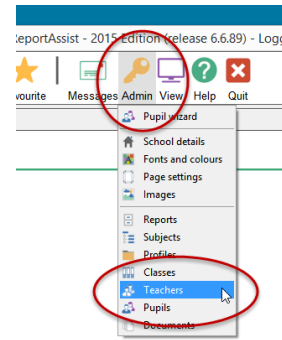


2. Adding, editing and removing teachers

1.

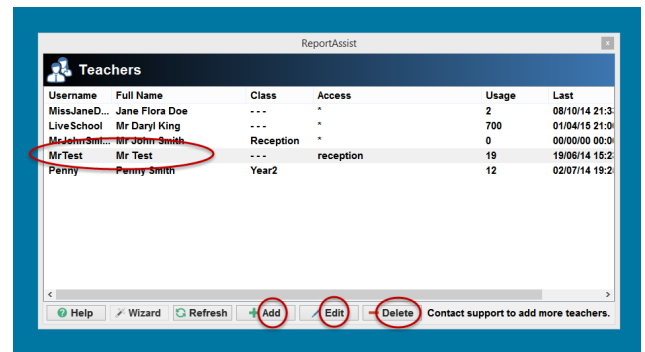
To add, edit or remove a teacher click the Admin icon and select 'Teachers'. (see figure 1)



Then either click the 'Add' button or select a teacher and click 'Edit' or 'Delete'. (see figure 2)

2.

If you click Add or Edit a teacher properties window will appear which will allow you to add or edit the teacher information. (see figure 3)

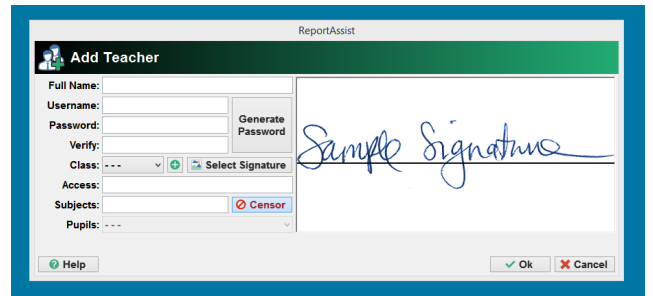


In the 'Full Name' box enter the teachers name as you would like it to appear in the report.

In the username box enter the username you would like the teacher to have.

In the password box enter the password you would like the teacher to use – repeat the same password in the verify box. There is a handy 'generate password' button to make a password that is easy to remember.

3.



If the teacher would like their name on the report front cover then pick their class in the Class drop down menu. If not then leave this as ---

In the access box enter * if the teacher can access every class. Or you can enter the name(s) of other classes they need access to. Leave it blank if they just need to access the class in the class drop down menu.

Click 'ok' to add or finish editing the teacher.