

Start here — how the Classes site works

What the Classes site is for, the words it uses, the header buttons, and how what you do here reaches students. Read this first.

1 What this page is for

WHAT THIS IS

The Classes site is where All is Well staff build the **lesson plan** for every class: the materials, assignments, quizzes and links students need, arranged by day or week. Students never come here. They see the posted parts of their own class's plan in the **My lessons** section of the Student Portal.

THE WORDS IT USES

WORD	MEANING
Program	A course the school sells, for example <i>Certified Nursing Assistant</i> . Programs come from Transition Enroll.
Cohort	One run of a program with its own start and end dates — a “class” in Transition Enroll. Students register for a cohort.
Lesson plan	The full set of lessons for one cohort. A plan belongs to a program and is attached to one cohort.
Topic	A heading inside a plan that groups items, usually a day or a week (<i>Week 1 Monday</i>).
Item	One thing students see: a material (M), assignment (A), quiz (Q) or question (?).
Attachment	A link on an item: a Google Drive file, a Google Doc, a YouTube video, a form, a PDF or any website.
Posted / Draft	Posted items are Visible to students. Drafts are hidden until you post them.
Not before	An optional date. A posted item stays hidden until that date arrives.

THE HEADER, LEFT TO RIGHT

BUTTON	WHAT IT DOES
All is Well Classes	The site name. Decoration only.
Dashboard	Opens the Leadership Dashboard in a new tab.
Student portal	Opens the Student Portal in a new tab. Use Staff sign-in there to check what a student sees.
Manuals (book icon)	Opens this manual library.
Full manual (play icon)	The page-turning flip-book manual.
Overview (play icon)	The short flip-book walk-through.
Your email / Sign out	Who is signed in, and the button to leave.

WHO CAN USE IT

Only staff whose email is on the school's staff list. The login is the same as the Leadership Dashboard.

ALWAYS UP TO DATE

If someone else changes a plan while you have the site open, you do not need to reload. When you come back to the tab, and every 5 minutes while it is open, the screen checks the database again. A small grey line at the bottom says *Up to date as of 10:42 AM*. It never checks while the side panel is open, so nothing you are typing is lost.

ON A PHONE

The site works on a phone. The header buttons scroll sideways, each plan in the list becomes its own card with a full-width **Open** button, and the side panel fills the screen with one box per row.

Every screen title and section has a small ? beside it. Click it for a plain-English explanation. The ? **Help** button at the bottom-right explains whichever screen or side panel is open.

Changes save the moment you press a button — there is no separate “publish” step. A posted

item on an attached plan is visible to students straight away.

2 Step by step

Sign in

1. Open **all-is-well-classes.vercel.app**.
2. Type your staff email and password (the Leadership Dashboard login).
3. Press **Sign in**. The list of lesson plans opens and your email appears at the top-right.

Find the plan for a class

1. On **Lesson plans**, type part of the plan name in **Search plans**, or choose the program in the program menu.
2. Look at the **Cohort** column for the class dates.
3. Press **Open** on that row.

Sign out

1. Press **Sign out** at the top-right.
2. The sign-in screen comes back.

3 If something looks wrong

A save failed with a message like "Item did not save: ...".

The change did not reach the database. Nothing was lost on screen — try again. If it repeats, sign out, sign back in and retry. Send the exact message to Edmund if it keeps failing.

I see "The portal is not configured yet."

The page could not load its connection to the database. Reload, or try another browser.
If it continues, tell Edmund.

4 Flip-book edition

The same subject as a page-turning flip-book. Opens in a new tab.

FLIP-BOOK

Full manual

Page-turning edition. Opens in a new tab.

FLIP-BOOK

Overview

Page-turning edition. Opens in a new tab.

FLIP-BOOK

Module 1: The complete Classes site (slide deck)

Page-turning edition. Opens in a new tab.

FLIP-BOOK

Module 10: Help, messages, glossary and quick reference (slide deck)

Page-turning edition. Opens in a new tab.