myNGconnect
User Management Console
Teacher Quick Start Guide

User Management Console (UMC)
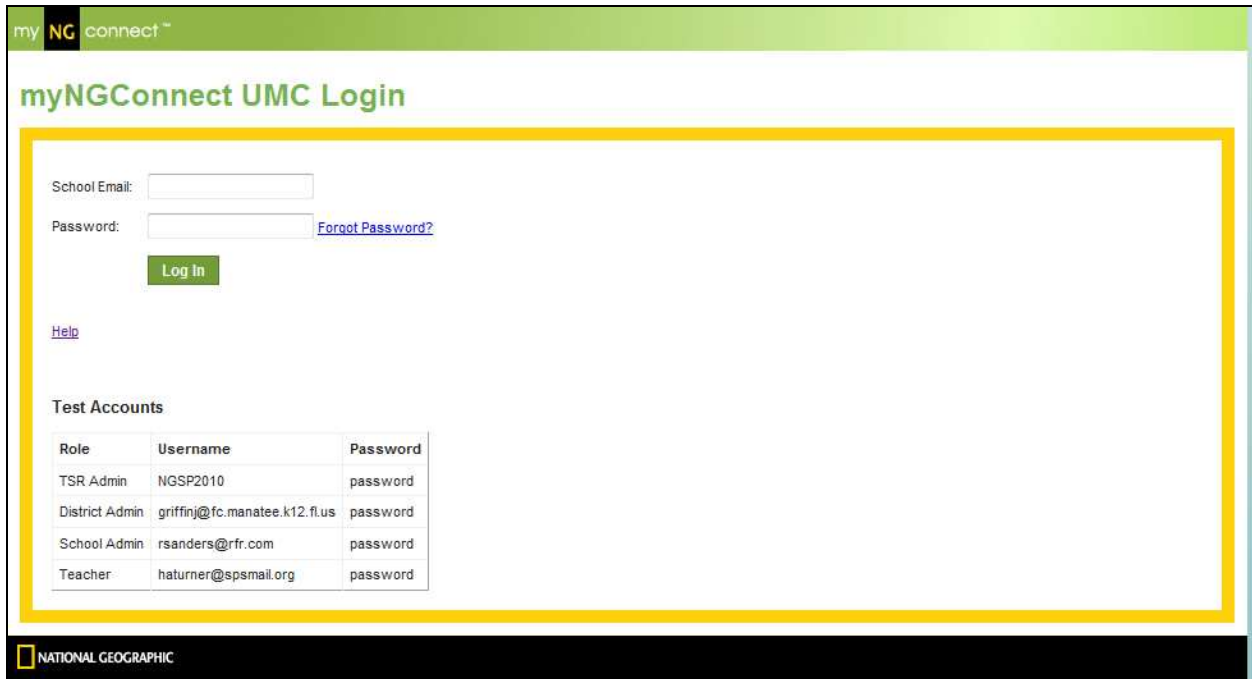

As a teacher, your primary interest will be in learning how to use the features you will need to manage your classes and students. The starting point for you will be your Teacher Homepage.
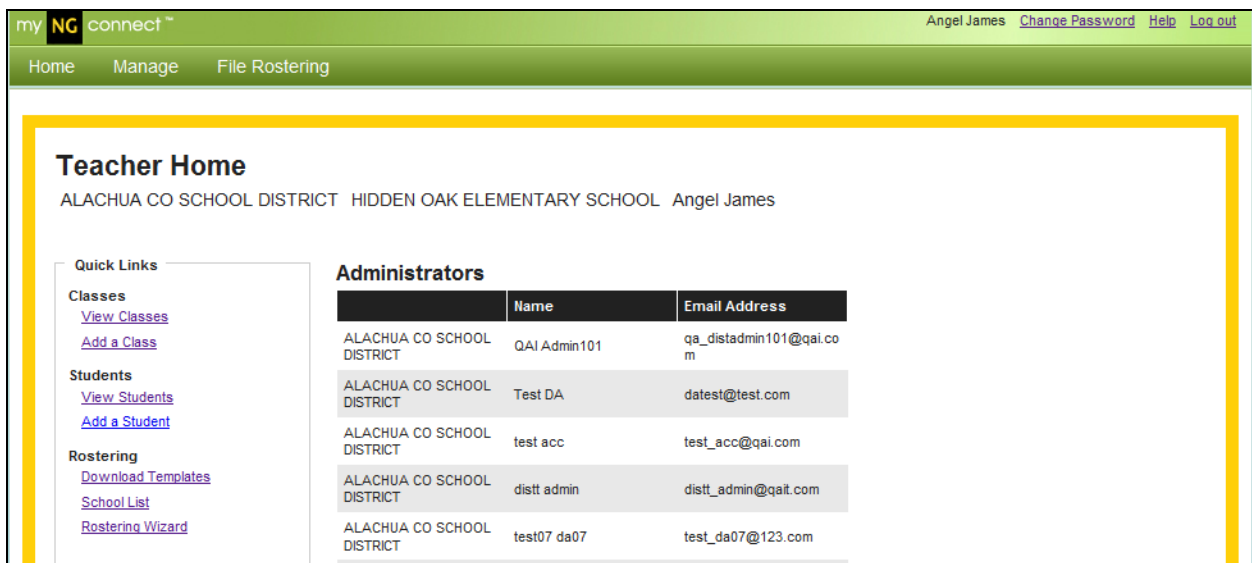
Teacher Homepage
To get to your teacher homepage, go to the following URL and login with your username and password.

https://www.dashboard.myngconnect.com

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

Managing Students

**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.
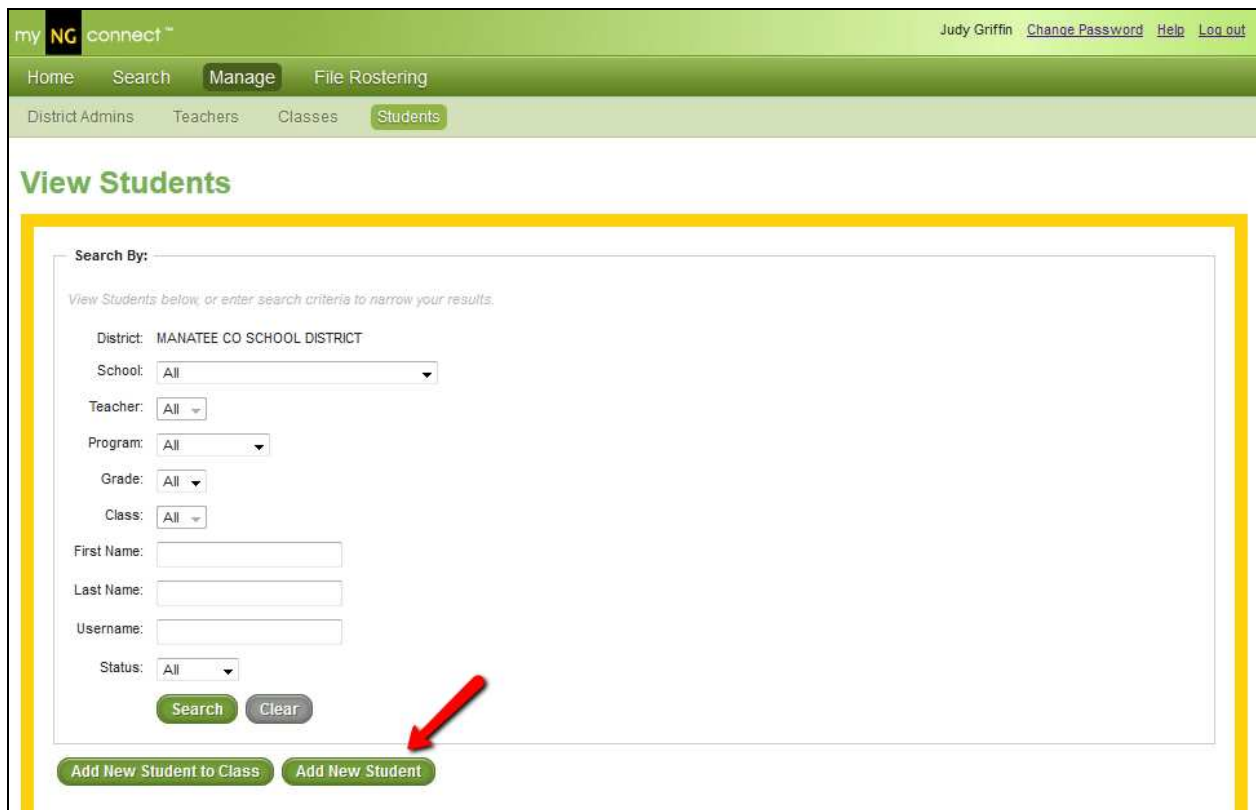
3. Enter the required information, then click "Save" at the bottom of your screen. If you have more than one Student to create, you can click "Save and Add Another". Please note the following:
    a. Student Status will default to "Active". If you set a Student's account to "Inactive", he will not be 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.

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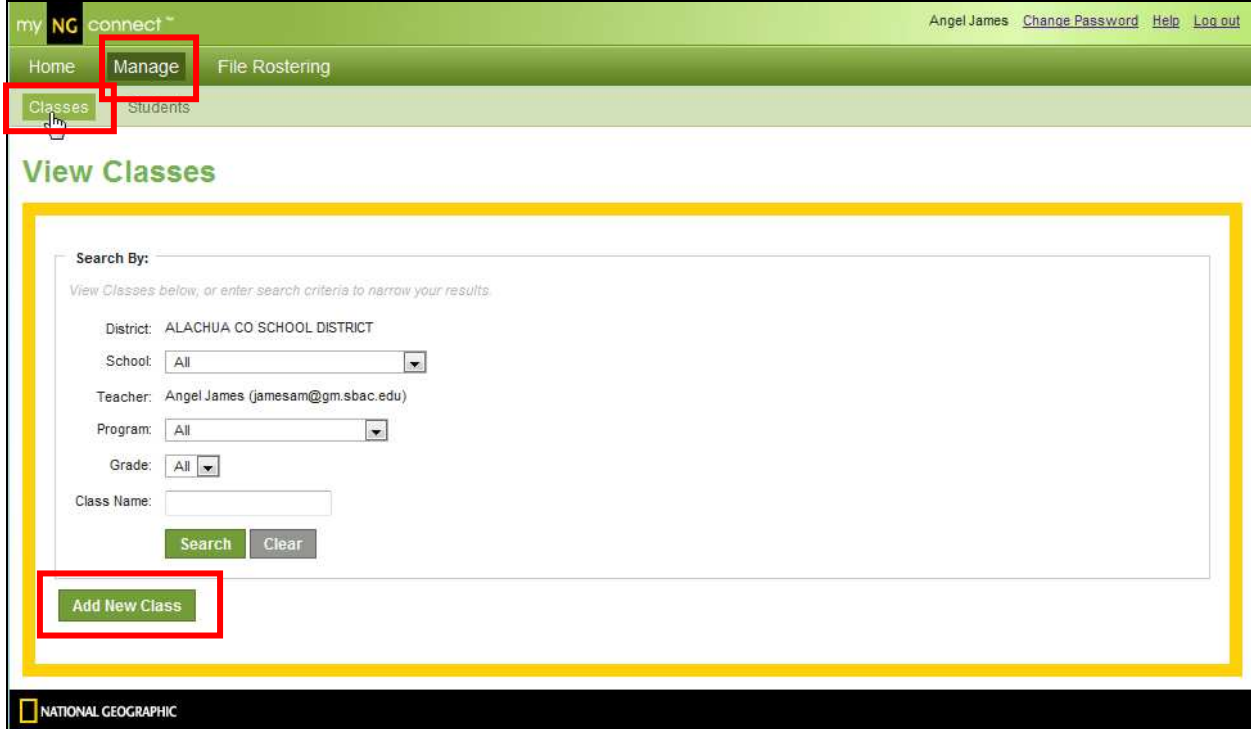
5. Once you have created a Student account, the new Student will be able to log in to myNGconnect, but will not be able to view any content until you have assigned him to a class.

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."

2. You will be prompted to select your Class details using a series of dropdown menus.
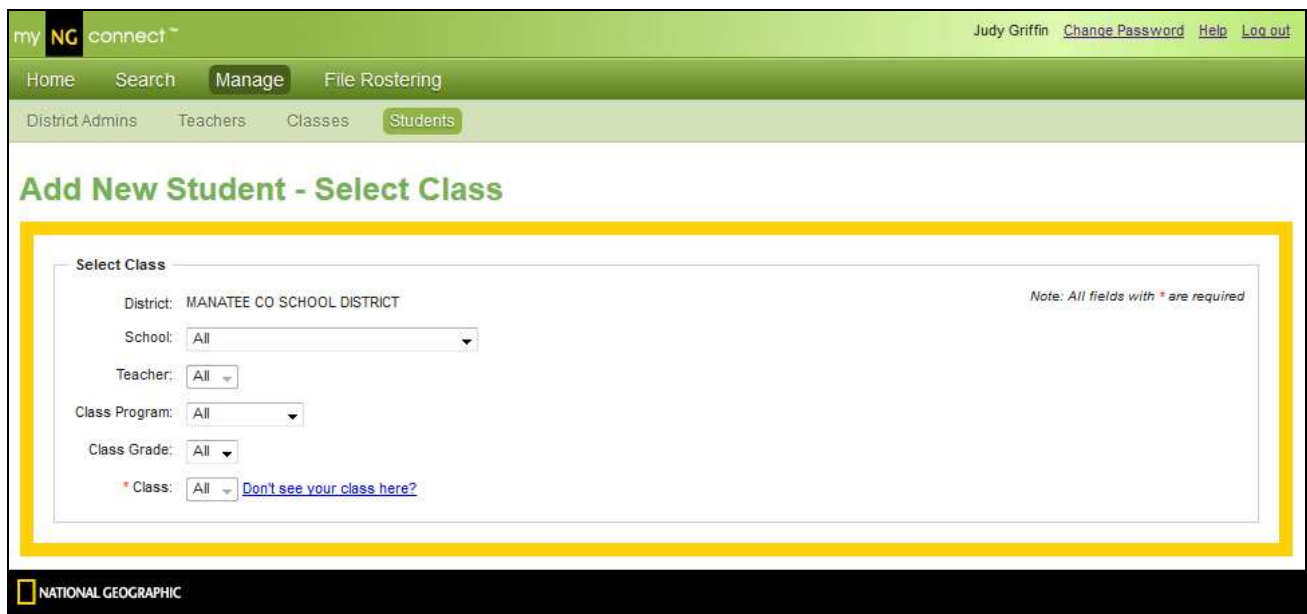
3. Once you complete this information, the rest of the Student creation process will be the same as above – see "Creating a New Student Account – Class Unknown", steps 3-5.
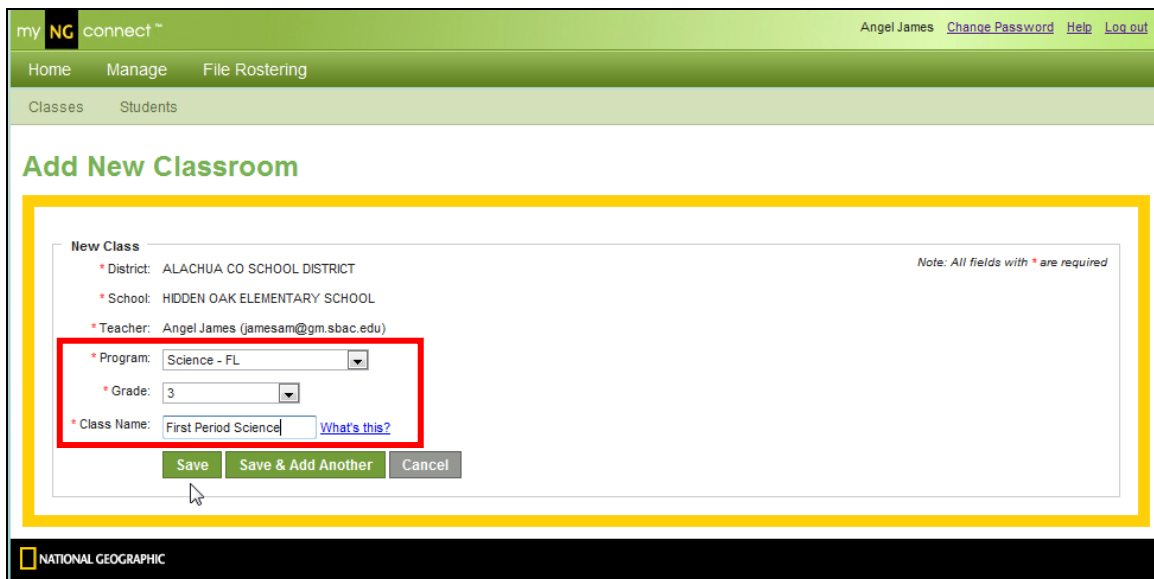
How to Add a Class

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".
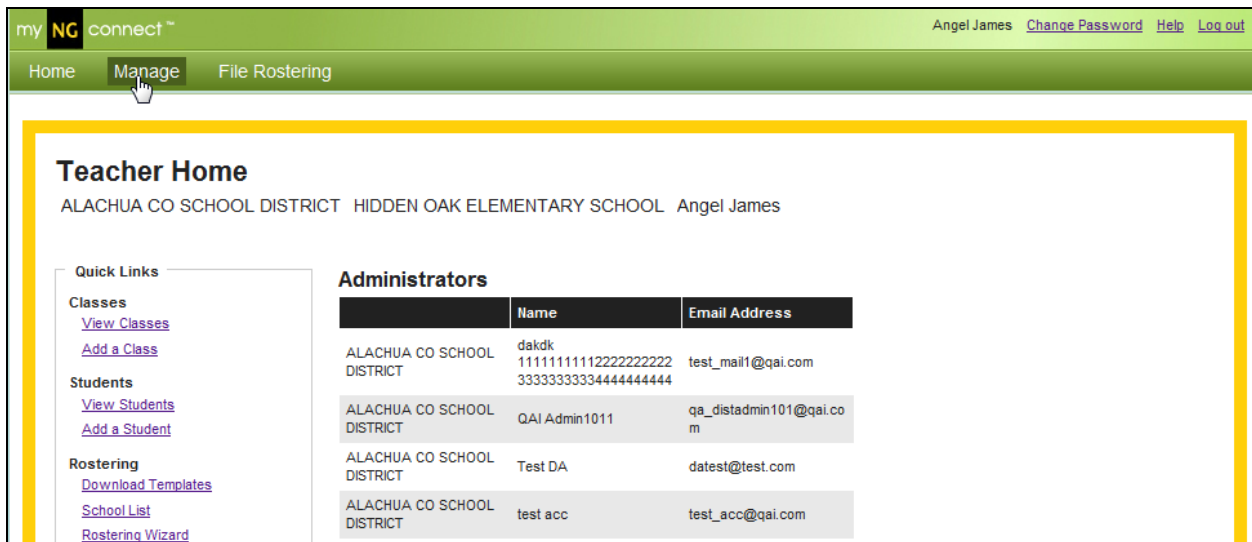
In the example above we have added the Science program for 3rd Grade and have named it First Period Science.

If you wanted to add your 4th 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.
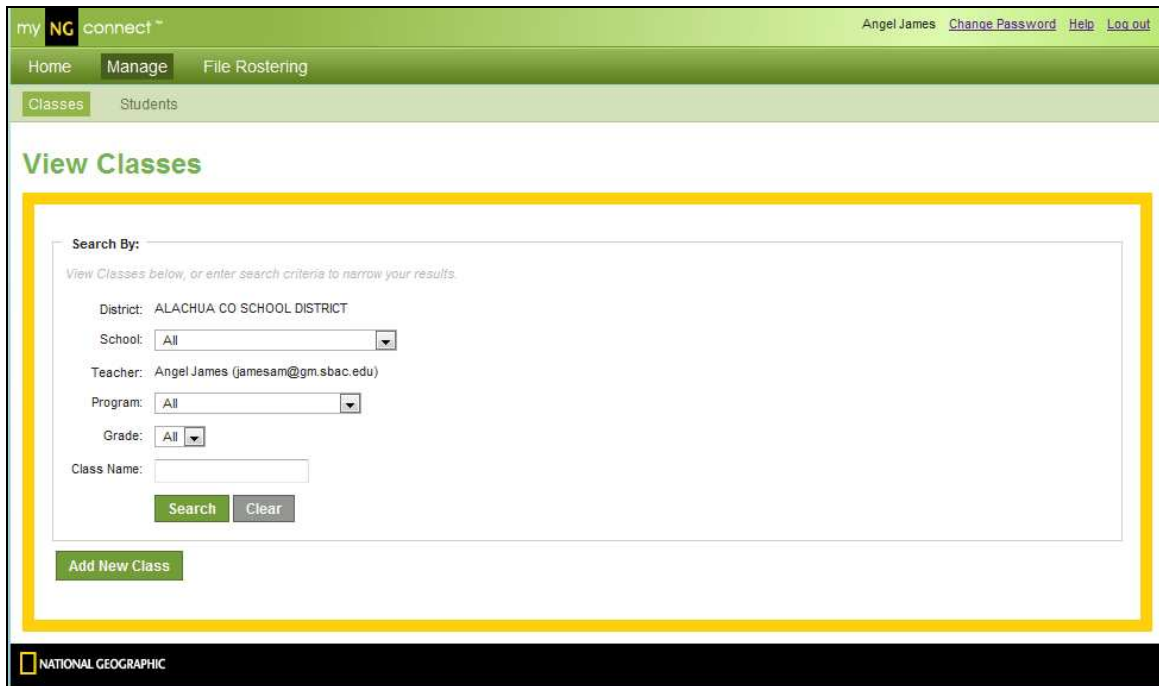
If you want to narrow your search, select your School, the Program and the Grade for which you would like to search for Classes.
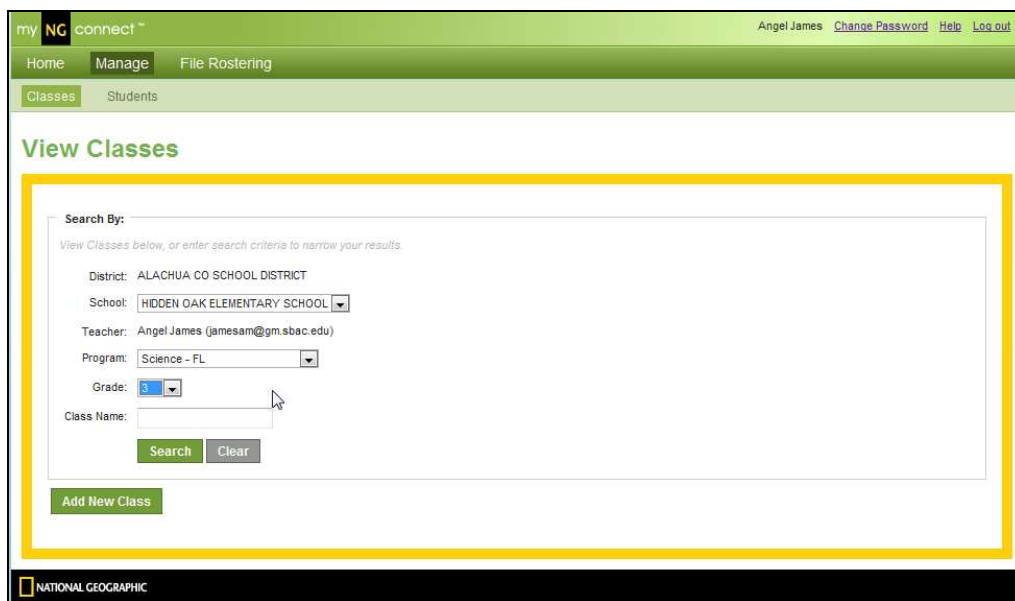
By narrowing your search you will see only the Science Classes at Hidden Oak Elementary School.