



# Giving access to all students and teachers

## Benefits for teachers

- Set Twig films as homework using *Assignments*.
- With *Assignments*, track who has watched films you set and how much of the topic they have understood (using online quizzes). Monitor week-to-week progress of individual students.
- Hide teacher-focused class preparation materials from students.
- Whole classes of students can use Twig at the same time (not possible if sharing one login)

## Benefits for students

- Students see a special *Student View* of science films, offering them key learning points and facts under each film, plus short quizzes to self-test understanding.
- Easy access from home.
- Quick access to recently watched films for each student.

If we can assist with your uploading, or if you have questions, please contact us at [support@twig-world.com](mailto:support@twig-world.com) or call us. UK: 0203 475 7713. Outside the UK: +44 (0)7531 003 296.

## Step 1 – Give Twig access to your MIS / SIMS Coordinator

This step is typically done by the main Twig account holder / purchaser.

Set up the person in your school who manages your student management information system (MIS) with a Twig teacher account. In many schools this is the SIMS Coordinator.

To do this, [go to this page](#) and click “Generate Invitation URL”. Then send the generated URL to your MIS Coordinator and they can create their own Twig username and password.

Once they are set up, you can hand things over to them to complete Steps 2 and 3 below...

## Step 2 – Import students

This step is typically done by the MIS / SIMS Coordinator.

1. [Go to this page](#).
2. Prepare your student data in the format described (click “Download a sample template” to see an example) – OR – if you use SIMS, [download this SIMS report definition](#).
3. Upload your data using the upload facility on the page. This a secure upload facility that complies with data protection regulations.

## Notes

### Student usernames and passwords

Only 3 fields are mandatory: First Name, Last Name and any Unique Identifier. If you don't provide usernames and passwords then Twig will generate them for each student. We will email you a spreadsheet of these automatically generated usernames and passwords once we have completed importing all your data.

### Simulating single sign-on

You can include the usernames and passwords that students use for other school systems in your upload to simulate the effect of single sign on – i.e. students only have to remember one set of login credentials.

### Groups/sets

If your MIS system will provide it, uploading group info for students will allow teachers to set Twig Assignments for students in particular science groups/sets – rather than only for registration classes.

### Using school Google accounts

If your students have school Google accounts, upload their school Gmail email address in the username fields and leave the password fields blank. Twig will still generate them a password, but they can just use their regular Google login to access Twig.

## Step 3 – Import teachers

This step is typically done by the MIS / SIMS Coordinator.

1. [Go to this page](#).
2. Prepare your teacher data in the format described (click “Download a sample template” to see an example) – OR – if you use SIMS, [download this SIMS report definition](#).
3. Upload your data using the upload facility on the page. This is a secure upload facility that complies with data protection regulations.

## Notes

Only 3 fields are mandatory but the third is email address rather than unique identifier (as is the case with students).

All other notes in Step 2 also apply to Step 3.