School Panel

You can access the School Panel from the left menu

1. **Manage Admins**
   a. Can add or remove who is an administrator at the school. It can only be existing users who can be upgraded to an administrator. There MUST be one administrator so you cannot have zero administrators. Search for the name of an existing teacher to *Add* them as an administrator.

2. **Edit Details**
   a. Can edit the Basic information fields and Primary information fields.
   b. The URL under Basic information MUST be unique amongst ALL schools using eAlpha.

3. **Manage icons and banners**
   a. here you can change the icon that appears in the top banner next to the eAlpha logo.
   b. File format for icon MUST be either .jpg or .png
   c. Choose the file and then select *Upload*

4. **Manage members**
   a. Add new users to the school (teachers or students).
   b. Search for a particular student or teacher using fields username, last name or first name. Can search using partial strings rather than full username etc. You must have chosen either Teachers or Students from the tabs before typing your search criteria.

   c. Change a user's password – *Action – Reset Password*
   d. Remove a user – *Action - Remove*

e. Action – Import or Reimport
   i. Import – to import a new user (teacher/student)
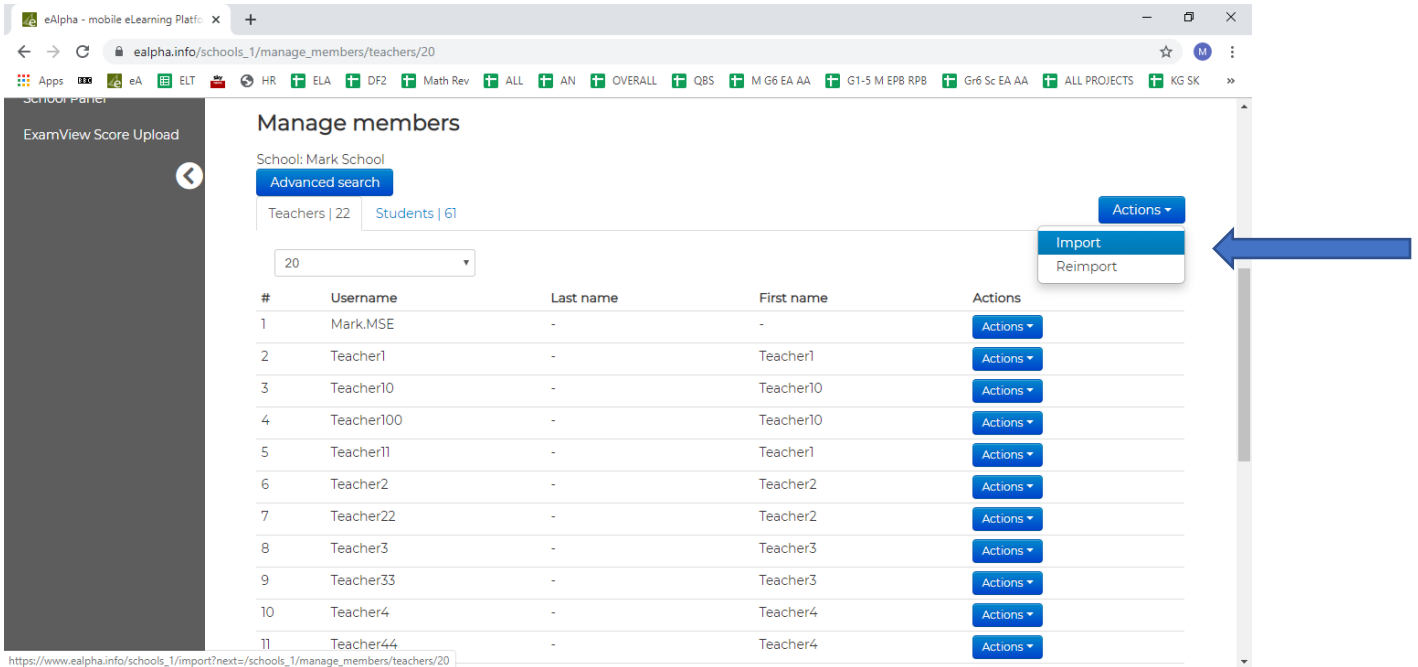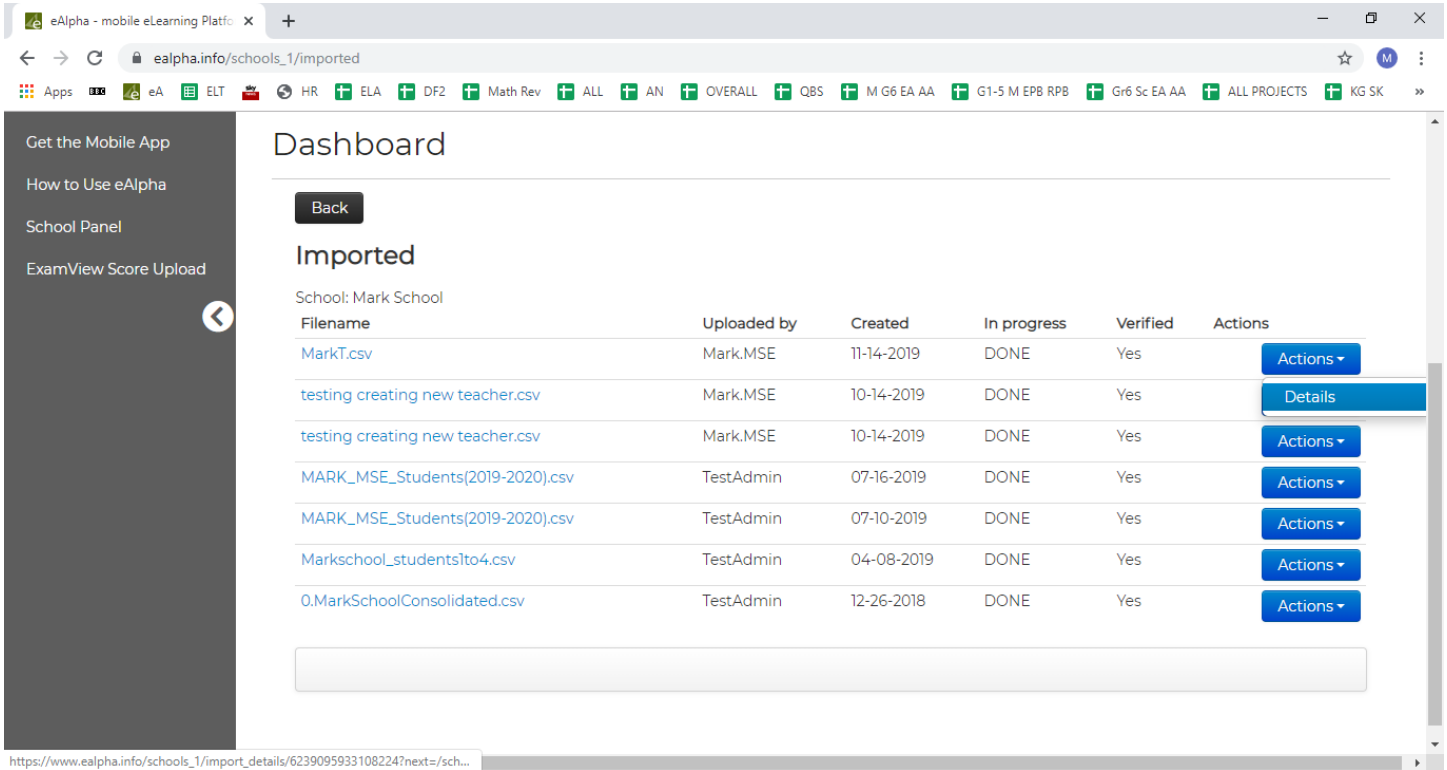

1. Requires CSV file with following fields:
   a. Login (Mandatory); Password(Mandatory); Role [either teacher or student](Mandatory); Surname(Mandatory); Firstname(Mandatory); Email(Mandatory but can be any email address or even a fake one in format xxx.xxx@xxx.com); Class(Mandatory); Gender; Birthdate
   For any missing non mandatory information just leave it blank – in the example below gender and birthdate are not included.
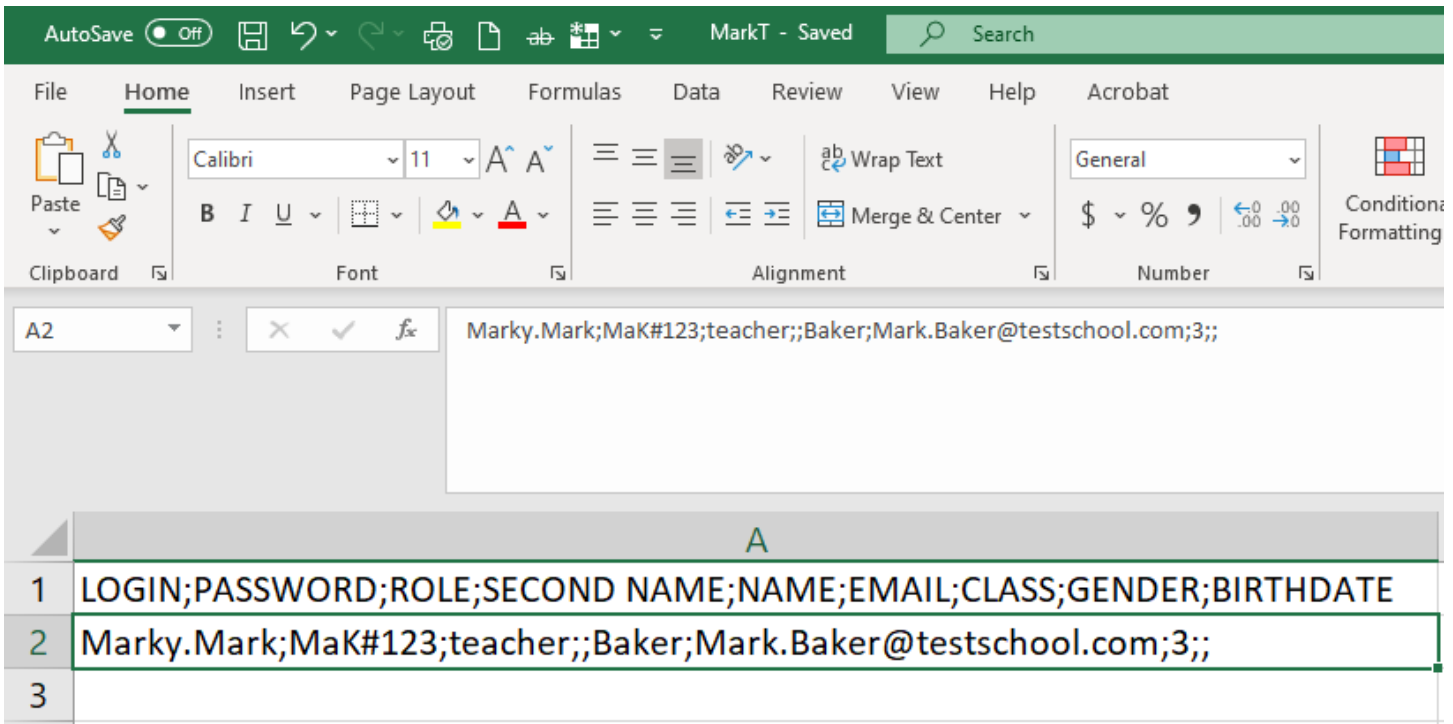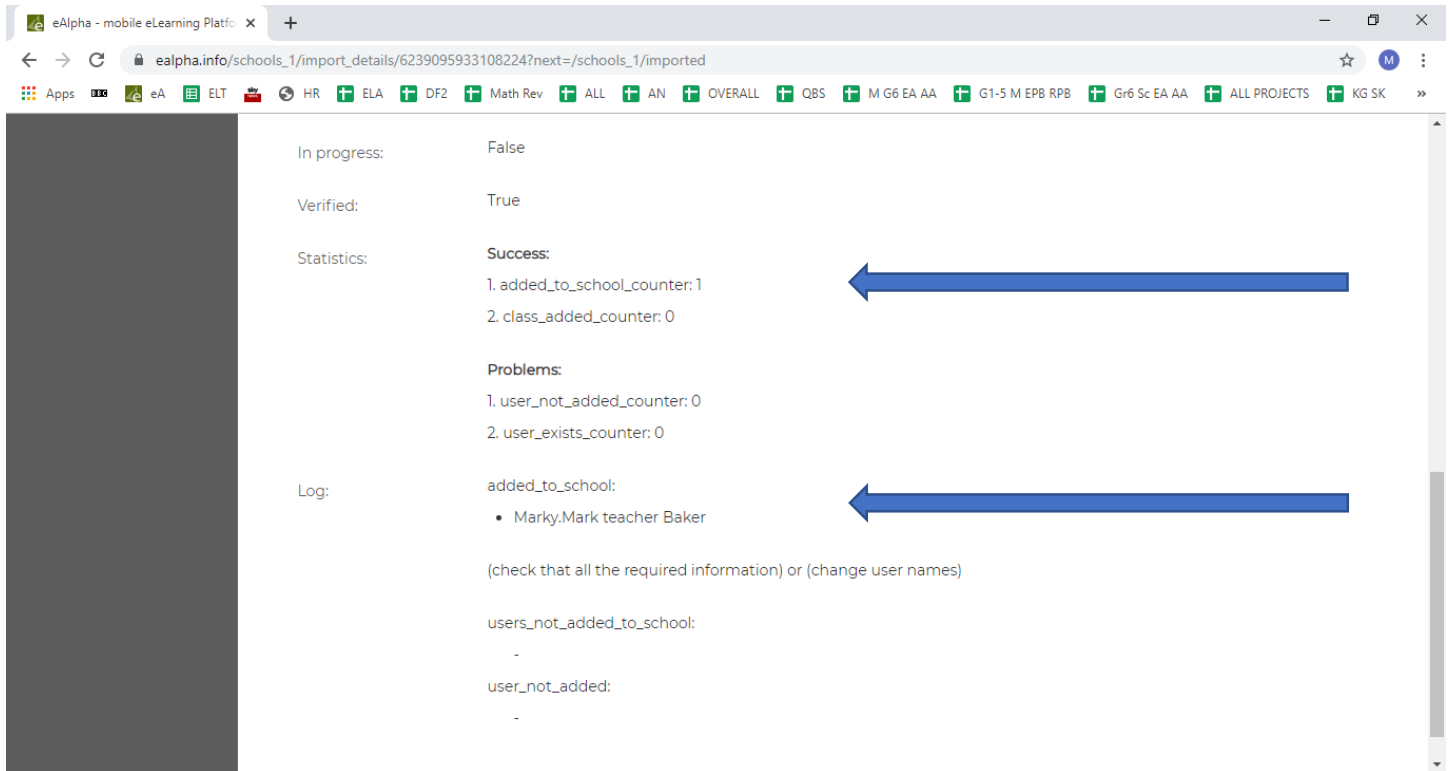
2. After importing CSV file – check status in Verified column. Must say 'yes' to be successful. Click on *Imported* tab
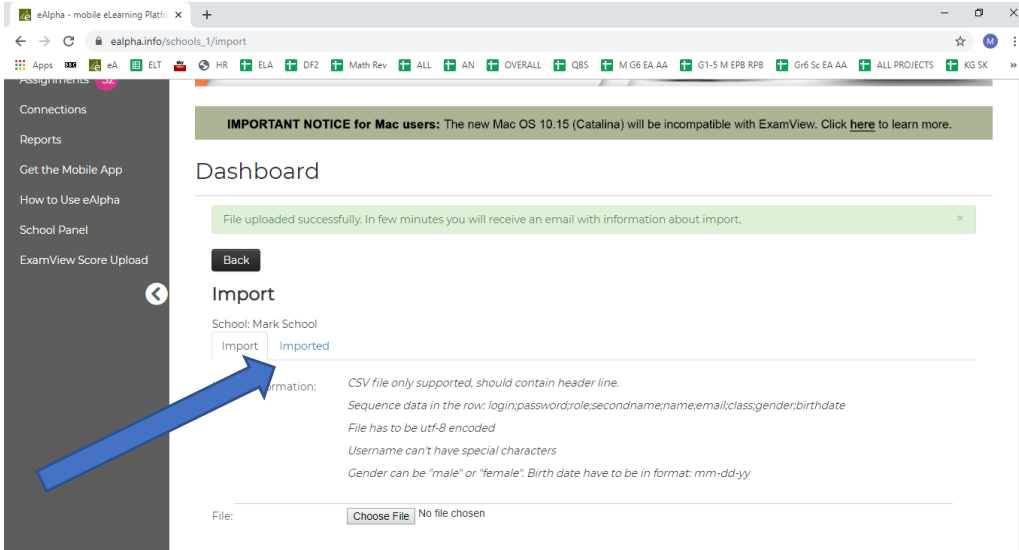
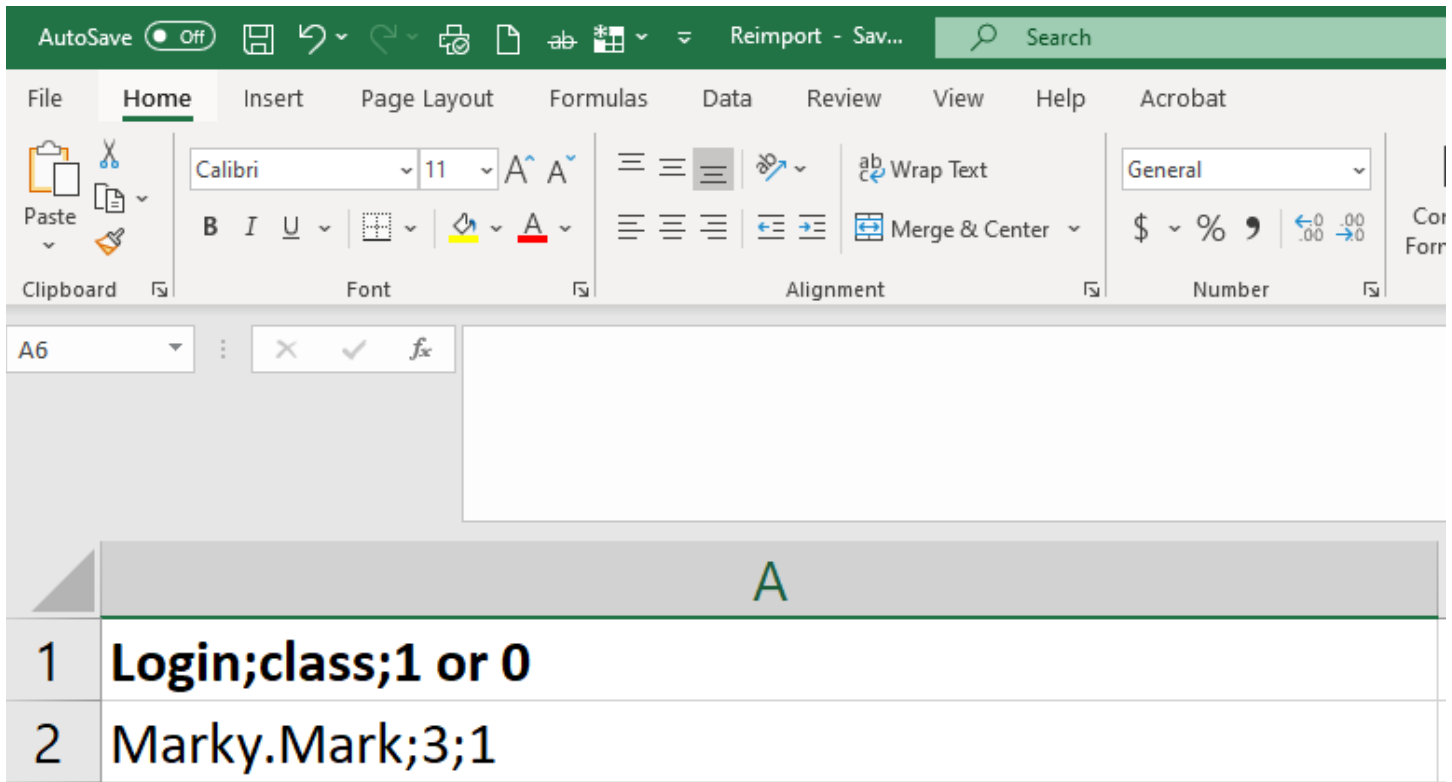3. Find the file you imported – Select *Actions - Details*

4. Scroll down document to see Statistics and then Log
5. Check that the user(s) has been added

In progress: False

Verified: True

Statistics:

Success:

1. added_to_school_counter: 1

2. class_added_counter: 0

Problems:

1. user_not_added_counter: 0

2. user_exists_counter: 0

Log:

added_to_school:

- Marky.Mark teacher Baker

(check that all the required information) or (change user names)

users_not_added_to_school:

-

user_not_added:

-

    ii.   Reimport – to remove user(s) from the school.

          1.   Requires CSV file with following fields, all are mandatory:

               a.   Login;class; 1 or 0 [1 means student/teacher to stay in school, 0 means student or teacher to be removed from school]

A
Login;class;1 or 0
Marky.Mark;3;1

5. Manage classes

a. Edit class name – from *Details* tab

b. Remove students from the class – from *Students* tab – find the student and click *Remove*

c. Add students to a class. – scroll down to *Non Members* then find the student, select and the click *Assign*

d. Add teachers to the class – from *Teachers* tab – scroll down to *Non Members*, find the teacher, select then click *Assign*
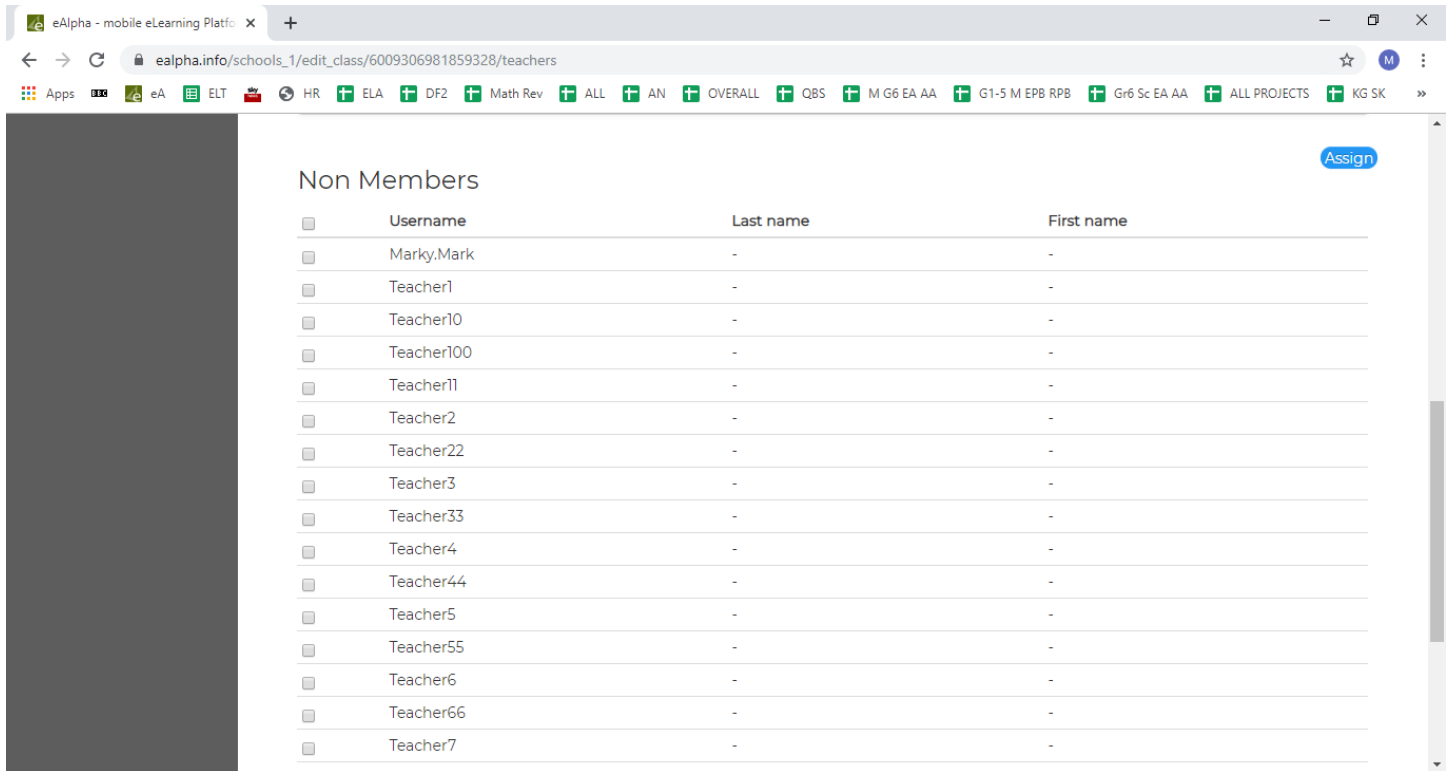
e. Remove teachers from a class – from *Teachers* tab – find the teacher and click *Remove*
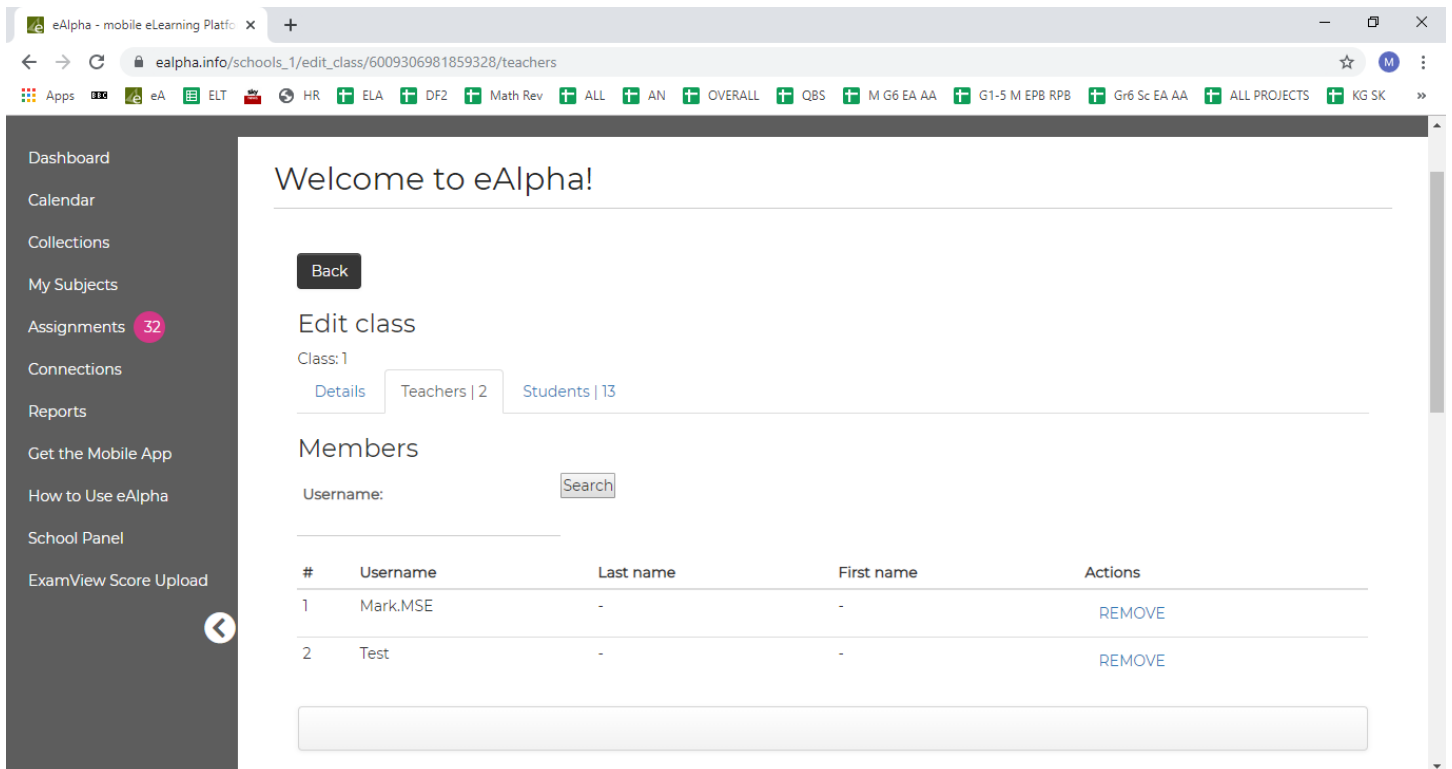
f. NOTE for (a), (c) above – you still need to grant access to relevant courses through access codes (explained later in this document).

6. Manage course licenses
   a. Add students or teachers to courses.

7. Create assignment
   a. An administrator can create an assignment on behalf of any teacher/class at the school.

To Add a new Teacher or Student

1. Create CSV file from point 4(e) above 'Import' and import file and check that verified column says 'Yes' and then click on the filename itself to open up the report on it and check that the user(s) was added successfully.

2. Now teacher is added – need to assign subjects to the teacher.
3. Go to Manage Course licenses
   a. Put in the access code given by IT for that subject/grade – you will see the course details appear next to *Code details*
   b. Select from assignee drop down either:
      i. School class (teacher and all students get access)
      ii. Teacher (select teacher's username)
      iii. Student (select student's username)

c. Click *Assign* button

d. Go to Manage Course Permissions

Upload a CSV file

The CSV file needs to be in the following format

Login;Subject;

(if more than one subject then:

Login;Subject,Subject,Subject;

For example:

Test.ScienceT;Alpha Math;

The list of accepted Subject names are:

Alpha KG Reading (ELA)

Alpha Reading (ELA)

Alpha Literature

Alpha KG Math

Alpha Math

Alpha Science

Pandy and Friends

Super English Reading and Writing (KSA)

Super English Speaking and Listening (KSA)

Super English Phonics (KSA)

Go for English (KSA)

English Leader (KSA)

English Leader (MENA)

Go for English (MENA)

Target English

Target English (LATAM)

Four World into English

So for a teacher with login Test.ScienceT to give them permission to view the Science resources the CSV file would be:
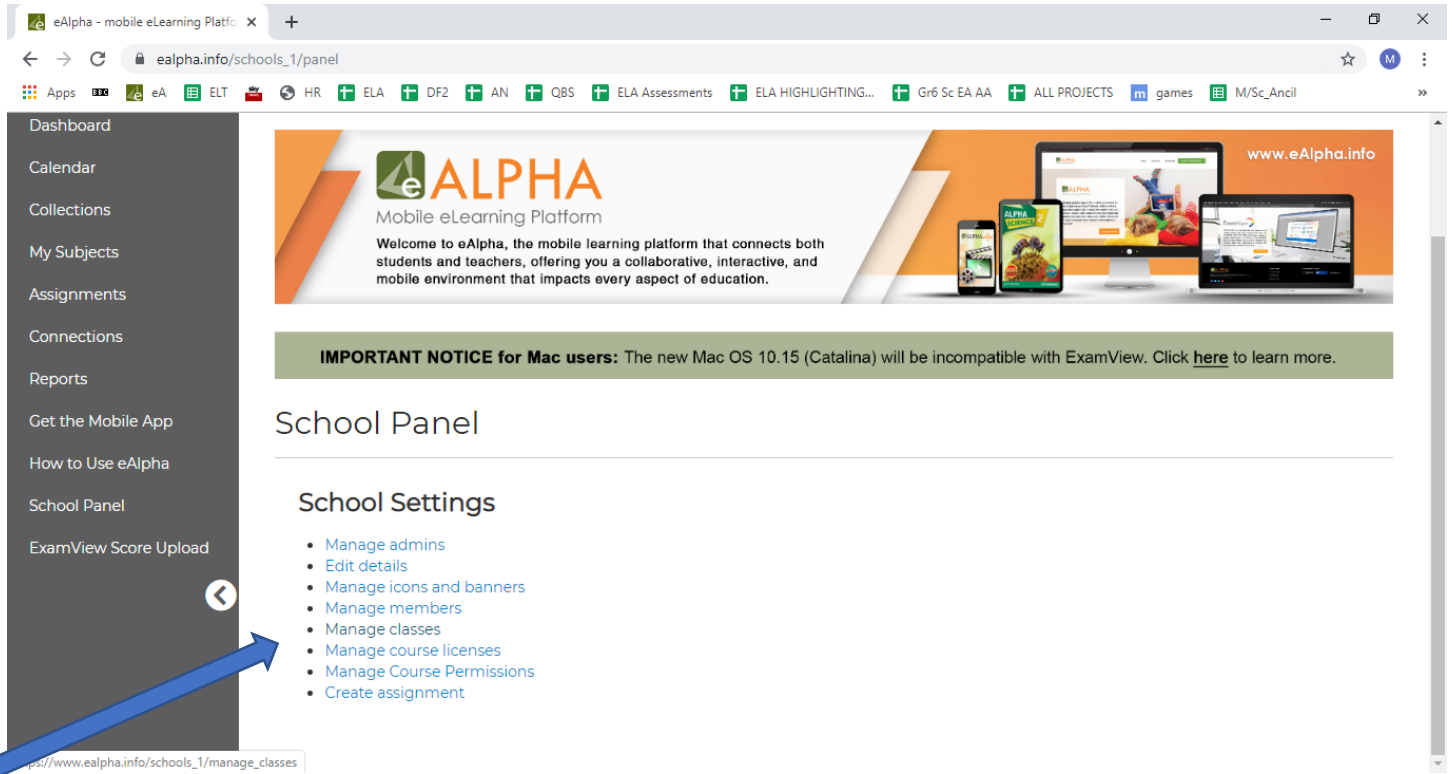
Test.ScienceT;Alpha Science;

Then you Submit the file

There will be a message to say if you are successful or not (if not successful, please review your CSV file in NOTEPAD to double check that there are no extra spaces on the line below the text).
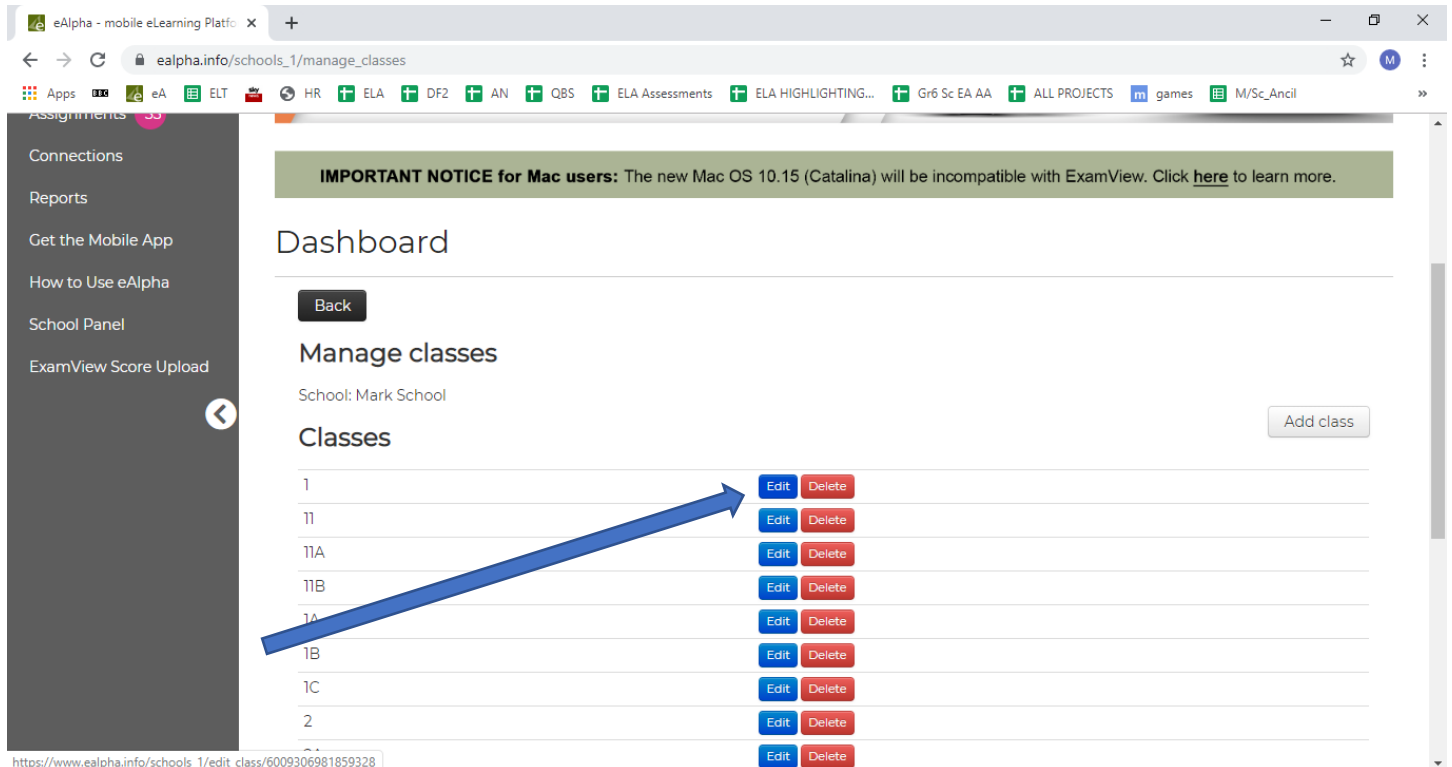
To move a single student/teacher from a class to another

1. Go to *Manage Classes* in the School Panel menu

2. Find the class and select *Edit*

3. Select either the *Teachers* or *Students*

4. Find the teacher or student from the list and select *Remove*.
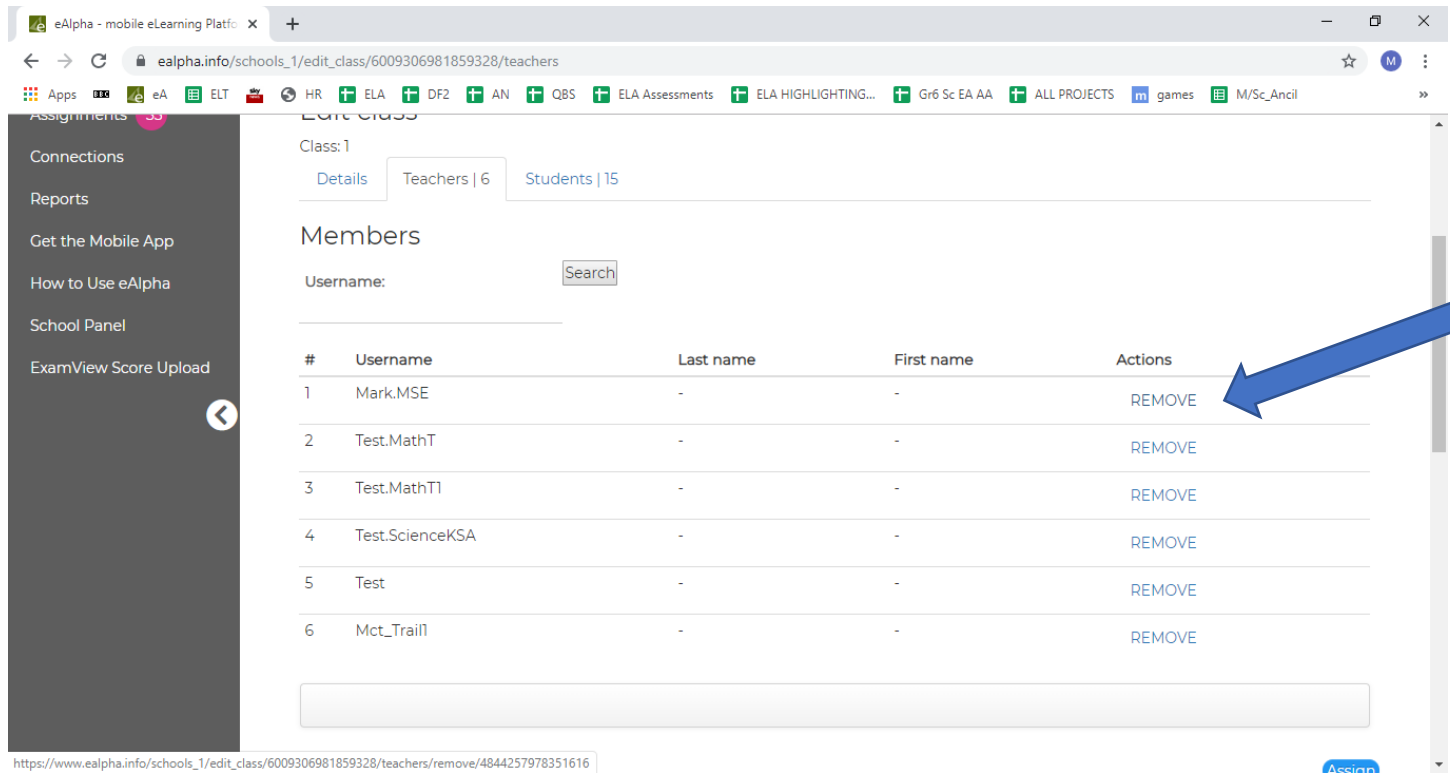
5. Go back to *Manage Classes*.
6. Find the new class you wish to move the teacher or student into.
7. Click *Edit*.
8. Select either the *Teachers* or *Students* tab.

9. Scroll down the page to find the list of *Non Members.*
10. Find the teacher or student you wish to add to the class and check the box next to their name and click on *Assign*.
11. NOTE: The student or teacher moved will still only have access to the same materials as before unless you update their course licenses.

To move many users from one class to another (usually students)

1. Need to Reimport users (point 4.e.ii above p6) and input 0 so students are still in the system but not associated with the school.
2. Again check reimport file for success.
3. Import file (point 4.e.i above p4) with teacher/students associated with new class.
4. Go to Manage Course licenses
   a. Put in the code given by IT for that subject/grade
   b. Select from assignee drop down either:
      i. School class (teacher and all students get access)
      ii. Teacher (select teacher's username)
      iii. Student (select student's username)
   c. Click Assign button