

# Admin portal training guide: M2 quickstart guide

Get Up and Running in 15 Minutes!

This quickstart gets you operational fast. Perfect for urgent setups or when you need comprehensive coverage quickly.



## Before you start

- Prepare a list of team members (names, emails)
- Gather your school's key documents (teaching frameworks, curriculum guides)

## 1 Access your admin portal

### 1. Log in

- Go to the [MirrorTalk.ai](https://MirrorTalk.ai) platform in your web browser
- Enter the username and password
- Click Log In

### 2. Switch to admin view

- Look for Switch to Admin button in the left sidebar
- Click it to access your Admin Dashboard
- You'll see your organization overview, user activity, and license distribution

## 2 Add your team

### 1. Navigate to user management

- From your Dashboard, locate the User Management section
- Click the Upload icon under the Members bar

### 2. Download and fill CSV template

- Click Download CSV Template
- Open the file and add each person's information:  
Email: Complete work email address  
Name: First and last name

### 3. Upload your team

- Save your completed CSV file
- Back in the portal, click Upload CSV File
- Select your file and click Upload
- New members will appear in User Management once uploaded

## 3 Customize M2 for your school

### 1. Access System Prompt

- Click the System Prompt tab in your Admin Portal
- M2 has already analyzed your school's domain and created your profile

## 2. Upload essential documents

- **Strategic focus:** Verify M2 captured your school's educational priorities correctly
- **Teaching frameworks:** Check that your standards (Danielson, Marzano, or custom) are accurately described
- **Core values:** Confirm peer coaching, reflection practices, and student learning approaches match your school

## 3. Edit and upload additional documents

- Click **Edit** to modify any section that needs refinement
- Click the **Upload icon** to add strategic plans, mission statements, or curriculum guides
- Upload PDF documents (under 10MB) to further personalize M2's understanding

Why this matters: These documents shape how M2 provides feedback, reflection prompts, and coaching tips, ensuring everything aligns with your school's approach.

# 4 Monitor your success

## 1. Review dashboard data

- **Organization details:** Confirm your license expiration and data storage region
- **License distribution:** Track how many seats are used

## 2. Plan your next steps - currently you must email [success@swivl.com](mailto:success@swivl.com) to request

- High activity = teachers finding value
- Low activity = may need additional training or encouragement
- Use this data to identify champions and teachers who need support



## Quick reference - Key locations

- **Dashboard:** Organization overview and real-time activity
- **User management:** Add/remove team members via CSV upload
- **Customize:** Upload frameworks, standards, and curriculum



## What happens next?

- Team members receive email invitations to start using M2
- M2 begins using your uploaded documents to provide personalized feedback aligned to your goals
- Teachers get real-time feedback during lessons based on your frameworks



## Need more help?

- Technical issues: [support@mirrortalk.ai](mailto:support@mirrortalk.ai)
- CSV file problems? Verify email addresses are complete and roles are spelled exactly as shown
- Documents not uploading? Check file size (under 10MB) and format (PDF)