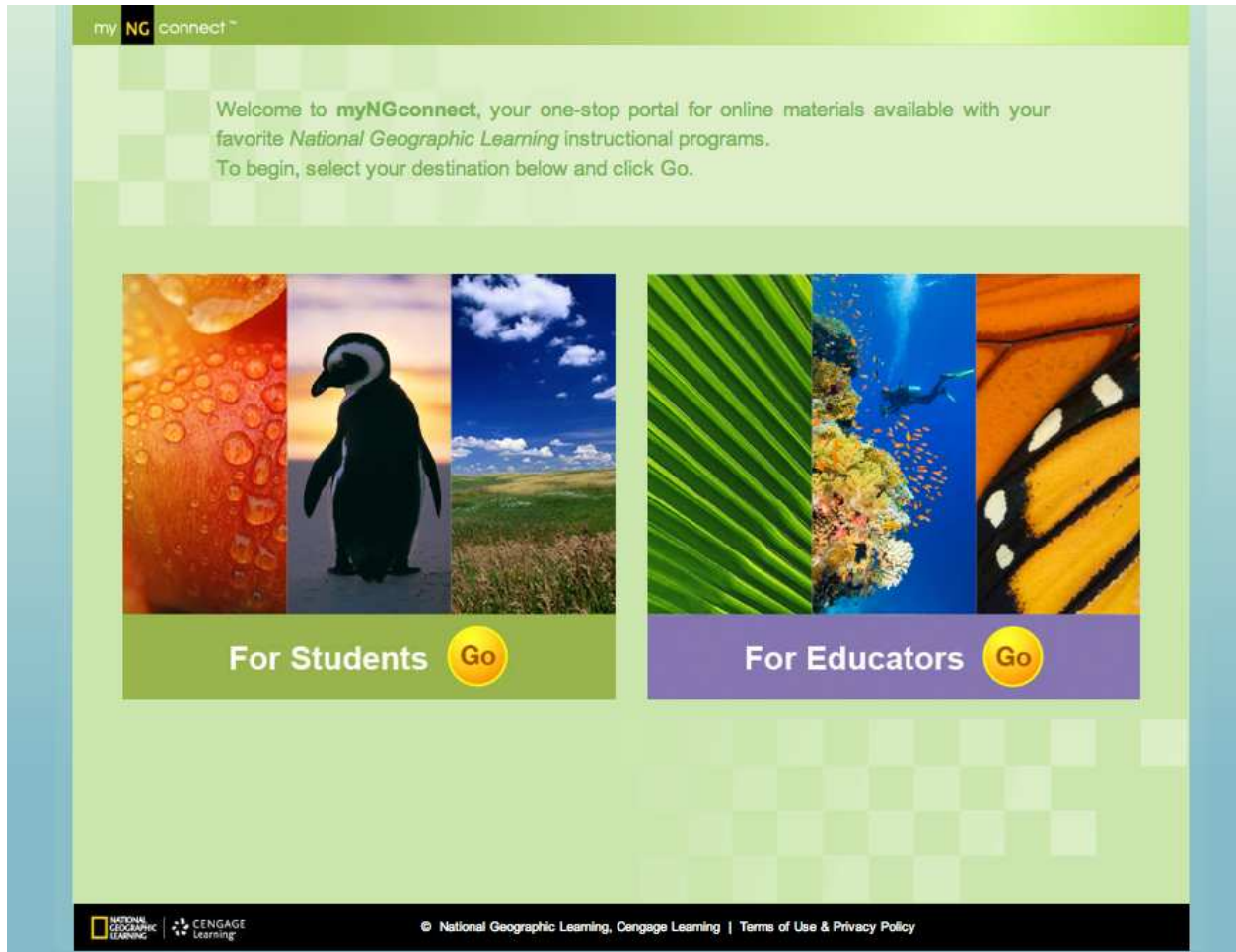
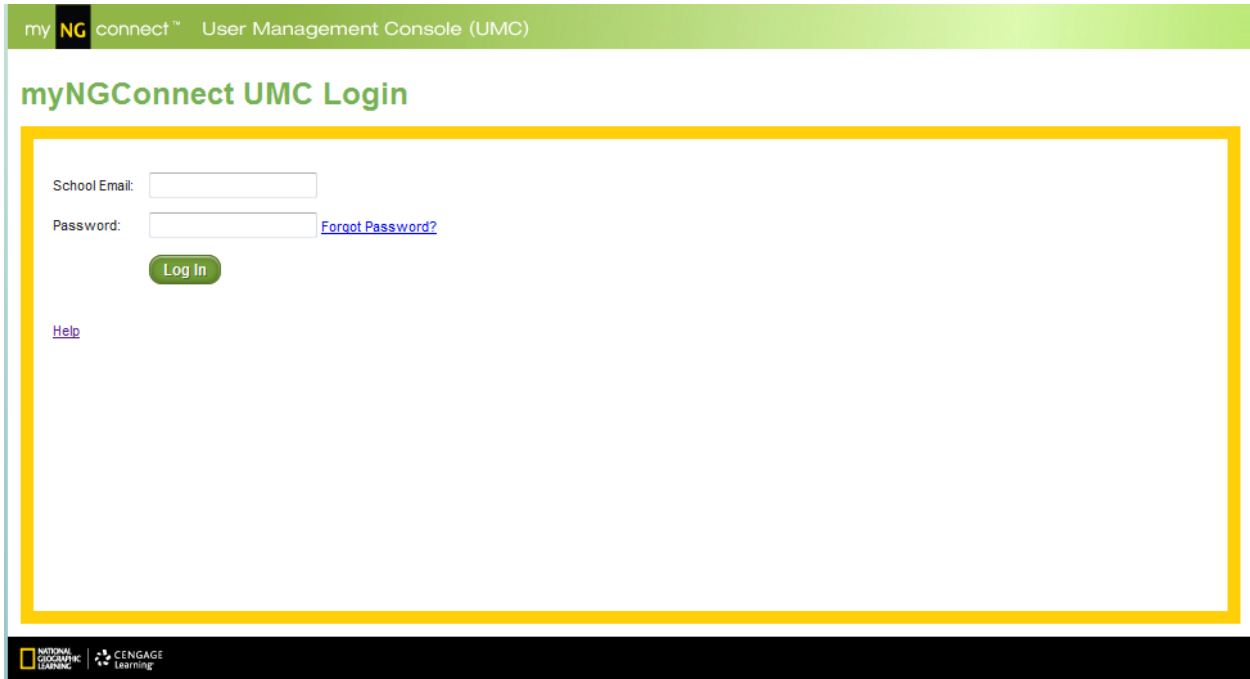


myNGconnect User Management Console District Administration Quick Start Guide

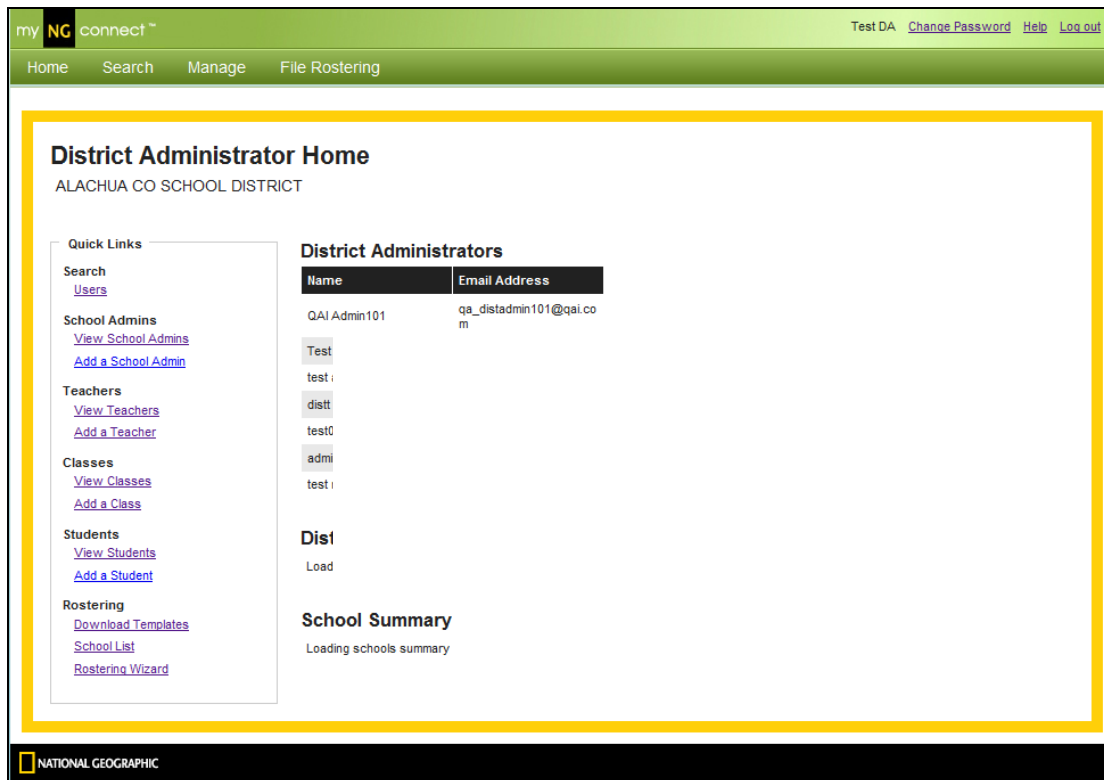


User Management Console (UMC)

<https://www.dashboard.myngconnect.com>



District Admin Homepage



Big Picture

Now that your district has been activated, the next step is to set up myNGconnect so everyone can use the online content to which your district has subscribed. This document will not cover everything, but rather the most important things for you to know in order to get started. More detailed information on all the features in the UMC is available in the other role-specific User Guides. The purpose of this document is to give you the “big picture” so you understand at a high-level how your district will have to be set up in order for everything to work. Hopefully, once you review this you’ll have an “ah ha” moment and find it all makes perfect sense!

School Districts are structured in a hierarchy and all the users in that hierarchy have to be enrolled in the myNGconnect system. Users are enrolled in myNGconnect by using the User Management Console. There will be District Admin, School Admin, Teachers and Students enrolled in myNGconnect. This guide will help you understand how this hierarchy of users needs to be set up.

District Set Up

Below is a list of who in your District will use the User Management Console.

District User Roles

1. District Administrator
2. School Administrator
3. Teachers
4. Students

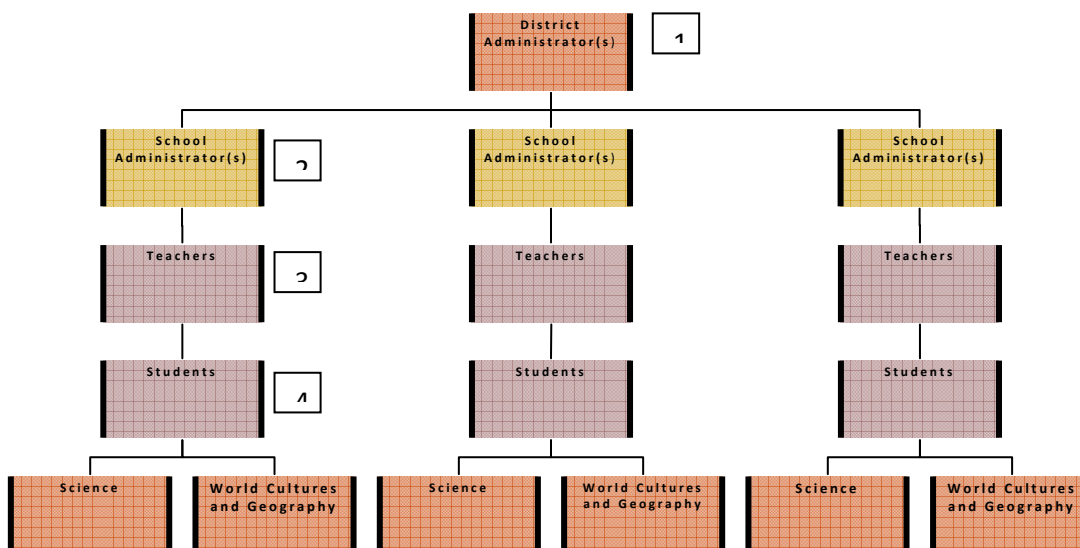


Illustration 1

But before we get into the specifics, here is a sequence of events which must be completed for your District to be appropriately set up to use myNGconnect.

The Four Things that Must Happen

- 1. Your school district must be activated by the NGL Digital Solution Services Department. Activation will be based on the Supplemental Order Form (SOF) that you will have needed to submit to your NGL representative.**
- 2. Your Primary District Administrator must be set up by NGL Digital Solution Services (Your Primary District Administrator may then set up other District Level Administrators).**
- 3. District Administrators must set up School Level Administrators**
- 4. Teachers and Students must be rostered.**

First Things First

So where to start? In order to set up the users and course content as illustrated above, you will need to make some choices about how you want do this.

A typical scenario would you be for you, district administrator, to set up your school administrators. Then school administrators could set up the teachers in their schools and the teachers can set up the students in their classes. That makes sense. But before you even enter the system to start the set-up process, you should identify who you want to be your district and school administrators.

This Quick Start Guide will now walk you through the process of setting up administrators, teachers and students.

Step 1 – How to Add District Administrators

NGL will have set up the first, primary district administrator. To create more district administrators go to <https://www.dashboard.myngconnect.com>

Managing District Administrators

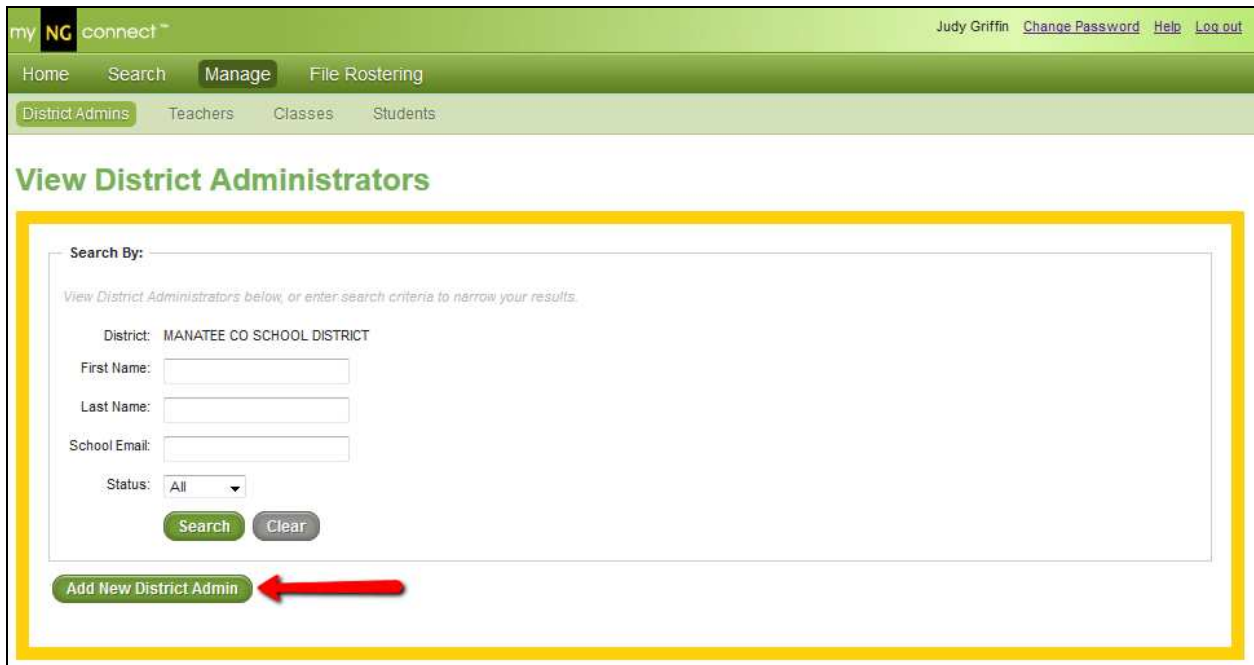
The UMC allows you as the district's primary administrator to set up additional district administrators so you can delegate certain permissions and responsibilities to other senior managers in your district. You may create more than one additional administrator. Below is the sequence of steps you follow.

Creating a new District Administrator Account

1. From the Home Page of your User Management Console, click the “Manage” button, and then click “District Admins.”



Click the “Add New District Admin” button at the bottom of your screen.



2. Enter the required information, and then click “Save” at the bottom of your screen. If you have more than one District Administrator to create, you can click “Save and add another”.

The screenshot shows the 'myNGconnect' interface. At the top, there is a navigation bar with 'Home', 'Search', 'Manage', and 'File Rostering'. Below that, there are tabs for 'District Admins', 'Teachers', 'Classes', and 'Students'. The main heading is 'Add New District Administrator'. The form itself is titled 'New District Administrator' and contains the following fields: 'District' (MANATEE CO SCHOOL DISTRICT), 'Status' (Active), 'First Name' (John), 'Last Name' (Smith), 'School Email' (john.smith@manatee.com), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). A note states 'Note: All fields with * are required'. At the bottom of the form, there are three buttons: 'Save', 'Save & Add Another', and 'Cancel'. The 'Save' and 'Save & Add Another' buttons are highlighted with a red box.

3. You will receive an on-screen confirmation that your new District Administrator has been created successfully.
4. Once you have created a District Administrator account, the new District Administrator will be able to log in to the User Management Console using the credentials you created, and will have access to all District Administrator functions.

Step 2 – How to Add School Administrators

The next step is for you to create school administrators. Who do you want to be the school administrators? There can be more than one school administrator in each school.

Let's get started. Go to the User Management Console
<https://www.dashboard.myngconnect.com>

Managing School Administrators

The reason you may want to create school level administrators is so that you can delegate the set-up and management of teachers and students to someone at the school level. This could be a principal and an admin person in each middle school or elementary school who you would want to manage the use of myNGconnect and the User Management Console. These school level

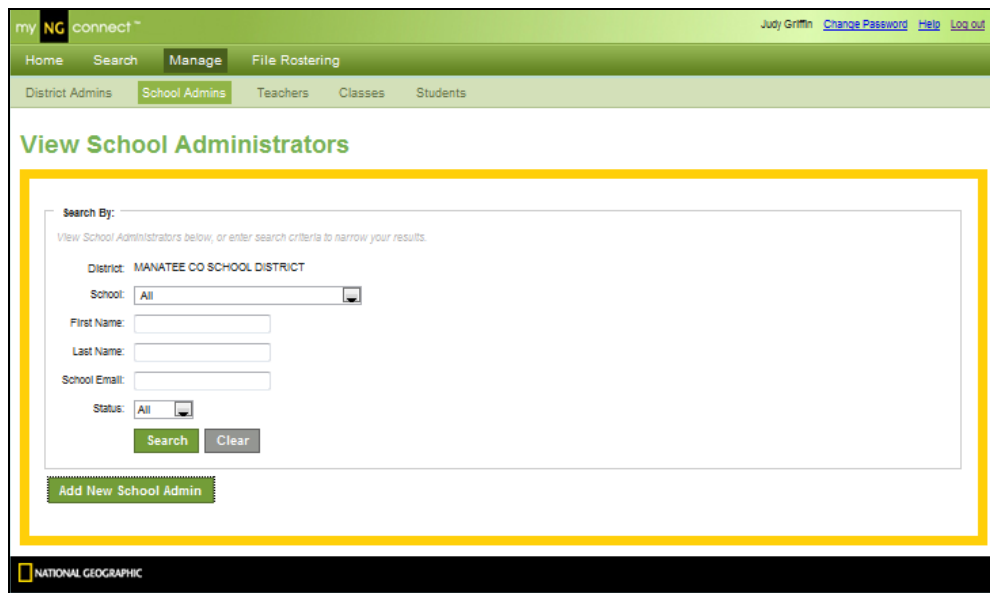
administrators could also serve as your point of contact when you have questions.

Creating a new School Administrator Account

1. From the Home Page of your User Management Console, click the “Manage” button, then click “School Admins.”



2. Click the “Add New School Admin” button at the bottom of your screen.



3. Enter the required information, then click “Save” at the bottom of your screen. If you have more than one School Administrator to create, you can click “Save and Add Another”.

The screenshot displays the 'View School Administrators' interface in the myNGconnect system. The page features a search form with the following fields: District (MANATEE CO SCHOOL DISTRICT), School (All), First Name (John), Last Name (Doe), School Email (John.Doe@school.ed), and Status (All). There are 'Search' and 'Clear' buttons. Below the form is an 'Add New School Admin' button. The page header includes 'my NG connect', user 'Judy Griffin', and links for 'Change Password', 'Help', and 'Log out'. The navigation menu includes 'Home', 'Search', 'Manage', and 'File Rostering'. The sub-menu includes 'District Admins', 'School Admins', 'Teachers', 'Classes', and 'Students'.

4. You will receive an on-screen confirmation that your new school administrator has been created successfully.
5. Once you have created a school administrator account, the new school administrator will be able to log in to the User Management Console using the credentials you created and will have access to all school administrator functions. He or she will be able to view and manage information for all teachers, students and classes in his or her school.

Rostering

Now that administrators have been set up, let’s talk about rostering. Rostering is the task that makes everything work correctly in myNGconnect for your school. Rostering is the process of getting all the teachers and all the students into the myNGconnect system.

Rostering Templates

This section of the Quick Start Guide is all about the rostering templates and it’s important you thoroughly understand how they are used before you go to the next steps.

The rostering templates are Excel spreadsheets which you will complete providing all the necessary teacher, student and class information. What

classes you enroll students in will depend on what programs you have purchased from NGL.

Below is a list of all the Programs available from NGL and the teacher and student template options you can choose from. **GIVE CAREFUL CONSIDERATION TO HOW YOU WANT TO SET UP YOUR DISTRICT AND SCHOOLS SO THAT YOU DOWNLOAD THE RIGHT TEMPLATES THE FIRST TIME AND ONLY HAVE TO COMPLETE THEM ONCE.** Once you've populated the templates the rest is a breeze!

There are four programs available from NGL:

- Reach
- Reach for Reading
- Science
- World Cultures and Geography

For each program there are four template types:

- Student Only (No Class Info)
- Student Only (with Class info)
- Teacher and Students
- Teacher Only

More about populating the templates...

You'll quickly see that the templates require that you fill in very specific information about the teachers, their students and the classes they will be enrolled in. All school and student Information fields are required with the exception of Middle Name. The Subscription Information fields will have to be completed with the information applicable to your district and the classes to which you want to assign students. You should also note that there are some specific field requirements such as number of maximum characters.

Below are the fields you will see in a typical template.

School Name	Maximum 50 characters, must match School Names from "School Lookup Tab".
Teacher First Name	Maximum 50 characters.
Teacher Middle Name (Optional)	Maximum 40 characters.
Teacher Last Name	Maximum 40 characters.

Teacher's School Email Address	Maximum 55 characters, valid email address format.
Teacher Password	Alphanumeric, minimum 6 characters, maximum 17 characters, no special characters permitted, case-sensitive.
Teacher LMS ID (Optional)	Alphanumeric, maximum 30 characters.
Class Name	Maximum 50 characters.
Class Grade	Must be one of the following: K, 1, 2, 3, 4, 5
Student First Name	Maximum 50 characters.
Student Middle Name (Optional)	Maximum 40 characters.
Student Last Name	Maximum 40 characters.
Student Id Number	Numeric, from District SIS, maximum 15 characters.
Student Grade	Must be a single digit between K-8.
Student Password	Alphanumeric, minimum 6 characters, maximum 20 characters, no special characters permitted, case-sensitive.
Student LMS ID (Optional)	Alphanumeric, maximum 30 characters.

Template Choices

my **NC** connect™ default user [Change Password](#) [Help](#) [Log out](#)

[Home](#) [Search](#) [Manage](#) [File Rostering](#) [UMC Setup](#)

[Download Template](#) [School List](#) [File Rostering Wizard](#) [File Management](#)

Download Templates

Please select the Import template you need from the options on this page.
Your Import template download includes detailed instructions, which may also be downloaded separately below.

Reach For Reading

Type	Template	Instructions
Student Only (No Class Info)	Download	Download
Student Only (with Class Info)	Download	Download
Teacher and Students	Download	Download
Teacher Only	Download	Download

Reach

Type	Template	Instructions
Student Only (No Class Info)	Download	Download
Student Only (with Class Info)	Download	Download
Teacher and Students	Download	Download
Teacher Only	Download	Download

Science

Type	Template	Instructions
Student Only (No Class Info)	Download	Download
Student Only (with Class Info)	Download	Download
Teacher and Students	Download	Download
Teacher Only	Download	Download

World Cultures & Geography

Type	Template	Instructions
Student Only (No Class Info)	Download	Download
Student Only (with Class Info)	Download	Download
Teacher and Students	Download	Download
Teacher Only	Download	Download

NATIONAL GEOGRAPHIC

File Management

Back up your files. Our advice would be that you create a folder in your system where you can save templates once you have created them. They require some time to complete and you may want to use them again in the future or retrieve the information you submitted through the Rostering Wizard.

Step 3 – How to Add (roster) Teachers

Adding Teachers and Students is the most critical step in this whole process.

Once your district and schools are set up, now a district or school administrator can add the teachers in each school that will be using the course content in myNGconnect. You can add teachers one at a time or add them in bulk rostering them using the Rostering Wizard.

Option A – Roster Teachers with the Wizard (bulk rostering)

Option B – Roster Teachers one at a time (individual rostering)

Option A

Building on the example in the above illustration, the school administrator would set-up those Teachers who will be teaching the NGL product using the User Management Console Rostering Wizards.

Go to <https://www.dashboard.myngconnect.com>

Option A – Roster All Teachers Using the Wizard Loading a Roster File

For times when you have a large number of Students or Teachers to add or update all at once, your User Management Console supports the import of data in spreadsheet or comma delimited text format.

The steps in the import process are as follows:

Go to <https://www.dashboard.myngconnect.com>

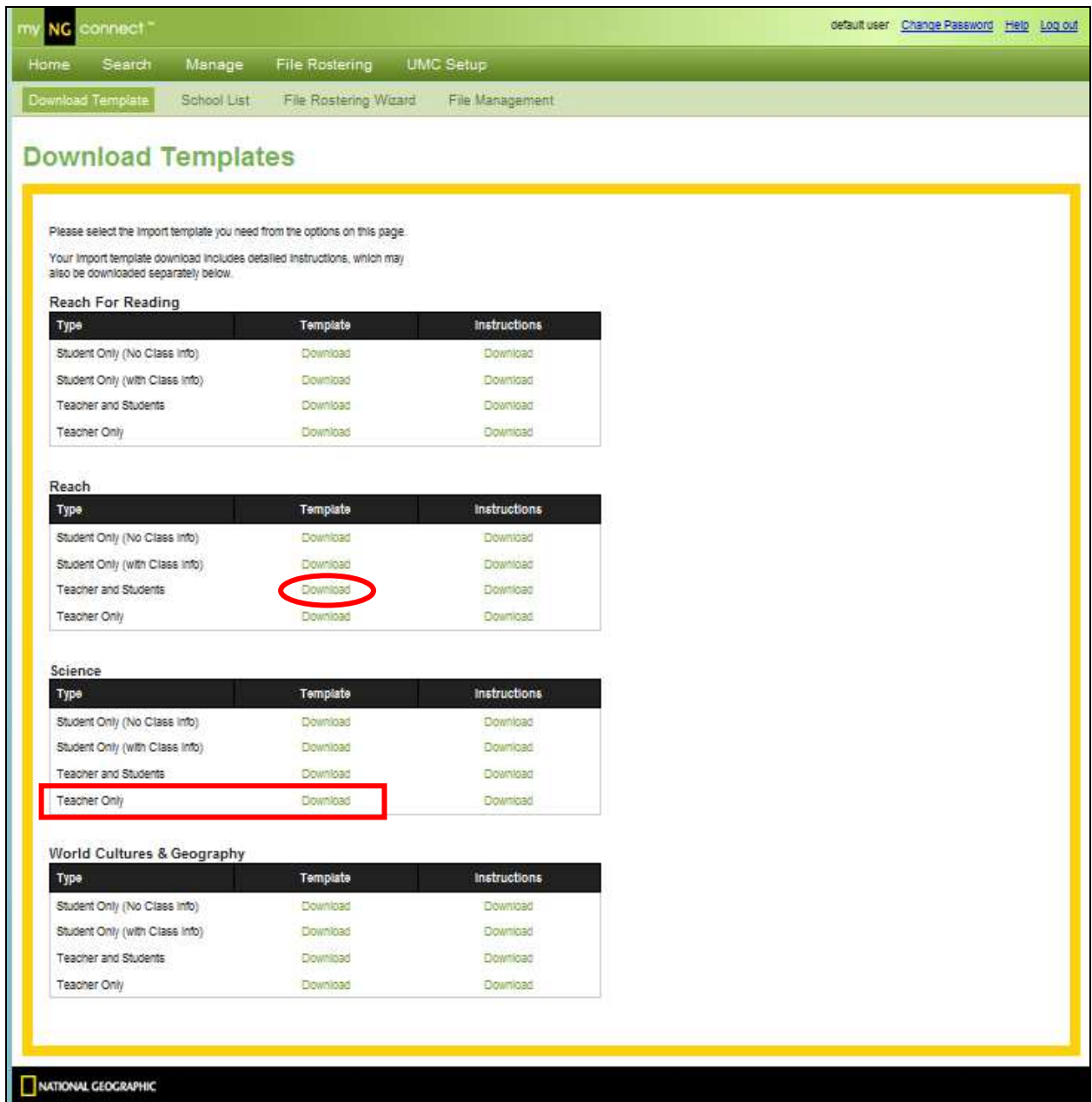
1. Download a blank import template from your User Management Console
2. Open your blank import template, and follow the instructions provided at the top of the page
3. Review your data for accuracy, and ensure each column is formatted properly
4. Submit your file to NGL for processing
5. NGL will send you an email within 2-3 business days to confirm that your data load is complete.

Choosing and Downloading your Import Template

1. From the Home Page of your User Management Console, click on “File Rostering”, then “Download Template”.

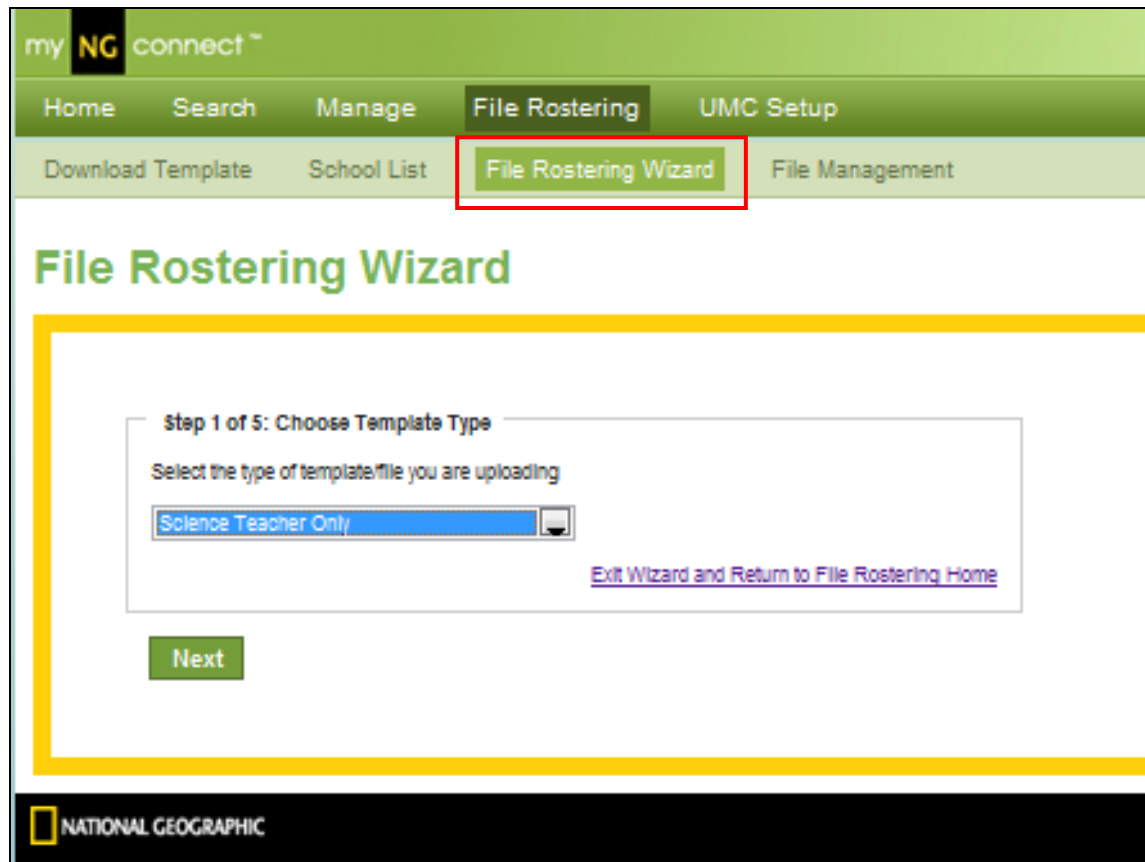


- Depending on the specific products your District has purchased, you will see a variety of templates to choose from. Choose the template that matches your needs, then click “Download”.



As you can see in the Download Template screen, there are several to choose from. In this example, we'll roster only teachers for the Science curriculum.

The File Rostering Wizard in the UMC will step you through the process of uploading your Teacher template. This wizard is like any other Wizard and will step you through the process by just following the on screen prompts. Once you have filled out your template, select File Rostering Wizard and follow the prompts.



Option B – Roster Teachers one at a time (individual rostering)

Managing Teachers

In this scenario, you will roster one Teacher.

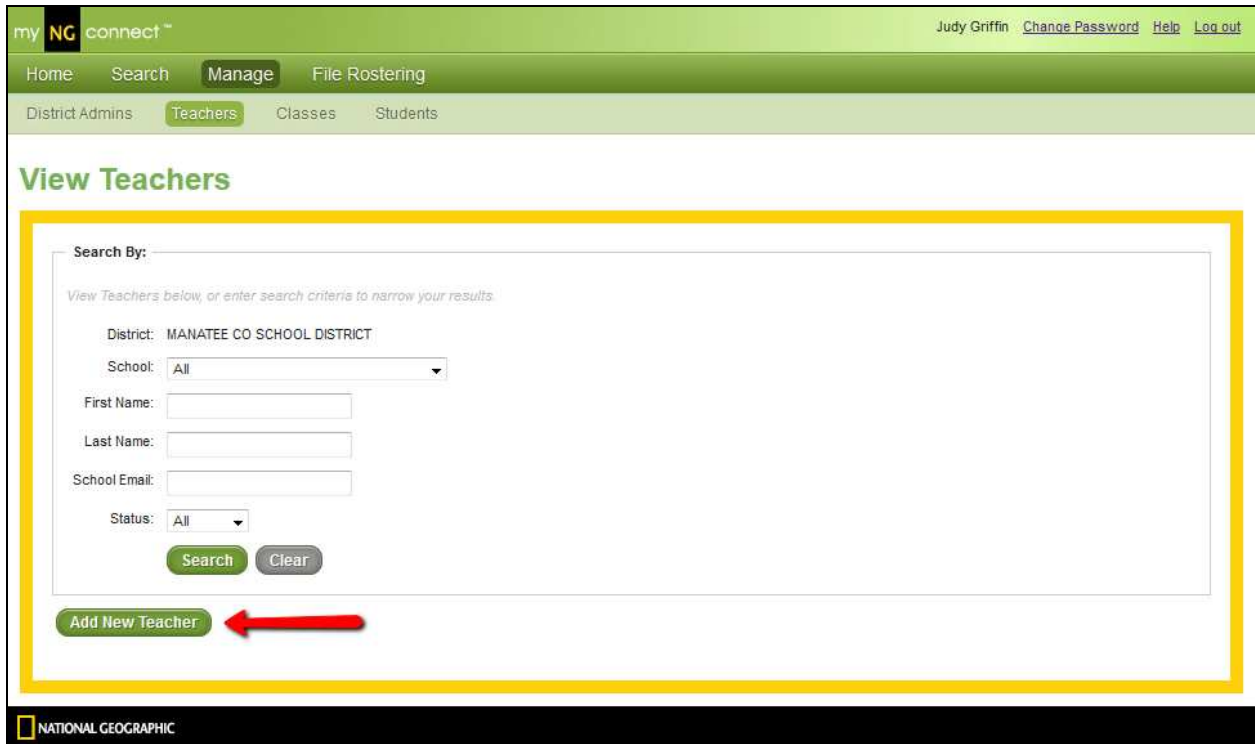
Go to <https://www.dashboard.myngconnect.com>

Creating a new Teacher Account

From the Home Page of your User Management Console, click the “Manage” button, then click “Teachers.”



Click the “Add New Teacher” button at the bottom of your screen.



Enter the required information, then click “Save” at the bottom of your screen. If you have more than one Teacher to create, you can click “Save and Add Another”.

my **NG** connect™ Judy Griffin [Change Password](#) [Help](#) [Log out](#)

Home Search **Manage** File Rostering

District Admins **Teachers** Classes Students

Add New Teacher

New Teacher *Note: All fields with * are required*

* District: MANATEE CO SCHOOL DISTRICT

* School: ANNA MARIA ELEMENTARY SCHOOL ▼

Status: Active ▼

* First Name:

Middle Name:


* Last Name:


* School Email:

* Password:
At least 6 characters

* Confirm Password:

LMS ID:



 NATIONAL GEOGRAPHIC

You will receive an on-screen confirmation that your new Teacher has been created successfully.

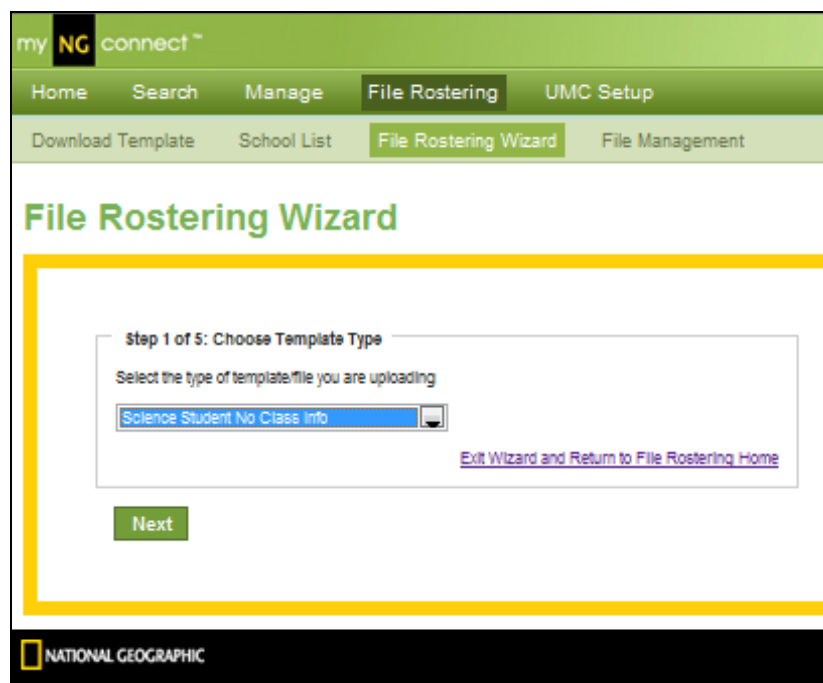
Once you have created a teacher account, the new teacher will be able to log in to the User Management Console using the credentials you created, and will have access to all Teacher functions. He or she will be able to view and manage information for all students and classes in his or her school.

Step 4 – Rostering Students

The last step is to roster all the right students under the right teachers in the right schools in myNGconnect. You can add a student to a class, under a teacher and in a school at any time, but at the beginning of the school year you will most likely want to add them all at once using the User Management Console rostering wizard.

The File Rostering Wizard in the UMC will step you through the process of uploading your Student Only template; just follow the online screen prompts.

Go to <https://www.dashboard.myngconnect.com>



The screenshot shows the myNGconnect dashboard with the File Rostering Wizard active. The navigation bar includes Home, Search, Manage, File Rostering, and UMC Setup. Below the navigation bar, there are links for Download Template, School List, File Rostering Wizard, and File Management. The main content area is titled "File Rostering Wizard" and contains a form for "Step 1 of 5: Choose Template Type". The form asks the user to "Select the type of template file you are uploading" and has a dropdown menu with "Science Student No Class Info" selected. There is a "Next" button and a link to "Exit Wizard and Return to File Rostering Home". The National Geographic logo is visible at the bottom of the page.

Loading a Roster File

For times when you have a large number of students or teachers to add or update all at once, your User Management Console supports the import of data in spreadsheet or comma delimited text format.

The steps in the import process are as follows:

- Download a blank import template from your User Management Console
- Open your blank import template, and follow the instructions provided at the top of the page
- Review your data for accuracy, and ensure each column is formatted properly

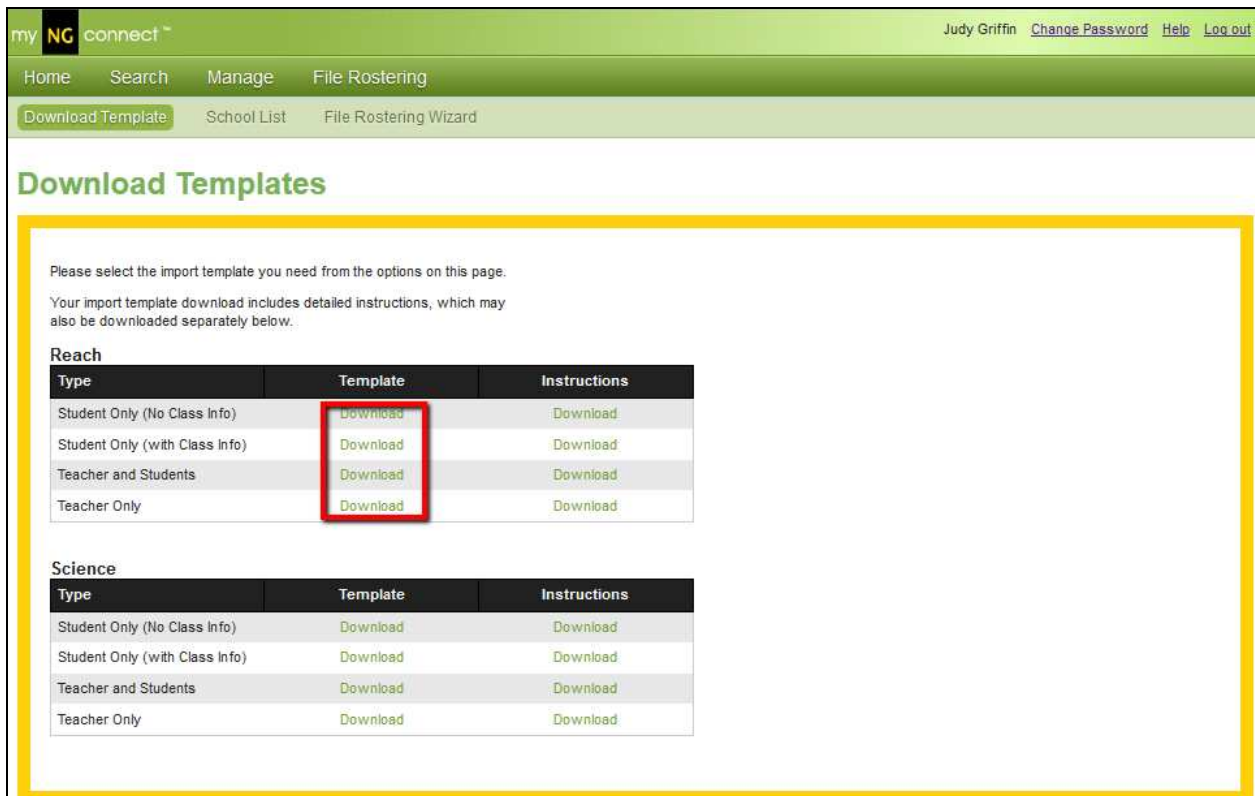
- Submit your file to NGL for processing
- NGL will send you an email within 2-3 business days to confirm that your data load is complete.

Choosing and Downloading your Import Template

3. From the Home Page of your User Management Console, click on “File Rostering”, then “Download Template”.



4. Depending on the specific products your District has purchased, you will see a variety of templates to choose from. Choose the template that matches your needs, then click “Download”.



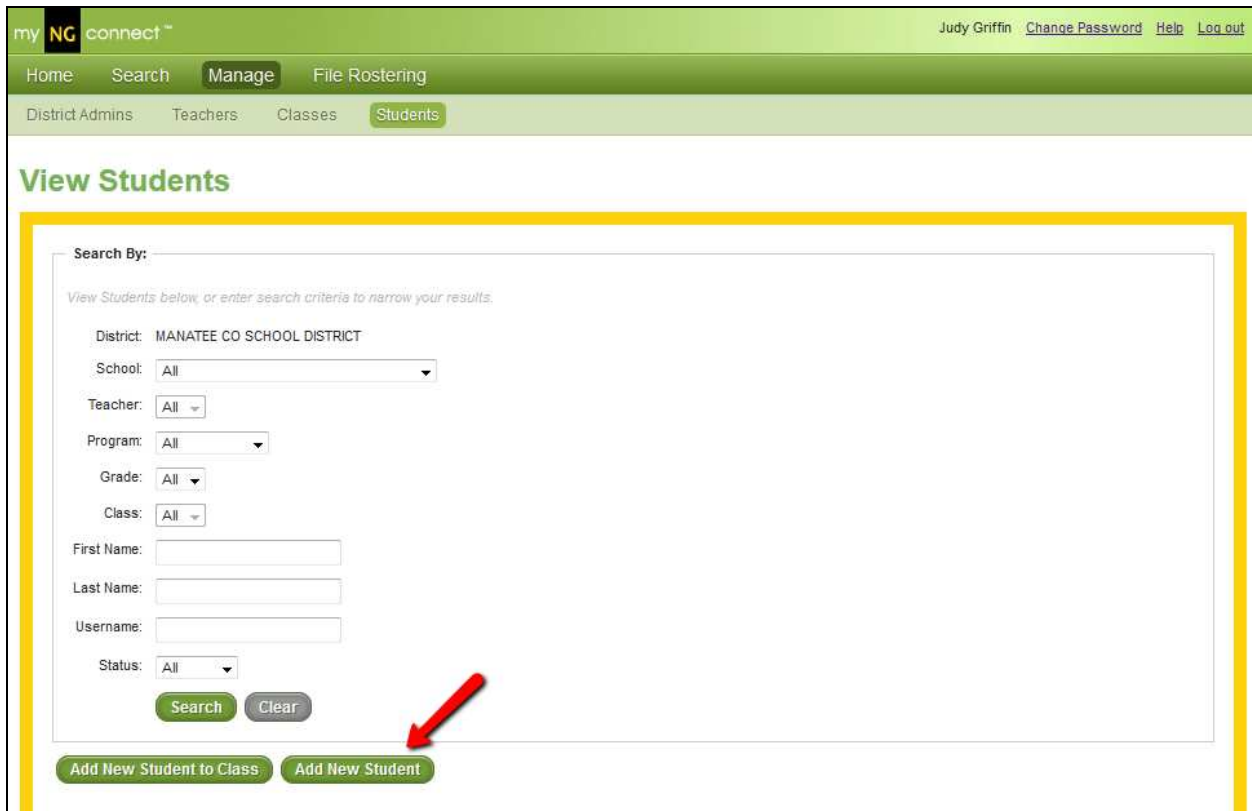
Managing Students

Creating a new Student Account and You Don't Know What Class They Will Be In

5. If you need to add a Student but don't know yet which Class he'll be assigned to, follow this procedure. From the Home Page of your User Management Console, click the "Manage" button, then click "Students."



6. Click the "Add New Student" button at the bottom of the page.



7. Enter the required information, then click "Save" at the bottom of your screen. If you have more than one Student to create, you can click "Save and Add Another". Please note the following:
 - a. Student Status will default to "Active". If you set a Student's account to "Inactive", he will not be able to log in to the site or view any content.

- b. Student ID# should be the number issued to the Student by your District. This is a unique identifier for this Student in our database, and a “dummy” number should not be used here.
- c. Username must be unique across our database. This field will automatically populate with our suggested username, which is likely to meet this criterion. If you select a username that is not unique, you will be prompted to change it.
- d. LMS ID is an optional field that is only necessary if you are working with NGL to implement a single sign-on connection with your District’s Learning Management System (i.e., Angel, Blackboard, etc.). If you are not working with NGL to implement this additional code, you do not need to complete this field.

The screenshot shows the 'Add New Student - Select School' form in the myNGconnect system. The form is titled 'New Student' and contains the following fields:

- District:** MANATEE CO SCHOOL DISTRICT
- School:** ANNA MARIA ELEMENTARY SCHOOL
- Status:** Active
- Student ID Number:** 83747494923
- First Name:** George
- Middle Name:** (empty)
- Last Name:** Jones
- Username:** GEJL4923
- Password:** password
- Student Grade:** 3
- LMS ID:** (empty)

A note at the top right of the form states: "Note: All fields with * are required". At the bottom of the form, there are three buttons: "Save", "Save & Add Another", and "Cancel". The "Save" and "Save & Add Another" buttons are highlighted with a red box.

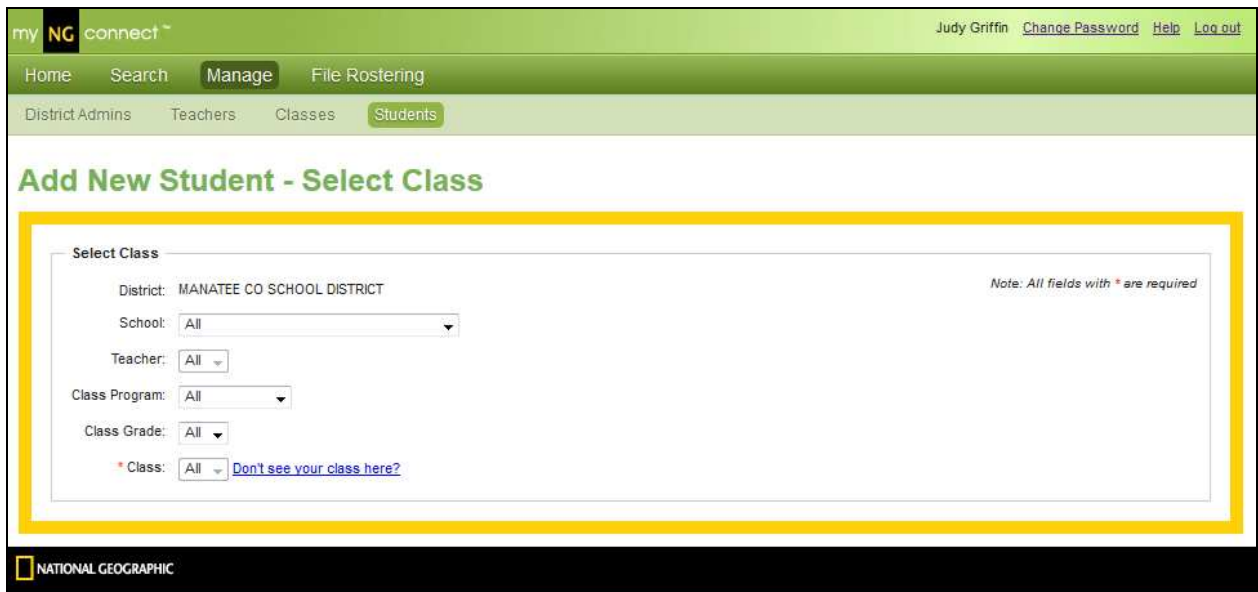
- 8. You will receive an on-screen confirmation that your new Student has been created successfully.
- 9. Once you have created a Student account, the new Student will be able to log in to myNGconnect, but will not be able to view any content until you have assigned him to a class.

Creating a new Student Account and You Know what Class They Should Be In

1. If you need to add a Student and already know which Class he'll be assigned to, follow this procedure. From the Home Page of your User Management Console, click the "Manage" button, then click "Students."



2. You will be prompted to select your Class details using a series of dropdown menus.

A screenshot of the 'Add New Student - Select Class' form. The form is enclosed in a yellow border. It features several dropdown menus for selection: 'District' (MANATEE CO SCHOOL DISTRICT), 'School' (All), 'Teacher' (All), 'Class Program' (All), 'Class Grade' (All), and '* Class' (All). A note on the right side of the form states 'Note: All fields with * are required'. A link labeled 'Don't see your class here?' is located below the 'Class' dropdown. The National Geographic logo is visible in the bottom left corner of the page.

3. Once you complete this information, the rest of the Student creation process will be the same as above – see "Creating a New Student Account – Class Unknown", steps 3-5.