



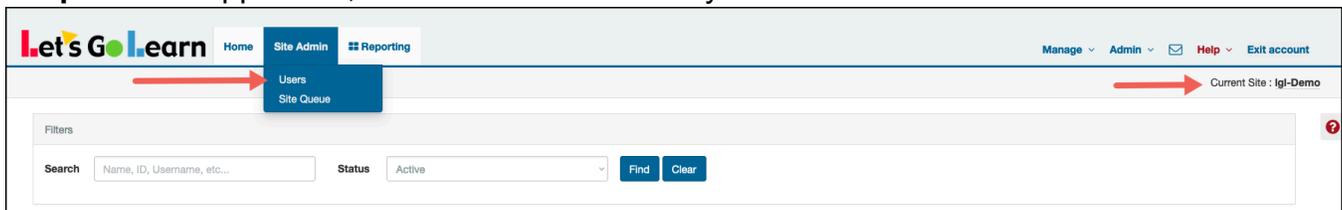
## How to Manage Users in a Principal Account

**Overview:** Principal accounts (also known as Admin accounts) are able to manage a single site in a larger district account. This includes managing student and teacher users. From this account, the site admin can create additional accounts as he or she sees fit.

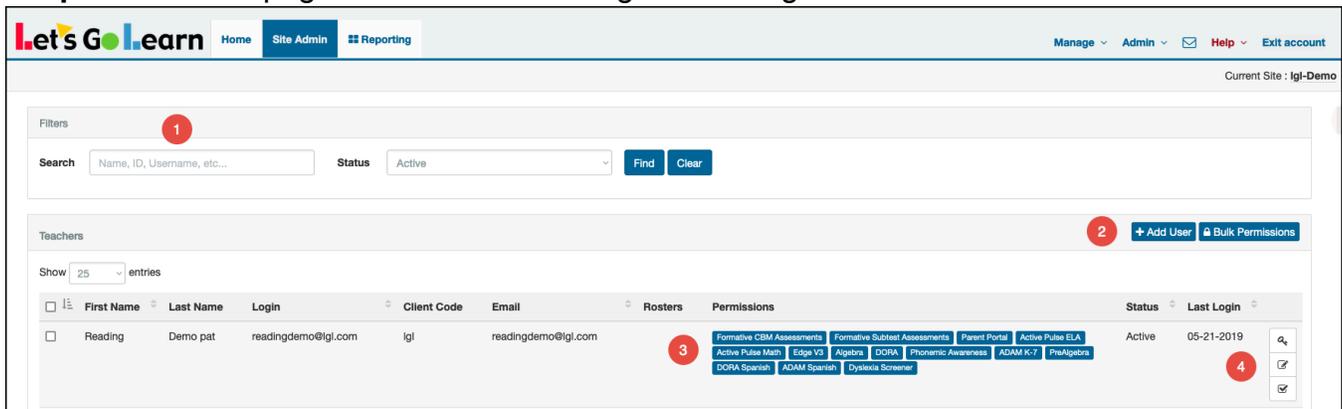
### Managing Teachers

**Step One:** Click on the <Site Admin> tab then Users.

**Step Two:** If applicable, switch to the site where you would like to add a teacher.



**Step Three:** This page allows for the adding and editing of teachers.



On this page all teachers for a site appear.

1. Enter in teacher's names or login to filter.
2. Clicking on "Add user" adds a new teacher. "Bulk Permissions" allows for the global assignment of a product(s) to teachers.
3. This shows the specific products to which each teacher has access. The products are listed in small blue boxes as shown in the screenshot above.
4. These icons next to each teacher do the following:

-  The **"Key"** icon opens the teacher's account.
-  The **"paper w/pencil"** icon edits the parameters of the teacher including product permissions.
-  The **"Checkbox"** allows you to deactivate a teacher from site.



## Managing Students

**Step One:** Click on the <Manage> tab and then select “Student Roster”.

**Step Two:** The initial roster shown is the specific user’s roster. In cases where the site admin is also a teacher and has his or her own class, you would see the site admin’s students listed.

**Step Three:** Click on the “Show all Students” button at the right side of the screen.

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My Students

Show 10 entries

Username	First Name	Last Name	Student ID	Grade	Status	Classes
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

Show all Students

**Step Four:** From this page, the site admin can manage students.

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All Students

Status Active Show only your Students

Show 10 entries

Username	First Name	Last Name	Student ID	Grade	Status	Classes
AD1334109	Aniya	Davison	629474944	9	Active	2016 Grade 1   demo@igl.com
adam0206	Jaelin	Anders-Schultz		13	Active	
adam0310	Anders	Anderson		13	Active	Edge LGL   demo@igl.com
adama1109	Adam	Abrams	adama1109	8	Active	Practice Class   demo@igl.com
adamqa12	Monica	Geller		13	Active	

Search:

1. Toggle between Active and Deactivated Student Roster.
2. Enter in a student’s first name, last name, student id, or login to find student
3. When students are found, you can add them to a specific roster here. When you click in the box under the “Classes” column, teachers' username(email) and list of their classes will appear. Click on the Class you wish to add the student.
4. Uncheck the box to deactivate a student. When in the deactivated roster, you can check a box to reactivate a student.