pharos
TERMINAL

CLASSROOM TERMINAL HANDBOOK

For teachers, co-op leaders, tutors and parents

November 13, 2026 · Pharos Terminal 2.0.5

CLASSROOM TERMINAL HANDBOOK

The full reference for running a class in Pharos Terminal, the grades 7–12 homeschool curriculum at zacnorthup.com, as it runs in version 2.0.5. For the short version, see the Quick Start Guide.

CONTENTS

1. What the Classroom Terminal is
2. Who does what
3. Getting access
4. Creating a classroom
5. Inviting families with a code or link
6. How a parent adds a student
7. Adding your own students
8. The classroom page
9. Assigning work to a classroom
10. Managing assignments
11. What students see
12. Tracking progress
13. Mentors
14. Removing students and leaving
15. Settings, archiving and restoring
16. If a subscription lapses
17. Privacy and what is shared
18. Limits at a glance
19. Troubleshooting and questions

1. WHAT THE CLASSROOM TERMINAL IS

The Classroom Terminal is the classroom side of Pharos Terminal. It lets one adult gather students from several families into a single class, such as a co-op class, a learning pod or a tutoring group, and assign the same work to all of them at once.

It is built on the tools you already use at home: the same **Assign** buttons and the same due choices. Each student gets their own copy of the work in their own plan, labeled with the classroom's name. Students mark work done in their own tracker, as always, and the classroom's **Progress** tab shows where everyone stands. In the Terminal, the Classroom Terminal lives under the **Classrooms** tab.



THREE THINGS TO KNOW FIRST

- **Each family pays for its own student's seat.** Joining a classroom does not use a seat on your plan, and it does not give a student your family's content.
- **A parent always adds the student.** Students can't join on their own. The parent signs in, picks their student and checks a consent box.
- **A classroom holds up to 25 students.**

2. WHO DOES WHAT

The Classroom Terminal has no new kind of account. “The person who runs the classroom,” “member parent” and “mentor” are roles on top of the accounts that already exist.

Role	Who it is	What they can do
The person who runs the classroom	An adult with an active Pharos Terminal parent account, such as a teacher, co-op leader, tutor or parent.	Creates the classroom, makes join codes, adds their own students, assigns work, edits and removes classroom assignments, sees every student’s progress, invites and removes mentors, removes students, renames, archives and restores.
Member parent	A parent whose student has joined.	Sees the classroom’s roster (their own students only), its assignments, their own students’ progress and its mentors. Can remove their own student at any time.
Mentor	A tutor or helper invited with a mentor code. Any zacnorthup.com account works; no plan is needed.	Sees each student’s first name, grade and classroom progress. Can leave at any time. Cannot assign, invite or change anything.
Student	A student profile in a member family.	Sees classroom work in their own plan, labeled with the classroom’s name, and does it as usual. Does not see the Classrooms tab, other students, codes or progress tables.

The same person can hold more than one role. A parent can run a co-op class and also have a child in someone else’s classroom.

3. GETTING ACCESS

Where to find it

Sign in with your parent account at **zacnorthup.com/terminal/**. On a computer, **Classrooms** appears in the row of tabs at the top of the Terminal, after Tracker. On a phone, tap your initial in the top corner and choose **Classrooms** from the menu.

Who sees the Classrooms tab

- **Parents** signed in to their own family account.
- **Not students.** A student’s sign-in never shows the Classrooms tab. If a student reaches it, they see “Classrooms are managed by your parent.”
- **Not in View as.** While you view the Terminal as one of your students, the tab is hidden and the page reads “Classrooms are not shown in View as.”

If the page says “Classrooms aren’t available yet,” the classroom service is not switched on for the site at the moment. Try again later.

What you need

To do this	You need
Run a classroom (create, invite, assign, change settings)	A parent account with an **active** Pharos Terminal subscription
Add your student to someone else’s classroom	A Pharos Terminal family account, with your student added in the Account tab
Mentor a classroom	Any zacnorthup.com account; no plan is needed

4. CREATING A CLASSROOM

1. Open **Classrooms**. The page lists **Classrooms you run** and **Your children’s classrooms**.
2. Press **Create a classroom**.
3. Fill in the form:
   - **Classroom name** (required, 2 to 80 characters). For example, “Tuesday co-op · Grade 7 history.”
   - **Description (optional)**, up to 240 characters.
   - **Your name as families will see it**, up to 60 characters. It starts with the name on your account. Parents see it as “Run by …” on the invite and in their list.
4. Press **Create**.

The new classroom opens on its **Invite** tab with your first join code ready to share (see section 5).

> **GOOD TO KNOW**
>
> - If **Create a classroom** is grayed out with “Your subscription is lapsed. Classrooms are read-only until it is active again,” your plan needs to be active before you can create one.
> - You can create up to 5 classrooms a day and run up to 50 in all (open and archived together).

5. INVITING FAMILIES WITH A CODE OR LINK

Families join with a **join code** or a **join link**. Both do the same thing. Open your classroom and choose the **Invite** tab.

Sharing the code

When a code is made, a card titled **Share this code or link** shows:

- the code, eight letters and numbers shown in two groups, for example ABCD-2345 (codes never use I, L, O, 0 or 1, so they are easy to read aloud);
- the join link, which looks like **zacnorthup.com/terminal/join/ABCD2345/**;

- **Copy code** and **Copy link** buttons.

> **COPY IT NOW**
>
> The full code stays on the Invite tab only while that browser tab is open, so copy it right away. For safety, after you close the tab the Invite tab shows only the last four characters ("A code ending in … is live"). If you lose the code, press Make a new code to share.

Send the code or link to parents however you like: by email, text or on paper. Parents can type the code under **Classrooms › Have a code?** or simply open the link.

Making a new code

Below the card is a short form:

- **Works for**: 7 days, 14 days (the default), 30 days, 90 days, or "Until I revoke it."
- **Most families (optional)**: a number from 1 to 25. Leave it blank for no limit. Each time a family joins, it counts once, however many students it adds.

Press **Make a new code**. A classroom has one live family code at a time, so **making a new code turns the old one off.** Students who already joined stay in the classroom.

The Codes table

The **Codes** table lists recent codes with **Ends in**, **Made**, **Status** (Live, Turned off or Ended) and **Used** (how many families joined with it). To stop a live code early, press **Turn off** and confirm. Families who haven't joined yet will need a new code.

6. HOW A PARENT ADDS A STUDENT

This is what a parent sees when you send them a code or link. You may want to share this section with your families.

1. **Open the link** (or go to **Classrooms › Have a code?**, type the code under **Classroom code** and press **Continue**).
2. **Sign in.** If the parent is not signed in, the link opens a "Join a classroom" page with a **Parent sign-in** button. After signing in they come straight back to the invite. The page also says: "Students can't join on their own. Ask your parent to open this link."
3. **Check the classroom.** The join screen shows the classroom's name, "Run by" with your display name, and the code.
4. **Choose students.** Under "Which of your students should join?" each student is listed by name and grade. Check one or more.
5. **Read and check the consent box** (the full text is in section 17).
6. **Press Add my student.** The button stays grayed out until the consent box is checked and at least one student is chosen.

The parent then sees "[Names] joined [classroom]." with an **Open the classroom** button. The classroom now appears under **Your children's classrooms** on their Classrooms page. When a student joins, they receive the classroom's open assignments that are not yet past due.

What the parent might see instead

Message on the join screen	What it means
"Already in this classroom" next to a student	That student has already joined.
"Over your plan's student limit. Add a seat."	That student is beyond the number of students the family's plan covers, so they can't be chosen. Add a seat opens the Pharos Terminal product page.
"Add your student in the Account tab first, then come back to this link."	The family has no student profiles yet.
"Your subscription is lapsed. Renew it to add your student to this classroom."	The family's plan has lapsed. Renew it opens the Pharos Terminal plans page.
"This classroom is full."	The classroom already has 25 students.
"3 places left." (or "2 places left.", "1 place left.")	The classroom has fewer than 5 places remaining.
"That invite is not valid. Ask the person who runs the classroom for a new code."	The code was mistyped, expired, turned off, used up, or the classroom is archived. The message is the same in every case.
A page saying the account doesn't have a family plan yet	The person signed in with an account that has no Pharos Terminal family plan. The page links to the plans, and to the mentor page in case they were invited as a mentor.

7. ADDING YOUR OWN STUDENTS

If your own children are in the class, you don't need a code. On the **Roster** tab, press **Add your own students**, check the students you want and press **Add**. Students already in the classroom are skipped. A student who is archived in your Account tab, or who is over your plan's student limit, can't be added until that is fixed.

8. THE CLASSROOM PAGE

Open any classroom card to see its page. At the top are a link back to **All classrooms**, the classroom's name and a label showing your role: **You run this**, or **Your student is in this** for a member parent. An **Archived** label appears if the classroom is archived. The description, if any, is shown below.

The tabs are:

Tab	Who sees it	What it holds
Roster	You and member parents	The students in the classroom
Assignments	You and member parents	The work assigned to the classroom
Progress	You and member parents	Each student's status on each classroom assignment
Mentors	You and member parents	The classroom's mentors, and (for you) mentor codes
Invite	Only the person who runs it	Join codes and links for families
Settings	Only the person who runs it	Name, description, archive and restore

The Roster tab

You see "[number] of 25 students" and a table with **Student**, **Grade** and **Joined**, plus a **Remove** button on each row. Your own children are marked "your family." Students from other families are shown by first name only.

A student whose own family has archived them shows an **Archived by family** label. They are skipped when you assign new work.

A member parent sees only their own students on this tab, with the line "You see only your own students here."

9. ASSIGNING WORK TO A CLASSROOM

Classroom work is assigned with the same **Assign** buttons you use at home. There is no separate assigning screen.

What you can assign

Where you are	Button
A Nexus Point	**Assign this Nexus Point**
A lesson packet	**Assign this packet**
One session of a packet	**Assign this session**
A course lesson	**Assign this lesson**
A Reality Writes! module	**Assign this module**
A book on the Reading List	**Assign**

Pharos Terminal lessons are aligned to West Virginia Department of Education academic standards for English language arts, science and social studies.

Step by step

1. Open the Nexus Point, packet, session, course lesson, module or book and press its **Assign** button.
2. Either packet button opens the same panel. Under **What to assign**, choose the whole packet or one session. The session button starts with that session already selected.
3. Under **Or assign to a classroom**, check your classroom. Each one shows how many students it has. You can also check your own students under **Assign to** in the same step.
4. Under **When is it due?** choose **Today**, **Tomorrow**, **This week**, **This month**, **This semester** or **On a specific date**. Each choice shows the date it will save. A due choice is required.
5. Add a note if you like (optional, up to 500 characters).
6. Press **Assign**.

A short message confirms the result, for example “Assigned to Tuesday co-op (12 students; 1 skipped).”

> **HOW DATES WORK**
>
> “This semester” uses the semester end dates saved in **your** family’s Account tab. Every student’s copy keeps that same date, whatever dates their own family uses. Overdue work is flagged on screen only. Pharos Terminal doesn’t send reminders or emails.

Which classrooms appear in the Assign panel

A classroom is listed under **Or assign to a classroom** only when you run it, your subscription is active, it is not archived and it has at least one student. You can assign to a classroom even if you have no students of your own.

Why a student might be skipped

Each family’s own plan still decides what its student can open. When a student can’t receive an item, the others still get it, and the **Assignments** tab shows why that student was skipped:

- over their family’s plan, or their family’s plan isn’t active;
- archived at home;
- their family has no Reality Writes! license (Modules 1 and 2 come with every subscription; Modules 3–17 need the family’s own license);
- their plan already holds the most assignments it can;
- no longer in their family’s records;
- couldn’t be reached right then. Assign the same item again: students who already have it are left alone, and anyone missing it gets it.

10. MANAGING ASSIGNMENTS

The **Assignments** tab lists everything assigned to the classroom: the type and title, any note, and the due date. For you, it also shows how many students received each item and how many were skipped, and why.

- **Edit** opens "Edit classroom assignment." You can keep the current due date or pick a new due choice, and change the note to the students. Every student's copy changes too.
- **Remove** takes the item off the classroom. It comes off every student's plan. Work they logged stays in their family's records.

A classroom can hold up to 100 open assignments. Member parents see the same list without the Edit and Remove buttons.

HOME ASSIGNMENTS STAY SEPARATE

On a student's plan and in their family's Tracker, classroom items carry the classroom's name. Once a student has any classroom work, their home items are labeled **Home**, so every item shows where it came from. Parents can't edit or unassign a classroom item from home; only the person who runs the classroom can. A parent who wants classroom work off the plan removes their student from the classroom (section 14).

11. WHAT STUDENTS SEE

Students sign in the usual way. Nothing new is added to their screens except the labels.

- Classroom work appears in **Your plan** on their Dashboard, in the same cards as home work: Today, This week, This month, This semester and On a specific date. Each classroom item carries the classroom's name.
- They open and do the work exactly as they do now. An item shows as done when they mark it done in their own tracker.
- They don't see the Classrooms tab, other students, codes or progress tables.

A student can be in more than one classroom. Each item shows the name of the classroom that assigned it.

12. TRACKING PROGRESS

The **Progress** tab shows each student's status on the classroom's assignments, read from each student's own tracker. Press **Refresh** to load the latest.

STUDENT	DONE	ONE COLUMN PER ASSIGNMENT
First name and grade	"4 of 6" and any overdue count	Type, title and due date, with a status for each student

In a cell	Meaning
✓ and a date	Done, and the date it was done
In progress	Started, not finished. “late” is added if it is past due
To do	Assigned, not started
Overdue	Not started, and the due date has passed
Not assigned	This item isn’t in that student’s plan (for example, they were skipped)

There are no scores or letter grades here. “Progress” means progress on assigned work. Home assignments, work and notes are never shown.

- **You** and your **mentors** see every student. Member parents see only their own students.
- If one student’s row says “Progress couldn’t be read right now. Try again later,” press **Refresh** a little later.
- Before any work is assigned, the tab reads “Nothing is assigned to this classroom yet, so there is no progress to show.”

13. MENTORS

A mentor is a tutor or helper who follows the classroom’s progress with you. A mentor signs in with any zacnorthup.com account (no plan needed) and sees each student’s **first name, grade and classroom progress**, nothing else: no home assignments, work, notes or family details. Mentors can’t assign or change anything.

Inviting a mentor

1. Open the classroom’s **Mentors** tab.
2. Under **Invite a mentor**, choose **Works for** (7 days, the default, or 14 or 30 days) and **Most mentors** (1 to 10; it starts at 1).
3. Press **Make a mentor code**. A **Mentor code** card shows the code, a mentor link and **Copy code** and **Copy link** buttons.
4. Send the code or link only to the mentor. It is shown once.

Making a new mentor code turns the previous one off. Mentor codes and family codes are separate, so a new mentor code never affects your family code. While a mentor code is live, the tab shows its last four characters and a **Turn off** button. A classroom can have up to 10 mentors.

What the mentor does

1. Opens the mentor link, or goes to the mentor page at **zacnorthup.com/terminal/classrooms/**.
2. Signs in if asked, with any zacnorthup.com account; no plan is needed.
3. If the code isn’t already filled in, types it under **Have a mentor code?** and presses **Continue**.
4. Types their name under “Your name as the teacher and families will see it.”

5. Checks the box: “I’m helping this classroom. I’ll use what I see (first names, grades and classroom progress) only to help these students, and I won’t share it.”
6. Presses **Join as a mentor**.

The mentor page lists **Classrooms you mentor**. Each one shows the Progress table, a **Refresh** button and **Leave this classroom**. A mentor who leaves needs a new mentor code to come back.

If a parent opens a mentor code in the Terminal, they see a **Mentor invite** screen with an **Open the mentor page** button. If someone types a family code on the mentor page, they are told it is a code for parents.

Managing mentors

The **Mentors** tab lists each mentor’s name and the date they joined. You can press **Remove** next to a mentor; they stop seeing the classroom right away. Member parents see the same list, so families always know who mentors the class.

14. REMOVING STUDENTS AND LEAVING

Removing a student (the person who runs the classroom)

On the **Roster** tab, press **Remove** next to the student and confirm: “Remove [name] from the classroom? Their own records stay with their family.”

Removing your own student (a member parent)

A parent can remove their own student at any time, from the same **Roster** tab, even if their plan has lapsed.

What happens after a removal

- The student leaves the roster and the progress table.
- The classroom’s open items are taken off the student’s plan. Work they logged stays in their family’s records.
- To return, the student’s parent joins again with a current code.

15. SETTINGS, ARCHIVING AND RESTORING

On the **Settings** tab you can change the **Classroom name** and **Description (optional)** and press **Save**.

Archiving

Archiving closes the classroom: codes stop working and no one can join. Students’ own records are never touched. Press **Archive this classroom** and confirm.

While a classroom is archived, it shows an **Archived** label, nothing in it can be changed and it no longer appears in the Assign panel. Work already on students’ plans stays there.

Restoring

On the Settings tab of an archived classroom, press **Restore this classroom** (your subscription must be active). Then check the **Invite** tab: a code that hasn't expired or been turned off works again, or you can make a new one.

16. IF A SUBSCRIPTION LAPSES

Your own subscription

- Your classrooms stay visible. You can still open the Roster, Assignments, Progress and Mentors tabs.
- You can't create classrooms, make codes, add students, assign, edit, remove assignments, remove mentors, change settings, or remove students from other families. You can still remove your own students. The classroom shows "Your subscription is lapsed. You can see this classroom, but you can't invite or add students until it is active again."
- Everything works again as soon as your plan is active.

A member family's subscription

- The student stays on the roster.
- New classroom assignments skip that student ("over their family's plan or the plan isn't active").
- The student can't open classroom work until the family's plan is active again.

17. PRIVACY AND WHAT IS SHARED

Consent

A student is never added to someone else's classroom without a parent's consent. Before the **Add my student** button works, the parent checks this box:

> "I'm this student's parent or guardian. I agree that [your display name] (the person who runs this classroom) and any mentors they add can see my student's first name, grade and the classroom work they are assigned and finish. They can't see the rest of my student's records. I can remove my student at any time."

Students can't join on their own, and no birth dates are collected.

What is shared, and with whom

Person	Can see	Can't see
The person who runs the classroom	Each student's first name, grade, join date, and status on classroom assignments (with the date work was done)	Home assignments, tracker notes, work, other children in the family, family details
Mentors	Each student's first name, grade and status on classroom assignments	Everything else, including home assignments, work, notes and family details
Member parents	Their own students' rows only, the classroom's assignments and its mentors' names	Other families' students
Students	Their own classroom work on their plan	Other students, codes, rosters and progress tables

Where classroom records live

Classroom records (the classroom, its roster and its codes) are kept separately from student work, which stays in each family's own records. For safety, the full join code stays on the Invite tab only while that browser tab is open, so copy it right away.

Email

The Classroom Terminal sends no emails or reminders. Overdue items are flagged on screen only.

18. LIMITS AT A GLANCE

Item	Limit
Students in one classroom	25
Mentors in one classroom	10
Classroom name	2 to 80 characters
Description	Up to 240 characters
Your display name	Up to 60 characters
Family code lasts	7, 14 (default), 30 or 90 days, or “Until I revoke it” (until you turn it off)
Families per code (optional)	1 to 25, or no limit
Mentor code lasts	7 (default), 14 or 30 days
Mentors per mentor code	1 to 10 (default 1)
Live codes at once	One family code and one mentor code
Open assignments per classroom	100
Note on an assignment	Up to 500 characters
New classrooms per family	5 a day, 50 in all
Grades	7–12, from each student’s profile

19. TROUBLESHOOTING AND QUESTIONS

I can’t see the Classrooms tab.

Make sure you are signed in with your parent account, not a student sign-in, and that you are not in View as. On a phone, look in the menu under your initial. If the page says “Classrooms aren’t available yet,” try again later.

Create a classroom is grayed out.

Your subscription needs to be active to create a classroom.

I lost the join code.

The full code stays on the Invite tab only while that browser tab is open, so copy it right away. If it is no longer on the screen, press **Make a new code to share** on the **Invite** tab (or **Make a new code** on the form below). The old code stops working; students who already joined stay.

A parent says the code doesn't work.

They see "That invite is not valid. Ask the person who runs the classroom for a new code." The code may be mistyped, expired, turned off or used up, or the classroom may be archived. Check the **Codes** table, then make a new code if needed. After too many wrong tries, a parent may see "Too many tries. Wait an hour, then try again."

A parent can't check their student's box.

The student is already in the classroom, or is over the family plan's student limit. The family can add a student to its plan, then open the link again.

The Add my student button stays gray.

Check the consent box and choose at least one student.

My classroom doesn't appear in the Assign panel.

It appears only if it has at least one student, is not archived, and your subscription is active.

Some students were skipped.

Open the **Assignments** tab to see the reason next to the item. If the reason was "couldn't be reached; try again," assign the same item again.

A student says the work isn't on their plan.

Check the **Progress** tab. "Not assigned" means the item isn't in that student's plan. The **Assignments** tab shows why they were skipped. A student who joined after the due date passed does not receive that item.

A parent wants to change a due date on a classroom item.

Only the person who runs the classroom can change a classroom item. Use **Edit** on the **Assignments** tab.

Can a student be in more than one classroom?

Yes. Each item on their plan carries the name of the classroom that assigned it.

Does joining a classroom give a student access to my content?

No. Each family pays for its own student's seat, and each family's own plan decides what its student can open.

How do I stop a mentor seeing the classroom?

On the **Mentors** tab, press **Remove** next to their name. They lose access right away.

Does Pharos Terminal email anyone about classroom work?

No. There are no reminders or emails. Overdue work is flagged on screen.

I need more help.

Email officialzacnorthup@zacnorthup.com.