

CSI LITERACY CLOUD GUIDELINES FOR ADMINSTRATORS

As the school admin, you will be responsible for registering teachers in the CSI Literacy Cloud web portal. This is a simple process which shouldn't take more than a minute or two per teacher.

Before you begin

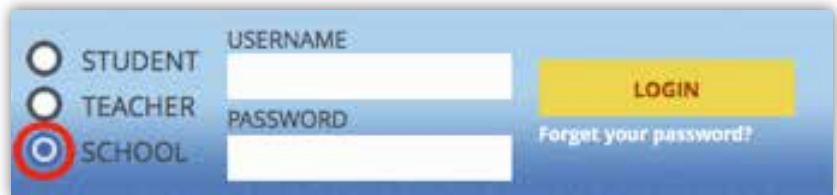
To set up teachers in CSI Literacy Cloud, you will need the following information:

- Each teacher's name
- Each teacher's email address
- The name of each teacher's class
- A password for each teacher (These could be supplied by each teacher, or you could generate them randomly using a site such as <http://passwordsgenerator.net>. Note that passwords must contain at least six characters.)

Logging in

To log in to your school admin account:

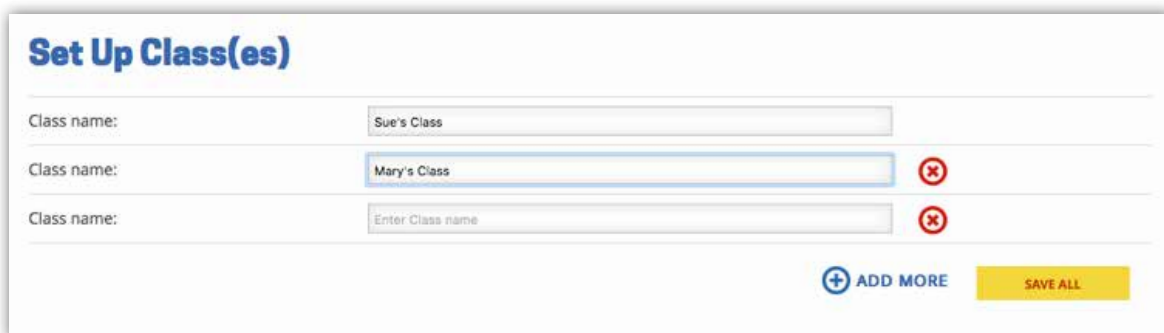
1. Go to www.csi-literacy-cloud.com
2. Select the "School" option at the top right
3. Enter your username and password (these will be in your welcome email)



Setting up a class

After logging in to CSI Literacy Cloud for the first time you will see the "Set Up Classes" page. Here you will enter the names of the classes your teachers require (this can be a class designation, such as "7b", or you could use the teacher's name, such as "Sue's Class"). If you need to sign up more than three classes click "Add more".

When you've listed all of the classes you need, click "Save all".



Registering teachers

The next screen is the “Add Teacher” page, which is where you add teacher details and assign them to a class. The teacher’s first and last name are at the top of this form, followed by their username – this must be a valid email address (we suggest using their school email address). For administrators who are also teachers, note that the “administrator” email address must differ from the “teacher” email address so an alternative email address will be required.

Next, the teacher is assigned a password, and then they are assigned one or more of the classes you set up in the previous step. Note that more than one teacher can be assigned to a single class (e.g. both a teacher plus a teacher aide can be assigned to one class), and more than one class be assigned to a single teacher (e.g. the teacher in charge of a year group could be given access to all of the classes they oversee).

Once the teacher’s details are complete, you can leave the “Send login details to teacher” ticked, as it is by default, or unselect this if you could prefer teachers didn’t receive an automated email with their login details. Then click “Save”. If “Send login details to teacher” was left ticked, you will be given the option either to go ahead with this, or return to the “Add Teacher” screen to make changes.

Add Teacher

First Name: Sue

Last Name: Thompson

Username: sue@argyle.school.nz

Password: sustho123

Assign Class(es):

- Select All
- Sue's Class
- Mary's Class

Send login details to teacher.

SAVE

Making changes, adding teachers, and deleting teachers

This is the main screen that you, as the school admin, will interact with from now on. It is also the screen you will see when you log in again in the future. From this screen you can see a list of the teachers you have registered for CSI Literacy Cloud, and by using the “edit” and “delete” icons on the right of each teacher’s details you can make changes to their details or remove them entirely. You can also click on the links above the list of teachers, which will allow you to set up more classes, and add or delete teachers.

Whakamaatautau School - Teachers

SET UP CLASSES

ADD TEACHER DELETE TEACHER(S)

<input type="checkbox"/> Teacher Name	Teacher Username	Assigned Class	
<input type="checkbox"/> Stephen Minchin	stephenminchin@gmail.com	B12	

Forgotten passwords, and making changes

The teachers you have registered can now log in to the CSI Literacy Cloud portal, using the details you have entered in the previous steps. If a teacher forgets their login details, simply log in once again as the school admin and click the “edit” icon alongside that teacher’s name (in the screen above) to see their username and password etc. You can also amend any details on this screen.