

Adding a Teacher

This document explains how to add a new teacher to your organization.

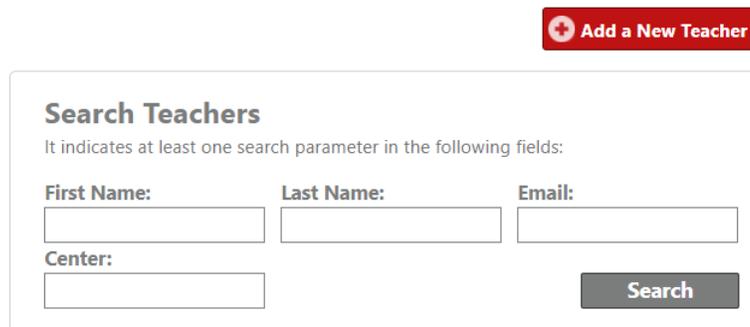
You must be logged in as an administrator to add a teacher.

If you are assigning the Teacher role to a user who is already in the system, use the Find Users feature to locate the user, then click the Center Options icon to open the Center Options window and assign the Teacher role. For more information, please refer to the **Using Find Users** article.

Step 1: Log in to [Jasperactive](#). If necessary, select an administrator role from the Role menu.

Step 2: Select the **Teachers** option in the panel to open the Teachers page.

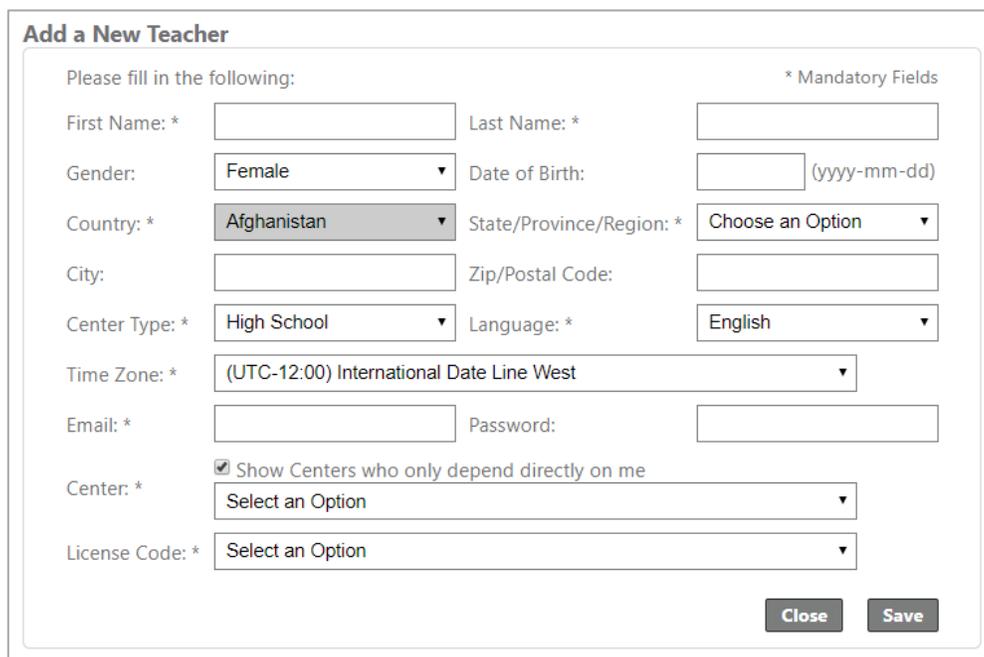
Teachers



The screenshot shows the 'Teachers' page interface. At the top right, there is a red button with a white plus icon and the text 'Add a New Teacher'. Below this is a search box titled 'Search Teachers'. The search box contains the text 'It indicates at least one search parameter in the following fields:'. There are four input fields: 'First Name:', 'Last Name:', 'Email:', and 'Center:'. A 'Search' button is located at the bottom right of the search box.

Use the Edit () icon to manage the users

Step 3: Click the **Add a New Teacher** button. The Add a New Teacher window appears.



The screenshot shows the 'Add a New Teacher' form. The form is titled 'Add a New Teacher' and has a subtitle 'Please fill in the following:'. There is a note '* Mandatory Fields' in the top right corner. The form contains the following fields:

- First Name: * (text input)
- Last Name: * (text input)
- Gender: (dropdown menu, currently set to 'Female')
- Date of Birth: (text input with format '(yyyy-mm-dd)')
- Country: * (dropdown menu, currently set to 'Afghanistan')
- State/Province/Region: * (dropdown menu, currently set to 'Choose an Option')
- City: (text input)
- Zip/Postal Code: (text input)
- Center Type: * (dropdown menu, currently set to 'High School')
- Language: * (dropdown menu, currently set to 'English')
- Time Zone: * (dropdown menu, currently set to '(UTC-12:00) International Date Line West')
- Email: * (text input)
- Password: * (text input)
- Center: * (checkbox 'Show Centers who only depend directly on me' is checked, followed by a dropdown menu set to 'Select an Option')
- License Code: * (dropdown menu set to 'Select an Option')

At the bottom right of the form, there are two buttons: 'Close' and 'Save'.

Step 4: Complete the form as directed.

If you do not see the desired Center, clear the **Show Centers who only depend directly on me** check box to deselect this option.

Be sure to select the appropriate Center before selecting the **License Code** option. The License Code options will not appear here until you specify a center.

License Code: * Select an Option ▼

Select an Option

Order: 26 Center License Duration: 2017-09-10 to 2018-09-11

Step 5: Click **Save**.

A notification bar appears and the search results table displays, indicating the teacher was successfully added.



Teachers

[+ Add a New Teacher](#)

Search Teachers

Please indicate at least one search parameter in the following fields:

First Name: Last Name: Email:

Center:

Use the Edit (✎) icon to manage user roles and personal data.

Name	Email	Registration Date	Last Login Date	Country	State/Province/Region	Center	Options
Locklear, Nicole	nlocklear@ta.com	2017-09-21 08:44		United States	Washington	TA - Seattle	 

- Click the **Edit** icon (✎) to modify the personal data.
- Click the **Center Options** icon (🗄️) to view or modify the teacher role.

Center Options

User Information

User Name: Locklear Nicole
Email: nlocklear@ta.com

Current User Roles		
Partner Type	Partner	Role
Center	Center 2	Teacher

Options

Choose one of the following options:

- Convert to Teacher
- Add as a Teacher to a Center
- Move the Teacher to another Center
- Remove the Teacher from a Center
- Remove Teacher role and convert to Student

Assign the teacher to a new center, and maintain previous roles and associations.

Show only Centers who depend directly on me

New Center: *

License Code: *

What's Next?

After you have added a teacher to your center, the teacher is able to log in to Jasperactive as a Teacher. Using the Teacher Panel, a teacher is able to:

- create and manage groups.
- view and edit student information.
- reset passwords and Benchmark assessments.
- modify the available course list.
- modify rubric percentage and time limits for individual students and groups.
- create custom quizzes and exercises.
- track student progress.
- download Teacher Resources.
- download and install the Jasperactive application.

For more information about using the Teacher Panel, please refer to our Using the Teacher Panel series in the Jasperactive Support How-To Guides page at <http://support.jasperactive.com/howtoguides/>.

For more information about modifying a teacher role, please refer to the ***Moving a Teacher to Another Center*** and ***Removing a Teacher from a Center*** articles.

If you need further assistance, contact Jasperactive Support (<http://support.jasperactive.com/>) or call them at (800) 668-1669.