**showbie**

Showbie Secondary School ⌄

**My Teachers**  Showing all 13 teachers at Showbie Secondary School

Search  Invite  Manage  **Upgrade**

**10** Pro licenses purchased | **2** assigned  Select teachers below to upgrade them to Pro

Upgrade Selected Teachers    Buy More Licenses

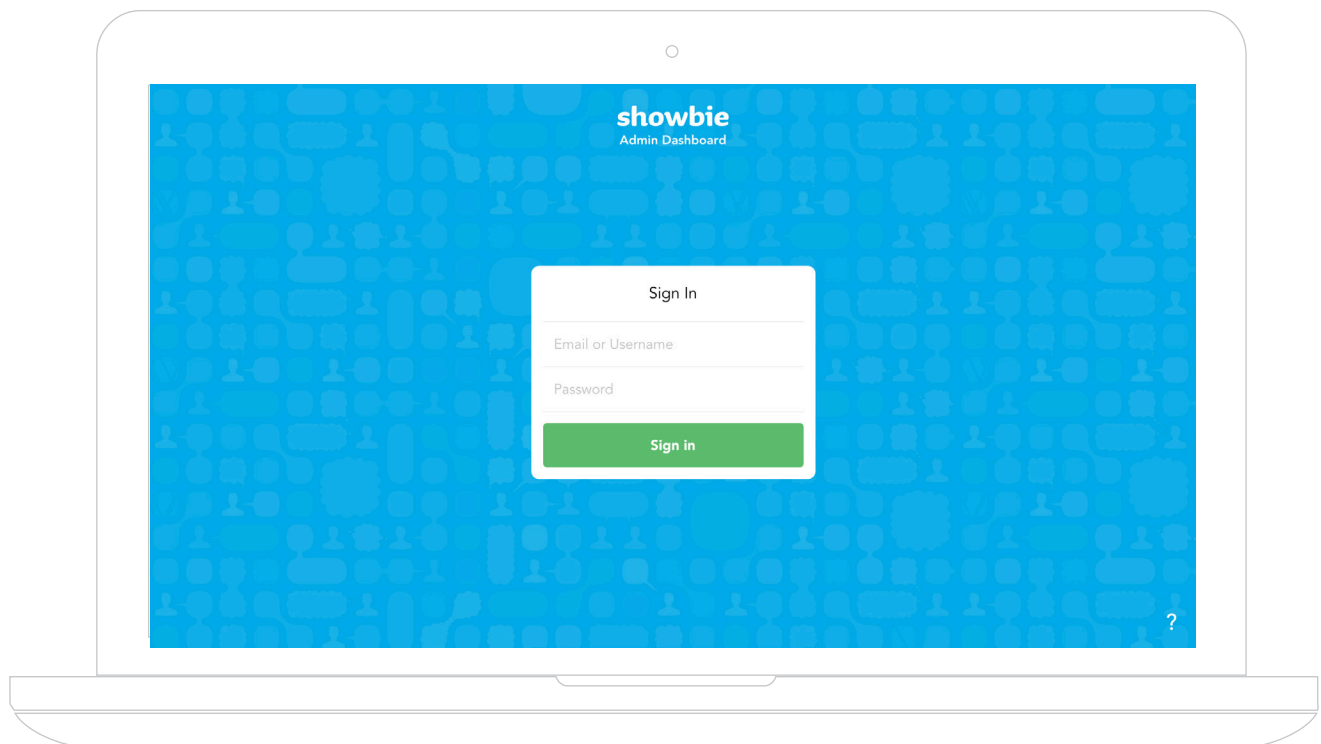| | Name | Status ▾ | License |
|---|---|---|---|
| ✓ | **Christian Gossain** christian@showbie.com | Verified | Basic **upgrade** |
| ✓ | **Roy Pombeiro** roy@showbie.com | Verified | Pro |
| ✓ | **Keith Silgard** keith@showbie.com | Verified | Pro |
| ✓ | **Amanda Wagner** amanda@showbie.com | Verified | Basic **upgrade** |
| ✓ | **Cameron Wakal** cameron@showbie.com | Verified | Pro SOLO **upgrade** |

# Say Hello to the Admin Dashboard!

Showbie's admin dashboard makes it easier than ever to manage the Showbie Pro deployment at your district. From inviting teachers to managing teacher subscriptions, the admin dashboard is designed to get your district up and running with Showbie Pro in just minutes!
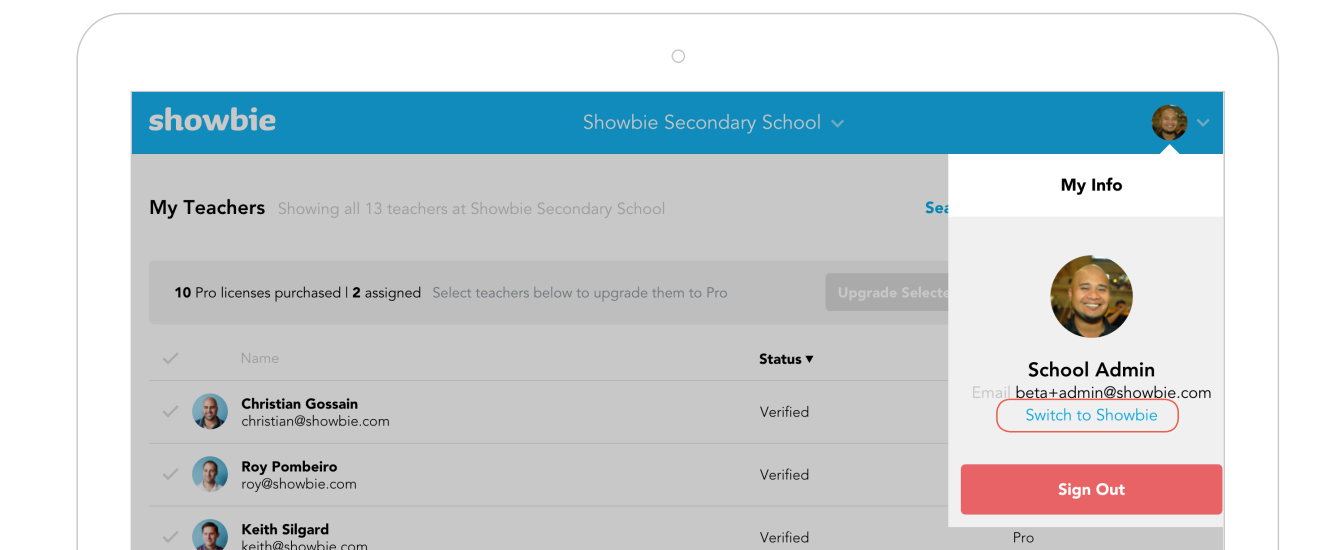
**showbie**

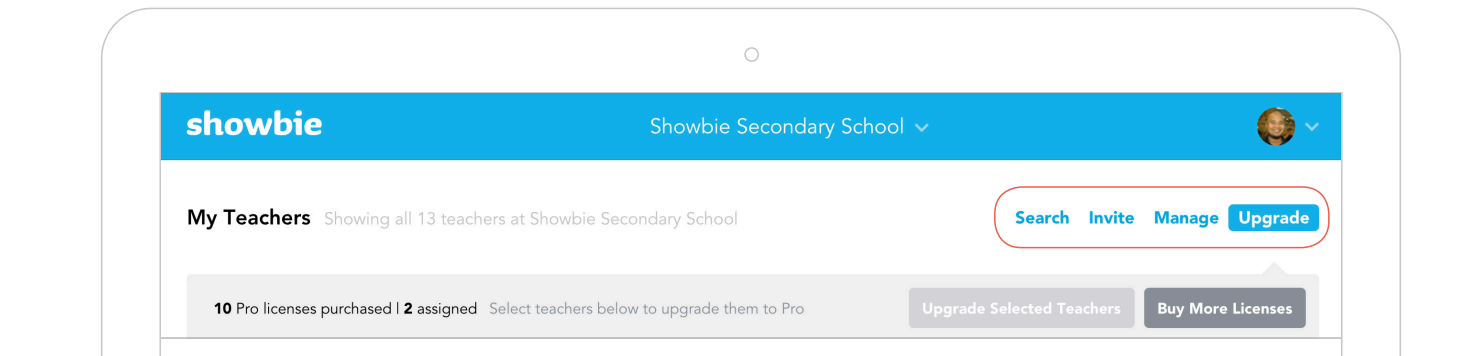# Signing in to the Admin Dashboard



You can sign in using your existing Showbie account by visiting dashboard.showbie.com

## Go from Administrator to Teacher in a Flash



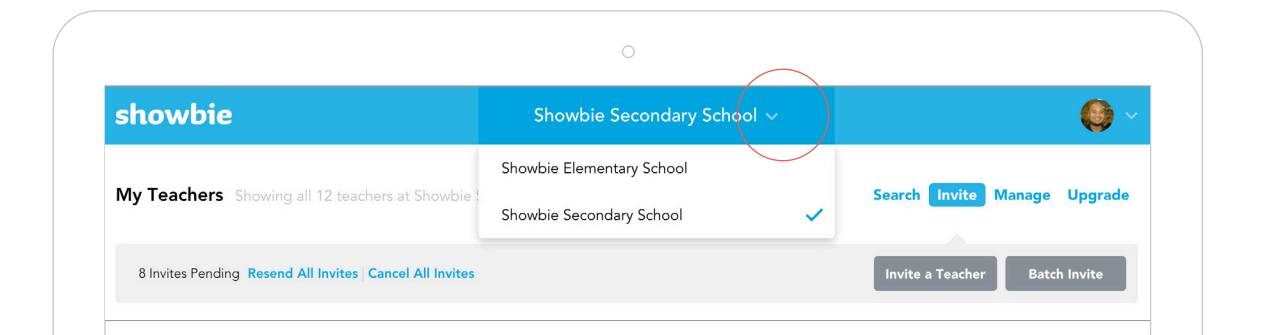Quickly switch between the Admin Dashboard and your Showbie account using the My Info menu.

# Lay of the Land



Features of the admin dashboard are grouped into four areas. These areas can be quickly accessed in the four blue tabs at the top of the screen.

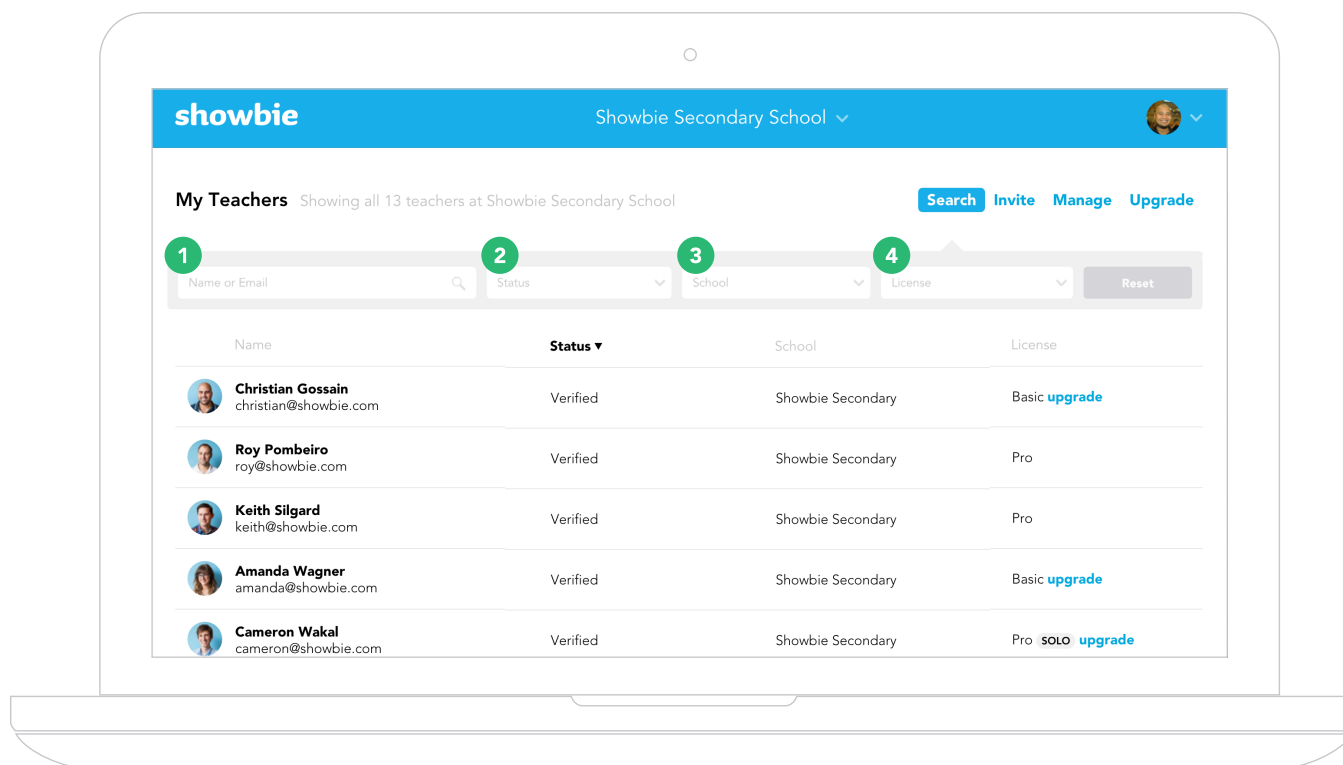Search    Invite    Manage    Upgrade

# Managing Multiple Schools



Manage multiple schools, you can use the dropdown menu at the top of the page to easily switch between them.

# See Who's in your District

The search tab helps you search for teachers in your district/school based on their name and email, the status of their membership in your school, and their current Showbie license. Filters are available to narrow your search, and your search criteria will remain no matter which tab you navigate to.



## 1 Search by Name or Email

Simply type in the teacher's name or the email associated with their account to find them.

## 2 Search by Status

Teachers can be filtered according to whether they've been invited, as well as if they're unverified or verified users.

## 3 Search by School

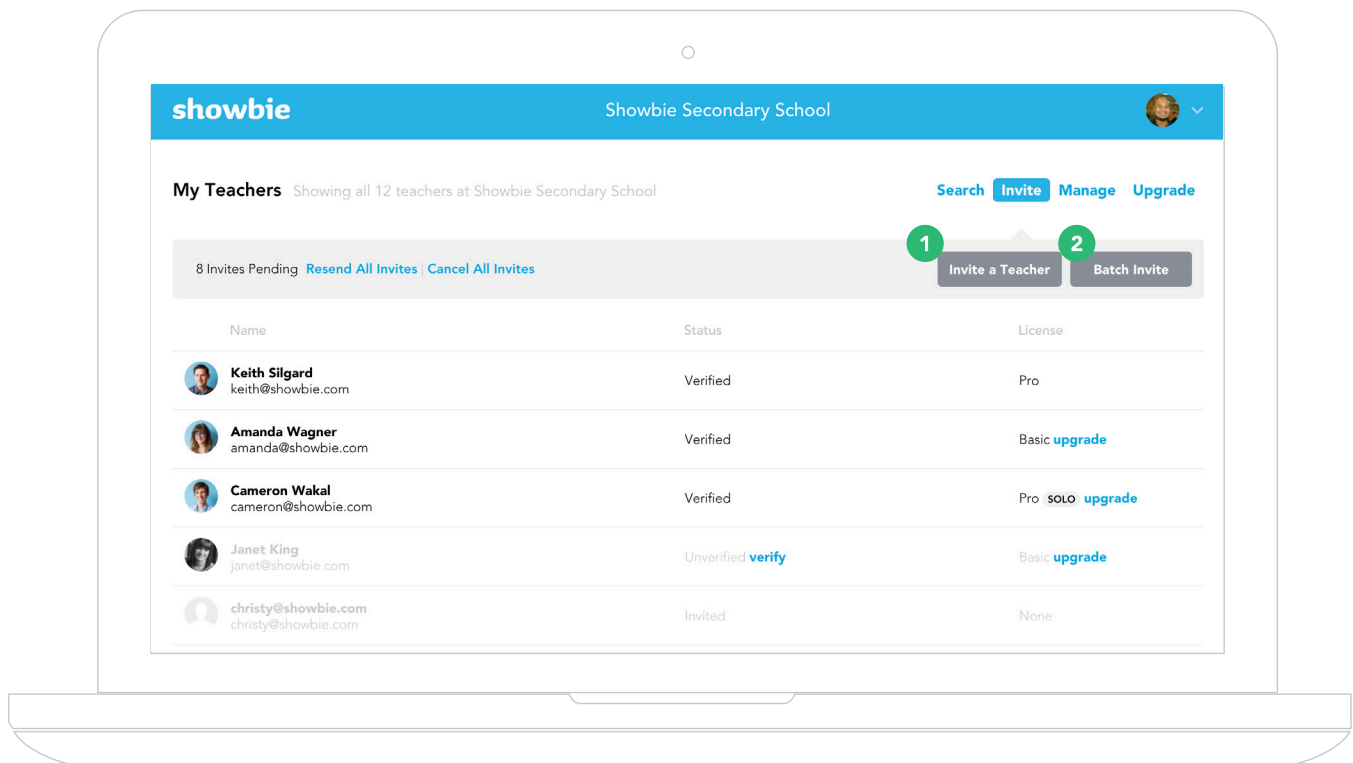When viewing your district account, teachers can be filtered based on what school they teach at.

## 4 Search by License

Teachers can be sorted based on whether they're **Basic**, **Pro**, **Pro Solo**, or if their license has **Lapsed**. A **SCHOOL** or **DISTRICT** badge next to a Pro teacher shows whether the teacher is licensed from the district or the school.

# Invite Teachers to Join Your School

Inviting a teacher to join your school is as easy as navigating to the Invite tab. Once you've invited a teacher, they'll receive an email, and once they join they become a verified member of your school.



## 1 Invite Single Teachers

The 'Invite a Teacher' button allows you to invite individual teachers of your choosing by adding their email address.

## 2 Batch Invite Multiple Teachers

Tap the 'Batch Invite' button to add multiple teachers at once by adding their email addresses separated by commas.

# Easily Manage Teacher Accounts and Pro Licenses

The Manage tab gives you the ability to manage the teacher licenses in your school. Teachers can be verified, upgraded, downgraded or removed from your school's Showbie Pro account in just a few clicks. To help save time, all actions can be performed on multiple teachers at once. Conveniently, all the Mange tab actions can also be performed for individual teachers via the dropdown menu.
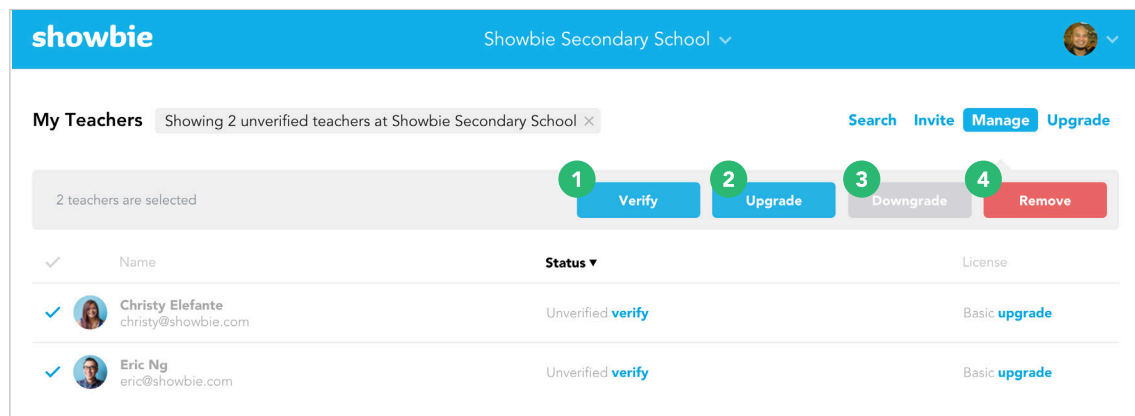


**ADMIN TIP**

Use 'select all' to upgrade all eligible teachers at your school at once. The system automatically recognizes who is eligible for an upgrade and confirms with you before completing the action.

## 1 Verify Teachers

All teachers who join your school in Showbie will need to be verified by you before they're eligible to go Pro.

## 2 Upgrade Teachers

Once a teacher is verified, you can upgrade them to a Pro license. Once upgraded, they have access to all Pro features.

## 3 Downgrade Teachers

This option allows you to downgrade a teacher account from 'Pro' to 'Basic' in order to assign their Pro license to another teacher.

## 4 Remove Teachers

If a teacher has left your school or joined your school by mistake, you can easily remove them. Removed teachers can no longer join your school through Showbie unless re-invited.
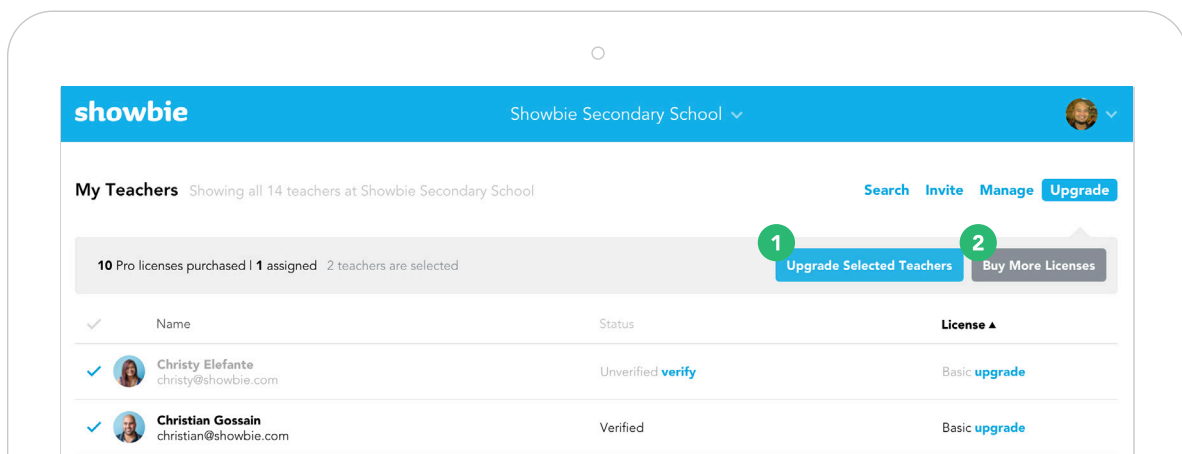
**ADMIN TIP**
Verify and upgrade teachers at the same time by choosing to 'Upgrade' unverified teachers.

# Quickly Upgrade and View Pro Licenses in your School

You can easily upgrade teachers and purchase new Pro licenses on the Upgrade page. It also gives you a quick look at how many Pro licenses your school has, and how many are assigned to teachers in your school.



## 1 Upgrade Teachers to Pro

Upgrade teachers on this page to Showbie Pro either individually, or in multiples. This is useful if you've just purchased new licenses and want to distribute them quickly.

## 2 Buy Additional Pro Licenses

If you'd like to purchase more Pro licenses for teachers in your school, click the 'Buy More Licenses' button to connect with a sales representative from Showbie. They'll be in touch with you within two days.

### ADMIN TIP
If your school has Pro licenses available, it will automatically upgrade any active and verified teacher.

# Need Additional Help Getting Started?

To help you get the most out of the admin dashboard, we've created a comprehensive Support page (https://www.showbie.com/support/tag/admins/) that covers specific details and helps answer any questions.

If you have questions about how to use the admin dashboard that aren't covered on our support page, our support team is always available to help by contacting support@showbie.com

If you have any questions about your specific school account or if you'd like to have additional administrators added to your account, please connect with your Showbie representative or contact us at info@showbie.com

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