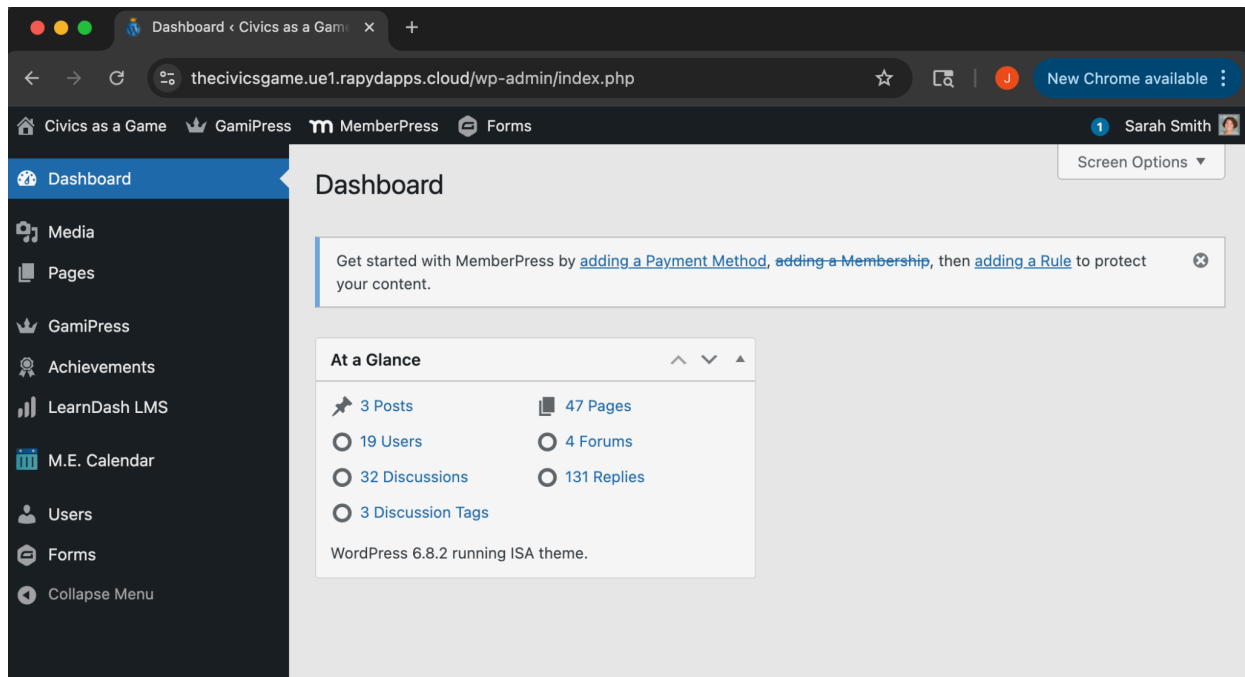# Orientation for Teachers

Teacher Documentation

Teacher's Admin Dashboard

Create Student Account

In normal game play, students are responsible for creating their own accounts.

- During the 2-week sign-up period, accounts are automatically approved, and students can begin play immediately.
- Outside the sign-up period, visitors can create new accounts, but they will not be activated until the Teacher reviews and approves them.

In special cases, Teachers can manually create User Accounts. To do so:

1. On the Civics as a Game homescreen, click the button on the top left that says "Civics as a Game"
2. On the taskbar located at the left hand side of the screen, click "Users".
3. Next click "Add Users: and begin creating accounts for your students. A username and email is required.
4. Make sure the students have the appropriate roles, such as group leader.

Students can change the password by clicking "forgot my password" when signing in.

General Administration

- Moderate groups & forums

Role Upgrades

These roles (or *Profile Types*) are automatically upgraded by system
- Citizen
- Candidate

These roles are manually assigned by the Teacher — in WP Dashboard, or in custom UI (TBD)
- Journalist
- Party Leader
- Party Nominee
- Senator
- President

Set User Role

To manually set the user's Profile Type (Journalist, Party Leader, etc.):
- Go to **Users** > **All Users** > [user_name]
- Choose the **Extended Profile** top tab
- From the **Profile Type** section in right sidebar, choose desired profile type.
- Click **Update Profile** button

Teacher's Role in Elections:

- Creates election polls
- Schedules debates
- Co-moderates debates with student Journalists
- Verifies election poll results
- Assigns role upgrade

Give Party Leaders Control of Party

- [Explanation to come]

Organizer

Information

Members   5

Feed

Send Messages

Discussions

Photos

Videos

Albums

Documents

Send Invites

Manage

Leaderboard

Details   Settings   Photo   Cover Photo   **Members**   Forum   Delete

Manage group members; promote to moderators, co-organizers, or demote or ban.

Organizers

Organizers have total control over the contents and settings of a group. That includes all the abilities of mod
well as the ability to turn group forums on or off, change group status from public to private, change the gro
manage group members, and delete the group.

J   JCAdmin

Members   🔍 Search Members

When a member joins a group, he or she is assigned the member role by default. Members are able to contri
group's discussions, activity feeds, and view other group members.

DT   **Delta Tester**
Kick & Ban   Promote to Moderator   Promote to co-organizer   Remove from group