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.

2. This will direct you to the administration area for your account. Your profile will be displayed on the left, along with the Teacher Tools: Section Manager, Student Accounts, Assessment Configuration and Grades. To learn more about assessment configuration, please refer to Navigation Guide-Grades and Assessment Configuration Tools located at https://ohioasamerica.org/about in the Documents Box. To begin adding students go to managing your account, navigate to Section Manager (see image on next page).
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. After you have named the section, click the Save Section button and it will save on the right under Your Saved Sections.
4. Once you have added sections, you may proceed to add students. To add student accounts, select **Student Accounts** from the left-hand navigation.

5. There are two ways you can upload students. You can add students one at a time by clicking the ‘+ Add Student’ button (see image on next page).

   ![Image of student account upload](image)

   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.

6. 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 or contact your Account Coordinator.

7. 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.

   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.

8. 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.

9. If you need further assistance check, our Video Tutorial located in the Document Box on our About page (link above) or contact our Help Desk at support@ohioasamerica.org. Our Help Desk is available Monday through Friday from 7 a.m. to 5 p.m.