

# Tynker: Quick Start Guide for Administrators

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## Video Tutorial



Please watch this [video tutorial](#) that details all the steps.

## Welcome!

Welcome to Tynker! As an Tynker administrator, you can invite teachers, add students, and manage classrooms. You also have all the same privileges as teachers, so you can create classrooms and add students to them, assign lessons, monitor your students' progress, and access comprehensive Teacher Guides for each lesson.

## What is Tynker?

Tynker is a free creative platform designed to make it easy for educators to teach coding and incorporate programming into subject areas such as Science, Language Arts, Math, and Social Studies. Our classroom management tools and comprehensive educator resources mean teachers don't need any previous CS experience to effectively teach programming with Tynker—they learn alongside their students and use our automatic assessment tools to monitor students' learning.

## How Kids Learn

Learning to code is personalized with Tynker's fun, open-ended lessons that let students learn at their own pace. Lessons introduce two or three computing concepts at a time, and students master them through interactive tutorials, video explanations, and DIY projects. Quizzes and puzzles reinforce the concepts and assess how students are doing. Students can demonstrate their learning through expansive creativity tools that allow them to create anything they imagine. This leaves teachers free to help students who have questions and focus on encouraging creativity, without having to teach every concept.

Students are engaged by Tynker's lessons because they can use what they learn to tell interactive stories, program animations, code games, build STEM projects, control drones and robots, and much more. Over 60 million students have used Tynker to learn to program and make incredible projects.

## Setting up Tynker for Your School

To get started with Tynker, all you need to do is:

1. Set up your Administrator account
2. Import Teachers and Students
3. Create Classrooms

## Step 1. Set Up Your Administrator Account

Tynker has three types of accounts: Administrator, Teacher, and Student. Each account has different privileges.

If you have a premium Tynker for Schools account, an administrator account will be created for you and you will receive a confirmation email.

To set up your Tynker Administrator account:

1. Log in using the username and temporary password provided in your confirmation email.
2. Change your password by clicking on the Admin tab on the left and click on the pencil next to your information.
3. Enter a new password for your account.
4. Enter your school information.

## Step 2. Import Your School

Tynker has a number of classroom and student management features built in to make setup easy. If your school is set up with Google Classroom, Clever, Google Sign-in, or Microsoft Sign-in accounts, you can use these services to log in to Tynker instead of creating accounts that just exist within Tynker. If you do not use any of these services, we recommend using a CSV to create accounts for all students and teachers at once. Then, for subsequent years or semesters, you can use a new CSV to update class assignments and add accounts for new students.

You can import students at any level: into a single classroom, into multiple classrooms under one teacher, into multiple teachers in a school, or into multiple schools in a district, based on your role. Once you begin importing students, there are helpful wizards in place to guide you through the process.

### Option 1: Using Google Classroom with Tynker

If your teachers use [Google Classroom](#) to set up and manage their classrooms:

1. Import all teachers using the email addresses associated with their Google accounts. This step is important so that they all have access to the premium curriculum that your school has purchased. You can do this using a Comma-separated-values file ([CSV](#)) or by manually adding teachers. Your teachers CSV file might look like this:

Teacher Email
jsmith@pdfk12.org

alynn@pdfk12.org
mjane@pdfk12.org
mpatel@pdfk12.org

2. When teachers log in, they can sync their Google Classrooms and there is no need to import students or classrooms.
3. Teachers must use the “Sign In with Google” option when they log into Tynker.
4. If teachers add new students in Google Classroom, they can simply hit the “Sync” button in the Students tab of their Classroom in Tynker.

## Option 2: Using Clever with Tynker

If your school uses [Clever](#), your teachers and students will automatically be imported. Please ask the Clever administrator in your district to [enable Tynker in your school's Clever dashboard](#) and allow data sharing so that your students and teachers all have access to Tynker. All teachers and students should be able to sign in to Tynker using their Clever dashboard.

**Teachers:** The first time teachers sign in to Tynker using Clever, they will be prompted to set up their Tynker classroom. They can use the drop-down menu to select one or more Clever classrooms to import. All students will be automatically added to their classrooms in Tynker after setup is completed. Teachers can use the “Add New Class” button to link additional classrooms from Clever.

**Students:** Students will be able to sign in and directly access their Tynker classroom through their Clever dashboard. Tynker will import student and teacher from your school or district nightly using Clever Secure Sync.

## Option 3: Importing Your Entire School

If your school has a premium Tynker subscription, you can import your entire school at once, placing all of your students and teachers into their respective classrooms. This method is supported for all Google and Tynker accounts – even if your students and teachers use different account types to log in.

There are a few different ways to add students to your classrooms. All import tools will work for both new and existing accounts. When you add students and teachers, the system automatically checks whether the information you enter is associated with an existing account. Existing accounts are updated with new information and do not lose their previous class data. All other accounts are generated and added to the assigned classroom. That means you can use these tools again whenever a new semester begins.

### Method A: Import teachers, then students

You can initiate teacher imports in the Admin tab, under Teachers. When you import teachers, they are recognized as part of your school and have access to the paid curriculum that your school has purchased.

The following types of imports are supported:

- a. Import teachers that use Google accounts ([Sample CSV](#))
- b. Import teachers that use Tynker accounts ([Sample CSV](#))

See the “Importing Teachers” and “Manually Inviting Teachers” sections below.

### Method B: Import the entire school

You can import all teachers and students into their respective classrooms at once using this method. Four formats are supported based on whether your teachers and students use a Google email or a Tynker email account to log in:

- a) Teachers and Students use Google Accounts ([Sample CSV](#))
- b) Teachers use Google accounts and students use Tynker Accounts ([Sample CSV](#))
- c) Teachers use Tynker accounts and students use Google Accounts ([Sample CSV](#))
- d) Teachers and students use Tynker accounts ([Sample CSV](#))

See the “Importing the Entire School” section below.

### Method C: Import teachers only, then let the teachers import their students

Follow Method A to import the teachers and inform them that they can import their own students. They can refer to the [Teacher Quick Start Guide](#) for instructions on how to do this. They can import their students into classrooms or have their students join classrooms using a class code.

See the “Importing Teachers” and “Manually Inviting Teachers” sections below.

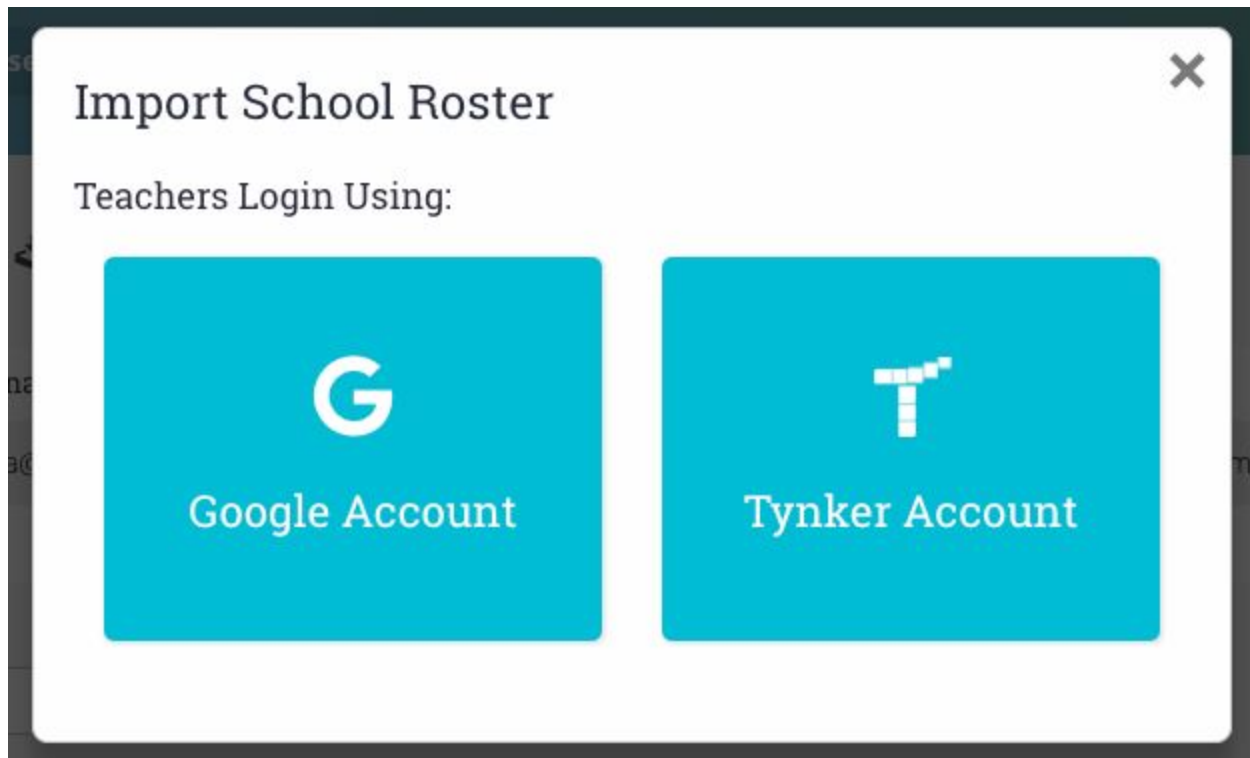
### Importing the Entire School

To create Tynker accounts for your entire school (teachers, classrooms, and students) from a CSV file:

1. Click on the “Admin” tab in your left navigation bar.
2. Click on the “Students” tab.



3. Click “Import School Roster”
4. Choose a login method for teachers and students. If you select Google sign-in rather than Tynker sign-in, you will only have to enter student emails into the CSV file.



5. If you have a Google account, open up the linked Google Sheet and create a copy so that you can input your students. If you do not have a Google account, open up the linked Google Sheet and download the sheet as a CSV file.
6. Use either Google Sheets or a spreadsheet editor like Microsoft Excel to add all the teachers and students under the headers, following the instructions in the demo files.
7. Do not delete or alter the headers. Lines that start with a # sign contain comments/instructions and are ignored during the import. You can delete these lines if you don't need them.
8. Each row must have a teacher, a classroom, and a student. The only fields that can be left blank are those for the teacher and student passwords. A random password will be automatically generated if the fields are left blank.
9. If you import a teacher that already exists and provide all the same information, Tynker will not duplicate that teacher but will add students and classrooms to the existing account.
10. Download/Save your file as CSV file.
11. Upload your CSV file and confirm that your import was successful. Read the “Preflight Error Checking” section below if you're having trouble.

Here is an example CSV for a school that uses Google logins for both teachers and students.

Teacher Email	Name of Class	Student Login
jsmith@pdfk12.org	AM Coding	janderson@student.pdfk12.org
jsmith@pdfk12.org	AM Coding	myang@student.pdfk12.org
mjane@pdfk12.org	PM Coding	fpeterson@student.pdfk12.org
mjane@pdfk12.org	PM Coding	vwalters@student.pdfk12.org

### Importing Teachers

To create Tynker accounts for teachers from a CSV file:

1. Click on the “Admin” tab on the left.
2. Click on the “Teachers” tab.
3. Click “Import Multiple Teachers.”
4. Select a login method for your teachers. If you select Google sign-in rather than Tynker sign-in, you only have to enter the teacher emails into the CSV file.
5. If you have a Google account, open up the linked Google Sheet and create a copy so that you can input your teachers. If you do not have a Google account, open up the linked Google Sheet and download the sheet as a CSV file.
6. Use a Google sheets or a spreadsheet editor like Microsoft Excel to add all the teachers under the headers.
7. Do not delete or alter the headers.
8. Each row must have one teacher’s full information. The only fields that can be left blank are the teacher passwords. A random password will be automatically generated.
9. Download/Save your file as CSV file.
10. Upload your CSV file and confirm that your import was successful. Read the “Preflight Error Checking” section below if you’re having trouble.

### Manually Inviting Teachers

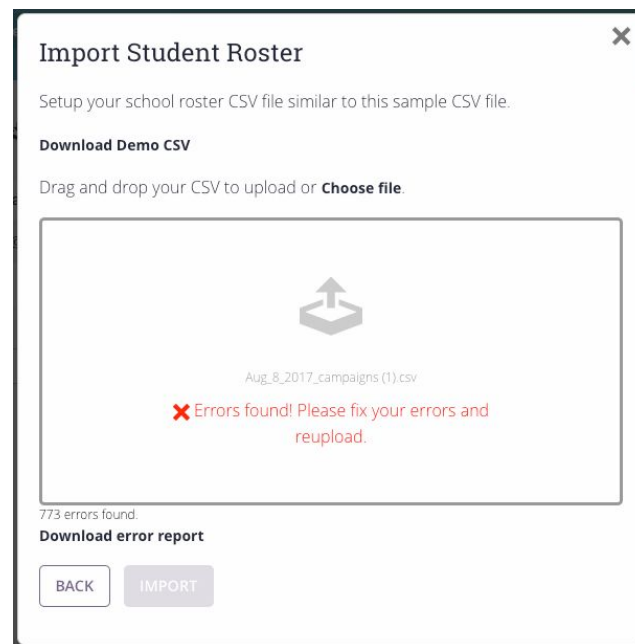
To manually invite teachers (you may need this to add an additional teacher who joins late or who wants to start using Tynker):

1. Click on the topmost “Admin” tab.
2. Click on the “Teachers” tab.
3. Click on “Add a Single Teacher” (to the far left).
4. Select a login method for your teacher (either Google or Tynker sign-in).
5. Enter the teacher’s information. You must fill in all fields.
6. Click the “Add” button.

- The teacher will receive an account invitation and can now set up his or her own account.

## Preflight Error Checking

When you're ready to import your CSV file, Tynker will perform a preflight error check just to make sure that the roster file you have is valid. We flag common errors such as missing fields and duplicate users. After the check is run, download the error report, fix all the issues, and re-import the CSV file. You can repeat this process in the same dialog until you see that there are no more errors. Click "Import" once you complete the process to import all your setup data into Tynker.



If you're having trouble at any point, you can always reach out to us at [support@tynker.com](mailto:support@tynker.com).

## Step 3: Create Classrooms

The easiest way to add classrooms is by importing them with all your other school information, including teachers and students. But you can also add classrooms after this import.

To add a single classroom and assign it to a teacher:

- Go to the "My Classes" tab on the left.
- Click the "Add Classroom" button.





3. Choose a classroom name and grade level.
4. You will see lesson plans available to assign as well as lessons you can purchase.
5. You can assign lessons from here or assign them later.
6. When you're done, scroll down and click "Create."



7. Go to the "Admin" tab.
8. Click on the "Classrooms" tab.
9. Find the classroom that you have just created and click on "Move" under "Action" on the far right.
10. Choose the teacher to whom you want to transfer this class.

## Any questions? We're here to help!

If you have any issues or questions, just send us an email at [support@tynker.com](mailto:support@tynker.com).

Tips for contacting support:

1. Let us know what browser, operating system, and machine you're using.
2. If your question is about a specific lesson, specify which course and lesson you're using.
3. If your question pertains to a specific account or project, let us know the username and project name.
4. Provide us a screenshot of what's going wrong if applicable.
5. If you're receiving an error message, tell us what the specific error message is.
6. If you're having problems onboarding students or teachers, send us the CSV file you're using.