

# Setting up a program on the DISCourse Wheel

One program holds every teacher and class board. Create it once, paste your class list, and send each teacher one sign-in link.

## BEFORE YOU START — PREPARE A SPREADSHEET

Three columns, one row per class: **Teacher, Subject, Class name**. Spell each teacher's name identically on every row — “Ms. Rivera” and “Ms Rivera” become two teachers.

| TEACHER    | SUBJECT        | CLASS NAME             |
|------------|----------------|------------------------|
| Ms. Rivera | Social Studies | Period 2 World History |
| Ms. Rivera | Social Studies | Period 5 World History |
| Mr. Okafor | ELA            | English 10 Honors      |

## FIVE STEPS

- 1 Open the coordinator dashboard.** Go to [mldisc-wheel-mel.netlify.app](https://mldisc-wheel-mel.netlify.app), scroll to **Program coordinators** and choose **Open the coordinator dashboard**.
- 2 Name the program and save the admin key.** Create the program; a red box shows your **program admin key**. Choose **Copy admin key**, store it somewhere safe, then **I saved it**. It is shown only once.
- 3 Paste the class list.** Copy the three columns into **Add classes in bulk**. Confirm the count (“99 classes for 15 teachers”); “check line...” means a row lacks a teacher or class. Choose **Create 99 boards**.
- 4 Download the roster.** Choose **Download these boards (CSV)**. It lists every class code, student link and teacher sign-in link. Re-download anytime with **Download full roster (CSV)**.
- 5 Send each teacher their sign-in link — one private email each.** Copy it from the roster or the teacher's card under **Teachers**, and attach the Teacher Guide. Teachers share student links from their own dashboard.

## THREE KINDS OF ACCESS — WHO GETS WHAT

| KEY OR LINK                      | GIVE IT TO             | WHAT IT OPENS                                                  |
|----------------------------------|------------------------|----------------------------------------------------------------|
| <b>Program admin key</b>         | You only               | The coordinator dashboard and moderation on every board.       |
| <b>Teacher sign-in link</b>      | One teacher, privately | That teacher's dashboard and moderation for all their classes. |
| <b>Student link · class code</b> | Students, via LMS      | One class board. Safe to share.                                |

## AFTER LAUNCH

**Come back later.** Paste your key under **Return to a program**.

**Add classes mid-term.** Paste new rows; an existing teacher name joins that teacher's list.

**Watch the numbers.** The top row counts posts and **flagged, unreviewed** posts program-wide.

**A teacher lost their link.** Copy it again from their card or the roster.