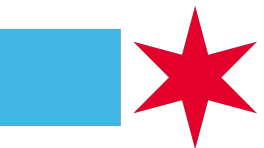


# Admin Guide



# 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

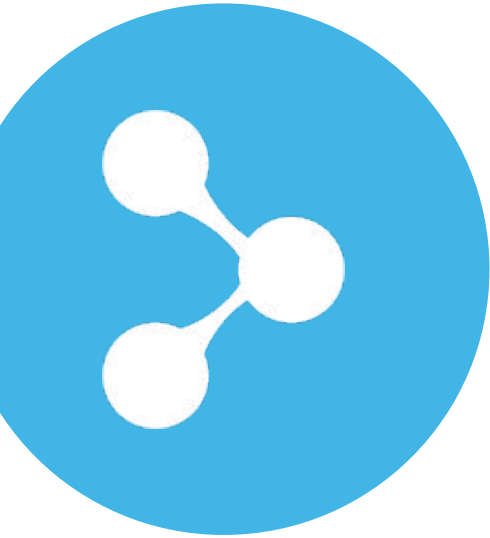
Give feedback to Corps Members submissions and engage with them in groups



### Assess Submissions

Give feedback to Corps Members on their submissions

# Learn the lingo!



## CORPS MEMBERS

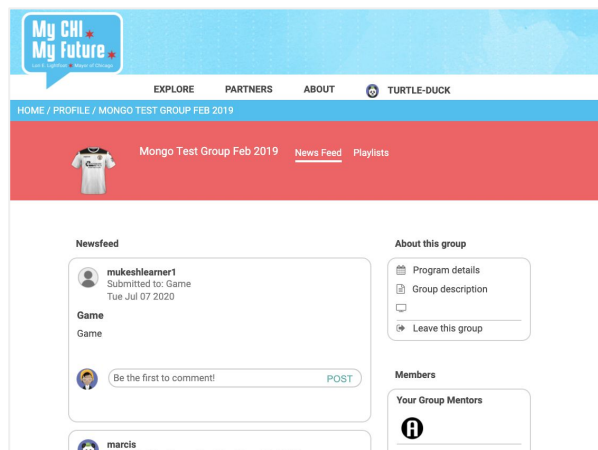
Corps Members use the front-facing MCMF where they have a profile, join groups, view online content, submit work, comment, react, and interact with playlists.

## ADMINS (Staff)

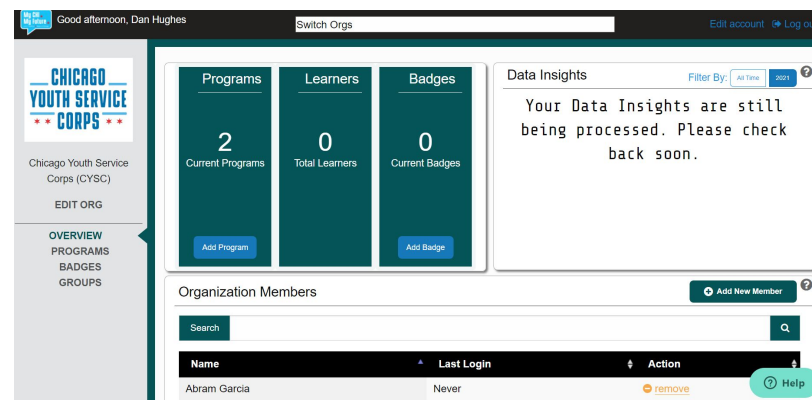
Youth Leaders can be admins on the back-facing of MCMF where they create online content, manage groups, and interact with Corps Members through assessment, commenting, and reacting.



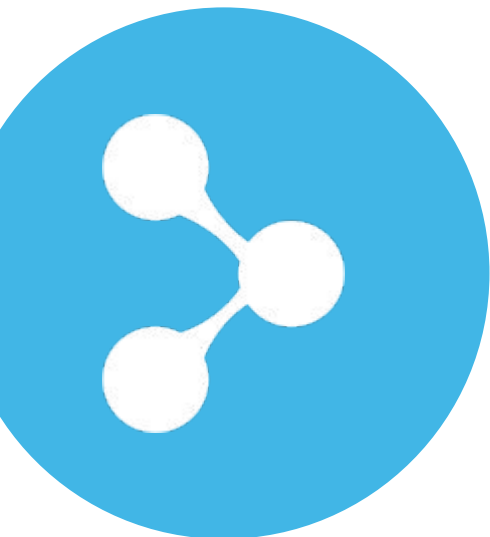
### Corps Members- Facing



### Admin- Facing



# 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.

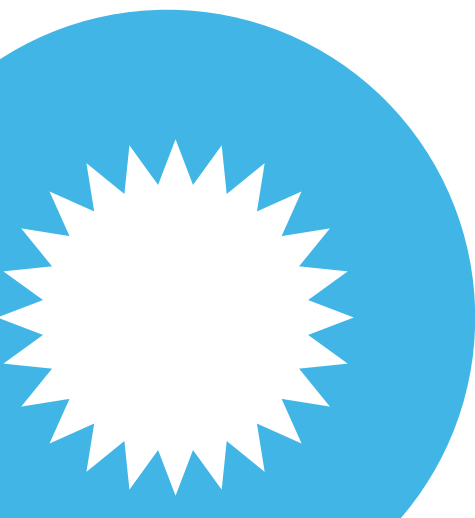
**The weekly Reflections are a pre-loaded group playlist for CYSC**

**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.**



## EPIISODES

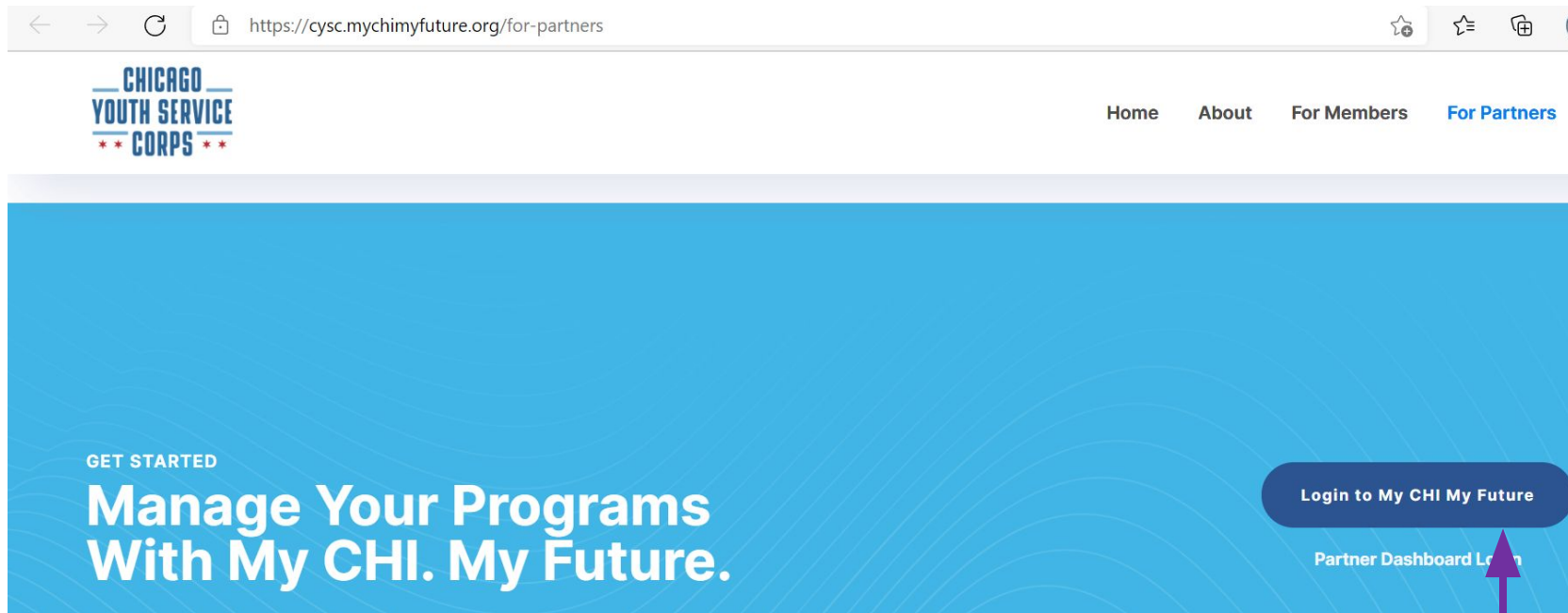
An episode lets you add live video links, recorded video sessions, date & time, resources, and descriptions of what will happen (agenda, explanation, etc.).

**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>



1

Click here to  
access the MCMF  
Admin login page

# MCMF ADMIN TOOL LOGIN SCREEN

The screenshot shows the login interface for the 'My Chi. My Future.'s Org Dashboard. At the top left is the logo with the tagline 'Let's Imagine. Build it Together.' Below the logo is the text 'My Chi. My Future.'s Org Dashboard' and 'Help Turn My Chi. My Future. Into A Citywide Campus'. The main form contains an 'Email' field, a 'Password' field, and a blue 'Login' button. Below the login button is a link that says 'Help, I have forgotten my password.' At the bottom are three social login buttons: 'Sign in with Google' (red), 'Sign in with Facebook' (blue), and 'Sign in with Amazon' (yellow). Four numbered callouts with arrows point to specific elements: 1 points to the 'Email' field, 2 points to the 'Password' field, 3 points to the 'Login' button, and 4 points to the 'Sign in with Google' button.

**My Chi. My Future.**  
Let's Imagine. Build it Together.

**My Chi. My Future.'s Org Dashboard**  
Help Turn My Chi. My Future. Into A Citywide Campus

Campus

Email

Password

Login

[Help, I have forgotten my password.](#)

Note: Your email address associated with your social account must match your administrator account.

Sign in with Google

Sign in with Facebook

Sign in with Amazon

2

Enter your email address

3

Enter your MCMF Admin password

4

Click the Login button

# ADMIN OVERVIEW DASHBOARD

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

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



Chicago Youth Service Corps (CYSC)

EDIT ORG

OVERVIEW  
PROGRAMS  
BADGES  
GROUPS

Switch Orgs

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



Name

Last Login

Action

Abram Garcia

Never

remove

? Help

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

**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

Good morning, Dan Hughes

Switch Orgs

Edit account Log out

**CHICAGO YOUTH SERVICE CORPS**

Chicago Youth Service Corps (CYSC)

EDIT ORG

OVERVIEW  
PROGRAMS  
BADGES  
**GROUPS**  
SUBMISSIONS

**Programs**

3  
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

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

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](#)

Group Logo	Group Name	Status	Group Code	Activities for Group Members	Submissions
	Phalanx Family Services	active	GPKYE	0	
	Central States SER	active	G9B91	0	
	Lawrence Hall	active	GNXLI	0	
	CYSC Curriculum	active	G2TP1		2

\*

**View Group** Click to view a specific group you are an 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](#)

 <b>Phalanx Family Services</b> active GPKEY	 <b>Central States SER</b> active G9B91
0 Activities for Group Members <a href="#">Add Activities</a> <a href="#">View Group</a>	0 Activities for Group Members <a href="#">Add Activities</a> <a href="#">View Group</a>
 <b>Lawrence Hall</b> active GNXLI	 <b>CYSC Curriculum</b> active G2TP1
0 Activities for Group Members <a href="#">Add Activities</a> <a href="#">View Group</a>	2 submissions awaiting assessment <a href="#">Assess submissions</a> <a href="#">View Group</a>

2

*Click the View Group button*

# YOUR AGENCY'S GROUP PAGE




CYSC Curriculum

News FeedPlaylist AdminSubmissionsMembers


Newsfeed

New Announcement


ANNOUNCEMENT

**Mighel 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 (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




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!



ANNOUNCEMENT

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 SCREENCAST MONITOR

**eve-flors** Cool video!  
11 days ago

**A** Awesome motion techniques! POST

Add a new reaction to this work

Try again Creative idea Great Details

Let's chat about this Good work

Outstanding Check your spelling/grammar

Check your evidence Strong argument

+ Add Reaction

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

**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

**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 (CYSC)

EDIT ORG

OVERVIEW  
PROGRAMS  
BADGES  
GROUPS



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



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

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

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

**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.

The interface shows a sidebar with 'OVERVIEW', 'PROGRAMS', 'BADGES', and 'GROUPS'. The main area displays a playlist titled 'Silhouette Swag for Chicago Parks' with items: 'Path of Life', 'Meet Your Cohort', 'Video Intro', and 'Silhouette Part I'. A 'News Feed' and 'Submissions' tab are also visible. A 'Help' button is located at the bottom right.

# 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.

The screenshot shows the 'Add Task' form in the CYSG Curriculum system. The form includes the following fields and options:

- Name (required):** A text input field.
- Blurb (optional):** A text input field.
- Description (required):** A rich text editor with a toolbar containing icons for bold, italic, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, and image.
- Submission Type (required):** A dropdown menu with the placeholder text 'Choose the type of file or information learners should submit'.
- Assessment Type (required):** A dropdown menu with the placeholder text 'Choose how the task will be assessed'.
- Image Logo (required):** A dashed box containing an 'Upload Image' button and a preview of the Chicago Youth Service Corps logo. Below the preview, it says 'Click on the Image Logo Label or the Image above to change the image'.
- Resources (optional):** A section with an 'Add resource' button.
- Requirements (optional):** A section with an 'Add requirement' button.
- Badge to award (optional):** A dropdown menu with the placeholder text 'Choose a badge a learner earns when completing this task'.
- Published status (required):** Two radio button options:   
- ☒ **Draft** (task not visible to learners)  
- ☐ **Published** (task is visible to learners in a playlist)
- Submission only seen by Mentors:** A text input field with the value 'No, Submissions will be visible to mentors and could show up in feeds and/or showcases'.

At the bottom of the form are two buttons: 'cancel' and '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)

?

<> ¶ B I

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

Upload Video

Date and Time (optional)

?

Date

Start Time

11 : 00 AM

End Time

1 : 00 PM

Resources (optional)

?

Add resource

# ADMIN GROUP ASSESSMENT

*How to assess a Corps Member's submission*

# VIEW A GROUP: ASSESSMENT

1

**Review** to assess a submission

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

## 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](mailto:support@mcmf.zendesk.com)

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

