



FREQUENTLY ASKED QUESTIONS (FAQ)

For additional detailed Instructions and Videos, go to [Teaching Training Video](#) or to the [Teacher Instruction Manual](#) for step-by-step instructions.

Find Answers to Your Questions Below!

Q: I forgot my username and password. What do I do?

A: Take the following steps to acquire your username and reset your password:

1. From the Log In page, click on the **"Forgot Password/Username?"** hyperlink
2. **Enter your username or email** in the space provided
3. Click on the **"Email New Password"** button
4. **Check your inbox** for the reset link sent from info@kickinnutrition.tv
5. Follow the instructions written in the email to reset your password

Q: How do give my students online access the KNTV site?

A: To give your students online access to KNTV you must (1) **"Create a Class"**, (2) **"Submit A Student Roster"**, and (3) **"Print Student Login Information & Instructions"** to disseminate usernames and passwords to your students. Follow the steps below to give your students access to KNTV:

HOW TO "CREATE A CLASS":

If you have purchased individual student subscriptions, you must first register the students by following instructions to **"Create A Class"** for each of your classes and **"Set up a Student Roster"** by following these steps:

1. **Login** to www.KickinNutrition.TV website with your Username and Password
2. Click on the **"My Account"** button at the top right corner of the webpage
3. Click on the **"Get Started"** hyperlink located under the **"Create A Class"** sub-header
4. Choose a name or **"Title"** to identify your first class (for example: "3rd Period" or "5th Grade Section 1") in the text box
5. Click the **"Save"** button to create your class

HOW TO "CREATE A STUDENT ROSTER":

To add Students to the classes you already created, you need to **"Create A Student Roster"**. The information for each student can be input into a spreadsheet called a .CSV file (similar to Excel) with students' names and information, or you can add the names of students manually for each class. We suggest using the .CSV file to **"Create A Student Roster"** when adding a large number of students to your "My Class" page, as this method is simpler and faster (*Option 1 below*). When you need to add

between 1-4 students, we suggest using the manual method for adding students (*Option 2 below*). See instructions for both methods below. If you need our help to accomplish class creation, please contact us anytime! We are here to help.

Option 1 - .CSV FILE UPLOAD

You can enter ALL student names into a spreadsheet (a .CSV file) and upload it to the "My Class" page. You can access the "My Class" page for a specific class by going to the "Manage Your Classes" section of your My Account page. Click on "Go to Class Page" for the specific class you would like to add students to, then follow these steps:

1. To view the .CSV file, click on "**Student Roster Template**"
2. **Save the .CSV** file to your computer
3. **Modify the template** to include the first name, last name, and gender of each student in your class [parent email is optional], but DO NOT change the titles of the columns (i.e. First Name, Last Name, Gender, Parent Email).
4. **Save the changes** you have made and return to the "**My Class**" page
5. Underneath the "**Set-up Your Student Roster - 30 students at a time**" section of the page, click on the "**Choose File**" button to upload the .CSV file that you just saved to your computer
6. Once you have selected the correct .CSV file, click on the "**Import Students**" button
7. Your students will automatically upload to the "My Class" page!

Option 2 - MANUALLY ADDING STUDENTS

You can manually input students (up to 4 at a time) following the steps below. This functionality is ideal for adding additional students to your class, even after you've set up your student roster.

1. Underneath the "**Add Student(s)**" section, manually type in each student's first name and last name and select their gender [parent email is optional.]
2. **Repeat these steps** for up to 4 students at a time and click on "Add Student(s)"
3. Your students will automatically upload to the My Class Page!

GIVE STUDENTS ACCESS TO THE KNTV SITE:

1. Once you have added your students to the "My Class" page, click on the "Print Student Login Information & Instructions" link in the top right corner of the My Class page.
2. **Then print this information and cut the Usernames and Passwords into smaller pieces of paper following the dotted lines in order to hand each student his/her individual username and password.**
3. With this information, **students can access the KNTV site 24/7 at home** with their families to extend learning into the home! Students can view



lesson videos, watch bonus videos, play the “StudentTopia” game, access recipes, share content with their peers, and participate in campaigns and contests!

PURCHASING STUDENTS SUBSCRIPTIONS FOR KNTV:

If you have not purchased student subscriptions for KNTV, you will not be able to create classes or give students access to the site. You can add student access to the portal at any time by going to the [Order Page](#) or by [Contacting Us](#).

Q: What do I need to administer and implement the KNTV program in my school or community organization?

A: Administering and implementing KNTV is easy!

To Access the KNTV program, you will need to prepare the following:

1. You need a computer, laptop, or tablet that connects to the Internet
2. Dependable Internet connection
 - a. If you have trouble streaming the videos via a wireless Internet connection, try using an Ethernet (hard-wire) Internet connection
 - b. Make sure your school/district/organization does not have firewalls that block the URL’s associated with the websites “KickinNutrition.TV” and “MuzzyLane Software” which hosts the StudentTopia game. Talk to your IT person to help you address this issue.
3. Your unique KNTV username and password
4. A SMART Board or projector to “project the videos” for your class or group to view together on a large screen
5. Printouts of the materials prepared for you to accompany the video lessons such as “In-Class Activity” and “Class Chat” documents (these can be found in the “**Teacher’s Corner**” under “**Classroom Materials**”)
6. It is NOT required that students access the KNTV platform during the school day. If they choose to, they can login to the KNTV site at home to play the StudentTopia. In order to play the game, you will need to download FREE software from our website (Note: the game cannot be played on Chromebooks or using Chrome Internet browser)*. **To view the install & tech specs for the game: [click here](#).**

** NOTE: Only the “Studentopia” is unavailable on Chrome Browser and on Chromebook computer. All other features of KNTV, including the Video Lessons, can be accessed using ANY Internet browser, including Google Chrome.*

Q: How do I upload content (i.e. photos, videos, recipes) to the KNTV site?

A: Teachers and Students can upload content (Videos, Photos, and Recipes) to the KNTV website in order to share with their peers in their classroom and enter

contests/campaigns via the “My Stuff” and “Shared Stuff” pages, as part of the “Shared Kitchen”. Below are instructions for sharing recipes, photos, and videos.

Share Recipes: To upload a recipe from the “My Stuff” or “Shared Stuff” page, click on the “Share Recipe” button at the top of the page. This will take you to the “Send Us a Recipe” page. From the “Send Us a Recipe” page, take the following steps to share your content:

1. Fill out the relevant fields on the “Send Us a Recipe” page. If you don’t have some of the information, don’t worry – it’s optional.
2. If you wish, you can add a photo or video to your recipe post. To do so, choose a picture file or video file and click “upload” to add a photo or video to your recipe.
3. To submit your recipe as part of a campaign or contest, check the box next to the name of the campaign or contest under the “Enter Campaigns & Contests” subheading.
4. Select a class to share the recipe with, and then click the “Save” button to submit your recipe. This will create a page for any photos or videos that you have uploaded with this recipe.

Share Photos: To upload a photo from the “My Stuff” or “Shared Stuff” page, click on the “Share Photo” button at the top of the page. This will take you to the “Send Us a Pic” page. From there, take the following steps to upload your photo:

1. Select a file from the “Send Us a Pic” page and enter a title.
2. If you chose to, you can attach your photo to a recipe you have previously uploaded by selecting the name of recipe from the list appearing under the “Attach this post to one of your Shared Recipes” subheading.
3. To submit your photo as part of a campaign or contest, check the box next to the name of the campaign or contest under the “Enter Campaigns & Contests” subheading.
4. Select a class to share the photo with and then click the “Save” button to submit it.

Share Videos: To upload a video from the “My Stuff” or “Shared Stuff” page, click on the “Share Video” button at the top of the page. This will take you to the “Send Us a Video” page. From there, take the following steps to share your content:

1. Select a file from the “Send Us a Video” page and enter a title.
2. If you chose to, you can attach your video to a recipe you have previously uploaded by selecting the name of recipe from the list appearing under the “Attach this post to one of your Shared Recipes” subheading.
3. To submit your video as part of a campaign or contest, check the box next to the name of the campaign or contest under the “Enter Campaigns & Contests” subheading.
4. Select a class to share the video with and then click the “Save” button to submit it.



Q: How do I moderate content that my students upload to the "Shared Kitchen?"

A: Teachers are the moderators of ALL content submitted to their classes on the KNTV site. When students upload photos, videos, and recipes to the Shared Kitchen page, teachers must review the content before other students can see it.

If teachers wish to have all of their student-submitted content appear automatically on the site, they can check the "**Automatically Approve Student Submitted Content**" box on the My Class page for each class created and "Save Preference" to automatically approve all content in the future.

STEP-BY-STEP INSTRUCTIONS TO MODERATE STUDENT CONTENT:

1. Go to your "**My Account**" page
2. Click on the "**Review Submission**" link under the "Moderate Student Content" sub-heading to view content that your students have submitted. On the "Review Submission" page, the "Published" column will show whether or not a student submission has been approved yet. If there is a "no" in the column, you must review it in order for it to be visible to all students in the class.
3. To review content, click on the **title** of the content. If it is appropriate, go back to the "**Teacher Content Management**" page
4. Click on the box to the left of the submission title to select it
5. Choose the "**Publish Content**" option from the dropdown menu under the "**Operations**" subheading and click "**Execute**" to let all students in the class see it in the "**Shared Kitchen**"
6. To delete or unpublish items, click the box to the left of the submission title and select "**Delete Item**" from the dropdown menu under "Operations" to completely remove content or select "**Unpublish Content**" to hide content then click "Execute"
7. Click on the "**Edit**" button to the right of any submission if you want to make changes to the content

~ GOOD LUCK! ~

STILL HAVE QUESTIONS?

If you are still having trouble feel free to contact us by email: info@kickinnutrition.tv or phone: 212-600-0914.