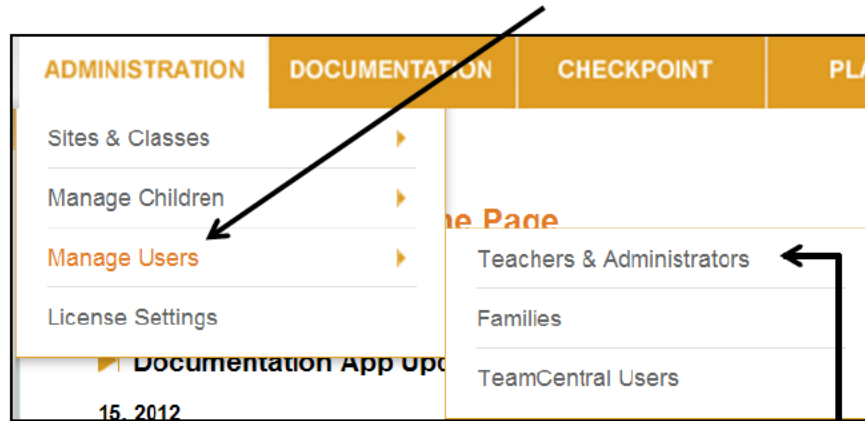


Managing Users

How to add a Teacher/Administrator:

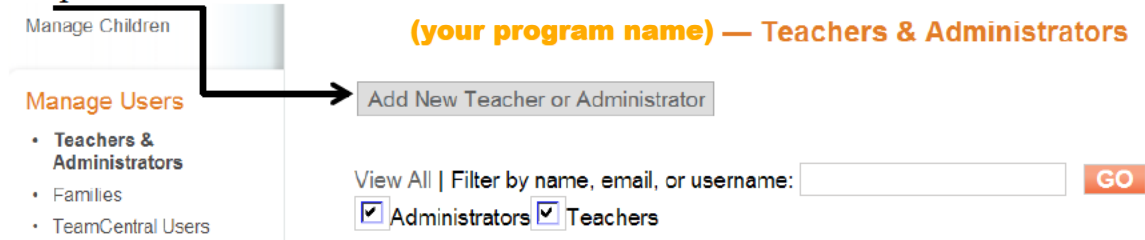
IF your default is set to the Teacher Site change roles to the Administrator Site

Step 1: From the Administration Tab Click “Manage Users”



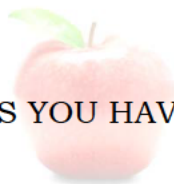
Step 2: Click “Teachers & Administrators”

Step 3: Click “Add New Teacher or Administrator”



Step 4: Complete all fields with an “ * ”. The asterisks *Indicates required field.*

Step 5: Click **SAVE**



CONGRATULATIONS YOU HAVE ADDED A TEACHER!!!!!!