

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

1. 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).**”
- 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

- Scroll to the top of your page.
- Click on "Edit selections".
- Scroll to the bottom for status and select
- "Deactivate students".
- Click save.
- All students will be deactivated and removed from teachers roster, but NOT deleted. The student will be archived and no longer show up on the teacher 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 TO 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).
- Select apply filters.
- Select the students you are wishing to add licenses to.
- Click "Edit Selections".
- Select the teachers needed to be added as well as the license you wish to apply.
- Select "Add" in the "Select in action" section.
- 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).