



# STEAMVILLE

## Admin

Training Guide 2023



Northwestern  
OFFICE OF COMMUNITY  
EDUCATION PARTNERSHIPS  
School of Education and Social Policy



# Overview

STEAMville platform allows for mentors to create online challenges, manage groups, and interact with learners.

*What can **admin** (mentors) do on STEAMville?*



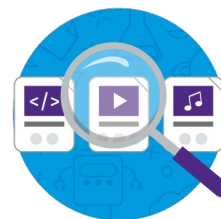
## Create Content

- Playlists
- Tasks
- Episodes
- Announcements



## Comment & React

Give feedback to learner submissions and engage with them in groups



## Public Showcases

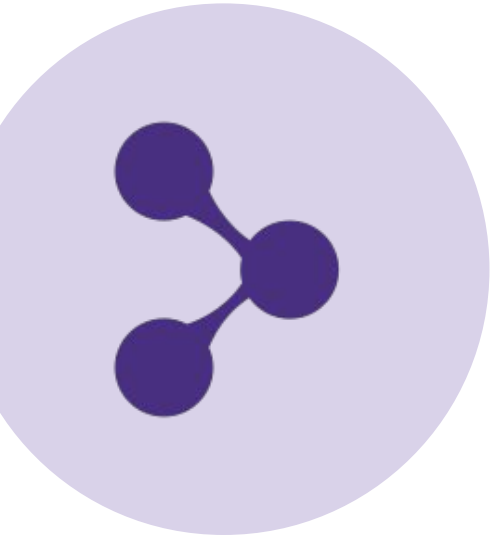
Submissions that are passed get to be show on public showcases



## Assess Submissions

Give feedback to learners on their submissions and choose to pass their content or ask for re-submissions

# LEARN THE LINGO!



## LEARNERS

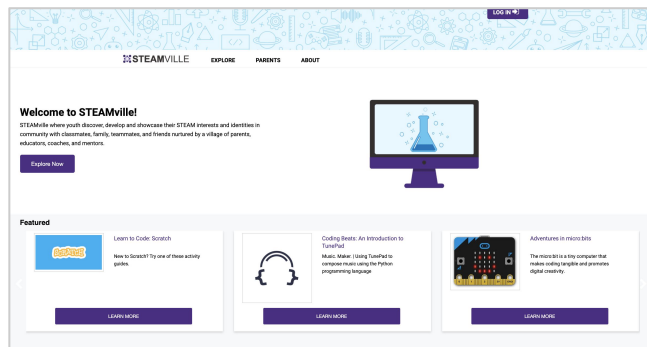
Learners use the front-facing STEAMville where they have a profile, join groups, view online content, submit work, comment, react, and interact with playlists.

## ADMINS

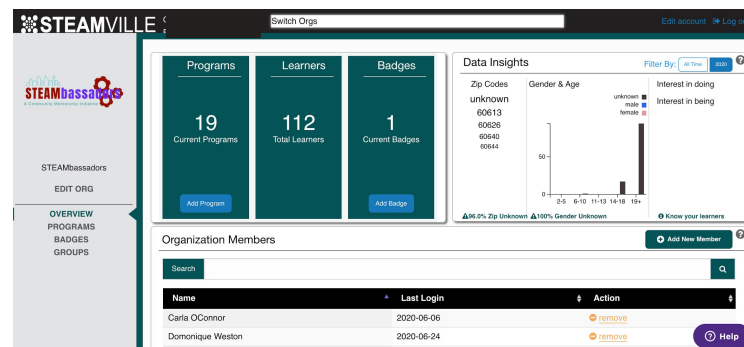
Admins on the back-facing of STEAMville can create online content, manage groups, and interact with learners through assessment, commenting, and reacting.



*Learner- Facing*



*Admin- Facing*



# LEARN THE LINGO!



## GROUP PLAYLISTS

Curate and organize a collection of content through Playlists. Help learners discover relevant, high quality, engaging content through your curated playlists.

**Group Playlists can contain tasks and episodes. They are only visible in their groups and not visible on the explore page**

## GROUP TASKS

Simple “tasks” that allow for a learner to submit a work to in a group.

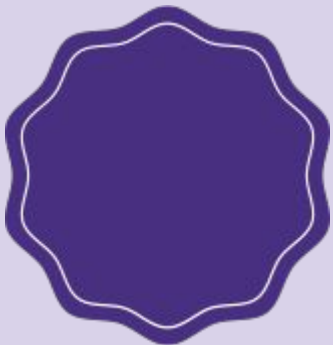
**Tasks are content only visible in a group and not public on the explore page.**



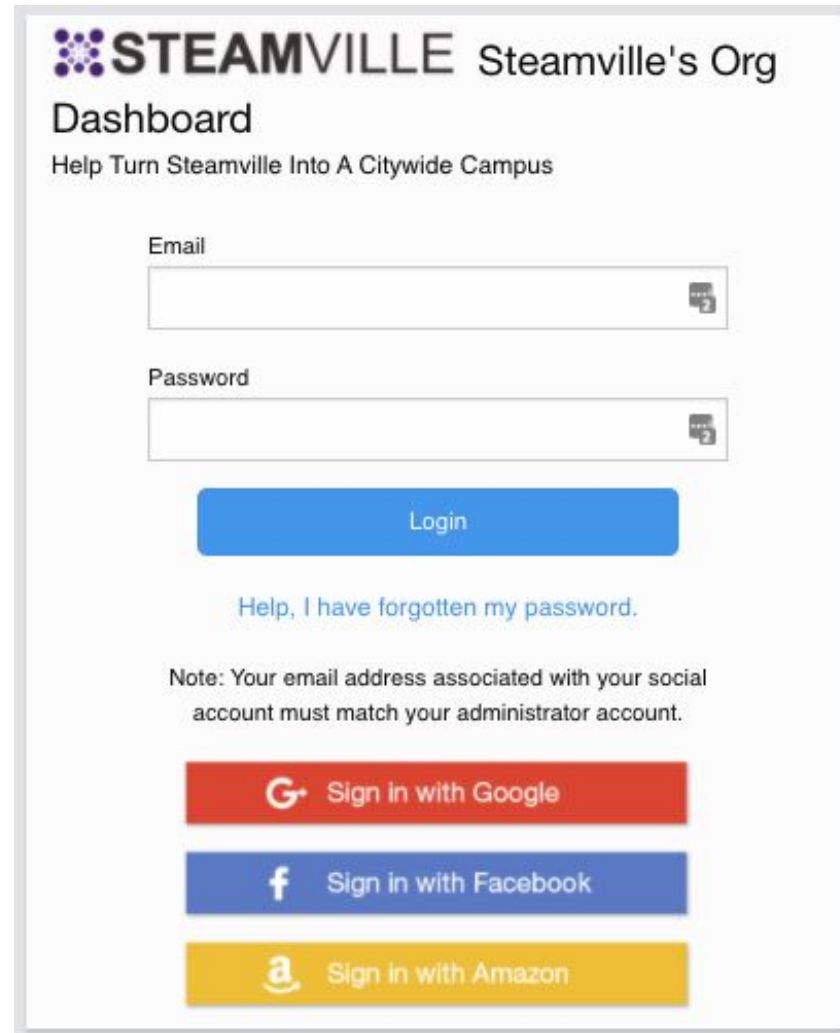
## EPISODES

An episode lets you add live video links, recorded video sessions, date & time, resources, and descriptions of what will happen (agenda, explanation, etc.).

**Learners do not have to submit anything to episodes and rather can view videos in a playlist.**



GO TO <https://steamville.org/admin>



The screenshot shows the login interface for the Steamville Admin Dashboard. At the top left is the Steamville logo, a grid of dots forming a square, followed by the text "STEAMVILLE Steamville's Org". Below this is the heading "Dashboard" and the tagline "Help Turn Steamville Into A Citywide Campus". The login form consists of two input fields: "Email" and "Password", each with a small eye icon to toggle visibility. A blue "Login" button is positioned below the password field. Underneath the button is a blue link that says "Help, I have forgotten my password.". A note below that states: "Note: Your email address associated with your social account must match your administrator account.". At the bottom of the form are three social login buttons: a red button for "Sign in with Google" with the Google logo, a blue button for "Sign in with Facebook" with the Facebook logo, and a yellow button for "Sign in with Amazon" with the Amazon logo.

Login using your credentials or use the one-click option which lets you sign in through any social account (make sure to use your email associated with this work and sign in as you normally do to access your social account)..

# ADMIN OVERVIEW DASHBOARD

The dashboard features a top navigation bar with the STEAMVILLE logo and a 'Switch Orgs' toggle. A left sidebar contains navigation links: STEAMbassadors, EDIT ORG, OVERVIEW, PROGRAMS, BADGES, and GROUPS. The main content area is divided into three summary cards: Programs (19 Current Programs), Learners (112 Total Learners), and Badges (1 Current Badges). To the right is a 'Data Insights' section with a bar chart showing 'Interest in being' by age group and gender. Below this is an 'Organization Members' section with a search bar and a table of members.

**1** Switch orgs toggle between different orgs you belong to

**2** Navigation move through different pages in your org. Mentors primarily use "Groups" page

**3** Help Zendesk button that has documentation on how-to use certain admin features or use contact us button to report any issues you are experiencing

Name	Last Login	Action
	2020-06-06	
	2020-06-24	

# **ADMIN GROUP PAGE**

# ADMIN GROUPS PAGE

The screenshot shows the 'Admin Groups Page' for STEAMbassadors. On the left is a sidebar with the logo and navigation links: STEAMbassadors, EDIT ORG, OVERVIEW, PROGRAMS, BADGES, and GROUPS (highlighted). The main content area is titled 'Groups' and includes an 'Add Group' button. Below this is a section for 'Active Groups' with a link to 'Show Active & Inactive Groups'. There are four group cards displayed:

- 8-Bit Bootcamp - Chicago Parks** (active, code G7DOE): Shows 0 activities for group members. Callout 2 points to the '0'.
- 8 - Bit Bootcamp - Virtual** (active, code GZ510): Shows 0 activities for group members. Callout 1 points to the code GZ510.
- Coded Beats - Virtual** (active, code GRH5V): Shows 0 activities for group members. Callout 2 points to the '0'.
- STEAM@Home - Chicago Parks** (active, code GKBMN): Shows 0 activities for group members. Callout 3 points to the 'View Group' button.

Callout 1: **Code** Group code that is given to learners to add in their profile page in order to join

Callout 2: **Number of submissions** Shows how many submissions are waiting for an assessment

Callout 3: **View Group** Click to view a specific group you are a mentor in to view newsfeed, playlist, and assess



# ADMIN GROUP NEWSFEED

*Make announcements, comment & react on learner submission posts,  
and view the group's public showcase*

# VIEW A GROUP: NEWSFEED

**STEAMbassadors**  
A Community Mentoring Initiative

STEAMbassadors

EDIT ORG

OVERVIEW

PROGRAMS

BADGES

**GROUPS**

Silhouette Swag Camp

News Feed Playlist Admin Submissions

Newsfeed

New Announcement

ANNOUNCEMENT

**A** Evelyn Flores (Admin)  
Fri Jun 26 2020

**New meeting times!**

We've moved meeting socials to Friday's at 2pm. Remember we will be drawing rainbows. See you all then!

Information

- Claim C
- Program details  
This is a Program URL  
Test  
Prog URL Testing  
[read more]
- Group description  
Silhouette Swag Camp  
[more]
- Showcase  
Test submissions

1


2

**New Announcement**  
Create an announcement to send to the group. Learners also receive an email notification. *Pin an announcement so it stays at the top of the group newsfeed.*

3

**Showcase** link to the group's public showcase

# VIEW A GROUP: NEWSFEED



STEAMbassadors  
A Community Mentoring Initiative

STEAMbassadors

EDIT ORG

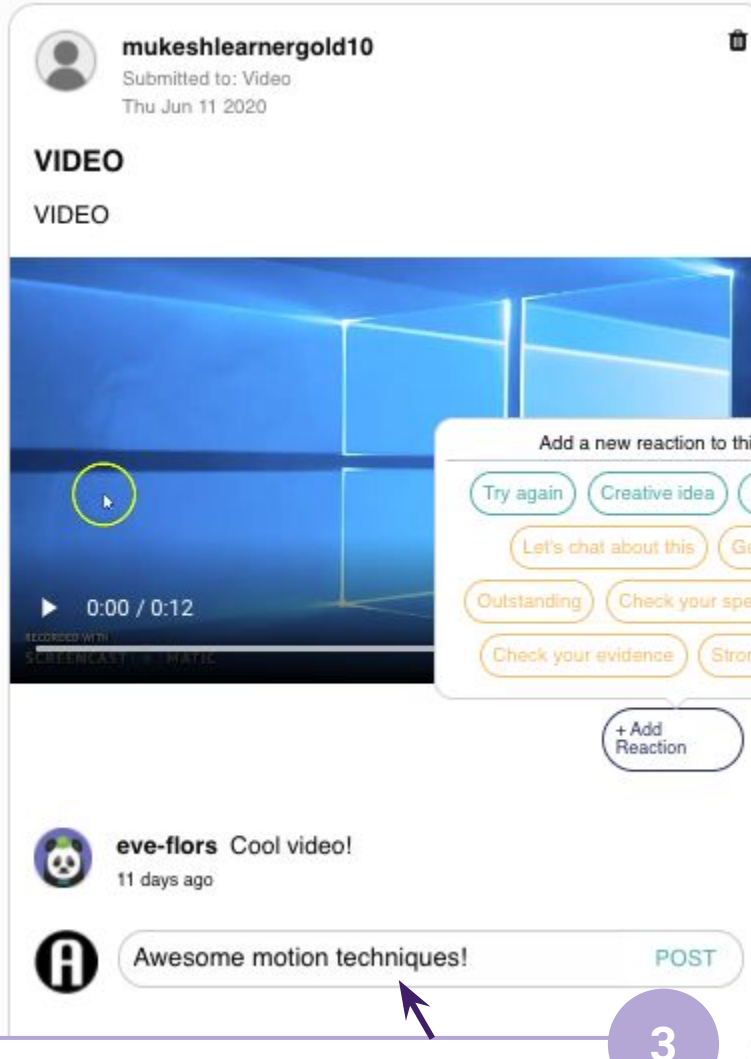
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OVERVIEW

PROGRAMS

BADGES

**GROUPS**



**mukeshlearnergold10**  
Submitted to: Video  
Thu Jun 11 2020

**VIDEO**  
VIDEO

0:00 / 0:12

Recorded with SCREENCAST-O-MATIC

**eve-flors** Cool video!  
11 days ago

**A** Awesome motion techniques! **POST**

**Delete** a mentor can delete a submission post from appearing on the newsfeed

**Mentor Reaction** Click on 'Add Reaction' to react to a learner's submission. The blue reactions are for other learners to react. Orange reactions are mentor reactions. Note: Mentor reactions will only show up for the specific learner's submission, no other learner will see it in the group newsfeed

**Comment** post a comment to give learners feedback, encouragement, or answer questions

1

2

3

# VIEW A GROUP: NEWSFEED

The screenshot displays a user interface for viewing a submission. On the left is a sidebar with the STEAMbassadors logo and navigation links: STEAMbassadors, EDIT ORG, OVERVIEW, PROGRAMS, BADGES, and GROUPS. The main content area shows a submission by 'mukeshlearnergold10' from 'Thu Jun 11 2020'. The submission is a video titled 'VIDEO' with a play button circled in green. Below the video are 'Reactions' (Try again, Creative idea, Great Details, Let's chat about this, Good work, Outstanding, Check your spelling/grammar, Check your evidence, Strong argument) and 'Comments (1)' by 'eve-flors' (Cool video! 12 days ago). A comment input field with a 'POST' button is also visible. A purple circle with the number '1' is placed over the play button. A text box at the bottom left explains that clicking the play button allows viewing more comments. A 'Help' button is in the bottom right corner.

**1**

**View a Submission** Another way to view a submission post is by clicking the post where you can see more comments

# ADMIN GROUP PLAYLIST ADMIN

*Create playlists, tasks, and episodes*

# VIEW A GROUP: PLAYLIST ADMIN

The screenshot shows the 'Playlist Admin' page for the group 'Silhouette Swag for Chicago Parks'. The page includes a navigation menu with 'News Feed', 'Playlist Admin', and 'Submissions'. Below the menu are two buttons: 'Add New Playlist' and 'Add Existing Group Playlist'. A dropdown menu is open, showing options for 'Existing Challenge', 'New Task', and 'New Episode'. A list of tasks is displayed, including 'Path of Life', 'Meet Your Cohort', 'Video Introduction', and 'Silhouette Part I'. At the bottom, there are up and down arrows for reordering and a 'Help' button.

**1** **Add a New Playlist** to create a new set of activities for learners to do. Playlists are used to structure and organize content

**2** **Add** Click on the 'Add Button' to add a New Task or New Episode to a playlist

**3** **View & Edit a Task** if changes are needed to be made

**4** **Move** Click on up and down arrows to move playlists to organize how they appear for learners in the group

**5** **Add Existing Group Playlist**  
Any playlist created under your org can be copied over to other groups within your org. NOTE: If content in the copied playlist is changed it will also change all playlists that were copied in other groups.

# VIEW A GROUP: CREATE A TASK

1

A form will appear with the following fields: Name for the Task, a Blurb, a Description of the task (an admin can add text, images, links, and embedded videos)

2

Type of Submission being accepted (supports document, music, photo, video, game, url, file, and text), the image logo (png, jpeg)

3

The Submission requirements that guides a learner what to submit and the Publishing Status of the task. Note if the task is on Draft it will not show on the learner side

After completing the required fields, click "Save."


**Add Task**

Name (required)

Blurb (required)

Description (required)

Submission Type (required)   
*This is the type of file or information that you want your learners to submit*

Image Logo (required)   
*Click on the Image Logo Label or the Image above to change the image*

Submission Requirements (required)   
*What should learners include in order to pass this task?*

Badge to Award

Published status (required)  Published  Draft  
*Published means learners can see the task in the playlist*

# VIEW A GROUP: CREATE AN EPISODE

1

Important to fill out: **Name**, **Description** (add agenda, notes, what the episode will be about, etc.) and **Logo** (Image of Episode)

2

**Enter the Episode URL link.** These will be for live zoom video links that will appear for learners in their group playlist to access

3

After recording a zoom session, you can go back here and add a **Recording Video** url link, file, or embedded video for learners to come and watch again.

4

**Enter Date & Time** of when an episode will go live/or occurred.

5

**Add resources** related to the episode to help learners get ready or may need for the session

### Add Episode

**Name (required)** ?  
External Activity Name 🗒

**Description (required)** ?  
<> ¶ B I S

Description

**Set a Logo (required)** ?  
 OR

**Episode URL (optional)** ?  
Add website, live video link, online meeting url

**Recording Video (optional)** ?  
Upload Video

**Date and Time (optional)** ?  
Date  Start Time  End Time

**Resources (optional)** ?



# ADMIN GROUP ASSESSMENT

*How to assess a learner's submission*

# VIEW A GROUP: ASSESSMENT

The screenshot shows the 'VIEW A GROUP: ASSESSMENT' interface. On the left is a sidebar with the STEAMbassadors logo and navigation links: STEAMbassadors, EDIT ORG, OVERVIEW, PROGRAMS, BADGES, and GROUPS. The main content area is titled 'Submissions (10)'. At the top right, there are navigation links: Drag Camp, News Feed, and Playlist Admin. A callout box labeled '1' points to the 'Review' button. Below the title, there are 'Filter:' and 'Sort By:' dropdown menus. The 'Sort By' menu is set to 'Date submitted (oldest first)'. A callout box labeled '2' points to the filter and sort options. The main submission entry shows a user profile for 'mukeshlearnergold7' with the submission title 'URL Submission.' and details: 'URL Submission.', 'qa-gold.cityoflearning', and 'Submit Incorrect URL'. A callout box labeled '3' points to the 'Final Assessment' section, which contains the text: 'Final Assessment - select pass, fail, reject' and three radio buttons: 'Pass', 'Fail', and 'Reject Submission'. Below this is a 'Submission Feedback' text area. A callout box labeled '4' points to this area. At the bottom right, there is a 'Submit Evaluation' button and a 'Cancel evaluation' link.

1

2

**Filter & Sort** submissions based on date submitted, username, and challenge (task) submitted to.

**Review** to assess a submission

3

**Final Assessment** Click Pass, Fail, or Reject Submission (allows a learner to re-submit again). Note: Public Showcases will only show learner work that has been passed

4

**Submission Feedback** Add any feedback for a learner to see

# Resources

Website (User): <https://steamville.org/>

Website (Admin): <https://steamville.org/admin>

Zendesk Ticket for any troubleshoot or errors that occur in the website, report in this link:

<https://steamville.zendesk.com/hc/en-us/requests/new>

View how-to's documentation:

<https://steamville.zendesk.com/hc/en-us>

[STEAMville Learner Guide](#)



 **STEAMVILLE**