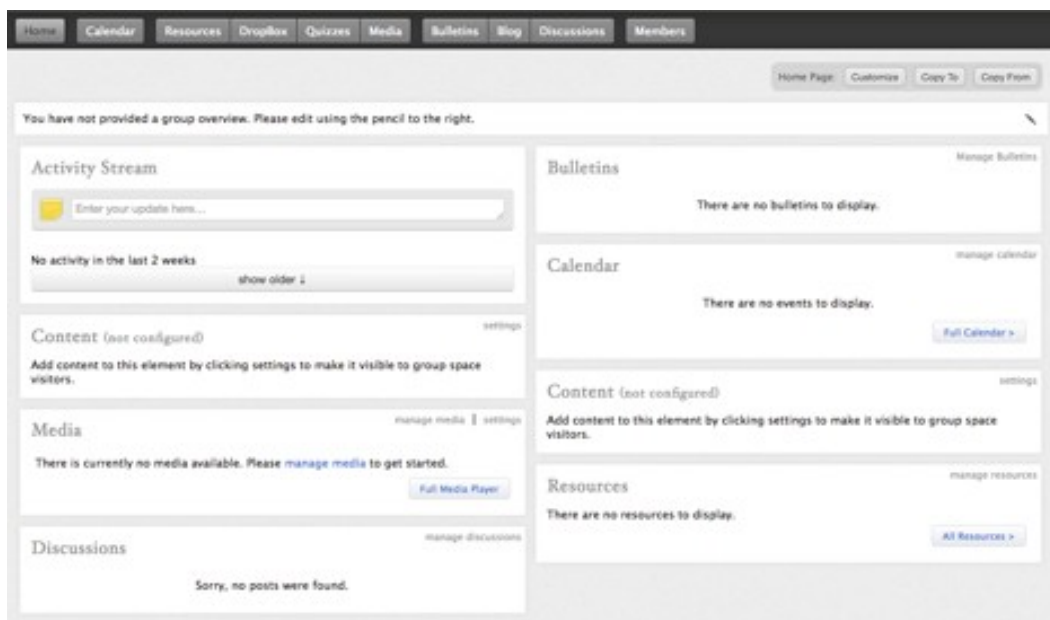# My Bloomfield Staff User Quick Guide

What is My Bloomfield? My Bloomfield is the one-stop-shop for families, students, staff, and alumni. My Bloomfield will continue to grow over the next few years, gathering more services and software in one place.

- **Groups Dashboard:** Your groups (classes) collect here. You will use the drop-down menu to select the specific class you'd like to organize or edit.
- **Activity Stream:** All of the recent updates for your groups collect here. You can also use this stream to post an update to a single group or multiple groups.
- **Discussions:** This is the space for you to dialogue with your students, colleagues, and others. Each discussion board houses topics and you can select any topics you'd like.
- **Calendar & Assignments:** Use the calendar and assignments to keep track of your class all year. You can also use the calendar to view the other assignments your students may be tasked with in the coming days/weeks.
- **Resources:** Resources keep everything organized that you and your students will need. We suggest organizing your resources into folders. The folders can be organized by unit, subject, or any other method.
- **Emailing Families:** Through the system, you are able to email individuals in your roster or groups of people from your class roster(s).

Initial Setup for My Bloomfield

1. To begin, login to My Bloomfield by visiting **www.bloomfield.org/login** and entering your normal work login that you use to access your computer/email.
2. You will see your name in the top left corner of the homepage. Next to your name, you'll see "Groups Dashboard". Clicking on "Groups Dashboard" will take you to the landing page for all of the groups. This dashboard will populate with activities and information.
3. Click on the classes button and navigate to the class you'd like to edit.
4. **Add Overview:** Select the pencil icon in the box that says "You have not provided an overview..." Type a welcome message and overview of your class, or provide a link to your class page (Moodle, Google Classroom, etc.).
5. **Add Calendar Items:** Put assignments, tests, field trips, etc. on the calendar
6. **Add Resource Folder:** Add at least one resource folder with a few resources
7. **Start Discussion Topic:** Start at least one discussion topic.
8. From here, you can continue to customize your class page(s) using the features listed above.