# First time steps and customization for you: Teacher

Project Options Tab

## Set up

1. First and foremost, you will need to create a project. This is under the **Projects** tab.
2. Please 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 created the active project before you. If that is the case, then you can ignore 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 project for the semester.
5. Fill out the form to your liking to create a new active project.
   1. You can determine if you want the project to be the current year or next year, either Fall or Spring semester, and either 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 a student may select. You may also specify the maximum total clients a student may select.
      2. Select either **Total Clients in Different Priorities** or the options for high, medium, or low priority clients.
      3. You may also select **Total Clients in Total Form** for the option of a general maximum amount of clients.
      4. Please keep in mind that a student will need at least one client to start selling advertisements. Help them out and give them at least one client for whatever option you choose.
   3. Then finally for the **When can students add clients?** section:
      1. This is where you will select the timeframe window of opportunity in which students may select clients.
      2. For the **Start Time**, you can select the day and time you want to allow the ability for students to select clients.
      3. For the **End Time**, you can select the day and time you want to cancel the students’ ability to grab more clients. They will still keep their current clients and be able work off them, but they will not be able to select anymore clients to work with.
      4. You can type the date and time with the format of YYYY/MM/DD HH:MM 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. Congratulations! You just created semester’s project.
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 always be on display for you to quickly see the project or make an adjustment if needed.
3. The active project will be in the same form as when you first set up the project with the addition of the **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 mark the active project as being completed.
   2. This will prevent students from making any changes to their clients and end their use of **Adit**.
4. Other than the archive option, here is where you can change anything about the project (as long as your changes are valid).
   1. You can change the **Year**, **Semester**, **Project Type**, **Amount** of clients students can choose, **Start Time**, and **End Time**.
   2. In practice, you should only alter the amount of clients a student can choose. In a case where you started the project allowing two clients from each priority, students may be doing well after a month and may be allowed to select more clients. You can make such a change on this page.
5. If you alter the project and want to save it, then select **Update Project**.
6. To view an archived project, select the project and click on **View Selected Archived Project**. 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, 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 you are done.

Manage Users Tab

## Set Up

1. Once you have created your project, you may then examine your students. This is where you can add, delete, promote, and demote your students.
2. There are two ways to add students: import from an Excel spreadsheet or add a single student at a time (in case a student adds the class).
   1. For the Excel spreadsheet:
      1. Open up your spreadsheet.
      2. Select everything (Ctrl+A). You do not have to worry about selecting the headings.
      3. Copy everything and go back to **Adit**.
      4. Paste everything into the large text box under **Copy & paste your student list here** and click **Add Students to Section**.
      5. You are done. 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, or deleting students or for creating teams:
   1. Select the student(s) you want to change by checking the checkbox next to each person.
   2. Find the drop-down box labeled **Student Options**, select the option you want, and click **Submit**.
      1. Promote Student – set a student to be a student manager.
      2. Demote Student – set a student manager as a regular student.
      3. Create Team – set students to be associated with a particular student manager.
         1. For the **Create Team** option, select all of the students you want on a team.
         2. Once you select the **Create Team** option, another drop-down box will pop up for the list of student managers.
         3. Select the student manager you want and click **Submit**.
         4. Important: There must be at least one student manager. Otherwise, you will be able to create a team.
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.

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 student 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 **User** page.