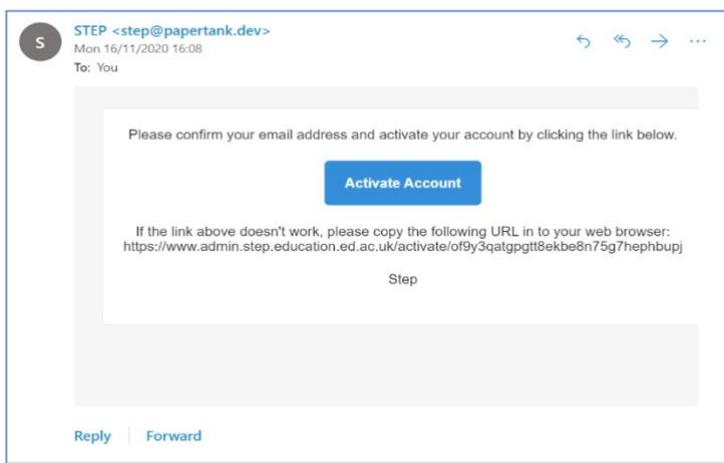# STEP Digital Families Learning App

Getting started with the teacher dashboard

1. To activate your teacher admin account, click 'Activate Account' in the email invite sent to you. This can be done on any device such as a laptop, iPad or phone.
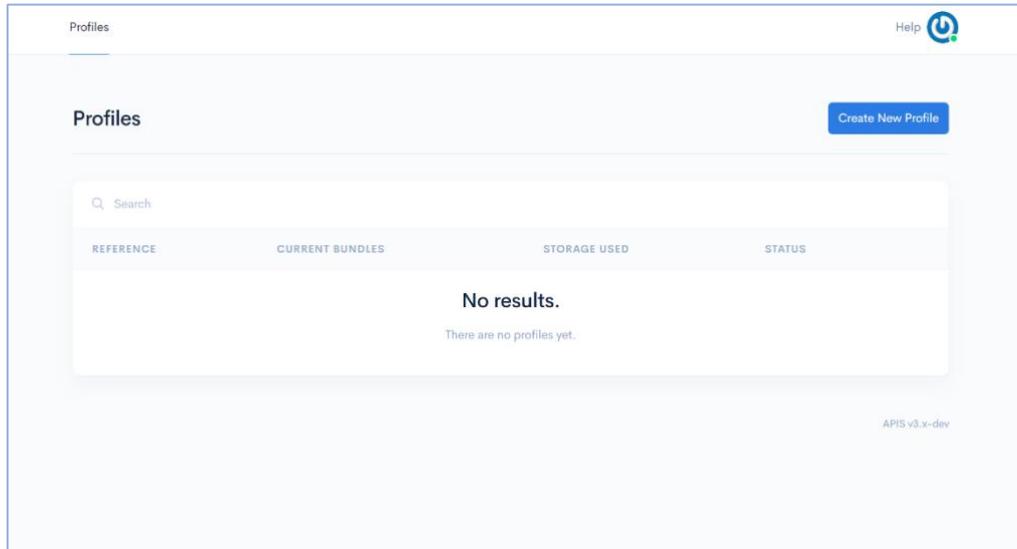

2. You will be requested to create a password. This must be a minimum of 8 characters, at least 1 capital letter and 1 number.

3. Once your account has been activated, you will be asked to input your email address and password again to log in to the dashboard

4. This is your dashboard. To add a student, click 'Create New Profile'.


5. On the 'Create New Profile Page' you will find a reference number. It is essential that you keep a note of this number along with the student's name as there are no personal details stored on your dashboard.
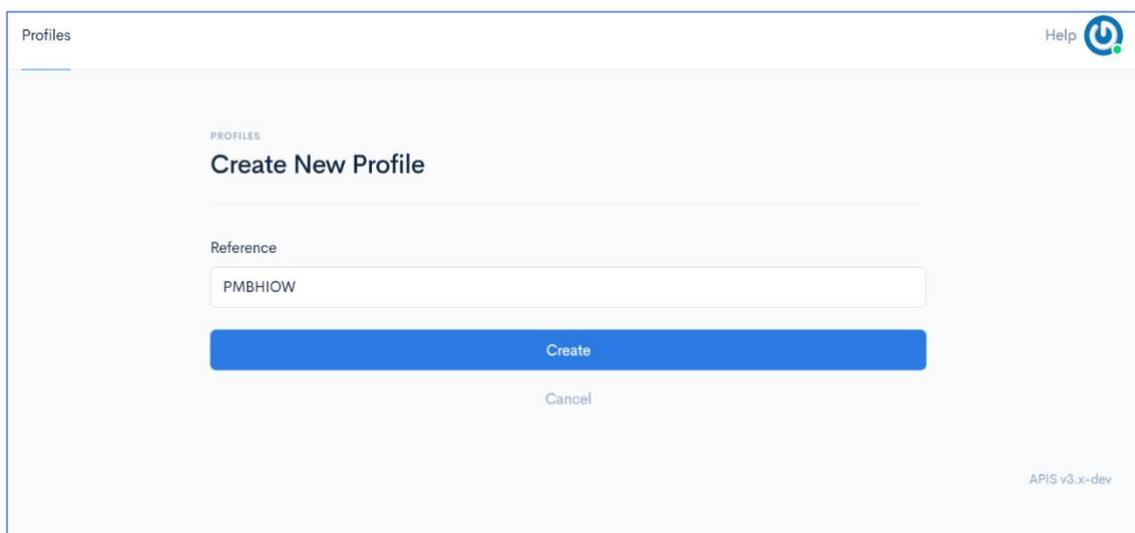
6. You have now created your first student. On each Profile Page you will find the Student HTML Page where you can provide information, add photos or links for your student when you are not together. Remember to click 'Update' and the information will appear on the student's iPad. They will get a red dot to tell them that there is updated information.
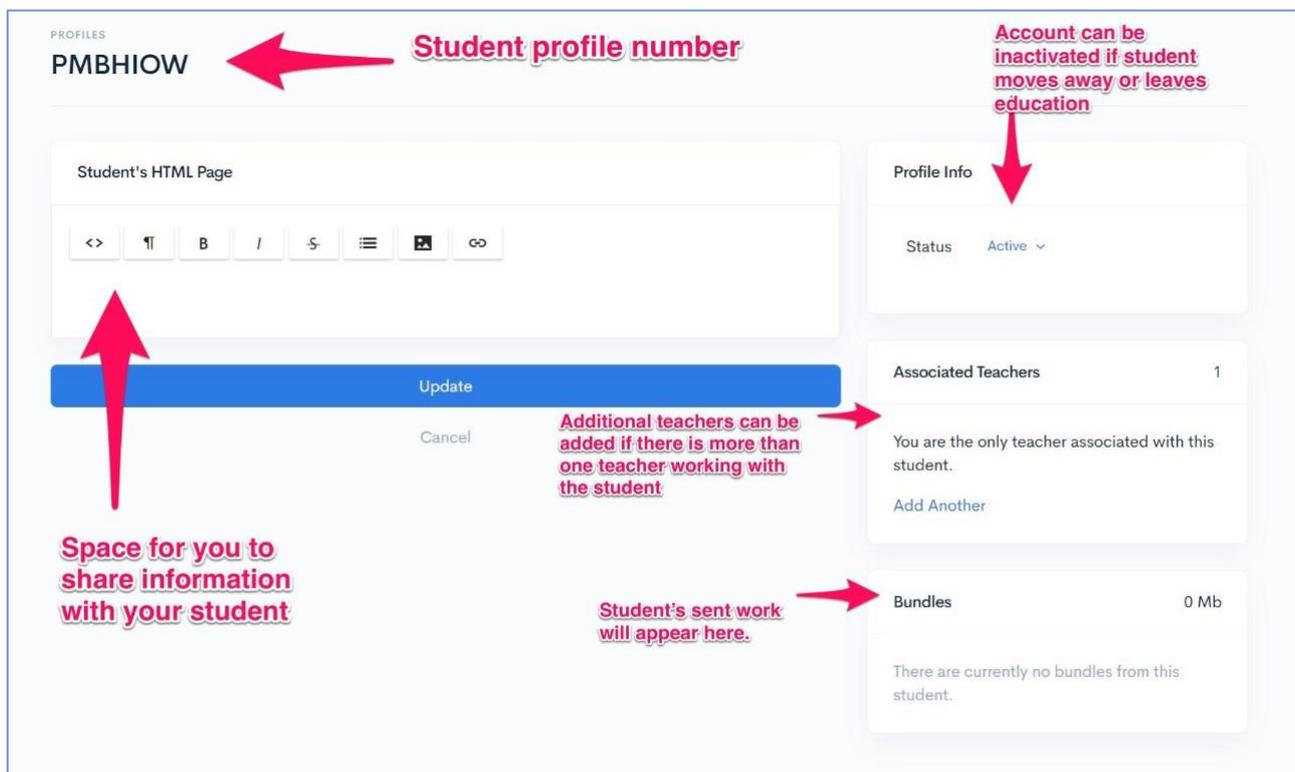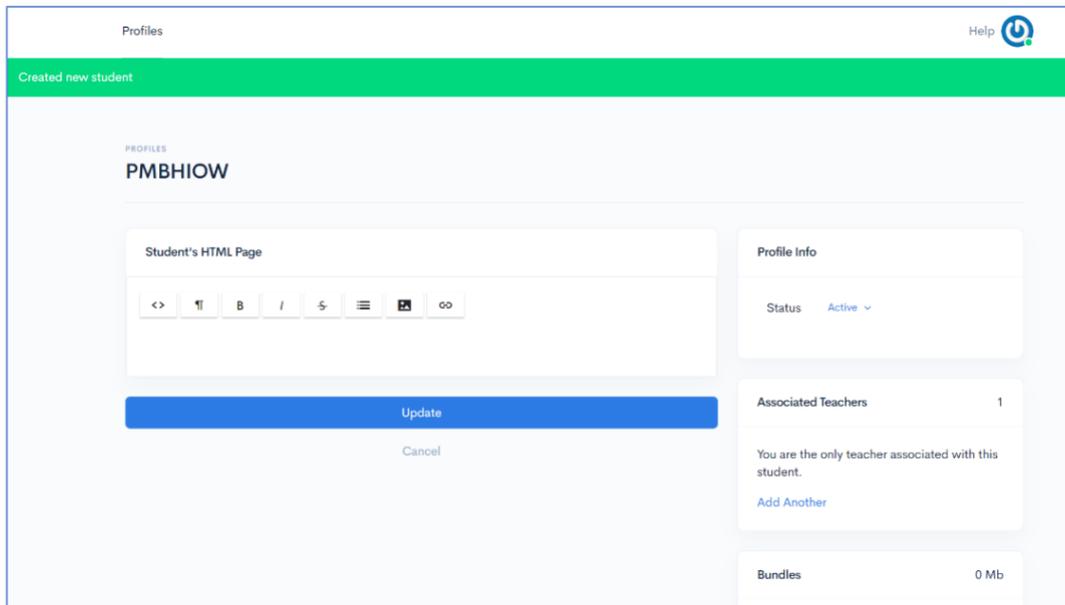
7. If you have more than one teacher working with a student, you can add them in 'Associated Teachers' on the right side of the dashboard. They must have their own STEP login to be able to access the Profile. You can also change the 'Primary' teacher here. Please note that any completed, 'bundled' work is only sent to the Primary teacher.
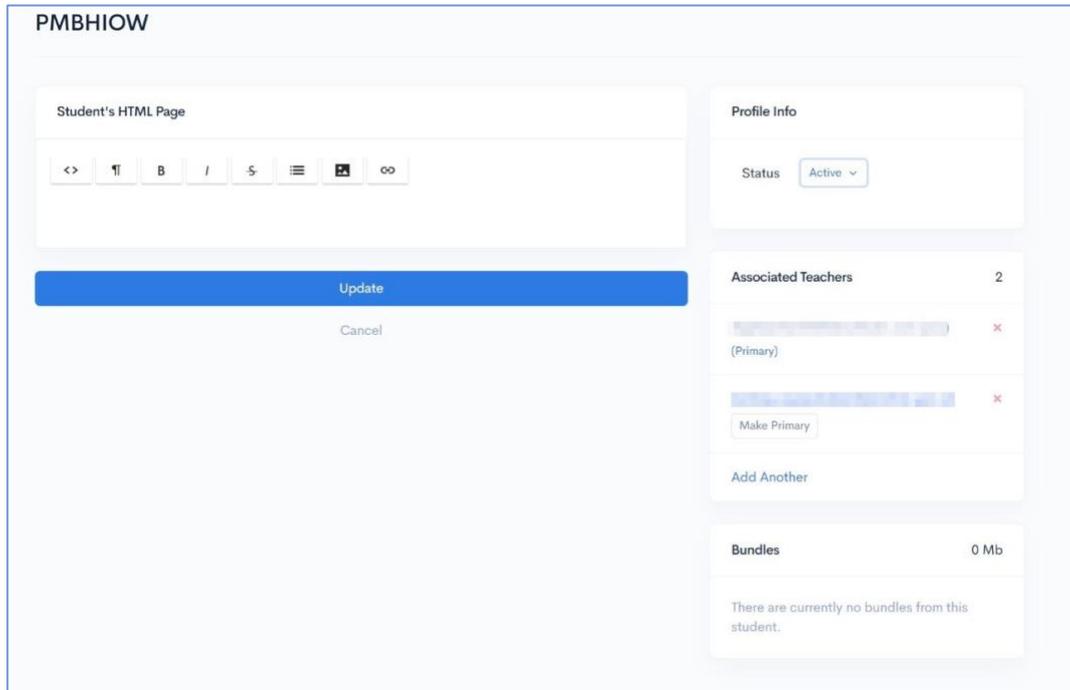
8. If you click on 'Help' on the top right corner you will get details of your account. You can edit your email address here, enter your new email address then click 'Update Account'.
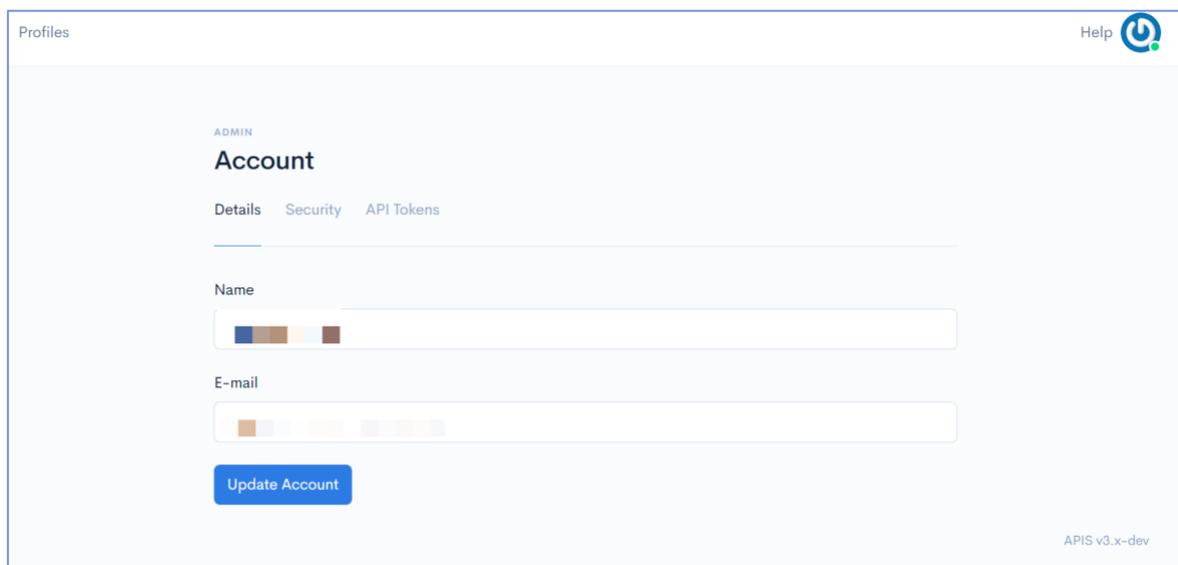
9. In the 'Security' tab you can set up two factor security by clicking 'Enable'. This takes you to a new screen where you scan a QR code to get a 6 digit code. This is also where you can change your password.

10. Once you are set up, you can access your dashboard at
    https://www.admin.step.education.ed.ac.uk/admin/login

    Contact step@ed.ac.uk for more help or information.