emended

User Guide for *Team admins*

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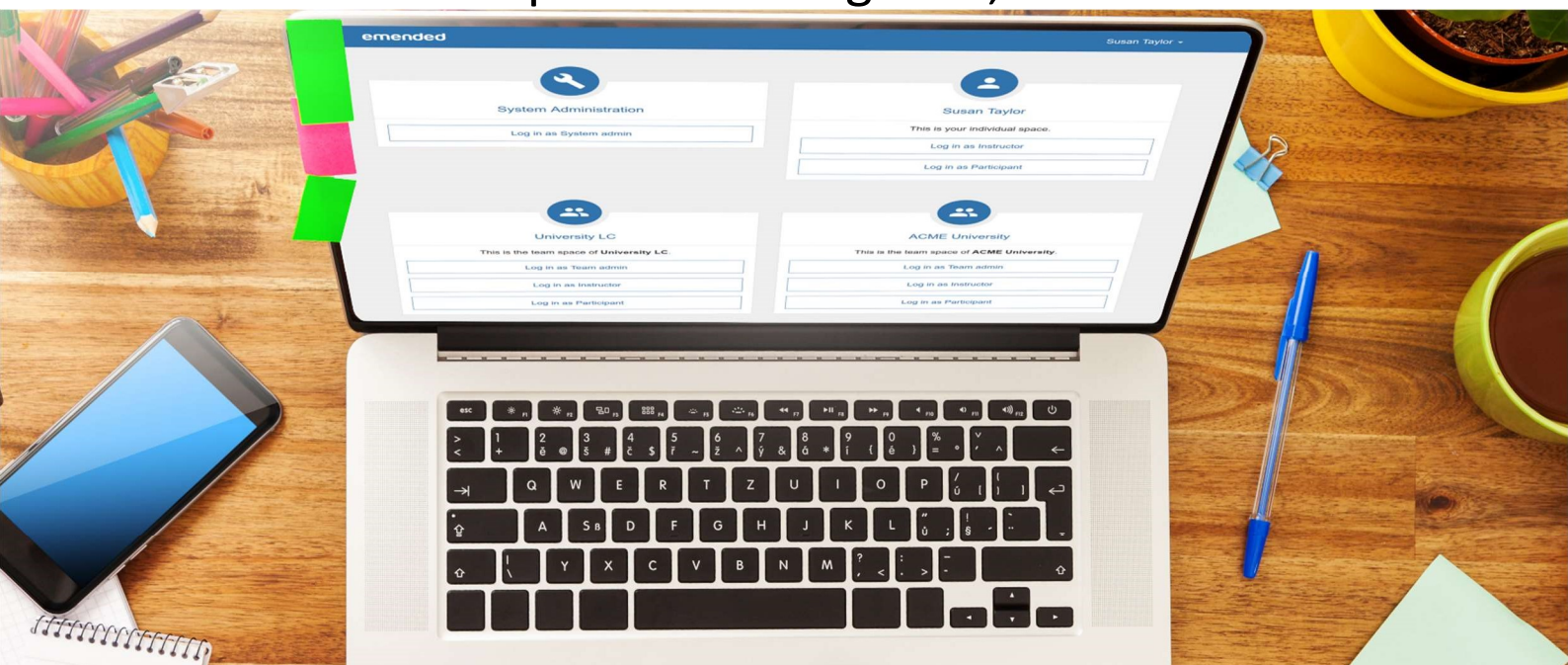
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1 Welcome to Emended

Teams in Emended are more than just a cost-saving alternative when in need of more than one teacher user licence. Bundled with exclusive features, *Teams* foster teacher-to-teacher collaboration and help you optimise the efficiency of your entire team, while at the same time elevating the user experience for teachers and students alike.

For *Team admins*, setting up and managing a team in Emended requires only a few simple steps. This guide provides easy-to-read instructions on the following:

- Inviting team members and managing their roles
- Sharing templates with your team
- Managing your team's subscription
- Integrating Emended with your LMS

And if you're new to Emended, make sure to pick up the basics of Getting started and Finding your way around!

If you have any questions that are not addressed in this guide, take a look at our User Guide for *Instructors* and User Guide for *Students*, or send an email to support@emended.com. We're always happy to help!

Your Emended Team

2 Getting started

Emended is a web-based application that works in most web-browsers, which means you don't need to download or install any extra software on your computer.

Your options for becoming a *Team admin* depend on whether or not you already have an *Instructor* account with Emended. If you're already using Emended as an *Instructor*, you can either:

- receive the role of *Team admin* from a current *Team admin* on a team that you're already a member of, or
- start your own team - the initial 30-day period is free for any new team and includes full teacher access for up to 100 users, so you can freely invite your colleagues to come aboard. To create a team, go to **Your account** > **Teams** > *Create new team*.

If you don't yet have an Emended account, simply choose the 'Team trial' option when signing up for your free trial. This option creates a personal *Instructor* account in tandem with your new team space, allowing you to test both the *Instructor* and *Team admin* roles for a free period of 30 days. As explained above, the free team trial includes full teacher access for up to 100 users, so you even have the opportunity during this time to invite your colleagues to join!

For more on the *Instructor* role, see our User Guide for *Instructors*; for more on the *Team admin* role, continue on with this guide.

3 Finding your way around

Once you're logged in to your account, navigation in Emended is quick and simple.

The **Title bar** at the top of the page gives you access to switching between your own **Roles** and **Spaces**. To switch to your *Team admin* role, click your [**Role|Space**] next to the Emended logo in the **Title bar**. On the **Portal page** you're taken to, click 'Log in as Team admin' from any one of your respective team spaces listed (more on **Roles** and **Spaces** below).

Across from your [**Role|Space**] in the top-right corner is your Emended username. By clicking [**Your username**], you're able to access **Your account** for modifying personal account settings (more in section 9 of our User Guide for *Instructors*), change between site languages of Finnish or English, and lastly when ready, log out from your session with Emended.

When logged in under the *Team admin* role, the **Menu bar** (just below the **Title bar)** links you both to your **Homepage** and **Team templates**. **Home** gives you access to Managing your team and subscription plus Integrating Emended with your LMS; **Team templates,** on the other hand, is where you'll go for Sharing templates with your team.

3.1 User roles in the team space

Currently, there are three user roles for every team in Emended: *Team admin*, *Owner,* and *Instructor*.

As a *Team admin*, you can invite other teachers to join your team while also managing the roles those teachers have on your team, including the option of assigning or taking away the *Team admin* role itself. You can also manage your team's subscription, share *Templates* with fellow team members, and even integrate Emended with your Learning Management System (LMS).

To make sure there's always an active team member to manage a team, the user creating a team automatically receives the role of *Owner*. This role is functionally comparable to *Team admin*, with the sole exception being an *Owner* role cannot be removed and/or given to another team member.

Every team member has by default an *Instructor* role, so as a *Team admin* you also have access to *Instructor*-role privileges such as creating and modifying *Templates* or inviting students to enroll and giving feedback on their submissions. The *Instructor* role even includes the option of switching into a *Participant* role to see and work with Emended just as a student would! For more on the *Instructor* role, see our [User Guide for *Instructors*](); for more on the *Participant* role, see our [User Guide for *Students*]().

3.2 Individual vs. team spaces

So a role is *what* you do. But *where* you do it? That's your **Space**.

Next to the Emended logo, the **Title bar** shows both your current **Role** and **Space**. Clicking your [**Role**|**Space**] actually leads you to your own **Portal page**, where, if you need to, you can quickly switch between any and all your spaces.

As a *Team admin*, you have at least two spaces: your individual space plus your team space. Because all *Team admins* are by design also *Instructors* in Emended, your account is automatically outfitted with an individual space - look more into

individual spaces, and spaces in general, in our [User Guide for *Instructors*](#). Your team space, on the other hand, offers exclusive features like team-owned *Templates* that are shared by and accessible only to members of that team.

> **Quick tip**: Make sure every team member has the convenience of accessing Emended directly from your Learning Management System (LMS). Best of all, the simplicity of one-click access to Emended doesn't stop with teachers - students benefit too! See [Integrating Emended with your LMS](#) for more information.

Use of any team space as well as the special features integral to that space depend entirely on access to the space itself. Therefore, it's important to mind the exclusivity of space access when removing a team member from a team space. This action results, for example, in not only their loss of access to *Team templates* but also their workspaces under that space, including all student assignments in those workspaces. Although it's not currently permissible to pass one's ownership of a workspace to another team member, students who have made submissions to such a workspace will retain their access to them as well as any comments they've been given.

4 Managing your team and subscription

When logged in to your team space under your *Team admin* role, the **Menu bar**'s **Home**/*Overview* provides you with the most relevant information at a glance: your team's current subscription status, an up-to-date count of team members as well as total seats available, and number of currently pending team invitations. Here you also have the opportunity to edit your team name - simply click 'Edit' from the top-right corner.

The left-side menu offers access to more detailed information on the above as well as execution of the following actions: inviting additional team members and managing their roles (*Team members*), updating your team's subscription plus subscription information (*Current subscription*), and seeing a summary of past subscription instances (*Subscription history*). Lastly, click the *LMS integration* tab to get started on connecting Emended to your LMS (read more in [Integrating Emended with your LMS](#)).

4.1 Inviting team members and managing their roles

To invite teachers to a team, visit *Team members* from the left-side menu of your *Team admin* **Homepage** and click the 'Invite instructors' button. Enter then the email addresses of however many colleagues you wish to invite, and after clicking 'Send invitation(s)' you'll see under the *Invitations* list to whom an invitation was sent.

Once invitations are accepted, the names of those *Instructors* can be viewed from the *Team members* list. In the event an invitation goes unaccepted for an unusually long period of time, it's possible that the system-generated invitation didn't reach the recipient's inbox. In cases like these, a friendly reminder (like a personal email) might be a good idea to follow up with.

> **Quick tip**: If you've already integrated Emended with your Learning Management System (LMS), teachers can simply click the Emended link from your LMS to join your team, and without having to wait for an invitation! Read more at [Integrating Emended with your LMS](#).

To manage roles of a team member, click 'Change roles' next to their username in the *Team members* list and then tick or untick the role(s) you want to add or remove. See [User roles in the team space](#) to brush up on Emended basics of every team

member having an irrevocable *Instructor* role and also team *Owners* being unable to change or have removed their role as *Owner*.

Users can also be removed from the team by clicking 'Remove' next to the 'Change role' link. If you intend on removing a team member with a *Team admin* role, you first need to strip them of their administrative role before removing them from the team itself. Also, note that a teacher losing their team membership will equally lose access to the team space as well as *Team templates* and all other team-related features (see also [Individual vs. team spaces](#)).

4.2 Managing your team's subscription

To manage your team's subscription, select *Current subscription* from your **Home** left-side menu. There you'll find details of your subscription, while also having the option of changing the subscription type and/or team size as well as your subscription period, or even cancelling your subscription. You can also update payment details by clicking the 'Update payment details' button at the bottom of the page.

Depending on whether or not any changes you make result in an upgrade or downgrade of your subscription, they will take effect either immediately or then after completion of your current subscription period. Respectively, this means your team will have immediate access to any team-size increases or subscription-type upgrades. On the other hand, any team-size decreases or downgrading of your subscription type will typically take effect after completion of your current subscription period.

To see all past subscription instances of your team, visit the *Subscription history* tab.

5 Sharing templates with your team

Sharing *Templates* is not only about sharing best practices but also increasing efficiency and ensuring students receive more consistent feedback! Giving the *Instructors* on your team access to *Team templates* (in addition to their own saved comments) helps them provide consistent feedback across however many classes, meaning students more readily learn what to expect and similarly what is expected of them. Sharing also lends itself to scalability with all team members having access to the newest versions of *Team templates*, plus the simplicity of only the *Team admin* having to manage those updates!

To share *Templates*, first select *Team templates* from the **Menu bar**. Here you'll see a list of your own *Collections*, including each *Collection*'s description (by clicking 'Show description') as well as information on how many *Templates* per *Collection*. Click the 'Share with team' button to share any of your *Collections* with the *Instructors* of your team.

While all team members have an *Instructor* role and *Instructors* by definition can use *Team templates* in giving feedback (including even the option of personalising each without actually changing the shared *Templates* themselves - more on this in section 7.3 of our [User Guide for *Instructors*](#)), only *Team admins* who shared those *Templates* can modify or remove them. If, however, a *Team admin* updates a *Team template* or *collection* they've shared, that *Template* or *Collection* will automatically be updated for all team members!

To prepare *Collections* for sharing, first switch to your *Instructor* role, then click **Templates** from the **Menu bar** and select 'Manage collections'. If you do not wish to share one of your *Collections* as is, you can build one specifically for sharing by simply clicking 'Create collection', and, after you've entered a name and optional

description, drag-and-dropping the *Templates* you want to share to your new *Team collection*.

> **Quick tip**: In your *Instructor* role, you see from both your **Commenting menu** and **Templates page** that *Templates* you yourself share with your team are marked with ⤴. In similar fashion, *Templates* shared with the team by another *Team admin* are marked with 👥.

To learn more about managing both *Templates* and *Collections* through your *Instructor* role, see sections 6.1 and 6.2 in our User Guide for *Instructors*.

6 Integrating Emended with your LMS

If your team has a PREMIUM subscription, you can integrate Emended with your Learning Management System (LMS) to have all team members - and even students - benefit from single sign-on (SSO) access to Emended. SSO is an authentication process that allows users to access multiple applications with one set of login credentials, providing all teachers and students who use your team space with the convenience of accessing Emended in just a click of a link from your LMS.

Moreover, once you have integrated Emended with your LMS, teachers can join your team without having to wait for an invitation from a *Team admin*. In this case, teachers click the Emended link in your LMS and then complete the guided verification process that follows. So long as there are empty seats for team members still available, they'll be automatically joined to your team!

In making sure integrating Emended with your LMS is as simple as possible, we use Learning Tools Interoperability (LTI) - an industry standard for connecting learning systems (such as your LMS) with external tools like Emended. No technical knowledge is required and it takes on average only 10-15 minutes to put into effect.

To start your integration, go to your *Team admin* **Homepage**, select *LMS integration* from the left-side menu and then click 'Create integration'. For more on how integration works, see our [LTI integration guide](). If you have questions concerning how to implement the integration for your particular LMS, please refer to the relevant documentation for your LMS, contact an IT administrator, or send us an email at [support@emended.com](). We're always happy to help!