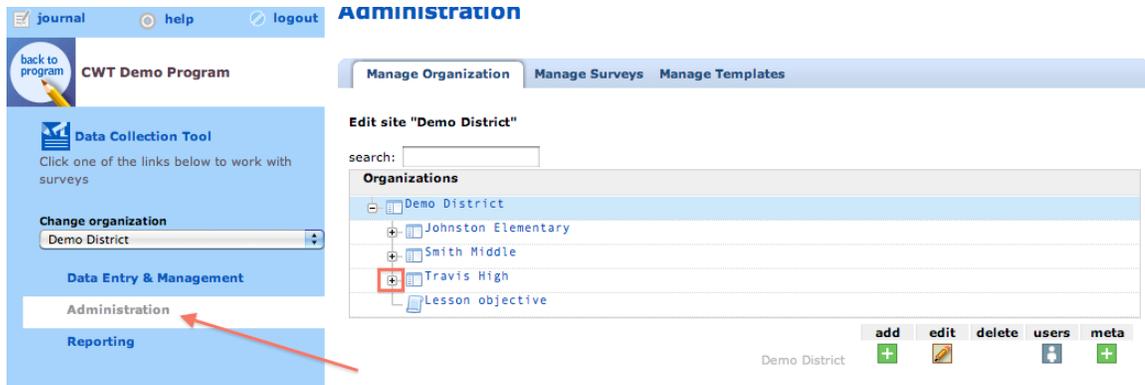


Creating and Updating DCT Teacher Lists

Teachscope's Data Collection Tool makes it easy for administrators to create and maintain teacher lists following the instructions below. All changes will appear immediately on the website, however mobile device users will need to reinstall the survey after making changes to the teacher list.

Working with the teacher list:

1. Find your teacher list
Click into the Data Collection Tool (DCT)

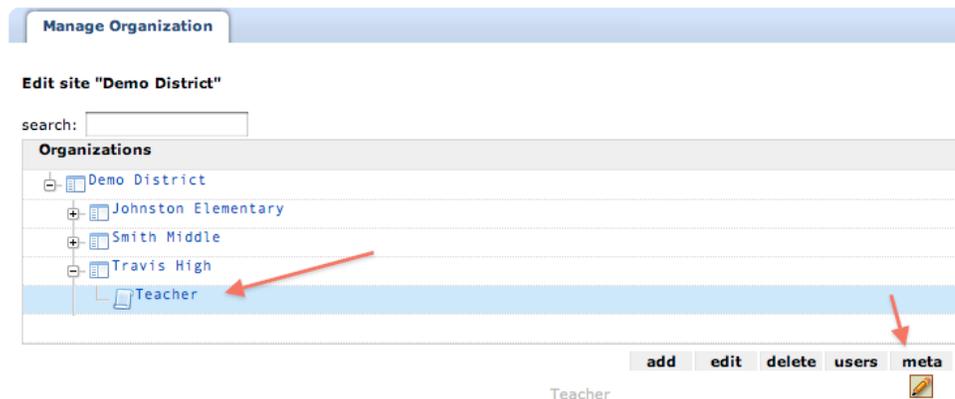


Click the second link, Administration. On the right side of the page, you will see that you are in the first tab for Manage Organization. Underneath is your School (or District level and schools if you have District-level access. For District access users, the first step is to click on the plus sign to the left of the district name to expand the list of schools underneath.)

Click on the small plus (+) to the left of the school to reveal any metadata lists associated with your school (e.g. Teacher, Subject), then click on Teacher. You will then see the category Teacher appear next to icons on bottom right, confirming that is the list with which you are working. Now click the edit pencil under the 'meta' column.

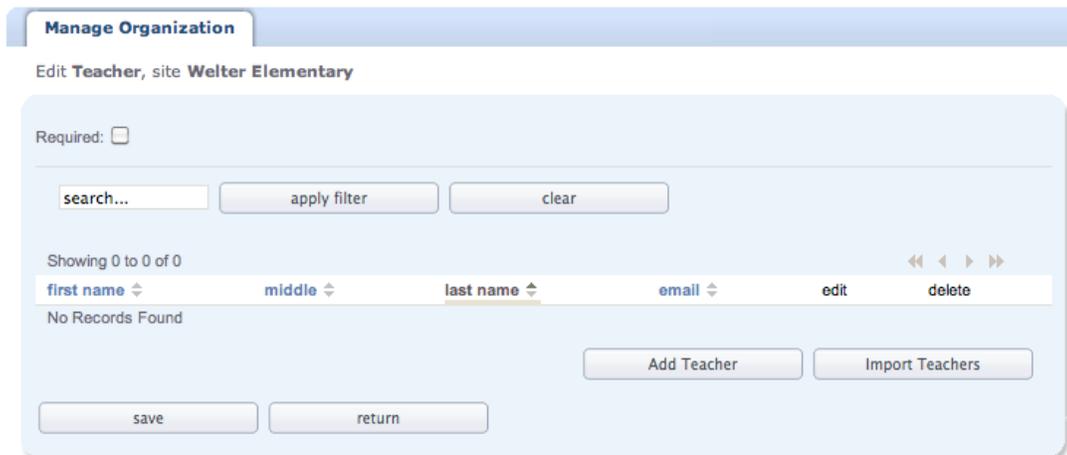
Administration

[Edit Metadata](#) / [Manage Organization Demo Distric...](#)



2. Populate your teacher list

If no teachers have been added yet, you will see this screen:



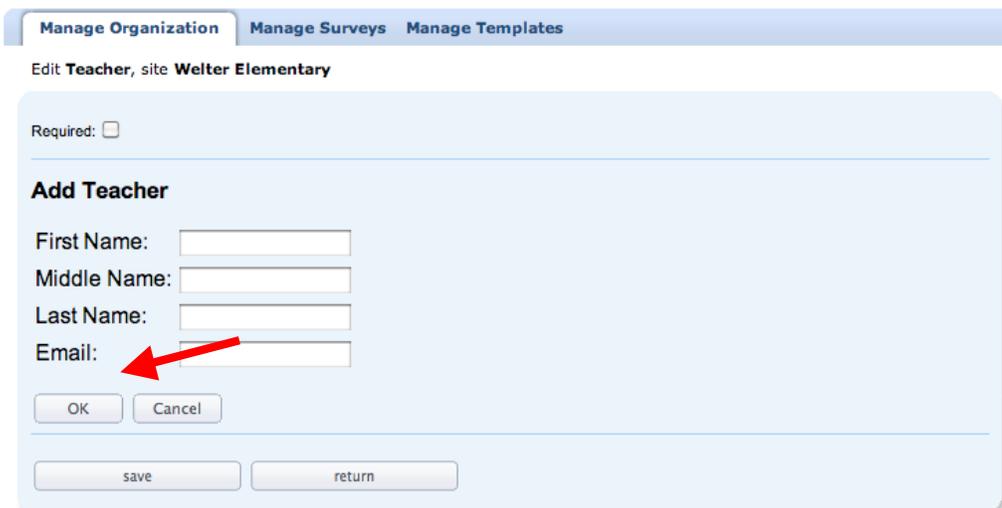
The screenshot shows the 'Manage Organization' interface for 'Welter Elementary'. It features a search bar with 'search...' text, 'apply filter', and 'clear' buttons. Below the search bar, it indicates 'Showing 0 to 0 of 0' records. A table header lists columns: 'first name', 'middle', 'last name', 'email', 'edit', and 'delete'. The table content shows 'No Records Found'. At the bottom, there are buttons for 'Add Teacher', 'Import Teachers', 'save', and 'return'.

You may add teachers two ways:

- ❖ Add teachers one at a time
- ❖ Import teachers from a file on your computer

Add teachers one at a time

Click Add Teacher. Fill in first and last name, middle name or initial if applicable (not required) and email address. Click OK.



The screenshot shows the 'Add Teacher' dialog box within the 'Manage Organization' interface. It has a 'Required:' checkbox. The form fields are: 'First Name:', 'Middle Name:', 'Last Name:', and 'Email:'. A red arrow points to the 'Email:' field. Below the fields are 'OK' and 'Cancel' buttons. At the bottom of the dialog, there are 'save' and 'return' buttons.

Repeat the process until you complete the list of names.

After you type in the final name and click OK, click Save on the main teacher screen.

Manage Organization

Edit **Teacher**, site **Travis High**

Required:

search... apply filter clear

Showing 1 to 3 of 3

first name	middle	last name	email	edit	delete
Edna		Garcia			
Tammy		Nakano			
Donna		Taylor			

add Teacher import Teachers

save return



3. Update your teacher list

To remove names, click the X in the 'delete' column. To edit the spelling of a name or add an email address to an existing name, click the pencil icon. To enter a new teacher name, click Add Teacher.

Manage Organization

Edit **Teacher**, site **Travis High**

Required:

search... apply filter clear

Showing 1 to 3 of 3

first name	middle	last name	email	edit	delete
Edna		Garcia	edna.garcia@travis.org		
Tammy		Nakano			
Donna		Taylor			

add Teacher import Teachers

save return




Important Note: If you need to add a teacher, do not click the edit pencil and type the new teacher's name over the old one, as this will affect reporting. Always delete an old teacher's name using the X and enter a new teacher's name with the Add Teacher button.

4. Import a teacher list from a .csv file

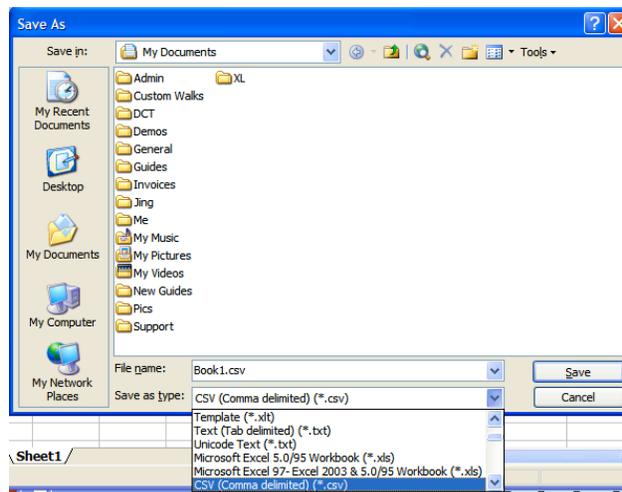
You must make sure the document you import is a .csv file. It cannot be a .doc or .xls document, but can be created using the 'Save As' feature in Word or Excel (recommended), and selecting either Text Only or .csv format.

Open an Excel file and format it as follows:

- ❖ Four columns (no header row)
- ❖ Left to right: first name, middle name (initial), last name, email address

	A	B	C	D
1	Edna		Garcia	edna.garcia@travis.org
2	Tammy		Nakano	tammy.nakano@travis.org
3	Donna	P	Taylor	donna.taylor@travis.org
4				
5				
6				
7				
8				

Next, select 'Save as', and in the 'Save as type' pulldown, select CSV (comma delimited) file. Click 'yes' or 'continue' to any prompts that appear.



After you have saved your .csv document, go back into the DCT Admin and click the edit pencil for teacher metadata, then click Import Teachers.

Administration

[Manage Organization](#) [New Orqaniza...](#) / [Edit Metadata](#)

Manage Organization | **Manage Surveys** | **Manage Templates**

Edit **Teacher**, node **new**

Required:

first name	middle	last name	edit	delete
No Records Found				

Browse to find your document. Then click import.

Manage Organization

Edit **Teacher**, site **Travis High**

Required:

Import From File

File uses comma separated values

demo_list.csv

Formatted correctly, the list will appear like this:

Manage Organization

Edit **Teacher**, site **Travis High**

Required:

Import Teachers

The following teachers have been loaded from the file you supplied.
You should correct those entries with problems by using the **edit** button, or remove them altogether by clicking **delete**.
When you are ready to add them to the organization, click the **add** button below.

first name	middle name	last name	email	delete
Edna		Garcia	edna.garcia@travis.org	<input type="button" value="X"/>
Tammy		Nakano	tammy.nakano@travis.org	<input type="button" value="X"/>
Donna	P	Taylor	donna.taylor@travis.org	<input type="button" value="X"/>

Use the pulldown menus to change any of the column headers (e.g. switch first name and last name).

In the screen above, you may edit or delete teacher names. When the list is complete, click add button

You may always add additional teacher names individually, or by importing. Should you accidentally import duplicate names, exclamation points will appear next to the names. Duplicates will be created if there is even a slight difference in the name (e.g. middle initial or spelling variation). Also, the email address must be unique, and an exception will be thrown if a duplicate email address added.

Delete the duplicate using the X icon, then click add. The duplicates will not appear in your final list.

The screenshot shows the 'Manage Organization' interface for 'Travis High'. A red error banner at the top states: 'There is already a teacher by the email of 'edna.garcia@travis.org' within your organization'. Below the banner, there is a search bar with 'search...', 'apply filter', and 'clear' buttons. A table lists four teachers with columns for first name, middle, last name, email, edit, and delete. The first row, Edna Garcia, has a red exclamation point next to her name and a red 'X' in the delete column. The other three rows (Della Lopez, Tammy Nakano, Donna Taylor) have yellow pencil icons in the edit column and red 'X' icons in the delete column. At the bottom, there are 'Add Teacher' and 'Import Teachers' buttons, and 'save' and 'return' buttons.

first name	middle	last name	email	edit	delete
Edna		Garcia	edna.garcia@travis.org		
Della		Lopez	tammy.nakano@travis.org		
Tammy		Nakano	tammy.nakano@travis.org		
Donna	P	Taylor	donna.taylor@travis.org		

For more assistance, contact Teachscape Customer Support at 1-888-479-7600 Monday through Friday 8 am to 9 pm ET, or complete a support request at <http://www.teachscape.com/support>