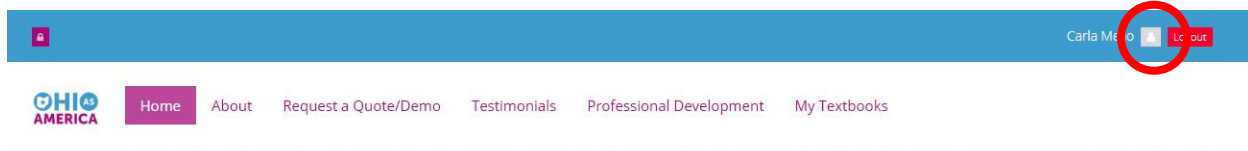




support@ohioasamerica.org

Navigation Guide - Account Coordinator Tools

1. As account coordinator, you are granted additional access and permissions to manage teachers as well as act as an administrator to set up sections and students on behalf of teachers in your account. 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 (see image on next page). 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 student upload and assessment configuration, please refer to 'Navigation Guide-Section Manager and Student Accounts' and 'Navigation Guide-Grades and Assessment Configuration Tools' located at <https://ohioasamerica.org/about> in the Documents Box. To begin managing your account, navigate to **Manage Teachers**.



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Ohio As America

Textbooks Logout

Test CC
My Account Logout

Teacher Tools

- Section Manager
- Student Accounts
- Assessment Configuration
- Grades
- Manage Teachers**
- Request Renewal

Dashboard

Ohio As America > Dashboard

Welcome!

Use this tool to maintain teacher, student, section and enrollment data for your school. To maintain this data you must upload CSV or Excel files containing specific information. Templates have been provided to assist with data entry for each screen.

TIP: It is important to follow the below steps to correctly set up the textbook for your school(s).

- STEP 1:** [Upload Teachers](#)
- STEP 2:** [Create Sections](#)
- STEP 3:** [Upload Students](#)

- The first upload required is for Teachers. You may add teachers individually or through the bulk upload tool.

Manage Teachers

Subscriptions / Teachers +

District/ESC: Avengers	County: Delaware
Primary Contact: Tina Stark	Total Teachers: 20
Billing Contact: Tony Stark	Total Students: 501
Includes Rover: <input type="checkbox"/>	

a [New Teacher](#) [Bulk Upload Teachers](#) **b**



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3.A. To Add Individually:

Click the **'New Teacher'** button and a new screen will pop up requiring that you select the School the teacher is associated with, input the Name, Email Address, Password (the user may change this at a later time) and selecting the Type of account (teacher or account coordinator). Click **'Save'** to create this account.

NOTE: Once the teacher account is created, an email is sent to the teacher's email address letting them know and requesting that they re-set their password.

A screenshot of a web form titled "New Teacher" with a close button (x) in the top right corner. The form contains several input fields: a dropdown menu for "School" with "-- Select --" as the placeholder; a text input field for "Name"; a text input field for "Email"; a text input field for "Password"; and another dropdown menu for "Type" with "-- Select --" as the placeholder. At the bottom right of the form are two buttons: a green "Save" button with a floppy disk icon and a grey "Cancel" button with a trash can icon.

3.B: Bulk Upload Tool:

To use the bulk upload tool you must first populate an Excel spreadsheet or CSV file as outlined in the sample below. To add multiple teachers at a time, click on the **'Bulk Upload Teachers'** button. It will open a window with instructions on how to fill out an Excel or CSV file to import your students. Follow the steps below (please refer to image on next page).

- 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 appropriate school name, the teachers' name and the teachers' email associated with the teachers' accounts. Also include Type (teacher or curriculum coordinator).
- 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.



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Upload Teachers

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 teacher 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	School Name	Teacher Name	Teacher Email	Type
2	Example Elementary	Bob Smith	bsmith@example.edu	Teacher
3	Sample Middle School	Nancy Jones	njones@sample.edu	Curriculum Coordinator
4				

a

e

NOTE: Once the teacher account is created, an email is sent to the teacher's email address letting them know, and requesting that they re-set their password.

4. As Account Coordinator you can also create sections for your teachers. If you prefer, teachers can create their sections for themselves. Please refer to *Navigation Guide-Section Manager and Student Accounts* located at <https://ohioasamerica.org/about> in the Documents Box. *It is critical that this task is completed prior to importing students.*
5. 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.



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