


Teacher User Guide

Registration

1. Please register yourself at this URL: <https://stpaccess.com/home/SignUp?returnUrl=%2F>. Be sure to select the proper role “Teacher” and fill the rest of the page. Please also go through “Service Terms” and “Privacy Policy” before you click on the “Sign Up” button.



Role: Parent
 Teacher
 Student

 Female Male
 I accept the [Service Terms](#) and [Privacy Policy](#)
 » I already have an account

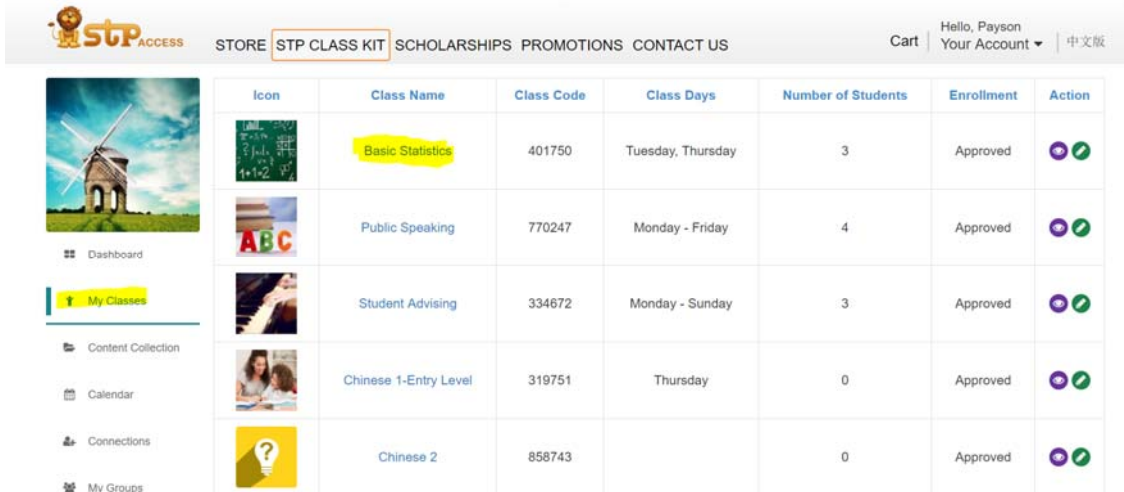
2. If you have already received an Email Invitation. That means you already have an account within in the application, please click on “I already have an account” and use the “Forgot Password” link to retrieve your access information to login.


















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Class Management

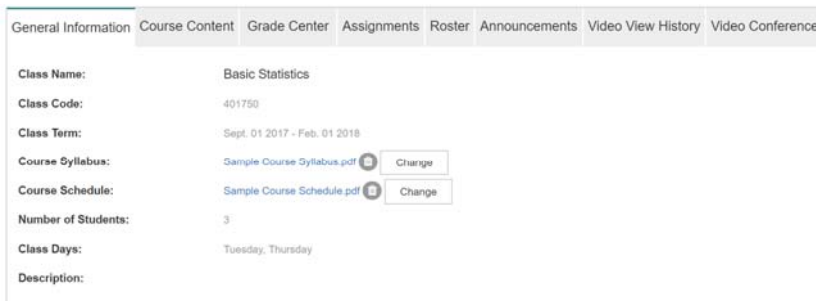
- The login URL can be accessed here: <https://stpaccess.com/home/SignIn?returnurl=/>, once you are logged in, please go to “My Classes” and update the class’ information. To do so, click on “My Classes”, and then click on the class name in the “Class Name” column.





Icon	Class Name	Class Code	Class Days	Number of Students	Enrollment	Action
	Basic Statistics	401750	Tuesday, Thursday	3	Approved	 
	Public Speaking	770247	Monday - Friday	4	Approved	 
	Student Advising	334672	Monday - Sunday	3	Approved	 
	Chinese 1-Entry Level	319751	Thursday	0	Approved	 
	Chinese 2	858743		0	Approved	 

- There are multiple pages in each of the classes, please be sure to go through each section and make sure you have all of the information correct before moving onto the next.





General Information – you should only be able to change the course syllabus and schedule on this page, if you see any information that is not correct, please reach out to your Principal to correct it.



General Information	Course Content	Grade Center	Assignments	Roster	Announcements	Video View History	Video Conference
Class Name:	Basic Statistics						
Class Code:	401750						
Class Term:	Sept. 01 2017 - Feb. 01 2018						
Course Syllabus:	Sample Course Syllabus.pdf		Change				
Course Schedule:	Sample Course Schedule.pdf		Change				
Number of Students:	3						
Class Days:	Tuesday, Thursday						
Description:							





Course Content - Here you can upload from your computer or link from within the application.

General Information	Course Content	Grade Center	Assignments	Roster	Announcements	Video View History	Video Conference
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-  Week 1 (5/29-6/4)
-  Week 2 (6/5-6/11)
-  Week 3 (6/12-6/18)
-  Assignment Solutions







Grade Center – Here you will be able to grade your students’ assignments.

General Information	Course Content	Grade Center	Assignments	Roster	Announcements	Video View History	Video Conference
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First Name	Last Name	Total	Assignment: AP Statistics...	Assignment: AP Statistics...
Mary	Ma	90/110	40/50	50/60
Sam	Johnson	0/110	 Pending	 Pending
Angenla	Dickenson	0/110	 Pending	 Pending

Assignments – Here you will be able to set up the Assignments that you will assign to your students in this class. To create an Assignment, click on “Add Assignment” button.
















General Information	Course Content	Grade Center	Assignments	Roster	Announcements	Video View History	Video Conference
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Assignment Name ↑	Due Date	Status	Action
AP Statistics_ Assignment #2 for Chapter 3	06/18/2017 23:59	Awaiting	  
AP Statistics_ Assignment #1 for Chapter 2	06/11/2017 23:59	Awaiting	  

Showing 1 to 2 of 2 entries. Display per page.

Roster – This is where you can add, modify, or delete your students’ records for this class. You can also import your students by using a template. To add a student manually, click on “Add Student” and fill out the page.

General Information	Course Content	Grade Center	Assignments	Roster	Announcements	Video View History	Video Conference
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First Name ↑	Last Name	Email	Parent Name	Status	Action
 Angenla	Dickenson	demostudent3@1	 Sandy Dickenson	Activated	  
 Mary	Ma	demostudent1@1	 Jeff Ma	Activated	  
 Sam	Johnson	demostudent2@1	 David Johnson	Activated	  

Showing 1 to 3 of 3 entries. Display per page.

Announcements – Here you can create any Announcements to your class, this will act like a message to all of your students and their parents. Click on “Add Announcement” to create.

General Information	Course Content	Grade Center	Assignments	Roster	Announcements	Video View History	Video Conference
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Happy Father's Day! 05/31/2017

Dear fathers of all students, Happy Father's Day! We would like to invite you to attend our Great Father's celebration evening event on 6/16/2017 6:00pm at sc...

Showing 1 to 1 of 1 entries. Display per page.

Video View History – This is where you can check the view history of your students view on the videos you uploaded for this class. It is purely used as a report.

General Information	Course Content	Grade Center	Assignments	Roster	Announcements	Video View History	Video Conference
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Video Name	Student Name ↑	Viewed Date

Video Conference – You can set up live video conference meetings here to teach your students. **Note:** Please be aware that it is due to the nature of Video Conference Application, it is best to use a wired internet connection rather than WIFI. It will also help to close all other unrelated software on your computer during the meeting session to ensure a smooth video and meeting quality for the best experience.

General Information	Course Content	Grade Center	Assignments	Roster	Announcements	Video View History	Video Conference
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Future Sessions

ID	Meeting Topic	Meeting Time	Duration	Action
no data to display				

Past Sessions

ID	Meeting Topic	Meeting Time	Duration	Action
no data to display				

Video Conference Creation

- To schedule a video conference, click on “Create Video Conference” button and fill out this page, then click on the “Save” button.

Schedule Meeting ×

Schedule a meeting

* Meeting Topic

* Meeting Date

* Meeting Time

* Duration min

* Time Zone (GMT-6:00) Central Time (US and Canada)

Attendees

None selected ▾

- Once after you created the video conference, you can update, remove before it starts. To start the conference, simply click on the start button.

General Information	Course Content	Grade Center	Assignments	Roster	Announcements	Video View History	Video Conference
<input type="button" value="Create Video Conference"/>							
Future Sessions							
ID	Meeting Topic	Meeting Time	Duration	Action			
17	Basic Statistics	Tue, 05 Sep 2017 00:50:00 AM	50 min				
Past Sessions							
ID	Meeting Topic	Meeting Time	Duration	Action			
no data to display							

- If this is your first time using this tool, please be sure to download and run zoom meetings when asked.

Open Zoom Meetings? ×

Remember my choice for Zoom Meetings links



Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [download & run Zoom](#).

8. You are all set! Please feel free to reach out to us at cs@stpaccess.com if you have any other questions or concerns.