

# Admin portal training guide: Customizing M2 for your school

This guide shows you how to add your teaching frameworks and standards so M2 gives feedback that matches your goals.



## What you'll learn

- How to upload your school's teaching frameworks
- How to add student learning standards
- How to verify M2 is using your documents



## Step-by-step: Review your system prompt

- 1. Find the System Prompt section**
  - From your Admin Dashboard, look for the System Prompt tab.
  - Click on System Prompt to open your school's profile.
- 2. Review your strategic focus**
  - M2 automatically analyzed your domain and identified your school's strategic priorities.
  - Check if the strategic focus accurately reflects your educational philosophy.
- 3. Verify teaching frameworks**
  - Review the teacher standards and frameworks M2 identified.
- 4. Edit your System Prompt**
  - Click the Edit button to modify any section.
  - Add missing priorities or teaching approaches.
  - Remove or refine language that doesn't match your school culture.
  - Click Save when finished.
- 5. Upload additional documents**
  - Click the upload icon to add specific frameworks or curriculum guides.
  - Include strategic plans, mission statements, or teaching standards.
  - These documents will further customize M2's understanding of your school.



## What happens next?

M2 will now use these documents to:

- Give teachers feedback that matches your school's approach
- Create reflection prompts based on your standards
- Support lessons using your curriculum goals



## Need more help?

- File won't upload? Check that it's a PDF or Word document under 10MB.