

# Admin Portal Instructions Table of Contents

## Instructions for School Wide Plans

Creating Staff, Creating Classes and Adding Students	
Creating Staff .....	2
Creating Classes .....	2
Adding Students	
Adding Students Individually .....	3
Bulk Upload of Students (Using MS Excel).....	3
Bulk Upload of Students (Using Google Sheets).....	4
Editing & Deleting Staff/Classes/Students	
Editing and Deleting Students	
Editing a Student Account .....	4
Deleting an Individual Student .....	4
Deleting All Students in a Class.....	4
Editing and Deleting Classes	
Editing a Class .....	5
Deleting a Class.....	5
Editing and Deleting Staff	
Editing a Staff Account .....	5
Deleting Staff .....	5
Setting Login Hours	
To Change Login Hours .....	5
Student Reports	
Viewing and Printing Student Reports .....	6

## Instructions for Individual Teacher Plans

Adding Students	
Adding Students Individually .....	7
Bulk Upload of Students (Using MS Excel).....	7
Bulk Upload of Students (Using Google Sheets).....	8
Editing & Deleting Students	
Editing a Student Account .....	8
Deleting an Individual Student .....	8
Deleting All Students in a Class.....	8
Editing a Class	
Editing a Class .....	9
Student Reports .....	9
Viewing and Printing Student Reports.....	9

## Admin Portal Instructions for School Wide Plans

To log in to the Admin Portal of cwpubonline:

- 1) Navigate to <https://www.cwpubonline.com> and click the TEACHER/ADMIN LOGIN located at the top right of the screen.
- 2) Log in with your username and password to reach the Admin Home screen. On this screen you will be able to see your active subscriptions and the expiration date. On the left of the screen under RECORDS MANAGEMENT, you will see the following links: Schools, Staff, Classes and Students.

### Creating Staff <https://youtu.be/MpZDvamRiNA>

You will need to create your staff first. With a school wide plan, you are allowed an unlimited number of staff accounts. You must be logged in with the Admin account to create staff.

1. Select the "Staff" link under RECORDS MANAGEMENT.
2. Click the "ADD A NEW STAFF" link.
3. Use the drop downs and text boxes to create the staff member.
  - Use the drop down next to "School" and select the correct school.
  - Use the drop down next to "Staff Type" and select the type of account you are creating.
    - a) School Admin can create, edit and delete staff/classes/students but cannot be assigned as a teacher in a class.
    - b) Teachers can create, edit and delete classes and students and can be assigned to one or more classes.
  - The User Name must be unique site wide. If a user name is already in use, you will receive a warning and be instructed to change the user name.
  - Passwords must be a minimum of 7 characters and staff members must have a valid email address. The email address is used to recover forgotten passwords.
4. Once all boxes are populated, click the "Update" button.

Repeat these steps to add additional staff members.

### Creating Classes <https://youtu.be/fETG0edMunU>

Once you have created at least one teacher, you can begin creating classes. With the school wide plan, you are allowed an unlimited number of classes.

1. Select the "Classes" link under RECORDS MANAGEMENT.
2. Click the "ADD A NEW CLASS" link.
3. Use the drop down next to "Staff" to pick the teacher for the class you are creating.
4. Give the class a name such as "Mrs. Smith Period 1 Consumer Education".
5. Enter the maximum number of students (0 – 99) for the class.
6. Click the "Update Button".

Repeat these steps to create additional classes.

## Adding Students

Once you have created at least one class, you can begin adding students. With a school plan, you are allowed an unlimited number of student accounts. Students can be added one at a time in a similar fashion to staff or can be added in bulk using an upload procedure.

### Adding Students Individually <https://youtu.be/1fkZqrJF4rA>

1. Select the “Students” link under RECORDS MANAGEMENT.
2. Click the “ADD A NEW STUDENT” link.
3. Use the drop down and text boxes to assign the student to a class.
  - Use the drop down next to “Class” and select the correct class.
  - Fill in the text boxes to complete adding the student.
  - The user name must be unique to your school. If a user name is already in use, you will receive a warning and be instructed to change the user name
  - The password must be a minimum of 7 characters.
4. Once all required and optional boxes have been populated, click the “Update” button.

Repeat these steps to add additional students.

## Bulk Upload of Students

Students may be uploaded using a CSV file for each class. **This can be done with MS Excel or Google Sheets.**

1. Select the “Classes” link under RECORDS MANAGEMENT.
2. Next to the class in which you want to add students, click the blue up arrow. 
3. Click the link to download the template.

### Export a CSV file from MS Excel: <https://youtu.be/Jy91yVETpRQ>

1. Locate the downloaded Student\_Upload\_Template.xls file and open the file with MS Excel.
2. Populate the template with your student data.
  - Do not change the header labels in row 1. They must be present in your file when uploaded.
  - Do not skip any rows. Student info must start in row 2 and continue consecutively in the following rows.
  - 'grade\_level' and 'email\_address' are optional. You may skip those columns. **ALL OTHER FIELDS ARE REQUIRED.**
3. When finished entering data, use MS Excel to save the file as a CSV. You have to change the file type in the MS Excel save window to save as a CSV, not an XLS or XLSX file (*the correct option is about halfway down the list of file types listed*). If you are on a Mac you must save it as a MS CSV.
4. Click the “Choose File” button and browse to the CSV file you have just created.
5. Click the “Upload File” button.
  - If your file was created correctly, you will receive a success message stating the number of students imported.
  - If your file was not imported successfully, you will receive an error message stating the row and column that contain the error. Fix the error(s) and repeat the upload procedure.

	A	B	C	D	E	F
1	first_name	last_name	grade_level	email_address	user_name	password
2	FirstName1	LastName1	11	f1.l1@email.com	user1	password1
3	FirstName2	LastName2	11	f2.l2@email.com	user2	password2
4						

Repeat these steps for the remainder of your classes.

### Export a CSV file from Google Sheets: <https://youtu.be/iLKXg4Azx74>

1. In Google Drive click on the New button in the top left corner of Google Drive and choose File upload. Navigate to the downloaded Student\_Upload\_Template.xls file and click open.
2. Either click on the file name in the upload window in the bottom right corner of Google Drive or locate the file within your list of files in Google Drive.
3. Add your students' information. Make sure not to make any changes to the first row (this information is crucial to correctly uploading the information to your class database).
4. Once you have added all the information to the template, in the menu at the top of the spreadsheet, under the File menu option, mouse over Download and click Comma Separated Values (.CSV).
5. Navigate to a location on your device where you easily find the file, rename the file if you like and click save.
6. Upload the newly created .CSV file to your class through the bulk upload link on CWPubOnline.com.
  - If your file was created correctly, you will receive a success message stating the number of students imported.
  - If your file was not imported successfully, you will receive an error message stating the row and column that contain the error. Fix the error(s) and repeat the upload procedure.

Repeat these steps for the remainder of your classes.

### Editing & Deleting Staff/Classes/Students

To edit or delete anything within the admin portal, you first click the link that corresponds to the item you want to edit or delete (Staff/Classes/Students). Staff members cannot be deleted if they still have classes assigned to them and classes may not be deleted if the class is still populated with students.

#### Editing and Deleting Students:

- **Editing a Student Account** <https://youtu.be/r0il4ZUklal>
  1. Select the "Students" link under RECORDS MANAGEMENT.
  2. Click the Pencil icon  next to the student you wish to edit.
  3. Change the drop down or text boxes to your desired settings.
  4. Click the "Update" button.
- **Deleting an Individual Student** [https://youtu.be/Vw0Wjr8QN\\_w](https://youtu.be/Vw0Wjr8QN_w)
  1. Select the "Students" link under RECORDS MANAGEMENT.
  2. Click the red X icon next to the student you wish to delete.
  3. You will be asked to confirm the deletion. Click the "Yes, delete this item" link. Once the deletion is confirmed, **there is no way to undo this action.**
- **Deleting All Students in a Class** <https://youtu.be/eVsH5yjZWUg>
  1. Select the "Classes" link under RECORDS MANAGEMENT.
  2. Click the Trash icon  next to the class from which you want to delete all students.
  3. You will be asked to confirm the deletion of all the students in the class. Click the "Yes, delete" link. Once the deletion is confirmed, **there is no way to undo this action.**

## Editing and Deleting Classes:

- **Editing a Class** <https://youtu.be/SdKUxKOKEq4>
  1. Select the “Classes” link under RECORDS MANAGEMENT.
  2. Click the Pencil icon  next to the class you wish to edit.
  3. Change the drop down or text boxes to your desired settings.
  4. Click the “Update” button.
- **Deleting a Class** <https://youtu.be/xSZG41nqJ-Q>
  1. Select the “Classes” link under RECORDS MANAGEMENT.
  2. Click the red **X** icon next to the class you wish to delete. All students must be deleted from a class before the class can be deleted.
  3. You will be asked to confirm the deletion of the class. Click the “Yes, delete this item” link. Once the deletion is confirmed, **there is no way to undo this action.**

## Editing and Deleting Staff:

- **Editing a Staff Account** <https://youtu.be/OONazXCbDFc>
  1. Select the “Staff” link under RECORDS MANAGEMENT.
  2. Click the Pencil icon  next to the staff member you wish to edit.
  3. Change the drop downs or text boxes to your desired settings.
  4. Click the “Update” button.
- **Deleting Staff** [https://youtu.be/B1\\_OHphZrJM](https://youtu.be/B1_OHphZrJM)
  1. Select the “Staff” link under RECORDS MANAGEMENT.
  2. Click the Red **X** icon next to the staff member you wish to delete. Staff members cannot be deleted if they still have classes assigned to them.
  3. You will be asked to confirm the deletion of the staff member. Click the “Yes, delete this item” link. Once the deletion is confirmed, **there is no way to undo this action.**

## Setting Login Hours

With the School Wide Plan, you have the ability to set when your students can log in to the cwpubonline programs. By default, your school is set to allow students to log in any day of the week and 24 hours a day. But you can change the login hours.

### To Change Login Hours <https://youtu.be/yQiv-SN9J7s>

1. Select the “Schools” link under RECORDS MANAGEMENT.
2. Click the Pencil icon  next to your school.
3. Set the daily start and end times using the drop down boxes. Note that all times are set to the server time which is Central Standard Time so you will have to adjust to your time zone.
4. Put a check mark next to the days that you want active for your students.
5. Click the “Update” button.

## Reports

### Viewing and Printing Student Reports

1. Select the “Classes” link under RECORDS MANAGEMENT.
2. Click on the green Reports icon for your class. 
3. Select the Report you want to view.
4. Using the drop down menu, select the student you want to view or select All Students.
5. Click the “Get Report” button.
6. To print a report, click the “Print Report” button.

## Admin Portal Instructions for Individual Teacher Plans

To log in to the Admin Portal of cwpubonline:

- 1) Navigate to <https://www.cwpubonline.com> and click the TEACHER/ADMIN LOGIN located at the top right of the screen.
- 2) Log in with your username and password to reach the Admin Home screen. On this screen you will be able to see your active subscriptions and the expiration date. On the left of the screen under RECORDS MANAGEMENT, you will see the following links: Schools, Staff, Classes and Students.

### Adding Students

With an Individual Teacher Plan, you are limited to one class and up to 30 students within that class. Students can be added to your class one at a time or can be added in bulk using an upload procedure.

#### Adding Students Individually <https://youtu.be/eA3YPKGMleE>

1. Select the "Student" link under RECORDDS MANAGEMENT.
2. Click the "ADD A NEW STUDENT" link.
3. Use the drop down and text boxes to assign the student to your class.
  - Use the drop down next to "Class" and select your class.
  - Fill in the text boxes to complete adding the student.
  - The user name must be unique to your school. If a user name is already in use, you will receive a warning and be instructed to change the user name
  - The password must be a minimum of 7 characters.
4. Once all required and optional boxes have been populated, click the "Update" button.

Repeat these steps to add additional students.

### Bulk Upload of Students

Students may be uploaded using a CSV file for your class. **This can be done with MS Excel or Google Sheets**

#### Export a CSV file from MS Excel: <https://youtu.be/fWLQiggYrhU>

1. Select the "Classes" link under RECORDDS MANAGEMENT.
2. Next to your class click the blue up arrow. 
3. Click the link to download the template.
4. Locate the downloaded file and open the file with MS Excel.
5. Populate the template with your student data.
6. Save the template as a CSV file.
7. Click the "Choose File" button and browse to the CSV file you have just created.
8. Click the "Upload File" button.
  - a. If your file was created correctly, you will receive a success message stating the number of students imported.
  - b. If your file was not imported successfully, you will receive an error message stating the row and column that contain the error. Fix the error(s) and repeat the upload procedure.

### Export a CSV file from Google Sheets: <https://youtu.be/hlFVHe1K0Q0>

1. In Google Drive click on the New button in the top left corner of Google Drive and choose File upload. Navigate to the downloaded Student\_Upload\_Template.xls file and click open.
2. Either click on the file name in the upload window in the bottom right corner of Google Drive or locate the file within your list of files in Google Drive.
3. Add your students' information. Make sure not to make any changes to the first row (this information is crucial to correctly uploading the information to your class database).
4. Once you have added all the information to the template, in the menu at the top of the spreadsheet under the File menu option, mouse over Download and click Comma Separated Values (.CSV).
5. Navigate to a location on your computer where you will be able to find the file. You can also rename the file to make it easier to locate. Click save.
6. Upload the newly created .CSV file to your class through the bulk upload link on CWPubOnline.com.

### Editing & Deleting Students/Classes

To edit or delete anything within the Admin Portal, you first select the link under RECORDS MANAGEMENT that corresponds to the item you want to edit or delete (Classes/Students).

#### Editing and Deleting Students:

- **Editing a Student Account** [https://youtu.be/F\\_8AuYWsHgo](https://youtu.be/F_8AuYWsHgo)

1. Select the "Students" link under RECORDS MANAGEMENT.
2. Click the Pencil icon  next to the student you wish to edit.
3. Change the drop down or text boxes to your desired settings.
4. Click the "Update" button.

- **Deleting an Individual Student** <https://youtu.be/qal871Q6KtQ>

1. Select the "Students" link under RECORDS MANAGEMENT.
2. Click the Red X icon next to the student you wish to delete.
3. You will be asked to confirm the deletion. Click the "Yes, delete this item" link. Once the deletion is confirmed, **there is no way to undo this action.**

- **Deleting All Students in a Class** <https://youtu.be/BTkpXQKGtq0>

1. Select the "Classes" link under RECORDS MANAGEMENT.
2. Click the Trash icon  next to the class from which you want to delete all students.
3. You will be asked to confirm the deletion of all the students in the class. Click the "Yes, delete" link. Once the deletion is confirmed, **there is no way to undo this action.**

## Classes

### Editing a Class <https://youtu.be/XKRKNagPe>

1. Select the “Classes” link under RECORDS MANAGEMENT.
2. Click the Pencil icon  next to your class.
3. Change the drop down or text boxes to your desired settings.
4. Click the “Update” button.

## Reports

### Viewing and Printing Student Reports

1. Select the “Classes” link under RECORDS MANAGEMENT.
2. Click on the green Report icon for your class. 
3. Select the Report you want to view.
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