

Back-to-School Admin Checklist

As you prepare for your upcoming school year, TeachTown has curated a support checklist to ensure your year starts off smoothly. Below are detailed steps on how to perform various functions within our TeachTown platform. Following this guidance will support a seamless transition into the upcoming school year. If you find yourself needing additional assistance, please contact your district's Customer Success Manager (CSM).



With SSO Integration

(Auto Licensed & Auto Rostering Updates Enabled)

I. REVIEW SHARING RULES TO ENSURE NEW STAFF AND STUDENTS ARE INCLUDED

- Work with Internal IT (district) to ensure teachers and rostered students are updated.
- If Classlink:
 - Staff and students will be updated per file share once updates are pushed and summer pauses are off.
 - This will include removing teachers and students (previously rostered through integrations) and moving them to inactive.
- If Clever:
 - Rosters will be auto updated upon teacher(s) login once summer pauses are off.
 - New teachers will login (through Clever) and account and rosters will be created according to Clever.
 - If teachers have left the district, please see instructions for deactivating facilitator accounts.
- View admin overview video refresher (Resource Center > Administrator).

Back-to-School Checklist



Without SSO Integration

I. DISABLE FORMER FACILITATORS

- Login to TeachTown.
- Access the admin controls in the left-hand menu.
- Go to “Manage Facilitators.”
- You will find a list of your facilitators. Next to their name, under the column “Enabled” their box should be checked.
- Before disabling teachers, please make sure that you transfer their students to the new teacher. See #7 for “**Transfer existing student(s) to different/new teacher(s).**”
- Click Manage Teacher Licenses and remove existing license.
- To deactivate them, uncheck that box and they should be deleted from your organization.

2. ADD NEW FACILITATORS

- Login to TeachTown.
- Access the admin controls in the left-hand menu.
- Go to “Manage Facilitators.”
- Click the green button that says “Add New Facilitators.”
- Enter the teacher’s email (*Please note this will send the teacher an invitation to create an account*).
- Under permissions, check off what you’d like the facilitator to have access to.
- Under licenses, check off which license you’d like to assign to that teacher.

If you are adding several new facilitators, you can do a bulk upload:

- To do that, go to “Manage Facilitators” on your admin console.
- Click on “Bulk Import Facilitators.”
- Download the sample CSV file.
- Enter all the teacher information, especially **Teacher_Email, Teacher_FirstName, Teacher_LastName, Teacher_Password, Teacher_IsAdmin, Teacher_CanApplyLicensesToStudents, Teacher_CanCreateStudents, Teacher_License.**

- Under Teacher_License, place the following codes for the program you’d like to assign to that teacher (the license options will display based off licenses purchased).
- Once you’ve filled out the CSV file, save it to your computer. Remember to save it as a CSV file or the system will not accept it.
- Go back to the TeachTown bulk import page.
- Choose the CSV file from your computer.
- Run Import.
- If there is an error, an error message will appear and notify you of what you need to change.
- Once those changes are made on the CSV file, you can reupload it with the appropriate licenses assigned.

3. ASSIGN LICENSES TO TEACHERS

- Login to TeachTown.
- Access the admin controls in the left-hand menu.
- Go to “Manage Facilitators.”
- Click on Manage Teacher License.
- At the top of the facilitator list you will see a green button labeled “Select.”
- Click on the Select License button to find the program you want to license to your teacher.
- Select the program.
- The page will refresh. Find the teacher on the list of facilitators.
- Check the box to the right of the teacher’s name. If it is grayed out, you must uncheck a license from another teacher so that it frees up a license for that teacher.
- The page will refresh again and your teacher will be licensed.

4. DEACTIVATE FORMER STUDENTS

- Login to TeachTown.
- Access the admin controls in the left-hand menu.
- Go to “Manage Students.”
- Check the box next to the left of the students’ name that you’d like to deactivate.



Without SSO Integration

- Once you've checked all the students that you'd like to deactivate, scroll to the top of your page.
- Click on bulk edit students.
- Scroll to the bottom for status and select inactive.
- Click save.
- All students will be deactivated and removed from teachers roster, but NOT deleted. This means TeachTown will archive the student.
- This will ensure that the student no longer shows up on their TeachTown roster.

5. ADD BRAND NEW STUDENTS TO EXISTING TEACHERS

- Login to TeachTown.
- Access the admin controls in the left-hand menu.
- Go to "Manage Students."
- Click on the green button labeled "Create New Students;" it will open a new page to a list of your current facilitators.
- Choose the facilitator that your student will be associated with.
- Fill in all the necessary information.
- Choose the license you would like to apply to the new student.
- Check the box for On behalf of the selected facilitator, *I have read and agreed to the Facilitator Agreement.*
- Click submit.

6. ASSIGN LICENSES EXISTING STUDENTS

- Login to TeachTown.
- Access the admin controls in the left-hand menu.
- Click "Manage Students."
- Go to the filters on the right and select inactive (this will show all students currently without licenses).
- Login to TeachTown.
- Scroll down to your Admin Console.
- Click "Manage Students."
- Go to the filters on the right and select inactive (this will show all students currently without licenses).
- Select apply filters.
- Select the students you are wishing to add licenses to.

- Click bulk edit students.
- Select the teachers needed to be added as well as the license you wish to apply.
- Go to status and change to active. Click save.

7. TRANSFER EXISTING STUDENT(S) TO DIFFERENT TEACHER(S) OR CAMPUSES

- Login to TeachTown.
- Access the admin controls in the left-hand menu.
- Click on "Manage Facilitators."
- Click on the name of the teacher that currently has the student needing to be transferred.
- Click on "Facilitator Student List," located toward the bottom of the screen, below the two green tables.
- Select student(s) that need to be transferred to a different teacher by clicking on the small square located to the left of their name. *Note: You can select more than one student at a time and you can select the entire student list by selecting the square located to the left of "Student Name."*
- Find the white drop down box located above the table that says "Make changes to selected students" and click on the drop down arrow.
- Click on "Transfer Student(s) to another facilitator(s)." Select the blue "Change" button.
- A new screen will appear. Follow the first step by selecting the drop down box next to the number 1 at the top of the screen, to choose the relationship between the facilitator(s) and the student(s) and make a selection.
- Select the new facilitator(s) from the listed facilitators below.
- If the previous facilitators are no longer applicable for the student, click the white square under number 3 to remove all existing teachers. This will remove the prior facilitator from having that student appear on their student list.
- Follow the 4th step by clicking the "Add Facilitator to Students" green button located above the table.
- View Admin Overview Video Refresher (See Resource Center > Administrator for video).