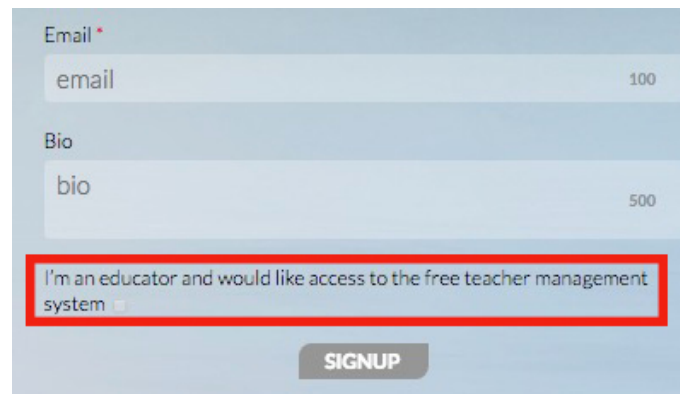# LT BASECAMP

A free classroom management system for all LT Media Lab online learning environments

Sign Up for the Classroom Management System

1. Go to https://ltbasecamp.com

2. Click "Register" in the upper right-hand corner of the page.

3. Fill out the form. Be sure to select the checkbox at the bottom of the form (under "Bio") that indicates "I'm an educator and would like access to the free teacher management system".

4. When done filling out the form, click "Signup".

You can use the user name and password you chose to sign up here for any LT Media Lab online learning environment.
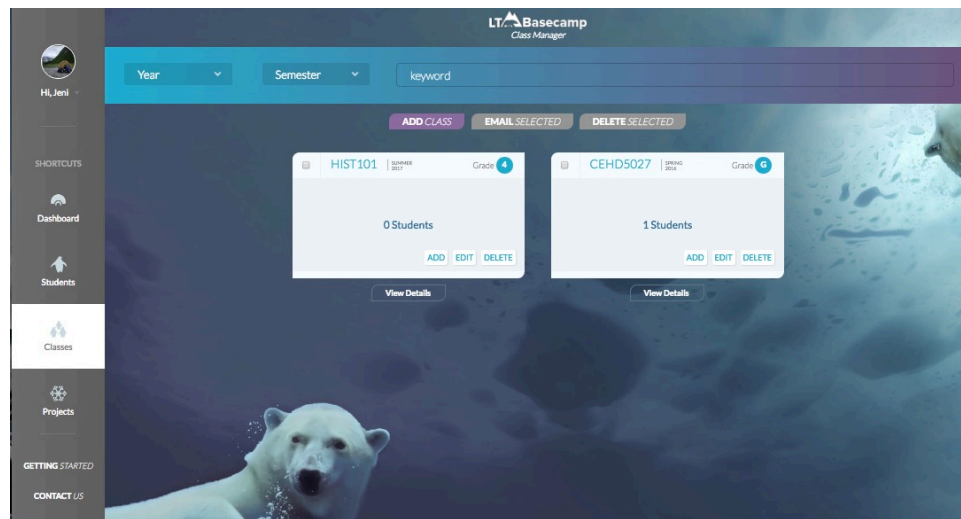

Sign In to the Classroom Management System

1. Go to https://ltbasecamp.com

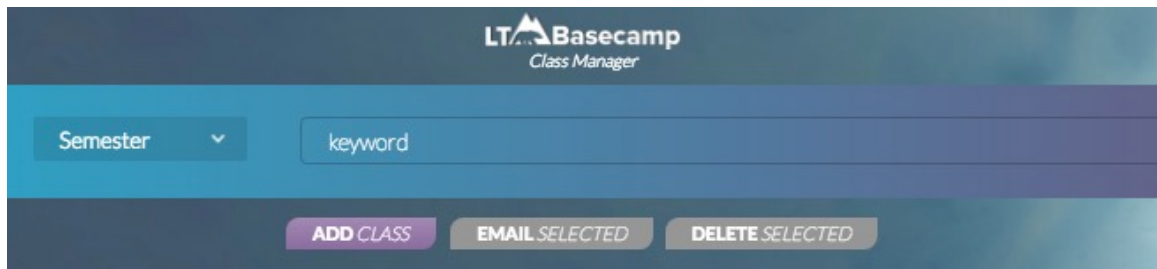2. Click the Class Manager icon at the bottom of the page.

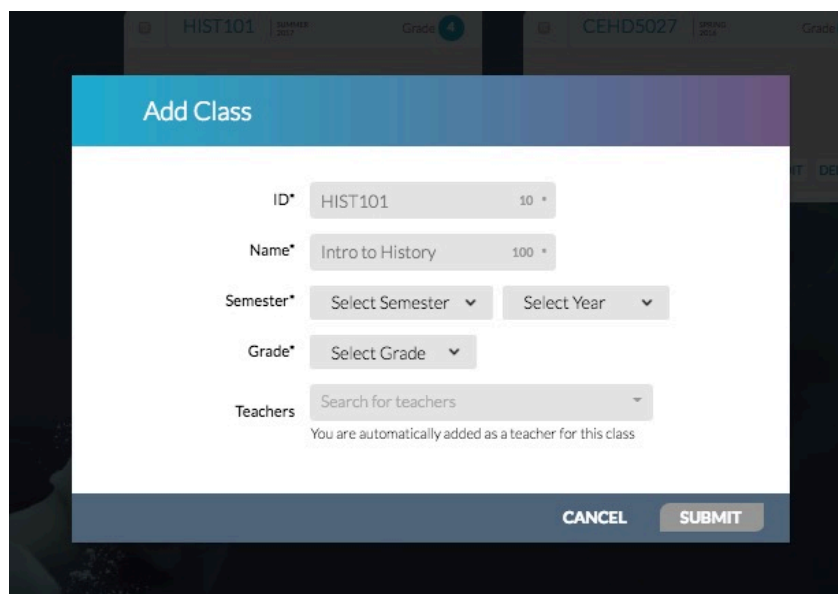**Add a Class Within the Classroom Management System**

1. Click "Classes" in the left-hand menu.

2. Click the "Add Class" button in the middle of the page beneath the search area.

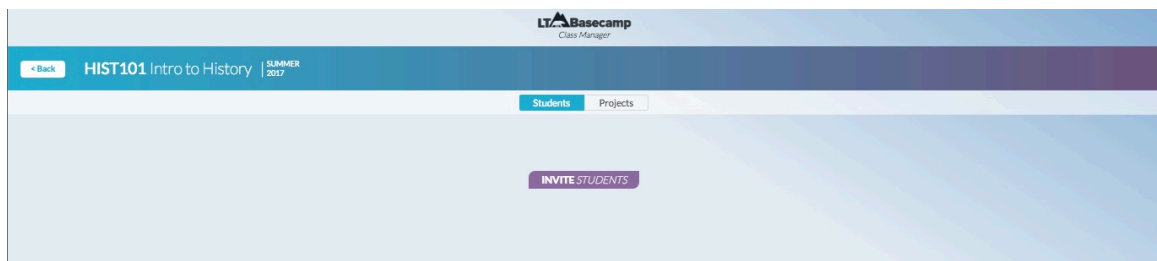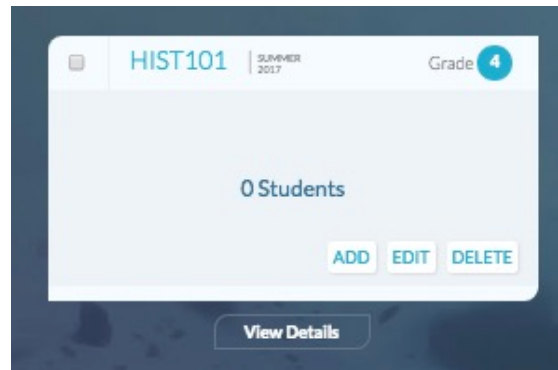3. Fill in the form and then click "Submit".

Add Students to a Class

1. Click "Add" on the class tile on the Classes page. **Or** from within a class, click the "Invite Students" button.
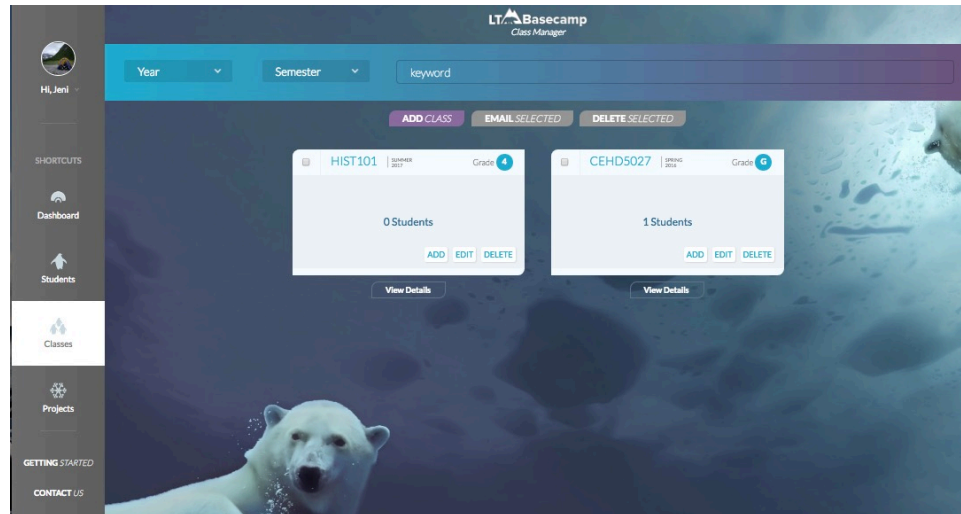

2. Click "Copy to Clipboard" to share the provided link with your class in a method that works best for you. **Or** enter the email addresses of students you would like to share the link with and click "Send". If you do not want to manually enter email addresses, you can upload a csv file of email addresses to send the link to instead.
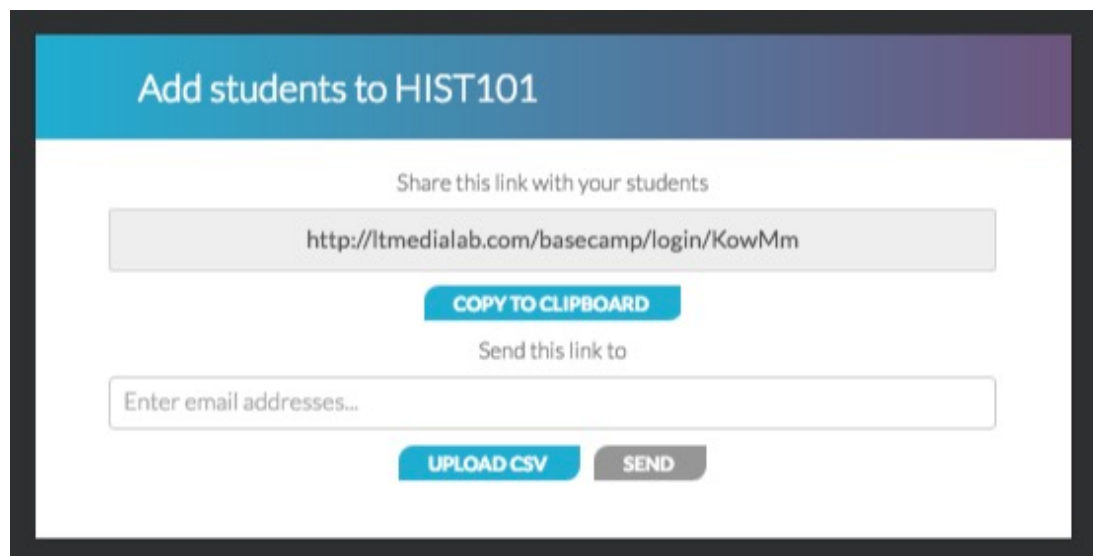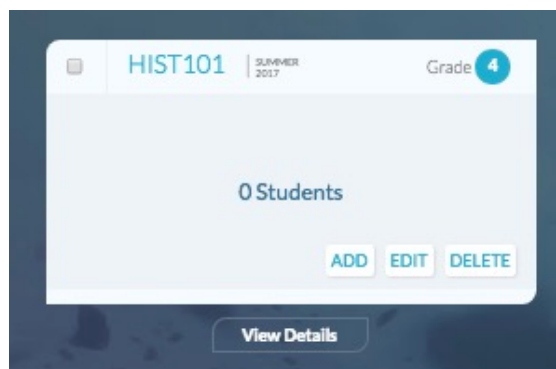
Verify a Student Registration / Reset Student Password / Remove Student from Class

1. Click "Classes" in the left-hand menu.

2. Click "View Details" for the class in which the student appears.

3. Find the student in the list of students in the class. If a student does not appear in the list, they may not have yet clicked the link to accept the invite to the class that you sent them. You can resend them a link to the class by using the Invite Students button above the class list on the page. You will then need to refresh your page once they have accepted the invite to the class.

Verification: If the Verify column for an individual student is blank, that means that student's account is already verified. If there is a check mark in the column, the account is not yet verified. Simply click the check mark to automatically verify the student's account.

Password Reset: To reset a student's password, find the student in the class list and click the key icon in the Reset Password column. Then enter the new password and click "Submit".

Remove Student: To remove a student from class, find the student in the class list and click the trash can icon in the "Remove
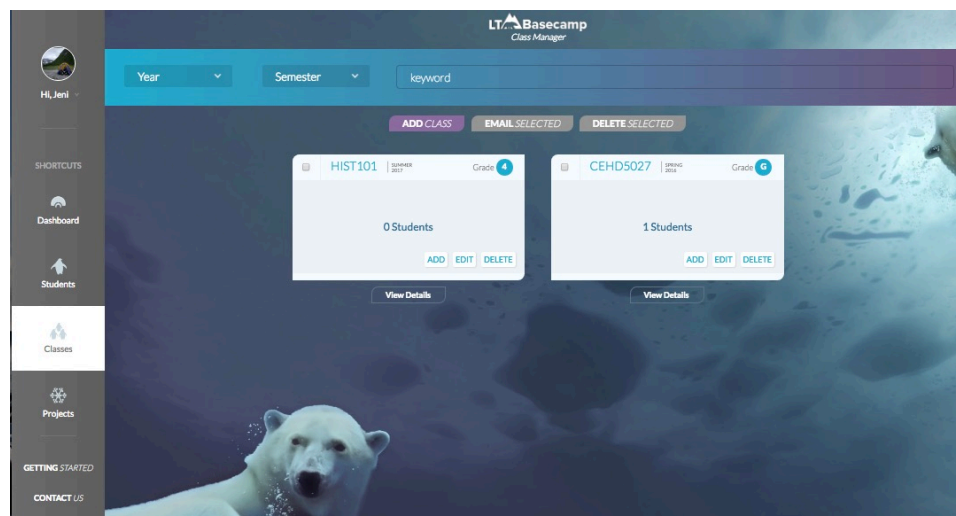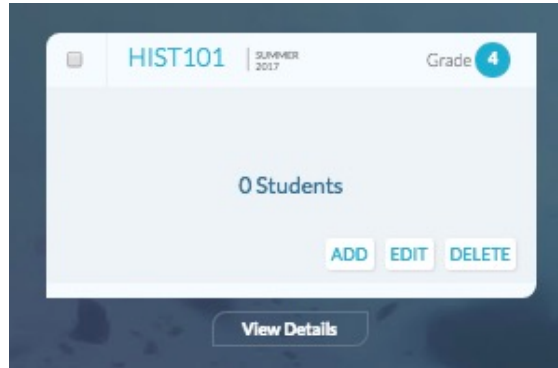

View Student Projects

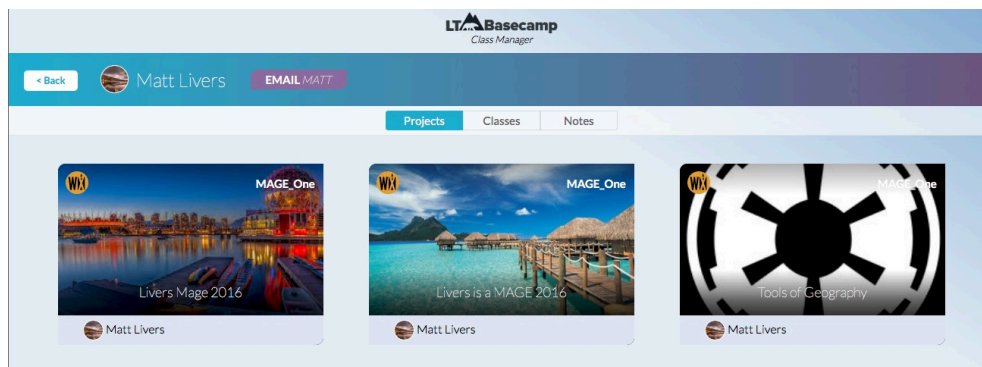1. Click "Classes" in the left-hand menu.

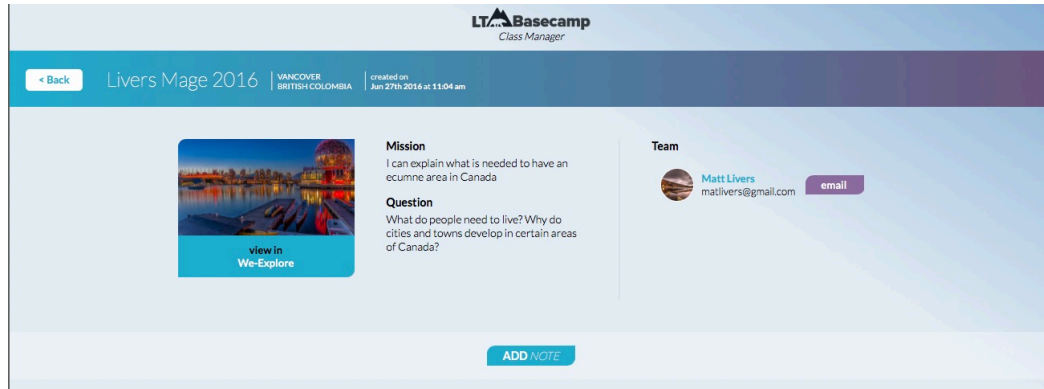2. Click "View Details" for the class in which the student appears.

3. Find the student in the list of students in the class. If a student does not appear in the list, they may not have yet clicked the link to accept the invite to the class that you sent them. You can resend them a link to the class by using the Invite Students button above the class list on the page. You will then need to refresh your page once they have accepted the invite to the class.

4. Click on the student's name.

5. Click on the project you would like to view.

6. To view the project in the online learning environment in which it was created, click the tile with the image that says "View in _____ (online learning environment name)". You can also send the student a note, as well as add notes to yourself about the student's project from this page.