

NGL SYNCDistrict AdministrationUser Guide

LINK:

[HTTP://nglsync.cengage.com/rostering](http://nglsync.cengage.com/rostering)

**SIGN IN**

**User name**

**Password**

Remember me?

The User name field is required.

**NGL SYNC**

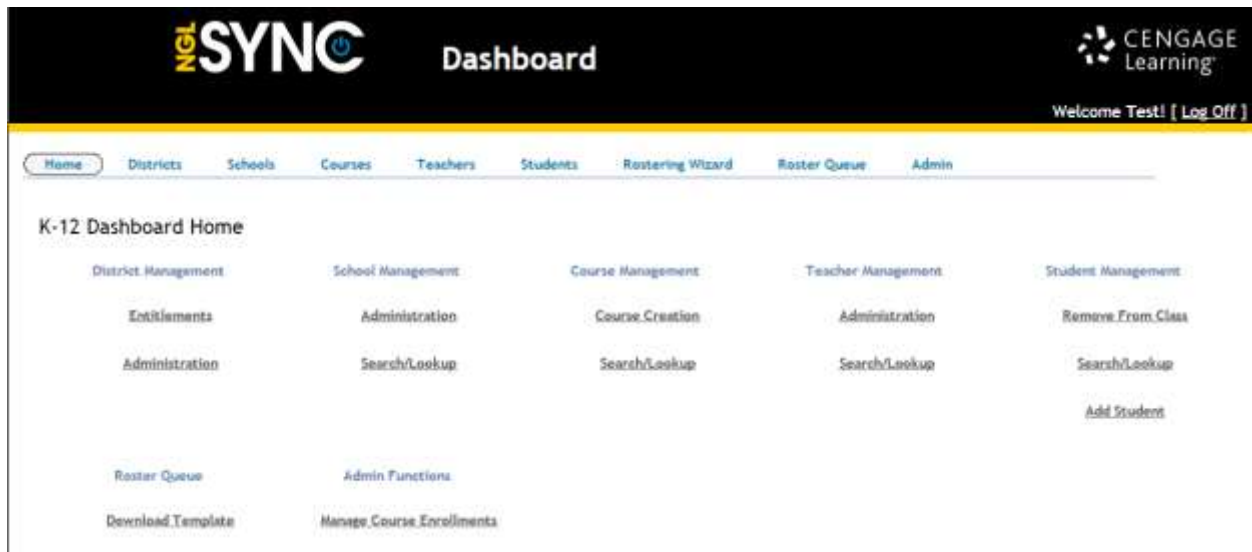
NGL Sync is the K12 platform that allows teacher and students to gain access to their Mindtap courses. The dashboard allows for self-registration of teacher and students into course, or allows for upload of roster data that automatically adds teacher and students and creates courses. The platform enables easy management of changes throughout the year through frequent uploads for a single instructor or hundreds within the district.

The platform is designed to emulate the brick and mortar hierarchical relationship of Districts to Schools to Teachers to Courses/Entitlements and finally to Students. Within the application you will find that you can always drill down the hierarchy wherever you start your search. For example, searching for a school, you can drill further down to view teachers assigned to school, courses assigned to the teachers, and students assigned to those courses. Courses will display the entitlements assigned to the course. Entitlement and subscriptions are used interchangeably within this documentation, both represent the digital online resource that has been purchased by school or district.

The platform allows an administrator to view and manage data that has been registered via Teacher and student self-registration OR data that has been ingested from roster files that have been provided in standard csv or via IMS OneRoster 1.0 or 1.1 compatible files.

As a district administrator you will have access to:

- View District entitlements and Schools
- View and manage your teachers
- View and manage your students
- View and manage your teacher’s course enrollments
- View and manage your student’s enrollments
- Download Roster Template
- Upload Roster files



## K-12 Dashboard Home

From your K-12 Dashboard home page, you will have the ability to view and manage many aspects of district access. The home page will have many links that will navigate you to various section of the system, but also includes quick links to search and lookup data or simple functions such as to quickly add students. View each section below to get a full understanding of the type of data captured and functions you will be able to do as a district admin.

### DISTRICT MANAGEMENT

## DISTRICT ENTITLEMENTS:

### District Entitlements

District: IOWA CITY CMY SCHOOL DISTRICT (IA)

Name	IAC ISBN	Component ISBN	Seats Purchased	Seats Used	Activation Date	Expiration Date
Demo MindTap® Math, 1 term (6 months) Instant Access for Smith's Nature of Mathematics	9781305876378	9781305876234	250	2	12/01/2015	06/01/2016
MindTap® Biology, 1 term (6 months) Instant Access for Mayd/Brunger/Hill's Biology: Organisms and Adaptations	9781285514048	9781285512099	2000	284	12/01/2015	01/01/2017
MindTap® Math, 1 term (6 months) Instant Access for Stewart/Redlin/Watson's Pre-calculus, Enhanced Edition	9781305876651	9781305876972	250	1	12/01/2015	01/01/2017

The entitlements page will allow you view all Mindtap titles that district has purchased or is currently piloting. The page includes the Name, IAC and Component ISBN, seats purchased, seats used and Activation and Expiration Date.

The seat purchased are based on total purchased via your PO or if you are piloting may be a ball park figure for review accounts. Seats Used are activation of active students currently enrolled in an active course. Once a student is enrolled in a course, the subscription (entitlement) is enabled for that student. That student will continue to usurp that subscription until the student is either inactivated or dropped from course.

The dates captured in the system are generally the dates of the adoption period or annual subscription period. Activation date may be activated prior to School year to give administrator and teacher time to get digital ready for the upcoming school year. Multi-year adoptions will display the full years, courses however can be established by semester or by school year.

## ADMINISTRATION:

### District Administration

District: IOWA CITY CMY SCHOOL DISTRICT (IA)

Status: Active

Dashboard Access For Roles:

- Teacher
- District Administrator
- School Administrator

Export Schools

1 next

School Name	State	Country	SAWS Id	Status
ABBIE SAVYER ELEMENTARY SCHOOL changed	Iowa	United States	27970	Active
ADEL-DE SOTO-MINBURN CMY SD Number2	Iowa	United States	26816	Active
AREA EDUC AGENCY 267 2	Iowa	United States	26711	Active
BOHIMIL SHIMER ELEM SCHOOL	Iowa	United States		Active

The district administration page allows you to view the rights assigned to each role within the district. The dashboard can be enabled or disabled for specific users given circumstances discussed with our digital solutions coordinator. For example, teacher can be disabled from allowing them to change password. This feature comes in handy when district is providing frequent roster files and is using some form of SSO and in order to allow for un-interrupted access from district portal or LMS, feature such as changing password can be disabled. Disabling District or School admin functions, are generally reserved for internal administrators and these scenarios or only presented if and when district is utilizing a daily post of IMS OneRoster files, where the OneRoster data is deemed the true source of record for district, and therefore disabling features that allows an admin to make manual changes that can impact roster data.

This view also allows you to view all schools associated with the district within our system. Our data is based on data received from existing account previously established and may not be the true source of information. If there are schools missing from this district admin page, please work directly with your digital solution coordinator to update the site.

The school name is needed in order to upload roster files into the system. The system name needs to match in the roster upload. If your data does not match, please work with your Digital Solution Coordinator to update our site to match our data.

To easily view your entire school list, select the Export Schools link on the page, that will allow you to view all school in an Excel file.


### SCHOOL MANAGEMENT

#### ADMINISTRATION:

The screenshot shows the 'Schools' tab selected in the navigation bar. Below the navigation bar, there are dropdown menus for 'District' (IOWA CITY CNTY SCHOOL DISTRICT (IA)) and 'School' (ABBIE SALVYER ELEMENTARY SCHOOL). Below these are search and lookup buttons. The main content area is titled 'School Administration' and contains a table with the following data:

Teacher Name	Email	Added	Last Updated	Active
test, teacher1	teacher1test1@qai.com	11/7/2016 1:52:51 AM	11/7/2016 1:12:51 AM	<input checked="" type="checkbox"/>

In the School administration view, you will be able to view by school all teacher currently registered or rostered within the school. This information includes teacher’s name, email, date first added, and date last updated. There is also an Active field to display whether the teacher is currently active (box is checked).

Selecting the binocular icon  will allow you to view more detail about a specific teacher, such as courses they currently have in their view.

**SEARCH/LOOKUP:**

### School Lookup

**Search Criteria**

\* School Name:

Include Inactive schools in results.

\* - indicates required fields.

In the School lookup view, you can search for a specific school including Inactive schools by selecting the checkbox to Include Inactive schools in results.

In the result list you can view more detail by selecting the binocular icon next to school to view Teacher currently rostered or registered at the school.

## COURSE MANAGEMENT

**COURSE CREATION:**

**Course Creation**

\* District:

\* Entitlement:

\* School:

\* Teacher:

\* Indicates required fields.

In the course creation page, you will be able to Create a NEW course for a specific teacher. You will need to select the Entitlement (title of the digital resource), the School\*, and the Teacher, and select Create Course.

You will be presented a new pop-up to add in Course Name, Course Grade, and Course Start and End Date\*\*.

**\*NOTE: When selecting a school, if we do not have a SAWS ID associated to the school, you will need to connect with your Digital Solutions Coordinator to make that connection. The SAWS ID is an internal identification that allows us to track school with our Cengage servers.**

**\*\*NOTE: Course start and end dates needs to be within the entitlement activation dates. For example, district purchased title from June 1<sup>st</sup> 2016 to May 31<sup>st</sup> 2017, course start and date must be "within" those dates. Course dates can't fall outside of entitlements dates.**

SEARCH/LOOKUP:

### Course Search

**Search Criteria**

\* District:

School:

Course Name:

Teacher First Name:

Teacher Last Name:

Teacher Email:

\* - indicates required field.

The course search page allows you to view all courses currently in the system. You can view by school or by specific course name, or by teacher. Once you have completed your search query, the result list will allow you to view more detail about the course.

## Course Search

Search Criteria

District: IOWA CITY CMY SCHOOL DISTRICT (IA) ▼

School: IOWA CITY HIGH SCHOOL ▼

Course Name:

Teacher First Name:

Teacher Last Name:

Teacher Email:

\* - indicates required field.

Course Name	Grade	Primary Teacher	Teacher Email	School	Created	Last Updated	Status
Abc Course	10	Last11, Teacher1	testteach_iowa1@qal.com	IOWA CITY HIGH SCHOOL	12/22/2015 5:43:40 PM	12/22/2015 5:43:40 PM	
Abc Course	10	Last12, Teacher2	testteach2_iowa2@qal.com	IOWA CITY HIGH SCHOOL	12/22/2015 5:43:40 PM	12/22/2015 5:43:40 PM	

Selecting the binocular icon next to Course name allows you to view more detail such as students enrolled in that course.

## TEACHER MANAGEMENT

### ADMINISTRATION:

#### Teacher Administration

Use the following form to add additional teachers to a course.

District: IOWA CITY CMY SCHOOL DISTRICT (IA) ▼

School: --Select School-- ▼

Course: --Select Course-- ▼

The teacher administration allows you to add an adjunct teacher to another teacher's course. You can do so by simply, selecting the school and course name, and selecting Add Teacher button. A pop-up window will display where you will enter the name, email and password of the second teacher. IF there are multiple teachers with the same course name, the system will display course name and primary teacher so that you are selecting the correct course.

### SEARCH/LOOKUP:

## Teacher Lookup

**Search Criteria**

\*District:

School:  ?

First Name:

\*Last Name:

\*Email:

Include inactive teachers in results.

\* - indicates at least one is required.

In the Teacher lookup form, you have the ability to search for a specific teacher. You can search for them by name or email address. If you wish to have a list of all teacher within a specific school, simply select the school name and select Search.

Once you have selected to Search, either for a specific name or by school, you will see a listing of all teacher or just teacher you selected.

In this view you will have the ability to Edit a Teacher information. You can modify Teacher name and change their passwords. **You will also be able to edit a teacher email address. The only time you are not able to make such modifications if we are receiving OneRoster files or frequent files.**

To make a change, simply update the details you need to change and select Commit, and click OK to save your changes.

### STUDENT MANAGEMENT

#### REMOVE FROM CLASS:



## Find And Delete a Student From A Class

District:

School:

Course:

Teacher:

Student:

The Remove from Class section allows you to remove a student from an existing course they are enrolled in. **\*\*Note:** teachers can drop a student from their class within the Mindtap application, which drops student from teacher’s view, however student is still “assigned” to course in dashboard and using up a seat. You must remove student here before seat is relinquished.


To remove a student, simply enter the details in the form and drill down to the course and teacher and student and simply select the remove student button.

### SEARCH/LOOKUP:

## Student Lookup

**Search Criteria**

\* District:

School:  

Teacher:

Course:

First Name:

\* Last Name:

\* Username:

\* Student Number:

Include inactive students in results.

The student lookup view allows you to view students that have been registered or rostered in District. You can drill down to School and view all students or search by specific student name, username or district issued student id number. In this view you can also select the checkbox below form to view inactive students.

### ADD STUDENT:

## Add Student

**Add Student Criteria**

\*District:

\*Username  \*Student ID Number

\*First Name  Middle Name  \*Last Name

LMS id (May be the same as the Student ID above)

Student Grade

\*Enter Password  \*Confirm Password

The Password must only contain 6 to 17 alphanumeric characters.

\* Indicates required fields

The Add student is simply a quick way to add a new student to district. Please note that student Username needs to be unique within our entire system, and therefore using a district SIS# as the username may not be ideal as it can conflict with existing “other” district’s data.

### ROSTERING WIZARD

The rostering wizard allows you to upload a roster file of school, teacher, course, and student information directly into our system.

The wizard will require in Step 1 that you download a template. Any file you upload that is NOT in the template that is provided in our system will not be accepted. The column names and order that they appear are all required to match our template. See the How to section for further detail on upload a file.

### ROSTER QUEUE

#### DOWNLOAD TEMPLATE:

Link to Download the system template Upload of data cannot occur without template matching our system template. The header names and the order they appear have to match.

**ADMIN FUNCTIONS**

**MANAGE COURSE ENROLLMENTS:**

## Manage Course Enrollments

**Search Criteria**

\* District:

\* School:

Teacher:

\* Course:

\* - indicates required field.

The manage course enrollments allows a district admin to view and remove multiple students from a course. Previously you learned that you can remove a student by going to “remove from class” section within the Student view, this function allows the removal of one or multiple students to be removed at the same time. In both scenarios’ the student is simply removed from the course, it does not “inactivate” the student. The student is still active and can have access to other courses or be added to other courses.

**HOW TO . . . .**

**1. Change Teacher Password?**

- a. From the Home page, select Search/Lookup under Teacher Management. Search for the Teacher by either name or email address. In the result list, select the Pencil icon to edit

teacher detail. Add new password in Enter Password and Confirm Password and select Commit and OK to save.

## 2. Change Student Password?

- a. From the Home page, select Search/Lookup under student's Management. Search for the student by either name, username or student ID#. In the result list, select the Pencil icon to edit student detail. Add new password in Enter Password and Confirm Password and select Commit and OK to save.

## 3. View Teacher courses/classes?

- a. From the Home page, select Search/Lookup under Teacher Management. Search for the Teacher by either name or email address. In the result list, select the binocular icon to view teacher data. The courses that teacher has will be listed under the Enrollments section. To view students enrolled into each course, select the binocular icon next to Course Name to drill further down.

## 4. Add New student to Teacher's Course?

- a. From the Home page, select Add Student under Student Management menu. Add student details in Form and Commit and OK to save. Then do XXXXX ??????

## 5. View student's enrollments?

- a. From the Home page, select Search/Lookup under student's Management. Search for the student by either name, username or student ID#. In the result list select the binocular icon. Students classes will be listed under the Enrollments section.

## 6. Drop A Student from Course/Class?

- a. From the Home page, select Remove from Class under student's Management. Select all the details of School, Course, Teacher and student and select Remove Student button. Select Commit and Ok to save changes.

## 7. How to delete/inactivate a student?

- a. Student's cannot be deleted from our system. A student can be inactivated so that they are not using up a subscription. To inactivate student, from the home page, select Search/Lookup and search for student by name, id# or username. In the result list, check the box next to Status field. Select the Update Status button that appears on top of the result list to change status to Inactive and Submit.

## 8. View district Entitlements/subscriptions used?

- a. From the Home page, select Entitlements from District Management menu. Digital resource will be listed with corresponding ISBN's, seats purchased and used, and dates of adoption.

## 9. View district Link for Self-Registration?

- a. From the Home page, select Search/lookup OR Administration from District Management menu. The Self-Registration Link will be displayed on District details page.

## 10. How can Teacher generate Student Self-Registration link and instructions?

- a. From Teacher Course Details page, they can select Student Self-Registration URL and share with their students or select Generate Self-Registration Email template that will include Link and instructions.

## 11. Upload a Roster File:

**Important Note:** if your district has established a process with us that is delivering roster data to us on a frequent basis, any changes you make in the upload file may get reverted (SHOULD WE JUST PREVENT THEM AND DISPLAY IF THEY SEND ONEROSTER???). Please work with your technology coordinator to make changes in your system first.

If you are not providing regular files via an SFTP site, and you wish to upload a roster manually please follow these instructions:

#### Roster Template Tips:

- Download the template from the Roster Wizard Step 1: uploading data that doesn't match column headers and the order that they appear will fail. The column header names and order they appear in must match our template.
- Be sure to carefully follow the formatting requirements of each field. Also Best not to have any special characters such as periods, comma, hyphens, tilde or others as data may fail.
- Ensure all "required" fields have data populated. Required fields are *Italics* in header name.
- School Names need to match our system names. See School Administration section for how to export list of schools from our system.
- For every student listed in the template there must be a corresponding School, Teacher, and course name listed. There should be no blank fields in Columns A-K if a student is listed in columns N-T.

#### Upload File:

Once you have the file completed to specifications of the file, follow instructions on the wizard. In Step 2 you will see that you have additional options such as ignoring Class Grade (this is key if you don't want multiple classes created for teacher that has multiple grades in the same class).

The system will do some data validation where it will ensure that the data in the file is formatted to the specs of each column and that there is no missing data. If data is missing or has elements that system will not accept, the system will provide an error report on the screen.

Once the file has passed validation, it will be added to processing queue where an internal administrator will complete the rest of the processing. You will be notified once it's complete.