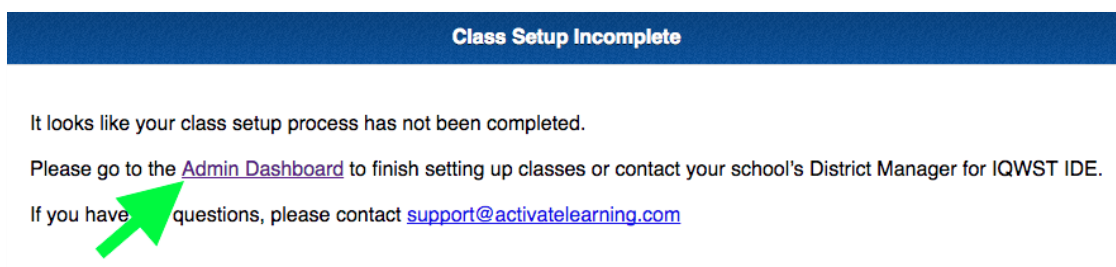


IQWST® IDE Roster Setup - Documentation for Teachers

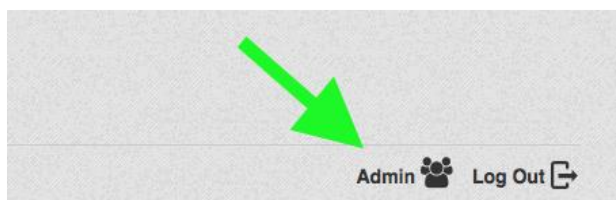
Teacher accounts can be setup by the Activate Learning Support Team or by a District Manager. Teachers are able to setup their own classes and students.

Once your account has been setup, you can access the admin section to configure students and classes several ways.

- If you visit the webapp before you are assigned a class, you will receive a message upon log in and can click **Admin Dashboard**.



- You can click the **Admin** link at the bottom of the units/tile screen after log in.




- You can also click **Configure Students, Classes** on the bottom right of any unit under **Teacher Tools**.



- Alternatively, after a successful log in to your normal IQWST URL, change *webapp* to *admin* in the URL. 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

To get your classes and/or students setup, please follow these steps:

1. If you don't see your classes created for you on the Dashboard page, you'll need to create them by clicking the **Add Class** button.
2. Enter class information and click **Create Class**. If you do not see your school in the drop down, you'll need to create that first. Please follow the "add a school here" link next to the School ID field.
3. Once your class has been created, click the units icon  next to the class.
4. Select the relevant units for the class, and click the **Save** button.
5. Click **Dashboard** to go back to the main screen.

Now you are ready to add students to your class. There are two ways to add students: manually adding individual students, one at a time, or uploading a roster to add multiple students at the same time.

How to Add Individual Students Manually

1. Click the Manage Students icon  on the appropriate class.
2. Click on the Create Student link and fill in the form with student info. The School and Class will be pre-filled into the form.
3. After filling out the form, click Create Student, and the student will now show on the class/student list.
4. Repeat steps 1 and 2 for each student.

How to Add Multiple Students Using a Roster Upload

1. Click **Upload Roster** on the students/class listing. The **Upload Roster** option will *not* show on the Manage Students page.
2. Download the CSV template if you haven't already. You can also download it [here](#).
3. Edit the CSV template with the student information for the class.
4. The Upload Roster feature will have a pre-check on the data to check for duplicate usernames, passwords, emails etc. If any issues are detected, you can cancel the CSV upload.
5. After a successful import, verify the students have been added to the class.
6. If everything looks good, provide the students with their district URL and login credentials.

For more information about the system, please review the following sections.

Dashboard (Teacher View)

Once logged into the system, a Teacher user will first see a list of classes, Activate Learning Support contact information and any District Manager accounts.

Activate Learning Dashboard Manage Class IDE Webapp Logout (388-example-teacher)

Dashboard

Classes **Manage Students**

Manage Classes

Add Class

Class	Grade	Period	School	Students	
Example Teacher 2 Spring 0	8	2	Example School	0	

District Managers

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

Contact IQWST Support

support@activatelearning.com

Note: Teachers also have a **Manage Students** link on the main page on the tab above the **Manage Classes** list.

Student, Teacher, and Other Identifiers

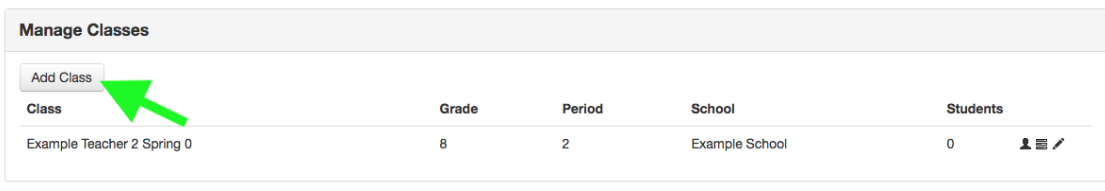
Schools, classes, teachers, and students have unique identifiers in the IQWST system, separate from identifiers like usernames and emails addresses. For students, this is usually referred to as the student number. These are also referred to as unique identifiers, API identifiers, and student and teacher 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, please contact IQWST support to determine the best alternatives. For example, you can instead use the student's email or username as the student identifier.

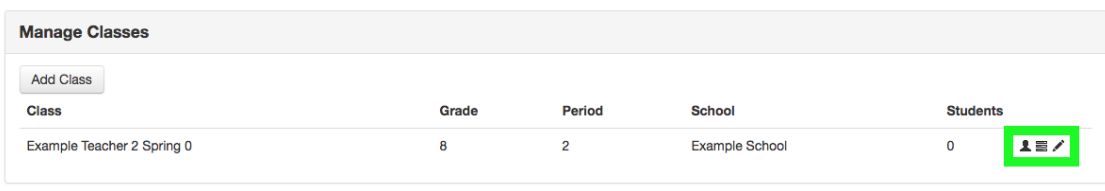
Classes

Classes are associated with a school and contain teachers, students, and related content units. The Teacher dashboard will show all classes assigned to your teacher account.

Create and Edit a Class



- To create classes, click the **Add Class** button on the dashboard.
- After a class has been created, you can edit the class or assign units from the dashboard.



The following table is for both creating and editing classes.

Field	Notes
School ID*	Schools should already be created in the system for you. If one hasn't been created yet by a District Manager or the IQWST support team, you can create one by following the link next to the drop down. Please see the section below for School creation.
Period*	The period of the class.
Grade	The grade of the class.
Year*	The year of the class, will default to current YYYY-YYYY.
Term*	Selection of Fall, Spring, Full Year, or Other to specify term.

** Required*

Add Units to a Class

- To select units, click the Units  icon on the class row.

[Create Class](#)

Example Teacher 2 Spring 0 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
- Introducción a Química 1
- Ciencias Físicas 1
- Ciencia de la Vida 2
- Introducción a Química 2
- Ciencia de la Tierra 2
- Ciencias Físicas 2
- Ciencia de la Vida 3
- Introducción a Química 3
- Ciencia de la Tierra 3
- Ciencias Físicas 3
- Earth & Space Science
- Macroevolution
- Human Impacts
- Engineering Design
- CA Module 6.1

[Save](#)



- 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 IQWST support.
- To add units, click the unit checkboxes and then click **Save**.
- Any teachers or students associated to this class will now have access to the units.
- Click the **Dashboard** link to return to the dashboard.




Students

To manage all students associated with the Teacher, click the **Manage Students** tab.

Students can only be associated to one class at a time. However, they can be moved from school to school and class to class as needed. The system will show schools and classes you are associated with on the edit screen.

Create and Edit Student

- To create a student, select the **Students**  icon next to the appropriate class, then click the **Create Student** link. You may also click the **Manage Students** link at the top of the Dashboard.
- Once a student has been created, click the  icon next to the student to edit.

Manage Classes					
<input type="button" value="Add Class"/>					
Class	Grade	Period	School	Students	
Example Teacher 2 Spring 0	8	2	Example School	0	  

The following table is for both creating and editing students.

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 logins to the system.
Email	
School	
Class	Students are associated with a class here, which defaults to the current class unless creating a student through the Manage Students link.
Password*	Password is required on creation of students, not for student edits. To change a password, re-enter the new password in both fields.

* Required

Schools

Schools are the first building block of a district, allowing your District Managers to create classes and then assign teachers and students in these schools. When creating a class, if your school hasn't already been created, it is highly recommended to contact your District Manager before creating the School yourself. Duplicate schools in a district will cause many issues.

Once created, the school can then be edited further by your District Manager or the Activate Learning Support Team.

Warning: If creating a School, please verify with your District Manager it hasn't already been created. Duplicate schools in a district can cause many issues.

example Schools | Create

Create School

School ID

School Name *

Stem Gauge Enabled

Please contact your district administrator to Enable Stem Gauge.

[Create School](#)


Create School

- To create a school, click the add a school **here** link on the **Add Class** page.

Field	Notes (if needed)
School ID*	This identifier should use the schools 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. Should be unique.
Stem Gauge Enabled	Assessments questions can have optional Stem Gauge questions, contact your District Manager or the Activate Learning Support Team to enable.

* *Required*

Upload Roster (Class)


- The easiest option for uploading students to a class is the Upload Roster option.
- There is no **Upload Roster** link on the **Manage Students** page, you'll need to access the Class/Students page by clicking the **Students**  icon next to the relevant class.

example / Example School / Students / Example Teacher 2 Spring 0

List [Create Student](#) [Upload Roster](#)

Total: 1 | Active: 1 | Inactive: 0

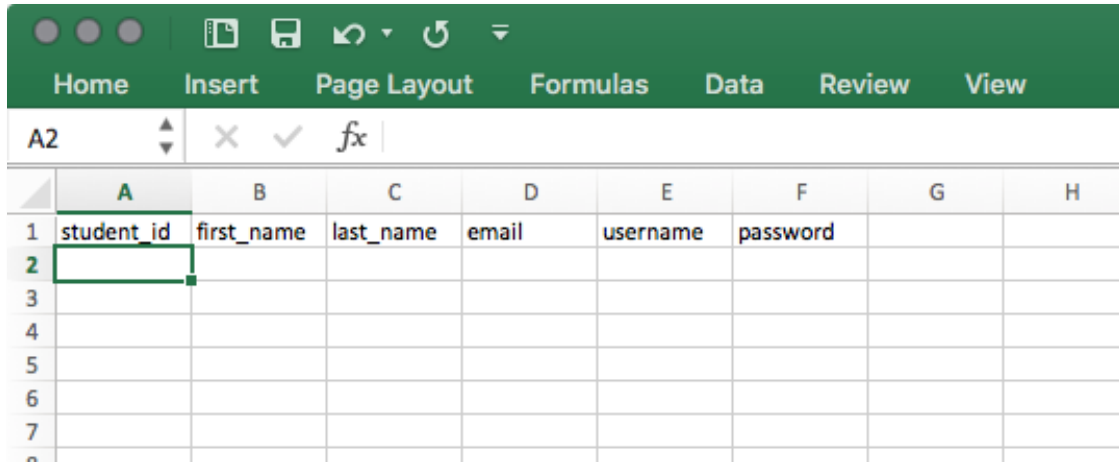
Status: All Search: [Filter](#)

Student ID	Username	First Name	Last Name	School	Class	Status	
388-example-student	388-example-student	Example	Student	Example School	Example Teacher 2 Spring 0	Active	

The CSV (Class Roster)

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

When uploading, be sure the CSV file contains only the roster for the specific class. Additional rosters will need to be created for each class.



The Fields

Field	Required	Unique	Notes
student_id	Yes	Yes	This identifier should use the student's unique identifier from the district.
first_name	Yes	No	
last_name	Yes	No	
email	No	Yes	
username	Yes	Yes	
password	Yes	Yes	

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 can't be imported with the same password. Please be sure to make unique passwords for each student.
- Student account information can be updated using the CSV, however the student ID or the email and username need to match for it to work. Updating on email address is not supported, you will get a duplicate email error.
- Duplicate emails, student identifiers, and usernames on the spreadsheet will throw an error.
- Missing usernames or student identifiers will throw an error.

Confirmation

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

After student accounts have been created, you may provide the username and passwords to each student to log into the IQWST system! Be sure to keep this list of passwords secure.

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