Adding Staff and Students (Administrator)
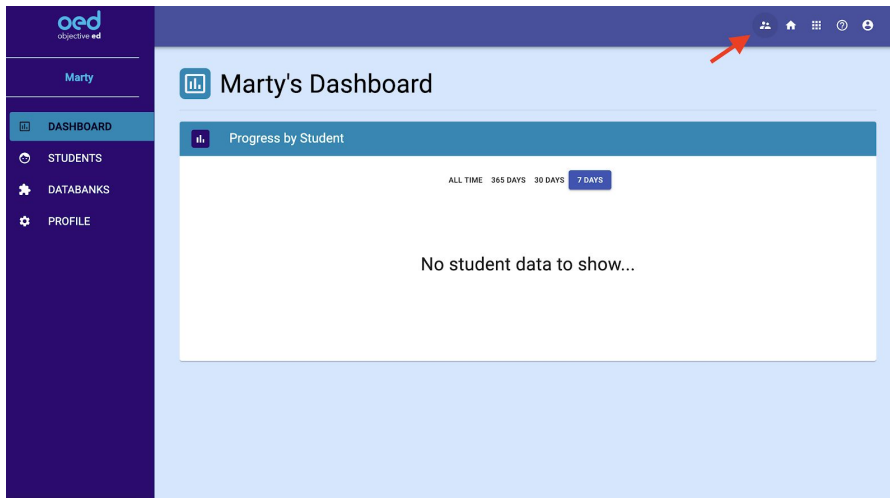
This document will cover how you can add staff and students into your district's account

1. Log in at Platform.ObjectiveEd.com
2. Navigate to your Admin Dashboard by clicking on the icon of two people in the top right of your teacher dashboard.

3. The first tab is the students page, here you can add students to the districts account:
   a. Add Students using the "Add Student Button"
   b. Delete Students by pressing the delete button (Red Trash Can)
   c. Edit Students by pressing the edit button (Pencil Icon)
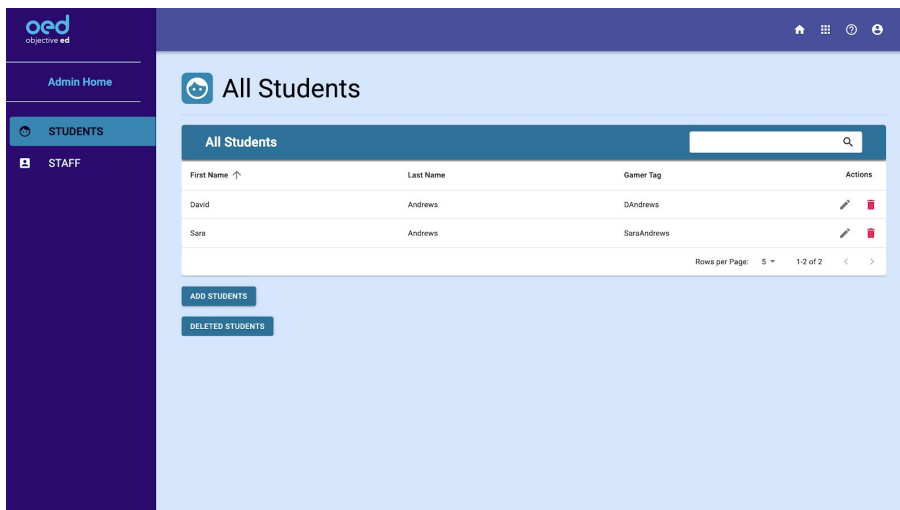
4. The Second Tab is the Staff Page
    a. Here you can add staff members with the "Add Staff Member" button
    b. Delete Staff from your District's Account using the delete button (Red Trash Can)
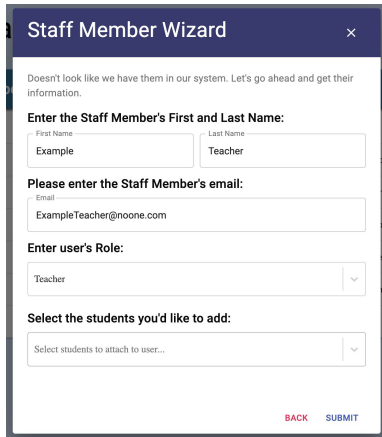   c. And Edit Staff using the edit button (Pencil Icon)
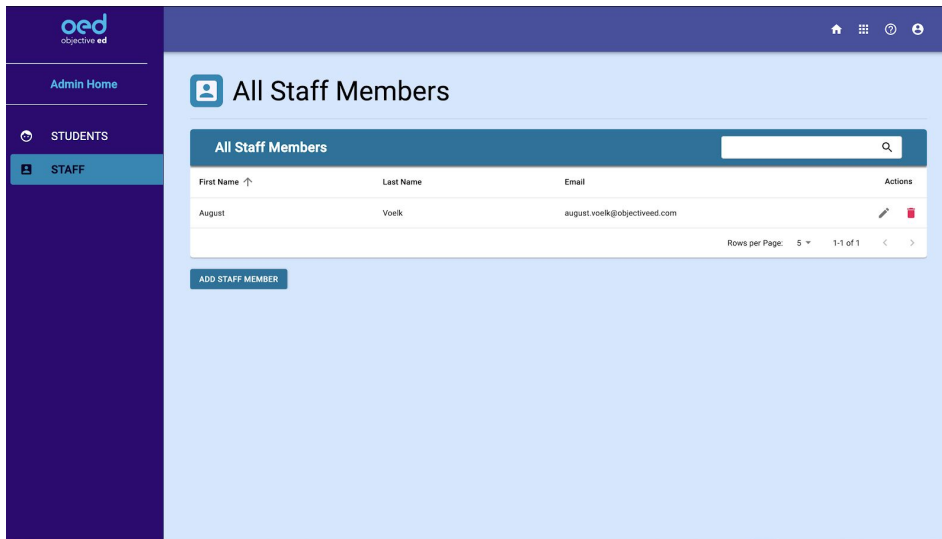
Adding Staff:

1). Click on the "Add Staff Button"

2). Enter in the staff members' email

3). If they are already in the system (this could because they are itinerant and part of another school district, or had previously signed up for ObjectiveEd) assign students to them and press submit. This will add them to your district's account and give them access to your students. This will not remove them from any other account they are a part of.
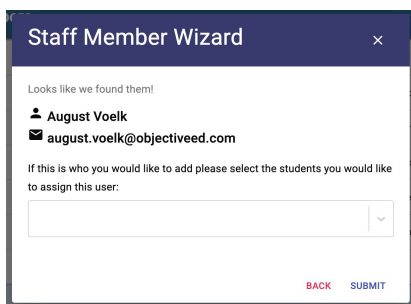
4). If they do not already have an account you will be able to fill out the rest of their information, name, role, and select what students you wish to assign to them.
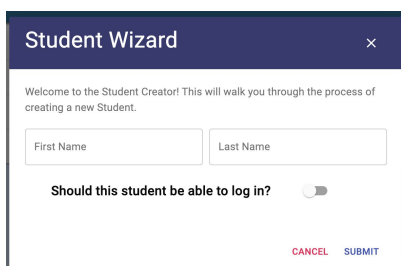

5). When you press "Submit" it will email them asking them to set up a password. They can then log in at Platform.ObjectiveEd.com

a). If they do not receive an email shortly, it may have been blocked by the district's mail filters. Users can request a new password email by going to Platform.ObjectiveEd.com and clicking on "Reset your Password" at the bottom of the page. If you still do not receive a password from us email us at support@ObjectiveEd.com as your IT Department may need to whitelist our domain.

Adding Students:

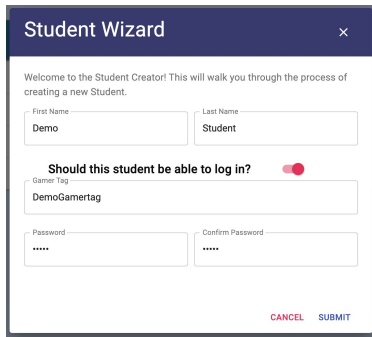1). Click on the "Add Student" button

2). Here you can fill out information about the student (You do not have to use the students real name, you can use any key or indicator that you feel best suits your organization, just make sure that it is unique enough so that no two students within a district are entered/labelled the same way)

3). You can choose to enable login at this stage, this will have you set a "Gamertag" and "Password" for the student, this is what they use to log in to the ObjectiveEd Games Application. We recommend that you do not complete this step as your teachers can always set this up later to whatever they or the student would prefer on the Student's "Profile" page.
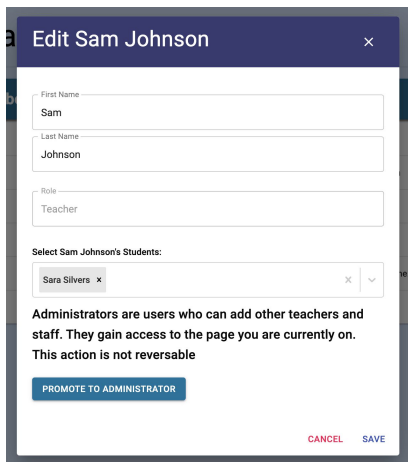

Assigning Students to Staff:

Option 1: When you add a staff member you will have the option of assigning students that have already been added to your districts' account to them

Option 2: If you have already added the staff member and want to assign students to them click on the pencil icon next to their name in the staff table.

Promoting a Teacher to an Administrator:

1). Edit the staff member in the "Staff" page by pressing the pencil icon next to their name

2). Click "Promote to Administrator" this will give them the ability to add staff and students to the district's account

Restoring Deleted Students:

1). Click on "Deleted Students" on the "Students" page

2). This will show you a list of deleted students, from here you can permanently delete, or restore the student.

Restore Students	✕

You can restore or permanently delete students here.

First Name	Last Name	Gamer Tag	Actions
David	Andrews	DAndrews	↻ 🗑

CLOSE