



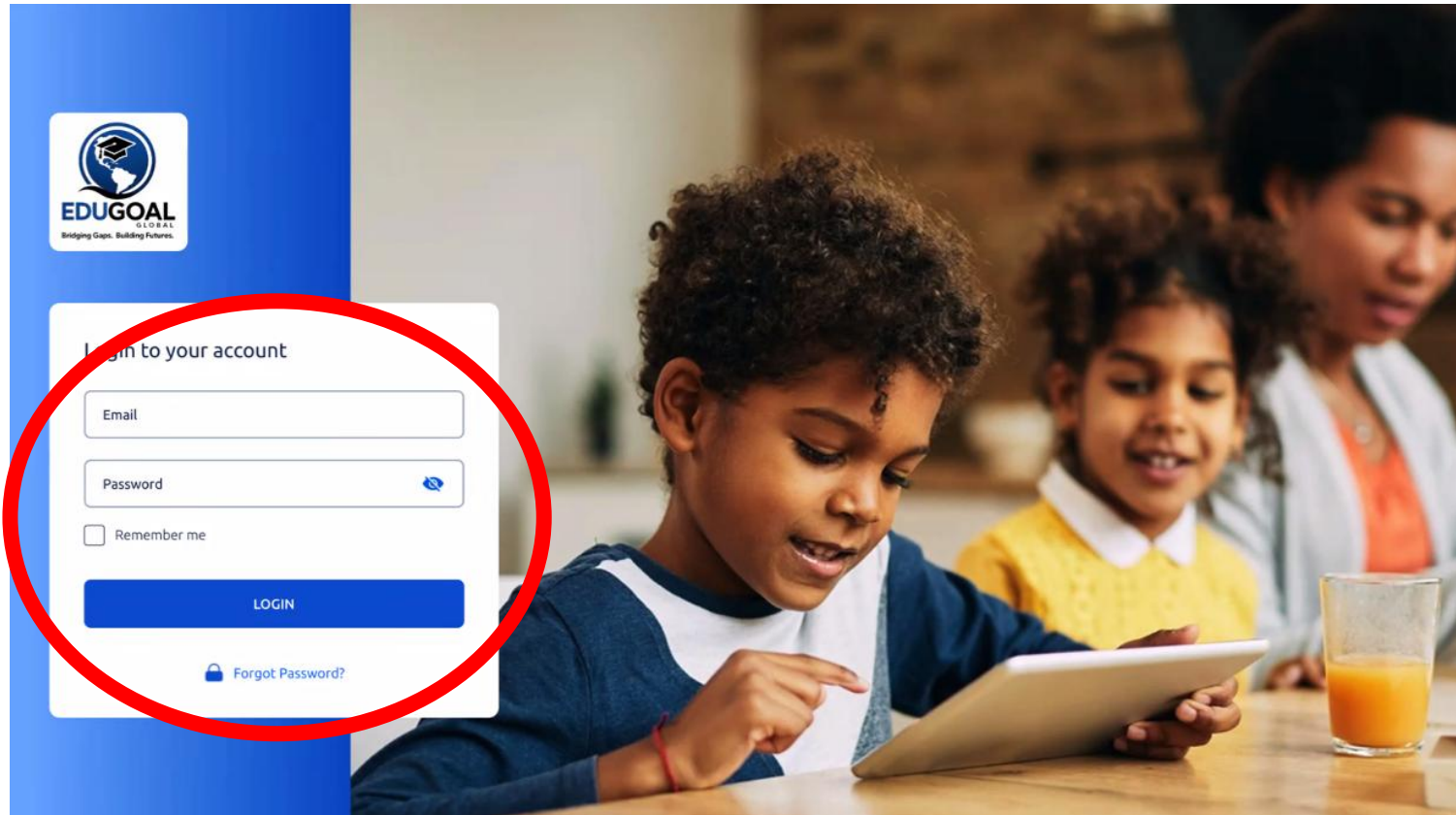
# Getting Started Set-up Guide

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## Teacher Profile

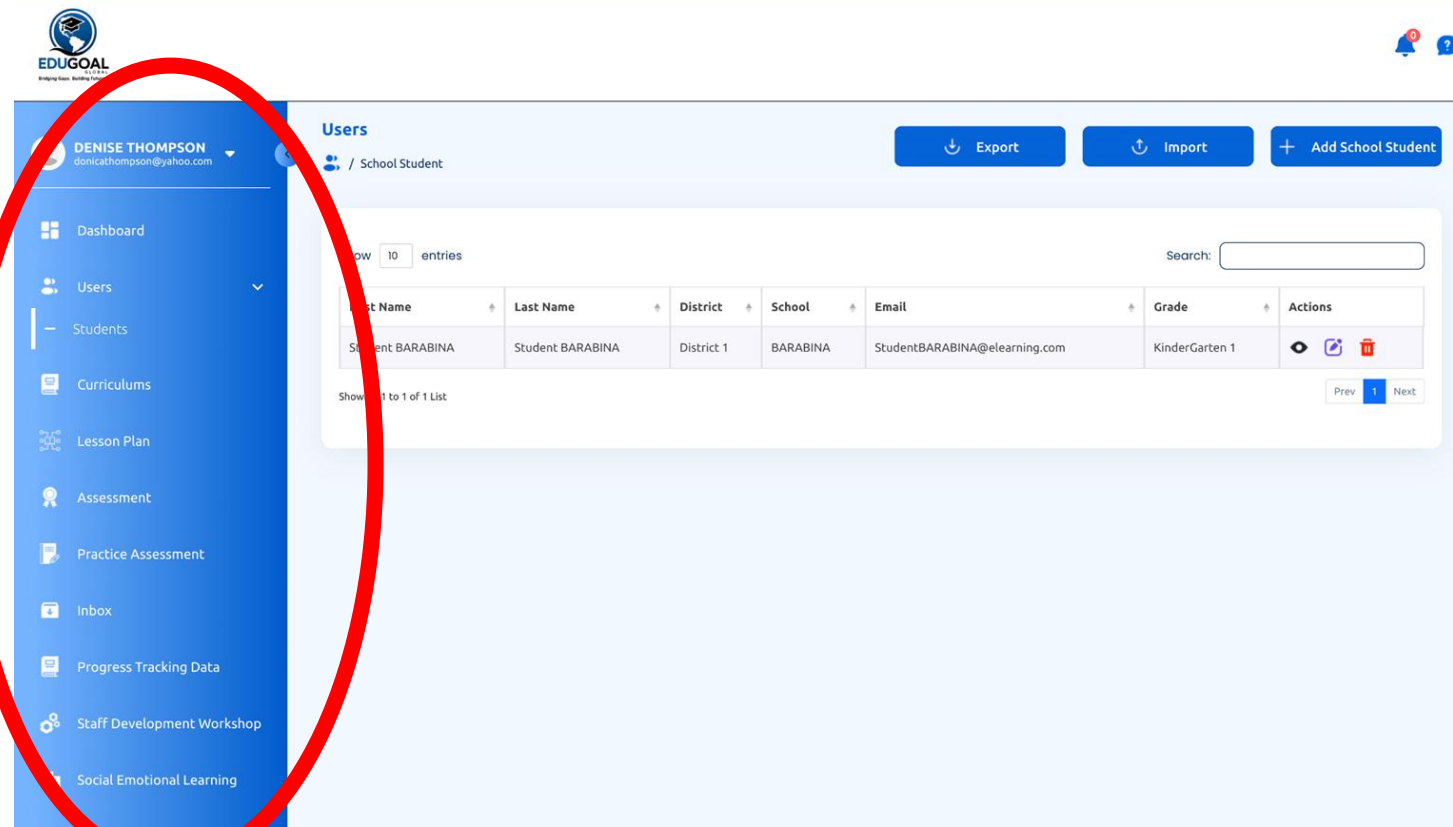
# Step 1: Logging-in and accessing your dashboard

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

# Step 2: Navigate to the Menu

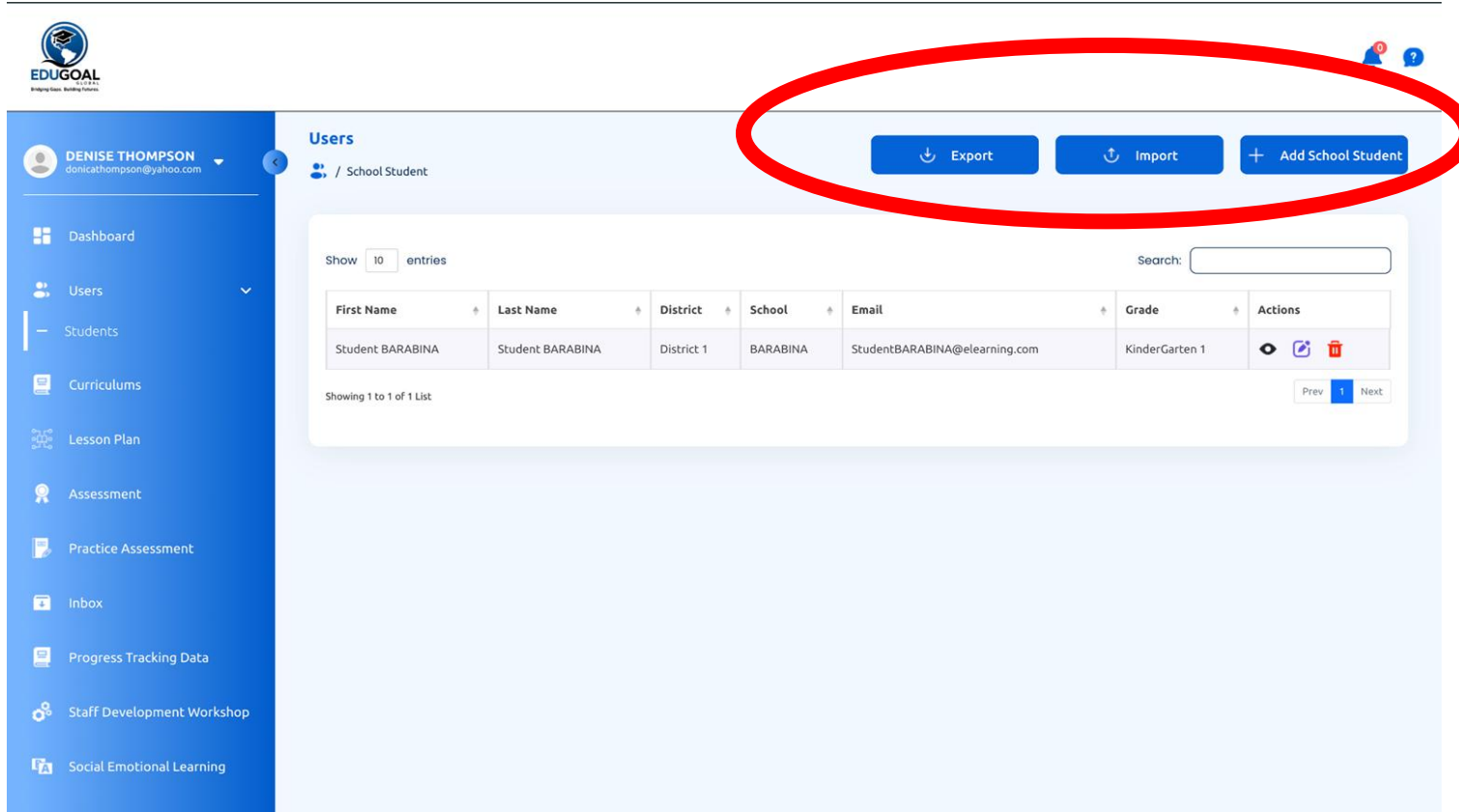


The screenshot displays the EDUGOAL system interface. On the left, a blue sidebar menu is visible, with the 'Users' option highlighted by a red circle. The main content area shows the 'Users' page, which includes a table of users and buttons for 'Export', 'Import', and 'Add School Student'. The table lists one user: Student BARABINA, District 1, BARABINA, StudentBARABINA@elearning.com, Kindergarten 1. The user's name 'Student BARABINA' is highlighted in the table.

| First Name | Last Name | District   | School   | Email                         | Grade          | Actions                                                                                                                                                                                                                                                     |
|------------|-----------|------------|----------|-------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student    | BARABINA  | District 1 | BARABINA | StudentBARABINA@elearning.com | KinderGarten 1 |    |

- Select “Student” to begin adding Student users
- Student users should include: Students Only

# Step 3: Adding Students – Bulk or Single Entry



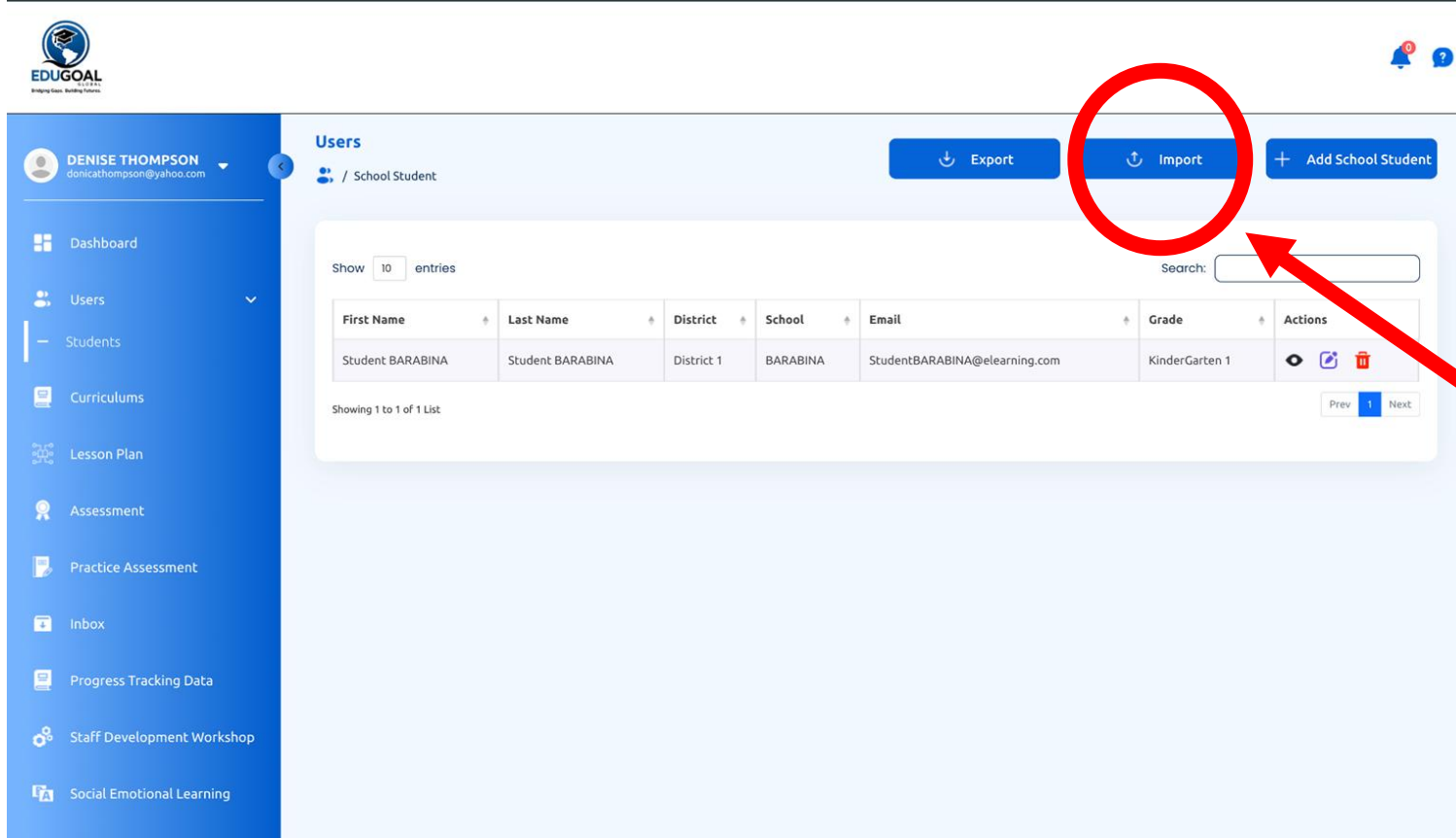
The screenshot shows the EDUGOAL web application interface. On the left is a blue sidebar with navigation links: Dashboard, Users, Students, Curriculums, Lesson Plan, Assessment, Practice Assessment, Inbox, Progress Tracking Data, Staff Development Workshop, and Social Emotional Learning. The main content area is titled 'Users' and shows a list of users. At the top right of this section, three buttons are highlighted with a red oval: 'Export', 'Import', and 'Add School Student'. Below these buttons is a table with one user entry.

| First Name       | Last Name        | District   | School   | Email                         | Grade          | Actions                                                                                                                                                                                                                                                     |
|------------------|------------------|------------|----------|-------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student BARABINA | Student BARABINA | District 1 | BARABINA | StudentBARABINA@elearning.com | KinderGarten 1 |    |

Showing 1 to 1 of 1 List

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

# Step 4: Adding Students– Bulk Entry



The screenshot displays the EDUGOAL Users management interface. The top bar shows the user profile of DENISE THOMPSON. The sidebar on the left contains navigation links for Dashboard, Users, Students, Curriculums, Lesson Plan, Assessment, Practice Assessment, Inbox, Progress Tracking Data, Staff Development Workshop, and Social Emotional Learning. The main content area is titled 'Users' and includes buttons for 'Export', 'Import', and 'Add School Student'. The 'Import' button is circled in red, and a red arrow points to it from the right. Below the buttons is a search bar and a table of users.

| First Name       | Last Name        | District   | School   | Email                         | Grade          | Actions                                                                                                                                                                                                                                                     |
|------------------|------------------|------------|----------|-------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student BARABINA | Student BARABINA | District 1 | BARABINA | StudentBARABINA@elearning.com | KinderGarten 1 |    |

Showing 1 to 1 of 1 List

- Click the “Import” feature to add 5 or more district administrators at once

# Step 5: Adding Student – Bulk Entry

The screenshot displays the 'Users' management page. At the top right, there are buttons for 'Export', 'Import', and 'Add District Admin'. The 'Import' button is circled in red, with a red arrow pointing to it. Below this, a table lists existing users with columns for First Name, Last Name, District, Schools, Email, and Position. At the bottom, a 'Bulk Entry' form is shown, featuring a 'Choose File' button (circled in red and labeled '1') and an 'Upload' button (circled in red and labeled '2').

| First Name  | Last Name   | District    | Schools | Email                    | Position         | Actions |
|-------------|-------------|-------------|---------|--------------------------|------------------|---------|
| Robert      | Johnson     | District 3  | 144     | robert1@example.com      | Director         |         |
| Jane        | Smith       | District 2  | 99      | jane.smith1@example.com  | Coordinator      |         |
| John        | Doe         | District 1  | 91      | john.doe1@example.com    | Manager          |         |
| Vishal      | Zala        | District 1  | 91      | vishal1@yopmail.com      | District Officer |         |
| District A  | Admin B     | District 1  | 91      | districa1@yopmail.com    | District Admin A |         |
| District GT | District GT | District GT | 110     | DistrictGT@elearning.com | District Admin   |         |
| District 10 | District 10 | District 10 | 80      | District10@elearning.com | District Admin   |         |
| District 9  | District 9  | District 9  | 108     | District9@elearning.com  | District Admin   |         |

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

# Step 6: Preparing a Bulk Upload File for Import

|    |            |                |           |               |               |             |              |         |           |             |  |
|----|------------|----------------|-----------|---------------|---------------|-------------|--------------|---------|-----------|-------------|--|
| C4 |            |                | fx        | Smith         |               |             |              |         |           |             |  |
|    | A          | B              | C         | D             | E             | F           | G            | H       | I         | J           |  |
| 1  | First Name | Middle Initial | Last Name | Date of Birth | Email         | Password    | Position     | Country | Region    | District    |  |
| 2  | John       | A              | Doe       | 01/15/1980    | John.doe1@exa | Password123 | Head Teacher | Guyana  | Region 1  | District 1  |  |
| 3  | Jane       | S              | Doe       | 02/11/1970    | Jane.doe@exa  | Password231 | Teacher      | Guyana  | Region 3  | District 3  |  |
| 4  | Sam        | P              | Smith     | 08/17/1989    | sam.smith@exa | Password987 | Deputy Head  | Guyana  | Region 10 | District 10 |  |
| 5  |            |                |           |               |               |             |              |         |           |             |  |

- The following fields must be included: FirstName, MiddleInitial, LastName, DateofBirth (month, day, year), DistrictEmailAddress, Temporary Password, DistrictPosition, CountryName, RegionName (if applicable) and DistrictName (if applicable)
- 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

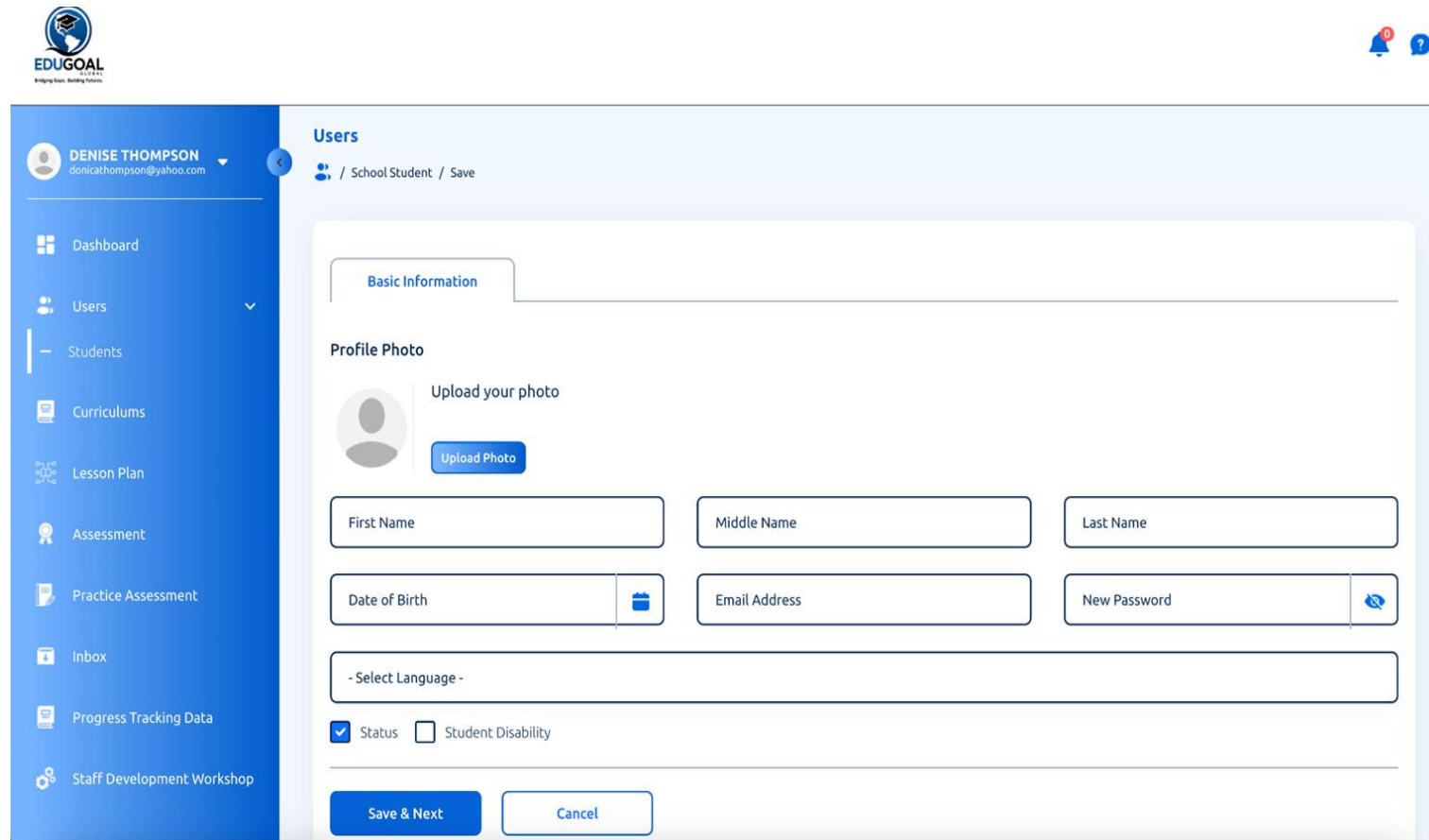
# Step 7: Adding Students – Single Entry

The screenshot shows the EDUGOAL Users management interface. The sidebar on the left contains navigation links: Dashboard, Users, Students, Curriculums, Lesson Plan, Assessment, Practice Assessment, Inbox, Progress Tracking Data, Staff Development Workshop, and Social Emotional Learning. The top header shows the user profile for DENISE THOMPSON. The main content area is titled 'Users' and includes buttons for 'Export', 'Import', and 'Add School Student'. The 'Add School Student' button is circled in red. Below the buttons is a table with columns: First Name, Last Name, District, School, Email, Grade, and Actions. The table contains one entry for Student BARABINA. A search bar and pagination controls are also visible.

| First Name       | Last Name        | District   | School   | Email                         | Grade          | Actions                                                                                                                                                                                                                                                     |
|------------------|------------------|------------|----------|-------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student BARABINA | Student BARABINA | District 1 | BARABINA | StudentBARABINA@elearning.com | KinderGarten 1 |    |

- Click “Add Student” to enter 1 to 4 students

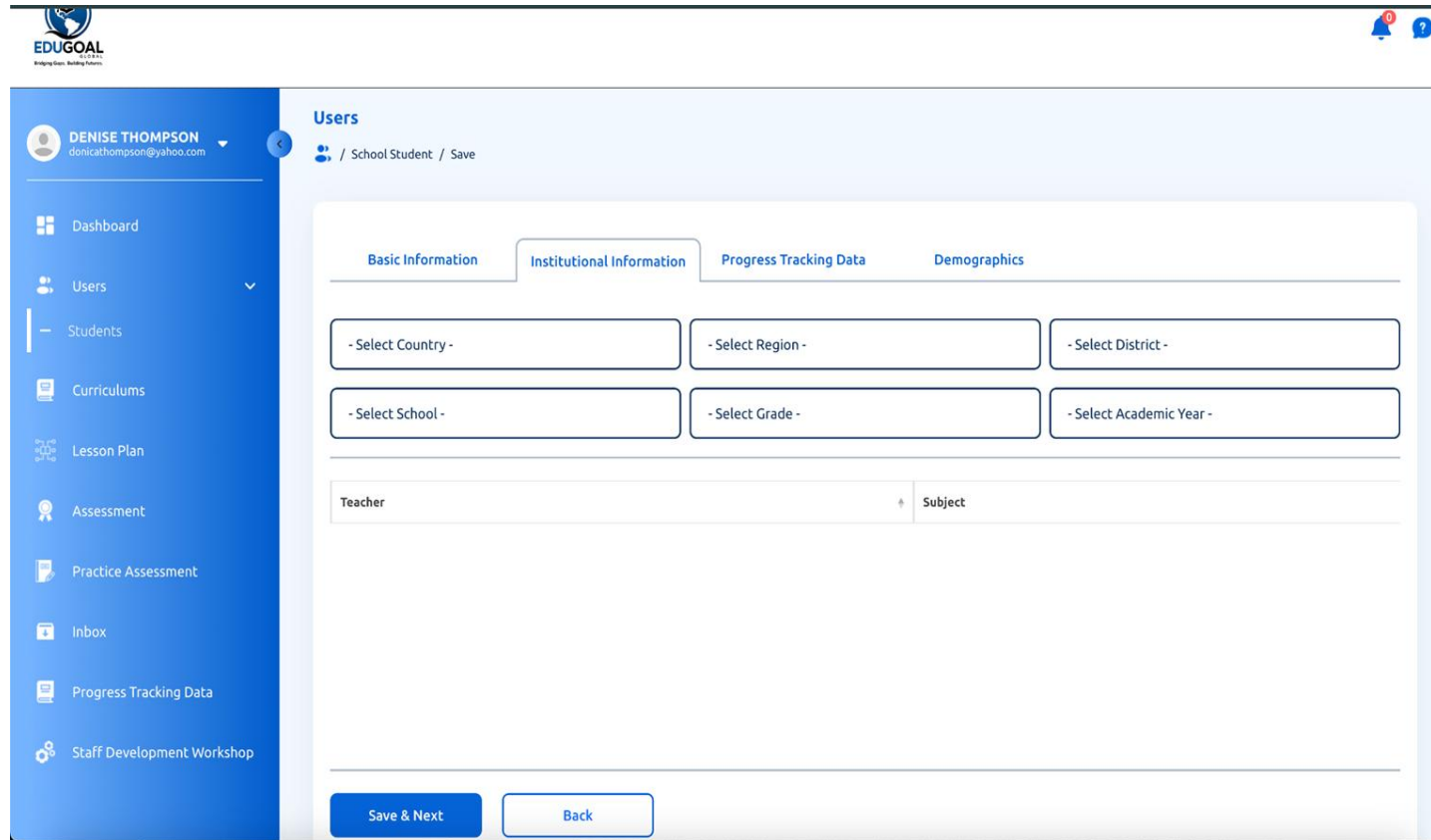
# Step 9: Adding Student– Single Entry



The screenshot displays the EDUGOAL web application interface. On the left is a blue sidebar with the user profile of DENISE THOMPSON and a list of navigation items: Dashboard, Users, Students, Curriculums, Lesson Plan, Assessment, Practice Assessment, Inbox, Progress Tracking Data, and Staff Development Workshop. The main content area is titled 'Users' and shows a breadcrumb trail '/ School Student / 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 labeled '- Select Language -'. At the bottom, there are checkboxes for 'Status' (checked) and 'Student Disability' (unchecked). 'Save & Next' and 'Cancel' buttons are at the bottom of the form.

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

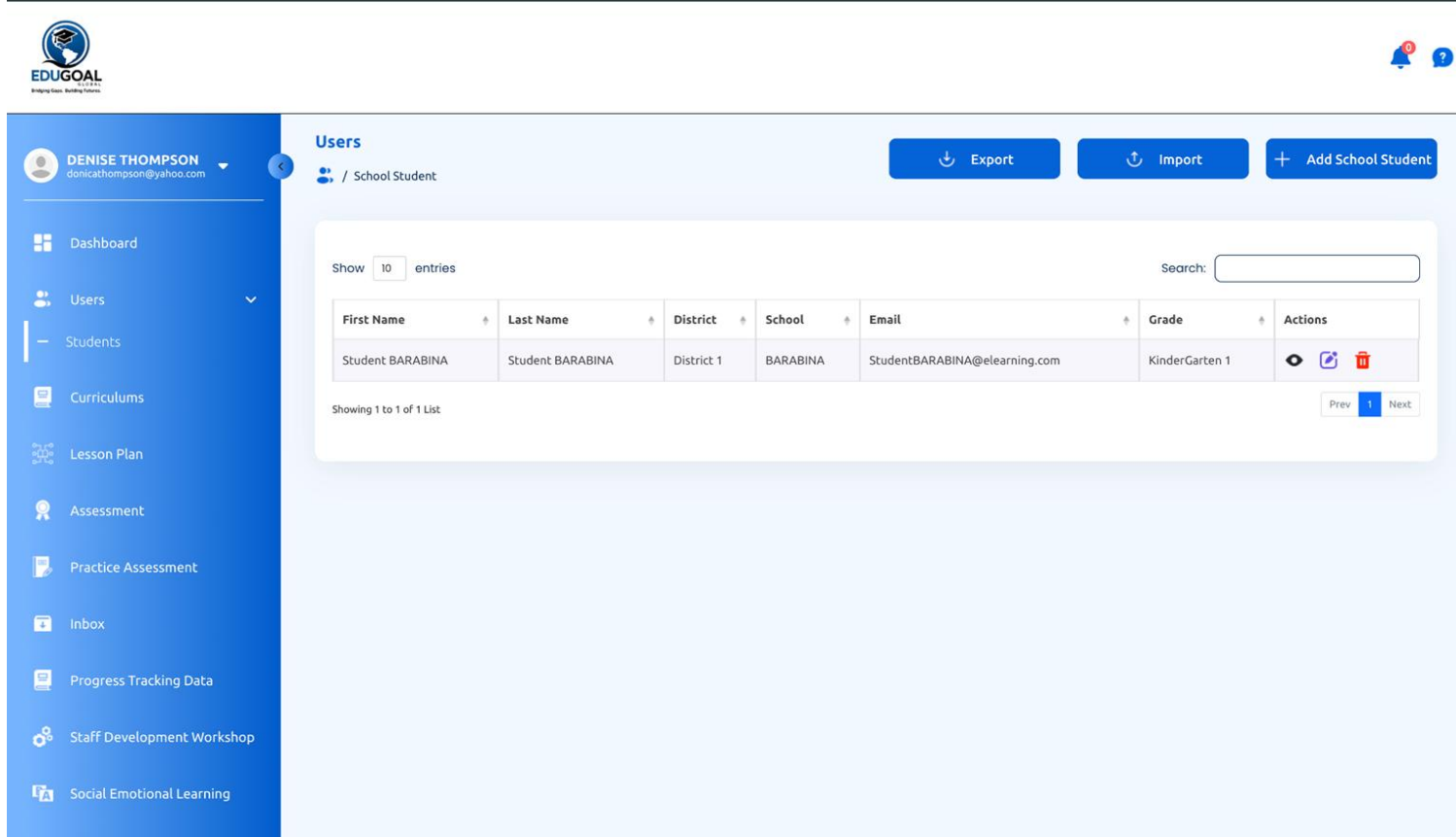
# Step 10: Adding Student– Single Entry



The screenshot shows the EDUGOAL web application interface. On the left is a blue sidebar with a user profile for DENISE THOMPSON and a menu with options: Dashboard, Users, Students, Curriculums, Lesson Plan, Assessment, Practice Assessment, Inbox, Progress Tracking Data, and Staff Development Workshop. The main content area is titled 'Users' and shows a breadcrumb trail '/ School Student / Save'. There are four tabs: 'Basic Information', 'Institutional Information' (which is active), 'Progress Tracking Data', and 'Demographics'. The 'Institutional Information' tab contains six dropdown menus arranged in two rows: '- Select Country -', '- Select Region -', '- Select District -' in the first row, and '- Select School -', '- Select Grade -', '- Select Academic Year -' in the second row. Below these is a section with two input fields labeled 'Teacher' and 'Subject', separated by a plus sign. At the bottom of the form are two buttons: 'Save & Next' and 'Back'.

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

# Step 11: Student Dashboard



The screenshot displays the EDUGOAL Student Dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, Users (selected), Students, Curriculums, Lesson Plan, Assessment, Practice Assessment, Inbox, Progress Tracking Data, Staff Development Workshop, and Social Emotional Learning. The main content area is titled 'Users' and shows a list of school students. At the top right of the main area are buttons for 'Export', 'Import', and 'Add School Student'. Below these buttons is a search bar and a 'Show 10 entries' dropdown. The table lists one student: Student BARABINA, with details for Last Name, District, School, Email, and Grade. The 'Actions' column for this student includes icons for viewing, editing, and deleting. At the bottom of the table, it says 'Showing 1 to 1 of 1 List' with 'Prev', '1', and 'Next' pagination controls.

**Users**

Export Import Add School Student

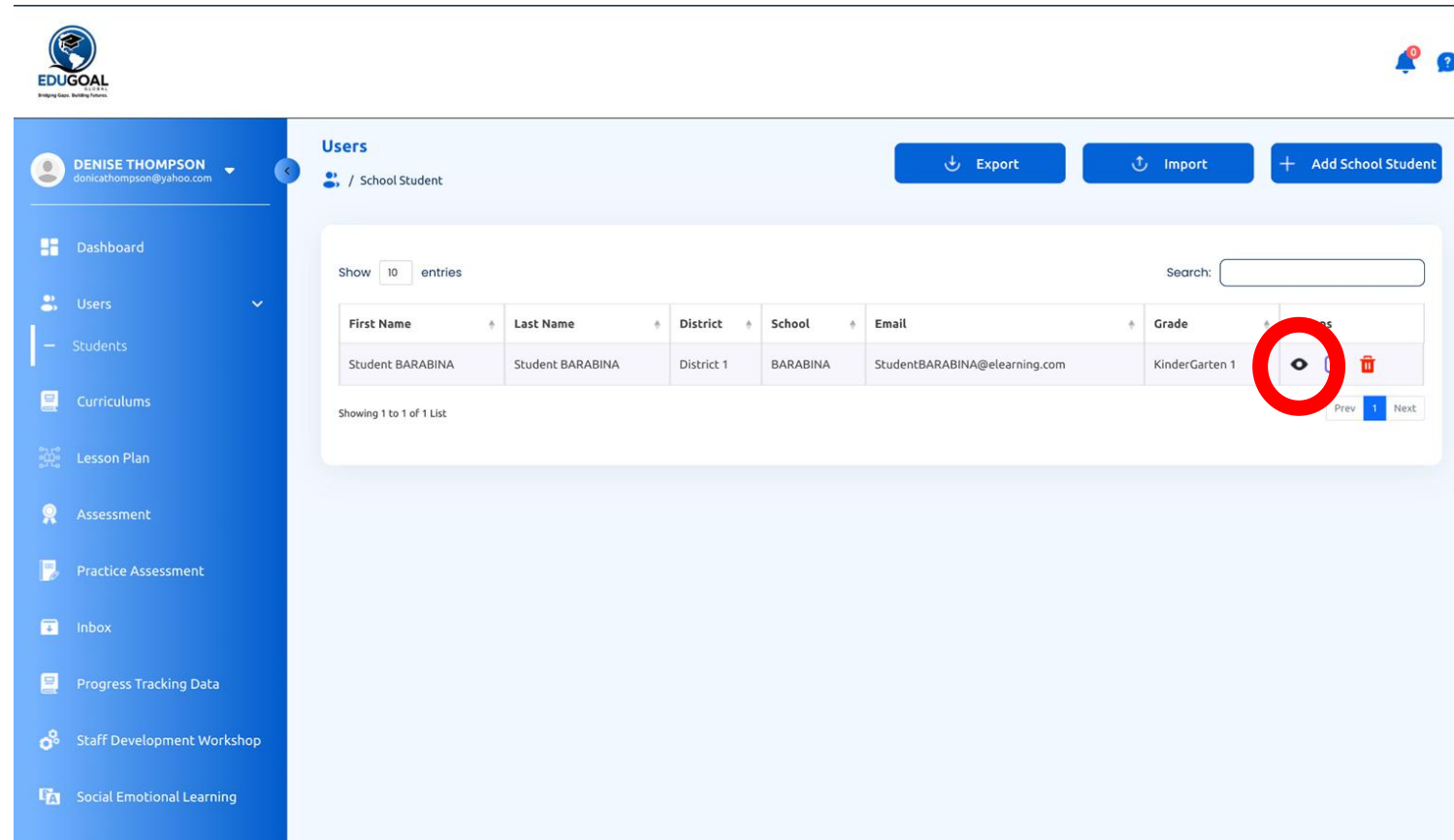
Show 10 entries Search:

| First Name       | Last Name        | District   | School   | Email                         | Grade          | Actions                                                                                                                                                                                                                                                     |
|------------------|------------------|------------|----------|-------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student BARABINA | Student BARABINA | District 1 | BARABINA | StudentBARABINA@elearning.com | KinderGarten 1 |    |

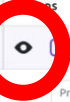
Showing 1 to 1 of 1 List Prev 1 Next

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

# Step 11: Updating Teacher Dashboard



The screenshot shows the EDUGOAL Teacher Dashboard. The sidebar on the left contains the following navigation links: Dashboard, Users, Students, Curriculums, Lesson Plan, Assessment, Practice Assessment, Inbox, Progress Tracking Data, Staff Development Workshop, and Social Emotional Learning. The main content area is titled 'Users' and includes buttons for 'Export', 'Import', and 'Add School Student'. Below these buttons is a table with the following columns: First Name, Last Name, District, School, Email, Grade, and Actions. The table contains one entry for 'Student BARABINA'. A red circle highlights the 'Edit' icon in the Actions column. The table also includes a search bar and pagination controls.

| First Name       | Last Name        | District   | School   | Email                         | Grade          | Actions                                                                                                                                                                 |
|------------------|------------------|------------|----------|-------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student BARABINA | Student BARABINA | District 1 | BARABINA | StudentBARABINA@elearning.com | KinderGarten 1 |   |

- Click “Edit” to update any field with information
- Click “Delete” to remove any record

# Congratulations

## You're All Set!