



EM2 ADMINISTRATOR USER GUIDE

CONTENTS

GETTING STARTED


- 2** CREATE USERS
- 3** CREATE ADMIN USERS
- 5** CHANGE USER LOGIN
- 6** CREATE A SUB ACCOUNT
- 8** MASQUERADING

ACCESS EM2

- 10** SIGN IN
- 10** SIGN OUT

GETTING STARTED

NOTE: ITEMS IN ITALICS ARE SCREEN ITEMS (MENUS, LINKS, BUTTONS, OR PAGES).



EM2

Eliciting Mathematics Misconceptions

ID Password

Stay logged in [I don't know my password](#)

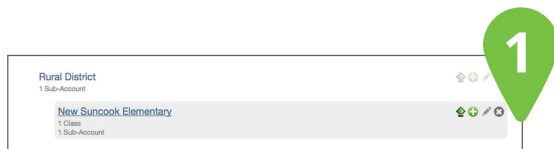
EM2 is a tool to help teachers identify their student's mathematical misunderstandings using researched assessments. In this section you will learn how to do the following:

- Sign In
- Create Users
- Create Admin Users
- Edit User Login Information
- Create a Sub Account
- Sign Out

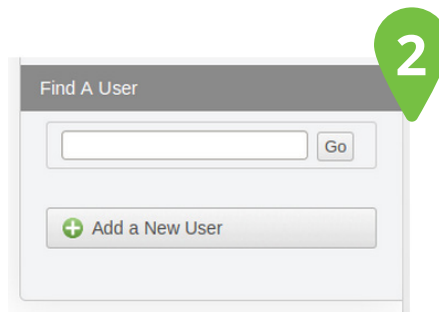
You should have received an email invitation containing your username and password. Open <http://elicitingmathmeaning.edc.org/teacher> in a web browser and sign in.

CREATE USERS

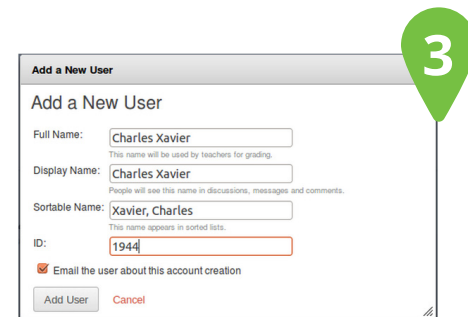
After signing in you will be presented with the *Admin Home Page*. Navigate to the sub-account where you would like to add the new teacher.



To add a new user, click on the *Add a New User* button on the right.



Enter in the user's name in the top input box. Enter the user's id and then click the *Add User* button.



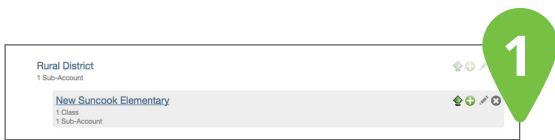
NOTES:

Users can set their own password if an email address is used for the ID.

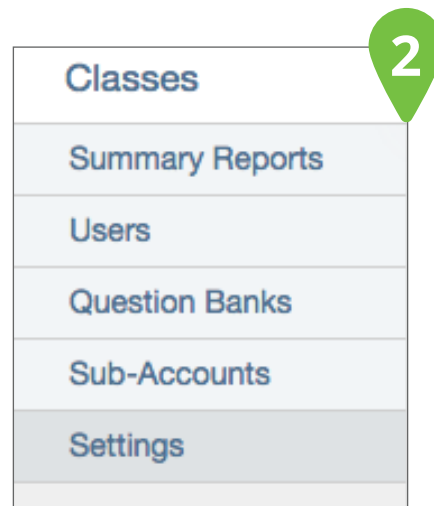
If the new user does not receive an email make sure they check their junk/spam folder for an email from support@elicitingmathmeaning.edc.org, EM2, or Canvas.

CREATE ADMIN USERS

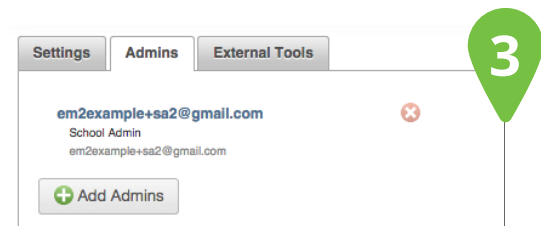
After signing in you will be presented with the *Admin Home Page*. Navigate to the sub-account where you would like to add the new admin.



Select *Settings* from the *Admin Menu* on the left.

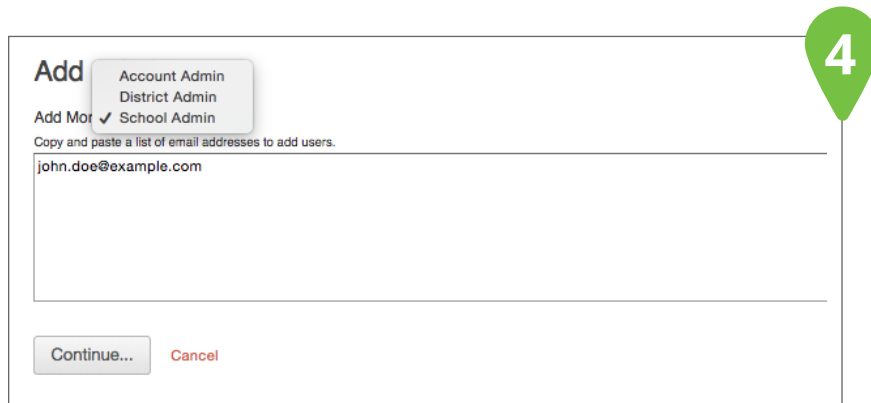


Select the *Admins* tab and click *Add Admins*.



CREATE ADMIN USERS CONT.

Select what level of admin you are creating from the drop down list, type the email address and press *Continue*.



The screenshot shows a web form titled "Add" with a dropdown menu. The dropdown menu is open, showing three options: "Account Admin", "District Admin", and "School Admin". The "School Admin" option is selected, indicated by a checkmark. Below the dropdown, there is a text input field containing the email address "john.doe@example.com". The instruction "Copy and paste a list of email addresses to add users." is visible above the input field. At the bottom of the form, there are two buttons: "Continue..." and "Cancel". A green callout bubble with the number "4" is positioned to the right of the form.

5

You will then be asked to verify. Select *OK Looks Good, Add This # User*. This will send the new users an email to finish account creation.

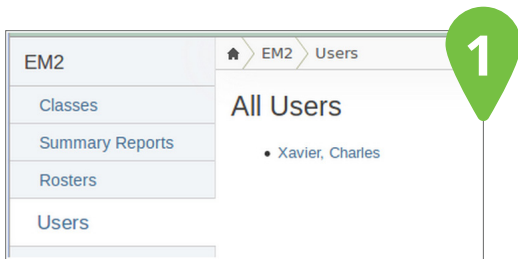
NOTE:

If the new admin user does not receive an email make sure they check their junk/spam folder for an email from support@elicitingmathmeaning.edc.org, EM2, or Canvas.

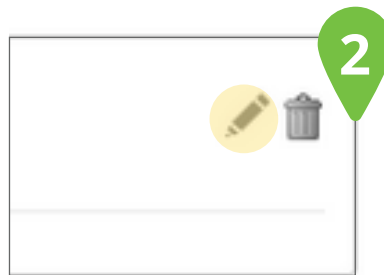
CHANGE USER LOGIN INFO

NOTE: THIS IS ONLY NECESSARY IF AN EMAIL WAS NOT USED FOR ID

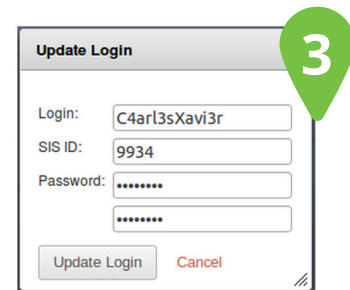
Select the *Users* tab from the *Admin Menu* on the left and locate and click on the user's name. You can also search for the user in the search box at the right.



Look for the *Login Information* section and click on the *Pencil Icon* on the far right.

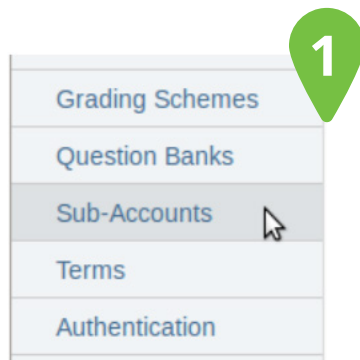


Enter in the login name and the password then click on the *Update Login* button.

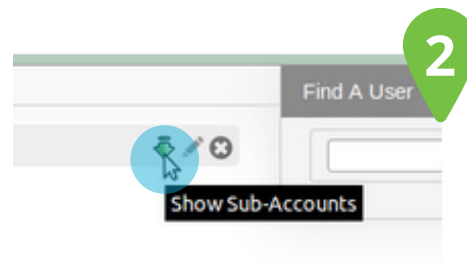


CREATE A SUB-ACCOUNT

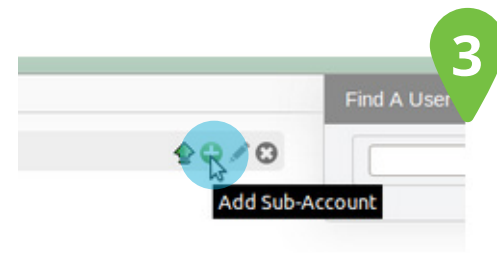
You can create sub-accounts to better manage districts, schools, and departments. Click on the *Sub-Accounts* button in the *Admin Menu* on the left.



Click on the down green arrow to show the green plus sign.

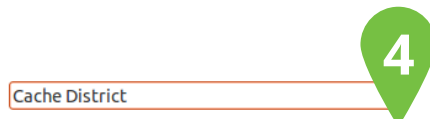


Click on the green plus sign to add a sub-account.



CREATE A SUB-ACCOUNT CONT.

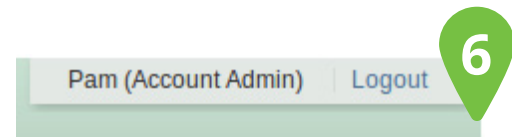
Enter the name for the new sub-account and then press Enter on the keyboard to save the sub-account.



The new sub-account will now appear below the EM2 account. Click on the sub-account to enter into it. Now you will be able to add users that will be assigned to only this sub-account.



The last step is to sign out of EM2. Click the *Logout* button in the top right corner.



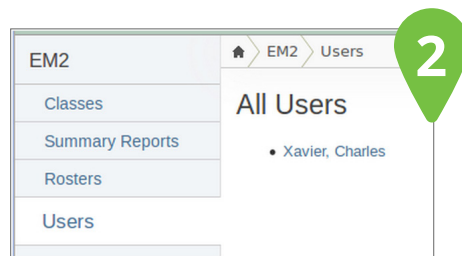
MASQUERADING

You can access a user account within your school or district by masquerading as the user. This will allow you to view and access their account as if you were them.

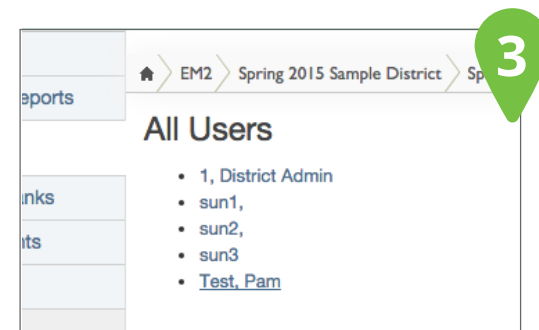
Select the sub-account with the user you want to masquerade as.



Click *Users* from the *Admin Menu* on the left.

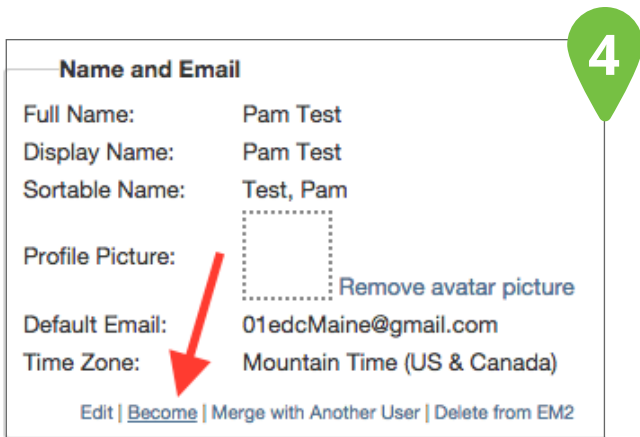


Select the user you would like to masquerade as.




MASQUERADING CONT.

At the bottom of the Name and Email area click the link *Become*.



Name and Email

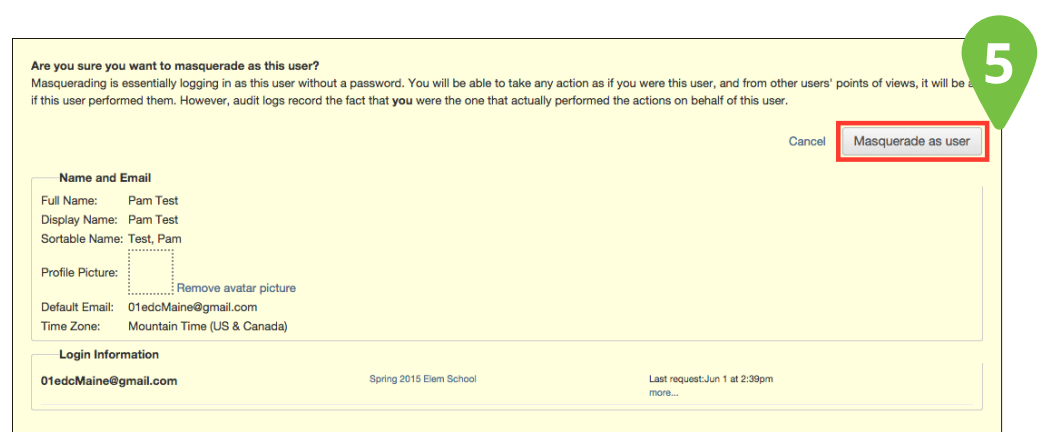
Full Name: Pam Test
Display Name: Pam Test
Sortable Name: Test, Pam

Profile Picture:  Remove avatar picture

Default Email: 01edcMaine@gmail.com
Time Zone: Mountain Time (US & Canada)

Edit | [Become](#) | Merge with Another User | Delete from EM2

Select *Masquerade as user*.




Are you sure you want to masquerade as this user?

Masquerading is essentially logging in as this user without a password. You will be able to take any action as if you were this user, and from other users' points of views, it will be as if this user performed them. However, audit logs record the fact that **you** were the one that actually performed the actions on behalf of this user.

Cancel

Name and Email

Full Name: Pam Test
Display Name: Pam Test
Sortable Name: Test, Pam

Profile Picture:  Remove avatar picture

Default Email: 01edcMaine@gmail.com
Time Zone: Mountain Time (US & Canada)

Login Information

01edcMaine@gmail.com Spring 2015 Elem School Last request: Jun 1 at 2:39pm more...

NOTE:

To get back to your account you must logout of EM2, then log back in with your credentials.

ACCESS EM2

SIGN IN

1. Access the EM2 system, by opening the following address in a web browser:

<http://elicitingmathmeaning.edc.org/teacher>

2. Enter username and password, click *login*.

SIGN OUT

1. Click on your name located in the top right corner.

2. Click *logout*.