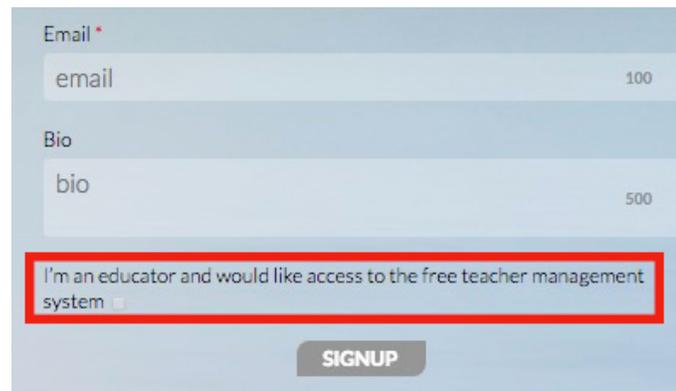


## LT BASECAMP

*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”.



The screenshot shows a registration form with the following elements:

- An "Email" input field with a red asterisk and a character count of 100.
- A "Bio" input field with a character count of 500.
- A checkbox labeled "I'm an educator and would like access to the free teacher management system". This checkbox is highlighted with a red rectangular border.
- A "SIGNUP" button located below the form.

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.*

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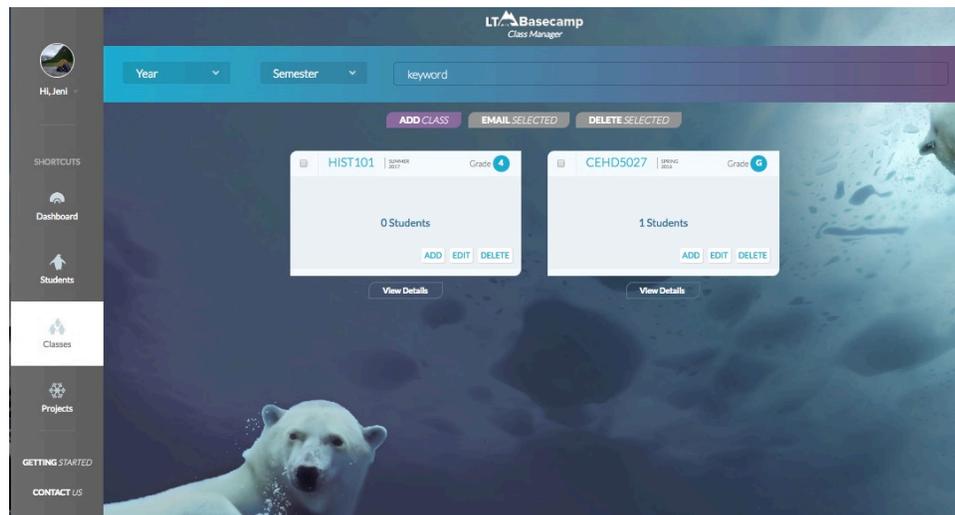
### Sign In to the Classroom Management System

1. Go to <https://ltbasecamp.com>
2. Click the Class Manager icon at the bottom of the page.

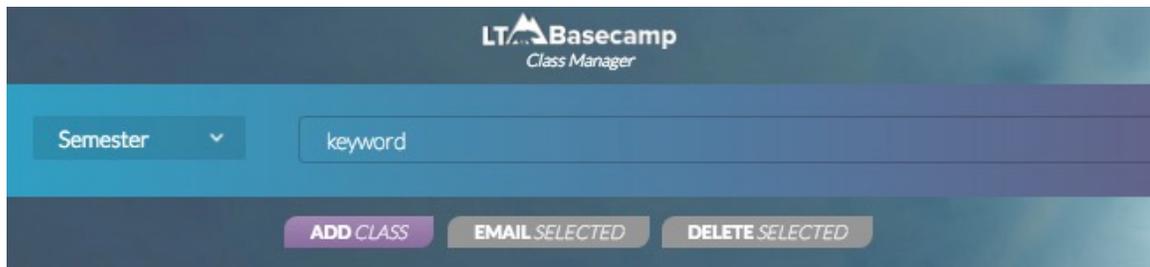


## Add a Class Within the Classroom Management System

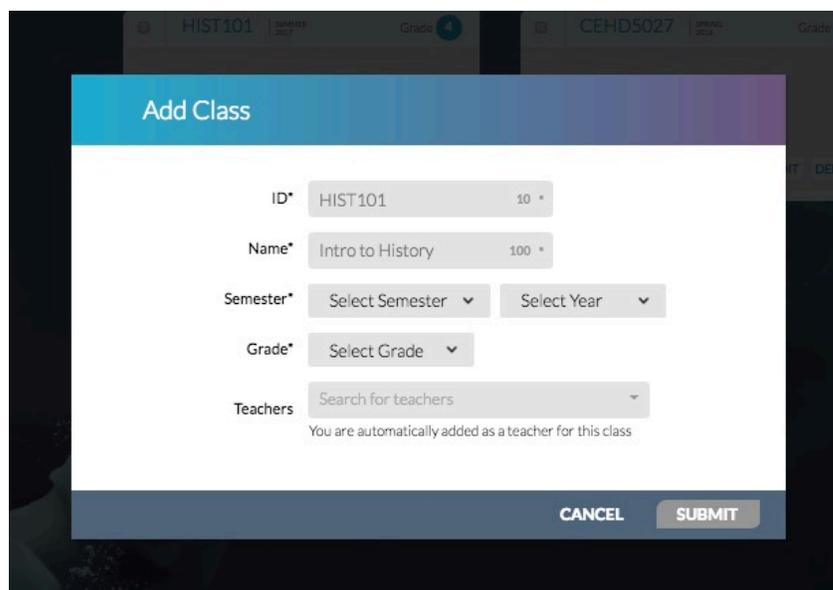
1. Click “Classes” in the left-hand menu.



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”.

A screenshot of the 'Add Class' form in the LT Basecamp Class Manager interface. The form is titled 'Add Class' and contains the following fields:

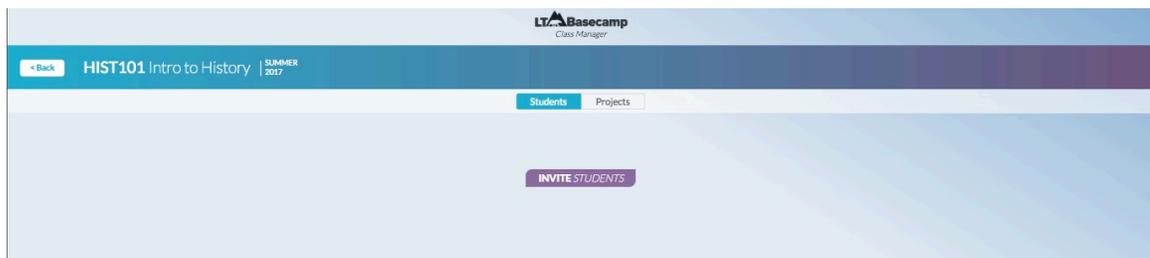
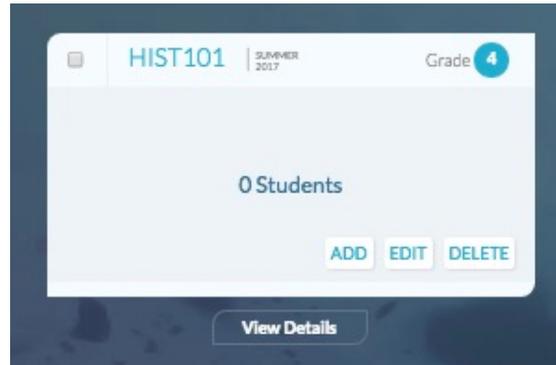
- ID\*: HIST101 (10 characters)
- Name\*: Intro to History (100 characters)
- Semester\*: Select Semester (dropdown) and Select Year (dropdown)
- Grade\*: Select Grade (dropdown)
- Teachers: Search for teachers (dropdown)

At the bottom of the form, there are two buttons: 'CANCEL' and 'SUBMIT'. A note below the Teachers field states: 'You are automatically added as a teacher for this class'.

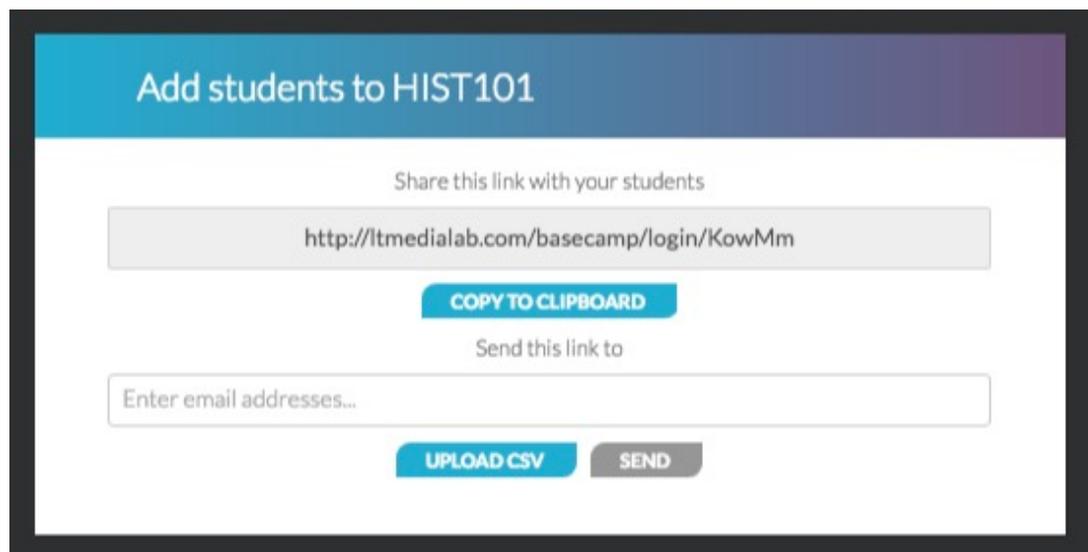
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## Add Students to a Class

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



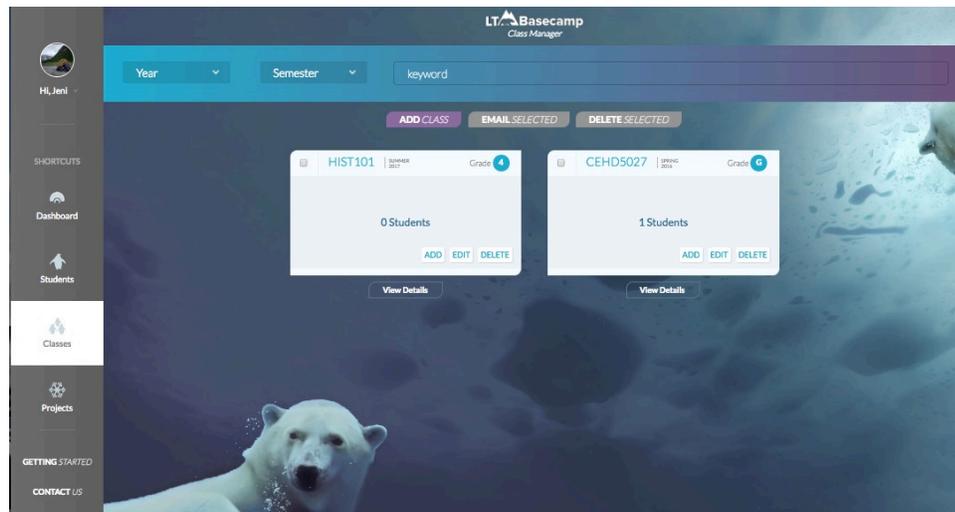
2. Click “Copy to Clipboard” to share the provided link with your class in a method that works best for you. **Or** enter the email addresses of students you would like to share the link with and click “Send”. If you do not want to manually enter email addresses, you can upload a csv file of email addresses to send the link to instead.



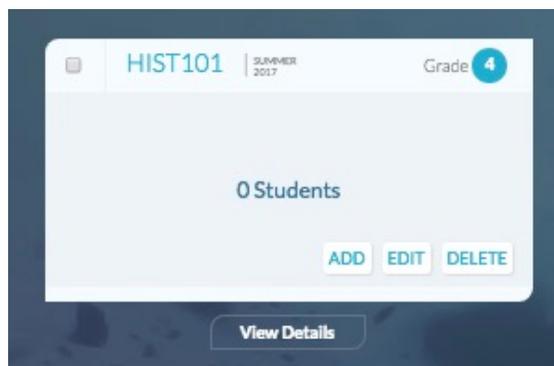
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## Verify a Student Registration / Reset Student Password / Remove Student from Class

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.

<input type="checkbox"/>	Name	Email	Reset Password	Verify	Remove from class
<input type="checkbox"/>	 Aaron Doering	adoering@umn.edu			
<input type="checkbox"/>	 Jeni Henrickson	henr0027@umn.edu			
<input type="checkbox"/>	 Matt Livers	matlivers@gmail.com			
<input type="checkbox"/>	 Jen Ernest	jernest@isle.k12.mn.us			
<input type="checkbox"/>	 Emily Foyt	emilyfoyt@gmail.com			
<input type="checkbox"/>	 Jeff Foss	fossrus@gmail.com			

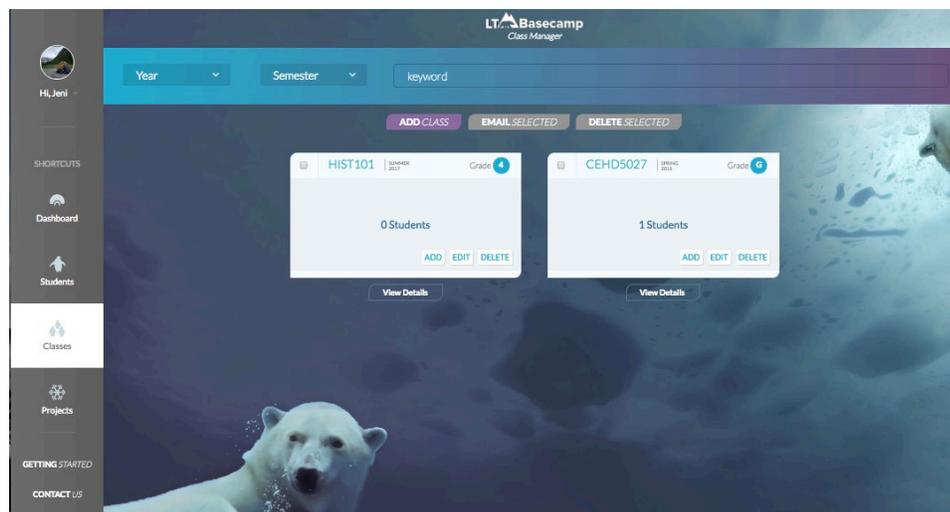
**Verification:** If the Verify column for an individual student is blank, that means that student’s account is already verified. If there is a check mark in the column, the account is not yet verified. Simply click the check mark to automatically verify the student’s account.

**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.

<input type="checkbox"/>	Name	Email	Reset Password	Verify	Remove from class
<input type="checkbox"/>	 Aaron Doering	adoering@umn.edu			
<input type="checkbox"/>	 Jeni Henrickson	henr0027@umn.edu			
<input type="checkbox"/>	 Matt Livers	matlivers@gmail.com			
<input type="checkbox"/>	 Jen Ernest	jernest@isle.k12.mn.us			
<input type="checkbox"/>	 Emily Foyt	emilyfoyt@gmail.com			
<input type="checkbox"/>	 Jeff Foss	fossrus@gmail.com			

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.

The screenshot displays the LIT Basecamp Class Manager interface. At the top, the logo for LIT Basecamp Class Manager is visible. Below the logo, a navigation bar includes a '< Back' button, the title 'Livers Mage 2016', and location information 'VANCOUVER BRITISH COLUMBIA'. To the right of the title, it says 'created on Jun 27th 2016 at 11:04 am'. The main content area is divided into three sections: a 'view in We-Explore' tile with a cityscape image, a 'Mission' section with the text 'I can explain what is needed to have an ecumne area in Canada', and a 'Question' section with the text 'What do people need to live? Why do cities and towns develop in certain areas of Canada?'. To the right of the 'Mission' and 'Question' sections is a 'Team' section featuring a profile for 'Matt Livers' with the email 'matlivers@gmail.com' and an 'email' button. At the bottom center of the page, there is an 'ADD NOTE' button.