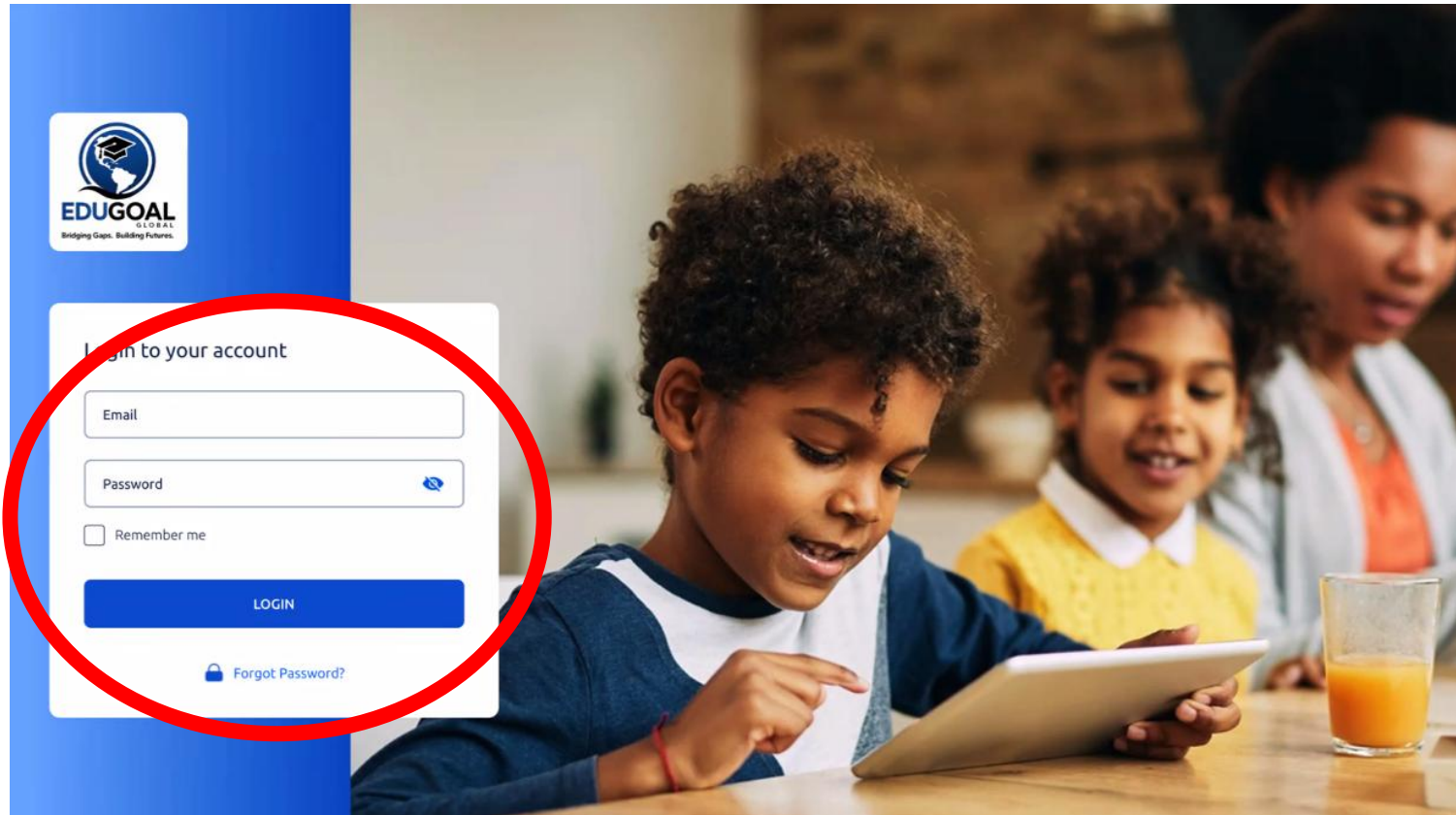




Getting Started Set-up Guide

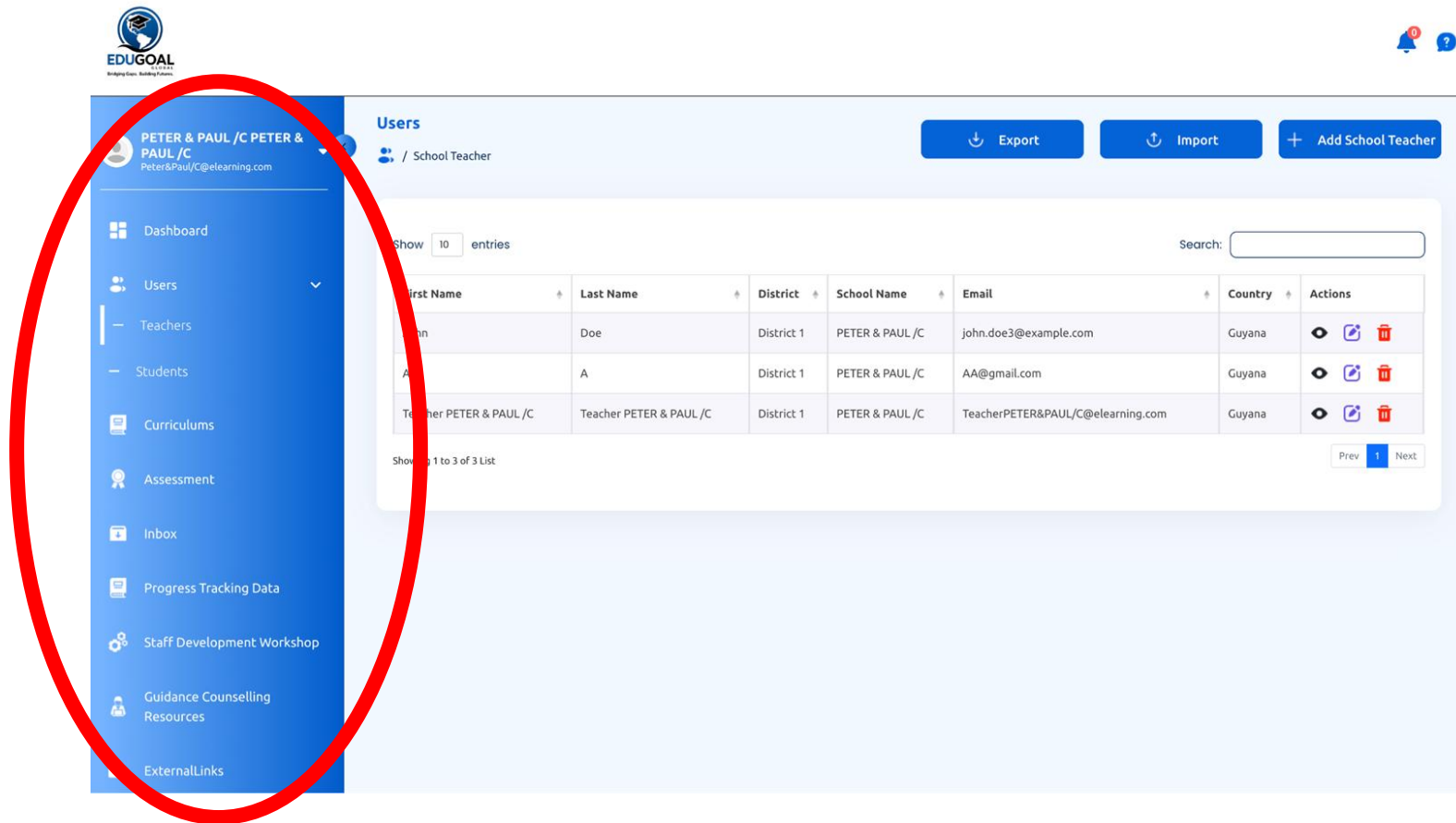
School Administrator Profile

Step 1: Logging-in and accessing your dashboard



- Navigate to:
app.edugoaeducation.com
- Enter your username and password (8-10 alpha-numeric text)
- Click Login

Step 2: Navigate to the Menu



The screenshot shows the EDUGOAL web application interface. The left sidebar menu is highlighted with a red circle. The main content area shows the 'Users' page with a table of users and buttons for 'Export', 'Import', and 'Add School Teacher'.

EDUGOAL
Bridging Class, Building Futures

PETER & PAUL /C PETER & PAUL /C
Peter&Paul/C@elearning.com

Users
/ School Teacher

Export Import Add School Teacher

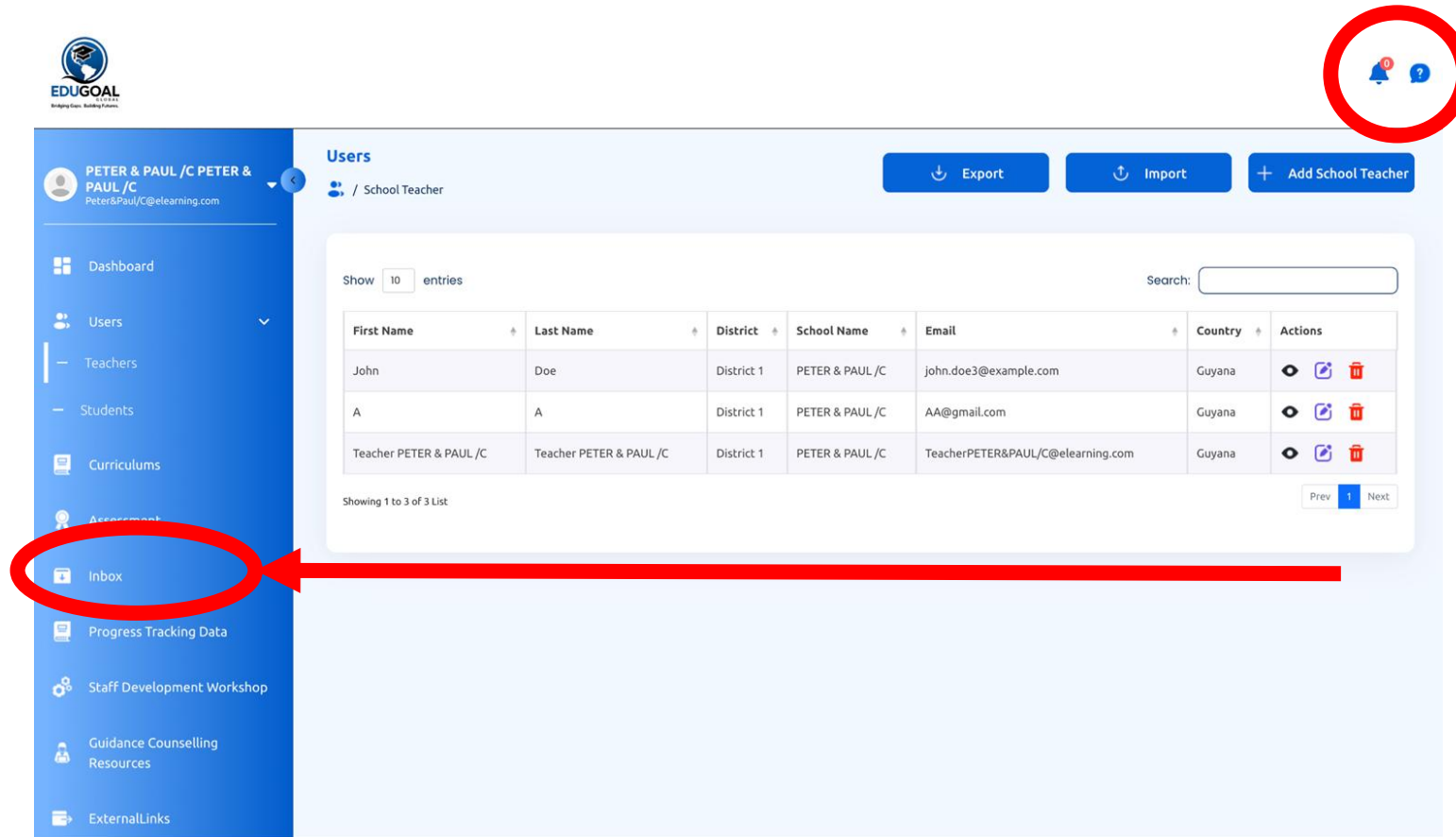
Show 10 entries Search:

First Name	Last Name	District	School Name	Email	Country	Actions
John	Doe	District 1	PETER & PAUL /C	john.doe3@example.com	Guyana	  
A	A	District 1	PETER & PAUL /C	AA@gmail.com	Guyana	  
Teacher PETER & PAUL /C	Teacher PETER & PAUL /C	District 1	PETER & PAUL /C	TeacherPETER&PAUL/C@elearning.com	Guyana	  

Show 1 to 3 of 3 List Prev 1 Next

- School name and teacher's name given at the top of the menu
- Teachers are also known as School Administrators
- Select "Teacher" to begin adding Teacher users

Step 3: Alert Notifications and Message Inbox



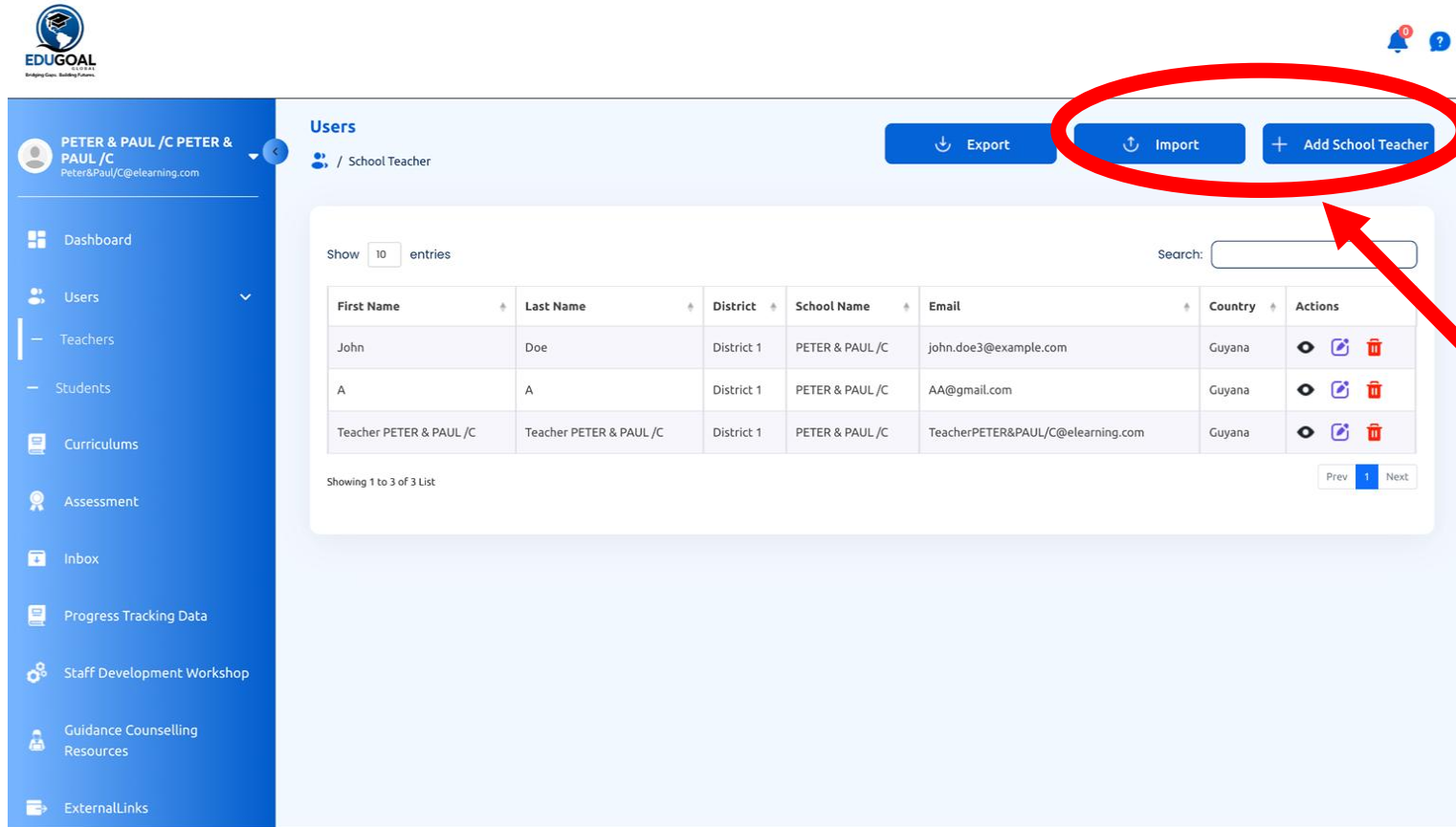
The screenshot displays the EDUGOAL system interface. On the left sidebar, the 'Inbox' menu item is highlighted with a red circle. A red arrow points from this circle to the right. In the top right corner of the interface, a notification icon (a bell with a red circle containing a question mark) is also highlighted with a red circle. The main content area shows the 'Users' section with a table of users and buttons for 'Export', 'Import', and 'Add School Teacher'.

First Name	Last Name	District	School Name	Email	Country	Actions
John	Doe	District 1	PETER & PAUL /C	john.doe3@example.com	Guyana	
A	A	District 1	PETER & PAUL /C	AA@gmail.com	Guyana	
Teacher PETER & PAUL /C	Teacher PETER & PAUL /C	District 1	PETER & PAUL /C	TeacherPETER&PAUL/C@elearning.com	Guyana	

Showing 1 to 3 of 3 List

- Indicates unread/unchecked alerts and messages
- Indicates unread messages sent via the system; messages can be sent between district and school administrators; only teachers can send messages to students

Step 4: Adding Teachers – Bulk or Single Entry



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Peter&Paul/C@elearning.com

Users
/ School Teacher

Export Import Add School Teacher

Show 10 entries Search:

First Name	Last Name	District	School Name	Email	Country	Actions
John	Doe	District 1	PETER & PAUL /C	john.doe3@example.com	Guyana	  
A	A	District 1	PETER & PAUL /C	AA@gmail.com	Guyana	  
Teacher PETER & PAUL /C	Teacher PETER & PAUL /C	District 1	PETER & PAUL /C	TeacherPETER&PAUL/C@elearning.com	Guyana	  

Showing 1 to 3 of 3 List

Prev 1 Next

- Teacher can be added using a bulk approach or a single-entry approach

Step 5: Adding Teachers– Bulk Entry

The top screenshot shows the 'Users' page for a 'School Teacher' role. A table lists existing users with columns for First Name, Last Name, District, School Name, Email, and Country. The 'Import' button is circled in red, and a red arrow points to it from the right. The bottom screenshot shows the 'Bulk' entry form for 'District Admins'. A red circle labeled '1' highlights the 'Choose File' button, and another red circle labeled '2' highlights the 'Upload' button. A red arrow points from the 'Import' button in the top screenshot to the 'Choose File' button in the bottom screenshot.

Top Screenshot: School Teacher Users

First Name	Last Name	District	School Name	Email	Country
John	Doe	District 1	PETER & PAUL /C	john.doe3@example.com	Guyana
A	A	District 1	PETER & PAUL /C	AA@gmail.com	Guyana
Teacher PETER & PAUL /C	Teacher PETER & PAUL /C	District 1	PETER & PAUL /C	TeacherPETER&PAUL/C@elearning.com	Guyana

Showing 1 to 3 of 3 List

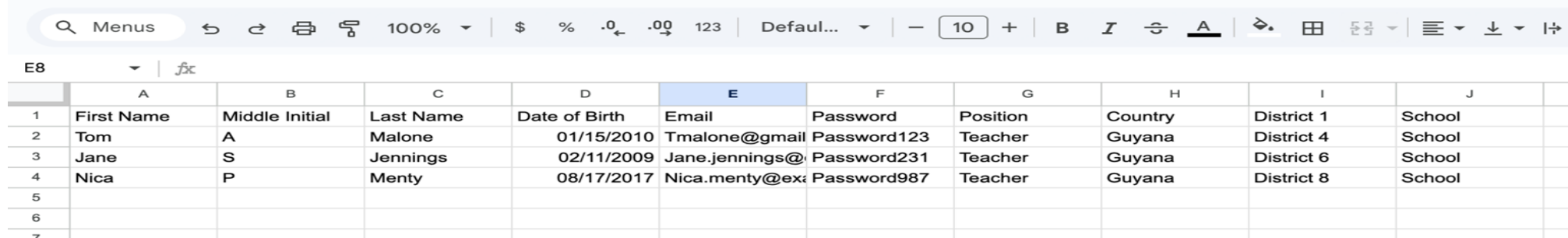
Bottom Screenshot: District Admins Bulk Entry

Choose File No file chosen

Upload

- Click “Import” feature to add 5 or more teachers at once
- Click (1) to find formatted file with multiple user information to upload
- Click 2 to import file

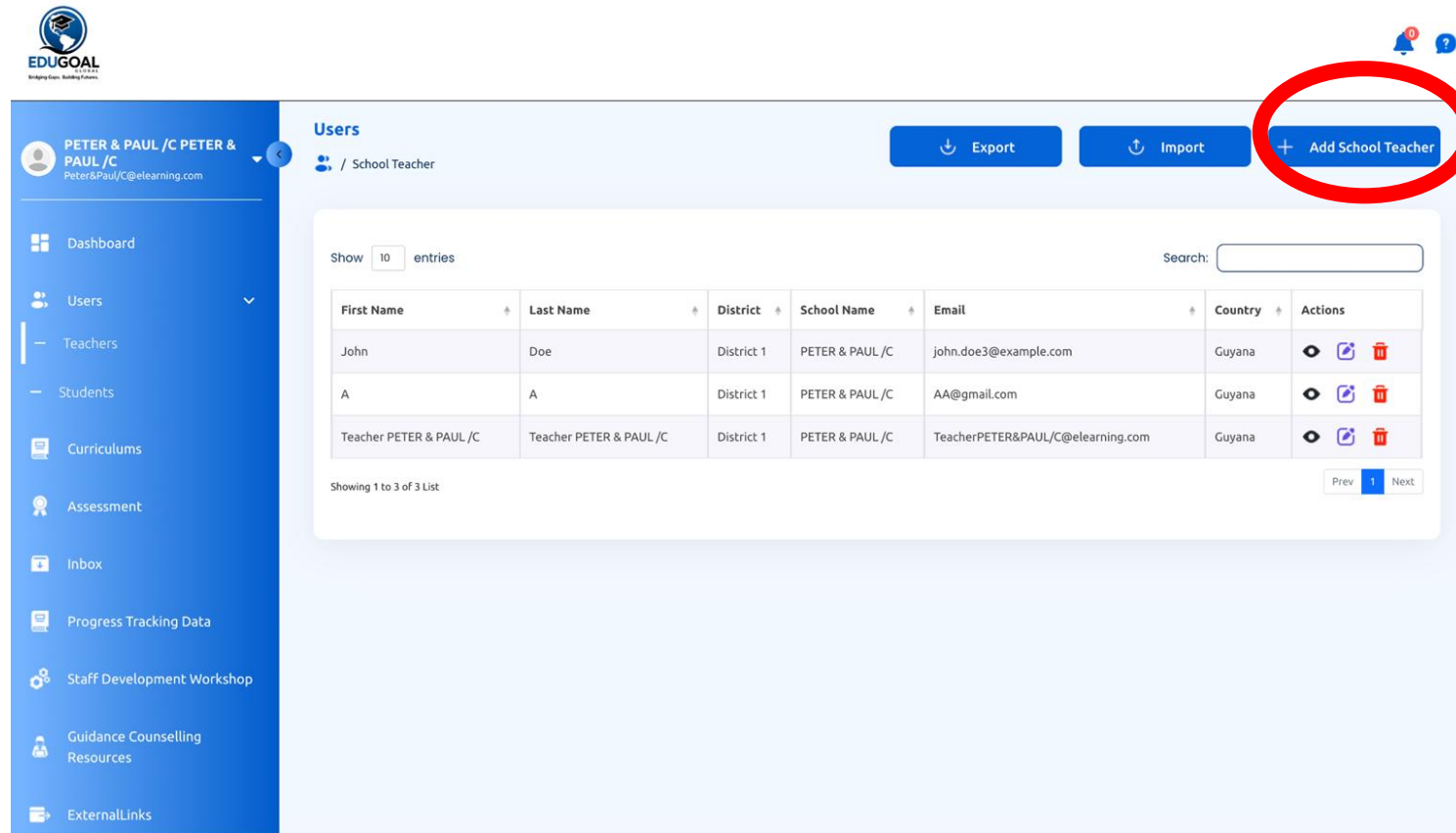
Step 6: Preparing a Bulk Upload File for Import



	A	B	C	D	E	F	G	H	I	J
1	First Name	Middle Initial	Last Name	Date of Birth	Email	Password	Position	Country	District 1	School
2	Tom	A	Malone	01/15/2010	Tmalone@gmail	Password123	Teacher	Guyana	District 4	School
3	Jane	S	Jennings	02/11/2009	Jane.jennings@	Password231	Teacher	Guyana	District 6	School
4	Nica	P	Menty	08/17/2017	Nica.menty@ex	Password987	Teacher	Guyana	District 8	School
5										
6										
7										

- The following fields must be included: **FirstName**, **MiddleInitial**, **LastName**, **DateofBirth** (month, day, year), **SchoolEmailAddress**, **Temporary Password**, **SchoolPosition**, **CountryName**, **RegionName** (if applicable) and **SchoolName**
- Acceptable file naming convention: **TEACHERNAMEUSERNAMEUPLOADDATE** (example:OrlandoNChan081725)
- Verify there are no duplicates in the file to prevent upload error
- Acceptable file formats: **xlsx** or **csv** format

Step 7: Adding Teachers – Single Entry



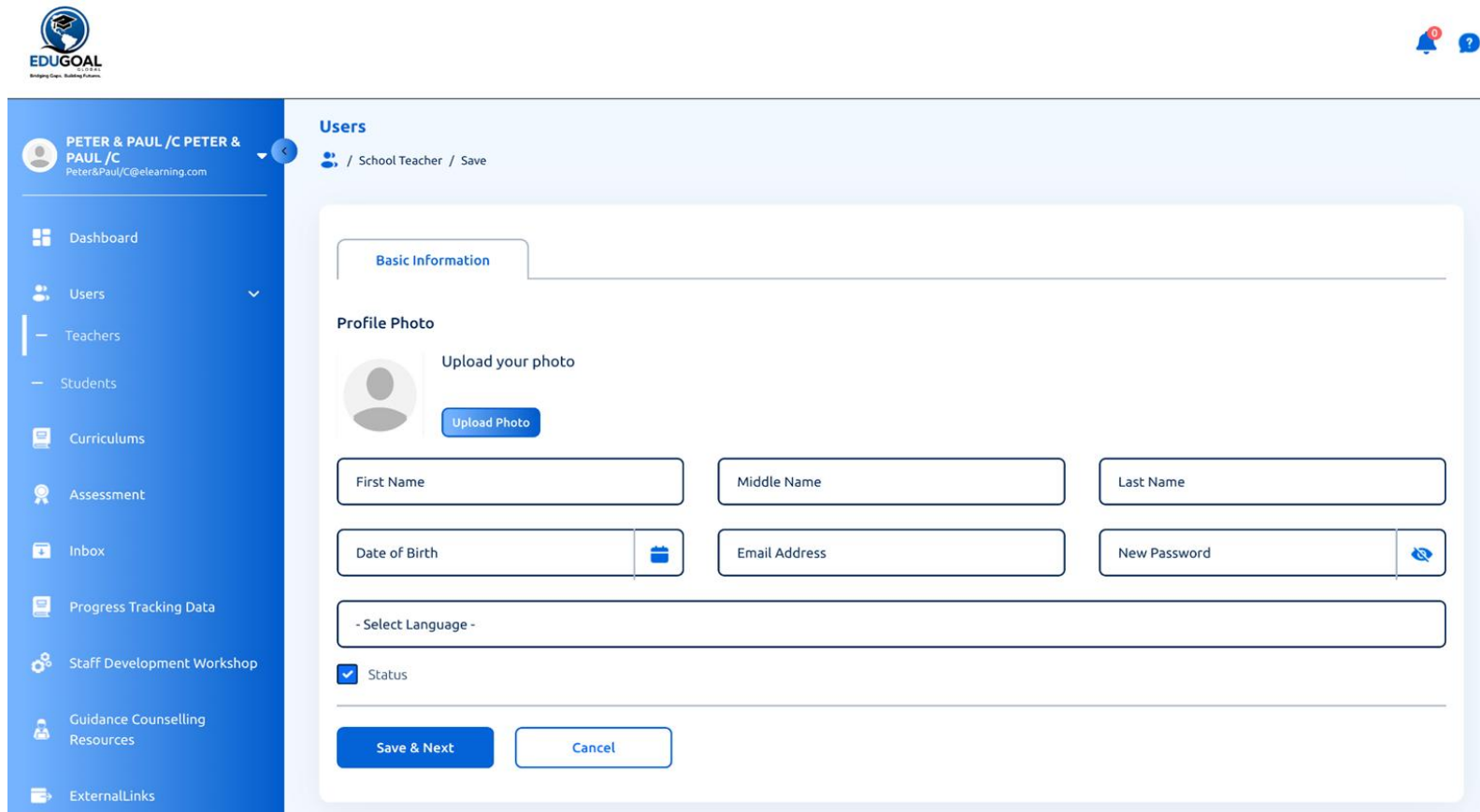
The screenshot shows the EDUGOAL Users management interface. The left sidebar contains a navigation menu with items: Dashboard, Users (selected), Teachers, Students, Curriculums, Assessment, Inbox, Progress Tracking Data, Staff Development Workshop, Guidance Counselling Resources, and ExternalLinks. The main content area is titled 'Users' and shows a list of users. The 'Add School Teacher' button is circled in red. The table below shows the current list of users.

First Name	Last Name	District	School Name	Email	Country	Actions
John	Doe	District 1	PETER & PAUL /C	john.doe3@example.com	Guyana	  
A	A	District 1	PETER & PAUL /C	AA@gmail.com	Guyana	  
Teacher PETER & PAUL /C	Teacher PETER & PAUL /C	District 1	PETER & PAUL /C	TeacherPETER&PAUL/C@elearning.com	Guyana	  

Showing 1 to 3 of 3 List

- Click “Add Teacher” to enter 1 to 4 Teachers

Step 8: Adding Teachers– Single Entry



The screenshot displays the EDUGOAL web application interface. On the left is a blue sidebar with the EDUGOAL logo and a list of navigation items: Dashboard, Users (selected), Teachers, Students, Curriculums, Assessment, Inbox, Progress Tracking Data, Staff Development Workshop, Guidance Counselling Resources, and ExternalLinks. The main content area is titled 'Users' and shows a breadcrumb trail: / School Teacher / Save. The 'Basic Information' tab is active, displaying a 'Profile Photo' section with an 'Upload Photo' button. Below this are input fields for First Name, Middle Name, Last Name, Date of Birth (with a calendar icon), Email Address, and New Password (with an eye icon for toggling visibility). A language selection dropdown is set to '- Select Language -'. A 'Status' checkbox is checked. At the bottom are 'Save & Next' and 'Cancel' buttons.

Users
/ School Teacher / Save

Basic Information

Profile Photo
Upload your photo
Upload Photo

First Name Middle Name Last Name

Date of Birth Email Address New Password

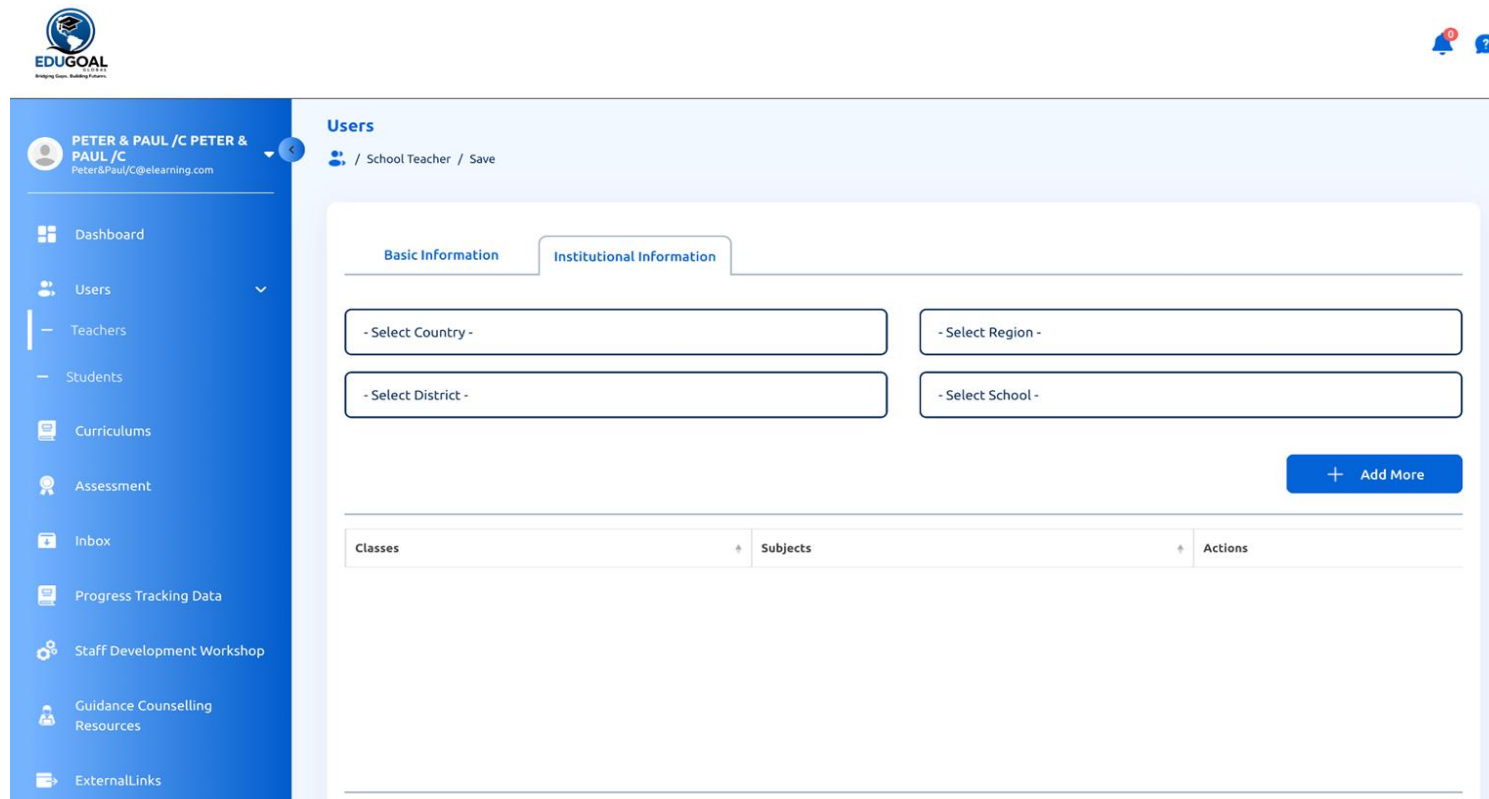
- Select Language -

☒ Status

Save & Next Cancel

- Enter all Basic Information in the fields
- Create temporary password
- Click “Save and Next”

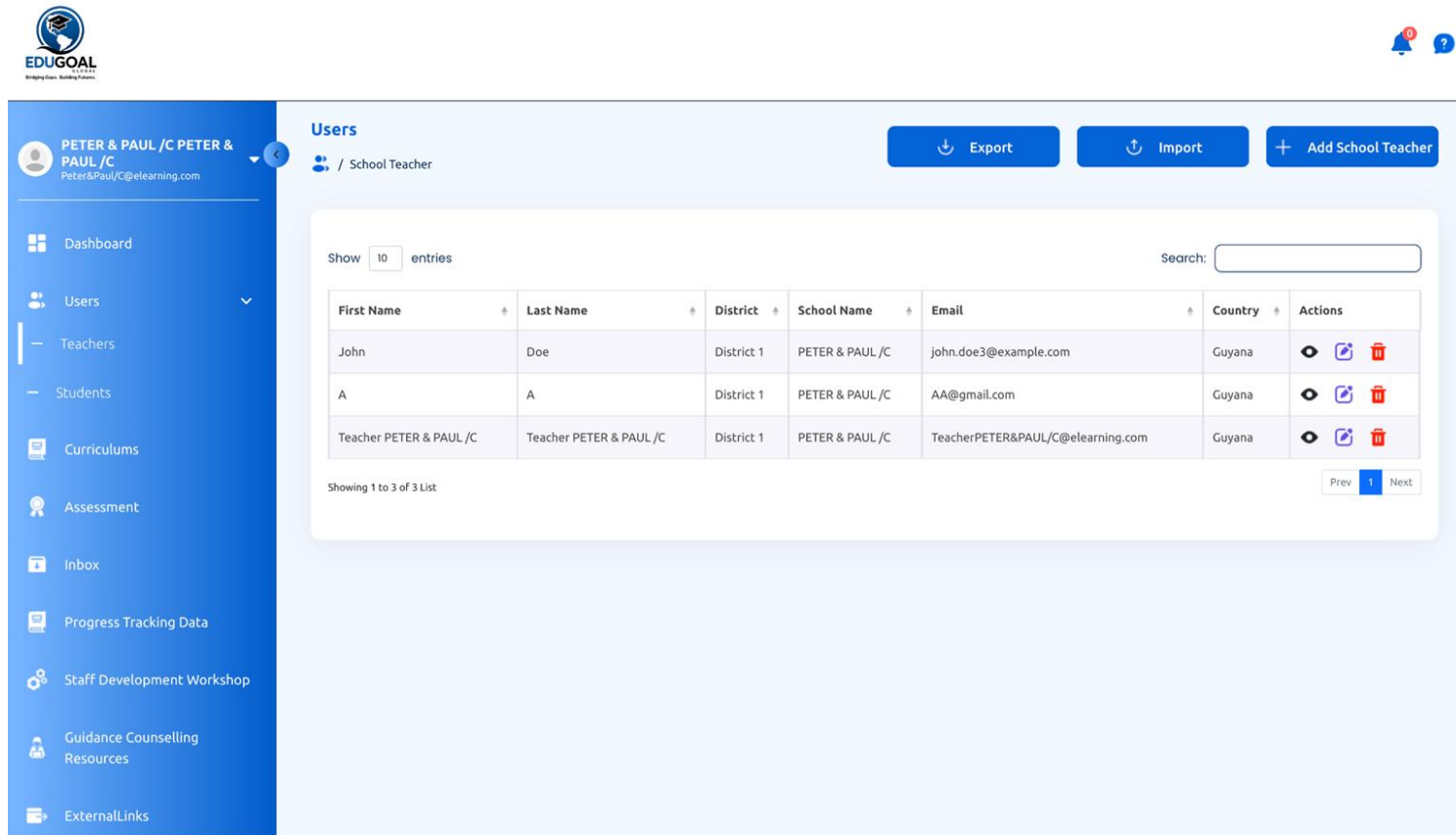
Step 9: Adding Teachers – Single Entry



The screenshot shows the EDUGOAL web application interface. On the left is a blue sidebar with the EDUGOAL logo and a list of navigation items: Dashboard, Users (selected), Teachers, Students, Curriculums, Assessment, Inbox, Progress Tracking Data, Staff Development Workshop, Guidance Counselling Resources, and ExternalLinks. The main content area is titled 'Users' and shows a breadcrumb trail: / School Teacher / Save. Below this, there are two tabs: 'Basic Information' and 'Institutional Information' (which is active). The 'Institutional Information' tab contains four dropdown menus arranged in a 2x2 grid: '- Select Country -', '- Select Region -', '- Select District -', and '- Select School -'. To the right of these fields is a blue button with a plus icon and the text '+ Add More'. Below the form fields is a table with three columns: 'Classes', 'Subjects', and 'Actions'. The table is currently empty.

- Enter all Institutional Information in the fields
- Click “Save”

Step 10: Teacher Dashboard



The screenshot displays the EDUGOAL Teacher Dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, Users (selected), Teachers, Students, Curriculums, Assessment, Inbox, Progress Tracking Data, Staff Development Workshop, Guidance Counselling Resources, and ExternalLinks. The main content area is titled 'Users' and shows a list of school teachers. At the top right of the main area are buttons for 'Export', 'Import', and 'Add School Teacher'. Below these buttons is a search bar and a table of users. The table has columns for First Name, Last Name, District, School Name, Email, Country, and Actions. There are three entries in the table. Below the table, it says 'Showing 1 to 3 of 3 List'.

Users

Export Import Add School Teacher

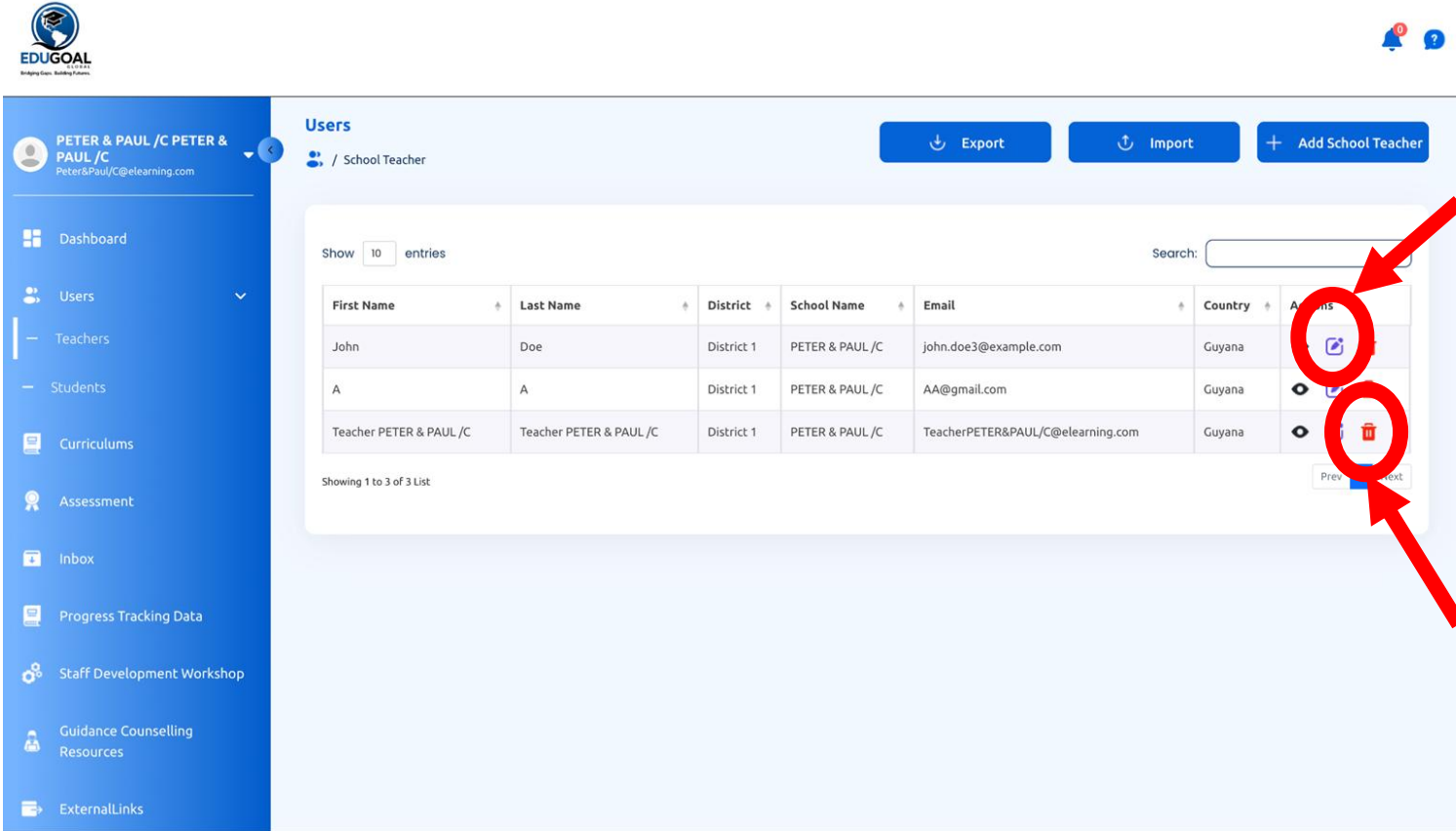
Show 10 entries Search:

First Name	Last Name	District	School Name	Email	Country	Actions
John	Doe	District 1	PETER & PAUL /C	john.doe3@example.com	Guyana	  
A	A	District 1	PETER & PAUL /C	AA@gmail.com	Guyana	  
Teacher PETER & PAUL /C	Teacher PETER & PAUL /C	District 1	PETER & PAUL /C	TeacherPETER&PAUL/C@elearning.com	Guyana	  

Showing 1 to 3 of 3 List Prev 1 Next

- All Teachers added will be shown on the dashboard
- Do not forget to share users' temporary password with them

Step 11: Updating the Teacher Dashboard



The screenshot displays the EDUGOAL Users management interface. On the left is a blue sidebar with navigation links: Dashboard, Users (selected), Teachers, Students, Curriculums, Assessment, Inbox, Progress Tracking Data, Staff Development Workshop, Guidance Counselling Resources, and ExternalLinks. The main content area is titled 'Users' and shows a list of school teachers. At the top right of the main area are buttons for 'Export', 'Import', and 'Add School Teacher'. Below these is a search bar and a table with columns: First Name, Last Name, District, School Name, Email, Country, and Actions. The table contains three entries. The 'Actions' column for each entry has two icons: a pencil (Edit) and a trash can (Delete). Red circles and arrows highlight these icons for the first two rows. The first row's Edit icon is circled and pointed to by an arrow from the text 'Click "Edit" to update any field with information'. The second row's Delete icon is circled and pointed to by an arrow from the text 'Click "Delete" to remove any record'.

First Name	Last Name	District	School Name	Email	Country	Actions
John	Doe	District 1	PETER & PAUL /C	john.doe3@example.com	Guyana	 
A	A	District 1	PETER & PAUL /C	AA@gmail.com	Guyana	 
Teacher PETER & PAUL /C	Teacher PETER & PAUL /C	District 1	PETER & PAUL /C	TeacherPETER&PAUL/C@elearning.com	Guyana	 

Showing 1 to 3 of 3 List

- Click “Edit” to update any field with information

- Click “Delete” to remove any record

Congratulations

You're All Set!