

# Updating Teacher Accounts in Nextera Admin

Updated November 2019



New York State  
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity



Questar™



# Placeholder Teacher Accounts

Placeholder teacher accounts were created as part of the Pre-ID import to Nextera Admin.

- Teacher Name

- Last Name: District Name (truncated to 35 characters)
- First Name: School Name (truncated to 35 characters)
- Email: School name (truncated to 35 character) + School BEDS code @NYSED.com
  - Example: Atticaelementaryschool010102000035@NYSED.com

# Updating Teacher Accounts

There are two ways to update teacher accounts:

1. Edit the Email Address

Click on “View” on the Accounts page to edit the email address for the teacher on the “View Account” page through the Edit feature

Note: the teacher account will retain the long username of original/placeholder teacher first/last name (District and School name)

2. Replace the Teacher Account

Replace the teacher account by disabling the existing teacher account to create a new teacher account, using the email address as the username. See slides 3 – 5 for a description of the steps for replacing the teacher account.

# Replacing Teacher Accounts

1. Log in to Nextera Admin
2. Click the “Change” link at the top of the page to filter to the appropriate district and school
3. Click Accounts > “Accounts” to navigate to the Accounts page

The screenshot displays the Nextera Admin interface for the New York State Grades 3-8 Testing Program. At the top, the breadcrumb navigation shows '2020 Spring 3-8 | QAI Training Test District (012345) | QAI Training Elementary School (012345) | Change', with the 'Change' link highlighted by a red box and a red circle containing the number '2'. Below this is a navigation menu with tabs: HOME, STUDENTS, CLASSES, TESTS, ACCOUNTS, STUDENT RESPONSES, and ADMIN. The 'ACCOUNTS' tab is selected, and its dropdown menu is open, showing options: Accounts, Districts, Schools, Registration, and Registration Status. The 'Accounts' option is highlighted by a red box and a red circle containing the number '3'. On the left side, there is a 'Your Profile' section with user information: Name: Helene Gniadek, Email: hgniadek@questarai.com, Associated with: QAI Training Elementary School (012345), and Mailing Address: 1 Training Way, Albany, NY-12210. On the right side, there is a 'Readiness Issue Identified' section with a message: 'Readiness Issue Identified. Identified an issue when attempting to update personal contact. Admin will not allow you to update the "Personal Contact" section in Technology Readiness. Contact Position/Title is not in the correct format (e.g., TestManager). If the title is one word (e.g., TestManager), if the title is one word'.

# Replacing Teacher Accounts

4. Click “View” next to the teacher’s name to first deactivate the existing account

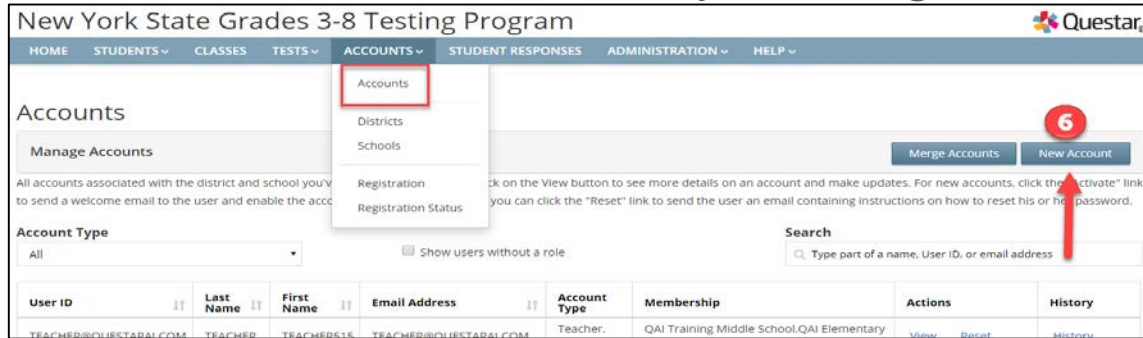
1234567TeacherOne@example.com	One	Teacher	1234567TeacherOne@example.com	Teacher	Test Scho	<b>4</b>	<b>View</b>	Activate	History
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5. “Uncheck” the box “This account is currently active”

<b>First Name:</b>	Teacher
<b>Last Name:</b>	One
<b>Email:</b>	1234567TeacherOne@example.com
<b>This account is currently active:</b>	<input type="checkbox"/> <b>5</b>
<b>Teacher's ID:</b>	123456

# Replacing Teacher Accounts

## 6. Add a new teacher account by clicking “New Account”



## 7. Fill in the first name, last name and teacher’s email address as the “username”

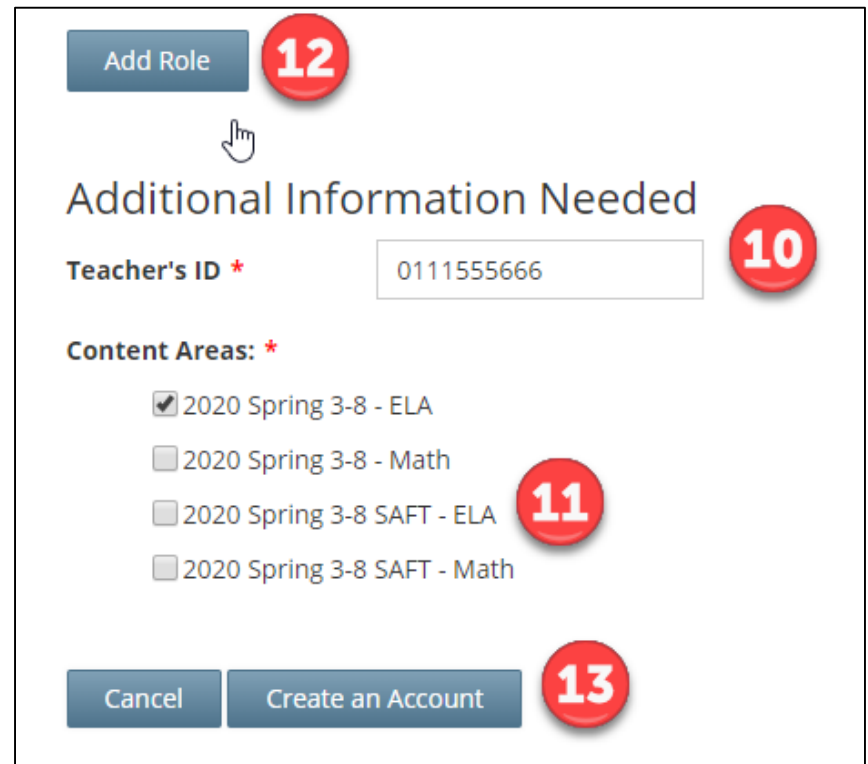
## 8. Check the box “This account is currently active”

## 9. Choose “Teacher” from the Role Type drop-down box

The screenshot shows the 'Add New Account' form. The 'User Information' section includes fields for 'First Name' (Sample), 'Last Name' (Teacher), and 'Username' (sampleteacher@email.com). The 'This account is currently active' checkbox is checked. The 'Role Type' dropdown is set to 'Teacher'. A 'Selected roles' section is also visible.

# Replacing Teacher Accounts

10. For the “Teach ID” field, use the Teacher’s ID from the NYSED Business Portal. Note: Enter a 0 at the beginning of the number to be sure you do not receive an error that the Teach ID already exists in the system
11. Check the box “Spring 2020 3-8 ELA” or “Spring 2020 3-8 Math”
12. Click “Add Role” to add the Teacher role to the account
13. Click “Create an Account” at the bottom



**Add Role** **12**

**Additional Information Needed**

**Teacher's ID \***  **10**

**Content Areas: \***

- 2020 Spring 3-8 - ELA
- 2020 Spring 3-8 - Math
- 2020 Spring 3-8 SAFT - ELA **11**
- 2020 Spring 3-8 SAFT - Math

**Cancel** **Create an Account** **13**

# Customer Support

## Questar New York Customer Support

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866-997-0695