

## Quick Start Administrator

Login with access site code, login and user name provided by Siboney Learning Group.

### I. Working with Teacher Accounts

#### **Create Teacher Accounts**

*Note: Only Administrator access can create Teacher Accounts*

- A. Select Teacher
- B. Enter teacher information in dialog box.
  - 1. All fields are required except middle name.
  - 2. Maximum # of characters: 30 for names, 15 for password.
  - 3. Minimum # of character: 4 for password.
- C. Select Save

#### **Edit Teacher Accounts**

- A. Select desired teacher from Teacher List
- B. Select Edit
- C. Edit Teacher Info
- D. Select Save

#### **Deleting Teacher Accounts**

- A. Select desired teacher from Teacher List
- B. Select Delete Teacher
- C. Select Yes

*Note: Existing classes will not be deleted but can be reassigned*

### II. Working with Classes

#### **Create a Class**

- A. Select Classes button
- B. Select New Class
- C. Enter Class name (30 characters max)
- D. Select Grade
- E. Assign Class to a Teacher (Owner)
- F. Description not required
- D. Select Save

#### **Editing a Class**

- A. Select desired Class from Class List
- B. Select Edit Class
- C. Edit desired information
- D. Select Save

#### **Delete Class**

- A. Select desired Class from Class List
- B. Select Delete Class
- C. Select Yes

*Note: Students will not be deleted only class data*

### **III. Working with Students**

#### **Adding a Student**

- A. Select Students
- B. Select New Student
- C. Enter Student information in dialog box
  - 1. All fields are required except middle name.
  - 2. Maximum # of characters: 30 for names, 15 for password.
  - 3. Minimum # of character: 4 for password.
- D. Select Save
- E. Repeat as needed for additional students

#### **Editing a Student**

- A. Select desired student from Student List
- B. Select Edit Student
- C. Edit Student Info
- D. Select Save

#### **Deleting a Student**

- A. Select desired student from Student List
- B. Select Delete Student
- C. Select Yes

*Note: All student's data will be permanently removed!*