

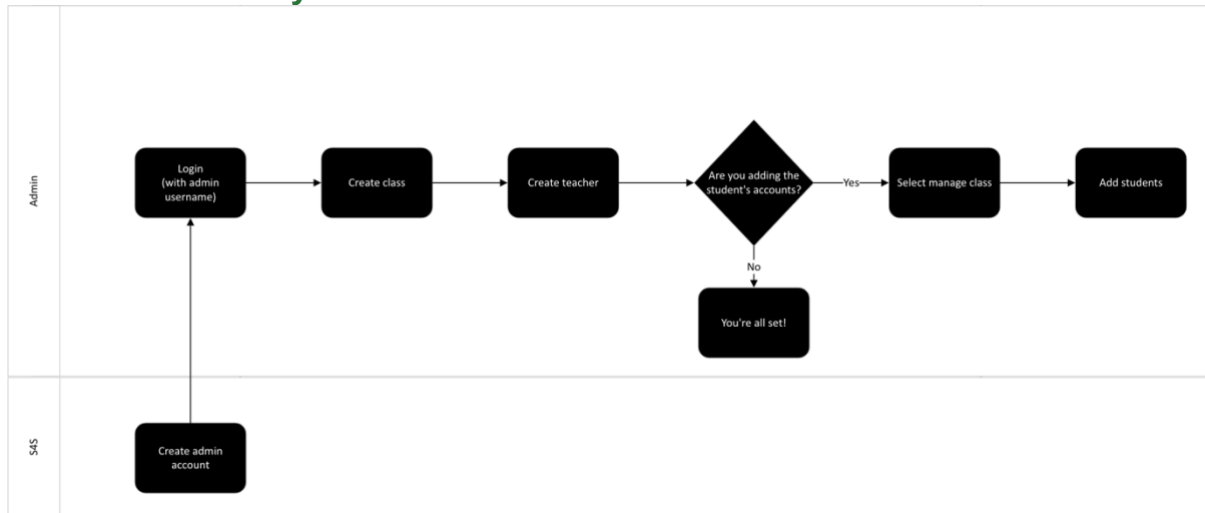
Admin portal guide

Version 2.0

Description

Following are the steps for administrators to follow when they are managing a school in the admin portal of Switch4Schools, including creating and removing classes, teachers, and students.

Process Summary



Steps

1. Log in to Switch4Schools.

NOTE: Your admin account will be separate from your teacher account. Please remember you will need to enter your admin username (instead of your email address) to access the admin portal.

2. Start by familiarising with the available options. Note the menu options at the top of the screen:

- **Resources** – a library of information that you may find helpful to get the program up and running in your school.
- **Reports** - (coming soon) This is where you will find a copy of your weekly usage reports.
- **Profile** – Your personal details including your username and password.

 Administration Portal

School ▾ Demonstration

3. When you are first setting up Switch4Schools you may like to take advantage of the available “**bulk upload**” function. You will be provided with an optional template to complete and asked to send through the details to the team at support@switch4schools.com.au to process for you.

Alternatively, you may choose to add the details yourself, and/or maintain the details once they have been set up for you.



4. To create classes select the “+ ADD NEW class” where you then enter the name of the class and the details for the assigned teacher. Select confirm to submit the information.

5. To add another teacher, select “+ Teacher” and repeat the process.



Note: When teachers are added to the program, they will be automatically sent an email with their login details only. So, in addition, when you are confirming to teachers that things are ready to go, we recommend you also provide them with the self-paced support materials available in the resources section that have been prepared for teachers, specifically:

1. [Getting started guide](#)
2. [Teacher help hub](#)
3. [Introduction to Emotional Intelligence \(video\)](#)

6. If required, you can reset teacher’s passwords or remove them from the class. This will not delete their account. So if you need to add them to another class, you should find their details have been retained in the system.



7. To add students to the class, select manage class:



Then “Search Existing” students, if they have used the program previously, or “Add New”.

+ ADD another student

Search Existing

Add New

Search students...



Start typing to see results...
(only top 10 results shown)

If creating a new student, choose an avatar, enter their details, and select create. Repeat as required.

Pick an avatar ⇄ Nickname ⇄ Password

Choose an avatar

Animal Avatars

Food Avatars



Create a nickname

So we know what to call you!



Nickname / Username

Nickname

Firstname

First Name

Lastname

Last Name

Email

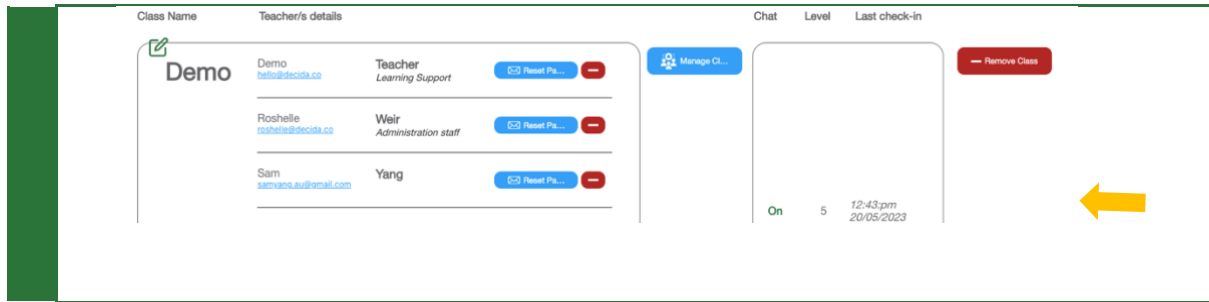
Email (optional)

Create Account

Note: When students are added to the program via the administration portal, they will NOT be automatically sent an email with their login details even if their email addresses have been provided. The class teacher has the ability to reset the passwords for all their students in the class via their admin page at once, or individually for each student as required. The first time students log in they are provided with tips for navigating around the program. More information is available in the [teacher getting started guide](#).

8. Once set up, you will be able to see, and manage what classes are available and who is assigned to each class. You will also be able to see if the "request a chat" function has been turned on for that class, what level of complexity has been set and when the last check in session was ended.

Please note that in order to see specific class data you will need to be added to each class as a teacher (this will be a separate username to your administrator account). We recommend you do this transparently with permission from the teacher/s to respect the teacher-student trust circle.



Where to go for help

If things aren't working quite right there is a list of recommended troubleshooting steps here:

<https://www.switch4schools.com.au/troubleshooting>

Otherwise, feel free to reach out to the Switch4Schools team via email at

support@switch4schools.com.au or phone 0466 152 292.