

Help guide to add teacher id as admin of a CLix course Unit

This guide explains how to make a teacher admin of a CLix course unit. Once CLix platform is installed on a school server, a list of one thousand such student & teacher user ids and passwords (technically referred to as user id CSV) will be provided. CLix Field Technologists/Field Professionals need to take print out of user id-password list and,

1. Work with teachers to assign the user ids to students and teachers and write down student's details against their user id
2. Keep the register in the school lab and ask the teachers to maintain it
3. Keep at least one backup of the register in HM/Principal's office
4. If feasible, paste the user id-password list on the wall of computer lab

Additionally, CLix FTs/FSPs will have super admin access to the platform server (user id: **administrator**; password: **changeit**). *It is important that these credentials are NOT shared with anyone else outside CLix field team.*

Making teacher user id as admin of a course unit:

Before the roll-out session, teacher user ids need to be made admin of their corresponding course units. For example Math teachers need to be able to:

1. student comments
2. notebook notes
3. file uploads in the gallery, and
4. be able to see Group Analytics (progress report of all students enrolled on the course unit).

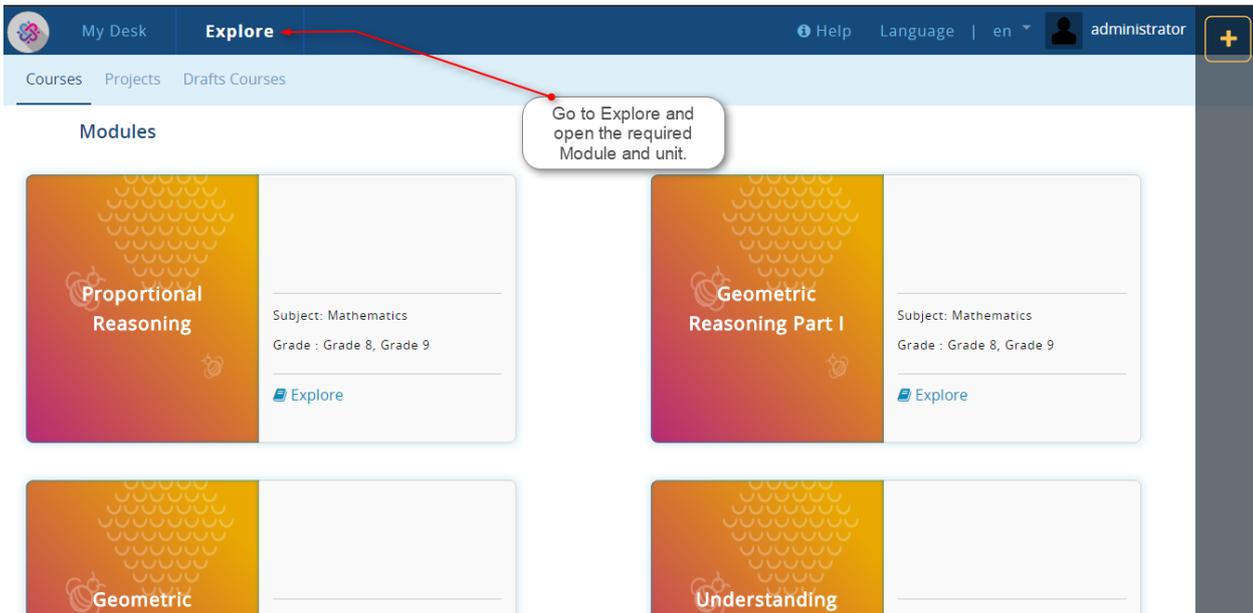
Tip:

1. For convenience, we can fix subject-wise teacher user ids such as English teachers to get iron; Math teachers to get math
2. Multiple teacher ids can be added as Admins of a course unit

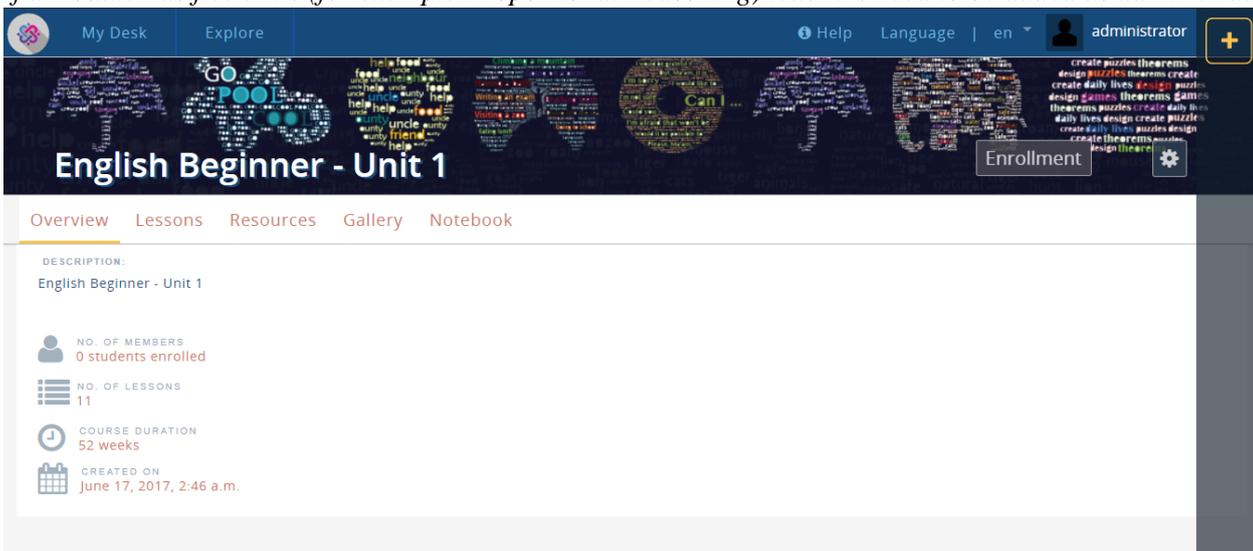
Please follow below steps to add a teacher as admin of a course unit:

Step 1: Login as administrator

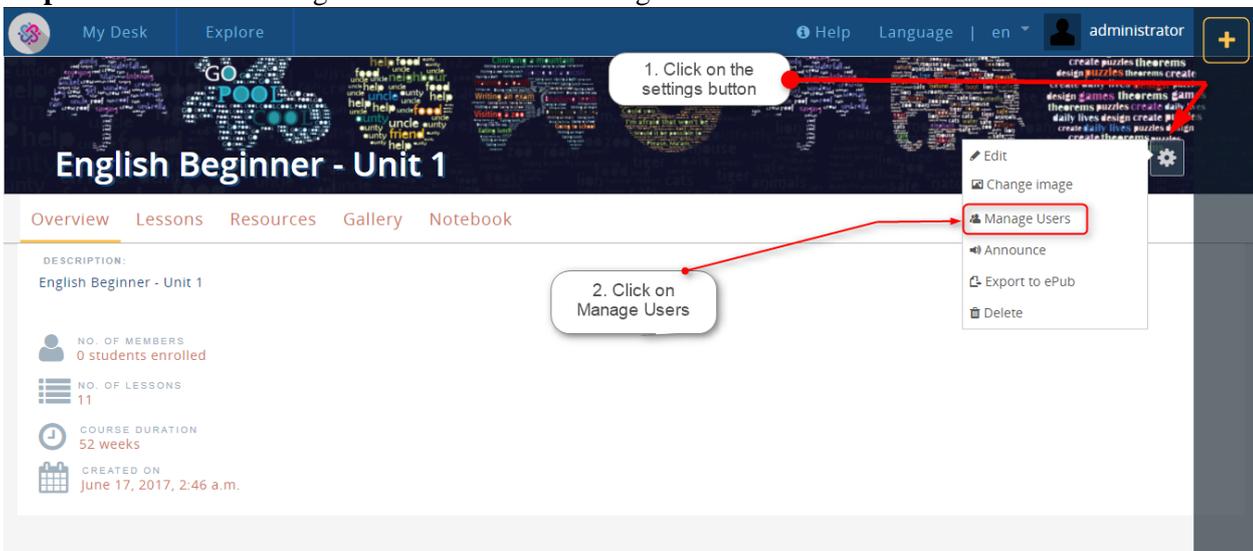
Step 2: Go to Explore



Step 3: Open the Module and Unit. Please note, teachers need to be added as admin at the Unit level.
 If a module has five units (for example *Proportional Reasoning*) teachers need to be added as admin in all the five units



Step 4: Click on the settings button and choose Manage Users



Step 5: Search for the user id that you want to admin and add it as Admin (if there are multiple teachers then search and add them as Admin one after the other).

search for the required teacher id

SEARCH USER BY NAME : oxygen

Find Students

Total 5 user(s) found.

No.	Name	Member	Admin
1	green-oxygen-sp99	✓ Add	✓ Add
2	blue-oxygen-sp99	✓ Add	✓ Add
3	orange-oxygen-sp99	✓ Add	✓ Add
4	red-oxygen-sp99	✓ Add	✓ Add
5	yellow-oxygen-sp99	✓ Add	✓ Add

Click here to add the required teacher id as Admin of this unit.

Search the teacher's user id

SEARCH USER BY NAME : oxygen

Find Students

Total 5 user(s) found.

No.	Name	Member	Admin
1	green-oxygen-sp99	✓ Add	✓ Add
2	blue-oxygen-sp99	✓ Add	✗ Remove
3	orange-oxygen-sp99	✓ Add	✓ Add
4	red-oxygen-sp99	✓ Add	✓ Add
5	yellow-oxygen-sp99	✓ Add	✓ Add

blue-oxygen-sp99 teacher id is now an Admin of this unit.

Step 6: Logout of the platform as administrator or open a new window in Chrome incognito mode.

Step 7: Login as the teacher user id that you added as admin of course units

Step 8:

Go to the course unit and see if the GROUP ANALYTICS tab is visible in the overview. If the tab is visible then the te:

Step 9:

If the tab in course unit Overview is PROGRESS REPORT then the teacher id is not an admin of the course unit.

Unit 0: Pre Assessment

English teacher login

Enrollment

Overview Lessons Resources Gallery Notebook

DESCRIPTION:
Proportional Reasoning
Unit 0: Pre Assessment

NO. OF MEMBERS
0 students enrolled

NO. OF LESSONS
1

COURSE DURATION
52 weeks

CREATED ON
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Since English teacher is not an admin of Math unit, the English teacher will only see PROGRESS REPORT (his/her own progress) and not GROUP ANALYTICS (all students' progress)

NOTIFICATIONS

PROGRESS REPORT

Revision #3

Created Mon, Mar 30, 2020 10:40 AM by [Raju Sambari](#)

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