Managing access to overview reports



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.

https://app.gcseprepper.co.uk/teacher

GCSE Prepper 9/A*

- Teacher Dashboard
- Administration
- Set Homework
- View Reports

Click on the 'Administration' link

Classes

Demo class
Qualification: AQA > Demo

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

- Demo Teacher
- Privacy Policy
- FAQs
- Terms And Conditions

Type here to search

4°C Cloudy

08:00
01/03/2023

https://app.gcseprepper.co.uk/school-management/view?id=7

Update

GCSE Prepper 9/A*

- Teacher Dashboard
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- Demo Teacher
  - Privacy Policy
  - FAQs
  - Terms And Conditions

Dashboard > School: Demo School

School: Demo School

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'

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	

https://app.gcseprepper.co.uk/school-management/view?id=7

GCSE Prepper 9/A*

- Dashboard
- Admin Operations
- Marking
- Questions
- Schools
- Reports

Paul Fradgley

- 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

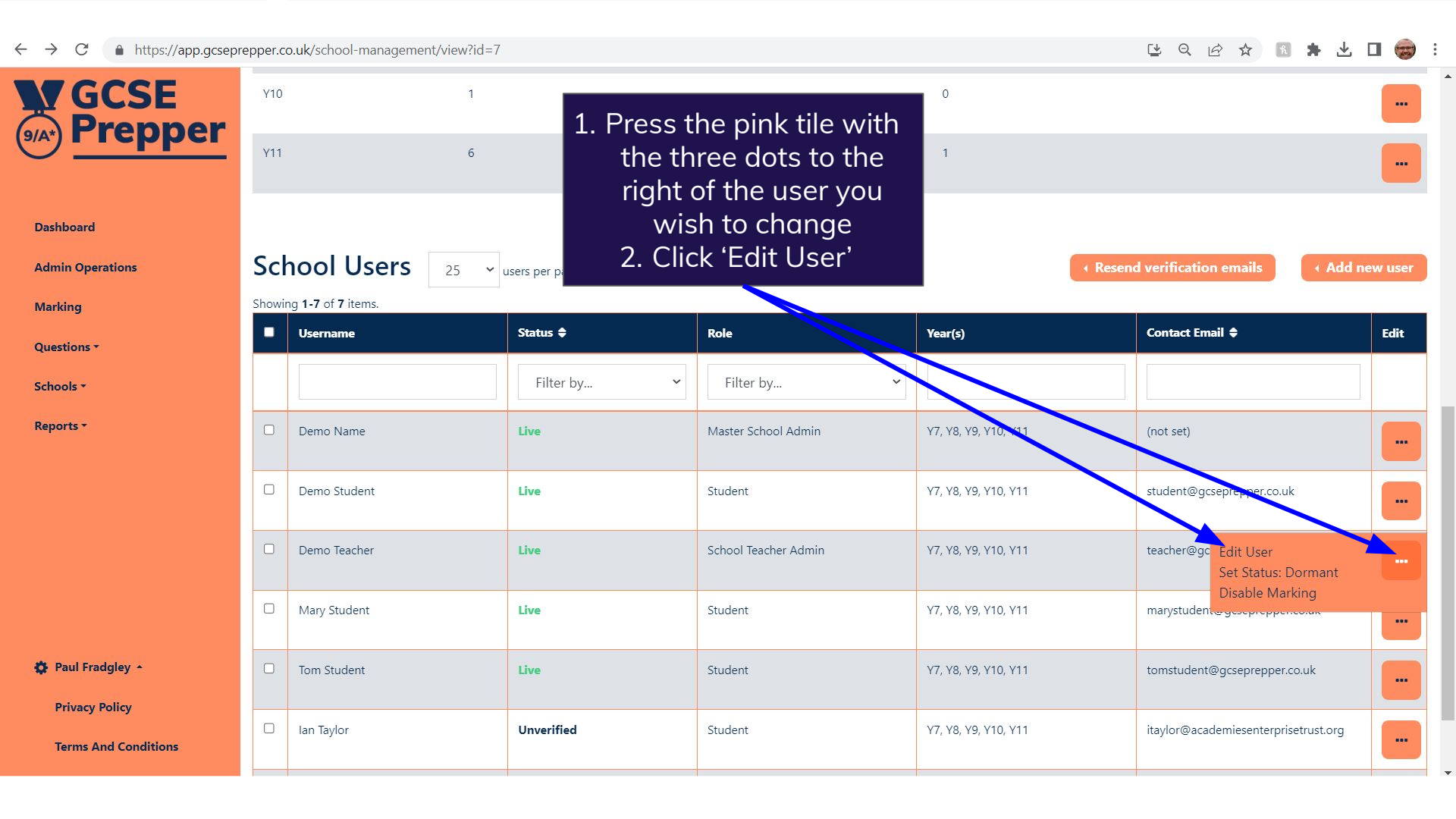
School Users

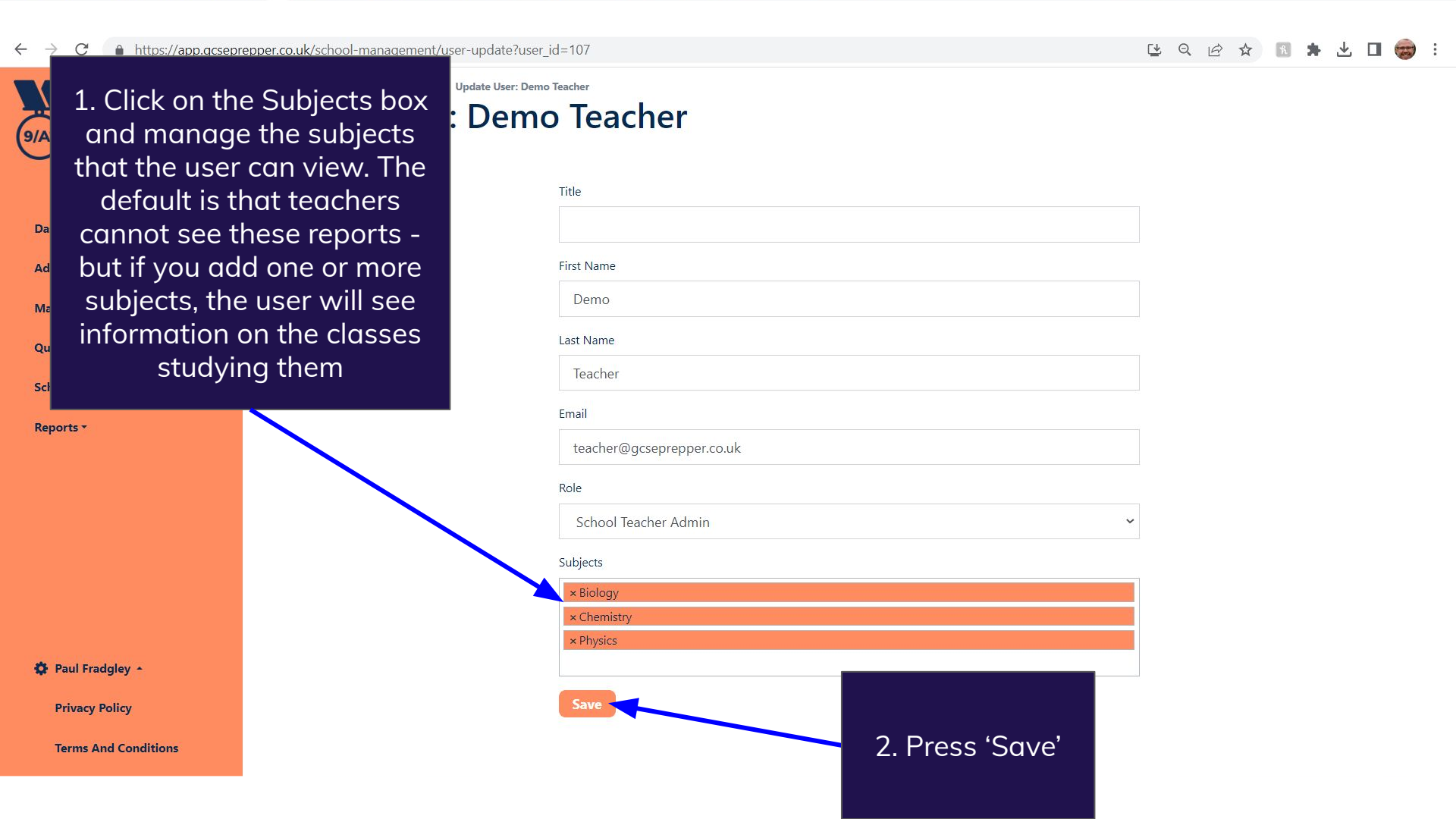
25 users per page

Resend verification emails | Add new user

Showing **1-7** of **7** items.

	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@gcseprepper.co.uk	...
☐	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	...
☐	Tom Student	Live	Student	Y7, Y8, Y9, Y10, Y11	tomstudent@gcseprepper.co.uk	...
☐						...


https://app.gcseprepper.co.uk/school-management/view?id=7
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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'
School Users
25
users per p
Resend verification emails
Add new user
Showing 1-7 of 7 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@gcseprepper.co.uk
Demo Teacher Live School Teacher Admin Y7, Y8, Y9, Y10, Y11
Edit User
Set Status: Dormant
Disable Marking
Mary Student Live Student Y7, Y8, Y9, Y10, Y11
Tom Student Live Student Y7, Y8, Y9, Y10, Y11 tomstudent@gcseprepper.co.uk
Ian Taylor Unverified Student Y7, Y8, Y9, Y10, Y11 itaylor@academiesenterprisetrust.org


https://app.gcseprepper.co.uk/school-management/user-update?user_id=107
1. Click on the Subjects box and manage the subjects that the user can view. The default is that teachers cannot see these reports - but if you add one or more subjects, the user will see information on the classes studying them
Update User: Demo Teacher
: Demo Teacher
Title
First Name
Demo
Last Name
Teacher
Email
teacher@gcseprepper.co.uk
Role
School Teacher Admin
Subjects
× Biology
× Chemistry
× Physics
Save
2. Press 'Save'
Reports
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Privacy Policy
Terms And Conditions