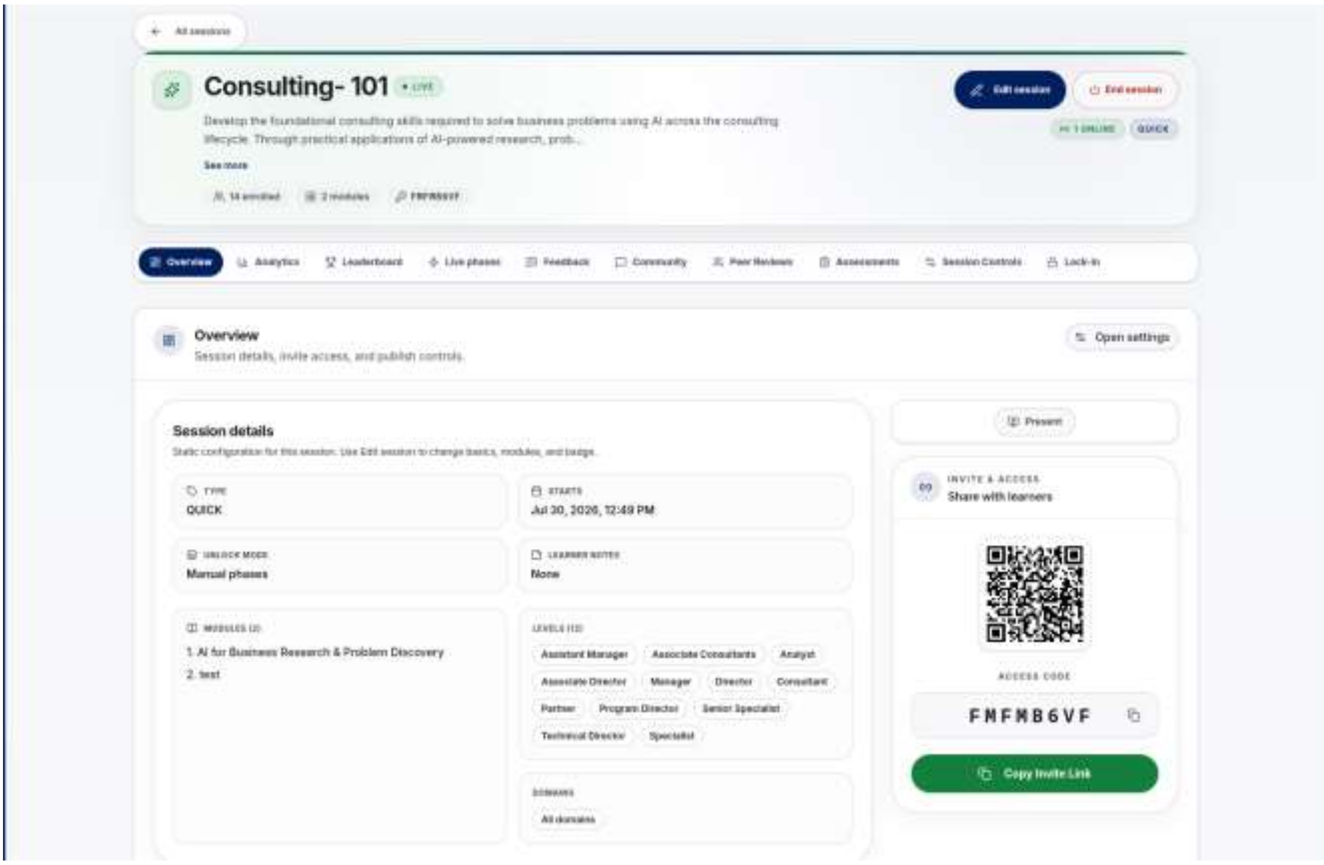
Educator Guide: Managing an Active Session

Once you have built and launched a Session, you gain access to the **Session Dashboard**. This is your command center for tracking, facilitating, and managing the live learning experience.

The dashboard provides a suite of powerful tools categorized into distinct tabs. This guide details exactly how each feature works mechanically and how you can use them to drive a successful session.



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1. High-Level Insights

These tabs are designed to give you immediate, actionable data on the health of your session.

Overview

- **How it works**: This is your mission control. It aggregates real-time data from across the session into a single dashboard.
- **What you can do**: You can instantly see the total number of active learners, the average completion percentage of the cohort, and recent alerts. It also provides "quick action" buttons, allowing you to jump directly into grading or live facilitation without digging through menus.

Analytics

- **How it works**: The Analytics engine tracks granular telemetry data as learners progress through the phases.
- **What you can do**: You can view time-spent metrics (e.g., *Are learners spending 5 minutes or 30 minutes in the Sandbox?*), identify drop-off points, and analyze success rates on specific activity tasks. This allows you to identify struggling learners early and intervene, or adjust future curriculum if a specific module is too difficult.

2. Learner Engagement & Gamification

Keeping learners engaged is critical, especially in self-paced or highly technical sessions.

Leaderboard

- **How it works**: The Leaderboard gamifies the learning experience by assigning points for successful actions. Points are automatically calculated based on accuracy in MCQs, AI evaluation scores on prompts, and completion speed.
- **What you can do**: You can use this view to publicly (or privately) recognize top performers. The competitive aspect encourages learners to try harder on their prompt engineering tasks to beat the AI rubric and climb the ranks.

Community

- **How it works**: This acts as the built-in social network for your session. It is a persistent discussion board tied directly to the learning pathway.
- **What you can do**: Learners can ask questions when they get stuck in a Sandbox, share successful prompt outputs, and interact with peers. As the educator, you can pin important announcements, answer questions publicly, and foster collaborative learning.

Feedback

- **How it works**: The system automatically prompts learners for feedback upon completing modules or the entire session.
- **What you can do**: You can review quantitative (star ratings) and qualitative (written text) feedback to understand the learner's perspective. Did they find the Pre-read too long? Was the Sandbox activity too complex? This tab aggregates that data for you.

3. Facilitation & Evaluation

These tabs are the core of synchronous, live instruction. They give you the power to pace the room and evaluate qualitative work.

Live phases

- **How it works**: If your session is configured to "Manual Unlock" mode, the Live Phases tab becomes your remote control.
- **What you can do**: During a live Zoom or in-person workshop, you can keep learners locked into the "Pre-read" or "Meet" phase while you lecture. Once you are done speaking, you simply click "Unlock Sandbox" from this tab. The system instantly updates every learner's screen in real-time, allowing them to proceed to the activity.

Peer Reviews

- **How it works**: Peer review is a multi-step automated process. First, a learner submits an Activity Task (like a prompt chain). Second, the AI evaluates and scores it. Third, the system automatically pairs that learner with a peer. Fourth, the peers grade each other's work based on a rubric you provided.
- **What you can do**: From this tab, you monitor the entire lifecycle. You can see who is paired with whom, read the peer feedback being given, ensure interactions are constructive, and manually override a peer grade if you disagree with their assessment.

Assessments

- **How it works**: This tab isolates all graded, formal knowledge checks (like True/False or MCQ tasks) away from standard Sandbox activities. It specifically tracks learner progress from the beginning to the end of the session.
- **What you can do**: View individual learner scorecards or aggregate cohort data. The platform allows you to explicitly track knowledge growth by comparing two distinct milestones:
  - **Baseline Assessment**: Administered at the very beginning of the session. This captures the learners' existing knowledge before any instruction takes place.
  - **Endline Assessment**: Administered at the conclusion of the session. You compare these results against the baseline to measure total knowledge gained and validate the effectiveness of your curriculum.

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4. Administrative Controls

These tabs handle the backend logistics, security, and focus of your session.

Session Controls

- **How it works**: A centralized settings menu for the active session.
- **What you can do**: You can change the session's metadata (Name, Description), adjust the maximum capacity, toggle the session from "Private" to "Open to Public", or completely change the pacing structure (e.g., switching from "Manual Unlock" to "Progression" mode halfway through the course).

Lock-in

- **How it works**: A strict focus mechanism designed for high-stakes assessments or timed workshops.
- **What you can do**: When you activate Lock-in mode, learners are restricted to their current screen. They cannot navigate backward to view previous modules, access the Community tab, or view the Leaderboard. This ensures strict focus on the active task and minimizes distraction or cheating during an Assessment phase.