LYNX™

HOW TO CREATE AND MANAGE A SCHOOL ACCOUNT

HOW TO CREATE AND MANAGE
A SCHOOL/CLUB ACCOUNT

THIS DOCUMENT ASSUMES THAT YOU HAVE ALREADY CREATED A FREE TRIAL ACCOUNT FOR LYNX. IF THIS IS NOT THE CASE, PLEASE REFER TO THE DOCUMENT "*HOW TO CREATE A FREE TRIAL ACCOUNT*". YOU CAN FIND THIS DOCUMENT ON THE HELP PAGE OF THE LYNX CODING WEB PAGE (https://lynxcoding.org - click on Help on the top navigation bar then User Guides).

When you first create a Lynx account, you get a free TRIAL account. The present Guide is for you if you are in charge of a school or club account. A School/Club account gives you a private area on the main lynxcoding.org website. It looks similar to the main page of lynxcoding.org but *only* your Students or Club members can post projects there.

(If you want to convert your free Trial account to an *Individual account*, refer to the document *How to convert a Trial account to a Permanent Individual account* that you can find on the same Help page.)

The present Guide covers the following situations:

a) I HAVE MY FREE TRIAL ACCOUNT AND I WISH TO CONVERT IT TO A PERMANENT SCHOOL/CLUB ACCOUNT
    Follow the steps in SECTION 1 to convert your time-limited, Trial account to a permanent School/Club account. This will make you the owner of the account: you will invite students and be the moderator for this group. We will refer to you as a Teacher.

b) I WANT TO CONFIGURE MY SCHOOL/CLUB ACCOUNT
    Follow the steps in SECTION 2 to set the parameters of your School/Club account, such as the Name and tag line.

c) I WANT TO INVITE STUDENTS TO MY SCHOOL/CLUB
    This section explains the process for inviting students to join your School/Club account.

d) I WANT TO UNDERSTAND ACCESS LEVELS (PRIVATE / PUBLIC PROJECTS)
    This section describes the settings of projects with respect to who can see them and who can edit / modify them.

HOW TO CREATE AND MANAGE
A SCHOOL/CLUB ACCOUNT

BEFORE WE START: WHAT IS A SCHOOL/CLUB LYNX ACCOUNT?

Before we start, let's discuss what a School or Club is. A school is a public or independent private institution. A school can have multiple accounts. For example, an account for ABC School Grade 6 Coders and an account for ABC School Grade 9 Coders. Different teachers at the same school can create a School account.

A Club can be an after-school club, an informal coding club meeting at lunch, a coding club at the Community Library, a coding club at a summer camp, etc.

For the sake of simplicity, from now on, we will only use the word School but the information applies to a Club also.

WHY GET A SCHOOL ACCOUNT?

As a teacher, you will have more control over the projects that your students create. A school account creates a wall around the projects that your students make so that only other students at your School can view the projects.

Each project created by a student can be set, by themselves, as:

a) **Private**: the project is 100% private: Only the creator and Teacher can see and modify the project. Modifications can be as simple as the Teacher writing comments in the Procedures pane of the project made by the creator.The creator can still share it with family and friends if they choose to do so, using Lynx's sharing features.

b) **Public**: All the members of the School account (including the Teacher) can see and modify projects.

The Teacher can also Feature projects on the School's Home page.

Here is what you have to do to convert your time-limited, free Trial account to a Permanent, School account.

Step 1:   If you aren't logged in yet (check for your nickname in the top-right corner), click on **Login/Register** at the top-right position of the Lynx home page.

Step 2:   Login using the method you used to create your account (Google, Microsoft, Facebook).

Step 3:   Choose **Profile** in the *Register/Login* menu.
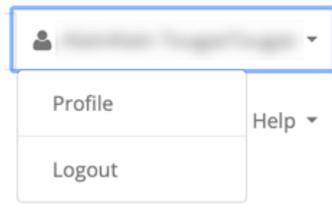
Step 4:   You are now at your *Profile entry* page. Click on **Edit**.
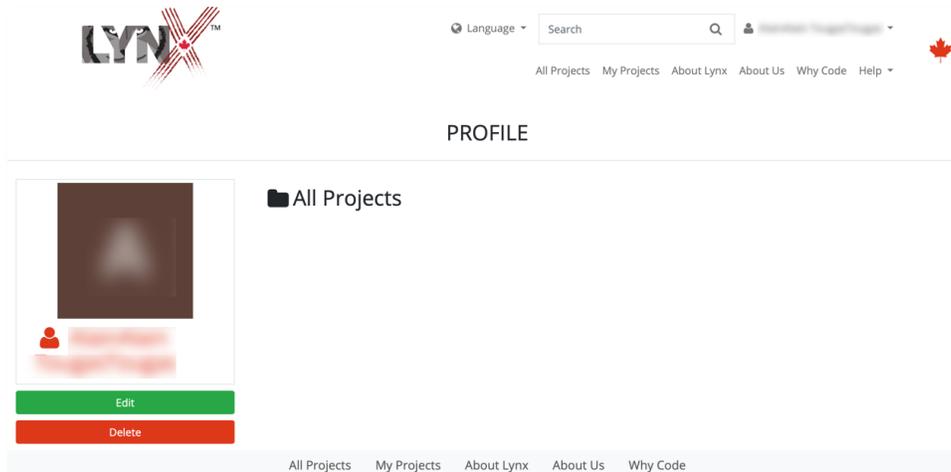
Step 5:   You are now on your *Profile* page. Look on the left side, you can see that your Subscription type is TRIAL. Click on **Change**.
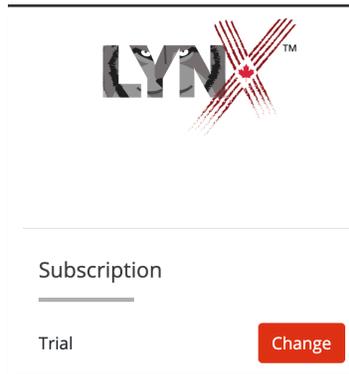
Step 6:   You are now on the *Subscription* page.
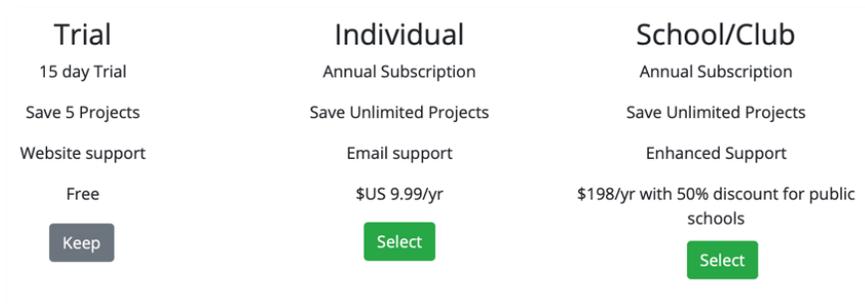
Click **Select** under the option **School/Club**.

Now jump to **Step 7A** <u>or</u> **Step 7B**.

Step 7A   **FOR CANADIAN CITIZENS**: Individual accounts, for teachers and students living in Canada, are free, thanks to a subsidy provided to us by the Government of Canada. The price indicated in the table above does not apply to you. You will be asked to provide limited information to certify you are indeed living in Canada. As part of our subsidy from Innovation, Science and Economic Development Canada, we are required to provide info on the school name and its postal code.

Fill-in the form, then click on **Create a Free account for Canadians**.

Step 7B   **FOR AMERICAN SCHOOLS AND CLUBS AS WELL AS SCHOOLS AND CLUBS OF OTHER COUNTRIES** : Click on the **Payment** button, then enter your credit card information and follow the instructions.

Step 8:   At the end of this process, the Lynx web site will display this message:
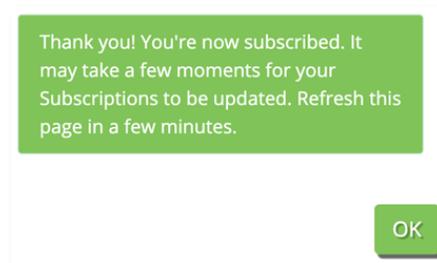
Step 9:   Leave your profile and wait a few minutes. When you come back, open your Profile again and check your status.
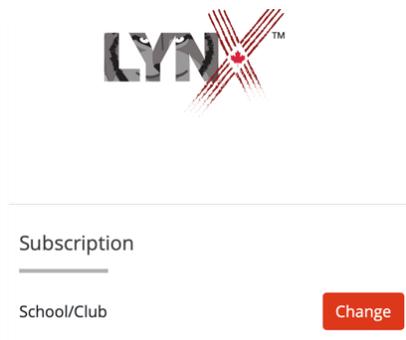
You will not see the school name that you added in *Step 7*, but don't worry. Your school is registered! Time now to create a School/Club.

I WANT TO CONFIGURE MY SCHOOL/CLUB ACCOUNT

Step 1: Go to the lynxcoding.org home page, if you are not already there, and login. Choose **Profile** in the *Register/Login* menu.
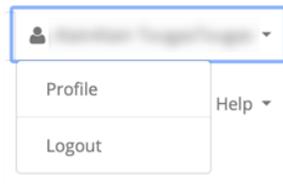
Step 2: You are now at your *Profile* entry page. Click on **Edit**.
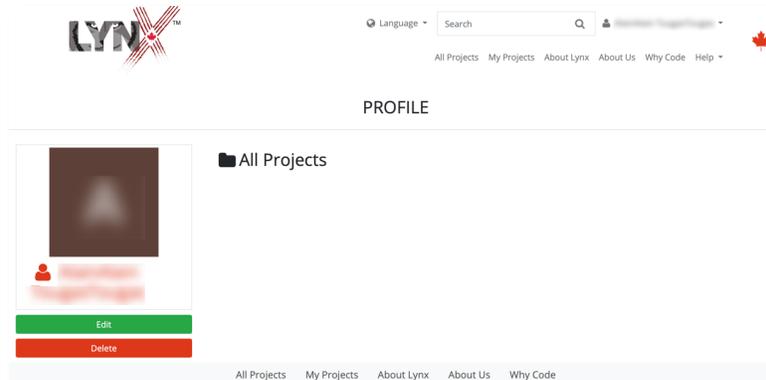
Step 3: On the left-hand side, notice that your Subscription type is *School/Club*.
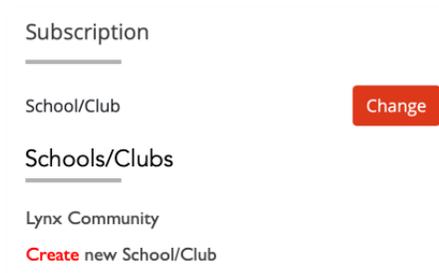
In the section *Schools/Clubs*, you will see *Lynx Community* and a link to *Create new School/Club*.

The *Lynx Community* is a default School/Club that includes ALL the people who have Lynx accounts, from anywhere in the world. This allows all community members to share their projects with every other community member when they make their project "Public".

All other Schools/Clubs you participate in will be listed here too, regardless of whether or not you are the Teacher of these Schools/Clubs or you were just invited to be a member of it.

To create a new School/Club, click on **Create new School/Club**.

I WANT TO CONFIGURE MY SCHOOL/CLUB ACCOUNT

Step 4:   This brings you to the **Administration page** for your new School/Club. Complete the form as described below.

a) NAME and URL ADDRESS - Enter a Name for the School/Club. That Name will appear in the list of Schools/Clubs in the profile of your students. As you type a Name for your new School/Club, our system is generating a URL for your School/Club. You can choose a URL that is different from the URL generated by us but the system will not let you use some symbols and will also warn you if that URL is already taken. Use a simple, yet unique, name. The URL generated is basically your private area for your School/Club at lynxcoding.org

b) Optional: If you are starting a School/Club to be part of the Hackergal Hackathon, try to include HG at the front or end of your School name.

In the example below, the name of the School/Club is Coding Panthers. The URL address for accessing this School/Club will be https://coding-panthers.lynxcoding.org.

Administration

- Team >>>

Name

> Coding Panthers

Address

> Once you create the address for your team you cannot change it. Please, choose carefully! For example, consider whether or not the address will make sense in one year.

> coding-panthers   .lynxcoding.org

c) MODERATOR - Enter the email address of the moderator. Normally this is you, the Teacher, but it could be someone else. As Teacher, you are responsible for complaints about the projects created in your School/Club. So you need to enter an email where the complaints, if any, will be sent.

d) TAGLINE - These words will appear at the top of your School/Club page. The words should give some information about your School and the Coding Group that you are creating. For example: *Macdonald School - Coding Panthers.*

I WANT TO CONFIGURE MY SCHOOL/CLUB ACCOUNT

Click on **Save** when you are done. You will be redirected to the Home page of the newly created School/Club. This may take a minute or two. Go back to your profile. You should see the new School/Club in the Schools/Clubs section.

Your new School/Club also appears as an option in the *Register/Login* menu. This is a shortcut to reach this Home page of the School/Club.

Before going any further, go see your School/Club's home page. The image below is based on the example for the Name above:

A. The URL for our example is *coding-panthers.lynxcoding.org*

B. The tagline used in our example *Macdonald School - Coding Panthers*
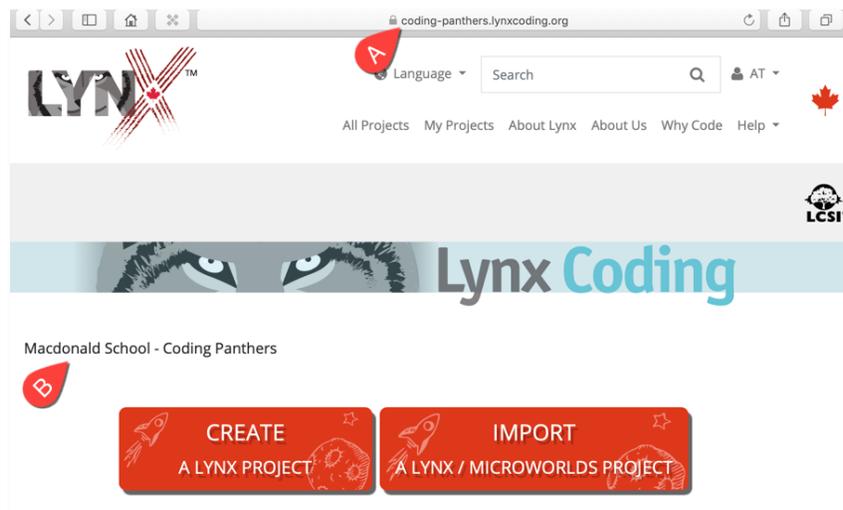
This completes the creation of the School/Club account. The next step is to invite Lynx students to join. See *Section 3* below.

I WANT TO INVITE STUDENTS TO MY SCHOOL/CLUB

Although the present Guide is aimed at Teachers (creator of the School/Club), this section contains instructions for the Teacher, as well as instructions for the Students or School/Club members. It is your duty as the Teacher to provide this information to your School/Club members or students.

A) INSTRUCTIONS FOR THE TEACHER

Important: The students you want to invite to your School are not required to have a Lynx account already but it is *much simpler if they already have a Lynx account*. If they are registered Lynx users, using the Invitation link created by the Teacher in *Step 5* will make them members of your School directly with a single click.

Step 1: The easiest path is if your students already have a Lynx account. Tell your students to follow the instructions, in the Help section, in the PDF document *How to Create a Free Trial Account*. Tell them to also convert their default Free Trial account to a Permanent Individual Account. To do so, open the PDF named: *How to Convert a Trial Account to a Permanent Individual Account*. For Canadian students, the Permanent Individual account is free.

Step 2: Login if you are not already logged in.

Step 3: Go to your profile and click on **Edit**.

Step 4: The Schools/Clubs that you are Teacher / Administrator of appear in the Schools/Clubs section, on the left side of your Profile page. Click on **Manage**, to the right of the name of the School/Club to which you want to invite people.

Step 5: In the field called Invite Users, click on **Create** to create an invitation link. This will generate a link like shown here in this example:
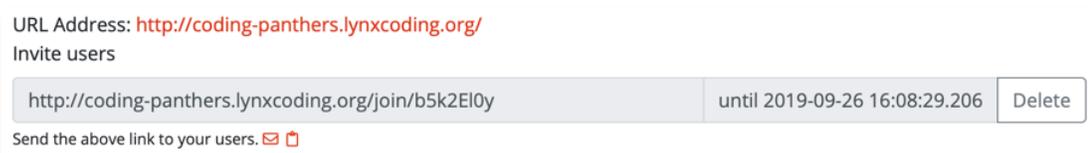
I WANT TO INVITE STUDENTS TO MY SCHOOL/CLUB

Copy this link and send it, via email, to all the students you wish to invite. Note the expiration date, to the right of the link, as *the link is not permanent.*

Step 6: Tell the students that they will receive an invitation by email.

Step 7: After a few days, log into your account again, click on **Manage** to see the Administration page of your School/ Club then click on **Users**.
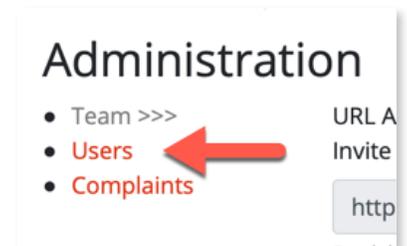
In addition to your own name, you will see the list of users who have joined the School/Club so far. Check if all the invitees/students are present.

I WANT TO INVITE STUDENTS TO MY SCHOOL/CLUB

B1) INSTRUCTIONS FOR THE STUDENT WHO ALREADY HAS A LYNX ACCOUNT

Step 1: Click on the invitation link that your teacher has sent you:
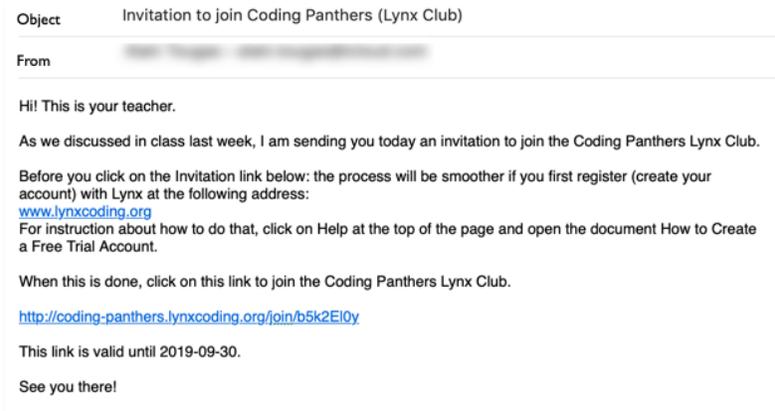
Step 2: This should bring you to the School/Club page. You can start using Lynx now. Click on the button **Create a Lynx Project**. Note that the projects you create are saved as Private. If you want a project to be visible by all School/Club members, edit its properties and uncheck the box named Private. Click Save.

B2) INSTRUCTIONS FOR THE STUDENT WHO DOES NOT HAVE A LYNX ACCOUNT

Step 1: Click on the invitation link that your teacher has sent you.

Step 2: The invitation link should bring you to the *Login/Register* page. Please register using the instructions in the PDF Guide called *How to Create a Free Trial Account*. This PDF Guide is in the Help Section (User Guides) at lynxcoding.org At the end of this process, you will find yourself on the School/Club site.

Step 3: Click on the button **Create a Lynx Project**. Note that the projects you create are saved as Private. If you want a project to be visible by all School/Club members, edit its properties and uncheck the box named Private. Click Save.

UNDERSTANDING ACCESS LEVELS

A School/Club has one Teacher (the creator of the school/club) and several or many students (or Club members).

Projects made by students can be:

- limited to the student's My Projects (personal space of the student),

- limited to the School/Club area, or

- be visible by the entire Lynx Community (the entire world)
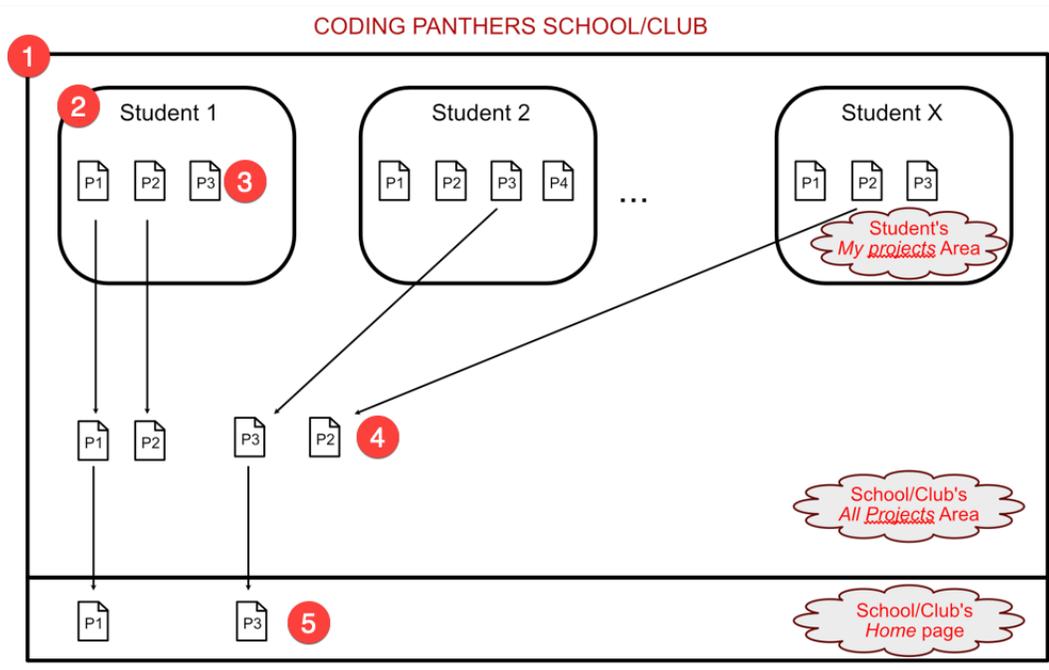
In the picture above...

1. The tag (1), the largest rectangle, represents the School/Club which you created. The School/Club contains a specific number of Students - all invited by you.

2. The tag (2) represents *one* student. Each student has a personal space (My Projects).

3. The tag (3) represents the projects saved by *that* student, in her or his personal space. When a student saves a project, it is saved as Private by default. Only he or she (and you, the Teacher) can see <u>and</u> modify these projects. The area where tag (3) sits is the Student's My Projects area.

4. The tag (4) represents projects that the student CHOSE to make public (instead of private). Students can go into their personal space (My Projects), edit the Properties of a project,

and declare it Public. In this case, the project can be seen by all members of the School. All members of the School can also modify the original project *but it will be saved under a new name*. The area where the tag (4) sits is the School/Club All Projects area.

Note that as the Teacher, you can also edit the properties of projects made by your students and change their status to Public from Private.

5. The tag (5) represents projects that the Teacher picked from the School public area (4) to feature them on the Home page of the School. The area where tag (5) sits is the School/Club Home page.

Only the Teacher can pick projects and promote them to Featured projects, thereby visible on the School/Club's Home page.

More explanations

-   Students save their projects as Private by default. Private projects can only be seen and edited by the creator (student) <u>and</u> by the Teacher. Saving projects is explained in the manual *Getting Started*.

-   Students can choose to make their projects Public. Public projects can be seen and edited by all the members of the School/Group <u>and</u> by the Teacher.

-   A Teacher can select projects in the All Projects area (Public projects) and promote them to Featured status so they are visible on the School/Club's Home page.

-   **Important note**: Administrators of the Lynx Community can pick projects, from the School/Club's Home page, and promote them to Featured projects on the Home page of the entire Lynx Community.

UNDERSTANDING ACCESS LEVELS
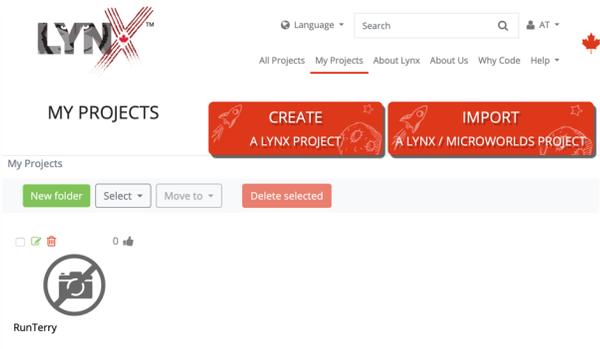
Student's *Personal Space*

Only the creator (student) can see and edit these projects.

School/Club's *All Projects* page

All the students in the School/Club can see and edit.
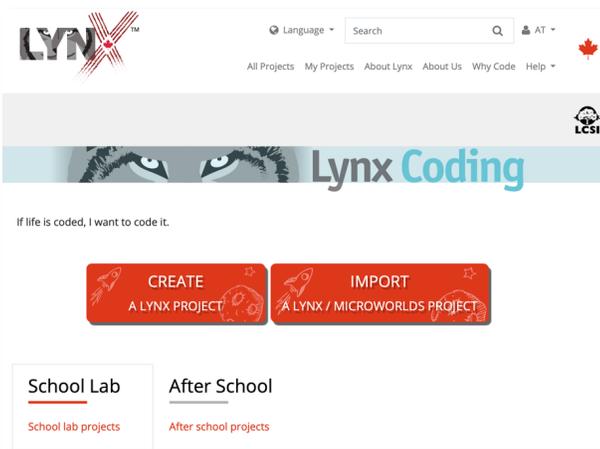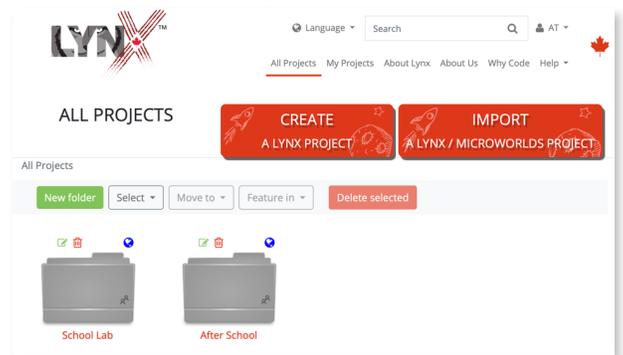
School/Club's Home page

Anyone with the School/Club's URL can see these projects.

If life is coded, I want to code it.

School Lab — School lab projects

After School — After school projects

Learner Mode — Entry level projects to get you started

Advanced — Advanced programming

Games! — Start your career as a Game Designer

Hackergal — Projects done by girls during Hackathon 2019

Math & Matches — no user

On your mark, get set, GO — no user

Terry Fox — no user
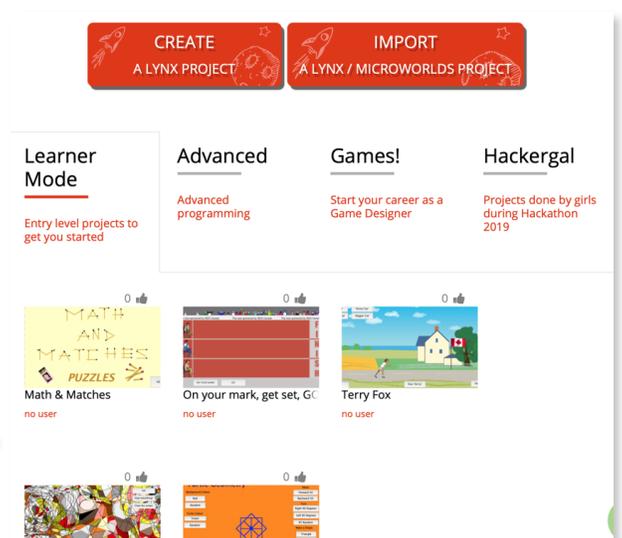
Lynx Community Home Page

Anyone in the world can see these projects.