

# ClassFlow Desktop Version 4.0

## Release Notes

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# ClassFlow Desktop 4.0 Release Overview

ClassFlow Desktop now includes the ability to create online and offline assessments with the newly redesigned Assessment Builder! Teachers can create assessments with 12 different question types and deliver them directly to students.

Instant Whiteboard is updated to directly open and deliver lessons. Student polling offers an entirely new, dynamic experience with a brainstorming tool called the interactive poll results viewer in instant whiteboard.

Users will also now have a consistent experience in Lesson Builder, Activity Builder, Assessment Builder, or Instant Whiteboard no matter if they approach ClassFlow from the website or from ClassFlow Desktop to make it easier for teachers to engage in creating and delivering ClassFlow content.

## Release Dates

US: August 18, 2017

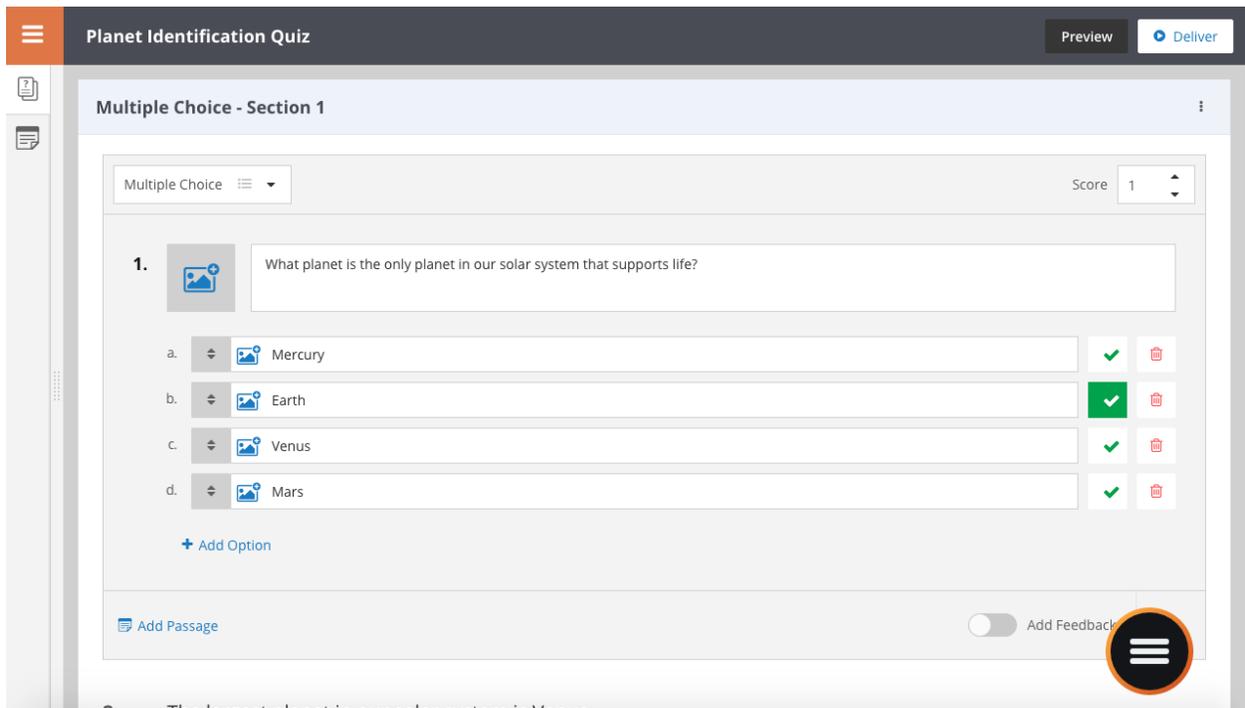
RoW: August 25, 2017

# Assessment Builder

## Overview

Assessment Builder will be available on ClassFlow Desktop for teachers to create online or offline assessments. When logged in teachers can also preview and deliver assessments directly from ClassFlow Desktop.

Assessment Builder has been completely redesigned with the release of ClassFlow web version 6.0. To see more detailed information please refer to the ClassFlow web 6.0 release notes.

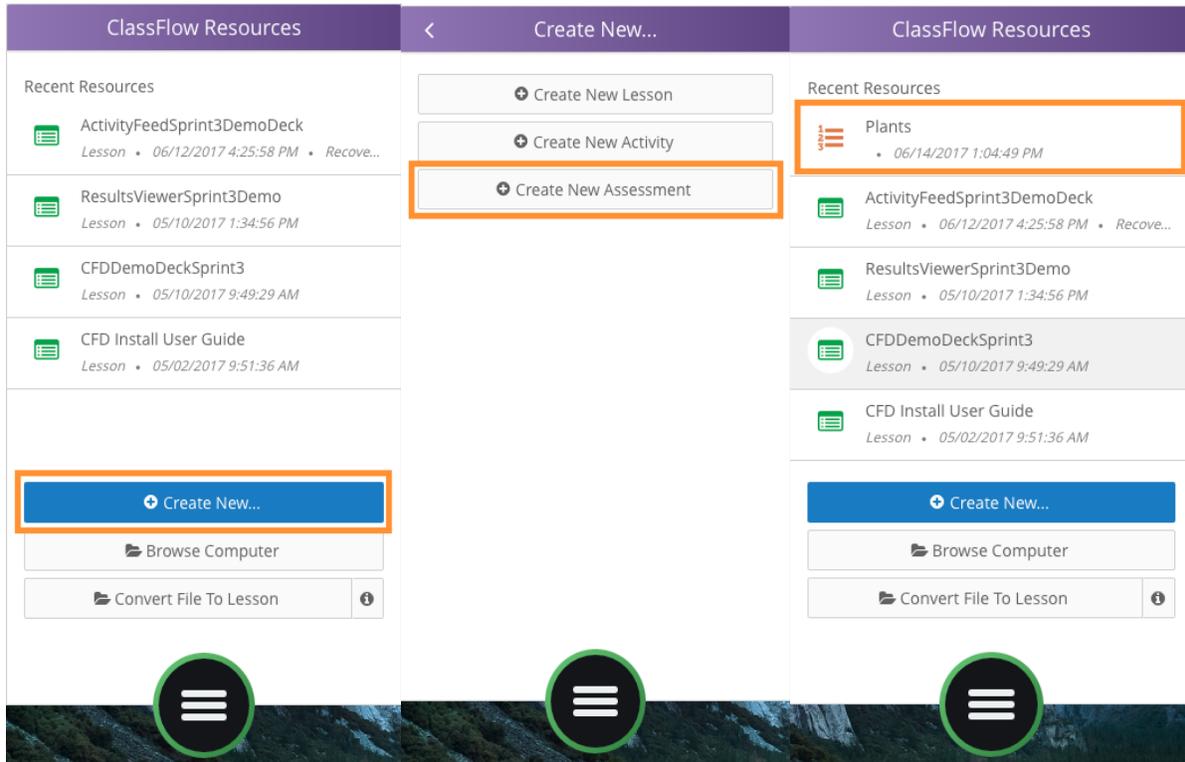


## Create a New Assessment

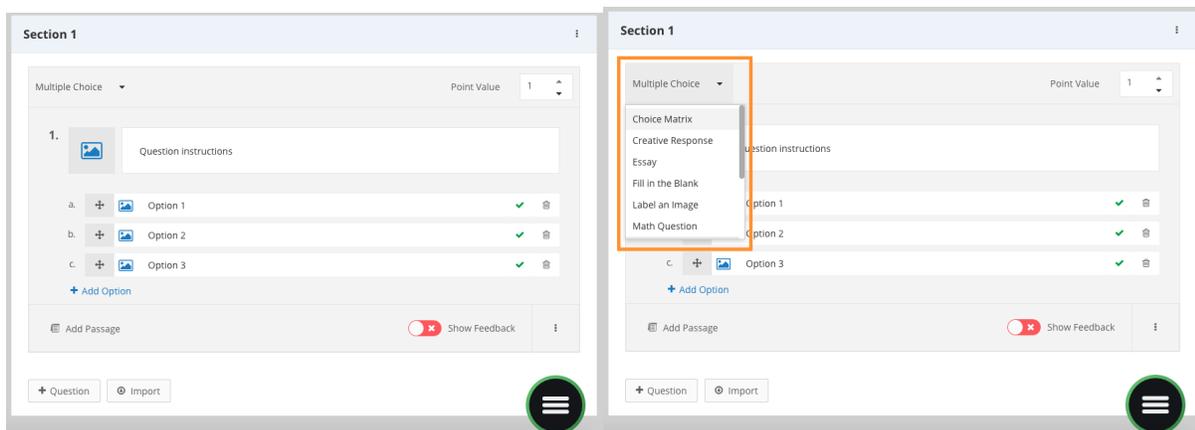
Teachers can create an assessment on ClassFlow Desktop by:

1. Opening the wheel
2. Selecting the folder icon
3. Selecting Create New...
4. Selecting Create New Assessment

5. Saving your assessment will add it to your recent resources



When opening a new assessment for the first time, a default Multiple Choice question displays. Users can enter a Multiple Choice question or select a new question type.



## Question Types

Users can choose between 12 question types when building an assessment.

- Multiple Choice
- Short Answer
- Essay
- Math Question
- Likert Scale
- True or False
- Creative Response
- Match List
- Choice Matrix
- Fill in the Blank
- Label an Image
- Sort



To add a new question in Assessment Builder:

1. Select add question from below the question or the assessment summary panel
2. A multiple choice question will appear
3. Select the question type drop down
4. Select a question type preferred (12 different types are available)
5. Enter in the question and answer content

## Preference Features

Teachers also have various options when creating an assessment to customize their assessment questions and student delivery experience such as:

- Adding passages to questions
- Creating sections
- Adding number tolerance
- Randomizing questions
- Adding graduated difficulty
- Adding student answer feedback
- Timed assessment

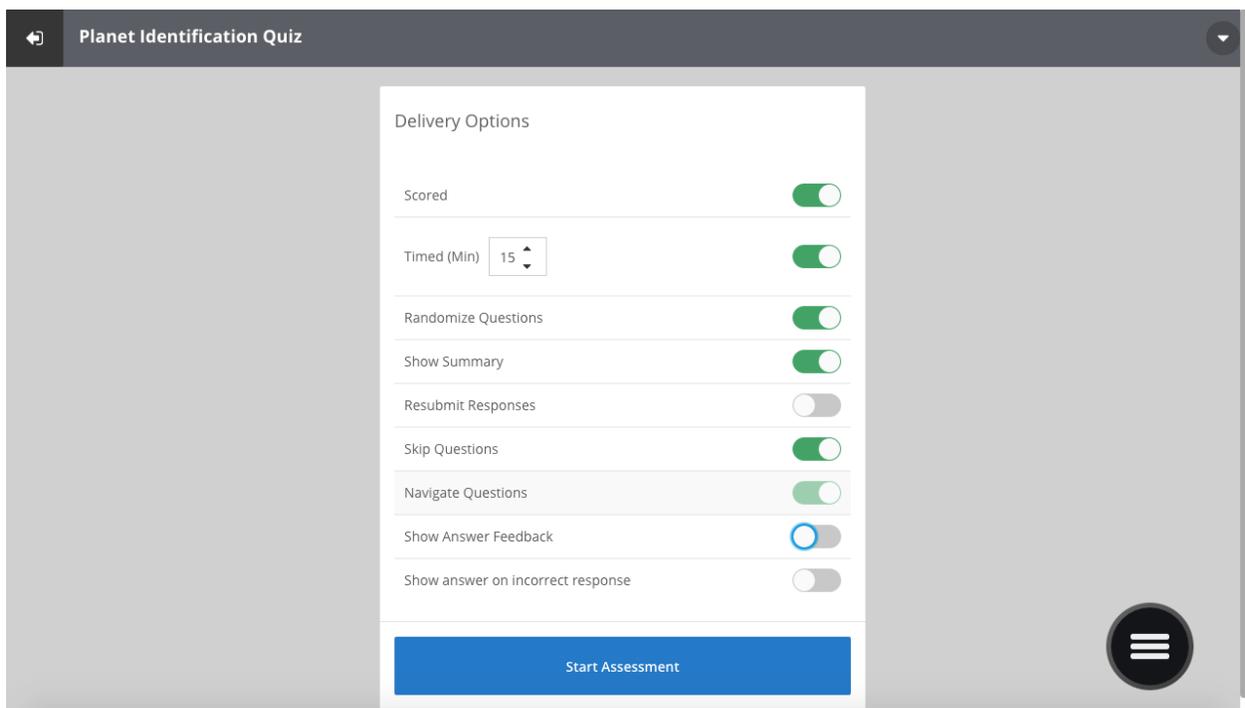
To see more detailed information on Assessment Builder preferences, please refer to the ClassFlow web 6.0 release notes.

## Assessment Builder Header

Assessment Builder header is color coded yellow and is designed so that users have a consistent experience across all builders in ClassFlow Desktop. Users can edit their assessment title directly from the header and preview or deliver their assessment to students.



## Deliver

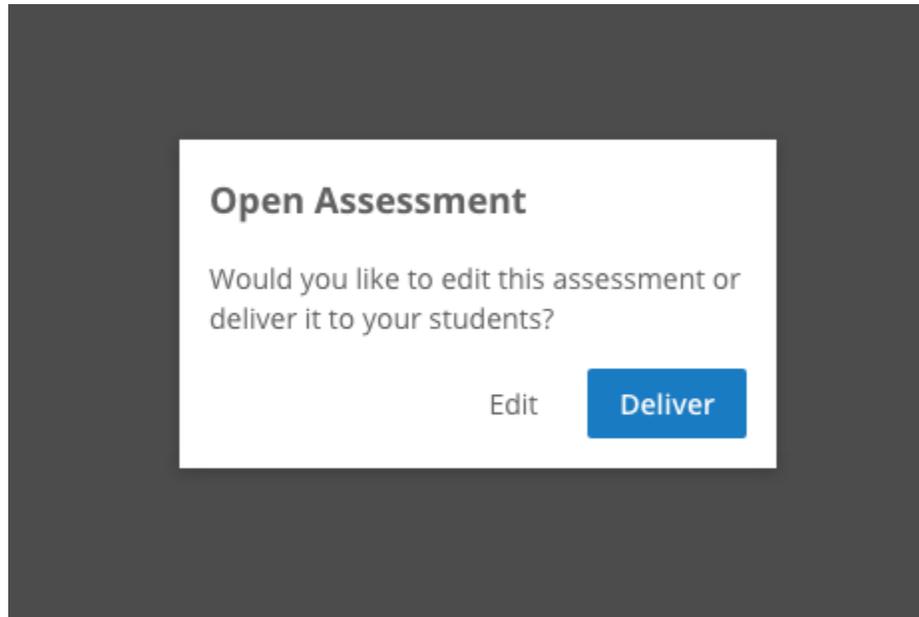


When a teacher is online and logged into their ClassFlow account there are two ways to deliver an assessment:

1. From assessment builder, teachers can select Deliver in the top left corner. This is only available when the teacher is logged in and online.

Or

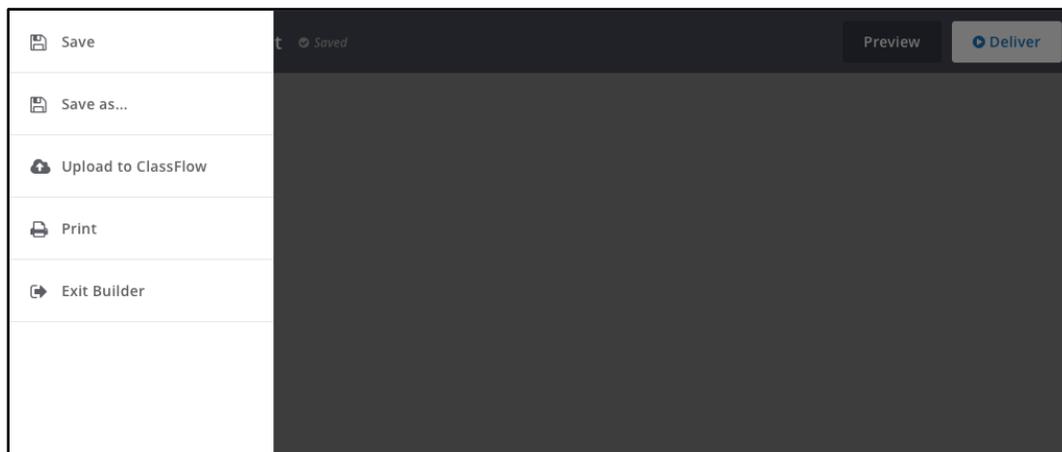
2. Open an existing assessment file. Once you are prompted, select “Deliver”. This is only available when the teacher is logged in and online.



This will upload the assessment file to your ClassFlow Resources and open the assessment presenter to begin the assessment. Teachers can access assessment results from the connection panel by selecting the results viewer icon.

## Preview

Teachers can preview their assessment as a student from the assessment builder. Once the teacher adds their questions, they can select preview from the header to take the assessment as a student would see it.



## Menu Options

### Save

Teachers can select Save from the menu to save their assessment to their computer as a .cfe file. If the teacher has not already, they will be prompted to save as with their filename and select a folder.

### Save As

Teachers can select Save As to save the file as a new assessment file. The teacher can enter their desired filename and select a folder on their computer.

### Upload to ClassFlow

A user can upload their assessment directly to their ClassFlow web

account. This will upload a copy of the assessment to their Resources. This is only available for users who are logged in.

### Print

Once the teacher is done creating their assessment, they can print all of their assessment questions or answers out as a PDF. This allows offline users to be able to print out their questions and give them to students.

### Exit

Teachers can exit assessment builder to go back to the wheel. The teacher will be prompted to save their assessment if they have not done so already.

## Key ClassFlow Desktop Assessment Builder Differences

- Assessments will be saved as a **.cfe file** on the user's computer.
- Teachers can open an existing assessment they created by double clicking on the file or opening the file from the recent resources panel.
- For images, users can select **.png and .jpg files** from their local drive.
- Users can preview and deliver assessments when logged into their teacher account. If users are offline or logged out, the options will be disabled.
- Delivered assessments will automatically upload to a teacher's Resources.
- Teachers will have to login to their web ClassFlow Teacher Account to score and review their assessment results.

- Assessment properties, question properties, and import questions are not available on ClassFlow Desktop Assessment Builder.
- ClassFlow Desktop does not support Lesson Based Assessments in Lesson Builder or Delivery. Teachers will need to go on the web to create a Lesson Based Assessment.

Please see the ClassFlow web 6.0 feature for a full step by step overview of the new Assessment Builder functionality.

## Activity Builder

Activity Builder has a new look and feel to go along with all of the other newly redesigned builder headers. This will allow users to have a more consistent experience across all builders in ClassFlow Desktop and on ClassFlow web.

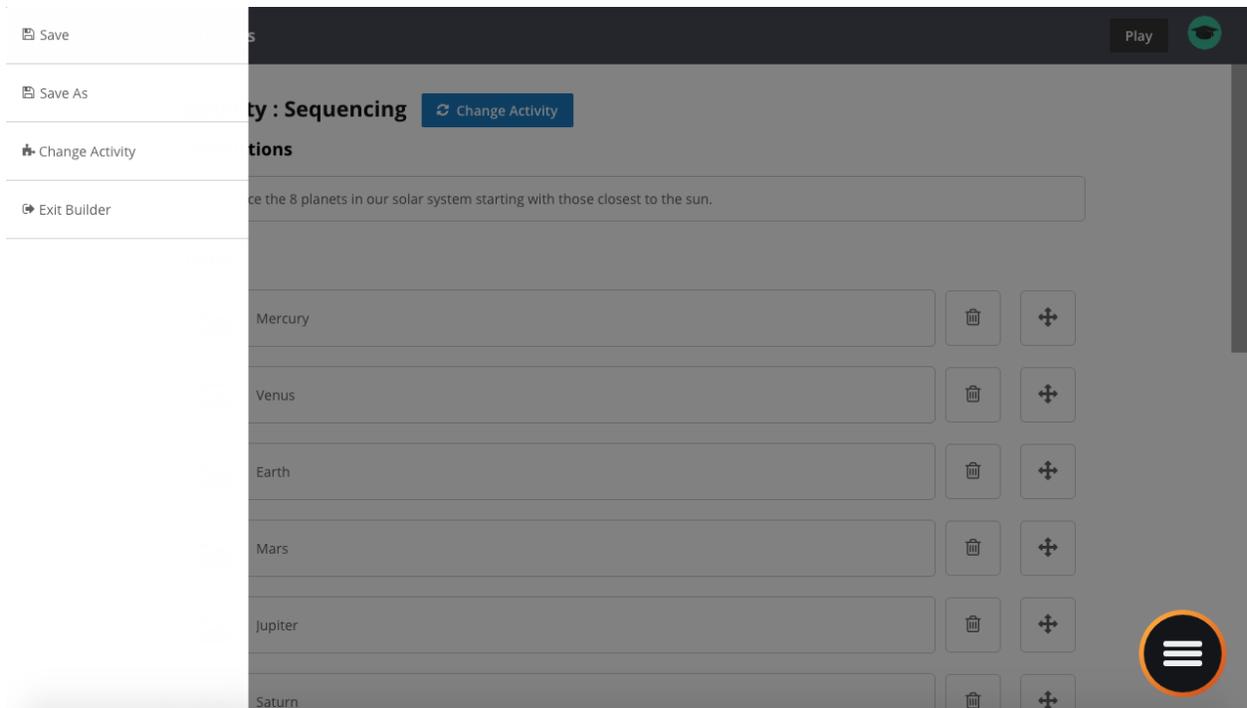
### Activity Builder Header

The new activity builder header is color coded red and includes in line title editing. Users can enter in their preferred activity title and save the file as that title.



The features of the new Activity Builder menu options are:

- Save
- Save As (New!)
- Change Activity Type
- Upload to ClassFlow
- Exit
- Play



## Lesson Builder

Lesson Builder has a new look and feel to go along with all of the other newly redesigned builder headers. This will allow users to have a more consistent experience across all builders in ClassFlow Desktop. Users will now be able to Deliver their lesson in Instant Whiteboard directly from Lesson Builder.

### Lesson Builder Header

The new Lesson Builder header is color coded green and includes in line title editing. Users can enter in their preferred lesson title and save the file with that title.

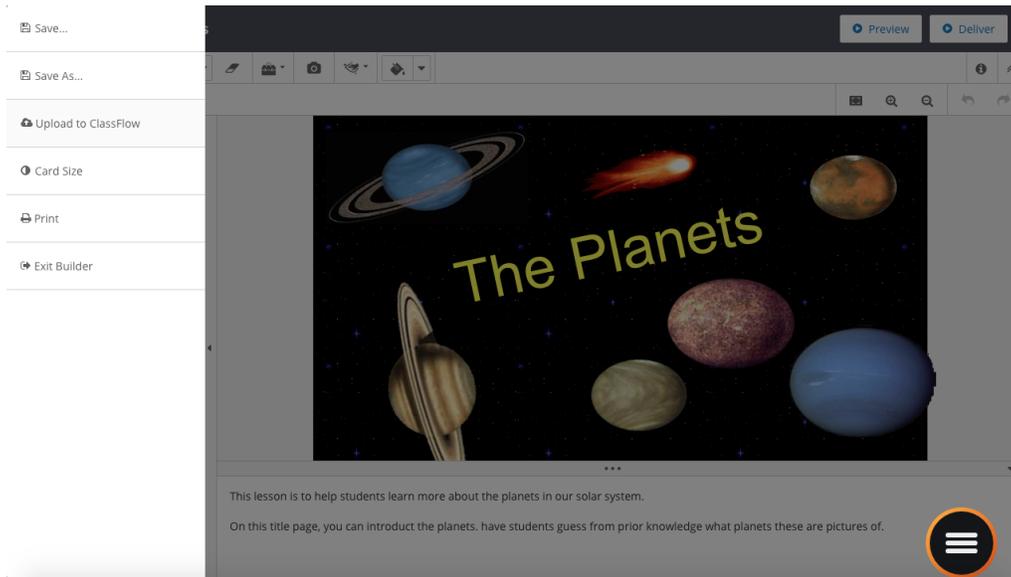


The features included the Lesson Builder menu options are:

- Save
- Save As (New!)
- Upload to ClassFlow
- Card Size

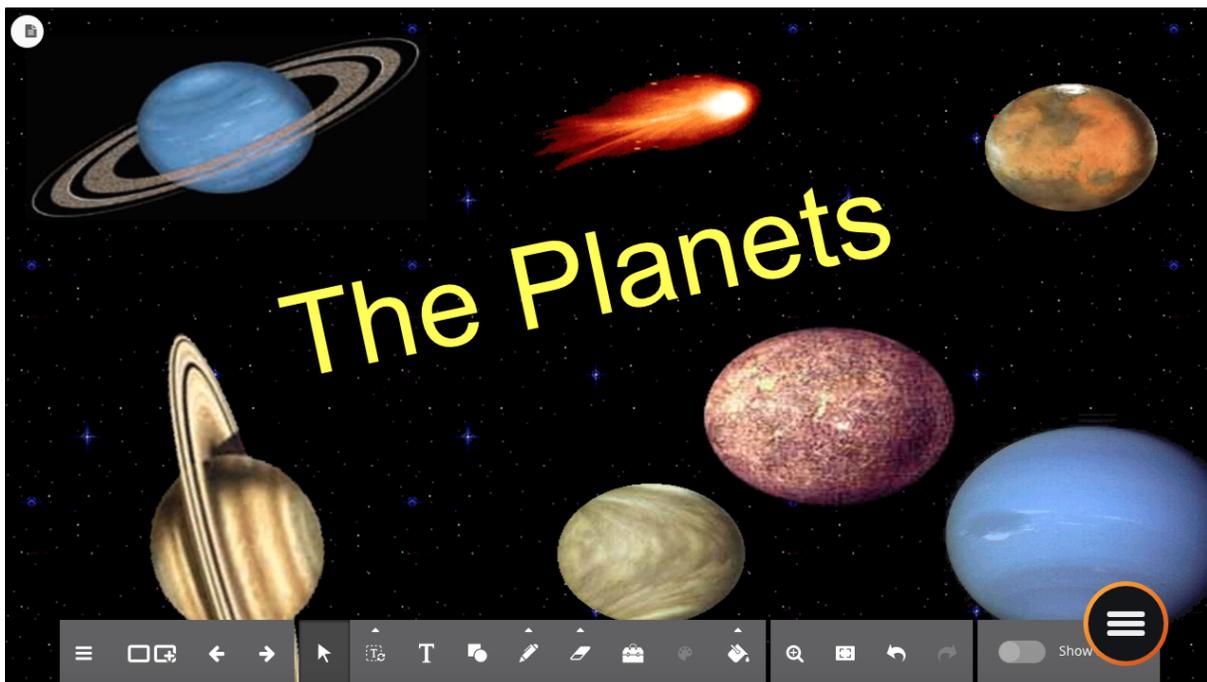
- Print

- Exit



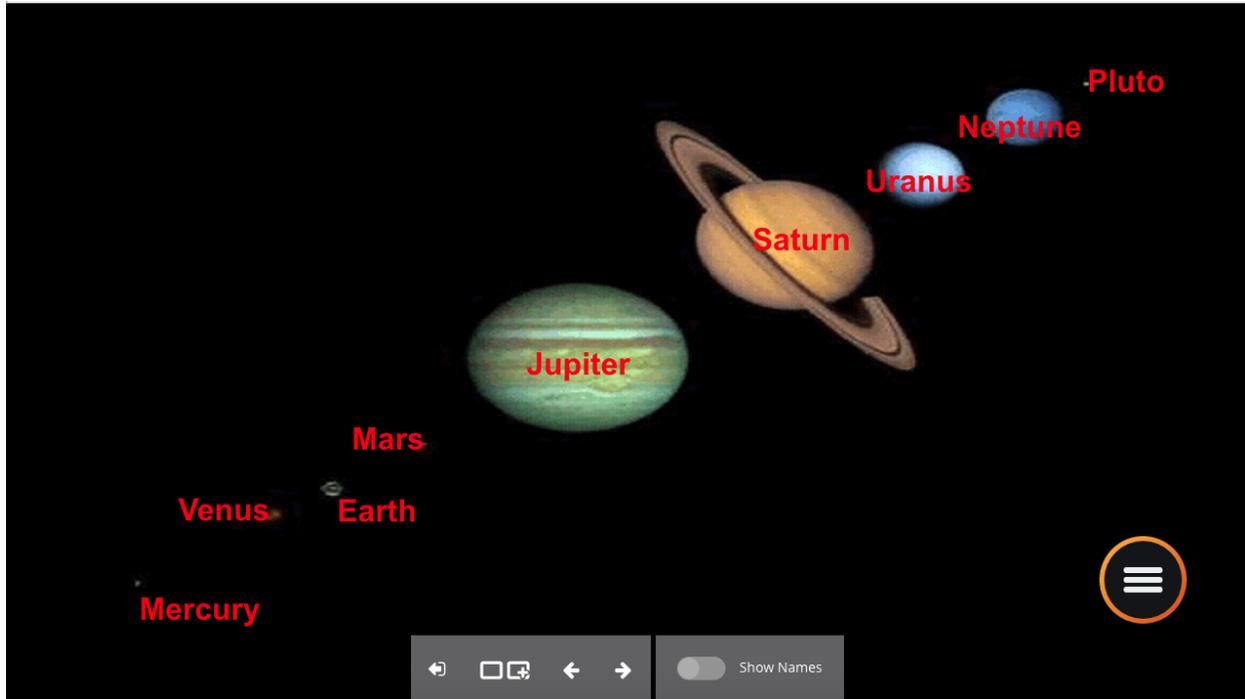
## Lesson Delivery

Teacher can select Deliver from the Lesson Builder Header. This will open the lesson in Instant Whiteboard with a variety of tools available.



## Preview

Teachers can also open their lessons in a read-only mode by selecting Preview from the toolbar. From here, users can preview their lessons and navigate through their lesson cards. Show and hide names is available for poll cards.



## Instant Whiteboard

Instant whiteboard has been updated to support opening a lesson directly into whiteboard. Users will now see the same Instant Whiteboard whether they are on ClassFlow Desktop or they are logged into their ClassFlow web account.

### Open a Lesson

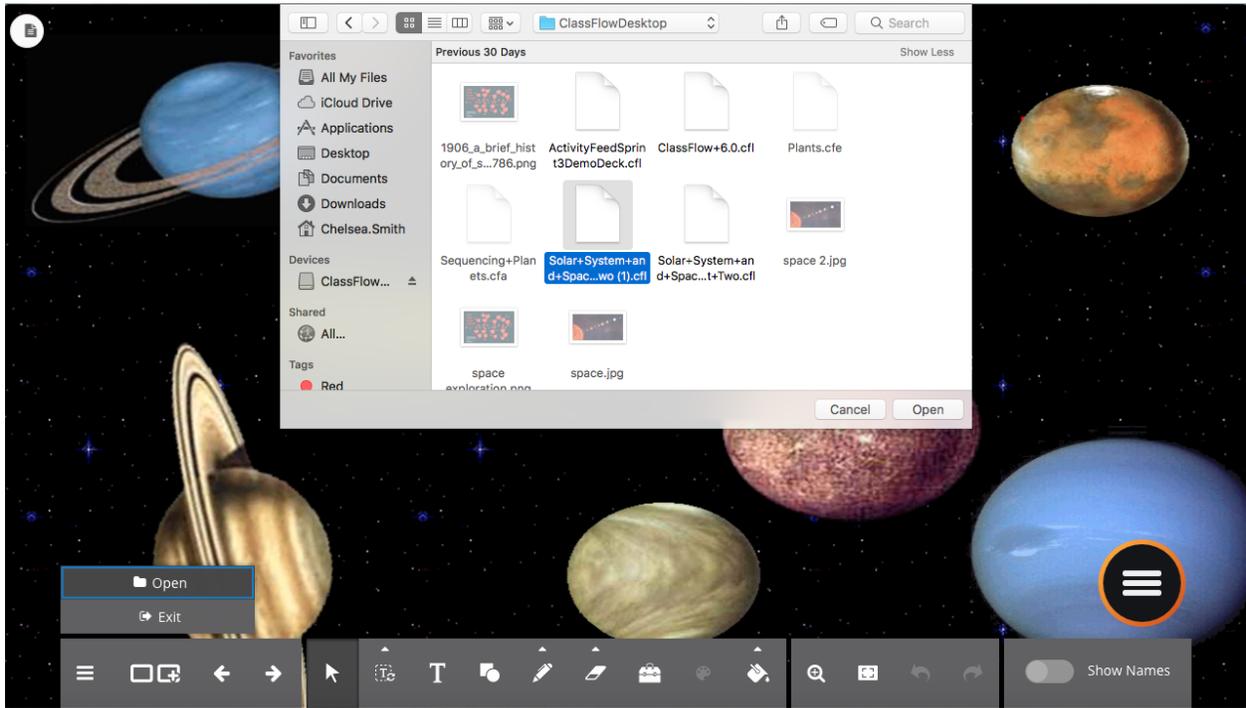
Teachers can now open a ClassFlow Lesson file (.cfl) from Instant Whiteboard.

To open a lesson in instant whiteboard:

1. Open instant whiteboard from the wheel
2. Select the left menu options
3. Select "Open"

4. Choose a Lesson - .cfl file

The lesson will load into Instant Whiteboard with all of the tools available. The teacher can either choose to save their changes as the existing lesson, save as a new lesson file, or exit Instant Whiteboard without saving.



Toolbar

The toolbar still has the same functionalities, but with additional tools available:

- Card navigation is now accessible directly from the toolbar.
- Text tool has been added to the toolbar (post 5.3 maintenance release).
- Student cards are now available in the card carousel.
- Section cards are shown for lessons created in lesson builder.
- Card Notes are available for lessons created in lesson builder.
- Poll results will now show directly into instant whiteboard. Please see interactive poll results viewer for more details.

Teachers can also Deliver Lessons straight from Lesson Builder into Instant Whiteboard. Please see Lesson Builder Header notes below for more information.



## Interactive Poll Results Viewer

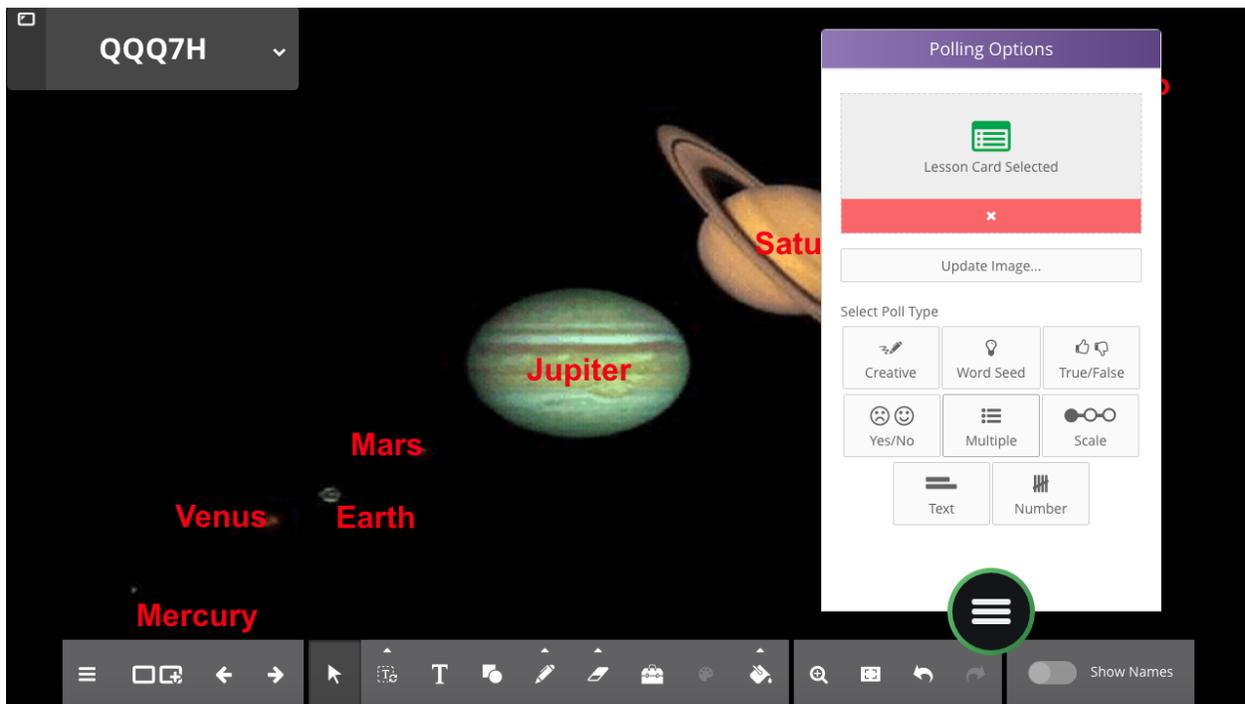
The new interactive poll results card makes it easy to interact with and categorize student responses. This will be available for ClassFlow Desktop users who are online and have a class session started. Starting a poll from the wheel will now create a new poll results card in Instant Whiteboard where the teacher can see the responses as they come in, start a new poll, and organize student responses.

### Start a Poll

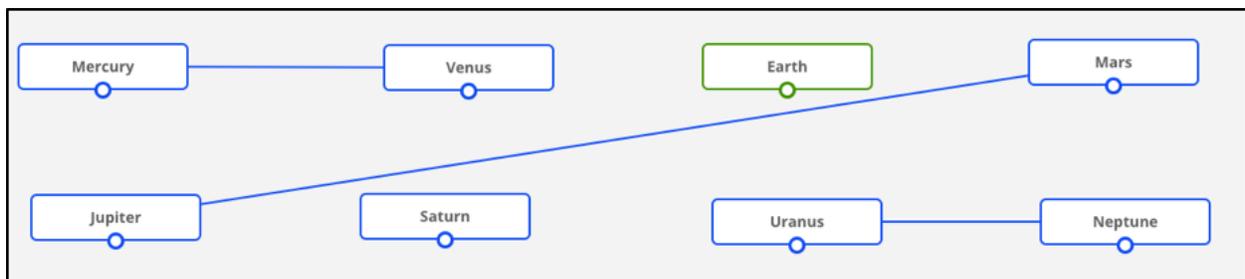
When a user starts a poll from ClassFlow Desktop, they will now have the option to open whiteboard and view the student responses.

To start a poll, make sure you are logged in and have a class session started.

1. Open the wheel
2. Selecting the polling menu
3. Select any poll type
4. Select the poll results viewer icon from the connection panel
5. Whiteboard will open with a poll results viewer card and student responses



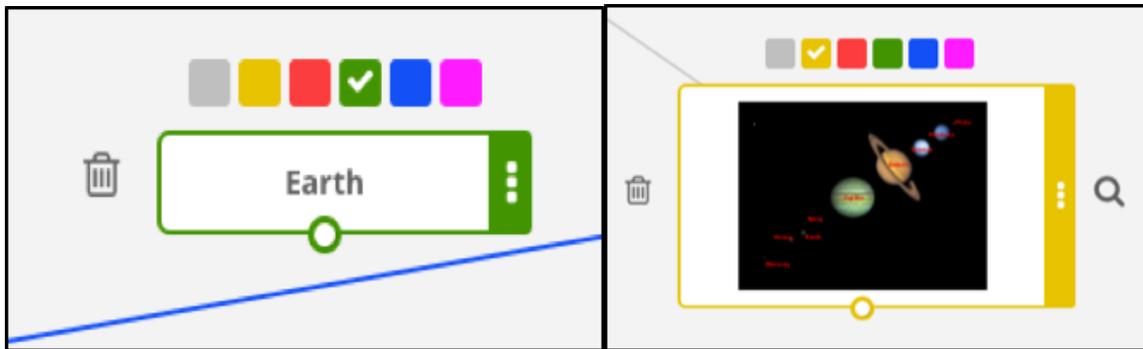
Notice that as student responses come in they appear in a grid-like fashion. Once all of the responses are in, the teacher can stop the poll and organize responses on the card by moving them, connecting concepts, and color coding responses.



From here, the teacher can start another poll from the wheel, select Poll from here to start a poll on a student's response, or they can add a new card and continue on their lesson.

## Student Poll Response Bubbles

All student responses will now appear on the lesson card in a grid. Teachers can organize and categorize student poll responses in a mind-map type fashion. Teachers can move, connect, and change color of responses as they come onto the screen in Instant Whiteboard.

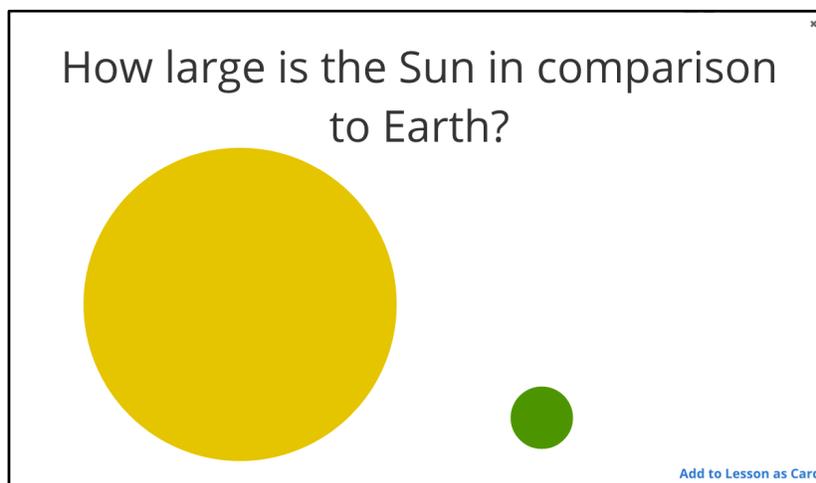


## Word Seed, Text and Number Polls

These freeform poll types will appear in a grid as individual bubbles onto the poll card. The teacher will always see the original poll card appear at the top and the responses beneath the polling card.

## Creative Poll

Teachers can view all of their student's **creative poll responses** on the poll card and then double click or select the magnifying glass to enlarge each response.



Each **Word Seed and Creative Poll** response submitted will show as a new response and **Number and Text Poll** response submitted will overwrite the previous response.

### Student Poll Response Summaries

**Yes/No, Likert Scale, Multiple Choice, and True/False Poll** responses will show as a summary graph. The response summary will act like any response on the card and will allow the teacher to move, connection, and change the graph color. Teachers can see live responses as students submit responses.



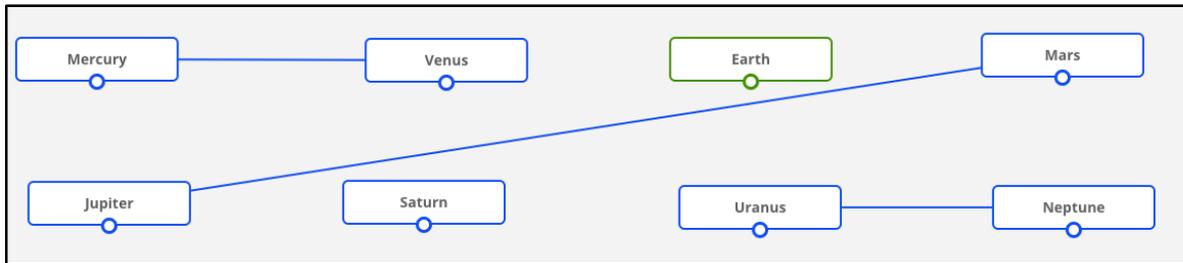
### Response Bubble and Card Actions

#### **Moving Response Bubbles**

Teachers can move individual and summary responses around on the card. All responses will originally show in a grid like fashion and from there a teacher can organize and move responses to categorize them.

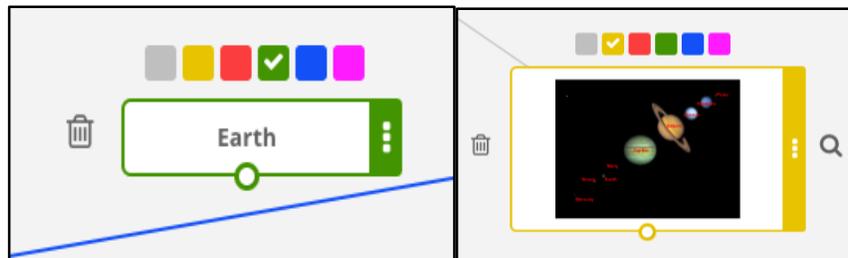
#### **Connecting Response Bubbles**

Teachers can also connect one response to one or more responses. A teacher will see that the responses are connected as they move responses. Notice that if you connect two responses that are the same color, the line will change to reflect that the responses are the same color. A teacher can remove a response by selecting the connection line and the trash icon.



**Changing Response Bubble Color**

Teacher can select a response and change the outline color of the response bubble. The colors available are grey, yellow, red, green, blue, and pink.



**Deleting a Response Bubble**

Teachers can delete student response from the card by selecting a response and then selecting the trash icon. This will remove the response from the polling card.

**Preview Image, Creative Response, Lesson Card, or Notepad**

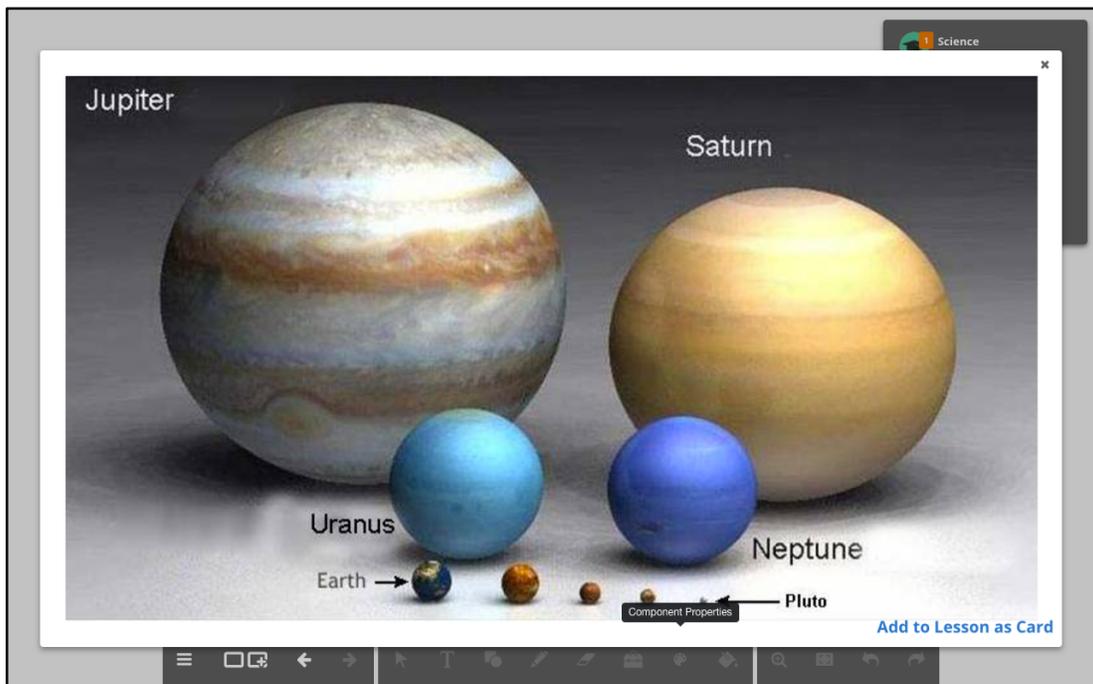
When you select a response that contains an image, creative response, or the polling lesson card, you can:

1. Select the magnifying glass

OR

2. Double click on the bubble

This show the image or card in a larger preview. From here you can add card to a lesson.



### Add to Lesson as Card

In an image, creative response, or lesson card expanded view, teachers will be able to add the response to the lesson as a card. This card will by default insert as the next card in the lesson.

### Panning

Teacher can pan around on the poll card to see all of the student's responses. This panning mode is always selected by default. The user can pan up to 5x the card size in order to see all of the responses.

### Instant Whiteboard Toolbar

When on a poll card, the tools available are the menu, card carousel, card navigation, Show and Hide Names, and start a new poll. Other tools and send card will be disabled.

### Show and Hide Names

A teacher can show and hide response names by selecting the toggle from the toolbar. This will show all of the names for individual, grouped, and summary responses.



### Grouped Responses

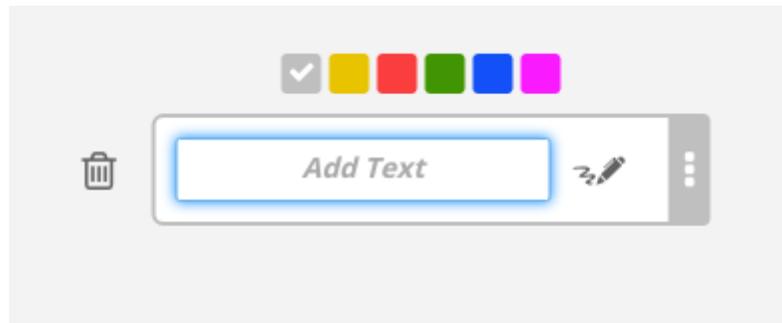
Responses that are the same for Word Seed, Text Poll, and Number Poll will show as grouped responses with a badge count for the number of like responses on the response bubble. The teacher can show and hide names to see all student who responded the same and then select Ungroup from the menu option to separate each response.

### Creating a Teacher Response Bubbles

Teachers can create their own response to add a category or other information on the poll card by double clicking or tapping on the poll card. Teacher can choose to enter text or add an annotation.

### Enter Text

By adding text to a bubble, the teacher can brainstorm or add additional information to create a mind map on the poll card.



To add text to a teacher response:

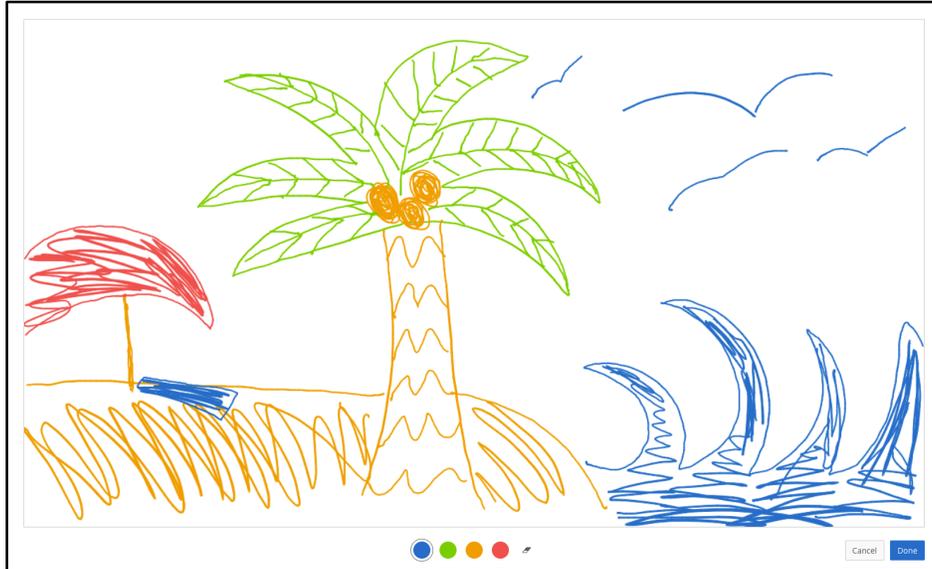
1. Double click on poll card to create teacher response bubble
2. Select "Add Text"
3. Enter in desired text or category
4. Select off of the bubble

To edit text in a teacher response bubble:

1. Select the teacher response or category
2. Double click on text
3. Edit text
4. Select off of the bubble and the text will update

### Notepad

Teachers can add diagrams or additional information by adding an annotation to the poll card with the simple pen and eraser provided in the notepad:



1. Double click on poll card to create teacher response bubble
2. Select the pen icon
3. Open the annotation notepad
4. Select the color of preference and add an annotation or erase
5. Close annotations notepad
6. Annotation is shown in the response bubble

Teachers can also preview the note in full screen by selecting the bubble and then selecting the magnifying glass or by double clicking the annotation to edit.

## Multilevel Polling

Teachers can initiate multiple polls from the same poll card. This will allow the teacher to create connections between responses and quickly ask multiple questions in order.

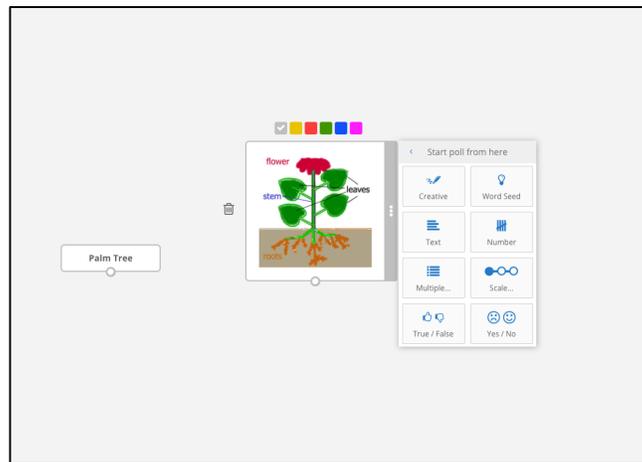
To start multiple sequential polls:

1. Start a poll from the wheel menu. For example, start a creative poll.
2. Select the poll results from the connection panel
3. See incoming student responses
4. Stop the poll
5. Start a second poll from the wheel on the same poll card

Teachers can poll off of the original poll card multiple times. Teachers can also poll off of student's responses from the poll card. This will allow the teacher to create deeper content connections for the students:

To poll off a student response:

1. Select a student response such as a creative response from the poll card
2. Select the side ... menu
3. Select "Poll from here"
4. Select the new poll type from the menu



This will send the creative response card to the students with the new poll. The teacher will see the new responses as they come in based off on the new card and poll question.

## Saving a Poll Results Viewer Card in the Lesson

A poll results card will be saved as a part of the lesson if the teacher chooses to do so.

To save a poll card in the lesson from presenter:

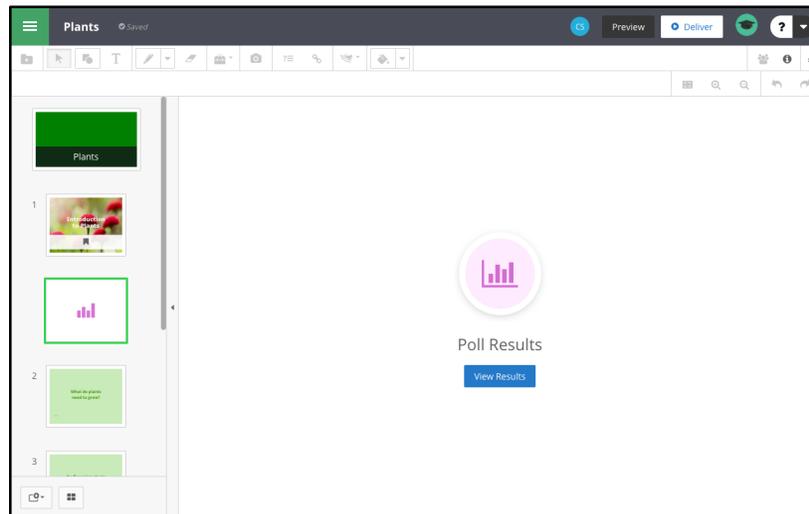
1. Make sure the lesson in instant whiteboard has a poll card with polling data.
2. Select the hamburger menu

3. Select Exit
4. Select Save New or Save
5. The poll card will now be a part of the lesson in your Resources

If the teacher opts to select “Don’t Save,” the poll card will no longer be a part of the lesson. Teachers can still access all of their poll data from the Activity Feed or by selecting Delivered Polls from the Classes page.

## Viewing a Poll Results Viewer Card in Lesson Builder

If the teacher chooses to save a poll card from presenter, the poll card will have a view only mode in lesson builder and they can view the responses in lesson preview or by redelivering in presenter.



- When users select a poll card in lesson builder, they cannot see any content. They have to open lesson preview or presenter to see the results.
- All of the toolbar items are disabled by design when a poll card is selected in lesson builder.
- Lesson preview for a poll card is a read-only mode where users can pan around on the card to see response and toggle show and hide names.

The screenshot displays the Classflow interface. At the top left, a mind map structure is visible with two main nodes: 'Ancient Egypt' and 'Pyramids'. The 'Pyramids' node is expanded, showing a grid of 19 image placeholders arranged in three rows: the first row has 6 boxes, the second row has 6 boxes, the third row has 6 boxes, and a final row with 2 boxes centered below the others. Below the grid is a control bar with a refresh icon, a zoom icon, left and right navigation arrows, and a 'Show Names' toggle switch. At the bottom of the interface is a dark toolbar containing a plus sign, a document icon, and a row of six thumbnails. The first thumbnail is labeled 'Section 1'. The second thumbnail shows a person's face. The third thumbnail shows a desert landscape with pyramids. The fourth thumbnail, which is highlighted with a blue border, shows a pink circular graphic with a white 'L' shape. The fifth thumbnail shows a list of text. The sixth thumbnail shows a map of Egypt.