



ALL IS WELL HEALTH CARE ACADEMY

Classes complete training manual

How staff build, attach, copy and publish the lesson plan for every cohort — every screen, button and message, with pictures and numbered steps.

For All is Well staff · all-is-well-classes.vercel.app

Pictures use sample plans and an invented student. No real records are shown.

Edition of September 29, 2026 · 27 chapters · 64 pages

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About this manual

Who this manual is for, how it is laid out, and how to read the pictures.

Who this manual is for

This manual explains every part of the **All is Well Classes** site — the private staff site where lesson plans are built — one screen at a time, with a picture of each screen and numbered steps for every task.

READER	WHY YOU USE CLASSES
Instructors	Build and update the lesson plan for your cohort: materials, assignments, quizzes, links.
The director	Set up plans for new cohorts, copy last cohort's plan, check what students can see.
Front desk and admissions	Answer “why can't my student see their lessons?” and check plans are attached.

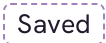
How the manual is laid out

- **Part 1 Getting started** — what the site does, the words it uses, signing in and the header.
- **Part 2 Building lesson plans** — every screen, button and form, in the order you use them.
- **Part 3 Publishing to students** — how your work reaches students, and complete start-to-finish walkthroughs.
- **Part 4 Help and reference** — every message explained, a glossary and a one-page quick reference.

How to read the pictures and steps

- A **pink numbered circle** points at one part of the screen. The list under the picture says what each number is.
- Tasks are **purple numbered steps**. A green *Result* line tells you what you should see after a step.
- Coloured boxes mark a **Note**, a **Tip**, a **Careful** (a common mistake) or an **Important** (something permanent or visible to students).

LOOKS LIKE	MEANS
	A purple button.
	A white button with an outline.

Lesson plans	A heading or label on screen.
	A message the site shows, word for word.

About the example data

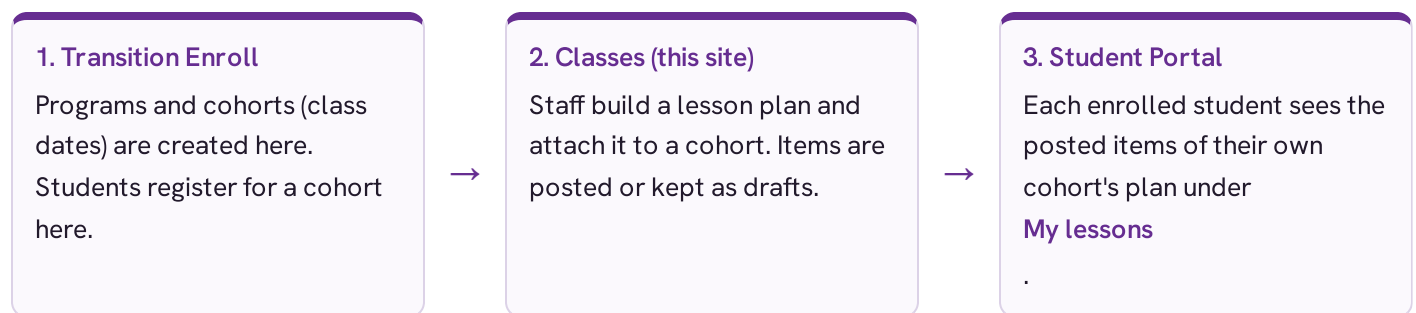
The pictures use **sample programs, cohorts and lesson plans** made up for this manual, and an invented staff login (`instructor@alliswellhca.example`). The student view in Chapter 20 uses an invented student, Maria Sample. Your screens will look the same with your real plans.

Note. The same explanations are built into the site. Every heading has a small ? that shows the short version for that part of the screen (Chapter 24).

What the Classes site does

Where Classes sits between the enrollment system and the Student Portal, and the words it uses.

The big picture



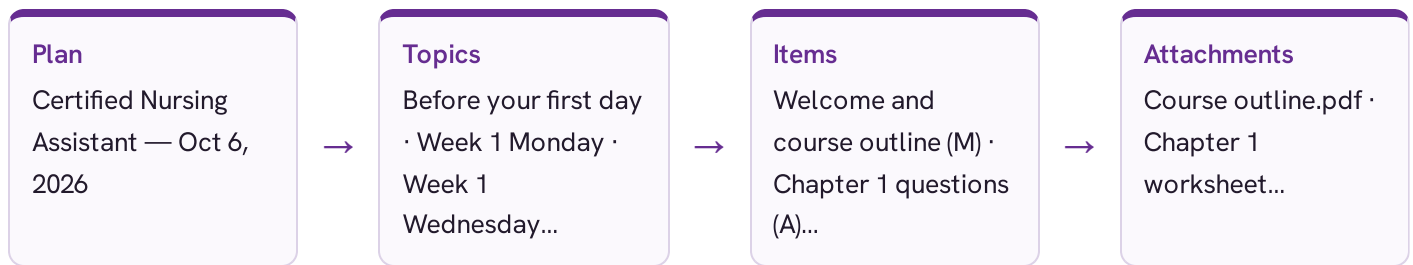
Classes never creates cohorts or registers students — that happens in Transition Enroll. Classes only holds **what students should read, watch and do**, and decides **when** they can see it.

The words the site uses

WORD	MEANING	EXAMPLE
Program	A course the school sells. Comes from Transition Enroll.	Certified Nursing Assistant — 3 Week Hybrid Day
Cohort	One run of a program with its own dates — a “class” in Transition Enroll.	Oct 6, 2026 → Oct 24, 2026
Lesson plan	All the lessons for one cohort. Belongs to a program; attached to one cohort.	Certified Nursing Assistant — Oct 6, 2026
Attached	A plan linked to a cohort. Only attached plans reach students.	—
Topic	A heading inside a plan that groups items.	Week 1 Monday
Item	One thing students see: a material (M), assignment (A), quiz (Q) or question (?).	Chapter 1 questions
Attachment	A link on an item.	Chapter 1 worksheet (PDF)

Posted / Draft	Posted items are visible to students (green Visible). Drafts are hidden (amber Draft).	—
Not before	An optional date. A posted item stays hidden until that day.	from Oct 13, 2026
Scheduled	A posted item whose Not before date is still to come (purple Scheduled).	Quiz 1 — Vital signs

How a plan is built up



Important. Everything saves the moment you press a button. There is no separate “publish” step and no undo. A posted item on an attached plan is visible to students immediately.

Signing in and out

The staff-only sign-in screen, the two messages it can show, and signing out.

Figure 1. The Classes sign-in screen.

- 1 Email** — your staff email.
- 2 Password** — your Leadership Dashboard password.
- 3 Sign in**.

Sign in

- 1 Open `all-is-well-classes.vercel.app`.
- 2 Type your staff email in **Email** (1).
- 3 Type your Leadership Dashboard password in **Password** (2).
- 4 To check what you typed, tick **Show password** under it.
Result: The password shows in plain letters; it is hidden again when you press **Sign in**.
- 5 Press **Sign in** (3).
Result: The **Lesson plans** list opens and your email appears at the top-right.

The browser remembers you. Next time, the site opens straight on **Lesson plans** until you press **Sign out**.

The two messages

All is Well
Health Care Academy

Classes ?

Staff sign-in. Build and edit the lesson plan for every cohort — what students see in their portal.

EMAIL

instructor@alliswellhca.example

PASSWORD

.....

☐ Show password

Sign in

1 Invalid login credentials

Figure 2. Email or password is wrong.

- 1 Invalid login credentials — check Caps Lock and use the Leadership Dashboard password.

All is Well
Health Care Academy

Classes ?

Staff sign-in. Build and edit the lesson plan for every cohort — what students see in their portal.

EMAIL

someone@example.com

PASSWORD

.....

☐ Show password

Sign in

1 This sign-in is not on the staff list. Ask Edmund to add it.

Figure 3. The password was right but the email is not on the staff list.

- 1 This sign-in is not on the staff list. Ask Edmund to add it. You are signed straight back out.

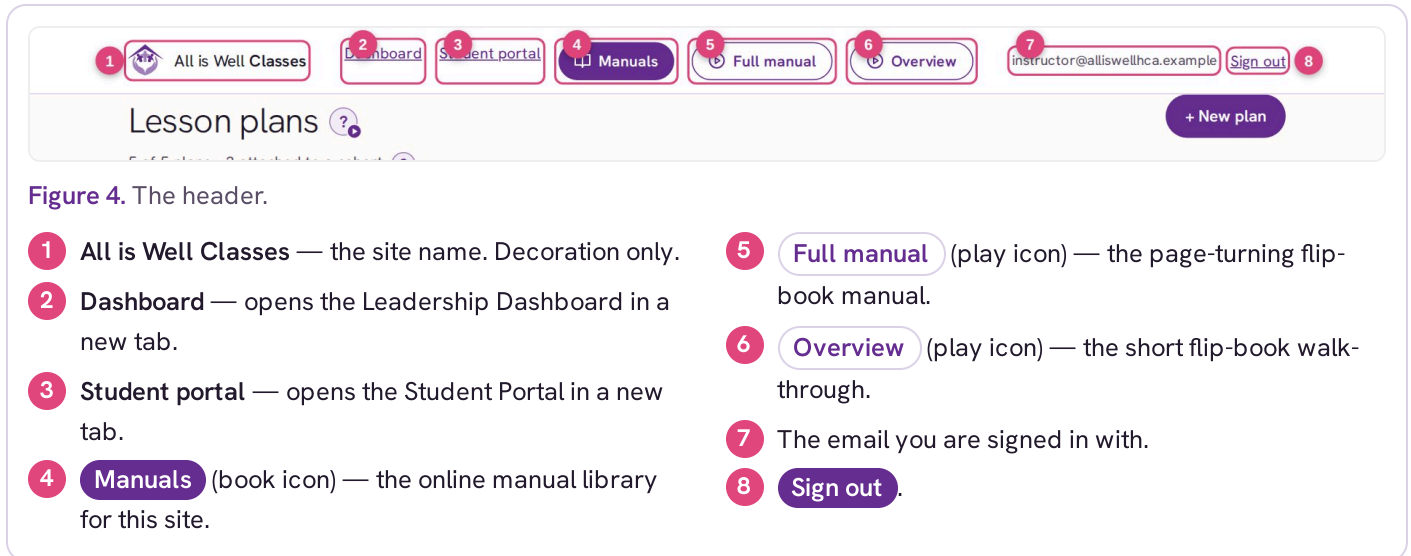
Sign out

- 1 Press **Sign out** at the top-right of any screen.
Result: The sign-in screen comes back.

Careful. Sign out on any shared computer. Anyone using a signed-in browser can change and delete lesson plans.

The header

The bar across the top of every screen once you are signed in.



Tip. For a quick check of what students see, use the **What students see** button on a plan (Chapter 21). For a check as one real student, use **Student portal** (3) with its **Staff sign-in** (Chapter 22).

On a phone

The site works on a phone. The header buttons sit on their own row and scroll sideways; your email is hidden to save room, but **Sign out** stays. See Chapter 19 for the rest of the phone layout.

The Lesson plans list

Every plan the school has, which cohort each belongs to, and how full it is.

The screenshot shows the 'Lesson plans' interface. At the top, there's a navigation bar with links like 'All is Well Classes', 'Dashboard', 'Student portal', 'Manuals', 'Full manual', and 'Overview'. The user is logged in as 'instructor@alliswellhca.example'. Below the navigation bar, the 'Lesson plans' title is followed by a count: '5 plans · 3 attached to a cohort'. A '+ New plan' button is in the top right. A search bar 'Search plans...' and two dropdown menus 'All programs' and 'All' are present. The main content is a table with columns: PLAN, PROGRAM, COHORT, and ITEMS. The table lists five plans, including 'Certified Nursing Assistant — Oct 6, 2026', 'Certified Nursing Assistant — Summer cohort', 'CPR / BLS — one-day class', 'Phlebotomy Technician — draft plan', and 'Medical Assistant — new'. Each row shows the program name, cohort dates or status, item count, and an 'Open' button. Callouts 1-11 highlight specific UI elements: 1 (Lesson plans title), 2 (plan count), 3 (+ New plan button), 4 (Search plans...), 5 (All programs dropdown), 6 (All dropdown), 7 (Plan name), 8 (Green cohort tag), 9 (Amber Not attached tag), 10 (Items count), and 11 (Open button).

PLAN	PROGRAM	COHORT	ITEMS
Certified Nursing Assistant — Oct 6, 2026	Certified Nursing Assistant — 3 Week Hybrid Day	Oct 12, 2026 → Oct 30, 2026	changed Sep 28, 2026
Certified Nursing Assistant — Summer cohort copied from Google Classroom	Certified Nursing Assistant — 3 Week Hybrid Day	Aug 20, 2026 → Sep 7, 2026	23 changed Aug 30, 2026
CPR / BLS — one-day class	CPR / BLS Certification	Aug 21, 2026 → Aug 21, 2026	6 changed Aug 30, 2026
Phlebotomy Technician — draft plan	Phlebotomy Technician	Not attached	3 changed Aug 30, 2026
Medical Assistant — new	Medical Assistant	Not attached	0

Up to date as of 1:54 PM

Figure 5. The Lesson plans screen, the first screen after signing in (sample plans).

- 1 **Lesson plans** — the screen title.
- 2 The count: plans shown, plans in total, plans attached to a cohort.
- 3 **+ New plan** — starts the three-step setup (Chapter 6).
- 4 **Search plans...** — matches the plan name.
- 5 **All programs** — show one program's plans.
- 6 **All / Attached to a cohort / Not attached.**
- 7 **Plan name.** *copied from Google Classroom* underneath means it came from the old Google Classroom course.
- 8 **Green cohort tag:** the cohort's **start** → **end** dates. The plan is attached.
- 9 **Amber Not attached tag:** no students can see this plan.
- 10 **Items:** how many items the plan holds, posted and draft together.
- 11 **Open** — opens the plan.

The count under the title

Reads like *5 of 5 plans · 3 attached to a cohort*. The first number is what the table shows now, after search and filters; the second is every plan; the last counts every attached plan, whatever the filters say.

Search and filters

CONTROL	WHAT IT DOES
Search plans...	Keeps plans whose name contains what you type. Capitals do not matter. Updates as you type.
All programs menu	Shows only the chosen program's plans.
All / Attached to a cohort / Not attached	Every plan, only the ones students can reach, or only the ones they cannot.

Filtering never changes or deletes anything. Plans are listed in **name order**.

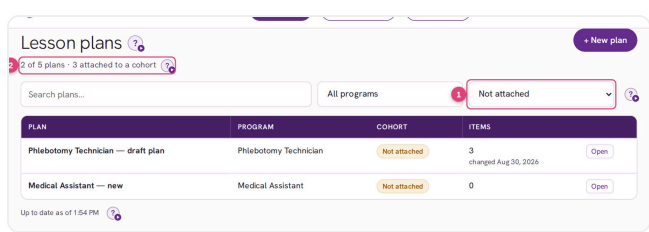


Figure 6. Showing only plans students cannot see.

1 The filter set to **Not attached**.

2 The count updates: *2 of 5 plans*.

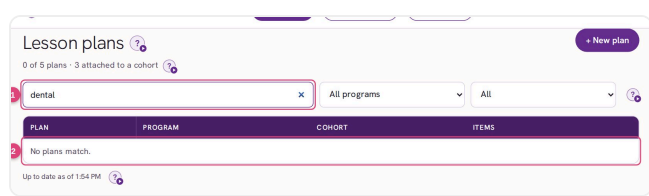


Figure 7. A search that matches nothing.

1 The search text.

2 **No plans match.**
Clear the search and set both menus back.

Find and open a plan

- 1

Type part of the plan name in **Search plans...**, or pick the program in **All programs**.
- 2

Check the **Cohort** column for the right dates.
- 3

Press **Open** on that row.
Result: The plan opens (Chapter 7).

Weekly check: find plans students cannot see

- 1 Set the last menu to **Not attached**.
Result: Only plans with no cohort remain.

- 2 For each one that should be live, press **Open** and then **Attach to cohort** (Chapter 14).

- 3 Set the menu back to **All**.

The count still says “Loading...”.

The plans have not arrived yet. Wait a few seconds and reload the page. If it stays, sign out and back in.

Creating a new plan

The three-step setup — Program, Cohort, Start from — and when to copy instead of starting empty.

Press **+ New plan** on Lesson plans. A panel slides in from the right with three steps. Nothing is saved until the last button.

1. Program 2. Cohort 3. Start from

New lesson plan ?

Which program is this plan for?

PROGRAM

2 Certified Nursing Assistant — 3 Week Hybrid Day 3

Cancel Next →

Figure 8. Step 1 — Program.

- 1 The three step names. The current step is highlighted; finished steps are marked done.
- 2 **Program** — choose the program the plan is for.
- 3 **Next →**. It will not move on until a program is chosen (Pick a program first.).

Full manual

1. Program 2. Cohort 3. Start from

Which cohort?

Students in this cohort will see the plan. You can skip this and attach it later.

COHORT (FROM TRANSITION ENROLL)

Oct 12, 2026 → Oct 30, 2026 · open

Cancel ← Back Next →

Figure 9. Step 2 — Cohort.

- 1 Step 2 highlighted.
- 2 Cohort (from Transition Enroll) — this program's cohorts as *start* → *end*; · *open* means it is still taking registrations. Or choose *Not yet* — *attach later*.
- 3 ← Back — change the program.
- 4 Next →.

Full manual

1. Program 2. Cohort 3. Start from

Start from ?

Copy an existing plan for this program (fastest), or start with an empty plan.

START FROM

1 Copy an existing plan ▼

PLAN TO COPY

2 Certified Nursing Assistant — Summer cohort (Aug 20, 2026) · 23 ▼

PLAN NAME

3 Certified Nursing Assistant — 3 Week Hybrid Day — Oct 12, 2026 4

Cancel ← Back Create plan

Figure 10. Step 3 — Start from.

- 1 **Start from:** *Empty plan* or *Copy an existing plan*.
- 2 **Plan to copy** — only this program's plans, with their cohort start date and item count.
- 3 **Plan name** — filled in for you: the program, plus the cohort start date if you chose one.
- 4 **Create plan**.

Create a plan by copying last cohort's plan (fastest)

- 1 On Lesson plans press **+ New plan**.
Result: The panel opens on step 1.
- 2 Choose the **Program** and press **Next →**.
- 3 Choose the new **Cohort** and press **Next →**.
- 4 Set **Start from** to *Copy an existing plan*.
Result: The Plan to copy menu appears.
- 5 Choose the most recent complete plan — the item count helps you pick the fullest one.
- 6 Check the **Plan name**. Change it if you like.
- 7 Press **Create plan**.
Result: The button says **Creating...** while it copies, then the new plan opens and **Plan created** appears.

Create an empty plan

- 1 Press **+ New plan**, choose the program, press **Next →**.
- 2 Choose the cohort, or *Not yet — attach later*, and press **Next →**.
- 3 Leave **Start from** on *Empty plan*.
- 4 Check the **Plan name** and press **Create plan**.
Result: The new, empty plan opens (Chapter 7).

Copy or start empty?

SITUATION	CHOOSE
A new cohort of a program you have taught before	Copy an existing plan — the previous cohort's.
A brand-new program	Empty plan .
The last plan was a mess	Copy it anyway if most items are right; delete what you do not need.

What a copy contains

COPIED	NOT COPIED
Every topic, in order	The Not before dates — cleared so you can set new ones
Every item, with its title, type, instructions and Draft/Posted setting	Anything about the old cohort
Every attachment link	—

MESSAGE	MEANING
Pick a program first.	Step 1 needs a program.
No cohorts for this program in Transition Enroll yet.	Create the cohort in Transition Enroll, or choose <i>Not yet — attach later</i> .
No existing plans for this program yet — start empty.	Nothing to copy for this program.
Give the plan a name.	The Plan name box is empty.

Note. Close the panel without creating anything with **Cancel** or by clicking the dimmed part of the screen.

Inside a plan

The top of the plan screen: the title, the line under it, and the six buttons.

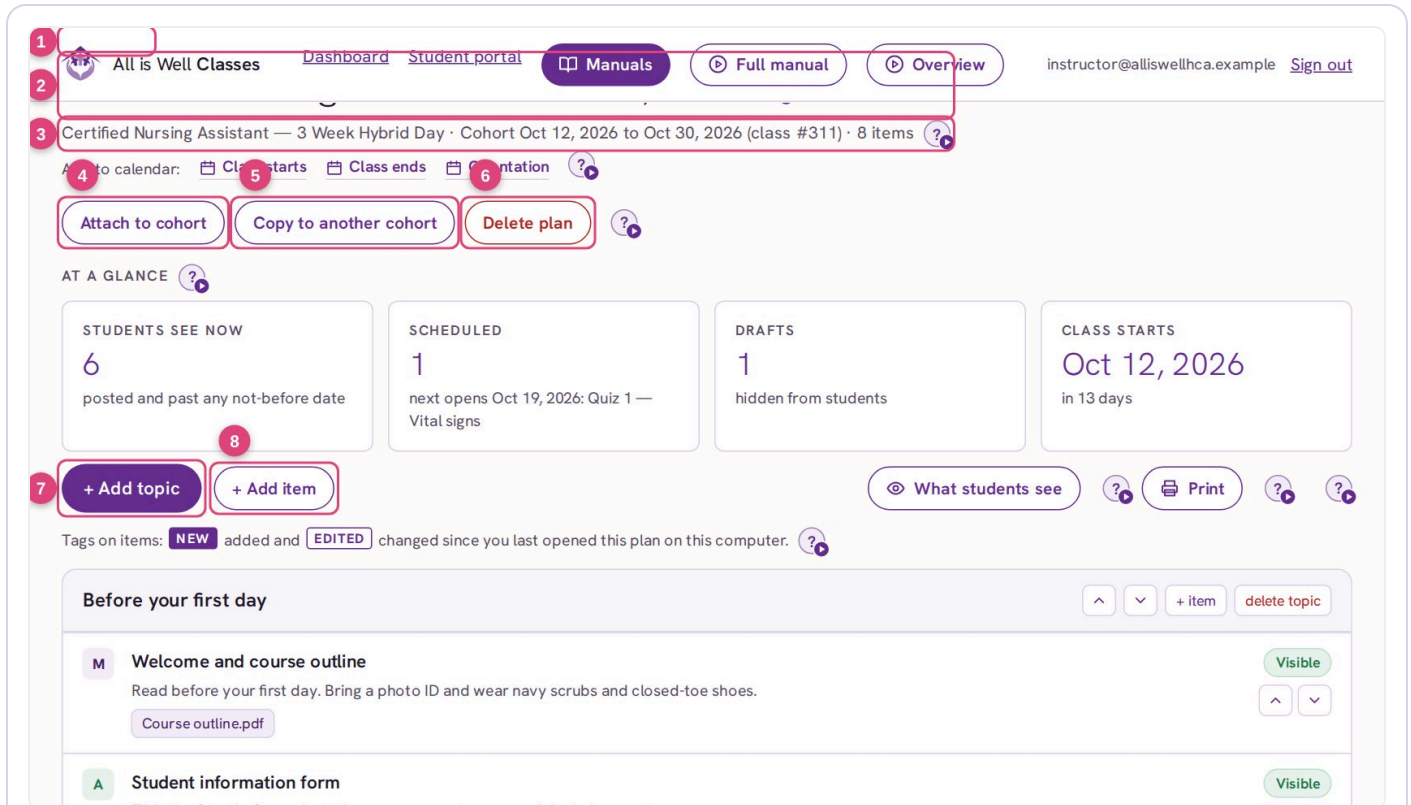


Figure 11. The top of a plan.

- | | |
|--|---|
| 1 ← All plans — back to the list (it refreshes so item counts are current). | 4 Attach to cohort (Chapter 14). |
| 2 The plan name . Click it to rename. | 5 Copy to another cohort (Chapter 15). |
| 3 The line under the title: program · cohort dates and class number · number of items. | 6 Delete plan (Chapter 16). |
| | 7 + Add topic (Chapter 8). |
| | 8 + Add item (Chapter 9). |

Between the buttons and the topics you also see the **Add to calendar** links (Chapter 13), the **At a glance** cards (Chapter 11), the **What students see** and **Print** buttons (Chapter 21, Chapter 18) and the line explaining the **New** and **Edited** tags (Chapter 12).

The line under the title

1. **Program** — or *No program set*.

- 2. **Cohort** — *Cohort Oct 6, 2026 to Oct 24, 2026 (class #311)*. The class number is the cohort's number in Transition Enroll. If there is no cohort, it says in bold *not attached to a cohort — students cannot see it yet*.
- 3. **Items** — how many items, posted and draft together.

Rename the plan

1 Click the plan name at the top.
Result: A small box appears: *Rename plan*.

2 Type the new name and press **OK**.
Result: The title changes and **Saved** appears beside the buttons.

Note. Students see the plan name as the heading of their lessons box, so keep it clear, e.g. *Certified Nursing Assistant — Oct 6, 2026*.

An empty plan

The screenshot shows a web interface for creating a new plan. At the top, there's a header 'All plans' and a title 'Medical Assistant — new' with a help icon. To the right of the title are buttons: 'Attach to cohort', 'Copy to another cohort', and 'Delete plan'. Below the title, a red box with a '1' annotation contains the text 'not attached to a cohort — students cannot see it yet' followed by '0 items'. Underneath is a section 'AT A GLANCE' with four boxes: 'STUDENTS SEE NOW' (0, none yet — plan not attached), 'SCHEDULED' (0, nothing waiting for a date), 'DRAFTS' (0, every item is posted), and 'CLASS STARTS' (attach the plan to a cohort). Below these are buttons '+ Add topic' and '+ Add item'. To the right are 'What students see' (with a help icon), 'Print' (with a help icon), and another help icon. A status line says 'Tags on items: NEW added and EDITED changed since you last opened this plan on this computer.' At the bottom, a red box with a '2' annotation contains the text 'This plan is empty. Add a topic (e.g. "Week 1 Monday"), then add items to it.' and 'Up to date as of 1:55 PM' with a help icon.

Figure 12. A new plan with no topics or items, not yet attached.

1 *not attached to a cohort — students cannot see it yet.*

2 This plan is empty. Add a topic (e.g. "Week 1 Monday"), then add items to it.

Topics

Adding, renaming, ordering and deleting the headings that group a plan's items.

Figure 13. One topic with its items.

1 The topic name. Click to rename. 2 The up arrow and down arrow buttons — move the topic up or down. 3 + item — add an item to this topic. 4 delete topic. 5 The item's type letter. 6 The item title. Click to edit the item.	7 The start of the instructions. 8 An attachment link. 9 Green Visible — students can see it. 10 A Scheduled item: from <date> — hidden until that day — and its Add to calendar link (Chapter 13). 11 The up and down arrows — move the item within its topic.
---	--

Naming topics

Students see topics in the same order as here, as headings in **My lessons**. Name them by **when students need them**: *Before your first day, Week 1 Monday, Week 1 Wednesday, Clinical rotation, Exam prep.*

Add a topic

- 1 Press **+ Add topic**.
Result: A box asks: *Topic name (e.g. "Week 1 Monday")*.
- 2 Type the name and press **OK**.
Result: The topic appears at the bottom and **Saved** shows.
- 3 Press its **up arrow** until it sits where you want it.

Rename a topic

- 1 Click the topic name.
Result: A box asks: *Rename topic*.
- 2 Type the new name and press **OK**.

Reorder topics

- 1 Press the **up arrow** to move up one place, the **down arrow** to move down one place.
- 2 Each press saves straight away.
Result: **Saved** appears.

Delete a topic

- 1 Press **delete topic** on its bar.
Result: A box asks: *Delete this topic? Its items stay in the plan under "No topic"*.
- 2 Press **OK**.
Result: The topic goes. Its items move to **No topic** at the bottom.
- 3 Move those items to another topic by editing each one (Chapter 9).

2 No topic

M

State exam handbook

The official candidate handbook for the state competency exam.

Candidate handbook

Visible

Figure 14. Items with no topic are collected at the bottom under No topic. Students see them under “Other”.

- 2 **No topic** — it has no buttons because it is not a real topic.

Tip. An arrow that does nothing means the topic is already first (up arrow) or last (down arrow).

Items

Adding and editing materials, assignments, quizzes and questions; Posted and Draft; Not-before dates; ordering and deleting.

The four types

TYPE	LETTER	USE IT FOR
material	M	Something to read or watch: outlines, slides, videos, handouts.
assignment	A	Work to complete and hand in. Say how and by when in the instructions.
quiz	Q	A test, usually a Google Form link.
question	?	A question for students to think about or answer in class.

The item form

The screenshot shows the 'Edit item' form with the following fields and buttons highlighted by numbered callouts:

- 1** TITLE: Skills lab safety
- 2** TYPE: material
- 3** TOPIC: Week 1 Monday
- 4** INSTRUCTIONS / DESCRIPTION: Watch the short video, then read the checklist. We will practise hand hygiene first thing.
- 5** STUDENTS CAN SEE IT: Yes (posted)
- 6** NOT BEFORE (OPTIONAL): mm/dd/yyyy
- 7** ATTACHMENTS: Lab walkthrough (video) (youtube)
- 8** remove button for the first attachment
- 9** Attachment name: Attachment name
- 10** Paste a link (Drive, YouTube, PC)
- 11** + Add link button
- 12** Delete item button
- 13** Cancel button
- 14** Save button

Figure 15. Editing an item that already has attachments.

- | | |
|--|--|
| 1 Title — short and clear. Left empty, it saves as <i>(untitled)</i> . | 8 remove — deletes that link immediately. |
| 2 Type — material, assignment, quiz or question. | 9 Attachment name . |
| 3 Topic — or <i>No topic</i> . | 10 Paste a link . |
| 4 Instructions / description — students see all of it. | 11 + Add link — saves the link immediately. |
| 5 Students can see it — <i>Yes (posted)</i> or <i>No (draft)</i> . | 12 Delete item . |
| 6 Not before (optional) — hidden until this date. | 13 Cancel — close without saving the fields above. |
| 7 A saved attachment: its name and kind. | 14 Save . |

Two ways to add an item — they start differently

BUTTON	STARTS IN TOPIC	STARTS AS
+ item on a topic bar	That topic	Yes (posted) — visible as soon as you save

+ Add item

at the top

The first topic

No (draft) — hidden until you change it

The screenshot shows a 'New item' form with the following fields and callouts:

- 1** points to the 'New item' title bar.
- 2** points to the 'STUDENTS CAN SEE IT' dropdown menu, which is currently set to 'No (draft)'.
- 3** points to the '+ Add link' button in the 'ATTACHMENTS' section.

The form includes fields for TITLE, TYPE (set to 'material'), TOPIC (set to 'Before your first day'), INSTRUCTIONS / DESCRIPTION, and ATTACHMENTS. The 'NOT BEFORE (OPTIONAL)' field is set to 'mm/dd/yyyy'.

Figure 16. A new item from + Add item.

1 New item.

2 Students can see it starts on *No (draft)* here.

3 + Add link only works after the item is saved.

Add an item

- 1 Press **+ item** on the topic it belongs to (or **+ Add item** at the top).
Result: The item form slides in.
- 2 Type the **Title**.
- 3 Choose the **Type**.
- 4 Check the **Topic**.
- 5 Write the **Instructions / description**: what to do, how to hand it in, and by when.
- 6 Set **Students can see it**: *Yes (posted)* to show it, *No (draft)* to hide it.
- 7 Optional: set **Not before** to keep a posted item hidden until a date.
- 8 Press **Save**.
Result: The panel closes, the item appears in its topic and **Saved** shows.
- 9 To add links, click the new item's title to reopen it (Chapter 10).

Edit an item

- 1 Click the item's bold **title**.
Result: The Edit item form opens.
- 2 Change any field.
- 3 Press **Save**.

Posted, Draft and Not before

SETTING	TAG IN THE PLAN	STUDENTS SEE IT?
<i>Yes (posted)</i> , no date	Green Visible	Yes, now
<i>Yes (posted)</i> , Not before a future date	Purple Scheduled + from <date> + Add to calendar	From that date

Yes (<i>posted</i>), Not before a date that has arrived	Green Visible + from <date>	Yes, now
No (<i>draft</i>)	Amber Draft	No

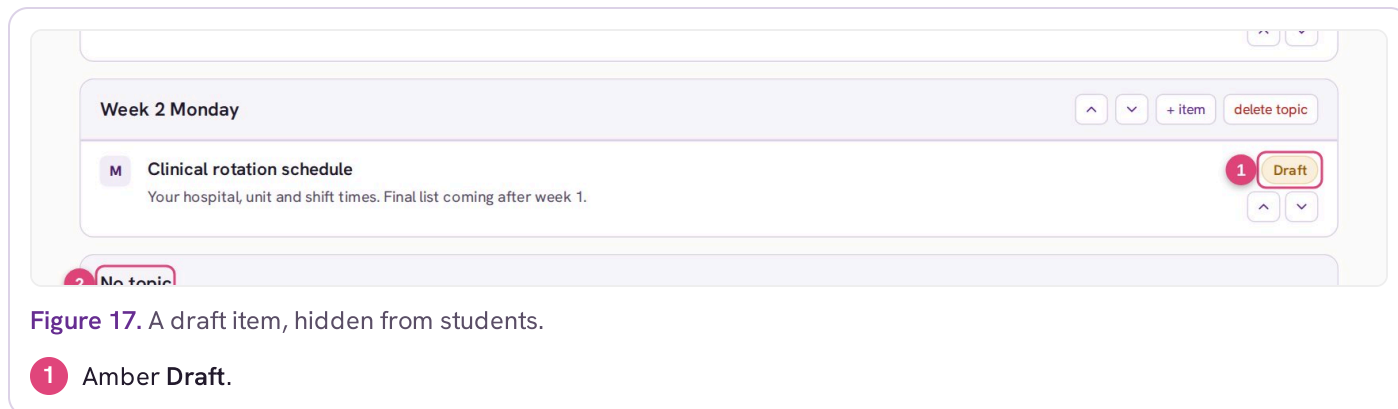


Figure 17. A draft item, hidden from students.

1 Amber **Draft**.

How Not before dates work

- The item appears for students at the **start of that day** (midnight), in the time zone of the computer that saved it — for staff in Texas, midnight Texas time.
- The plan shows the same day you typed: type *Oct 6* and the item reads **from Oct 6, 2026**; reopen it and the box still says Oct 6.
- Until 29 Sep 2026 the date was saved as midnight in London, so it showed and released one day early (the evening before, Texas time). That is fixed. An item saved the old way still shows the day that was typed; save it again to move its release to midnight Texas time.

Note. Copying a plan clears Not before dates (Chapter 15), so there is nothing old to carry over.

Move an item up or down

- 1** Press the **up arrow** or **down arrow** on the item. Items move within their own topic.
- 2** To move it to another topic, open it, change **Topic** and press **Save**.

Delete an item

1 Click the item's title.

2 Press **Delete item**.

Result: A box asks: *Delete this item?*

3 Press **OK**.

Result: The item is removed for good.

Attachments (links)

Adding and removing files, videos, forms and web pages — and making sure students can open them.

Attachments are links. The file itself stays where it is (Google Drive, YouTube, a website); the item stores the link.

IF THE LINK CONTAINS	SAVED AS KIND	TYPICAL USE
youtu (YouTube)	youtube	Videos
docs.google.com/forms	forms	Quizzes, sign-up forms
drive.google.com or docs.google.com	file	PDFs, Docs, Slides, Sheets
anything else	link	Websites, handbooks

Add a link to an item

- 1 Make sure the item is **saved**. If it is new, press **Save** first — otherwise you see **Save the item** first, then add attachments.
- 2 Click the item's title to open it.
- 3 Type a name in **Attachment name** — what students will click, e.g. *Chapter 1 worksheet*. (If left blank the link itself is used as the name.)
- 4 Paste the address into **Paste a link**.
- 5 Press + **Add link**.
Result: The link appears in the list at once. It is already saved.
- 6 Close with **Cancel**, or press **Save** if you also changed other fields.

Remove a link

- 1 Open the item.
- 2 Press **remove** next to the link.
Result: It disappears at once. There is no confirmation and no undo.

Important. Share files so students can open them. A Google Drive file must be shared so the student can open it — for example “Anyone with the link can view”. Otherwise students are asked to request access.

Test a link the way a student would

- 1 In the plan, click the purple link under the item.
Result: It opens in a new tab.
- 2 For a true test, open it in a private/incognito window where you are not signed in to Google.
- 3 Or check it from the student side (Chapter 22).

Note. Pressing + Add link with the link box empty does nothing.

At a glance

The four cards on every plan: what students see now, what opens next, what is still a draft, and when the class starts.

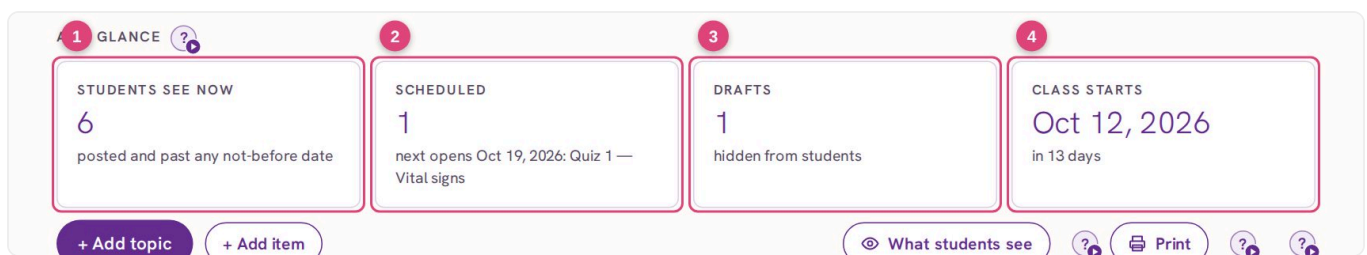


Figure 18. The At a glance cards on the sample plan.

- 1 Students see now** — posted items whose Not before date (if any) has arrived.
- 2 Scheduled** — posted items still waiting for their date. The note names the next one and its day.
- 3 Drafts** — items set to *No (draft)*. Students never see these.
- 4 Class starts** — the attached cohort's first day, and how many days away it is.

The cards change the moment you save. The first three always add up to every item in the plan.

IF YOU SEE	IT MEANS
Students see now 0, note <i>none yet</i> — <i>plan not attached</i>	No cohort is attached, so no student can reach the plan (Chapter 14).
Scheduled 0, <i>nothing waiting for a date</i>	Every posted item is already visible.
Drafts above 0 close to the start date	Open the drafts and post the ones that are ready (Chapter 9).
Class starts —, <i>attach the plan to a cohort</i>	The plan has no cohort yet.
<i>started 5 days ago</i>	The cohort is running. Posted items reach its students straight away.

Before a class starts: the two-minute check

- 1 Open the plan.
- 2 Read **Class starts**: is it the right cohort and date?
- 3 Read **Students see now**: is everything for the first day posted?
Result: The number matches what should be live today.
- 4 Read **Scheduled**: is the next item the right one on the right day?
- 5 Read **Drafts**: should any of them be posted now?

New and Edited tags

Seeing at once what changed since you last opened a plan — yours and your colleagues' changes.

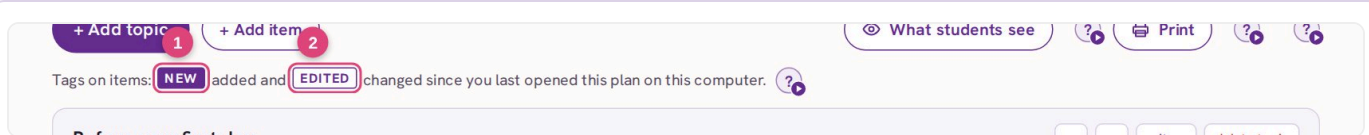


Figure 19. The line above the topics explains the two tags.

- 1 New** (solid purple) — the item was added since you last opened this plan.
- 2 Edited** (purple outline) — the item was saved with a change since then.

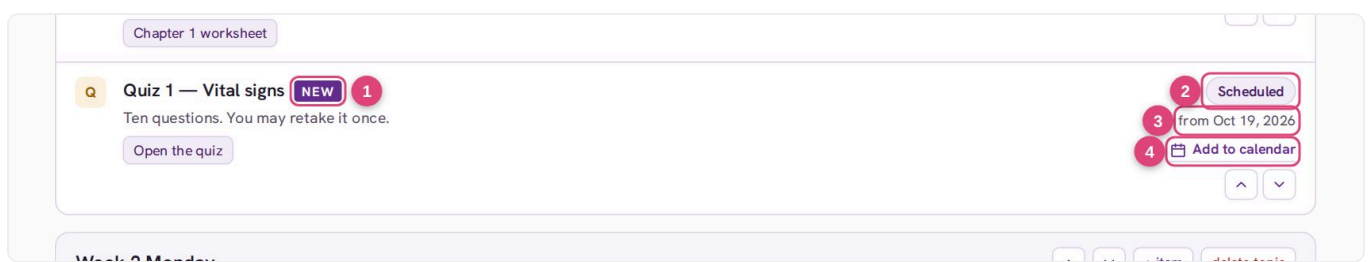


Figure 20. A new quiz: the New tag after its title.

- 1 New.**
- 2 Scheduled** (Chapter 13).
- 3 from <date>.**
- 4 Add to calendar.**

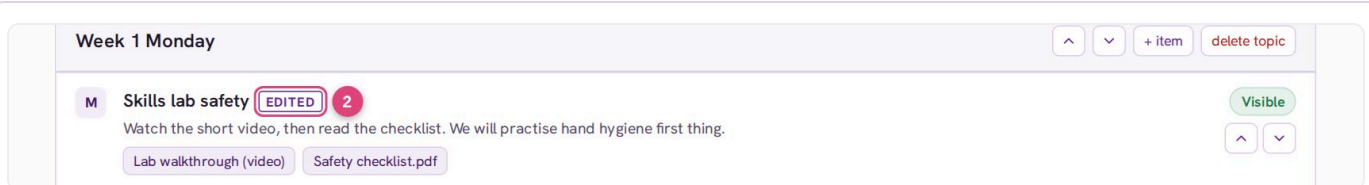


Figure 21. An item a colleague changed.

- 2 Edited.**

How “since you last opened” is worked out

- It is remembered **on this computer and this browser**. Another computer keeps its own time.
- The first time you open a plan on a computer, anything added or changed in the **last 7 days** is tagged.
- The tags stay the same while the tab is open, even if you reload. They start fresh the next time you open the site in a new tab or window.

- Your own saves count too: an item you just edited shows **Edited**.
- Moving an item up or down does not count as an edit.

The plan list shows a matching date: *changed <date>* under each plan's item count is the last day anyone added or edited an item, or renamed or attached the plan.

Note. Students never see these staff tags. They have their own **New** tag in the portal for items that appeared since their last visit.

Add to calendar

Putting class dates and item release days in your own calendar with one click.

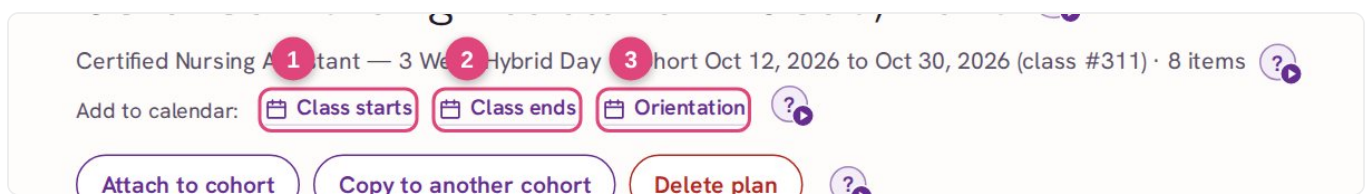


Figure 22. Calendar links under the plan title (attached plans only).

- 1 Class starts** — the cohort's first day.
- 2 Class ends** — the last day.
- 3 Orientation** — when the cohort has an orientation day in Transition Enroll.

Every **Scheduled** item also has its own **Add to calendar** link, for the day it opens to students (see the quiz picture in Chapter 12).

Add a date to your calendar

- 1** Press the link, for example **Class starts**.

Result: A small calendar file (.ics) downloads.

- 2** Open the file.

Result: Outlook, Google Calendar or Apple Calendar offers to add an all-day event.

- 3** Accept it.

Result: The event reads, for example, *All is Well — Certified Nursing Assistant class starts*, at the school address.

- Links only appear for days that have not passed.
- Nothing is sent to anyone; the file is made in your browser. Students get the same class dates as calendar links in their own portal.
- No links? The plan is not attached to a cohort, or every date has gone.

Attaching a plan to a cohort

Making a plan visible to one cohort's students — and moving it.

1 Attach this plan to a cohort ?

Students registered in the cohort you pick will see this plan's posted items in their portal.

COHORT (FROM TRANSITION ENROLL)

2 Certified Nursing Assistant — 3 Week Hybrid Day · Oct 12, 2026 **3** ▾

Cancel Attach

Figure 23. Attach this plan to a cohort.

- 1** Attach this plan to a cohort. **3** Attach .
- 2** Cohort (from Transition Enroll): *program · start → end*, · open if still taking registrations. Only this plan's program is listed.

Attach a plan

- 1** Open the plan and press **Attach to cohort** .
Result: The panel opens.
- 2** Choose the cohort.
- 3** Press **Attach** .
Result: The panel closes, the line under the title shows the cohort dates and **Attached** appears.

- Students enrolled in that cohort see the plan's **posted** items straight away.
- Attaching also sets the plan's program to the cohort's program.

- If the plan has no program, every cohort is listed. The panel shows: Tip: set a program on this plan to shorten this list.

Careful. A plan belongs to **one** cohort. Attaching it to a different cohort **moves** it: the old cohort's students stop seeing it. To serve two cohorts, use **Copy to another cohort** (Chapter 15).

Copying a plan to another cohort

A full copy for a new cohort, leaving the original untouched — and the checklist after copying.

1 **Copy this plan to another cohort** ?

2 Makes a full copy (topics, items, attachments) and attaches it to the cohort you pick. The original stays as it is.

3 COHORT (FROM TRANSITION ENROLL)
— choose —

4 **Copy and attach**

Figure 24. Copy this plan to another cohort.

- | | |
|--|-----------------------------------|
| 1 Copy this plan to another cohort. | 3 Cohort — the new cohort. |
| 2 What will happen: a full copy, attached to the cohort you pick. The original stays as it is. | 4 Copy and attach . |

Copy a plan

1 Open the plan to copy (usually the last cohort's).

2 Press **Copy to another cohort**.

3 Choose the new cohort.

4 Press **Copy and attach**.

Result: The button says **Copying...** (a few seconds for a big plan). Then the new plan opens and **Copied** appears.

After copying: checklist

- 1 The copy is named *program* — *start date* of the new cohort. Rename it if you like (Chapter 7).
- 2 **Not before** dates were cleared. Set new ones for the new cohort's dates.
- 3 Items kept their Draft/Posted setting. Check that anything posted is right for the new cohort — it is **already visible** to them.
- 4 Update anything with dates in the instructions (due dates, exam days).
- 5 Check the attachments still open.

Note. The **+ New plan** setup can also copy (Chapter 6). Both give the same result; use whichever you are already in.

Deleting safely

What can be deleted, what is asked first, and what cannot be undone.

WHAT	HOW	ASKED FIRST?	UNDO?
A whole plan	Delete plan on the plan	Yes: <i>Delete "<plan>" and all its items? This cannot be undone.</i>	No
A topic	delete topic on its bar	Yes: <i>Delete this topic? Its items stay in the plan under "No topic".</i>	No — but the items stay
An item	Delete item in the item form	Yes: <i>Delete this item?</i>	No
A link	remove in the item form	No	No — add it again

Delete a whole plan

- 1 Open the plan. Make sure it is the right one: read the title and the cohort dates.
- 2 Press **Delete plan**.
- 3 Read the box. Press **OK** only if you are sure.
Result: You are taken back to Lesson plans.

Important. Deleting an attached plan removes the lessons from those students' portals immediately. If you only want students to stop seeing items, change them to *No (draft)* instead.

Saving and confirmations

How you know a change saved, and what to do when it did not.

There is no Save-all button. **Each change saves the moment you confirm it.** A short note appears beside the **+ Add topic** button and fades after a few seconds:

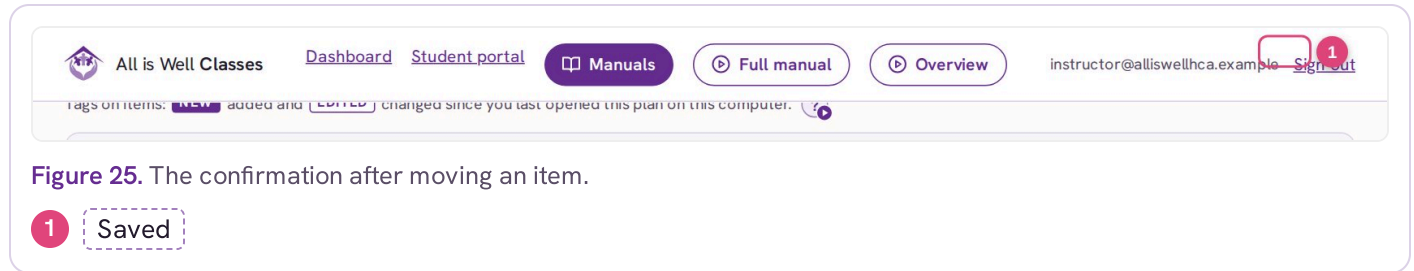


Figure 25. The confirmation after moving an item.

NOTE	AFTER
Saved	Renaming, topics, items, ordering
Plan created	The new-plan setup
Attached	Attach to cohort
Copied	Copy to another cohort

When a save fails

A box pops up saying what did not save and why, e.g. **Item did not save: ...**, **Topic did not save: ...**, **Attach did not save: ...**.

- 1 Press **OK** on the box. Nothing on screen was saved.
- 2 Try once more.
- 3 If it fails again, sign out, sign back in, and retry.
- 4 If it still fails, send the exact message to Edmund.

Printing a plan

A clean paper copy — or a PDF — of the staff plan or the student view.

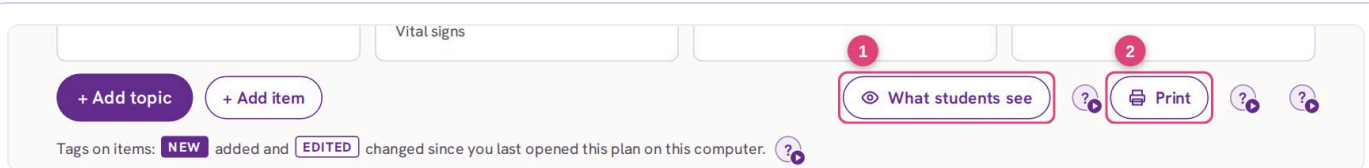


Figure 26. The two buttons beside + Add item.

- 1 What students see (Chapter 21).
- 2 Print .

Print or save a plan as a PDF

- 1 Open the plan.
- 2 For the student copy, press **What students see** first. For the staff copy, stay in the editing view.
- 3 Press **Print** .
Result: Your browser's print box opens.
- 4 Choose a printer, or **Save as PDF** to keep or email a file.

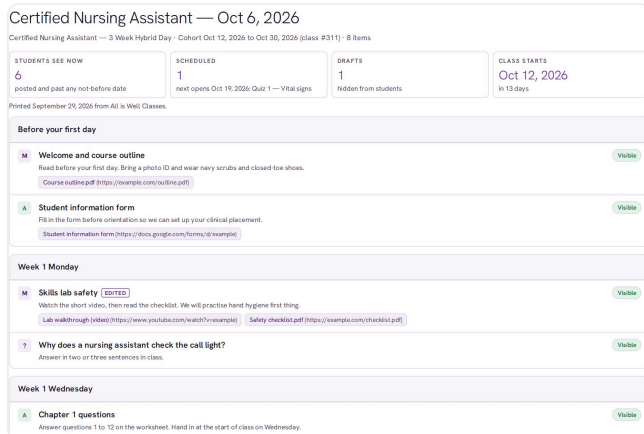


Figure 27. The staff copy on paper: tags, dates and link addresses; no buttons.

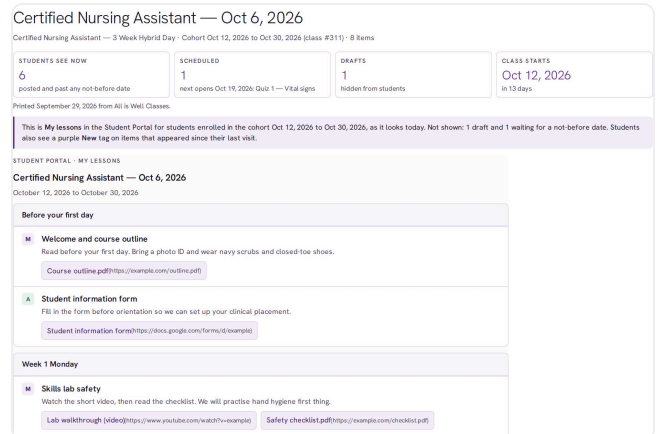


Figure 28. The student copy on paper: only what students see.

- Buttons, arrows, the ? marks and the calendar links are left off the paper.
- Each link is printed with its web address in brackets, so it can still be typed in.
- The page says the date it was printed: *Printed September 29, 2026 from All is Well Classes.*

Staying up to date, and using a phone

How the screen picks up colleagues' changes by itself, and what changes on a small screen.



Figure 29. The line at the bottom of the list and of every plan.

- 1** *Up to date as of 1:38 PM* — the last time this screen read the database.

When the screen checks again

WHEN	WHAT HAPPENS
You come back to the tab after 30 seconds or more away	The list or plan you are on is read again.
The tab stays open	It is read again every 5 minutes.
The side panel is open, or a save is still running	Nothing. It waits, so a form you are filling in is never wiped.
The plan you had open was deleted by someone else	You are taken back to the list, and the line under the title says so.

Your search, filters and place on the page stay as they were. Want the latest right now? Reload the page — nothing saved is lost.

On a phone

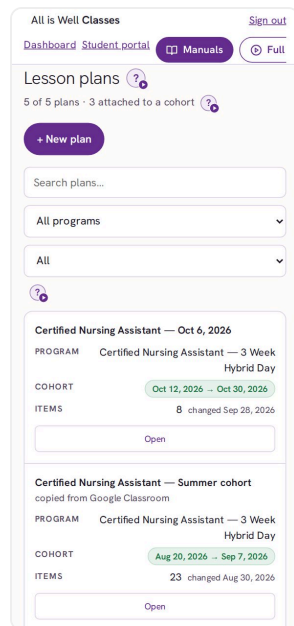


Figure 30. The Lesson plans list on a phone: one card per plan, a full-width Open button.

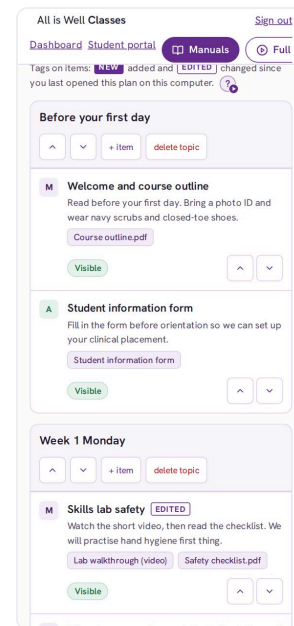


Figure 31. A plan on a phone: tags, arrows and the Scheduled tag sit under each item.

- The header buttons sit on their own row and scroll sideways.
- Buttons are larger so they are easy to tap.
- The side panel fills the screen, one box per row.

What students see

The four rules that decide whether a student sees an item, shown side by side.

The four rules

A student sees an item in **My lessons** only when all four are true:

- 1

The student is **enrolled** in a cohort in Transition Enroll.
- 2

A lesson plan is **attached** to that cohort.
- 3

The item is **posted** (green Visible), not a draft.
- 4

The item has no **Not before** date, or that date has arrived.

The same plan, both sides

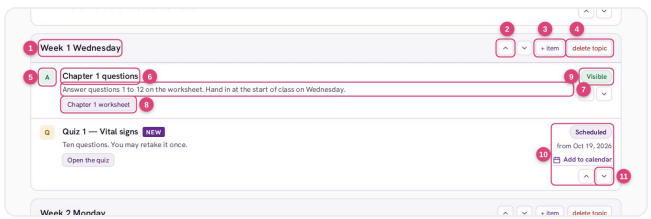


Figure 32. Staff side: Week 1 Wednesday has a quiz marked Scheduled, from a future date.

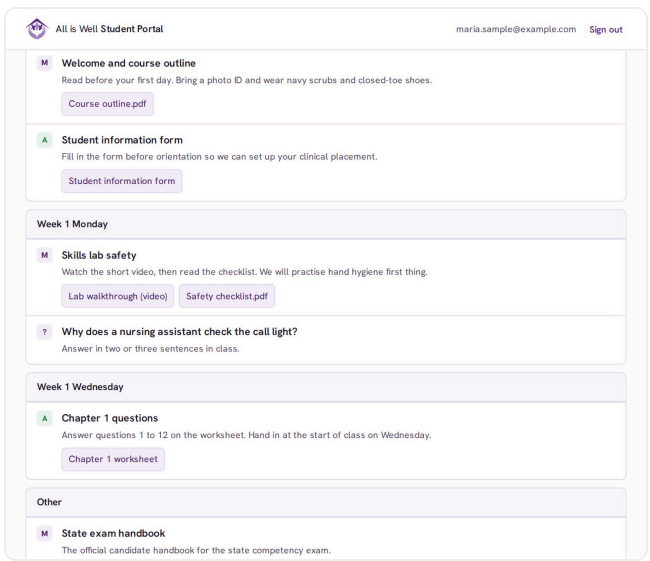


Figure 33. Student side: the same plan in the Student Portal.

IN THE PLAN (STAFF SIDE)	IN MY LESSONS (STUDENT SIDE)
Quiz 1 — Vital signs, Scheduled from a future date	Not shown until that date

<i>Week 2 Monday</i> with only a Draft item	The whole topic is left out
<i>State exam handbook</i> under No topic	Shown under Other
Topics in order, items in order	Same order
Title, instructions and links	Title, full instructions and links (open in a new tab)
Visible / Scheduled / Draft tags, New / Edited tags, arrows, buttons	Not shown (students have their own New tag for items that appeared since their last visit)

Tip. You do not have to leave Classes to see this: press [What students see](#) on the plan (Chapter 21).

What the student sees when there is nothing

SITUATION	STUDENT SEES
Plan not attached to their cohort	Nothing from this plan.
Enrolled, but no plan attached to their cohort	Your class materials will appear here once your instructor posts them.
Plan attached, everything draft or future-dated	Nothing posted yet — check back soon.

The What students see button

The plan exactly as My lessons shows it today — without leaving Classes or signing in again.

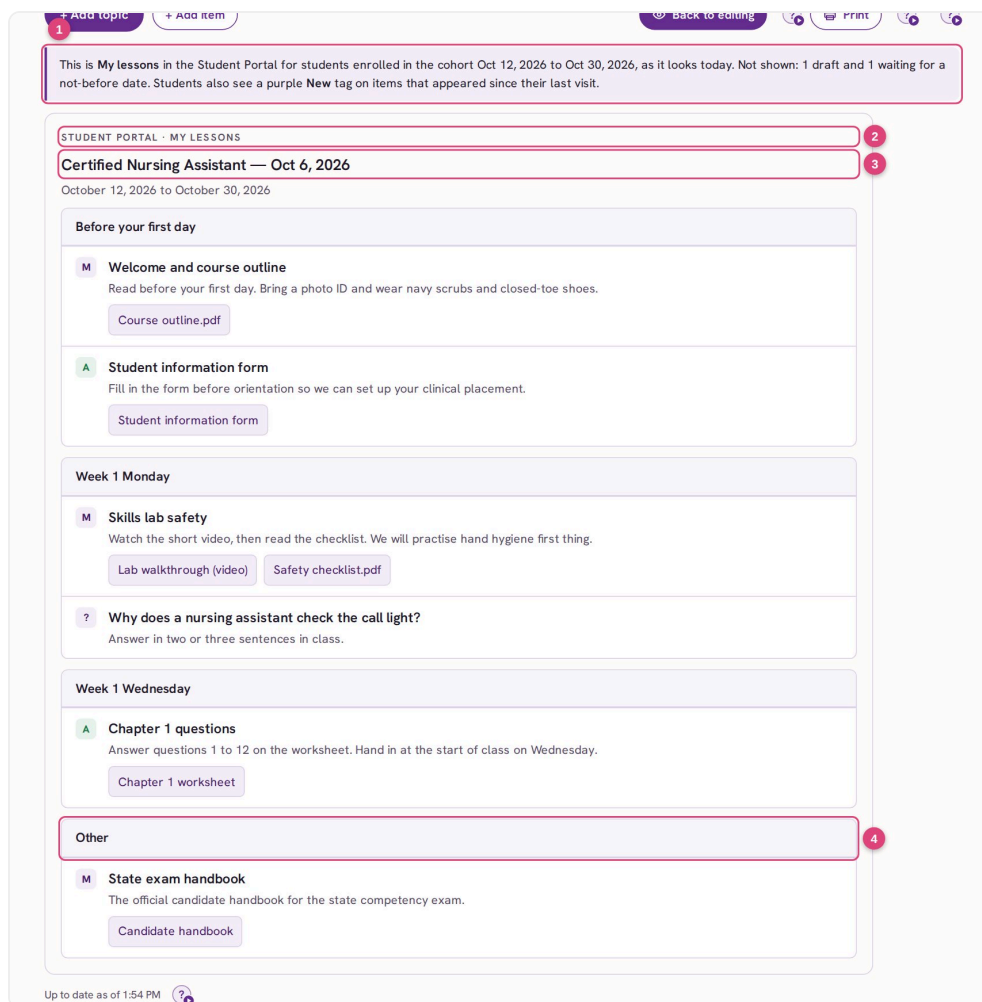


Figure 34. What students see, on the sample plan.

- 1 The note: which cohort sees this, and how many items are hidden and why.
- 2 Student Portal · My lessons — the frame shows it is the student's view.
- 3 The plan name and cohort dates, as the student reads them.
- 4 Other — items with no topic.

It follows the same rules as the Student Portal

- Only posted items whose Not before date has arrived. Drafts and Scheduled items are left out.

- Topics with nothing visible are left out (on the sample plan, *Week 2 Monday* disappears).
- Items with no topic appear under **Other**.
- Full instructions and every link are shown, exactly as students see them.
- If nothing is visible, it reads Nothing posted yet — check back soon., just like the portal.

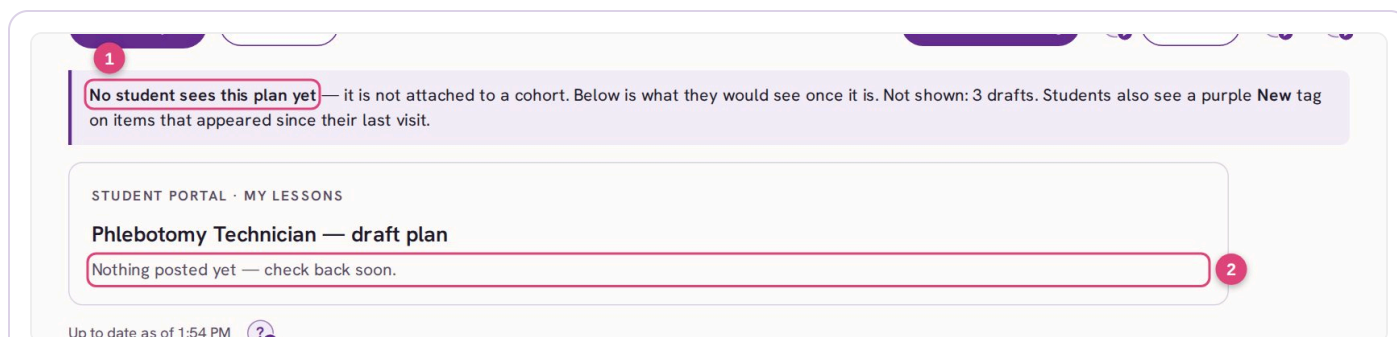


Figure 35. A plan with no cohort: the note says so in bold.

- 1 **No student sees this plan yet** — it is not attached to a cohort.
- 2 What students would see once it is attached.

Check a plan before students see it

- 1 Open the plan and press **What students see** (eye icon, beside + Add item).
Result: The editing view is replaced by the student view and the button becomes **Back to editing**.
- 2 Read the note at the top: right cohort? how many hidden?
- 3 Read through. Is anything missing that should be there, or there that should wait?
- 4 Press **Back to editing** and fix it. Check again.

Note. Nothing can be changed in this view. The only thing it cannot show is each student's own purple **New** tag, because that depends on when each student last visited. To check one particular student (for example, to confirm they are enrolled), use the Student Portal (Chapter 22).

Checking from the student side

Using the Student Portal's staff sign-in to see exactly what a student sees.

See a plan through a student's eyes

- 1 In the Classes header press **Student portal**.

Result: The portal opens in a new tab.

- 2 On the portal sign-in screen open **Staff sign-in**.

- 3 Sign in with the same email and password.

Result: The student list opens.

- 4 Search for a student enrolled in the cohort and press **Open portal**.

- 5 Scroll to **My lessons**.

Result: You see exactly what that student sees — drafts and future items are hidden, just as for them.

- 6 Press **Back to student list** when done.

Tip. Keep both tabs open while you work: change the plan in Classes, then reopen the student in the portal to check. For a faster check that needs no second sign-in, use **What students see** (Chapter 21); use the portal when you need to confirm one particular student is enrolled.

Note. The portal's staff view is explained step by step, with pictures, in the Student Portal manual (Chapters 13–15).

Start-to-finish walkthroughs

Five complete jobs, every step in order.

A. Get a new cohort ready from last cohort's plan

- 1 Check the new cohort exists in **Transition Enroll** with its dates.
- 2 In **Classes** press **+ New plan**. Choose the program → **Next →** → choose the new cohort → **Next →**.
- 3 Choose *Copy an existing plan* and pick last cohort's plan. Check the name. Press **Create plan**.
- 4 In the new plan, open each item with dates in its instructions and update them.
- 5 Set **Not before** dates on anything that should appear later (quizzes, week 2 onward).
- 6 Change anything not ready to *No (draft)*.
- 7 Check the line under the title shows the new cohort.
- 8 Check from the student side (Chapter 22).

B. Build a plan from scratch

- 1 **+ New plan** → program → cohort (or later) → *Empty plan* → **Create plan**.
- 2 Add topics in order with **+ Add topic**: *Before your first day, Week 1 Monday, ...*
- 3 On each topic press **+ item** and add its items. Save each.
- 4 Reopen each item that needs files and add links with **+ Add link**.
- 5 Keep unfinished items as *No (draft)*.
- 6 When the cohort exists, press **Attach to cohort**.

C. Release lessons week by week

- 1 Build the whole plan in advance with everything *Yes (posted)*.
- 2 On every item from week 2 onward, set **Not before** to the Monday of that week.
- 3 Check the items show purple **Scheduled** with the right **from <date>**, and the **Scheduled** card under **At a glance** names the next one (Chapter 11).
- 4 Each Monday the new week appears for students by itself — nothing to press.

D. "My student can't see their lessons"

- 1 In Classes, find the plan for the student's cohort. Is it attached (green cohort tag)? If not, attach it.
- 2 Open the plan. Are the items **Visible**? Change drafts to *Yes (posted)*.
- 3 Is an item **Scheduled** (a **from <date>** still in the future)? Clear or change the date.
- 4 Press **What students see** to see the plan as students do (Chapter 21).
- 5 Check the student is **enrolled** in that cohort in Transition Enroll.
- 6 Check from the student side (Chapter 22).

E. End of a cohort

- 1 Leave the plan attached so students can still read materials — or change items to draft if they should not.
- 2 Before the next cohort, copy this plan (walkthrough A) rather than editing it, so each cohort keeps its own record.

Getting help on the site

The ? buttons, the Help button, the pop-up and the manual library.

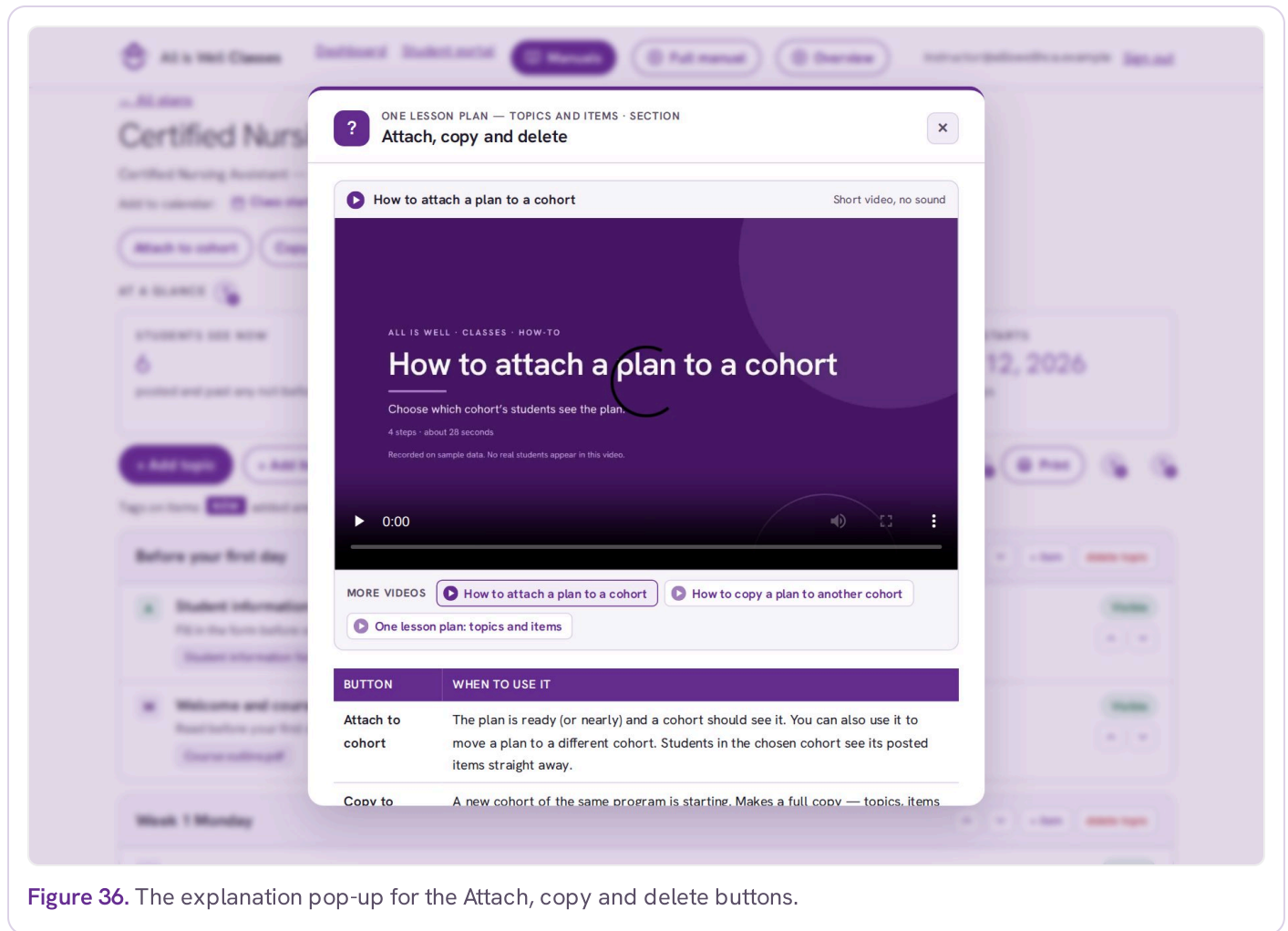


Figure 36. The explanation pop-up for the Attach, copy and delete buttons.

- Every screen title, section and side-panel heading has a small ?. Click it for the explanation.
- The pop-up says which screen and section it is about, explains it, and has [Open the full manual page →](#) for the online manual at that spot. Close with **x**, **Esc** or a click outside.
- The purple ? **Help** button at the bottom-right explains the screen — or the side panel, if one is open.

The screenshot shows a web application for 'All is Well Classes'. The main content area displays a course titled 'Certified Nursing Assistant — Oct 6, 2026'. It includes a sidebar with 'AT A GLANCE' showing 6 students seen now, 1 scheduled, and 1 draft. The main content lists items like 'Welcome and course outline' and 'Student information form'. A 'Help' button is located at the bottom-left of the main content area. A side panel titled 'New item' is open on the right, containing fields for 'TITLE', 'TYPE' (set to 'material'), 'TOPIC' (set to 'Before your first day'), 'INSTRUCTIONS / DESCRIPTION', 'STUDENTS CAN SEE IT' (set to 'No (draft)'), 'NOT BEFORE (OPTIONAL)' (set to 'mm/dd/yyyy'), and 'ATTACHMENTS'. At the bottom of the side panel are 'Cancel' and 'Save' buttons. Red callout boxes with numbers 1 and 2 highlight the 'Help' button and the 'Save' button respectively.

Figure 37. While a side panel is open, Help moves to the bottom-left so it never covers Save.

- 1 ? Help at the bottom-left.
- 2 Save stays clear.

ALL IS WELL HEALTH CARE ACADEMY

Classes manual

One page for every screen of the Classes site, written in plain English: what it shows, how to build and publish a lesson plan step by step, and what to do when something looks wrong. The same words appear when you press a ? on the site.

Start here

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

[Read the Start-here guide →](#)

Screens

Every screen of the site, in the order you meet them.

SCREENS

Sign in

The Classes site is for All is Well staff. Sign in with the same email and password as the Leadership Dashboard.

SCREENS

Lesson plans

The first screen after sign-in. Find a plan, see which cohort it belongs to and how full it is, or start a new one.

SCREENS

One plan

The screen for building a plan: rename it, attach it to a cohort, copy or delete it, and add, edit and order its topics and items.

SCREENS

Side panel

The panel that slides in from the right: the three-step new plan setup, the item form, and choosing a cohort to attach or copy to.

Figure 38. The online manual library, from Manuals (book icon) in the header.

Every message, explained

An A-to-Z of every message and question box the site can show.

MESSAGE (WORD FOR WORD)	WHERE	WHAT TO DO
... did not save: ...	Any save	Press OK, try again; see Chapter 17.
Attached / Copied / Plan created / Saved	Beside + Add topic	Nothing — it worked.
Creating... / Copying...	Buttons	Wait a few seconds.
Delete "... and all its items? This cannot be undone.	Delete plan	OK only if sure.
Delete this item?	Delete item	OK to delete.
Delete this topic? Its items stay in the plan under "No topic".	delete topic	OK; then move the items.
Give the plan a name.	New plan step 3	Fill in Plan name.
Invalid login credentials	Sign-in	Use the Leadership Dashboard login.
Loading...	Lesson plans	Wait; reload if it stays.
No student sees this plan yet — it is not attached to a cohort.	What students see	Attach the plan (Chapter 14).
Nothing posted yet — check back soon.	What students see	Every item is a draft or Scheduled. Post items or change the dates.
No cohorts for this program in Transition Enroll yet.	New plan step 2	Create it in Transition Enroll, or attach later.
No existing plans for this program yet — start empty.	New plan step 3	Choose Empty plan.
No items in this topic yet.	A topic	Press + item on it.
No plans match.	Lesson plans	Clear search and filters.
not attached to a cohort — students cannot see it yet	Under a plan title	Attach to cohort.

Pick a program first.	New plan step 1	Choose a program.
Rename plan / Rename topic / Topic name (e.g. "Week 1 Monday")	Question boxes	Type and press OK; Cancel changes nothing.
Save the item first, then add attachments.	Item form	Save, reopen, add the link.
The portal is not configured yet.	Sign-in	Reload or try another browser; tell Edmund.
This plan is empty. Add a topic (e.g. "Week 1 Monday"), then add items to it.	A plan	Press + Add topic.
This sign-in is not on the staff list. Ask Edmund to add it.	Sign-in	Ask Edmund.
The plan you had open was deleted by someone else.	Lesson plans, after an automatic refresh	Nothing to do; the plan is gone.
Tip: set a program on this plan to shorten this list.	Attach / Copy	Optional.
Up to date as of 10:42 AM	Bottom of the list and each plan	Nothing — the last time the screen checked the database (Chapter 19).

Common problems

I clicked an item but nothing opened.

Click exactly on the bold title text.

An arrow did nothing.

It is already first or last.

An item says Scheduled, not Visible.

It is posted but its Not before date has not arrived. Students see it from that day.

I cannot see the Add to calendar links.

The plan is not attached to a cohort, or every date has already passed.

A colleague's change is not showing.

Click back into the tab or wait up to 5 minutes; close the side panel first. Or reload the page.

A cohort is missing from the menus.

It does not exist in Transition Enroll yet, or it belongs to another program.

Students say a link asks them to request access.

Share the file for anyone with the link (Chapter 10).

Glossary

Plain meanings of every word used on the site and in this manual.

WORD	MEANING
Add to calendar	A link that downloads a calendar file (.ics) for one day.
At a glance	The four cards on a plan: students see now, scheduled, drafts, class starts.
Attach	Link a plan to a cohort so its students can see it.
Attachment	A link on an item: file, video, form or website.
Cohort	One run of a program with its own dates (a class in Transition Enroll).
Copy	Make a full duplicate of a plan for another cohort.
Draft	Hidden from students.
Edited (tag)	Changed since you last opened the plan on this computer.
Item	One entry in a plan: material, assignment, quiz or question.
Lesson plan	All the lessons for one cohort.
New (tag)	Added since you last opened the plan on this computer.
No topic / Other	Items not under a topic (staff side / student side).
Not before	Date before which a posted item stays hidden.
Open (in the Cohort menu)	A cohort still taking registrations.
Posted / Visible	Shown to students.
Program	A course the school offers.
Scheduled	Posted, but waiting for its Not before date.
Side panel	The form that slides in from the right.
Staff list	The emails allowed to sign in to Classes.
Topic	A heading that groups items, usually a day or week.
Transition Enroll	The enrollment system; source of programs and cohorts.

Up to date as of	When the screen last checked the database. It checks again by itself.
What students see	The button that shows a plan the way My lessons shows it.

Quick reference card

The common jobs on one page.

New cohort (copy)

1. *+ New plan* → program → cohort.
2. *Copy an existing plan* → pick last one.
3. *Create plan*; update dates.

Add an item

1. *+ item* on the topic.
2. Title, type, instructions.
3. Posted or draft → *Save*.

Add a link

1. Click the item title.
2. Name + paste link.
3. *+ Add link* (saves at once).

Hide an item

1. Click the item title.
2. *Students can see it* → No (draft).
3. *Save*.

Release later

1. Keep it posted.
2. Set *Not before*.
3. *Save*.

Make a plan live

1. Open the plan.
2. *Attach to cohort*.
3. Pick cohort → *Attach*.

Reorder

1. Up / down arrow on topics or items.
2. Saves at once.

Preview or print

1. *What students see* for the student view.
2. *Print* → printer or Save as PDF.

Class dates in your calendar

1. Open an attached plan.
2. *Class starts / Class ends / Orientation*.

Check as one student

1. Header → *Student portal*.
2. *Staff sign-in* → search → *Open portal*.
3. Scroll to *My lessons*.

Remember: every change saves immediately and there is no undo. Posted items on an attached plan are live for students at once.

Classes: `all-is-well-classes.vercel.app` · Student Portal: `all-is-well-student-portal.vercel.app`