

# ORIGO ACCESS Admin Guide

Log in to the *Stepping Stones* Platform: [www.origoaccess.com](http://www.origoaccess.com)

If your school or district uses **Google Apps** for education, **Clever** or **ClassLink** for SSO you may use those buttons to log in. If not, then use the credentials ORIGO has provided.



 Username

 Password

Remember me

SIGN IN

or



Sign in with Google



Sign in with Classlink

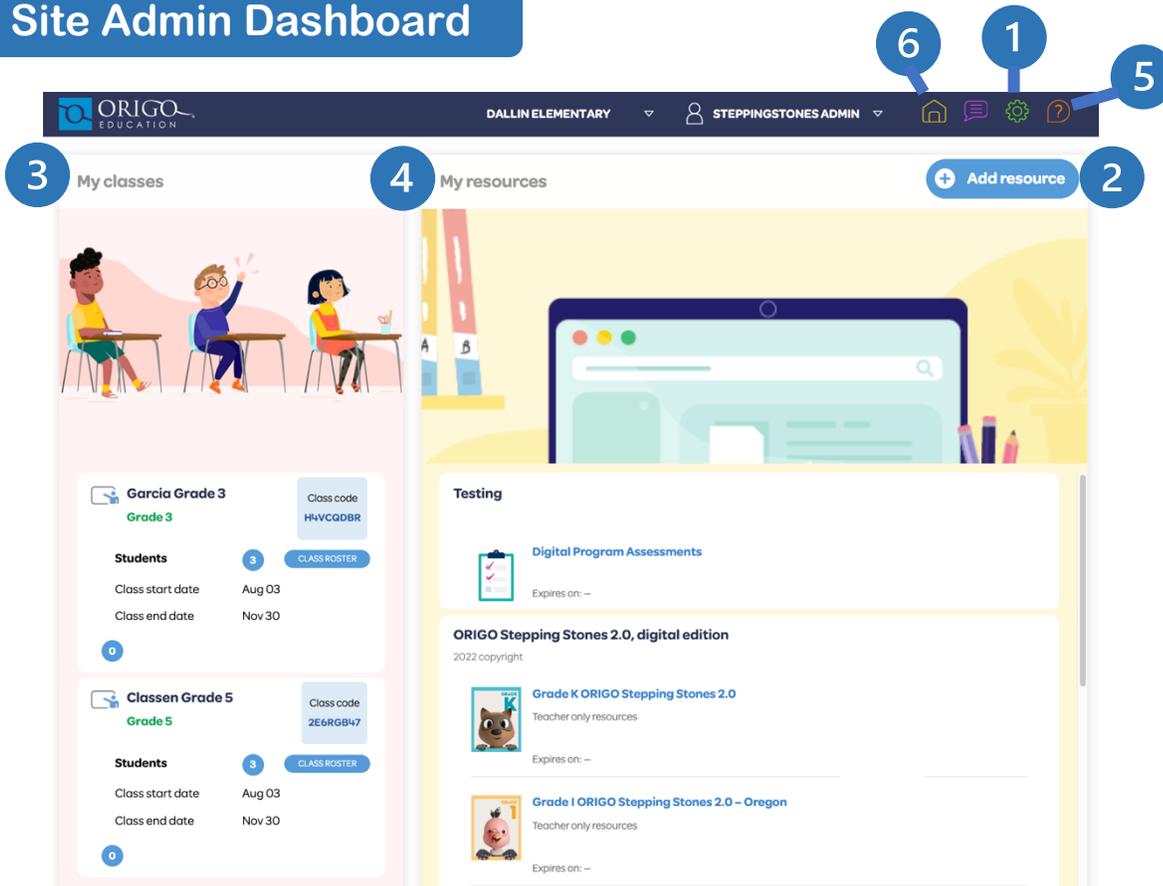


Sign in with Clever

Forgotten password?

[Terms & Conditions](#)

## Site Admin Dashboard



- 1 To locate the **Admin** panel, click on the . It is in this panel that you will be able to create and manage users and classes.
- 2 The **Add resource** button is used to add the resource token that has been issued to your school. Each teacher will need only one resource token.
- 3 The **My classes** section shows all classes that have been created. To access an individual class, select the class name. The class resources are listed here.
- 4 When the resource token has been added, the teacher resources will be displayed in the **My resources** area.
- 5 The **Support** tab is where you will find user guides, informational videos, etc. to help you and teachers successfully use the resources within the platform.
- 6 The **Home** tab will take you back to the main user dashboard from the Admin panel or Teacher dashboard.

## Table of Contents

### Options for Adding Classes and Users:

- 1) Manually add classes and users
- 2) Add Classes and Users using a .csv upload
- 3) Roster using Clever\*
- 4) Roster using ClassLink\*
  - If you are rostering using Clever or ClassLink, please skip to “Adding a Class Token”

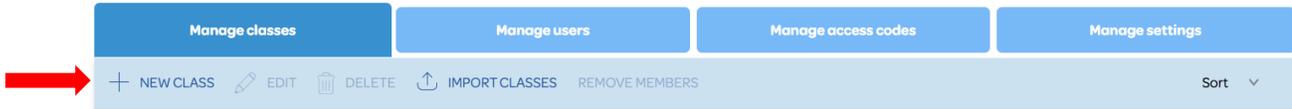
### Additional Information:

- How to edit a class
- How to edit a user
- How to change a password
- Adding a class token

## Manually Adding Classes and Users:

- You will need to go to the Admin panel by clicking on the  at the top of the dashboard.
- Manage Classes is the default page in the Admin panel.

←  
ADMIN



### To Add a Class:

- Click on the + New Class
- Here you will need to Name the class, add a description (not mandatory), select the grade level, and add a start and end date.
- Click send when finished.
- Continue this until all classes have been added

### New class ✕

Name

Description

Grade

Start date

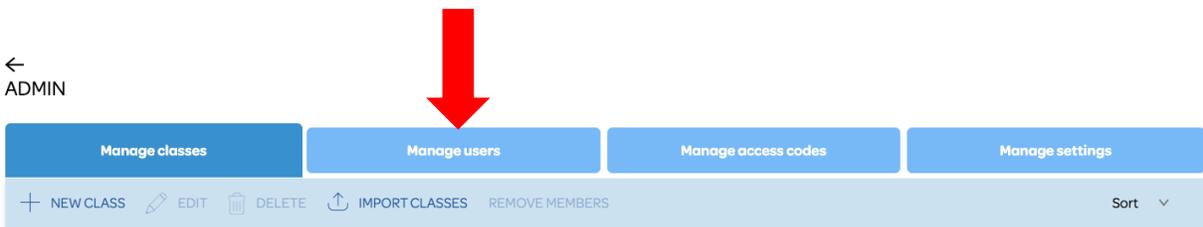
End date

CANCEL SEND

## Manually Adding Users:

- Click on the “Manager Users” tab at the top of the page

←  
ADMIN



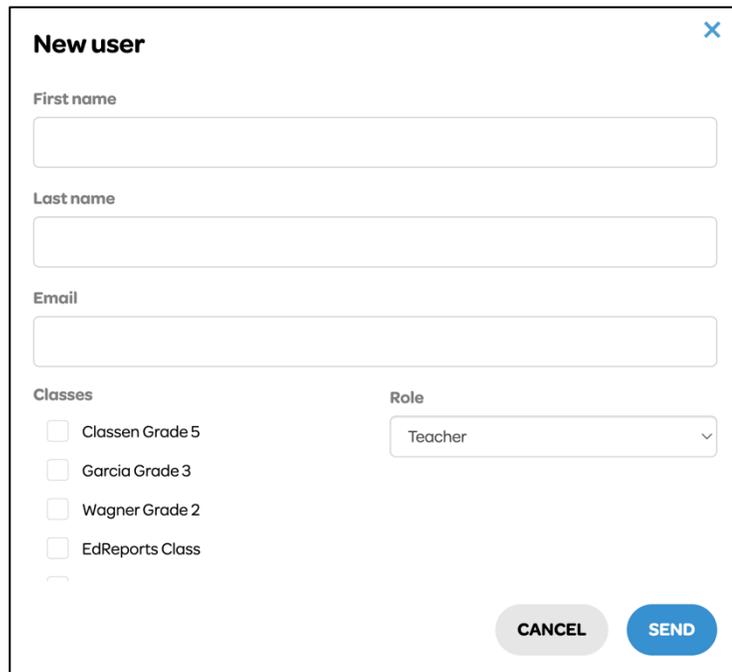
- This will open to the new tab's page

- Click on + New User to begin adding students and teachers



- Enter the First Name
- Enter the Last Name
- Add an email (mandatory for teachers) - If using Google, please use the email address associated with the Google account in the school domain.
- select the class to add the user
- Select a role (teacher, student, or School Administrator)

\*\* Password pop-up (not shown). The password is auto generated.



The 'New user' form contains the following fields and options:

- First name**: Text input field
- Last name**: Text input field
- Email**: Text input field
- Classes**: A list of checkboxes for selecting classes:
  - Classen Grade 5
  - Garcia Grade 3
  - Wagner Grade 2
  - EdReports Class
- Role**: A dropdown menu currently showing 'Teacher'
- Buttons**: 'CANCEL' and 'SEND' buttons at the bottom right.

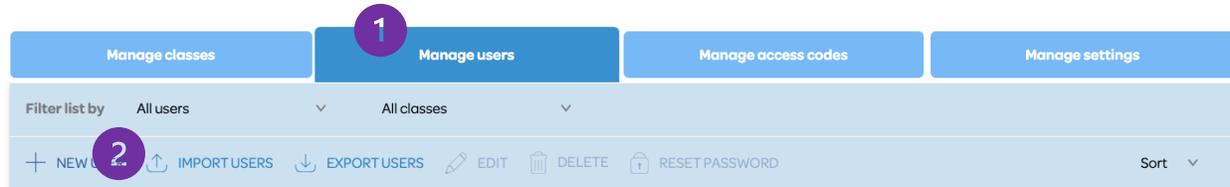
\* **Note** – After password is generated, write down immediately. There is no way to view the password once the pop-up window closes. The user will need to click the **Forgotten password** on the Access home page to create a new password.

Manual Rostering using a .csv file:

- You will need to go to the Admin panel by clicking on the  at the top of the dashboard.

## Importing Users:

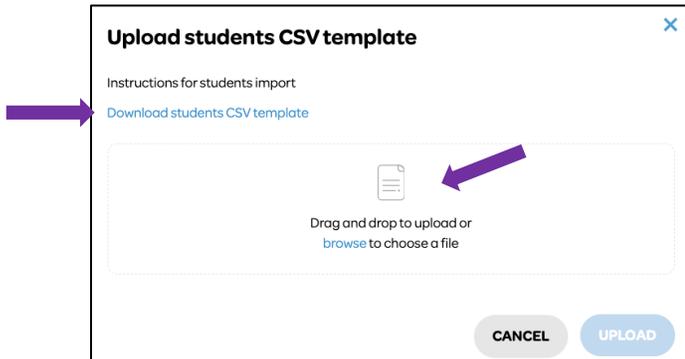
←  
ADMIN



1 Select the Manage Users tab – you will need to add users first when uploading with a .csv file

2 Click on Import Users. This will open a selection box  to choose students or teachers. You will add them separately.

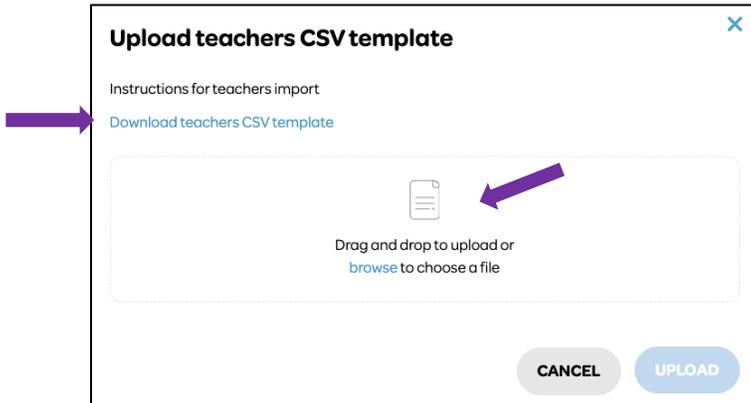
**Import Students:** Once you select import students, a new pop up will open:



- You will need to download the students CSV template to begin.
- The template is pre-loaded with the information needed for each field.
- Mandatory fields are:
  - Last Name
  - First Name
  - User Type (primary)
- The other fields can be completed. If email addresses are google, it is good to include this because there is a log in with google button students can use for easy login.
- After entering all student information into the template, save it as a .csv file.
- Upload the completed file into the pop up within the Access platform. Click Upload.
- If everything is correct, it will upload properly.
- If the .csv file is not correct, you will receive an email to let you know that errors occurred.

The following is a link to a helpful video on uploading students: <https://origo-education.wistia.com/medias/oms7kdoukv>

**Import Teachers:** Once you select import teachers, a new pop up will open:

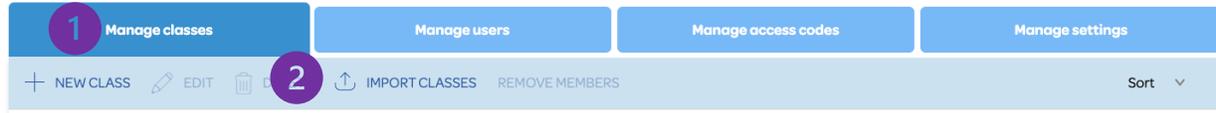


- You will need to download the teachers CSV template to begin
- The template is pre-loaded with the information needed for each field.
- Mandatory fields are:
  - Last Name
  - First Name
  - Email
- The other fields can be completed.
- After entering all teacher information into the template, save it as a .csv file
- Upload the completed file into the pop up within the Access platform. Click Upload.
- If everything is correct, it will upload properly.
- If the .csv file is not correct, you will receive an email to let you know that errors occurred.

The following is a link to a helpful video on uploading teachers: <https://origo-education.wistia.com/medias/fs2npxdh4>

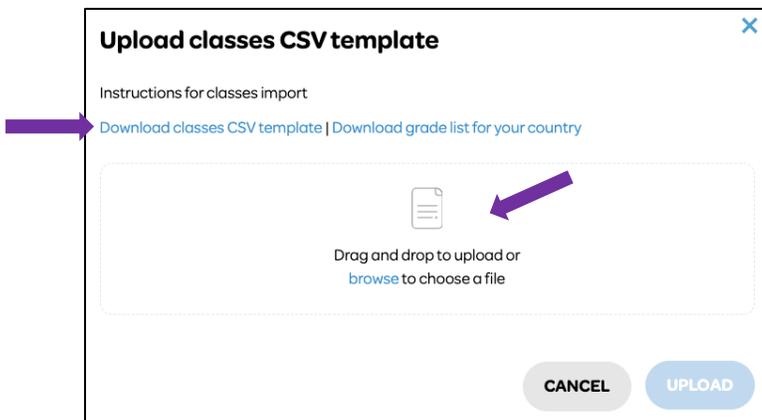
## Importing Classes:

←  
ADMIN



1 You will need to switch to the “Manage Classes” Tab

2 Select Import Classes. This will open a new pop up window:

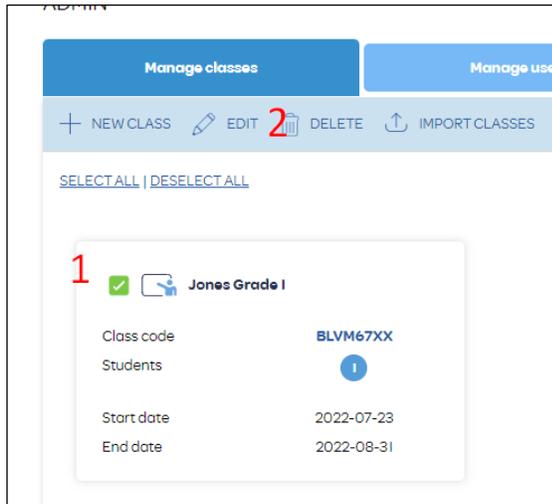


- You will need to download the classes CSV template
- The template is pre-loaded with the information needed for each field.
- Mandatory fields are:
  - Name
  - Start Date (yyyy/mm/dd)
  - End Date (yyyy/mm/dd)
  - Grade (This must be entered according to the grade list for your country document)
- After entering all class information into the template, save it as a .csv file
- Upload the completed file into the pop up within the Access platform. Click Upload.
- If everything is correct, it will upload properly.
- If the .csv file is not correct, you will receive an email to let you know that errors occurred.

The following is a helpful video on uploading classes: <https://origo-education.wistia.com/medias/g0b9608q81>

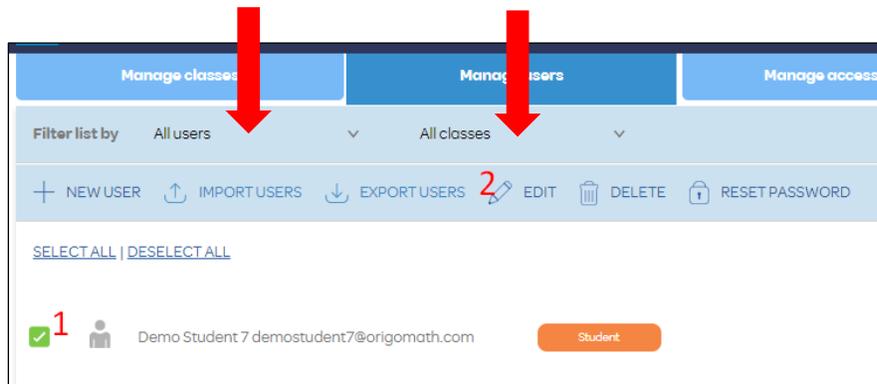
## Edit a Class:

To edit a class, you will need to go to the “Manage Class” tab.



1. Select the box next to the name of the class.
2. Click on “Edit”
3. This will open the class pop up to make any edits

## Edit a User:



\*\*Users can be filtered by clicking on All Users or All Classes

1. To edit the user, check the box next to the user’s name
2. Click “Edit”. A pop-up window will appear showing the user’s information. You will be able to change the user information.

# ORIGO ACCESS Admin Guide

**Edit user** ✕

First name

Last name

Email

Classes Role

Classen Grade 5

Garcia Grade 3

Wagner Grade 2

EdReports Class

---

**ORIGO Big Book Tools** 08/27/23 - 06/30/24

---

**Flare** 08/27/23 - 06/30/24

---

**Manipulatives** 08/27/23 - 06/30/24

This will allow any edits to be made to:

- Name
- Email
- Class
- Role

\*\*Students are only allowed in one class.

## Change a Password:

In the “Manage Users” tab, you can reset the password for any user.

Manage classes
Manage users
Manage access codes

Filter list by
All users ▼
All classes ▼

[+ NEW USER](#)
[↑ IMPORT USERS](#)
[↓ EXPORT USERS](#)
[✎ EDIT](#)
[🗑 DELETE](#)
[🔒 RESET PASSWORD](#) 2

[SELECT ALL](#) | [DESELECT ALL](#)

1

✓

Addie Walters dsastudent10@origomath.com
Student

**1** Select the box next to the user’s name

**2** Click on “Reset Password”. This will open a new pop up to create a new password for the user. Click “Change Password” and an email notification will be sent to the user. If there is not an email associated with the student accounts, you will need to send this information to the teacher.

### Change user's password ✕

Name Addie Walters

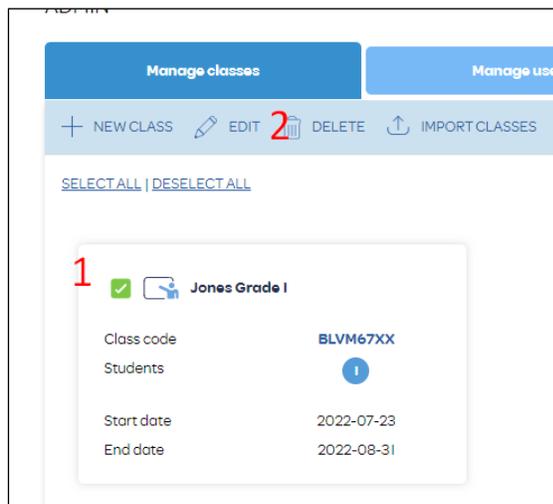
New password

We will send an email notification of this password change to the user's registered email address.

CANCEL CHANGE PASSWORD

## Adding a Class Token:

To add a class token, you will need to be in the Manage Classes screen.



1. Select the box next to the name of the class.
2. Click on "Edit"

This will open the class pop up to make any edits

# ORIGO ACCESS Admin Guide

- Enter the class token in the “token redeem” field. Make sure that the token you are entering matches the grade level of the class.
- Click “send” and all users attached to the class will then have access to the *Stepping Stones* resources.



**Edit class** ✕

Name

Description

Grade

Token Redeem

Start date

End date

Last name, first name

Email