

TeacherMatic Administration Guide

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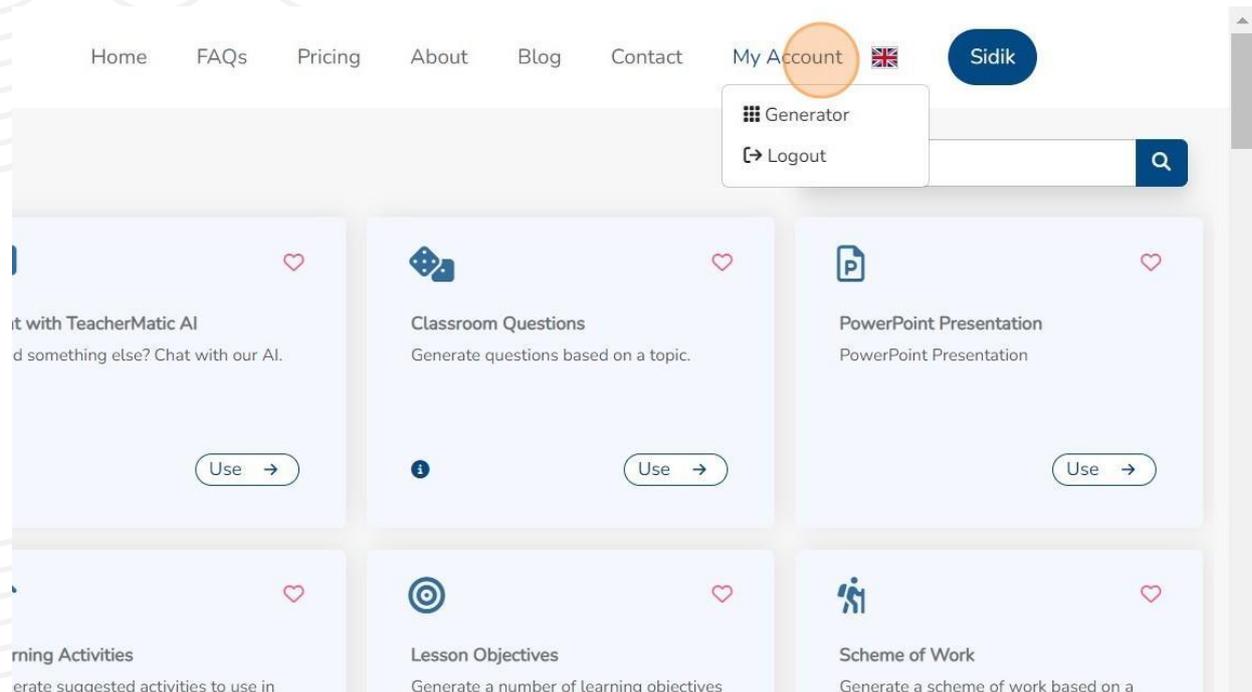
1. Introduction

At the present time, most administration functionality revolves around license allocation and member administration. Additional administration functionality will be released over the coming months and years, and this guide will be updated appropriately.

The focus of this document will be the administration settings and interfaces available to you, and an overview of the processes involved.

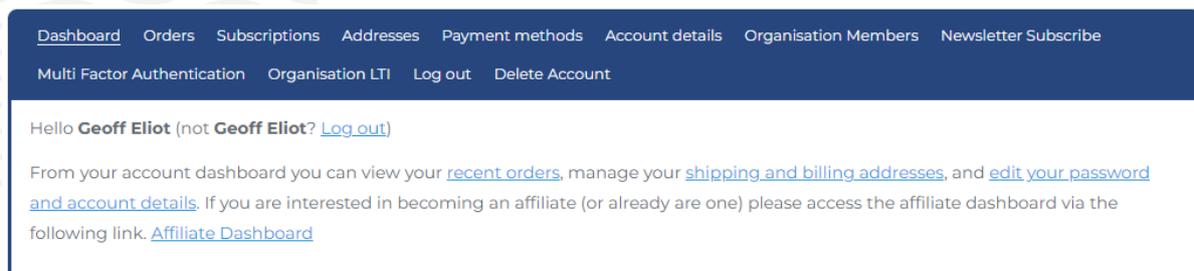
2. Finding administration functionality

As the administrator of an organisation, you will have access to additional functionality via your My Account page. This is available from anywhere on the system when logged in via TeacherMatic.com (not applicable to users logged in via an LTI connection, or via the app).



Once on the My Account page, the tabs relevant to you as an organisation administrator are:

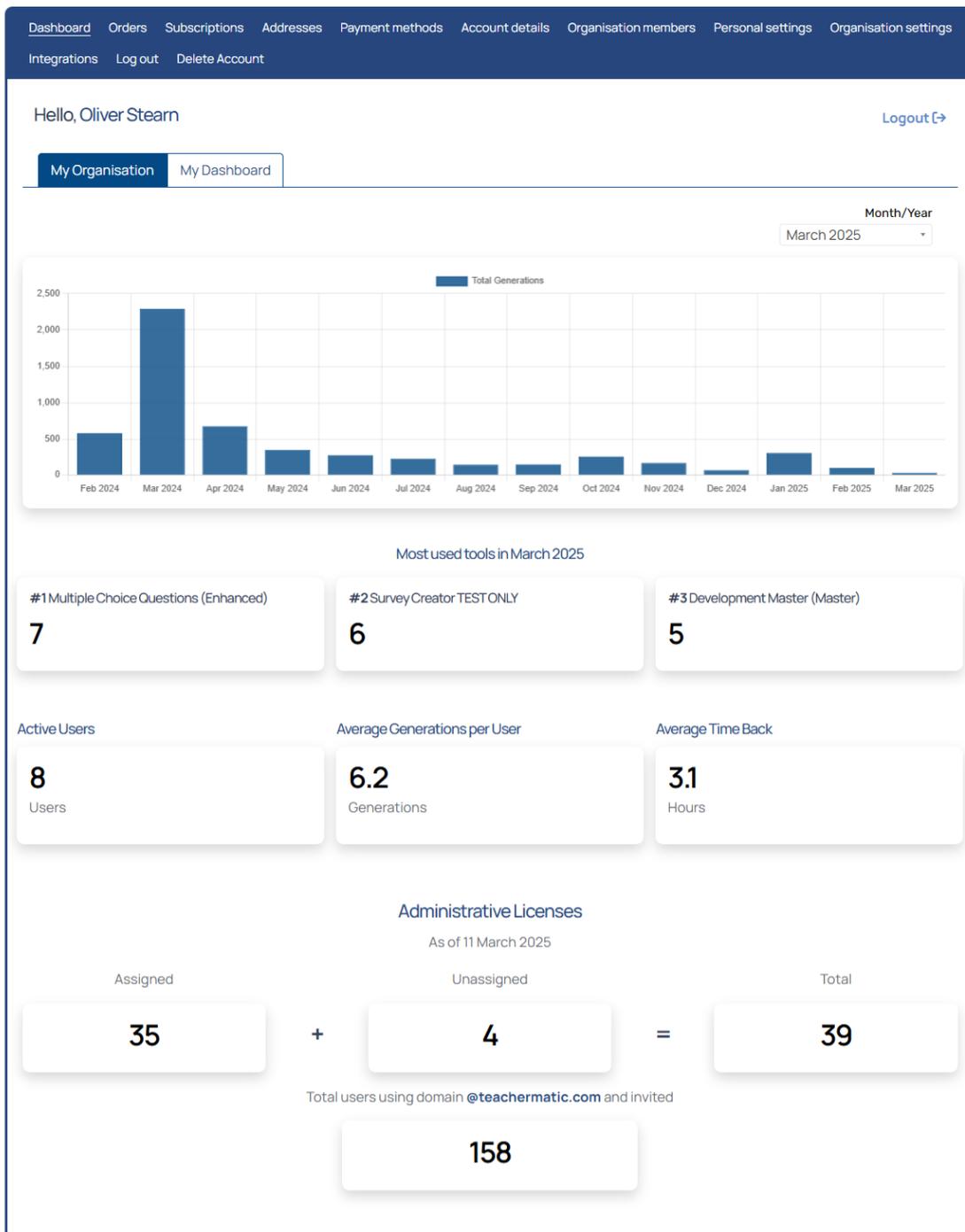
1. **Dashboard**
2. **Organisation Settings**
3. **Organisation Members**
4. **Integrations**



We will go through each of these pages in turn and highlight the functionality available.

3. Dashboard

On you're the dashboard tab, you will see a basic usage report for your organisation, including total generations per month, most popular generators, and a summary of your total members, and license allocation.



4. Organisation Settings

The organisation settings page allows you to change settings for your entire organisation. **It is recommended that all of these settings are turned on.**

MFA for organisation members If enabled, all members are required to use Multi Factor Authentication	<input type="checkbox"/>
Automatic Subscription on Registration If enabled, the first 80 users who sign up with an (@teachermaticstg.wpengine.com,@teachermatic.com) email address will be automatically allocated licenses	<input checked="" type="checkbox"/>
Automatic Subscription on Login If enabled, the first 80 users who log in with an (@teachermaticstg.wpengine.com,@teachermatic.com) email address will be automatically allocated licenses	<input type="checkbox"/>
Ethical filtering Select your level of ethical content filtering. This follows on from research conducted by our team on reducing potentially problematic responses by our generators. Use this setting to fine tune whether our ethics filtering is applied to all generators, or just those with the highest risk of ethical issues.	<input type="text" value="Off"/> Off Moderate Strict

[Save Changes](#)

Option 1: MFA for Organisation members

This setting will override individual user preferences with regard to multi factor authentication when logging in through teachermatic.com (not relevant to LTI users). When forced on, users will receive a One Time Password (OTP) via email, which they will need to input into the login form before being able to access the system.

Option 2: Automatic Subscription on Registration

This setting means that users assigned to your organisation (either by matching the domain name associated with your organisation, or by being invited) will automatically be allocated a license where a license is available. This will take place when the user registers, or when this is set to on.

Option 3: Automatic Subscription on Login

This setting means that users assigned to your organisation (either by matching the domain name associated with your organisation, or by being invited) will automatically be allocated a license when logging into the system. This is particularly useful when removing licenses from all members of staff, and wanting those who are actively using the site to be allocated your available licenses.

Option 4: Ethical Filtering

This is the result of our industry leading research into Ethical guiding of AI to reduce potentially problematic responses. The Moderate level applies our ethics prompt to only the areas identified as having the highest risk of a potentially problematic response, whereas strict applies this across the board.

Please note that while setting this to strict will drastically reduce the possibility of a problematic response, it should be used with care as there may be an impact on generating material related to controversial subjects.

5. Managing Users

The Organisation members tab is used to manage members of your organisation, and their license allocations.

Any users who match/use your organisational domain (e.g. '@teachermatic.com') will appear in your list of accounts:

Dashboard Orders Subscriptions Addresses Payment methods Account details Account settings Organisation members Organisation LTI

Organisation settings Log out Delete Account

Organisation Members

Filter applied Manage

38 subscribed out of 89 organisation members
Available to subscribe 1

Name	Email	Last Access	Allocated License	
Teachermatic Account	admin@teachermatic.com	2024 Jun 21 07:48	No	 Subscribe Remove from organisation
anydemo anydemo	anydemo@teachermatic.com	-	No	 Subscribe Remove from organisation

At the top of the page you will see a breakdown of how many licenses your organisation has been allocated, and how many of those users have been allocated a license (38 subscribed

out of 89 organisation members) means that there are 89 users in the organisation, with 38 having been issued a license. The Organisation has 39 licenses, so one is unclaimed.

Issuing a license

For users who have not been allocated a license, you can use the subscribe button next to their details to allocate one (if a license is available). You can also remove them from the organisation entirely, if they have left their position for example.

Name	Email	Last Access	Allocated License	
CCC2024 CCC2024	CCC2024@teachermatic.com	2024 May 16 06:45	No	Subscribe Remove from organisation

Creating administrators

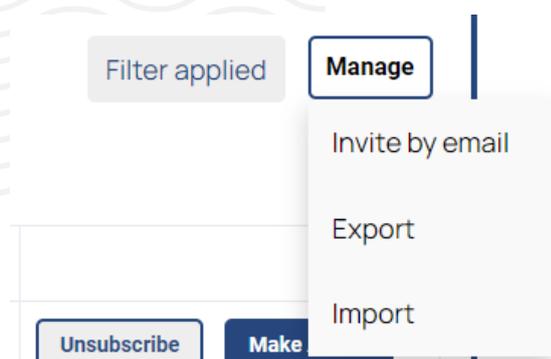
Equally, if the user has been allocated a license, you can either remove their license, or if they require admin capabilities, make them an admin.

Name	Email	Last Access	Allocated License	
AELP24 AELP24	AELP24@teachermatic.com	2024 Jun 21 12:23	Yes	Unsubscribe Make Admin

Allocating Licenses in bulk

Using the manage menu, you can export your entire user list. This export, in csv format, will have a column for 'subscribed' – this can be adjusted for users in bulk, and the same csv file can be re-imported to manage the license allocation in bulk.

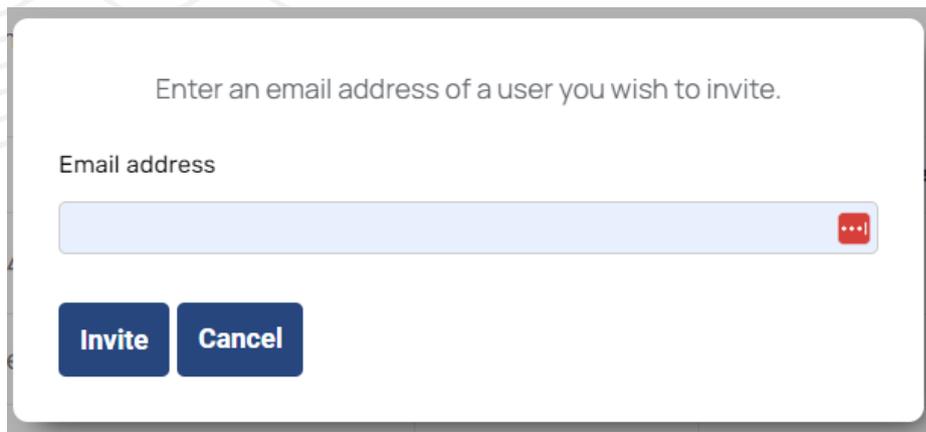
A Vlookup, or other method could be used here to link this to the active status of employees from a user management system.



Inviting users

From the same Manage page, you can invite users by email. This functionality allows you to add users who don't match domain rules, but you would still like to add to your organisations.

This works for users who have already registered, and users who have not yet registered to the site.



The screenshot shows a modal dialog box with a white background and a gray border. At the top, it says "Enter an email address of a user you wish to invite." Below this is a text input field labeled "Email address" with a light blue border and a red "x" icon on the right. At the bottom, there are two dark blue buttons: "Invite" and "Cancel".

Resetting License allocation



On the Organisation members tab, you will also find the reset button. This is particularly useful for removing licenses from non active users (so they can be reallocated to users who are using the platform).

Once you have clicked this button, and confirmed, all licenses will be removed from your users. These will then be re-allocated to either the first users to register, or log in (up to your license allocation) depending on your organisation settings (see above).

6. Integrations

As an administrator, you have access to the LTI credentials for your organisation. These can be used in conjunction with our guide on setting up TeacherMatic as an LTI tool to set TeacherMatic up within your VLE/LMS.

TeacherMatic also has integrations available for Moodle and Google classrooms. Learn more about setting these up on the following page:

<https://teachermatic.com/integrations>

7. Managing Generators

As an administrator you have the ability to both highlight generators which are useful for your organisation, or remove access to generators from your staff. This can be done by visiting the generators page and clicking the following button:



This will make 2 icons appear on each generator. The icon to the left hides the generator from all your staff, while the one on the right adds that generator to a section of the favourites page called 'popular in your organisation'.

TEACHERMATIC

Add to popular in your organisation

Lesson Plan **BETA**

Enhanced

Enhanced lesson planner taking account of specific teaching and learning theories, learning needs and learner or sector relevance.

Use →

Hide from your organisation

Lesson Plan **BETA**

Enhanced

Enhanced lesson planner taking account of specific teaching and learning theories, learning needs and learner or sector relevance.

Use →

Search, or tell us what you're aiming to do ...

Sort by Default

Your Favourites

Scheme of Work Legacy

Generate a scheme of work (sometimes called a series plan) based on a course title and other information.

Use →

PowerPoint Presentation

Produces a draft PowerPoint presentation, including some text for each slide and where possible can include royalty-free images.

Use →

Popular in your organisation

Scheme of Work Legacy

Generate a scheme of work (sometimes called a series plan) based on a course title and other information.

Use →

PowerPoint Presentation

Produces a draft PowerPoint presentation, including some text for each slide and where possible can include royalty-free images.

Use →

Multiple Choice Questions Legacy

Effortlessly generate multiple-choice quizzes based on a few keywords and optionally on other background information.

Use →

Lesson Plan Legacy

Extended lesson planner taking account of specific teaching and learning theories, learning needs and learner or sector relevance.

Use →

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