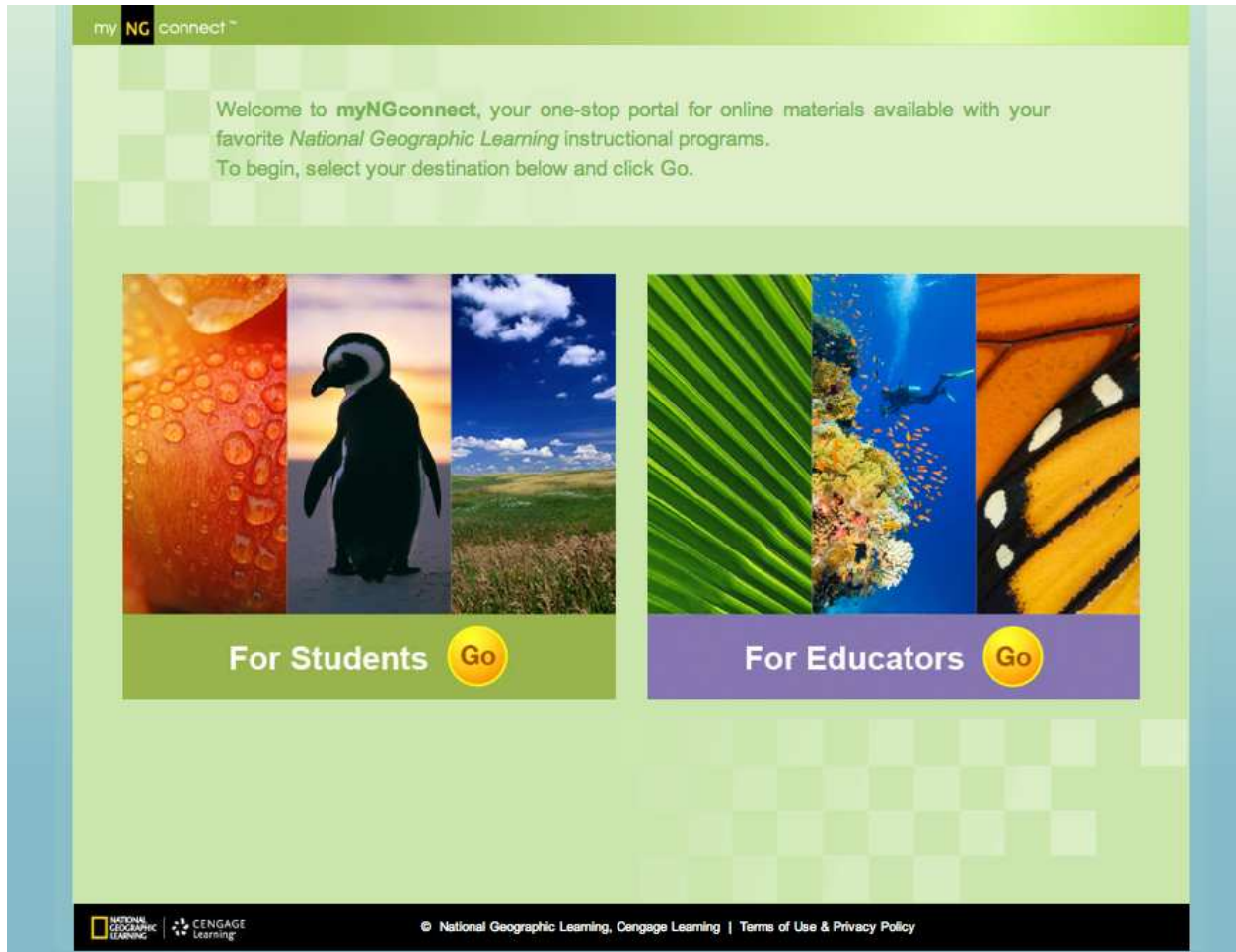


# myNGconnect User Management Console (UMC) School Administrator Quick Start Guide



# User Management Console (UMC)

Role	Username	Password
TSR Admin	NGSP2010	password
District Admin	griffinj@fc.manatee.k12.fl.us	password
School Admin	rsanders@rfr.com	password
Teacher	haturner@spsmail.org	password

## 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!

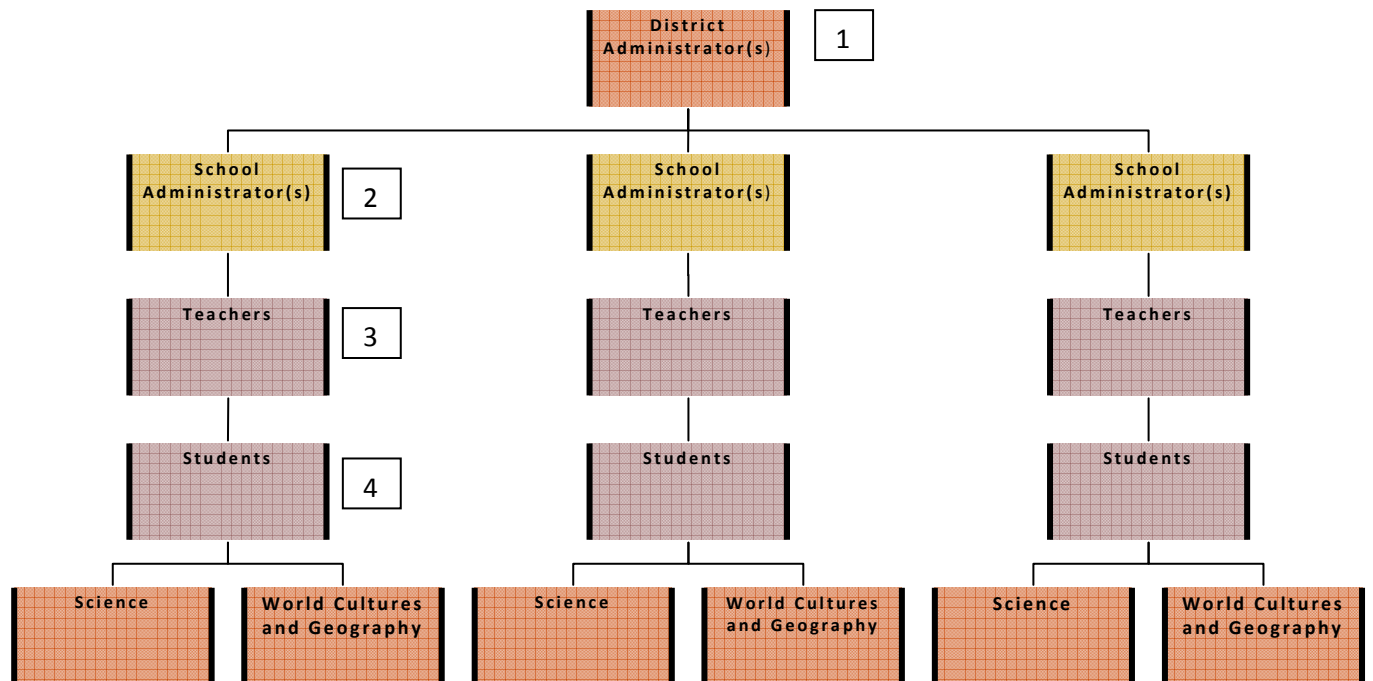
School Districts are structured in a hierarchy and all the users in that hierarchy have to be enrolled in the myNGconnect system. Users are enrolled in myNGconnect by using the User Management Console. There will be District Admin, School Admin, Teachers and Students enrolled in myNGconnect. This guide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

## 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.

### 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 your District 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 to do this.

A typical scenario would be for your district administrator to set up your school administrators. Then school administrators can 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 you as a school administrator setting up teachers and students in your school.

## **Rostering**

Let's start from the position that you have been set up as a school administrator. Your job now is to roster the teachers and students in your school to ensure that the right students are with the right teachers in the right classes. This process is called rostering.

However, whether you choose to roster your own Teachers and Students or you have a National Geographic Learning Digital Solution Services Representative do it, the process is the same. Rostering templates must be correctly filled out and used to upload all teacher and student information.

## **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.

This is the information that will be requested in the Excel spreadsheets and the requirements for each field.

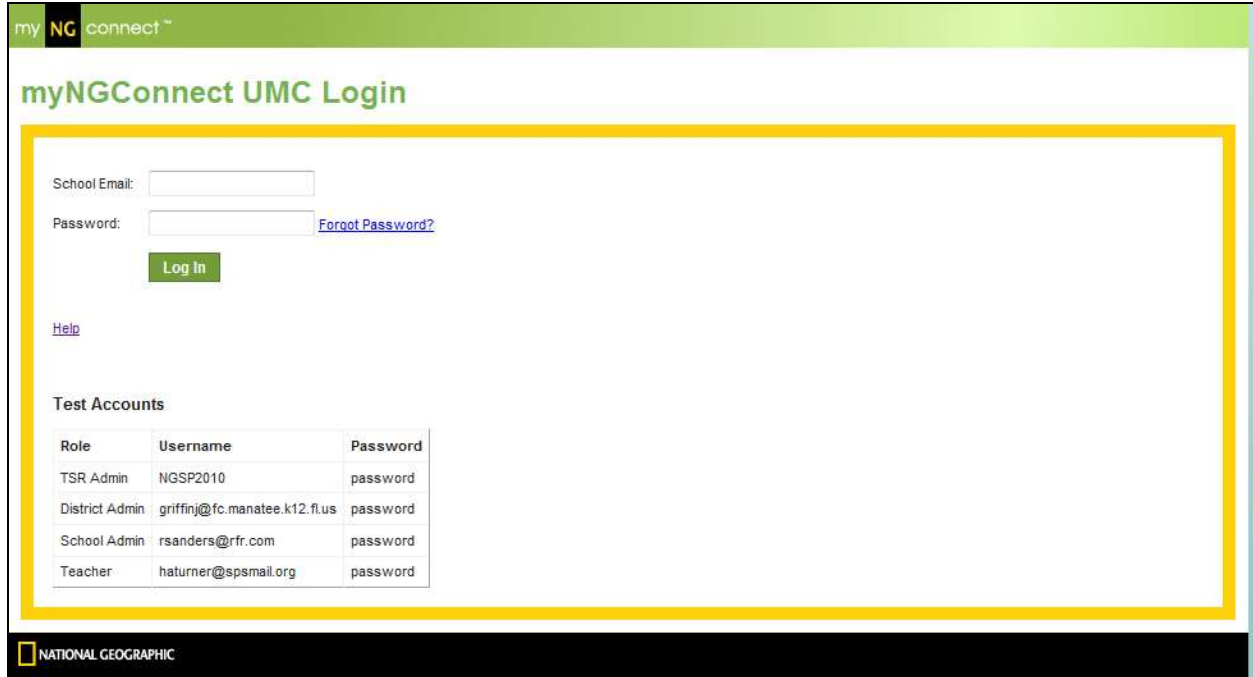
School Name	Maximum 50 characters, must match School Names from "School Lookup Tab".
Teacher First Name	Maximum 50 characters.
Teacher Middle Name (Optional)	Maximum 40 characters.
Teacher Last Name	Maximum 40 characters.
Teacher's School Email Address	Maximum 55 characters, valid email address format.

Teacher Password	Alphanumeric, minimum 6 characters, maximum 17 characters, no special characters permitted, case-sensitive.
Teacher LMS ID (Optional)	Alpha-numeric, 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 17 characters, no special characters permitted, case-sensitive.
Student LMS ID (Optional)	Alphanumeric, maximum 30 characters.

## School Administrator Homepage

To get to your school administrator homepage, go to the following URL and login with your username and password.

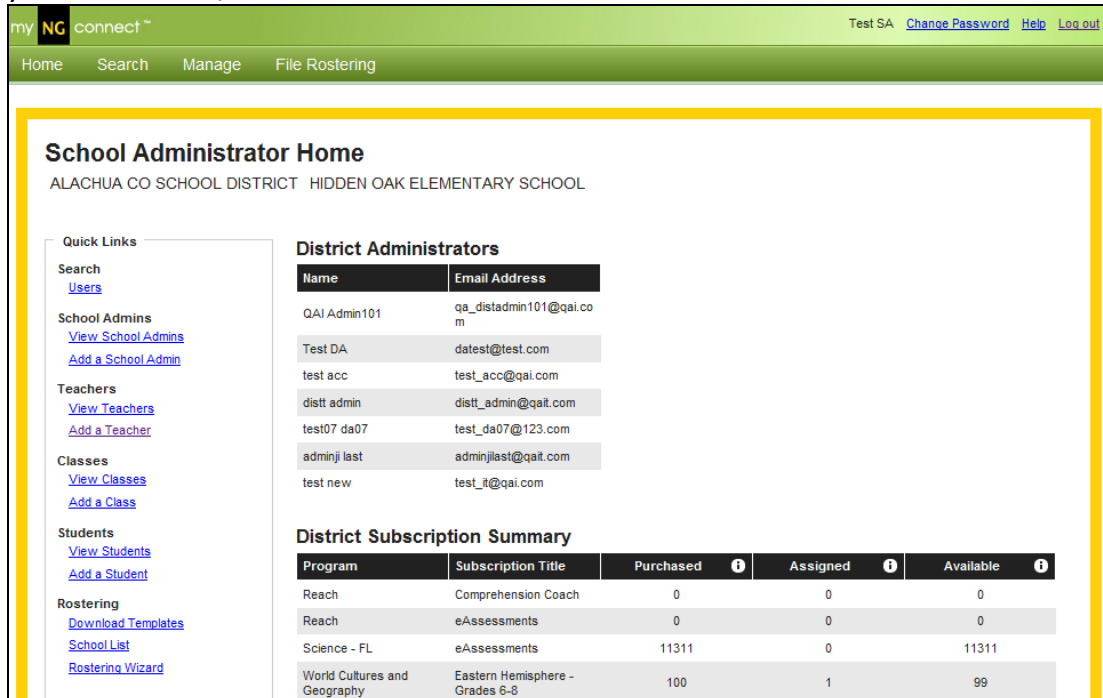
<https://www.dashboard.myngconnect.com>



The image shows the login page for myNGConnect UMC. It features a green header with the 'myNG connect' logo. Below the header, the title 'myNGConnect UMC Login' is displayed. The main content area contains a login form with fields for 'School Email:' and 'Password:', a 'Forgot Password?' link, and a 'Log In' button. Below the form is a 'Help' link and a 'Test Accounts' section with a table of test credentials.

Role	Username	Password
TSR Admin	NGSP2010	password
District Admin	griffinj@fc.manatee.k12.fl.us	password
School Admin	rsanders@rfr.com	password
Teacher	hturner@spsmail.org	password

This is your homepage and the destination site from which you will manage your teachers, students and classes.



The image shows the 'School Administrator Home' dashboard. It features a green header with the 'myNG connect' logo and navigation links for 'Home', 'Search', 'Manage', and 'File Rostering'. The main content area is titled 'School Administrator Home' and includes the school name 'ALACHUA CO SCHOOL DISTRICT HIDDEN OAK ELEMENTARY SCHOOL'. The dashboard is divided into several sections: 'Quick Links' with links for Search, Users, School Admins, Teachers, Classes, and Students; 'District Administrators' with a table of administrator details; and 'District Subscription Summary' with a table of program subscriptions.

Name	Email Address
QAI Admin101	qa_distadmin101@qai.com
Test DA	datest@test.com
test acc	test_acc@qai.com
distt admin	distt_admin@qai.com
test07 da07	test_da07@123.com
adminji last	adminjlast@qait.com
test new	test_n@qai.com

Program	Subscription Title	Purchased	Assigned	Available
Reach	Comprehension Coach	0	0	0
Reach	eAssessments	0	0	0
Science - FL	eAssessments	11311	0	11311
World Cultures and Geography	Eastern Hemisphere - Grades 6-8	100	1	99

## **File Management**

Back up your files. Our advice would be that you create a folder in your system where you can save the 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.

## **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.

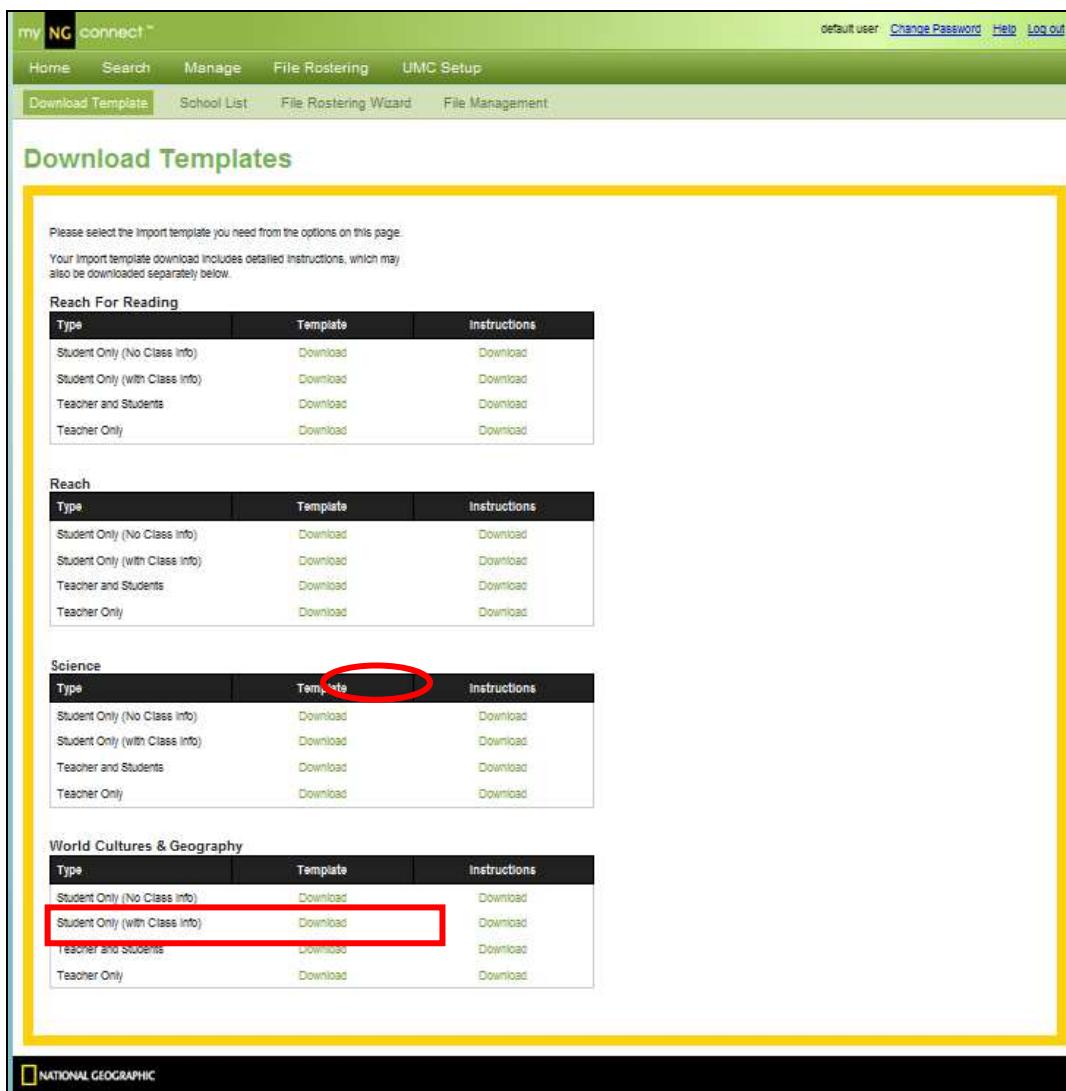


## Choosing and Downloading your Import Template

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

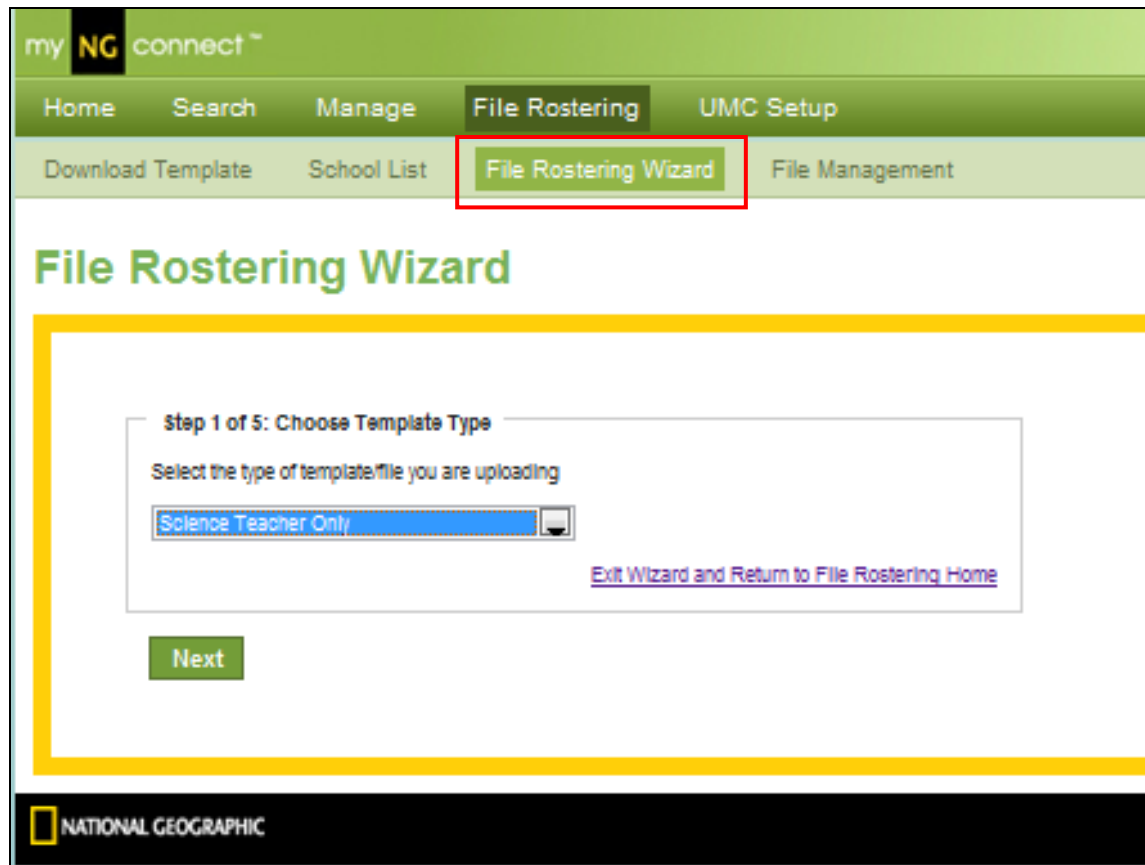


2. Depending on the specific products your District has purchased, you will see a variety of templates to choose from. Choose the template that matches your needs, then click “Download”.



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.

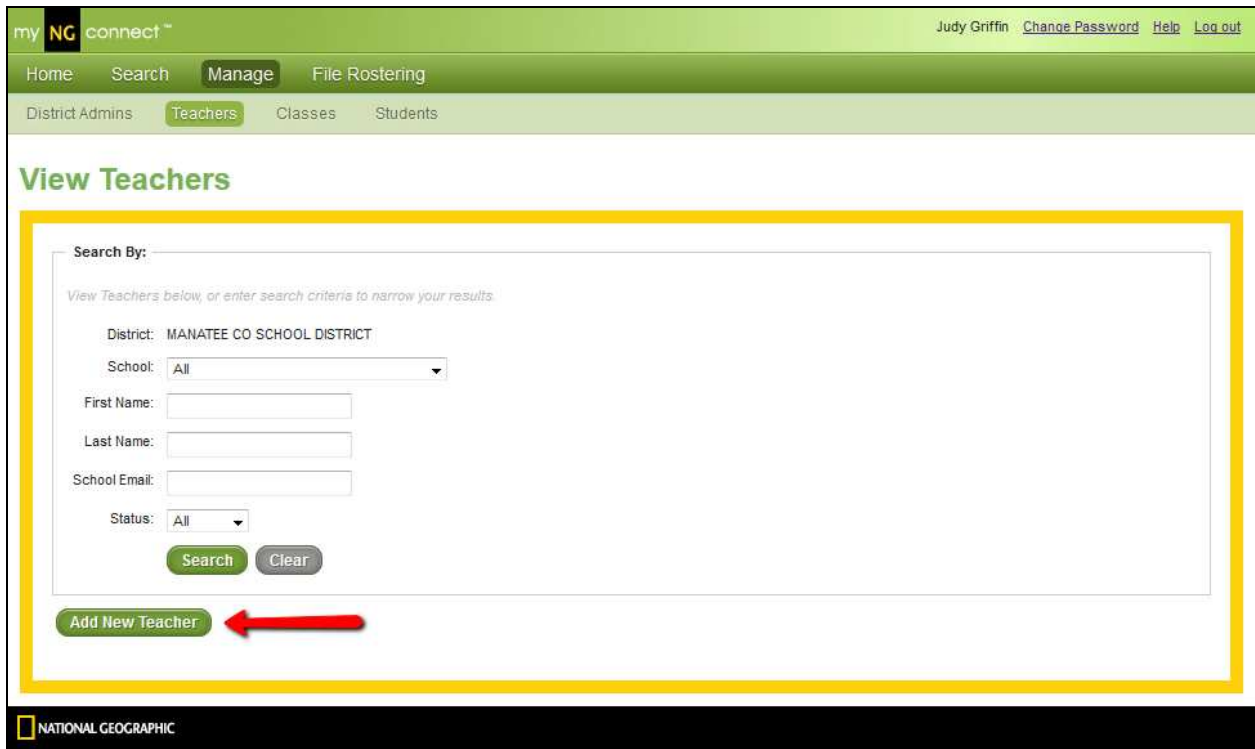
Go to <https://www.dashboard.myngconnect.com>

#### 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**

\* District: MANATEE CO SCHOOL DISTRICT *Note: All fields with \* are required*

\* School: ANNA MARIA ELEMENTARY SCHOOL ▼

Status: Active ▼

\* First Name:

Middle Name:

\* Last Name:

\* School Email:

\* Password:   
At least 6 characters

\* Confirm Password:

LMS ID:

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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.

## Students and Rostering

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.

### 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:

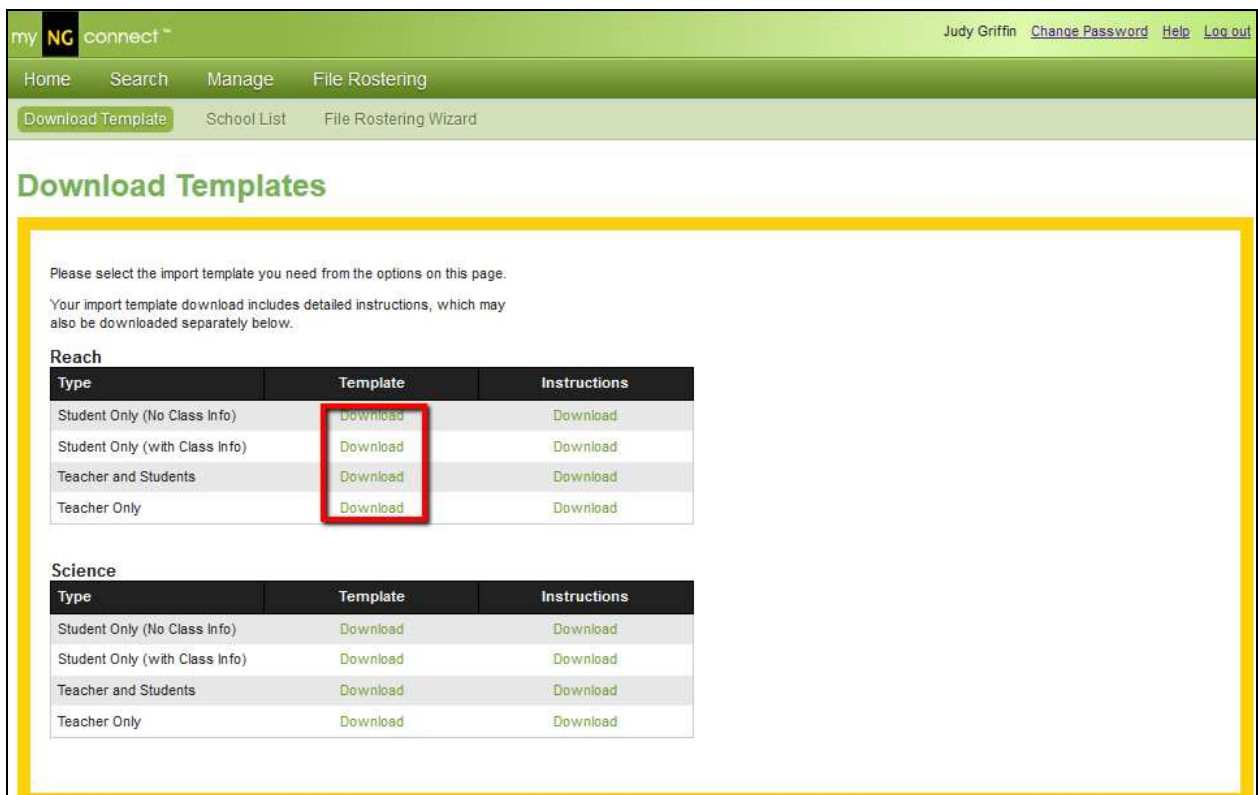
- Download a blank import template from your User Management Console
- Open your blank import template, and follow the instructions provided at the top of the page
- Review your data for accuracy, and ensure each column is formatted properly
- Submit your file to NGL for processing
- NGL will send you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

### Choosing and Downloading your Import Template

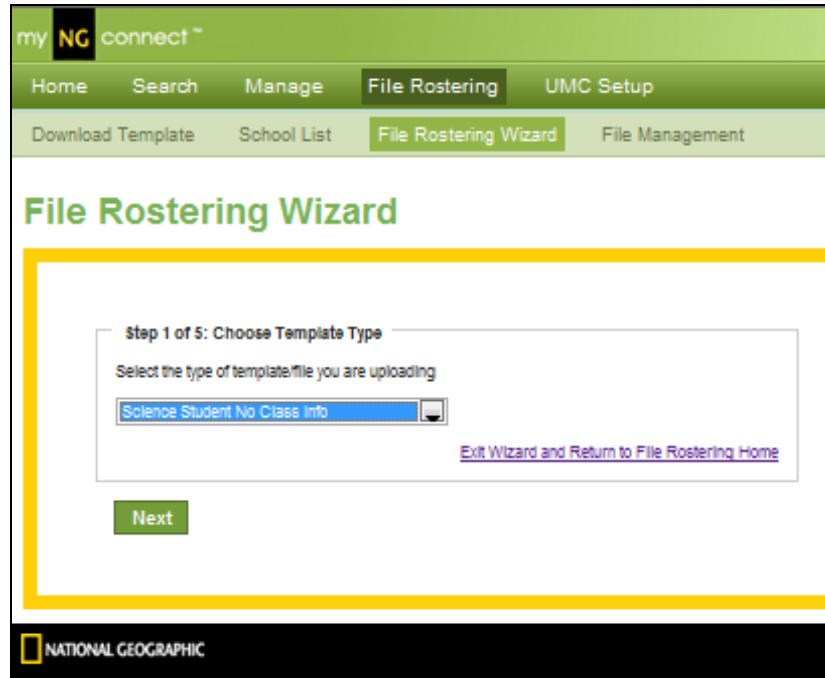
3. From the Home Page of your User Management Console, click on “File Rostering”, then “Download Template”.



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”.



After you have downloaded and completed the rostering template, 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.



## Managing Students One at a Time

Here are three of the most common tasks you will need to perform.

1. Creating a New Student Account but You Don't Know What Class They Will Be In
2. Creating a new Student Account and You Know what Class They Should Be In
3. How to add a Class

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

1. 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, and then click "Students."



2. Click the “Add New Student” button at the bottom of the page.

The screenshot shows the 'my NG connect' interface. At the top, there is a navigation bar with 'Home', 'Search', 'Manage', and 'File Rostering'. Below this is a sub-navigation bar with 'District Admins', 'Teachers', 'Classes', and 'Students'. The main heading is 'View Students'. A search form is displayed with the following fields: District (MANATEE CO SCHOOL DISTRICT), School (All), Teacher (All), Program (All), Grade (All), Class (All), First Name, Last Name, Username, and Status (All). There are 'Search' and 'Clear' buttons. At the bottom of the form area, there are two buttons: 'Add New Student to Class' and 'Add New Student'. A red arrow points to the 'Add New Student' button.

3. 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.

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

Home Search **Manage** File Rostering

District Admins Teachers Classes **Students**

### Add New Student - Select School

**New Student**

\* District: MANATEE CO SCHOOL DISTRICT Note: All fields with \* are required

\* School: ANNA MARIA ELEMENTARY SCHOOL

\* Status: Active

\* Student ID Number: 83747494923 [What's this?](#)

\* First Name: George

Middle Name:

\* Last Name: Jones

\* Username: GEJL4923 [What's this?](#)

\* Password: password  
At least 6 characters

\* Student Grade: 3

LMS ID:

**Save** **Save & Add Another** Cancel

4. You will receive an on-screen confirmation that your new Student has been created successfully.
5. 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."

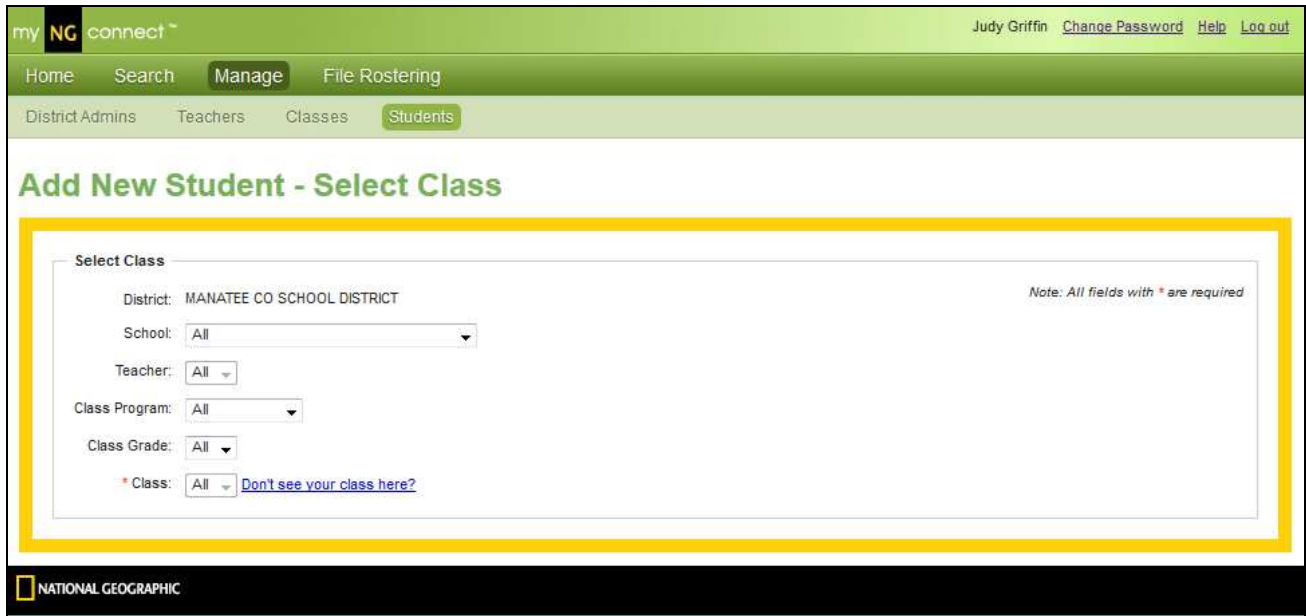
my **NG** connect™ Judy Griffin [Change Password](#) [Help](#) [Log out](#)

Home Search **Manage** File Rostering

District Admins Teachers Classes **Students**

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

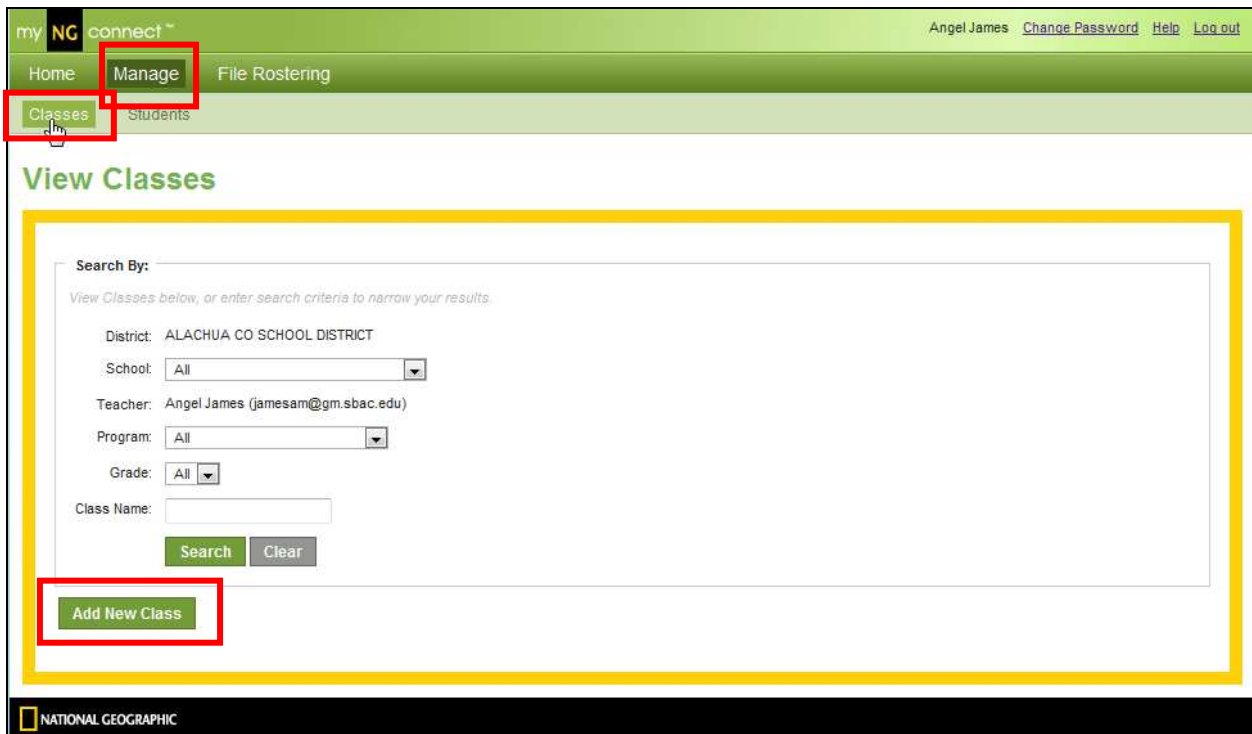




3. Once you complete this information, the rest of the Student creation process will be the same as above – see “Creating a New Student Account – Class Unknown”, steps 3-5.

## How to Add a Class

From your homepage, select “Manage” and then click on “Classes” and then on “Add New Class”.



You should now see your District, your School and your name as the Teacher. Next, select the “Program” and “Grade” and then give your Class a name. Then select “Save” or “Save & Add Another”.

my NG connect™ Angel James Change Password Help Log out

Home Manage File Rostering

Classes Students

### Add New Classroom

**New Class** Note: All fields with \* are required

\* District: ALACHUA CO SCHOOL DISTRICT

\* School: HIDDEN OAK ELEMENTARY SCHOOL

\* Teacher: Angel James (jamesam@gmsbac.edu)

\* Program: Science - FL

\* Grade: 3

\* Class Name: First Period Science [What's this?](#)

Save Save & Add Another Cancel

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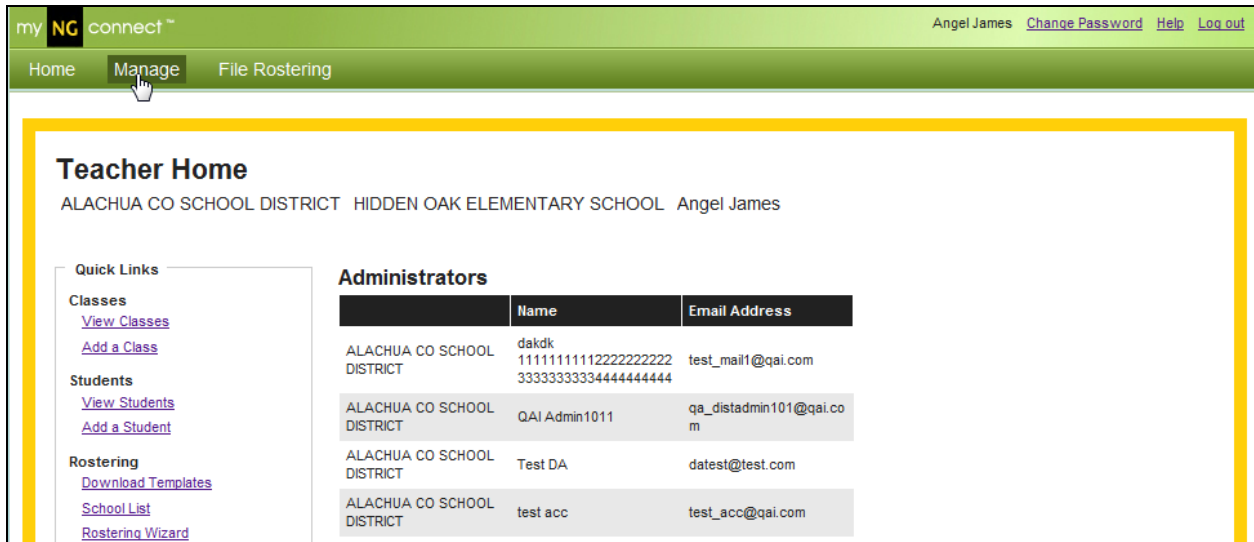
In the example above we have added the Science program for 3<sup>rd</sup> Grade and have named it First Period Science.

If you wanted to add your 4<sup>th</sup> Period Science Class you would have selected “Save & Add Another” and repeat the process. It’s that simple and now you can start adding students to that Class.

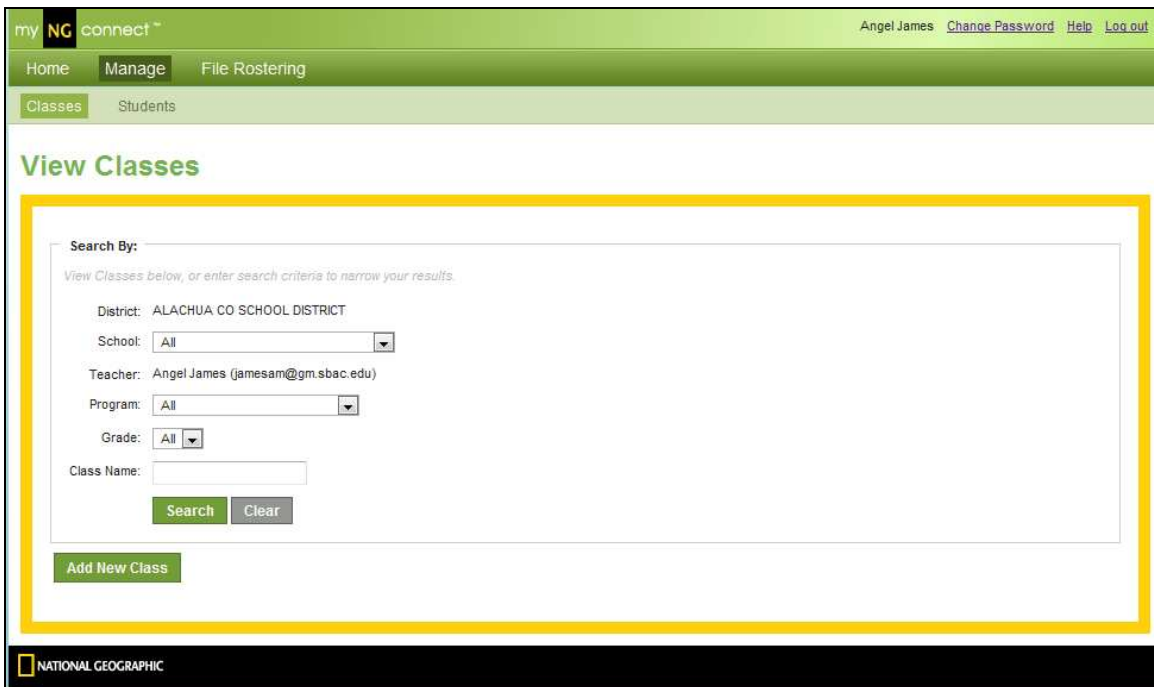
### Searching in the User Management Console (UMC)

Searching in the UMC is very powerful and can quickly provide you with the information you need.

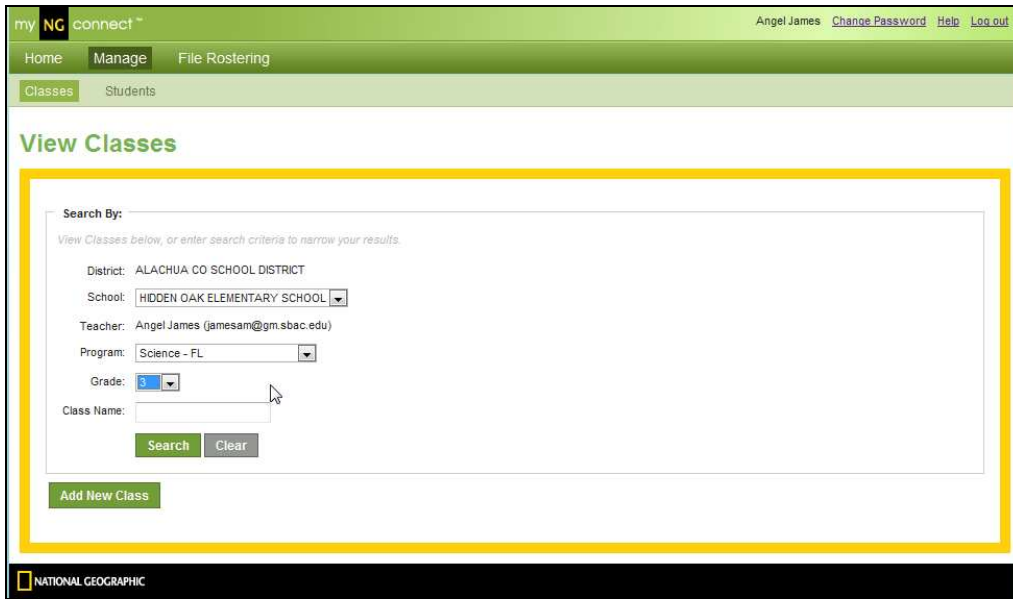
From your homepage, select “Manage”.



From the Manage page you can select either Classes or Students. As with all software searches, the more you narrow your search, the better your data will be filtered. You can search on all Class information or Student Information and you will see all the Classes or all the Students in your District.



If you want to narrow your search, select your School, the Program and the Grade for which you would like to search for Classes.



By narrowing your search you will see only the Science Classes at Hidden Oak Elementary School.

