Account Administration Guide

English Grammar 101

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English Grammar 101 – Account Administration Guide

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Account Administration Role

If you are part of a multiple teacher account, the person who initially signed up is automatically granted account administration privileges. The account administrator can reassign account administration privileges or have them removed from his or herself at any time during the subscription period.

Any person assigned account administration privileges can gain access to any teacher who is a member of the account and make changes on their behalf. All changes made are recorded on the teacher dashboard in both the administrator’s account and the teacher’s account in which the changes were made. All changes are time and date stamped.

Note: If you have not been assigned account administration privileges, the Account Administration menu item will not appear as a choice on your list of menu items.

After selecting the Account Administration menu item from the left side of your screen, you will see the following:
What can I do as an Account Administrator?

- Assign or remove account administration privileges from any teacher on the account.
- Add others from your organization to the account and assign account administration privileges.
- Modify account name, country, and time zone.
- Change teacher’s account information such as: username, password, email address.
- Gain access to any teacher who is a member of the account and make changes on their behalf. Refer to the Teacher Guide for information on all the features and functionality available in the teacher administration area.

Note: All changes made are recorded on the teacher dashboard in both the administrator’s account and the teacher’s account in which the changes were made. All changes are time and date stamped.
How do I Assign Account Administration Privileges?

- Select the Account Administration menu item from the left side of your screen.
- Select to highlight the teacher you wish to assign account administration privileges.
- Once highlighted, the teacher profile box will appear on the right.
- Click to place a check-mark in the box to the left of “Administrator” located toward the bottom of the teacher profile box.
- Select “Save.” A check-mark now appears next to the teacher’s name (refer to the second screenshot below).
How do I Remove Account Administration Privileges?

- To remove account administration privileges from any other teacher on the account other than yourself, perform the same steps you would when assigning the privileges. Highlight the teacher name, and in the Teacher Profile box place your cursor to the left of “Administrator” to deselect, and then press “Save.”

- To remove account administration privileges from yourself, first ensure that at least one other teacher is assigned account administration privileges.

- Send the other administrator a request to remove your status as described above.
How do I Add a Staff Person and Assign Account Administration Privileges to His or Her Account?

- The same way you would add a teacher – by selecting the “Invite a new teacher” button.
- Type in the name and email address of the person you wish to add.
- Press the “Share” button.
- Once added, refer to page 4 to assign Account Administration privileges.
Change the Account Name, Country, or Time Zone

- Select the Account Administration tab and click on the “Edit” key located in the account administration area.
- Place your cursor in the Account Name box and type in the account name of your choice.
- To change the country of origin or the time zone for the entire account, select the arrow to the right of each box and choose from the list of options in the drop-down menu.
How do I Change a Username, Password, or Email Address on a Teacher Account?

- Highlight the teacher name, username, email, or password in the “Teacher Profile” box by selecting it with your cursor.
- Type in the new information and press “Save.”

Note: You will be prompted to change the username if you change the first and last name of the teacher.
Delete a Teacher Account with Zero Students

Teachers can be deleted from the account (provided there are zero students registered) by following the steps below.

- Select and highlight the teacher name.
- Press the “Delete” button.
- Select “OK” in the pop-up box to confirm.

Note: To delete a teacher account with registered students, refer to the following pages.
Access a Teacher Account

A teacher account cannot be deleted if it contains registered students in one or more classes. Before you can delete a teacher account you must transfer or delete all the students from the class or classes to bring the student count to zero. To access a teacher account, do the following:

- Select the Account Administration tab.
- Select and highlight the teacher name.
- Press the “Log in as a teacher” button located at the bottom of the student profile box.
Transfer or Delete Students from a Teacher Account

Now that you have gained access to a teacher account (Lynn Truss), you can access all the features and functionality available to you in the teacher administration area.

To transfer or delete students from this teacher account, do the following:

- Select the Class Roster tab from the menu items on the left.
- Click on the arrow next to the Action box to “Move” or “Delete” students.
- If moving a student, select the teacher account and class from the drop-down menu where you wish to move them.
- Refer to the teacher administration guide located on the teacher dashboard for additional information.