

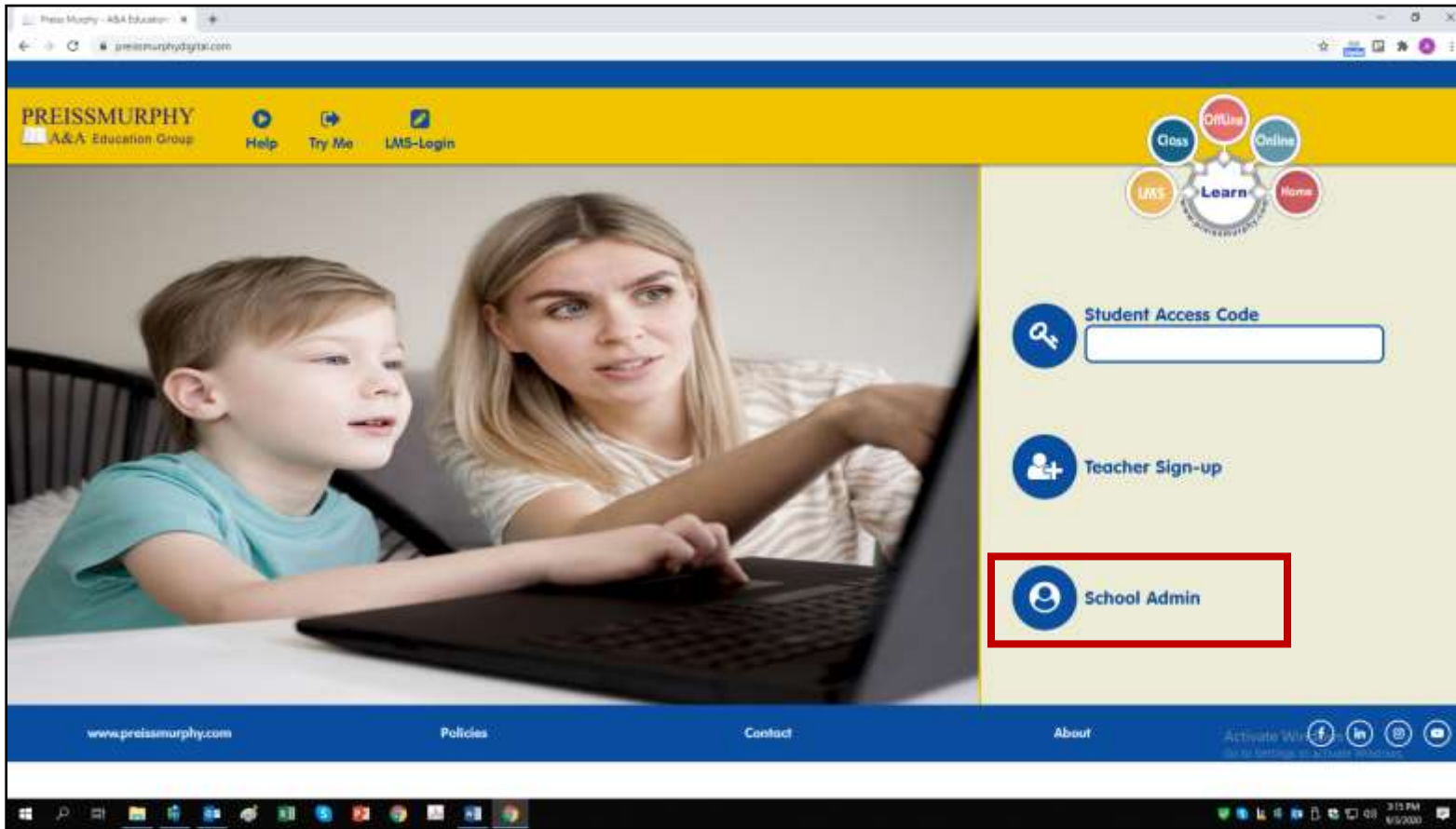
## School Admin Quick Guide

**PREISSMURPHY**  
A&A Education Group



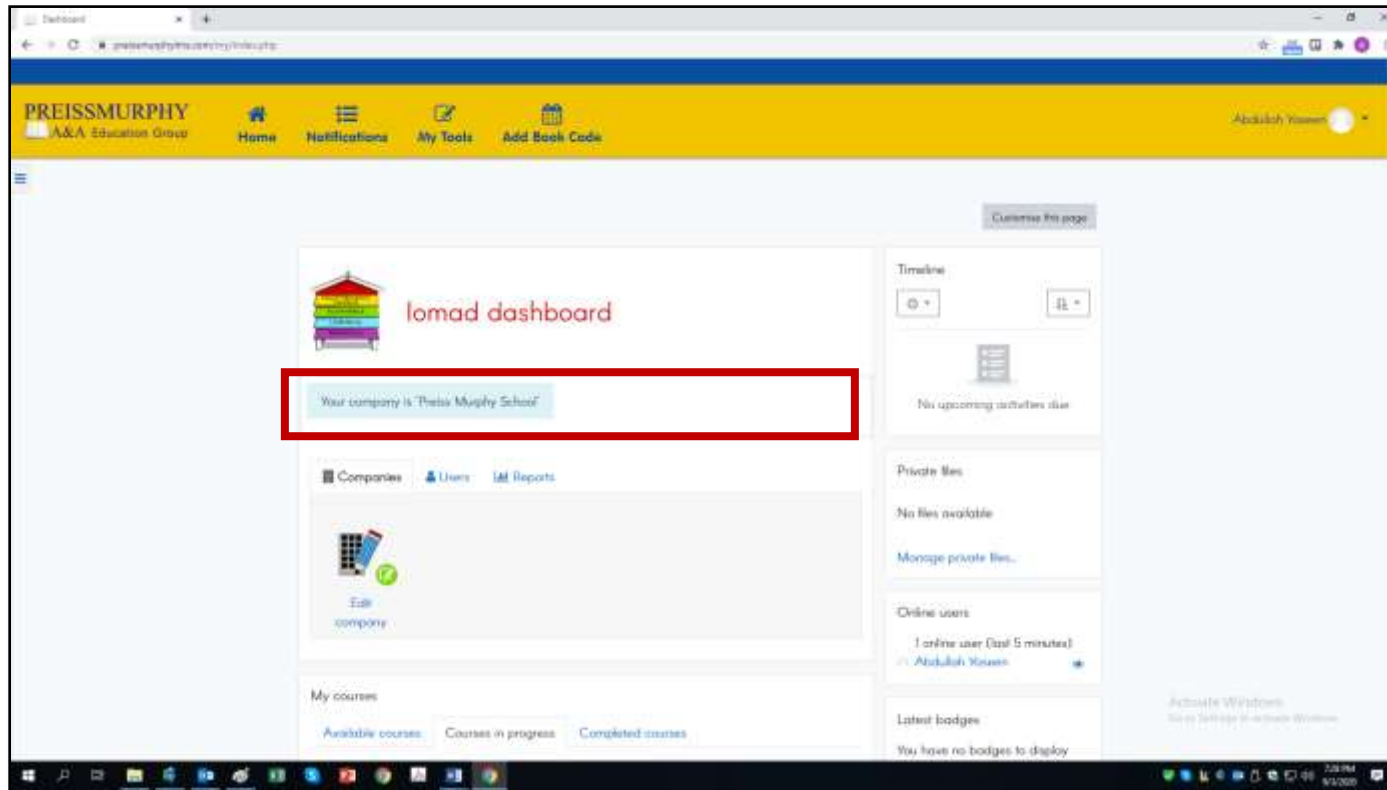
- (School Admins) How do I add my school to the LMS?

1. Preiss Murphy will add your school to the LMS.
2. **Contact** your Preiss Murphy distributor to receive your *username* and *password* as School Admin.
3. With your *username* and *password*, login at [www.preissmurphydigital.com](http://www.preissmurphydigital.com).





4. On your Dashboard, you will find the name of your school and the *School Key*.  
**Save** this key, and **provide** it to your teachers. Teachers will join your school using this *School Key*.

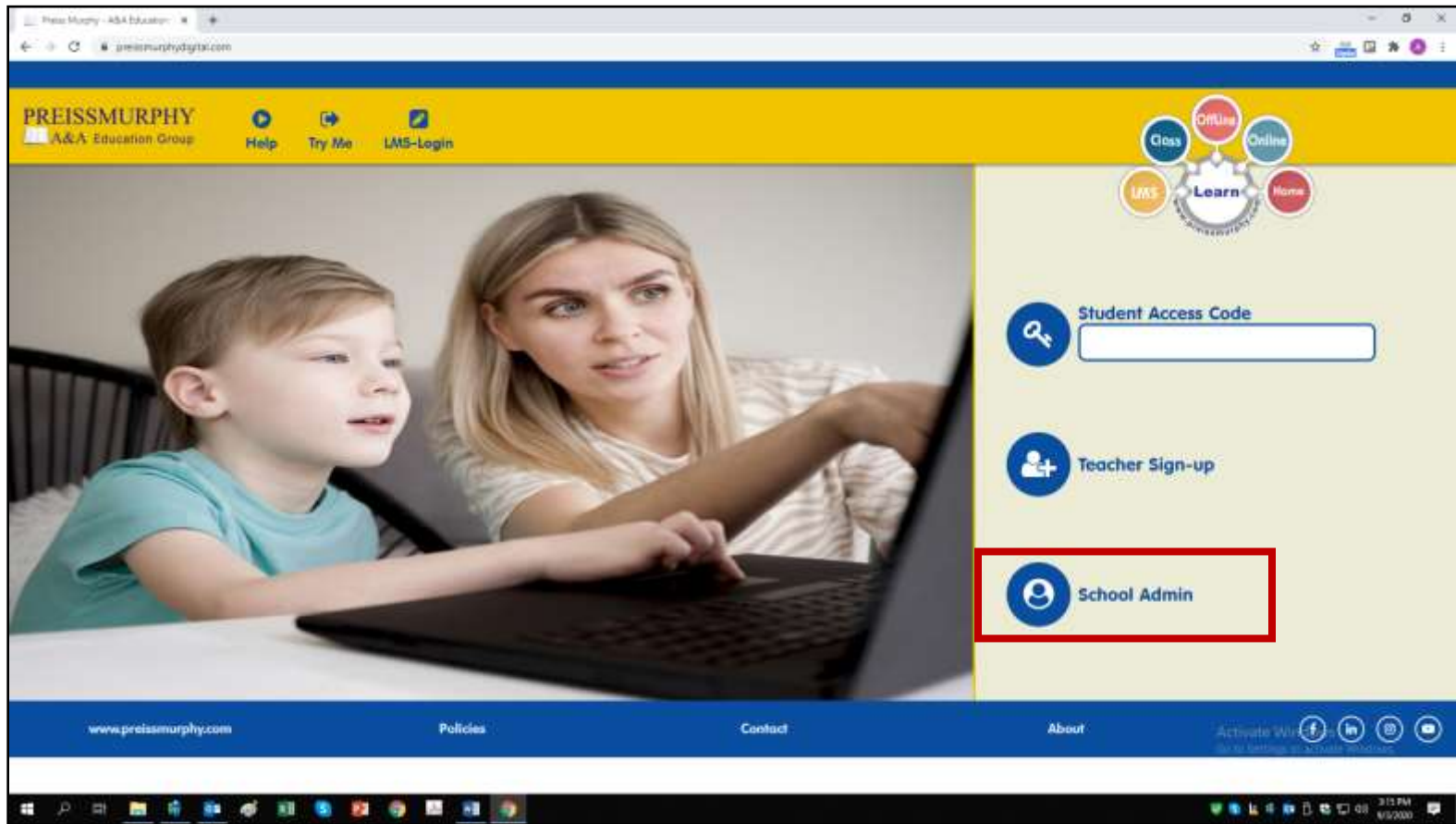


- (School Admins) How do I add teachers to the LMS?

All teachers will sign-up at [www.preissmurphydigital.com](http://www.preissmurphydigital.com) using the *School Key* provided by you, the School Admin.

If you would like to add teachers manually, follow the instructions below.

1. **Login** to the LMS at [www.preissmurphydigital.com](http://www.preissmurphydigital.com).



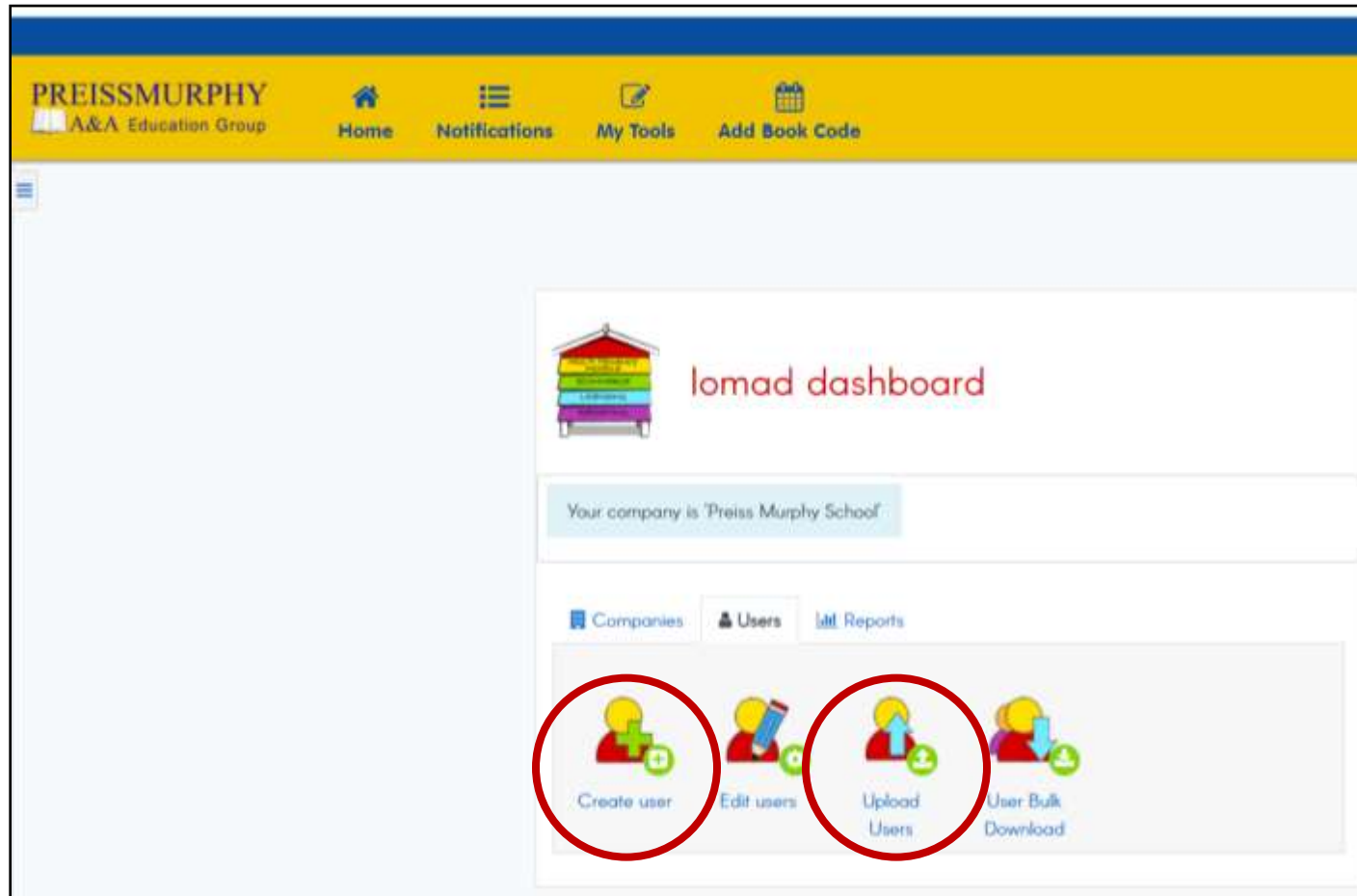


2. Your Admin Panel is shown below.

Click on [Create user](#) to add one teacher to your school (go to #4).

or

Click on [Upload users](#) to add several teachers to your school (go to #6).



3. To add one teacher user, **type** a *username* and a *password*, and the teacher's information according to instructions.

Dashboard - Create user

Dashboard / Create user

Company user (Primo Murphy School)

First name

Surname

Email address

Username

Use email address as user name

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s) or at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as !, @, # or \$

New password

Click to enter text

Leave empty to have a password generated. If you are manually setting a password, for security reasons, only asked to send by email if the force change password option is selected.

Force password change

Send temporary password to email

Send invitation

Advanced

Primo Murphy School

Submit and create another user | Submit and back to dashboard | Cancel

There are required fields in this form marked \*

4. Click on **Submit and create another user** to add another user or **Submit and back to dashboard** to confirm the teacher user you have just created.

Dashboard - Create user

Dashboard / Create user

Company user (Primo Murphy School)

First name

Surname

Email address

Username

Use email address as user name

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s) or at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as !, @, # or \$

New password

Click to enter text

Leave empty to have a password generated. If you are manually setting a password, for security reasons, only asked to send by email if the force change password option is selected.

Force password change

Send temporary password to email

Send invitation

Advanced

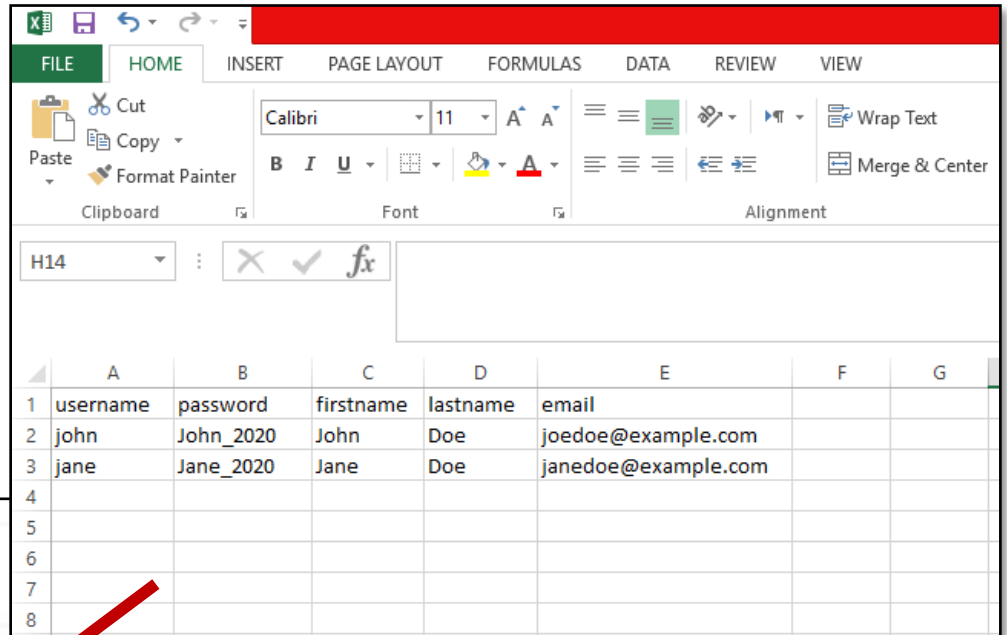
Primo Murphy School

Submit and create another user | Submit and back to dashboard | Cancel

There are required fields in this form marked \*

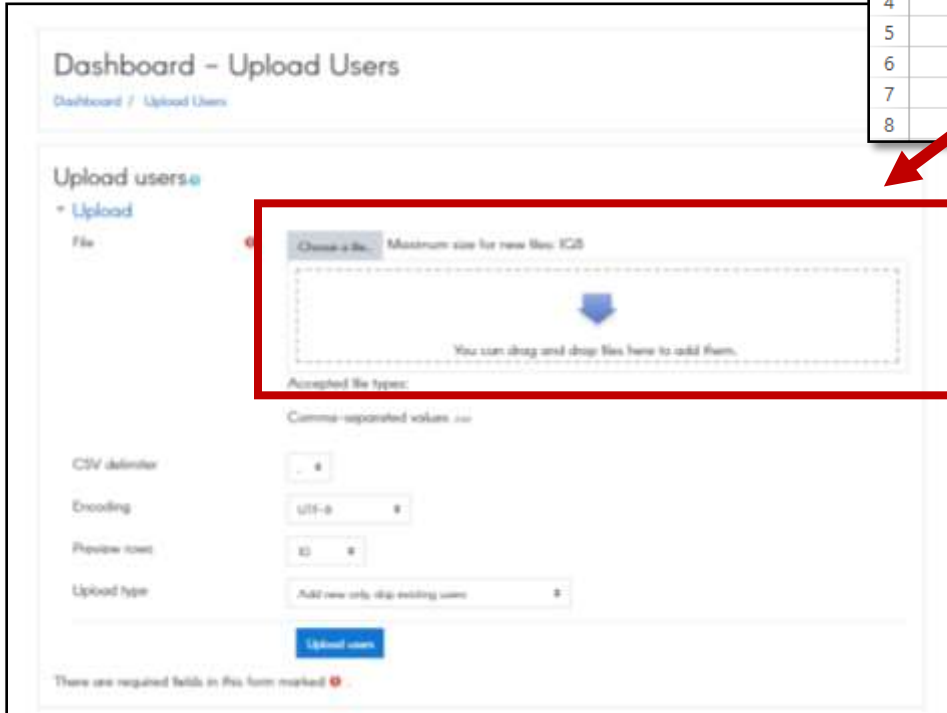


5. To add several teachers, **upload** the *teachers\_list.csv* file as shown below.



The screenshot shows the Microsoft Excel interface with a CSV file open. The ribbon is set to 'HOME'. The data is as follows:

	A	B	C	D	E	F	G
1	username	password	firstname	lastname	email		
2	john	John_2020	John	Doe	joedoe@example.com		
3	jane	Jane_2020	Jane	Doe	janedoe@example.com		
4							
5							
6							
7							
8							



The screenshot shows a web dashboard titled 'Dashboard - Upload Users'. Under the 'Upload users' section, there is an 'Upload' button and a 'File' input field. The file input field is highlighted with a red box and contains a dashed border with a blue arrow pointing down, indicating a drag-and-drop area. Below the file input, there are settings for 'CSV delimiter' (set to comma), 'Encoding' (set to UTF-8), 'Preview rows' (set to 10), and 'Upload type' (set to 'Add new only, skip existing users'). A blue 'Upload users' button is at the bottom. A red arrow points from the Excel table to the file input field.

6. Click on [Upload users](#) to add the teacher users to the LMS.

Dashboard - Upload Users

Dashboard / Upload Users

Upload users preview

username	password	firstname	lastname	email	action
john	John_2020	John	Doe	joedoe@example.com	Create
jane	jane_2020	Jane	Doe	janodoe@example.com	Create

2 user(s)

Settings

Preiss Murphy School

Upload type: Add new only; skip existing users

New user password: Create password if needed and send via email

Send temporary passwords by email: Yes

Existing user details: No changes

Existing user password: No changes

Allow renames: No

Allow deletes: No

Prevent email address duplicates: Yes

Select for bulk user actions: No

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Select courses to enrol into

None

Search: [ ] Clear

Search options: >

Upload users Cancel