

# PILOT

## Managing User Profiles

### Background:

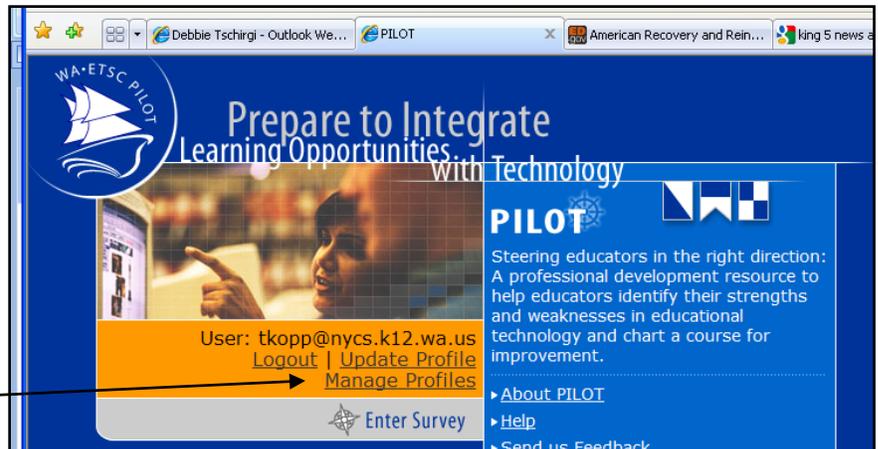
Many school districts ask their teachers to complete the Technology Integration Survey on the PILOT tool each year. District Technology Directors may find themselves needing to manage the user accounts for teachers in their districts for the following reasons:

- Teachers may have forgotten their passwords and need to have them re-set before accessing PILOT.
- A teacher may have changed his or her last name.
- Teachers may have been re-assigned to a different grade or building in their district.
- Over the course of the years, teachers may have left the school district and now teach for a different district. If they continue to use their original account to access PILOT but don't change their profile data, their data will continue to be assigned to their original district, thereby skewing that district's results. Their data needs to be assigned to the new district, but this can only happen if their account is associated with the new district with whom they are employed.
- Teachers are certain that they took the PILOT test, but your PILOT completion report shows otherwise, and you need to check the user's profile to make sure they have filled in their data with accuracy.

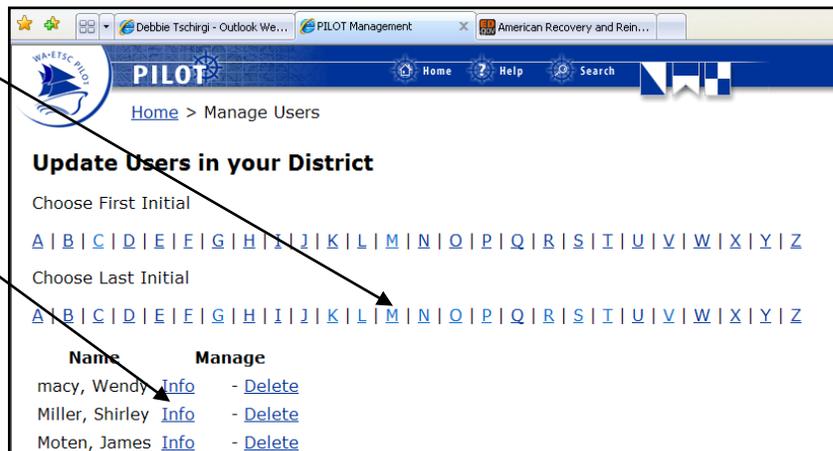
These instructions will assist District Technology Directors in managing the user accounts for PILOT in their districts.

## Follow these steps for all User Management Tasks:

1. Call your regional ESD Educational Technology Director and ask them for **user management** rights for the person in your district that will be assigned this task. (That person must have an existing PILOT account.)
2. Once the regional ESD Educational Technology Director has assign you the user management rights, login to the PILOT web site at <http://www.edtech.wednet.edu/PILOT>. Then return to the Home screen.
3. Then click **Manage Profiles**.



4. Click on the first or last initial of a staff member in your district. All of the staff members in your district that have created PILOT accounts will be listed under the row of last initials.
5. To change the profile data for any staff member, click on the **Info** link next to their name.



# Continue with these steps to perform specific tasks:

A number of changes can be made to the user's individual profile.

If teachers have left your district, do not delete their account. Rather, simply change the ESD of users to "Unknown ESD" in the drop-down field. The next time they login, this setting will force them to go in to their profile and update their personal data.

If needed, choose the correct school from the menu.

If needed, choose the correct grade here.

If needed, reset their password here, and confirm it by typing it one more time. (You will need to let them know of their new password by e-mail, as the PILOT tool does not automatically generate an e-mail to the user with the new password.

After making any / all changes, click on the **Save Changes** button at the bottom of the screen. Return to the Home page and logout.

The screenshot shows a web browser window with the title "Update User in your ESD". The form contains the following fields and options:

- User ID: 13896
- 1 Survey(s) taken (Last survey on Wednesday, December 13, 2006)
- (Changing the ESD, District or School will also change (fix) any survey results taken in the last six months)
- ESD: 112 (dropdown menu)
- School: Naselle-Grays River Valley School District (dropdown menu)
- City (of school): Naselle (text field)
- First Name: Shirley (text field)
- Last Name: Mannington (text field)
- Email Address: smannington@naselle.wednet.edu (text field)
- Position: Classified Staff (dropdown menu)
- Grade(s) Taught: (check all that apply)
  - K  4  8  12
  - 1  5  9  College
  - 2  6  10
  - 3  7  11
- Special Groups: (Do not select unless they are a currently a member)
  - NoLimit
  - WCE
  - EETT Peer Coaching (2007-2009 Grant)
  - EETT Peer Coaching Participating Teachers (2007-2009 Grant)
  - EETT Peer Coaching (2008-2010 Grant)
  - EETT Peer Coaching Participating Teachers (2008-2010 Grant)
- Username: smannington@naselle.wednet (text field)
- Password: (password field)
- Confirm Password: (password field)
- Delete This User:  (Deleting a user removes their record and all associated survey responses from the system)
- Save Changes (button)

Annotations with arrows point to the ESD dropdown, the School dropdown, the Grade(s) Taught checkboxes, the Password and Confirm Password fields, and the Save Changes button.

## ~ ~ ~ Food for Thought ~ ~ ~

- It is recommended that Technology Directors **do not** delete user accounts, as that also deletes the longitudinal data for that teacher.
- Teachers should be encouraged to manage all data in their personal profile. However, the data sets described in this handout are pertinent to your school's collection of data, so they should be checked and corrected once a year by the District Technology Director or his/her designee.
- If the District Technology Director (or his/her designee) is going to manage profiles of the staff members in each building who have PILOT accounts, it would be a good idea to begin this project with a print-out of the current roster of staff members for each building. This will ensure that each building has a complete and accurate list of staff members enrolled with the PILOT tool.
- District Technology Directors should encourage staff members in their organizations to use their district e-mail accounts rather than their personal ones that are more likely to change over time.
- Updating the ESD, district or school for a teacher also updates their results from any survey taken in the last six months, and assigns it to the correct organization. However, it does not change survey data from previous school years. See the screen snapshot below.

This is a close-up screenshot of the "Update User in your ESD" form, focusing on the top section. It shows the User ID (13896), the number of surveys taken (1), and the last survey date (Wednesday, December 13, 2006). Below this, there is a note: "(Changing the ESD, District or School will also change (fix) any survey results taken in the last six months)". At the bottom of this section, there are two dropdown menus: "ESD 112" and "Naselle-Grays River Valley School District". An arrow points from the text in the previous block to the ESD dropdown menu.