Beehive Learning Management System
User Guide

Welcome to the user guide for the Beehive Learning Management System (LMS), which allows you to streamline your teaching workflow with the first and only LMS for special education.

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Admin User - School

The first step to take with the Beehive LMS is to sign up your school for the platform.

Signing up your School for Beehive LMS

Let’s look at how you can sign up your school for the Beehive LMS. To complete the sign up, follow these steps:

1. Navigate to https://app.stanfield.com/
2. Click the Schools tab in the banner:

3. Enter your First Name, Last Name, School Name, School Email, and a Password which will be used to sign in to your account.
4. You will be sent a confirmation email. Click the Verify Email Address button on the email to complete your sign-up.

Congratulations! You have successfully signed your school up for the Beehive LMS.

Adding Teachers to the Beehive LMS

Getting teachers added to the Beehive LMS is simple. Beehive is free to use and you can sign up as many teachers as you want to the platform for no additional cost.

Follow these steps to add a Teacher user type to the Beehive LMS:

1. On the school dashboard, make sure you have the Teachers tab selected.
2. Add the email address your teacher will use to access the platform, and click the Submit button.

3. The teacher you have added will now appear under the Teachers table. It will have a status of Pending until this teacher has accepted the email invitation to sign up to the platform.

4. If you want to revoke your previously sent invitation, simply click the Remove Invite button.
5. After an invitation is sent, the teacher will have the following email in their account:

![Beehive LMS](image)

Hello bone.makes.biz@gmail.com!

You received this invitation to join West Side High school. Use below link to signup for this school.

[Join School]

Regards,

Beehive LMS

6. To complete the sign-up process, the teacher can simply click the Join School button.

7. Your teacher will then be asked to enter their First Name, Last Name, Class Name, and Password. The School and Email of the teacher are already set and cannot be changed.

![Signup Form](image)

8. After the teacher has signed up, you will have to manually activate their accounts. Only active teachers will be able to log in to their accounts. If a teacher’s account is disabled, any student connected to their class will no longer be able to access that data. To activate a teacher’s account, click the Activate Access button for that teacher under the
Teachers table:

<table>
<thead>
<tr>
<th>EMAILS</th>
<th>STATUS</th>
<th>LICENCE(S)</th>
<th>CREATED</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:bone.makes.biz@gmail.com">bone.makes.biz@gmail.com</a></td>
<td>Inactive</td>
<td>Manage (0)</td>
<td>05/24/2022</td>
<td>Activate Access</td>
</tr>
</tbody>
</table>

**Teachers**

Only **Active** teachers will be able to log in to their account. If a teacher's account is disabled, any student connected to their class will no longer be able to access that data.

**Add Teacher**

**EMAIL ADDRESS**

Enter email address...

SUBMIT

Congratulations, you have successfully signed up a teacher to the Beehive LMS! This teacher will now be able to access the platform.

**Assigning/Removing Licences for Teachers**

You can assign and remove licences to and from teachers as needed. Licenses are assigned on an individual basis and are what allows a teacher to view materials. Let’s walk through how you can manage the licenses for your teachers:
1. Click the Teachers tab on the teacher dashboard.

2. Under the Teachers table, click the Manage link under the Licence(s) tab:
3. The available licences for that teacher will display under the teacher’s name. Select the licence you wish to add for that teacher by clicking Assign licence.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>LICENCE</th>
<th>AVAILABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>BeCool HS</td>
<td>No licence</td>
<td>Assign licence</td>
</tr>
<tr>
<td>BeCool Middle School GT 2</td>
<td>No licence</td>
<td>Assign licence</td>
</tr>
<tr>
<td>BeCool Middle School LI</td>
<td>No licence</td>
<td>Assign licence</td>
</tr>
<tr>
<td>BeCool Middle School GT</td>
<td>No licence</td>
<td>Assign licence</td>
</tr>
<tr>
<td>BeCool Upper Elementary</td>
<td>No licence</td>
<td>Assign licence</td>
</tr>
<tr>
<td>BeCool Lower Elementary</td>
<td>No licence</td>
<td>Assign licence</td>
</tr>
<tr>
<td>Circles Level 2</td>
<td>No licence</td>
<td>Assign licence</td>
</tr>
<tr>
<td>Circles Level 1</td>
<td>No licence</td>
<td>Assign licence</td>
</tr>
<tr>
<td>Community Man</td>
<td>No licence</td>
<td>Assign licence</td>
</tr>
<tr>
<td>Home Of Your Own</td>
<td>No licence</td>
<td>Assign licence</td>
</tr>
</tbody>
</table>
4. If you do not yet own the licence you have selected, you will be prompted to buy the licence.

**Buy licences**

Buy a licence, or bundles for instant access below. You can view all your licences here.

**Programs**

Transitions Ciricculum

![Basket](#)  
**Basket**

Your basket shows the licences you are purchasing for your school.

- Transitions Ciricculum
  
  ![Card Details](#)

  **Card Details**

  Card number  
  MM / YY

  Total $599
  
  You are purchasing 1 licence

  ![CHECKOUT](#)

5. If you select a licence that you already own, it will be assigned to that teacher.

You now know the steps for managing the licences of a particular user.

**Teachers**

Teachers can perform a large number of actions in the Beehive LMS. They can manage their classes, create assignments, share updates with their students, and view the analytics of their classes.

To start with, let's look at how you can sign up as a teacher on the platform.

**Sign Up to Beehive as a Teacher**

It's easy to complete the sign-up process as a teacher, and you'll be up and running in no time. Teachers have to be invited to join Beehive by an Admin user. As a teacher, you will receive an invitation email in your inbox:
Once you have this email, follow these steps to complete the sign-up process:

1. To begin, click the Join School button in your invitation email.
2. You will be asked to enter their First Name, Last Name, Class Name, and Password. The School and Email are already set by the Admin user and cannot be changed.

3. Once you have entered your details, you have officially signed up. However, an Admin user will have to activate your account before you can sign into the platform. Only active teachers will be able to log in to their accounts. If a teacher’s account is disabled, any student connected to their class will no longer be able to access that data.

Let’s take a look at what actions are available through the Teacher Dashboard once you have completed signing up to the platform.
Teacher Dashboard

After signing in successfully as a teacher, you will be greeted by the teacher dashboard.

The Teacher Dashboard shows you lots of useful information such as the:
- **Class Code**: a unique code that represents your class.
- **Students**: View all of your students and invite students into your class.
- **Assignments**: Create and view assignments.
- **Share Panel**: Share updates with your entire class or specific students in that class.
- **Analytics**: View the data and analytics of your class and students.

Let's start with one of the most important actions a teacher can complete, inviting their students to join the Beehive LMS and their class.

**Inviting Students to your class**

So you have your class created and you're ready to invite students to the Beehive platform and to your class. To invite a student, you'll need to make sure you're logged in as a teacher and are on the Teacher Dashboard.

There are currently two areas in the Beehive LMS where you can invite students to the platform:
1. Inviting students from the Dashboard.
2. Inviting Students from the Students tab.

Let's start by looking at how we can invite students to your class from the Teacher Dashboard.

**Inviting students from the Dashboard**

The first is from the dashboard itself. Follow these steps to invite your students:
1. Click the Invite link in the Students panel:

2. This will bring up a modal that allows you to enter the email address of your student. Enter the email address of the student and click the Add Student button.

3. The student will receive an email asking them to sign up for the platform:
Inviting Students from the Students tab

The second option is to navigate to the Students tab and add your students there. Follow these steps to make use of this option:

1. Click the highlighted Assignments tab:

2. Click the Add New Student button:
3. This will bring up a modal that allows you to enter the email address of your student. Enter the email address of the student and click the Add Student button.

4. The student will receive an email asking them to sign up for the platform:

```
Hello redchubsy@hotmail.com!
You received this invitation to join English class. Use below link to signup for this class.

Join Class

Regards,
Beehive LMS
```

Creating and Assigning Assignments to your Class

Teachers have the ability to create assignments and assign them to students through the Beehive LMS. This makes it easy to track your assignments and the progress your students have made on these assignments. There are two locations from where you can create and assign assignments from:

1. Creating and assigning assignments from the Dashboard.
2. Creating and assigning assignments from the Assignments tab.
Let’s start by looking at how to create assignments from the Dashboard.

Creating and assigning assignments from the Dashboard

First, make sure you are signed in as a Teacher and are currently viewing the Teacher Dashboard. Once on the dashboard, follow these steps:

1. Navigate to the Assignments panel and click the Create link.

2. Enter a Title for your assignment along with any additional instructions your students may need to complete this task.

3. Select the program you would like to create the assignment for, and select the relevant set of questions. You can preview this assignment by clicking the green button beside
4. Assign the students you wish to complete this assignment. You can also assign this assignment to all of the students in your class.

5. Click the Assign button to finish assigning this assignment to your selected students.
6. You will be redirected to the Assignment tab where you can view that assignment along with how many students have completed it.

Congratulations, you have created and assigned your assignment to your students!
Creating and assigning assignments from the Assignments tab

First, make sure you are signed in as a Teacher. Follow these steps to create assignments from the Assignments tab:

1. From the Teacher Dashboard, click the Assignments tab.

2. Click the Create Assignment button.
3. Enter a Title for your assignment along with any additional instructions your students may need to complete this task.

4. Select the program you would like to create the assignment for, and select the relevant set of questions. You can preview this assignment by clicking the green button beside the assignment name:
5. Assign the students you wish to complete this assignment. You can also assign this assignment to all of the students in your class.

6. Click the Assign button to finish assigning this assignment to your selected students.

7. You will be redirected to the Assignment tab where you can view that assignment along with how many students have completed it.

Congratulations, you have created and assigned your assignment to your students!

**Reviewing your Assignments**

So your students have completed their assignments and now it's time to review them. How can you accomplish this in the Beehive LMS? Reviewing assignments is easy in the Beehive LMS, and can be completed in several steps:
1. Navigate to the Teacher Dashboard and click on the Assignments tab.

2. Click the View Assignment button.

3. You will be able to filter by Students and Assignments using the controls on the left. When you’re ready to review an assignment, click on one of the assignments that have
4. You will be able to rate your student's work and provide additional comments using the text box. When you're ready to submit your review, click the Submit button.

Congratulations, you have successfully reviewed your student's work. The assignment will now have a status of completed:
Students

We’re committed to making Beehive an accessible and engaging platform for students to use on a daily basis. We’ve designed the Beehive LMS to make tasks such as finding and completing assignments a breeze.

First, let’s explain the sign-up process for students.

Signing up as a Student

In order for a student to sign up for the Beehive LMS, they must be invited by their teacher. Once invited, students will receive an email in their inbox asking them to join the platform:

Once students receive this email, they should follow these steps to complete the signup process:

1. Click the Join Class button.
2. The Students can then enter their First Name, Last Name, and Password. The Email is decided by the teacher and cannot be changed by the student.

3. Upon signing in the student will be able to view their student dashboard showing them their class name, teacher's name, and any assignments they have.

How Students can find their assignments

We designed Beehive so that students could quickly find their assignments. Students can find their assignments from two locations with the Beehive LMS:

1. They can access their assignments from the Assignments panel on the Student Dashboard.
Students will be shown their Student Dashboard once they have signed in. Click the View all link to continue with this flow.

2. They can also view their assignments using the Assignments tab:

Click the Assignments link to continue with this flow.

Once on the Assignment tab, students will be shown their current assignments:
Clicking an assignment will give the student the option to complete it:

How Students can submit their assignments

Your student has found their assignment and it’s time to submit it. Here are the steps required for students to submit their assignments:

1. Once on the Assignment tab, students will be shown their current assignments:
2. Clicking an assignment will give the student the option to complete it:

3. Students will be able to submit their answers using the controls and text boxes provided.
4. Once the assignment is complete, the assignment will become greyed out and will no longer be editable by the student:

Congratulations, your student has completed their assignment!