

Blocksi - Scheduling Classes and Manual Rostering



SHOW / HIDE SCHEDULE

CREATE CLASS

In today's Tech Tip, we are going to continue our exploration of the Blocksi Classroom Management system.

In [last week's tip](#), we covered the basics of using Blocksi, and in today's tip, we will be going over the process of how to create and roster your own classes (in the event you need to pull in students that aren't rostered in Google Classroom) and how to schedule them so that each class starts and ends automatically.

Creating Classes Manually

Please note that this portion is ONLY intended for people who don't import from a Google Classroom course such as GT, ISS, Special Pullout Classes, etc. You may also choose to follow this process if you want to have a class for grading that does not include any students.

Click to see how to create classes manually.

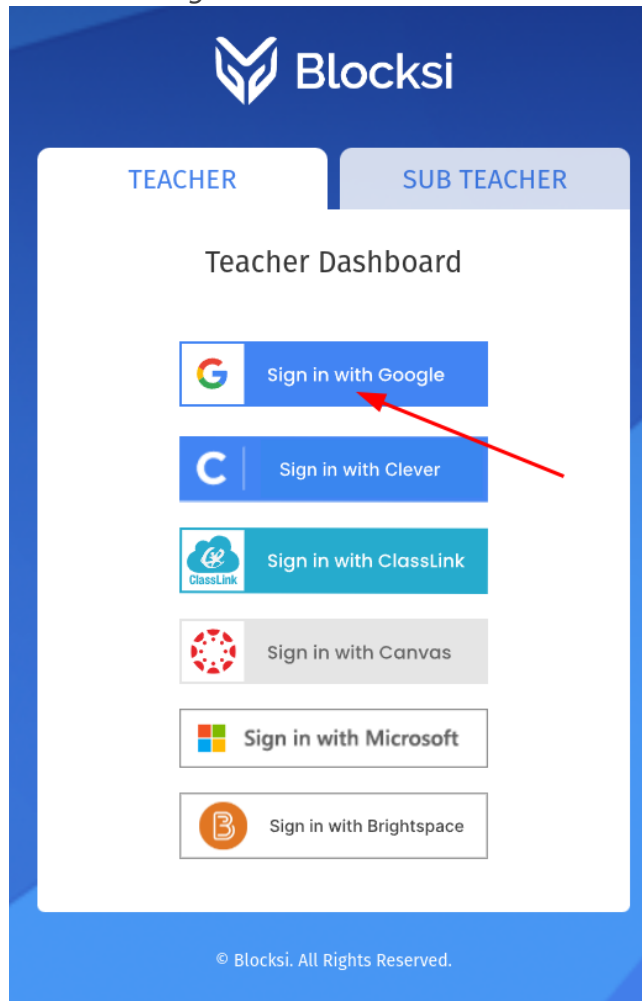
1. Log in to <https://teacher.blocksi.net> using your Google credentials. Check out [last week's tip](#) for more details.

Click for login instructions

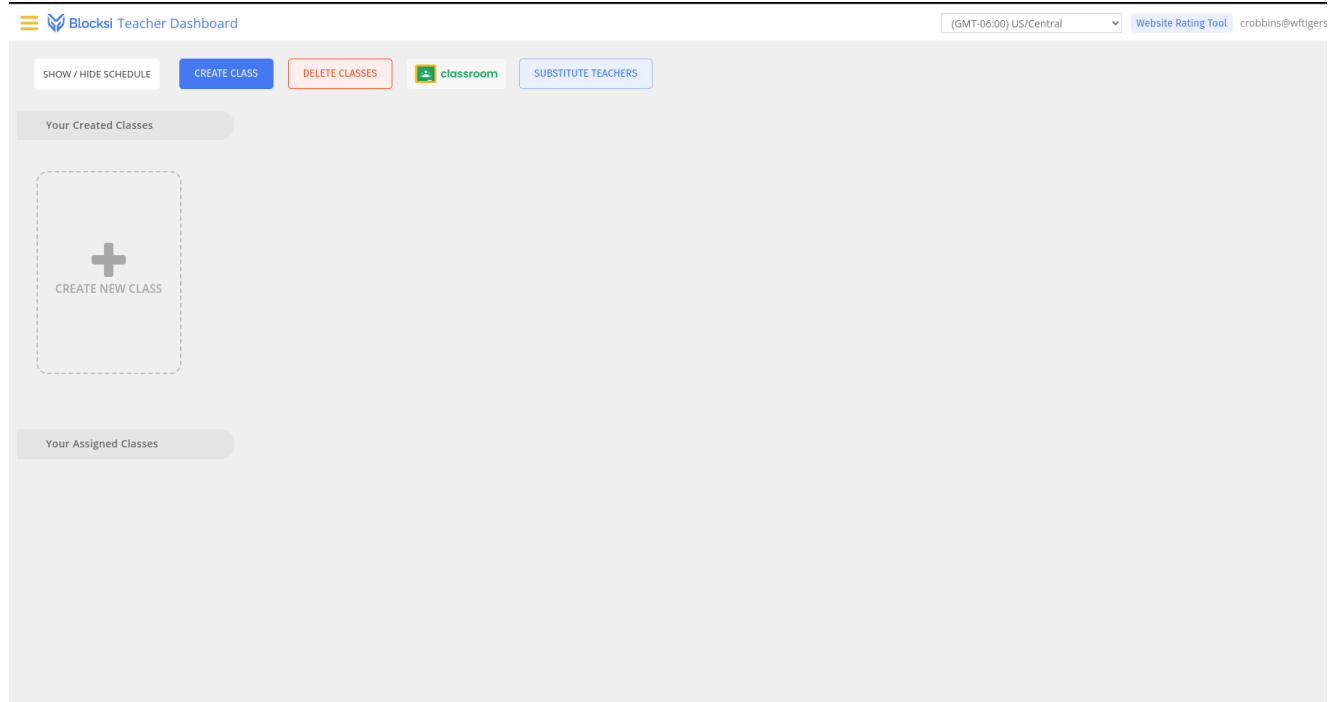
1. To begin, visit <https://teacher.blocksi.net>. This will give you several buttons to choose from.

We want to use the "Sign in with Google" button. *Reach out if you have any issues*

with the Google button.



2. This should take you to the Blocks! Teacher Dashboard



From the Teacher Dashboard, click the “CREATE CLASS” button.

SHOW / HIDE SCHEDULE

CREATE CLASS

DELETE CLASSES

 classroom

SUBSTITUTE TEACHERS

Your Created Classes



At this point, you should get a screen asking for several pieces of information

1: Name of the class: This can be pretty much whatever you want it to be.

2: Class Color: This allows you to set the color of the ribbon at the top of the tile.

3: Duration: This is where you should enter the number of minutes that your class session will last. You may set this to anything between 1 and 480.

4: Policy: This allows you to choose the filtering policy to start from.

Once you are satisfied with your settings, click on Create Class.

Create a Class

Class Name

1Biology, Chemistry

Class Color

2

Duration

3Duration in minutes

Policy

4

These settings can be modified later

Create Class

Create a Class

Class Name

GRADE ONLY

Class Color

Duration

120

Policy

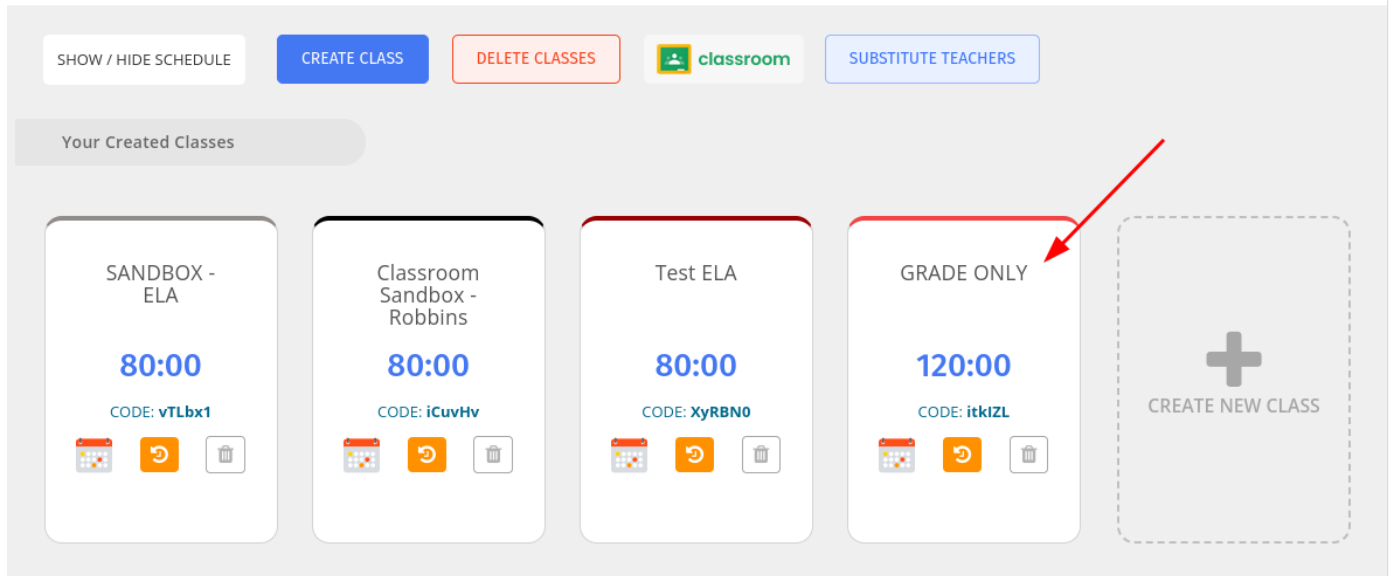
HS_Students

These settings can be modified later

Create Class

That screen should automatically close, and after a couple of seconds, you should see a tile with the name of the class you just added.

 Blocksi Teacher Dashboard



From this point, the class functions exactly the same as one of the classes you imported, except for the fact that you will have to add students manually. Keep reading to find out how!

Manually Rostering Students

Please note that while you CAN technically add students into a class rostered with Google Classroom, it might cause issues. We strongly advise you to handle that rostering within Google Classroom.

Click to see how to manually roster students

1. To begin, click on the class tile that you wish to roster.

SHOW / HIDE SCHEDULE CREATE CLASS DELETE CLASSES classroom SUBSTITUTE TEACHERS

Your Created Classes

SANDBOX - ELA

80:00

CODE: vTLbx1

Classroom Sandbox - Robbins

80:00

CODE: iCuvHv

Test ELA

80:00

CODE: XyRBNo

GRADE ONLY

120:00

CODE: itkIZL

+

CREATE NEW CLASS

2. Click on the Students button.

GRADE ONLY 120 min HS_Students Keep Policy on Next Session Student Options Edit Teachers **Students**

Block Allow Block/Allow Domain

START | 120:00 CODE: itkIZL HEADS UP SHARE / ENFORCE MESSAGE ALL ASSESSMENT SHARE SCREEN

Sort A-Z Online First

3. On the resulting screen, there is a search box for adding students. Put in part of the students name or email, then click on the magnifying glass

Add student(s) Merge students from another class

Import students from CSV file No file chosen

Search for students by their: First name, Last name, or by first part of their email address. (e.g. John, Smith, johnsmith06)

Search for a student.....

Add student(s)

Add student(s)

Merge students from another class → ×

Import students from CSV file No file chosen

Search for students by their: First name, Last name, or by first part of their email address.
(e.g. John, Smith, johnsmith06)

Test

Q

Add student(s) 

4. Click on the plus sign to the right of the student you wish to add.

Add student(s)

Merge students from another class → ×

Import students from CSV file No file chosen

Search for students by their: First name, Last name, or by first part of their email address.
(e.g. John, Smith, johnsmith06)

Test

Q

Test Student (test.student@wftigers.org)

+

Add student(s) 

5. You will then get a green checkmark to the right of the student name, the student email will show in a bubble above the “Add Student(s)” button, and you will be ready to either add more students using the same process, or finalize your roster by clicking on “Add student(s).”

Add student(s)

Merge students from another class → ×

Import students from CSV file

No file chosen

Search for students by their: First name, Last name, or by first part of their email address.
(e.g. John, Smith, johnsmith06)

Test

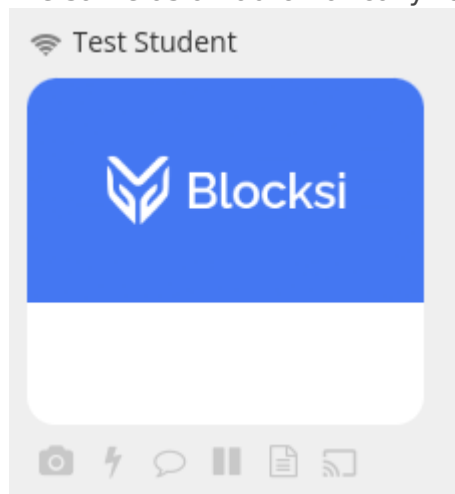
Q

Test Student (test.student@wftigers.org) ✓

test.student@wftigers.org ×

Add student(s) 

At this point, you should see a tile for the student(s) that you added, and this class will function the same as an automatically rostered class.



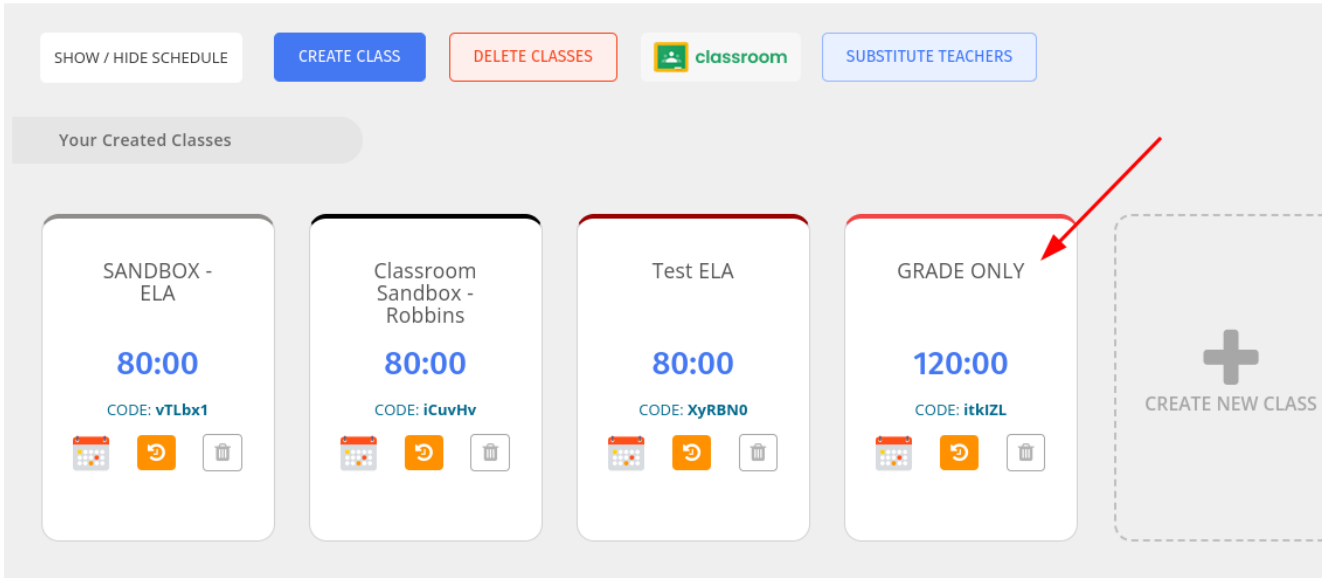
Bonus Tip: Manually Rostering Teachers

If you co-teach, you can add another teacher to your Blocks! Classes.

See how to add teachers.

1. To begin, click on the class tile that you wish to roster.

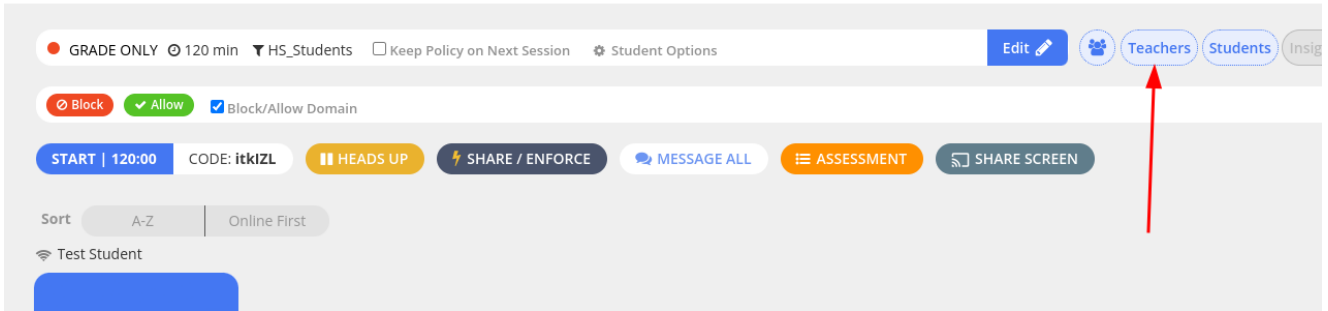
 Blocks Teacher Dashboard



The screenshot shows the 'Blocks Teacher Dashboard' with a top navigation bar containing buttons: 'SHOW / HIDE SCHEDULE', 'CREATE CLASS', 'DELETE CLASSES', a 'classroom' icon, and 'SUBSTITUTE TEACHERS'. Below this is a section titled 'Your Created Classes' which displays four class tiles. Each tile shows a class name, duration, and code. The tiles are: 'SANDBOX - ELA' (80:00, CODE: vTLbx1), 'Classroom Sandbox - Robbins' (80:00, CODE: iCuvHv), 'Test ELA' (80:00, CODE: XyRBN0), and 'GRADE ONLY' (120:00, CODE: itkIZL). A red arrow points to the 'GRADE ONLY' tile. To the right of the tiles is a dashed box with a plus icon and the text 'CREATE NEW CLASS'.

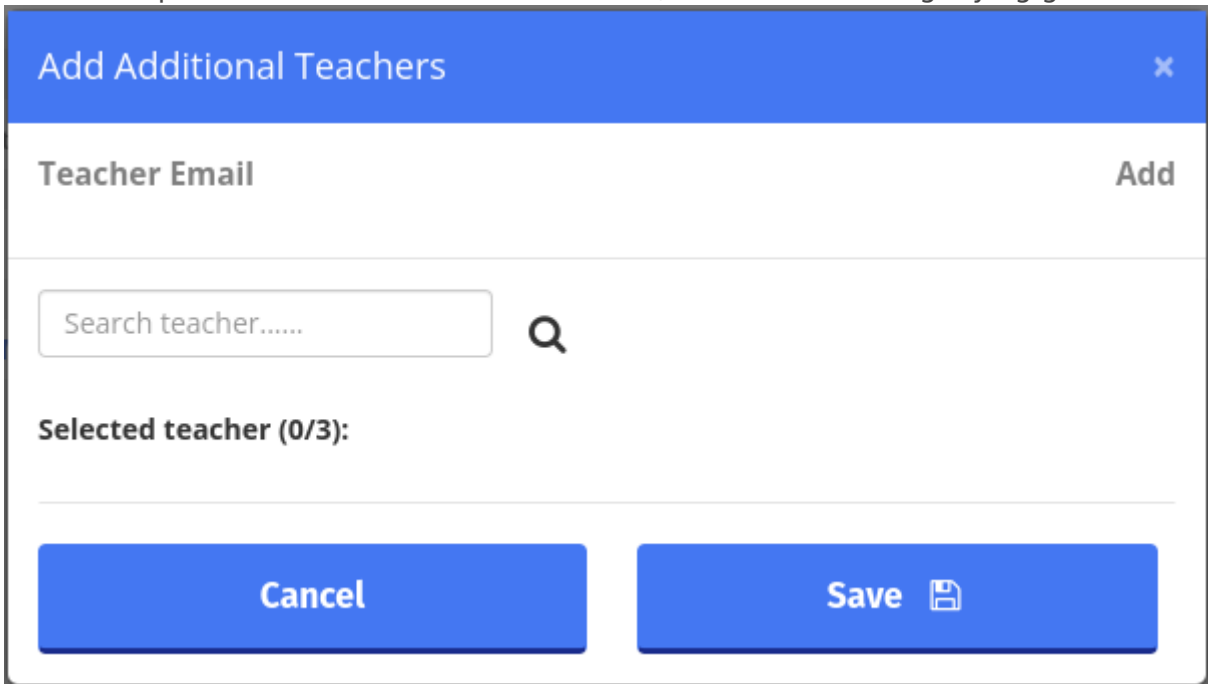
2. Click on the "Teachers" button.

 Blocks Teacher Dashboard



The screenshot shows the 'Blocks Teacher Dashboard' with a top navigation bar. The 'Teachers' button is highlighted with a red arrow. The dashboard also shows a 'START | 120:00' button, a 'CODE: itkIZL' field, and several other buttons: 'HEADS UP', 'SHARE / ENFORCE', 'MESSAGE ALL', 'ASSESSMENT', and 'SHARE SCREEN'. There are also 'Block' and 'Allow' buttons, and a 'Block/Allow Domain' checkbox.

3. Search for part of the teacher's name or email, then click the magnifying glass.



The screenshot shows the 'Add Additional Teachers' dialog box. It has a title bar with a close button. Below the title bar is a 'Teacher Email' label and an 'Add' button. There is a search input field with the placeholder text 'Search teacher.....' and a magnifying glass icon. Below the search field is a section titled 'Selected teacher (0/3):' with a list of selected teachers. At the bottom are two buttons: 'Cancel' and 'Save' with a save icon.

Add Additional Teachers

Teacher Email

Add

Carl

Q

Selected teacher (0/3):

Cancel

Save 

4. That will add your search results to the top of the page. Click on the Plus sign to the right of the teacher you wish to add.

Add Additional Teachers

Teacher Email

Add

Carl Clements (cclement@wftigers.org)

+

Carl

Q

Selected teacher (0/3):

Cancel

Save 

5. Once a bubble with the teacher's email shows up, you may choose to add another teacher, or to finish rostering your teachers by clicking the "Save" button.

Add Additional Teachers

Teacher Email

Carl Clements (cclement@wftigers.org)

Add

Carl

Q

Selected teacher (1/3):

cclement@wftigers.org

Cancel

Save

At this point, the teacher you added will also be able to view and manage your class.

Scheduling Classes

The point of scheduling your classes is to allow them to automatically start on each day the session should be active. This helps avoid holdover of students that go to new teachers, and it removes a stop for you. In this example, I'm going to use the 4B Minions class. These students meet on Tuesdays and Thursdays from 1:08 - 2:21 and Fridays from 12:57 - 1:37.

[Click for instructions on scheduling classes](#)

Start from your Blocks! Teacher Dashboard.

 Blocks! Teacher Dashboard

SHOW / HIDE SCHEDULE CREATE CLASS DELETE CLASSES  classroom SUBSTITUTE TEACHERS

Your Created Classes

SANDBOX - ELA

80:00

CODE: vTLbx1

Classroom Sandbox - Robbins

80:00

CODE: iCuvHv

Test ELA

80:00

CODE: XyRBNO

4B Minions

75:00

CODE: itkiZL

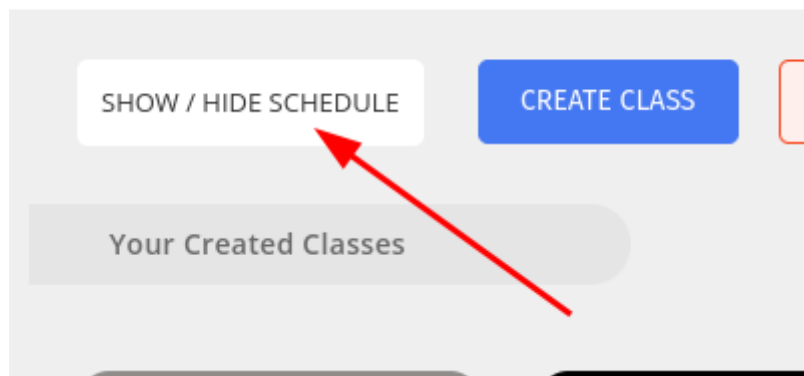


CREATE NEW CLASS

Your Assigned Classes

1. Click on the “SHOW / HIDE SCHEDULE” button.

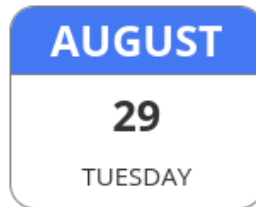
 Blocks! Teacher Dashboard



2. This opens the schedule flyout. I'll make sure that the toggle switch is set to “ON” and then I'll click “Class Scheduler.”

SHOW / HIDE SCHEDULE

Welcome back, Cory!



3. This will open a slightly intimidating screen. Have no fear. It really isn't that bad!

Weekly Scheduler

Week A

Week B

Custom Week

Weekly Scheduler Time Span

Set up the time range for the Weekly Scheduler to start classes automatically

Set Up Weekly School Year View

First School Week:

02/20/2023

Last School Week:

05/28/2023

Apply Selection

Set Up Your Weekly Schedule

Assign a week by choosing a week template and clicking on week squares

Confirm changes by clicking "Save"

Select Week Template

Choose te... ▾

Clear

Save

Week A

Week B

Custom Week

Current Week

Expired Week

1

2

3

4

5

6

7

8

Clos

4. I'm going to start by clicking on the "Week A" tab.

Weekly Scheduler

Week A

Week B

Custom Week

Weekly Scheduler Time Span
Set up the time range for the Weekly Scheduler to start classes automatically

First School Week:

02/20/2023

Last School Week:

05/28/2023

Apply Selection

Set Up Your Weekly Schedule
Assign a week by choosing a week template and clicking on week squares
Confirm changes by clicking "Save"

Select Week Template

Choose te... ▾

Clear

Save

Week A

Week B

Custom Week

Current Week

Expired Week

1

2

3

4

5

6

7

8

Close

5. Select the class you wish to schedule (you must do this one at a time).

Weekly Scheduler

Week A

Week B

Custom Week

Add Classes to Week A Schedule

1. Select Class

4B Minions

2. Select Weekday

3. Add One or More Start Times

Hr

min

AM

Add Class

NOTE: Changes will take effect one hour from the time the template was changed.

Week A Class Schedule

MON

TUE

WED

THU

FRI

Clos

6. Select the first day that the class meets. I chose Tuesday for this example.

Weekly Scheduler

Week A

Week B

Custom Week

Add Classes to Week A Schedule

1. Select Class

4B Minions

2. Select Weekday

Tuesday

3. Add One or More Start Times

Hr

:

min

AM

Add Class

NOTE: Changes will take effect one hour from the time the template was changed.

Week A Class Schedule

MON

TUE

WED

THU

FRI

Clos

7. Set the start time of the class.

Weekly Scheduler

Week A

Week B

Custom Week

Add Classes to Week A Schedule

1. Select Class

4B Minions

2. Select Weekday

Tuesday

3. Add One or More Start Times

1

:

08

PM

Add Class

NOTE: Changes will take effect one hour from the time the template was changed.

Week A Class Schedule

MON

TUE

WED

THU

FRI

Clos

8. Press the "Add Class" button.

Weekly Scheduler

Week A

Week B

Custom Week

Add Classes to Week A Schedule

1. Select Class

4B Minions

2. Select Weekday

Tuesday

3. Add One or More Start Times

1

:

08

PM

Add Class

NOTE: Changes will take effect one hour from the time the template was changed.

Week A Class Schedule

MON

TUE

WED

THU

FRI

Clos

You should now see a bubble with that time and the class color listed in the date boxes on the right.

Class Scheduler

Weekly Scheduler

Week A

Week B

Custom Week

Add Classes to Week A Schedule

1. Select Class

2. Select Weekday

3. Add One or More Start Times

Hr

min

AM

Add Class

NOTE: Changes will take effect one hour from the time the template was changed.

Week A Class Schedule

MON

TUE

01:08 PM x

WED

THU

FRI

Clos

9. Repeat this process for each day that the class meets.

Weekly Scheduler

Week A

Week B

Custom Week

Add Classes to Week A Schedule

1. Select Class

2. Select Weekday

3. Add One or More Start Times

Hr

:

min

AM

Add Class

NOTE: Changes will take effect one hour from the time the template was changed.

Week A Class Schedule

Clo

10. Repeat this process for each class.
11. Click on the “Weekly Scheduler” tab again.

Weekly Scheduler

Week A

Week B

Custom Week

Add Classes to Week A Schedule

1. Select Class

▼

2. Select Weekday

▼

3. Add One or More Start Times

Hr

:

min

AM

▼

Add Class

NOTE: Changes will take effect one hour from the time the template was changed.

Week A Class Schedule

MON

TUE

01:08 PM x

WED

THU

01:08 PM x

FRI

12:57 PM x

Close

12. Set the First school week and the last school week. You can't pick before today, and I picked a day past the last scheduled day to account for any extra days.

Weekly Scheduler

Week A

Week B

Custom Week

Weekly Scheduler Time Span

Set up the time range for the Weekly Scheduler to start classes automatically

Set Up Weekly School Year View

First School Week:

08/29/2023

Last School Week:

06/21/2024

Apply Selection

Set Up Your Weekly Schedule

Assign a week by choosing a week template and clicking on week squares

Confirm changes by clicking "Save"

Select Week Template

Choose te... ▾

Clear

Save

Week A

Week B

Custom Week

Current Week

Expired Week

1

2

3

4

5

6

7

8

Clo

13. Click on "Apply Selection."

Weekly Scheduler

Week A

Week B

Custom Week

Weekly Scheduler Time Span

Set up the time range for the Weekly Scheduler to start classes automatically

Set Up Weekly School Year View

First School Week:

08/29/2023

Last School Week:

06/21/2024

Apply Selection

Set Up Your Weekly Schedule

Assign a week by choosing a week template and clicking on week squares

Confirm changes by clicking "Save"

Select Week Template

Choose te... ▾

Clear

Save

Week A

Week B

Custom Week

Current Week

Expired Week

1

2

3

4

5

6

7

8

Clos

14. Select "Week A" in the week template box.

Weekly Scheduler

Week A

Week B

Custom Week

Set Up Weekly School Year View

First School Week:

08/28/2023

Last School Week:

06/23/2024

Apply Selection

Set Up Your Weekly Schedule

Assign a week by choosing a week template and clicking on week squares

Confirm changes by clicking "Save"

Select Week Template

Week A

Clear

Save

Cancel

Week A

Week B

Custom Week

Current Week

Expired Week

1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24

15. Click on the number of each week in the school year. I have 43 of them. They should all turn to a uniform color. You MAY NOT click on week 1.

Weekly Scheduler Week A Week B Custom Week

Select Week Template

Week A Clear Save Cancel

Week A Week B Custom Week
Current Week Expired Week

1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40
41	42	43					

Close

16. Click on the "Save" button.

Weekly Scheduler Week A Week B Custom Week

Select Week Template

Week A Clear Save Cancel

Week A Week B Custom Week
Current Week Expired Week

1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40
41	42	43					

Close

17. Click on the "Close" button.

The screenshot shows the 'Class Scheduler' interface. At the top, there's a blue header bar. Below it, a tabbed interface has 'Weekly Scheduler' selected, with 'Week A', 'Week B', and 'Custom Week' as other options. The 'Select Week Template' section includes a dropdown menu labeled 'Choose te...', a 'Clear' button, and a 'Save' button. To the right, a legend indicates: Week A (purple), Week B (green), Custom Week (orange), Current Week (blue outline), and Expired Week (light orange). A calendar grid displays days 1 through 43. Day 1 is highlighted with an orange border. A red arrow points from the bottom right of the calendar area to a 'Close' button.

1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40
41	42	43					

At this point, your classes should automatically start, and, if you have the minutes correct, they should automatically stop at the appropriate times.

Please Note: for “Fast Friday” sessions, you will still need to stop your classes. There isn’t a way I am currently aware of to change the minutes on a per-day basis.

Originally posted by Cory Robbins on the West Fork Technology Hub (2023-08-29).

Revision #4

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