How to **Manage Teams** inside the **User Dashboard**

Open your web browser (e.g., Chrome, Firefox, Safari).
Go to https://sctstraining.com/ and press ENTER to load the page

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SCTS

Click here to Login

Strategic. Calibration.

Our IEP training courses for educators and district leaders offer a wealth of benefits that enhance professional development and effectiveness in the classroom.

Schedule a Demo

Account Login

Email

Password

☑ Remember Me

LOGIN!

Send me a Snappy Login Link™ instead.

Lost your password?

In the login form, enter your Email Address and Password in the appropriate field.

Click "LOGIN!" to proceed"

Once logged in, you will be redirected to the "My Courses ".

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IEP TRAINING FOR LEADERSHIP

IEP TRAINING FOR NEW EDUCATORS

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IEP TRAINING FOR PARENTS

Each course will have it's own "Team" and "Team Leader". If you are the team leader, you will see a team leader dashboard available when you enter the course.

Select the course you are managing as a Team Leader.

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IEP Team Leader Dashboard

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MANAGE TEAM   ADD MEMBERS

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🔍 Find team member   Expand All   Collapse All   Download Member Progress

IEP – Team Leader Das

Team Member 1 (teammember1@sctstraining.com)   ▶

Introduction to The Ne

Team Member 2 (teammember2@sctstraining.com)   ▶

Getting Started with T
IEP

Team Member 3 (teammember3@sctstraining.com)   ▶

Developing the IEP

IEP 1

Teams are managed within each course by visiting the team leader dashboard.
Click the Arrow button next to a specific Team Member, or choose "Expand All" to view the courses they are enrolled in.

IEP 2

IEP 3

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IEP Team Leader Dashboard

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🔍 Find team member   Expand All   Collapse All   Download Member Progress

IEP – Team Le

Team Member 1 (teammember1@sctstraining.com) ▼

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Team Member 1

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teammember1@sctstraining.com

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IEP 2

Remove   Login As Team Member

IEP 3

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Team Member 2 (te ▼

Click the Arrow button or "Collapse all" if you wish to close.

Where's The D

Team Member 2

teammember2@sctstraining.com

IEP 4

IEP Team Leader Dashboard

🔍 Find team member   Expand All   Collapse All   Download Member Progress

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Team Member 1 (teammember1@sctstraining.com)   ▼

Team Member 1

teammember1@sctstraining.com

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IEP 3

PLAAFP

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Team Member 2 (te ▼

Team Member

teammember2@sctstraining.com

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You can remove a Team member for a specific course by clicking the "Remove" button.

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MANAGE TEAM   ADD MEMBERS

Q Find team member

Expand All   Collapse All   Download Member Progress

Team Member 1 (teammember1@sctstraining.com)   ▶

Team Member 2 (teammember2@sctstraining.com)   ▶

Team Member 3 (teammember3@sctstraining.com)   ▶

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If you wish to add Team Members, you can click "Add Members"

IEP Team Leader Dashboard

MANAGE TEAM   ADD MEMBERS

You have 32 / 35 licenses available.

Batch upload members:

Import a list of members to add to your team by uploading a CSV file with their details.
Download this blank CSV file to get started.

[Select batch import file]

Add individual member:

First Name	Last Name

E-mail

[ADD]

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By adding a team member, you have an option to add individual team member or add team members in bulk

Adding Team Members in **Bulk**

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You have 32 / 35 licenses available.

Batch upload members:

Import a list of members to add to your team by uploading a CSV file with their details.
Download this blank CSV file to get started.

[Select batch import file]

Add individual member:

First Name	Last Name

E-mail

[ADD]

You can choose the batch import file option to add Team members in bulk by clicking first the "Download this blank CSV file to get started".

Course Progress

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- Introduction to The New
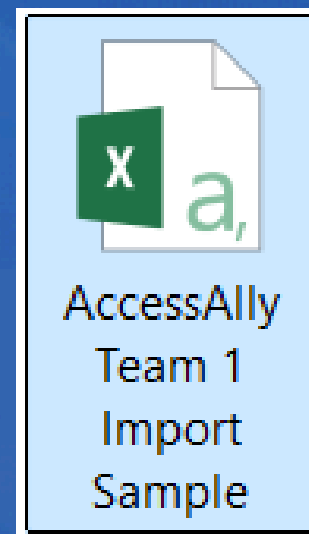- Getting Started with Th
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At this point, you can check your download folder on your computer to check for any CSV file like this.

AccessAlly
Team 1
Import
Sample

Double click the file to open.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	//First Name	Last Name	Email														
2	Alice	Bob	sample@gmail.com														
3																	
4																	
5																	
6																	
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Add the details on the appropriate field of the team members you wish to add.

After adding all the team members, you can click SAVE and close the FILE

AccessAlly Team 1 Import Sample

IEP Team Leader Dashboard

MANAGE TEAM   ADD MEMBERS

You have 32 / 35 licenses available.

Batch upload members:

Import a list of members to add to your team by uploading a CSV file with their details.
Download this blank CSV file to get started.

Select batch import file

Add individual member:

First Name

Last Name

E-mail

ADD

Once you have closed the file click the "Select Batch Import file".

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Today

AccessAlly
Team 1
Import
Sample
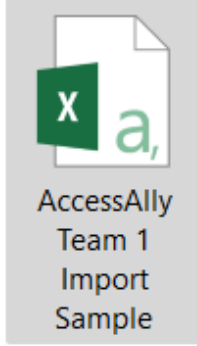
This file can't be previewed.

Select the CSV file you have edited and click "Open"

e: | AccessAlly Team 1 Import Sample | All Files

Open   Cancel

IEP Team Leader Dashboard

MANAGE TEAM   ADD MEMBERS

You have 32 / 35 licenses available.

Batch upload members:

Import a list of members to add to your team by uploading a CSV file with their details. Download this blank CSV file to get started.

First Name	Last Name	E-mail	Status
Alice	Bob	sample@gmail.com	

Import

Add individual member:

First Name

E-mail

ADD

You will be redirected to this page, where the Team Members' names will be displayed. Verify that all names are included, then click "Import."

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sctstraining.com says

You are about to add these clients to the team. Continue?

OK   Cancel

A Pop-Up will appear after clicking the import. Click "OK" to Proceed.

IEP Team Leader Dashboard

You have 31 / 35 licenses available.

Batch upload members:

Import a list of members to add to your team by uploading a CSV file with their details. Download this blank CSV file to get started.

First Name	Last Name	E-mail	Status
Alice	Bob	sample@gmail.com	✅

Add individual member:

First Name

E-mail

A green check mark will appear below the status, confirming that the Team Member has been successfully added.

ADD

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Batch upload members:

Import a list of members to add to your team by uploading a CSV file with their details. Download this blank CSV file to get started.

First Name	Last Name	E-mail	Status
Alice	Bob	sample@gmail.com	✅

Add individual member:

You can check it also by going back to Team Leader Dashboard by clicking "Manage Team"

First Name

E-mail

ADD

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IEP Team Leader Dashboard

MANAGE TEAM   ADD MEMBERS

🔍 Find team member   Expand All   Collapse All   Download Member Progress

Alice Bob (sample@gmail.com) ▶

Team Member 1 (teammember1@sctstraining.com) ▶

Team Member 2 (teammember2@sctstraining.com) ▶

Team Member 3 (teammember3@sctstraining.com) ▶

The Team Member's Name and Email will reflect here.

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Adding Team Members Individually

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You have 32 / 35 licenses available.

Batch upload members:

Import a list of members to add to your team by uploading a CSV file with their details.
Download this blank CSV file to get started.

Select batch import file

Add individual member:

First Name	Last Name

E-mail

ADD

Add the details of the Team Member in the appropriate field above.

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You have 32 / 35 licenses available.

Batch upload members:

Import a list of members to add to your team by uploading a CSV file with their details.
Download this blank CSV file to get started.

[Select batch import file]

Add individual member:

Alice	Bob

sample@gmail.com

[ADD]

Once you are done filling out, you can click "Add"

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You are about to add these clients to the team. Continue?

OK   Cancel

A Pop-Up will appear after clicking the import. Click "OK" to Proceed.

IEP Team Leader Dashboard

MANAGE TEAM   ADD MEMBERS

🔍 Find team member   [Expand All]   [Collapse All]   [Download Member Progress]

Alice Bob (sample@gmail.com)   ▶

Team Member 1 (teammember1@sctstraining.com)   ▶

Team Member 2 (teammember2@sctstraining.com)   ▶

Team Member 3 (teammember3@sctstraining.com)   ▶

The Team Member's Name and Email will reflect here.

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If you need to add more team members but do not have licenses available, please contact support@sctstraining.com