



support@ohioasamerica.org

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).



800 East 17th Ave. Columbus, OH 43211



support@ohioasamerica.org

The screenshot shows the 'Section Manager' interface. On the left is a dark sidebar with a user profile for 'Test Teacher' and a menu where 'Section Manager' is highlighted with a red box. The main content area has a header 'Section Manager' and a welcome message. Below is an example section with a name '3-4 pm' and '8th Grade American History'. A section titled 'To Add New Sections:' provides instructions and a form with two input fields for 'New Section Name', a '+ Show More Sections' button, and a green 'Save Sections' button. On the right, a table titled 'Your Saved Sections' lists three sections: '10 AM Civics', '2PM Civics', and 'Summer School', each with 'Edit' and 'Delete' buttons.

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**.

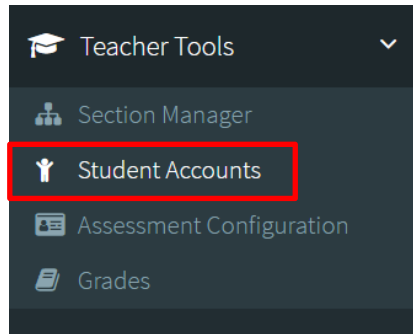


800 East 17th Ave. Columbus, OH 43211



support@ohioasamerica.org

- 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 (see image on next page).

ID #	Name	Username	Section	Edit
No data for table				

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

Section

- 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



800 East 17th Ave. Columbus, OH 43211



support@ohioasamerica.org

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.

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

Global Password
secret

+ Add Student Upload Students

ID #	Name	Username	Section	Edit
429	Billy Jones	billy.jones	4th Grade AM Civics	Edit
430	Sally Lane	sally.lane	4th Grade AM Civics	Edit

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.

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	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				

a **e**

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



800 East 17th Ave. Columbus, OH 43211



support@ohioasamerica.org

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.

The screenshot shows a user interface for managing students. At the top right, there are buttons for "Add Student" and "Upload Students". Below is a table with columns: ID #, Name, Username, Section, and Edit. The first row contains the student "Billy Jones" with ID # 429, username "billy.jones", and section "4th Grade AM Civics". The "Edit" button for this student is highlighted with a red box. A red arrow points from this button to a modal form titled "Edit Student". The form has a "Name" field with "Billy Jones" and a "Section" dropdown menu with "4th Grade AM Civics" selected. At the bottom of the form are "Save" and "Cancel" buttons.

ID #	Name	Username	Section	Edit
429	Billy Jones	billy.jones	4th Grade AM Civics	Edit

Edit Student

Name: Billy Jones

Section: 4th Grade AM Civics

Save Cancel

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.



800 East 17th Ave. Columbus, OH 43211