

Admin Guide



MyChi My Future Overview

MCMF is an online space where CYSC Corps Members can connect to program curriculum, see CYSC announcements, and submit their work.

The CYSC Program uses MCMF for the following activities:

- Youth submission of weekly reflections
- Admins/staff review reflections to prepare for Corps Conversations
- Submit capstone presentations
- Review CYSC-wide announcements
- Create new tasks and announcements and share content specific to your program (optional)

*What can **admin** (staff) do on MCMF?*



Create Content

- Playlists
- Tasks
- Episodes
- Announcements



Comment & React

Give feedback to Corps Members submissions and engage with them in groups



Assess Submissions

Give feedback to Corps Members on their submissions

Learn the lingo!

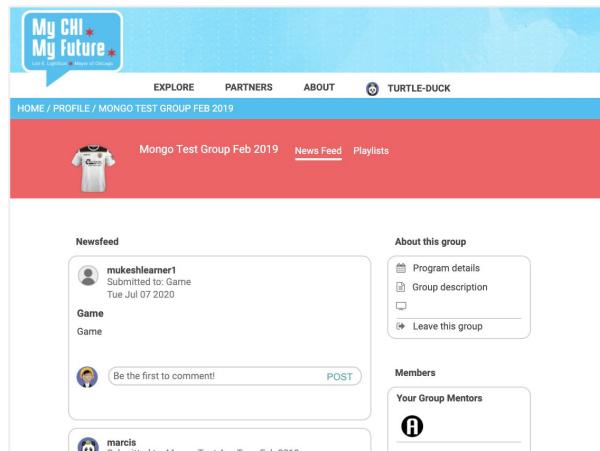
CORPS MEMBERS

Corps Members use the front-facing MCMF where they have a profile, join groups, view online content, submit work, comment, react, and interact with playlists.

ADMINS (Staff)

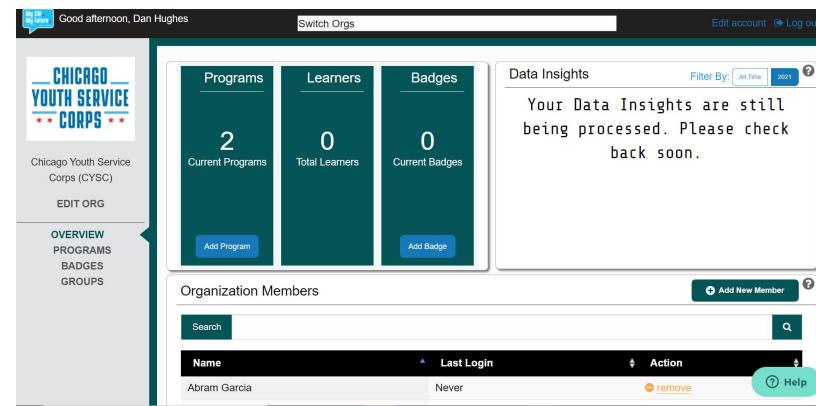
Youth Leaders can be admins on the back-facing of MCMF where they create online content, manage groups, and interact with Corps Members through assessment, commenting, and reacting.

Corps Members- Facing



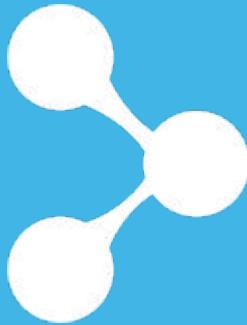
The screenshot shows the front-facing mobile application for Corps Members. At the top, there's a header with the logo 'My CHI My Future' and a sub-header 'Chicago Youth Service Corps'. Below the header, there are navigation links: 'EXPLORE', 'PARTNERS', 'ABOUT', and a user icon with the name 'TURTLE-DUCK'. The main content area shows a 'Newsfeed' with a post from 'mukeshlearner1' and a 'Game' section. On the right, there's a 'About this group' sidebar with options like 'Program details', 'Group description', and 'Leave this group'. At the bottom, there's a 'Members' section with a 'Your Group Mentors' button.

Admin- Facing



The screenshot shows the back-facing administrative dashboard for the Chicago Youth Service Corps. At the top, it greets the user 'Good afternoon, Dan Hughes' and has links for 'Edit account' and 'Log out'. The main area features a 'CHICAGO YOUTH SERVICE CORPS' logo and a summary of organization stats: '2 Current Programs', '0 Total Learners', and '0 Current Badges'. Below this, there's a 'Data Insights' section with a message: 'Your Data Insights are still being processed. Please check back soon.' On the right, there's a 'Organization Members' table with one entry: 'Abram Garcia' (Last Login: Never). The table includes columns for 'Name', 'Last Login', 'Action', and a 'Help' button.

Learn the lingo!



GROUP PLAYLISTS

Curate and organize a collection of content through Playlists. Help Corps Members discover relevant, high quality, engaging content through your curated playlists.

The weekly Reflections are a pre-loaded group playlist for CYSC

Group Playlists can contain tasks and episodes. They are only visible in their groups and not visible on the explore page

GROUP TASKS

Simple “tasks” that allow for a Corps Member to submit a work to in a group

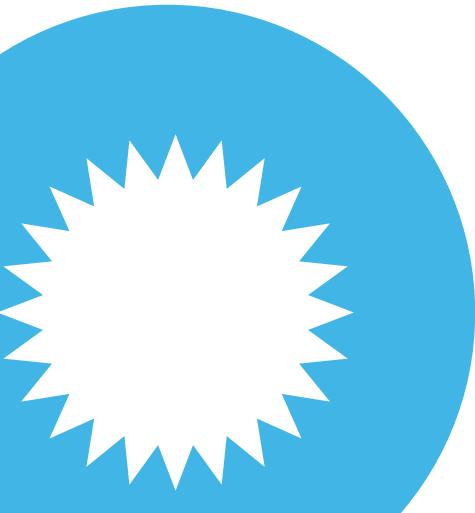
Tasks are content only visible in a group and not public.



EPISODES

An episode lets you add live video links, recorded video sessions, date & time, resources, and descriptions of what will happen (agenda, explanation, etc.).

Corps Members do not have to submit anything to episodes and rather can view videos in a playlist.

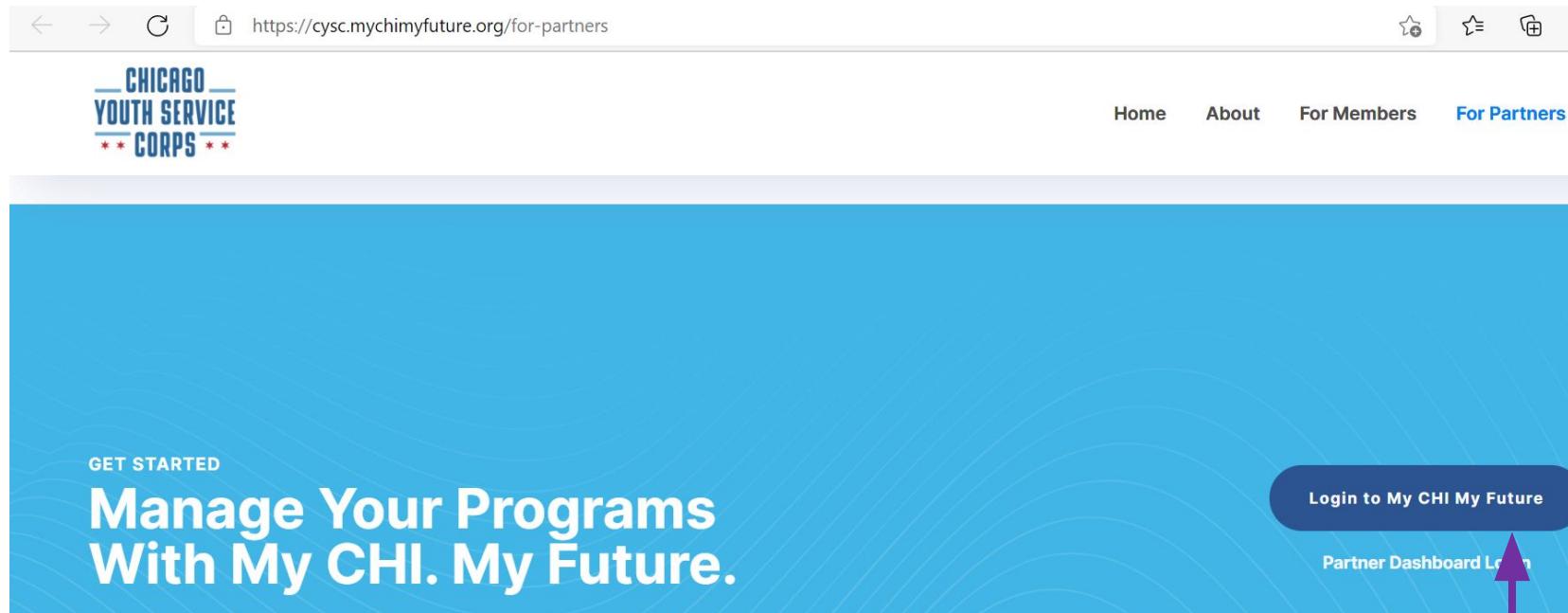




ADMIN LOGIN & LANDING PAGE

Access the MCMF Admin Website from the CYSC portal:

<https://cysc.mychimyfuture.org/for-partners>



CHICAGO
YOUTH SERVICE
CORPS

Home About For Members **For Partners**

GET STARTED
**Manage Your Programs
With My CHI. My Future.**

Login to My CHI My Future

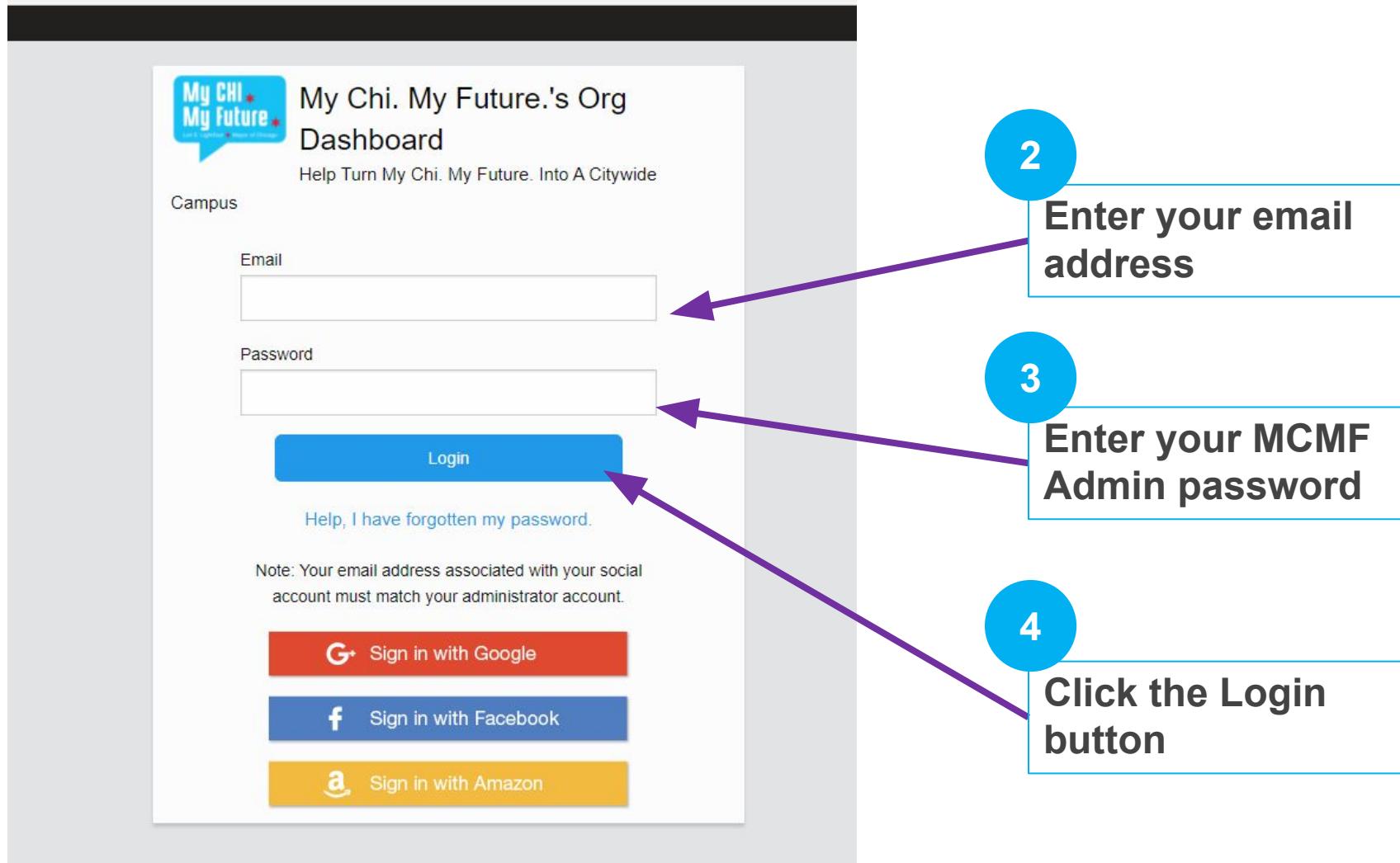
Partner Dashboard Login

1

Click here to
access the MCMF
Admin login page



MCMF ADMIN TOOL LOGIN SCREEN



ADMIN OVERVIEW DASHBOARD

You should see the CYSC logo in the upper left slide.



Chicago Youth Service Corps (CYSC)

EDIT ORG

OVERVIEW
PROGRAMS
BADGES
GROUPS

*

Switch Orgs

*

Switch orgs toggle between different orgs you belong to. Select Chicago Youth Service Corps for this program

Programs

2

Current Programs

Add Program

Learners

0

Total Learners

Badges

0

Current Badges

Add Badge

Data Insights

Filter By: All Time

2021



Your Data Insights are still being processed. Please check back soon.

Organization Members

Add New Member



Search



Navigation move through different pages in your org. Admins primarily use Groups page

Name

Last Login

Action

Abram Garcia

Never

remove

Help

*

Help Zendesk button that has documentation on how-to use certain admin features or use contact us button to report any issues you are experiencing

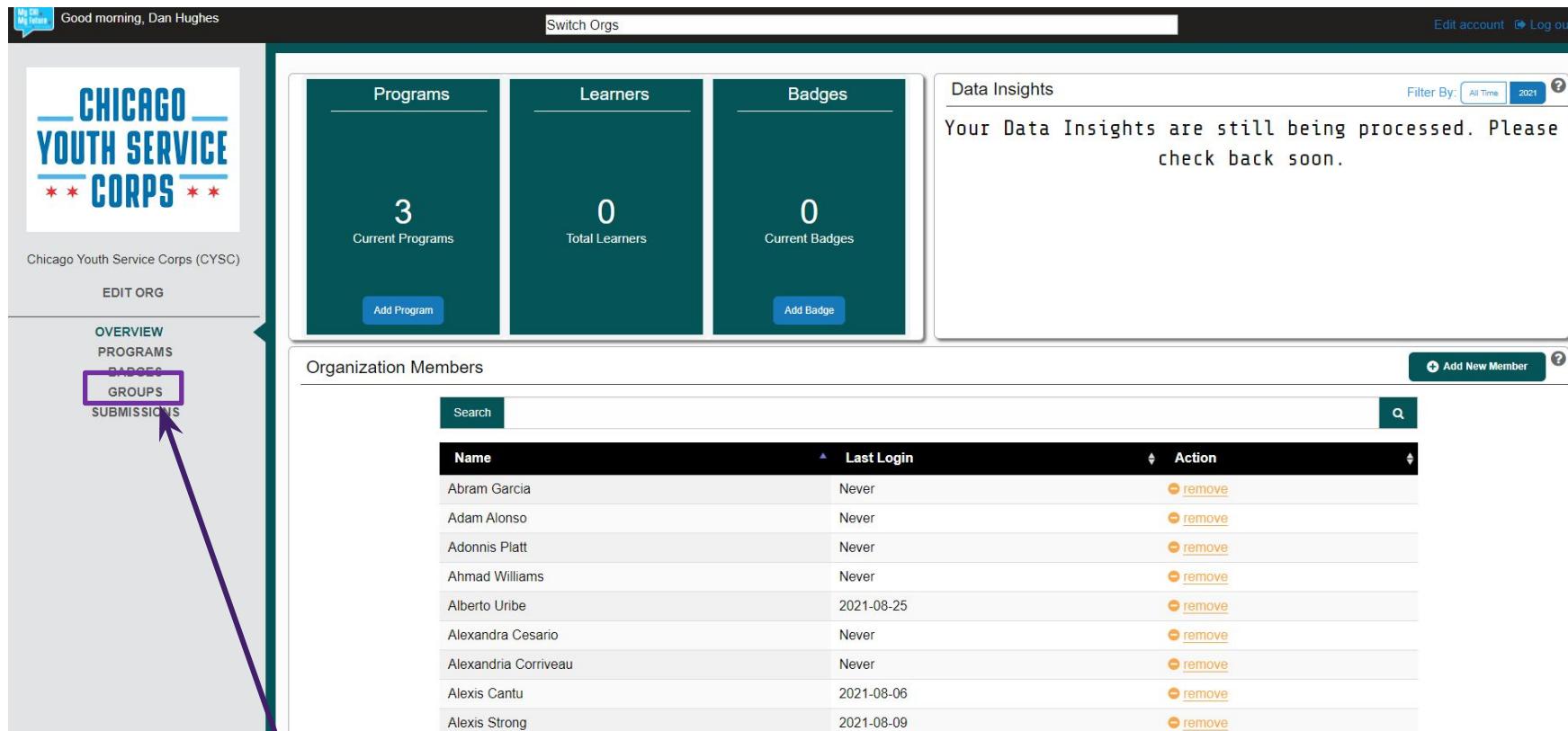




ADMIN GROUP PAGE

- Access your agency's group
- View Newsfeed
- Review and assess submissions – auto passed vs. pass/fail
- Create New Playlist and tasks
- Add Announcement on Newsfeed

ACCESS THE GROUPS PAGE



The screenshot shows the CYSC dashboard with a navigation bar on the left. The 'GROUPS' link is highlighted with a purple box and an arrow pointing to a callout box. The main content area displays various metrics and a table of organization members.

My Day My Future Good morning, Dan Hughes Switch Orgs Edit account Log out

CHICAGO YOUTH SERVICE CORPS

Chicago Youth Service Corps (CYSC)

EDIT ORG

OVERVIEW PROGRAMS GROUPS SUBMISSIONS

Programs Learners Badges

3 Current Programs 0 Total Learners 0 Current Badges

Add Program Add Badge

Data Insights

Your Data Insights are still being processed. Please check back soon.

Filter By: All Time 2021

Organization Members

Name	Last Login	Action
Abram Garcia	Never	remove
Adam Alonso	Never	remove
Adonnis Platt	Never	remove
Ahmad Williams	Never	remove
Alberto Uribe	2021-08-25	remove
Alexandra Cesario	Never	remove
Alexandria Corriveau	Never	remove
Alexis Cantu	2021-08-06	remove
Alexis Strong	2021-08-09	remove

Add New Member

1

Click on the GROUPS link along the left side navigation bar



ADMIN GROUPS PAGE OVERVIEW

You will only see Groups you have been given access to as an admin

*

Code The 5-character Group code is given to youth to add in their profile page in order



Groups

Active Groups Show Active & Inactive Groups

 Phalanx Family Services active GPKYE	 Central States SER active G9B91
0 Activities for Group Members Add Activities View Group	0 Activities for Group Members Add Activities View Group
 Lawrence Hall active GNXLI	 CYSC Curriculum active G2TP1
0 Activities for Group Members Add Activities View Group	2 submissions waiting assessment Assess submissions View Group

*

View Group Click to view a specific group you are a admin in to view newsfeed, playlist, and assess

*

Number of submissions Shows how many submissions are waiting for an assessment

ACCESS YOUR GROUP'S PAGE

CHICAGO
YOUTH SERVICE
CORPS

Chicago Youth Service Corps (CYSC)

EDIT ORG

OVERVIEW

PROGRAMS

BADGES

GROUPS

SUBMISSIONS

Groups

Active Groups Show Active & Inactive Groups

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0 Activities for Group Members Add Activities View Group	0 Activities for Group Members Add Activities View Group
 Lawrence Hall active GNXLI	 CYSC Curriculum active G2TP1
0 Activities for Group Members Add Activities View Group	2 submissions awaiting assessment Assess submissions View Group

2

Click the View Group button

YOUR AGENCY'S GROUP PAGE

CHICAGO
YOUTH SERVICE
CORPS

CYSC Curriculum

News Feed

Playlist Admin

Submissions

Members

Newsfeed

ANNOUNCEMENT

Migel Jackson (Admin)
Wed Jun 23 2021

Welcome to CYSC Platform Training



Welcome to the platform training for the CYSC. Be sure to Explore the Group and begin by submitting to the activities on the Playlist page!

bigron05

Submitted to: SLIDES & IMAGES - Submit Capstone Presentations [HERE](#)
Sat Aug 07 2021

Maneuvering through a pandemic

It's been over a year since Covid-19 surfaced in the United States causing us to be in a pandemic. Shutting down almost the entire country putting a "shelter in place" in effect. As of March of this year 30.4 million Americans have contracted Covid-19. 550 thousand have lost their lives. Right here in Illinois 1.25 million people have contracted Covid-19 and 23,542 have lost their lives to Covid. 22 million jobs have been lost, schools have converted to E-learning, graduates

Information

Edit Group

Claim Code: **G2TP1**

Program details
CYSC 2021 Summer

The Chicago Youth Service Corps (CYSC) is a citywide, cross-departmental partnership led by the Chicago...

[read more]

Group description
FOR CYSC ADMIN ONLY. Note: changes made to this group will propagate to all other groups.
[more]

Showcase

Welcome to Our Showcase [\[edit showcase\]](#)

Add showcase

* **Navigate between pages of newsfeed, playlist admin, and submissions. This view mirrors that of the youth group.**



ADMIN GROUP NEWSFEED

Make announcements, comment & react on Corps Members submission posts

VIEW A GROUP: NEWSFEED

CHICAGO YOUTH SERVICE CORPS

Chicago Youth Service Corps (CYSC)

EDIT ORG

2 **OVERVIEW**

New Announcement
Create an announcement to send to the group. Corps Members also receive an email notification. *Pin an announcement so it stays at the top of the group newsfeed.*

Silhouette Swag Camp

News Feed

Playlist Admin

Submissions

Newsfeed

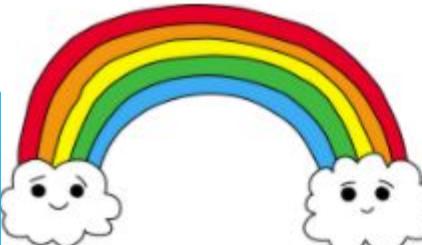
New Announcement

ANNOUNCEMENT

Evelyn Flores (Admin)
Fri Jun 26 2020

New meeting times!

We've moved meeting socials to Friday's at 2pm. Remember we will be drawing rainbows. See you all then!



Information

Claim Code: G4CZK

Program details
This is a Program URL
Test

Prog URL Testing

[read more]

Group description
Silhouette Swag Camp
[more]

Showcase
Test submissions

Members

Add

VIEW A GROUP: NEWSFEED

CHICAGO
YOUTH SERVICE
CORPS

Chicago Youth Service Corps (CYSC)

EDIT ORG

OVERVIEW

PROGRAMS

BADGES

GROUPS

mukeshlearnergold10
Submitted to: Video
Thu Jun 11 2020

VIDEO

VIDEO

0:00 / 0:12

RECORDED WITH SCREENCASTOMATIC

eve-flors Cool video!
11 days ago

A Awesome motion techniques!

POST

1

Delete a mentor can delete a submission post from appearing on the newsfeed

2

Admin Reaction Click on 'Add Reaction' to react to a Corps Member's submission. The blue reactions are for other Corps Members to react. Orange reactions are Admin reactions. Note: Mentor reactions will only show up for the specific Corps Member's submission, no other member will see it in the group newsfeed

3

Comment post a comment to give Corps Members feedback, encouragement, or answer questions. The Comments feature may be disabled for this session.

VIEW A GROUP: NEWSFEED

CHICAGO YOUTH SERVICE CORPS

Chicago Youth Service Corps (CYSC)

EDIT ORG

OVERVIEW

PROGRAMS

BADGES

GROUPS

(Be the first to comment!) POST X

mukeshlearnergold10
Submitted to: Video
Thu Jun 11 2020

VIDEO

VIDEO



Reactions

Try again Creative idea Great Details
Let's chat about this Good work Outstanding
Check your spelling/grammar Check your evidence
Strong argument

Comments (1)

eve-flors Cool video!
12 days ago

A Add a comment... POST

1

View a Submission
Another way to view a submission post is by clicking the post where you can see more comments

Help



ADMIN GROUP PLAYLIST ADMIN

Create playlists, tasks, and episodes

VIEW A GROUP: PLAYLIST ADMIN

1

5

Add Existing Group Playlist

Any playlist created under your org can be copied over to other groups within your org. NOTE: If content in the copied playlist is changed it will also change all playlists that were copied in other groups.

Silhouette Swag for Chicago Parks

News Feed

Playlist Admin

Submissions

Add New Playlist

Add Existing Group Playlist

Add a New Playlist to create a new set of activities for Corps Members to do. Playlists are used to structure and organize content

2

3

View & Edit a Task if changes are needed to be made

Path of Life

Path of Life

Meet Your Cohort

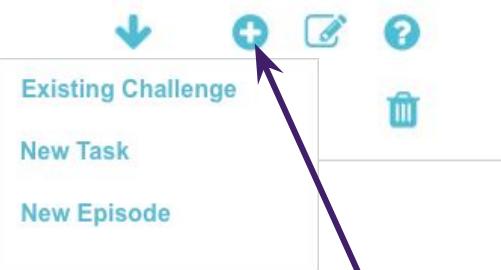
Meet Your Cohort

Video Intro

Video Introduction

Silhouette Part I

Silhouette Part I



Add Click on the 'Add Button' to add a New Task or New Episode to a playlist

4

Move Click on up and down arrows to move playlists to organize how they appear for learners in the group

Help

VIEW A GROUP: CREATE A TASK

1

A form will appear with the following fields: **Name** for the Task, a **Blurb**, a **Description** of the task (an admin can add text, images, links, and embedded videos)

2

Type of Submission being accepted (supports document, music, photo, video, game, url, file, and text)

3

Type of Assessment to be performed by Admins / Youth Leaders (Auto pass upon submit or manual Pass/Fail/Reject) and a **image/logo** for the task

4

The Submission **resources** and **requirements** that guides a learner what to submit and the **Publishing Status** of the task. Note if the task is on Draft it will not show on the learner side

5

Select if **submissions should be seen only by mentors** (i.e. should submissions be made public or private). Note the default setting is that submissions will be public.

Add Task

Name (required)

Blurb (optional)

Description (required)

Submission Type (required)

Assessment Type (required)

Image Logo (required)

Upload Image

Click on the Image Logo Label or the Image above to change the image

CHICAGO YOUTH SERVICE CORPS

Resources (optional)

Add resource

Requirements (optional)

Add requirement

Badge to award (optional)

Published status (required)

Draft (task not visible to learners)

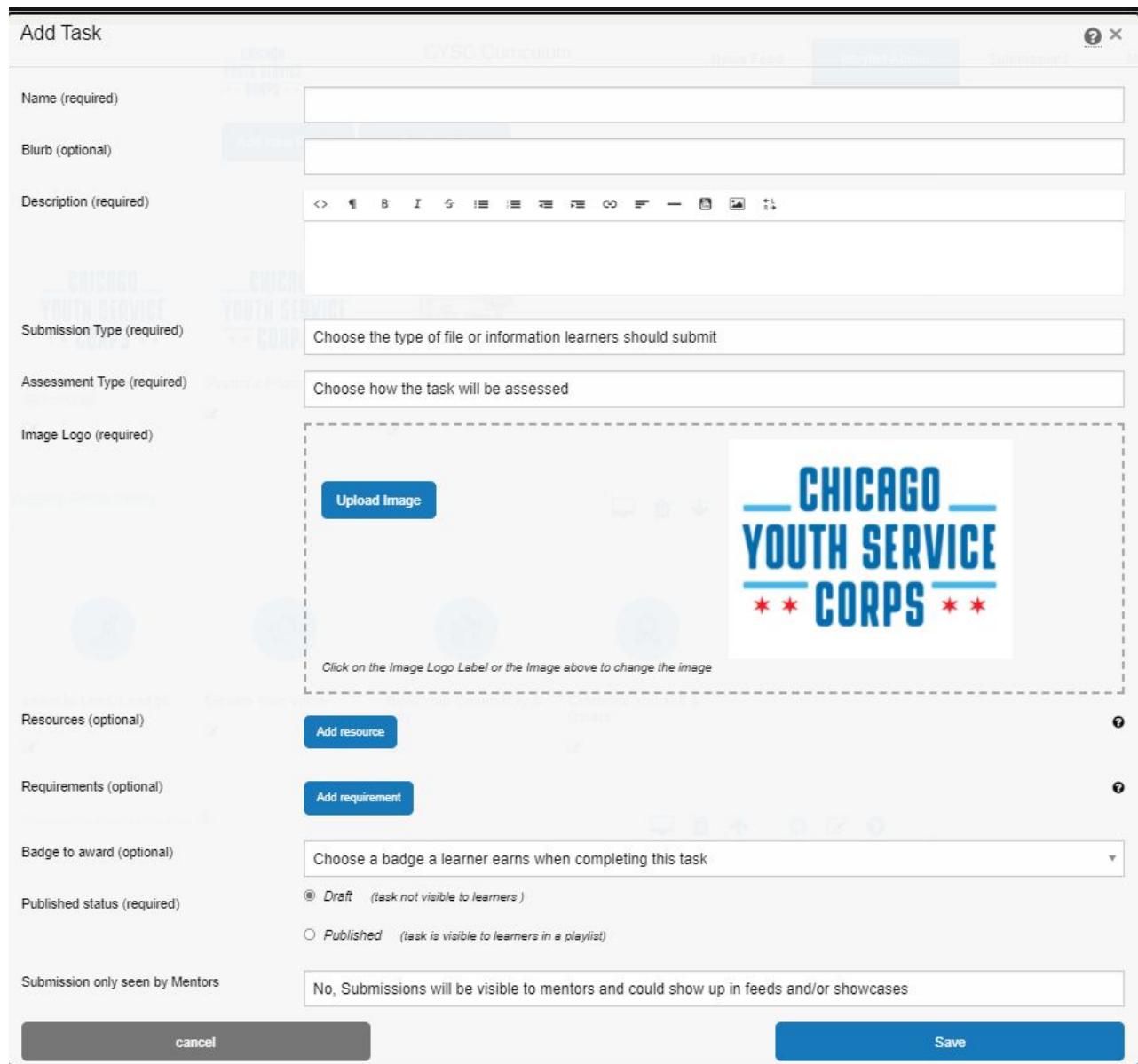
Published (task is visible to learners in a playlist)

Submission only seen by Mentors

No, Submissions will be visible to mentors and could show up in feeds and/or showcases

cancel

Save



After completing the required fields, click “Save.”

VIEW A GROUP: CREATE AN EPISODE

1

Important to fill out: **Name**, **Description** (add agenda, notes, what the episode will be about, etc.) and **Logo** (Image of Episode)

2

Enter the Episode URL link.

These will be for live zoom video links that will appear for learners in their group playlist to access

3

After recording a zoom session, you can go back and add a **Recording Video url link**, file, or embedded video for Corps Members to watch again.

4

Enter Date & Time of when an episode will go live/or occurred.

5

Add resources related to the episode to help learners get ready or may need for the session.

After completing the required fields, click “**Save**”

Add Episode

Name (required)
External Activity Name

Description (required)
Description

Set a Logo (required)
Upload Image OR Use Default

Episode URL (optional)
Add website, live video link, online meeting url

Recording Video (optional)
Upload Video

Date and Time (optional)
Date Start Time End Time
11 : 00 AM 1 : 00 PM

Resources (optional)
Add resource



ADMIN GROUP ASSESSMENT

How to assess a Corps Member's submission

VIEW A GROUP: ASSESSMENT

2

Filter & Sort submissions based on date submitted, username, and challenge (task) submitted to.



Chicago Youth Service Corps (CYSC)

EDIT ORG

OVERVIEW
PROGRAMS
BADGES
GROUPS

Drag Camp

News Feed

Playlist Admin

Submissions

1

Review to assess a submission

Submissions (10)

Filter:

Sort By:

Date submitted (oldest first)



mukeshlearnergold7 - Fri Jun 05 2020 - Task URL

URL Submission.

qa-gold.cityoflearning

Submit Incorrect URL

Final Assessment - select pass, fail, reject

Pass Fail Reject Submission

Submission Feedback

Cancel evaluation

Submit Evaluation

3

Final Assessment Click Pass, Fail, or Reject Submission (allows a Corps Members to re-submit again). Note: Public Showcases will only show work that has been passed

4

Submission Feedback Add any feedback for a Corps Member to see

Resources

Website Login for Admin: <https://mychimyfuture.org/admin>

Website Login for Corps Members: <https://mychimyfuture.org/sign-in>

Contact the MyChi My Future IT Help Desk through email at
support@mcmf.zendesk.com

My Chi My Future Training Recording, June 23, 2021 – [Watch here](#)

