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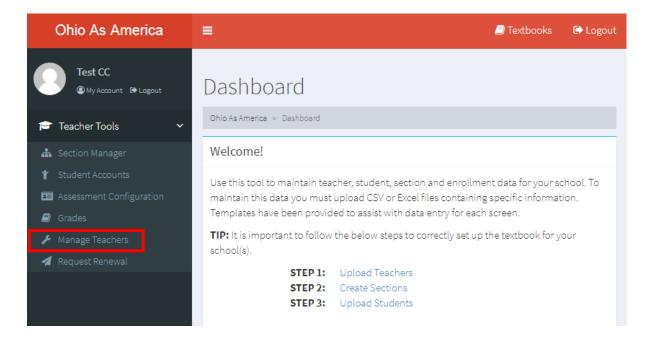
Navigation Guide-Curriculum Coordinator Tools

1. As an administrator or curriculum coordinator, you are granted additional access and permissions to manage teachers as well as act as an administrator to set up sections and students on behalf of teachers in your account. To access the teacher tools, click on the administration icon in the login bar. You must be logged into your account to see this icon.

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2. This will direct you to the administration area for your account. Your profile will be displayed on the left, along with access to the Teacher Tools you have access to: Section Manager, Student Accounts, Assessment Configuration and Grades. *To learn how to use the Assessment Configuration and Grades tools please see the 'Navigation Guide-Grades and Assessment Configuration Tools' located under the About tab in the documents box.* To begin managing your schools, navigate to **Manage Teachers**.

1. The first upload required is for **Teachers**. You may add teachers individually or through the bulk upload tool.

Manage Teachers

Subscriptions / Teachers +

District/ESC:	Avengers	**County:**	Delaware
Primary Contact:	Tina Stark	**Total Teachers:**	20
Billing Contact:	Tony Stark	**Total Students:**	501
Includes Rover	☐		

a New Teacher   Bulk Upload Teachers b

A: Add Individually:

Click the **'New Teacher'** button and a new screen will pop up requiring that you select the School the teacher is associated with, input the Name, Email Address, Password (the user may change this at a later time) and selecting the Type of account (teacher or curriculum coordinator). Click **'Save'** to create this account.

NOTE: Once the teacher account is created, an email is sent to the teacher's email address letting them know, and requesting that they re-set their password.

New Teacher   ✕

School

-- Select --   ▾

Name

Email

Password

Type

-- Select --   ▾

💾 Save   ⊘ Cancel

B: Bulk Upload Tool:

To use the bulk upload tool you must first populate an Excel spreadsheet or CSV file as outlined in the sample below. To add multiple teachers at a time, click on the **'Bulk Upload Teachers'** button. It will open a window with instructions on how to fill out an Excel or CSV file to import your students.

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Upload Teachers

File

Choose File No file chosen **b**

Email

c

Keep Users

Keep Users Not In File **d**

Users that exist on the server will be preserved even if they do not exist in the file you're uploading. To remove users that do not exist in your upload file, select 'remove Users Not In File' in the select box above.

The teacher upload file must meet the following requirements:

1. Must be in standard Excel CSV format
2. Must contain column headings

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
1	School Name	Teacher Name	Teacher Email	Type
2	Example Elementary	Bob Smith	bsmith@example.edu	Teacher
3	Sample Middle School	Nancy Jones	njones@sample.edu	Curriculum Coordinator
4				

Download Sample CSV **a**   **e** 💾 Upload   ⊘ Cancel

a) You may download a sample file to populate. This file contains the proper headers in the first row. Do not change these header names, but do populate the spreadsheet as outlined with the appropriate school name, the teacher's name and the teacher's email associated with the teacher account. Also include Type (teacher or curriculum coordinator)

b) Click to choose the Excel or CSV file you are uploading from your system.

c) To receive a confirmation showing successful or failed account creation, enter your email address here.

d) Choose to either Keep Users Not In File (but already in the system) or Remove Users Not In File (use the file as the new master for all student accounts).

e) Click **'Upload'** when complete.

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2. The second task required is to create <u>at least one</u> **section** (also known as a class or period) for your teachers, or more, if desired. *It is critical that this task is completed prior to importing students.* The Section Manager will allow you to create multiple sections if you need to by clicking the '**+ Show More Sections**' button. You must add a section name (for example, a morning Civics class and an afternoon Civics class). You are unable to delete sections, but you may edit them is required. Once you have added the section, click the green **'Save Sections'** button and they will appear in your saved sections. If you would like one removed, reach out to support@ohioasamerica.org. After you have named the section, click the Save Section button and it will save on the right under Your Saved Sections.

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3. Once you have added sections, you may proceed to add students. To add student accounts, select **Student Accounts** from the left-hand navigation. You may add students individually or through the bulk upload tool.

A: Add Individually:

Click the **'Add Student'** button and a new screen will pop up requiring that input the student's name and pick which Section they are associated with. Click **'Save'** to create this account.

B: Bulk Upload Tool:

To add multiple students at a time, click on the **'Upload Students'** button. It will open a window with instructions on how to fill out an Excel or CSV file to import your students.

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Upload Students ✕

File

Choose File | No file chosen   **b**

Email

c

Keep Users

Keep Users Not In File   **d** ▼

Users that exist on the server will be preserved even if they do not exist in the file you're uploading. To remove users that do not exist in your upload file, select 'remove Users Not In File' in the select box above.

The student upload file must meet the following requirements:

1. Must be in standard Excel CSV format
2. Must contain column headings

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
1	Section ID	Section Name	Student Name	Teacher Email
2	4th-grade-1	Example 4th Grade Class	Bob Smith	bsmith@example.edu
3	8th-period	Sample 8th Period	Nancy Jones	njones@sample.edu
4				

Download Sample CSV   **a**

e 💾 Upload   ⊘ Cancel

a) You may download a sample file to populate. This file contains the proper headers in the first row. Do not change these header names, but do populate the spreadsheet as outlined with the section name created in step 3, the student's name and the teacher's email associated with the teacher account.

b) Click to choose the Excel or CSV file you are uploading from your system.

c) To receive a confirmation showing successful or failed account creation, enter your email address here.

d) Choose to either Keep Users Not In File (but already in the system) or Remove Users Not In File (use the file as the new master for all student accounts).

e) Click **'Upload'** when complete.

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

5. When a teacher logs in and clicks on their Section manager or Students Accounts they will be able to see their student roster!