How to NAV
(the basics: Japanese Dep.)
<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to set tasks through Nav</td>
<td>3</td>
</tr>
<tr>
<td>How to check the progress of task completion</td>
<td>5</td>
</tr>
<tr>
<td>Embedding a YouTube clip through Textbox</td>
<td>7</td>
</tr>
<tr>
<td>How to upload video files from your computer to Nav</td>
<td>9</td>
</tr>
<tr>
<td>How to upload audio files from your computer to Nav</td>
<td>11</td>
</tr>
<tr>
<td>How to put up News Items</td>
<td>13</td>
</tr>
<tr>
<td>Editing the location of my components</td>
<td>14</td>
</tr>
<tr>
<td>How to use File Drop Box</td>
<td>16</td>
</tr>
<tr>
<td>How to add Teachers</td>
<td>17</td>
</tr>
<tr>
<td>How to add a Class List</td>
<td>18</td>
</tr>
<tr>
<td>How to add Files</td>
<td>19</td>
</tr>
<tr>
<td>Adding Tiles</td>
<td>20</td>
</tr>
<tr>
<td>How to add folders</td>
<td>25</td>
</tr>
<tr>
<td>Troubleshooting – I can see my files but my students can’t</td>
<td>27</td>
</tr>
</tbody>
</table>
How to set class work through “Tasks”

TASKS – why should I use it?
- You can keep track of what tasks have been completed by each student
- Good for setting relief work
- Not as formal as “due work” (which is used more for assessment pieces) – tasks is more for general class work

1. Make sure you are on the CLASS page for Nav.
2. Click on the PLUS (+) icon, go to the “Learning” tab and locate the component “Tasks”

2. Drag the “Tasks” component to where you want it to display on the screen. You should get something that looks like:

3. To add a new task, click on the “Create a task”
4. Create a new task by:
   a) **Giving your task a “Title”** (eg. Monday 23rd of March)
   b) Set the “Work Type” from the drop down (eg. Class Work)
   c) Type the work you are setting in the “**Description**” (what you want the students to complete)

   ![Create Task](image)

5. d) Set the “**Publish Date**” (when you want the task to be visible)
   e) Set the “**Due Date**” (when the task is due)
   f) **Attach any files** which may be specific to this task (eg. reference sheets, stimulus etc)
   g) Tick whether you want the task to be “**self-assessed**” by the students

   ![Another Create Task](image)

   h) Once you have checked the details, hit **“Create”**
NOTES:
Once you create the task, students will be able to **tick off** the task as being completed.

This is handy for students to be able to keep track of what they have and have not completed.

**How to check the progress of task completion**

1. Make sure you are on the **CLASS page** for Nav.
2. Click on the **3 dotted icon** on the top right hand corner.
3 Select “Markbook”.

4 You can take a look at who has completed what task – there should be a green tick in the grey boxes when students complete the task.
Embedding YouTube Clips through a Textbox

Benefits?
- You don’t have to download the clip and reupload it to Nav (and probably more copyright safe?)

1. Go to the page you would like to insert the YouTube clip.

2. Click on the **PLUS (+) icon**, go to the “Information” tab and locate the component “Textbox”

3. Drag the text box down to where you would like to place it on the screen and click on “*Add text and multimedia or embed content*” (in the blue writing on the text box).

4. Type a **heading** for the textbox.

   Then, click the “*Source*” button.
5. a) Find the YouTube clip you would like to embed.
   b) Click the “Share” button

6. Click the “Embed” icon.

7. Copy the embed code which comes up.

8. Copy the embed code into the Text Box in Nav (make sure you have clicked on the “Source” button before you do).

Press “Save Content” and check that your YouTube clips has successfully embedded.
How to upload video files from your computer to Nav

- This will be useful for uploading screencasts and clips you already have on your computer.
- If you want to upload a YouTube clip, refer to above notes on “embedding YouTube clips”.

1. Go to the page you would like to insert the video files from your computer.

2. Click on the **PLUS (+) icon**, go to the “Multimedia” tab and locate the “**Video Player**” component.

3. Drag the component to where you would like to place it on the screen and click on “**Post a video**”

4. a) Add a **title** for the video file.
   
   b) **Upload the video** file by attaching or dragging the file to post in the designated space.
   
   c) Add a **description** of the video (this is optional)
   
   d) Make sure the **visibility** is “on” (unless you don’t want students to see it)
   
   e) Press **Post** and check that the file has uploaded successfully.
NOTE

When you upload multiple videos, they will stack up on top of each other. Click on the video you want to view and it will come up on the video screen.

If you need to edit or modify the file (such as the title) click on the pencil icon on the right hand side of the video.

If you need to delete the file (such as the title) click on the rubbish bin icon on the right hand side of the video.
How to upload audio files from your computer to Nav

- This will be useful for uploading audio files for listening tasks (Japanese, Music…)

1. Go to the page you would like to insert the audio files from your computer.
2. Click on the **PLUS (+) icon**, go to the “Multimedia” tab and locate the “Audio” component.

3. Drag the component to where you would like to place it on the screen and click on **“Upload an audio file”**.

4. a) Add a **title** for the audio file.
   b) **Upload the audio** file by attaching or dragging the file to post in the designated space. Make sure you have a compatible audio file format (.mp3, .wav etc)
   c) You can also record your audio file on the spot (if you have a working microphone), or obtain the file from your files, office 365, or the resources section on Nav.
   d) Add a **description** of the audio file (this is optional)
   e) Make sure the **visibility** is “on” (unless you don’t want students to see it)
   f) Press **Post** and check that the file has uploaded successfully.
NOTE:
When you upload more than one file, it will stack on top of each other. Select the file you wish to play, then press the play button.

You can edit/modify the file by clicking on the pencil icon.

You can delete the file by clicking the rubbish bin button.

<table>
<thead>
<tr>
<th>Audio</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>![Play Button] 00:00</td>
<td>00:00</td>
</tr>
<tr>
<td>![Image] Unit 3 Topic 2 Other Than</td>
<td>![Image] Unit 3 Topic 2 Accidentally</td>
</tr>
<tr>
<td>![Image] (00:44) Posted by Mrs Michiko Hauser</td>
<td>![Image] (00:48) Posted by Mrs Michiko Hauser</td>
</tr>
</tbody>
</table>

Select an audio file or drag and drop multiple onto this component.
How to put up “news items”

- This component is useful when you have a general notice or announcement for your class (eg. Please bring your colouring pencils to class today …. Please be changed into your HPE uniform today).

1. Go to your CLASS page.

2. Click on the PLUS (+) icon, go to the “information” tab and locate the “News” component.

3. Drag the component to where you would like to place it on the screen and click on “Post a new article”.

4. Type a title for your news, then add the content/body of your news/notice/announcement.

5. This is an optional step: you can add a “feature image” to go with your notice. Attach it by dragging the image into the blue box, or by clicking and uploading an image.
7. Choose the **Publish Date** (it sets on the day you type it by default), then choose the **Expiry Date** (the day that the notice will disappear – this is handy as it prevents old news items from eating up space on your class page).

Then hit “**Publish News**”

---

**Editing the location of my components**

- Once you set up your page, you may decide that you want to change the appearance of your page by moving the different components around.

1. Go to the page where you want to edit the appearance of your page (Class Page, Unit Page, Course Page, Topic Page….)

2. Click on the **blue lock icon**, and **unlock it**.

3. You can drag the component around by clicking on the **dotted square icons** next to the component name.
4. You can have components take up the **full width**, **middle part**, or the **side bar**.
   (Sometimes it can take a bit of fiddling – if you want to compartmentalise it like mine, it helps to add the middle parts first)
How to use file drop box

- This is a handy way for students to submit files as a classroom activity or even draft work.
- It’s handy because it lets you know who submitted it (even if the filename doesn’t have the student’s name on it) as well as the time, so if there are multiple submissions, you can see which file is the latest.

1. Go to your CLASS page.
2. Click on the PLUS (+) icon, go to the “learning” tab and locate the “File Drop Box” component.
3. Drag the component to where you would like to place it on the screen.

NOTE
From a student’s screen, it will look like:

Once a file is uploaded, it will look like:

If you want to delete it, press the rubbish bin icon.

** From what I know so far, you need to manually delete it once you download it or else the component will fill up (I haven’t tested the file size limit yet).
Adding the Class Teacher

- Adding the class teacher allows both the teacher and the students to see who their teacher is.
- It also allows students to click on the teacher’s name to generate an email which is handy when students don't know your email address.

1. Go to your CLASS page.

2. Click on the PLUS (+) icon, go to the “learning” tab and locate the “Class Teachers” component.

3. Drag the component to where you would like to place it on the screen.
Adding the Class List

- Adding the class list allows both the teacher and students to see who is in the class.
- It’s an easy way to generate a class email without going through TASS.

1. Go to your **CLASS page**.

2. Click on the **PLUS (+) icon**, go to the “learning” tab and locate the “Class List” component.

3. Drag the component to where you would like to place it on the screen – be careful – If you have a big class, it will eat up a chunk of your space.

4. Once unlocked, press the **gear icon**.

5. Select the **layout style** you wish to have - “List” or “Grid”.

Then press “**Update**”.

You can, however, alter how the list is displayed.

Unlock your page by pressing the **lock button** on the top right-hand corner of your screen.
Adding Files

- You can add all types of files to Nav – PDF, Word, Image, Audio files etc.

**NOTE:**
If you want to compartmentalise your files (PowerPoints in one section, Word docs in another) you will need to either see Tim A to set up a page template (like the Science Department) or organise your page into folders (like the Japanese department)

1. Go to the page where you would like to add your files.

2. Click on the PLUS (+) icon, go to the “Resources” tab and locate the “Files” component.

3. Drag the component to where you would like to place it on the screen and click on “Upload a file” (in the blue writing on the text box).

4. a) Add a title for your file.
   b) Upload your file by attaching or dragging the file to post in the designated space. Nav.
   c) Add a description of the audio file (this is optional)
   d) Make sure the visibility is “on” (unless you don’t want students to see it)
   e) Press Post and check that the file has uploaded successfully.
**NOTE:**

- You cannot have multiple file components on the same page – it will replicate the files you already have. See Tim A if you want to set up a template to avoid this.
- You can pick and choose what files are visible to students based on the file type also.

**Visibility of file types**

5. Select the lock button on the top right hand corner

6. Click on the **Gear Icon**

7. Select what type of files you wish to be displayed (I have only selected the “document” box because I only want document files to be seen in this particular component)

   You can also change the settings for how you wish to sort the files (date, ascending, descending etc)

   Hit the “update” button on the bottom of the screen (cut off from my screen shot).

   ** This filter function is handy if you have images on your page because that image file will also appear on your “files” unless you filter it through this method).
Adding Tiles

TASKS – why should I use it?
- Gives a visual link to students

1. Go to the page where you would like to add your files.
2. Click on the **PLUS (+) icon**, go to the “Information” tab and locate the “Tiles” component.

3. Drag the component to where you would like to place it on the screen and click on “Add a tile”

4. a) Add a **title** for your tile – it could be the name of your Unit or Topic
   b) Adjust the **size** of your text – I like the range 75-100 (works for me)
5. a) Choose the **colour** you wish your text to display  
   b) Choose the **background colour** of your text (handy to choose when you have a noisy image where you might not be able to read the text)  
   c) Choose the **position** you want the text to be displayed (top, middle bottom)

**My settings based on the above screen shot will produce:**

6. a) Select the **link** – where you would like your tile to link back to when you click on it.  
   b) Choose whether you want the link to **open in** the current/same window (good when the link navigates back to a Nav page), or a **new window/tab** (good for when the link goes to an external link)
7. a) Select the **background colour** of your tile (if you don’t have an image and want a plain solid fill)

b) If you wish the tile to change colours when you hover your mouse over it, select a **hover colour** (I don’t think this works if you upload an image).

c) Alternatively, **upload an image** for your tile.

d) If you do, select the **image size** – whether you want the image to **stretch out** to fill the tile (small pictures with low resolution may not look so good), or whether you want the image to **fit the tile** (it will auto adjust itself).

e) If you wish to delete the picture, press the **rubbish bin icon**.

8. a) Select the **Position** of the tile (I like mine centred – Middle & Centre)

b) Hit **Save**.
8. After you hit the save button, you can adjust the overall layout of your tiles.

a) Optional – you can add a heading for your tile
b) Select the type of layout for your tiles – grid of column (experiment and see what looks best!)

c) Select how many tiles per row you would like to display.

d) Select the padding – the space between each tile.

e) Select the ratio of your tiles (landscape, portrait, square, panorama, custom) – experiment and see what works best (I like landscape)

f) Then hit Save on the bottom of the screen (not in my screencap)

---

**NOTE**

a) If you wish to edit a tile, click on the pencil icon
b) If you wish to delete a tile, click on the rubbish bin icon
How to add “folders”

- Adding folders is a way to organise and structure different pages.
- This is typically done at the Unit Level, but can be done at the Class Page level also (just keep in mind that content of the class page will be wiped at the end of the year, so anything you want to keep needs to be saved in the Resources section).

1. Go to the page where you would like to add your files.

2. Click on the PLUS (+) icon, go to the “Resources” tab and locate the “Folder” component.

3. Drag the component to where you would like to place it on the screen and click on “Add a folder or page”

4. a) Give your folder a name (eg PowerPoints)
   b) Select a Homepage Template (I usually use BLANK so I can customise it how I want)
   c) Attach a cover image if you wish (optional)
5.  
   a) Check **Access permissions**
   b) Click “Create Folder” on the bottom.

![Access Permissions Table]

<table>
<thead>
<tr>
<th>Role</th>
<th>None</th>
<th>Read</th>
<th>Write</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td></td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Teachers</td>
<td></td>
<td></td>
<td>✅</td>
</tr>
<tr>
<td>Senior Student</td>
<td></td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Parents</td>
<td>✅</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior Student</td>
<td>✅</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle Student</td>
<td></td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Foundation Student</td>
<td>✅</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Troubleshooting - I can see my files but my students can’t

This typically happens when we haven’t set the permissions correctly on our page.

1. Go to the page where you are having issues.

2. Click on the 3 dots, and “modify folder”

3. a) Check the level of access in Access Permissions (you may have to untick “inherit permission from…”)
   b) Check that teachers have Write Access and Students have Read Access (6-9 = Middle Student, 10-12 = Senior Student) by ticking the appropriate boxes
   c) Click “Modify Folder” on the bottom to make changes.
   d) Test with your students.

---

<table>
<thead>
<tr>
<th>Role</th>
<th>None</th>
<th>Read</th>
<th>Write</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Senior Student</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Parents</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior Student</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle Student</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation Student</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>