FABLEVISION LEARNING DASHBOARD

FableVision® **LEARNING DASHBOARD**

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*Access and manage all
of your FableVision Software*

Username

Password

☐ Show password

Log In

Forgot your username or password? • Terms of Service
Don't have an account? Sign up now!

Guide to the FableVision Learning Dashboard

School administrators and teachers will have access to the **FableVision Learning Dashboard** at **products.fablevisionlearning.com**. The dashboard allows account administrators to create teacher, student, and classroom accounts and manage subscriptions. The dashboard also allows teachers to add and change student accounts.

Select Your Product

The **FableVision Learning Dashboard** is designed for administrators and teachers to manage multiple products. If you are an admin for different FableVision products, please select the **My Products** option to view and manage the products.

Admin Account

Once you've selected the product to manage, admin level users can create teacher accounts, assign teacher subscriptions, create student accounts, and create classrooms. A member of the FableVision Learning team will create admin accounts with the contact information supplied by your school. Once the admin account is created, the admin level users will receive an e-mail from makerstudio@fablevisionlearning.com with their username, initial password, and setup instructions. These credentials may be changed by the user once they are logged into their account.

How to use the Admin Account

Admin

	My Classrooms	My Teachers	My Students	My Account

Search... 🔍 ☑ Teachers ☑ Students ☑ Classrooms ❓

Filter teachers by: ⦿ Attached ○ Detached ○ All

Detach	Delete				+ Add Teachers

☐	First Name	Last Name	Username	Classes	Email

Choose Demographics
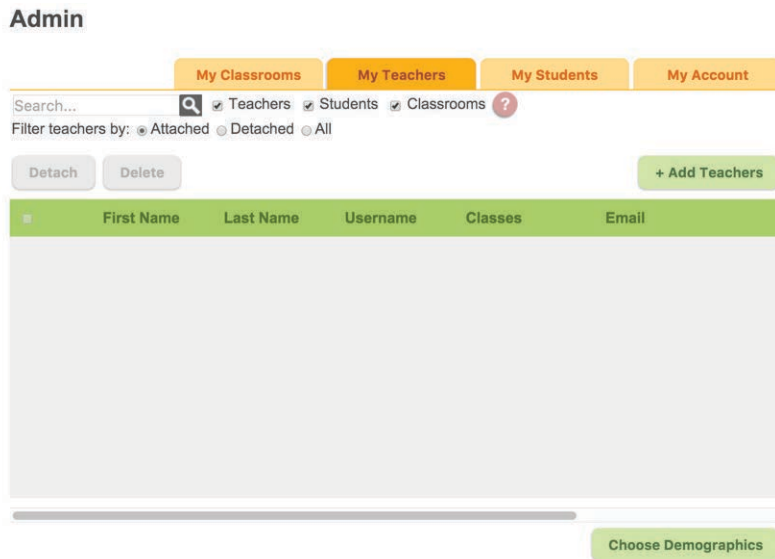
My Teachers Tab

Select the **My Teachers Tab** to add, remove, and manage teachers.

You can filter the **My Teachers** view by selecting attached, detached, and all.

Attached: Teachers connected to a classroom
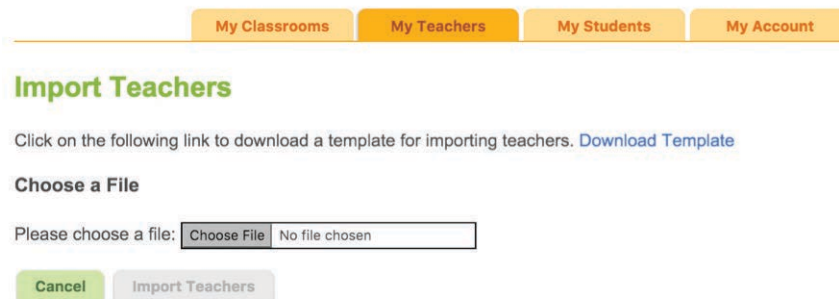
Detached: Teachers without a classroom

All: All teachers in your school

Add Teachers

Select the **Add Teachers** button to open the various import options.

Import Teachers

Download the CSV Teacher Template to upload your teachers.

The CSV file contains fields to load a Username, Email, First Name, Last Name, and Password.

   Note: You can remove the Password field from the CSV file and the dashboard will automatically generate a password for the teacher.

Guidelines

Username: The **FableVision Learning Dashboard** requires every user to have an unique name. You will receive a failure to upload if an username is already in use.

Email: Similar to the guidelines for the username, an email can't be used more than once in the teacher dashboard. You will receive a failure to upload if an email is already in use.

Password: Passwords must contain at least 6 characters, including at least one letter, one number and one symbol. The password may not contain any of the following characters: ' ` " ; / &

Tip: To ensure proper import of teachers, please limit the number of users to 300 per CSV file.

Once you upload your teachers, you will be redirected to a screen where you can email or print the login instructions for the selected teachers. If you decided not to email or print, you can select close and return to the **My Teachers** tab.
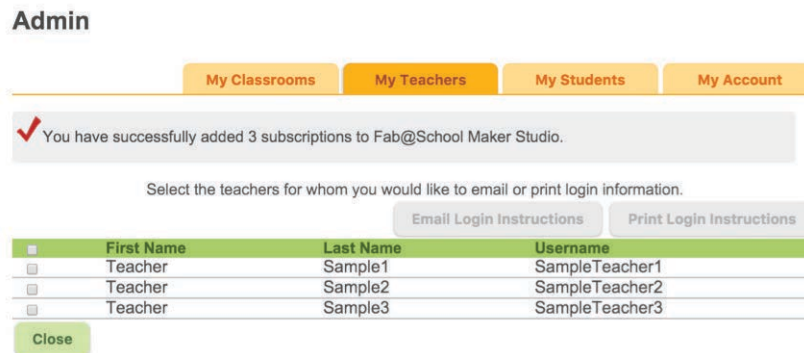
Select **All** to view the teachers in the system.

Add New Teacher

To create an account for a single teacher, select the **Add New Teacher** option.

You will be directed to the **Teacher Information** page where you can manually enter information, assign student subscriptions to specific teachers, and assign classrooms.

Admin

| My Classrooms | My Teachers | My Students | My Account |

Teacher Information

First Name
Teacher first name

Last Name
Teacher last name

Username
Teacher username

Teacher Password
Teacher password

Repeat Teacher password
Repeat Teacher password

Email Address
Teacher email address

Assign Student Subscriptions to Teacher

Student Subscriptions unused by teacher: ◄ 0 ►

Total unassigned student subscriptions: 108

Classes +

✕ Choose Class ⬍

Cancel   Save

Individual teacher pages can also be accessed from the **My Teacher** tab.

Use the slider to move the menu to the right and reveal the edit feature. Click on the pencil to open the information for specific teachers.

Classroom

Account users with admin level access can create classroom accounts. Those with admin level access can also assign teachers to specific classrooms. To create classrooms click on the **My Classroom Tab**.

Select **Choose Demographics** to customize the information you would like to include in your classroom. The default is to include all fields.

Choose Demographic Fields for Classrooms

Select the demographic fields you would like to use for all Classrooms in your school.

- ☑ Class Name
- ☑ Class Size
- ☑ Room Number

- ☑ Teachers
- ☑ Subject

Cancel   OK

Select **Add Class** to manually add a classroom and assign a teacher.
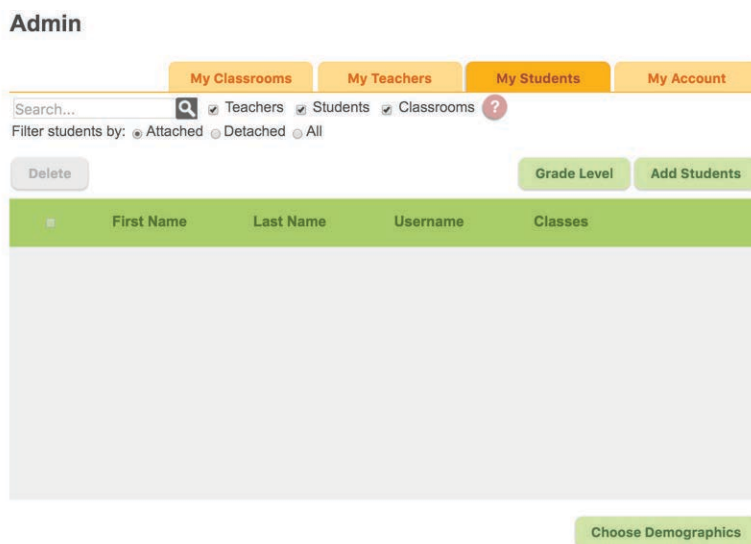
Class Information

Class Name

Class name

Subject   Room Number

Subject   Room number

Teachers +

✗ Choose teacher ▲▼

Cancel   Save

My Students Tab

Select the **My Students Tab** to add, remove, and manage students.

You can filter the **My Students** view by selecting attached, detached, and all.

    Attached: Students connected to a classroom

    Detached: Students without a classroom

    All: All students in your school

Choose Demographics

Before entering students you can select the demographic fields you would like to use for the school. The default is to only include a Username, First Name, and Last Name. If you decided to add Grade Level, you will have the option every year to raise or lower the grade level for every student in the school. This feature is accessed on the **My Students** page.
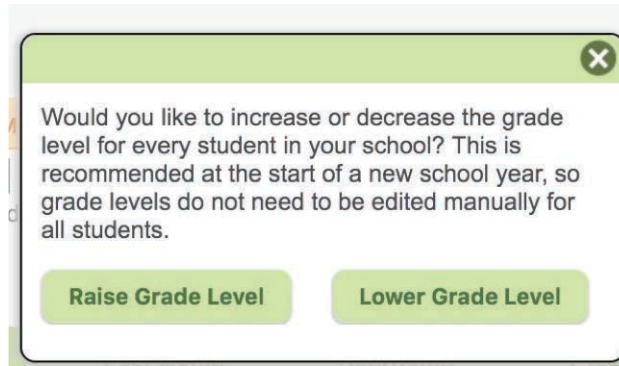
Add Students

Select the **Add Students** button to open the various import options. Download the CSV Student Template to upload your students. The CSV file contains fields to load a Username, Password, First Name, and Last Name. If you've changed the demographics required for you school, you can add or remove fields on the CSV template.

Guidelines

Username: The **FableVision Learning Dashboard** requires every user to have an unique name. You will receive a failure to upload if an username is already in use.

Password: You can decided to set passwords as weak, fair, strong

Weak: requires at least 5 characters - can be anything they want

Fair: requires at least 6 characters, including at least one letter and one number

Strong: requires at least 6 characters, including at least one letter, one number, and one symbol. The password may not contain any of the following characters: ' ` " ; / &

Once you upload your students, you will be redirected to a screen where you can print the log in credentials.

*Note: To adhere to COPPA, the option to print the student information **is only available immediately after creating the account**.*

Assign Students to Classrooms

To see the full list of students, from the **My Students** page, filter students by: All

To view students, not attached to a classroom select **Detached**.

To view students, attached to a classroom select **Attached**.

To delete a student select the student name and click Delete. This will delete a student from the entire program.

Click the edit tool to open the page to modify student account information.

Student Information

First Name
third

Last Name
student

Username
sample 3

☐ Change user password

Classes ➕

✖ [Choose Class ⬍]

[Cancel] [Save]

From here you can add students to classrooms.

Student accounts can also be added to already created classroom accounts from the **My Classroom** tab. To do this, select the class name.

This will direct you where you can modify the classroom information and access student accounts liked to this classroom.

To add students to this classroom, simply select **Add Students** and follow the directions listed above for uploading students. Students can also be removed from the classroom at this stage.
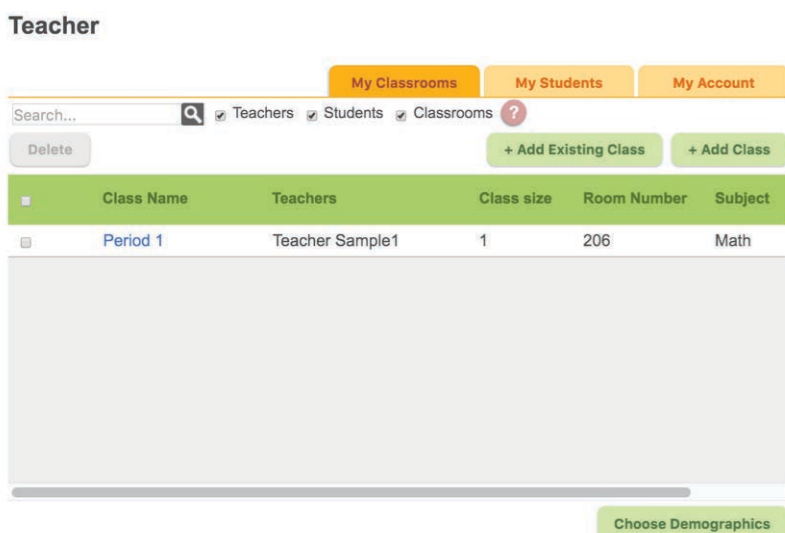
Teacher Account

Once a teacher account is created by an admin level user, login instructions can be emailed to the teacher or printed. If the admin level user opts to email the login instructions, an email from makerstudio@fablevisionlearning.com will be sent to the teacher. After successfully logging into the dashboard, teachers can manage their classrooms and create student accounts. Teachers or admin level users can create student accounts. Teachers are responsible for distributing login credentials to each student.

Teachers access their account at products.fablevisionlearning.com. Once logged into their account the teacher can either navigate to view a specific product site or Manage Account.

If the admin has created classrooms and added students for the teacher, these accounts will already be in the dashboard. The teacher can also create classrooms and add student accounts with the allotted subscriptions provided by the admin.

To check your subscriptions, select the **My Account tab**.

To create classrooms and add students, please follow the steps listed above.

Users with a teacher and/or admin account can access the online programs with the same username and password uses to access the teacher dashboard.

Additional Support

A member of the FableVision Learning team is here to help you in the account creation process. For support please email techsupport@fablevisionlearning.com.