

Quick reference guide for Administrators



Welcome onboard! If you haven't already, you will receive two emails with log in details, giving you access to the **two sides** of the app that you need to get started with your trial. These accounts are your **admin account** and your **teacher account**, each of which gives you access to different resources. They are as follows.

If you see a screen similar to the screen below, you are logged in as an admin.

1. Admin account

Resources:

- Manage your school account
- Access your school's aggregated weekly reports
- Add and edit classes, teacher's, and student's access

To change to a teacher, select profile, then select logout. Proceed to log in as a teacher.

If you see a screen similar to the screen below, you are logged in as a teacher.

2. Teacher account

Resources:

- Facilitate check in sessions.
- Access individual student and class data
- Access Switch resources (including activities, tools, and lesson plans).

To change to admin, select profile, then select logout. Proceed to log in as an admin.