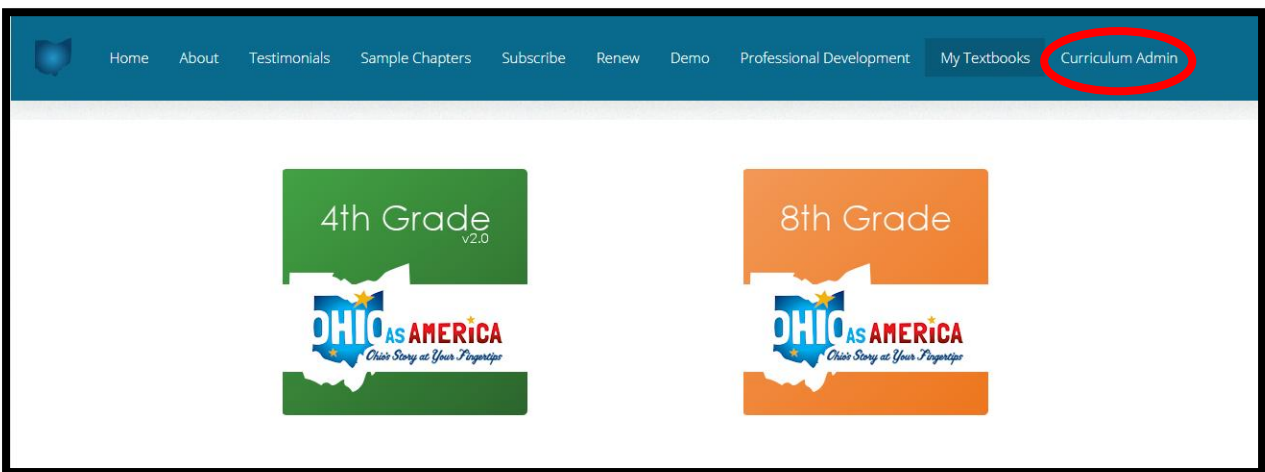




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Navigation Guide-Curriculum Coordinator Tools

1. As an administrator or curriculum coordinator, you are granted access to the curriculum tools once you have notified the Ohio as America team that you would like control over all teacher and student accounts. Once you log in to the textbook an additional tab, Curriculum Admin, will appear in your top navigation bar.



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- 2. The **Curriculum Tools** allow you to maintain teacher, student, section and enrollment data for your school. To maintain this data, you must upload .CSV files containing specific information. Templates have been provided to assist with data entry.

The screenshot shows the 'Curriculum Admin' interface. The main content area is titled 'Data Upload & Maintenance'. It includes a table with columns for 'Last Uploaded' and 'Status'. The table lists four steps: STEP 1: TEACHERS, STEP 2: STUDENTS, STEP 3: SECTIONS, and STEP 4: ENROLLMENTS. A red circle highlights the 'Download Sample CSV' section in the left sidebar, which contains four buttons: Teachers CSV File, Students CSV File, Sections CSV File, and Enrollments CSV File.

	Last Uploaded	Status
STEP 1: TEACHERS	No data / not uploaded	0 Errors
STEP 2: STUDENTS	2017-07-28 10:20:26	0 Errors
STEP 3: SECTIONS	2017-07-28 10:28:33	0 Errors
STEP 4: ENROLLMENTS	No data / not uploaded	0 Errors



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3. The first upload required is for **Teachers**. All fields marked by ** are required. If the file is in the wrong format it will not be uploaded. Below are a few additional notes:
 - a. If a username is left blank, the username is auto-generated. If an E is entered, the username becomes the email
 - b. If a password is left blank, the password is set to the same as the username
 - c. If the email is left blank, an email is auto-generated but it will not be a functioning email
 - d. Teachers can have the same password
 - e. Teachers must have a unique username

A	B	C	D	E	F	G
Subscription ID (BLANK)	Teacher ID (BLANK)	Last**	First**	Email**	Username (E=Email, Blank = Auto Assign)	Password**
		102 Harris	Leslie	lh@teacher.com		leslie
		105 Gander	Rhonda	rg@teacher.com		rhonda
		102 Graham	Stewert	sg@teacher.com		stewert

4. The second upload required is for **Students**. All fields marked by ** are required. If the file is in the wrong format it will not be uploaded. Below are a few additional notes:
 - a. If a username is left blank, the username is auto-generated. If an E is entered, the username becomes the email
 - b. If a password is left blank, the password is set to the same as the username
 - c. If the email is left blank, an email is auto-generated but it will not be a functioning email
 - d. Students can have the same password
 - e. Students must have a unique username

A	B	C	D	E	F	G	H
Subscription ID	Student ID**	Last Name**	First Name**	Grade**	Email**	Username (Leave blank or enter "E" to use email address)	Password**
	108-100	Ford	Fernando	4	mford@school.com		ford
	108-101	Toyota	Terri	4	ttoyota@here.now		toyota
	108-102	Chevy	Cherrie	4	cherrie@chevy.com		chevy



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5. The third upload required is for **Sections**. All fields marked by ** are required. If the file is in the wrong format it will not be uploaded.

A	B	C	D	E	F
SUBSCRIPTION_ID	SECTION_ID**	TEACHER_ID**	SECTION_NAME**	GRADE	COURSE_NAME
	history-4-a	102	4th Grade History Section A	4	Ohio History
	history-4-b	102	4th Grade History Section B	4	Ohio History
	history-8	105	8th Grade History	8	American History

6. The final upload required is for **Enrollment**. All fields marked by ** are required. If the file is in the wrong format it will not be uploaded.

A	B	C
SUBSCRIPTION_ID	SECTION_ID**	STUDENT_ID**
	history-4-a	108-100
	history-4-a	108-101
	history-4-b	108-102



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7. To upload the .CSV files, click on the file you are uploading data for and select the appropriate file. Once a file has finished uploading it will show 100% and indicate

Curriculum Admin

Data Upload
Browse Data
CSV Help

Download Sample CSV

Download sample CSV files to see how the CSVs are organized. Please be certain columns marked as REQUIRED are populated.

- Teachers CSV File
- Students CSV File
- Sections CSV File
- Enrollments CSV File

Data Upload & Maintenance

Use this tool to maintain teacher, student, section and enrollment data for your school. To maintain this data you must upload CSV files containing specific information. Please see the help information located at the bottom of this page for more information about the CSV file format.

	Last Uploaded	Status
STEP 1: TEACHERS	No data / not uploaded	0 Errors
STEP 2: STUDENTS	2017-07-28 10:20:26	0 Errors
STEP 3: SECTIONS	2017-07-28 10:28:33	0 Errors
STEP 4: ENROLLMENTS	No data / not uploaded	0 Errors

CSV Upload Errors

Error details and your uploaded data can be previewed on the [Browse Data](#) page (see left menu).

CSV File Format

There are sample CSV files for download on the left side of this page.

- Required columns are denoted with "*" in the column headings.
- Column headings are assumed so first row cannot contain data.
- Details on errors and uploaded data available on [Browse Data](#) page.



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- If an error is found, you will need to review your .CSV file to ensure you did not miss a required field and all information is in the appropriate format. To receive additional information about your .CSV files click on CSV help in your left navigation bar.

Curriculum Admin

Data Upload

Browse Data

CSV Help

Download Sample CSV

Download sample CSV files to see how the CSVs are organized. Please be certain columns marked as REQUIRED are populated.

[Teachers CSV file](#)

[Students CSV file](#)

[Sections CSV file](#)

[Enrollments CSV file](#)

CSV File Uploads Help

Curriculum Coordinators can manage student and teacher accounts, textbook access and section information via CSV file uploads.

There are four CSV files required before all accounts, sections and access privileges are setup:

- Teachers.csv - Contains teacher information.
- Students.csv - Contains student information.
- Sections.csv - Contains section information for each section assigned to your teachers.
- Enrollments.csv - Contains section enrollment information for students and the various sections they are scheduled for.

CSV files must meet the following requirements:

- All CSV files are "FULL" uploads. In other words, when uploading a CSV file it must contain all the records you wish to upload all at one time. You cannot upload a file containing only a partial set of data.
- CSV files must be saved as a standard quote/comma delimited CSV file.
- CSV files MUST contain the column headings shown in the sample CSV files. If a column heading is missing, mistyped or misordered, the file will not be processed.

CSV Field Definitions:

Teachers	Students	Enrollments	Sections
----------	----------	-------------	----------

Teachers

The teacher upload file must meet the following requirements:

- Must be in standard Excel CSV format.
- Must contain column headings.
- Must contain ALL of your teacher data. Partial uploads may cause one or more teacher accounts to become locked and/or unusable.

A screen capture of a sample CSV is shown below along with a description of what is expected in each column. You will be notified if any errors occur during an upload. An error may cause one or more records in your file to load improperly requiring subsequent uploads. Please use the CSV screen capture and column descriptions below.

	A	B	C	D	E	F	G
1	Subscription_ID	Teacher_ID	Last	First	Email	Username	Password
2		004	Wery	Emily	mary.am@ohiohistory.org	mary.am@oh	!e@ic
3		005	Doi	John	303.1570110@1527000.034		mond
4		002	Wery	Melty	1005@294399.039	E	stevet
5							
6							

[Download Sample Teacher CSV \(teachers.csv\)](#)

Subscription_ID	NOT REQUIRED	This column is used internally and should be left blank.
Teacher_ID	REQUIRED	Teacher ID assigned to each teacher by your student information system. If teachers are not assigned IDs, this should be a unique value for each teacher.
Last_Name / First_Name	REQUIRED	Both the last and first name are required for each teacher.
Email	RECOMMENDED	Teacher's email address. If the teacher does not have an email address or if you prefer not using teacher email accounts, you may leave this column blank. Doing so will cause the system to auto-generate a dummy email account the system can use.
Username	RECOMMENDED	The username you wish to use for this teacher account. If left blank, a username will be auto-generated. If the letter "E" is in this column, the email address will be used as the username. If a username is supplied and is not in use, the supplied username will be assigned. Otherwise, if the username you provide is already used by another user, a new username will be auto-generated for this teacher.
Password	REQUIRED	The password field is required for all users and must be five or more characters.



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9. Once all of your data has been uploaded, you are able to browse it using the Browse Data section. You can browse data by Students, Teachers, Sections and Enrollments.

Curriculum Admin

- Data Upload
- Browse Data**
- CSV Help

Download Sample CSV

Download sample CSV files to see how the CSVs are organized. Please be certain columns marked as REQUIRED are populated.

Teachers CSV File

Home About Testimonials Sample Chapters Subscribe Renew Demo Professional Development My Textbooks Curriculum Admin

Students Teachers Sections Enrollments

3 Student Records

Student ID	First Name	Last Name	Email	Password	Username
1111	Pitt	Brad	bpitt@gmail.com	ohio1803	brad.116
2222	Hepburn	Audrey	ahepburn@gmail.com	ohio1803	audrey.31
3333	Day	Doris	dday@gmail.com	ohio1803	doris.2

10. If you need to make changes to your Teacher, Student, Section or Enrollment information, make the appropriate changes to your .CSV files and re-upload them.



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11. When a teacher logs in and clicks on their Section manager or Students Accounts they will be able to see their student roster but will get the following note: Your curriculum coordinator has uploaded your student rosters and sections for you. Please contact _____ (Administrator Name) if you have questions about your sections and student lists.

The screenshot shows the 'Teacher Tools' sidebar on the left with options: Grades, Section Manager, Student Accounts, and Assessment Configuration. The main content area is titled 'Student Account Manager' and features a red warning box: 'Please Note: Your curriculum coordinator has uploaded your student rosters and sections for you. Please contact Teacher2 at if you have questions about your sections and student lists'. Below the warning is a dropdown menu for 'All Sections' with a 'Select' button. A table displays student account information:

ID	Name	Section	Username	Password	Textbooks
3333	Day Doris	Evening	DorisD	ohio1803	4th



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