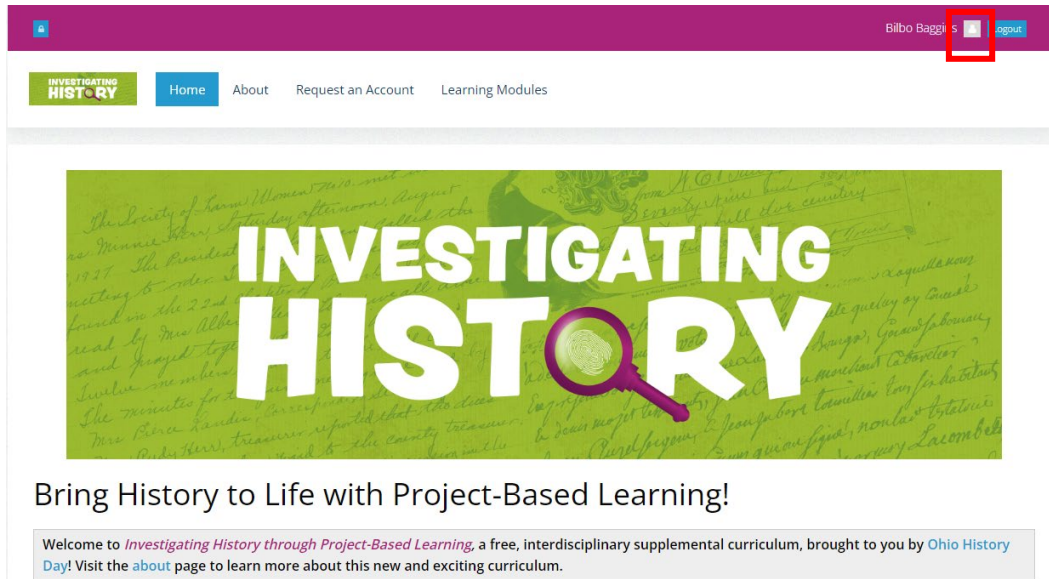




Navigation Guide – Account Coordinator Tools

1. As account coordinator, you are granted additional access and permissions to manager teachers as well as act as an administrator to set up sections and students on behalf of teachers in your account. To access teacher tools, click on the administration icon in the login bar. You must be logged into your account to see this icon.



2. This will direct you to the administration area for your account (see image on next page). Your profile will be displayed on the left, along with the Teacher Tools: Section Manager, Student Accounts, Assessment Configuration and Grades. To begin managing your account, navigate to **Manage Teachers**.





Ohio History Day

Admin

My Account Logout

Teacher Tools

Manage Teachers

Student Accounts

Textbook Configuration

Assessment Configuration

Grades

Assessment Reporting

Question Reporting

Manage Teachers

Navigation Guide: Account Coordinator T...

10 min

Subscriptions / Teachers

District/ESC: The Shire School

Primary Contact: Bilbo Baggins

Billing Contact:

Includes Rover

County: Shire

Total Teachers: 0

Total Students: 10

ID #	School	Name	Username	Type	Students	Edit
57	The Shire School	Admin	education@ohiohistory.org	Account Coordinator	0	Edit

New Teacher

3. The first upload required is for **Teachers**. You may add teachers individually.

Subscriptions / Teachers

District/ESC: The Shire School

Primary Contact: Bilbo Baggins

Billing Contact:

Includes Rover

County: Shire

Total Teachers: 0

Total Students: 10

ID #	School	Name	Username	Type	Students	Edit
57	The Shire School	Admin	education@ohiohistory.org	Account Coordinator	0	Edit

New Teacher

3A. To add Individually:

Click the '**New Teacher**' button and a new screen will pop up requiring that you input the Name, Email Address, Password (the user may change this at a later time) and selecting the Type of account (teacher or account coordinator). Click '**Save**' to create this account.





NOTE: Once the teacher account is created, an email is sent to the teacher's email address letting them know and requesting that they re-set their password.

4. As Account Coordinator, you can also create sections for your teachers. If you prefer, teachers can create their sections for themselves. Please refer to *Navigation Guide-Section Manager and Student Accounts* located at <https://investigatinghistory.ohiohistory.org/about> in the Documents Box. *It is critical that this task is completed prior to importing students.*
5. If you need further assistance, check our Video Tutorials located in the Document Box on our About page (link above) or contact our Help Desk at historyday@ohiohistory.org. Our Help Desk is available Monday through Friday from 9 a.m. to 3:00 p.m.



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