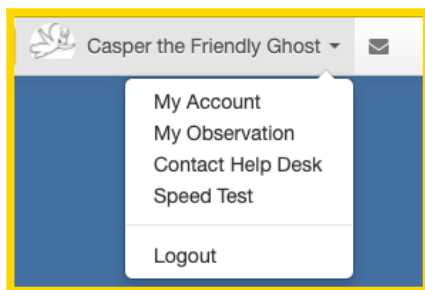


01.C. How to Customize Personal Settings in eDoctrina

Click here to view the [Help Video](#)

When logging in to eDoctrina for the first time, it is very easy and advantageous to customize your personal account settings. These pre-set options will save you time on every page!

Click on your name in the upper right corner of the home page, then click on **My Account**.



Your account information can be customized to help save you time each time you use the eDoctrina.

General Information

This section is where you can view and edit some of the basic information about your user profile in eDoctrina. The **First Name** and **Last Name** will be how you are displayed throughout the system. The **E-mail** is extremely important because there are many automatic notifications that are triggered by certain actions in the system and this will be the destination that these will be sent to.

Password Change

Although this option may not be available for some district depending on whether or not some Single-Sign-On(SSO) application is being used for account management, this is where most users will go to update their eDoctrina password by typing in their *Current Password* and re-typing their *New Password* twice.

Defaults


The default may be the most important aspect of this screen because setting defaults could save a lot of time when creating content in eDoctrina. Of course, there are many options to select, but if any user uses the same selection frequently, it may be a good idea to set some defaults so selections are

made automatically.

- **Standard Set:** Select one of the available standard sets to ensure that this set is selected for all screens that are visited so standards within can be quickly be selected to add to content.
- **Subject:** There are some cases where some teachers will only teach one subject and will only be creating content for this subject. In these cases, it is a good practice to set a subject default so all created content is automatically linked to the selected default subject.
- **Grade:** There are some cases where some teachers will only teach one grade and will only be creating content for this grade. In these cases, it is a good practice to set a grade default so all created content is automatically linked to the selected default grade.
- **Proficiency Table:** Setting a default proficiency table helps to automatically link the selected item to all created assessments. This is a great tool because proficiency tables will need to be manually linked otherwise and linking one is essential for many data reports & snapshots to be more insightful.
- **Test Type:** Setting the Test type as the default will ensure that the selected test type is linked to all assessments that are being created by the user. This is a great tool because sometimes a district has a global default test type that is used and this tool will let the signed-in user use a default test type that is different. This is a great tool for individuals who are creating district assessments or some other subset of tests.
- **Courses:** There are some cases where some teachers will only teach one or few courses and will only be creating content for such courses. In these cases, it is a good practice to set some courses defaults so all created content is automatically linked to the selected courses.
- **Online Results** This is a default setting that ensures that all created assessments will always have the checkbox in the assessment editor "Results Visible Online" selected. This will ensure that students will be able to see their assessment results when signing into their Progress accounts. Of course some results may not post if there is incomplete data that needs to be verified.
- **Select myself as the default creator** Sometimes the list of assessments, units, and lessons could be really overwhelming as content created by other users will also be displayed in the lists. If desired, select this checkbox and each list will only show content that is created by the logged-in user because the *Creator* filter will be automatically selected.

My account

General information



First Name Casper

Last Name the Friendly Ghost

E-mail ghostfriend@email.cim

Phone 716-555-0001

Password change use this section if you want to change your password

Current password

New password

Retype password

Defaults default values for grade, subject, etc...

Standard set New York State Next Generation Mathematics Learnin...

Subject Mathematics

Grade 8

Proficiency Table 4 Level Proficiency Table

Test Type Teacher

Courses Mathematics Grade 4

Online Results ☒ Results visible online
Results will be shown immediately after saving.

Default Filter Creator ☒ Select myself as default creator
Select myself as default creator on Unit, Lesson and Assessment Pages.

Notifications

There are many email notifications that can be triggered through actions within eDoctrina. If, for some reason, an email notification message is deemed unnecessary and it should no longer be sent to your email, uncheck the email notification here in the *Notifications* section.

Notifications

use this section if you want to unsubscribe from emails

☒ Additional observation signatures are not complete

☒ Behavior added to Student

☒ Discussion added to Lesson

☒ Discussion added to observation

☒ Discussion added to SLO

☒ Discussion added to Student Goal

☒ Discussion added to Unit

☒ Import Answers, Notify Teacher

☒ Lessons: Workflow state changes

☒ Observation ready for administrator signature

☒ Observation ready for observee signature

☒ Observation returned to administrator

☒ Observation Scheduled (for Observee)

☒ Observation Scheduled (for Observer)

☒ Observation Script Modification

☐ OBSERVE Weekly Status Email

☒ TE Report Signed

☒ PD30 Progress Monitoring

☒ SLO Report Signed

☒ SLO Status Change, Notify Evaluator

☐ SLO Status Change, Notify Observer

☒ SLO Status Change, Notify Teacher

☒ Student completed online assessment

☒ Teacher Expectation Report Signed

☒ TIP Status Change, Notify Creator

☒ TIP Status Change, Notify Participant

☒ TIP Status Change, Notify Teacher

☒ Units: Workflow state changes