

# FABLEVISION LEARNING DASHBOARD



*Access and manage all  
of your FableVision Software*

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# Guide to the FableVision Learning Dashboard

School administrators and teachers will have access to the **FableVision Learning Dashboard** at **products.fablevisionlearning.com**. The dashboard allows account administrators to create teacher, student, and classroom accounts and manage subscriptions. The dashboard also allows teachers to add and change student accounts.



★  
★  
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This website enables FableVision Learning customers to use our products. Visit the [FableVision Learning store](#) to explore our award-winning educational tools.

## Select Your Product

The **FableVision Learning Dashboard** is designed for administrators and teachers to manage multiple products. If you are an admin for different FableVision products, please select the **My Products** option to view and manage the products.



Name: [Andrea Calvin](#)  
School: [School Name](#)  
[My Products](#) • [Terms of Service](#) • [Logout](#) • [Help](#)

~ MY PRODUCTS ~



Fab@School Maker Studio



Animation-ish



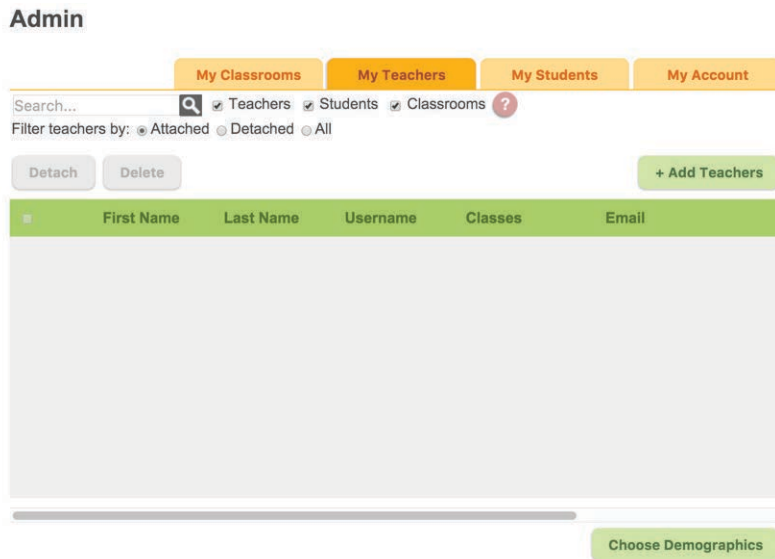
Get Published!

## Admin Account

The screenshot shows the FableVision Learning Dashboard Admin interface. At the top left is the FableVision Learning Dashboard logo. At the top right, it displays the user's email as FAB@SCHOOL MAKER STUDIO, the name as Andrea Calvin, and the school name as School: School Name. Below this are links for My Products, Terms of Service, Logout, and Help. The main heading is "Admin". Below the heading are four tabs: My Classrooms, My Teachers, My Students, and My Account. A search bar is present with a search icon and a dropdown menu showing Teachers, Students, and Classrooms, all with checkmarks. There is a "Delete" button and two buttons: "+ Add Existing Class" and "+ Add Class". Below these is a table with columns: Class Name, Teachers, Class size, Room Number, and Subject. The table is currently empty. At the bottom right of the table area is a "Choose Demographics" button.

Once you've selected the product to manage, admin level users can create teacher accounts, assign teacher subscriptions, create student accounts, and create classrooms. A member of the FableVision Learning team will create admin accounts with the contact information supplied by your school. Once the admin account is created, the admin level users will receive an e-mail from makerstudio@fablevisionlearning.com with their username, initial password, and setup instructions. These credentials may be changed by the user once they are logged into their account.

# How to use the Admin Account



## My Teachers Tab

Select the **My Teachers Tab** to add, remove, and manage teachers.

You can filter the **My Teachers** view by selecting attached, detached, and all.

**Attached:** Teachers connected to a classroom

**Detached:** Teachers without a classroom

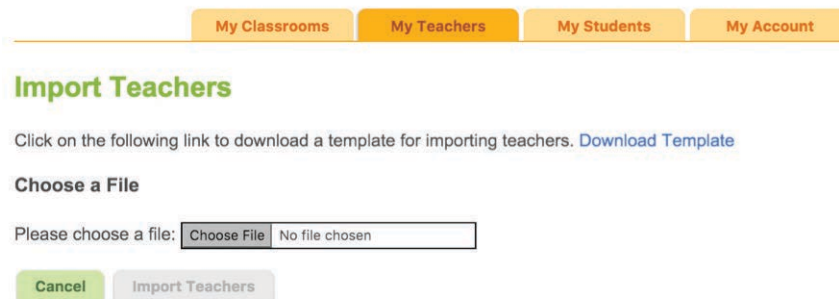
**All:** All teachers in your school

## Add Teachers

Select the **Add Teachers** button to open the various import options.



## Import Teachers



Download the CSV Teacher Template to upload your teachers.

The CSV file contains fields to load a Username, Email, First Name, Last Name, and Password.

*Note: You can remove the Password field from the CSV file and the dashboard will automatically generate a password for the teacher.*

### Guidelines

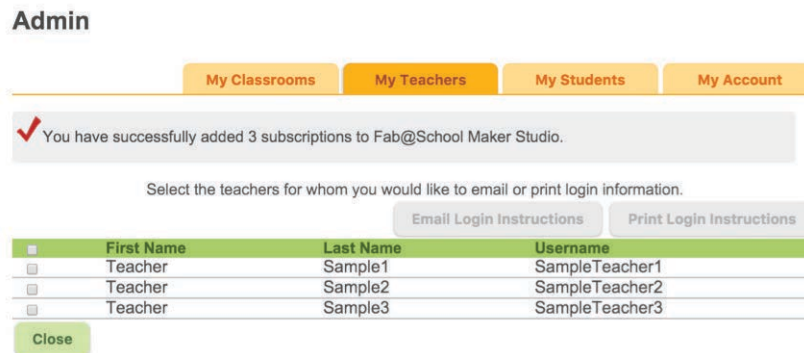
**Username:** The **FableVision Learning Dashboard** requires every user to have an unique name. You will receive a failure to upload if an username is already in use.

**Email:** Similar to the guidelines for the username, an email can't be used more than once in the teacher dashboard. You will receive a failure to upload if an email is already in use.

**Password:** Passwords must contain at least 6 characters, including at least one letter, one number and one symbol. The password may not contain any of the following characters: ' ` " ; / &

*Tip: To ensure proper import of teachers, please limit the number of users to 300 per CSV file.*

Once you upload your teachers, you will be redirected to a screen where you can email or print the login instructions for the selected teachers. If you decided not to email or print, you can select close and return to the **My Teachers** tab.



Select **All** to view the teachers in the system.



## Add New Teacher

To create an account for a single teacher, select the **Add New Teacher** option.

You will be directed to the **Teacher Information** page where you can manually enter information, assign student subscriptions to specific teachers, and assign classrooms.

**Admin**

My Classrooms My Teachers My Students My Account

### Teacher Information

First Name Teacher first name	Last Name Teacher last name
Username Teacher username	
Teacher Password Teacher password	Repeat Teacher password Repeat Teacher password
Email Address Teacher email address	

**Assign Student Subscriptions to Teacher**

Student Subscriptions unused by teacher: 0

Total unassigned student subscriptions: 108

Classes +

x Choose Class

Cancel Save

Individual teacher pages can also be accessed from the **My Teacher** tab.

Use the slider to move the menu to the right and reveal the edit feature. Click on the pencil to open the information for specific teachers.

**Admin**

My Classrooms My Teachers My Students My Account

Search... Teachers Students Classrooms ?

Filter teachers by: Attached Detached All

Detach Delete + Add Teachers

Username	Classes	Email	Unused Subscriptions
SampleTea...		teacher@school.com	8
SampleTea...		teacher2@School.com	7
SampleTea...		teacherr3@school.com	40
sampletea...		sample@teacher.com	20

Choose Demographics

## Classroom

Account users with admin level access can create classroom accounts. Those with admin level access can also assign teachers to specific classrooms. To create classrooms click on the **My Classroom Tab**.

**Admin**

My Classrooms My Teachers My Students My Account

Search... Teachers Students Classrooms ?

Delete + Add Existing Class + Add Class

Class Name	Teachers	Class size	Room Number	Subject
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Choose Demographics



Select **Choose Demographics** to customize the information you would like to include in your classroom. The default is to include all fields.

## Choose Demographic Fields for Classrooms

Select the demographic fields you would like to use for all Classrooms in your school.

- Class Name
- Class Size
- Room Number
- Teachers
- Subject

Select **Add Class** to manually add a classroom and assign a teacher.

## Class Information

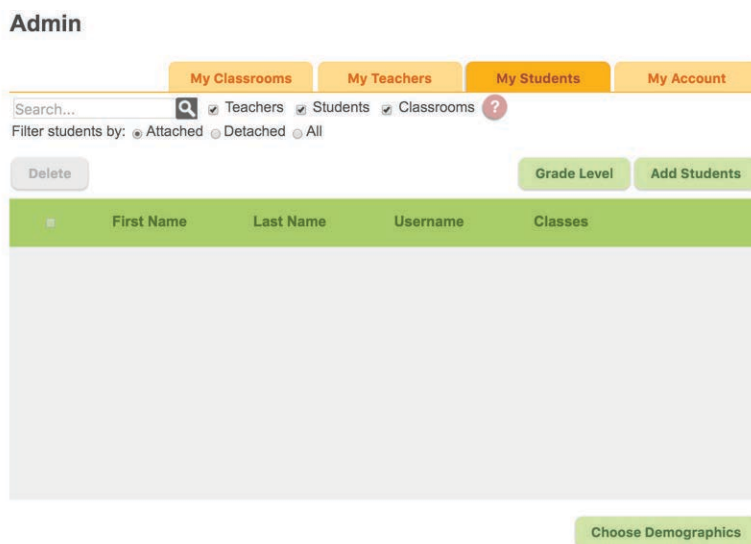
Class Name

Subject

Room Number

Teachers

## My Students Tab



Select the **My Students Tab** to add, remove, and manage students.

You can filter the **My Students** view by selecting attached, detached, and all.

**Attached:** Students connected to a classroom

**Detached:** Students without a classroom

**All:** All students in your school

## Choose Demographics

**Admin**

My Classrooms My Teachers My Students My Account

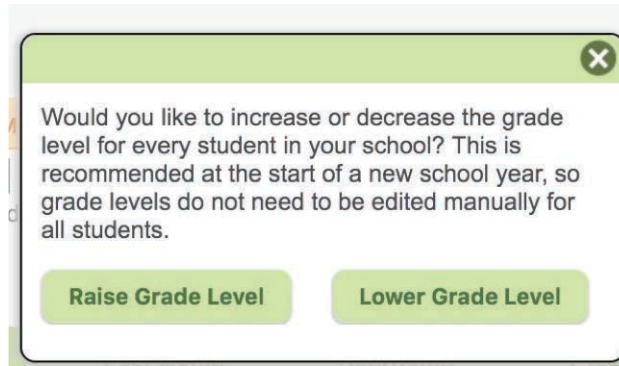
### Choose Demographic Fields for Students

Select the demographic fields you would like to use for all students in your school.

<input checked="" type="checkbox"/> Username	<input type="checkbox"/> Student ID
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Student Email Address
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Grade
<input type="checkbox"/> Guardian's Email	<input type="checkbox"/> Homeroom

Cancel OK

Before entering students you can select the demographic fields you would like to use for the school. The default is to only include a Username, First Name, and Last Name. If you decided to add Grade Level, you will have the option every year to raise or lower the grade level for every student in the school. This feature is accessed on the **My Students** page.



## Add Students

Select the **Add Students** button to open the various import options. Download the CSV Student Template to upload your students. The CSV file contains fields to load a Username, Password, First Name, and Last Name. If you've changed the demographics required for your school, you can add or remove fields on the CSV template.

## Guidelines

**Username:** The **FableVision Learning Dashboard** requires every user to have a unique name. You will receive a failure to upload if a username is already in use.

**Password:** You can decide to set passwords as weak, fair, strong

**Weak:** requires at least 5 characters - can be anything they want

**Fair:** requires at least 6 characters, including at least one letter and one number

**Strong:** requires at least 6 characters, including at least one letter, one number, and one symbol.

The password may not contain any of the following characters: ` ` " ; / &

Once you upload your students, you will be redirected to a screen where you can print the log in credentials.

*Note: To adhere to COPPA, the option to print the student information is **only available immediately after creating the account.***

**Admin**

My Classrooms My Teachers My Students My Account

✓ You have successfully added 3 subscriptions to Fab@School Maker Studio.

Select the students for whom you would like to print login information. [Print Login Instructions](#)

	First Name	Last Name	Username
<input type="checkbox"/>	first	student	sample1
<input type="checkbox"/>	second	student	sample2
<input type="checkbox"/>	third	student	sample3

[Close](#)

### Assign Students to Classrooms

To see the full list of students, from the **My Students** page, filter students by: All

To view students, not attached to a classroom select **Detached**.

To view students, attached to a classroom select **Attached**.

To delete a student select the student name and click Delete. This will delete a student from the entire program.

**Admin**

My Classrooms My Teachers My Students My Account

Search...  Teachers  Students  Classrooms  ?

Filter students by:  Attached  Detached  All

[Delete](#) [Grade Level](#) [Add Students](#)

	First Name	Last Name	Username	Classes
<input type="checkbox"/>	third	student	sample3	
<input type="checkbox"/>	second	student	sample2	
<input type="checkbox"/>	first	student	sample1	

[Choose Demographics](#)

Click the edit tool to open the page to modify student account information.

### Student Information

First Name  Last Name

Username

Change user password

Classes +

x

Cancel Save

From here you can add students to classrooms.

Student accounts can also be added to already created classroom accounts from the **My Classroom** tab. To do this, select the class name.

**Admin**

My Classrooms My Teachers My Students My Account

Search...   Teachers  Students  Classrooms ?

Delete + Add Existing Class + Add Class

	Class Name	Teachers	Class size	Room Number	Subject
<input type="checkbox"/>	Period 1	Teacher Sample1	1	206	Math
<input type="checkbox"/>	Period 2	Teacher Sample2	0	244	History

Choose Demographics

This will direct you where you can modify the classroom information and access student accounts linked to this classroom.

**Admin**

My Classrooms My Teachers My Students My Account

Back Period 1

Search...   Teachers  Students  Classrooms ?

Remove Add Students

	Username	Class	First Name	Last Name	
<input type="checkbox"/>	sample 3	Period 1	third	student	

To add students to this classroom, simply select **Add Students** and follow the directions listed above for uploading students. Students can also be removed from the classroom at this stage.

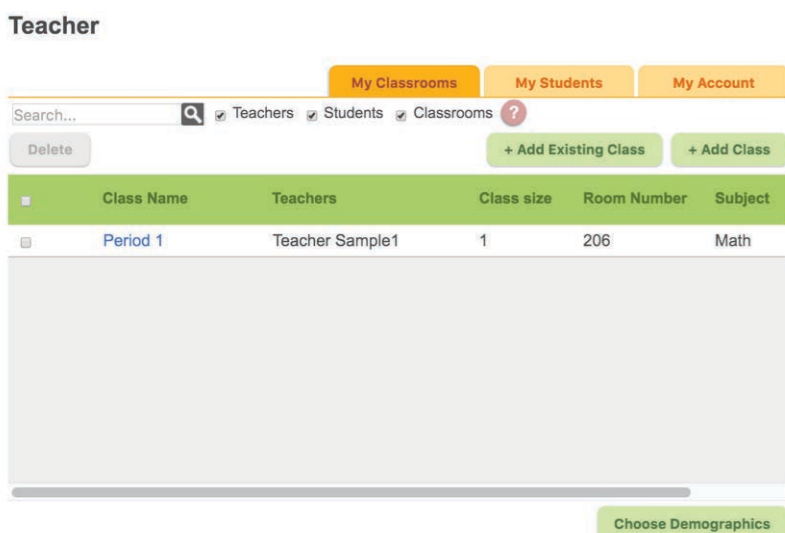
## Teacher Account

Once a teacher account is created by an admin level user, login instructions can be emailed to the teacher or printed. If the admin level user opts to email the login instructions, an email from makerstudio@fablevisionlearning.com will be sent to the teacher. After successfully logging into the dashboard, teachers can manage their classrooms and create student accounts. Teachers or admin level users can create student accounts. Teachers are responsible for distributing login credentials to each student.

Teachers access their account at products.fablevisionlearning.com. Once logged into their account the teacher can either navigate to view a specific product site or Manage Account.



If the admin has created classrooms and added students for the teacher, these accounts will already be in the dashboard. The teacher can also create classrooms and add student accounts with the allotted subscriptions provided by the admin.



To check your subscriptions, select the **My Account** tab.

**Teacher**

[My Classrooms](#) [My Students](#) [My Account](#)

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My unused subscriptions: 8  
Subscriptions expire: 2-8-2017 [Extend Subscription](#)

Change My Password

[Change Password](#)

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Change My Username

[Change Username](#)

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Change My Email

[Change Email](#)

To create classrooms and add students, please follow the steps listed above.

Users with a teacher and/or admin account can access the online programs with the same username and password uses to access the teacher dashboard.

### **Additional Support**

A member of the FableVision Learning team is here to help you in the account creation process. For support please email [techsupport@fablevisionlearning.com](mailto:techsupport@fablevisionlearning.com).