

Prowise user manual administration module



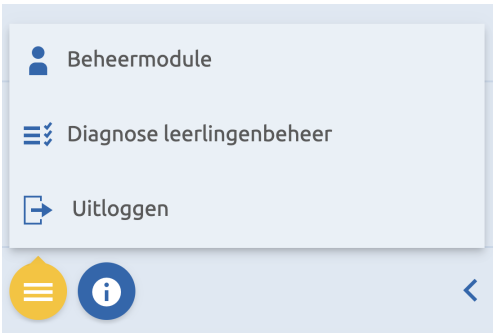
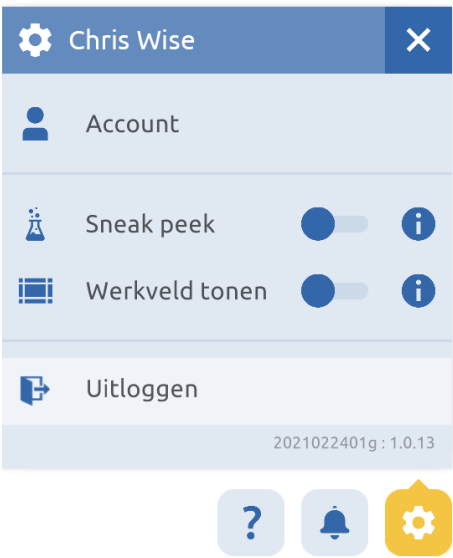


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Administration Module

The Prowise administration module is used for all settings concerning locations, groups, employees and passwords. Prowise accounts created in the administration module can be used for all our Prowise cloud solutions (including Prowise GO and Prowise Presenter).

The administration module can be accessed in the following ways:

	<p>Go to account.prowise.com and log in with your e-mail address and password.</p>
	<p>From Prowise GO click on the hamburger menu (bottom left) and choose 'Administration module'.</p>
	<p>From Prowise Presenter click on the cogwheel and choose 'Account'.</p>
	<p>From www.prowise.com click on "Log in" in the top right corner and log in with your e-mail address and password. Then choose the app launcher icon  and go to "Account".</p>

Below we explain the different components in the administration module with a brief description.

My profile

Under the 'My Profile' header the details of the account that is currently logged in appear. Set your own data here, such as name, e-mail, password, language and user type

When you click on the name of the board, a menu with several selection options pops up:

Administration settings

In the 'Administrative settings' you will find an overview of all the settings, any Basispoort, Google or Microsoft links and an overview of all the administrators. When your school or board makes use of Prowise GO, we ensure that everything is set up in advance so that you can get started straight away. This includes creating teachers and students and placing the right people in the right group(s) or class(es). The package administrator can change this data at any time.



NOTE!

Please note: If a Basispoort connection is used, this data can often not be changed. This is because the link with Basispoort is leading. Is there something that needs to be modified? Then do this in Basispoort and this will be automatically implemented in Prowise GO.

Integrations

Under 'Integrations' you can see an overview of the links that have been made. The changes in e.g. Basispoort, Google or Microsoft are automatically synchronised every night. As a user, you do not have to do anything with this, but it is a handy overview to see exactly what has been synchronised that night.

If a synchronisation is necessary that has not been implemented automatically, then one of our Prowise Helpdesk employees can assist you with this.

Location management

Under 'Location management' you can see which schools are in your 'package'. If you have opted for a board-wide package, you will see **all** the schools that are part of the relevant board/or foundation under the 'Location management' header. Prowise always makes sure that this environment is fully equipped for you. Do you use Basispoort? Then the synchronisation is automatic. When there is a 'yes' under the 'Externally managed' header, this means that there is a link with Basispoort and therefore that the synchronisation happens automatically.

When a location is selected, an overview of employees linked to this location appears. Package administrators are automatically linked to **all locations**.

Group management



Under 'Group management' it is possible to add, change or delete groups. If your school uses the Basispoort connection, this will all be synchronised automatically. If you do not have a Basispoort link, Prowise will provide an equipped school. If you still want to create groups manually, you can do so using the following buttons:

<p>Attach Add new groups to location(s).</p>
<p>Change Select and modify the name and/or location of a group.</p>
<p>Delete Select and delete a group.</p>

When you select a group, a user overview of all staff members and students that are linked to this group appears on the right-hand side. Again, package administrators are automatically linked to all groups. To link employees or students to groups, click 'Add'.

If the picture login is used by students in the selected group, the set pictures are visible in the user overview. In the [‘Students’](#) section in this manual you can read more about changing the login picture.



NOTE!

Please note that after changing a group, the page must be refreshed to be able to use the 'Edit' or 'Delete' button again.

Display group avatar on login page

Select a group and click on 'Edit' and then select 'Edit group'. To have an avatar appear on the Prowise GO login page you must place a tick in the box next to "Show group icon on login screen". If you have chosen this option, students no longer need to log in with their e-mail address. They then click on their group avatar and then their name and then enter their password or select their pictures from the picture login.

Employee management

Under 'Employee management' it is possible to add, change or delete employees.

If your school uses the Basispoort connection, this will all be synchronised automatically. If you do not have a user in Basispoort or if your school does not use Basispoort, it is always possible to create or change employees. Use the following buttons for this:

<p>Attach Add new users (employees).</p>
<p>Change</p> <ul style="list-style-type: none"> • Select and change the name and/or the e-mail address of an employee. • Set the rights for the board, locations and groups. • Send an activation or password reset e-mail to the employee.
<p>Delete Select and delete an employee.</p>



NOTE!

When new employees are added, a Prowise account is immediately created. The next day the employee also has a Google Workspace for Education or Microsoft 365 account and can log in on a Chromebook, via a Prowise Windows device or in the Chrome Browser.

First login to a new employee account

When an employee has a new account, he/she logs in via the activation e-mail the first time.

Does the employee need the password to retrieve the mail? Then use the temporary password for the first login.

After this, the employee chooses a new and secure password.

For a temporary employee password:

1. Log in to the administration module via account.prowise.com.
2. Click on the name of the board and then on 'Employee management'.
3. Select the employee.
4. Select 'Edit' at the top.
5. Click on 'Edit user'.
6. Under "Temporary Password" you will find the code.

Passwords

Forgotten your password

If an employee cannot remember his or her password, you can click on 'Forgotten your password' or use [this link](#) to activate a new password.

If an employee has an active account but has forgotten the password, an administrator can reset it:

1. Log in to the administration module via account.prowise.com.
2. Click on the name of the board and then on 'Employee management'.
3. Select the employee.
4. Select 'Edit' at the top.
5. Click on 'Reset password'.

→ The employee now receives a password-forgotten e-mail and can use this e-mail to set up a new password.

Set temporary password

Does the employee need a new account or the password to retrieve the e-mail? Then the administrator can also set a temporary employee password so that they can log into their e-mail and access Prowise GO where they can change their password again themselves. Also for students, the administrator can create a temporary student password if they cannot remember their password.

For temporary employee password:

1. Log in to the administration module via account.prowise.com.
2. Click on the name of the board and then on 'Employee management'.
3. Select the employee.
4. Select 'Edit' at the top.
5. Click on 'Edit user'.
6. Under 'Temporary Password' you will find the code



NOTE!

Always let the employee set a password himself. This is necessary for privacy and security reasons. The package or location administrator resets the employee's password and provides the employee with a temporary login code. Only give this login code when you are sure that you are dealing with the right person and do this in person or by phone. Not on paper or by e-mail.

Rights and roles

Select an employee and click on 'Edit' and then on 'Edit user' to set the appropriate rights and roles. Check the box next to 'Package administrator' if the employee is allowed to manage all locations.

Only package administrators can add other package administrators.

If an employee is not a package administrator, the rights must be set per location.

Open the drop-down menu per location to set the appropriate role. See the table on the right for the rights associated with the role set.

Legend colours in image

- Prowise administration module
- Prowise GO
- Prowise Presenter

	Pakketbeheerder	Locatie beheren	Mappen beheren	Bestanden opslaan en openen	Alleen lezen	Geen toegang
Bestuursinstellingen wijzigen	-	-	-	-	-	-
Locaties aanmaken, wijzigen en verwijderen	-	-	-	-	-	-
Groepen aanmaken, wijzigen en verwijderen	-	-	-	-	-	-
Medewerkers aanmaken, wijzigen en verwijderen	-	-	-	-	-	-
Leerlingen aanmaken, wijzigen en verwijderen	-	-	-	-	-	-
Webapplicaties toevoegen, wijzigen en verwijderen	-	-	-	-	-	-
Webapplicaties selecteren voor eigen overzicht	-	-	-	-	-	-
Webapplicaties selecteren voor groepsoverzicht	-	-	-	-	-	-
Devices beheren met behulp van Klassenmanagement	-	-	-	-	-	-
Nieuwe mappen aanmaken	-	-	-	-	-	-
Presenterbestanden opslaan en openen	-	-	-	-	-	-
Presenterbestanden openen en gebruiken	-	-	-	-	-	-



NOTE!

- Teachers and location administrators must be linked to groups in order to use web applications and classroom management.
- Administrators must be linked to locations to be able to manage groups, staff and students.

Linking employees to groups

To link groups to an employee, select an employee and click on 'Edit' and then on 'Edit user'. Click on the 'Groups' tab and tick the groups to which the employee should be linked. If your school uses Basispoort, all employees are already linked to the classes through the automatic synchronisation, users that are created manually will have to be linked manually.

Student management



Under 'Student Management' it is possible to add, change or delete students.

If your school uses the Basispoort connection, this will all be synchronised automatically. If your school does not use Basispoort, it is always possible to create or change students, use the following buttons to do so:

Attach Add new students.
Change Select and modify a student's name, e-mail address and/or password.
Delete Select and delete an employee.



NOTE!

When new students are added, a Prowise account is immediately created. The next day, a Google Workspace for Education or Microsoft 365 account is also available and the student can log in on a Chromebook, a Prowise Windows device or in the Chrome Browser.

First login to a new student account

When a student has a new account, the student automatically receives a random password that is visible to the teacher. When logging in for the first time, the student chooses a new and secure password. After the password change, the password is no longer visible to the teacher. The teacher can reset or change the password.

For a temporary student password:

1. Log in to the administration module via account.prowise.com.
2. Click on the name of the board and then on 'Student management'.
3. Select the student.
4. Select 'Edit' at the top.
5. Click on 'Edit user'.
6. Under the 'Password' header you will see the temporary student password.



NOTE!

It is also possible to click on the 'show passwords' button in the top bar and then display all your students' temporary passwords at once. It is not possible to print this list of visible passwords due to privacy reasons.

Please note: when a student has already created a password, it is no longer visible.

Ways of logging in

When switching to Prowise GO a choice is made per group as to how students should log in.

There are three possible login types:

- **User/e-mail address and password**
Students select their group and name and enter their password. It remains possible to log in with an e-mail address.
- **User and password images**
Students select their group and name and select two pictures.
- **E-mail address and password**
Students enter their e-mail address and password. With this choice the tile with the student's name disappears when starting Prowise GO and the student chooses the 'Log in with e-mail' option.

Change the way you log in:

1. Log in to the administration module via account.prowise.com.
2. Click on the name of the board and then on 'Student management'.
3. Select the student.
4. Select 'Edit' at the top.
5. Click on 'Edit user'.
6. Select the desired login method under "Login type".

View and change password

With a link to Basispoort, a unique and temporary password is created for each pupil when starting Prowise GO. When logging in for the first time, the student sets a new and secure password.

For manually imported students, we work with a temporary first password by default. They often do not have data on the cloud platform yet. If a student has an active account for which the student has not yet changed the password and has forgotten it, an administrator can view and reset the password. If the student has already changed the password, the teacher cannot see it, but they can change it.

View student's password:

1. Log in to the administration module via account.prowise.com.
2. Click on the name of the board and then on 'Student management'.
3. Select the student.

4. Select 'Edit' at the top.
5. Click on 'Edit user'.
6. Have the teacher enter a new password for the student here. The student can then change the password in his or her own environment.

No temporary passwords are currently used to set and reset picture passwords. Choose and give a password for the student in 'Student Management'.

Unlock blocked account

If a student enters a wrong password too many times, the account is locked.

Unlocking an account:

1. Log in to the administration module via account.prowise.com.
2. Click on the name of the board and then on 'Student management'.
3. Select the student.
4. Select 'Edit' at the top.
5. Click on 'Edit user'.
6. Click on "Unlock" at the top.

Privacy policy

In order to make screenshots of student devices visible, it is necessary to indicate once in the administrator module > 'Student Management' that the student or his/her parents are aware of the school's privacy policy. Select a student and click on 'Edit' and then on 'Edit user'.

Then tick "*Explicitly allow live tracking of the device and sharing of screen shots*". If the check mark is placed while a student is already online, the student must log in again and the teacher must refresh the online learning environment to make the screenshots visible.

Consent

To inform parents and ask for their consent, [this sample text](#) can be used. It is desirable to ask for agreement in writing. When the school has received permission, the check mark can be selected. When the check mark is not selected, the teacher cannot view the classroom management with the screenshots from that student's device.



NOTE!

When a board/school is working with Prowise GO for the first time, no screenshots are visible to students. For each student, tick "*Explicitly allow live monitoring of the device and sharing of screenshots*".

Linking students to groups

Select a student and click on 'Edit' and then 'Edit user' to link groups. Tick the group(s) to which the student should be linked. If your school uses the Basispoort connection, all users are already linked to the correct classes through automatic synchronisation. Users that have been created manually must be linked manually.