



Part of  Linewize

TEACHER PANEL USER GUIDE

V2022

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*****Please note, individual views and options may vary depending on your school/district's settings.*****

Name Dropdown

Click on your name in the upper right-hand corner of the screen to access preferences, support resources, and sign out.



Preferences

Profile

Edit your name, email, and password.

Student Display Preferences

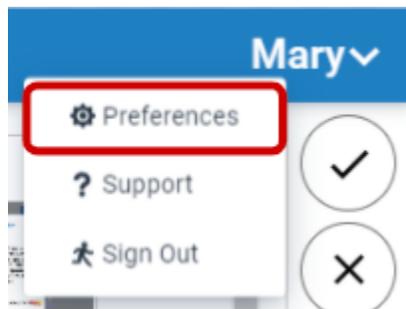
Change how the student tiles are displayed by customizing the following options:

- Student Name Options (First, Last, or Both),
- Student Activity Options (URL or Tab Title),
- Student Activity Count (number of recently visited tabs listed in Tab or Enhanced view),
- Student Size Options (Small, Medium, or Large), and
- Student View Options (Tabs, Screenshot, or Both; "Both" is also known as the "Enhanced" view.)

Student Sorting Preferences

Change how the student tiles are sorted by customizing the following options:

- Student Name Options (First, Last, or Both),
- Student Alphabetical Sort Options (A-Z or Z-A), and
- Priority Student Options (Default, Off-Task, or Online).



Display Preferences

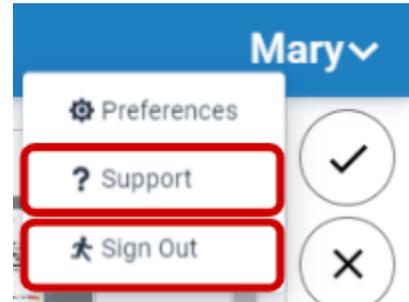
Change the sidebar width on the left to small, medium, or large. Note, if you have long classroom names, you may want to make the sidebar width larger so you can see the full class name or edit the class names from the “Class Options” tab (see page 21) to make them shorter.

Support

Click to access our support videos, guide and FAQ.

Sign Out

Click to be signed out of NetRef.





Schools & Classes

Schools and classes assigned to the teacher will populate on the left-hand side of the panel.

School and class associations and rosters are managed by your admin. If you see any discrepancies please contact them directly.

The screenshot displays the NETREF Teacher interface. At the top, the header shows 'NETREF Teacher' and the user name 'Mary'. On the left, a sidebar lists class options: 'Math 201', 'Math 101', and 'Math 101'. The main area is a grid of student profiles, each with a name, a green status indicator, and a preview of their assigned content. The students listed are Aaron, Caitlyn, Clara, Colin, Dallas, Dallas, Dave, Emily, Erik, Jennie, Jesse, Katy, Kirk, Lyle, Philip, and Philip. The content previews include Khan Academy, Duolingo, and Instagram. On the right side, there is a vertical toolbar with icons for checkmark, close, checkmark, info, globe, grid, and plus, along with a 'Screens' toggle switch.



Student Management

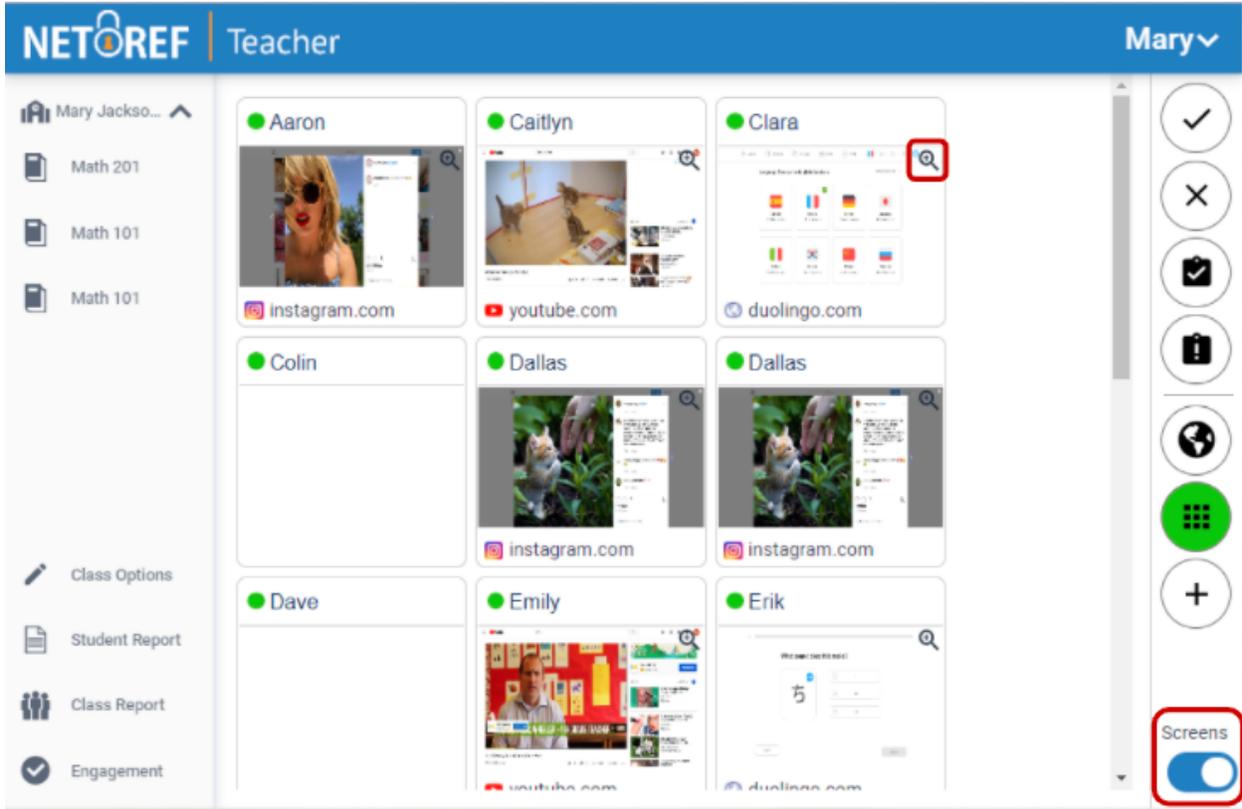
Once a school and class are selected, student tiles will populate in the middle of the screen. From here, teachers will be able to monitor and control access student-by-student or class-by-class.

Tiles

Each student is represented by a tile. Depending on the view selected, the tile will show the student's current screen, the most recently visited websites, or both. A breakdown of each follows.

Screens View

The screens view shows a screenshot of the screen the student is currently on. If the teacher would like to see a larger image of the screen, he or she can click the magnifying glass icon . To toggle to the "Tabs" view, click the toggle button in the bottom right-hand corner.





Tabs View

The tabs view shows the sites currently open and the most recently visited sites. To toggle to the “Screens” view, click the toggle button in the bottom right-hand corner.

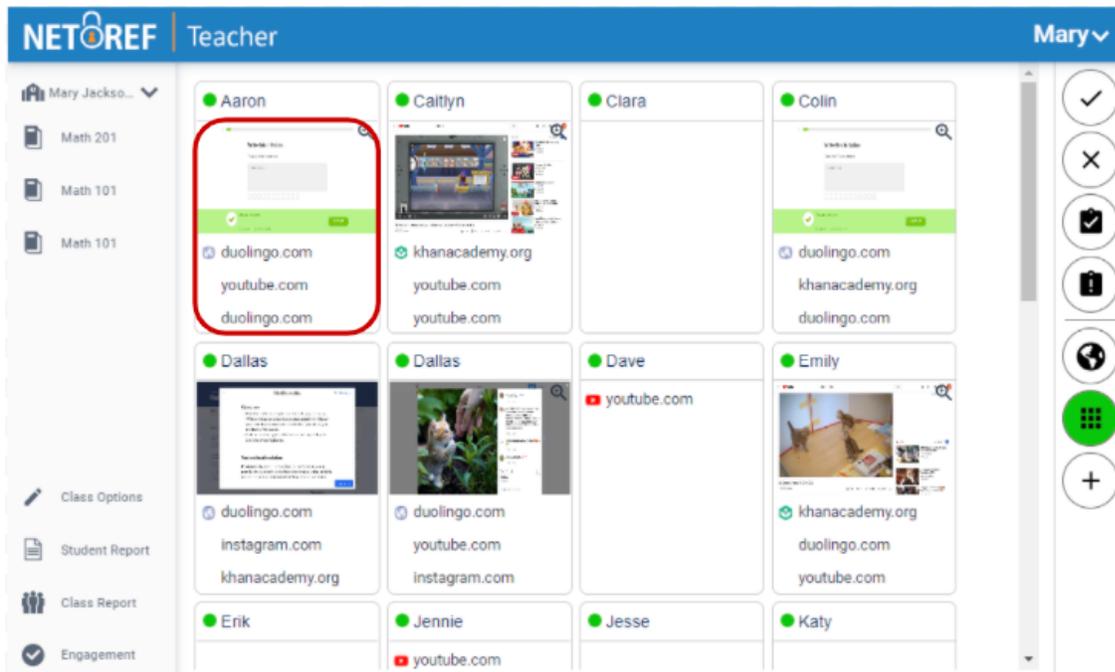
The screenshot shows the NETREF Teacher interface. The header includes the NETREF logo, the word "Teacher", and a user profile for "Mary". On the left, there is a sidebar with navigation options: "Mary Jackso...", "Math 201", "Math 101", "Class Options", "Student Report", "Class Report", and "Engagement". The main area displays a grid of student profiles, each with a name and a list of open websites. A red box highlights the "Tabs" toggle button in the bottom right corner of the interface.

Student	Open Sites
Aaron	khanacademy.o..., instagram.com, youtube.com
Caitlyn	khanacademy.o...
Clara	citationmachine..., amazon.com, nitrotype.com
Colin	khanacademy.o...
Dallas	khanacademy.o..., instagram.com, duolingo.com
Dallas	khanacademy.o..., duolingo.com, instagram.com
Dave	instagram.com
Emily	
Erik	studyspanish.c..., hippocampus.org, aleks.com
Jennie	discoveryeduca..., ebay.com, math.com
Jesse	youtube.com
Katy	classroom.goo..., exploratorium.e..., aleks.com
Kirk	
Lyle	youtube.com
Philip	geogebra.org
Philip	youtube.com

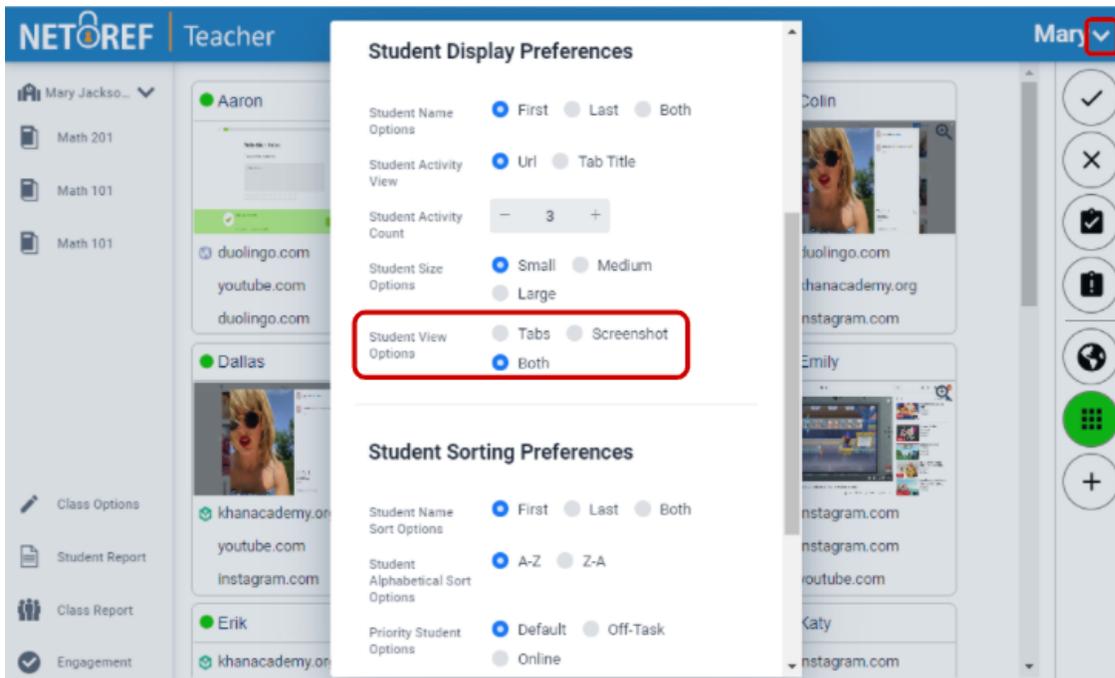


Enhanced View

The enhanced view shows both the screens and tabs view.



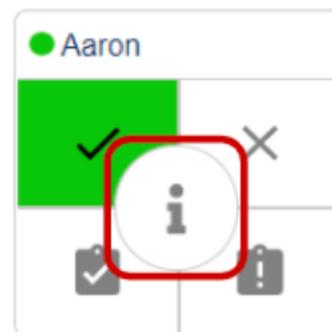
To access this option, navigate to “Preferences” in the name dropdown and select “Both” under “Student View Options.”





Information

The information button houses the following: screenshots of the student's activity, the student's access history, the ability to share the student's screen, create permanent rules, and general information. To access the information button, click on the student's tile.



Screenshot

The Screenshot tab will show a screenshot of what the student is currently on.

History

The History tab will show a list of websites and applications (if applicable) the student has visited, or tried to visit, and the duration spent on each. The tab also shows when rules (Allow, Block, Allowlist, Blocklist) and bell schedules were applied.

To run the report for a specific date range, follow these steps:

1. Enter the start date.
2. Enter the end date.
3. Press the orange "refresh" button.

The history list can be downloaded by clicking the download button located in the upper left-hand corner.

The screenshot shows the NETREF Teacher interface. At the top, there's a blue header with 'NETREF Teacher' and a user dropdown 'Mary'. Below the header, there are student status indicators for Aaron, Caitlyn, Clara, and Colin. A 'History' window is open for 'Aaron Fowler', showing a table of activity logs. The table has columns: Date, Who, Action, Activity, and Duration. The logs show 'Accessed' actions for various websites like duolingo.com, youtube.com, and instagram.com. A download icon is in the bottom left of the window, and a camera icon is on the right side of the table rows. The 'History' tab is highlighted in the top navigation of the window.

Date	Who	Action	Activity	Durati...
11:58 PM	Aaron Fowler	Accessed	duolingo.com	
11:52 PM	Aaron Fowler	Accessed	youtube.com	5 min
11:52 PM	Aaron Fowler	Accessed	instagram.com	0 min
11:51 PM	Aaron Fowler	Accessed	duolingo.com	1 min
11:51 PM	Aaron Fowler	Accessed	instagram.com	0 min
11:46 PM	Aaron Fowler	Accessed	duolingo.com	5 min
11:44 PM	Aaron Fowler	Accessed	khanacademy.org	2 min
11:44 PM	Aaron Fowler	Accessed	instagram.com	0 min
11:44 PM	Aaron Fowler	Accessed	youtube.com	0 min
11:43 PM	Aaron Fowler	Accessed	duolingo.com	1 min
11:41 PM	Aaron Fowler	Accessed	instagram.com	2 min
11:20 PM	Aaron Fowler	Accessed	youtube.com	2 min

To view screenshots of each line item, click the camera icon on the right-hand side of the item. The screenshots can be downloaded by clicking the download button located in the bottom left-hand corner. Screenshots are stored on the NetRef servers for two weeks.



The screenshot shows the NETREF Teacher interface. At the top, it says 'NETREF Teacher' and 'Mary'. Below that, there are student names: Aaron, Caitlyn, Clara, Colin, Dallas, and Dallas. A central window displays a Khan Academy page titled 'A guessing game'. The page content includes: 'Let's play a little game to give you an idea of how different algorithms for the same problem can have wildly different efficiencies. The computer is going to randomly select an integer from 1 to 16. You'll keep guessing numbers until you find the computer's number, and the computer will tell you each time if your guess was too high or too low.' Below this, it says 'Once you've found the number, reflect on what technique you used when deciding what number to guess next.' The Khan Academy logo and the time '6:36:42 PM' are visible at the bottom of the window. A 'Close' button is in the bottom right corner of the window. On the right side of the interface, there are several icons: a checkmark, a close button, a share button, a refresh button, a globe, a grid, and a plus sign. At the bottom right, there is a 'Screens' toggle switch.

Screen Share (If applicable)

The Screen Share tab allows teachers to share a student's screen with others. To begin a screenshare follow these steps:

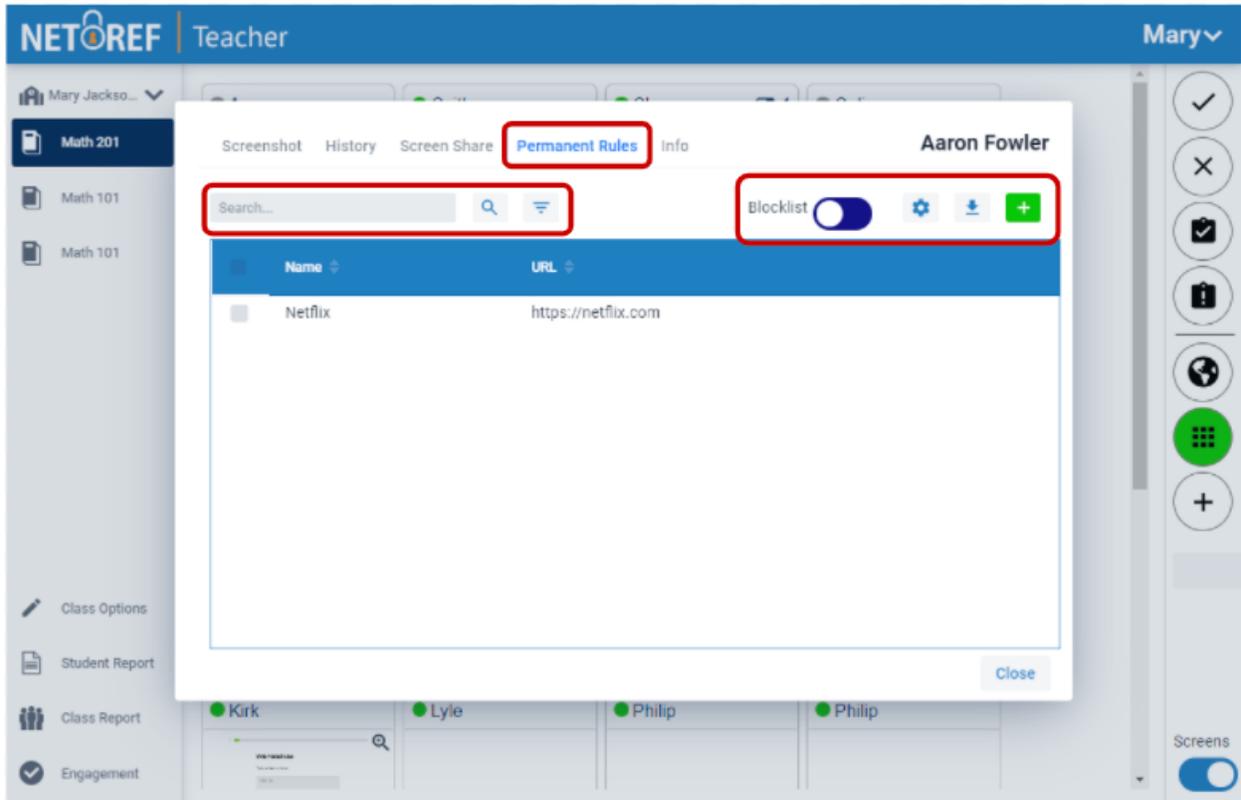
1. Click the "Share" button.
2. Select the student(s) the screen should be shared with.
3. Click the "Start" button.
4. Students will need to click the "Accept" button (Otherwise, you will not see the screen).
5. To end a screenshare, click "End."

Permanent Rules

The Permanent Rules tab allows teachers to create permanent rules (Allowlist or Blocklist) on a student-by-student basis. To add a new rule (if applicable), follow these steps:

1. Click the green "+" button.
2. Select Allowlist or Blocklist
3. Click the green "+" button.
4. Type the URL and the display name (optional).
5. Click the "Save" button.

The rule list can be searched, filtered, and downloaded. 🔍 ⚙️ ⬇️



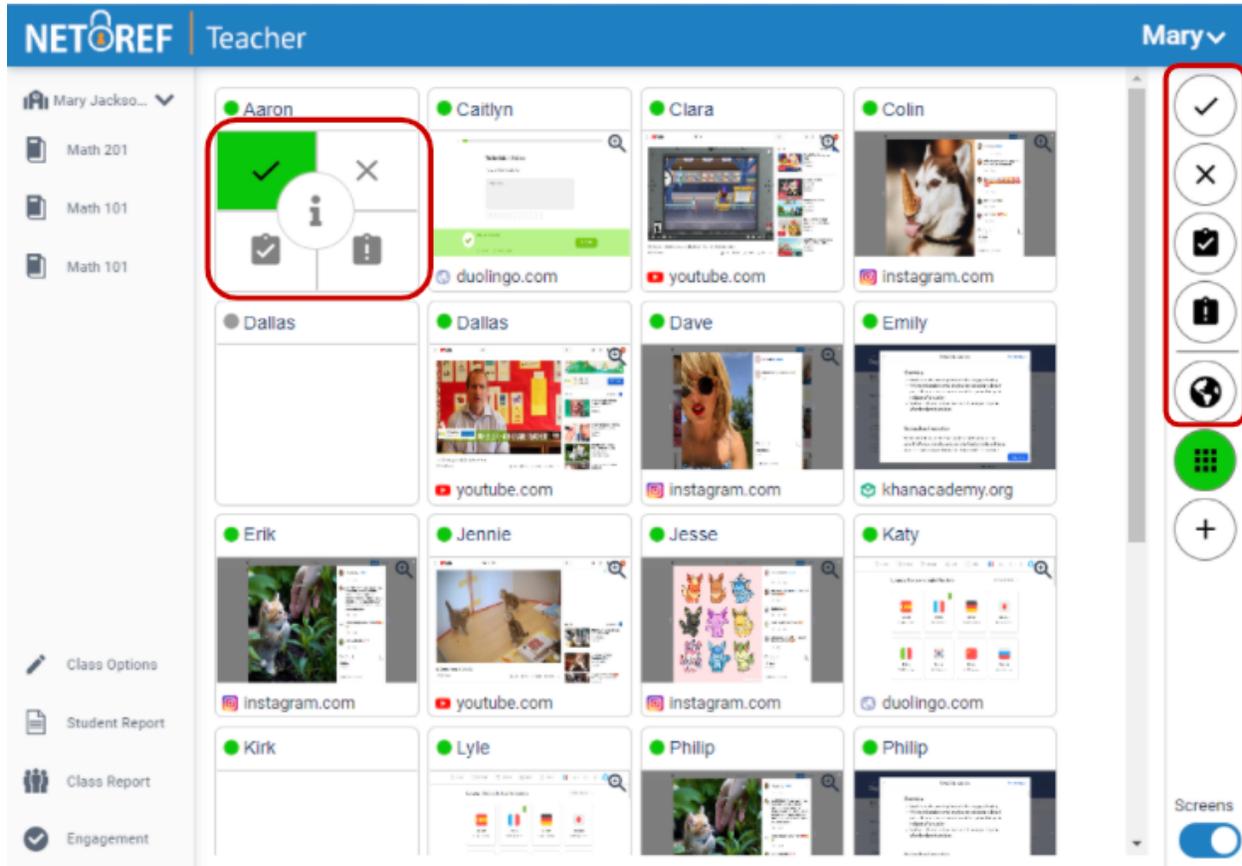
Info

The Info tab contains the student's name, email, student ID, student active directory username, grade, and the date of the last activity update.



Controlling Access

Access can be determined on a student-by-student or class-by-class basis. To control access student-by-student, click on a student tile. To control access class-by-class, use the menu on the right-hand side of the panel.



A breakdown of the control abilities follows:



Allow

The "Allow" button gives students open access to the internet. The status dot on the student tile will turn green.



Block

The "Block" button turns **off** all internet access to the device. The status dot on the student tile will turn red.



Allowlist

The “Allowlist” button allows students to access only the websites enabled on the Allowlist. The status dot on the student tile will turn orange.



Blocklist

The “Blocklist” button gives students open access to the internet with the exception of the websites enabled on the block list. The status dot on the student tile will turn purple.



Edit Lists

To add to the Allowlist and the Blocklist for websites, follow these steps:

1. Use the toggle button to select the Allowlist or the Blocklist.
2. Choose which folder the rule will go into.
 - a. The teacher can create a new folder by clicking the grey “+” button.
 - b. Folders can be renamed by double-clicking on the name.
3. Type the URL and the display name into the boxes.
4. Click the blue “+” button.

URL	Display Name	State
Filter	Filter	<input type="checkbox"/>
canvas.com	Canvas	<input checked="" type="checkbox"/>
desmos.com	Desmos	<input checked="" type="checkbox"/>

To share a folder, the teacher can click the “Share” icon and select the teacher(s) they want to share the folder with. Note that “Can edit?” means that any changes made to the list (i.e. adding and removing sites) will update



for the owner of the list as well.

To turn off an existing rule, click the toggle button located at the right-hand side of the rule.

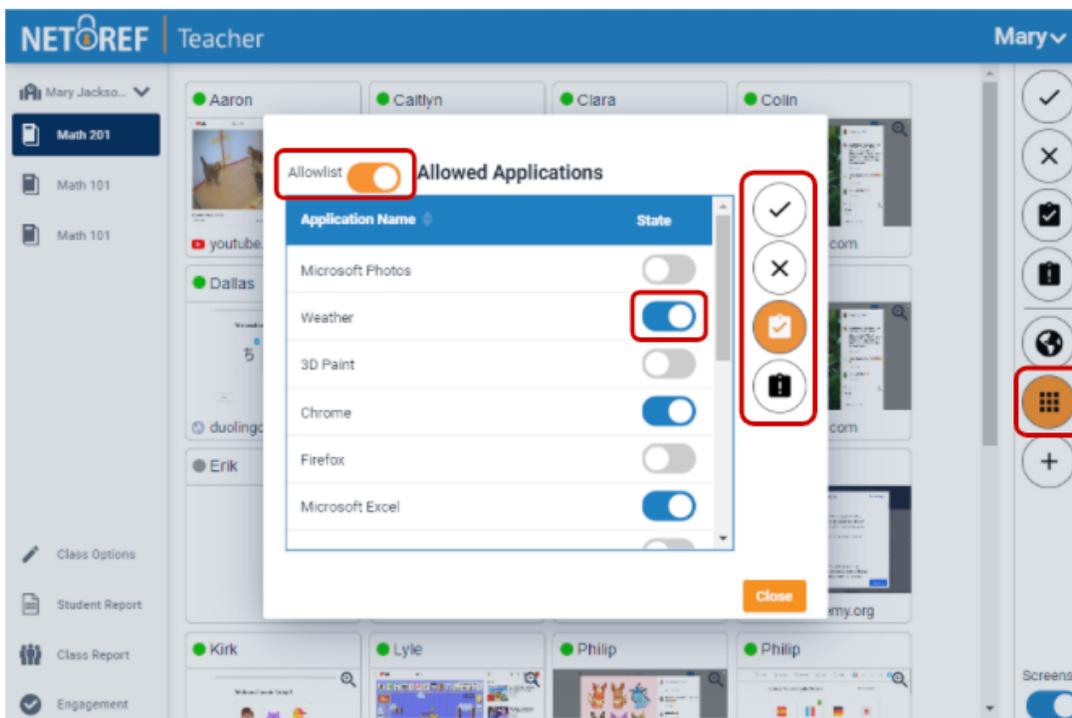
Rules on the list can also be copied, moved, or deleted.



Apps Button (If applicable)

The Applications (Apps) button allows teachers to control student access to applications that are installed on student Windows and Mac devices.

Application's Allow, Block, Allowlist, and Blocklist functions operate in the same way as the internet functions, but **only** control applications. To modify the Allowlist or Blocklist, use the toggle to choose "Allowlist" or "Blocklist." Then, toggle the "State" of each application on or off.



If you need to manage additional apps within NetRef, please contact your admin.



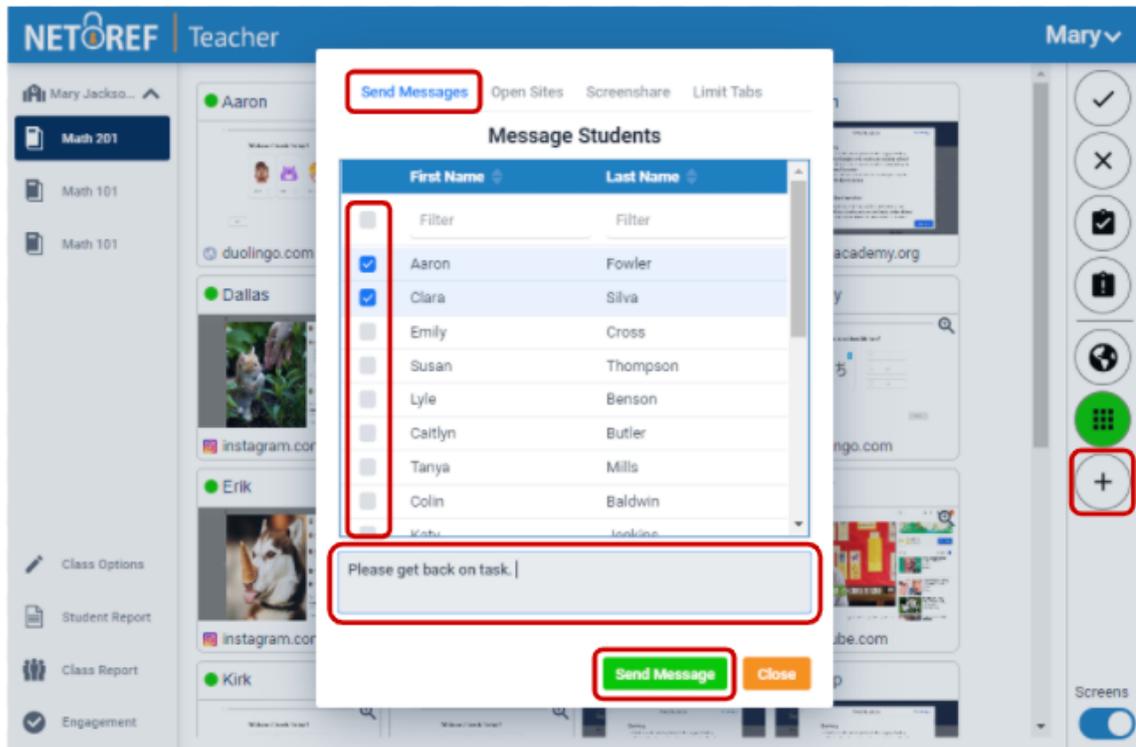
Additional Options Button

The “Additional Options” button houses the abilities to send messages, open sites, screen share, and limit tabs.

Send Messages (If applicable)

The “Send Messages” function allows the teacher to send a one-way direct message to a student, students, or a class. Once the message is sent, it will appear in the bottom right-hand corner of the student’s device. To send a message, follow these steps:

1. Select the student(s) the message will be sent to.
2. Type the message.
3. Click the “Send Message” button.



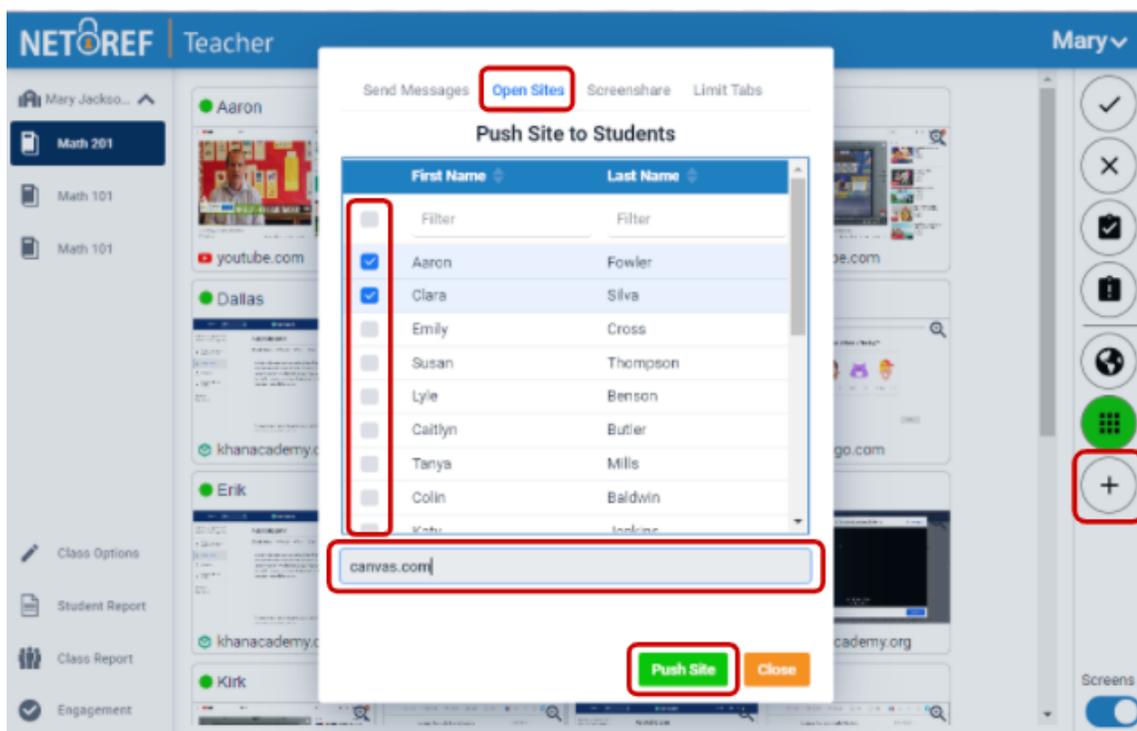
Open Sites

The “Open Sites” function allows the teacher to send and open a website in a new tab on one, multiple, or all student devices. To open a site follow these steps:

1. Select the student(s) the site will be sent to.
2. Enter the site.



3. Click the “Push Site” button.



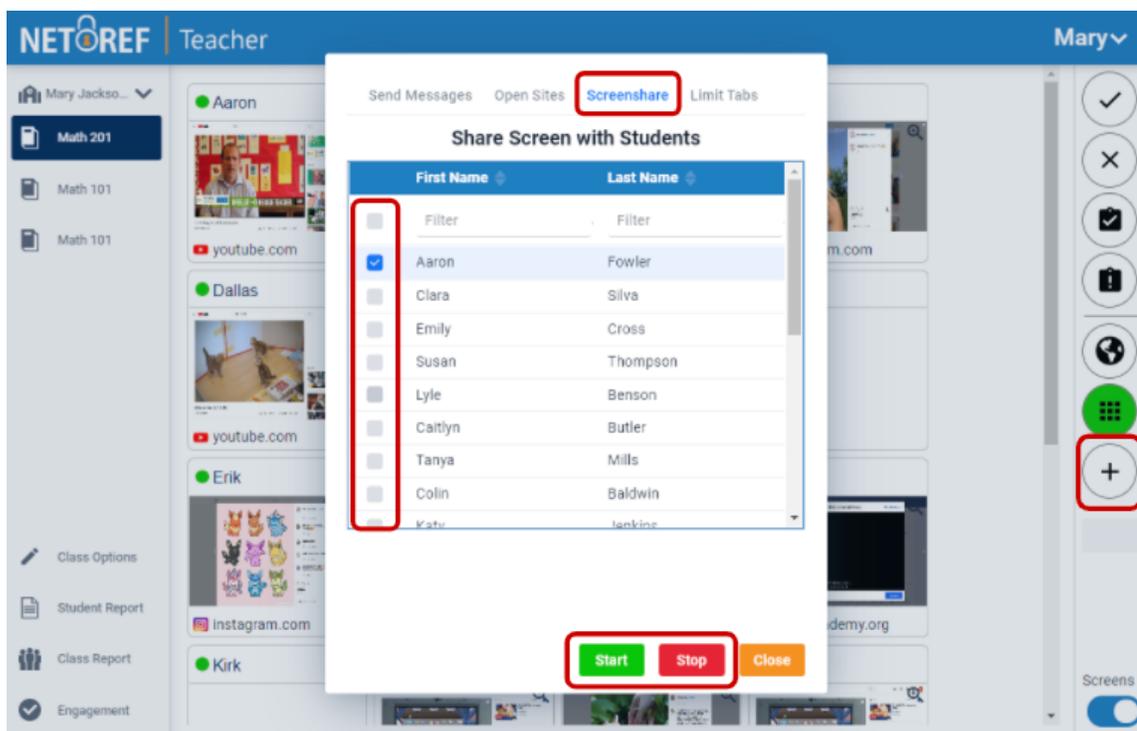
Screenshare (If applicable)

The “Screenshare” function allows the teacher to share his or her screen with a student, students, or the class. To begin screen sharing, follow these steps:

1. Select the student(s).
2. Click the “Start” button.
3. When the pop up window opens, select the window you would like the student to see.



4. Click the “Share” button.

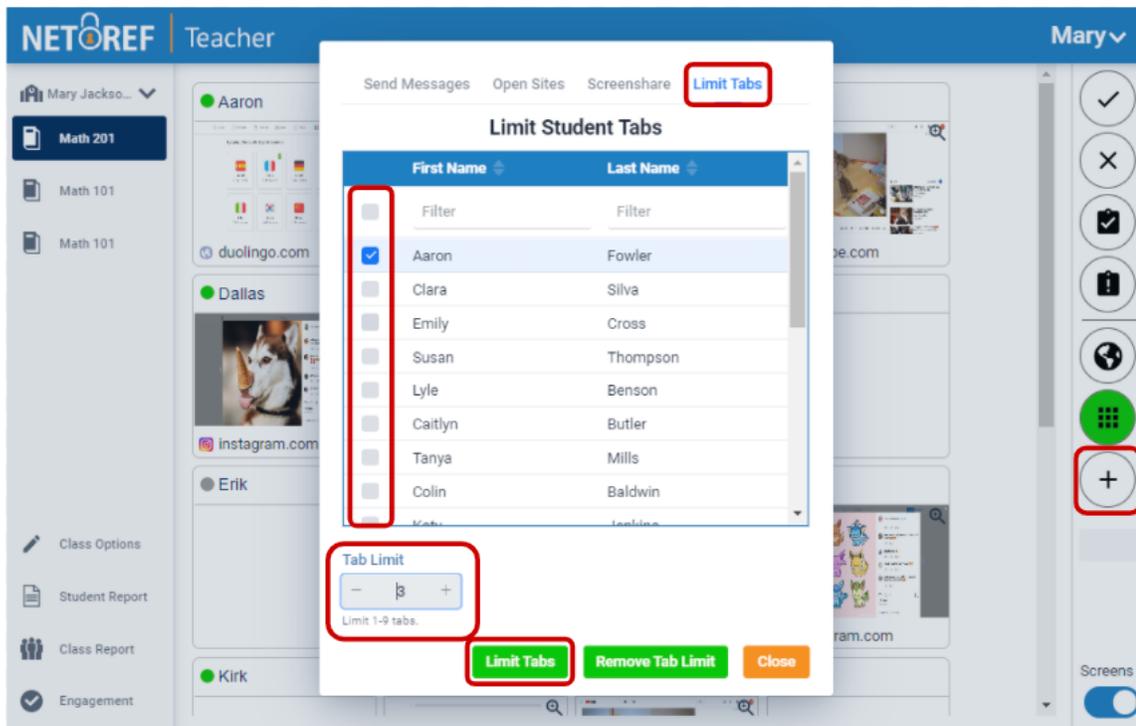


To conclude screen sharing, click the “Stop” button.

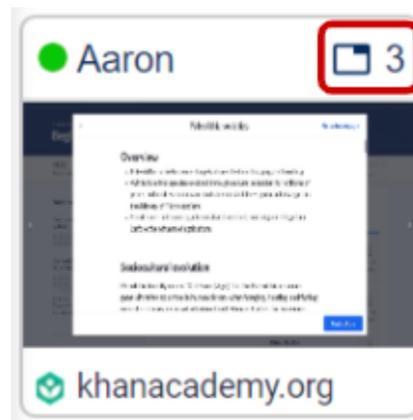
Limit Tabs

The “Limit Tabs” function allows the teacher to limit the number of tabs a student can have open. To limit the tabs, follow these steps:

1. Select the student(s).
2. Set the tab limit.
3. Click the “Limit Tabs” button.



When placed under a limit, the tab limit number will be placed in the upper right-hand corner of the student tile.



To remove a tab limit, select the students the limit should be removed from and click the “Remove Tab Limit” button.

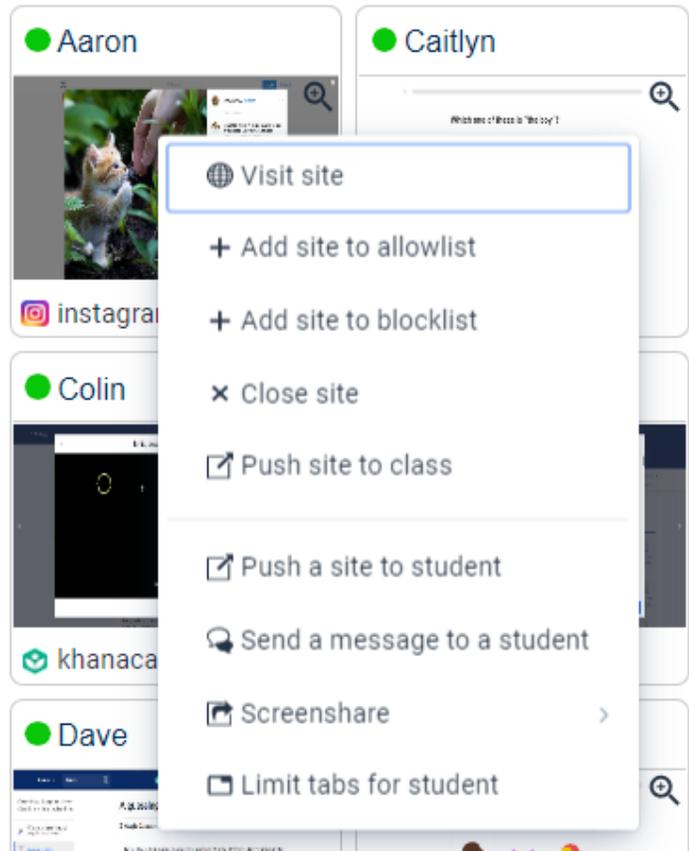
Right-Click Quick Options

Right-click on a student tile to see the following quick options:

- *Visit site* - visit the site the student is currently on.
- *Add site to Allowlist* - add the site to the class allow list.
- *Add site to Blocklist* - add the site to the class block list.
- *Close site* - closes the site on the student’s device.



- *Push site to class* - opens the student's site on all class devices.
- *Push app to class (if applicable)* - opens the student's application on all class devices.
- *Push a site to a student* - opens a site on the student's device.
- *Send a message to a student* - sends a one-way message to the student.
- *Screenshare (If applicable):*
 - *Start viewing* - allows the teacher to view a livestream of what the student is working on.
 - *Screenshare* - share the student's screen with another student or students in the class.
- *Limit tabs for student* - limit the number of tabs the student can have open.
- *Remove tab limit for student* - remove an existing tab limitation.

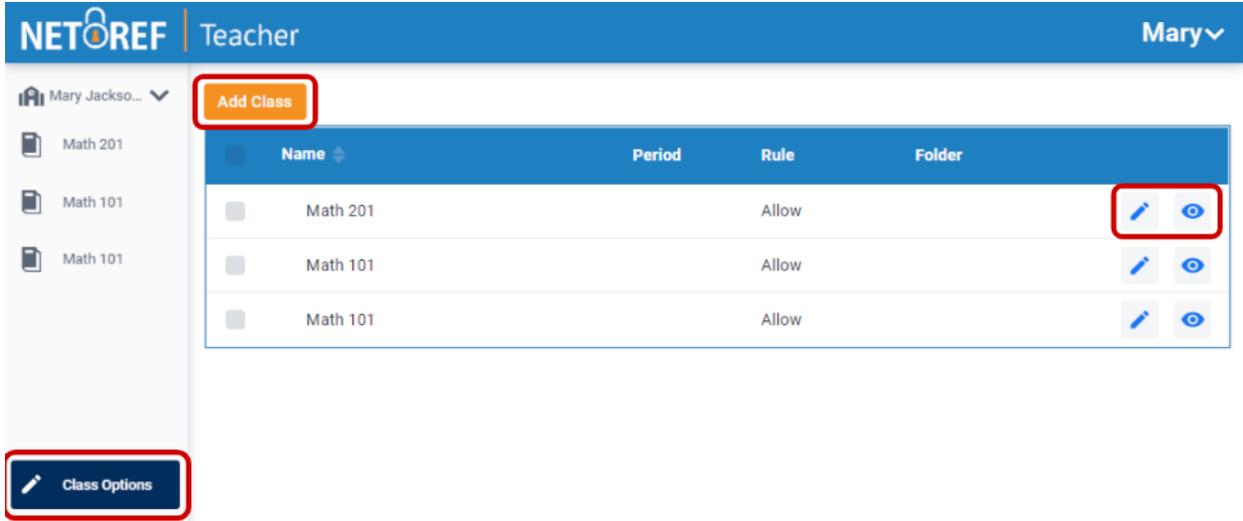


If the student is not currently active or if the four rule options are visible on the student tile, the “Visit site,” “Add site to Allowlist,” “Add site to Blocklist,” “Close site,” “Push site to class,” and “Push app to class” (if applicable) options will not be available.



Class Options Tab

The Class Options tab shows a list of all classes assigned to the teacher.



Edit Class

The edit class button houses the “Info” and “Students” sections.

Info

The “Info” section contains the following options:

- *Edit a Class Name* - change the class name for your view only.
- *Edit a Period* - edit the period.
- *Set a Beginning-of-Class Rule* - set a beginning-of-class rule that will automatically take effect at the beginning of class. (Your school must use “Bell Schedules” in Net Ref to take advantage of this feature.)
- *Visibility* - hide or unhide classes.
- *Exclude From Import* - excluding a class from import will prevent the class from updating with the nightly import (Enable this setting for ad hoc classes).



Students

The “Students” section allows the teacher to manually add or delete students from the class. To add or remove a student from the list follow these steps:

1. Select students.
2. Move selected students to the appropriate column by clicking the “<” or the “>” button OR move all students to the appropriate column by clicking the “<<” or “>>” button.
3. Click “Save.”



NETREF Teacher Mary

1 Info 2 Students

Assigned Students

	First ...	Last ...	Grade
<input type="checkbox"/>	Filter	Filter	Filter
<input type="checkbox"/>	Aaron	Fowler	7
<input type="checkbox"/>	Clara	Silva	
<input type="checkbox"/>	Emily	Cross	
<input type="checkbox"/>	Susan	Thomp...	
<input type="checkbox"/>	Lyle	Benson	
<input type="checkbox"/>	Caitlyn	Butler	
<input type="checkbox"/>	Tanya	Mills	
<input type="checkbox"/>	Colin	Baldwin	
<input type="checkbox"/>	Katy	Jenkins	
<input type="checkbox"/>	Kirk	Hernan...	

Available Students

	First ...	Last ...	Grade
<input type="checkbox"/>	Filter	Filter	Filter
<input type="checkbox"/>	Ali	Ebadi	1

Cancel Delete Back Save

Hide Class

To hide a class from the left-hand panel, select the “Hide Class” button.

Merge Classes

To merge classes, select two or more classes and select the “Merge” button. Then choose your primary class and click “Merge”. To unmerge, check off the classes you want to unmerge and then click the “Unmerge” button.

Add Class

To add an ad hoc class, follow these steps:

1. Click the “Add Class” button.
2. Enter the name of the class.
3. Assign it to a school (if applicable).



4. Enter the period (if applicable).
5. Set a beginning-of-class rule that will automatically take effect at the beginning of class. (Your school must use “Bell Schedules” in Net Ref to take advantage of this feature.)
6. Check “Visible” if the class needs to be visible in the left-hand menu.
7. “Exclude from import” will be checked automatically and should remain checked for ad hoc classes (Otherwise, student associations will be removed when the nightly sync runs.).

The screenshot shows the NETREF Teacher interface. A modal window is open for creating a class. The modal has two tabs: "Info" (selected) and "Students". The "Info" tab contains the following fields and options:

- Name:
- School:
- Optional:
- Period:
- Rule:
- Folder:
- Visible:
- Exclude from import:

At the bottom of the modal are three buttons: "Cancel", "Next", and "Save". The "Next" button is highlighted in blue.

8. Click the “Next” button.



9. Select available students and move them to the “Assigned Students” section by clicking “<” to move one student or a select group or “<<” to move all students.

NETREF Teacher Mary

1 Info 2 Students

Assigned Students

	First ...	Last ...	Grade
<input type="checkbox"/>	Filter	Filter	Filter
<input type="checkbox"/>	Ali	Ebadi	1
<input type="checkbox"/>	Clara	Silva	
<input type="checkbox"/>	Emily	Cross	
<input type="checkbox"/>	Susan	Thomp...	

Available Students

	First ...	Last ...	Grade
<input type="checkbox"/>	Filter	Filter	Filt
<input checked="" type="checkbox"/>	Lyle	Benson	
<input checked="" type="checkbox"/>	Caitlyn	Butler	
<input type="checkbox"/>	Tanya	Mills	
<input type="checkbox"/>	Colin	Baldwin	
<input type="checkbox"/>	Katy	Jenkins	
<input type="checkbox"/>	Kirk	Hernan...	
<input type="checkbox"/>	Philip	Jacobs	
<input type="checkbox"/>	Willie	Casey	
<input type="checkbox"/>	Dave	Parker	
<input type="checkbox"/>	Dallas	Fowler	

Cancel Back Save

10. Click the “Save” button.



Student Report Tab

The Student Report tab houses student-specific data reports such as Unique Sites, Total Blocked Sites, and Total Time Online.

Unique Sites

The Unique Sites report provides a bar graph that shows the number of unique sites the student accessed per day (or hour depending on the date range).

Total Blocked Sites

The Total Blocked Sites report provides a graph that shows the total number of sites that were blocked via the Allowlist and Blocklist rules.

Total Time Online

The Total Time Online report provides a graph that shows the total time online for each day (or hour) in the time period.

In addition to the report type (Unique Sites, Total Blocked Sites, and Total Time Online), each report provides a summary of top sites, rule applications, and time online. Details of the summaries follow:

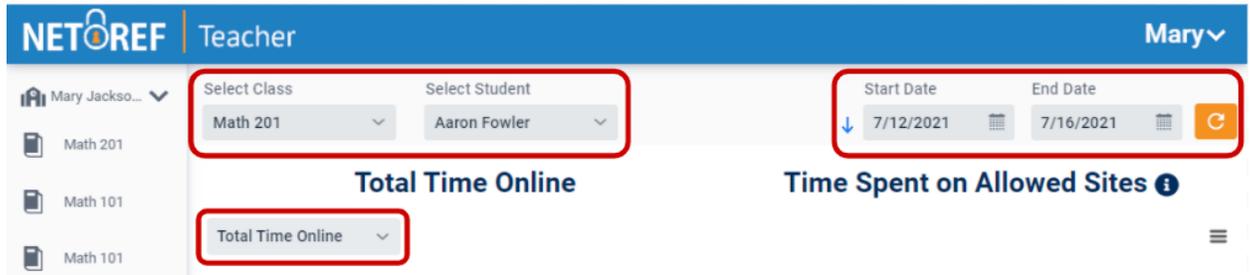
- *Time Spent on Allowed Sites* - percent of the time the student spent on sites that are on the teacher Allowlist are considered “on task”. Time spent on all other sites is considered “off task”.
- *Top Sites* - list of the top sites that the student accessed and the percentage of time on each.
- *Rule Application* - pie chart of the time the student spent under each rule application (Allow, Block, Allowlist, and Blocklist).

Steps to Run the Report:

1. Select class.
2. Select student.
3. Set start and end dates OR choose from the preset dates by clicking the blue arrow.
4. Click the dropdown box to select the report type (Unique Sites, Total Blocked Sites, or Total Time Online).

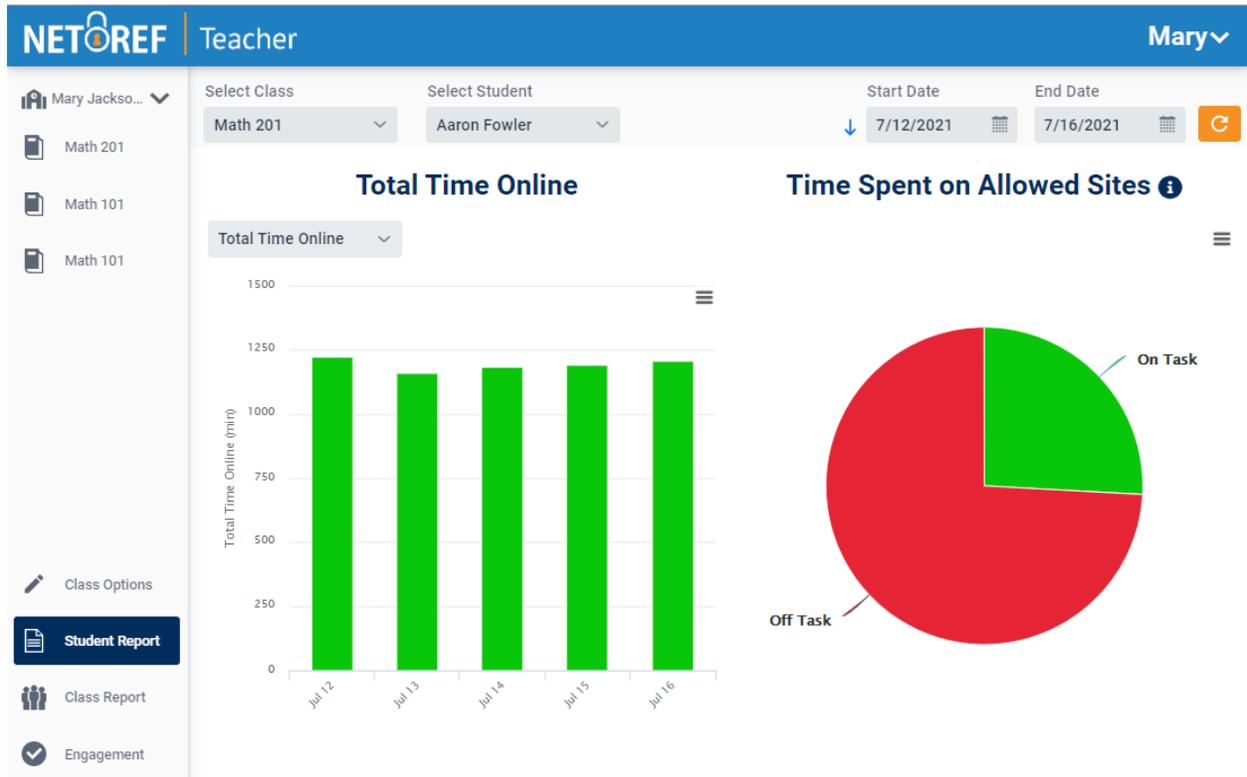


5. Select the orange “refresh” button.



Example

The following images are an example of the Total Time Online report for Math 201 student Aaron Fowler.





NETREF Teacher Mary ▾

Select Class: Math 201 | Select Student: Aaron Fowler | Start Date: 7/12/2021 | End Date: 7/16/2021

Top Sites

Rank	Activity	Time
1	youtube.com	26.14%
2	duolingo.com	25.89%
3	instagram.com	24.74%
4	khanacademy.org	23.23%

Rule Application

Category	Percentage
Allowed	99.99%
Blocked	0.01%
Allowlisted	0.01%
Blocklisted	0.01%



Class Report Tab

The Classroom tab houses classroom-specific reports such as Unique Sites, Blocked Sites, and Total Time Online.

Unique Sites

The Unique Sites report provides a bar graph that shows the number of unique sites the classroom accessed per day (or hour depending on the date range).

Total Blocked Sites

The Total Blocked Sites report provides a graph that shows the total number of sites that were blocked via the Allowlist and Blocklist rules.

Total Time Online

The Total Time Online report provides a graph that shows the total time online for each day (or hour) in the time period.

In addition to the report type, each report provides a summary of top sites, rule applications, and time online. Details of the summaries follow:

- *Top Sites* - list of the top sites that the classroom accessed and the percentage of time on each.
- *Rule Application* - pie chart of the time the classroom spent under each rule application (Allow, Block, Allowlist, and Blocklist).
- *Time Online* - bar graph compares the time students spend on the selected website to the class average. Students that fall outside one standard deviation are in red.

Steps to Run the Report:

1. Select a classroom.
2. Set start and end dates OR choose from the preset dates by clicking the blue arrow.
3. Click the dropdown to select the report type (Unique Sites, Total Blocked Sites, or Total Time Online).

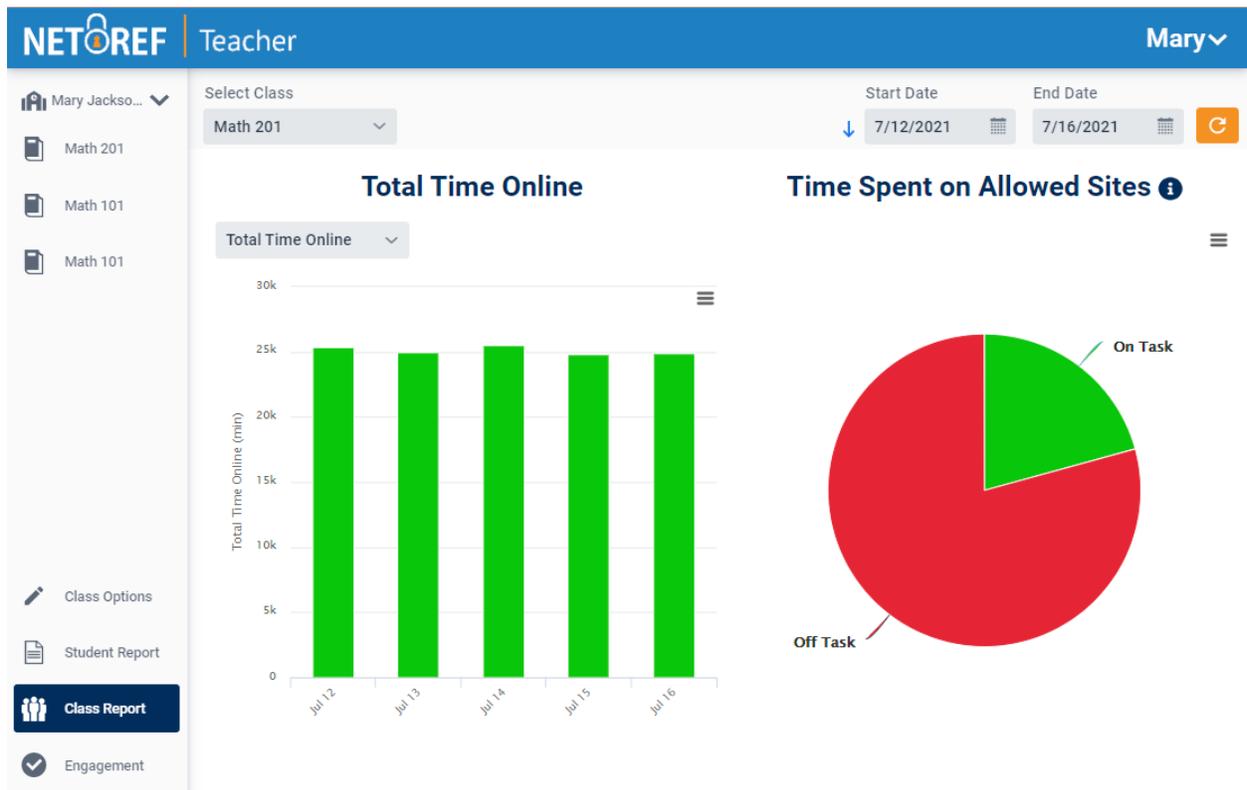


4. Select the orange “refresh” button.

The screenshot shows the NETREF Teacher interface. At the top, the user is identified as 'Mary'. Below the header, there is a sidebar with a user profile and a list of classes: 'Math 201', 'Math 101', and 'Math 101'. The main area contains a 'Select Class' dropdown menu set to 'Math 201'. To the right, there are 'Start Date' and 'End Date' fields, both set to '7/23/2021', with a calendar icon and an orange refresh button. Below these filters, there are two report options: 'Total Time Online' and 'Time Spent on Allowed Sites'. The 'Total Time Online' option is selected, and its dropdown menu is open, showing 'Total Time Online' as the selected item.

Example

The following images are an example of the Total Time Online report for Math 201.





NETOREF Teacher Mary ▾

Select Class: **Math 201** | Start Date: 7/12/2021 | End Date: 7/16/2021

Top Sites

Rank	Activity	Time
1	youtube.com	7.82%
2	instagram.com	7.74%
3	khanacademy.org	6.4%
4	duolingo.com	5.71%
5	spotify.com	3.18%
6	pandora.com	2.85%
7	twitch.tv	2.37%
8	netflix.com	2.28%
9	scholastic.com	2.26%
10	nasa.gov	2.23%
11	study.com	2.18%

Rule Application

NETOREF Teacher Mary ▾

Select Class: **Math 201** | Start Date: 7/12/2021 | End Date: 7/16/2021

Time Online

youtube.com

Student	Time Online (Min)
Lyle Benson	296
Philip Houston	296
Jennie Day	296
Emily Cross	296
Katy Jenkins	296
Susan Thompson	296
Tanya Mills	296
Phillip Jacobs	296
Terrence Hall	296
Dave Parker	296
Erik Freeman	296
Tom Lee	296
Jessica Smith	296
Kirk Hernandez	296
Caitlyn Butler	296
Colin Baldwin	296
Willie Casey	296
Clara Silva	296
Dallas Fowler	1400
Dallas Fowler	1400
Aaron Fowler	1400



Engagement Tab

The Engagement report provides an engagement summary broken down by classroom. The report will show the following:

- *Engagement* - graph with the percentage of students engaged per day
- *Time Spent on Allowed Sites* - pie chart will show the number of students who are meeting a minimum time threshold or engaging with selected sites
- *Engagement by Student* - list of students and the days they are considered present or absent (“A”) based on the parameters set for the report.

If your “Engagement” tag has been set up by your administrator with sites that are deemed as educational by your district, you can filter the data by the “Engagement” tag when running this report. Otherwise, all student activity including time off-task will be included in the report.

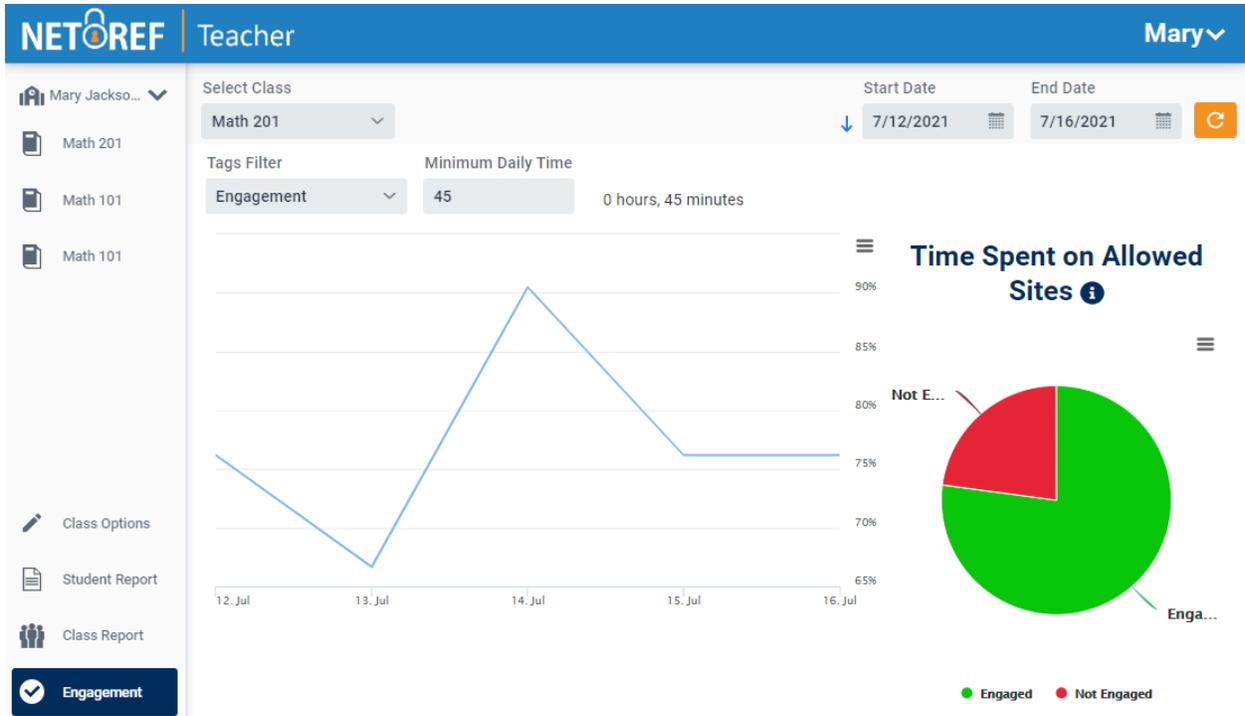
Steps to Run the Report:

1. Select a classroom.
2. Set start and end dates OR choose from the preset dates by clicking the blue arrow.
3. Select tag(s).
4. Set a minimum daily time.
5. Select the orange “refresh” button.

The screenshot shows the NETREF Teacher interface. At the top, it says 'NETREF | Teacher' and 'Mary'. Below this, there are several input fields: 'Select Class' (set to 'Math 201'), 'Start Date' (7/12/2021), 'End Date' (7/16/2021), 'Tags Filter' (set to 'Engagement'), and 'Minimum Daily Time' (45). A blue arrow icon is next to the Start Date field, and an orange refresh button is next to the End Date field. The current time is displayed as '0 hours, 45 minutes'.

Example

The following images are an example of the Engagement report for Math 201.



NETOREF Teacher Mary ▾

Mary Jackso... ▾

Select Class: **Math 201** Start Date: **7/12/2021** End Date: **7/16/2021**

A = Absent

Name	07/12	07/13	07/14	07/15	07/16
Filter					
Aaron Fowler					
Caitlyn Butler (Grade:)	A	A			A
Clara Silva (Grade:)	A				A
Colin Baldwin (Grade:)			A	A	
Dallas Fowler (Grade:)					
Dallas Fowler (Grade:)					
Dave Parker (Grade:)	A				
Emily Cross (Grade:)		A			
Erik Freeman (Grade:)		A			