Editing a user's email information

Dashboard > School: Demo School

School: Demo School

School Details

Demo Street
emo Town
emo City/Demoshire
12 5FT

Manage School Years

Manage School Classes

Manage School Users

Teacher Dashboard

Administration

Set Homework

View Reports

Click on the 'Administration' link.

If this option is not available, you will have to ask the person who manages GCSE Prepper within your school to set you up as a 'Teacher Administrator'

Demo Teacher

Privacy Policy

FAQs

Terms And Conditions

School Years

25 school years per page

Showing **1-5** of **5** items.

Name	Number of Classes	Number of Users	Edit
Y7	2	0	...
Y8	4	0	...
Y9	0	0	...

Update

GCSE Prepper
9/A*

School: Demo School

Teacher Dashboard

Administration

Set Homework ⌄

View Reports

School Details

School Name: **Demo School**

Email: **mrdemo@demo.co.uk**

Tel. Number: **09352 123456**

Address: **3 Demo Street**
            Demo Town
            Demo City/Demoshire
            DE12 5FT

Master School Admin Details

Name	Demo Name
Email	
Phone	

Manage School Years

Manage School Classes

Manage School Users

Press 'Manage School Users'

Demo Teacher ⌄

Privacy Policy

FAQs

Terms And Conditions

School Years

25 ⌄ school years per page

Showing **1-5** of **5** items.

Name	Number of Classes	Number of Users	Edit
Y7	2	0	...
Y8	4	0	...
Y9	0	0	...

Type here to search

6°C Mostly cloudy

18:30
27/02/2023

GCSE Prepper
9/A*

Teacher Dashboard

Administration

Set Homework ⌄

View Reports

Demo Teacher ⌃

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Y8	4	0	...
Y9	0	0	...
Y10	1	0	...
Y11	6	1	...

1. Use the filter to find the student

2. Click on the pink tile to the right of the user that you would like to change

School Users 25 users per page

‹ Add new user

Showing **1-3** of **3** items.

☐	Username	Status ⇕	Role	Year(s)	Contact Email ⇕	Edit
	Demo	Filter by...	Filter by...			
☐	Demo Name	Live	Master School Admin	Y7, Y8, Y9, Y10, Y11	(not set)	...
☐	Demo Student	Live	Student	Y7, Y8, Y9, Y10, Y11	student@gcseprepper.co.uk	...
☐	Demo Teacher	Live	School Teacher Admin	Y7, Y8, Y9, Y10, Y11	teacher@gcseprepper.co.uk	

Type here to search

6°C Mostly cloudy

18:36
27/02/2023

GCSE Prepper
9/A*

Dashboard

Admin Operations

Marking

Questions ▾

Schools ▾

Reports ▾

⚙ Paul Fradgley ▴

Privacy Policy

Terms And Conditions

Y8	4	0	⋯
Y9	0	0	⋯
Y10	1		⋯
Y11	6		⋯

Click on the 'Edit user' link

School Users

[25 ▾] users per page

send verification emails   ‹ Add new user

Showing **1-6** of **6** items.

☐	Username	Status ⇅	Role	Year(s)	Contact Email ⇅	Edit
	[Filter by... ▾]	[Filter by... ▾]				
☐	Demo Name	Live	Master School Admin	Y7, Y8, Y9, Y10, Y11	(not set)	⋯
☐	Demo Student	Live	Student	Y7, Y8, Y9, Y10, Y11	student@gc	⋯
					Edit User	
					Set Status: Dormant	
					Reset Password	
☐	Demo Teacher	Live	School Teacher Admin	Y7, Y8, Y9, Y10, Y11	teacher@gcseprepper.co.uk	⋯
☐	Mary Student	Live	Student	Y7, Y8, Y9, Y10, Y11	marystudent@gcseprepper.co.uk	⋯
		Live	Student	Y7, Y8, Y9, Y10, Y11	tomstudent@gcseprepper.co.uk	

Type here to search

Earnings upcoming

18:23
28/02/2023

Update User: Mary Student

Mary Student

1. Enter the correct email address for this student

Title

Ms

First Name

Mary

Last Name

Student

Email

newpassword@test.co.uk

Save

2. Press 'Save'

School: Demo School

o School

User successfully updated

You will be taken back to the administration page

School Name: **Demo School**
Email: **mrdemo@demo.co.uk**
Tel. Number: **09352 123456**

Address: **3 Demo Street**

This message will appear on the top right of the page

Manage School Years

Manage School Classes

Manage School Users

Master School Admin Details

Name	Demo Name
Email	
Phone	

Dashboard

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Paul Fradgley

Privacy Policy

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School Years

25 school years per page

An email will be sent to the email address you have just entered. The email address will ONLY be changed when the user clicks on the link in the email and supplies a password

Add new school year

Showing **1-5** of **5** items.

Name	Number of Classes		Edit
Y7	2		...
Y8	4		...
Y9	0	0	...