eChalk

Remote Learning Admin Quick Start Guide

First the questions that you want to think about:

- Who has accounts and who does not?
- How do we create accounts for people who don't have them?
- Do people know how to log in?
- How can we reset passwords for people who don't know them?
- How do I get teachers started – what are the best practices?

Who has accounts and who does not?

One of the first things to check is whether your faculty and students currently have accounts on the system. If they do, great! If not, you'll need to create them. The first step is to audit who is there and who is not. To do this, you can log into eChalk and get a lis from the user admin tool of who has accounts and also see when they last logged in. All accounts should be tied to real email addresses. This allows your users to reset their own passwords, get email digests of activity in the system, and more.

1. Log into eChalk at app.echalk.com
2. Click on your school's tile
3. Click Members
4. Click User Admin
5. Click Search

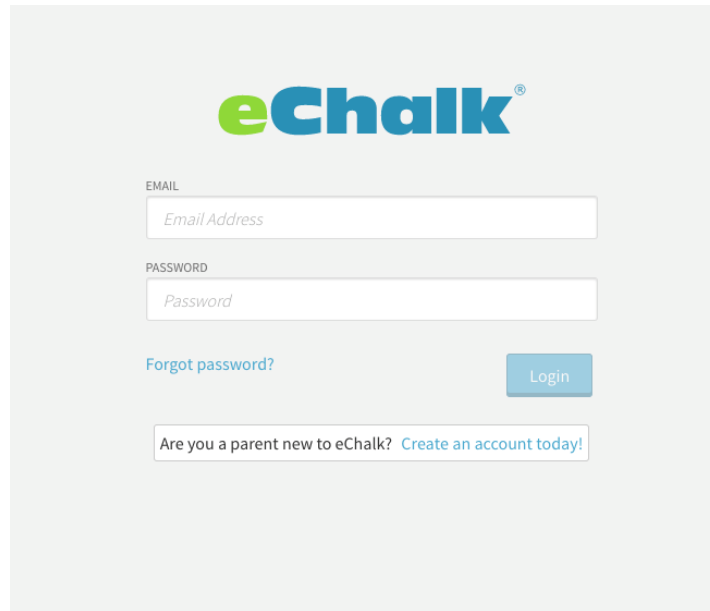### How do we create accounts for people who don't have them?

Next, we will need to create accounts for any faculty or students who might not yet have an account. If it is only a few accounts that need to be created, you can do that pretty easily by hitting create user and entering their information.

If there are many accounts that need to be created, it is probably better to use our bulk upload tool to create them. This tool will allow you to upload a worksheet of users to be created very quickly. Contact our support team if you need help with the file to be uploaded.

Do people know how to log in?

People will need to know how to log into the site. Many of your users might already know their password. For new accounts, you will have to decide if you want to distribute passwords via another method (email or other), set them all to the same password, or allow your users to use the "Forgot Password" link and reset it to whatever they like (possibly the easiest answer).

Direct your users to login at https://app.echalk.com. They will need to enter their email address and password. If they don't know their password, they can click on the "Forgot Password" link.

How can we reset passwords for people who don't know them?

It may be easiest to instruct your users to reset their own passwords using the "Forgot Password?" link. This is completely self-service. The steps are as follows:

1. Click the Forgot password link
2. Enter your email address
3. Check your email for a message from eChalk to reset the password
4. Click the link in the email
5. Change the password to what you would like

If you prefer to set them manually, you can do so either in User Admin on an individual basis or with the Bulk Upload tool on a large-scale basis.

How do I get teachers started – what are the best practices?

Teachers should be given the Remote Tools guide and Class Setup guide. With these, they will have an overview of the tools that are available and how to configure them. eChalk Support is available for them if they have additional questions while getting started. The way that you use the tools will depend on your school. We have found that it is best practice to instruct all teachers to use the same method for assigning work so that students are not looking in multiple places. Using Assignments to distribute work will allow students to find this work easily on their own calendars, in their classes and also through the Notify App if deployed in your school.