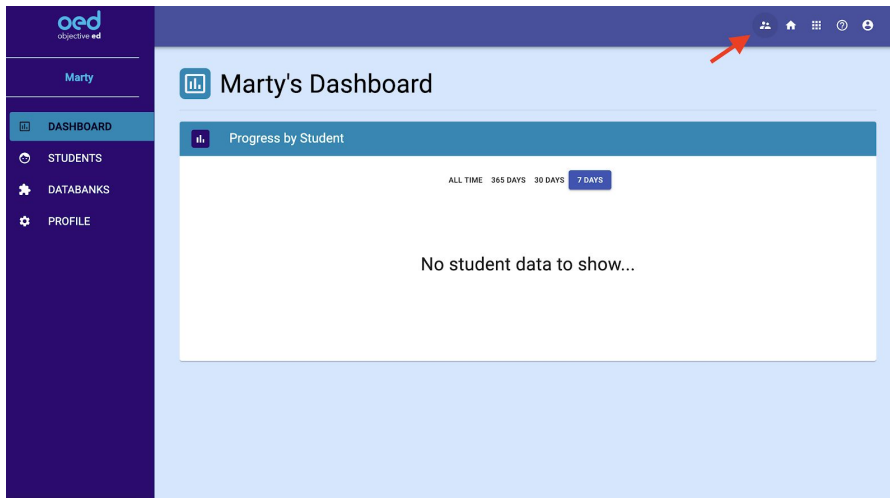


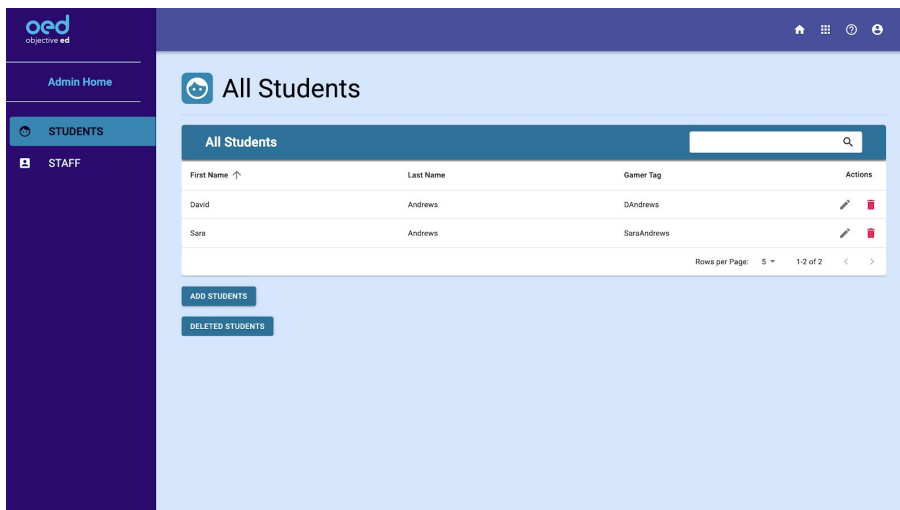
Adding Staff and Students (Administrator)

This document will cover how you can add staff and students into your district's account

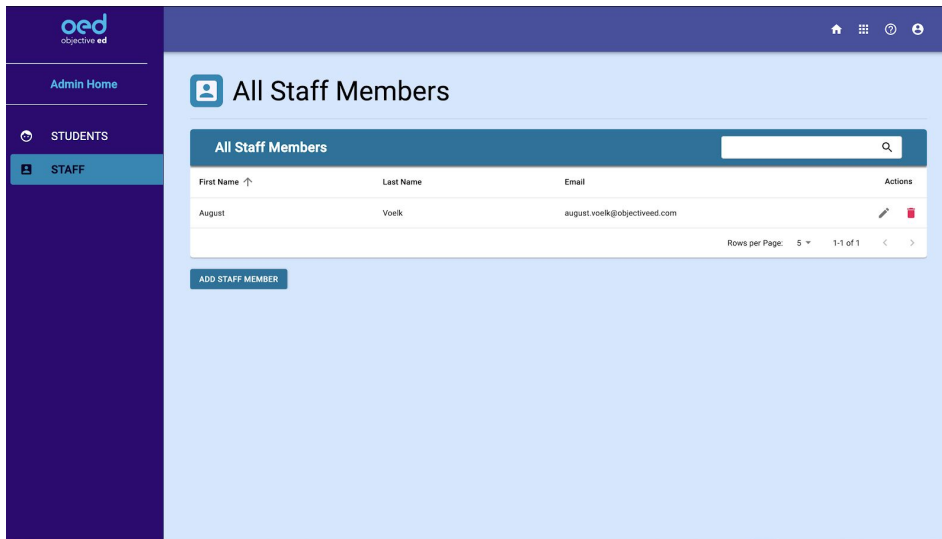
1. [Log in at Platform.ObjectiveEd.com](https://Platform.ObjectiveEd.com)
2. Navigate to your Admin Dashboard by clicking on the icon of two people in the top right of your teacher dashboard.



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)

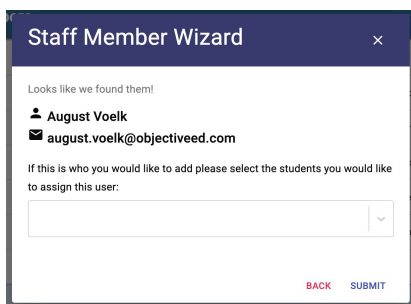


4. The Second Tab is the Staff Page
 - a. Here you can add staff members with the “Add Staff Member” button
 - b. Delete Staff from your District’s Account using the delete button (Red Trash Can)
 - c. And Edit Staff using the edit button (Pencil Icon)

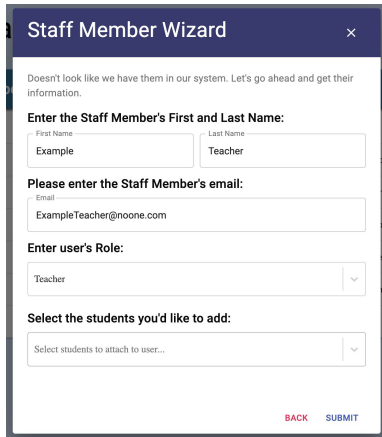


Adding Staff:

- 1). Click on the “Add Staff Button”
- 2). Enter in the staff members’ email
- 3). If they are already in the system (this could be 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.



The screenshot shows a 'Staff Member Wizard' window. It contains the following fields and options:

- Message: "Doesn't look like we have them in our system. Let's go ahead and get their information."
- Section: "Enter the Staff Member's First and Last Name:"
 - First Name: Input field with "Example"
 - Last Name: Input field with "Teacher"
- Section: "Please enter the Staff Member's email:"
 - Email: Input field with "ExampleTeacher@noone.com"
- Section: "Enter user's Role:"
 - Role: Dropdown menu with "Teacher" selected
- Section: "Select the students you'd like to add:"
 - Students: Dropdown menu with "Select students to attach to user..."
- Buttons: "BACK" and "SUBMIT" at the bottom right.

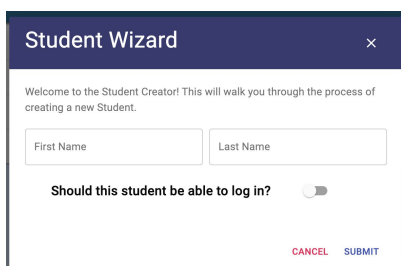
5). When you press "Submit" it will email them asking them to set up a password. They can then log in at Platform.ObjectiveEd.com

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

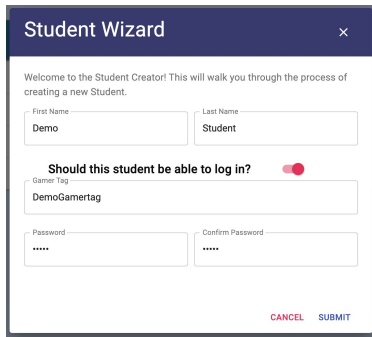
2). Here you can fill out information about the student (You do not have to use the students real name, you can use any key or indicator that you feel best suits your organization, just make sure that it is unique enough so that no two students within a district are entered/labelled the same way)



The screenshot shows a 'Student Wizard' window. It contains the following fields and options:

- Message: "Welcome to the Student Creator! This will walk you through the process of creating a new Student."
- Fields: "First Name" and "Last Name" input fields.
- Section: "Should this student be able to log in?" with a toggle switch.
- Buttons: "CANCEL" and "SUBMIT" at the bottom right.

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.

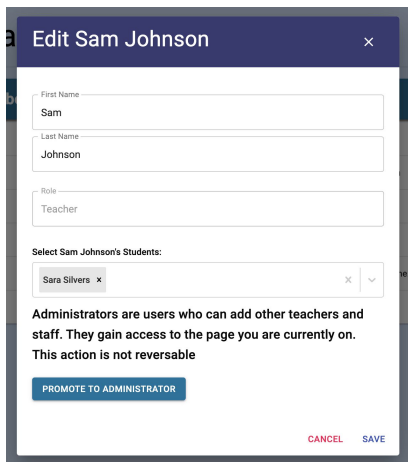


The screenshot shows a modal window titled "Student Wizard" with a close button (X) in the top right corner. The text inside reads: "Welcome to the Student Creator! This will walk you through the process of creating a new Student." Below this are two input fields: "First Name" with the value "Demo" and "Last Name" with the value "Student". A toggle switch is labeled "Should this student be able to log in?" and is currently turned on (red). Below the toggle is a "Gamer Tag" input field with the value "DemoGamertag". At the bottom are "Password" and "Confirm Password" input fields, both containing masked characters (dots). At the very bottom of the modal are two buttons: "CANCEL" and "SUBMIT".

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.



The screenshot shows a modal window titled "Edit Sam Johnson" with a close button (X) in the top right corner. It contains several input fields: "First Name" with "Sam", "Last Name" with "Johnson", and "Role" with "Teacher". Below these is a section titled "Select Sam Johnson's Students:" with a dropdown menu showing "Sara Silvers" and a close button (X). Below the dropdown is a warning message: "Administrators are users who can add other teachers and staff. They gain access to the page you are currently on. This action is not reversable". At the bottom left is a blue button labeled "PROMOTE TO ADMINISTRATOR". At the bottom right are "CANCEL" and "SAVE" buttons.

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.

