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Instructions for school leaders

New user experience and registration

Visiting for the first time

Once you receive an email notifying you that you have been registered in the P-TECH Your Learning platform, please log into the platform using the Gmail or LinkedIn address that you provided to us: https://ptech.yourlearning.ibm.com/

Since this is your first visit, you'll be led through a tutorial and asked to set up a few profile preferences. We suggest you spend some time in the tutorial to make sure you understand the basic user experience. You can revisit the tutorial at any time later through the "question mark" button at the top right of your screen. You can revisit and change your profile settings through the personalized avatar or photo, also at the top right.
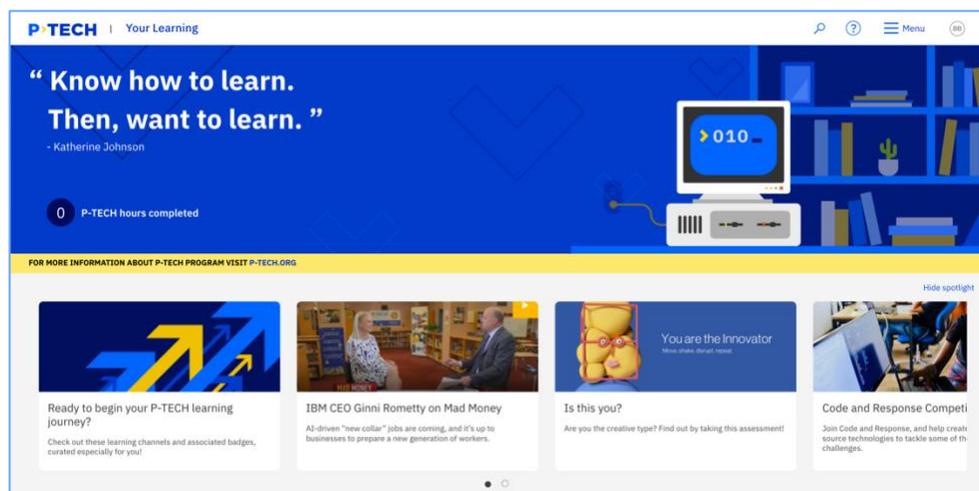
Once you've completed the tutorial and profile setup, you'll find yourself in the main page of the platform. You might want to take some time to explore the content and information here. Though your learning queue will be empty, you will already see some personalized learning recommendations and

perhaps some recommended badges. Some recommendations are based on your profile settings, some are based on your status as a teacher or administrator, and some are recommended for all users.

Now that you've gained some familiarity with the user experience, you can start gathering parental consent and registering other users.

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Gathering parental consent

Obtaining parental consent for minors is required for this online learning experience. The age of consent varies by country, so we suggest you consult this page to determine what effort, if any, will be required at your school: http://www.ptech.org/resources/p-tech-age-of-consent/

Storage of parental consent forms is part of the registration process, so you'll want to start contacting parents and gathering their signatures before you start to register students.

You can obtain consent for each minor using any electronic or paper method already used and approved by your school system. Then just provide a digital file that we can store for auditability purposes. The file can be in any format you like. For example:

- If you use an electronic parental consent system such as Privo, Truyo, or OneTrust, you might print or save the verified consent form in PDF format.
- If you use DocuSign, you can use the signed form.
- If you use paper consent forms, simply scan or photograph the signed paper. If using photos, please try to avoid the truly enormous file sizes.

We have provided some example consent forms: http://www.ptech.org/resources/example-parental-consent-forms/ If you wish, you may add your own text to these forms.

With one or more parental consent files on hand, you are ready to begin registering students.

Registering users one by one

From within the platform, scroll down to the bottom of the page and click the link labelled "Your Learning Service Center (advisors only)," or simply go to this page:

https://ptech.yourlearning.ibm.com/servicecenter
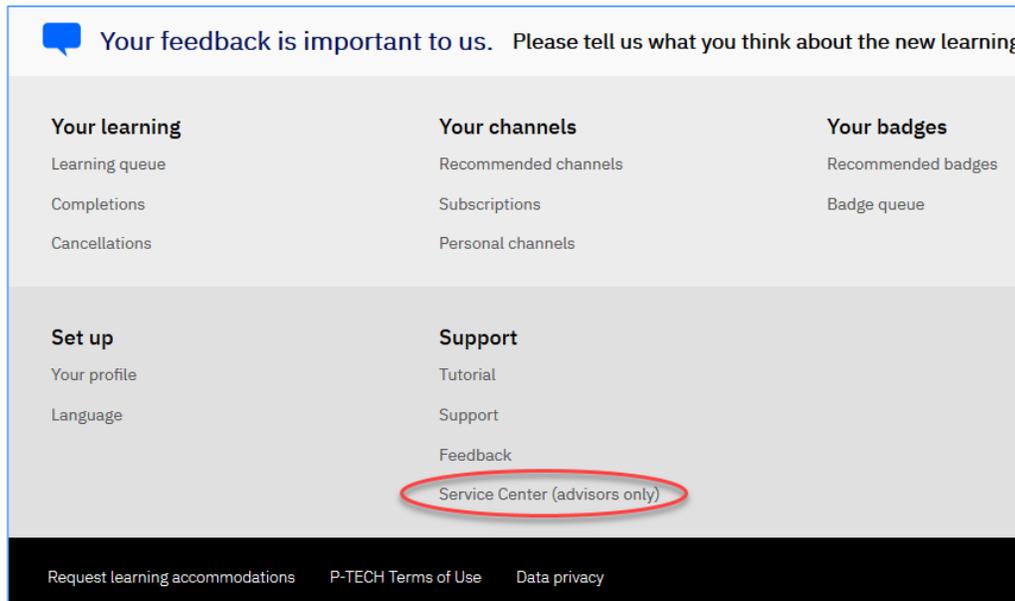
Once in the Service Center, locate the "Access control" tile and click the link labelled "User registration," or simply go to this page:

https://ptech.yourlearning.ibm.com/servicecenter/#users/manage
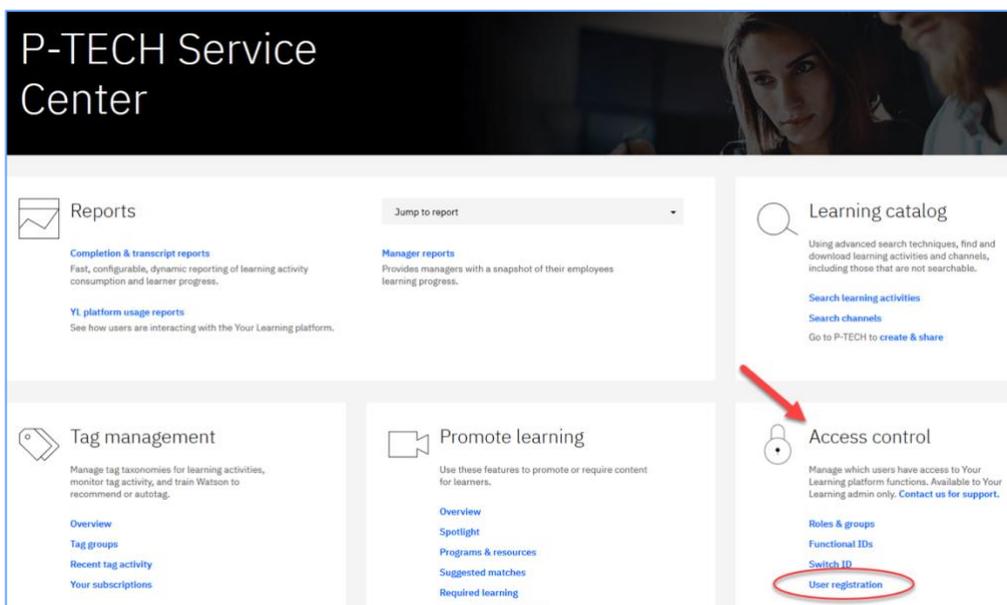
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On the main registration page, click the blue "Register user" button. Then start to fill in the information.

Register user

P▸TECH **Your Learning Service Center** ≡ Menu (AG)

User registration
Register user

Register   Cancel

USER TYPE
◉ Student   ○ Administrator / Teacher

FULL NAME
User name

Once registered, users can sign in to the Your Learning platform with their LinkedIn or Google email address. At least one email addresses below must match for successful sign in:

EMAIL (for sign in and contact)
e.g., username@example.com

Add additional email (optional)

PREFERRED LANGUAGE
English [en] ▾

COUNTRY
Select country ▾

SCHOOL
Default ▾

ADMINISTRATOR - PRIMARY
Select one ▾

TEACHER - SECONDARY (optional)
Select one ▾

AGE OF CONSENT
☑ This student is under the age of consent for this application
View age of consent by country

Proof of parental consent document required
Upload parental consent ⤒

Register   Cancel

User type: Choose the type of user you are registering.

Full name: This must match the consent form if there is one.

Email: This is the user's preferred contact address (Gmail or LinkedIn). The user will use this address when logging in. We suggest that you leave the additional email field blank for now. The user might need it later when they start earning badges or if they change their email address.

Preferred language and country: Pick the most likely combination. The user will be able to change the language later if desired. If you're registering users during the platform's initial rollout period, you might not see your country. In that case, please pick USA. The field can be edited later.

School: Please pick your school from the pick list. If you do not see your school listed, please contact us at ptechadv@us.ibm.com

Administrator - primary:
If you are registering a Teacher / Administrator, enter the name of the primary P-TECH contact person at your school. (This might be you.)

If you are registering a Student, enter the name of the student's homeroom or main teacher – the person the student goes to most often for help and guidance. This teacher will have access

to the student's personal data such as completion reports. If the teacher isn't in the system yet, you'll need to register them.

Teacher - secondary: If you are registering a Teacher / Administrator, leave this field blank.

If you are registering a Student, enter the name of a secondary teacher or school administrator. This might be a faculty advisor, guidance counselor, or principal. If the person isn't in the system yet, you'll need to register them. This person will have access to the student's personal data such as completion reports. This access should be provided on a need-to-know basis; it is perfectly acceptable to leave this field blank.

Age of consent: You will only see this section when registering a Student. We require that you either certify that a user is not considered a minor in your country, or upload a parental consent form.

Now that you have filled out all the fields, just select the blue Register button. The platform will send an email to the user inviting them to log in.

If you are registering other teachers or administrators, we suggest that you forward them your welcome email so that they will have all of the resources that we've shared with you, including these instructions.

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Registering users in batch mode

If you have a long list of students to register at once, you will probably not want to register them one by one. We offer two options to make your job easier, and invite you to choose the option that works best for you.

Option 1: Send to ptechadv@us.ibm.com an Excel spreadsheet or CSV file in the following format:

Student or Teacher, Full name, Gmail or LinkedIn email address, Preferred language, Country, School, Primary teacher, Secondary teacher (if any), Minor (yes or no)

Also make sure you send us a parental consent form, labelled intuitively so we can match the form to the student, for each one of your minors.

Option 2: Use our Consent Form Bulk Upload tool: https://consent.ptech.org/register This tool was initially created to help you store and manage your parental consent forms, but you may find this tool very convenient even if none of your students require parental consent.

To begin using the tool, simply provide the basic information requested including the School Name, Teacher/Advisor, Country, and Preferred Language for your students.

Then upload a very simple CSV file containing only the student names and email addresses. Make sure to include a header line so that your CSV file is in exactly this format:

Learner Name,Primary Email,Secondary Email
Anne Smith,asmith@somewhere.com
Juan Rodriguez,jrod@somewhereelse.net

The tool will then enable you to upload parental consent forms as well as make any corrections you think necessary. When you are finished, press the Upload Students button. We will receive your data at ptechadv@us.ibm.com and we will register your students.

Providing feedback

We consider your feedback to be a gift – to us and ultimately to the students who will benefit from an improved platform. We would love to hear about what you think works well, as well as what you would like to see in terms of content or learner experience. Please send your input or questions to ptechadv@us.ibm.com. At a later date we will also provide a survey to enable you to submit more structured input.