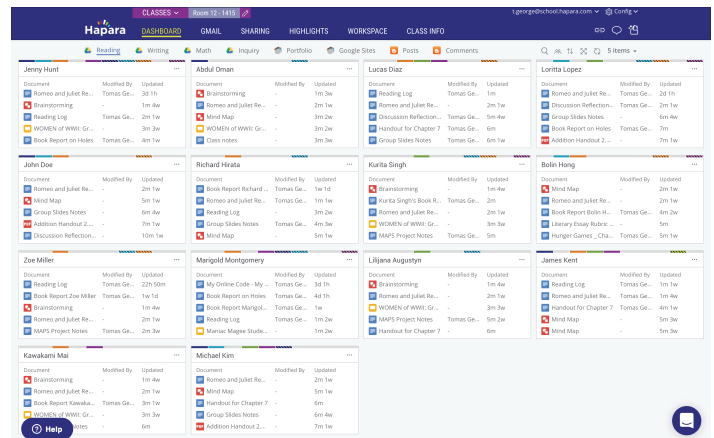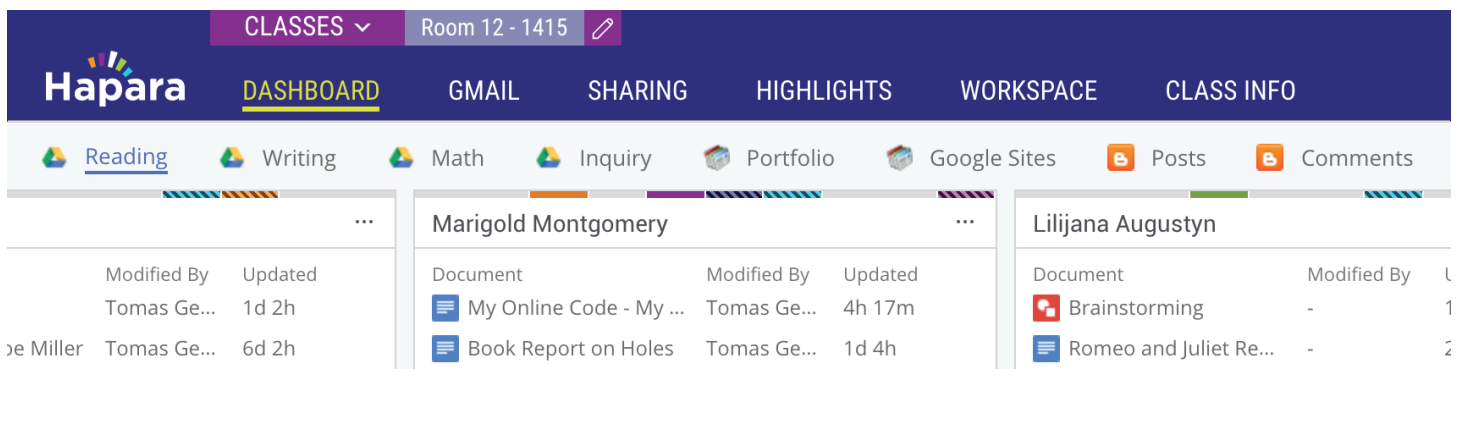# Hapara

Dashboard Teacher Guide

Hapara Dashboard Teacher Guide

Hapara Dashboard was created to give teachers the ability to quickly view, access and give feedback on student work in G Suite, from one central hub. Here's everything you need to know to get started.

What can I see in Dashboard?

The Dashboard tab shows work in student Google Drive folders for your class--either a single folder or several subject folders. Additionally, you may see Google Sites, Blogger Posts and Blogger Comments.

How can I customize what I see?

You can search, sort, and expand student tiles using the menu on the top right.

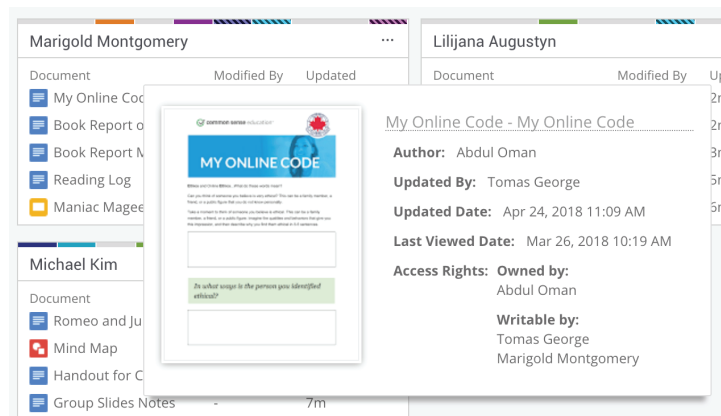|	
🔍 Search for student documents by title or all text.	⤢ Copy student tile layout from different sections of Hapara.
👥 Name and filter student tiles by groups.	↻ Refresh information on student tiles.
↑↓ Sort student tiles alphabetically.	5 items ▾ Expand student tiles to see up to 25 items per tile.

How is student work organized?

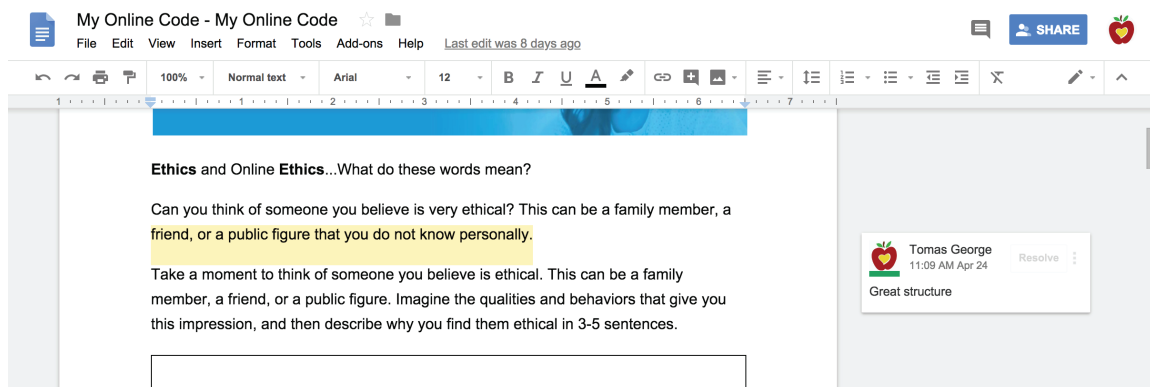Student work is displayed in individual tiles, with the most recently updated work displayed at the top.

How can I access student work?

Hovering your mouse over a file shows a preview of the document as well as helpful information--like when it was last updated and who else has access to it.
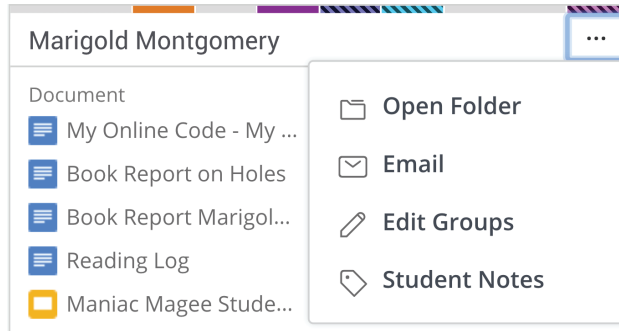

Click on any file you see in a student tile to open the document, edit it, leave comments, or change sharing permissions. The file does not have to be shared with you or associated with your class! Hapara handles all the sharing.

What else can I do with student tiles?

From the three dots on the student tile, you can open the class folder, email the student, and edit which groups they're in.

How does Dashboard work for students?

Dashboard is a teacher tool, but it gives you access to specific student folders. Pointing students to these folders will help them stay organized, and help you keep track of work for your class.

If you've synced with Google Classroom, this folder is their Classroom folder!