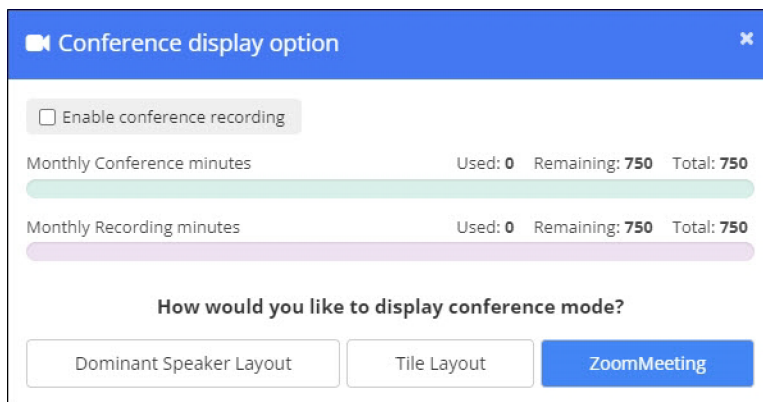
Conference Mode

You can have a conference with your class. See [Selecting a Class](#) for information on how to reach the class screen shown below.



To start a conference

Click the **CONFERENCE** button. The **Conference Display Option** window opens.



See [Using Dominant Speaker Layout](#) for details on using this conference display option.

See [Using Tile Layout](#) for details on using this conference display option.

See [Using Zoom Meeting](#) for detail on using this conference display option.

For issues with conferencing, please refer to the [Conference Troubleshooting](#) article.

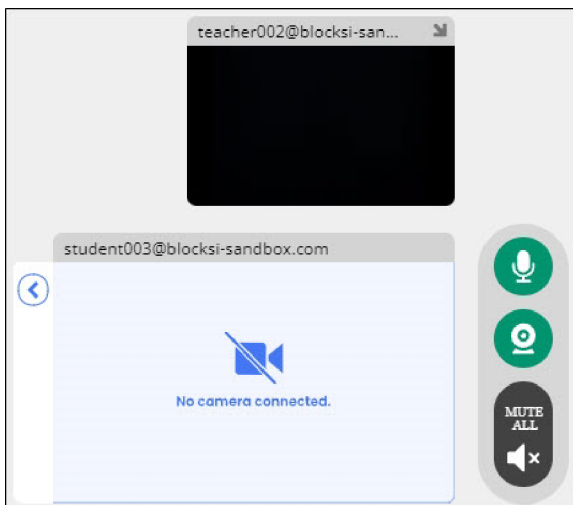


The window also displays the number of monthly conference minutes and monthly recording minutes that you have used and have available as well as the total number of minutes for each.

Using Dominant Speaker Layout

Select **Dominant Speaker Layout**. The **Dominant Speaker Layout** conference window opens on both the Teacher Dashboard and the student screen, as shown below.

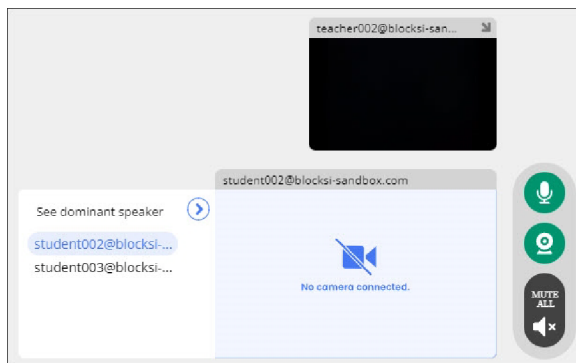
TEACHER DASHBOARD



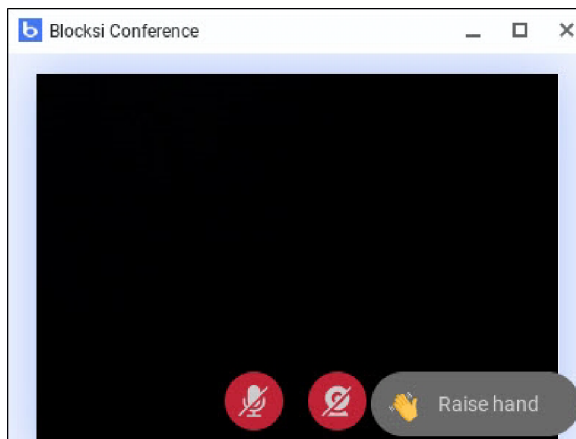
In the **Dominant Speaker Layout**, the teacher sees only one student at a time. The conference window appears in the lower right-hand corner of the Teacher Dashboard. In the conference window, the teacher's audio and video are enabled by default. The teacher can click the green audio button and the green webcam button to turn off their audio and video.

The teacher appears in the top screen (the teacher's username appears in the title bar of the screen). By default, the window does not show the list of students in the class. The teacher must click the blue left arrow to view the list of students in the class, as shown below.

The teacher clicks a student name and that student appears in the bottom screen, if the student has turned on their camera (the student's name appears in the title bar of the screen).



STUDENT SCREEN



In **Dominant Speaker Layout**, the student sees only the teacher in the **Blocks-i Conference** window.

The **Blocks-i Conference** window appears in the lower right-hand corner of the screen. From this conference window, the students can click the red audio button and the red webcam button to turn on their audio and video. The students also have the option to **raise hand**, which shows on the teacher's dashboard letting the teacher know the student has a question or is requesting to speak (if muted).

The students can also make the teacher's video full screen view by clicking the maximize full-screen icon on the **Blocks-i Conference** window. or minimize the teacher's video completely by clicking the minimize icon. To restore the teacher's

video on their screen, the student simply clicks the blue **b** at the bottom of their taskbar.



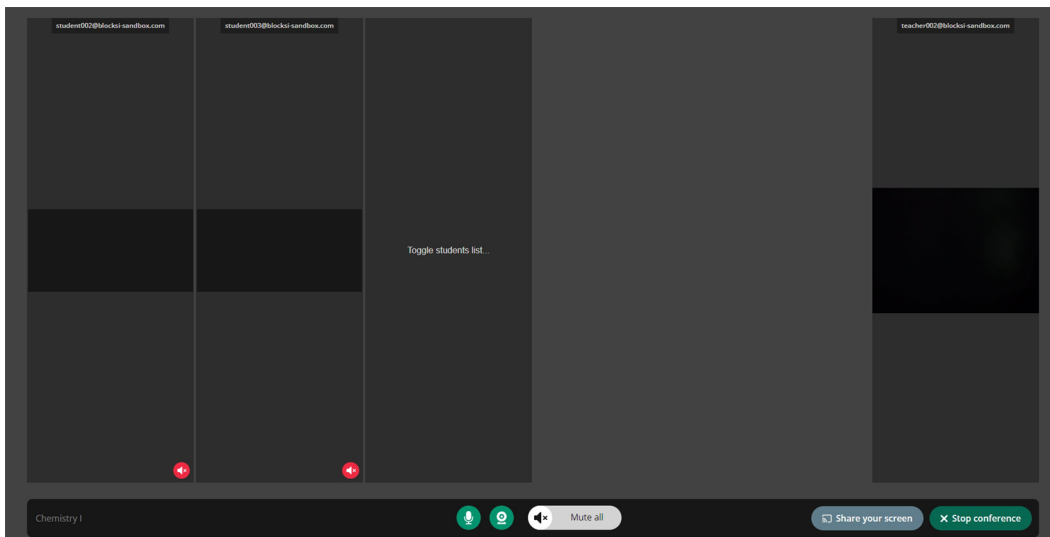
To record conference sessions, select the **Enable Conference Recording** checkbox when starting the conference.

For issues with conferencing, please refer to the [Conference Troubleshooting](#) article.

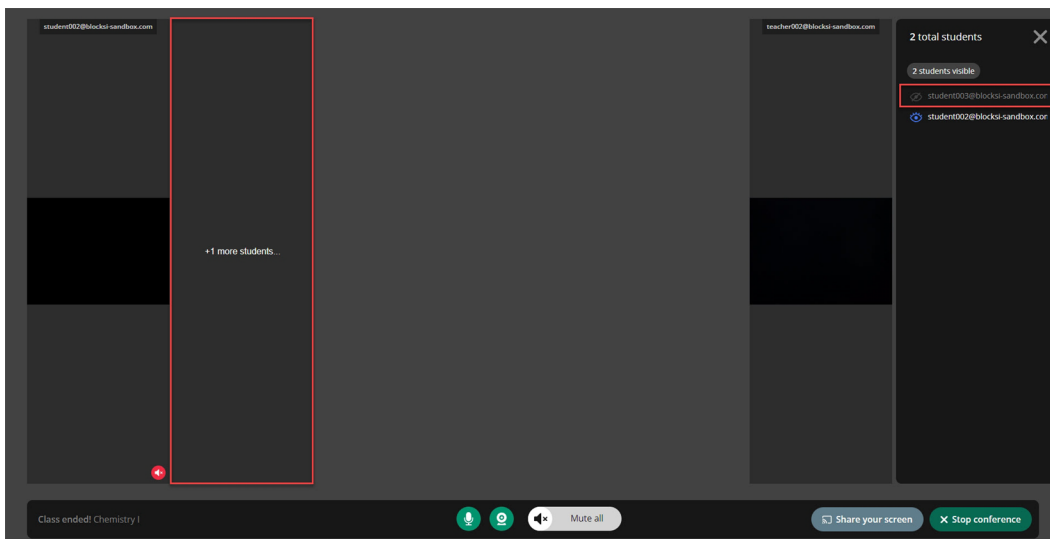
Using Tile Layout

Select **Tile Layout**. The **Tile Layout** conference window opens on both the Teacher Dashboard and the student screen, as shown below.

TEACHER DASHBOARD



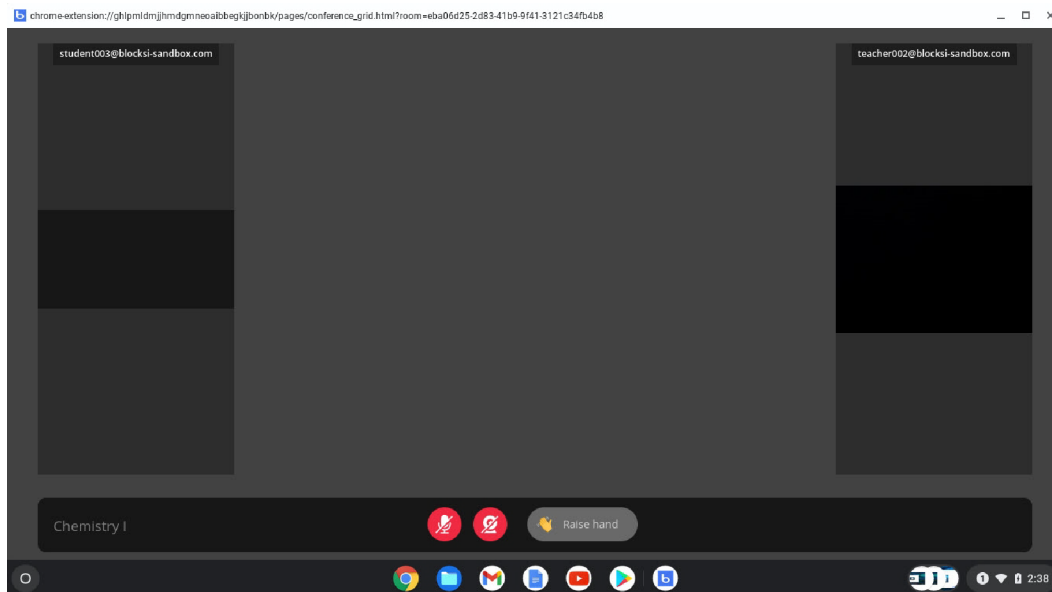
All the students in the class appear on the teacher's screen. The teacher can click **Toggle students list...** to see a list of the students in the class. The list appears at the far right of the screen. From this list, the teacher can turn on or off each student's video tile that appears to the left, as shown below. Note that student001's video tile is turned off. Clicking that student's tile hides the student list to the right; clicking it again restores the list.



The teacher can mute and unmute all of the students using the **Mute all/All muted** button. The teacher can also mute each student individually using the audio button in the lower left-hand corner of each student's tile.

While the conference is running, the teacher can physically see each student as well as monitor what each student is doing. The teacher can also use the commands offered on the Teacher Dashboard (i.e., push out assessments, share/enforce content, share screen, close tabs, etc.) For ease of use, the teacher can share their screen right from the conference window.

STUDENT SCREEN



In **Tile Layout**, the students will be able to see and hear the teacher as well as the other students in the class. From this conference window, the students can click the red audio button and the red webcam button to turn on their audio and video. The students also have the option to **raise hand**, which shows on the teacher's dashboard letting the teacher know the student has a question or is requesting to speak (if muted).



To record conference sessions, select the **Enable Conference Recording** checkbox when starting the conference.

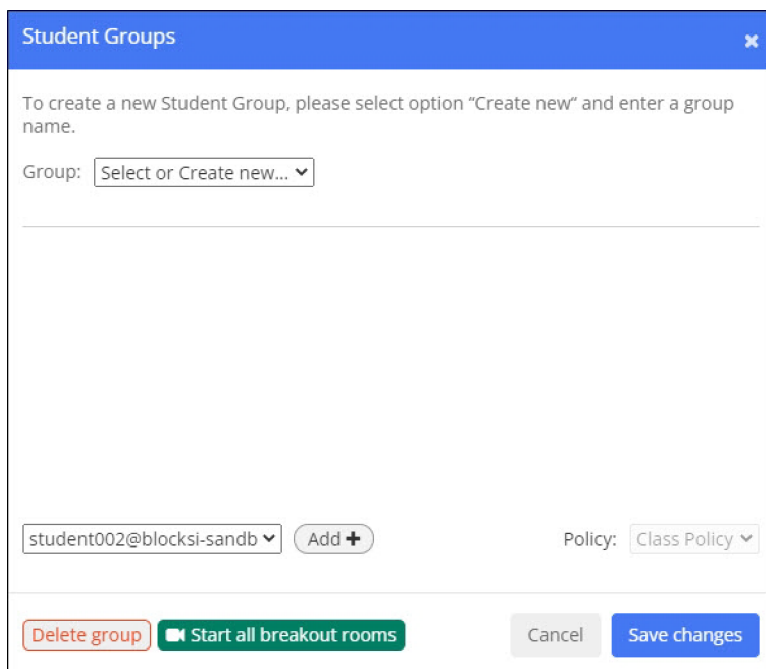
For issues with conferencing, please refer to the [Conference Troubleshooting](#) article.

Using Breakout Rooms

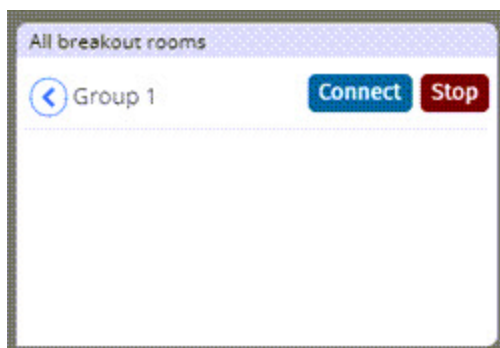
You can start video conferencing for one or more groups. These instances are referred to as breakout rooms.

To start video conferencing with one group

1. While a class is in session, click the  button. The Student Groups window opens.



2. Select the group of students from the **Group** drop-down list.
3. Click the **Start Conference for Group** button. The breakout room window appears in the lower right-hand corner of the screen, as shown below.



4. Click the **Connect** button. You are now in a conference with that group of students.

While in conference, you can start and stop your microphone and camera, as well as mute your students' microphones.




Your students have to enable their cameras. As the teacher, you do not have control over the students' cameras.



To end the conference, click **Disconnect From Group** in the lower right-hand corner of the screen. Then click **Stop** in the lower right-hand corner of the Teacher Dashboard.

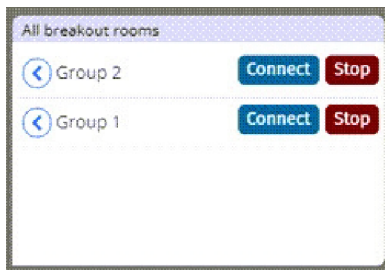
To start video conferencing with more than one group.

1. While a class is in session, click the  button. The **Student Groups** window opens.

The screenshot shows a window titled "Student Groups" with a blue header and a close button (X) in the top right corner. The main content area contains the following elements:

- Instructional text: "To create a new Student Group, please select option 'Create new' and enter a group name."
- A "Group:" label followed by a dropdown menu with the text "Select or Create new..." and a downward arrow.
- A horizontal separator line.
- A text input field containing "student002@blocksi-sandb" with a dropdown arrow on the right.
- An "Add +" button to the right of the text input field.
- A "Policy:" label followed by a dropdown menu with the text "Class Policy" and a downward arrow.
- A footer bar containing four buttons: "Delete group" (red outline), "Start all breakout rooms" (green background with a camera icon), "Cancel" (grey background), and "Save changes" (blue background).

2. Click the **Start Conference for Group** button. The breakout room window appears in the lower right-hand corner of the screen, as shown below.



3. Click the **Connect** button for each group. You are now in a conference with all groups.

While in conference, you can start and stop your microphone and camera, as well as mute your students' microphones.



Your students have to enable their cameras. As the teacher, you do not have control over the students' cameras.




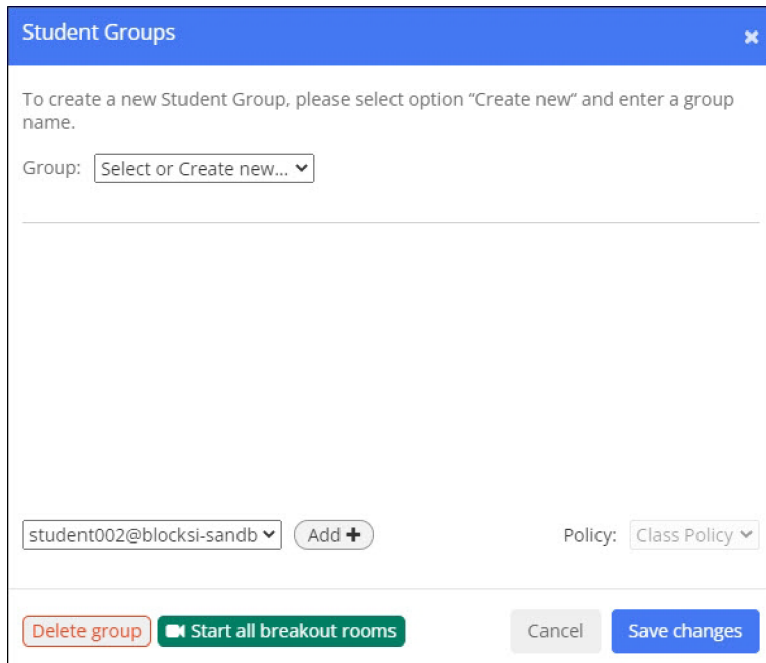
To end the conferences, click **Disconnect From Group** in the lower right-hand corner of the screen. Then click **Stop** in the lower right-hand corner of the Teacher Dashboard.

Holding a Private Conference With a Student

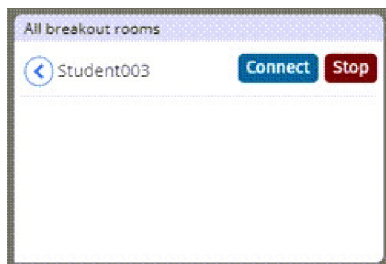
You can choose to hold a private conference with one student. To do so, [create a student group](#) with only that student in it.

To hold a private conference with a student

1. While a class is in session, click the  button. The **Student Groups** window opens.




2. Select the group that contains the student from the **Group** drop-down list.
3. Click the **Start Conference for Group** button. The breakout room window appears in the lower right-hand corner of the screen, as shown below.



4. Click the **Connect** button. You are now in a conference with that student. While in a conference, you can start and stop your microphone and camera, as well as mute your student's microphone.



Your student has to enable their camera. As the teacher, you do not have control over the student's camera.

 To end the conference, click **Disconnect From Group** in the lower right-hand corner of the screen. Then click **Stop** in the lower right-hand corner of the Teacher Dashboard.

For issues with conferencing, please refer to the [Conference Troubleshooting](#) article.

Conference Recordings

RECORDING A CONFERENCE

You can record an entire conference with your students.

To record a conference

When you start a conference, select the **Enable conference recording** checkbox at the top of the **Conference display option** window.

RETRIEVING CONFERENCE RECORDINGS

You can retrieve recordings you made of class conferences

To retrieve a conference recording

Go to the main Teacher Dashboard page and click the **CONFERENCE RECORDINGS** button. The **All Conference Room Recordings** window opens. This is a listing of all the conference recordings you have made for all of your classes.

All conference room recordings		
Class name	Date	Download / Delete
Chemistry I	10/8/2021, 10:16:39 AM	Download Delete
Chemistry I	10/8/2021, 10:18:48 AM	Download Delete
Algebra	10/12/2021, 10:59:35 AM	Download Delete
Biology	10/12/2021, 11:00:51 AM	Download Delete
History	10/12/2021, 11:01:22 AM	Download Delete
Film	10/12/2021, 11:02:14 AM	Download Delete
Chemistry I	10/12/2021, 11:02:59 AM	Download Delete

[Close](#)

From this window, you can download or delete your conference room recordings.

To retrieve a conference recording for a specific class

Click the **Recordings** link on the Class Tile. The **All Conference Room Recordings** window opens. This is a listing of all the conference recordings you have made for the selected class.

All conference room recordings		
Class name	Date	Download / Delete
Chemistry I	10/8/2021, 10:16:39 AM	Download Delete
Chemistry I	10/8/2021, 10:18:48 AM	Download Delete
Chemistry I	10/12/2021, 11:02:59 AM	Download Delete

[Close](#)

For issues with conferencing, please refer to the [Conference Troubleshooting](#) article.

CHAPTER 7: FILTERS

If allowed by your school, you can create the following unique filter types:

- [Web Filters](#)
- [Exception Lists](#)
- [Keyword Filters](#)
- [Application Filters](#)
- [YouTube Filters](#)



The administrator from your district may disable filters and policies.

Application Filter

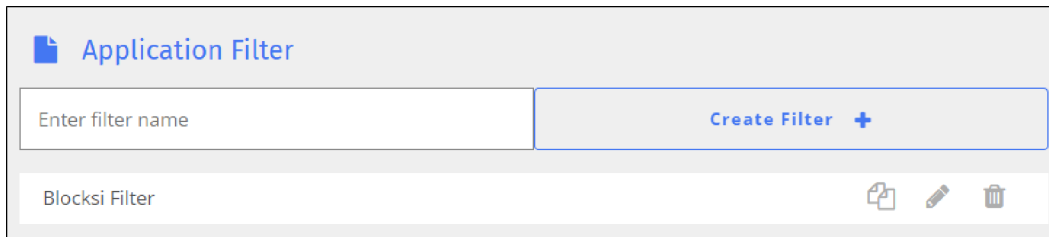
The application filter contains a list of popular applications like Gmail, YouTube, Google Docs, etc. Use this filter to control access to those applications, among others.


Creating an Application Filter

You can use application filters to control a student's access to YouTube, Google Docs, Google Drive, Gmail, and Google Classroom. You can create as many application filters as you need.

To create an application filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Application Filter** from its sub-menu. The **Application Filter** screen appears.

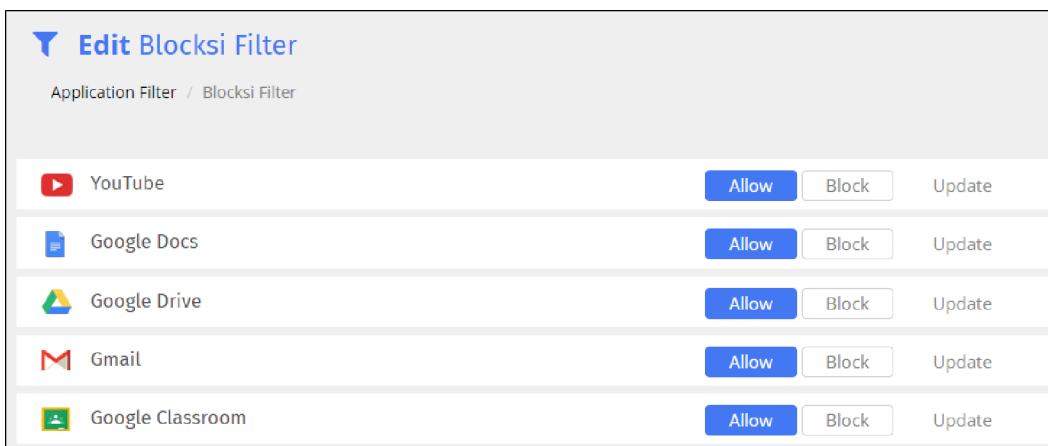


3. Type the name of the filter in the **Enter filter name** text field.
4. Click **Create Filter +**. The new filter appears at the bottom of the list.
5. Click the  icon to the right of the filter name to open the new filter. The edit screen appears. See [Blocking and Allowing Applications](#) for information on blocking and allowing apps.

Application filters default to allow all of the applications. You can change which applications are blocked and which are allowed. See [Blocking and Allowing Applications](#) for more information.

Blocking and Allowing Applications

See [Creating an Application Filter](#) for information on how to reach the edit screen shown below.



To block and allow applications

1. Click the **Allow** or **Block** button for the desired application.
2. Click **Update** for each application you allow or block. You must click the

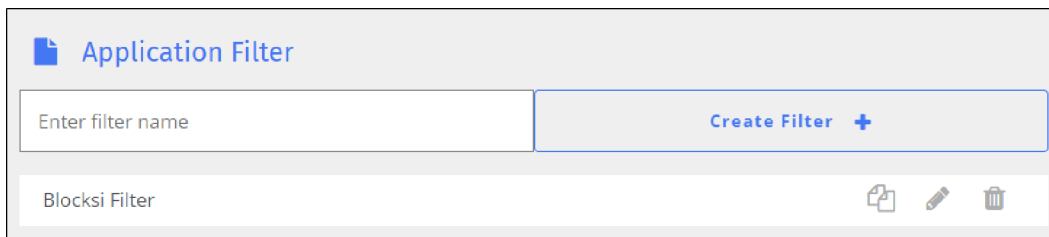
Update button for each application change. If you do not, the system saves only the ones for which you do.

Changing the Name of an Application Filter

You can change the name of an application filter as needed.

To change the name of an application filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Application Filter** from its sub-menu. The **Application Filter** screen appears.



3. Locate the filter for which you want to change the name, and click the filter name. The box opens to allow you to change the name. Note that **Save** and **Cancel** buttons have been added to the right of the name, as shown below.



4. Change the name of the filter, and click the **Save** button.

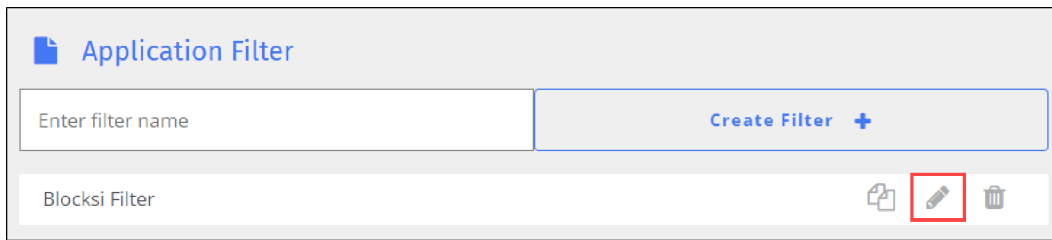
Modifying an Application Filter


You can modify an application filter as needed.

To modify an application filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.

2. Click **Filters** from the **Main Menu** and then click **Application Filter** from its sub-menu. The **Application Filter** screen appears.



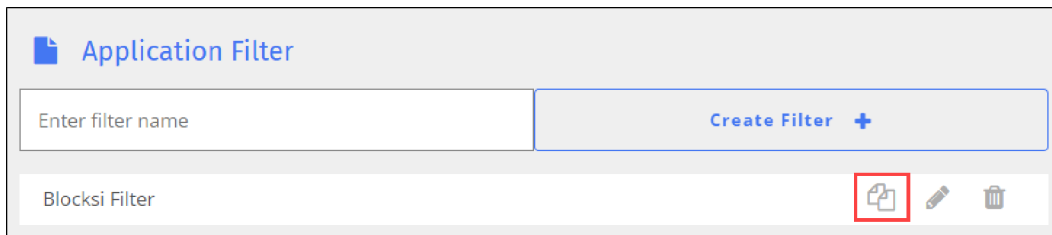
3. Locate the name of the filter you want to modify, and click the  icon to the right of the filter name. The edit screen appears.
4. Make the necessary changes to the filter, and click **Save Changes**.


Duplicating an Application Filter

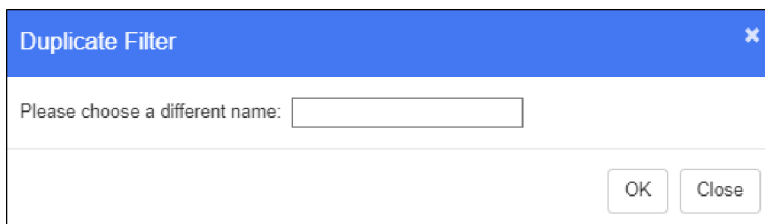
You can use an existing application filter to create a new one.

To duplicate an application filter

1. Sign in to the Blocksi Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Application Filter** from its sub-menu. The **Application Filter** screen appears.



3. Locate the filter to duplicate, and click the  icon. The **Duplicate Filter** window opens.



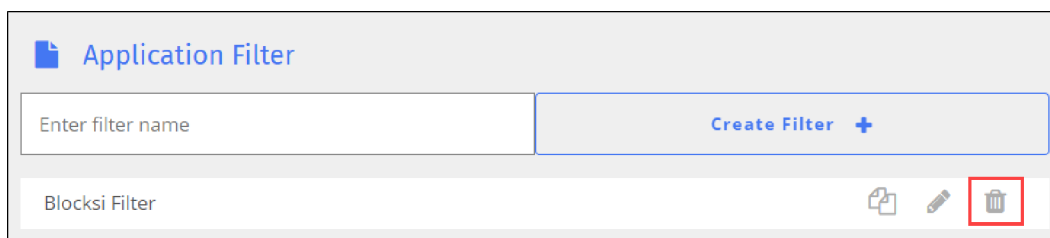
4. Type the name of the new filter in the text box.
5. Click **OK**. The duplicated filter appears at the bottom of the list.
6. Make any desired changes to the new filter and save it.


Deleting an Application Filter

You can delete application filters when you no longer need them.

To delete an application filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Application Filter** from its sub-menu. The **Application Filter** screen appears.



3. Locate the filter that you want to delete, and click the  icon to the right of the filter. A confirmation prompt appears.
4. Click **OK** to delete the filter. The filter is removed.

Exception List

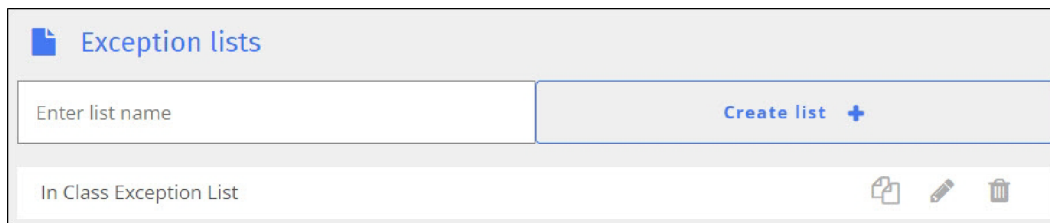
As a teacher, you can block and allow access to sites and specific URLs by adding them to the Exception List. Using patterns containing text and wildcards, you can block and allow entire domains, subdomains, and parts of a domain. For example, **msn.com**, ***.msn.com**, **msn.***, and ***msn***.


Creating an Exception List

You can create as many Exception Lists as you need.

To create an Exception List

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Exception Lists** from its sub-menu. The **Exception Lists** screen appears.



3. Type the name of the list in the **Enter list name** text box.
4. Click **Create List +**. The list appears at the bottom of the list.
5. Click the  icon. The edit screen appears. See [Blocking and Allowing URLs](#) for details on blocking and allowing URLs.

Blocking and Allowing URLs

You can block and allow as many URLs as you need in an exception list.

See [Creating an Exception List](#) for information on how to reach the edit screen shown below.

To block and allow URLs in an exception list

Edit In Class Exception List

Exception lists / In Class Exception List

Enter URL

Examples of use:

- www.blocksi.net
- www.blocksi.*
- *.blocksi.net
- www.blocksi.net/chromebook-filtering
- www.blocksi.net/chromebook*


www.pornhub.com	<input type="button" value="Allow"/>	<input checked="" type="button" value="Block"/>	<input type="button" value="Update"/>	<input type="button" value="🗑️"/>
www.ushistory.org	<input checked="" type="button" value="Allow"/>	<input type="button" value="Block"/>	<input type="button" value="Update"/>	<input type="button" value="🗑️"/>

1. Type a URL in the **Enter URL** text box.
2. Click the **Block** or **Allow** button.
3. Click **Add to List +**. The URL you entered appears after the examples. Note that the **Allow** button to the right of the URL name is selected (appears in blue).



You can change a blocked URL to an allowed URL and vice versa at any time by clicking the **Allow** or **Block** button. Click **Update** to block or allow the URL.



You can also delete the URL from the list by clicking the  icon. A confirmation prompt appears. Click **OK** to delete the URL.

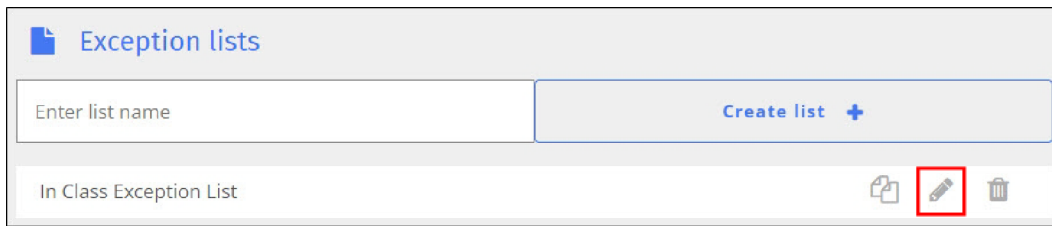
Deleting a URL From an Exception List

You can delete a URL from an Exception List when you no longer need it.

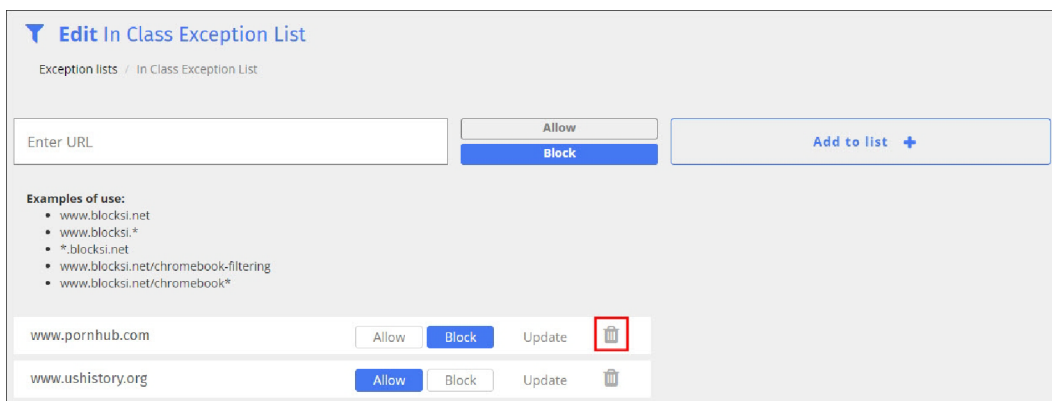
To delete a URL from an Exception List


1. Sign in to the Blocksii Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.

2. Click **Filters** from the **Main Menu** and then click **Exception Lists** from its sub-menu. The **Exception Lists** screen appears.



3. Locate the list that contains the URL you want to delete and click the  icon. The edit screen appears.



4. Click the  icon to the right of the desired URL. A confirmation prompt appears.
5. Click **OK** to delete the URL. The URL is deleted.

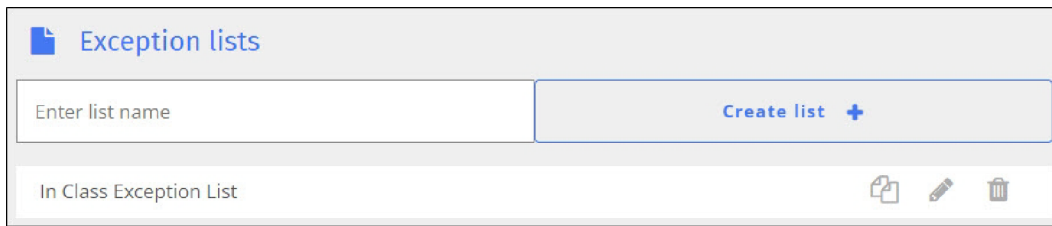
Changing the Name of an Exception List

You can change the name of an exception list as needed.

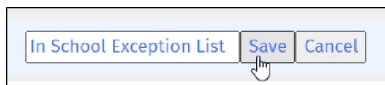
To change the name of an exception list

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.

2. Click **Filters** from the **Main Menu** and then click **Exception Lists** from its sub-menu. The **Exception Lists** screen appears.



3. Locate the list for which you want to change the name, and click the list name. The box opens to allow you to change the name. Note that **Save** and **Cancel** buttons have been added to the right of the name, as shown below.



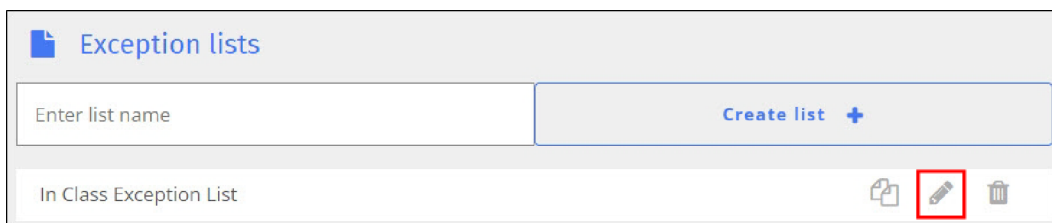
4. Change the name of the list , and click the **Save** button.


Modifying an Exception List

You can modify an exception list as needed.

To modify an exception list

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Exception List** from its sub-menu. The **Exception List** screen appears.



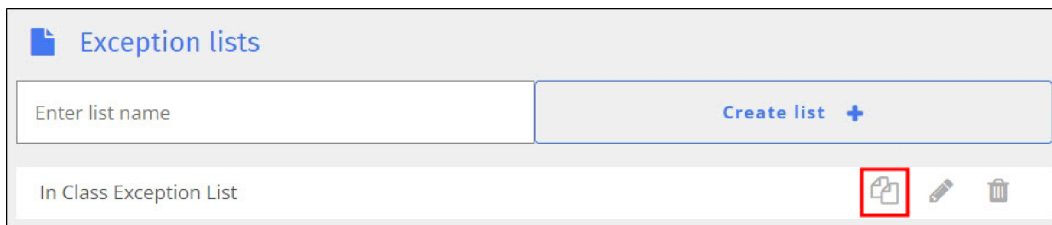
3. Locate the name of the list you want to modify, and click the  icon to the right of the list name. The edit screen appears.
4. Make the necessary changes to the list , and click **Save Changes**.


Duplicating an Exception List

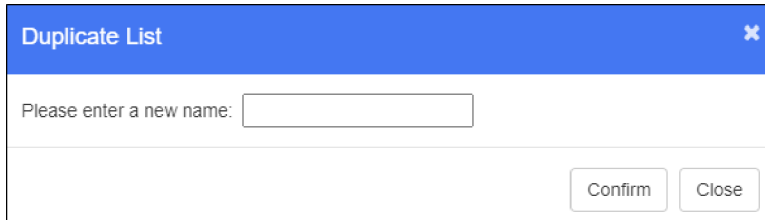
You can use an existing Exception List to create a new one.

To duplicate an Exception List

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Exception Lists** from its sub-menu. The **Exception Lists** screen appears.



3. Locate the list to duplicate, and click the  icon. The **Duplicate List** window opens.



4. Type the name of the new list in the text box.
5. Click **OK**. The duplicated list appears at the bottom of the list.
6. Make any desired changes to the new list and save it.

Deleting an Exception List

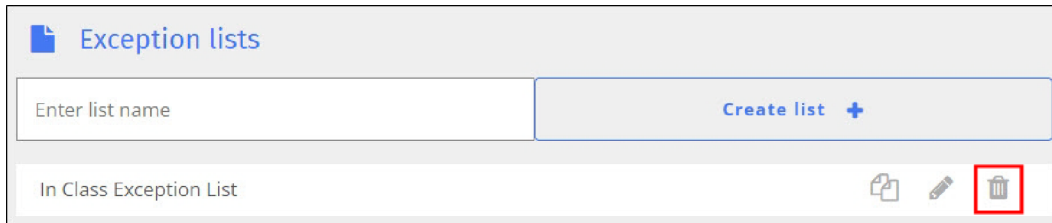
You can delete Exception Lists when you no longer need them.


To delete an Exception List

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard**

appears.

2. Click **Filters** from the **Main Menu** and then click **Exception Lists** from its sub-menu. The **Exception Lists** screen appears.



3. Locate the list that you want to delete, and click the  icon to the right of the list. A confirmation prompt appears.
4. Click **OK** to delete the list. The list is deleted.

Keyword Filter

As a teacher, you can block access to web pages that contain specific words. This prevents access to pages with questionable material. Words are stored in keyword lists, which are identified by a unique ID number.

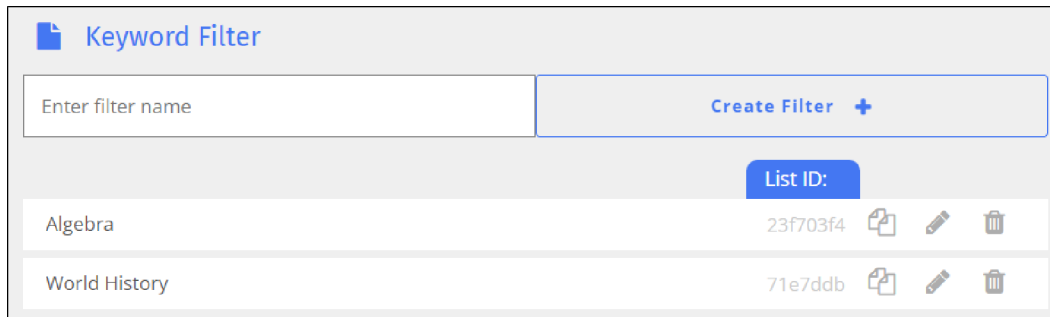
When adding words to the keyword list, be careful which words you add as this can create false positives by blocking access to legitimate pages. For instance, the word “porn” can also block access to Wikipedia pages about porn.

Creating a Keyword Filter

You can create as many keyword filters as you need.

To create a keyword filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Keyword Filter** from its sub-menu. The **Keyword Filter** screen appears.



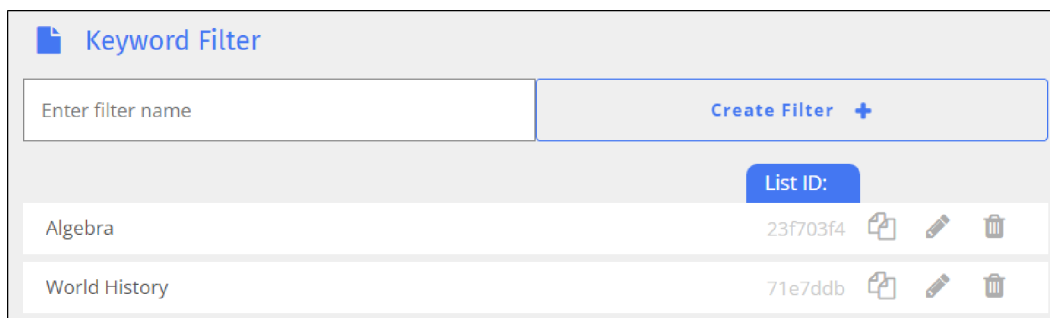
3. Type the name of the filter in the **Enter filter name** text field.
4. Click **Create Filter +**. The new filter appears at the bottom of the list.


Adding a Keyword to a Keyword Filter

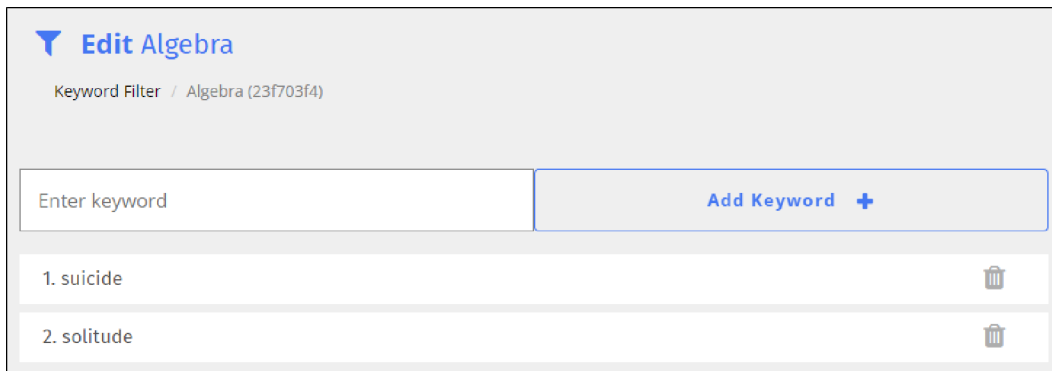
You can add as many keywords as you need to a keyword filter list.

To add a keyword to a keyword filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Keyword Filter** from its sub-menu. The **Keyword Filter** screen appears.




3. Locate the filter to which you want to add keywords, and click the  icon (or you can [create a new filter](#)). The edit screen appears.




Edit Algebra

Keyword Filter / Algebra (23f703f4)

Enter keyword Add Keyword +

1. suicide 

2. solitude 

4. Type the keyword in the **Enter keyword** text box.
5. Click the **Add Keyword +** button. The keyword you entered appears at the end of the keyword list.



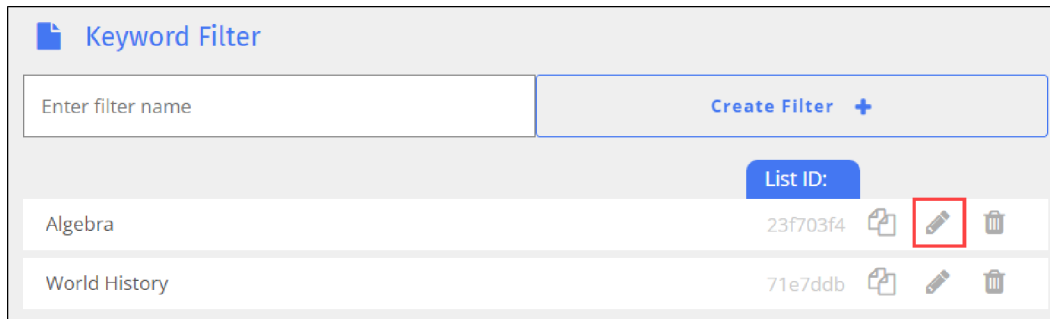
Each word has a number to the left, which indicates its location in the list. These numbers are used for identifying which keywords are used for denying students access to certain sites.


Removing a Keyword From a Keyword Filter

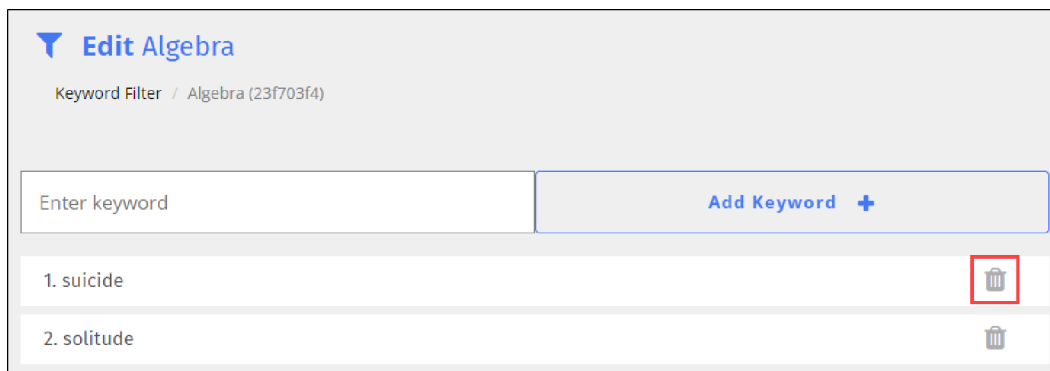
You can remove keywords when you no longer need them.


To remove a keyword from a keyword filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Keyword Filter** from its sub-menu. The **Keyword Filter** screen appears.



3. Locate the filter from which you want to remove a keyword, and click the  icon. The edit screen appears.



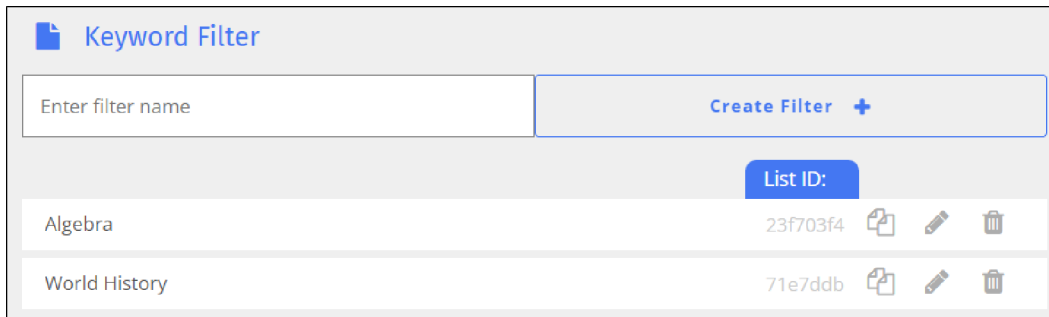
4. Locate the keyword that you want to remove and click the  icon to the right. A confirmation prompt appears.
5. Click **OK** to delete the keyword. The keyword is deleted.

Changing the Name of a Keyword Filter

You can change the name of a keyword filter as needed.

To change the name of a keyword filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Keyword Filter** from its sub-menu. The **Keyword Filter** screen appears.



3. Locate the filter for which you want to change the name, and click the filter name. The box opens to allow you to change the name. Note that **Save** and **Cancel** buttons have been added to the right of the name, as shown below.



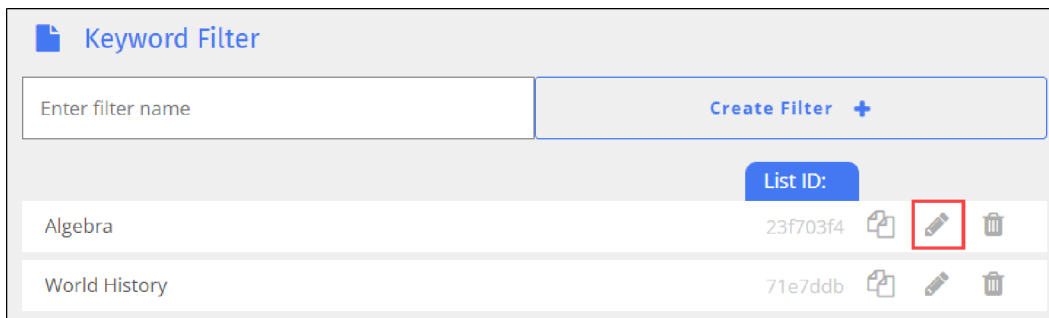
4. Change the name of the filter, and click the **Save** button.


Modifying a Keyword Filter

You can modify a keyword filter as needed.

To modify a keyword filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Keyword Filter** from the **Main Menu**. The **Keyword Filter** screen appears.



3. Locate the name of the filter you want to modify, and click the  icon to the

right of the filter name. The edit screen appears.

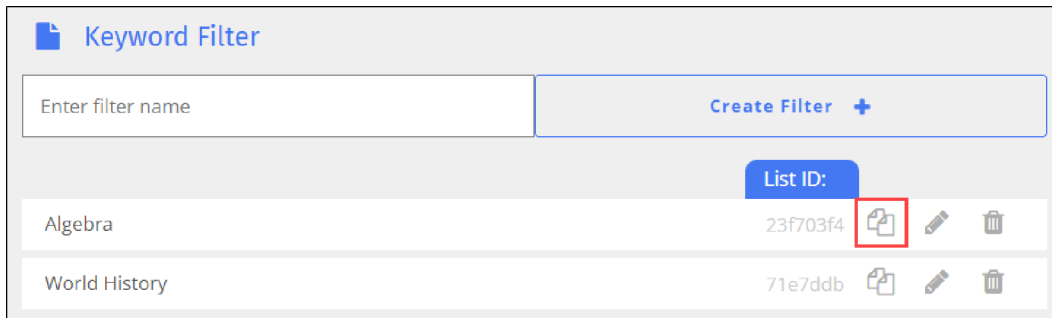
4. Make the necessary changes to the filter , and click **Save Changes**.


Duplicating a Keyword Filter

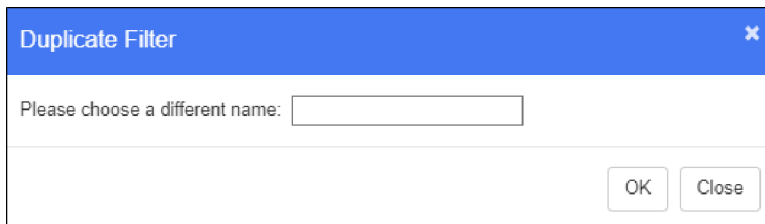
You can use an existing filter to create a new one.

To duplicate a keyword filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Keyword Filter** from its sub-menu. The **Keyword Filter** screen appears.



3. Locate the filter to duplicate, and click the  icon. The **Duplicate Filter** window opens.



4. Type the name of the new filter in the text box.
5. Click **OK**. The duplicated filter appears at the bottom of the list.
6. Make any desired changes to the new filter and save it.


Deleting a Keyword Filter

You can delete keyword filters when you no longer need them.

To delete a keyword filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu**, and then click **Keyword Filter** from its sub-menu. The **Keyword Filter** screen appears.



3. Locate the filter that you want to delete, and click the  icon to the right of the filter. A confirmation prompt appears.
4. Click **OK** to delete the filter. The filter is removed.

Web Filters

Use web filters to determine which sites will be allowed, which will be blocked, and which will be allowed with a warning. Blocks! web filtering is based on 79 categories that are organized into the following eight category types:

- [Security Risk](#)
- [Unethical](#)
- [Adult/Mature Content](#)
- [Bandwidth Consuming](#)
- [Business](#)

- [Personal](#)
- [Unrated](#)

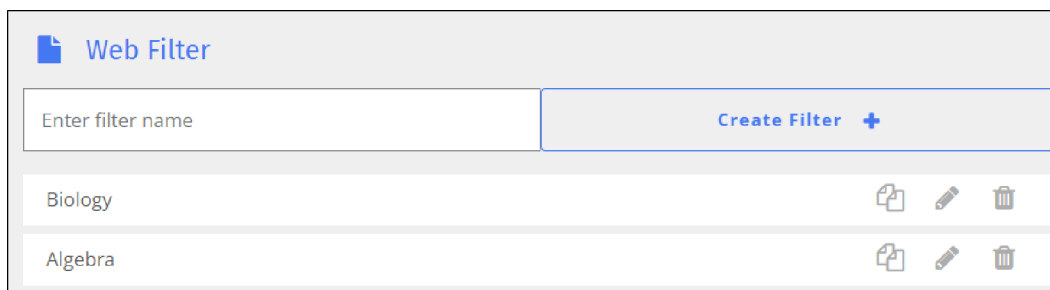
Click a link above to see the categories for that category type.

Creating a Web Filter

Web filters are used to set up which sites students will be allowed to visit, which ones will be blocked, and which will be accessible with a warning.

To create a web filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Web Filters** from its sub-menu. The **Web Filter** screen appears.



3. Type the name of the filter in the **Enter filter name** text field.

- Click **Create Filter +**. The following window opens. You are presented with a list of category types that you can add to the web filter. Each category type may contain one or more web page categories. For instance, if you click the **Security Risk** type, it expands to show **Malicious**, **Phishing**, and **Spam URLs** category types, as shown below. You can choose to allow, block, or allow with a warning to the student for one or more of the category types.

Edit Biology
Web Filter / Biology

Website Rating Tool

Enter URL

Security Risk	⊘ Blocked
Unethical	⊘ Blocked
Adult/Mature Content	⊘ Blocked
Bandwidth Consuming	✓ Allowed
Business	✓ Allowed
Personal	✓ Allowed
Unrated	✓ Allowed

Security Risk ⊘ Blocked

	✓	⊘	⚠
All	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Malicious Websites	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phishing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spam URLs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Newly Registered Domain	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Newly Observed Domain	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dynamic DNS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

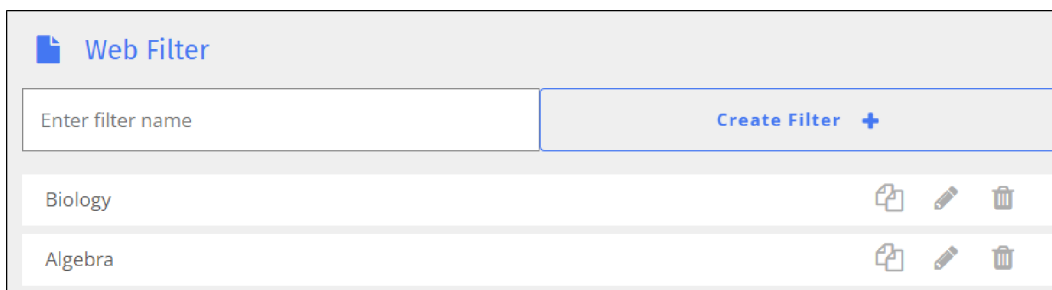
5. Click each filter type to expand it, and make your selections.
6. Click **Save Changes** when you have finished. A confirmation prompt appears indicating the save was successful.
7. Click **Close** to remove the prompt.

Changing the Name of a Web Filter

You can use an existing web filter to create a new one.

To duplicate a web filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Web Filters** from its sub-menu. The **Web Filter** screen appears.



3. Locate the filter for which you want to change the name, and click the filter name. The box opens to allow you to change the name. Note that **Save** and **Cancel** buttons have been added to the right of the name, as shown below.



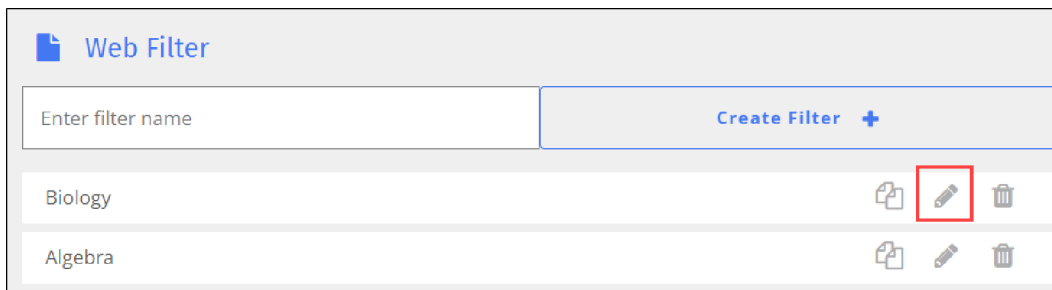
4. Change the name of the filter, and click the **Save** button.


Modifying a Web Filter

You can modify a web filter as needed.

To modify a web filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Web Filters** from its sub-menu. The **Web Filter** screen appears.



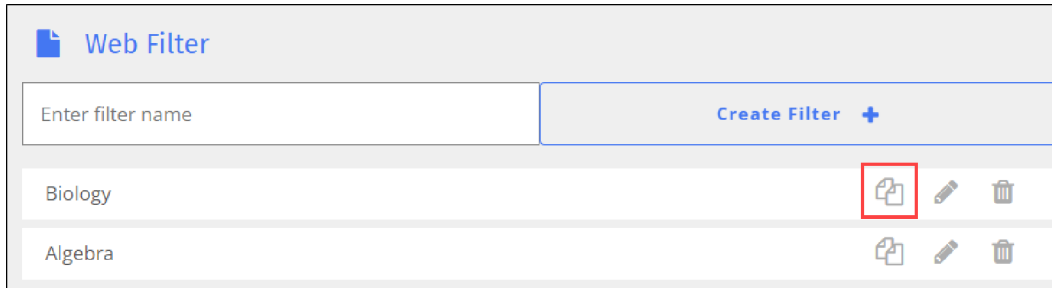
3. Locate the name of the filter you want to modify, and click the  icon to the right of the filter name. The edit screen appears.
4. Make the necessary changes to the filter, and click **Save Changes**.


Duplicating a Web Filter

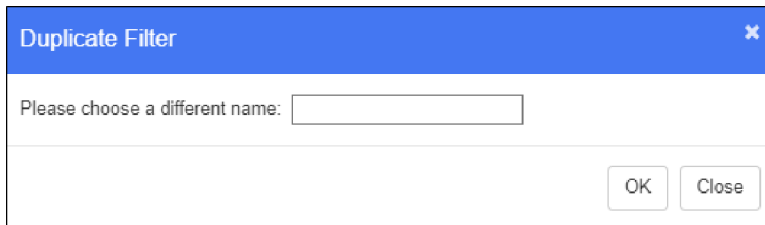
You can use an existing web filter to create a new one.

To duplicate a web filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Web Filters** from its sub-menu. The **Web Filter** screen appears.



3. Locate the web filter to duplicate, and click the  icon. The **Duplicate Filter** window opens.



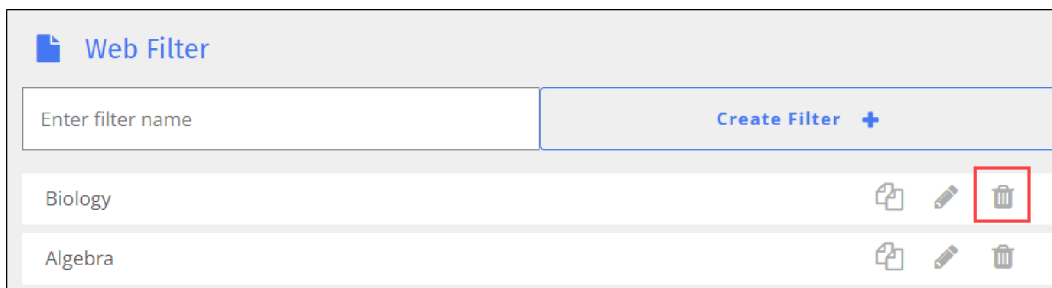
4. Type the name of the new list in the text box.
5. Click **OK**. The duplicated list appears at the bottom of the list.
6. Make any desired changes to the new filter and save it.


Deleting a Web Filter

You can delete a web filter when you no longer need it.

To delete a web filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **Web Filters** from its sub-menu. The **Web Filter** screen appears.



3. Locate the name of the web filter you want to delete, and click the  icon. A confirmation prompt appears.
4. Click **OK** to delete the filter. The filter is removed from the list.

YouTube Category Filter

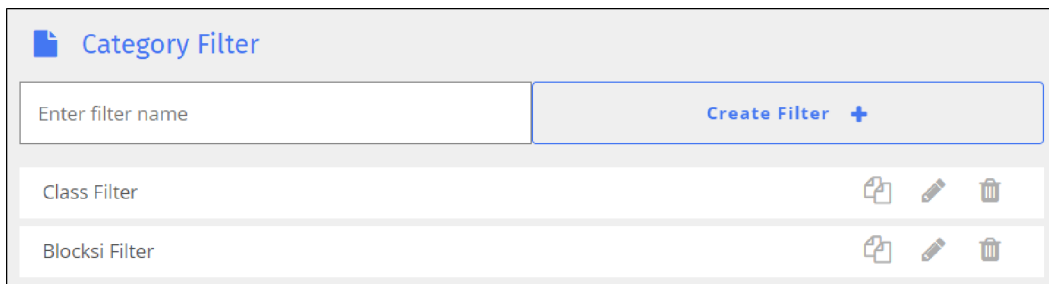
Every video on YouTube is assigned a category that is typically selected when the video is uploaded to YouTube. Categories are Music, Sports, Film & Animation, etc. For a complete list please check YouTube. YouTube category filtering works similarly to web filtering. If a particular category is blocked, users get redirected to a special video that informs them about blocked access.

Creating a YouTube Category Filter

You can create as many YouTube Category filters as you need.

To create a YouTube Category filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **Category Filter** from the secondary sub-menu. The **YouTube Filter** screen appears.



The screenshot shows the 'Category Filter' interface. At the top, there is a header 'Category Filter' with a blue folder icon. Below the header is a form with a text input field labeled 'Enter filter name' and a button labeled 'Create Filter +' with a plus sign. Below the form is a list of existing filters: 'Class Filter' and 'Blocks! Filter'. Each filter entry has three icons to its right: a copy icon, an edit icon (pencil), and a delete icon (trash).

4. Type the name of the filter in the **Enter filter name** text field.
5. Click **Create Filter +**. The edit page appears. See [Blocking and Allowing YouTube Categories](#).

Blocking and Allowing YouTube Categories

See [Creating a YouTube Category Filter](#) for information on how to reach the edit screen shown below.

Edit Class Filter
Category Filter / Class Filter

Save Changes

YouTube category	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Film and Animation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Autos and Vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Music	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pets and Animals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sports	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Short Movies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel and Events	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gaming	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Videoblogging (vlogging)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People and Blogs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comedy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Entertainment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
News and Politics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
How to and Style	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Science and Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nonprofits and Activism	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Movies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anime/Animation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Action/Adventure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comedy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Documentary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drama	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Family	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Foreign	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Horror	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sci-Fi/Fantasy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thriller	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shorts	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shows	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trailers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Age Restricted	<input checked="" type="checkbox"/>	<input type="checkbox"/>

To block and allow YouTube categories

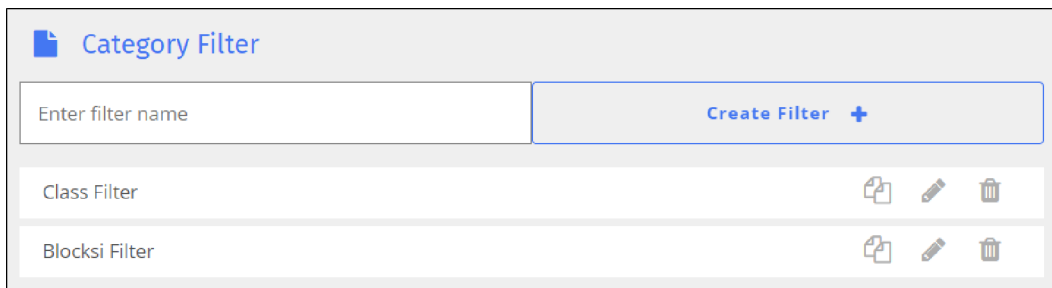
1. Select the checkboxes in the first column for each of the categories you want to allow a student to access.
2. Select the checkboxes in the second column for each of the categories that you want to block a student from accessing.
3. Click **Save Changes** when you have finished selecting categories.

Changing the Name of a YouTube Category Filter

You can change the name of a YouTube Category as needed.

To change the name of a YouTube Category filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **Category Filter** from the secondary sub-menu. The **YouTube Filter** screen appears.



4. Locate the filter for which you want to change the name, and click the filter name. The box opens to allow you to change the name. Note that **Save** and **Cancel** buttons have been added to the right of the name, as shown below.



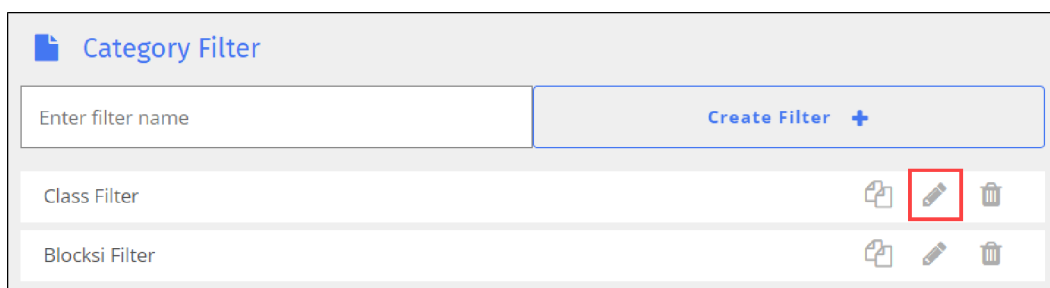
5. Change the name of the filter, and click the **Save** button.


Modifying a YouTube Category Filter

You can modify a YouTube category filter as needed.

To modify a YouTube category filter

1. Sign in to the Blocksii Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **Category Filter** from the secondary sub-menu. The **Category Filter** screen appears.



4. Locate the name of the filter you want to modify, and click the  icon to the right of the filter name. The edit screen appears.
5. Make the necessary changes to the filter, and click **Save Changes**.

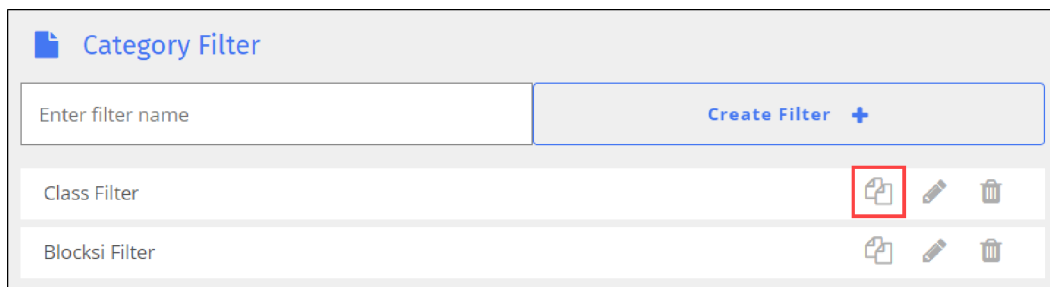
Duplicating a YouTube Category Filter


You can use an existing YouTube Category filter to create a new one.

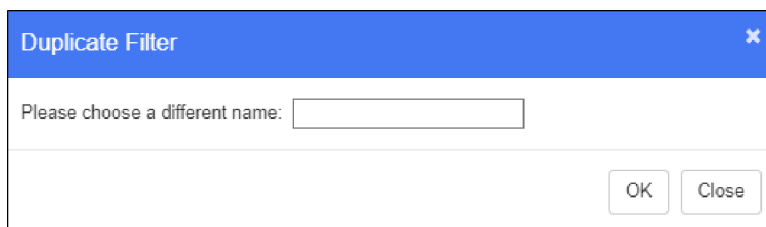
To duplicate a YouTube Category filter

1. Sign in to the Blocksii Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.

3. Click **Category Filter** from the secondary sub-menu. The **YouTube Filter** screen appears.



4. Locate the list to duplicate, and click the  icon. The **Duplicate Filter** window opens.



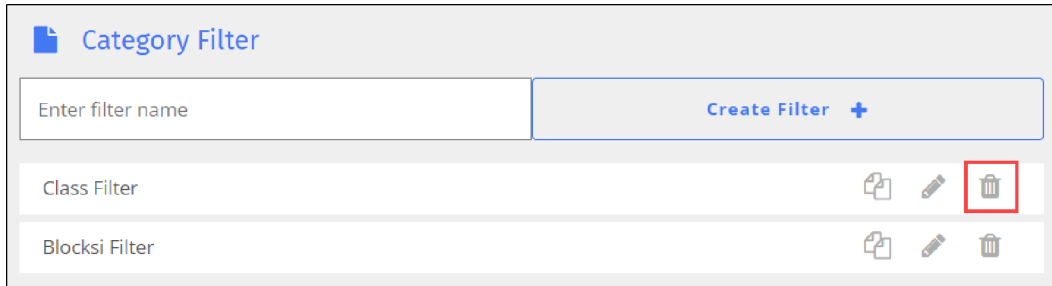
5. Type the name of the new list in the text box.
6. Click **OK**. The duplicated list appears at the bottom of the list.
7. Make any desired changes to the new list and save it.


Deleting a YouTube Category Filter

You can delete YouTube Category filters when you no longer need them.

To delete a YouTube Category filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **Category Filter** from the secondary sub-menu. The **YouTube Filter** screen appears.



4. Locate the list that you want to delete, and click the  icon to the right of the list. A confirmation prompt appears.
5. Click **OK** to delete the list. The list is removed.

YouTube Channel Exception List

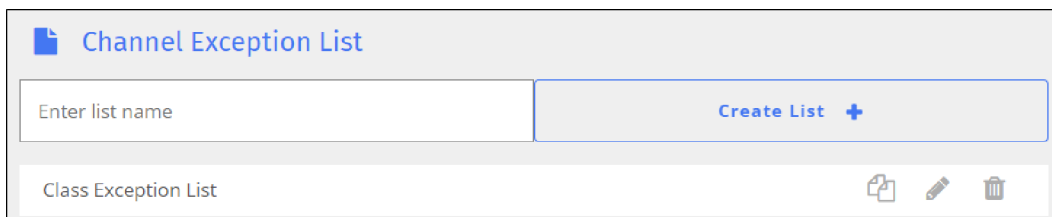
As a teacher, you can allow and block access to specific YouTube channels by adding them to the YouTube Channel Exception List. You can add the channel name or the URL of the channel.

Creating a YouTube Channel Exception List

You can create as many YouTube Channel Exception Lists filters as you need.

To create a YouTube Channel Exception List

1. Sign in to the Blocksi Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **YouTube: Channel Exception List** from the secondary sub-menu. The **YouTube Channel Exception List** screen appears.



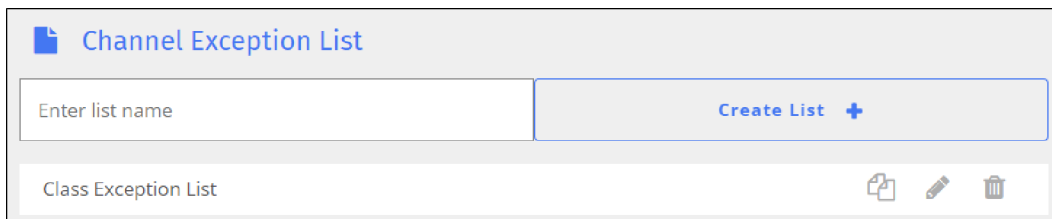
4. Type the name of the Exception List in the **Enter list name** text field.
5. Click **Create List +**. The list appears at the bottom of the listing.


Adding a Channel to a YouTube Channel Exception List

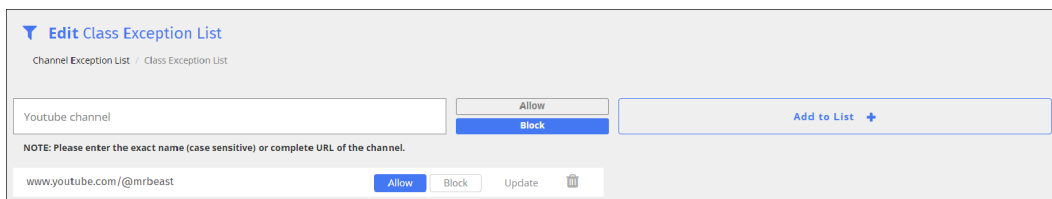
You can add as many channels as you need to a YouTube Channel Exception List.

To add a channel to a YouTube Channel Exception List

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **YouTube: Channel Exception List** from the secondary sub-menu. The **YouTube Channel Exception List** screen appears.



4. Locate the list to which to add the channel, and click the  icon. The edit screen appears.



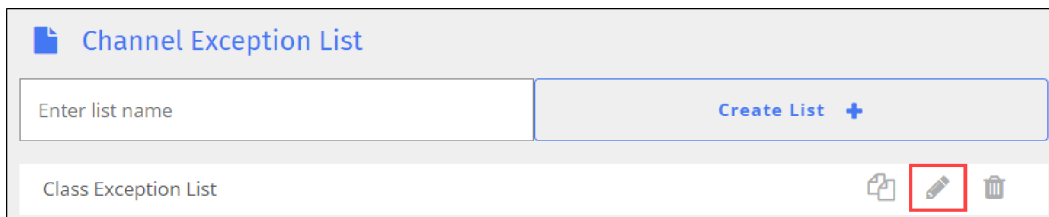
5. Type the exact name of the channel or the complete URL in the **YouTube channel** text field.
6. Click **Allow** to allow this channel or click **Block** to block this channel.
7. Click **Add to List +**. The channel appears at the bottom of the listing.


Removing a Channel From a YouTube Channel Exception List

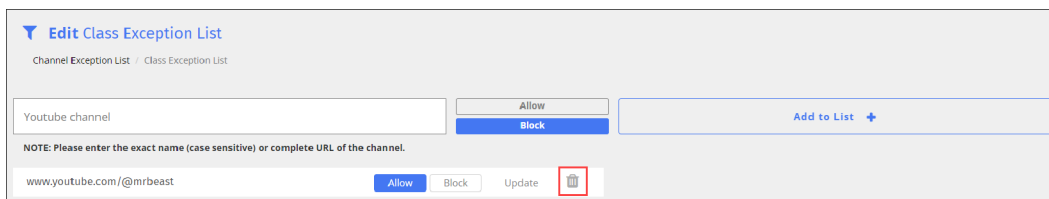
You can remove a channel from a YouTube Channel Exception List when you no longer need it.


To remove a channel from a YouTube Channel Exception List

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **YouTube: Channel Exception List** from the secondary sub-menu. The **YouTube Channel Exception List** screen appears.



4. Locate the list from which you want to remove the channel, and click the  icon. The edit screen appears.



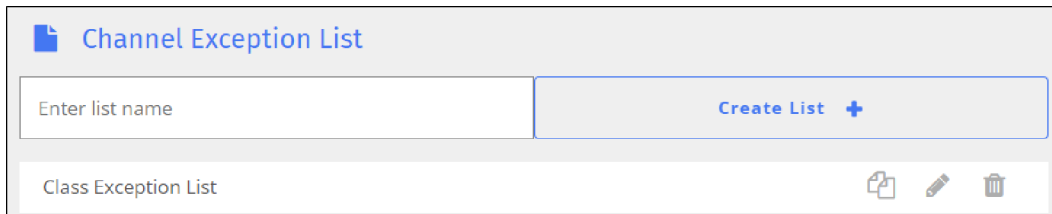
5. Locate the channel you want to remove and click the  icon. A confirmation prompt appears.
6. Click **OK** to remove the channel. The channel is removed.

Changing the Name of a YouTube Channel Exception List

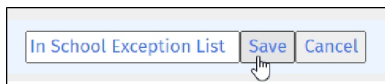
You can change the name of a YouTube Channel Exception List as needed.

To change the name of a YouTube Channel Exception List

1. Sign in to the Blocksii Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **YouTube: Channel Exception List** from the secondary sub-menu. The **YouTube Channel Exception List** screen appears.



4. Locate the filter for which you want to change the name, and click the filter name. The box opens to allow you to change the name. Note that **Save** and **Cancel** buttons have been added to the right of the name, as shown below.



5. Change the name of the filter, and click the **Save** button.

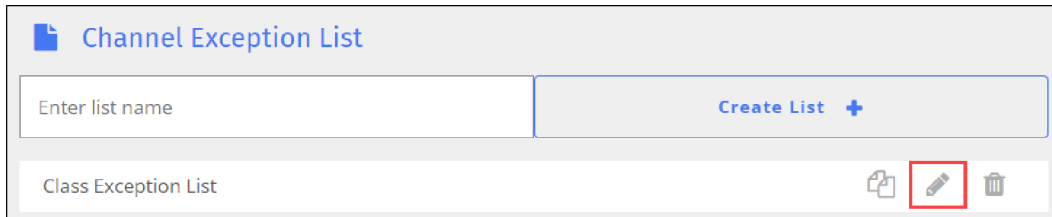
Modifying a YouTube Channel Exception List


You can modify a YouTube channel exception list as needed.

To modify a YouTube channel exception list

1. Sign in to the Blocksii Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.

2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **Channel Exception List** from the secondary sub-menu. The **Channel Exception List** screen appears.



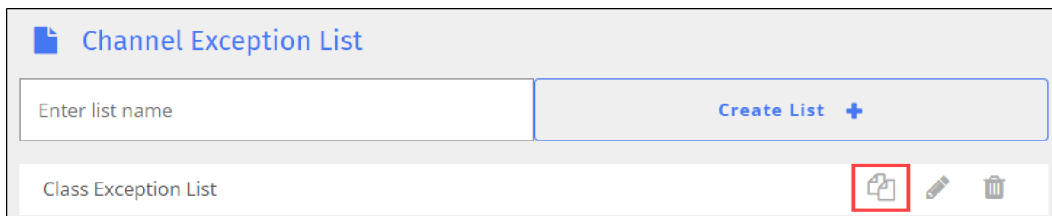
4. Locate the name of the list you want to modify, and click the  icon to the right of the list name. The edit screen appears.
5. Make the necessary changes to the list, and click **Save Changes**.


Duplicating a YouTube Channel Exception List

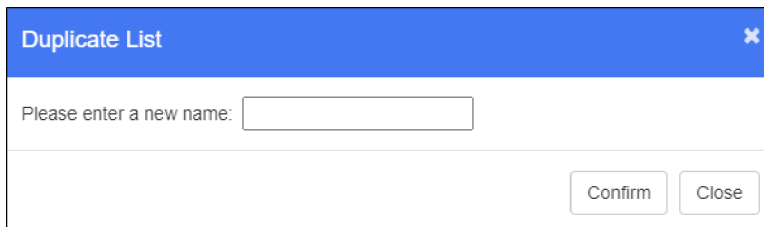
You can use an existing YouTube Channel Exception List to create a new one.

To duplicate a YouTube Channel Exception List

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **YouTube: Channel Exception List** from the secondary sub-menu. The **YouTube Channel Exception List** screen appears.



4. Locate the list to duplicate, and click the  icon. The **Duplicate List** window opens.



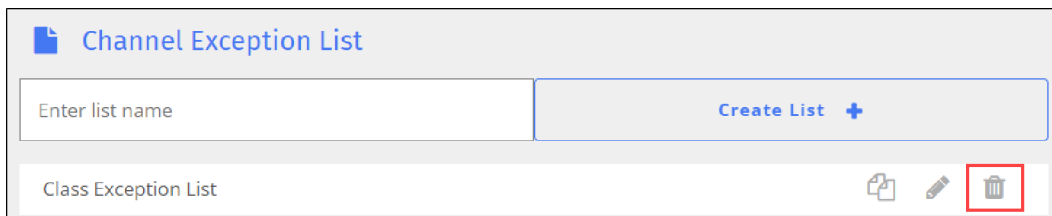
5. Type the name of the new list in the text box.
6. Click **OK**. The duplicated list appears at the bottom of the listing.
7. Make any desired changes to the new list and save it.


Deleting a YouTube Channel Exception List

You can delete YouTube Channel Exception Lists when you no longer need them.

To delete a YouTube Channel Exception List

1. Sign in to the Blocksii Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **YouTube: Channel Exception List** from the secondary sub-menu. The **YouTube Channel Exception List** screen appears.



4. Locate the name of the web filter you want to delete, and click the  icon. A confirmation prompt appears.
5. Click **OK** to delete the list. The list is removed.

YouTube Keyword Filter

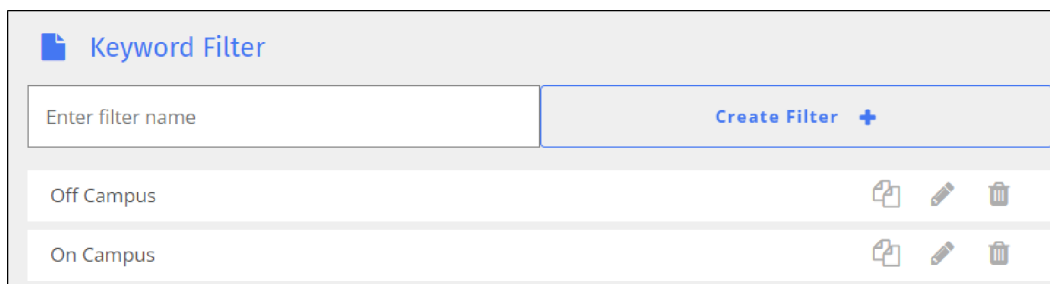
As a teacher, you can block access to certain words typed into the YouTube application. This prevents access to videos with questionable content. You can also add words to the keyword list, but be careful which words you add as this can create false positives by blocking access to legitimate videos.

Creating a YouTube Keyword Filter

You can create as many YouTube keyword filters as you need.

To create a YouTube keyword filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **Keyword Filter** from the secondary sub-menu. The **YouTube Keyword Filter** screen appears.



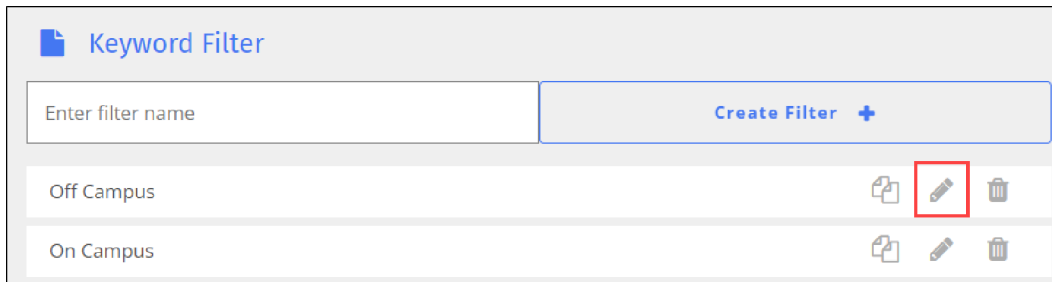
4. Type the name of the keyword filter in the **Enter filter name** text field.
5. Click **Create Filter +**. The filter appears at the bottom of the listing.


Adding a Keyword to a YouTube Keyword Filter

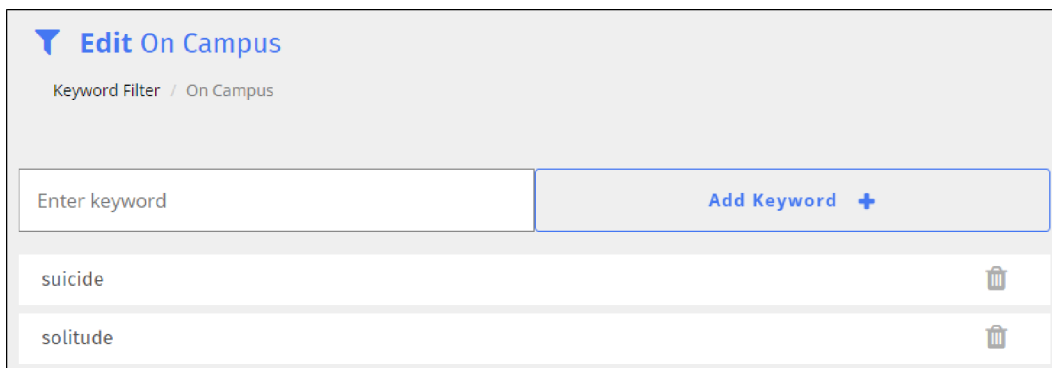
You can add as many keywords as you need to a YouTube keyword filter.

To add a keyword to a YouTube keyword filter

1. Sign in to the Blocksii Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **Keyword Filter** from the secondary sub-menu. The **YouTube Keyword Filter** screen appears.



4. Locate the filter to which to add the keyword, and click the  icon. The edit screen appears.



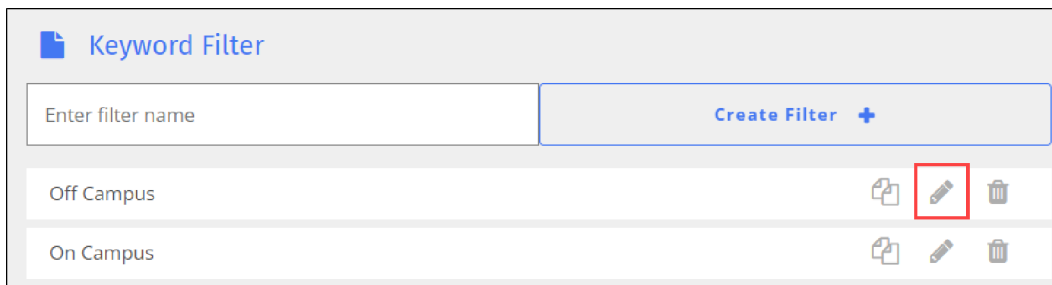
5. Type the keyword in the **Enter keyword** text field.
6. Click **Add Keyword +**. The keyword appears at the bottom of the listing.


Removing a Keyword From a YouTube Keyword Filter

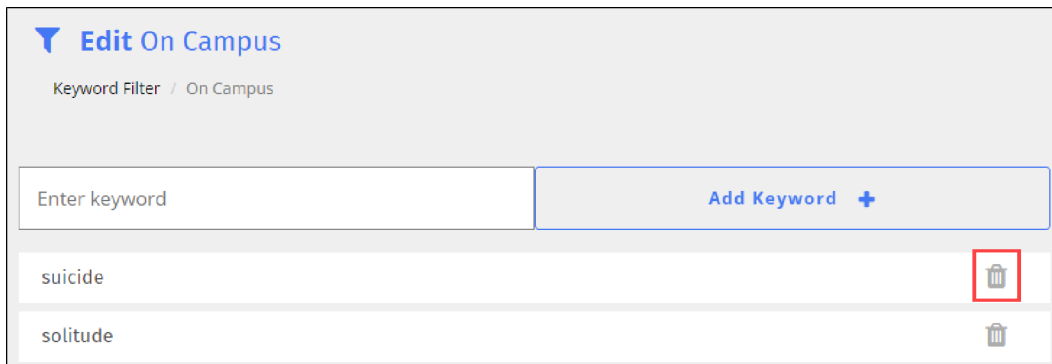
You can remove a keyword from a YouTube keyword filter when you no longer need it.


To remove a keyword from a YouTube keyword filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **Keyword Filter** from the secondary sub-menu. The **YouTube Keyword Filter** screen appears.



4. Locate the filter from which you want to remove the keyword, and click the  icon. The edit screen appears.



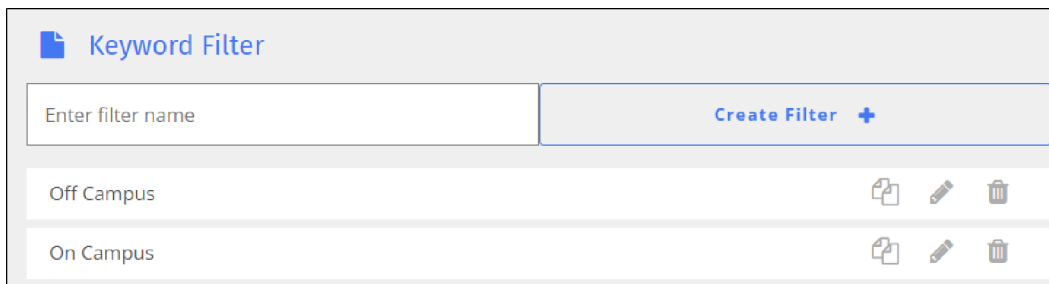
5. Locate the keyword you want to remove and click the  icon. A confirmation prompt appears.
6. Click **OK** to remove the keyword. The keyword is removed from the list.

Changing the Name of a YouTube Keyword Filter

You can change the name of a YouTube keyword filter as needed.

To change the name of a YouTube keyword filter

1. Sign in to the Blocksii Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **Keyword Filter** from the secondary sub-menu. The **YouTube Keyword Filter** screen appears.



4. Locate the filter for which you want to change the name, and click the filter name. The box opens to allow you to change the name. Note that **Save** and **Cancel** buttons have been added to the right of the name, as shown below.



5. Change the name of the filter, and click the **Save** button.

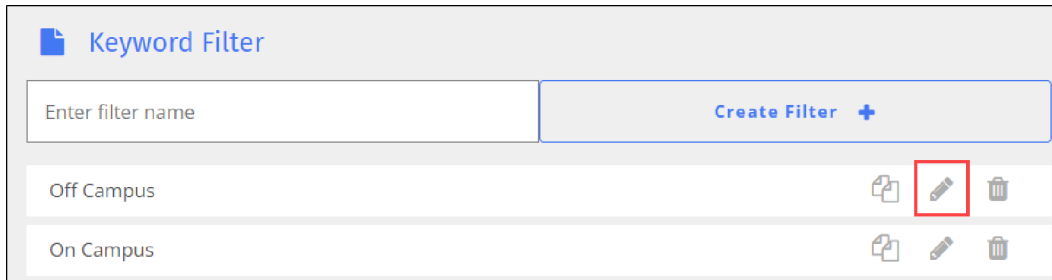
Modifying a YouTube Keyword Filter


You can modify a YouTube keyword filter as needed.

To modify a YouTube keyword filter

1. Sign in to the Blocksii Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.

2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **Keyword Filter** from the secondary sub-menu. The **Keyword Filter** screen appears.



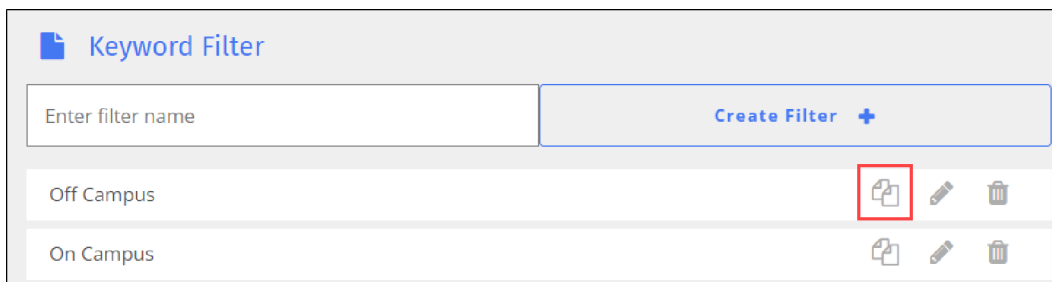
4. Locate the name of the filter you want to modify, and click the  icon to the right of the filter name. The edit screen appears.
5. Make the necessary changes to the filter, and click **Save Changes**.


Duplicating a YouTube Keyword Filter

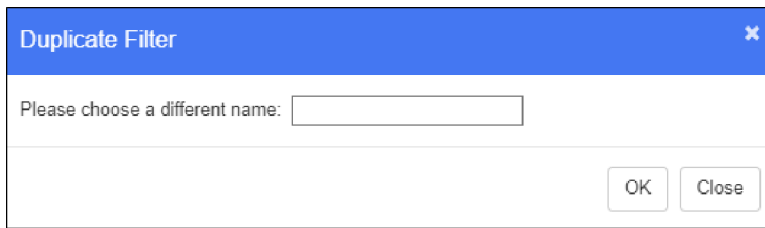
You can use an existing YouTube keyword filter to create a new one.

To duplicate a YouTube keyword filter

1. Sign in to the Blocksii Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **Keyword Filter** from the secondary sub-menu. The **YouTube Keyword Filter** screen appears.



4. Locate the filter to duplicate, and click the  icon. The **Duplicate Filter** window opens.



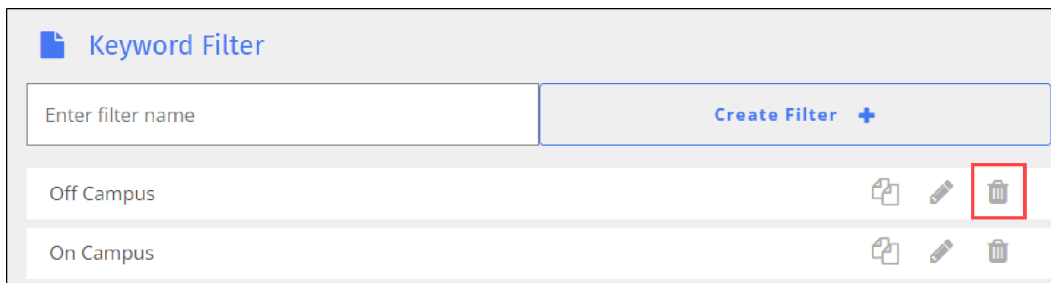
5. Type the name of the new filter in the text box.
6. Click **OK**. The duplicated filter appears at the bottom of the listing.
7. Make any desired changes to the new filter and save it.


Deleting a YouTube Keyword Filter

You can delete YouTube keyword filters when you no longer need them.

To delete a YouTube keyword filter

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Filters** from the **Main Menu** and then click **YouTube Filters** from its sub-menu.
3. Click **Keyword Filter** from the secondary sub-menu. The **YouTube Keyword Filter** screen appears.



4. Locate the name of the keyword filter you want to delete, and click the  icon. A confirmation prompt appears.
5. Click **OK** to delete the filter. The filter is removed.

CHAPTER 8: POLICIES

If allowed by your school, you can create policies to control filtering for individual students or all students while a class is in session.



The administrator from your district may disable filters and policies.

Creating a Policy

Filters added to the regular policy are always active and have no time constraints.

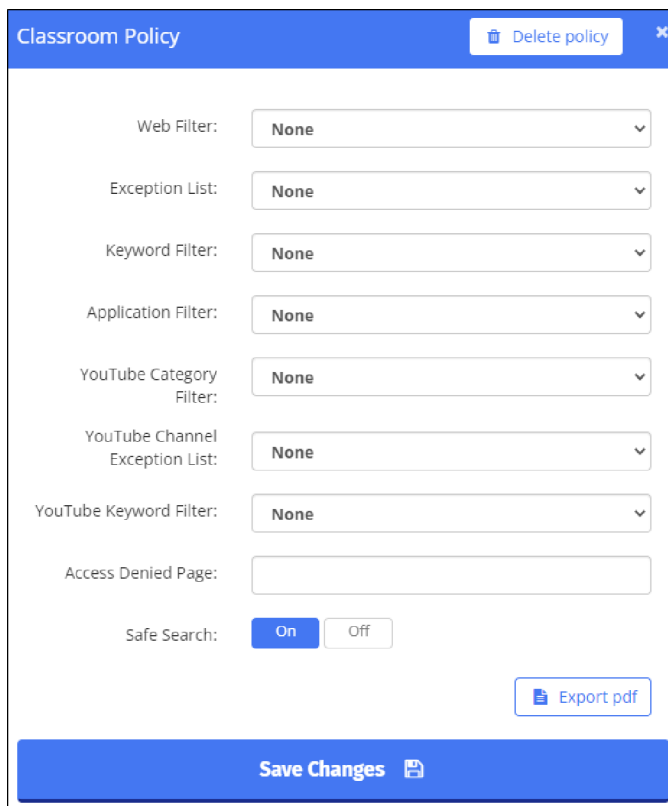
To create a policy

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Policies** from the **Main Menu**. The **Policies** screen appears.

Policy	Policy Type	Web Filter	Exception List	Keyword Filter	Application Filter	YouTube Category Filter	YouTube Channel Exception List	YouTube Keyword Filter	Access Denied Page	Safe Search
Classroom Policy	Regular	Algebra	Classroom 102	Algebra	Blocks! Filter	Class Filter	Class Exception List	On Campus	On	
On Campus Policy	Regular	Algebra	Classroom 102	Algebra	Blocks! Filter	Class Filter	Class Exception List	On Campus	On	

3. Type the name of the policy in the **Enter policy name** text field.

4. Click **Create Policy +**. The following window opens.



The screenshot shows a 'Classroom Policy' configuration window. At the top right, there is a 'Delete policy' button with a trash icon and a close 'x' icon. The main area contains several filter settings, each with a dropdown menu set to 'None':

- Web Filter: None
- Exception List: None
- Keyword Filter: None
- Application Filter: None
- YouTube Category Filter: None
- YouTube Channel Exception List: None
- YouTube Keyword Filter: None

Below these is an 'Access Denied Page' text box and a 'Safe Search' toggle with 'On' selected. At the bottom right is an 'Export pdf' button. A large blue 'Save Changes' button with a save icon is at the bottom center.

5. Select the required lists and filters, and type the URL in the **Access Denied Page** text box.
6. Indicate whether to turn on **SafeSearch** for this policy.
7. Click **Save Changes**. The new policy appears in the **Policy Table**.



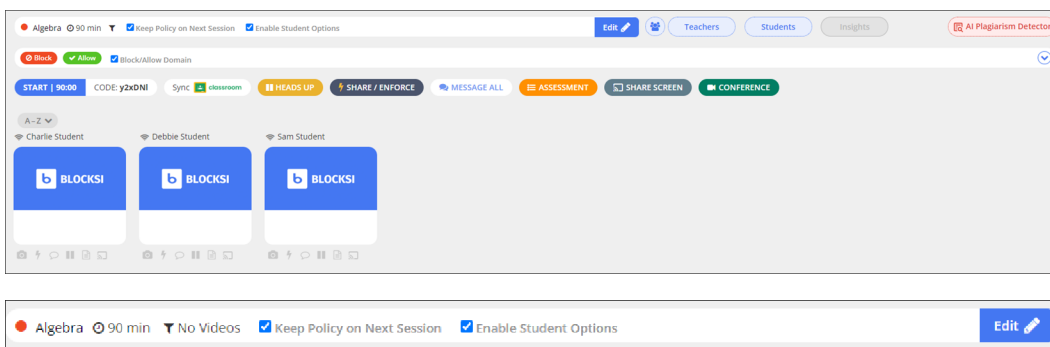
Click **Export PDF** to create a PDF of the policy.

Applying Policies

As a teacher, you can apply policies to [individual students](#), a [student group](#), or the [entire class](#).

Applying a Policy to an Entire Class

You can apply a policy to an entire class regardless of whether the class is in session. See [Selecting a Class](#) for information on how to reach the class screen shown below.



To apply a policy to an entire class

1. Click the **Edit** icon. The class edit options appear, as shown below.



2. Click the down arrow in the **Class Policy** drop-down list and select a policy for the class.
3. Click **Save** when you have finished.

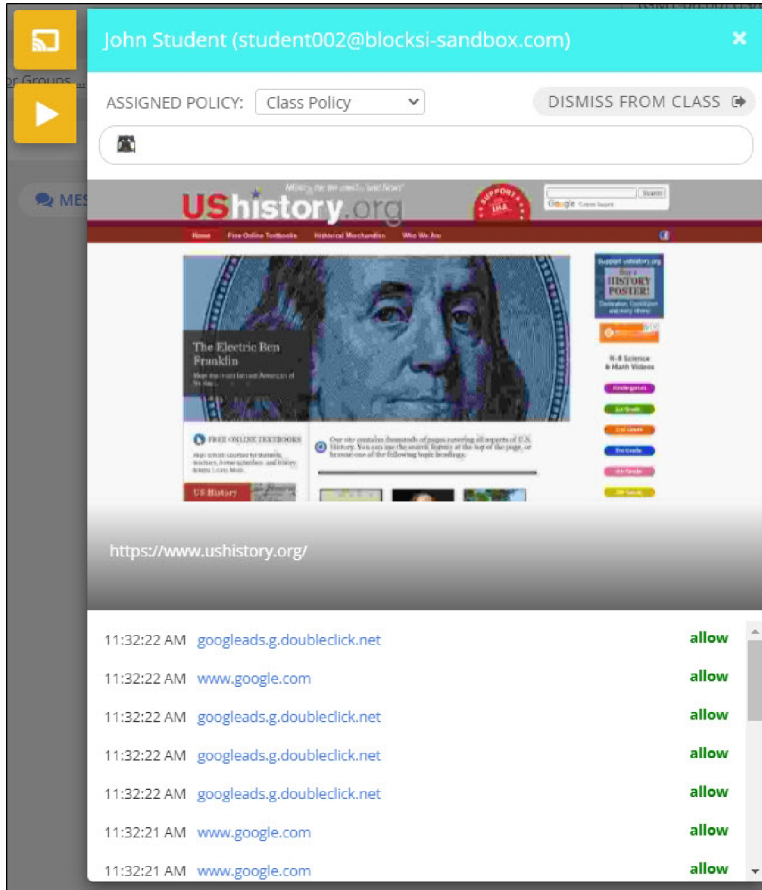
Applying a Policy to an Individual Student



Your class must be running for you to apply a policy to an individual student.

To apply a policy to an individual student

1. Locate the student to whom to apply a policy and click the tile. The edit student window opens.



2. Select the policy you want to assign to the student from the **ASSIGNED POLICY** drop-down list. The policy you selected is immediately applied to that student.

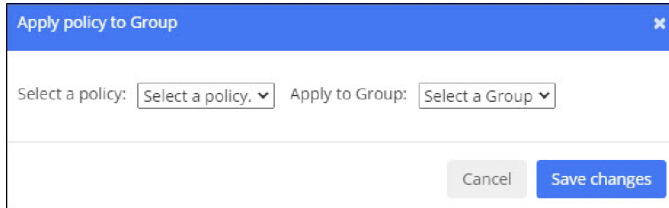
Applying a Policy to a Student Group



Your class must be running for you to apply a policy to a student group.

To apply a policy to a student group

1. Click the **Policies for Groups...** link. The **Apply Policy to Group** window opens.



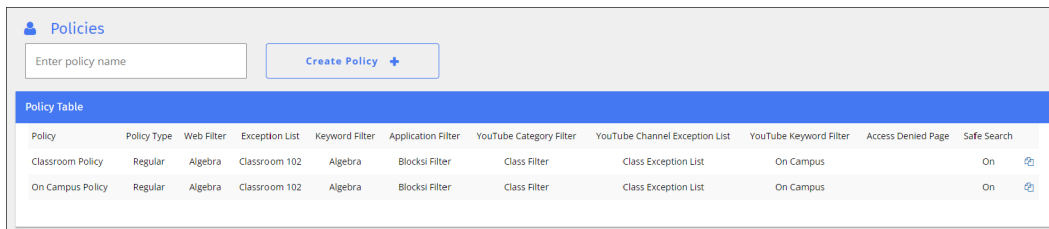
2. Select the policy to apply from the **Select a policy** drop-down list.
3. Select the group to which to apply the selected policy from the **Apply to Group** drop-down list.
4. Click **Save Changes**. The selected policy is applied to the group.

Modifying a Policy

You can modify policies whenever you need to make changes to them.

To modify a policy

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Policies** from the **Main Menu**. The **Policies** screen appears.



Policy	Policy Type	Web Filter	Exception List	Keyword Filter	Application Filter	YouTube Category Filter	YouTube Channel Exception List	YouTube Keyword Filter	Access Denied Page	Safe Search
Classroom Policy	Regular	Algebra	Classroom 102	Algebra	Blocks! Filter	Class Filter	Class Exception List	On Campus	On	
On Campus Policy	Regular	Algebra	Classroom 102	Algebra	Blocks! Filter	Class Filter	Class Exception List	On Campus	On	

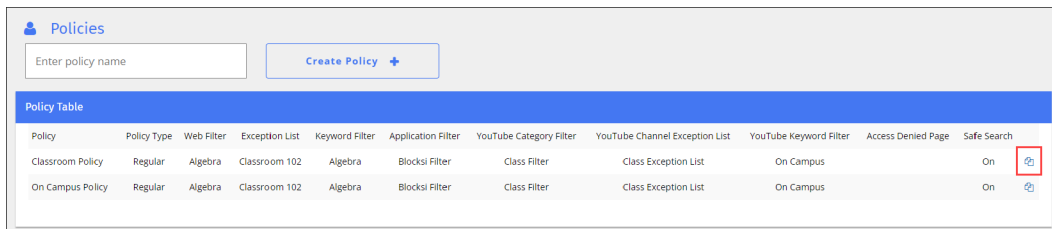
3. Click the name of the policy you want to modify from the policy table.
4. Make the necessary changes, and click **Save Changes**.


Duplicating a Policy

You can use an existing policy to create a new one.

To duplicate a policy

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Policies** from the **Main Menu**. The **Policies** screen appears.



3. Locate the policy to duplicate, and click the  icon. The **Duplicate Policy** window opens.



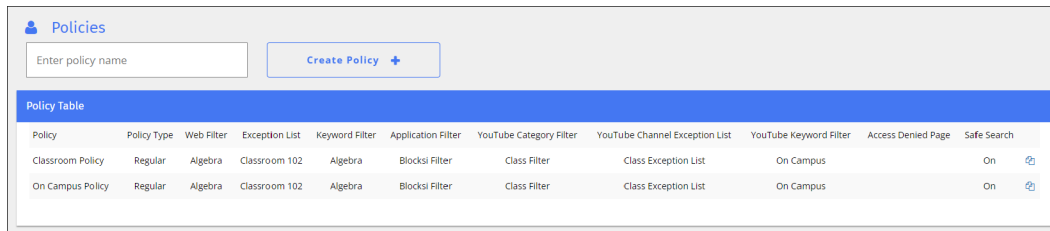
4. Type the name of the new policy in the text box.
5. Click **OK**. The duplicated policy appears at the bottom of the list.
6. Make any desired changes to the new policy and save it.

Exporting a Policy

You can export your policies to a PDF file.

To export a policy

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Policies** from the **Main Menu**. The **Policies** screen appears.



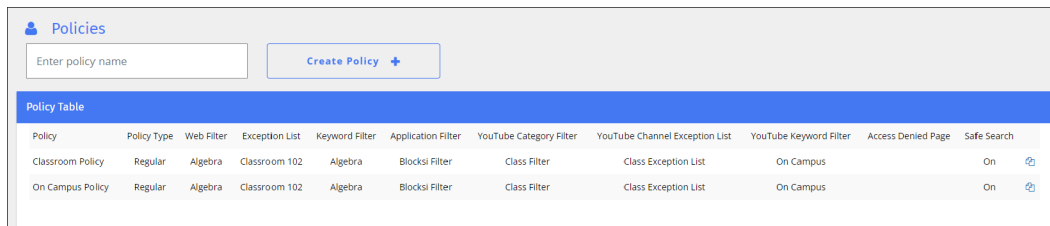
3. Click the name of the policy you want to export from the policy table. The policy window opens.
4. Click **Export PDF** in the lower right-hand corner of the window. The file appears in the lower left-hand corner of your screen in PDF format. Click it to open and save it.

Deleting a Policy

You can delete policies when you no longer need them.

To delete a policy

1. Sign in to the Blocks! Teacher Dashboard using the appropriate credentials (Google, Clever, ClassLink, Canvas, or Microsoft). The **Teacher Dashboard** appears.
2. Click **Policies** from the **Main Menu**. The **Policies** screen appears.



3. Click the name of the policy you want to delete from the policy table.
4. Click the **Delete Policy** button at the top right of the policy window. A confirmation prompt appears.
5. Click **OK** to delete the policy. The policy is deleted from the policy table.

APPENDIX: CATEGORY TYPES

Category Types

The following are the category types used by Blocks*i*.

Security Risk

The following categories make up the **Security Risk** category type:

- Malicious Websites
- Phishing
- Spam URLs
- Newly Registered Domain
- Newly Observed Domain
- Dynamic DNS

Unethical

The following categories make up the **Unethical** category type:

- Drug Abuse
- Hacking
- Illegal or Unethical
- Discrimination
- Explicit Violence
- Extremist Groups
- Proxy Avoidance
- Plagiarism
- Child Abuse

Adult/Mature Content

The following categories make up the **Adult/Mature Content** category type:

- Alternative Beliefs
- Abortion
- Other Adult Materials
- Advocacy Organizations
- Gambling
- Nudity and Risque
- Pornography
- Dating
- Weapons (Sales)
- Marijuana
- Sex Education
- Alcohol
- Tobacco
- Lingerie and Swimsuit
- Sports Hunting and War Games

Bandwidth Consuming

The following categories make up the **Bandwidth Consuming** category type:

- Freeware and Software Downloads
- File Sharing and Storage
- Streaming Media and Download
- Peer-to-peer File Sharing
- Internet Radio and TV
- Internet Telephony

Business

The following categories make up the **Business** category type:

- Finance and Banking
- Search Engines and Portals
- General Organizations
- Business
- Information and Computer Security
- Government and Legal Organizations
- Information Technology
- Armed Forces
- Web Hosting
- Secure Websites
- Web-based Applications
- Online Meeting
- Remote Access
- Web Analytics
- Charitable Organizations

Personal

The following categories make up the **Personal** category type:

- Advertising
- Brokerage and Trading
- Games
- Web-based Email
- Entertainment
- Arts and Culture
- Education
- Sports
- Travel
- Personal Vehicles
- Dynamic Content
- Meaningless Content
- Folklore
- Web Chat

- Health and Wellness
- Job Search
- Medicine
- News and Media
- Social Networking
- Political Organizations
- Reference
- Global Religion
- Shopping and Auction
- Society and Lifestyles
- Instant Messaging
- Newsgroups and Message Boards
- Digital Postcards
- Child Education
- Real Estate
- Restaurant and Dining
- Personal Websites and Blogs
- Content Servers
- Domain Parking
- Personal Privacy

Unrated

The following category makes up the **Unrated** category type:

All

YouTube Categories

YouTube categories include the following:

- Film and Animation
- Autos and Vehicles
- Music
- Pets and Animals
- Sports
- Short Movies
- Travel and Events
- Gaming
- Entertainment
- News and Politics
- How to and Style
- Education
- Science and Technology
- Nonprofits and Activism
- Movies
- Anime/Animation
- Drama
- Family
- Foreign
- Horror
- Sci-Fi/Fantasy
- Thriller
- Shorts
- Shows

Teacher Dashboard User Guide

- Videoblogging (vlogging)
- People and Blogs
- Comedy
- Action/Adventure
- Classics
- Documentary
- Trailers
- Age Restricted
- YouTube Shorts



If you believe that a Website has been categorized incorrectly, you can suggest the Website category be re-evaluated. Contact your administrator for more information.

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