

New Teacher Onboarding Checklist

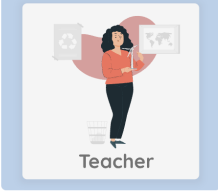
Welcome to your classroom's Operating System!

Litmus makes learning active, social, and personalized and you'll enhance your teaching without adding to your burden. Use this checklist to get started on Litmus right away!

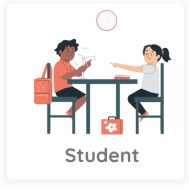
Signing In

- Start at <http://www.litmuslearn.com/>
- To sign up, you can use an email address from your school or a Google Account
- Enter your name and select "Teacher"
- Check your email inbox to confirm your sign-up

Please Finish Signup!



Teacher



Student

Selected Role : Teacher

stephen.demo.litmus@gmail.com

[Go to Login](#)

By signing up to Litmus Learn, you agree to Litmus Learn [Terms](#) and [Privacy Policy](#).

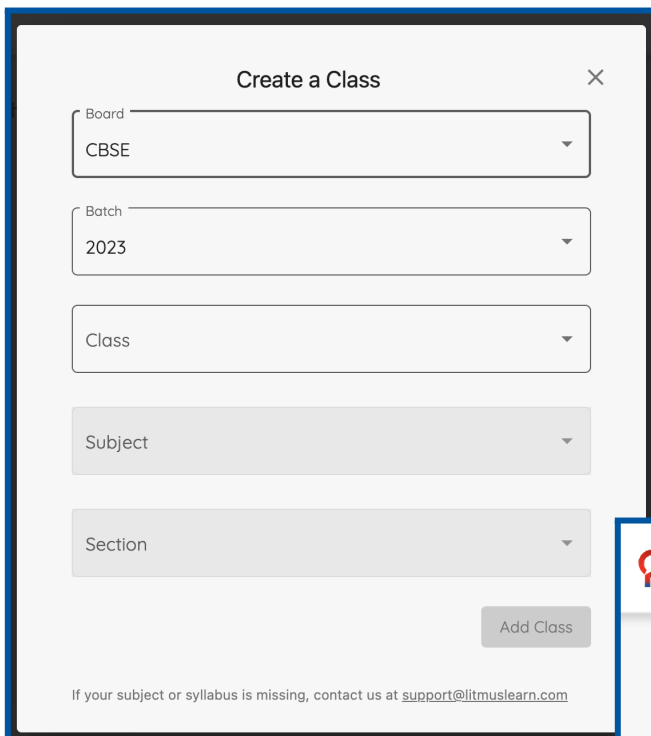
Please check promotions tab and spam in your email inbox for an email from Litmus Learn with your temporary password.

Creating Your Class

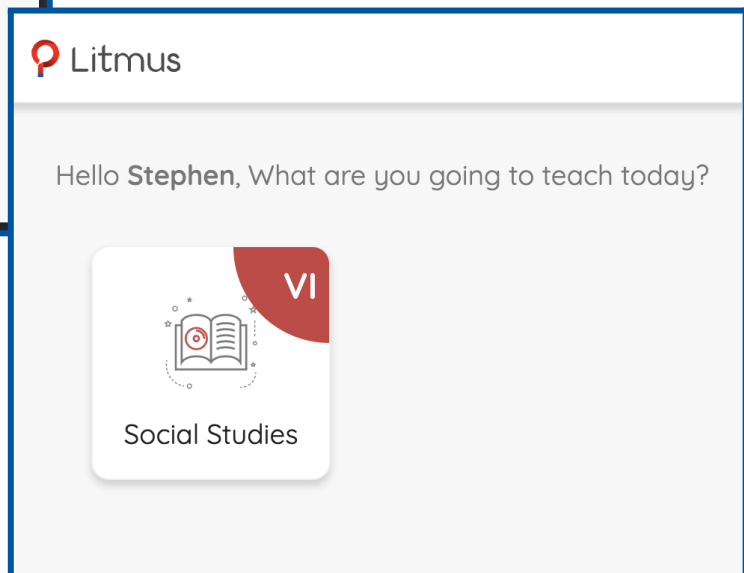
- Once you log in for the first time, you'll need to create your first "Class"
- You can start with one, but you are able to manage several different classes from this page.
- Click the blue "+ Add Class" button
- Then, add information about your class - The Year, Grade, Subject, and Section
- You will now see your class on your start page



+ Add Class



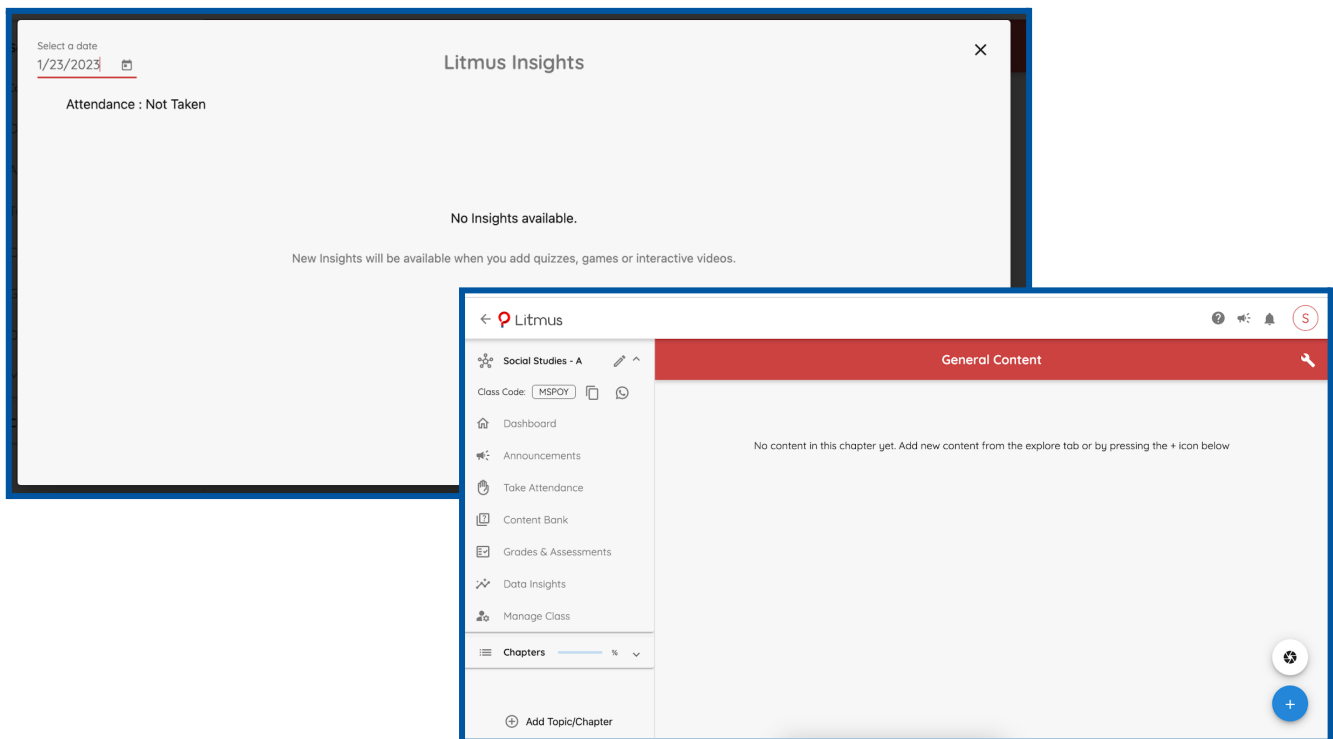
The screenshot shows a modal window titled "Create a Class" with a close button (X) in the top right corner. It contains five dropdown menus: "Board" (selected: CBSE), "Batch" (selected: 2023), "Class", "Subject", and "Section". At the bottom right is an "Add Class" button. A footer note reads: "If your subject or syllabus is missing, contact us at support@litmuslearn.com".



The screenshot shows the Litmus start page. At the top is the Litmus logo. Below it is a greeting: "Hello Stephen, What are you going to teach today?". A class card is displayed, featuring an icon of an open book with a target symbol, a red ribbon with the text "VI", and the subject name "Social Studies".

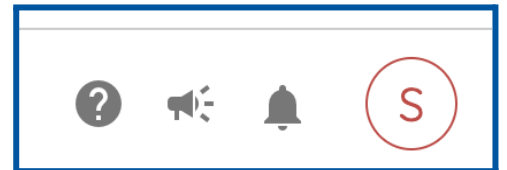
Setting Up Your Class and Navigating Your Dashboard

- Click on your class. The “Litmus Insights” page will pop up. This is where you’ll gain valuable insights on your students’ performance, and suggestions for what you might want to do next. Close the pop-up for now.



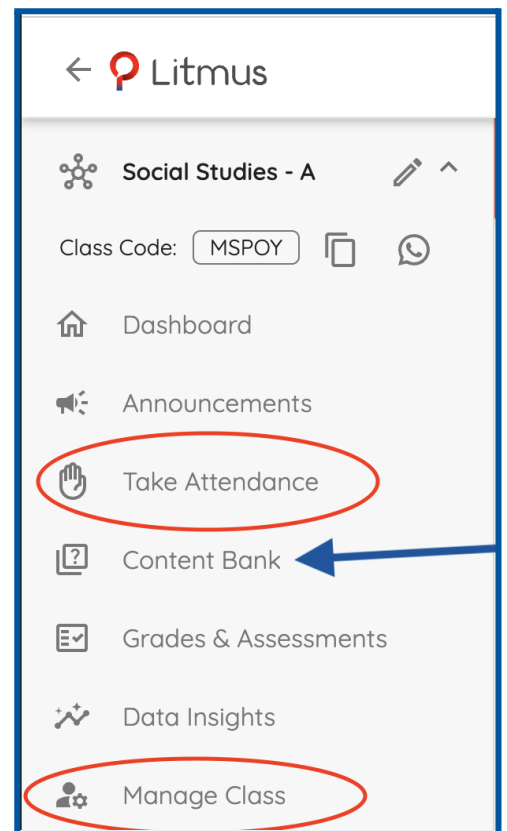
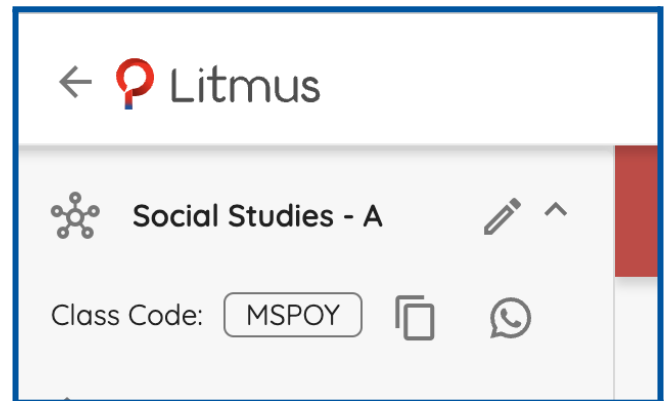
- Now, you will see your Litmus dashboard. Familiarize yourself with the different menu items.
- In the top/right corner you will see four icons

- The letter in a circle is your profile, click it when you want to Log Out
- The ‘bell’ is for your Notifications
- The ‘megaphone’ is your way to share Litmus with colleagues and social media
- The ‘?’ will activate the help menu, offering a feature tour, a ‘How to Use Litmus?’ bank of video tutorials, and the ‘Contact Us’ button



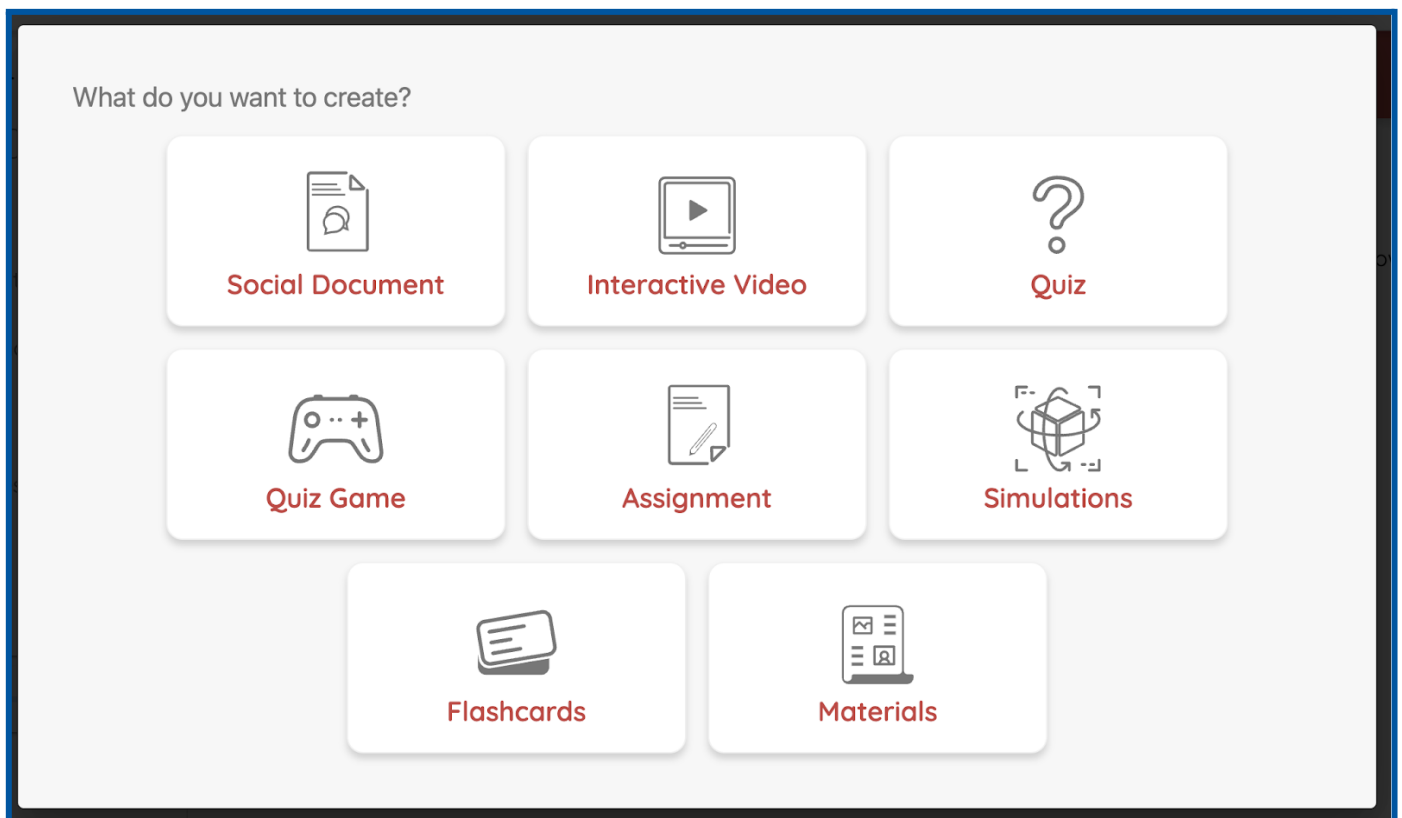
Inviting Students to Join

- In the top/left of your Dashboard, you will see your Class Code. Each class has a unique code your students use to add themselves
- Share the class code with your students. They will enter this after choosing “Student” upon signing up on the Litmus homepage.
- Students should use their school email or Google Account when joining
- You can check the roster by clicking “Manage Class” on the left side
- You are now able to take attendance each day by clicking “Take Attendance”
- On the left menu, you’ll see a link to your “Content Bank.” That’s where you can see the materials you’ve created



Creating Content

- To begin creating instructional materials, click the blue “+” on the bottom/right
- You’ll see the “What Do You Want to Create” menu pop up with 8 options:



- **Social Document** - Allows for annotation and contextual collaboration for you and your students on a variety of possible file types
- **Interactive Video** - Allows you to upload videos, including from YouTube, and to customize the experience for students with embedded questions
- **Quiz** - Create both formative or summative quizzes, and embed our powerful *confidence assessment* tool to measure how students are feeling about the material, not just whether they know it or not

- **Quiz Game** - Allows you to create a fun, interactive, and playable video game with questions embedded right into the gameplay!
- **Assignment** - Create any number of versatile assignment formats and save time with seamless grading and data collection
- **Simulations** - Bring learning alive with interactive simulations and customizable instructions
- **Flash Cards** - Easily create and assign digital flashcards on any instructional content
- **Materials** - Provide students with files, images, or other materials of all kinds to help them support their learning

Congratulations!

~ You're all set to start using Litmus in your classroom ~

Share your work

- At the top/right of your Dashboard, click on the megaphone icon
- You can share Litmus with your network on WhatsApp, Facebook, LinkedIn, and more. Invite colleagues to try Litmus for themselves!

