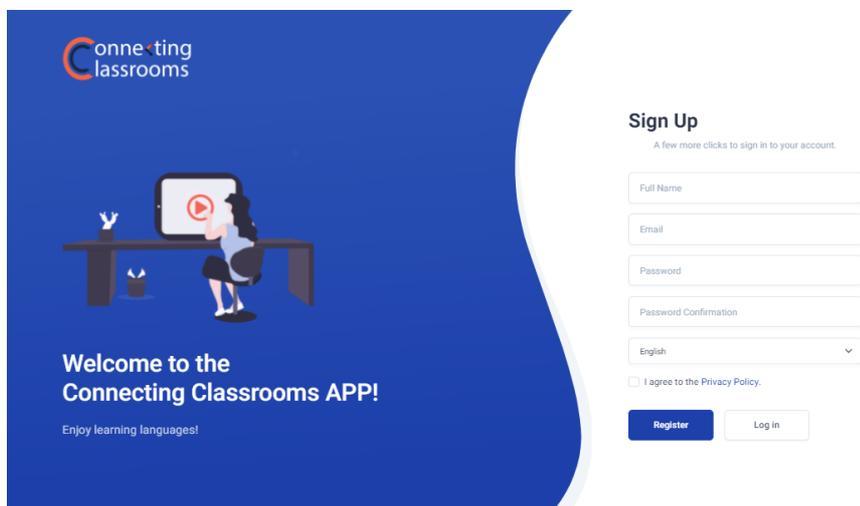**CONNECTING CLASSROOMS**
INSTRUCTIONS TO USE THE PLATFORM FOR TEACHERS

Forum Language Experience & Prometour have created its NEW online platform for the Connecting Classrooms project, where teachers can upload and share videos submitted by their students with their partner school.

1. [Register](#) with the email you used to contact us.


2. Create a password.

3. You will be sent a verification email to finalize your registration. Check your inbox and verify your email.

4. Once you have verified your email, log in and access the Connecting Classroom space created for you and your partner school's teacher. On your **dashboard** you will find your virtual project with your partner school(s). Now click on the school's name to access the activities.
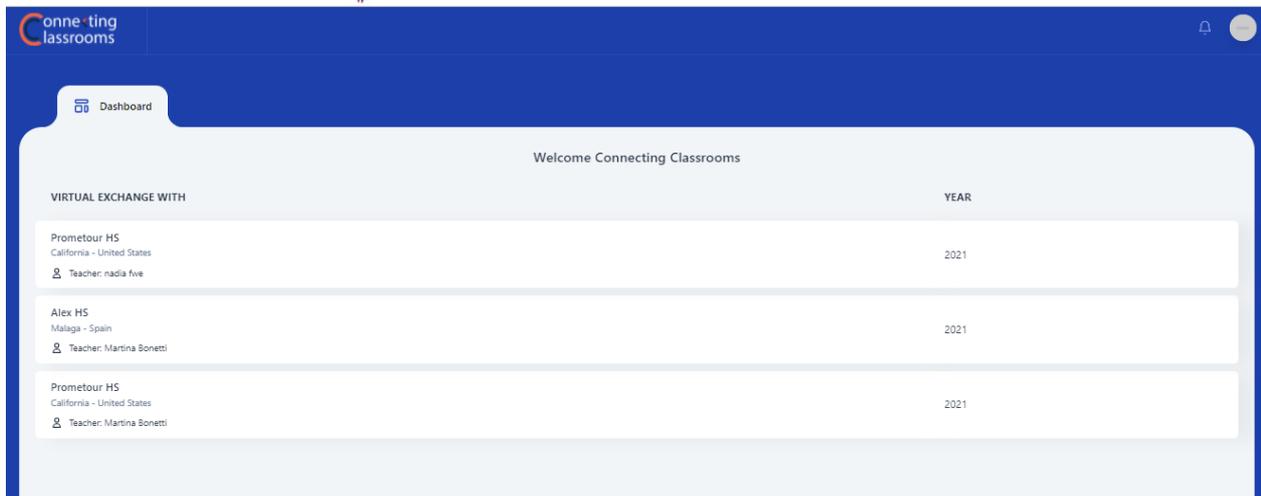
5. To allow your students to upload their video(s), you first have to create the **Activity folder**. To create the activity folder, go to the menu **Activities** and click on **Create Activity.**
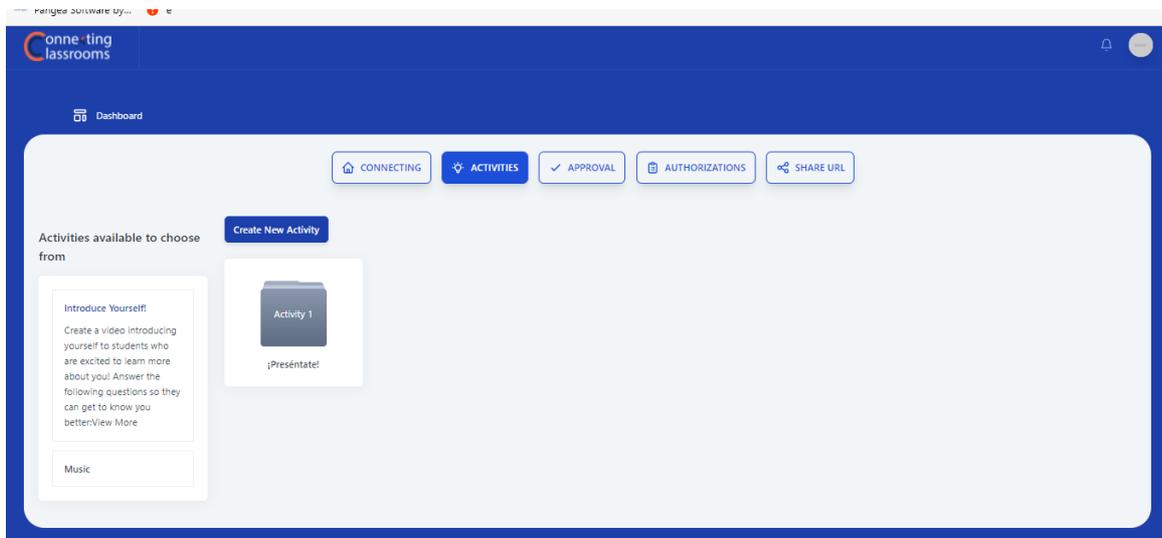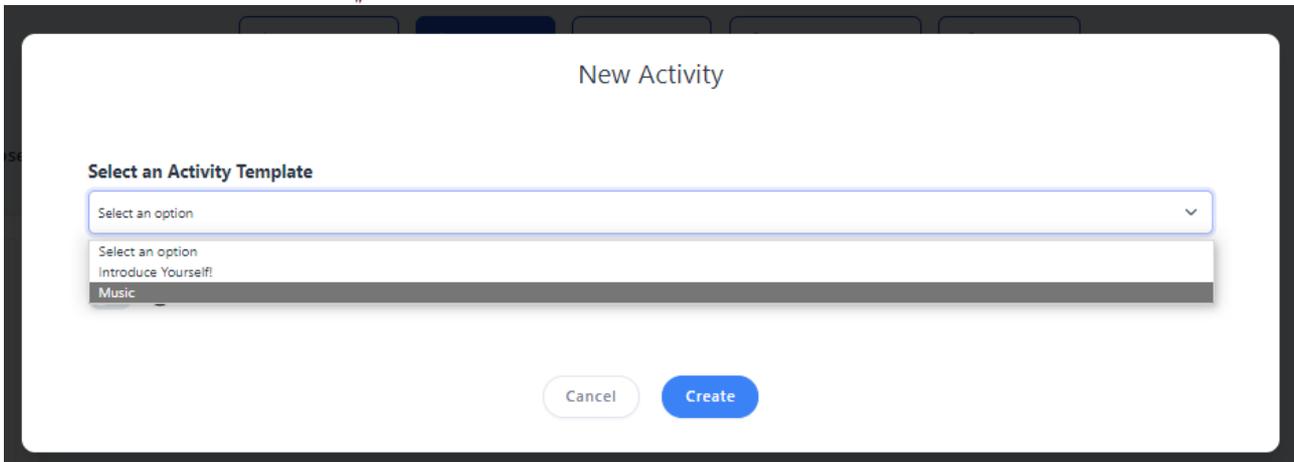
6. While creating the activity folder, you will have to choose if you want the videos to be in **public or private mode (the videos are by default in public mode)**

   •**PUBLIC**: If you choose this option, all students (and teachers) have access to the videos through the public Connecting Classrooms URL.

   • **PRIVATE**: if you choose this option, only you and the teacher of the partner school can access the videos through your login. You can show your students the videos in class.
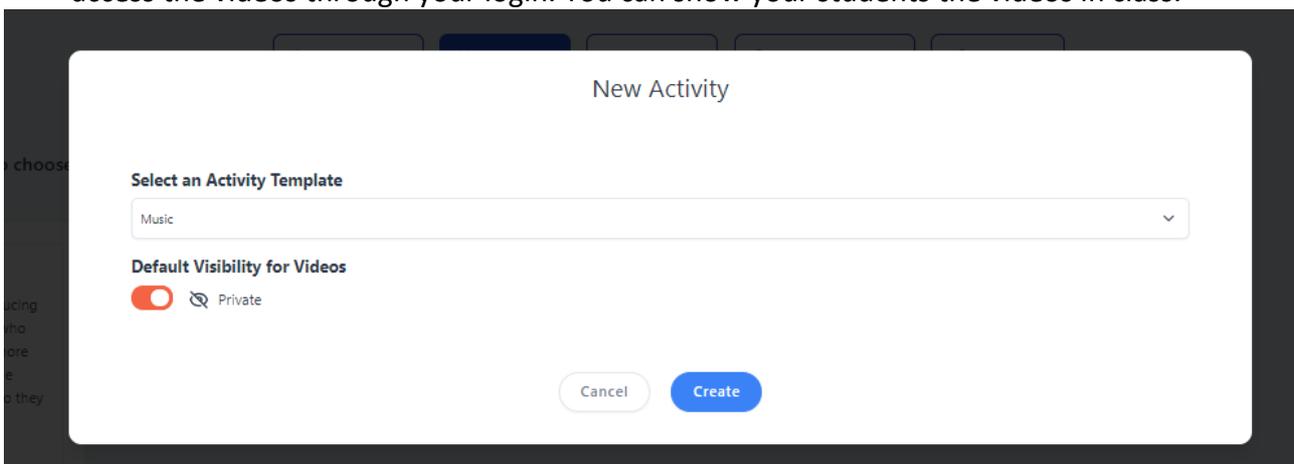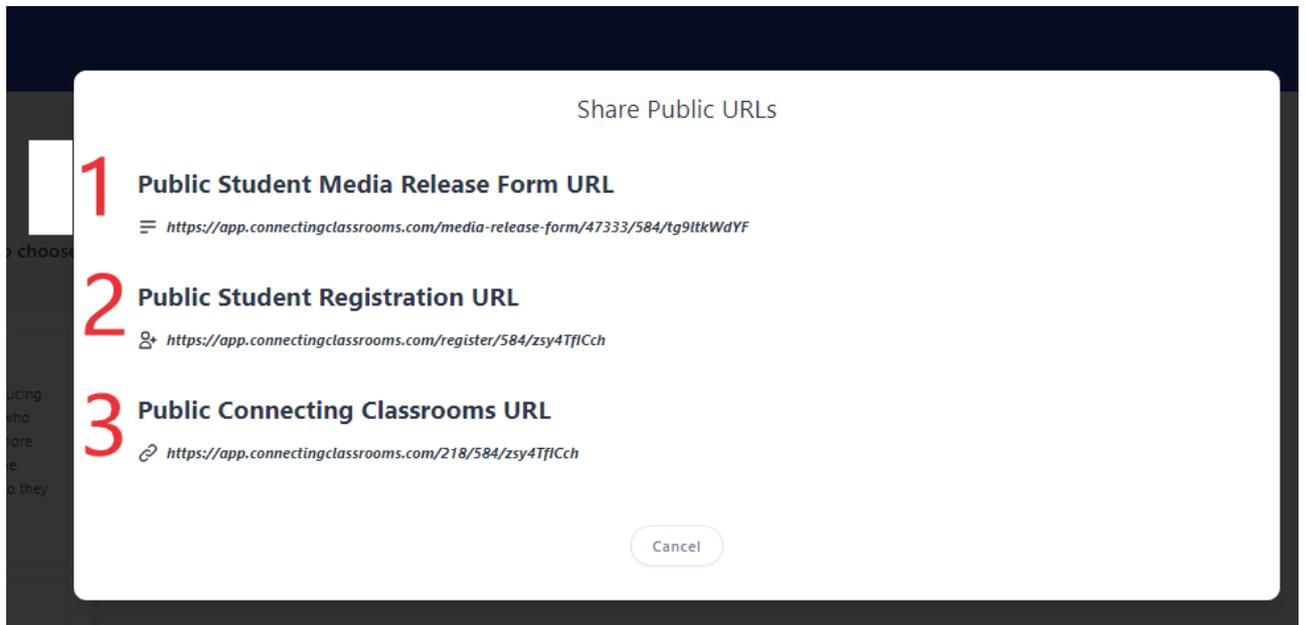

7. For your students to submit videos, they will need to create their own Connecting Classrooms account. After having signed the Student Media Release Forms, they will have the first opportunity to create their account. If parents/students haven't had the chance to create an account yet, please share the second link that you will find under **"Share Public URLs"**

LINK 2: Public Student Registration URL
It will be the same link for all the students.

8. Now share the third link, which will allow your students to upload, view and comment videos. If you are in private mode, they will only be able to upload videos.
LINK 3: Public Connecting Classrooms URL

Share Public URLs

1 **Public Student Media Release Form URL**
https://app.connectingclassrooms.com/media-release-form/47333/584/tg9ltkWdYF

2 **Public Student Registration URL**
https://app.connectingclassrooms.com/register/584/zsy4TfICch

3 **Public Connecting Classrooms URL**
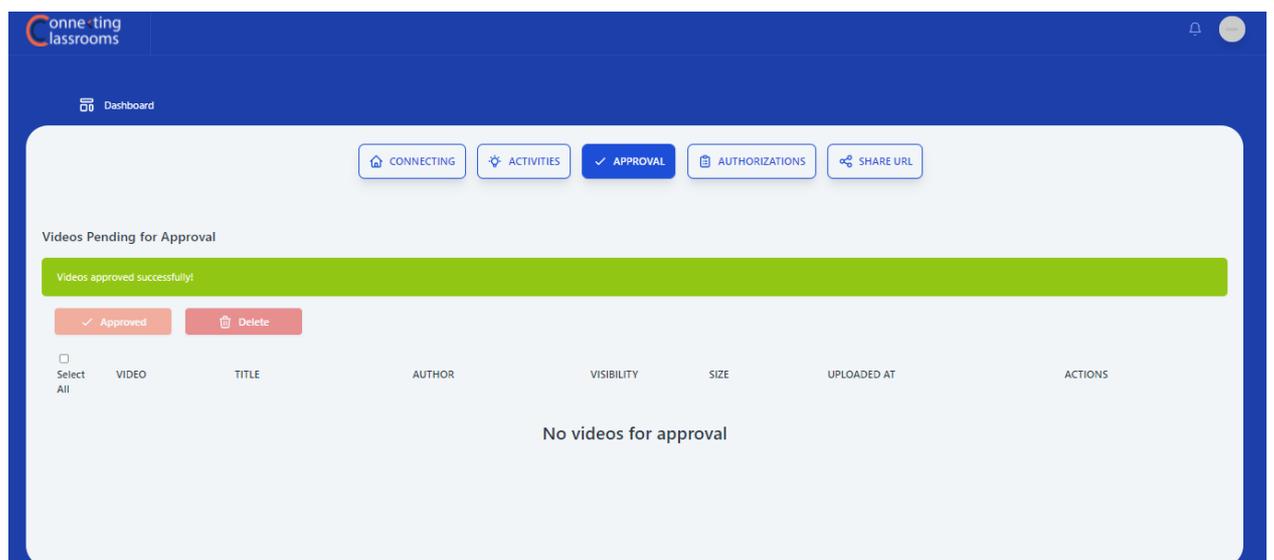https://app.connectingclassrooms.com/218/584/zsy4TfICch

Cancel

9. Before the videos are shared with your partner school, you will have to approve them as well as comments. To approve the videos, go to the Menu bar, click on **Approval,** and select **Videos Approval.**
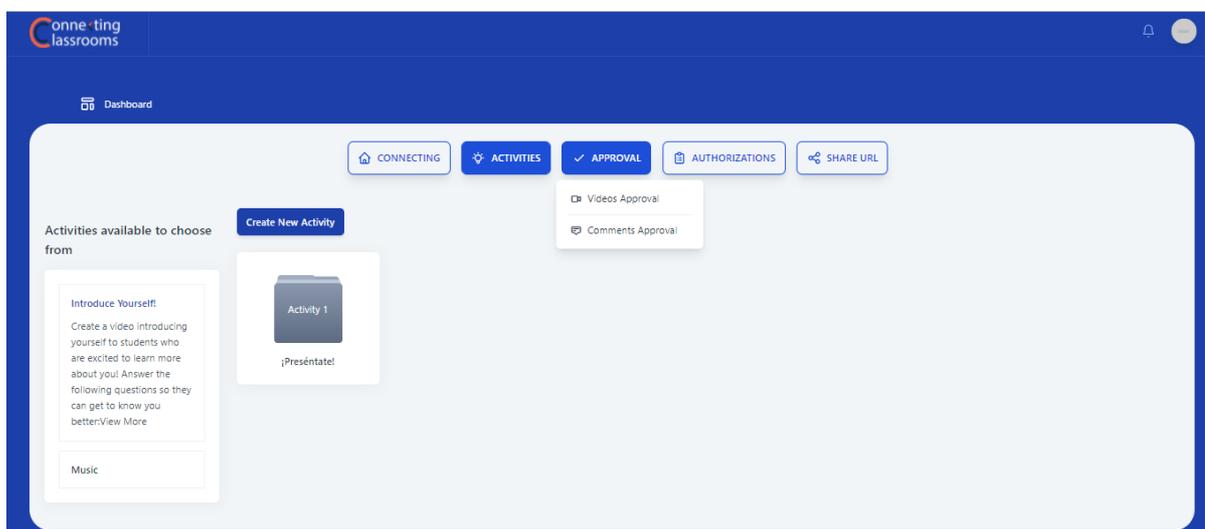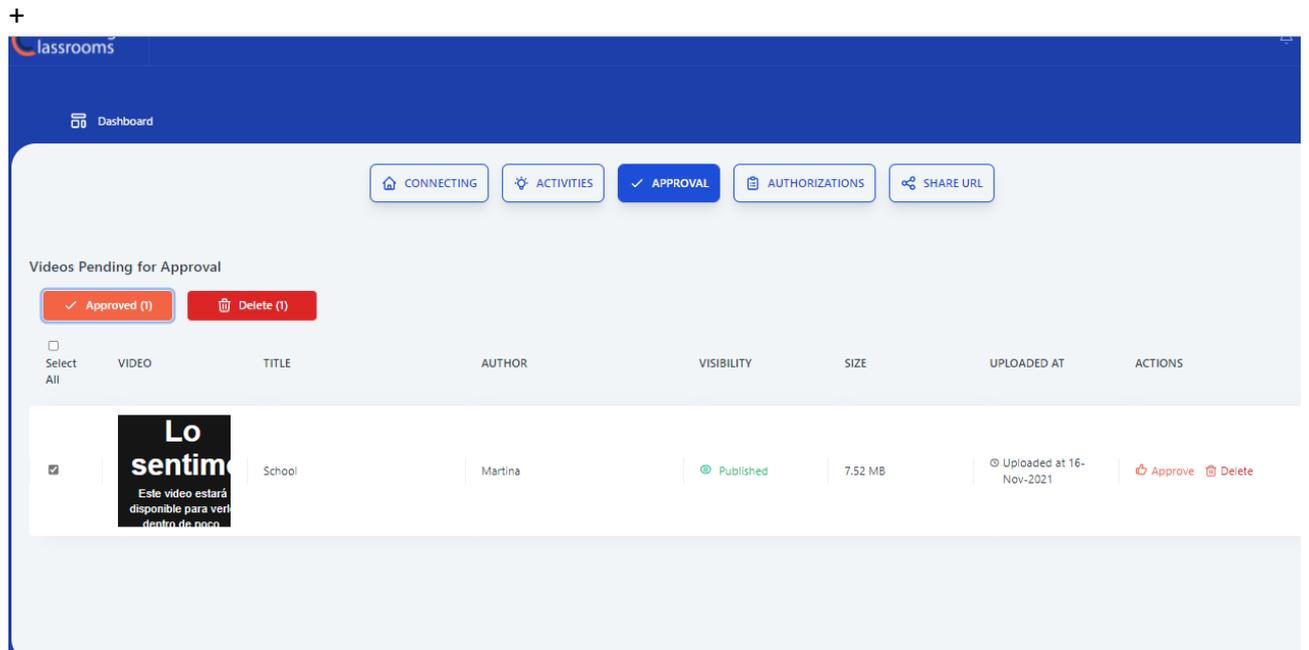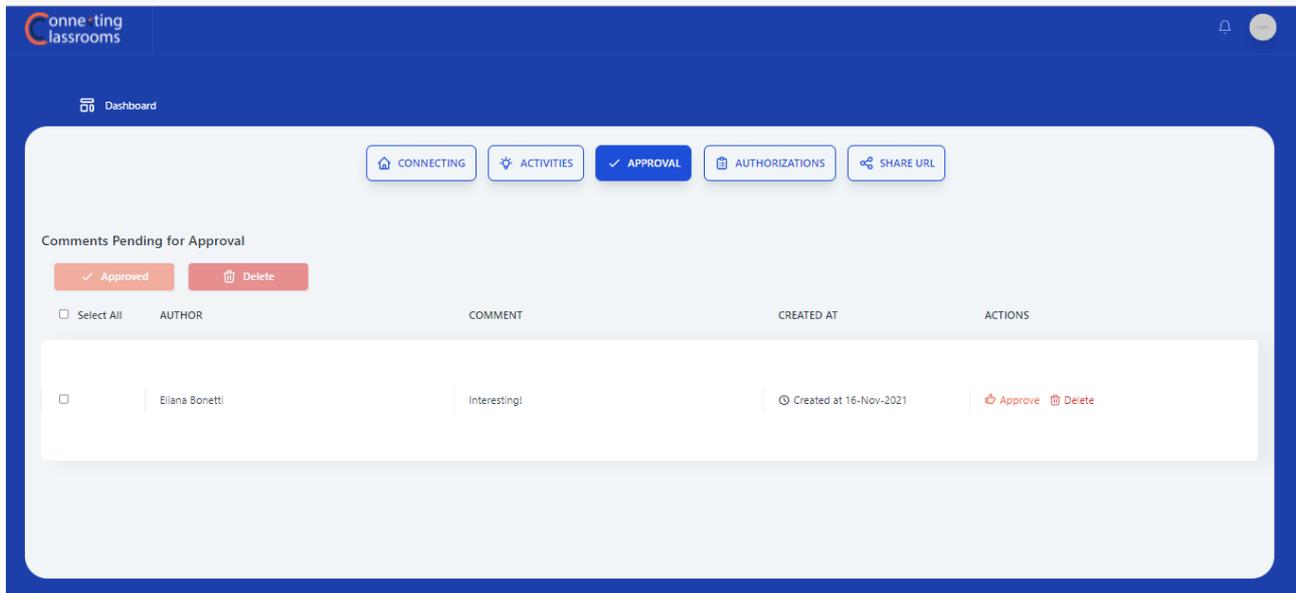
10. You can watch the video by double-clicking on it. Select the videos to be approved or deleted.

11. The same thing applies to comments. To approve students' comments, click again on **Approval** and select **Comments Approval**.

12. Once you **approve the comments**, they will become available for both schools. Please remember, your students can only comment on videos if the activity is in public mode.