



Classroom Hub user guide

A short tour of each screen for teachers, the school office, and families

Classroom Hub is the school's records site: attendance, students, lessons, photographs, forms, and progress reports. Sign in at the school address the office gave you. This guide is public on purpose, so it uses labeled layouts rather than pictures of real children.

After you sign in, every screen also has a **Show tips** panel with a short Do / Don't list for that page.

1. Sign in

Teachers, office staff, view-only office, and parents each use the login the school set up. Parents must use the same email as the invite or photograph notice. Do not share passwords or open a photo link with a different email.



Sign in with your classroom, family, office, or view-only account.

[Download the user guide \(PDF\)](#)

HOW THIS PAGE WORKS

Sign in

[Show tips](#)

Need help? Click Show tips for a short do and don't list.

Sign in

2. Classroom (teachers and office working in a room)

After sign-in, teachers land in their classroom. Office staff pick a room first. The dark green menu on the left is the list of jobs. The classroom name at the top is the room you are editing — check it before you save.

MENU · DASHBOARD

Classroom dashboard

Classroom

Dashboard

Students

Attendance

Reports

Tiles for how many children are in today. This is a glance, not the mark sheet.

Open Attendance to mark who is here. Do not try to tap P or A on this board.

MENU · STUDENTS

Students

Classroom

Students

Observations

Parents

Roster

Family record

Specials

List of children. Open a name for phones, pickup people, observations, and lesson numerals.

Set an end date if a child is leaving. Moving rooms is usually an office job unless the office unlocked Move for this classroom. Specials on a child's page start collapsed; expand them to write notes.

MENU · OBSERVATIONS

Observations

Teacher notes for this room only. Parents do not see these here. Save each child, then Share if another classroom needs the same note. Saving later updates classrooms you already shared with. Use a published progress report for wording families should read.

MENU · PARENTS

Parents

Adults linked to children in this room. Keep phone and email current, then send the family login. Photograph and form emails go to the address you stored. When a child moves rooms, parents move with them — do not add those adults again.

MENU · ATTENDANCE

Attendance

Classroom

Dashboard

Attendance

Reports

P present

T tardy

A absent

One date at the top. Mark the class, then change the few who are out.

P and T count as in school. To fix yesterday, change the date first. T is late-but-here, not out all day.

MENU · REPORTS

Attendance report

A letter grid of marks already taken. Live, not a packet you publish. Fix a letter on Attendance, not here.

Working progress

Classroom
Reports
Lessons

Totals (collapsed)

Lesson grid

Specials (collapsed)

Live board: lessons as rows, children as columns. Choose a numeral, then click or drag.

Parents do not see this screen. Collapse a topic to hide its lessons. Generate and publish a progress report when a term should go home.

Progress reports

Term snapshots (Fall, Winter, Spring). Generate from the live board, then Publish. Families see a report only after Publish. Update from live progress if you fix marks later; you can print a copy.

MENU · LESSONS

Lessons

Classroom topics up to three levels (topic → subtopic → lesson). The Lessons menu appears for teachers only after the office turns it on for that room. Office staff always see it when they open a classroom. Mark children on a lesson or By student. Do not nest more than three levels.

MENU · PHOTOGRAPHS

Photographs

Uploads stay drafts until you Publish. Tag each child or Everyone. Publish emails each tagged child's primary parent a short /p/ weblink. Email that /p/ link — never the picture's web address. Replace link if an old code should stop working. Do not post weblinks on social media.

Forms

Permission slips and acknowledgements. Families see a form only after Email parents. Check the title and file first.

About this classroom

The public classroom story (/c/ address). No unpublished photos or private child notes.

Newsletters

One letter per month. Families see it after you publish. Keep individual progress and draft photos out of it.

Classroom settings

Which specials this room offers. Lessons menu and child-move stay with the office unless they unlock them for this room.

3. School office

OFFICE DESK

School office home

Rooms, people, templates, and school settings. To take attendance or photos, open the classroom from Classrooms.

Classrooms

Every room and its teacher. Invite teachers from here so sign-in lands in the right room. Assign specials the room offers.

Students (office list)

Every child in the school. This is the usual place to move a child. Parents follow automatically — do not enroll them again or move parents as a second step.

School parents

Link directory adults to a family login, or resend the sign-in email. Use the email they will open photographs with.

Lesson templates

Build a plan once (three levels), copy into rooms, then Publish updates. Teacher-added lessons and child marks stay.

School forms

Slips for one room or the whole school. Email is when families see them. View-only staff cannot send.

School attendance

Letters across classrooms for dates you pick. Teachers still change marks inside each room.

School settings

Attendance emails, specials list, progress numerals, which rooms see the Lessons menu, and which rooms may move children. Unlock those tools only for rooms that should have them.

4. Family portal

PARENT SIGN-IN

Family home

Your children, classroom letters, and the left menu. Always use the email on the invite or photo notice. You will not see the teacher's live working board.

Photographs

Published pictures tagged with your child or Everyone. Drafts at school do not show. A /p/ link only works for the email it was sent to.

Attendance

Letters the classroom recorded (P, T, A, and the legend). You cannot change marks here — ask the classroom if something looks wrong.

Progress reports

Published term snapshots only. Empty list means none is published yet. You can print a copy.

Forms

Papers the school emailed. Open the file, then grant, decline, or acknowledge by typing your name. That is the school's record, not a bank-style signature.

Classroom families

Contacts the school chose to share. Do not post this directory outside the school.

5. Photograph weblinks

A /p/ address in email is not a public gallery. Sign in with the parent email on the notice. Bookmark it if you like; it works until the classroom replaces the link. Do not forward it and expect a different email to open the pictures.