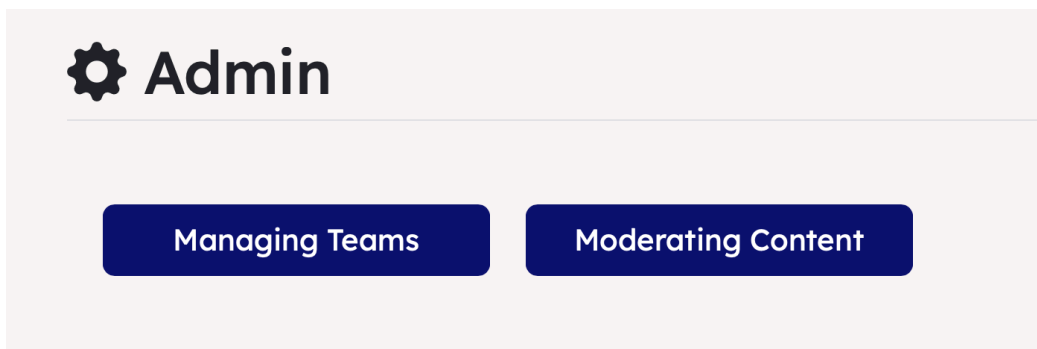


NatEnt platform: Admin for Teachers

The Admin area of the NatEnt platform allows you to manage the teams for your school, and to moderate content created by your teams so that it can be viewed by other teams.

From within the platform, click on Admin in the blue menu bar to enter the administration area of the platform.

Then click on **Managing Teams** or **Moderating Content**



Managing Teams

Use the tabs to select whether to **Add a New Team** or **Edit an Existing team**



Add a New Team

Add a New Team
Editing an Existing Team

Team Name

Please don't use anyone's real names!

Password

You need to **note this password down NOW** - you won't get to see it again!

For each team:

- Think of a name for the team (don't use anyone's names)
- The platform will give you a password. Please note a note of this BEFORE YOU click to ADD THE TEAM because you won't be able to see the password again, only reset it to a new password.
- Click **ADD TEAM**.
- Your new team will be added to the list of existing teams in the **Edit an Existing Team** tab.

Editing an Existing Team

You can see each team you have already created listed below the ADD Team panel.

Team Name	Reset Password To	Remove
<div style="border: 1px solid #ccc; padding: 2px;">Model Team</div> <div style="background-color: #003366; color: white; padding: 2px; text-align: center; width: fit-content; margin-top: 2px;">RENAME</div>	<div style="border: 1px solid #ccc; padding: 2px;">IV4fSabE</div> <p style="font-size: 0.8em; margin: 2px 0;">Note this password down NOW before clicking RESET</p> <div style="background-color: #003366; color: white; padding: 2px; text-align: center; width: fit-content; margin-top: 2px;">RESET</div>	<div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc; font-size: 0.8em;">You are currently logged in as this Team and therefore cannot remove it.</div>
<div style="border: 1px solid #ccc; padding: 2px;">Team Saskia</div> <div style="background-color: #003366; color: white; padding: 2px; text-align: center; width: fit-content; margin-top: 2px;">RENAME</div>	<div style="border: 1px solid #ccc; padding: 2px;">KJIvRuzp</div> <p style="font-size: 0.8em; margin: 2px 0;">Note this password down NOW before clicking RESET</p> <div style="background-color: #003366; color: white; padding: 2px; text-align: center; width: fit-content; margin-top: 2px;">RESET</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Type the Team name to confirm</div> <div style="background-color: #f44336; color: white; padding: 2px; text-align: center; width: fit-content; margin-bottom: 5px;">REMOVE TEAM AND ALL OF THEIR WORK</div>
<div style="border: 1px solid #ccc; padding: 2px;">Play Team</div> <div style="background-color: #003366; color: white; padding: 2px; text-align: center; width: fit-content; margin-top: 2px;">RENAME</div>	<div style="border: 1px solid #ccc; padding: 2px;">RP1rKHQc</div> <p style="font-size: 0.8em; margin: 2px 0;">Note this password down NOW before clicking RESET</p> <div style="background-color: #003366; color: white; padding: 2px; text-align: center; width: fit-content; margin-top: 2px;">RESET</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Type the Team name to confirm</div> <div style="background-color: #f44336; color: white; padding: 2px; text-align: center; width: fit-content; margin-bottom: 5px;">REMOVE TEAM AND ALL OF THEIR WORK</div>

From here you can:

- **Rename** the team
- **Reset** their password: NOTE, the password display will be the new password once the RESET button has been clicked. Make sure you note this password down BEFORE you click RESET.
- **Remove** the team: this will also remove their work, so you will need to type their name to confirm the change before clicking the REMOVE TEAM AND ALL OF THEIR WORK button.

Moderating Content

It is very important to ensure that all content entered by teams on the platform is appropriate. This page allows you to check the queue of your team's unmoderated content and approve or reject it. Approving content means it will become visible by other teams using the platform.

Moderating Content

School

Make sure you select the school FIRST!

▼
SELECT

Below is a list of all content that requires moderation:

Type of Content	Content	Created By	Created When	
Team Profile	<p>Tell us about your team:</p> <p>This is our team profile. This is our team profile. This is our team profile. This is our team profile. This is our team profile. This is our team profile. This is our team profile. This is our team profile.</p>	testmq	2023-01-23 09:15:35	APPROVE REJECT

APPROVE ALL

Work through the content in the queue of items. You can:

- **Approve** each item individually
- **Reject** any item you do not think is appropriate
- **Approve All** at the bottom of the screen to approve all items in the queue.

Moderation Notifications

If you have content to moderate, you will automatically get a notification on the main platform Learning Journey page:

Welcome to the Platform!

Work through each Phase below in order.

RESUME →



75%



100%



50%



100%

Collaboration Points

☆ 340

⚠ You have content waiting to moderate:
1 item(s)

You can click on this link to go straight to the Moderating Content page.