First time steps and customization for you…..the Teacher

Project Options Tab

***Set Up***

1. First and foremost you will need to create a project. This is under the Projects tab.
2. As a note: only one teacher can create one active project for the entire semester, so either you or another teacher can create this project.
3. If there is not a current project, click on the link that says “Create a New Project,” otherwise another teacher has already beat you to the punch and has created the active project. If that is the case, then you can bypass these instructions and go to the Students page under the Manage Users tab.
4. A form will come up and this is where you will set up the entire project for the semester.
5. Fill out the form to your liking and desires to create a new active project.
   1. You can determine if you want the project the current year or next year, either in the Fall or Spring semester, and either the Calendar or Arrow.
   2. For the “How many clients can the students choose?” section:
      1. This is where you will determine how many of the high, medium, or low priority clients, or if you want just a general maximum of any type of client for each student to select.
      2. Select either “Total Clients in different Priorities” for the option for high, medium, or low priority clients.
      3. Or select “Total Clients in total form” for the option of a general maximum amount of clients.
      4. Keep in mind: A student will need at least one client to start selling ads. So help them out and give them at least one client for whatever option you choose. ☺
   3. Then finally for the “When can the students add clients?” section:
      1. This is where you will select the timeframe window of opportunity for the students to select clients.
      2. For the Start Time, you can select the day and time you want to open the flood gates for the students to select a client.
      3. For the End Time, you can select the day and time you want to kill the students opportunity to grab anymore clients. Now they will still keep their current clients and can work off of them, but they will not be able to select anymore clients to work on.
      4. Also, you can either type in the date and time with the format YYYY/MM/DD 00:00 AM/PM.
      5. In theory, you should set up the Start Time in the future and the End Time before the semester ends.
6. Click Create Project at the end when you are finished and you just created the project for the semester ☺
7. You will then be redirected to the Students page under the Manage Users tab.

***Up Keep***

1. This is when you come back to the Projects tab and you want to make changes to the project or view an archived project.
2. By default, the active project will be always on display for you to quickly see the project or make an adjustment if need be.
3. The active project will be in the same form as when you first set up the project, with the addition of “Would you like to move this project to the archives?” option.
   1. You will use this option at the end of the semester when you want to completely end the active project.
   2. This will prevent the students from making any changes to their clients, and basically end their use of adit.
4. Other than the archive option, here is where you can change anything about the project (if it of course is valid).
   1. You can change the Year, Semester, Project type, amount of Clients a student can choose, Start Time, and End Time.
   2. Theoretically, you should really only alter the amount of Clients a student can choose. Let’s say you started the project of only letting them have two clients from each priority (high, medium, and low). Then you decided after a month the students are doing pretty well and you want them to have whatever client they want (don’t really care what priority). Then here is where you would change the project to fit accordingly.
   3. But of course, you have the power and
5. If you altered the project at all and want to save it, then select “Update Project.”
6. To view an archived project, if any available, just select the project and click on “View Selected Archived Project.”
   1. This will show you everything that happened on this project, but you will not be able to edit any of the information.
7. You can also change the project from archived to active again if you do need to change anything.
   1. To do this, go click on Edit next to the archived project.
   2. Select Yes under “Would you like to re-activate this project?”
   3. Then click Create Project, and viola, you’re done.

Manage Users Tab

Set Up

1. Once you have created your Project, you may now infiltrate your students. This is where you can add, delete, promote (become a student manager), and demote (return the manager to a regular student) your students.
2. There are two ways to add students: import from an Excel spreadsheet or add a single student at a time (if you are bored or have a student add the class).
   1. For the Excel spreadsheet:
      1. Open up your spreadsheet.
      2. Select everything. Yes, everything. You do not have to worry about if you selected the headings or anything else.
      3. Copy everything, and go back to UpSell.
      4. Paste everything into the large text box under “Copy & paste your student list here,” and click “Add Students to Section.”
      5. Viola you just created all of your students.
   2. For the single student at a time:
      1. Click on “Add One Student,” located above the large text box.
      2. Fill out the form for the student, and click “Submit” to add the student.
3. For promoting, demoting, deleting a student or creating teams:
   1. First select student(s) that you want to change by checking the checkbox next to the student(s).
   2. Find the drop-down box labeled “Student Options,” select the option you want, and click Submit.
      1. Promote Student – set a student as a student manager.
      2. Demote Student – set a student manager as a regular student.
      3. Create Team – set students to a specific student manager.
         1. For the Create Team option, select all of the students you want on a team. Then once you select the Create Team option, another drop-down box will pop up for the list of student managers. Then select the student manager you want and click Submit.  *(Important note: at least have one student manager, or else you won’t be able to create a team.)*
      4. Delete Student – remove the student from the Project.
      5. Delete Everything – apocalypse, and all the students are removed from the Project.
4. If you have multiple sections of students:
   1. Click on “Create a New Section.”
   2. Determine the section number you want, and select your name as the teacher, then

Viewing and Customization

1. You may sort any column heading you would like (Name, ID, Email, etc.) by clicking on the heading.
2. You may change the amount of students you want to display by changing the drop-down box called “Show entries.”
3. Clicking on a student’s name will take you to their specific Clients page.