

School Use and SMART Tool Guide



EdAlive Central School Use Guide

19h January 2024

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This manual is designed for use with the EdAlive Online Learning suite Web Apps. EdAlive Central is the foundational resource from which these Web Apps draw resources. It is to be read in conjunction with the manual for the relevant Web Apps.

For more information go to edalive.com

Table of Contents

The EdAlive Central Suite of Web Apps	9
EdAlive Central - One app to unite them all	9
The individual EdAlive Web Apps	9
Tools and Reports	10
Access to the individual EdAlive Web Apps.....	10
Getting Started	11
Start a Subscription or a Free Trial	11
Method 1 - Start a Free Trial.....	11
Enter your details.....	12
Link to a School	13
Join an existing School.....	14
Create a new School.....	14
School Administrator status	14
School Administrator no longer at the School.....	15
Navigating within EdAlive Central.....	15
Name menu.....	15
Quick navigation shortcuts.....	15
Main EdAlive Central screen	16
Default sort order	16
Sortable Lists	17
EdAlive Central Help	18
Help is always available at help.edalive.com	18
Context sensitive help.....	19
Great customer service	19
Manage Classes (Teachers)	20
Create your first Class	20
My Classes Screen	21
From the App Library	21
From Tools & Reports from within an App.....	21
View Class	22
Add Class	22
Edit Class details.....	22
Quick edit Class name	22
Leave Class.....	22
Other Assigned (Multiple) Teachers.....	23

Manage Students	24
Manually add Students to a Class	25
Add/Move Students.....	26
Move Students between Classes	26
Copy Students to other Classes.....	26
Remove Student from Class or Delete a Student	27
Working with your Classes.....	27
School Administrator Functions	28
The Role of a School Administrator	28
Who are your School Administrators?	28
Multiple School Administrators.....	29
Privacy and Security with Multiple Administrators	29
Adding and Removing School Administrators.....	30
My School - Edit School (School Administrator).....	31
Withdraw your School from the Leaderboard.....	31
Manage Teachers (School Administrator).....	32
Create a new Teacher	32
"Username has been taken" message	32
Delete Teacher	33
Reset (Teacher's) Password	33
Manage Classes (School Administrator).....	33
All of the "My Class" functions	33
View Class.....	34
Add Class	34
Edit Class details.....	34
Delete Classes.....	34
Students in No Class.....	35
Adding multiple Teachers to a Class	35
To add a Teacher to a Class.....	36
To remove a Teacher from a Class	36
SMART Tool	37
The SMART Tool can:	37
Export Student List.....	37
Add/Move Students (School Administrator).....	38
All Students in the School	38
Students in no Class	38

Student IDs	39
Why you should use Student IDs.....	39
How Student IDs and Student Accounts interact.....	39
Student ID Import Checklist.....	39
Manually adding Student IDs.....	40
How Student IDs operate in practice	41
Password Reset	42
My Account.....	43
Change Password, Change Name, Change email address.....	43
Two Factor Authentication	44
Printing	45
PDF printing.....	45
Printed output available.....	45
Student list	45
Login cards	45
Home letters.....	45
Single Sign On (SSO).....	47
EdAlive Central Single Sign On	47
EdAlive Central and other SSO systems	47
Class Codes for SSO	47
Linking EdAlive Central and other SSO systems.....	47
System Requirements	48
Any device, anywhere, anytime	48
Supported Browsers	48
Browser Settings	48
Common Troubleshooting	49
Delivery of content is being blocked by the school system.....	49
Internet Explorer security settings.....	49
Browser issues	49
Last resort.....	49
Whitelisting	50
Whitelist required URLs	50
For EdAlive Central.....	50
Additionally if using Typing Tournament Online	50
Additionally if using Maths Invaders Online	50
Additionally if using Words Rock Online	50
Additionally if using Baggin' the Dragon Online.....	50
Additionally if using Volcanic Panic Reading Success Online	50
Performing an End of Year School Rollover	51
Annual rollover	51

Who can perform a Rollover?	51
Different Rollover methods.....	51
Method 1 - The SMART Tool.....	51
SMART Tool instructions for standard rollovers.....	51
Method 2 - Manual Rollover	52
Class Teacher or School Administrator.....	52
Manual Method Rollover video	52
Perform the Manual Rollover	53
Optional - Print Student Login cards.....	54
More information	54
Method 3 - The SMART Tool for SSO / SAML.....	54
Use this method for schools using SSO (Single Sign On) systems enabled by SAML.	54
SMART Tool Instructions for SAML rollovers	54
Appendix 1 - The SMART Tool	55
About the S tudent M anagement A nd R ollover T ool	55
The SMART Tool can:	55
Getting Started.	55
The way it works.....	55
Importing Students for the first time - SMART Tool.....	56
Introduction.....	56
Getting Started.	56
Stage 1	56
Stage 2	57
Stage 3	57
Stage 4	58
Stage 5	58
Stage 6	59
Optional - Print Student Login cards	59
Performing a School Rollover - SMART Tool	60
Introduction.....	60

Getting Started.	60
Stage 1.	60
Stage 2.	61
Stage 3.	61
Stage 4.	63
Stage 5.	64
Stage 6.	64
Optional - Print Student Login cards	65
Cleaning up duplicate Student Accounts - SMART Tool.....	66
Introduction.....	66
Getting Started	66
Stage 1	66
Stage 2.	67
Stage 3.	67
Stage 4.	68
Change Password for all Students in a Class or School - SMART Tool.....	69
Introduction.....	69
Getting Started.	69
Stage 1.	70
Stage 2.	71
Stage 3.	71
Stage 4.	72
Link Existing Student SAML Credentials after SAML Setup - SMART Tool.....	73
Introduction.....	73
Getting Started.	73
Stage 1.	74
Stage 2.	74
Stage 3.	75
Stage 4.	75
Relink Student SAML Credentials after NameIDsChanged - SMART Tool.....	76

Introduction.....	76
Getting Started.	76
Stage 1.	77
Stage 2.	77
Stage 3.	78
Matching Strategy 1	78
Matching Strategy 2	78
Matching Strategy 3	78
Stage 4.	79
Student Rollovers for SAML-linked Schools - SMART Tool	80
Introduction.....	80
Getting Started.	80
Stage 1.	81
Stage 2.	81
Stage 3.	82
Stage 4.	83
Stage 5.	84
Student Rollovers for SAML-linked Multi-School Groups SMART Tool.....	85
Getting Started.	85
Stage 1.	86
Stage 2.	86
Stage 3.	87
Stage 4.	88
Stage 5.	88

The EdAlive Central Suite of Web Apps

EdAlive Central - One app to unite them all

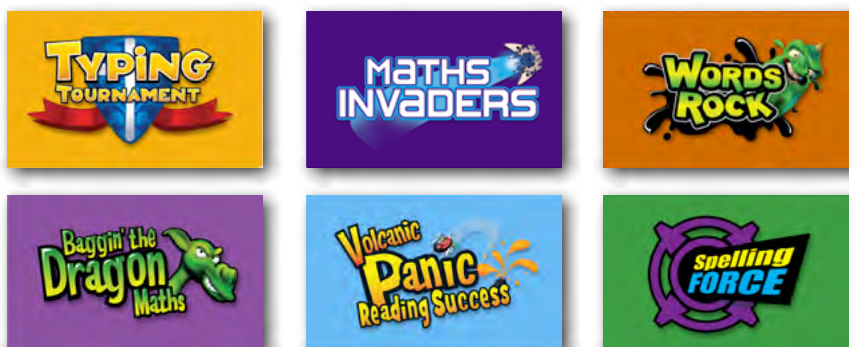
EdAlive Central (central.edalive.com) is the ground-breaking system that unites all the *EdAlive Web Apps* into one seamless whole. It manages all functions relating to *Schools* including:

- *Students* and their usernames and passwords (credentials)
- Teachers and their usernames and passwords (credentials)
- Class lists and *Classes*
- Curriculum correlations
- Administrative functions
- The EdAlive Central Single Sign On (SSO) system
- Interaction with external SSO systems

This powerful, innovative structure means that once *Student*, *Class* and *Teacher* details are entered they are accessible to all of the *EdAlive Web App* family.

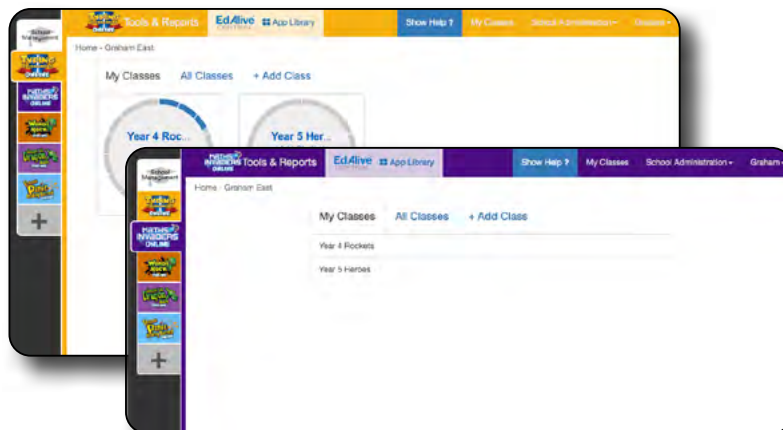
The individual EdAlive Web Apps

Each of the *EdAlive Web Apps* has its own web address which delivers the student's experience. There is a growing range of *EdAlive Web Apps*.



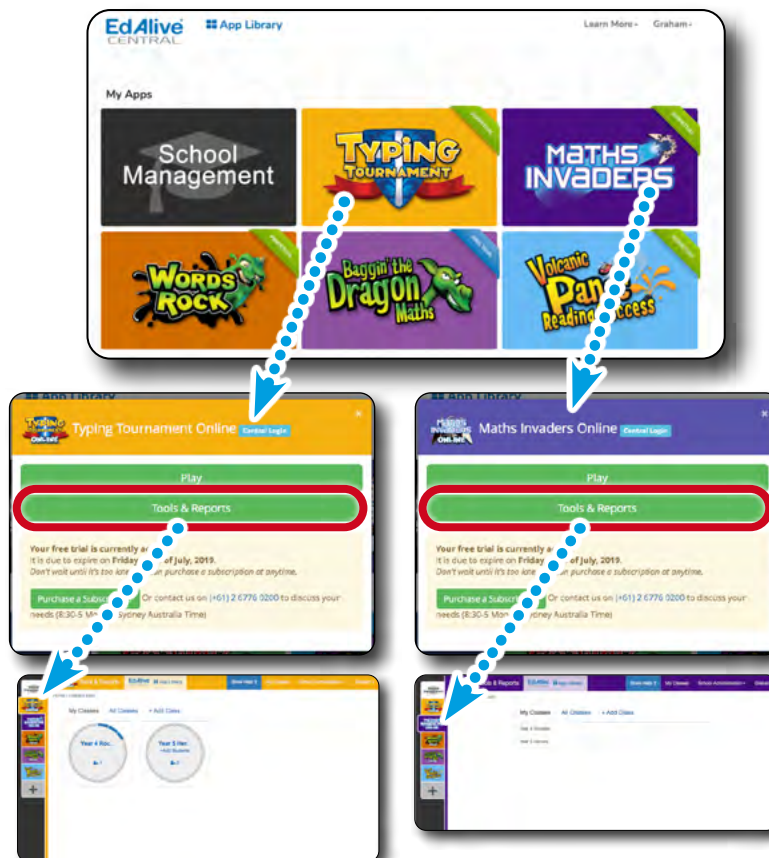
Tools and Reports

Each *EdAlive Web App* has a *Tools and Reports* section where, depending on the web app, *Teachers* can select and allocate learning activities and report on *Students'* progress.



Access to the individual EdAlive Web Apps

- Either access the web site of the individual *EdAlive Web App* by typing its url directly into your web browser or
- If you are already in one of the *EdAlive Web Apps* then click on the **App Library** icon located at the top of most screens or choose *App Library* from the *EdAlive Web App* menu or
- Go to *EdAlive Central* by typing central.edalive.com into your web browser and click on the icon of the *EdAlive Web App* you wish to access.



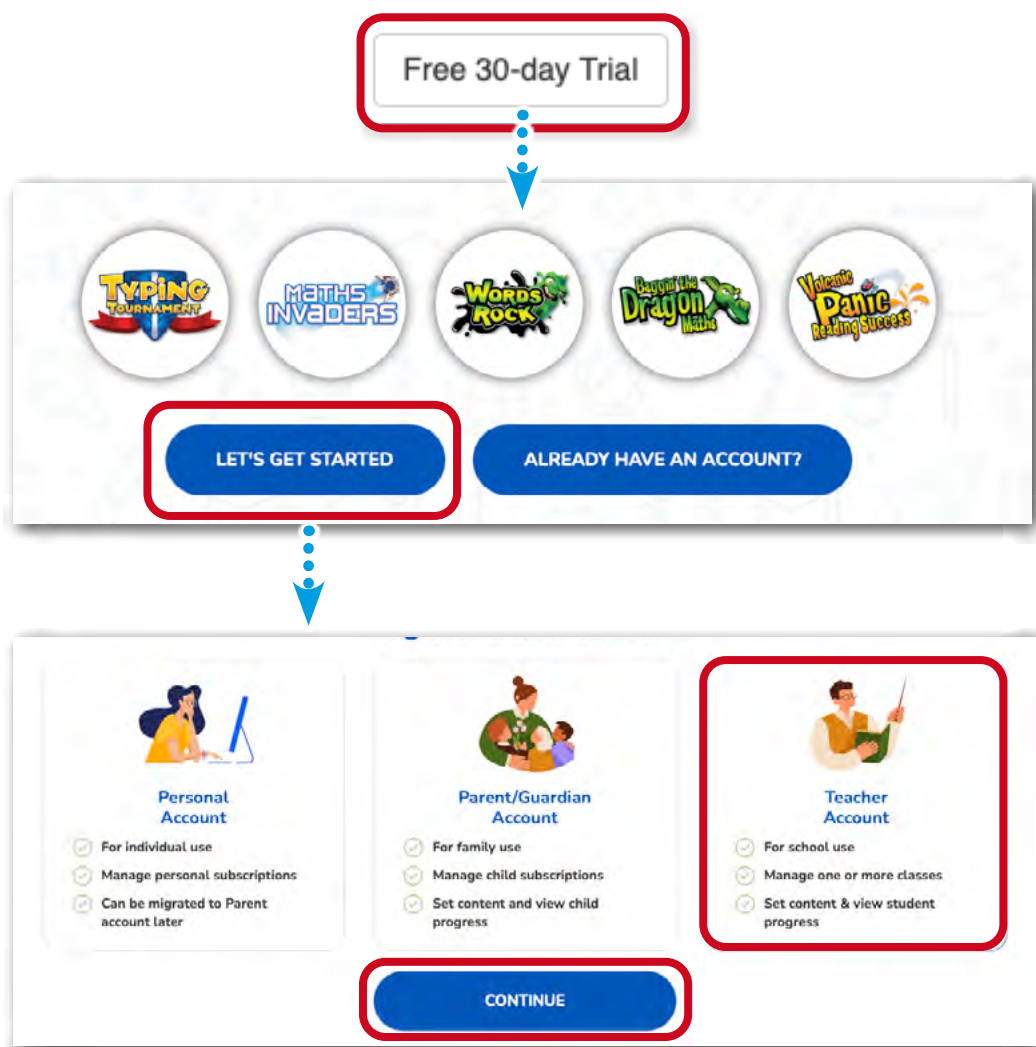
Getting Started

Start a Subscription or a Free Trial

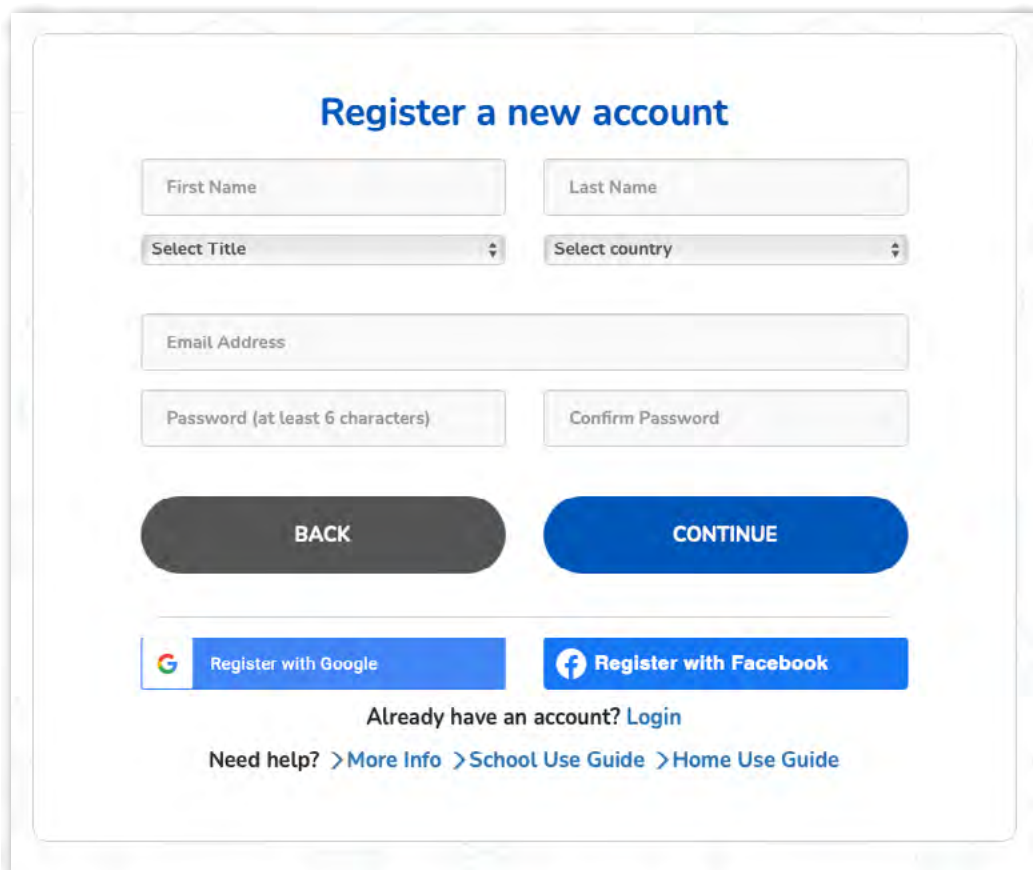
Before using any of the *EdAlive Web Apps* teachers must first create a *Teacher Account* and then link it to the *School* they teach at. This process can be instigated from any of the *EdAlive Web Apps* or from *EdAlive Central*. The creation of *Teacher Accounts* and *School* linking takes place in *EdAlive Central*. Following are some of the ways you can get started:

Method 1 - Start a Free Trial

Go to the home page of any of the *EdAlive Web Apps* such as *Typing Tournament Online* or *Maths Invaders Online* and click on the FREE 30 DAY TRIAL button or go to central.edalive.com/go.



Enter your details



The image shows a registration form titled "Register a new account". It contains several input fields: "First Name", "Last Name", "Select Title" (a dropdown menu), "Select country" (a dropdown menu), "Email Address", "Password (at least 6 characters)", and "Confirm Password". Below these fields are two buttons: "BACK" (dark grey) and "CONTINUE" (blue). At the bottom, there are two social media login options: "Register with Google" and "Register with Facebook". Below these are links for "Already have an account? Login", "Need help?", "More Info", "School Use Guide", and "Home Use Guide".

Register a new account

First Name Last Name

Select Title Select country

Email Address

Password (at least 6 characters) Confirm Password

BACK CONTINUE

Register with Google Register with Facebook

Already have an account? [Login](#)

Need help? [More Info](#) [School Use Guide](#) [Home Use Guide](#)

1. Enter your *Title*, *First Name*, *Last Name* and select your *Country*.
2. Enter an *Email Address* that you use in relation to your work as a teacher.
3. Enter a password that is at least 6 characters long.
4. Press the CONTINUE button.

Link to a School

Your *Teacher* account will now need to be linked to a *School*.

Identify Your School To Continue

Enter your school's name and address details below to join or create a new school.

Name:

Address:

City:

Post/Zip Code:

Phone:

Country:

State/Region:

Please ensure that your school's details are entered correctly as this information will be used exactly as typed.

If your school already exists, you will be able to join it immediately.

If no matching school is found, we will create it for you. You will become the school administrator and be allowed to manage the school subscription which will enable other teachers to join your school in the future.

☐ I declare that I am employed at this school.

Enter your school's details as accurately as you can.

Click the declaration of employment as a *Teacher*.

If your school appears then click **JOIN THIS SCHOOL**.

Identify Your School To Continue

Create a New School or Search Again

Name:

Address:

City:

Post/Zip Code:

Phone:

Country:

State/Region:

Join an Existing School

Select and join your school from the list below or double check your school details and then **Create a New School or Search Again**.

School

Quakers Hill East Primary School, 14 Chase Drive

If your school **does not appear** then either refine your search details and click the **SEARCH AGAIN** button or double check that your school's details are entered correctly then click the **CREATE A NEW SCHOOL USING THE DETAILS ABOVE** button.

Join an existing School

If your *School* already exists in *EdAlive Central* it will appear as a result of the search above.

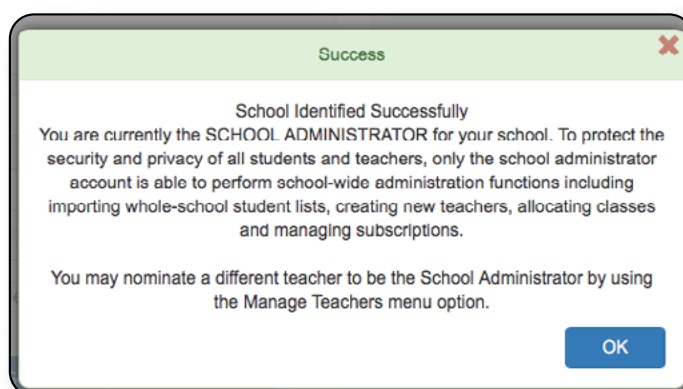
1. A list of matching *Schools* will appear. If your *School* is one of them, click the blue JOIN THIS SCHOOL button beside it.
2. By joining an existing *School* your account status will be that of a *Teacher* at that *School* and not of a *School Administrator*.

Create a new School

Use this option if your *School* does not already exist in *EdAlive Central*.

1. Double check that you have entered your school's details correctly.
2. Click the blue CREATE A NEW SCHOOL USING THE DETAILS ABOVE button.
3. You will be the first *Teacher* at this new *School* and will be automatically allocated *School Administrator* status.
4. A series of *School Administrator* related dialogue boxes will appear. Ensure you read them. Click OK for them all.

School Administrator status



School Administrators can access the options in the *School Administration* menu at the top of the *School Management* screen. If you are not a *School Administrator* you will find the names of your *School Administrators* by clicking on the *School Administrator* menu. For more details see the separate *School Administrator* section in this document.

School Administrator no longer at the School

If there is only one *School Administrator* listed and this person no longer works at your *School* please contact us to change the *School Administrator*.

Navigating within EdAlive Central

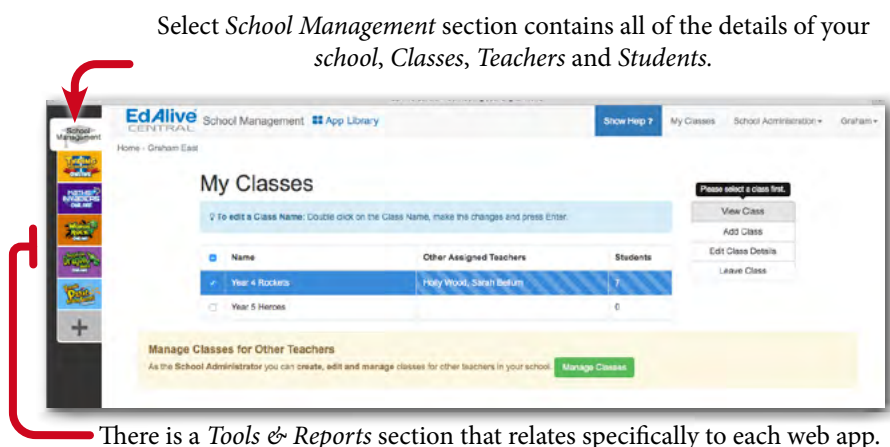
Name menu

Navigation within *EdAlive Central* and the *Tools and Reports* sections of the *EdAlive Web Apps* is consistent. The following illustrates navigation in *EdAlive Central*.



Quick navigation shortcuts

Quickly move between *School Management* and the *Tools & Reports* sections with the side navigation tabs.



Main EdAlive Central screen

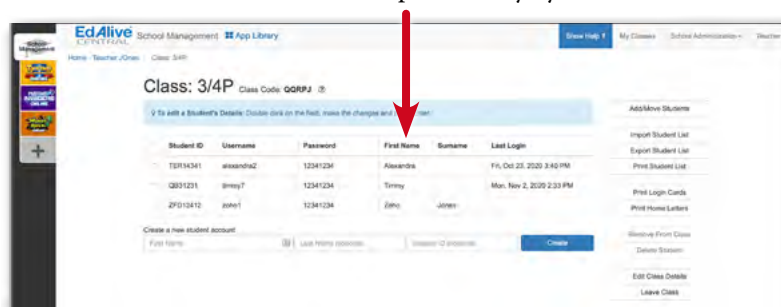
When using any of the *EdAlive Web Apps* users are frequently directed to the main *EdAlive Central* screen which connects all of the *EdAlive Web Apps*. It operates as an app store, a school management environment and a way of navigating between the various *EdAlive Web Apps*.



Default sort order

Lists of students in *EdAlive Central* and in each of the *EdAlive Central Web Apps* are sorted alphabetically according to their *First Name* by default.

The default sort order is alphabetically by First Name



Sortable Lists

In most lists in *EdAlive Central* and in each of the *EdAlive Central Web Apps* you can change the sort order by clicking on the column headings above the list. Click once to sort in ascending order and again to sort in descending order. An arrow indicating sort order will appear beside the column heading.

Click the column heading to sort numerically

Click the column heading to sort alphabetically

Click the column heading to sort by date

Student ID ↑

<input type="checkbox"/>	ZFD12412
<input type="checkbox"/>	TER14341
<input type="checkbox"/>	QB31231

First Name ↑

Zoho
Timmy
Alexandra

Last Login ↑

Mon, Nov 2, 2020 2:33 PM
Fri, Oct 23, 2020 3:40 PM

Student ID ↓

<input type="checkbox"/>	QB31231
<input type="checkbox"/>	TER14341
<input type="checkbox"/>	ZFD12412

First Name ↓

Alexandra
Timmy
Zoho

Last Login ↓

Fri, Oct 23, 2020 3:40 PM
Mon, Nov 2, 2020 2:33 PM

Click the column heading again to change the sort order

EdAlive Central Help

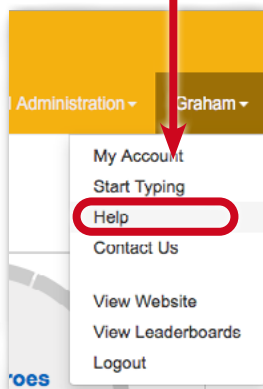
Each School Subscription comes with unlimited support to guide and assist you to get the most successful outcome for your school community.



Help is always available at help.edalive.com

Go to help.edalive.com or choose *Help* from the menu of any of the *EdAlive Central* websites and then search for the topic you seek. You will find a range of articles, PDFs, and video walkthroughs covering the entire *EdAlive Central* suite.

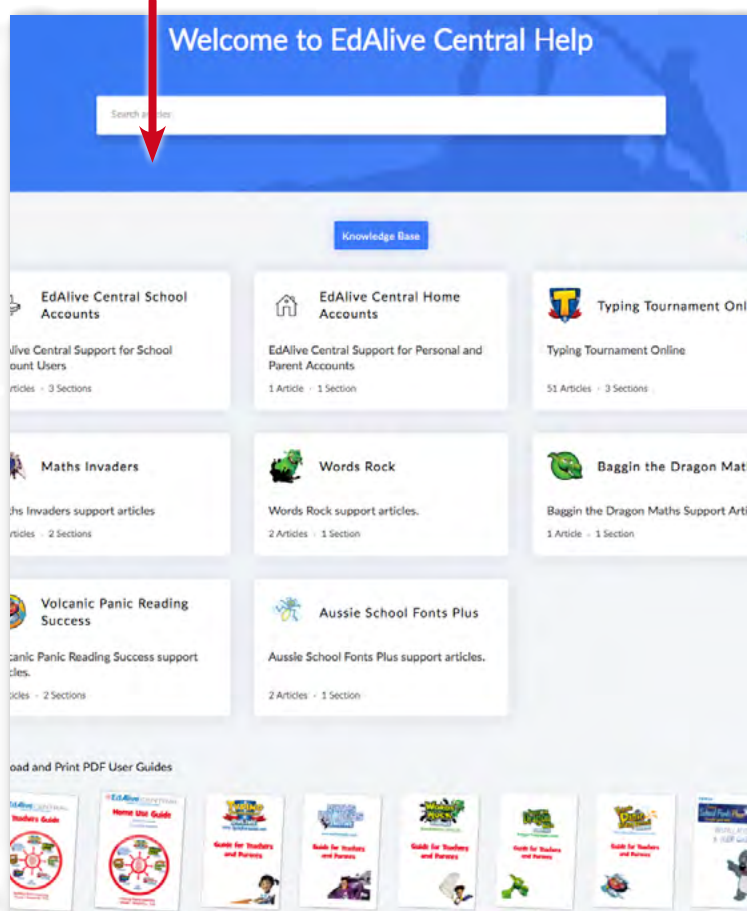
Choose *Help* from the *Name* menu in *Tools & Reports* in any of the websites or *School Management* section



Go directly to help.edalive.com

Enter a search Topic

Choose a preset Topic

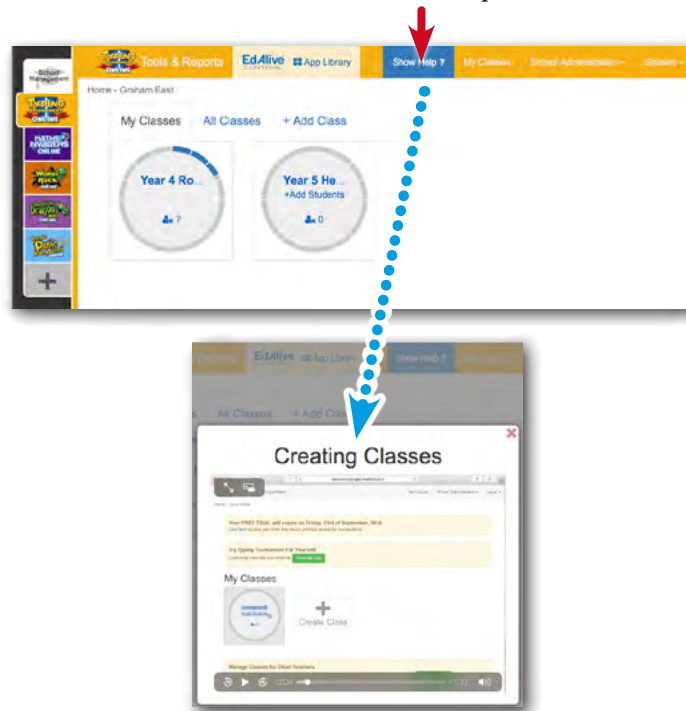


Download a PDF manual

Context sensitive help

Context sensitive Help is available for some screens. It displays Help relevant to the particular screen.

Click for *Context Sensitive Help*



Great customer service

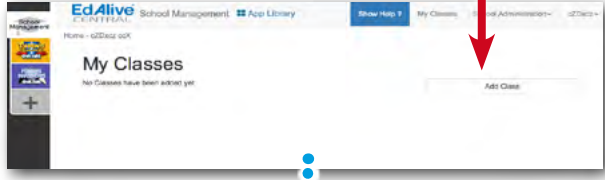
Our friendly staff are always ready to lend a helping hand. You can get in touch by calling us on +61 2 6776 0200 or if in Australia, on Free Call 1800 023 069 or email us at support@edalive.com.

Manage Classes (Teachers)

Create your first Class

After you have created your *Teacher* account and linked it to your *School* you arrive at the *App Library* screen. To create your first *Class* select the *School Management* tile and then follow the steps below.

Click on the ADD CLASS button

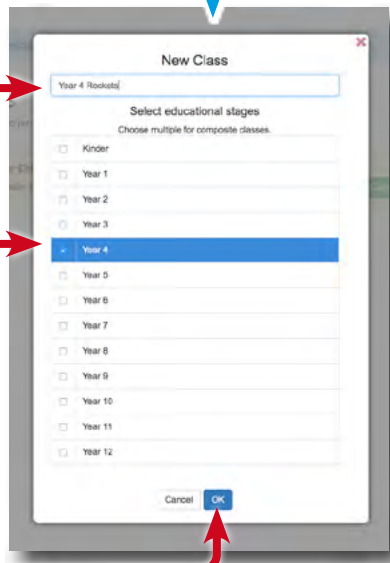


Enter the name of your Class.

Tick the grade level of the Class.

Click OK.

Our systems use the Class Level information to allocate the Class to the appropriate level in the *Leaderboards*. If the *Students* in the Class cover multiple grade levels then select multiple options. The system will average the grade levels.



My Classes Screen

Access to the *My Classes* screen varies.

From the App Library

Choose *School Management*.

From Tools & Reports from within an App

Select *My Classes* from the Menu Bar

NB Teachers may only manage *Classes* created by themselves or allocated to them by a *School Administrator*. A Teacher who has been assigned to a *Class* can see the names of other *Teachers* assigned to the *Class* but are unable to add or remove other *Teachers* from the *Class*.

Select *School Management*

Names of other *Teachers* assigned to the *Class*

Select *My Classes*

Please select a class first.

View Class

Add Class

Edit Class Details

Leave Class

Class: Year 4 Rockets Class Code: QKKGZJ

Student ID	Username	Password	First Name	Surname	Last Login
1234	ben535	feet557	Ben	Down	Tue, Oct 13, 2020 3:3...
5678	bob71	dall960	Bob	Down	Tue, Oct 13, 2020 3:4...
a999	droya1	eye556	Doya	Know	Tue, Oct 13, 2020 1:2...
s12345	ira8	dry981	Ira	Pickle	Tue, Oct 13, 2020 3:3...
139187	juristic1	cup449	Juristic	Park	Tue, Apr 2, 2019 3:06...
b12345	kar23	bread137	Ken	Hurt	Tue, Oct 13, 2020 3:1...
c4444	kinda1	lase221	Kinda	Funny	Tue, Oct 13, 2020 3:1...

Create a new student account

First Name Last Name (optional) Student ID (optional) Create

View Class

1. Go to the *My Classes* screen.
2. Select the *Class* to view.
3. Click the VIEW CLASS button.

For more details regarding the *Class* screen see the *Manage Students* entry.

Add Class

1. Go to the *My Classes* screen.
2. Click the ADD CLASS button.
3. In the *New Class* dialogue enter the name of your *Class* and then select the *Year Level*.
4. Click OK.

Edit Class details

1. Go to the *My Classes* screen.
2. Select the *Class* to edit.
3. Click the EDIT CLASS DETAILS button.
4. Edit the details and Click OK.

Quick edit Class name

1. Go to the *My Classes* screen.
2. Double click the name of the *Class*.
3. Type the new name of the *Class*.
4. Press *Enter* or click outside the box to save the change.



Leave Class

1. Go to the *My Classes* screen.
2. Select the *Class* to leave.
3. Click the LEAVE CLASS button.

If you leave a *Class* the other *Teachers* still attached to that *Class* will be able to continue to work with that *Class*. To *Delete* a *Class* completely see one of the *School Administrators*.

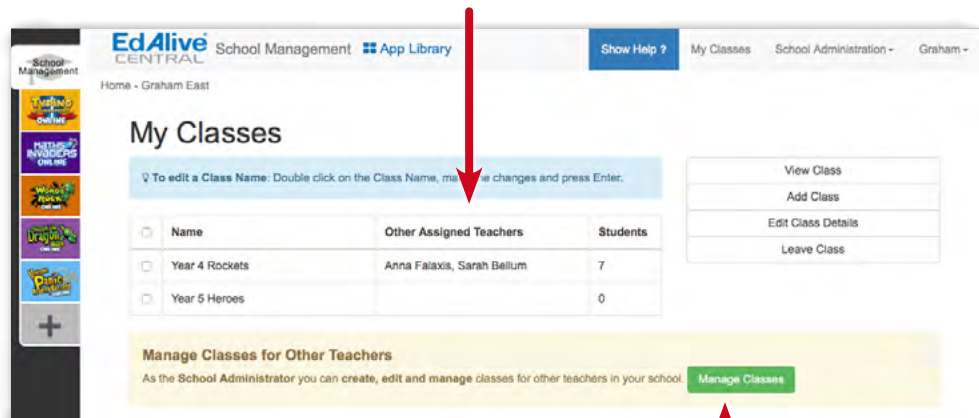
If you are the last *Teacher* to leave a *Class* the *Class* still exists within *EdAlive Central*. *School Administrators* are able to assign fresh *Teachers* to this and any *Class*.

Other Assigned (Multiple) Teachers

There is no limit to the number of *Teachers* who can be assigned to a *Class*. The function of assigning and removing *Teachers* from a *Class* can only be performed by a *School Administrator*.

NB It is the responsibility of *School Administrators* and *Teachers* to manage the privacy and security implications of *Teacher* access. Care must be taken to ensure that only duly authorised persons have access to appropriate *Classes*.

Other *Teachers* who can view and work with the *Students* in this *Class*



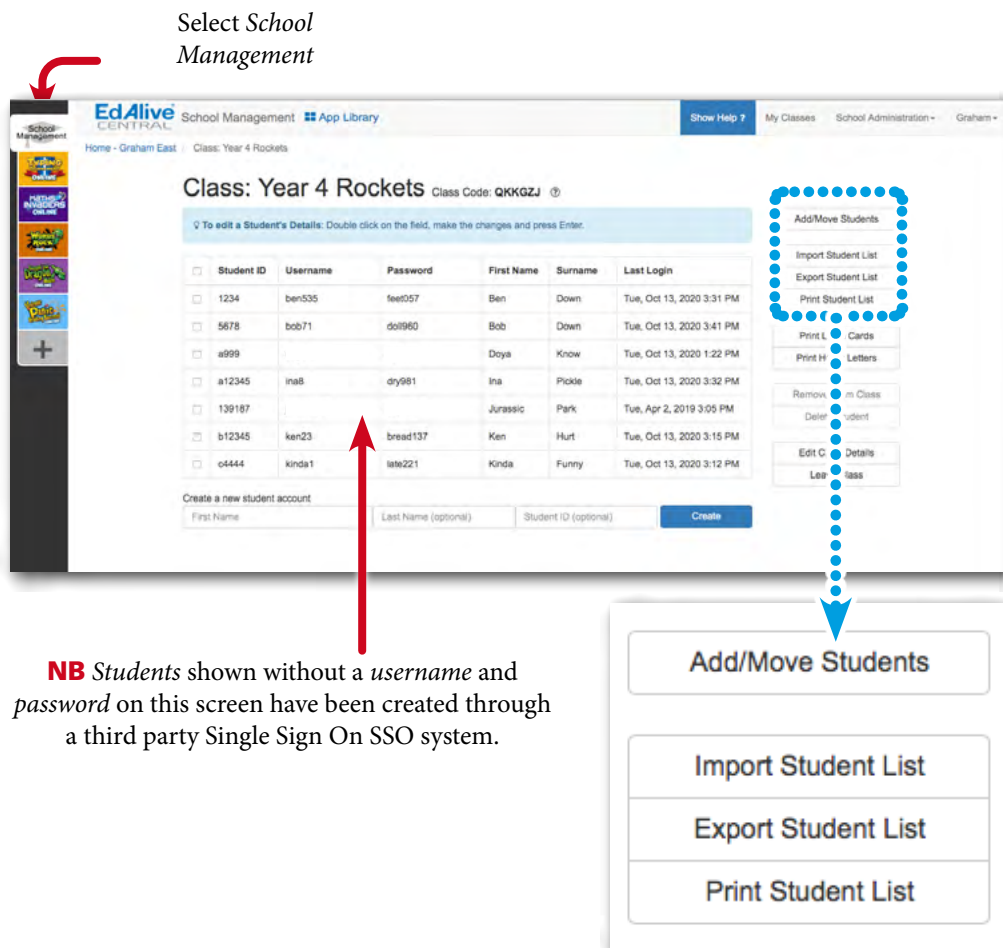
Only School Administrators can add other *Teachers* to a *Class*.

Manage Students

To give schools flexibility in setting up *Student* accounts in congruence with their student privacy policies the *EdAlive Central* system uses a highly flexible system with minimal required student information.

To access the *Class* screen choose *School Management*, then select *My Classes* from the Menu Bar, choose the *Class* and click the VIEW CLASS button

Select *School Management*



Class: Year 4 Rockets Class Code: QKKGZJ

To edit a Student's Details: Double click on the field, make the changes and press Enter.

Student ID	Username	Password	First Name	Surname	Last Login
1234	ben535	feet057	Ben	Down	Tue, Oct 13, 2020 3:31 PM
5678	bob71	doll960	Bob	Down	Tue, Oct 13, 2020 3:41 PM
a999			Doya	Know	Tue, Oct 13, 2020 1:22 PM
a12345	ina8	dry981	Ina	Pickle	Tue, Oct 13, 2020 3:32 PM
139187			Jurassic	Park	Tue, Apr 2, 2019 3:05 PM
b12345	ken23	bread137	Ken	Hurt	Tue, Oct 13, 2020 3:15 PM
c4444	kinda1	late221	Kinda	Funny	Tue, Oct 13, 2020 3:12 PM

Create a new student account

First Name Last Name (optional) Student ID (optional) Create

Add/Move Students

Import Student List

Export Student List

Print Student List

NB Students shown without a *username* and *password* on this screen have been created through a third party Single Sign On SSO system.

Manually add Students to a Class

NB If possible use the *Import a Whole Class* option. If possible have a *School Administrator* use the *Import a Whole School* option as it is quicker and less error prone. If on the other hand you only need to create a couple of *Students* then use this manual process.

1. Click on *My Classes* from the menu bar at the top of the *EdAlive Central School Management* screen.
2. Select a *Class* and click the **VIEW CLASS** button.
3. Use the *Create a new Student account* section at the bottom to add a *Student* to the *Class*

Class: Year 4 Rockets Class Code: QKKGZJ

No students have been added to this class yet.
Use the form below to create a new student one at a time or [Import Student List from a File](#)

Create a new student account

First Name: [] Last Name (optional): [] Student ID (optional): [] **Create**

First Name: Only 1 letter required.
Use pseudonyms if desired.
Last Name: Optional
Student ID: Optional

Class: Year 4 Rockets Class Code: QKKGZJ

No students have been added to this class yet.
Use the form below to create a new student one at a time or [Import Student List from a File](#)

Create a new student account

Ben [Down] 1234 **Create**

NB We strongly recommend that schools use the *Student ID*. Its use greatly simplifies the end-of-year rollover of Classes and the general maintenance of the system. For more information regarding *School Student ID* see the relevant section in this document.

Class: Year 4 Rockets Class Code: QKKGZJ

To edit a Student's Details: Double click on the field, make the changes and press Enter

Student ID	First Name	Surname	Username	Password	Last Login
1234	Ben	Down	ben535	feet057	

Create a new student account

First Name: [] Last Name (optional): [] Student ID (optional): [] **Create**

Add more *Students*. There is no limit to the number of *Students* in each *Class*.

Class: Year 4 Rockets Class Code: QKKGZJ

To edit a Student's Details: Double click on the field, make the changes and press Enter

Student ID	First Name	Surname	Username	Password	Last Login
1234	Ben	Down	ben535	feet057	
5678	Bob	Down	bob71	dell960	

Create a new student account

First Name: [] Last Name (optional): [] Student ID (optional): [] **Create**

Add/Move Students

From the *View Class* screen you can click the ADD/MOVE STUDENT button.

NB Teachers may only manage *Classes* created by themselves or allocated to them by a *School Administrator*. A Teacher who has been assigned to a *Class* can see the names of other *Teachers* assigned to the *Class* but are unable to add or remove other *Teachers* from the *Class*.

The Add/Move *Students* dialogue allows Teachers to:

Move Students between Classes

1. Click on the drop down menus on either side of the top of dialogue box and select the *Classes* to *Move* the *Students* to or from.
2. Click on the appropriate *MOVE* button for the direction you wish to *Move* the *Student*.

Copy Students to other Classes

1. Click on the drop down menus on either side of the top of dialogue box and select the *Classes* to *Copy* the *Students* to or from.
2. Click on the appropriate *COPY* button for the direction you wish to *Copy* the *Student*.



Remove Student from Class or Delete a Student

- Removing a *Student* from a *Class* does not remove the *Student* from the *EdAlive Central* system.
- Deleting a *Student* from the *School* completely removes the *Student* and all their related data from the *EdAlive Central* system.

Working with your Classes

Using the buttons to the right of the *Class* screen you can:

1. Export a *Student* list to a CSV file for external modification.
2. Print a list of *Students* with their *usernames* and *passwords*.
3. Print individual *Student Login Cards*.
4. Print a letter for parents inviting them to use the *EdAlive Web Apps* that your school is subscribed to at home with their children.

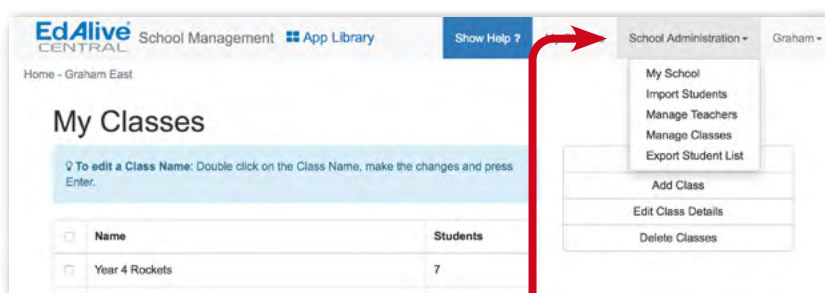
School Administrator Functions

The Role of a School Administrator

Each *School* starts with one designated *School Administrator*. This first *School Administrator* can assign *Administrator* status to any number of the *Teachers* at the *School*.

The role of an *Administrator* is to perform bulk management tasks for the *School* and to ensure the privacy of the *Students* by limiting each *Teacher's* access to the *Classes* and *Students* they are responsible for.

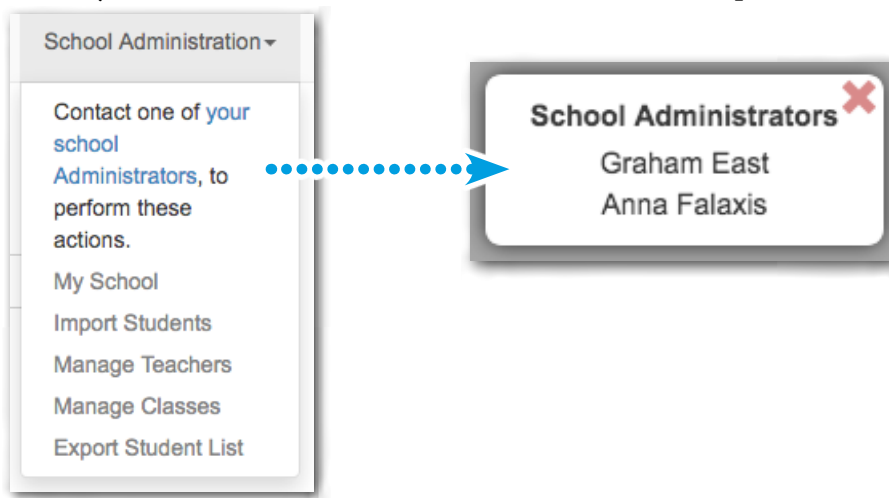
To access the *School Administrator* functionality you must be a designated *School Administrator* and be signed in to *EdAlive Central*.



Access the *School Administrator* menu from within *EdAlive Central*

Who are your School Administrators?

If you are not one of the *School Administrators* you can access the *School Administrator* menu and the person or persons currently designated as *School Administrators* will be displayed. You will need to contact any one of them to have *School Administration* tasks performed.



Multiple School Administrators

The *EdAlive Central* system includes the flexibility to allow for any number of *Teachers* to be added to the *School's* list of authorised *School Administrators*.

- When a teacher registers a new *School* in *EdAlive Central*, that teacher will automatically become the first *Teacher* on the list of *School Administrators*.
- All *School Administrators* have equal privileges.
- Any *Teacher* added to the list of *School Administrators* will be able to perform any and all of the *School Administration* tasks including adding/removing other *Teachers* from the list of *School Administrators*.

Privacy and Security with Multiple Administrators

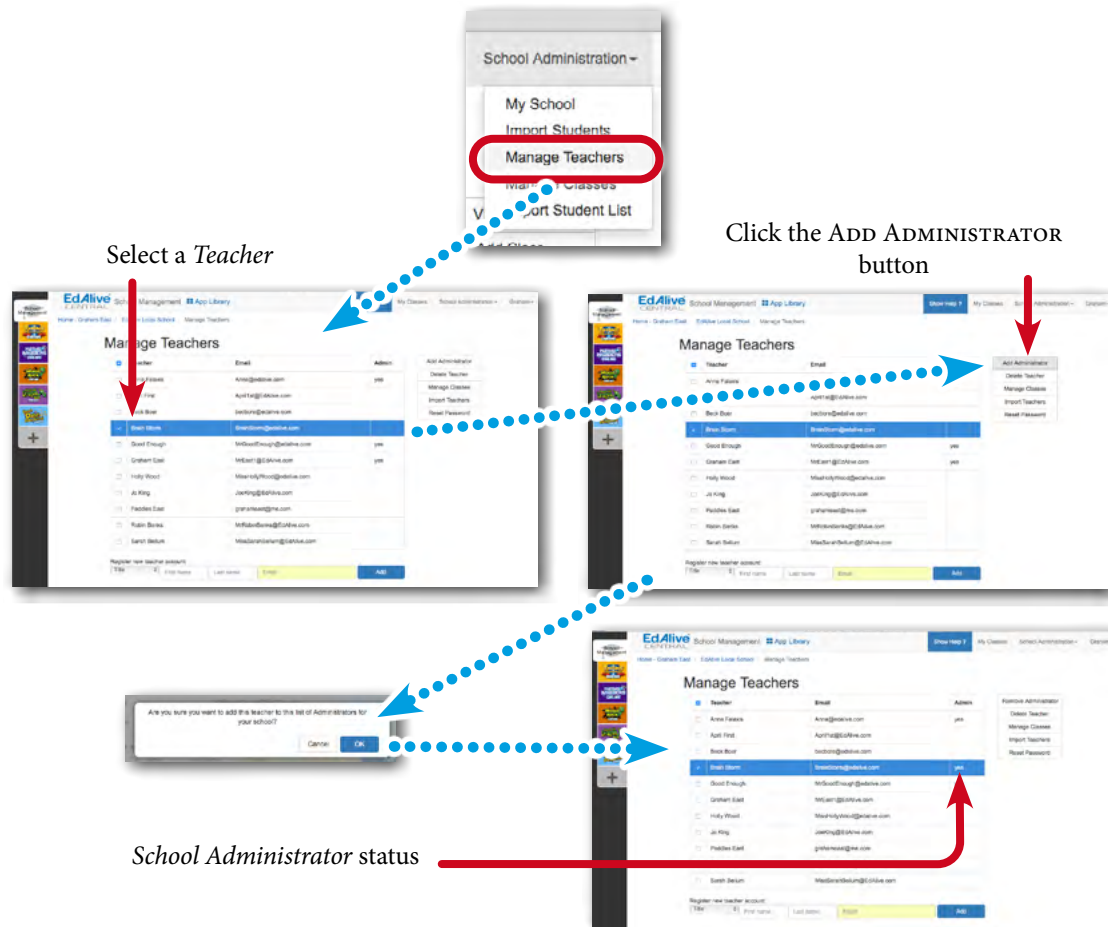
It is important to remember that all *Teachers* on the *School Administrators* list have FULL ACCESS to the entire list of *Classes*, *Teachers* and *Students* at the *School* – including *Student* data and other reports.



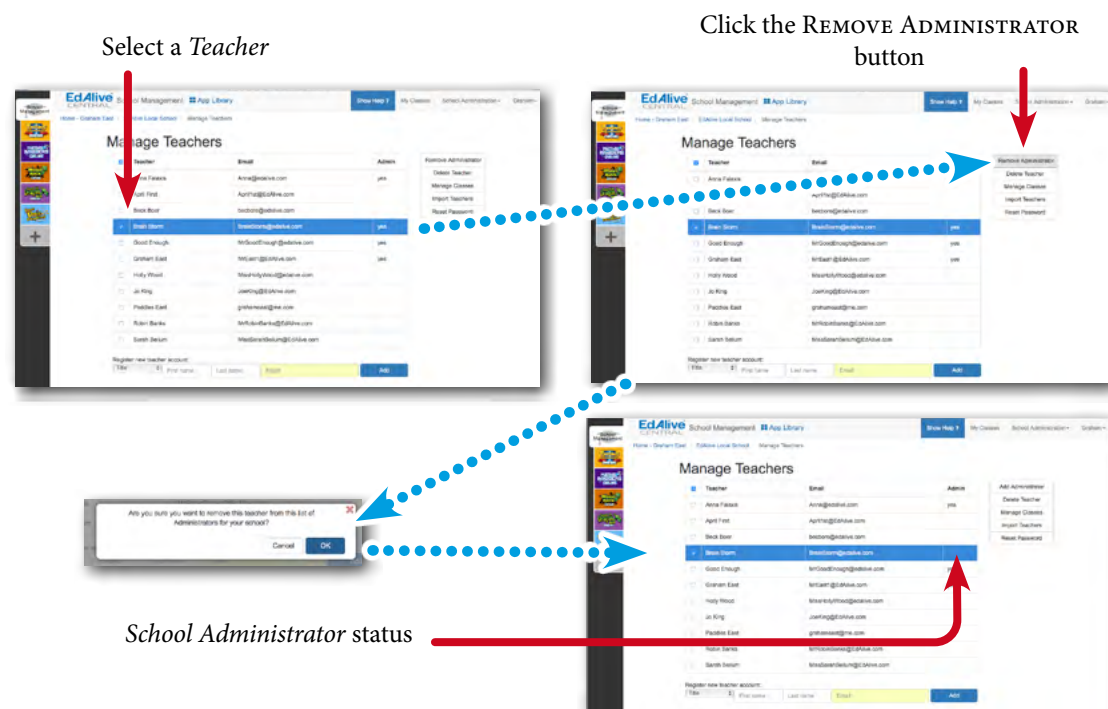
Typically these additional functions touch on matters of student privacy and the security of Student and Teacher data. It is the responsibility of the school to ensure that care is taken to accord with the school policy with regard to these issues.

Adding and Removing School Administrators

To add a *School Administrator* choose *Manage Teachers* from the *School Administration* menu.



To remove a *School Administrator*, choose *Manage Teachers* from the *School Administration* menu then:



My School - Edit School (School Administrator)

Choose *My School* from the *School Administration* menu.

The screenshot shows the EdAlive Central School Management interface. At the top, the 'School Administration' dropdown menu is open, with 'My School' highlighted by a red circle. A blue arrow points from this menu item to the 'My School' page. The 'My School' page displays a form for editing school details. A red bracket on the left side of the form indicates the 'Edit school details' section. The form fields include: Name (EdAlive Local School), Address (100 Wattle St), City (Acacia), Post/Zip Code (9999), Phone (02 1111 2222), Country (Australia), and State/Region (New South Wales). At the bottom of the form, there is a checkbox labeled 'Participate in competitions' which is currently checked. A red arrow points to this checkbox, with a note: 'Un-check this box to remove your school from the Leaderboards and any other competition run from time to time'.

Edit school details

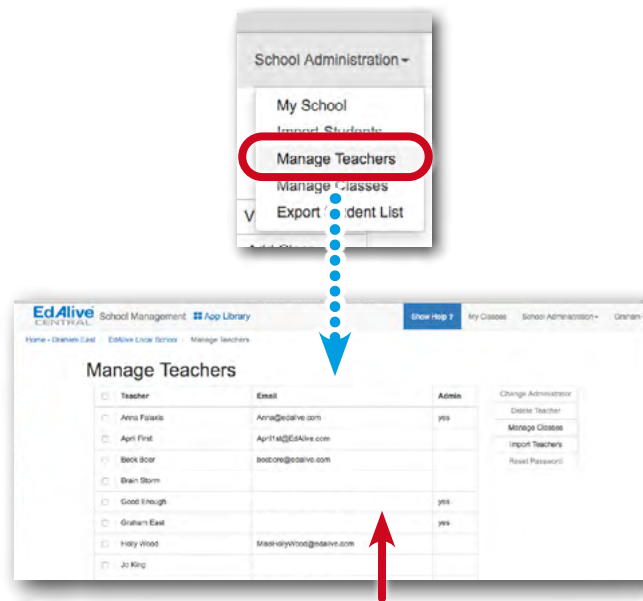
Un-check this box to remove your school from the *Leaderboards* and any other competition run from time to time

Withdraw your School from the Leaderboard

A *School Administrator* can withdraw a *School* from the *Leaderboards* or any other competitions that are organised by *EdAlive*. Withdrawing from competitions will be universally applied to all subscribed *EdAlive Web Apps*.

Manage Teachers (School Administrator)

Choose *Manage Teachers* from the *School Administration* menu at the top of your screen.



NB Teachers shown without an email address on this screen have been created through a third party Single Sign On SSO system.

Create a new Teacher

1. Enter the new Teacher's details in the *Register a New Teacher Account* section at the bottom of the *Manage Teachers* screen.
2. Once created, their *password* will be emailed to them. Ensure that they check their email including their spam folder to locate their *password*.
3. They will need to use the allocated password to login. Once they have logged in we suggest that they set their own *password* by selecting *My Account* from the *Name Menu*, filling all the fields and clicking *SAVE*.

The image shows a 'Register new teacher account' form. At the top, there are input fields for 'Name' (containing 'Sarah Bellum') and 'Email' (containing 'MissSarahBellum@EdAlive.com'). Below these is a section titled 'Register new teacher account:' with fields for 'Title', 'First name', 'Last name', and 'Email'. An 'Add' button is located to the right of the 'Email' field.

"Username has been taken" message

If you are seeing the message: *Username has been taken* it is likely that there is an existing EdAlive Central account with the same email address. This could arise for a number of reasons:

1. An account with this email address was created at a previous *School* - The remedy is for you to contact us and we will move your account to your new school.
2. You have used this email address to create a *Home Account* - The remedy is for you to contact us and we will update your account.
3. You have forgotten that you have an *EdAlive Central Account* - The remedy is for you to use the *Reset Password* option and enter your email address as the Username.

Delete Teacher

Permanently deletes a *Teacher* from the *School*. Select the *Teacher* and click the DELETE TEACHER button.

Import Teachers

Imports a list of *Teachers* from a CSV file.

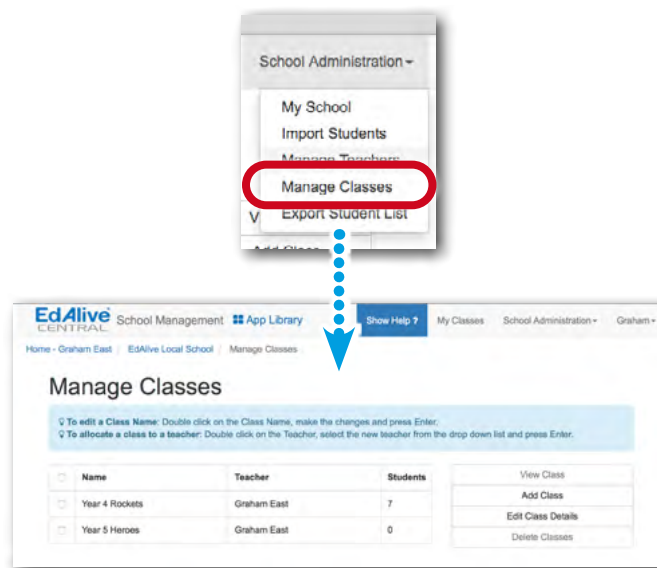
The system will automatically create new *Teachers* and send them an email indicating their *password*. Ensure that *Teachers* check their email including their spam folder to locate their password.

Reset (Teacher's) Password

Resets a *Teacher's* password and emails a password reset confirmation to them. Ensure that *Teachers* check their email including their spam folder to locate their password reset email. For instructions on resetting passwords refer to the *Reset Password* section in this guide.

Manage Classes (School Administrator)

Choose *Manage Classes* from the *School Administration* menu at the top of your screen.



All of the “My Class” functions

School Administrators may perform any of the *My Classes* functions available to *Teachers*. Additionally *School Administrators* can perform a range of *Class* related functions.

⚠ Typically these additional functions touch on matters of student privacy and the security of Student and Teacher data. It is the responsibility of the school to ensure that care is taken to accord with the school policy with regard to these issues.

View Class

1. Go to *School Administration - Manage Classes* screen.
2. Select the *Class* and then click on the VIEW CLASS button.

As a *School Administrator* you can view all of the *Classes* in the *School* together with the reports for each *Student*.

Add Class

1. Go to *School Administration - Manage Classes* screen.
2. Click the ADD CLASS button.
3. In the *New Class* dialogue enter the name of the *Class*, assign the appropriate *Teachers* and then select the *Year Level*.
4. Click OK.

Edit Class details

1. Go to *School Administration - Manage Classes* screen.
2. Select a *Class* from the list and then click the EDIT CLASS DETAILS button.
3. Modify the *Class* details as required and click the OK button

Delete Classes

1. Go to *School Administration - Manage Classes* screen.
2. Select the *Classes* you wish to delete from the list and then click the DELETE CLASSES button.



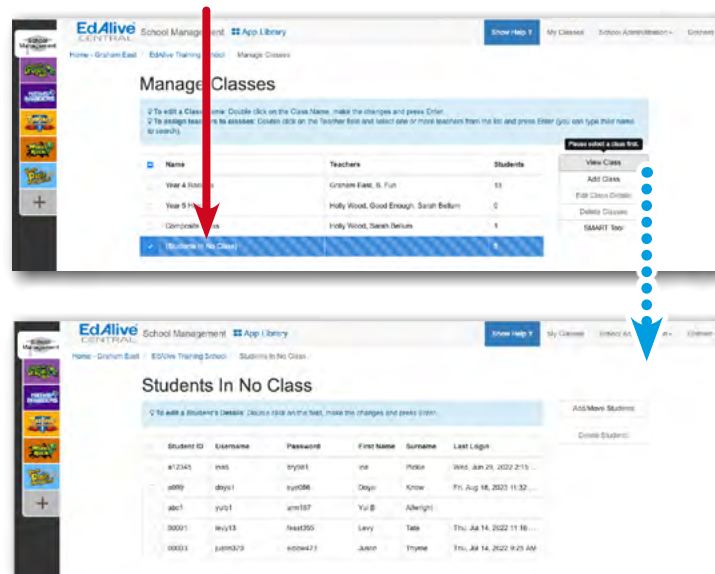
Deleting a Class will not delete the Student Accounts of students in the Class and they will remain in any other Classes they are currently in. If a Student ends up in no Class at all a School Administrator will be able to recover the Student from the Students in No Class class and then add them to a Class. For more information see the Students in no Class entry.

Students in No Class

If a *Student* is removed from a *Class* without placing them in another *Class* they will appear in the class row entitled *Students in No Class*. To view *Students in No Class* select the row and click on the VIEW CLASS button. From here they can be allocated to *Classes* by selecting them and clicking on the ADD/MOVE button.

NB It is best practice is to delete *Students* if they are no longer at the school or required.

Select the Students in No Class row and click the View Class button.



Adding multiple Teachers to a Class

There is no limit to the number of *Teachers* who can be assigned to a *Class*. The function of assigning and removing *Teachers* from a *Class* can only be performed by a *School Administrator*.

Once added to a *Class* all *Teachers* have the same privileges (can do the same things) as the other *Teachers* assigned to the *Class*.

To add a Teacher to a Class

A list of *Teachers* will appear. Click on the name of the *Teacher* to be added.

Select the *Class* to which to add *Teachers* and then click on the *Teachers* column again.

Just type the first few letters of a *Teacher's* name to narrow the focus of the list


The *Teacher Holly Wood* has now been added to this *Class*.

Let's add Sarah Bellum as another.

	Name	Other Assigned Teachers	Students
<input type="checkbox"/>	Year 4 Rockets	Holly Wood, Sarah Bellum	7
<input type="checkbox"/>	Year 5 Heroes		0

Final list of *Teachers* assigned to this *Class*.

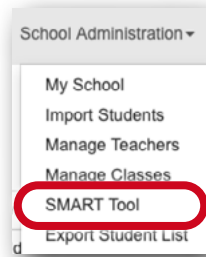
To remove a Teacher from a Class

Click the  to remove a *Teacher*

	Name	Teachers	Students
<input type="checkbox"/>	Year 4 Rockets	Graham East, Holly Wood, Sarah Bellum	7
<input type="checkbox"/>	Year 5 Heroes	Graham East, Holly Wood, Sarah Bellum, Jo King	0

	Name	Teachers	Students
<input type="checkbox"/>	Year 4 Rockets	Graham East, Holly Wood, Sarah Bellum	7
<input checked="" type="checkbox"/>	Year 5 Heroes	Graham East, Holly Wood	0

SMART Tool



The SMART Tool gives *Teachers* and *School Administrators* a quick and powerful way to manage *Student* and *Class Accounts* in a *School*. It uses imported data that has been exported from a school management system or from EdAlive Central itself.

The SMART Tool can:

- Create EdAlive Central Student Accounts in preparation for their first use.
- Update existing Student details.
- Create Classes and sort Students into Classes.
- Change the passwords for groups of EdAlive Central Student Accounts.
- Identify duplicate EdAlive Central Student Accounts and merge them.

For full details about the SMART Tool and its capabilities see the separate entry.

Export Student List



Exports a CSV file of all *Students* in all *Classes* in the *School*. The export is saved to the default folder on your computer. Some browsers may prompt for a location to which to save the CSV file.

Add/Move Students (School Administrator)

In addition to the *Add/Move* options available in the *Teacher* version of the *Add/Move* dialogue, *School Administrators* have access to powerful tools to aid in the management of *Students* and *Classes* within the *School*.

To access the *School Administrator - Add/Move Students* capability select a *Class* from the *Manage Classes* screen.

Click View Class

Additional options in School Administrator's drop down menu

All Students in the School

Displays all of the *Students* in the *School* and allows their allocation to any *Class*.

Students in no Class

Displays *Students* in the *School* who are not currently allocated to any *Class*. This may occur where *Students* are removed from a *Class* but not deleted from the *School* or when a *Class* is deleted from the *Manage Classes* list and the *Students* are in no other *Class*.

NB A *Student* who is in no *Class* but is still in the *School* may login. Their activity and results will not be visible from *Tools & Reports*.

Student IDs

Why you should use Student IDs

Student IDs work within *EdAlive Central* to uniquely identify *Students* so that the import features may be used. The *EdAlive Central* system will work without *Student IDs* however they are designed to automate many functions particularly, in regard to the rollover of *Classes* from one year to another. Without the implementation of *Student IDs*, *Student Accounts* will need to be manually rolled over each year by *Teachers* or *School Administrators* who will need to individually edit each *Student's* details.



We strongly recommend that School IDs are included from the initial creation of Student Accounts. This will greatly simplify School and Class administration functions including the annual end of year rollover of classes

How Student IDs and Student Accounts interact

Student IDs work to uniquely identify *Students* and correctly link them to their corresponding account so that their details may be updated through one of the import functions. This allows a *School* to change *Student* details such as their *First Name*, *Last Name* or *Class* whilst maintaining a constant unchangeable field that can be used to match the record with the student's details contained in the import file. Whether a *Student's* details are changed intentionally or accidentally their progress will remain intact and any details that are changed can be reverted back.

Student ID Import Checklist

- ☐ All *Students* in the *School* must have unique *Student IDs*.
- ☐ We urge *Schools* to use an identification system that is already in place. Good examples of these would be the school assigned student IDs used in the everyday function of the school or government issued IDs. Choosing an identification system that is already in place maintains continuity when *School Administrators* leave and is recognisable to teachers who may wish to use the *Class Import* function.
- ☐ We ask that you refrain from recycling old *Student IDs* or using systems that make it too easy to accidentally replicate *IDs* e.g. a name-initial combination. This will minimise the possibility of errors developing in your *School's Student Data* within *EdAlive Central* and reduce the chance of *Students* losing the progress data from their records.
- ☐ *Student IDs* must be alphanumeric and less than 64 characters in length.
- ☐ All *Student Accounts* to be updated or modified through an import must have their *Student ID* prior to import.

Manually adding Student IDs

On the *Class* screen double click on the *Student ID* field you want to edit or add an *ID* to

Class: Year 4 Rockets Class Code: QKKGZJ

To edit Student's Details: Double click on the field, make the changes and press Enter.

Student ID	Username	Password	First Name	Surname	Last Login
ben535	ben535	feet057	Ben	Down	Tue, Oct 13, 2020 3:...
bob71	bob71	doll960	Bob	Down	Tue, Oct 13, 2020 3:...
a999	doya1	eye056	Doya	Know	Tue, Oct 13, 2020 1:...
a12345	ina8	dry981	Ina	Pickle	Tue, Oct 13, 2020 3:...
139187	jurassic1	cup449	Jurassic	Park	Tue, Apr 2, 2019 3:0...
b12345	ken23	bread137	Ken	Hurt	Tue, Oct 13, 2020 3:...
o4444	kinda1	late221	Ida	Funny	Tue, Oct 13, 2020 3:...

Some of your students are missing their "Student ID". We recommend all students have their Student ID or barcode recorded to make managing classes and yearly roll easier and more accurate.

Create a new student account

First Name Last Name (optional) Student ID (optional) Create

Enter the Student ID into the field and the press ENTER or click outside the field

Student ID	Username	Password
ben535	ben535	feet057
bob71	bob71	doll960
a999	doya1	eye056
a12345	ina8	dry981
139187	jurassic1	cup449
b12345	ken23	bread137

Edited Student ID appears

Student ID	Username	Password
ben535	ben535	feet057
5678	bob71	doll960
a999	doya1	eye056
a12345	ina8	dry981
139187	jurassic1	cup449
b12345	ken23	bread137

How Student IDs operate in practice

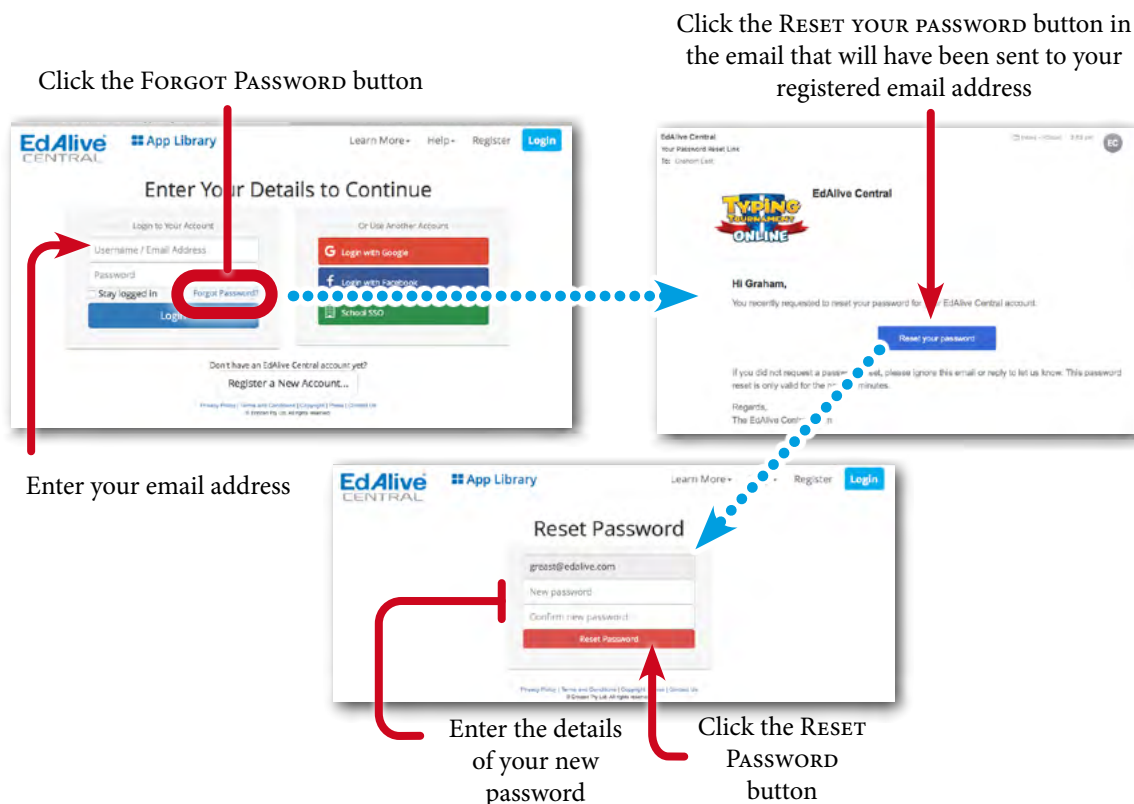
- Once entered the *Student ID* is only visible within the *School* by the *Student's Class Teacher* and any *Teacher* with *School Administrator* status. They cannot be viewed by third parties including other *Teachers* within the *School* but not assigned to the *Class*.
- If a *Student Account* has an existing *Student ID*, then that *Student ID* must be used for the duration of that *Student's Account* unless it is manually changed on the *Class* screen.
- The *Student ID* cannot be updated via a *Class* import or a *School* import. If a *School* attempts to do this, the corresponding imported record will not match the existing *Student ID* belonging to the *Student's Account* and a new *Student Account* will be created.

Password Reset

If you have forgotten your password it can be reset as follows:

1. Enter your email address on the *Login* screen. (The email address entered must be one that has previously been used with an *EdAlive Central Web App*).
2. Click on the link: *Forgot Password?*
3. An email will be sent to the email address entered. If you receive an error message indicating that the email address you entered couldn't be found then you may need to try a different one.
4. Locate the email and click on the embedded PASSWORD RESET link and follow the on-screen instructions to choose a new password.
5. Once you have reset the password you can then login to *EdAlive Central* and proceed.

NB The password reset link embedded in the email will expire 60 minutes after it is sent. If it has expired when you go to use it, simply repeat the process above and use the fresh link within 60 minutes.



My Account

Change Password, Change Name, Change email address

As required, *Teachers* and *School Administrator* can change their recorded details, the email address they use to login, or their password.

To access the *My Details* screen choose My Account from the *Your Name* menu at the top of the screen.

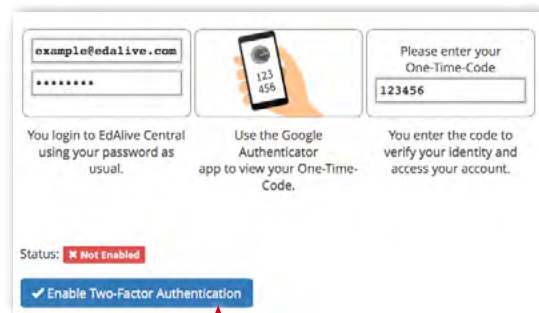
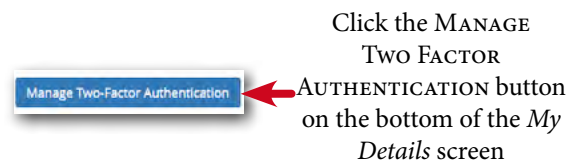
The diagram illustrates the process of accessing the 'My Details' screen. At the top, a menu is shown with 'My Account' highlighted by a red circle. A blue arrow points down from this menu to the 'My Details' screen. The 'My Details' screen contains several input fields and buttons. Red arrows point to specific fields with the following annotations:

- Change email address** points to the **Email/Username:** field, which contains 'MrEast1@EdAlive.com'.
- Enter details of new password** points to the **Change Password:** field.
- Change your personal details** points to the **Title:** dropdown menu, which is currently set to 'Mr.'.
- Click SAVE when finished** points to the **Save** button at the bottom right of the form.

The 'My Details' screen also includes fields for **First Name:** (Graham), **Last Name:** (East), and a **Manage Two-Factor Authentication** button at the bottom.

Two Factor Authentication

Two-Factor Authentication adds an extra layer of protection to your account so that even if your *Password* were to become compromised your mobile phone would still be needed to authorise access to your account.



Click to here and follow the on-screen
instruction to enable *Two Factor
Authentication*.

Printing

PDF printing

In order to maximise printing compatibility *EdAlive Central* sends its printed output to PDF files. The PDFs are saved to the default download location for your browser. To print the files, open them in a PDF viewer and print.

Printed output available

The following printed output relates to *Students' usernames* and *passwords* and is supplied to facilitate communication of the same to *Students* and their families and for use in the classroom.

To access the printable options below go to *School Management*, select the *Class* and click on the VIEW CLASS button.

Student list

A list of *Students* from the selected *Class* with their *usernames* and *passwords*. Print this list for a handy in-*Class* reference.

Login cards

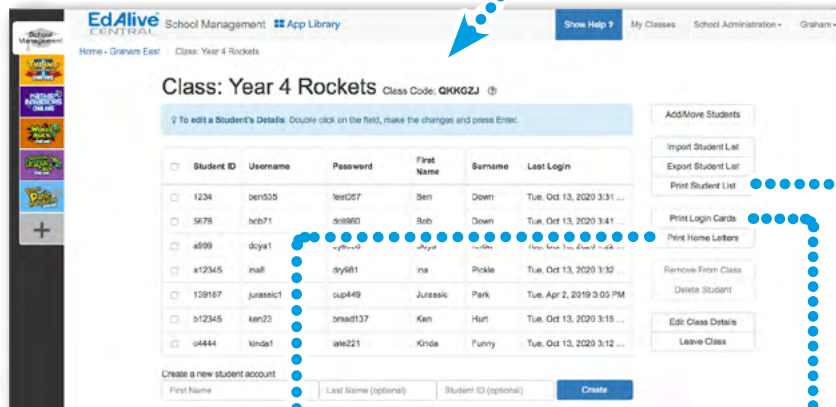
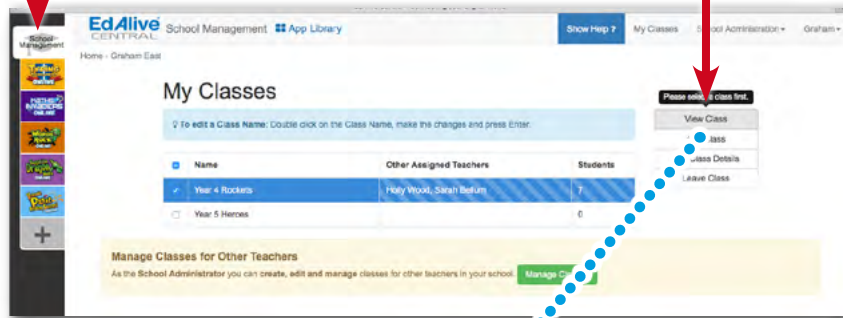
Prints individual Login cards with *username* and *password* for the selected *Students* in the *Class*.

Home letters

Prints a letter to parents explaining that a *Student* can login to the licensed *EdAlive Web Apps* from home. Includes the *Student's username* and *password*.

Select School Management

Click on View Class



Home Use Guide

Ben Down
Year 4 Rockets
EdAlive Local School

Dear Parent,

Our school has subscribed to EdAlive Central which enables students to access a range of educational resources through one easy-to-use account from both home and school.

To login from home:

1. Go to central.edalive.com in your web browser
2. Click on "Login"
3. Enter your child's **username** and **password** (shown below)
4. Then **follow the prompts** to begin learning

Any device, anywhere, anytime

- EdAlive Central's apps are accessible through any standard web browser including Chrome, Firefox, Safari and Internet Explorer 10 and later
- Runs on Windows PCs, Apple Macs, Surface Tablets, iPads, Chromebooks and other Android tablets

Happy learning,
The EdAlive Central team in partnership with EdAlive

Child's Username: ben535 Password: feet057

Detach and retain your child's login details

EdAlive Central Login Details for Ben Down

Username: **ben535**
Password: **feet057**

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EdAlive Central - Student Login Cards

Year 4 Rockets

Graham East, Holly Wood, Sarah Bellum

EdAlive Central Login Details for Ben Down

Username: **ben535**
Password: **feet057**

To login to EdAlive Central from home or school visit central.edalive.com

EdAlive Central Login Details for Bob Down

Username: **bob71**
Password: **doll960**

To login to EdAlive Central from home or school visit central.edalive.com

EdAlive Central Login Details for Doya Know

Username: **doya1**
Password: **eye056**

To login to EdAlive Central from home or school visit central.edalive.com

EdAlive Central Login Details for Ina Pickle

Username: **ina8**
Password: **dry981**

To login to EdAlive Central from home or school visit central.edalive.com

EdAlive Central Login Details for Jurassic Park

Username: **jurassic1**
Password: **cup449**

To login to EdAlive Central from home or school visit central.edalive.com

EdAlive Central Login Details for Ken Hurt

Username: **ken23**
Password: **bread137**

To login to EdAlive Central from home or school visit central.edalive.com

EdAlive Central Login Details for Kinda Funny

Username: **kinda1**
Password: **late221**

To login to EdAlive Central from home or school visit central.edalive.com

EdAlive CENTRAL		
Year 4 Rockets		
Graham East, Holly Wood, Sarah Bellum		
Name	Username	Password
Ben Down	ben535	feet057
Bob Down	bob71	doll960
Doya Know	doya1	eye056
Ina Pickle	ina8	dry981
Jurassic Park	jurassic1	cup449
Ken Hurt	ken23	bread137
Kinda Funny	kinda1	late221

Class list printed on 23th of October 2020 at 11:53am
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Single Sign On (SSO)

EdAlive Central Single Sign On

The *EdAlive Central* system is in itself a *Single Sign On* system. Once a *Student* has been issued with their *credentials* (*username* and *password*) they can use these *credentials* to sign into any of the *EdAlive Central* linked *Web Apps* for which the school has an active subscription or a trial.

EdAlive Central and other SSO systems

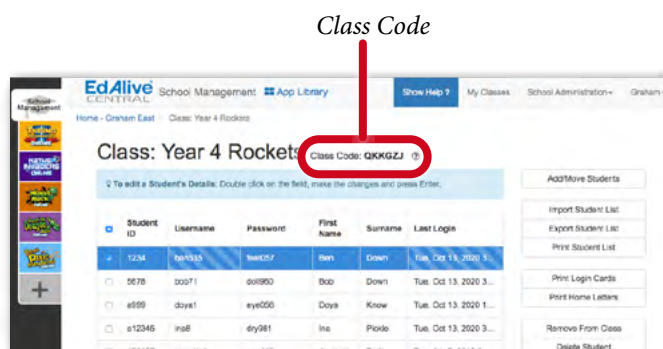
The *EdAlive Central* system supports a range of third party *Single Sign On* (SSO) systems including:

1. Google
2. Facebook
3. Microsoft Office 365 and Azure Active Directory
4. Most SAML enabled Active Directory Federation Services (ADFS)

Class Codes for SSO

The *Class Code* is a unique identity code for each *Class* in *EdAlive Central* displayed next to the *Class* name on the *Class* screen.

It is used during *Single Sign On* (SSO) registration. Typically Students will need to follow the normal sign in for the SSO system and then enter their *Class Code* when prompted. They will automatically be added to the corresponding *School* and *Class*. The procedure can vary depending on the SSO system in question.



Linking EdAlive Central and other SSO systems

Configuring third party SSO systems is context specific and beyond the range of this manual.

To access the system specific instruction go to help.edalive.com and search for “SSO” or the name of the system you would like to link to.

System Requirements

Any device, anywhere, anytime



1. All *EdAlive Central Web Apps* work on any device including Windows PCs, Apple Macs, Surface Tablets, iPads, Chromebooks and other Android tablets.
2. Unlimited Access 24/7 wherever there is an Internet connection.
3. No need for the installation of an App as it is fully web delivered.

Supported Browsers

Use the latest version of any of the following HTML 5 compatible browsers including:

- Chrome
- Firefox
- Microsoft Edge
- Android Browser
- Safari version 13+ (iOS & OSX)
- Internet Explorer version 11+ – Ensure that any customised security settings do not block script access or local storage access.

Browser Settings

- JavaScript enabled
- Cookies enabled
- Local Storage enabled
- Private / Incognito Browsing disabled

Common Troubleshooting

Delivery of content is being blocked by the school system

- The most common cause of connection issues is that the school network is blocking content from either central.edalive.com or cdn.central.edalive. Please ensure that both sub-domains are whitelisted along with the application's www. and cdn. sub-domains.

Internet Explorer security settings

- If using Internet Explorer – Ensure that any customised security settings are not blocking script access or local storage access. This can sometimes be resolved by:
 - Adding https://central.edalive.com and https://cdn.central.edalive.com to the “Trusted Sites” list in Internet Explorer’s security options
 - Enabling the Enhanced Protected Mode in Internet Explorer
 - Checking the integrity setting on the AppData\LocalLow folder is correctly set to “Low”

Browser issues

- Ensure the browser is not in Private or Incognito mode.
- Empty the browser cache and then try reloading the web page.

Last resort

- Try using the Google Chrome web browser if all else fails.
- If you are still unable to connect, please check the “Console” and Network” tabs available under the Developer Tools of most browsers and send screenshots of any displayed errors to support@edalive.com.

Whitelisting

Whitelist required URLs

The following URLs should be whitelisted or unblocked from your network filters and added to Internet Explorer's Trusted Sites list (if used).

For EdAlive Central

- central.edalive.com
- cdn.central.edalive.com

Additionally if using Typing Tournament Online

- www.typingtournament.com
- cdn.typingtournament.com

Additionally if using Maths Invaders Online

- www.mathsinvaders.com
- cdn.mathsinvaders.com

Additionally if using Words Rock Online

- www.wordsrock.com
- cdn.wordsrock.com

Additionally if using Baggin' the Dragon Online

- www.bagginthedragon.com
- cdn.bagginthedragon.com

Additionally if using Volcanic Panic Reading Success Online

- www.volcanicpanic.com
- cdn.volcanicpanic.com

Performing an End of Year School Rollover

Annual rollover

At the end of each school year, you will need to perform a *Rollover* of the *Students* to the new *Classes* and *Teachers* for the new year, add new enrolments and remove *Students* who have left the school.

EdAlive Central makes this process a breeze with its easy-to-use *School Administration* features.

You will need to choose one of two ways to do this depending on the size of your school and complexity of your set up.

Who can perform a Rollover?

1. *Teachers* may only perform *Rollover* functions for the *Classes* they administer but are limited to the Manual Rollover method.
2. *School Administrators* may perform *Rollover* functions for all *Classes* in the *School*.

Different Rollover methods

You will need to choose a rollover method that suits the size and set up of your school. Choose from:

- Method 1 - *SMART Tool* rollover. This method uses the import of a csv or Excel file and is suitable for all *Schools* that not linked to an external SSO system.
- Method 2 - Manual rollover. This method uses the inbuilt *Student* and *Class* management tools and is suitable for small schools and single classes. It does not require the import of a file. It can be used by *Teachers* to manage their own *Classes* and *Students*.
- Method 3 - SSO (Single Sign On) *SMART Tool* rollover for SAML linked schools.

Method 1 - The SMART Tool

The *SMART Tool* gives *School Administrators* a quick and powerful way to perform a Rollover by importing a CSV or Excel file.

SMART Tool instructions for standard rollovers

The article [Performing a School Rollover - SMART Tool](#) contained in *Appendix 1* gives step by step instructions for *School Administrators*.

Method 2 - Manual Rollover

Use this method if you have a small school or single class or you do not want to use an imported file.

Class Teacher or School Administrator

The *Manual Rollover* works for *Teachers* who do not have *School Administrator* status to manage their own *Classes* and *Students*. To perform a roll over for all the *Classes* in your school you will need to be a *School Administrator*. To find out more see the section on *School Administrators*.

Manual Method Rollover video

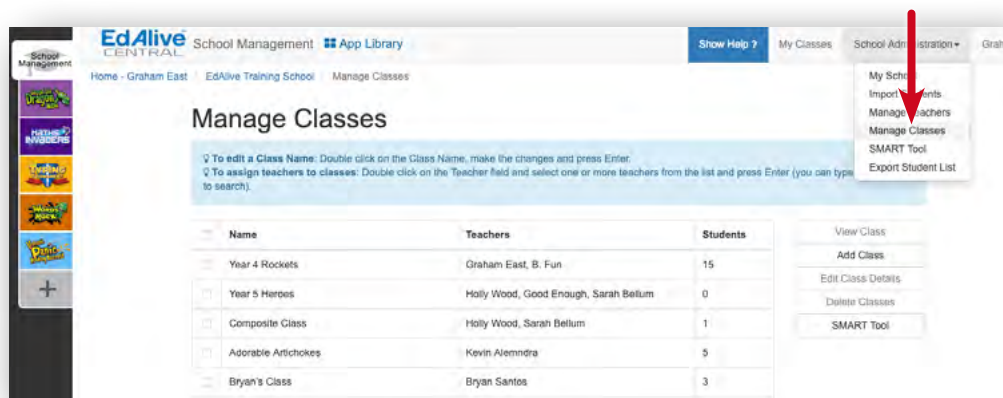


Click [here](#) to view the [Yearly Student Rollover - Manual Method Manual Rollover](#) video.

Getting Started - Preparation.

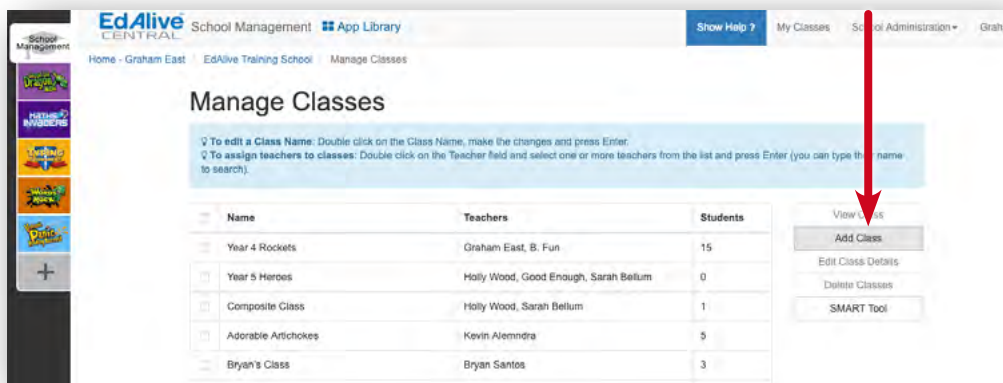
Go to the *School Management* section of *EdAlive Central* and Choose *Manage Classes* from the *School Administration* drop down menu at the top right of the screen.

Choose *Manage Classes*



Then click on the *Add Class* button to create & name, empty new *Classes*, for each *Class* you wish to rollover.

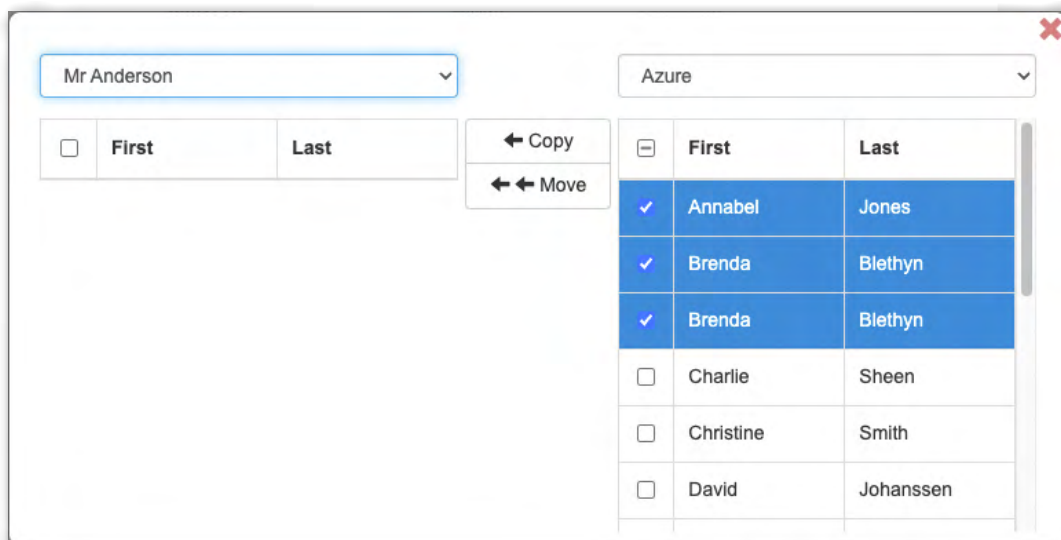
Click *Add class*



Perform the Manual Rollover

Follow the steps below from the *Manage Classes* screen to perform the rollover.


1. Select a *Class* (from the year that is ended) and then click *View Class*.
2. From the *Class* screen, click the *Add/Move Students* button.
3. Select the destination *Class*, then select all *Students* to be moved there, then click the *Move* button. NB Existing *Students* will retain the same *username* and *password* as they had in the previous year. They will also keep all of their results and progress.



4. If there are any *Students* in the class who are no longer enrolled at your School, select them in the *Class* list and then click the *Delete student* button.
5. Repeat steps 1 to 4 for each *Class* that is to be rolled over to a new *Class*.
6. Delete empty *Classes* that will not be required in the year to come.

7. Add newly enrolled *Students* by viewing the *Class* they are to go into, then scroll to the bottom of the page and enter the *Student's* details and click the *Create* button.

Create a new student account


First Name 	Last Name (optional)	Student ID (optional)	Create
--	----------------------	-----------------------	--------


8. *Students* who are not allocated to any *Class* will be shown in the *Students in No Class* entry at the bottom of the *Class List*. Endeavour to delete these students or to place them into the appropriate *Class*. This section can only be viewed by *School Administrators*.

NB It is best practise to delete any inactive *Students* from the *Students in No Class* list after you have fully allocated active *Students* to their respective *Classes*.

Optional - Print Student Login cards

It's a good idea to print Student Login Cards and a Class list for each Teacher from the View Class screen.

Class: 2 Class Code: **MGKKX** 

 To edit a Student's Details: Double click on the field, make the changes and press Enter.

<input type="checkbox"/>	Student ID	Username	Password	First Name	Surname	Last Login
<input type="checkbox"/>	S001	amelia3	yr3blue	Amelia	S	
<input type="checkbox"/>	S002	charlie1	yr3blue	Charlie	J	
<input type="checkbox"/>	S003	henry1	yr3blue	Henry	W	

Add/Move Students

Import Student List

Export Student List

Print Student List

Print Login Cards

Print Home Letters

More information

For more information regarding the processes used above please see the relevant entries for: Manage Students, Manage Classes and *School Administrators*.

Method 3 - The SMART Tool for SSO / SAML

Use this method for schools using SSO (Single Sign On) systems enabled by SAML.

SMART Tool Instructions for SAML rollovers

The following articles contained in *Appendix 1* give step by step instructions for performing rollovers for SAML linked *Schools*.

- [Student Rollovers for SAML-linked Schools - SMART Tool](#)
- [Student Rollovers for SAML-linked Multi-School Groups SMART Tool](#)

Appendix 1 - The SMART Tool

About the Student Management And Rollover Tool

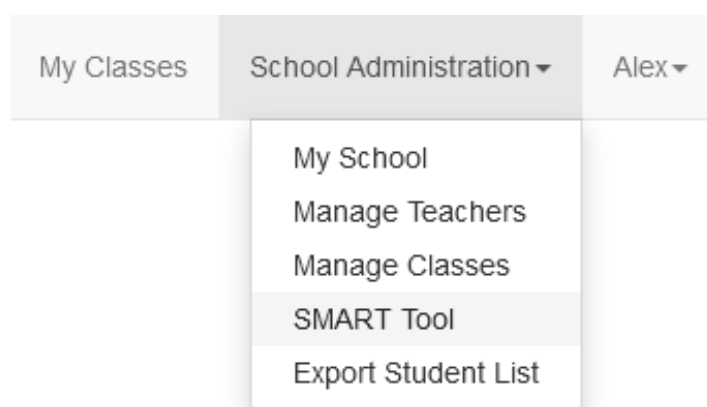
The SMART Tool gives *Teachers* and *School Administrators* a quick and powerful way to manage *Student* and *Class Accounts* in a *School*. It uses imported data that has been exported from a school management system or from EdAlive Central itself.

The SMART Tool can:

- Create EdAlive Central Student Accounts in preparation for their first use.
- Update existing Student details.
- Create Classes and sort Students into Classes.
- Change the passwords for groups of EdAlive Central Student Accounts.
- Identify duplicate EdAlive Central Student Accounts and merge them.
- Delete EdAlive Central Student Accounts that are no longer needed.

Getting Started.

From the School Administration menu choose SMART Tool.



They way it works

- The Tool requires a Student-Import File that has been generated by the school's Student Information/Management System or as an export from EdAlive Central it self.
- The Tool tries to automatically match as many Student-Import Records with EdAlive Central Student Accounts as possible, and helps you manually match any remaining Student-Import Records.
- Any Student-Import Records that are not matched to EdAlive Central Student Accounts will register new EdAlive Central Student Accounts.
- If a Class column is included, then Student-Import Records will be sorted into those Classes, including the creation of Classes that are not already present in EdAlive Central.

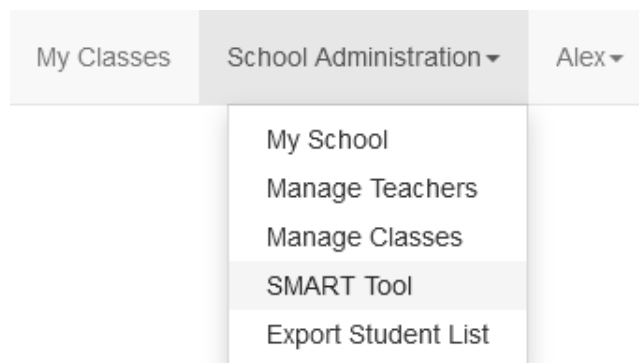
Importing Students for the first time - SMART Tool

Introduction

When setting up a school for the first time with EdAlive the best way to get started is to Import a student list. This will set up all your Student Accounts and set up Classes that Teachers can then be allocated to.

Getting Started.

From the *School Administration* menu choose SMART Tool.



Stage 1

Step 1. Prepare Your Student-Import File

Generate an Excel or CSV spreadsheet that contains all of the students in your school, and includes the following columns:

- First Name (required)
 - This column should contain the student's first name.
 - A pseudonym may be used.

[Next](#)
[Back](#)

Export student records from your Student Information/Management System to a CSV or Excel file which contains all Students to be imported to EdAlive Central, formatted as follows:

1. First name (required)
2. Last name (recommended)
3. Student ID (recommended)
4. Class (recommended) – New classes will automatically be created.
5. Password (optional) – if you would like to set each student's password.

	A	B	C	D	E
1	First Name	Last Name	Student ID	Class	Password
2	Amelia	S	S001	Year 2	
3	Charlie	J	S002	Year 3	yr3blue
4	Henry	W	S003	Year 2	
5	Matilda	B	S004	Year 2	
6	William	T	S005	Year 3	yr3blue

Stage 2

Press the NEXT button multiple times until you get to Step 2 and then select your import file and press the NEXT button.

Step 2. Select Your Student-Import File

Drop a file here, or click to select a file.

Supported file formats:

.csv .xls .xlsx

(No file selected)

> Next

< Back

Stage 3

The system will automatically add Students accounts and create Classes.

Imported Records

Step 3. Match Your Student-Import Records

To Match or Delete Students, select one or more rows and use the Action Buttons. Ensure that Student-Import Records are matched to EdAlive Central Student Accounts as appropriate. Student-Import Records that are not matched will result in the creation of new or duplicate EdAlive Central Student Accounts.

Student-Import Records					EdAlive Central Student Accounts				
First Name	Last Name	Student ID	Last Sign In	Classes	First Name	Last Name	Student ID	Last Sign In	Classes
Amelia	S	S001	yr3blue	register					
Charlie	J	S002	yr3blue	register					
Henry	W	S003	yr3blue	register					
Matilda	B	S004	yr3blue	register					
William	T	S005	yr3blue	register					

Action Buttons

Match / Merge

Split

Delete

Undo Delete

☒ Select Unmatched

☐ Clear Selection

> Next

< Back

Stage 4

Review the new Classes that have been created and the Student Accounts that have been added to them and then press the NEXT button.

Step 4. Review Classes

Class Name	Status	Students Currently	Students After Update	
2	create		3	Preview
3	create		2	Preview

[> Next](#)
[< Back](#)

Stage 5

Check to see that changes are ready to apply. If you are happy with the update press the SAVE & APPLY button.

Step 5. Ready To Apply Updates

We are ready to apply your Student updates.
The following updates will be applied.

New EdAlive Central Student Accounts Registered	5
EdAlive Central Student Accounts Matched and Updated	0
Unmatched EdAlive Central Student Accounts Retained	0
EdAlive Central Student Accounts Merged With Other Matched EdAlive Central Student Accounts	0
EdAlive Central Student Accounts Deleted	0
Total EdAlive Central Student Accounts After Import	5

[Save & Apply](#)
[< Back](#)

Note that it may take several minutes to apply your updates, depending on the number of Student-Import Records.

Stage 6

Once the process is completed you will see the Manage Classes page where teachers can be added to their classes.

Manage Classes

🔍 To edit a Class Name: Double click on the Class Name, make the changes and press Enter.
🔍 To assign teachers to classes: Double click on the Teacher field and select one or more teachers from the list and press Enter (you can type their name to search).

<input type="checkbox"/>	Name	Teachers	Students
<input type="checkbox"/>	2	Alex Smith	3
<input checked="" type="checkbox"/>	3	Assign Teachers...	2

View Class
Add Class
Edit Class Details
Delete Classes

Optional - Print Student Login cards

It's a good idea to print Student Login Cards and a Class list for each Teacher from the View Class screen.

Class: 2 Class Code: MGKXX ?

🔍 To edit a Student's Details: Double click on the field, make the changes and press Enter.

<input type="checkbox"/>	Student ID	Username	Password	First Name	Surname	Last Login
<input type="checkbox"/>	S001	amelia3	yr3blue	Amelia	S	
<input type="checkbox"/>	S002	charlie1	yr3blue	Charlie	J	
<input type="checkbox"/>	S003	henry1	yr3blue	Henry	W	

Add/Move Students

Import Student List
Export Student List
Print Student List

Print Login Cards
Print Home Letters

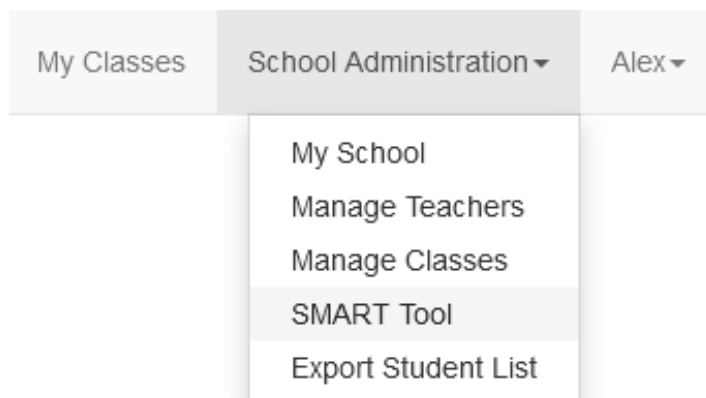
Performing a School Rollover - SMART Tool

Introduction

Once a year, you will need to 'roll over' your Student Accounts to their new Classes, add new enrolments and remove Student Accounts of students who have left your school.

Getting Started.

From the *School Administration* menu choose *SMART Tool*.



Stage 1.

Step 1. Prepare Your Student-Import File

Generate an Excel or CSV spreadsheet that contains all of the students in your school, and includes the following columns:

- First Name (required)
 - This column should contain the student's first name.
 - A pseudonym may be used.

[Next](#)

[Back](#)

Export student records from your Student Information/Management System to a CSV or Excel file which contains all students to be imported to EdAlive Central

Format the data as follows:

- First name (required)
- Last name (recommended)
- Student ID (recommended)
- Class (recommended) – New classes will automatically be created if needed.
- Password (optional) – if you would like to set each student's password.

	A	B	C	D	E
1	First Name	Last Name	Student ID	Class	Password
2	Amelia	S	S001	Year 2	
3	Charlie	J	S002	Year 3	yr3blue
4	Henry	W	S003	Year 2	

Stage 2.

Click the NEXT button multiple times until you get to Step 2 and then select your import file and click the NEXT button.

Step 2. Select Your Student-Import File

Drop a file here, or click to select a file.

Supported file formats:

.csv .xls .xlsx

(No file selected)

[Next](#)
[Back](#)

Stage 3.

The system will automatically try to match Student-Import Records with EdAlive Central Student Accounts based on their Student IDs or First and Last Names.

If any Student-Import Records are not automatically matched to their corresponding EdAlive Central Student Accounts, such as when Student IDs are not provided and there are multiple students with the same name in the school, then select those corresponding rows and click the MATCH/MERGE button to match them manually.

New Students Accounts will be created for any Student-Import Record that is not matched to an existing Student Account.

If the Class column is included, new Classes will be created as required, and Students will be placed into their Classes.

New *Student* accounts

Classes

Step 3. Match Your Student-Import Records

To Match or Delete Students, select one or more rows and use the Action Buttons.
Ensure that Student-Import Records are matched to EdAlive Central Student Accounts as appropriate.
Student-Import Records that are not matched will result in the creation of new or duplicate EdAlive Central Student Accounts.

Student-Import Records					EdAlive Central Student Accounts					
First Name	Last Name	Student ID	Password	Classes	Status	First Name	Last Name	Student ID	Last Sign In	Classes
a	fun	1	Security	3	register					
Amelia	S	S001	yr3Blue	3	match	Amelia	S	S001		2
b	fast	2	Is	3	register					
c	few	3	Here	4	register					
Charlie	J	S002	yr3Blue	3	match	Charlie	J	S002		2
d	free	4	To	4	register					
e	fun	5	Help	4	register					
f	fast	6	Protect	5	register					
g	few	7	You	5	register					
h	free	8	From	6	register					
	fun	9	Bad	6	register					
	fast	10	People	6	register					
					retain	Henry	W	S003		2
					delete	Malika	B	S004		3
					delete	William	T	S005		1

[Match / Merge](#)
[Split](#)
[Delete](#)
[Undo Delete](#)
[Select Unmatched](#)
[Clear Selection](#)
[Next](#)
[Back](#)

If you would like to delete any existing Student Accounts which are not included in the Student-Import File click the Select UNMATCHED button, then click the DELETE button and then click NEXT.

SELECT UNMATCHED button DELETE button

Unmatched Student Accounts

If there are any students not included in the import file that you would like to keep, select them and undo the deletion by clicking the UNDO DELETE button.

SELECT UNMATCHED button DELETE button

Unmatched Student Accounts

Stage 4.

Click the REMOVE button to remove old Classes. If there are any students not in the new file that you are keeping you can either leave them in their existing Class or remove them from those Classes by clicking the REMOVE button on the second question and then click the NEXT button. NB If the Class column is left blank, then the Step 4 screen will not be shown. Depending on the options chosen the information and buttons on the right of the Step 4 Screen may vary.

Step 4. Review Classes

Class Name	Status	Students Currently	Students After Update	
2	remove	1		
3	replace	2	4	Preview
4	create		3	Preview
5	create		2	Preview
6	create		3	Preview

Do you want to Retain existing Classes that are not included in the Student-Import File, or Remove those Classes?

[Retain](#) [Remove](#)

For EdAlive Central Student Accounts that were not included in the Student-Import File and have not been marked for deletion, do you want to Retain their membership in the Classes that are included in the Student-Import File, or Remove them from those Classes?

For full-school rollovers, it is recommended to choose the Remove option here so that the new Class rolls don't include any Students from the previous school year.

For Student-Import Files that contains only a subset of the Students in the school, it is recommended to choose the Retain option on a case-by-case basis so that current class memberships are not affected, unless that is desired.

[Retain](#) [Remove](#)

[> Next](#)

[< Back](#)

Stage 5.

Check to see that changes are ready to Apply. You can view the accounts to be deleted by clicking the **SHOW LIST** button on the students deleted line. If you are happy with the update, click **SAVE & APPLY**.

Step 5. Ready To Apply Updates

We are ready to apply your Student updates.
The following updates will be applied.

New EdAlive Central Student Accounts Registered	10
EdAlive Central Student Accounts Matched and Updated	2
Unmatched EdAlive Central Student Accounts Retained	2
EdAlive Central Student Accounts Merged With Other Matched EdAlive Central Student Accounts	0
EdAlive Central Student Accounts Deleted Show List	1
Total EdAlive Central Student Accounts After Import	14

Note that it may take several minutes to apply your updates, depending on the number of Student-Import Records.

[Save & Apply](#)
[Back](#)

Stage 6

Once the Rollover is completed you will see the Manage Classes page where teachers can be added to their classes.

Manage Classes

🔍 To edit a Class Name: Double click on the Class Name, make the changes and press Enter.
🔍 To assign teachers to classes: Double click on the Teacher field and select one or more teachers from the list and press Enter (you can type their name to search).

<input type="checkbox"/>	Name	Teachers	Students
<input type="checkbox"/>	3	Alex Smith	4
<input checked="" type="checkbox"/>	4	<input type="text" value="Assign Teachers..."/>	3
<input type="checkbox"/>	5	Alex Smith	2
<input type="checkbox"/>	6		3
<input type="checkbox"/>	(Students In No Class)		2

[View Class](#)
[Add Class](#)
[Edit Class Details](#)
[Delete Classes](#)
[SMART Tool](#)

Optional - Print Student Login cards

It's a good idea to print *Student Login Cards* and a class list for each teacher from the *View Class* screen.

Existing students will retain the same username and password as they had in the previous year, and they will also keep all their results and progress.

Class: 3 Class Code: **DRVVB** ⓘ

⌵ To edit a Student's Details: Double click on the field, make the changes and press Enter.

<input type="checkbox"/>	Student ID	Username	Password	First Name	Surname	Last Login
<input type="checkbox"/>	1	a2	Security	a	fun	
<input type="checkbox"/>	S001	amelia3	yr3blue	Amelia	S	
<input type="checkbox"/>	2	b2	Is	b	fast	
<input type="checkbox"/>	S002	charlie1	yr3blue	Charlie	J	

Create a new student account

First Name

Last Name (optional)

Student ID (optional)

Create

Add/Move Students

Import Student List

Export Student List

Print Student List

Print Login Cards

Print Home Letters

Remove From Class

Delete Student

Regenerate Username

Edit Class Details

Leave Class

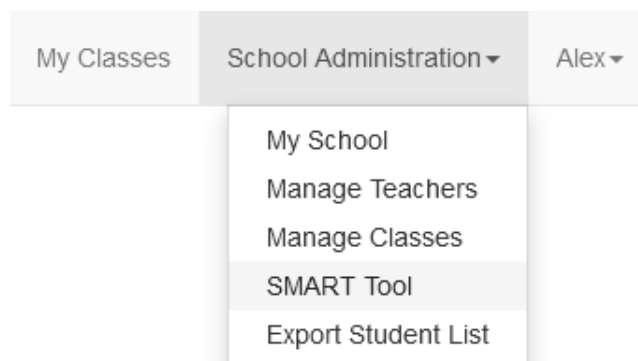
Cleaning up duplicate Student Accounts - SMART Tool

Introduction

This guide will help in the merging of duplicate Student Accounts that may have been accidentally created. Merging duplicate Student Accounts is preferable to deleting duplicate Student Accounts when a student has completed educational work under both Student Accounts, so that all the student's educational work is preserved. If a Student Account is deleted and not merged, the work recorded in that Student Account will be lost.

Getting Started

From the *School Administration* menu choose SMART Tool.



Stage 1

Export a student spreadsheet from your school's SIS/SMS that contains all the students in the school, and includes the columns:

- First Name - required
- Last Name - recommended for matching with existing accounts
- Student ID - recommended for accurate matching with existing accounts

If your school uses SAML logins (e.g. via Azure), then including the SAML *NameID* column is another approach that can be used to accurately match with existing accounts.

Step 1. Prepare Your Student-Import File

Generate an Excel or CSV spreadsheet that contains all of the students in your school, and includes the following columns:

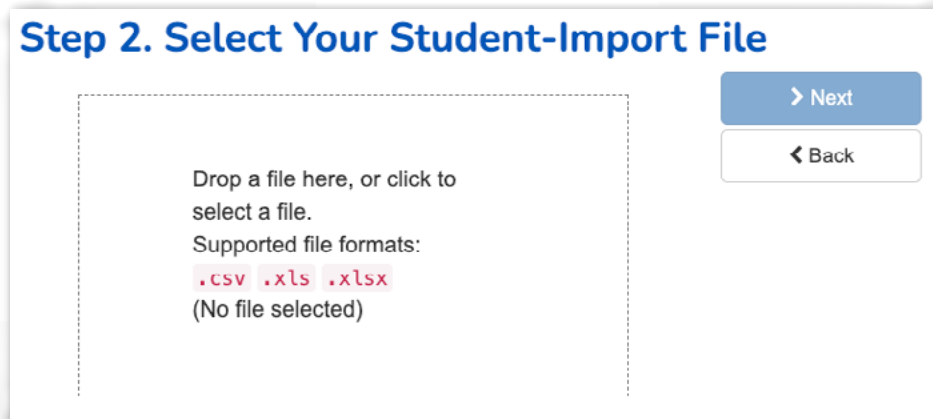
- First Name (required)
 - This column should contain the student's first name.
 - A pseudonym may be used.
 - This column cannot be left blank.
- Last Name (recommended)
 - This column should contain the student's last name or last name initial.
 - This column can be blank.
 - Last names can significantly improve the ability of the Tool to automatically match Student-Import Records with EdAlive Central Student Accounts.

[Next](#)[Back](#)

Click NEXT to proceed to Stage 2.

Stage 2.

Select your student spreadsheet file and click NEXT.



The screenshot shows a web interface titled "Step 2. Select Your Student-Import File". It features a large dashed rectangular box for file selection. Inside the box, the text reads: "Drop a file here, or click to select a file. Supported file formats: .csv .xls .xlsx (No file selected)". To the right of the box are two buttons: a blue button with a right arrow and the text "> Next", and a white button with a left arrow and the text "< Back".

Stage 3.

The next page will try to automatically match your Student-Import Records with the EdAlive Central Student Accounts based on their Student IDs, NameIDs (if using SAML logins) or First and Last Names.

You can manually match additional students by selecting a Student-Import Record and an EdAlive Central Student Account and clicking the Match/Merge button.

If a significant number of Student Accounts show an incorrectly unmatched status, consider going back to Stage 1, adjusting the student spreadsheet to include matching Last Names and/or Student IDs and then selecting the Student-Import File again.

Look through the list of students for any unmatched existing Student Accounts.

If any existing unmatched Student Accounts are found that have corresponding Student-Import Records (even if the import record is already matched itself), for each occurrence first click to select the Student-Import Record, then select the corresponding unmatched existing Student Account(s), and then click the MATCH / MERGE button.

Ensure that Student Accounts are matched where possible to prevent more duplicate Student Accounts from being created.

Matched Duplicate Records

MATCH / MERGE Button

Step 3. Match Your Student-Import Records

Student-Import Records

First Name	Last Name	Student ID	Password	Status
Amelia	S	S001		match
Amelia	J	S002	p33blue	match
Henry	W	S003		match
Henry	W	S003		match
William	T	S005	y33blue	match

EdAlive Central Student Accounts

First Name	Last Name	Student ID	Last Sign In	Classes
Amelia	S	S001		Year 2
Amelia	J	S002		Year 3
Henry	W	S003		Year 2
Henry	W	S003		Year 3
William	T	S005		Year 3
William	T	S005		Year 2

Action Buttons

- Match / Merge
- Split
- Delete
- Undo Delete
- Select Unmatched
- Clear Selection
- Next
- Back

Stage 4.

Continue through the SMART Tool by clicking the NEXT buttons until you come to Step 5.

Review your changes and if all is well, click the SAVE & APPLY button.

The duplicate accounts will now be merged.

Change Password for all Students in a Class or School - SMART Tool

Introduction

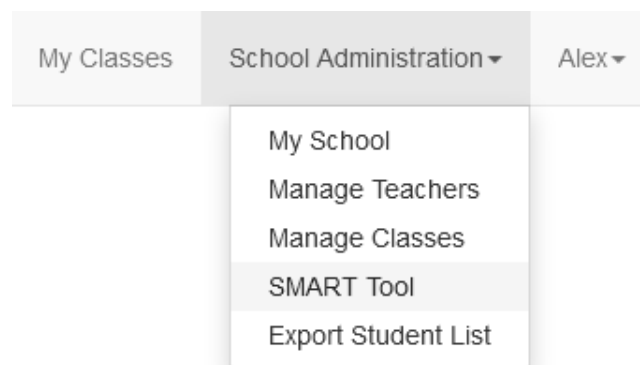
Some teachers of early grades may wish to give each of their students a common password for logging in to online educational resources.

While it is possible to change the passwords of individual Students from the Class screen, this document outlines the process to change the passwords of multiple Students in one or more Classes at once.

This process is not recommended for SAML-linked schools, whose Students can login from their school web portal (e.g. Azure) with their school-provided Username and Password.

Getting Started.

From the *School Administration* menu choose SMART Tool.



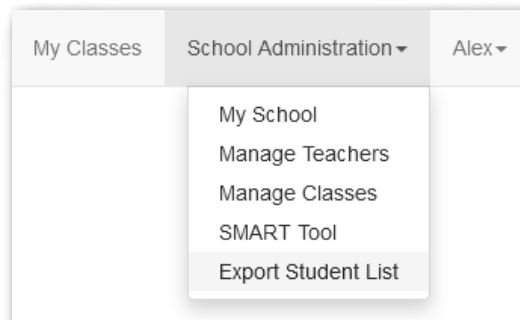
Stage 1.

Export a student spreadsheet from your school's SIS/SMS whose passwords you wish to change, including the columns:

- First Name - required
- Last Name - recommended for matching with existing accounts
- Student ID - recommended for accurate matching with existing accounts

Then add a Password column.

Alternatively, you can export a list of existing students from EdAlive Central using the *Export Student List* option in the *School Management* menu. If this approach is used, please remove the 'last_sign_in' column from the spreadsheet.



Fill in the Passwords as desired.

Any rows with an empty Password cell will be skipped over during this process, and their Passwords will be left unchanged.

	A	B	C	D
1	First Name	Last Name	Student ID	Password
2	Amelia	S	S001	yr3blue
3	Charlie	J	S002	yr3blue
4	Henry	W	S003	yr3blue
5	Matilda	B	S004	yr3blue
6	William	T	S005	yr3blue

Click NEXT to proceed to Stage 2.

Step 1. Prepare Your Student-Import File

Generate an Excel or CSV spreadsheet that contains all of the students in your school, and includes the following columns:

- First Name (required)
 - This column should contain the student's first name.
 - A pseudonym may be used.

[Next](#)[Back](#)

Stage 2.

Select your student spreadsheet file and click NEXT.

Step 2. Select Your Student-Import File

Drop a file here, or click to select a file.

Supported file formats:

.csv .xls .xlsx

(No file selected)

[Next](#)[Back](#)

Stage 3.

The next page will try to automatically match your Student-Import Records with the existing Student Accounts in EdAlive Central based on their Student IDs or First and Last Name.

- Ensure that Student Accounts are matched where possible to prevent duplicate Student Accounts from being created.
- You can manually match additional Students by selecting an import record and an existing Student and clicking the MATCH/MERGE button.
- If a significant number of Student Accounts show an incorrectly unmatched status, consider going back to Stage 1, adjusting the student spreadsheet to include matching Last Names and/or Student IDs and then selecting the Student-Import File again.

Step 3. Match Your Student-Import Records

To Match or Delete Students, select one or more rows and use the Action Buttons.
Ensure that Student-Import Records are matched to EdAlive Central Student Accounts as appropriate.
Student-Import Records that are not matched will result in the creation of new or duplicate EdAlive Central Student Accounts.

Student-Import Records						EdAlive Central Student Accounts				
First Name	Last Name	Student ID	Password	Classes	Status	First Name	Last Name	Student ID	Last Sign In	Classes
Amelia	S	S001	yr3blue	2	match	Amelia	S	S001		2
Charlie	J	S002	yr3blue	2	match	Charlie	J	S002		2
Henry	W	S003	yr3blue	2	match	Henry	W	S003		2
Matilda	B	S004	yr3blue	3	match	Matilda	B	S004		3
William	T	S005	yr3blue	3	match	William	T	S005		3

Action Buttons

[Match / Merge](#)[Split](#)[Delete](#)[Undo Delete](#)[Select Unmatched](#)[Clear Selection](#)[Next](#)[Back](#)

Stage 4.


Continue through the SMART Tool by clicking the Next buttons, and finally click the Save & APPLY button.


Step 5. Ready To Apply Updates

We are ready to apply your Student updates.
The following updates will be applied.

New EdAlive Central Student Accounts Registered	0
EdAlive Central Student Accounts Matched and Updated	5
Unmatched EdAlive Central Student Accounts Retained	0
EdAlive Central Student Accounts Merged With Other Matched EdAlive Central Student Accounts	0
EdAlive Central Student Accounts Deleted	0
Total EdAlive Central Student Accounts After Import	5

Note that it may take several minutes to apply your updates, depending on the number of Student-Import Records.

 Save & Apply

 Back

The Passwords have now all been changed.

Link Existing Student SAML Credentials after SAML Setup - SMART Tool

Introduction

After setting up a SAML Trust Relationship between EdAlive Central and your school's SAML Identity Provider (e.g. Azure), it is best practice to prelink your existing EdAlive Central Student Accounts with their SAML credentials.

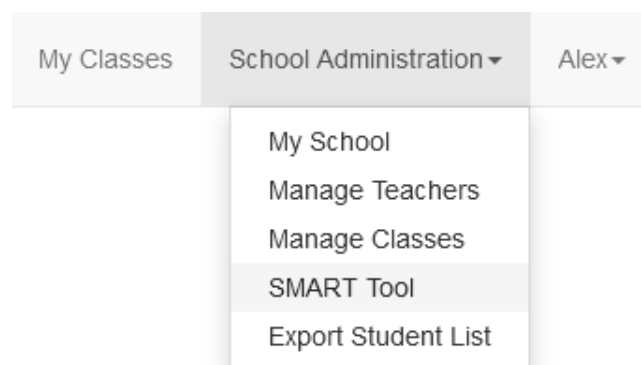
If this is not done, students will have to manually link their EdAlive Central account with their SAML credentials on their first login via SAML.

If this is not done successfully, duplicate Student Accounts may be created which won't contain the students' previous record of work in the EdAlive educational content.

Depending on the SAML NameID format that was chosen during SAML setup, this process may require *School Administrator* access to the SAML Identity Provider to export a list of students that includes their SAML NameIDs.

Getting Started.

From the *School Administration* menu choose SMART Tool.




Stage 1.

Export a student spreadsheet from your school's SIS/SMS or SAML Identity Provider that contains all the students in the school, and includes the columns:

- First Name - required
- Last Name - recommended for matching with existing accounts
- Student ID - recommended for accurate matching with existing accounts
- NameID - required for SAML account linking e.g. Azure user.objectid or user.userprincipalname

Step 1. Prepare Your Student-Import File

 Your School is SAML-linked, which allows your students to login using an existing **Example School** username and password instead of an additional EdAlive Central username and password.

Generate an Excel or CSV spreadsheet that contains all of the students in your school, and includes the following columns:

- First Name (required)
 - This column should contain the student's first name.
 - A pseudonym may be used.
 - This column cannot be left blank.
- Last Name (recommended)
 - This column should contain the student's last name or last name initial.
 - This column can be blank.
 - Last names can significantly improve the ability of the Tool to automatically match Student-Import Records with EdAlive Central Student Accounts.

[Next](#) [Back](#)

Click the NEXT button to proceed to Stage 2.

Stage 2.

Select your student spreadsheet file and click the NEXT button.

Step 2. Select Your Student-Import File

Drop a file here, or click to select a file.

Supported file formats:

.csv .xls .xlsx

(No file selected)

[Next](#) [Back](#)

Stage 3.

The next page will try to automatically match your Student-Import Records with the EdAlive Central Student Accounts based on their Student IDs or First and Last Names.

You can manually match additional students by selecting a Student-Import Record and an EdAlive Central Student Account and clicking the MATCH/MERGE button.

If a significant number of Student Accounts show an incorrectly unmatched status, consider going back to Stage 1, adjusting the student spreadsheet to include matching Last Names and/or Student IDs and then selecting the Student-Import File again.

Ensure that Student Accounts are matched where possible to prevent duplicate Student Accounts from being created.

Step 3. Match Your Student-Import Records

To Match or Delete Students, select one or more rows and use the Action Buttons.
Ensure that Student-Import Records are matched to EdAlive Central Student Accounts as appropriate.
Student-Import Records that are not matched will result in the creation of new or duplicate EdAlive Central Student Accounts.

Student-Import Records						EdAlive Central Student Accounts					
First Name	Last Name	Student ID	SAML NameID	Classes	Status	First Name	Last Name	Student ID	SAML NameID	Last Sign In	Classes
Amelia	S	0001	niD001	Year 2	match	Amelia	S	0001			
Charlie	J	0002	niD002	Year 3	match	Charlie	J	0002			
Henry	W	0003	niD003	Year 2	match	Henry	W	0003			
Matilda	B	0004	niD004	Year 2	match	Matilda	B	0004			
William	T	0005	niD005	Year 3	match	William	T	0005			

Action Buttons

Match / Merge

Split

Delete

Undo Delete

Select Unmatched

Clear Selection

Next

Back

Stage 4.

Continue through the SMART Tool by clicking the Next buttons, and finally click the SAVE & APPLY button.

The existing Student Accounts have now been linked to their SAML credentials.

Relink Student SAML Credentials after NameIDsChanged - SMART Tool

Introduction

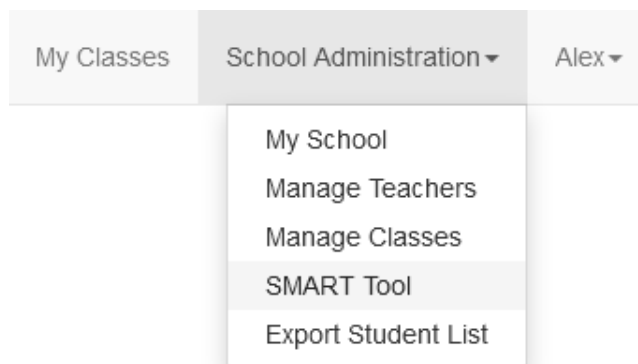
If your school is currently using SAML logins with EdAlive Central and the NameIDs of the students have changed, this guide will explain the process of updating the EdAlive Central Student Accounts with the new SAML NameIDs.

SAML NameIDs could be changed when changing the SAML NameID format, for example from Azure's user.userprincipalname to user.objectid, or when the school has migrated to a new SAML Identity Provider, for example from Windows Server's ADFS to Azure.

Failure to relink student NameIDs could result in duplicate accounts being created when students login via SAML with their new NameID.

Getting Started.

From the *School Administration* menu choose SMART Tool.




Stage 1.

Export a student spreadsheet from your school's SIS/SMS or SAML Identity Provider that contains all the students in the school, and includes the columns:

- First Name - required
- Last Name - recommended for matching with existing accounts
- Student ID - recommended for accurate matching with existing accounts
- NameID - required

Step 1. Prepare Your Student-Import File

 Your School is SAML linked, which allows your students to login using an existing **Example School District** username and password instead of an additional EdAlive Central username and password.

> Next

< Back

Generate an Excel or CSV spreadsheet that contains all of the students in your school, and includes the following columns:

- First Name (required)
 - This column should contain the student's first name.
 - A pseudonym may be used.
 - This column cannot be left blank.
- Last Name (recommended)
 - This column should contain the student's last name or last name initial.
 - This column can be blank.
 - Last names can significantly improve the ability of the Tool to automatically match Student-Import Records with EdAlive Central Student Accounts.

Stage 2.

Select your student spreadsheet file and click NEXT.

Step 2. Select Your Student-Import File

Drop a file here, or click to select a file.
Supported file formats:
.csv .xls .xlsx
(No file selected)

> Next

< Back

Stage 3.

The next page will try to automatically match your Student-Import Records with the EdAlive Central Student Accounts based on their SAML NameIDs, Student IDs or First and Last Names.

It is important to ensure that Student Accounts are matched where possible to prevent duplicate Student Accounts from being created.

If a significant number of Student Accounts are displayed as incorrectly unmatched, then use some of the following strategies to improve the automatic matching:

Matching Strategy 1

Ensure Last Name matches. For example, if only the Last Name initials were provided for existing Student Accounts, but the Student-Import File contains the full Last Names or vice versa, try going back to Stage 1 and generating a different version of the Student-Import File that has student Last Names/Initials that match the EdAlive Central Student Accounts.

Matching Strategy 2

If your existing EdAlive Central Student Accounts have Student IDs set and you are able to generate a Student-Import File containing the Student IDs along with the SAML NameIDs, then go back to Stage 1 and generate a new Student-Import File that includes the Student IDs.

Matching Strategy 3

If your existing EdAlive Central Student Accounts do not have Student IDs set or it is not possible to generate a Student-Import File containing both the Student IDs and SAML NameIDs, then set up accurate matches using Student IDs:

1. Go back to Stage 1 and generate a new Student-Import File that contains:
 - First Name
 - Last Name
 - Student ID, which can either be real Student IDs, or any other unique identifier including either the old or new SAML NameIDs if it is possible to generate a Student-Import File with both the new and old SAML NameIDs in a single file
 - The **OLD** SAML NameIDs
2. Then click NEXT, select the new file, and click NEXT again.
3. The SMART Tool Step 3 Match Screen should automatically match Student-Import Records to EdAlive Central Student Accounts based on the OLD SAML NameIDs, while setting up Student IDs for the next run through.
4. Continue to the last step of the SMART Tool and click the SAVE & APPLY button.

5. Reopen the SMART Tool and proceed to Step 2, and select a new Student-Import File that contains:
 - First Name
 - Last Name
 - Student ID, the same values as the first run through to ensure accurate automatic matching
 - The **NEW** SAML NameIDs
6. Then click the NEXT button. The SMART Tool Step 3 Match Screen should now automatically match EdAlive Central Student Accounts to the Student-Import Records which contain the new SAML NameIDs.

Click the Next button to proceed.

Step 3. Match Your Student-Import Records

To Match or Delete Students, select one or more rows and use the Action Buttons. Ensure that Student-Import Records are matched to EdAlive Central Student Accounts as appropriate. Student-Import Records that are not matched will result in the creation of new or duplicate EdAlive Central Student Accounts.

Student-Import Records						EdAlive Central Student Accounts					
First Name	Last Name	Student ID	SAML NameID	Classes	Status	First Name	Last Name	Student ID	SAML NameID	Last Sign in	Classes
Amelia	S	S001	ns0001@sch...	Year 2	match	Amelia	S	S001	ns0001		Year 2 Year 4
Charlie	J	S002	ns0002@sch...	Year 3	match	Charlie	J	S002	ns0002		Year 3
Henry	W	S003	ns0003@sch...	Year 2	match	Henry	W	S003	ns0003		Year 2
Matilda	B	S004	ns0004@sch...	Year 2	match	Matilda	B	S004	ns0004		Year 2
William	T	S005	ns0005@sch...	Year 3	match	William	T	S005	ns0005		Year 3

Action Buttons

Match / Merge

Split

Delete

Undo Delete

Select Unmatched

Clear Selection

Next

Back

Stage 4.

Continue through the SMART Tool by clicking the NEXT button and finally click the SAVE & APPLY button.

The student NameIDs will then be updated.

Student Rollovers for SAML-linked Schools - SMART Tool

Introduction

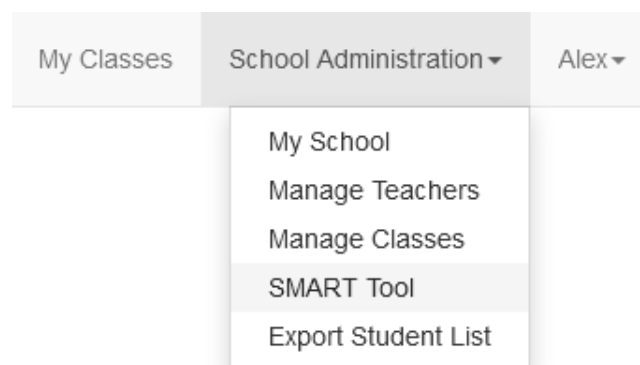
A Student Rollover is a process that involves registering Student Accounts, deleting Student Accounts that are no longer needed, and optionally sorting all Student Accounts into Classes.

Additionally, a SAML-linked School can use student SAML NameIDs to accurately match with existing Student Accounts, while also linking new Student Accounts with their SAML credentials. This is important to prevent accidental account duplication.

Depending on the SAML NameID format that was chosen during SAML setup, this process may require *School Administrator* access to the SAML Identity Provider (e.g. Azure) in order to export a list of students that includes their SAML NameIDs.

Getting Started.

From the *School Administration* menu choose SMART Tool.




Stage 1.

Export a student spreadsheet from your school's SIS/SMS or SAML Identity Provider that contains all the students in the school, and includes the columns:

- First Name - required
- Last Name - recommended for matching with existing Student Accounts
- Student ID - recommended for accurate matching with existing Student Accounts
- NameID - recommended for SAML account linking, and required for linking new Student Accounts with their SAML credentials
e.g. Azure user.objectid or user.userprincipalname
- Class - optional

Step 1. Prepare Your Student-Import File

 Your School is SAML-linked, which allows your students to login using an existing **Example School** username and password instead of an additional EdAlive Central username and password.

[Next](#)

[Back](#)

Generate an Excel or CSV spreadsheet that contains all of the students in your school, and includes the following columns:

- First Name (required)
 - This column should contain the student's first name.
 - A pseudonym may be used.
 - This column cannot be left blank.
- Last Name (recommended)
 - This column should contain the student's last name or last name initial
 - This column can be blank.
 - Last names can significantly improve the ability of the Tool to automatically match Student-Import Records with EdAlive Central Student Accounts.

Click NEXT to proceed to Stage 2.

Stage 2.

Select your student spreadsheet file and click NEXT.

Step 2. Select Your Student-Import File

Drop a file here, or click to select a file.

Supported file formats:

.csv .xls .xlsx

(No file selected)

[Next](#)

[Back](#)

Stage 3.

The next page will try to automatically match your Student-Import Records with the EdAlive Central Student Accounts based on their SAML NameIDs, Student IDs or First and Last Names.

You can manually match additional students by selecting a Student-Import Record and an EdAlive Central Student Account and clicking the MATCH/MERGE button.

If a significant number of Student Accounts show an incorrectly unmatched status, consider going back to Stage 1, adjusting the student spreadsheet to include matching Last Names and/or Student IDs and then selecting the Student-Import File again.

Ensure that Student Accounts are matched where possible to prevent duplicate Student Accounts from being created.

Any existing Student Accounts that remain unmatched because they are not represented in the Student-Import File should be marked for deletion.

To do this, click SELECT UNMATCHED and then click DELETE.

Click Next to proceed.

Step 3. Match Your Student-Import Records

To Match or Delete Students, select one or more rows and use the Action Buttons.
Ensure that Student-Import Records are matched to EdAlive Central Student Accounts as appropriate.
Student-Import Records that are not matched will result in the creation of new or duplicate EdAlive Central Student Accounts.

Student-Import Records						EdAlive Central Student Accounts					
First Name	Last Name	Student ID	SAML NameID	Classes	Status	First Name	Last Name	Student ID	SAML NameID	Last Sign In	Classes
Amelia	S	S001	nID001	Year 3	match	Amelia	S	S001	nID001		Year 2
Charlie	J	S002	nID002	Year 4	match	Charlie	J	S002	nID002		Year 3
Henry	W	S003	nID003	Year 3	match	Henry	W	S003	nID003		Year 2
Mahida	B	S004	nID004	Year 3	match	Mahida	B	S004	nID004		Year 2
Tamara	E	S006	nID006	Year 4	register						
						Vincent	K	S007	nID007		Year 3
William	T	S005	nID005	Year 4	match	William	T	S005	nID005		Year 3

Action Buttons

Match / Merge

Split

Delete

Undo Delete

Select Unmatched

Clear Selection

Next

Back

Stage 4.

If a Class column was included in the Student-Import File, Step 4 will display a summary of the Classes as they will be in the School after this rollover process is completed. If a Class column was not included, skip ahead to Stage 5.

- There may be one or two options on this page, depending on whether they are currently relevant to your school.
- For a full school rollover, it is recommended that you choose REMOVE for each available Class summary option.

Click NEXT to proceed.

Step 4. Review Classes

Class Name	Status	Students Currently ⓘ	Students After Update ⓘ	
Year 2	remove	3		
Year 3	replace	3	3	Preview
Year 4	create		3	Preview

Do you want to Retain existing Classes that are not included in the Student-Import File, or Remove those Classes?

[Retain](#) [Remove](#)

For EdAlive Central Student Accounts that were not included in the Student-Import File and have not been marked for deletion, do you want to Retain their membership in the Classes that are included in the Student-Import File, or Remove them from those Classes?

For full-school rollovers, it is recommended to choose the Remove option here so that the new Class rolls don't include any Students from the previous school year.

For Student-Import Files that contains only a subset of the Students in the school, it is recommended to choose the Retain option on a case-by-case basis so that current class memberships are not affected, unless that is desired.

[Retain](#) [Remove](#)

[> Next](#)

[◀ Back](#)

Stage 5.

Click the SAVE & APPLY button.

The student rollover will then be applied.

Step 5. Ready To Apply Updates

We are ready to apply your Student updates.
The following updates will be applied.

New EdAlive Central Student Accounts Registered	1
EdAlive Central Student Accounts Matched and Updated	5
Unmatched EdAlive Central Student Accounts Retained	1
EdAlive Central Student Accounts Merged With Other Matched EdAlive Central Student Accounts	0
EdAlive Central Student Accounts Deleted	0
Total EdAlive Central Student Accounts After Import	7

Note that it may take several minutes to apply your updates, depending on the number of Student-Import Records.

[Save & Apply](#)
[Back](#)

Once the rollover is complete you will see the *Manage Classes* page where teachers can be assigned to classes.

Manage Classes

To edit a Class Name: Double click on the Class Name, make the changes and press Enter.
To assign teachers to classes: Double click on the Teacher field and select one or more teachers from the list and press Enter (you can type their name to search).

<input type="checkbox"/>	Name	Teachers	Students
<input type="checkbox"/>	Year 2		3
<input checked="" type="checkbox"/>	Year 3	Assign Teachers... Alex Smith	3
<input type="checkbox"/>	Year 4		1
<input type="checkbox"/>	(Students In No Class)		0

[View Class](#)
[Add Class](#)
[Edit Class Details](#)
[Delete Classes](#)
[SMART Tool](#)

Student Rollovers for SAML-linked Multi-School Groups SMART Tool

A Student Rollover is a process that involves registering Student Accounts, deleting Student Accounts that are no longer needed, and optionally sorting all Student Accounts into Classes.

Additionally, A SAML-linked School can use student SAML NameIDs to accurately match with existing Student Accounts, while also linking new Student Accounts with their SAML credentials. This is important to prevent accidental account duplication.

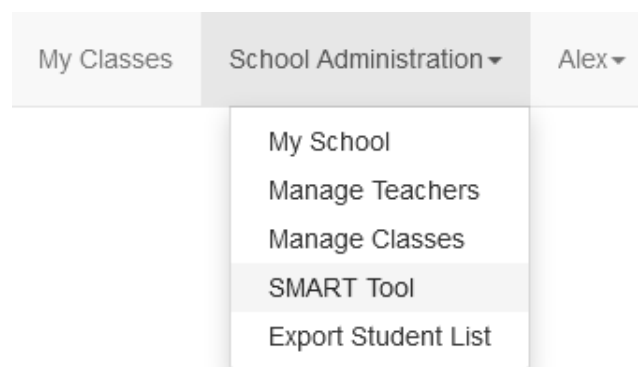
When multiple schools are linked to the same SAML Identity Provider, it is possible to perform a Student Rollover for all of the Student Accounts in all of the linked Schools at once.

Depending on the SAML NameID format that was chosen during SAML setup, this process may require *School Administrator* access to the SAML Identity Provider (e.g. Azure) in order to export a list of students that includes their SAML NameIDs.

Getting Started.

Getting Started.

From the *School Administration* menu choose SMART Tool.




Stage 1.

Export a student spreadsheet from your schools' SIS/SMS or SAML Identity Provider that contains all the students in the school, and includes the columns:

- First Name - required
- Last Name - recommended for matching with existing accounts
- Student ID - recommended for accurate matching with existing accounts
- NameID - recommended for SAML account linking, and required for linking new Student Accounts with their SAML credentials
e.g. Azure user.objectid or user.userprincipalname
- School - required for multi-school group rollovers
This column should contain the school identifiers that are provided during student SAML sign-in in the SAML Assertion.
Click SHOW SCHOOL IDENTIFIERS to see the Assertion name and a list of these identifiers.
- Class - optional

Step 1. Prepare Your Student-Import File

 Your School is SAML-linked, which allows your students to login using an existing **Example School District** username and password instead of an additional EdAlive Central username and password.

> Next

< Back

Generate an Excel or CSV spreadsheet that contains all of the students in your school, and includes the following columns:

- First Name (required)
 - This column should contain the student's first name.
 - A pseudonym may be used.
 - This column cannot be left blank.
- Last Name (recommended)
 - This column should contain the student's last name or last name initial.
 - This column can be blank
 - Last names can significantly improve the ability of the Tool to automatically match Student-Import Records with EdAlive Central Student Accounts

Stage 2.

Select your student spreadsheet file and click NEXT.

Step 2. Select Your Student-Import File

Drop a file here, or click to select a file.
Supported file formats:
.csv .xls .xlsx
(No file selected)

> Next

< Back

Stage 3.

The next page will try to automatically match your Student-Import Records with the EdAlive Central Student Accounts based on their SAML NameIDs, Student IDs or First and Last Name.

You can manually match additional students by selecting a Student-Import Record and an EdAlive Central Student Account and clicking the MATCH/MERGE button.

If a significant number of Student Accounts show an incorrectly unmatched status, consider going back to Stage 1, adjusting the student spreadsheet to include matching Last Names and/or Student IDs and then selecting the Student-Import File again.

Ensure that Student Accounts are matched where possible to prevent duplicate Student Accounts from being created.

Any existing accounts that remain unmatched because they are not represented in the Student-Import File should be marked for deletion. To do this, click the Select Unmatched button and then click the DELETE button.

Click the NEXT button to proceed.

Step 3. Match Your Student-Import Records

To Match or Delete Students, select one or more rows and use the Action buttons.
Ensure that Student-Import Records are matched to EdAlive Central Student Accounts as appropriate.
Student-Import Records that are not matched will result in the creation of new or duplicate EdAlive Central Student Accounts.

Student-Import Records							EdAlive Central Student Accounts						
First Name	Last Name	School	Student ID	SAML NameID	Classes	Status	First Name	Last Name	School	Student ID	SAML NameID	Last Sign In	Classes
Amelia	S	School A	S001	nID001	Year 3	match	Amelia	S	School A	S001	nID001		Year 2
Charlie	J	School A	S002	nID002	Year 4	match	Charlie	J	School A	S002	nID002		Year 3
Henry	W	School B	S003	nID003	Year 3	match	Henry	W	School B	S003	nID003		Year 2
Matilda	B	School B	S004	nID004	Year 3	match	Matilda	B	School B	S004	nID004		Year 2
Tamara	E	School C	S005	nID005	Year 4	match	Tamara	E	School C	S005	nID005		Year 3
						delete	Vincent	K	School A	S007	nID007		Year 3
William	T	School C	S005	nID005	Year 4	match	William	T	School C	S005	nID005		Year 3

Action Buttons
Match / Merge
Split
Delete
Undo Delete
☒ Select Unmatched
☒ Clear Selection
Next
Back

Stage 4.

If a Class column was included in the import data, Step 4 will display a summary of the Classes in the various Schools after the completion of this rollover process. If a Class column was not included, skip ahead to Stage 5.

There may be one or two options on this page, depending on whether they are currently relevant to your schools.

For a full multi-school rollover, it is recommended to choose REMOVE for each available class summary option.

Click the NEXT button to proceed.

Step 4. Review Classes

School	Class Name	Status	Students Currently ⓘ	Students After Update ⓘ	
School A	Year 2	remove	1		
School A	Year 3	replace	2	1	Preview
School A	Year 4	create		1	Preview
School B	Year 2	remove	2		
School B	Year 3	create		2	Preview
School C	Year 3	remove	2		
School C	Year 4	create		2	Preview

Do you want to Retain existing Classes that are not included in the Student-Import File, or Remove those Classes?

[Retain](#) [Remove](#)

For EdAlive Central Student Accounts that were not included in the Student-Import File and have not been marked for deletion, do you want to Retain their membership in the Classes that are included in the Student-Import File, or Remove them from those Classes?

For full-school rollovers, it is recommended to choose the Remove option here so that the new Class rolls don't include any Students from the previous school year.

For Student-Import Files that contains only a subset of the Students in the school, it is recommended to choose the Retain option on a case-by-case basis so that current class memberships are not affected, unless that is desired.

[Retain](#) [Remove](#)

[Next](#)

[Back](#)

Stage 5.

Click the SAVE & APPLY button.

The Student Rollover will then be applied.

Step 5. Ready To Apply Updates

We are ready to apply your Student updates.
The following updates will be applied:

New EdAlive Central Student Accounts Registered	0
EdAlive Central Student Accounts Matched and Updated	6
Unmatched EdAlive Central Student Accounts Retained	0
EdAlive Central Student Accounts Merged With Other Matched EdAlive Central Student Accounts	0
EdAlive Central Student Accounts Deleted Show List	1
Total EdAlive Central Student Accounts After Import	6

[Save & Apply](#)

[Back](#)

Note that it may take several minutes to apply your updates, depending on the number of Student-Import Records.