



IQWST® IDE Roster Setup - Documentation for District Managers

District Manager accounts can only be setup by the Activate Learning Support Team. These accounts are reserved for technical administrators, curriculum directors or IT personnel at the district level.

Once a Support Team member has created the district and District Manager account, the user can log in at their district-specific IQWST URL, changing */webapp* to */admin*. For example, if your district URL is <https://example.iqwst.com/webapp>, you can access the dashboard at <https://example.iqwst.com/admin>.

Quick Start – Upload District Roster

To quickly get your district setup, please follow the steps below.

1. Update your account information by clicking **My Account** at the top of the page.
2. You can utilize the CSV Upload Roster import to create students, teachers, classes, and schools in one import. Click **Upload Roster** on the dashboard.
3. Download a template from the Upload Roster page.
4. Add students, teachers, classes, and schools to the CSV file. You should be able to auto-generate this format from your Student Information System.
5. Be sure to keep a copy of the CSV file as the usernames and passwords will need to be distributed to the students and teachers.
6. Import the file on the **Upload Roster** page.
7. Contact teachers and provide them the students' usernames and passwords.

Quick Start – Teachers Upload Their Own Rosters

District Managers have the option of not using the CSV Upload Roster import, however schools and teacher accounts will need to be created.

1. Click **Add School** on the dashboard.
2. Enter school information. You may use the School Name for the ID. When finished, click Create School. You will now see the school on the dashboard.
3. Click **Manage Teachers** on the dashboard.
4. Click **Create Teacher**.
5. Enter teacher information. The teacher ID should be a unique ID from the district. You may use the teacher's email address as the ID. Click Create Teacher when finished. You will now see the teacher in the list.

6. Provide the username and password to the teacher.
7. The teacher can now log in to create their own classes and add students.

My Account

On first log in, a user should add their phone number and email (if not already added) with the **My Account** link located on the top navigation bar.

Dashboard

Once logged into the system, a District Manager will first see an empty list of schools, district information, and other District Manager accounts.

Districts | Manage

example

Manage Add School Manage Teachers Manage Students Manual Import

Schools

Add School

Name	Stem Gauge	Class Count	
Example School	Yes	1	✎ ☰ ⌵ 👤

District Managers

Name	Email	Phone	
Example Manager	example@schooldistrict.edu	813-333-3333	✎

District Info

- Maximum Students Allowed: 1000
- Maximum Students Per Class: 1000
- Maximum Teachers Allowed: 1000

Users have the following links on the main page on the tab above the School list:

Item	Description
Add School	Add school to district
Manage Teachers	Shows all teachers in district (all schools)
Manage Students	Shows all students in district (all schools)
Upload Roster	Import students, classes, teachers, and schools using CSV file

Student, Teacher, and Other Identifiers

Schools, classes, teachers, and students have unique identifiers in the IQWST system, separate from identifiers like usernames and emails addresses. For students, this is usually referred to as


the student number. These are also referred to as unique identifiers, API identifiers, and student and teacher identifiers. These identifiers are used with Single Sign-On (SSO), Student Information System (SIS), and other integrations.

- If your district does not use internal, unique identifiers, you can instead use email as the teacher or student identifier, for example.
- For a school identifier, you can use the school's name, assuming it is unique.
- For a class identifier, you could use a convention like teacherfirstname.lastname.period.year, e.g., 'jane.smith.period7.2018'.
- If any questions, please contact our Support Team at support@activatelearning.com to determine the best alternatives.

Schools

Schools are the first building block of a district, allowing District Managers to create classes and then assign teachers and students in these schools.

Create and Edit a School

- To create a school, click the **Add School** tab or, the **Add School** button above the list of schools.
- Once a school has been created, you can edit by clicking the  icon next to the school on the dashboard.


The following table is for both creating and editing schools.

Field	Notes
School ID*	This identifier should use the school's unique identifier from the district. If your district does not have unique identifiers for schools, this can be an issue with keeping track in subsequent semesters or years.
School Name*	The name of the school. This must be a unique name.
Stem Gauge Enabled	Assessments questions can have optional Stem Gauge questions, clicking the checkbox will grant the entire school access.

* *Required*

School Associations

From the dashboard page, District Managers have additional options besides editing the school information.

Schools			
Add School			
Name	Stem Gauge	Class Count	
Example School	Yes	1	

Manage School

- This is a different option of viewing the school's classes by teachers and *active* number of students.
- This page also has links to manage classes and students in the school.

Manage Classes

- This allows the District Manager to view all classes associated to the school.
- The page also contains a link to create classes.

Manage Teachers

- This allows the District Manager to view all teachers associated with the school.
- Teachers can be associated with multiple schools, so a single teacher may show up in two school teacher lists.
- The page also contains a link to create Teachers.

Manage Students

- This allows the District Manager to view all students associated with the school.
- Students cannot be associated with multiple schools. However, they can be transferred from school to school as needed.
- The page also contains a link to create Students.

Classes

Classes are associated with a school and contain teachers, students and related content units. The class page will show all Classes assigned to the school.

Create and Edit a Class

- To manage or create classes, click the **Manage Classes** icon.
- After a class has been created, you can edit the class, assign units, or delete the class from the classes view.
- Note: adding teacher and student accounts to the class are done after this step.

The following table is for both creating and editing classes.

Field	Notes
Class ID	This identifier should use the class's unique identifier from the district. If your district does not have unique identifiers for classes, this can be an issue with keeping track of classes in subsequent semesters or years.
Name*	The name of the class, should be easily readable by the teacher.
Grade	The grade of the class.
Period	The period of the teacher's class.
Year	The school year of the class, will default to current school year.
Term	Selection of Fall, Spring, Full Year, or Other to differentiate classes.

* Required

Add Units to a Class

Activate Learning
Manage District
Logout (dm90566)

example / Example School / Classes / Example Class

List Create Upload

Example Class Units

- Check/Uncheck All
- Life Science 1
- Intro to Chemistry 1
- Earth Science 1
- Physical Science 1
- Life Science 2
- Intro to Chemistry 2
- Earth Science 2
- Physical Science 2
- Life Science 3
- Intro to Chemistry 3
- Earth Science 3
- Physical Science 3
- Ciencia de la Tierra 1
- Ciencia de la Vida 1


- Units are added on a per class basis and are based on permissions setup by the Activate Learning Support Team for the district.
- If you don't see an expected unit on this page, please contact our Support Team at support@activatelearning.com.
- To add units, click the unit checkboxes and then hit **Save**.
- Any teachers or students associated with this class will now have access to the units.

Teachers

Teachers can only be a part of one district, but with multiple schools and classes. Students are then associated with these classes.

- To manage or create teachers, click the **Manage Teachers** tab.
- On the teachers list, users can directly edit, assign classes and activate/deactivate teacher accounts.

Create and Edit Teacher


- To create a teacher, click the **Create Teacher** tab.
- Once a teacher has been created, click the  edit icon next to the teacher to edit.

The following table is for both creating and editing teachers.

Field	Notes
Teacher ID*	This identifier should use the teacher's unique identifier from the district. If your district does not have unique identifiers for teachers, this can be an issue with keeping track of accounts in subsequent semesters or years.
Username*	The displayed username for the teacher, this should also be unique per district. Can be used for login.
First Name*	
Last Name*	
Email*	Can be used for login.
Password*	Password is required on creation, not for updating. To change a password, re-enter the new password in both fields.

* Required

Assign a Teacher to a Class

On the list of teachers for the district (Manage Teachers), or school, locate the teacher and click the  Manage Classes icon.


- Select the School from the drop down.
- Select the Class.
- Click **Add**.
- Class assignments can be removed by clicking the delete icon next to the class assignments.

Students

Student can be associated with one class, or inactivated and associated directly to the school.

- To manage or create students, click the **Manage Students** tab.
- On the students list, users can directly edit and activate/deactivate accounts.

Create and Edit Student


- To create a student, click the **Create Student** tab.
- Once a student has been created, click the  edit icon next to the student to edit.

The following table is for both creating and editing teachers.

Field	Notes
Student ID*	This identifier should use the student's unique identifier from the district. If your district does not have unique identifiers for students, this can be an issue with keeping track of accounts in subsequent semesters or years.
First Name*	
Last Name*	
Username*	The displayed username for the student, this should also be unique per district. Used for login.
Email	Can be used for login.
School	Students must be associated with a school from the district if Status is set to Active.
Class	Students are associated with a class here. Classes shown are filtered by the School above.
Password*	Password is required on creation, not for updating. To change a password, re-enter the new password in both fields.
Status	Students can be set to active or inactive. If active is set, School and Class are required.

** Required*

Transfer Student

As a District Manager, you have the option of transferring students by clicking the  transfer icon next to a student on the student list pages.

Upload Roster

The quickest option for a single setup of a district is to utilize the Upload Roster option. This takes away a significant amount of work from teachers having to import or input their own rosters.

Automated Roster Upload

If your team is able to provide a roster update programmatically for the entire district, we can automate the import process nightly (or another interval). This allows our system to keep in sync with your internal system. Please contact Activate Learning Support for information regarding this process.

The CSV (District Roster)

Imports into the IQWST system require a CSV file. You can download a sample CSV on the **Upload Roster** page. All spreadsheet applications are able to export or, save as a CSV file easily.

Import Functions

Utilizing the Upload Roster can perform the following tasks in one import for an entire district:

- Creating or editing student accounts.
- Activating or inactivating students.
- Creating or editing classes.
- Creating or editing teacher accounts.
- Creating or editing schools.

The Fields

The fields for the CSV are split into several sections of Student, Class, Teacher, and School. However, the assignments are done in 1 row. Therefore, there will be duplicate data on the spreadsheet for teachers, classes, and schools, however there should never be duplicate data for students.

Area	Field	Required	Notes
Student	ROLE	Yes	
Student	STUDENT_ID	Yes	This identifier should use the student's unique identifier from the district. If your district does not have unique identifiers for students, this can be an issue with keeping track of accounts in subsequent semesters or years.
Student	FIRST_NAME	Yes	
Student	LAST_NAME	Yes	

Student	USERNAME	Yes	
Student	PASSWORD	Yes	
Student	EMAIL	No	Can be used for login.
Class	GRADE	Yes	
Class	CLASS_PERIOD	Yes	
Class	UNITS_NEEDED	Yes	Must select from the abbreviated unit codes, listed below.
Class	CLASS_GUID (ID)	Yes	This identifier should use the class' unique identifier from the district. If your district does not have unique identifiers for classes, you can create one. For example, you could use a convention like teacherfirstname.lastname.period.year, e.g., 'jane.smith.period7.2018'.
Class	CLASS_NAME	Yes	
Teacher	TEACHER_EMAIL	Yes	
Teacher	TEACHER_USERNAME	Yes	The displayed username for the teacher, this should also be unique per district. Can be used for login.
Teacher	TEACHER_ID	Yes	
Teacher	TEACHER_PASSWORD	Yes	
Teacher	TEACHER_FIRSTNAME	Yes	
Teacher	TEACHER_LASTNAME	Yes	
School	SCHOOL_ID	Yes	
School	SCHOOL_NAME	Yes	
Student	STUDENT_STATUS	Yes	Must be set to either "a" (active) or "i" (inactive). Will inactivate students if needed, however this can also be done via the user interface.

Unit Codes

The following codes correspond to the following units:

Code	Unit
ES1	Earth Science 1
ES1-SP	Earth Science 1 (Spanish)
ES2	Earth Science 2
ES2-SP	Earth Science 2 (Spanish)

ES3	Earth Science 3
ES3-SP	Earth Science 3 (Spanish)
IC1	Intro to Chemistry 1
IC1-SP	Intro to Chemistry 1 (Spanish)
IC2	Intro to Chemistry 2
IC2-SP	Intro to Chemistry 2 (Spanish)
IC3	Intro to Chemistry 3
IC3-SP	Intro to Chemistry 3 (Spanish)
LS1	Life Science 1
LS1-SP	Life Science 1 (Spanish)
LS2	Life Science 2
LS2-SP	Life Science 2 (Spanish)
LS3	Life Science 3
LS3-SP	Life Science 3 (Spanish)
PS1	Physical Science 1
PS1-SP	Physical Science 1 (Spanish)
PS2	Physical Science 2
PS2-SP	Physical Science 2 (Spanish)
PS3	Physical Science 3
PS3-SP	Physical Science 3 (Spanish)
CA6.1	CA Module 6.1
ED1	Engineering Design
HI1	Human Impacts
MAC1	Macroevolution
ESS1	Earth and Space Science
CA6.2	CA Module 6.2

Import Rules on Pre-Check

There are multiple pre-checks on the spreadsheet before the import will process:

- All header columns must exist on the CSV. If any are missing, moved or renamed, it will fail the pre-check.
- Students must have unique passwords.
- Updating an email address is not supported, you will get a duplicate email error.
- Duplicate emails, student identifiers, and usernames on the spreadsheet will all throw an error and fail "pre-check".
- Missing usernames or student identifiers will throw an error and fail "pre-check".

- Units selected will be compared against those available for the district.

Confirmation

After all pre-checks succeed, you will be presented with confirmation of students added or updated. ***Please confirm this is the correct count before proceeding!***

Updates with the Roster Upload

- Student account information and class assignments can also be updated using the Upload Roster feature.
- For example, you can update the first name, last name, and username to new values by making sure the student identifier (STUDENT_ID) is the same.

Technical Support

Activate Learning is available to support you through all steps of the rostering process. Email support is available by contacting support@activatelearning.com. Phone support is available by calling 646-502-5231.



www.activatelearning.com