

How to Guide for Teachers



Hello and thank you from Team GraphLock! In this guide, you will find step-by-step instructions on how to use the different features in GraphLock. As always, do not hesitate to contact us with any questions or comments at: info@graphlock.com. You can also find more information at: www.graphlock.com or click HERE for our YouTube tutorial videos so you can see how GraphLock works!

Team GraphLock
Mallory, Josh, and VJ



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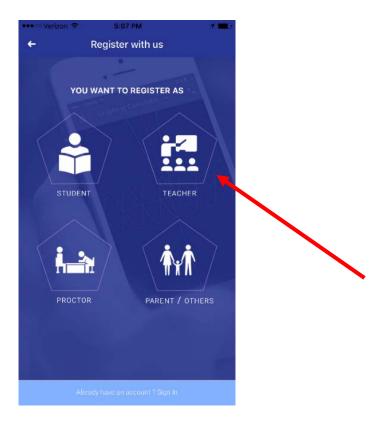
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I. Getting Started – How to Set Up Your Teacher Account



Click HERE for a video walking you through the steps to getting started and setting up your GraphLock account

- 1. Click <u>HERE for iOS</u> to download from the App Store on your iPhone or iPad or HERE for Android to download from the Google Play Store.
- 2. You can also go to: www.graphlockapp.com and create a user account directly from your computer.
- 3. Once you download the app and open it, you will first receive a pop up asking to allow notifications. Please select "YES" as this is how we notify you if a student attempts to leave a lockdown session as well as chat notifications and sending the session codes.
- 4. To create a new account, click "Sign Up" on the login screen and then you will see four different account options: Teacher, Student, Parent, Proctor. Select the Teacher option.



5. Fill in the required information for your teacher profile and click "Register Now"





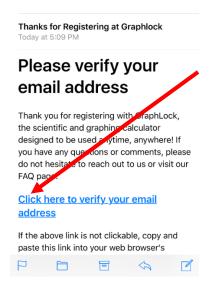
6. Check your **email account** that you associated with your GraphLock profile to verify your account. *Please be sure to check your SPAM folder if you do not see an email from no-reply@graphlock.com in your inbox



7. Click "verify my account" and the link will take you to the webapp version online (it will take you to this version whether you are on your phone, tablet, or computer.)

Click this link to verify your email address before signing in to your GraphLock Account for the first time





8. Once you have verified your account, close out of the webapp and open the GraphLock app to login. *if you are on a phone/tablet, we recommend opening the GraphLock app now opposed to using the web version



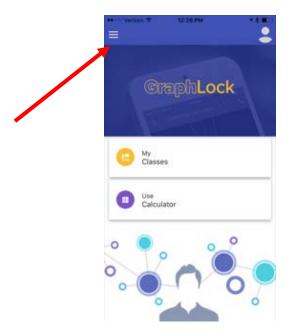
Once you click the link to verify your account, you will be directed to the web version of GraphLock. If you are on a phone/tablet, we recommend closing the webapp and opening the app version.

II. How to Edit Your Profile

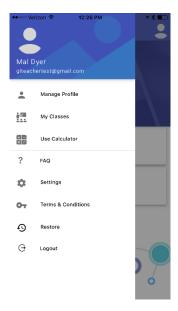
1. After verifying your email address, you can then sign into GraphLock. If you would like to stay signed in, simply check the "keep me signed in" box below your password.



2. Click on the bars in the upper left corner to take you to the GraphLock Menu

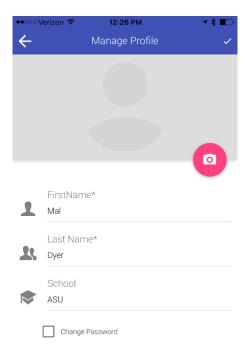


3. The GraphLock Menu will drop down with various options. Click "Manage Profile"

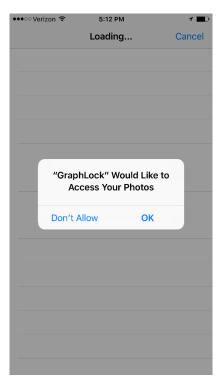


4. You will now be able to edit your profile, add a profile picture, and **change** your password if needed.



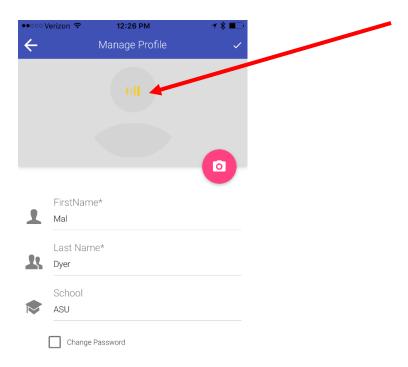


5. To add a picture, click on the pink camera logo and then select "OK" if you see this pop up

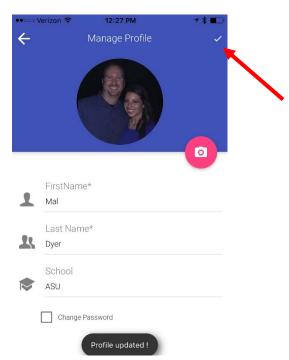


6. Select the picture you would like to use as your profile, and then you will see yellow bars signifying the picture in uploading.





7. Once your picture loads, click on the check mark in the upper right corner to save your edits. *If the yellow bars go away and your picture has still not loaded, click the check mark to save and exit out. Your picture will then show up in your profile*



III. How to Create Classes

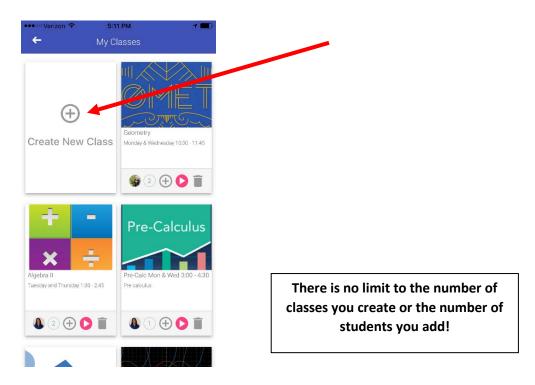
Click HERE to watch a demo on creating classes



 Once you have created your teacher account, you will then be able to create your classes

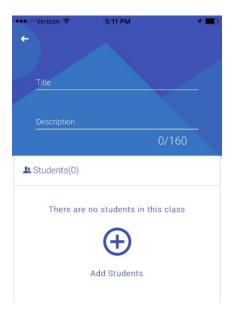


- 2. Good news! You will only have to create your classes once, at the beginning of the school year/semester and students will only have to join the class once.
- 3. Go to "My Classes" and select the plus sign to create a new class

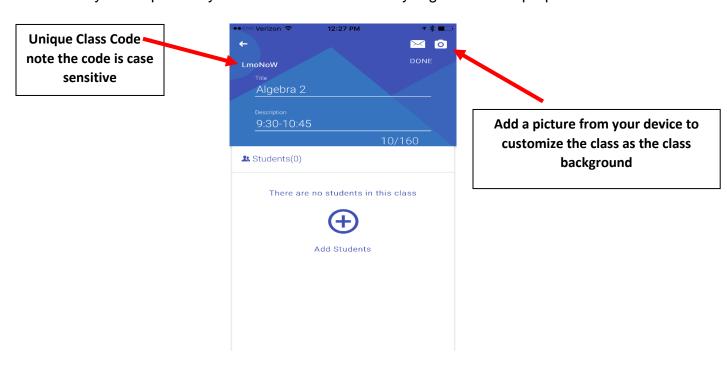


4. Give the class a title and add a description for the course.



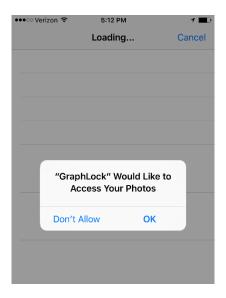


5. Once you title the class, and click the screen, you will see a **unique class code**. Each class will have a different code generated once it is created. This is the code you will provide your students to ensure they register for the proper course.

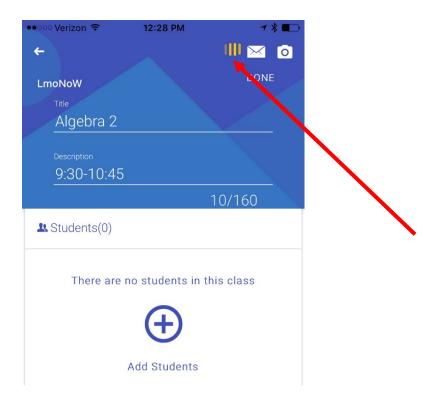


6. If you select to add a picture to your class, you will get a pop up saying GraphLock would like to access your photos. Select "ok" to choose a picture.



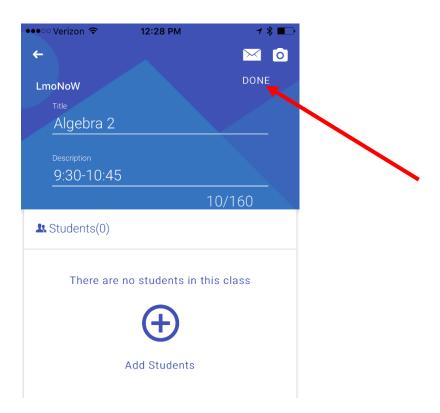


7. Select the photo you would like to be the background of your class. You will see yellow bars, signifying the picture is uploading.

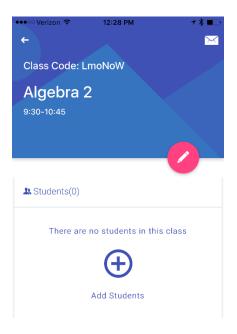


8. Once the yellow bars are gone, this means the picture has been uploaded (even though it won't show just yet!) Select "DONE"



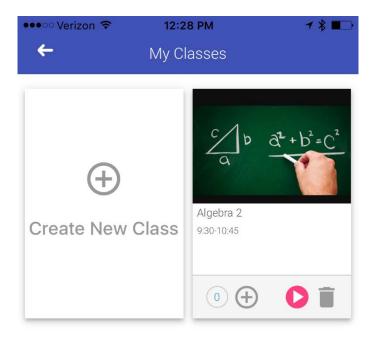


9. You will then be taken to the home screen for the class. *Please note, the picture will still not show until you exit out for this first time.



10. Now click the back arrow in the upper left corner and you will then see your fully updated new class!



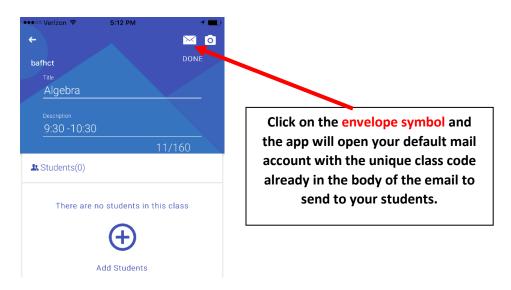


IV. How to Add Students to a Class

Click HERE for a demo video on adding students

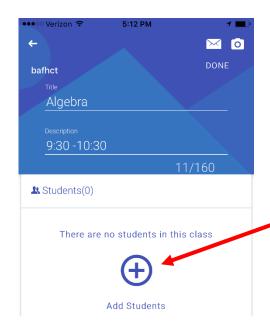


- After creating a class, there are a couple of different ways to add students to
 it. The good news is, students will only have to register for the class once and
 the student cannot delete themselves from the course. As a teacher, you can
 delete individual students from a class or delete the entire class.
- 2. **Method One send the course code to student via email**: students will receive the course code in their email and can then copy and paste it into their app to join.



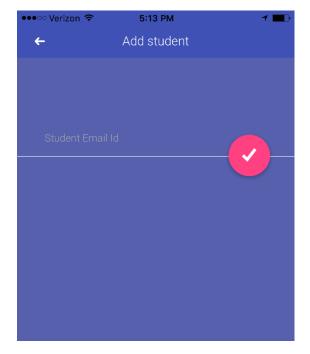
- 3. **Method Two student manually enter code:** provide the unique class code to the students during class or in an online course system and the students will manually enter it into their app to join.
- Method Three you can manually add students to your class using their email addresses: add students by entering their GraphLock account email addresses





Click the plus symbol to add students using the email address associated with their GraphLock account. You will not be able to add a student to a class until he/she has created an account and verified his/her email address.

To add a student using his/her email, you must use the email address he/she used to register with GraphLock



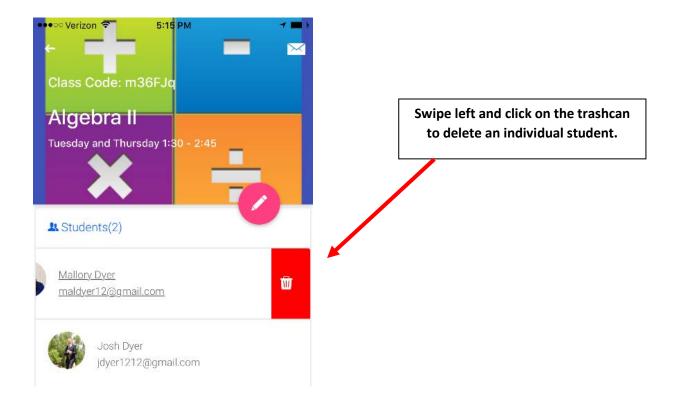


How to Add New Students

- 1. If you have already created a class and you have a new student join, use any of the three methods above to simply add them to the class.
- 2. Once they are added to the class, they will show up with the rest of the students as normal

How to Delete a Student from a Class

- 1. If you need to delete a student from a class, first go to the class the student is in and find their name on your list of students.
- 2. Swipe left on the student's name and you will see a red box with a trash can appear on the right side.





Class Code: m36FJq

Algebra II

Tuesday and Thursday 1:30 - 2:45

Are you sure to delete the student?

This student will be deleted permanently.

NO YES

Josh Dyer
jdyer1212@gmail.com

5:15 PM

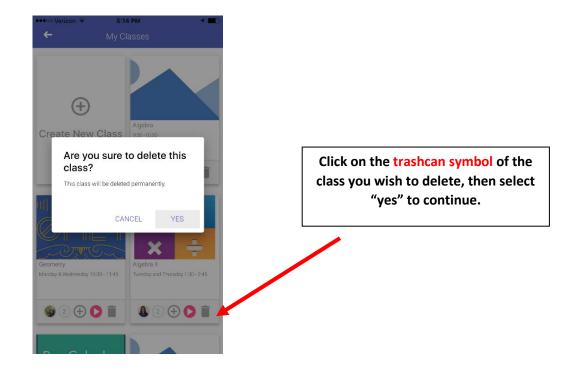
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Don't worry, it won't delete the student right away. It will first ask if you are sure you want to delete the student. Select "YES" or "NO" to continue.



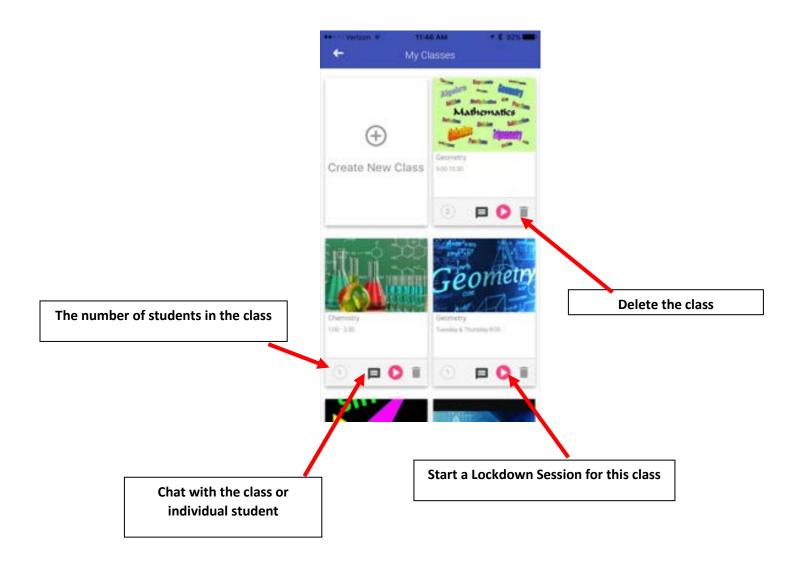
V. How to Delete a Class

- 1. Go to your homepage and select "My Classes"
- 2. You will then see all your current classes. In the bottom right corner, click on the **trashcan symbol** to delete the entire class.



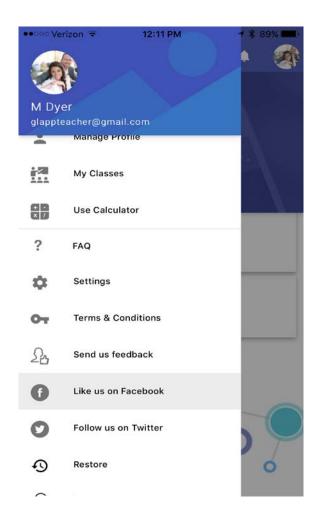


VI. What do all these symbols below my class mean?





VII. GraphLock Menu

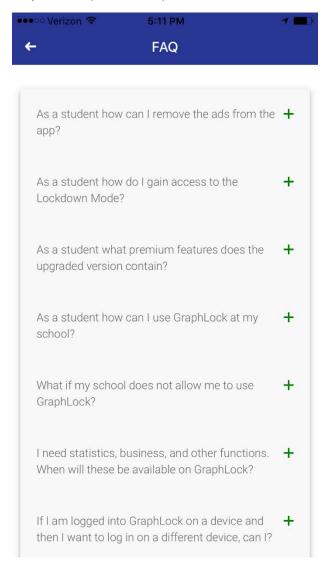


- 1. Manage profile: Edit your profile
- 2. My Classes: takes you to your current class list
- 3. Use Calculator: takes you to the calculator
- 4. FAQ: Frequently Asked Questions page
- 5. **Settings:** change settings for the calculator
- 6. Terms & Conditions: our terms and conditions for GraphLock
- 7. Send us feedback: send us your thoughts!
- 8. Like us on Facebook
- 9. Follow us on Twitter
- 10. Restore: restore your purchases and upgrades in your account
- 11. Logout: logout of your account to where you must re-log in on the next



FAQ – Frequently Asked Questions

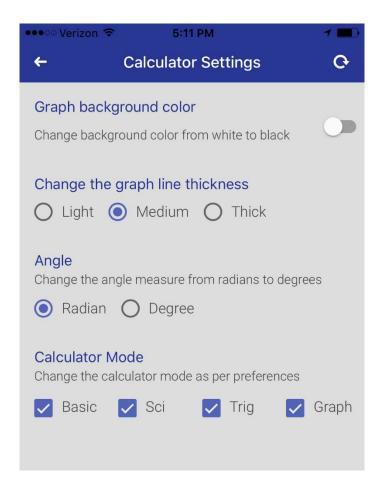
In the GraphLock Menu, you will find a list of FAQs for all profile types – students, teachers, parents, and proctors and you can search using the magnifying glass symbol in the upper right corner. We also have demo videos on YouTube to help answer these questions. If you have any other questions, please contact us at: info@graphlock.com





GraphLock Settings

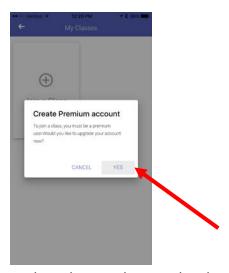
In the GraphLock Menu, there is a place you can change the settings of the calculator. This includes: changing the background color of the graph, changing the line thickness, changing the angle from radians to degrees, and customizing the calculator to include the needed modes.



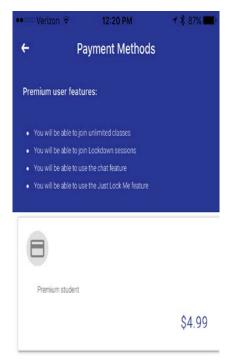


VIII. How Students Upgrade

- 1. The FREE GraphLock student version gives students access to the full calculator
- 2. The premium student version gives them access to joining an unlimited number of classes, the lockdown mode, just lock me mode, and the chat features.
- 3. To upgrade, you student will click "My Classes" and will receive a pop up asking them to upgrade



4. Your student can then directly upgrade to the premium version through the respective app store *If you have a promo code, please go to page 52.

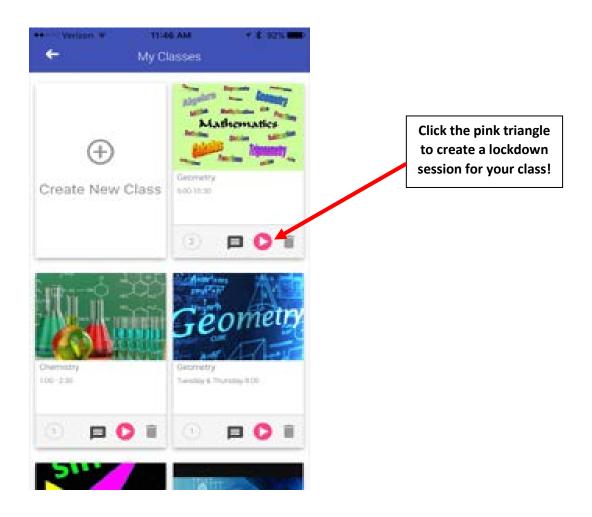




IX. How to Start a Lockdown Session

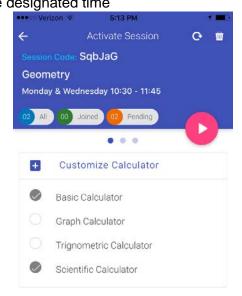
Click HERE to watch a demo video on starting a Lockdown Session for your class

1. As a teacher, you can run a lockdown session from your phone, a tablet, or your computer. Go to "My Classes" and start a session by clicking the pink triangle in the bottom right corner of the class you would like to put into Lockdown Mode

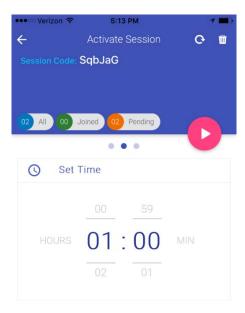




2. Customize the calculator by unclicking the features you do not want your students to have access to during the designated time

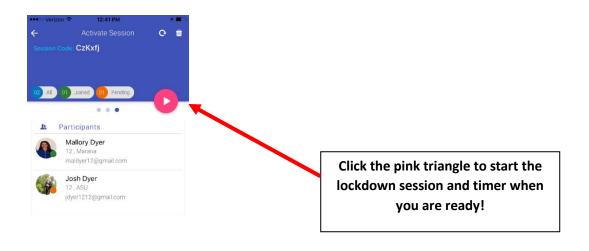


3. Select the length of your lockdown session by tapping on the numbers above the hours and minutes.





4. You will now see your classroom monitoring platform, which will list out all the students already registered for your class. The tickers above are color coded and show the total number of students in the class (blue), the number joined (green), and the number pending (orange)



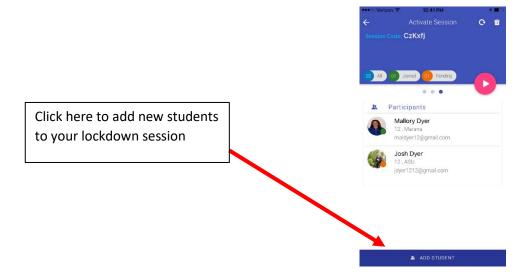
5. During the lockdown session, you do not have to remain in the app or on the webpage and have it open. If a student makes an emergency call or tries to force themselves out of lockdown, you will be notified with a noise and push notification. Notice if you close out if the session on the app, it will show you have an active session going.





How to Add a New Student to a Lockdown Session

- 1. The student must first join the actual class, so provide them with the unique class code.
- 2. If you have already started the session, or are getting ready to, it may take some time for the new student's name to show up in your queue. Therefore, click on the "Add Student" at the bottom of the screen and simply type in the student's email associated with their GraphLock account. The student will then be able to join the session.



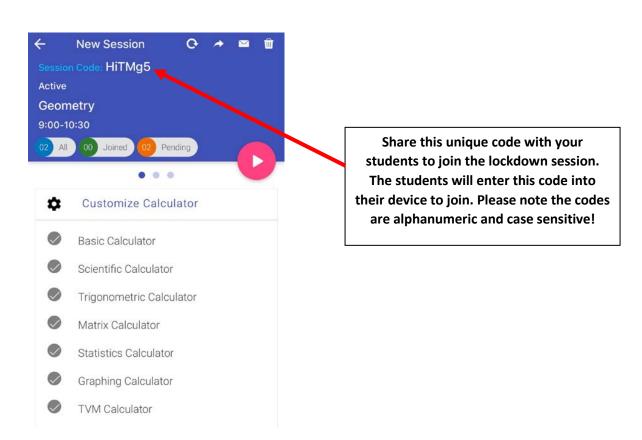


X. How does a Lockdown Session Work?

Click HERE to watch a video on how the Lockdown Session works

 When you want to start a lockdown session for a class, you will notice a unique code generated for it. Please note, this code is different than the actual class code. This is to ensure the correct students are in the session and being locked down by you during the specified time.

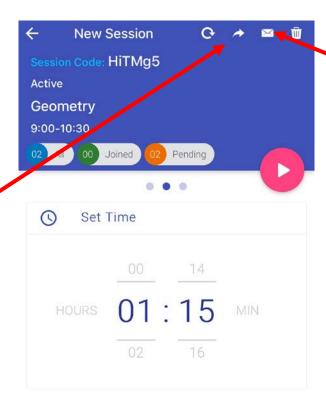
Lockdown sessions can be done from your phone, tablet, or computer!





2. You can share the Lockdown code to your students a couple different ways. You can email it to your students to copy and paste into their apps, you can also send them the code in a push notification to where it is automatically put into your student's devices to join the Lockdown session (please note the push notification can only be sent from your phone or tablet.)

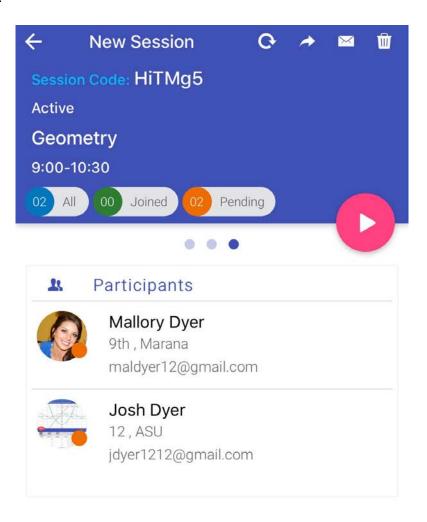
Click the arrow to send the Lockdown Code in a push notification to your students. The code will then automatically be entered into your student's device.



Click the envelope symbol to email the Lockdown Code to your students to then copy and paste into their app.



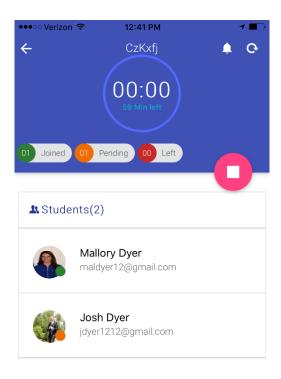
3. The students will click "Join Session" on their device and will enter in the code. After you set the customization and timer, you will see the students that have and have not joined the session.



ADD STUDENT



4. Once you start the session by clicking the pink triangle, you will see all your students in the class with a green circle by their profile picture. This signifies they are in lockdown. You will also see a green stripe across the top of their device, showing they are in lockdown! If it is not green by their profile, they have not yet joined the session. You will also see the timer for the session, showing how many minutes have passed.



5. This is what a student's device will look like during lockdown. While in lockdown, they will have a green stripe across the top of their device.

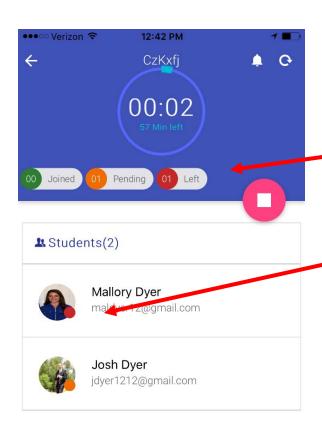




- 6. If a student makes an emergency call (by hitting the red phone on the upper right hand corner of their screen) or the student tries to force themselves out of lockdown, you will be notified in a couple of different ways:
 - It will make a noise to alert you
 - If you have the classroom monitoring platform open, the bell in the upper corner will continuously shake
 - If you do not have the app open, you will receive a popup notification on your device
 - The student that has tried to force out of lockdown (or make an emergency call) will now have a red circle by their profile picture





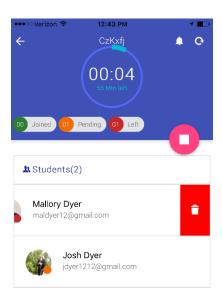


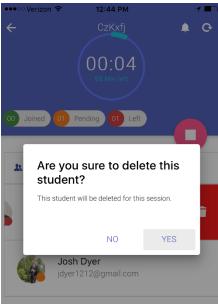
The bell will move, there will be a noise, the red ticker will show a student has left, and the circle by the student will turn red – so you know exactly which student it was!



How to Delete a Student from a Lockdown Session

1. Swipe left on the student's profile in the session list and then select the red trashcan symbol. You can delete a student from a session if they are absent that day, or if they get done early. Once you delete a student, their device will go back to normal.



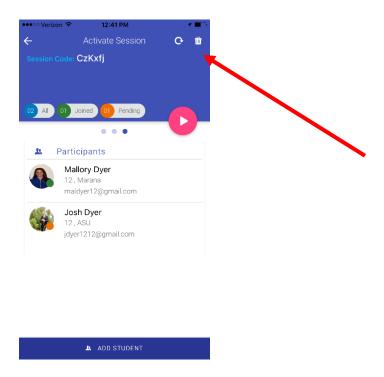


Don't worry, it will ask you to confirm before it deletes a student from the session!

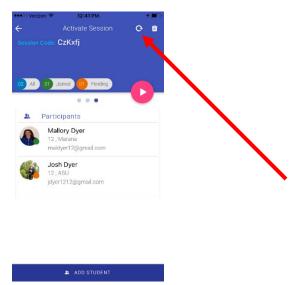


How to Delete or Refresh a Lockdown Session

1. If for some reason, you need to delete the session, simply click on the trashcan symbol in the upper right corner before starting the session.



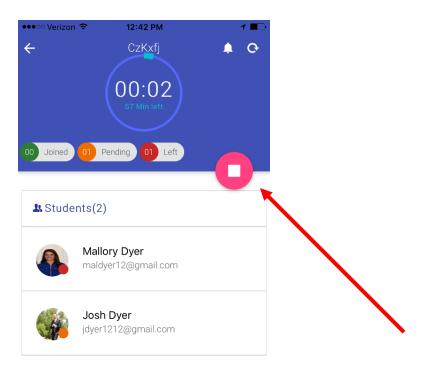
2. Sometimes it helps to refresh a session as students are joining. It helps to let you know who has joined and who hasn't. Click the refresh symbol to do this.





How to End a Lockdown Session

1. There are two ways to end a Lockdown Session: either the timer will run out and all students will be unlocked at once or you can click the pink square symbol to end it before the timer runs out.



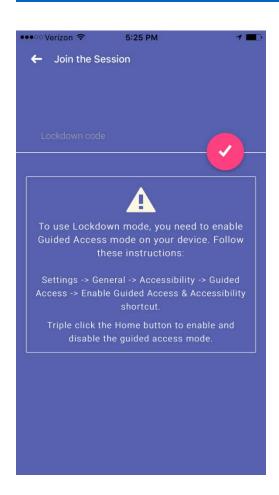


XI. Joining a Session as a Student – Guided Access Mode (iOS) and Pin App Mode (Android)

1. For a student to join a Lockdown session, not only will they need to enter in the unique session code, they will also have to enable either Guided Access for iOS or Pin App for Android. The good thing with Guided Access, the student will only need to go through these steps ONCE and then will be able to use the shortcut (triple click the home button) every time thereafter. For Pin App Mode, it is a simple "yes" to use.

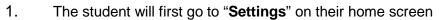
How to Join a Session – iOS Guided Access Mode

Click HERE for a video on setting up Guided Access



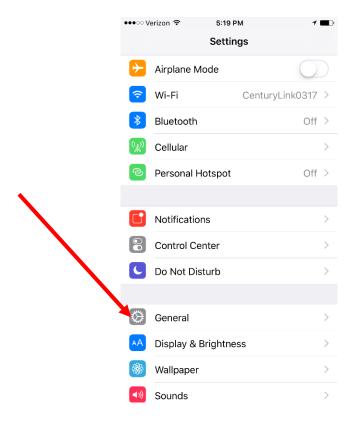
Steps to enable iOS Guided Access Mode.
The student only must do this ONCE and
will then be able to use a shortcut!





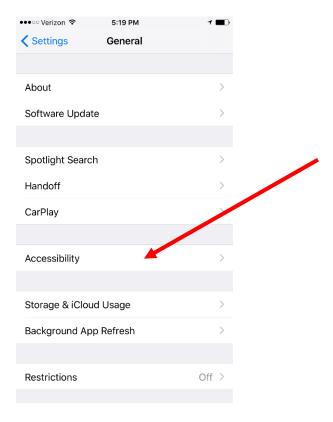


2. Then go to "General"

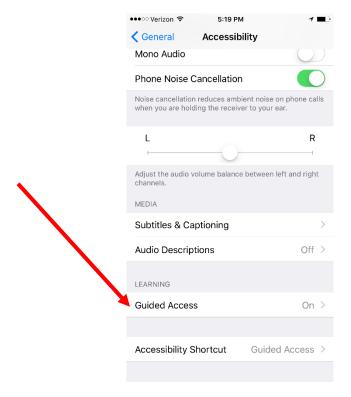




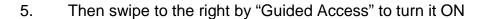
3. Then scroll down to "Accessibility"

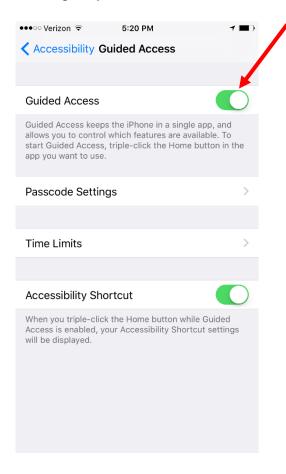


4. Then scroll all the way down to "Guided Access"

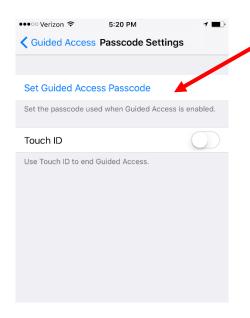




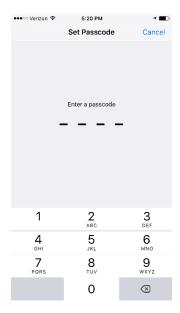




6. The student will then go to "Passcode Settings" to set a 4-digit code for Guided Access Mode.

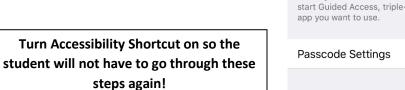


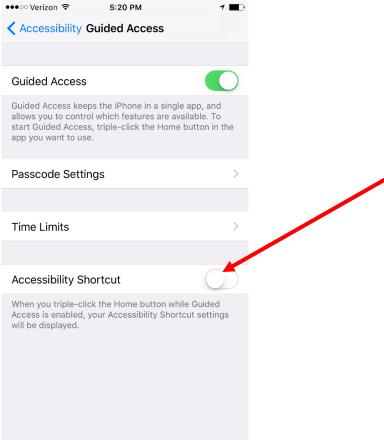




4-digit passcode set by the student for Guided Access on his/her phone. On school devices, this can be set by Teacher/IT

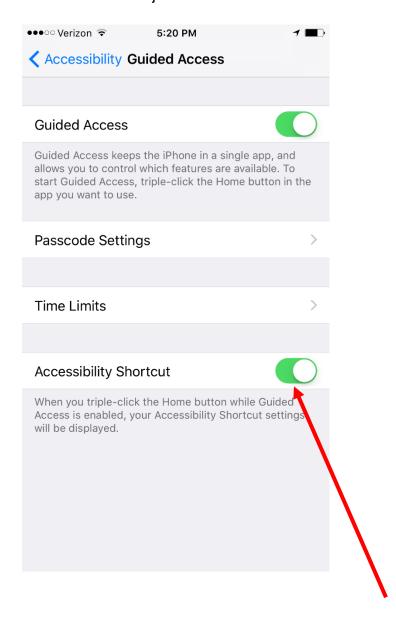
7. This is the most important part! After setting the passcode, the student will be taken back to the Guided Access Mode screen. This is where the student can set the shortcut (triple click the home button) so they never have to do these steps again!







8. The student will not be able to simply triple click the home button to enable Guided Access Mode and join lockdown sessions!

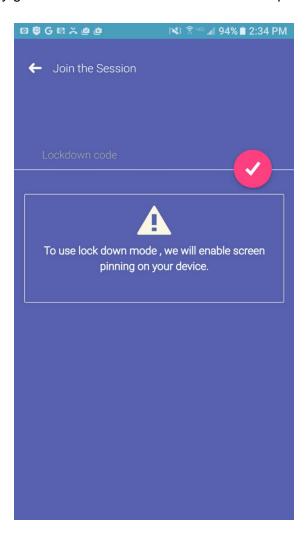


Click HERE for a video on how a student can join a Lockdown Session on an iPhone or iPad



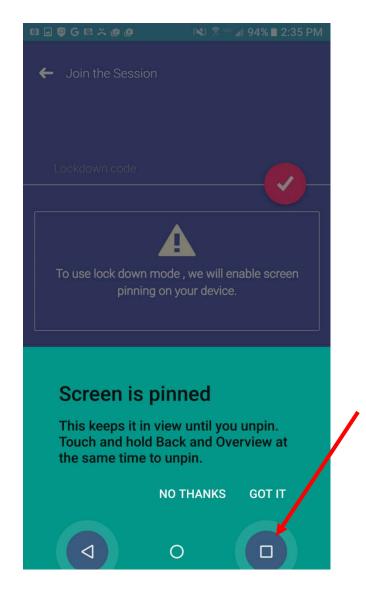
How to Join a Session – Android Pin App Mode

1. For Android, the student will not have to set anything up on their device. He/She will simply go to "Join Session" and enter in the unique session code.





2. After entering in the unique session code, the student will then be prompted to select "GOT IT" allow Pin App Mode during the Lockdown Session.



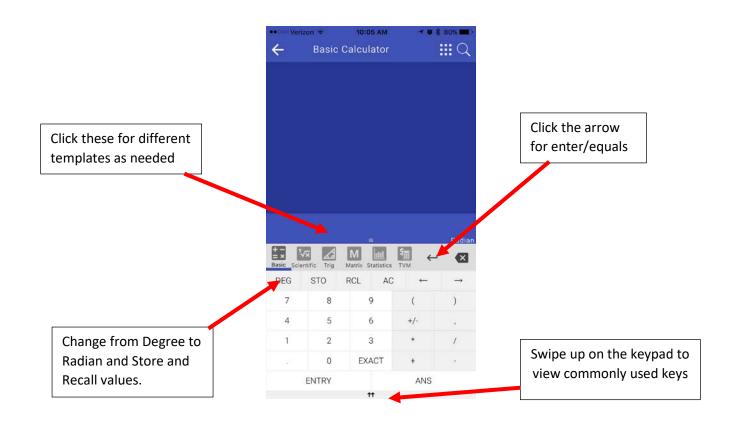
If a student selects "NO THANKS" it will not allow the student to join the Lockdown Session. Therefore, the student must select "GOT IT" and enable this mode before joining the session.

Also, if a student does try to force out of Pin App Mode, it will alert you on your device!



XII. Calculator Features

Click HERE for a video on using the calculator



The calculator can be used in landscape mode as well, just turn your device to the side and view two calculators at once!



Calculator Search Feature

If you cannot find a calculator feature, do not remember what it is, or confused as to how to type it in – no worries! Just click on the magnifying glass in the upper right corner to pull up our search feature.



combination

Compute the number of ways of picking k unordered outcomes from n possibilities.

eg: nCr(7, 5) = 21

cosine

Calculate the cosine of a value eg: cos(0) = 1

arccos

Calculate the inverse cosine of a value eg: acos(0.5) = 1.0471975511965979

It will pull up the function you are searching for and automatically place it into the entry bar

Search Feature -

simply click the magnifying glass on

any calculator screen

and type in the

function your need!



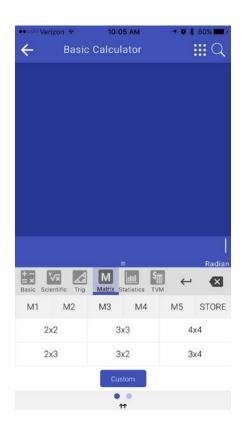


Other Calculator Features – Landscape Mode, Matrix, Statistics, and TVM

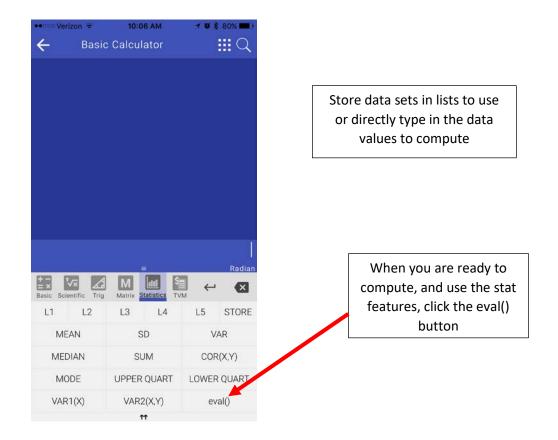
Turn your device to the side to view the calculator in landscape mode



Click HERE to watch a tutorial on how to use the Matrix calculator





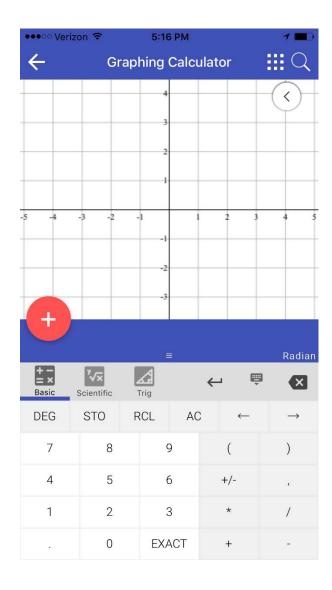




Enter in the known values into **→ ★** 80% ■ Verizon 🖘 10:06 AM the boxes on the screen and **(...** Q **Basic Calculator** leave the one you are trying to find blank Radian Basic Scientific Trig STO RCL ANS AC 7 PV 8 r FV 5 4 6 PMT 1 2 3 t **EFF** 0 To find the missing value, leave the box blank above and then click on the one you are trying to find

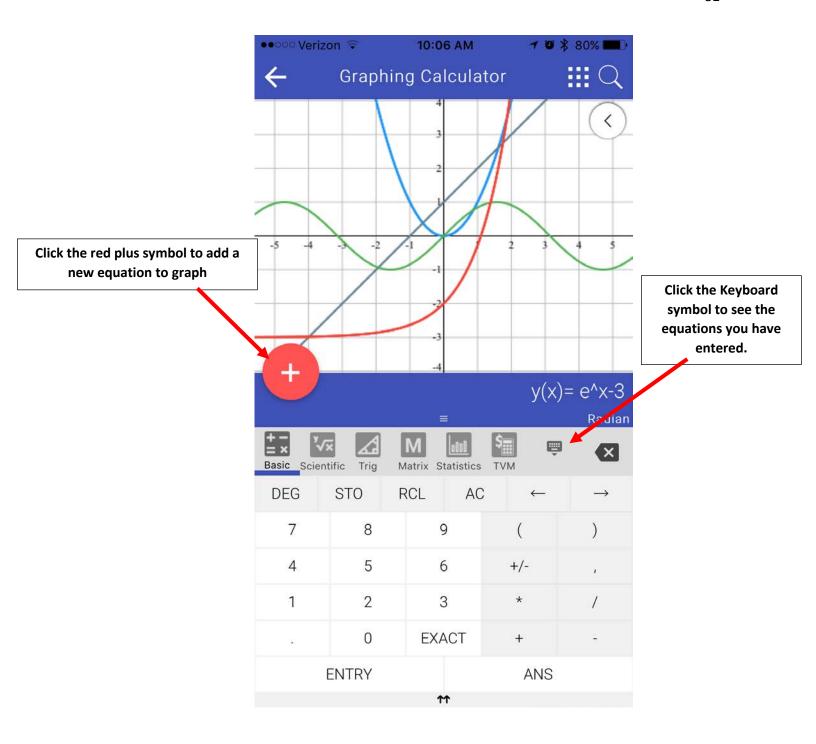


XIII. Graphing Calculator

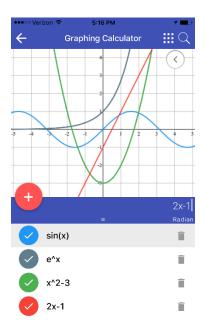


In settings, you can change the background between black and white and change the thickness of the equations graphed!



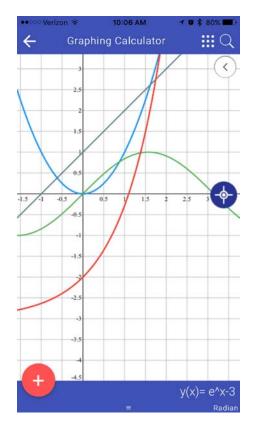






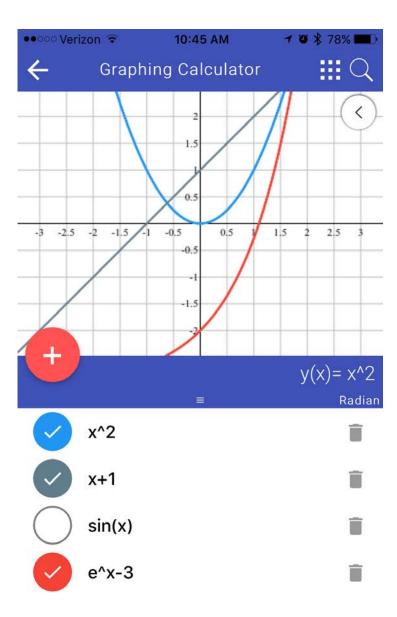
There is no limit to the number of functions you graph and they are all color coded!

Swipe down on the keyboard to view your graphs full screen. It can also be done in landscape mode!



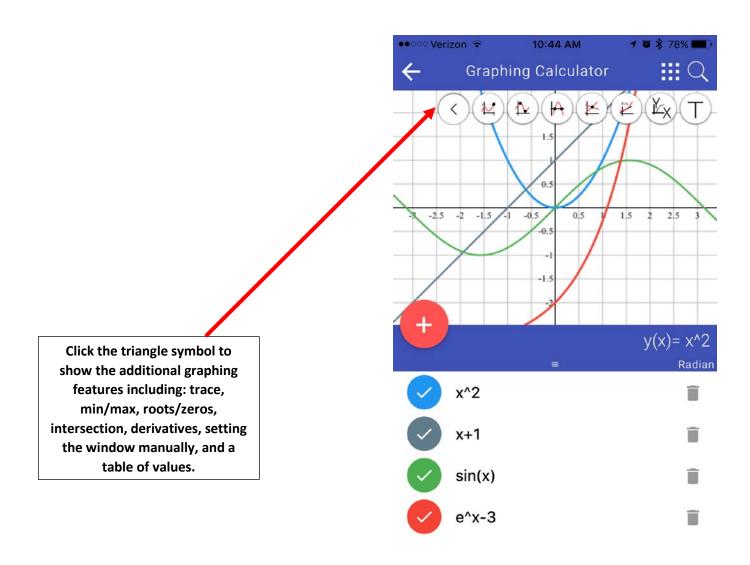


Simply check or uncheck the function to have the graph shown. You can also delete the graph by clicking the trashcan symbol to the right of it.



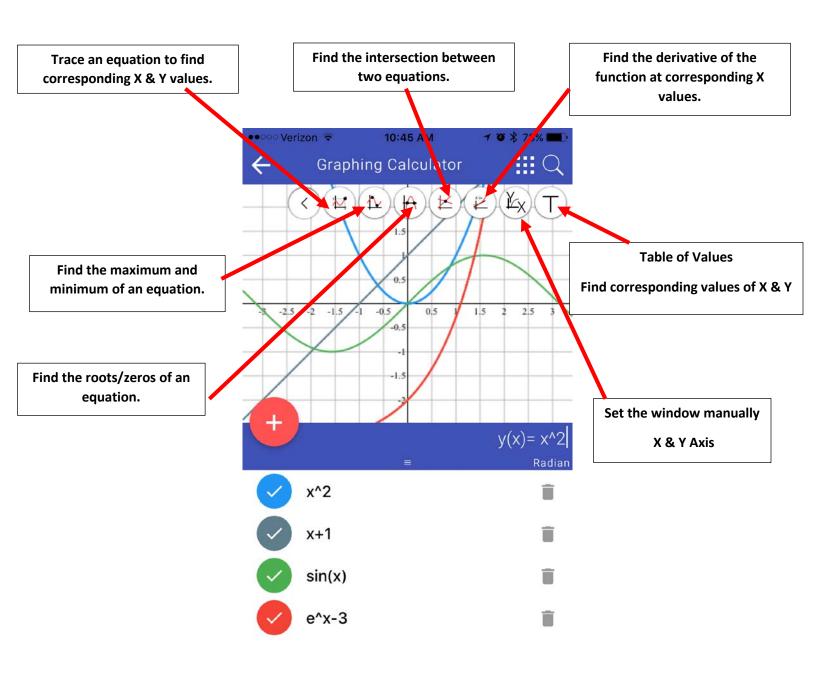


Other Graphing Features



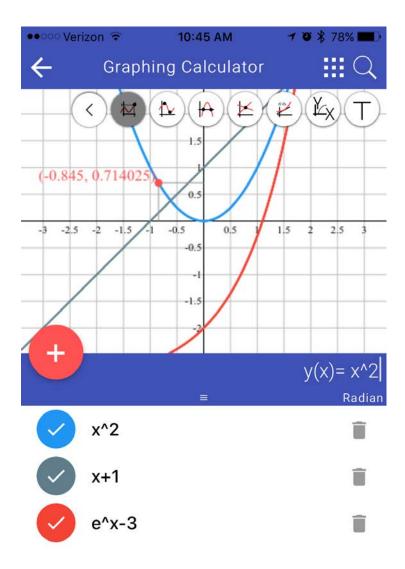
First select the equation you would like to find information about below in the list by clicking on it. For example, x^2 is selected above. From there, choose which feature you would like to use from the menu above and touch your screen on the graph to find the values.







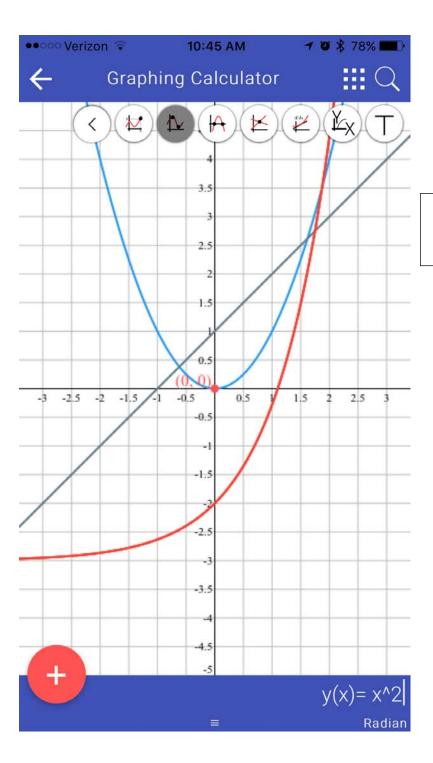
Trace Feature



First select the equation you would like to find information about below in the list. For example, x^2 is selected to trace here. Then drag your finger along the equation to find ordered pairs and trace the graph.



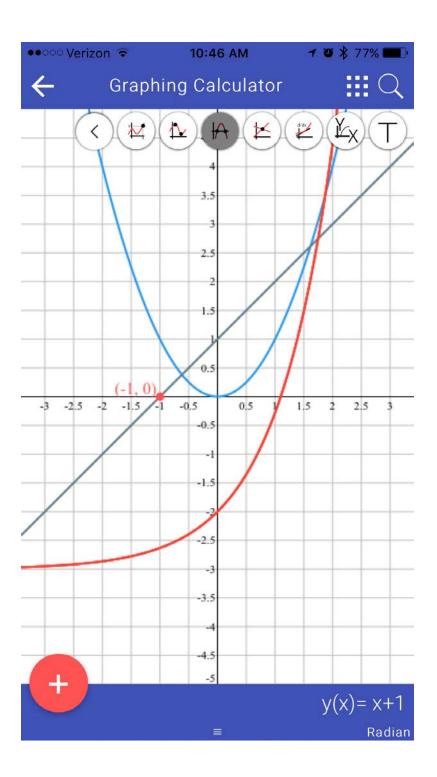
Maximum/Minimum Feature



Here the equation, x^2 is selected to find the maximum/minimum. Tap where you think the max/min are located.



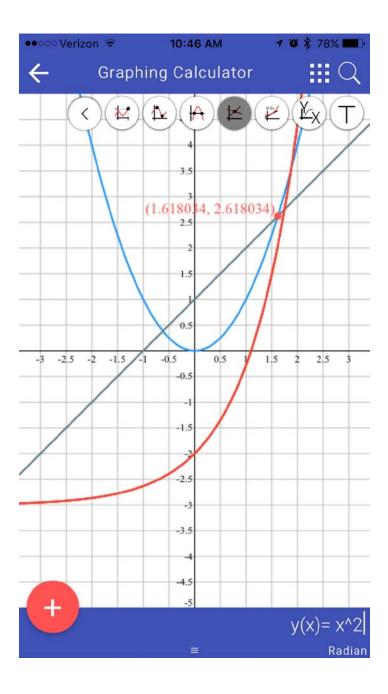
Root/Zero Feature



Here the equation, x+1 is selected to find the root/zero of the equation.



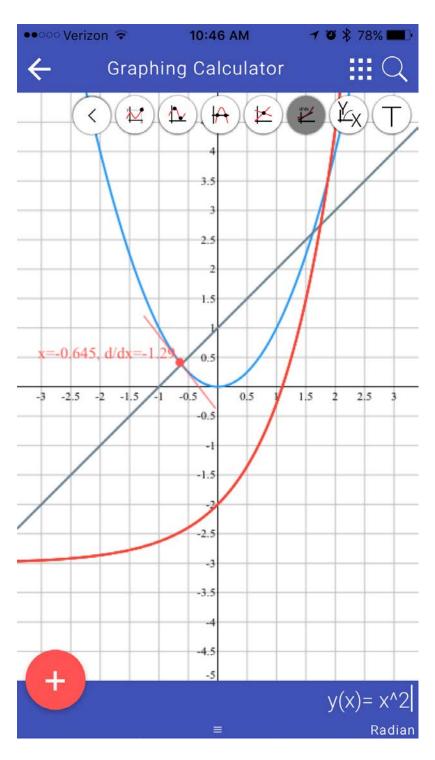
Intersection Feature



Here the equation, x^2 is selected to find the intersections. Tap where you think the intersections are located. This is showing the intersection between x^2 and x+1



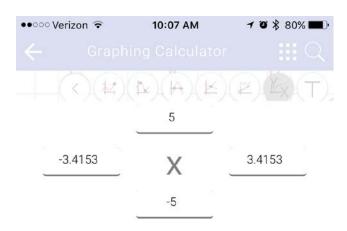
Derivative Feature



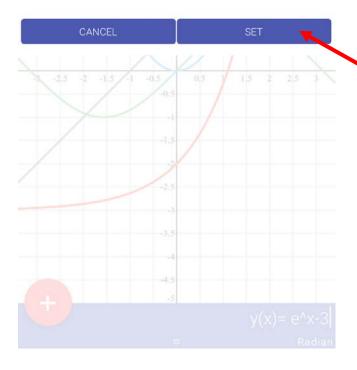
You can also find the derivative with the tangent line shown for the designated equation.



Set Window Feature



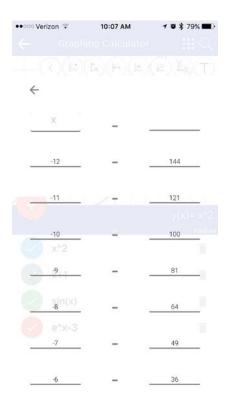
Set the window manually by entering in the minimum and maximum values for the X and Y axis



Tap the value you would like to change and the keypad will appear for you to enter in the values. Once done, select "SET"

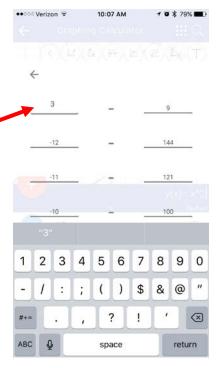


Table Feature



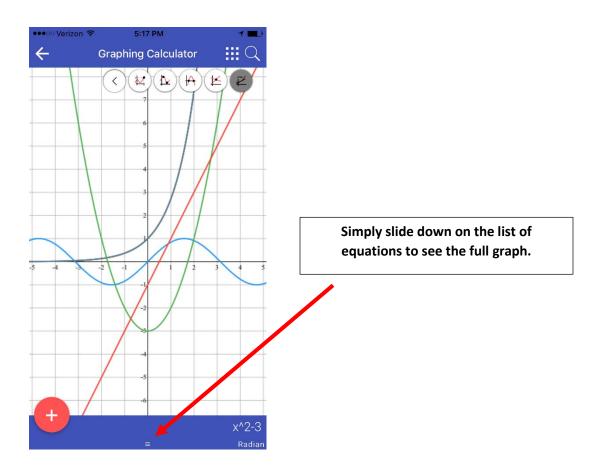
Select the Table from the menu to find the corresponding values of X and Y for the chosen equation.

To find specific values of X and Y, tap the "X" in the upper left corner and the keypad will appear for you to type in the value of your choosing.



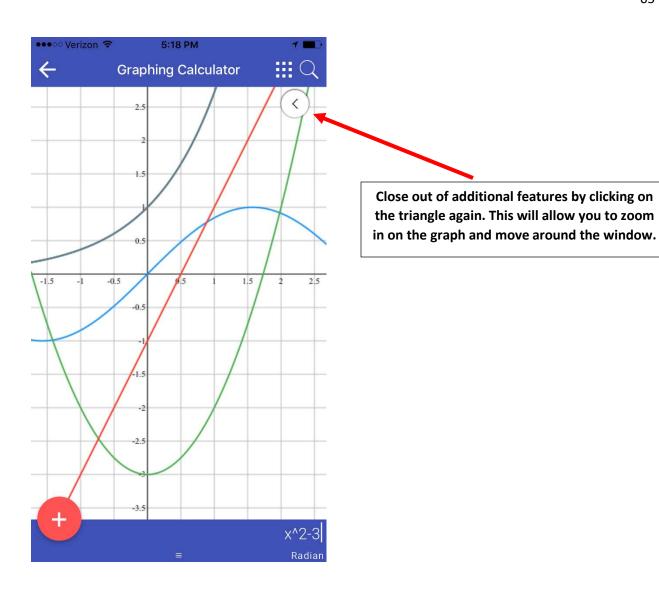


Zoom Feature

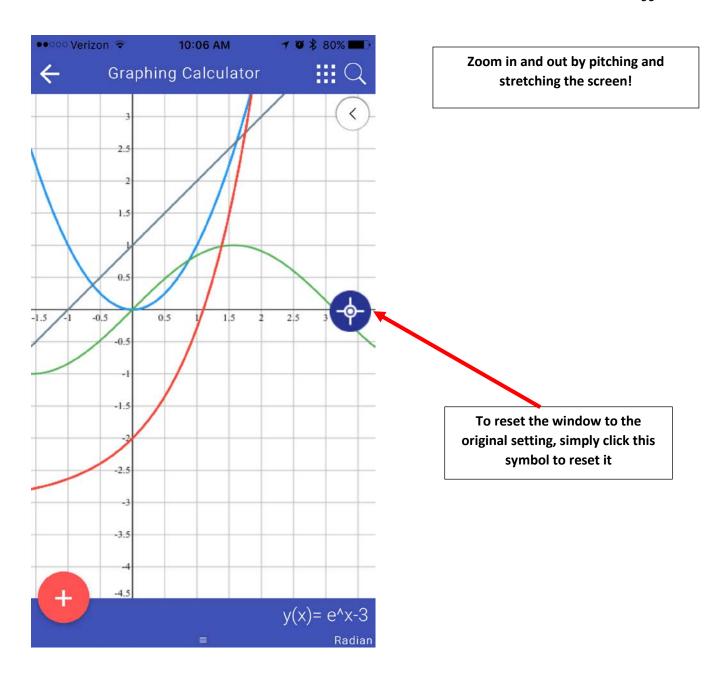


Please note – you will need to close out the additional graphing features bar by clicking on the triangle at the top again before being able to zoom in and out and move around the graph.







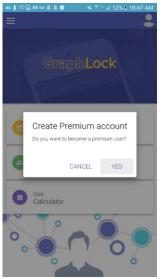




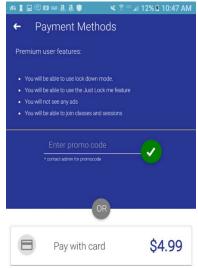
XIV. How to Use the Promo Codes

How to Upgrade the Student Version on Android Devices Click HERE for a video

- 1. The student will first download GraphLock, register and create a profile.
- 2. After registering, the student will click on "My Classes" and will then be prompted to upgrade.



3. After selecting "YES" the student will then directly enter the given promo code.





How to Upgrade the Student Versions on Apple Devices

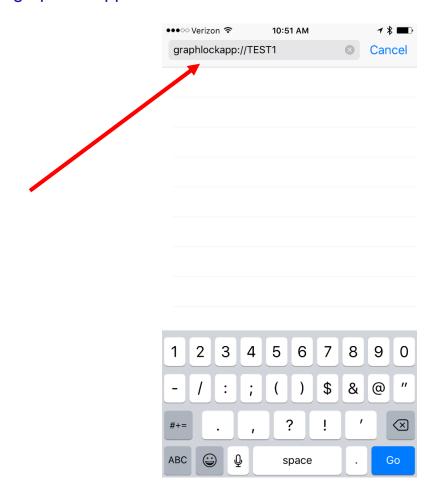
Click HERE for a video

 Once you download GraphLock and create a profile, either follow the link we sent to you in your email and/or type the link directly into your browser.

The link will be: graphlockapp://_____ and fill in the blank with the given promo code.

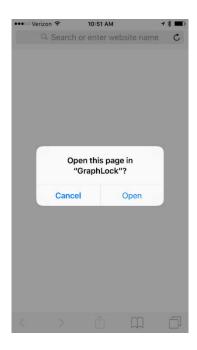
For example, if the promo code is: **TEST1** you will follow the link: graphlockapp://TEST1

Or you can directly type the link directly into your browser: graphlockapp://TEST1

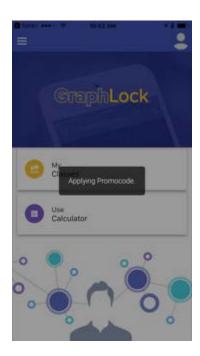




2. Once you follow the link, there will be a pop up asking to open this page in the GraphLock App. Select "Open"



3. You will be redirected to the app, where the promo code will be applied.





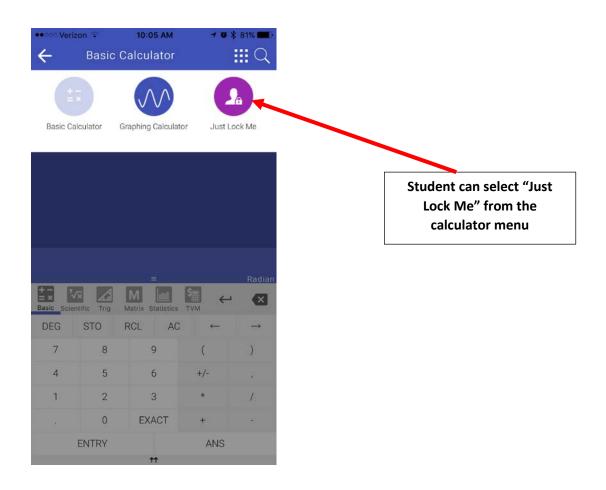
4. Your account will then be upgraded!





XV. Just Lock Me Mode

Students can quickly and simply put themselves into Lockdown using the Just Lock Me Mode





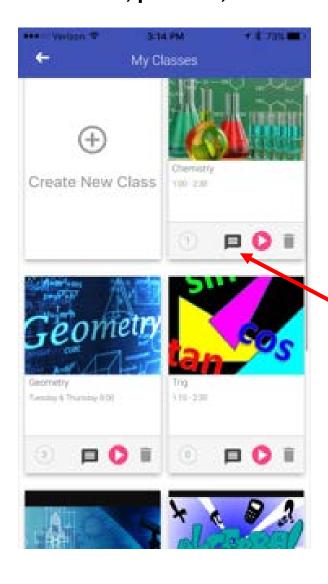


The student will still have a green stripe across the top of his/her device and will have access to an emergency call button.



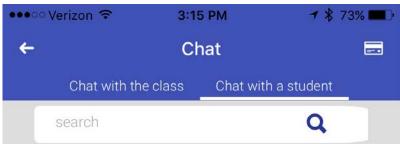
XVI. Chat Feature

You can chat with an entire class or an individual student, all while keeping phone numbers private! Send texts, pictures, and attachments.

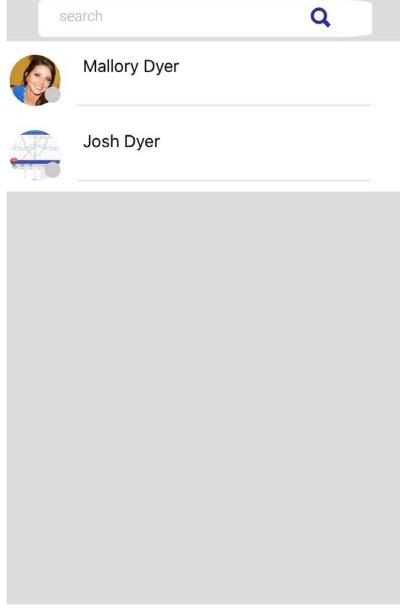


To chat with a class or student, go to "My Classes" and then click on the "chat" symbol to open the chat feature.





Select to "Chat with the class" or swipe left to send a message to an individual student.





9:40 AM 7 0 \$ 93% I •••• Verizon 🖘 **←** Chat == glappteacher@gmail.com, Jdyer1212 May 11, 2017 9:34 AM Jdyer1212 I am stuck on problem #3 for homework 5.2 May 11, 2017 9:35 AM Jdyer1212 May 11, 2017 9:35 AM Mal Dyer Reminder: Homework 5.1 and 5.2 are due on Friday May 11, 2017 9:40 AM enter your message Click here to send an attachment.

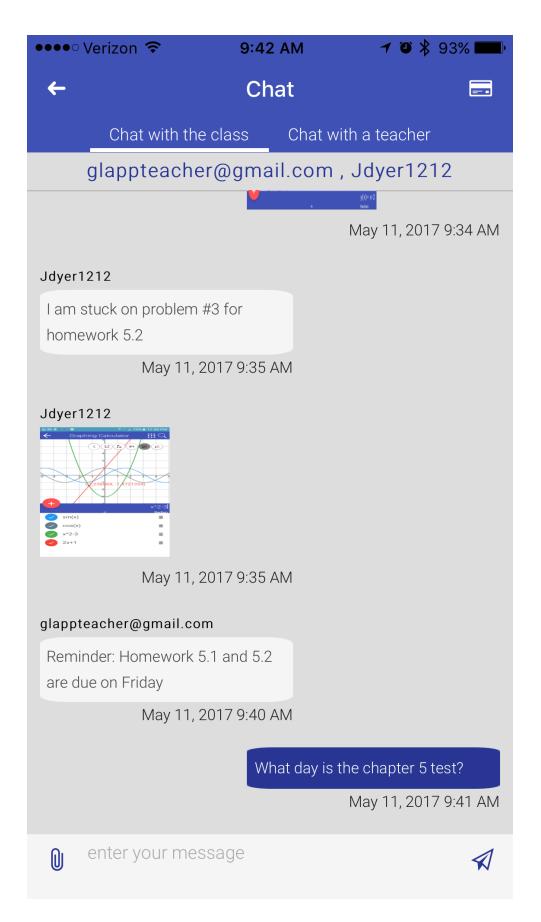
Click here to see all attachments sent and received.

Students can chat with the entire class or an individual teacher.

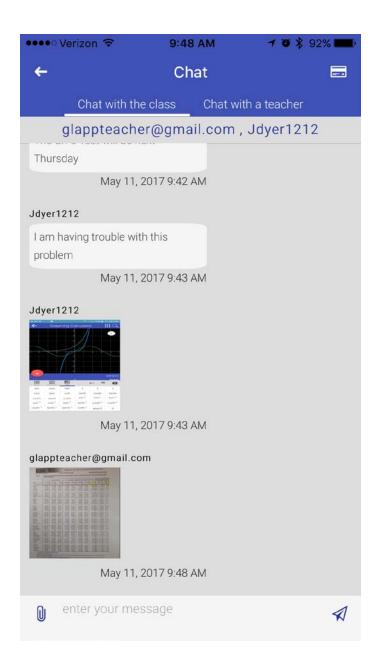
IMPORTANT

During a Lockdown Session, a teacher can send a class/student a message but students cannot respond nor send any messages through the chat feature.





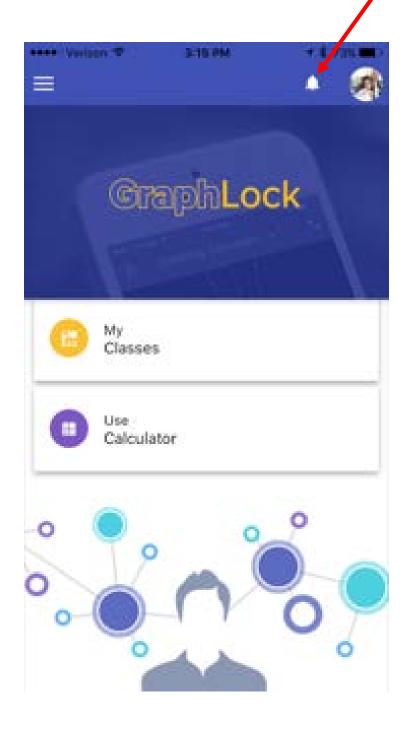




Send texts, pictures, screenshots, and attachments



The "bell" on your home screen is where all your messages for all classes and students can be found.





XVII. WebApp for Teachers

You can also completely do everything you need for GraphLock and your classes right on your desktop or laptop! Simply go to: www.graphlockapp.com and you will have access to all your classes, the lockdown session, and full calculator features!





XVIII. Additional Demo Videos

We have tutorial and demo videos located at our YouTube Channel:

https://www.youtube.com/graphlock

Our Webapp is located at:

http://www.graphlockapp.com/

Below are additional videos:

How to Use GraphLock For Proctors & Testing Centers

How to Use GraphLock for Parents

Statistics on the Webapp

Matrices on the Webapp

Calculator Example Videos

How to do a Lockdown Session from the Webapp



XIX. Help and Support

Thank you again for downloading GraphLock! Please let us know if you have any questions or feedback for us. Our goal is to make GraphLock the best possible app it can be for students and teachers! If you would like to schedule a demo or webinar with us to go through the different features, please contact us at the email below! Do not hesitate to contact us with any questions!

Contact us anytime at: info@graphlock.com

Thank you,

Team GraphLock – Mallory, Josh, and VJ

