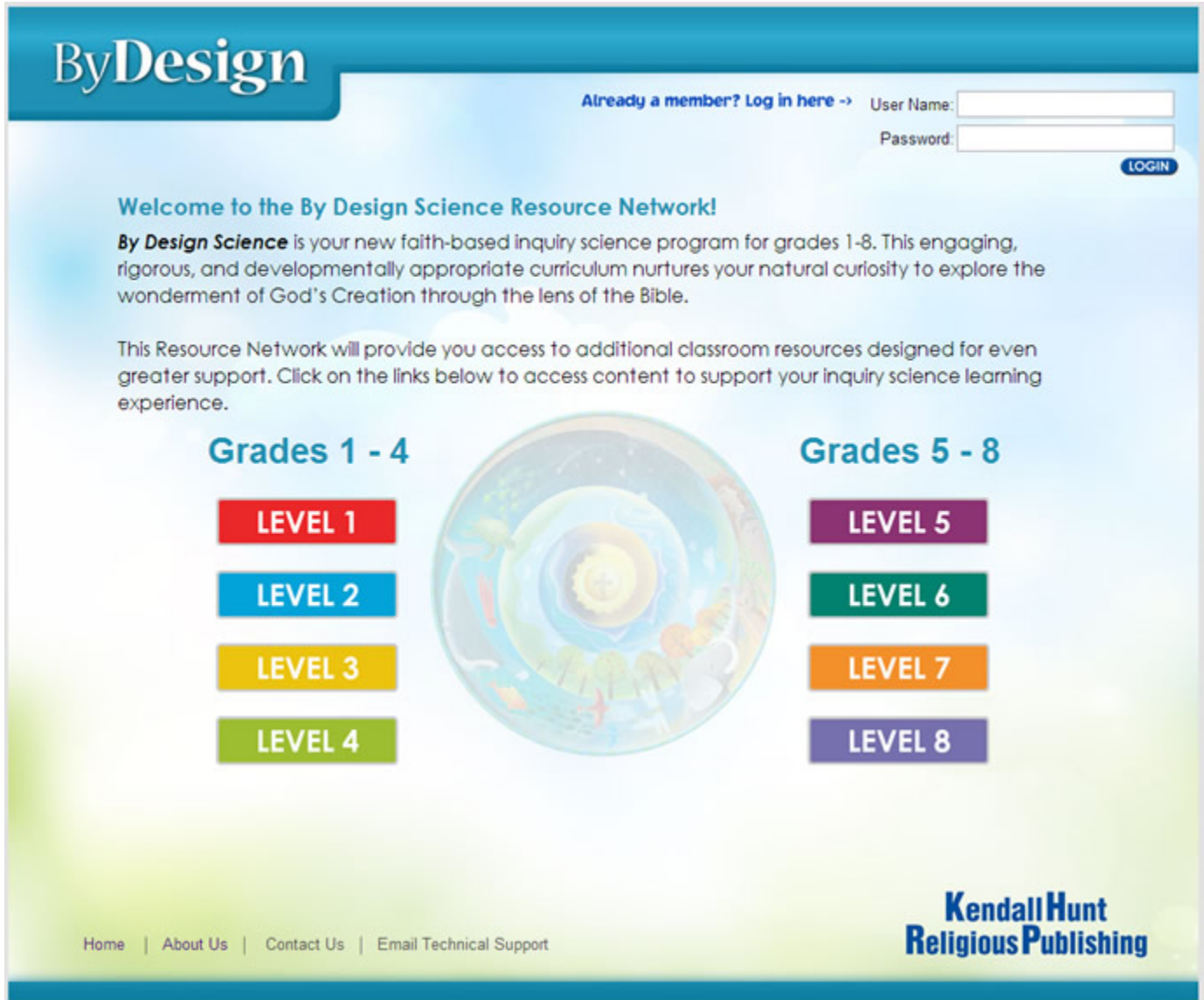


Teacher and Administrator Tutorial

The following tutorial provides visual representations and instructions to assist both teachers and school administrators with administrative functions.



Login Page: Sign in here to manage your school and class information.

Note: Administrator is the individual within a school that will manage and oversee administering the on-line teacher access for one or more schools.

Welcome to the By Design Science Resource Network!

By Design Science is your new faith-based inquiry science program for grades 1-8. This engaging, rigorous, and developmentally appropriate curriculum nurtures your natural curiosity to explore the wonderment of God's Creation through the lens of the Bible.

This Resource Network will provide you access to additional classroom resources designed for even greater support. Click on the links below to access content to support your inquiry science learning experience.

Grades 1 - 4

LEVEL 1

LEVEL 2

LEVEL 3

LEVEL 4



Grades 5 - 8

LEVEL 5

LEVEL 6

LEVEL 7

LEVEL 8

Login Page--Administrative Access: After you login, if you are a teacher or administrator for your school, click the **Administrative Access** button to access the Administrative Tools page.

Administrative Tools

Account Administrator Menu

License Details
[Manage Account](#)

School Actions
[Add School](#)
[Add Teacher](#)

Class Actions
[Add Class](#)
[Add Students](#)
[Manage Class](#)

Teacher Menu

Class Actions
[Add Students](#)
[Manage Class](#)



Administrative Tools: If you are the administrator for your school, you can use the Account Administrator Menu to manage license details; add schools, teachers, classes, and students; and manage classes. If you are a teacher, you can use the Teacher Menu to add students and manage your classes.

Current Program Subscriptions

Your union/school has purchased access to the programs listed below.

Product	Edition	Total_Seats	Seats_Used	License_Type	Action
Level 1	1	15	1	Student	Add Students
Level 1	1	5	1	Teacher	Add Teachers
Level 2	1	15	15	Student	Add Students
Level 2	1	5	1	Teacher	Add Teachers
Level 3	1	15	0	Student	Add Students
Level 3	1	5	0	Teacher	Add Teachers
Level 4	1	15	0	Student	Add Students
Level 4	1	5	0	Teacher	Add Teachers
Level 5	1	15	0	Student	Add Students

Current Program Subscriptions: As an administrator, you can use this page to view how many student and teacher licenses your school has purchased and how many licenses are in use.

Adding a School

Please fill out the information below to add a new school.

School Name:

Address:

City:

Country:

State/Province:

Postal Code:

Union:

Adding a School: As an administrator, if necessary, you can add a new school to your Union using this page. Simply fill out the form, starting at the top and working your way down. Once you select your country and state/province, the dropdown menu will populate and you will be able to select your Union. When you click the **Add School** button at the bottom of the screen, you will receive a message that the school was successfully added. If an error message is displayed, double check the information entered in the form and make sure that no other administrator in the Union (if the Union has multiple administrators) has already added the school.

Adding a Teacher

Please fill out the information below to add a new teacher.

School:

Teacher First Name:

Teacher Last Name:

Teacher Email:

[Add Teacher](#)

Adding a Teacher: As an administrator, you can use this page to add a new teacher to your school. Select the school of the teacher's placement from the dropdown menu and add the teacher's information. When you click the **Add Teacher** button at the bottom of the screen, the page will display a message that the teacher was successfully added. If an error message is displayed, double check the information entered in the form and make sure that no other administrator in the school (if the school has multiple administrators) has added the teacher already. New teachers will receive their login credentials once they have been assigned as a teacher of a class (described in the following screenshot).

Adding a Class

Please fill out the information below to add a new class. If you also will be adding the students, please click the Add Students button. If not, please click the Assign to Teacher button, which will email instructions about how to add students to the teacher of the class you're adding.

Already added the class? [Click Here](#) to upload its student information.

School:	<input type="text" value="Kendall Hunt School 1"/>
Teacher:	<input type="text" value="joetest teacher1"/>
Class Name:	<input type="text" value="Class Name 1"/>
Class Period:	<input type="text" value="1"/>
Grade Level:	<input type="text" value="9"/>
Products Available:	<input type="text" value="Level 2, 1 ed."/>
Begin Date:	<input type="text" value="10/6/2013"/>
End Date:	<input type="text" value="2/27/2014"/>

-OR-

Adding a Class: As an administrator, you can use this page to add a new class. Select the school where the class will be held from the dropdown menu. Next, select the teacher who will be instructing the class from the dropdown menu. Then enter the other relevant information for the class—class name, class period, grade level, products available, and beginning and ending dates. (Note: Class names should be unique.) When either of the date boxes is selected to add beginning and ending dates, a calendar will open and you can select the dates of the course from the calendar.

When the **Assign to Teacher** button at the bottom of the screen is clicked, a message that the class was successfully added to that teacher's account will be displayed. If an error message is displayed, double check the information entered in the form. If the **Add Students** button is selected and the class has been successfully added, you will be taken to a page where you can enroll students in the class. If the class has not been successfully added, an error message will be displayed as to why it wasn't created. If you are having trouble creating a class and need assistance please send an email detailing your issues to webmaster@kendallhunt.com.

Adding Students to a Class

You can either upload students from a spreadsheet or add them individually using the form below. If you choose to use a spreadsheet, please click the [link](#) below to download a template file for you to modify and upload. All fields denoted with * are required.

Select the school for this class:*

Select the class:*

To upload your class list, use the Browse button to select the spreadsheet file and then click the Upload button.

[download template](#)

No file chosen

OR you can fill out the following form to add students one at a time:

First Name:*	<input type="text"/>	Username:*	<input type="text"/>
Last Name:*	<input type="text"/>	Password:*	<input type="text"/>
Email Address:	<input type="text"/>	Confirm Password:*	<input type="text"/>
Grade:	<input type="text" value="-Select One-"/>	Student ID:	<input type="text"/>
<input type="button" value="Submit"/>			

Adding Students to a Class: On this page, both administrators and teachers can add new students to a class. Select the school where the class will be held and the class to which you would like to add students. There are two ways to add students to a class: (1) uploading a roster of students to the class or (2) entering each student individually.

To upload a roster of the class, click on the "download template" link, which will open an Excel spreadsheet template. Follow the instructions on Sheet1 of the template and add the student information on Sheet2 of the template. When completed, the template should look like the example in the next screenshot. Save this file to your computer. *Note: Please make sure that your template does not contain any apostrophes (').

The screenshot shows a Microsoft Excel spreadsheet titled "ImportUsers_Template (2).xlsx". The ribbon includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Acrobat, and Team. The Home tab is active, showing options for Clipboard, Font, Alignment, Number, and Styles. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H
	*USER TYPE	*#USER NAME	*PASSWORD (leave blank if you want the system to create the password)	*FIRST NAME	*LAST NAME	STUDENT EMAIL (optional)	*GRADE (Required only for student user type)	*STUDENT IDENTIFICATION NUMBER
1								
2	student	wildcatBill	password1	Bill	Smith		11	1000
3	student	wildcatJane	password2	Jane	Wilson		11	1001
4	student	rgeller	password3	Ross	Geller		11	1002
5	student	joel.bryhan	password4	Joel	Bryhan		11	1003
6	student	userName5	password5	Britney	Jones		11	1004
7								
8								
9								
10								

This figure shows an example of how a completed student roster template should look. Please note that student information should only be entered on Sheet2, and that column headings should not be modified nor should any of the worksheets be renamed. The downloaded file should also include another worksheet that has instructions that may be helpful to you (please see highlighted area to find where the worksheets are listed). If you have any trouble with your upload please email webmaster@kendallhunt.com.

Adding Students to a Class

You can either upload students from a spreadsheet or add them individually using the form below. If you choose to use a spreadsheet, please click the link below to download a template file for you to modify and upload. All fields denoted with * are required.

Select the school for this class:*

Select the class:*

To upload your class list, use the **Browse** button to select the spreadsheet file and then click the **Upload** button.

[download template](#)

No file chosen

There were 4 users imported, please click the following link for a report of users imported and your student logins.

[Get Report](#)

OR you can fill out the following form to add students one at a time:

First Name:*	<input type="text"/>	Username:*	<input type="text"/>
Last Name:*	<input type="text"/>	Password:*	<input type="text"/>
Email Address:	<input type="text"/>	Confirm Password:*	<input type="text"/>
Grade:	<input type="text" value="-Select One-"/>	Student ID:	<input type="text"/>

Once you have completed the student upload template, click the **Choose File** button and select the template file from your computer's directory. Then click the **Upload** button.

Once the file is uploaded, the system will display a message about how many students were imported into the class. Click on the "Get Report" link to see which students were uploaded as well as to view any errors that occurred. See the example report in the next screenshot.

Student Records Upload Report

Here is a report of your uploaded student records. If you don't see an error message, then the record has been successfully imported.

[Go back to student upload page](#)

Login_Name	Password	First Name	Last Name	Error	Error Message
wildcatBill	password1	Bill	Smith	0	
wildcatJane	password2	Jane	Wilson	0	
rgeller	password3	Ross	Geller	0	
joel.bryhan	password4	Joel	Bryhan	0	
userName5	password5	Britney	Jones	1	Username Already Exists

Student Records Upload Report: In this example, the student account with the login name "userName5" was not loaded because that login is already in use elsewhere in the system, as noted by the error message "Username Already Exists." To resolve this issue, either upload another spreadsheet template containing only that student account with a different login name, or enter the information for the student manually on the Adding Students to a Class page (see the next screenshot).

Adding Students to a Class

You can either upload students from a spreadsheet or add them individually using the form below. If you choose to use a spreadsheet, please click the link below to download a template file for you to modify and upload. All fields denoted with * are required.

Select the school for this class:*

Kendall Hunt School 1 ▾

Select the class:*

KH Level 1 Class ▾

To upload your class list, use the Browse button to select the spreadsheet file and then click the Upload button.

[download template](#)

Choose File

No file chosen

Upload

OR you can fill out the following form to add students one at a time:

First Name:*	<input type="text" value="kyle"/>	Username:*	<input type="text" value="wildcat7"/>
Last Name:*	<input type="text" value="cross"/>	Password:*	<input type="text" value="password7"/>
Email Address:	<input type="text"/>	Confirm Password:*	<input type="text" value="password7"/>
Grade:	<input type="text" value="10"/>	Student ID:	<input type="text" value="1100"/>

Submit

Adding a Single Student: To add an individual student to the class, simply fill out the fields at the bottom of the page and click the **Submit** button. After the information is submitted, the system will display a message indicating whether the student was successfully added or an error occurred.

Managing Students

To view the list of students assigned to a specific class, please select your school from the dropdown menu and then the class.

Select the school:

Kendall Hunt School 1 ▾

Select the class:

KH Level 1 Class ▾

You can remove students from a class by clicking the delete link on the record.

First Name	Last Name	Login_Name	Action
khtest	student2	khtestST2	Remove
Bill	Smith	wildcatBill	Remove
Jane	Wilson	wildcatJane	Remove
Ross	Geller	rgeller	Remove
Joel	Bryhan	joel.bryhan	Remove

Managing Students: On this page, both teachers and administrators can view and manage the students enrolled in a class. Select the school and select the class from the corresponding dropdown menus.

The system will display information for each student enrolled in the class. To remove a student from a class, click the "Remove" link next to the student's information.

Administrative Tools

Account Administrator Menu

License Details
[Manage Account](#)

School Actions
[Add School](#)
[Add Teacher](#)

Class Actions
[Add Class](#)
[Add Students](#)
[Manage Class](#)

Teacher Menu

Class Actions
[Add Students](#)
[Manage Class](#)



Navigation: Use the links at the bottom of the page to go to the Admin Home page and the Teacher/Student Site (main home page).