



Buzz Admin Guide

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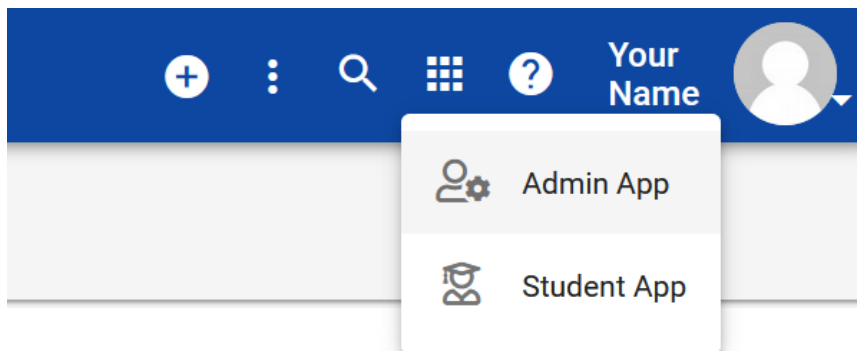
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Agilix Administrator Help

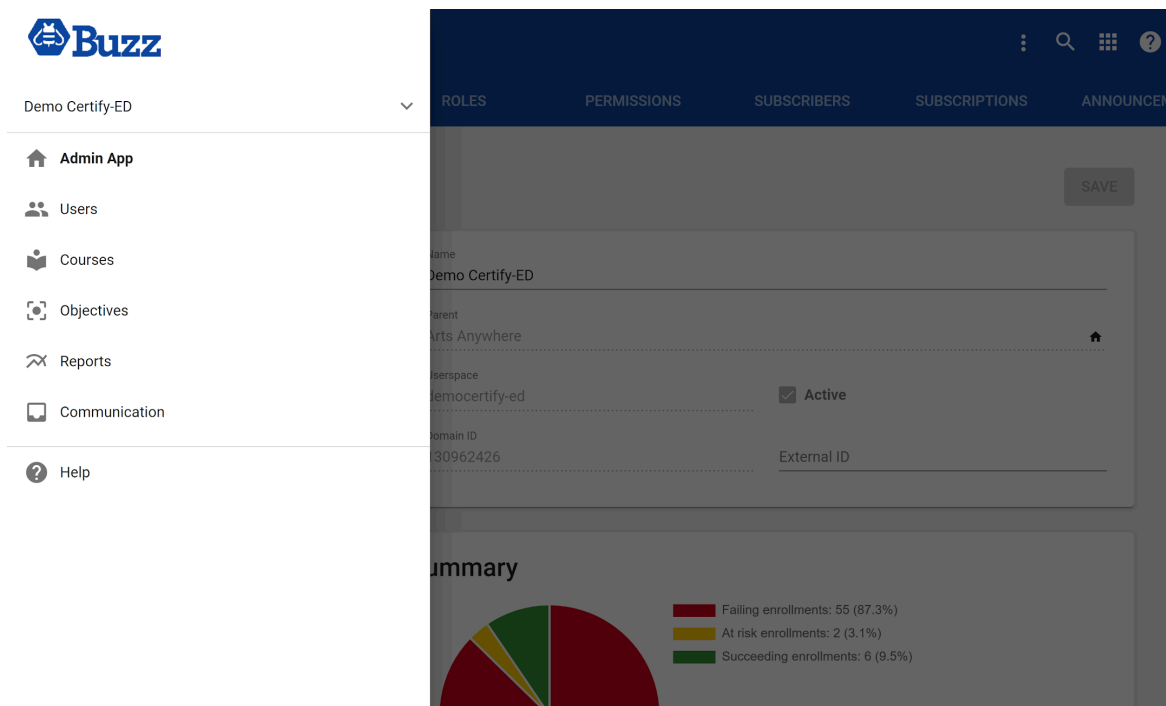
- [Buzz user manual: Admins](#)
- [How do I use the Users tool?](#)
- [How do I create and manage domain roles?](#)
- [How do I manage a user's enrollments?](#)

Create a User Account for a Staff Member, Teacher, or Student


1. Confirm you are viewing the Admin app, and if not, change to the Admin app using the  **Choose app** button in the top right.



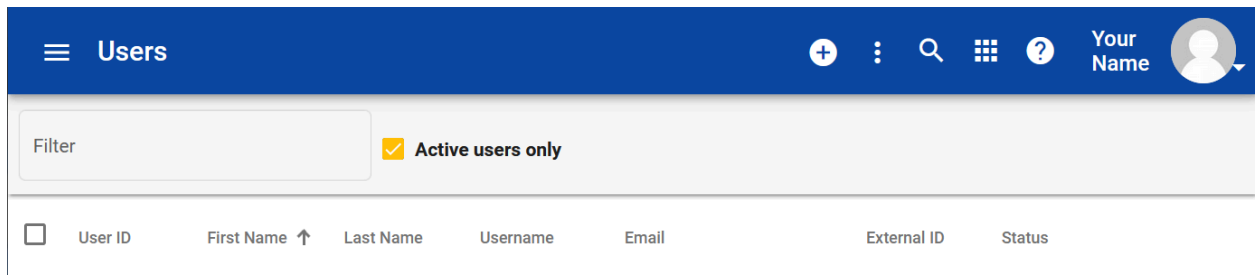
2. Open the  hamburger menu in the top left and double-check that your intended domain is shown in the dropdown at the top, then select **Users**. Use the dropdown menu to change domains if necessary.



Here, the “Demo Certify-ED” domain is shown as an example.

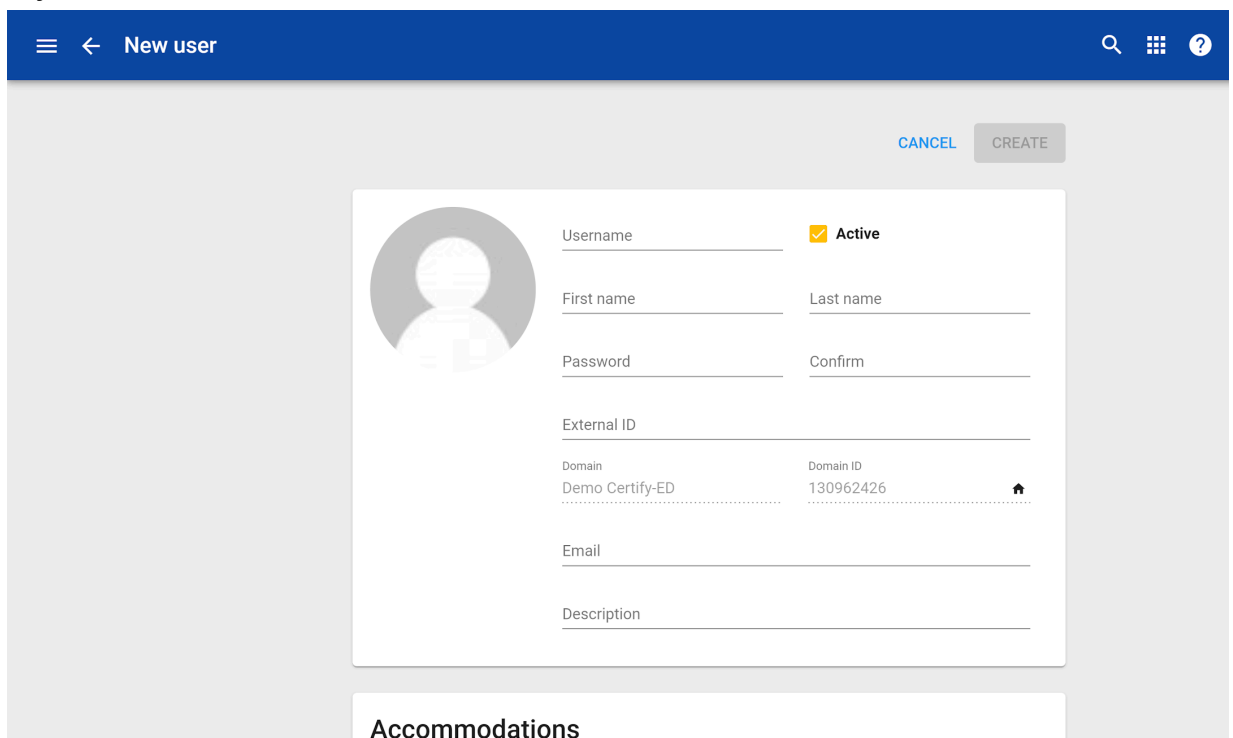
3. The Users page lists all active users in the domain. Select the  New button in the top right bar to create a new user. All users, including staff

4. members, teachers, and students, can be created this way.



The screenshot shows the 'Users' management interface. At the top, there is a blue header with a menu icon, the title 'Users', and several action icons (add, list, search, grid, help) along with a user profile dropdown labeled 'Your Name'. Below the header, there is a filter section with a text input labeled 'Filter' and a checkbox labeled 'Active users only' which is checked. Below this is a table with columns: User ID, First Name (sorted ascending), Last Name, Username, Email, External ID, and Status. The table is currently empty.


5. On the New user form, enter a Username, First name, Last name, Password (typed again into the Confirm field), and Email address. These should all be specified for any new accounts.

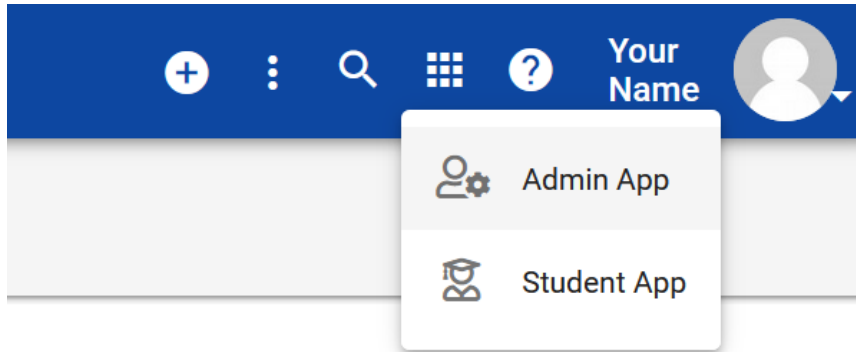



The screenshot shows the 'New user' form. At the top, there is a blue header with a menu icon, a back arrow, the title 'New user', and search, grid, and help icons. Below the header, there are 'CANCEL' and 'CREATE' buttons. The form itself is a white box with a grey user icon placeholder on the left. The form fields are: Username (with an 'Active' checkbox), First name, Last name, Password, Confirm, External ID, Domain (pre-filled with 'Demo Certify-ED'), Domain ID (pre-filled with '130962426' and a home icon), Email, and Description. Below the form, there is a section titled 'Accommodations'.

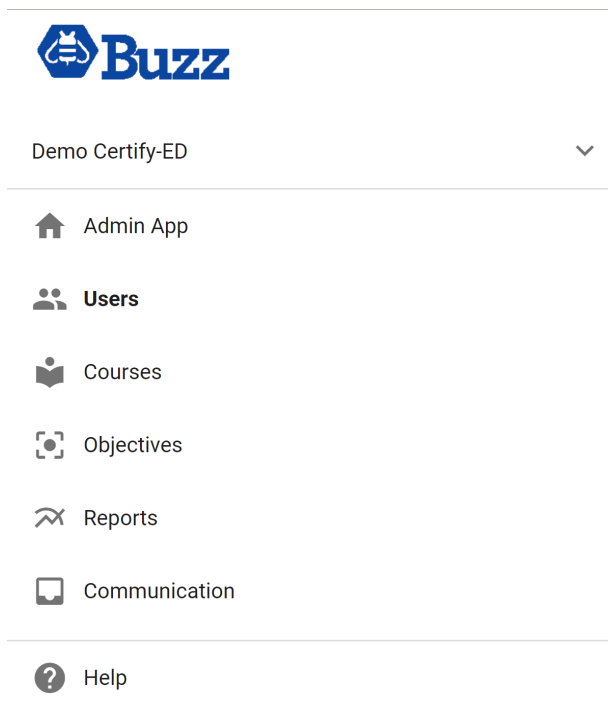
6. Confirm the details and use the CREATE button in the top right to finalize the account. Finally, distribute your Buzz domain link and login credentials to the user.

Create Multiple Users via Import


1. Confirm you are viewing the Admin app, and if not, change to the Admin app using the  **Choose app** button in the top right.



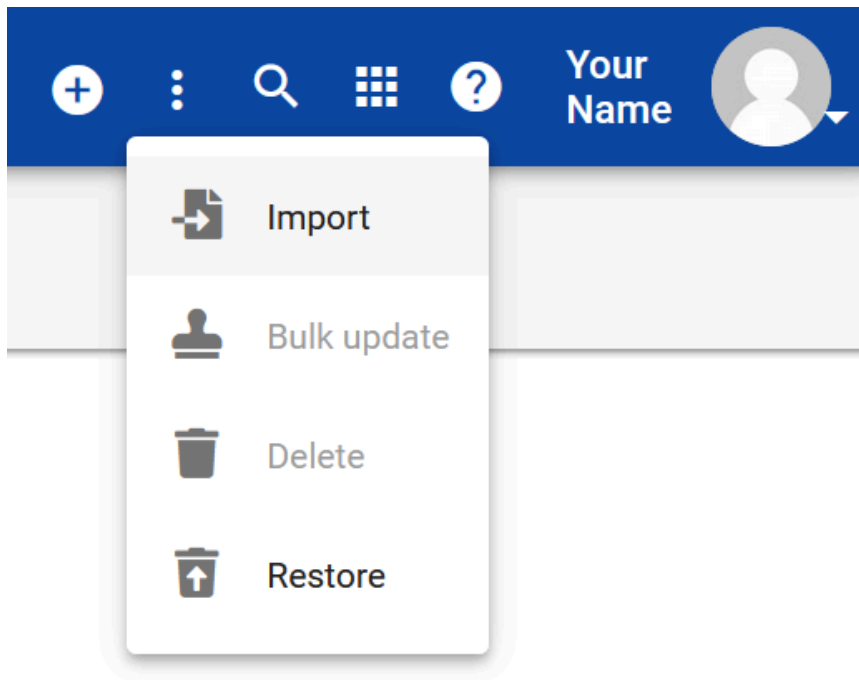
2. Open the  hamburger menu in the top left and double-check that your intended domain is shown, then select **Users**.



Here, the “Demo Certify-ED” domain is shown as an example.

3. On the Users page, select the  **More** button (three dots) to see more options, then choose the Import option. Again, all users can be imported this way, whether

for staff members, teachers, or students.



4. The **Import users** wizard displays.

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Import users

1

Upload/edit data

2

Validate data

3

Import data

Import file (*.txt,*.csv)

CHOOSE

Choose a tab-delimited or comma-separated file, or paste your import data here

NEXT

5. Import a *.txt or *.csv file using the CHOOSE button to browse your computer, OR you can paste the import data directly into the text area below the top line and above the bottom line. An example format is:

First Name, Last Name, Email, Username, Password
John, Smith, jsmith@jamestown.com, John.Smith, 12345678
...

6. Select **NEXT** in the bottom right to preview and Validate data as the second step of the import users process.

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Import users

1

Upload/edit data

2

Validate data

3

Import data

Line	Action	First Name	Last Name	Email	Username	Password
1	add	John	Smith	jsmith@jamestown.com	John.Smith	12345678

1 row

BACKIMPORT

7. Read over all the columns and rows to ensure the data is properly structured. To correct any mistakes, use the **BACK** button to go back and make updates, then choose **NEXT** again to validate the new import data.

8. When confident that user accounts will be imported correctly, select the **IMPORT** button in the bottom right. The import results display.

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Import users

✓

Upload/edit data

✓

Validate data

3

Import data


Line	Action	First Name	Last Name	Email	Username	Password
1	add	John	Smith	jsmith@jamestown.com	John.Smith	12345678

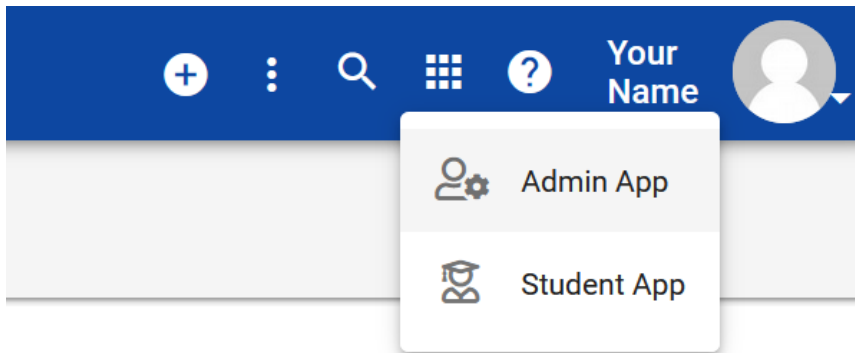
1 row


DONE

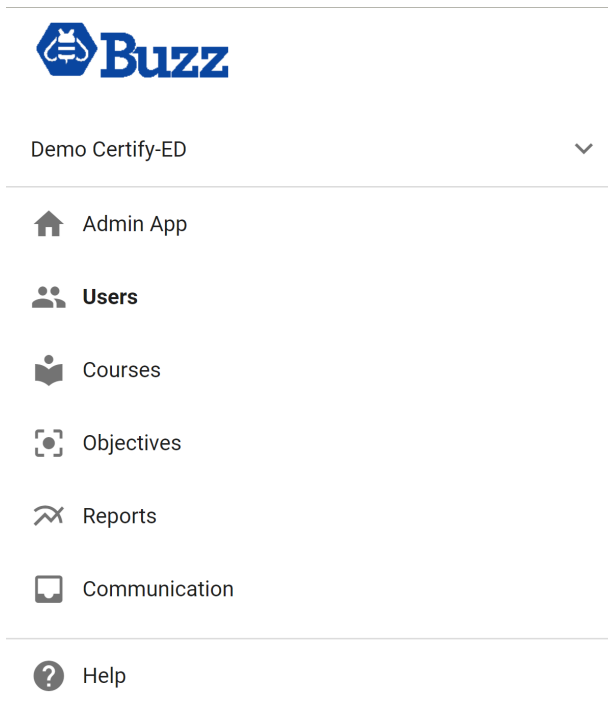
9. Select the **DONE** button to return to the Users page of the Admin app.

Grant Domain Permissions to Another Admin User

1. To give access to another staff account to perform certain administrative duties such as user account creation/management, post school-wide announcements, view all gradebooks, and so forth, their user account must be given special domain permissions. Do NOT give any domain permissions to students or regular teachers.
2. Confirm you are viewing the Admin app, and if not, change to the Admin app using the  **Choose app** button in the top right.



3. Open the  hamburger menu in the top left and double-check that your intended domain is shown, then select **Users**.



Here, the “Demo Certify-ED” domain is shown as an example.

4. The Users page will list all active users in the domain. Select the User ID for a user to open the settings for that user. Type into the Filter box to search and use the X button to clear the filter.

≡

Users

+


:

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?

Your Name



Filter

Smith

×

☒ Active users only

<input type="checkbox"/>	User ID	First Name ↑	Last Name	Username	Email	External ID	Status
<input type="checkbox"/>	146642837	John	Smith	John.Smith	jsmith@jamestown.com		Active

Items per page 100

1 – 1 of 1

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5. In the user's settings, switch to the DOMAIN PERMISSIONS tab, the third tab from the left.

Users - John Smith

DETAILS ENROLLMENTS DOMAIN PERMISSIONS SUBSCRIPTIONS OBSERVE

SAVE

Username: John.Smith ☒ Active

First name: John Last name: Smith

User ID: 146642837 External ID:

Domain: zSpace Domain ID: 141622561

Email: jsmith@jamestown.com

Description:

6. Then, use the **New** button to grant new domain permissions.

Users - John Smith

DETAILS ENROLLMENTS DOMAIN PERMISSIONS SUBSCRIPTIONS OBSERVE

Filter

No granted permissions to display

7. The domain permissions options box displays.

Admin App - Permissions

SEARCHGRIDHELPYour Name

CANCELGRANT

First name

John

Last name

Smith

Username

John.Smith

User ID

146642837

Domain

zSpace

Role

Administrator

Select a role or choose custom privileges below

Domains

☒ Owner

☒ Create

☒ Read

☒ Edit

☒ Delete

☒ Post announcements

☒ Report

☒ Manage subscriptions

Users

☒ Owner

☒ Create

☒ Read

☒ Edit

☒ Delete

☒ Proxy

☒ Report

Enrollments

☒ Owner

☒ Read

Objectives

☒ Read

☒ Edit

Courses

☒ Read

☒ Owner

☒ Create

☒ Read full

☒ Edit

☒ Delete

☒ Report

☒ View gradebook

☒ Setup gradebook

☒ Grade assessments

☒ Grade assignments

☒ Grade discussions

☒ Submit final grades

Manage Course Enrollments (for Teachers and Students)

A course enrollment can be managed by going to either the Users or Courses screens first.

- To enroll *one* user in *multiple* courses, look up that user first.
- To enroll *multiple* users in *one* course, look up that course first.
- To enroll *one* user in *one* course, it doesn't make a difference which way is taken.

In both cases, the overall process is as follows:

1. Locate the user or course on the Users/Courses screen and click on its associated ID.
2. Switch to the "Enrollments" tab at the top, second from the left.
3. Click the + button in the top right corner ("New") to the left of a three-dot menu.
4. Enter the course or user into the given text field.
 - Notice the "Add another course" or "Add another user" button, which is used to process multiple course enrollments simultaneously.
5. Verify the intended start date and end dates.
6. Click the "Create" button in the top right.