

Buzz Admin Guide

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

→Page 2

Create Multiple Users via Import


→Page 4

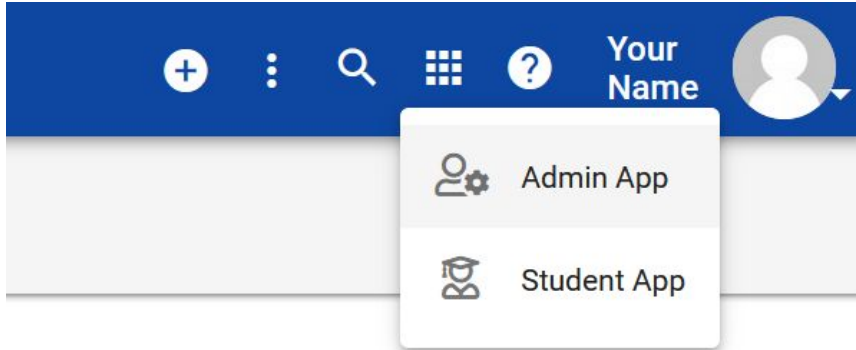
Grant Domain Permissions to Another Admin User


→Page 8

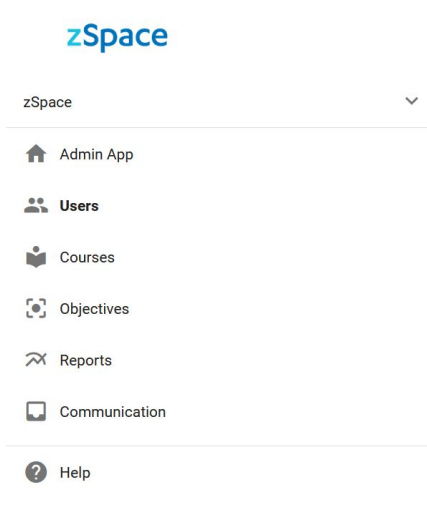
[Manage Course Enrollments](#) *(for Teachers and Students)*

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.



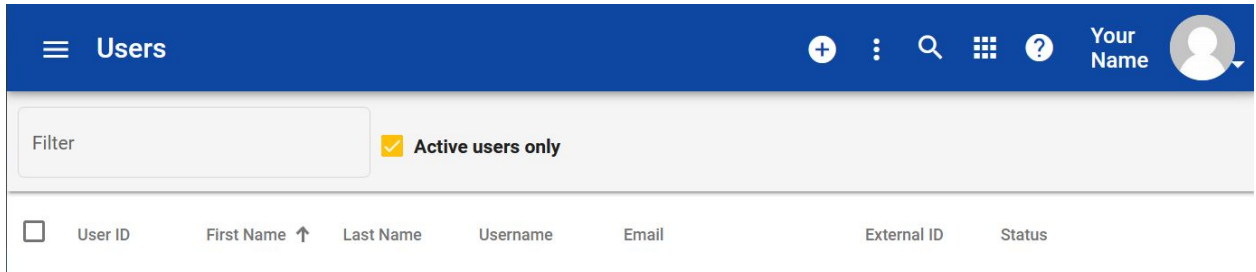
2. Open the  hamburger menu in the top left and double check that your intended domain is shown, then select **Users**. Use the dropdown menu to navigate to



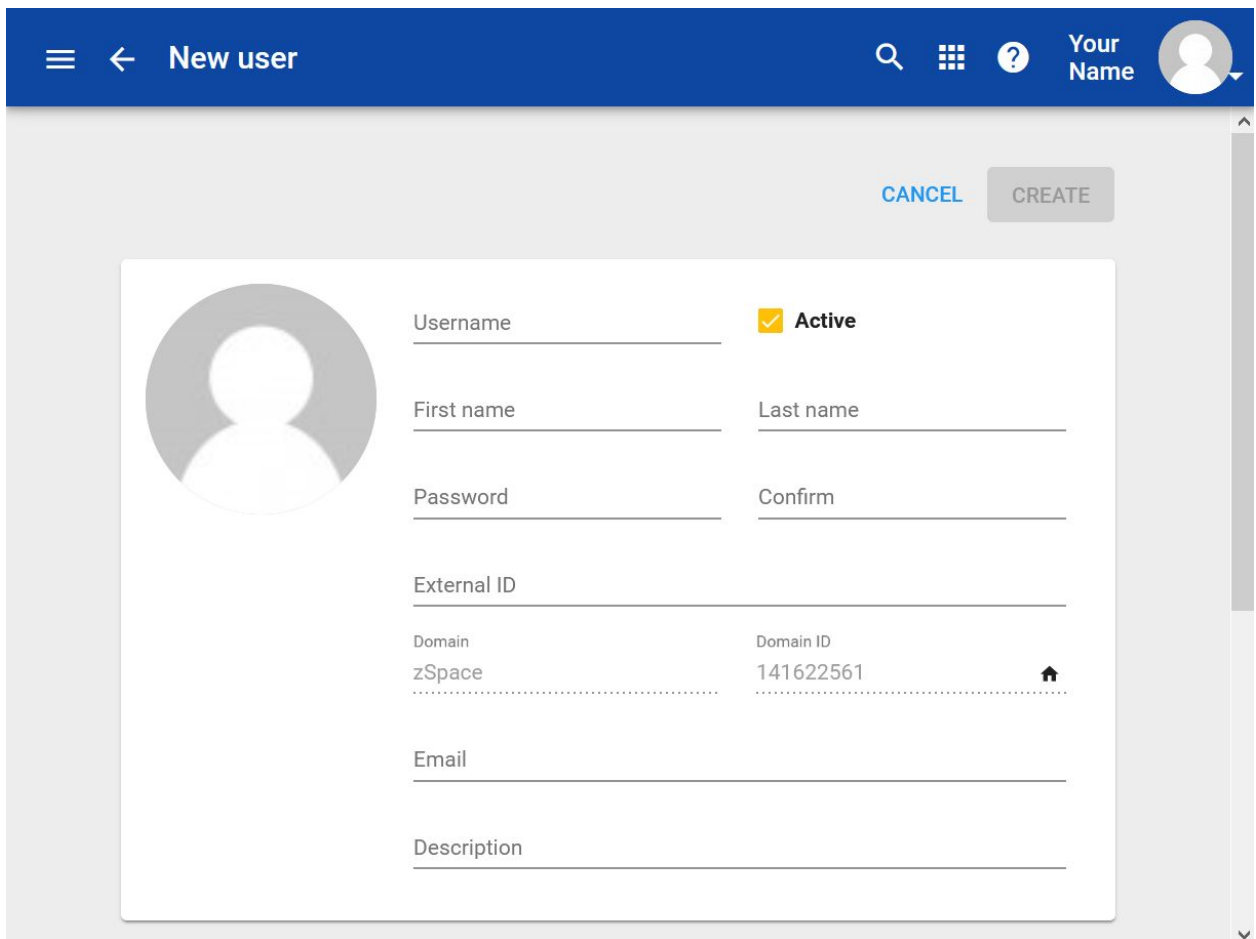
Here, the zSpace domain is shown as an example.

3. The Users page will have a list of all active users in the domain. Select the  **New** button in the top right bar to create a new user. All users can be created this way,

including for staff members, teachers, and students.




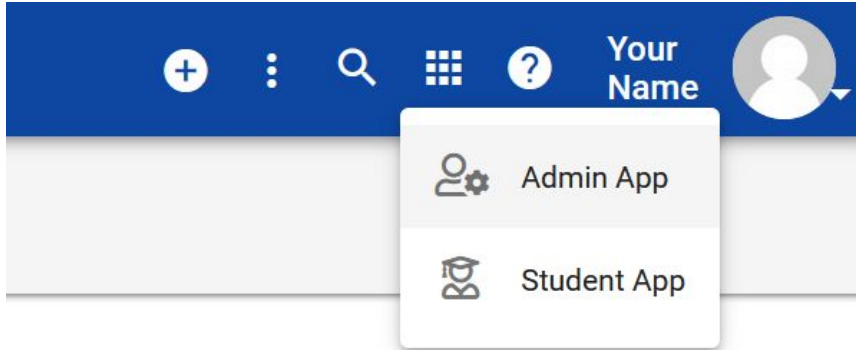
4. On the New user form, enter a Username, First name, Last name, Password (typed again into the Confirm field), and Email address. These should all be specified for any new accounts.




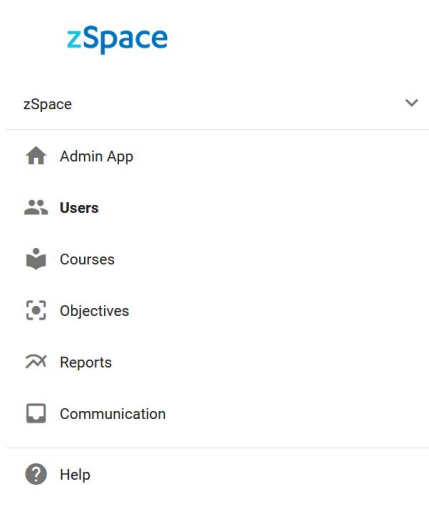
5. Confirm the details and use the CREATE button in the top right to finalize the account. Finally, distribute your Buzz domain link and login credentials to the person for whom the account was created.

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.



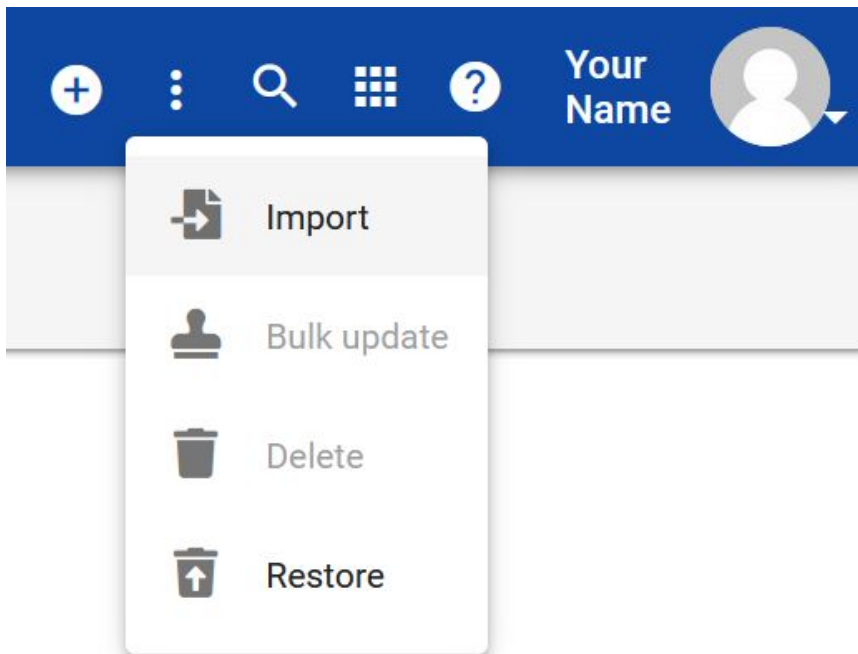
2. Open the  hamburger menu in the top left and double check that your intended domain is shown, then select **Users**.



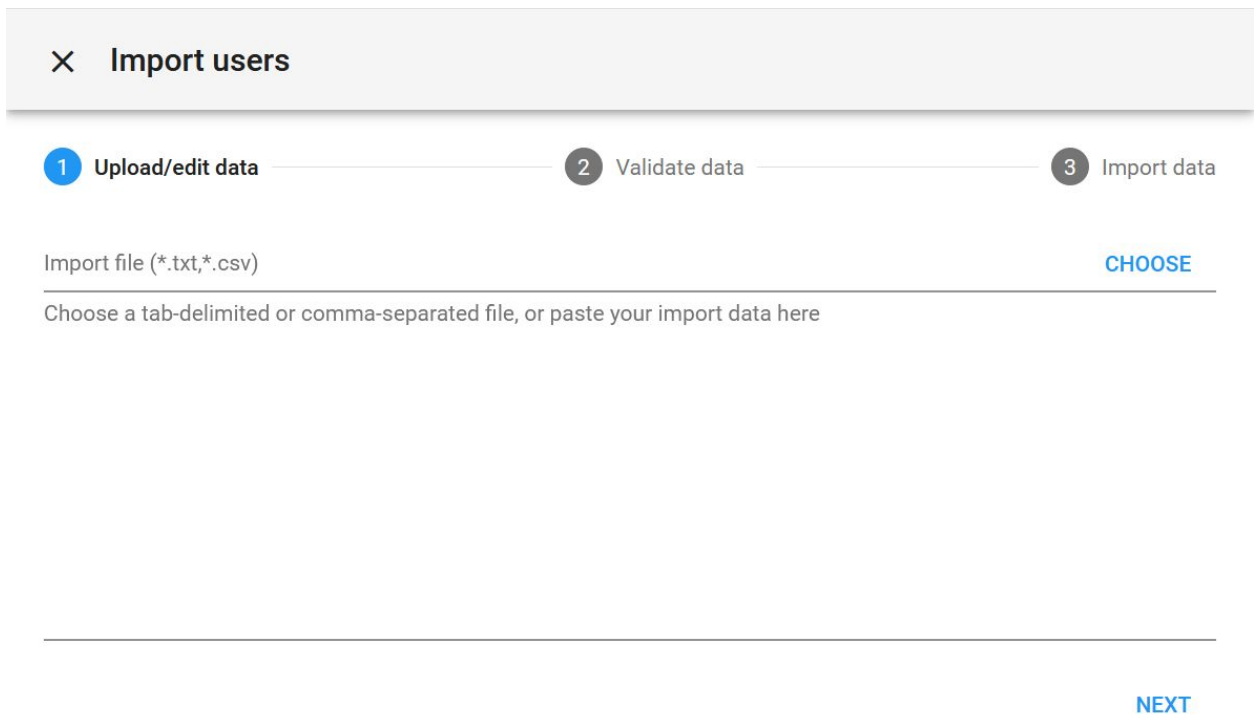
Here, the zSpace domain is shown as an example.

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.



5. Either 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.

✕ 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 BACK IMPORT

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

- When you are confident the user accounts will be imported correctly, select the **IMPORT** button in the bottom right. The import users results will then display.

× Import users


✓ Upload/edit data ————— ✓ Validate data ————— 3 Import data

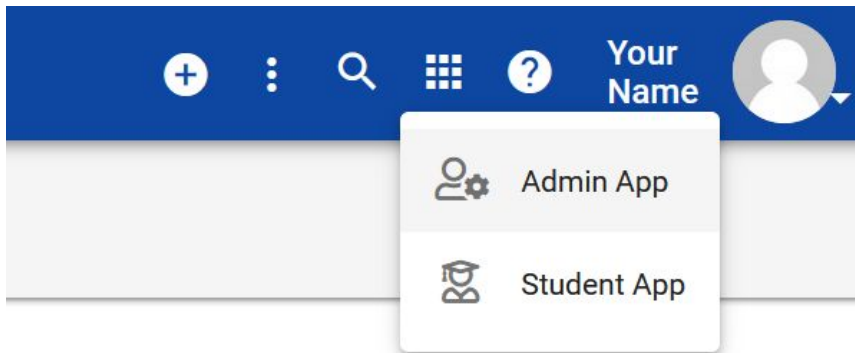
Line	Action	First Name	Last Name	Email	Username	Password
1	add	John	Smith	jsmith@jamestown.com	John.Smith	12345678


1 row DONE

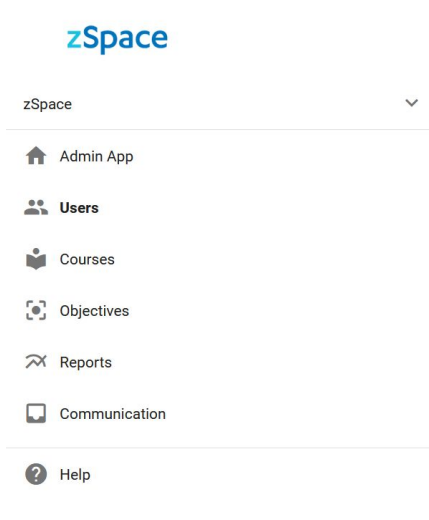
- Select the **DONE** button to return to the Users page of the Admin app.

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 zSpace domain is shown as an example.

4. The Users page will have a list of 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.

The screenshot shows a user management interface. At the top, there is a blue header with the title "Users" and several icons: a plus sign, a vertical ellipsis, a magnifying glass, a grid, a question mark, and a profile icon labeled "Your Name". Below the header, there is a filter input field containing the text "Smith" and a clear button (X). To the right of the filter, there is a checked checkbox labeled "Active users only". Below the filter and checkbox, there is a table with the following columns: "User ID", "First Name", "Last Name", "Username", "Email", "External ID", and "Status". The table contains one row of data for a user with ID 146642837, first name John, last name Smith, username John.Smith, and email jsmith@jamestown.com. The status is Active. At the bottom right of the table area, there is a pagination control showing "Items per page 100" and "1 - 1 of 1" with left and right navigation arrows.

<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 < >

- In the user's settings, switch to the DOMAIN PERMISSIONS tab, which is 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:

- 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.

The screenshot displays the 'Admin App - Permissions' interface. At the top, there is a blue header with a search icon, a grid icon, a help icon, and the user's name 'Your Name' next to a profile icon. Below the header, there are 'CANCEL' and 'GRANT' buttons. The main content area is divided into several sections:

- User Information:** A form with fields for First name (John), Last name (Smith), Username (John.Smith), User ID (146642837), Domain (zSpace), and Role (Administrator). Below the role field, it says 'Select a role or choose custom privileges below'.
- Domains:** A list of permissions for the 'zSpace' domain, all of which are checked: Owner, Create, Read, Edit, Delete, Post announcements, Report, and Manage subscriptions.
- Users:** A list of permissions for users, all of which are checked: Owner, Create, Read, Edit, Delete, Proxy, and Report.
- Enrollments:** A list of permissions for enrollments, with 'Owner' and 'Read' checked.
- Objectives:** A list of permissions for objectives, with 'Read' and 'Edit' checked.
- Courses:** A list of permissions for courses, all of which are checked: Read, Owner, Create, Read full, Edit, Delete, Report, View gradebook, Setup gradebook, Grade assessments, Grade assignments, Grade discussions, and Submit final grades.