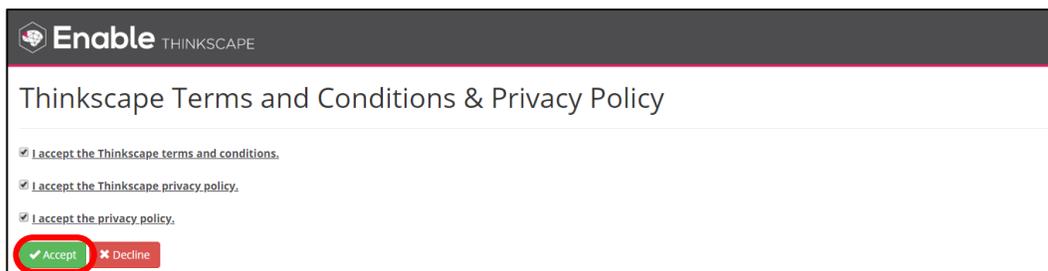# Accessing Thinkscape

1. Log into your *FIRST* dashboard account. Choose the **My Class/ School Pack Account** tab. Click on **Access Thinkscape** button to access your FIRST Class Pack resources.

2. When you log into Thinkscape for the first time, you will need to accept the terms & conditions and privacy policy.


3. You will see your Clack Pack course(s) listed on the main dashboard. You will **only** see a course for the program(s) you purchased a Class Pack. To view the resources in the course, click on the course title.

4. You will log into your *FIRST* Dashboard every time to access the course resources in Thinkscape, once you have accessed through the *FIRST* Dashboard you can use [these](#) instructions to by-pass the dashboard to access the course.

5. If you need to add teacher(s) to your Class Pack account, you can add them to the Account Contacts/ Roster.
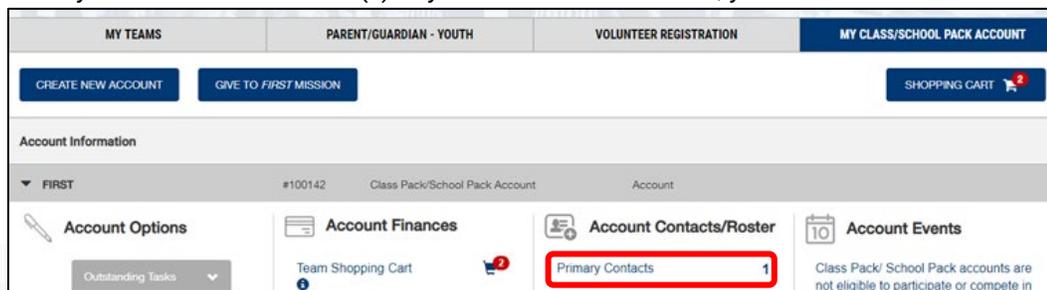
Logging in and Viewing Content

You will see both the teacher and student resources in the course. See the course scope and sequence for a description of each module and implementation. The guides for each lesson are located in the Lesson Guides tile. Designing for the game module is posted the second weekend in September after the annual kickoff.

|					
Getting Started Guide	Lesson Guides	Starting with Workforce Skills	Building and Programming a Basic Robot	Machines to Mechanisms	Improving through Iteration I
Sensors, Machine Learning and Java	Improving through Iteration II	Industry 4.0 and Your Community	Learning Pathways and Career Exploration		

Inviting Students to Course

1. Log into your dashboard account. Choose **Access Thinkscape** button.
2. Choose the **Admin Portal** at the top right corner of page. This will take you to a new webpage.

3. Go to **Manage**, then choose **Manage Institution**.

4. Choose the **Institution Users** tab. You will be able to see any pending invitations. If your students are not receiving their invitations due to the email being blocked, you can import your students.
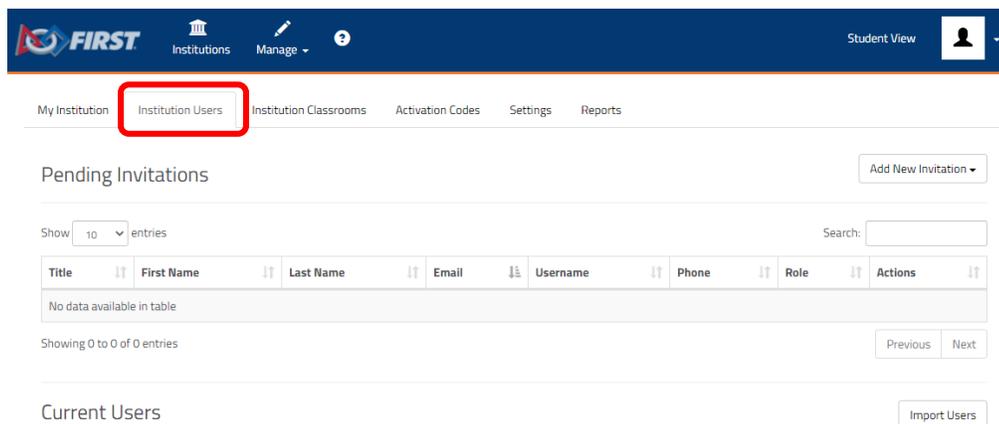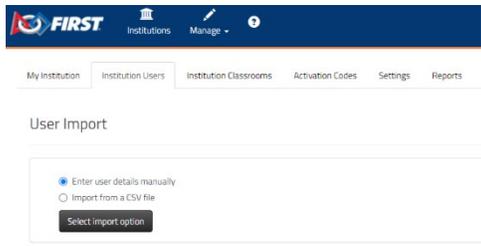
5. Choose **Import Users**. Then you will have the option to add each student manually or import a .csv file. If you choose to manually add students, an email is not required.

6. Go back to the Courses screen. Choose your *FIRST* course. After the student accounts have been created, you will need to add them to the appropriate course as the role of student.
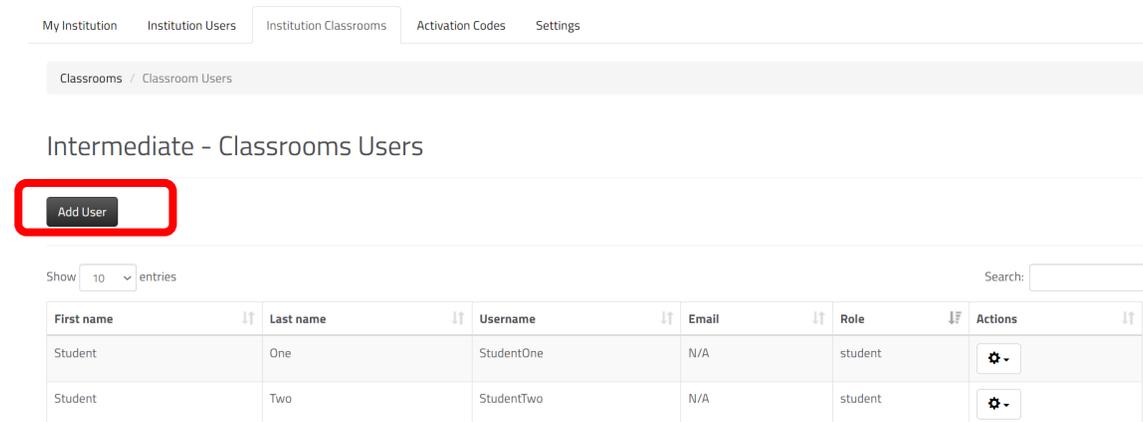
# Adding Students to Classrooms and Assigning Individual Modules

1. Students can be added to specific classrooms and individual modules can be assigned to those classrooms. Select the **Institution Classrooms** tab, enter a **Classroom Name** and then the click on **Create New Classroom.**

| My Institution | Institution Users | Institution Classrooms | Activation Codes | Settings |

Classrooms

Classroom name

+ Create New Classroom

Show 10 entries   Search:

Classroom name	⇅	Actions	⇅
Teacher		⚙ ▾	
Intermediate		⚙ ▾	
Advanced		⚙ ▾	
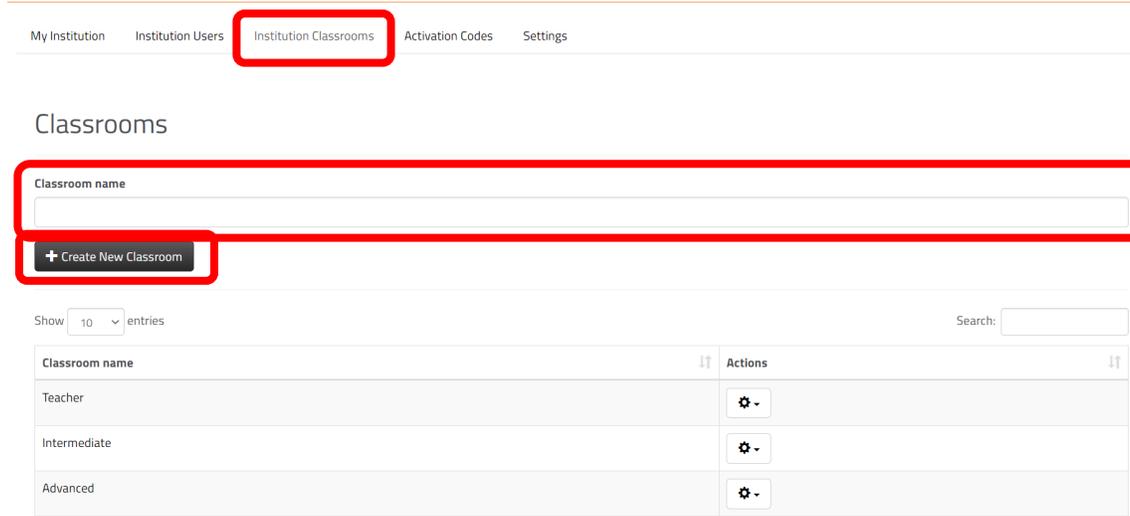
2. When you click on the Classroom Name the classroom will come up. You can add students to the classroom using the Add Users Button.

| My Institution | Institution Users | Institution Classrooms | Activation Codes | Settings |

Classrooms / Classroom Users

Intermediate - Classrooms Users

Add User

Show 10 entries   Search:

First name	⇅	Last name	⇅	Username	⇅	Email	⇅	Role	⇅	Actions	⇅
Student		One		StudentOne		N/A		student		⚙ ▾	
Student		Two		StudentTwo		N/A		student		⚙ ▾	

3. A menu to add students from a drop-down will appear. Add the students to the course you wish to add to the classroom.

Add Classroom User ✕

Add

Users

Select one or more users ▾

Select user(s) ✕

Search
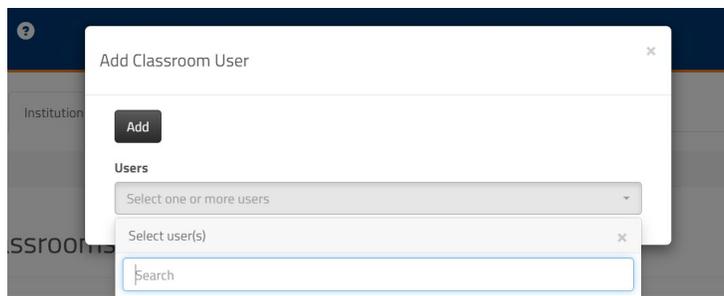
4. Once your classrooms are created and students are in the classrooms, go to manage courses.
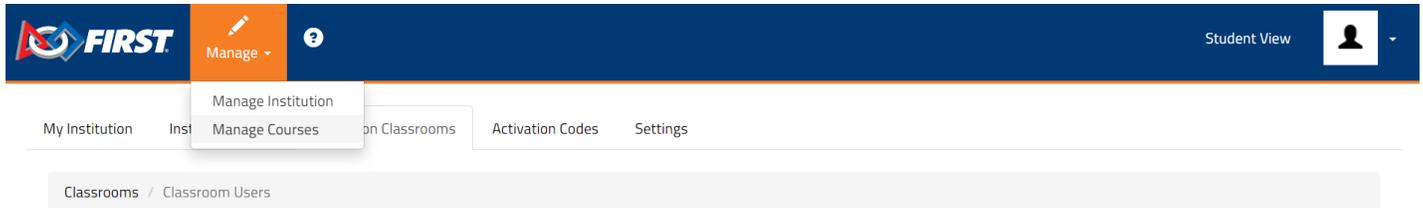
Intermediate - Classrooms Users

5. Open the course you will be assigning students modules in. Hover over the module tile and select the green **Options** button. This will bring up module options where you can control the **Module Visibility,** and **Assign the Lab to Classroom.** There is a dropdown menu of the classrooms available that you created. You can select a single classroom or multiple classrooms.
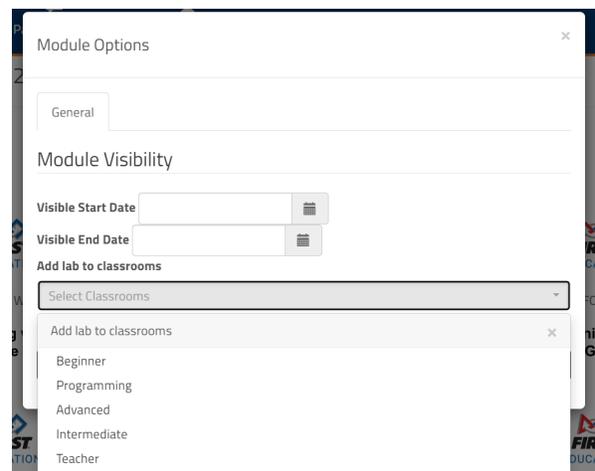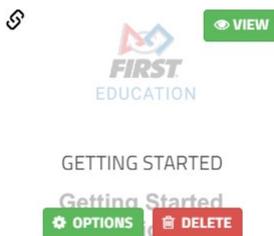
Viewing Student Progress and Submissions

1. When you go back to the screen with all modules, scroll to the bottom until you see the blue dashboard button. Click the blue dashboard button.

2. For the lesson click the star or checkmark to see the progression of each student through the course content. You will see how much time a student spends on each activity and the percent complete.

3. If a student has completed an activity, it will have a green triangle.
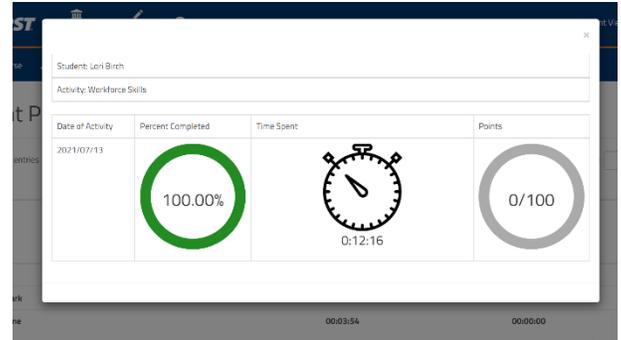

STARTING WITH WORKFORCE SKILLS 📁

Starting with Workforce Skills

BUILDING AND PROGRAMMING A ROBOT 📁

Building and Programming a Basic Robot

4. As student complete the lessons it will report the percentage complete. In the example below, 50% of the lessons are complete in the module. It does only change the percentage when the lesson is fully complete.