



Navigation Guide – Section Manager & Student Accounts

1. To access the Teacher Tools, click on the administration icon in the login bar. You must be logged into your account to see this icon.

INVESTIGATING HISTORY

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INVESTIGATING HISTORY

Bring History to Life with Project-Based Learning!

Welcome to *Investigating History through Project-Based Learning*, a free, interdisciplinary supplemental curriculum, brought to you by [Ohio History Day!](#) Visit the [about](#) page to learn more about this new and exciting curriculum.

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





A screenshot of the Ohio History Day website's 'Section Manager' page. The page has a green header with 'Ohio History Day' on the left and 'Textbooks' and 'Logout' on the right. A dark sidebar on the left contains a menu with 'Section Manager' highlighted in a red box. The main content area shows a video player for a 'Teacher Guide: Section Manager & Stud...' with a play button and a duration of 8 minutes. Below the video, there is a 'Section Manager' heading and a welcome message. An 'Example:' section shows a 'Section Name' field with '3-4 pm' and '8th Grade American History'. A 'To Add New Sections:' section contains a form with a dropdown menu, a 'New Section Name' input field, and a '+ Show More Sections' button. To the right, a 'Your Saved Sections' table is shown with columns for 'Teacher', 'Section Name', and 'Edit', and a message 'No data for table'.

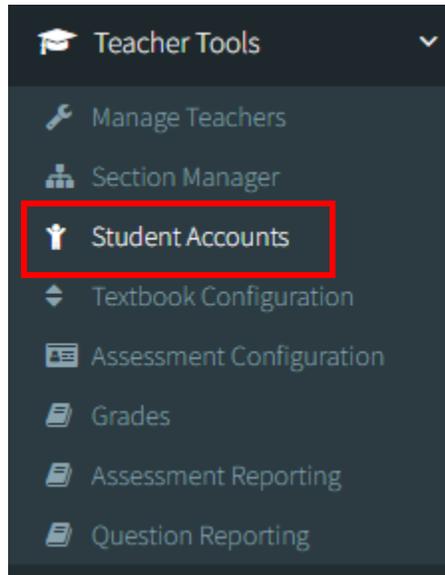
3. Create at least one section (or class, or period). *It is critical that this task is completed prior to importing students.* The Section Manager will allow you to create multiple sections if you need to by clicking the '+ Show More Sections' button. You must add a section name (for example, a morning Social Studies class and an afternoon Social Studies class).

You are unable to delete sections, but you may edit them as required. Once you have added the section, click on the green 'Save Sections' button and they will appear in your saved sections. If you'd like one removed, reach out to historyday@ohiohistory.org. After you have named the section, click the 'Save Section' button and it'll save on the right under 'Your Saved Sections'.

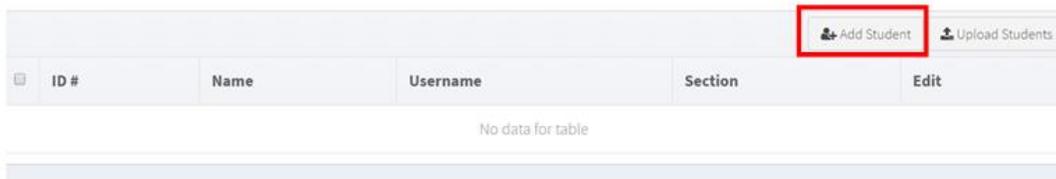




- Once you have added sections, you may proceed to add students. To add student accounts, select **Student Accounts** from the left-hand navigation.



- There are two ways you can upload students. You can add students one at a time by clicking the '+ Add Student' button (see image on the next page).



Type in the student's name and choose from the list of pre-defined sections created in Step 3. Click the green **'Save'** button to save the student.

A 'New Student' form with a close button (X) in the top right corner. It contains two input fields: 'Name' with the text 'Sally Lane' and 'Section' with a dropdown menu showing '4th Grade AM Civics'. At the bottom right, there are two buttons: a green 'Save' button and a grey 'Cancel' button.



6. Once a student has been successfully added, their information will appear in the students table. The student's username to login will begin automatically created and follow the naming convention of: first, last, or whatever was added into the textbox for name, replacing spaces with dots and all text as lowercase. For example:
- Sally Lane = sally.lane
 - SallyLane = sallylane

Note: the global password for ALL students for your school, regardless of teacher or sections, is displayed on this page. Should you require a global password change, please email historyday@ohiohistory.org or contact your Account Coordinator.

TIP: If you have more than one section/class, be sure to input your sections prior to uploading students!

Global Password
secret

[Add Student](#) [Upload Students](#)

ID #	Name	Username	Section	Edit
429	Billy Jones	billy.jones	4th Grade AM Civics	Edit
430	Sally Lane	sally.lane	4th Grade AM Civics	Edit

7. To add multiple students at a time, click on the '**Upload Students**' button. It will open a window with instructions on how to fill out an Excel or CSV file to import your students (see image below).





Upload Students

File No file chosen

Email

Keep Users

Users that exist on the server will be preserved even if they do not exist in the file you're uploading. To remove users that do not exist in your upload file, select 'remove Users Not In File' in the select box above.

The student upload file must meet the following requirements:

1. Must be in standard Excel CSV format
2. Must contain column headings

A screen capture of a sample CSV is shown below along with a description of what is expected in each column. You will be notified if any errors occur during an upload. An error may cause one or more records in your file to load improperly requiring subsequent uploads. Please use the CSV screen capture and column descriptions below.

	A	B	C	D
1	Section ID	Section Name	Student Name	Teacher Email
2	4th-grade-1	Example 4th Grade Class	Bob Smith	bsmith@example.edu
3	8th-period	Sample 8th Period	Nancy Jones	njones@sample.edu
4				

- a. You may download a sample file to populate. This file contains the proper headers in the first row. Do not changes these header names, but to populate the spreadsheet as outlined with the section name created in Step 3 – the student’s name and the teacher’s email associated with the teacher account.
 - b. Click to choose the Excel or CSV file you are uploading from your system.
 - c. To receive a confirmation showing successful or failed account creation, enter your email address.
 - d. Choose to either **Keep Users Not In File** (but already in the system) or **Remove Users Not In File** (use the file as the new master for all student accounts).
 - e. Click **‘Upload’** when complete.
8. To edit a student account, you can either click the **Edit** button to change the student’s name or move them to a different section, or make the changes on the Excel or .CSV file and re-upload it. To permanently delete a student, reach out to historyday@ohiohistory.org.





Buttons: Add Student, Upload Students

ID #	Name	Username	Section	Edit
429	Billy Jones	billy.jones	4th Grade AM Civics	Edit

Edit Student

Name:

Section:

Buttons: Save, Cancel

A red arrow points from the 'Edit' button in the table to the 'Edit Student' form.

9. If you need further assistance, check our Video Tutorials located in the Document Box on our About page (<https://www.investigatinghistory.ohiohistory.org/about>) or contact Help Desk at historyday@ohiohistory.org. Our Help Desk is available Monday through Friday from 9 a.m. to 3:00 p.m.

