

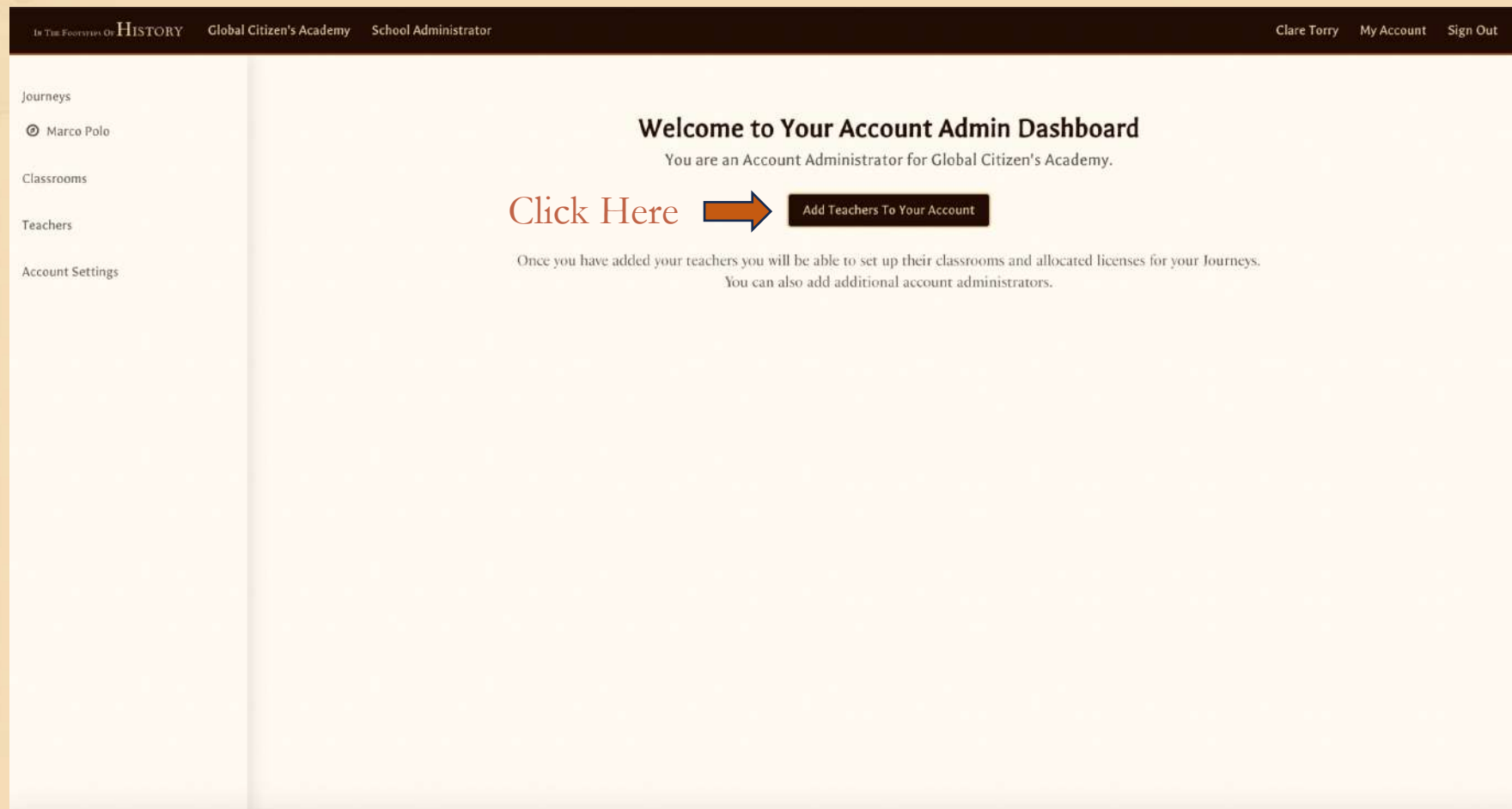
## In The Footsteps of History Dashboard

**Our program is browser-based and will run on Chromebooks, PCs, Macs and Tablets. No Downloads required.**

## SCHOOL ADMINISTRATOR SET UP INSTRUCTIONS :

If you do not have a school administrator you will set everything up under Teacher Account

**STEP 1:** Add TEACHERS to the Account. You can have an unlimited numbers of Teachers and Classes.



In The Footsteps Of HISTORY Global Citizen's Academy School Administrator Clare Torry My Account Sign Out

Journeys

● Marco Polo


Classrooms

Teachers

Account Settings

### Welcome to Your Account Admin Dashboard

You are an Account Administrator for Global Citizen's Academy.

Click Here  [Add Teachers To Your Account](#)

Once you have added your teachers you will be able to set up their classrooms and allocated licenses for your Journeys.  
You can also add additional account administrators.

# Teacher Account Set Up

## STEP 2: Click NEW

The screenshot shows the 'Users' management page. At the top right, there are links for 'Clare Torry', 'My Account', and 'Sign Out'. Below these are filter buttons: 'All', 'Account Admin', 'Teacher', 'Student', and '+ New'. An orange arrow points to the '+ New' button. Below the filters, it says 'Displaying 1 user'. There is a search bar with a 'Search' button. Below the search bar is a table with columns: First Name, Last Name, Email, Role, Last Sign In, and an action column with a trash icon and a pencil icon.

First Name	Last Name	Email	Role	Last Sign In	
Clare	Torry	lisanyc29@claretorry@gmail.com	Account Admin	01/27/2024	

This is a zoomed-in view of the filter buttons. A magnifying glass icon is positioned over the '+ New' button. The filter buttons are 'All', 'Account Admin', 'Teacher', 'Student', and '+ New'. Below the filters, it says 'Displaying all 21 users'. There is a search bar with a 'Search' button.

The screenshot shows the 'Add a New User' modal form. The title is 'Add a New User to Global Citizen's Academy'. There are three input fields: 'First Name\*', 'Last Name\*', and 'Email\*'. The 'Email\*' field contains the text 'Robertplant@Globalcitizensacademy.com'. There is a 'Save' button at the bottom.

**Add a New User to Global Citizen's Academy**

First Name\* Last Name\*

Email\*

Robertplant@Globalcitizensacademy.com

Save

This is another view of the 'Add a New User' modal form, showing the same fields and buttons as the previous screenshot.

**Add a New User**

First Name\* Last Name\*

First name Last name

Email\*

Robertplant@Globalcitizensacademy.com

Save





# Teacher Account Set Up

**STEP 3:** Choose ROLE : TEACHER. Click SUBMIT

The screenshot shows the 'Users' management interface. A modal dialog box is open in the center, titled 'What Role Should Robert Hold?'. It contains three radio button options: 'Account Admin', 'Teacher' (which is selected), and 'Student'. A 'Submit' button is located at the bottom of the dialog. In the background, a table of users is visible with columns for First Name, Last Name, and Email.

**STEP 6:** Teacher account created

The screenshot shows the 'Users' page after a teacher account has been created. A green notification banner at the top right reads 'Robert was successfully added to your account'. The 'Filters' dropdown is set to 'Teacher'. The table below shows two users:

First Name	Last Name	Email	Role	Last Sign In	
Robert	Plant	lisamc29-robertplant@gmail.com	Teacher	NEVER	 
Clare	Torry	lisamc29-claretorry@gmail.com	Account Admin	01/27/2024	 

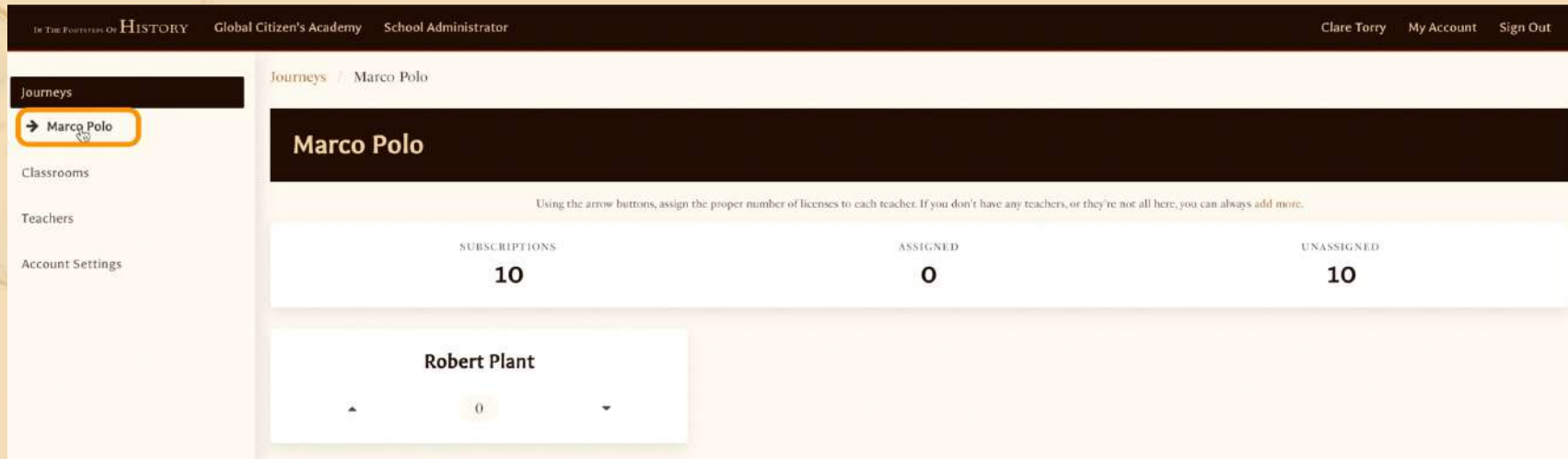
**STEP 7:** Click ARROW icon to invite Teacher(s)

The screenshot shows the 'Users' page with a magnifying glass icon highlighting the 'Send log in email' icon in the user table. The notification banner and filters are the same as in the previous screenshot. The table shows two users:

First Name	Last Name	Email	Role	Last Sign In	
Robert	Plant	lisamc29-robertplant@gmail.com	Teacher	NEVER	  
Clare	Torry	lisamc29-claretorry@gmail.com	Account Admin	01/27/2024	 

# Assign Licenses to Teachers

**STEP 8:** Click on the Journey name to reveal Licenses



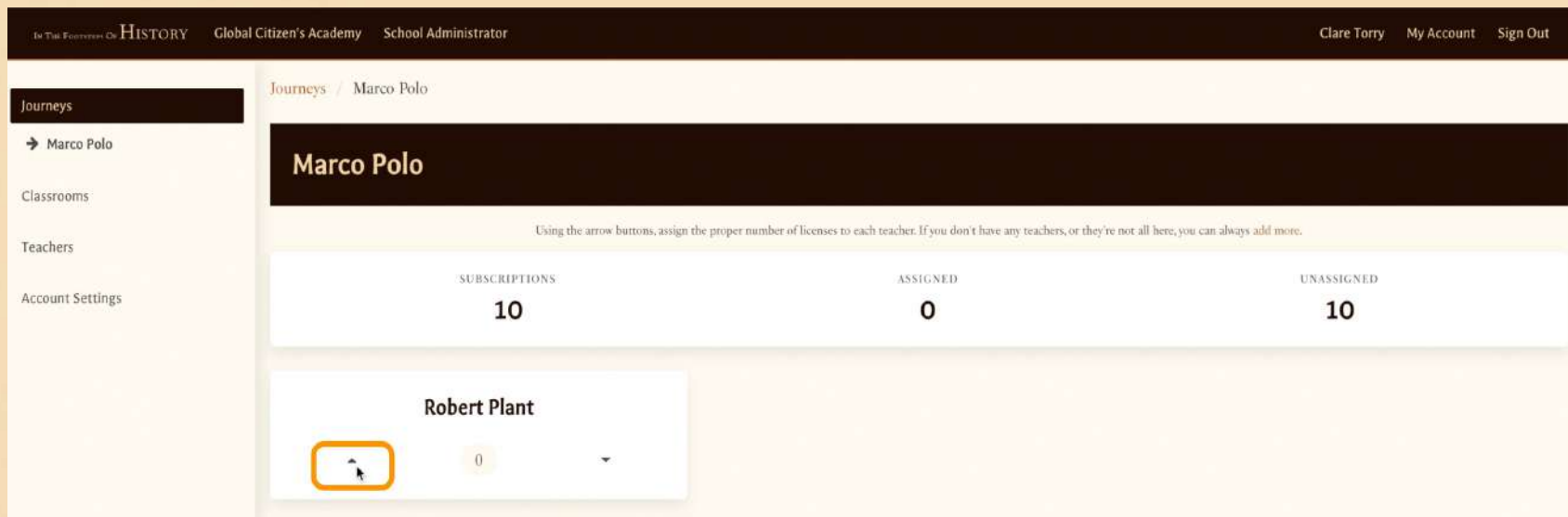
The screenshot shows the 'Marco Polo' journey page. The left sidebar has 'Marco Polo' highlighted. The main content area shows a summary table and a teacher card for Robert Plant.

SUBSCRIPTIONS	ASSIGNED	UNASSIGNED
10	0	10

Robert Plant

0

**STEP 9:** Assign licenses to Teacher(s) Click on the UP arrow to assign all licenses.



The screenshot shows the 'Marco Polo' journey page. The left sidebar has 'Marco Polo' highlighted. The main content area shows a summary table and a teacher card for Robert Plant. The UP arrow on the teacher card is highlighted with an orange box.

SUBSCRIPTIONS	ASSIGNED	UNASSIGNED
10	0	10

Robert Plant

0

# Set Up Classes

There are 3 ways to add classes and students

- (i) Google Classroom Integration
- (ii) Manual Classes Set Up
- (iii) Import a CSV file

CLICK : **Classrooms** (on LHS menu) under Journeys

**STEP 8:** (i) Google Classroom Integration

Click Import Your Google Classrooms

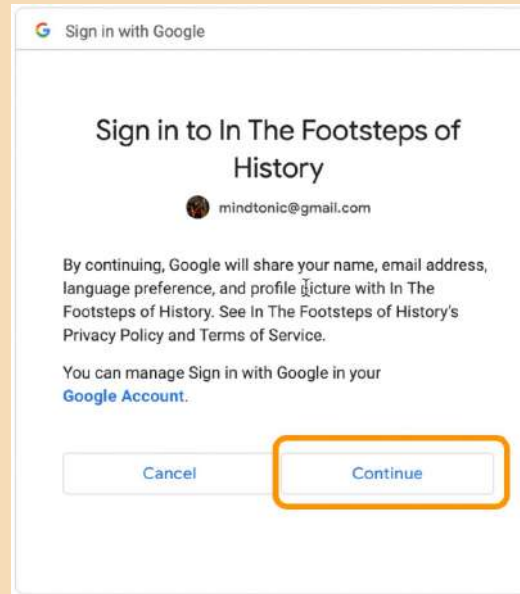
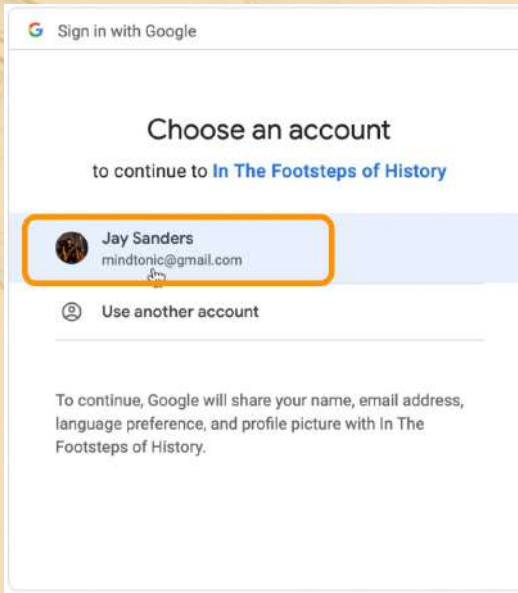
You can skip this step if not applicable

The screenshot displays the 'Classrooms' interface. At the top, the navigation bar includes 'Global Citizen's Academy' and 'School Administrator'. The left sidebar shows 'Classrooms' as the active menu item. The main content area features a search bar and a table with the following structure:

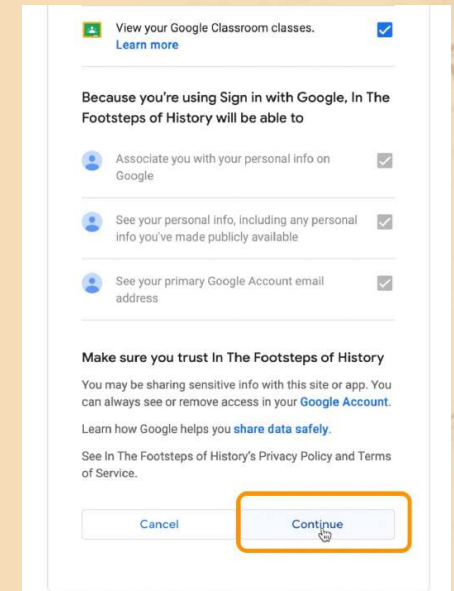
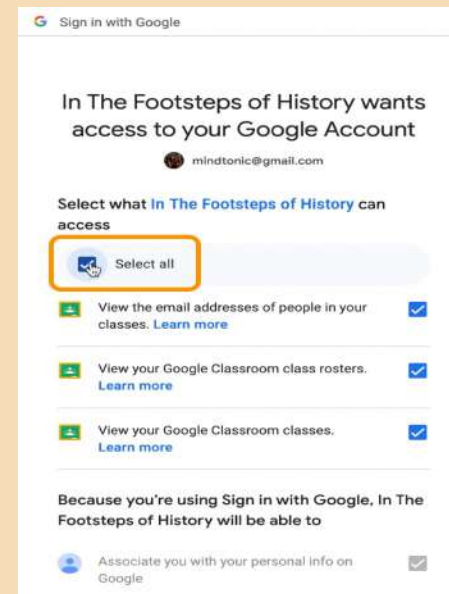
Name	Enrollment Code	Teacher	Students Count	Active	Actions
<a href="#">Import Your Google Classrooms</a>					



# Google Classroom Integration



### IMPORTANT : SELECT ALL!



Dashboard

Classrooms

ITF

ITF

Account Contacts

Jay Sanders  
support@inthe footsteps.org

Classrooms

Import Google Classrooms + New

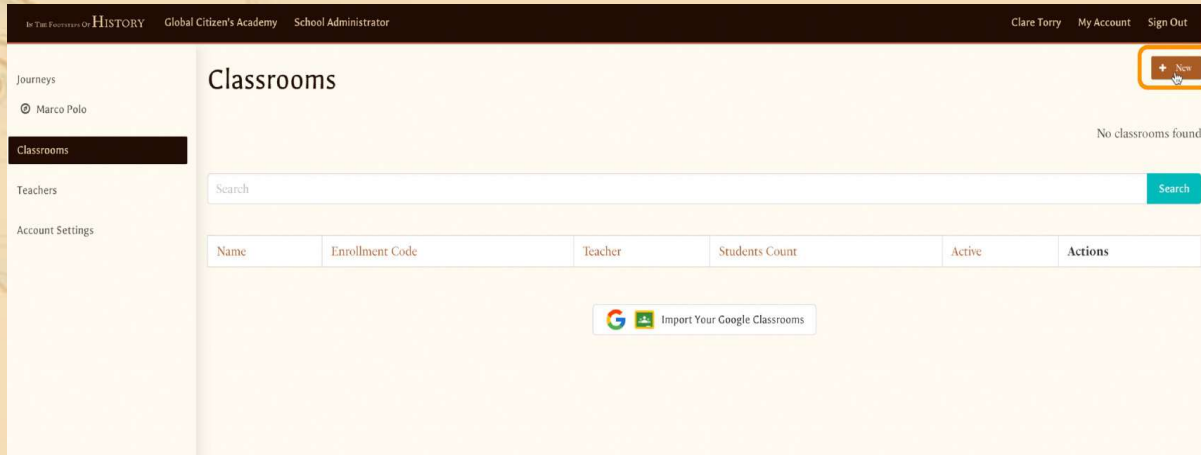
Displaying all 2 classrooms

Search

Name	Enrollment Code	Students Count	Active	Actions
ITF	ipveyqe	1	✓	<a href="#">Q</a> <a href="#">E</a> <a href="#">D</a>
ITF	urceaed	2	✓	<a href="#">Q</a> <a href="#">E</a> <a href="#">D</a>

# Manual Classroom Set Up

On Classrooms Tab Click NEW

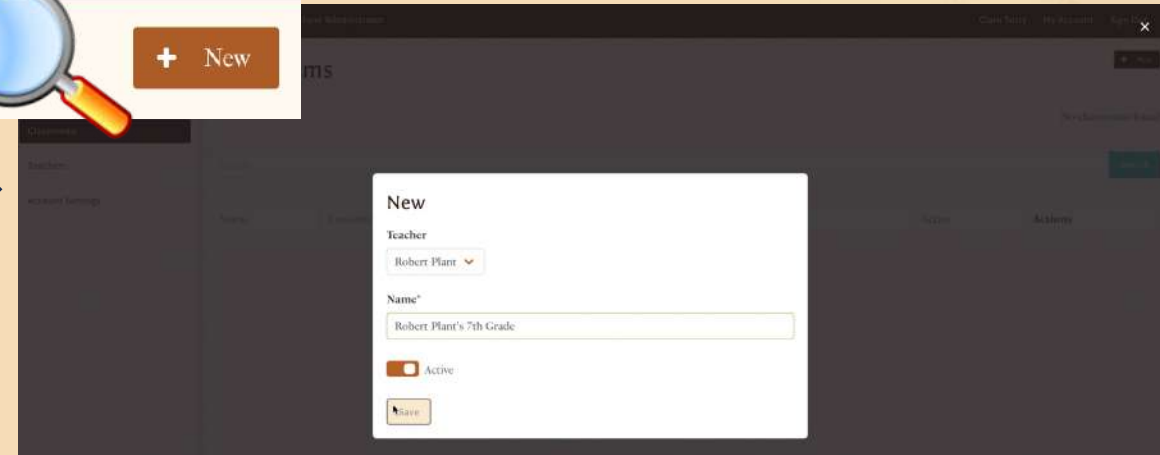


The screenshot shows the 'Classrooms' tab in the application. The top navigation bar includes 'Clare Torry', 'My Account', and 'Sign Out'. The left sidebar has 'Classrooms' selected. The main content area shows 'No classrooms found' and a search bar. A table with columns 'Name', 'Enrollment Code', 'Teacher', 'Students Count', 'Active', and 'Actions' is present. An 'Import Your Google Classrooms' button is at the bottom. A red box highlights the '+ New' button in the top right corner.

My Account Sign Out

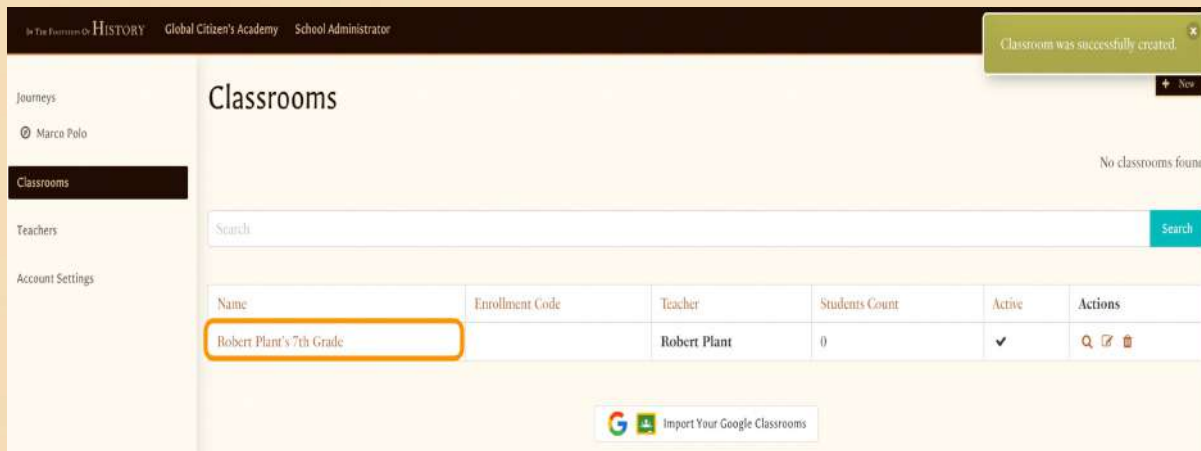


+ New



The screenshot shows the 'New Student' form. It includes a 'Teacher' dropdown menu with 'Robert Plant' selected, a 'Name\*' text input field with 'Robert Plant's 7th Grade' entered, an 'Active' checkbox, and a 'Save' button. The background shows a dark overlay of the 'Classrooms' tab.

Click Class Name to add students



The screenshot shows the 'Classrooms' tab with a green notification box at the top right that says 'Classroom was successfully created.' The table now contains one row: 'Robert Plant's 7th Grade', 'Enrollment Code', 'Robert Plant', '0', 'Active' (checked), and 'Actions'. A red box highlights the class name 'Robert Plant's 7th Grade' in the table.

Click NEW STUDENT to add manually



The screenshot shows the 'New Student' form with a dark overlay of the 'Classrooms' tab. The 'Classrooms' list shows 'Robert Plant's 7th Grade' selected. A red box highlights the '+ New Student' button in the top right corner. A magnifying glass icon is also present over the button.



# Import Classes via CSV File Upload

## Click Import Students

Global Citizen's Academy School Administrator Clare Torry My Account Sign Out

Classrooms / Robert Plant's 7th Grade

### Robert Plant's 7th Grade

+ New Student **Import Students**  
Sample Student CSV

No students found

Search Search

First Name	Last Name	Email	Last Sign In
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CSV File MUST follow this order:  
First Name, Last Name, email

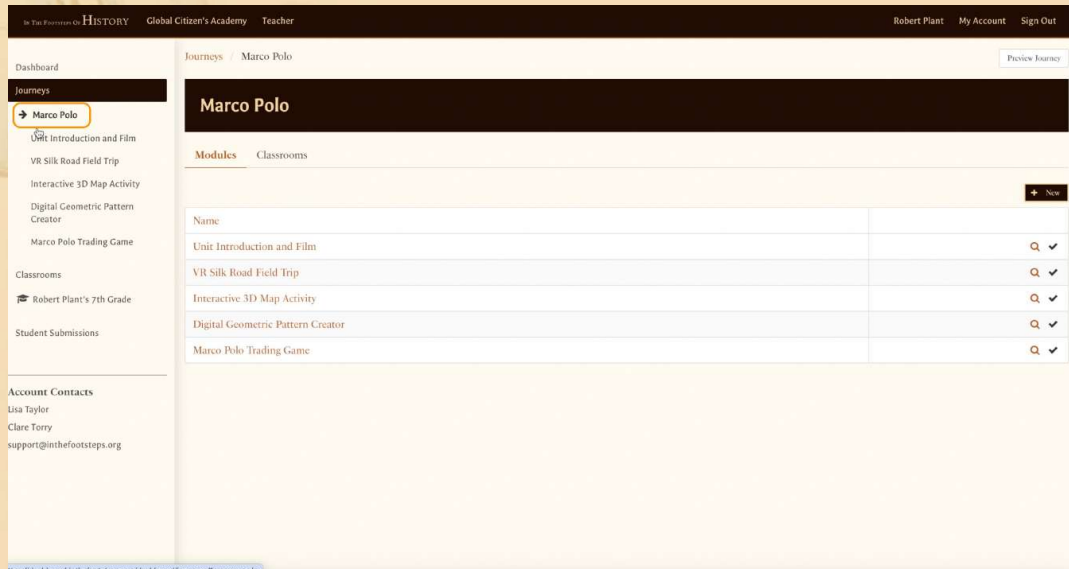
First Name	Last Name	Email
Student	One	Studentone@globalcitizenschool.com
Student	Two	Studenttwo@globalcitizenschool.com
Student	Three	Studentthree@globalcitizenschool.com
Student	Four	Studentfour@globalcitizenschool.com
Student	Five	Studentfive@globalcitizenschool.com
Student	Six	Studentsix@globalcitizenschool.com
Student	Seven	Studentseven@globalcitizenschool.com
Student	Eight	Studenteight@globalcitizenschool.com



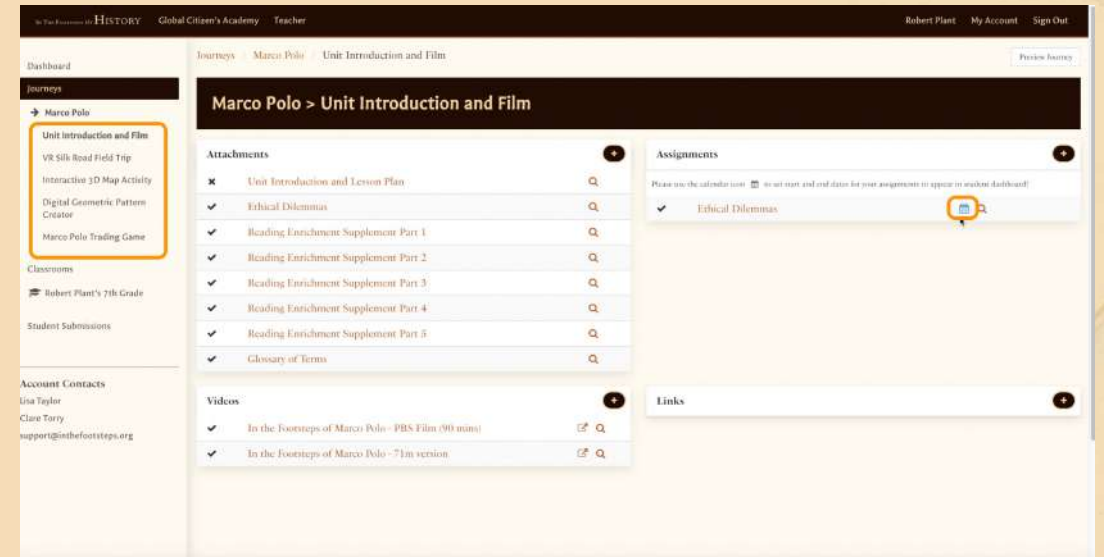
# Setting Assignments

Teachers must set START and END dates on Assignments to appear in STUDENT dashboard

Click Journey Name



Choose Module on LHS and Select CALENDAR Icon



Repeat for all assignments within each module.

# Reviewing Assignments

Dashboard  
Journeys  
Marco Polo  
Classrooms  
Denise Powers 4th Grade  
**Student Submissions**

## Assignments To Review

Displaying all 5 schedules

Assignment	Classroom	Journey	Module	Start Date	Due Date	Total	Reviewed	Unreviewed
Exit Slip	Denise Powers 4th Grade	Marco Polo	VR Silk Road Field Trip	01/26/2024	02/09/2024	1	0	1
Ethical Dilemmas	Denise Powers 4th Grade	Marco Polo	Unit Introduction and Film	01/26/2024	01/30/2024	1	0	1
Digital Map Screenshot	Denise Powers 4th Grade	Marco Polo	Interactive 3D Map Activity	01/26/2024	02/02/2024	1	0	1
Written Reflection	Denise Powers 4th Grade	Marco Polo	Interactive 3D Map Activity	01/26/2024	02/02/2024	0	0	0
Digital Pattern Screenshot	Denise Powers 4th Grade	Marco Polo	Digital Geometric Pattern Creator	01/26/2024	02/02/2024	1	0	1

Account Contacts  
Lisa Taylor  
Jay Sanders  
support@inthe footsteps.org

**Click any submission to review, grade, and comment.**


Denise Powers 4th Grade - Digital Pattern Screenshot - Assignment Submissions

Filters [All] [Reviewed] [Unreviewed]

Displaying 1 submission

Student Name	Submitted	Reviewed At
Jake Belliveau	01/27/2024	

### Jake Belliveau - Digital Pattern Screenshot



Submitted: 01/27/2024

Feedback

Very authentic Jake! Nice work.

Mark as reviewed

Student will receive feedback in their dashboard



# Preview and Manage Buttons

**PREVIEW** – See the Journey from a student perspective

The screenshot shows the teacher dashboard for the 'Marco Polo' module. A magnifying glass highlights the 'Preview Journey' button in the top right corner of the module header. The dashboard includes a sidebar with navigation options like 'Dashboard', 'Journeys', 'Classes', and 'Account Contacts'. The main content area shows the 'Marco Polo' module details, including a list of activities and a table of assignments.

Choose any module to enter

The screenshot shows the teacher dashboard for the 'Marco Polo' module. A magnifying glass highlights the 'Manage' button in the top right corner of the module header. The dashboard includes a sidebar with navigation options like 'Dashboard', 'Journeys', 'Classes', and 'Account Contacts'. The main content area shows the 'Marco Polo' module details, including a list of activities and a table of assignments.

**Manage** – Return to Teacher view / customize your teacher dashboard

The screenshot shows the teacher dashboard for the 'Marco Polo' module. A magnifying glass highlights the 'Manage' button in the top right corner of the module header. The dashboard includes a sidebar with navigation options like 'Dashboard', 'Journeys', 'Classes', and 'Account Contacts'. The main content area shows the 'Marco Polo' module details, including a list of activities and a table of assignments.

Need Help?

IN THE FOOTSTEPS OF HISTORY

Email: [support@inthe footsteps.org](mailto:support@inthe footsteps.org)