



Admin Hub Guide

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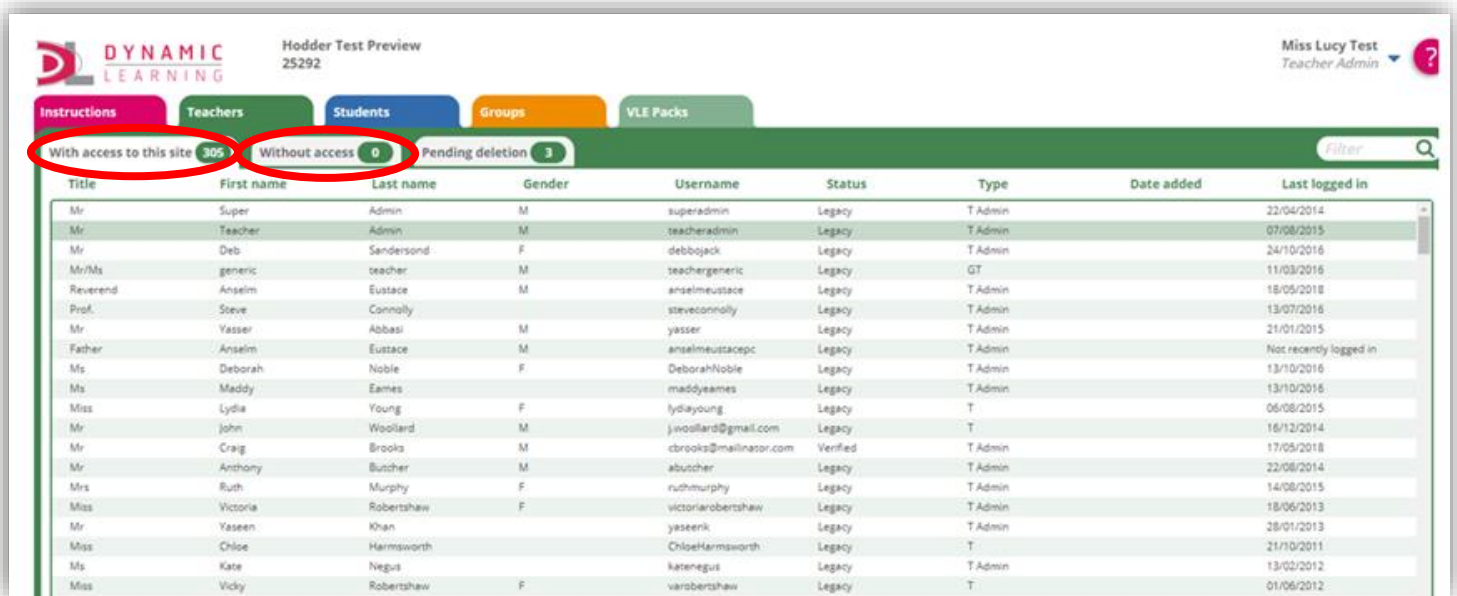
About the teacher list

There are 3 roles on Admin Hub:

- Access Co-ordinator
- Teacher Admins
- Teachers

All teachers have unlimited access to the same content for the duration of their school's subscription or trial. The list of teachers can be sorted in ASC/DESC order on any column, and you can also use the filter pane to narrow the results.

Teachers (T) and Teacher Admins (T Admin) are grouped into those *with* and those *without* access to *Assessment Bank*, on separate tabs.



Title	First name	Last name	Gender	Username	Status	Type	Date added	Last logged in
Mr	Super	Admin	M	superadmin	Legacy	T Admin		22/04/2014
Mr	Teacher	Admin	M	teacheradmin	Legacy	T Admin		07/08/2015
Mr	Deb	Sandersond	F	debbojack	Legacy	T Admin		24/10/2016
Mr/Ms	generic	teacher	M	teachergeneric	Legacy	GT		11/03/2016
Reverend	Anselm	Eustace	M	anselmoustace	Legacy	T Admin		18/05/2018
Prof.	Steve	Connolly		steveconnolly	Legacy	T Admin		13/07/2016
Mr	Yasser	Abbasi	M	yasser	Legacy	T Admin		21/01/2015
Father	Anselm	Eustace	M	anselmoustacepc	Legacy	T Admin		Not recently logged in
Ms	Deborah	Noble	F	DeborahNoble	Legacy	T Admin		13/10/2016
Ms	Maddy	Eames		maddyames	Legacy	T Admin		13/10/2016
Miss	Lydia	Young	F	lydiayoung	Legacy	T		06/08/2015
Mr	John	Woolard	M	jwoillard@gmail.com	Legacy	T		16/12/2014
Mr	Craig	Brooks	M	cbrooks@mailinator.com	Verified	T Admin		17/05/2018
Mr	Anthony	Butcher	M	abutcher	Legacy	T Admin		22/08/2014
Mrs	Ruth	Murphy	F	ruthmurphy	Legacy	T Admin		14/08/2015
Miss	Victoria	Robertshaw	F	victoriarobertshaw	Legacy	T Admin		18/06/2013
Mr	Yaseen	Khan		yaseenk	Legacy	T Admin		28/01/2013
Miss	Chloe	Harmsworth		ChloeHarmsworth	Legacy	T		21/10/2011
Ms	Kate	Negus		katenegus	Legacy	T Admin		13/02/2012
Miss	Vicky	Robertshaw	F	varobertshaw	Legacy	T		01/06/2012

Adding a teacher to Assessment Bank

To add a teacher account, first of all, make sure you are in the green Teachers tab of the Admin Hub:

Hodder Test Preview 25292

Miss Lucy Test Teacher Admin

Instructions Teachers Students Groups VLE Packs

With access to this site 305 Without access 0 Pending deletion 3

Title	First name	Last name	Gender	Username	Status	Type	Date added	Last logged in
Mr	Super	Admin	M	superadmin	Legacy	T Admin	22/04/2014	
Mr	Teacher	Admin	M	teacheradmin	Legacy	T Admin	07/08/2015	
Mr	Deb	Sandersond	F	debbojack	Legacy	T Admin	24/10/2016	
Mr/Ms	generic	teacher	M	teachergeneric	Legacy	GT	11/03/2016	
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Prof.	Steve	Connolly		steveconnolly	Legacy	T Admin	13/07/2016	
Mr	Yasser	Abbasi	M	yasser	Legacy	T Admin	21/01/2015	
Father	Anselm	Eustace	M	anselmeustacepc	Legacy	T Admin		Not recently logged in
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Ms	Maddy	Eames		maddyames	Legacy	T Admin	13/10/2016	
Miss	Lydia	Young	F	lydiayoung	Legacy	T	06/08/2015	
Mr	John	Woolard	M	jwoolard@gmail.com	Legacy	T	16/12/2014	
Mr	Craig	Brooks	M	cbrooks@mailinator.com	Verified	T Admin	17/05/2018	
Mr	Anthony	Butcher	M	abutcher	Legacy	T Admin	22/08/2014	
Mrs	Ruth	Murphy	F	ruthmurphy	Legacy	T Admin	14/08/2015	
Miss	Victoria	Robertshaw	F	victoriarobertshaw	Legacy	T Admin	18/06/2013	
Mr	Yaseen	Khan		yaseenk	Legacy	T Admin	28/01/2013	
Miss	Chloe	Harmsworth		ChloeHarmsworth	Legacy	T	21/10/2011	
Ms	Kate	Negus		katenegus	Legacy	T Admin	13/02/2012	
Miss	Vicky	Robertshaw	F	varobertshaw	Legacy	T	01/06/2012	
Miss	eve	jackson		eveeve	Legacy	T Admin	09/12/2014	
Mr	sim	teacher		neiveteach	Legacy	T Admin	26/06/2015	
Mr	Kashif	Musa	M	kashifm	Legacy	T Admin	01/06/2015	

Revoke access Use your keyboard to select multiple teachers

View teacher Add teacher

Next, click on the 'add teacher button' in the bottom right of the screen:

Hodder Test Preview 25292

Miss Lucy Test Teacher Admin

Instructions Teachers Students Groups VLE Packs

With access to this site 305 Without access 0 Pending deletion 3

Title	First name	Last name	Gender	Username	Status	Type	Date added	Last logged in
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Prof.	Steve	Connolly		steveconnolly	Legacy	T Admin	13/07/2016	
Mr	Yasser	Abbasi	M	yasser	Legacy	T Admin	21/01/2015	
Father	Anselm	Eustace	M	anselmeustacepc	Legacy	T Admin		Not recently logged in
Ms	Deborah	Noble	F	DeborahNoble	Legacy	T Admin	13/10/2016	
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Miss	Lydia	Young	F	lydiayoung	Legacy	T	06/08/2015	
Mr	John	Woolard	M	jwoolard@gmail.com	Legacy	T	16/12/2014	
Mr	Craig	Brooks	M	cbrooks@mailinator.com	Verified	T Admin	17/05/2018	
Mr	Anthony	Butcher	M	abutcher	Legacy	T Admin	22/08/2014	
Mrs	Ruth	Murphy	F	ruthmurphy	Legacy	T Admin	14/08/2015	
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Miss	eve	jackson		eveeve	Legacy	T Admin	09/12/2014	
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Mr	Kashif	Musa	M	kashifm	Legacy	T Admin	01/06/2015	

Revoke access Use your keyboard to select multiple teachers

View teacher Add teacher

You'll next be asked to fill in the details of the teacher you'd like to add:

Add teacher

Role: Teacher Admin

Title: Mrs

First name: * Mireille

Last name: *

Email: *

Gender: Male Female

Department: Select department

* Required

Cancel Save

Once you have completed the required fields an email will be sent to the teacher asking them to confirm their account and set up a password. Once they have done this, they're all set!

How to edit an existing teacher in the Admin Hub

You'll need to make sure you have the right permission to edit a teacher's details. An Access Co-ordinator may edit a Teacher or Teacher Admin record; a Teacher Admin may edit a Teacher record.

First of all, make sure you are in the green Teachers tab of the Admin Hub

The screenshot shows the Admin Hub interface with the 'Teachers' tab selected. A red circle highlights the 'Teachers' tab in the navigation bar. Below the navigation bar, there are filters for 'With access to this site' (305), 'Without access' (0), and 'Pending deletion' (3). A table lists teachers with columns for Title, First name, Last name, Gender, Username, Status, Type, Date added, and Last logged in. At the bottom right, there are buttons for 'View teacher' and 'Add teacher'.

Title	First name	Last name	Gender	Username	Status	Type	Date added	Last logged in
Mr	Super	Admin	M	superadmin	Legacy	T Admin	22/04/2014	
Mr	Teacher	Admin	M	teacheradmin	Legacy	T Admin	07/08/2015	
Mr	Deb	Sandersond	F	debbojack	Legacy	T Admin	24/10/2016	
Mr/Ms	generic	teacher	M	teachergeneric	Legacy	GT	11/03/2016	
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Miss	Lydia	Young	F	lydiayoung	Legacy	T	06/08/2015	
Mr	John	Woollard	M	jwoollard@gmail.com	Legacy	T	16/12/2014	
Mr	Craig	Brooks	M	cbrooks@mailinator.com	Verified	T Admin	17/05/2018	
Mr	Anthony	Butcher	M	abutcher	Legacy	T Admin	22/08/2014	
Mrs	Ruth	Murphy	F	ruthmurphy	Legacy	T Admin	14/08/2015	
Miss	Victoria	Robertshaw	F	victoriarobertshaw	Legacy	T Admin	18/06/2013	
Mr	Yaseen	Khan		yaseenk	Legacy	T Admin	28/01/2013	
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Ms	Kate	Negus		katenegus	Legacy	T Admin	13/02/2012	
Miss	Vicky	Robertshaw	F	varobertshaw	Legacy	T	01/06/2012	
Miss	eve	Jackson		eveeve	Legacy	T Admin	09/12/2014	
Mr	sim	teacher		newteach	Legacy	T Admin	26/06/2015	
Mr	Kashif	Munir	M	kashifm	Legacy	T Admin	01/06/2017	

Select the row you want and click View teacher.

The screenshot shows the Admin Hub interface with the 'Teachers' tab selected. A red circle highlights the 'View teacher' button at the bottom right of the table. The table content is identical to the previous screenshot.

You can then edit the teacher record.

Edit teacher

Role: Teacher Admin

Title: Reverend

First name: * Anselm

Last name: * Eustace

Email: * anselmeustace

Gender: Male Female

Department: Select department

* Required

OK

If your edits include a change to the email address for that account, an email will be sent to the new address and the change won't be made until the user clicks on the generated link within that email to verify the change.

Once you have finished editing the teacher account, click save to ensure your changes are updated.

If you have any difficulties getting your school set up on Admin Hub, send an email to onlinesupport@risingstars-uk.com.