



Managing access rights of
the 'overview reports'

Please note, the Master Admin is the only person who can edit who has access to the overview reports.

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



Teacher Dashboard

Administration 

Set Homework ▾

View Reports

⚙️ Demo Teacher ▾

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Classes

Demo class

Qualification: AQA > Demo

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


[View Class](#) 

Click on the 'Administration' link

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	...

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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"/>						...



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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'

⏪ Resend verification emails

⏪ Add new user

School Users

25 users per page

Showing 1-7 of 7 items.

<input type="checkbox"/>	Username	Status ⌵	Role	Year(s)	Contact Email ⌵	Edit
<input type="checkbox"/>		Filter by...	Filter by...			
<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

Title

First Name

Last Name

Email

Role

Subjects

- Biology
- Chemistry
- Physics

Save

1. Select the subjects that you'd like the user to be able to access reports on

2. Press 'Save'

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Reports ▾

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