CLASSROOM TERMINAL QUICK START GUIDE

From sign-in to your first classroom assignment. For teachers, co-op leaders, tutors and parents using Pharos Terminal. The full details are in the Classroom Terminal Handbook.

SIGN IN Parent account → **CREATE** Name the classroom → **INVITE** Share the code or link → **ASSIGN** Pick work and a due date → **TRACK** The Progress tab

BEFORE YOU START

- To run a classroom, you need a parent account with an **active** Pharos Terminal subscription.
- **Each family pays for its own student's seat.** Joining your classroom doesn't use a seat on your plan.
- A classroom holds up to **25 students**. Students can't join on their own: a parent adds them.

SET UP YOUR CLASSROOM

1. **Sign in.** Go to **zacnorthup.com/terminal/** and sign in with your parent account (not a student sign-in).

2. **Open Classrooms.** On a computer, choose the **Classrooms** tab at the top, after Tracker. On a phone, tap your initial in the top corner and choose **Classrooms**.

3. **Press Create a classroom.** Fill in:
   - **Classroom name** (2 to 80 characters), for example "Tuesday co-op · Grade 7 history";
   - **Description (optional)**;
   - **Your name as families will see it**. Parents see it as "Run by …".

   Press **Create**. Your classroom opens on its **Invite** tab.

4. **Copy your join code or link right away.** The card **Share this code or link** shows an eight-character code (like ABCD-2345) and a link (like zacnorthup.com/terminal/join/ABCD2345/). Press **Copy code** or **Copy link**. The full code stays on the Invite tab only while that browser tab is open, so copy it right away. If you lose it, press **Make a new code** (the old one stops working).

5. **Send it to your families** by email, text or on paper. A new code works for 14 days unless you choose another length under **Works for** when you make a new one.

FAMILIES JOIN

6 **Each parent adds their own student.** The parent opens the link (or types the code under **Classrooms › Have a code?**), signs in with their own parent account, checks the student or students who should join, checks the consent box, and presses **Add my student**.

The consent box says the person who runs the classroom and any mentors can see the student's first name, grade and the classroom work they are assigned and finish, and nothing else.

7 **Add your own children (optional).** They don't need a code. On the **Roster** tab, press **Add your own students**, check them and press **Add**.

8 **Check the Roster tab.** It shows "[number] of 25 students," with each student's name, grade and the date they joined. Students from other families are shown by first name only.

MAKE YOUR FIRST ASSIGNMENT

9 **Open what you want to assign** and press its Assign 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**.

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 selected).

10 **Check your classroom** under **Or assign to a classroom**. (It appears once it has at least one student.) You can check your own students in the same step.

11 **Choose when it's due:** Today, Tomorrow, This week, This month, This semester or On a specific date. Add a note if you like.

12 **Press Assign.** A message confirms how many students got it, for example "Assigned to Tuesday co-op (12 students; 1 skipped)." Each student gets their own copy in **Your plan** on their Dashboard, labeled with your classroom's name.

WATCH PROGRESS

13 **Open the Progress tab.** Each row is a student; each column is a classroom assignment. Cells read **To do**, **In progress**, **Overdue**, **Not assigned**, or a ✓ with the date it was done. Students mark work done in their own tracker, as usual. Press **Refresh** for the latest.

IF A STUDENT WAS SKIPPED

The **Assignments** tab shows why: for example, the family's plan isn't active, or the family has no Reality Writes! license for that module. The other students still get the work. Each family's own plan decides what its student can open.

HANDY TO KNOW

You want to	Do this
Change a due date or note	**Assignments** tab › **Edit**. Every student's copy changes too.
Take work off everyone's plan	**Assignments** tab › **Remove**. Work students logged stays in their family's records.
Stop a code early	**Invite** tab › **Turn off** in the Codes table
Remove a student	**Roster** tab › **Remove**. Parents can remove their own student at any time.
Add a tutor or helper	**Mentors** tab › **Make a mentor code**. Mentors need any zacnorthup.com account, no plan, and see first names, grades and classroom progress only.
Close the classroom	**Settings** tab › **Archive this classroom**. Codes stop working and no one can join. **Restore this classroom** reopens it.

Pharos Terminal sends no reminders or emails. Overdue work is flagged on screen. Pharos Terminal lessons are aligned to West Virginia Department of Education academic standards for English language arts, science and social studies.

Questions? Email officialzacnorthup@zacnorthup.com.