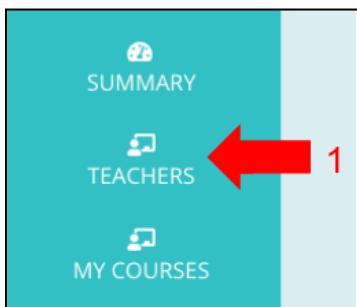


Account Admins have the following capabilities:

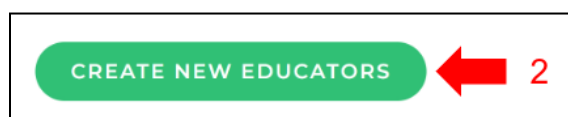
- [Creating New Educator Accounts](#)
- [Editing Educator Accounts](#)
- [Archiving Educator Accounts](#)

### Creating New Educator Accounts

1. Click the “Teachers” tab



2. Click “Create New Educators”



3. Fill in the required information

*Note: To add more rows of educators, adjust the number in the box next to “Number of educators:”*

4. Once all of the new educators have been added, click “Save Changes and Exit”

**Create New Educators**

School:

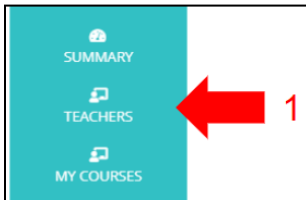
Number of educators:  Adjust number of new educators

First Name  Last Name  Email

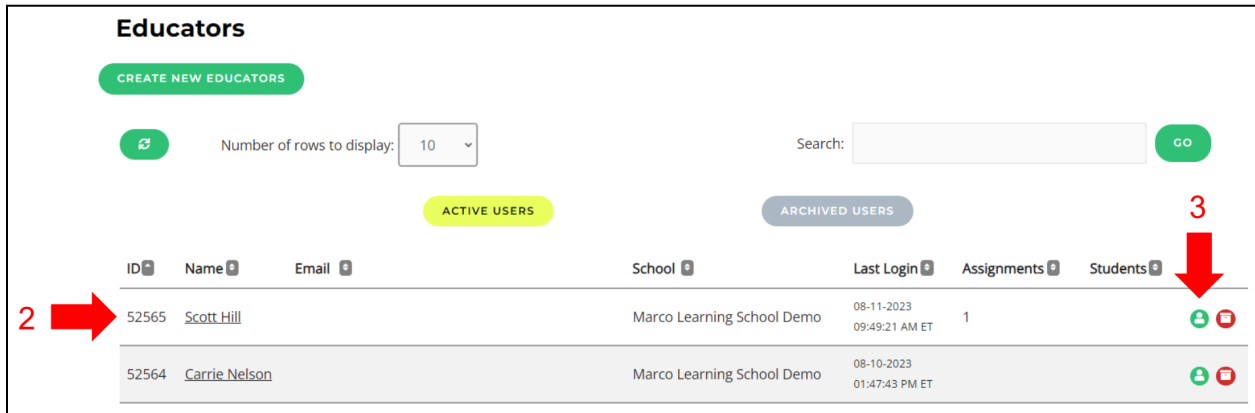
4

## Editing Educator Accounts





1. Click the "Teachers" tab



2. Locate the educator account you want to edit
3. Click the "View Profile" button



The 'Educators' page features a header with 'CREATE NEW EDUCATORS' and a search bar. Below are tabs for 'ACTIVE USERS' and 'ARCHIVED USERS'. A table lists educator accounts with columns for ID, Name, Email, School, Last Login, Assignments, and Students. A red arrow labeled '2' points to the first row (ID 52565, Name Scott Hill), and another red arrow labeled '3' points to the 'View Profile' button in the 'Students' column of that row.

ID	Name	Email	School	Last Login	Assignments	Students
52565	Scott Hill		Marco Learning School Demo	08-11-2023 09:49:21 AM ET	1	 
52564	Carrie Nelson		Marco Learning School Demo	08-10-2023 01:47:43 PM ET		 

4. Click "Edit"



5. Edit the necessary information
6. Click "Save"



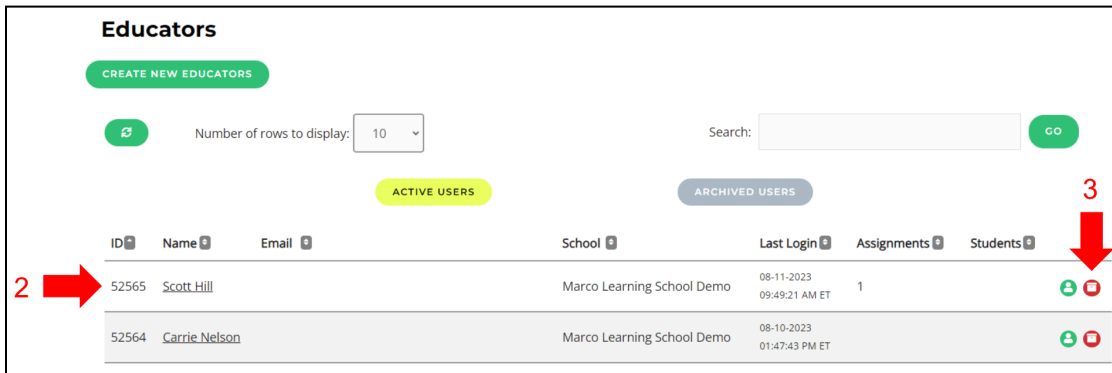
The 'Edit Educator' form contains three input fields: 'First Name' (containing 'Scott'), 'Last Name' (containing 'Hill'), and 'Email' (containing 'email@marcolearning.com'). At the bottom right are 'SAVE' and 'CANCEL' buttons. A red 'X' icon is in the top right corner.

# Archiving Educator Accounts

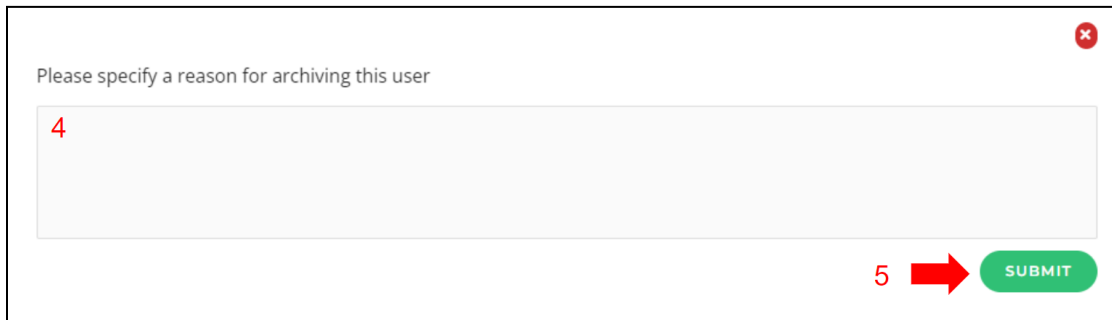
1. Click the "Teachers" tab



2. Locate the educator account you want to archive
3. Click the "Archive" button



4. Fill in the required information
5. Click "Submit"



6. Click "Archive"

