Navigation Guide – Account Coordinator Tools

1. As account coordinator, you are granted additional access and permissions to manager teachers as well as act as an administrator to set up sections and students on behalf of teachers in your account. To access teacher tools, click on the administration icon in the login bar. You must be logged into your account to see this icon.

2. This will direct you to the administration area for your account (see image on next page). Your profile will be displayed on the left, along with the Teacher Tools: Section Manager, Student Accounts, Assessment Configuration and Grades. To begin managing your account, navigate to Manage Teachers.
3. The first upload required is for Teachers. You may add teachers individually.

3A. To add Individually:

Click the ‘New Teacher’ button and a new screen will pop up requiring that you input the Name, Email Address, Password (the user may change this at a later time) and selecting the Type of account (teacher or account coordinator). Click ‘Save’ to create this account.
NOTE: Once the teacher account is created, an email is sent to the teacher’s email address letting them know and requesting that they re-set their password.

4. As Account Coordinator, you can also create sections for your teachers. If you prefer, teachers can create their sections for themselves. Please refer to Navigation Guide-Section Manager and Student Accounts located at https://investigatinghistory.ohiohistory.org/about in the Documents Box. It is critical that this task is completed prior to importing students.

5. If you need further assistance, check our Video Tutorials located in the Document Box on our About page (link above) or contact our Help Desk at historyday@ohiohistory.org. Our Help Desk is available Monday through Friday from 9 a.m. to 3:00 p.m.