

Super Star Online – Features and Functions Summary

Site Administrator

Subscription	Classes	People	Reports
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Subscription

Shows –

- Your subscription status:
- Your subscription ends:
- Your total seats for the school year.
- You do not have a subscription for the **next** school year.
- Subscribed courses
- Available courses
 - Note: site administrators cannot access the courses from a site administrators account, they would need to create a teacher or student account to access the courses

Classes

Shows All Classes

- Add Class – used to create a new class and add courses, teachers and students to the class
 - Note – site administrators cannot create sub classes, only teachers can create sub classes (if given that access by the site administrators).
 - Note: we recommend checking: sub class student will only see the sub class courses.
- Assign Recommended Courses – used to quickly assign courses to classes from our recommendations. If grades were imported, then the recommended grades are automatically checked. Otherwise, the site administrator will check the appropriate grade or grades.
- If the site administrator uses our import people method of setting up the site, usually a class heading will be included in the file and the classes, the students and teachers for the classes will be assigned automatically, so there will be no need to create classes manually. However, after an import, the courses will need to be assigned to the classes.

People

Shows the users

- Arrange by (drop down arrow) – allows sorting by Name, Class, Role, Student ID, Login (Name), Login (Last Accessed), and Login (Active). Helps with finding and managing users.
 - Note – click on the Edit button to the right of a user to modify a user account. You can change the password of a user, but our secure system does not allow you (or us) to see the password. The password field is always blank or an asterisk. If someone has lost their password, enter a new password for them.
- Add Person – used to add users to the system manually.

- If you are adding users manually, it might be a good idea to create a class for them before you begin.
- A red asterisk marks the fields that are required, the other fields are optional.
- The default role is student; use the drop-down to create a teacher or site administrator account.
- When creating a teacher account, you will see two boxes appear: Manage Students and Manage Classes. These are checked by default, uncheck them if you do not want the teacher to have these rights.
- Login Name (same as User Name) – read the instructions below the box: This is what the person will enter to log in. It should contain only lowercase letters, numbers, hyphens (-), underscores (_), periods (.) and '@'. The login name must be unique to the site.
- Password/Confirm – can be almost anything. You can have unique passwords or a common password that everyone at the site will use. The password field never shows the password but must be matched in the confirm field.
- Active? – should be checked unless you want this person to have an inactive account. Inactive accounts cannot access the courses, but don't count against the number of users allowed on the site.
- Import people – used to import many users at one time
 - Read the instructions and/or download the sample file
 - Click on Show more information... for more details about the import.
 - You can do the import yourself or you can send your file to us and we will be happy to import for you.
 - Upload file - (File must be CSV format, not Excel)
 - Click on the Upload button
 - Match the column headings with our headings
 - Click on Submit Columns
 - Choose your Validation options and click on Import
 - After successfully importing, you will need to click on Classes and assign courses to the classes
- Export people – downloads a list of the site (similar to an import file) that contains the Class, First Name, Last Name, Role, Student Number, Login Name, Grade, Active?. Does not contain the passwords. The file will probably download to your downloads folder.
- Remove people – this option allows you to remove all inactive students or students who are not assigned to a class. If you delete a class, then those student will become not assigned to a class, so this is a quick way to remove students.

Reports

Shows usage reports

- Course Usage Report (minutes) (current school year) shows the classes and usage of each of the courses assigned to that class. Can be used to track usage by class and justify continued use of Super Star Online.
- Class Progress Reports (current school year) shows the classes and each of the courses assigned to the class. Click on a course to view a summary report of progress of the students of the class.