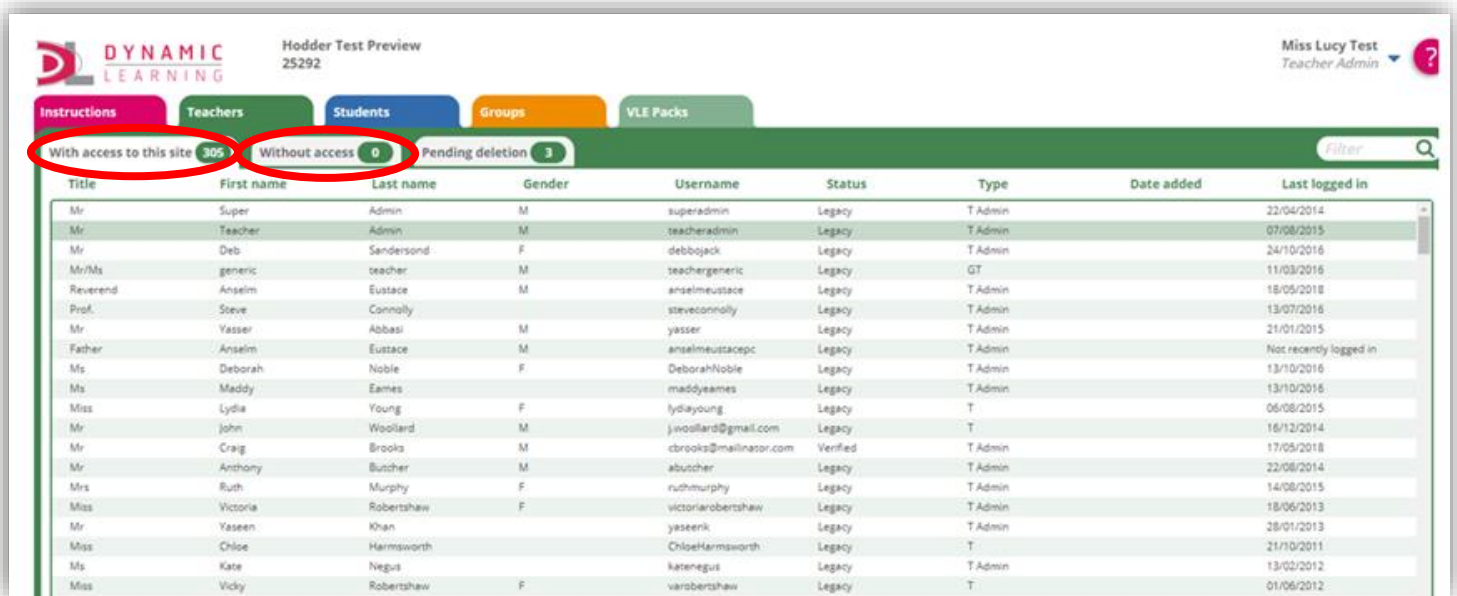# Admin Hub Guide

Contents

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.

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:

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

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

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

Select the row you want and click View teacher.

June 2018

You can then edit the teacher record.

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.

June 2018