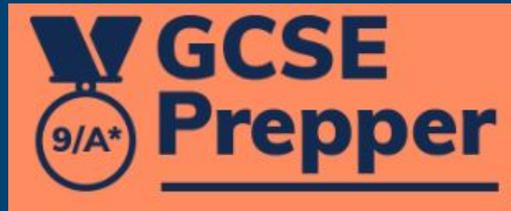


Editing the role (& associated admin rights) of a member of staff



Please note, the Master Admin is the only person who can edit the roles of other members of staff.

If you are not the Master Admin, you will need to ask them to make the required changes.



Classes

Teacher Dashboard

Administration

Set Homework ▾

View Reports

⚙️ Demo Teacher ▾

Privacy Policy

FAQs

Terms And Conditions

Demo class

Qualification: AQA > Demo



Status:
Year:
Students:

Click on the
'Administration'
link

View Class

AQA Physics Higher

Qualification: AQA > Physics Higher...



Status: No Homework To Mark
Year: Y11
Students: 1

View Class



AQA Chemistry Higher

Qualification: AQA > Chemistry High...



Status: No Homework To Mark
Year: Y11
Students: 1

View Class



AQA Biology Higher

Qualification: AQA > Chemistry High...



Status: No Homework To Mark
Year: Y11
Students: 1

View Class



Comb Sci Biology F

Status: No Homework To Mark
Year: Y11
Students: 1

View Class



AQA Chemistry Foundation

Qualification: AQA > Chemistry Foun...



Status: No Homework To Mark
Year: Y11
Students: 1

View Class





School: Demo School

School Details

School Name: **Demo School** Address: **3 Demo Street**
 Email: **mrdemo@demo.co.uk** **Demo Town**
 Tel. Number: **09352 123456** **Demo City/Demshire**
 DE12 5FT

Master School Admin Details

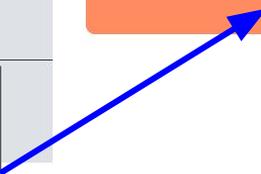
Name	Demo Name
Email	
Phone	

Manage School Years

Manage School Classes

Manage School Users

Press 'Manage School Users'



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	...

Teacher Dashboard

Administration

Set Homework ▾

View Reports

⚙️ Demo Teacher ▾

Privacy Policy

FAQs

Terms And Conditions



Dashboard

Admin Operations

Marking

Questions ▾

Schools ▾

Reports ▾

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Privacy Policy

Terms And Conditions

Y10	1	0	...
Y11	6	1	...

Use the filter search box to find the name of the correct member of staff

School Users

25 users per page

⬅️ Resend verification emails

⬅️ Add new user

Showing 1-7 of 7 items.

<input type="checkbox"/>	Username	Status ↕	Role	Year(s)	Contact Email ↕	Edit
	<input type="text"/>	Filter by... ▾	Filter by... ▾	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	Demo Name	Live	Master School Admin	Y7, Y8, Y9, Y10, Y11	(not set)	...
<input type="checkbox"/>	Demo Student	Live	Student	Y7, Y8, Y9, Y10, Y11	student@gcseprepper.co.uk	...
<input type="checkbox"/>	Demo Teacher	Live	School Teacher Admin	Y7, Y8, Y9, Y10, Y11	teacher@gcseprepper.co.uk	...
<input type="checkbox"/>	Mary Student	Live	Student	Y7, Y8, Y9, Y10, Y11	marystudent@gcseprepper.co.uk	...
<input type="checkbox"/>	Tom Student	Live	Student	Y7, Y8, Y9, Y10, Y11	tomstudent@gcseprepper.co.uk	...
<input type="checkbox"/>						...

Y10	1	0	...
Y11	6	1	...

1. Press the pink tile with the three dots to the right of the user you wish to change
2. Click 'Edit User'

School Users

25 users per page

Resend verification emails

Add new user

Showing 1-7 of 7 items.

<input type="checkbox"/>	Username	Status	Role	Year(s)	Contact Email	Edit
<input type="checkbox"/>	Demo Name	Live	Master School Admin	Y7, Y8, Y9, Y10, Y11	(not set)	...
<input type="checkbox"/>	Demo Student	Live	Student	Y7, Y8, Y9, Y10, Y11	student@gcseprepper.co.uk	...
<input type="checkbox"/>	Demo Teacher	Live	School Teacher Admin	Y7, Y8, Y9, Y10, Y11	teacher@gcseprepper.co.uk	...
<input type="checkbox"/>	Mary Student	Live	Student	Y7, Y8, Y9, Y10, Y11	marystudent@gcseprepper.co.uk	...
<input type="checkbox"/>	Tom Student	Live	Student	Y7, Y8, Y9, Y10, Y11	tomstudent@gcseprepper.co.uk	...
<input type="checkbox"/>	Ian Taylor	Unverified	Student	Y7, Y8, Y9, Y10, Y11	itaylor@academiesenterprisetrust.org	...

Edit User
Set Status: Dormant
Disable Marking

Update User: Demo Teacher

1. Click on the existing role & use the drop-down menu to select the role you'd like to change it to

Title

First Name

Last Name

Email

Role

Subjects

- × Biology
- × Chemistry
- × Physics

Save

2. Press 'Save'

Dashl

Admi

Marking

Questions ▾

Schools ▾

Reports ▾

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