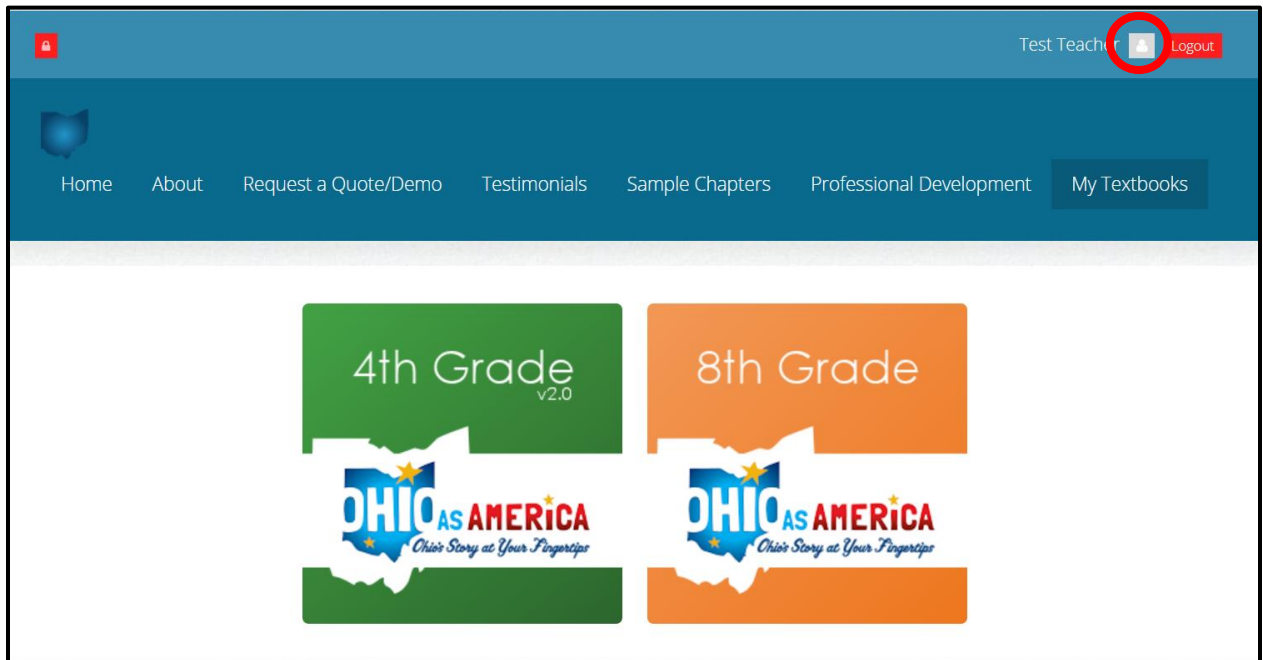




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### Navigation Guide-Section Manager and Student Accounts

1. 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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- This will direct you to the administration area for your classroom. 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 creating your student accounts, click on the **Section Manager**.

Ohio As America

Textbooks Logout

Test Teacher  
My Account Logout

Teacher Tools

Section Manager

Student Accounts

Assessment Configuration

Grades

## Dashboard

Ohio As America > Dashboard

### Welcome!

Use this tool to maintain section, student, assessment and grades for your classroom(s). To maintain this data you must upload CSV or Excel files containing specific information. Templates have been provided to assist with data entry for each screen.

**TIP:** It is important to follow the below steps to correctly complete configuration for your classroom(s).

- STEP 1:** [Create Sections](#)
- STEP 2:** [Upload Students](#)
- STEP 3:** [Configure Assessments](#)
- STEP 4:** [Grades](#)



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3. Create at least one section (or class, or period). *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](mailto: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.

Ohio As America

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### Section Manager

Welcome to the section manager. This is where you create groups that organize students that are used for your gradebook.

Example:

**Section Name**

3-4 pm 8th Grade American History

To Add New Sections:

To add new sections, just enter the section IDs and names in the blanks below and click 'Save Sections' below. Need more blanks? Just click 'Show More Sections.'

**Add New Sections:**

New Section Name

New Section Name

+ Show More Sections Save Sections

**Your Saved Sections**

Section Name	Edit	Delete
10 AM Civics	Edit	Delete
2PM Civics	Edit	Delete
Summer School	Edit	Delete

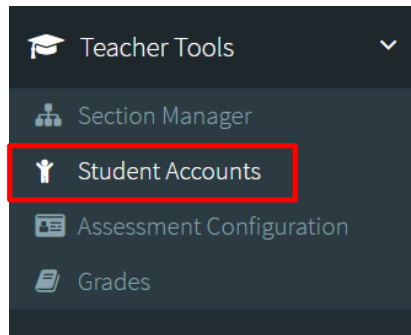


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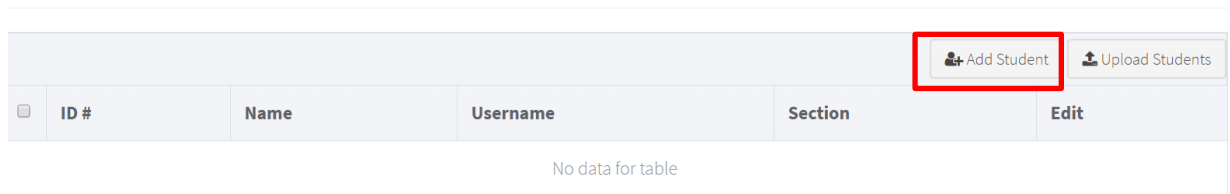


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- Once you have added sections, you may proceed to add students. To add student accounts, select **Student Accounts** from the left-hand navigation.



- There are two ways you can upload students. You can add students one at a time by clicking the **'+ Add Student'** button.



Type in the student's name and choose from the list of pre-defined sections created in step 3. Click the green **'Save'** button to save the student.

New Student

Name  
Sally Lane

Section  
4th Grade AM Civics

Save Cancel



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- Once a student has been successfully added, their information will appear in the students table. The student's username to login will be automatically created and follow the naming convention of: first.last, or whatever was added into the textbox for name, replacing spaces with dots and all text as lowercase. For example:

Sally Lane = sally.lane

SallyLane = sallylane

Note: the global password for ALL students for your school, regardless of teacher or sections, is displayed on this page. Should you require a global password change, please email [support@ohioasamerica.org](mailto:support@ohioasamerica.org) or contact your Curriculum Coordinator.

TIP: If you have more than one section/class, be sure to input your sections prior to uploading students!

**Global Password**  
secret

<input type="checkbox"/>	ID #	Name	Username	Section	Edit
<input type="checkbox"/>	429	Billy Jones	billy.jones	4th Grade AM Civics	<input type="button" value="Edit"/>
<input type="checkbox"/>	430	Sally Lane	sally.lane	4th Grade AM Civics	<input type="button" value="Edit"/>

- 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.

<input type="checkbox"/>	ID #	Name	Username	Section	Edit
<input type="checkbox"/>	429	Billy Jones	billy.jones	4th Grade AM Civics	<input type="button" value="Edit"/>



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- 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.

Upload Students

File:  No file chosen **b** | Email:  **c** | Keep Users:  **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	<b>Section ID</b>	<b>Section Name</b>	<b>Student Name</b>	<b>Teacher Email</b>
2	4th-grade-1	Example 4th Grade Class	Bob Smith	<a href="mailto:bsmith@example.edu">bsmith@example.edu</a>
3	8th-period	Sample 8th Period	Nancy Jones	<a href="mailto:njones@sample.edu">njones@sample.edu</a>
4				

**a**

**e**



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- To edit a student account, you can either click the Edit button to change the student's name or move them to a different section, or make the change on the Excel or .CSV file and re-uploaded it. To permanently delete a student reach out to [support@ohioasamerica.org](mailto:support@ohioasamerica.org).

ID #	Name	Username	Section	Edit
429	Billy Jones	billy.jones	4th Grade AM Civics	<input type="button" value="Edit"/>

Edit Student

**Name**

**Section**



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