

N2Y Admin Implementation Guide

Set up Leadership Hierarchy

- [What Permissions Should I Give Each User?](#)
- [Getting Started for Leadership: A Guide for Subscription Managers, Administrators & Sub-Administrators](#)
- [Set up Sample Classroom to View Content \(Admin Only\)](#)

Faculty Management

[Subscription Manager Quick Start Guide](#)

Add Users

- [Single User Setup](#)
 - Enter email, answer brief survey to identify what role will be
 - Can add in classroom role or if they will be admin/subscription manager
 - Can add licenses (for ULS - each grade band is one license, teachers can have multiple grade bands)
- [Bulk Import Licenses](#)
 - Can use this option to upload multiple users at a time - can upload CSV file or individually add lines of users
 - Select subscription to assign licenses for
 - *Please note: Bulk import does not allow admins to pick teacher's grade bands. Please let teachers know what grade bands they should select when registering their account/on their "My Information" page.*

Pending tab

[Why Are My Teachers Not Showing on My Faculty Tab?](#)

- Users who have not accepted new license/role
- Click the three dots to find that option that allows you to resend invite

Making changes

Look for the three dots next to the person's name to make changes

- [View, Add or Delete a User's Licenses](#)
- [How To Change Your Teacher's Grade Band](#)
- [Replace user](#)

Best Practices for Managing Faculty

- [Bulk Actions to Change Organization or Remove Users](#)
- Make sure each educator is reporting to somebody, otherwise you will not be able to view their data: [How To Assign a Service Provider \(Teacher, PT, OT, SLP, etc.\) to an Administrator or Sub-Administrator as a Subscription Manager](#)

Managing Students

- [How to Manage Students Individually From the Students Tab](#)
- [How to Manage Students in Bulk From the Students Tab](#)

Best Practices:

- Make sure each student has an ID # OR email address to avoid duplicates in the system
- Faculty members can also manage their own students: [How Do I Manage Students as a Service Provider?](#)

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Reports

- [Staff Usage Summary Export](#)
- [Which Reports Allow Administrators to See Data on the Users That Report to Them?](#)
- [Student Daily Performance Reports for Admins](#)

Resources

- [Clickthrough Demo of Account Management](#)
- [ULS Clickthrough Demo for Educators](#)
- [Knowledge Base](#)