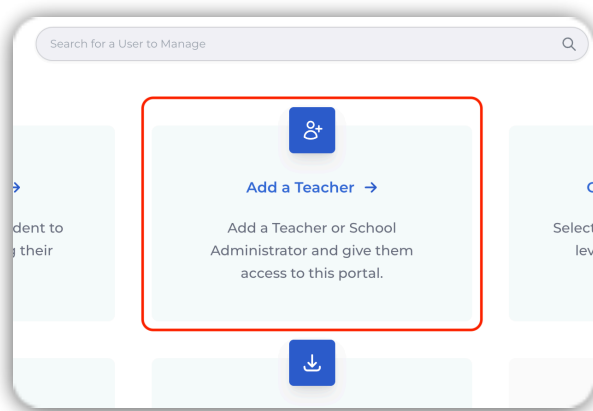
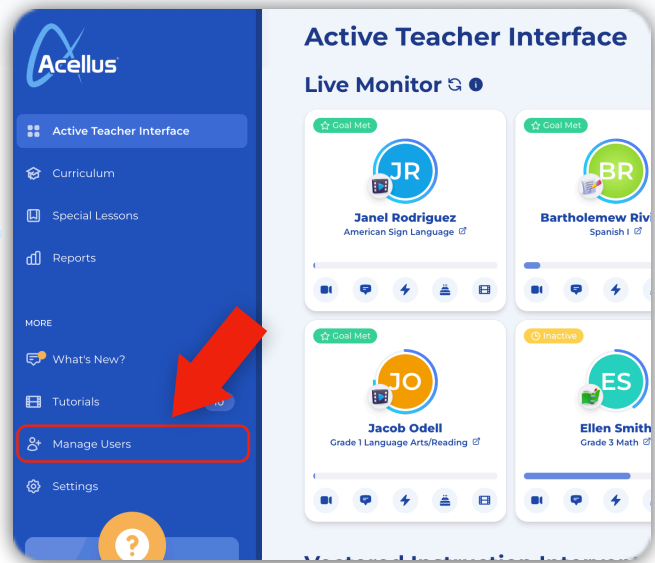


ACELLUS TUTORIAL

Adding a Teacher

School Administrators can easily add teachers to Acellus. This tutorial will cover the necessary profile information to create a teacher account, set their admin level, and manage their course access.

Start by clicking the **'Manage Users'** button on the lower-left side of your interface.



Then you'll select **'Add a Teacher'**.

Note: Only School Administrators can add teachers.

The four required fields to add a teacher are: **First Name, Last Name, Email Address, and Admin Level.**

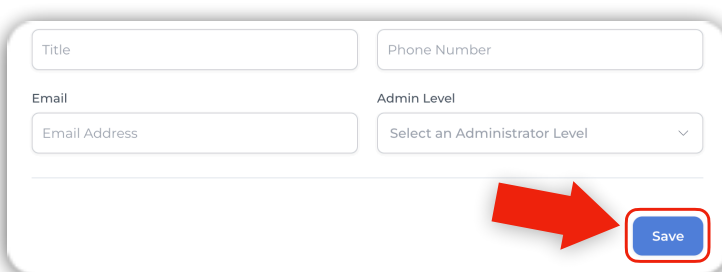
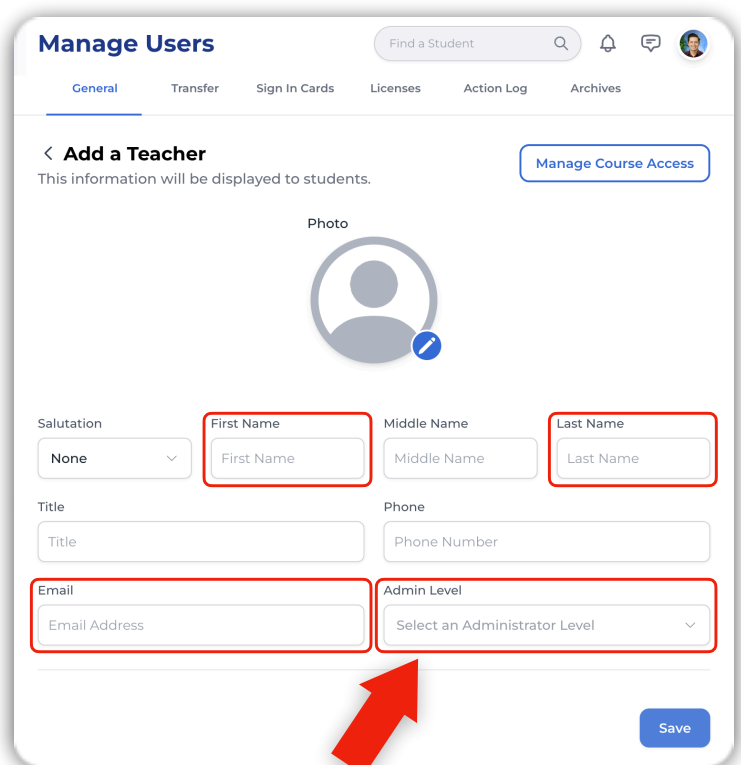
Admin Levels

Teacher: Access to all teaching features such as reposition and goal adjusting, but no enrollment functions.

Administrative Teacher: Access to teaching features as well as the ability to add or remove students from courses.

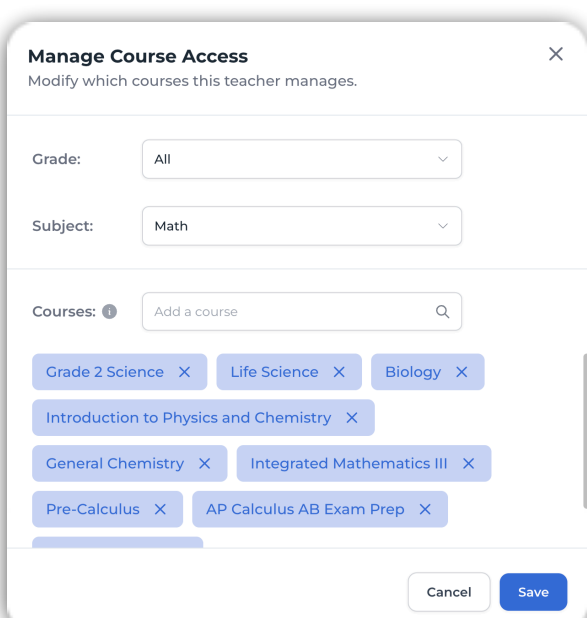
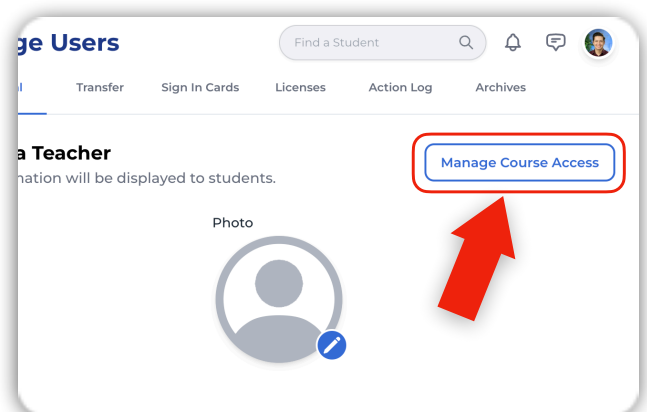
School Administrator: Access to managing teacher privileges, SIS Sync, and school wide Reports.

Executive: Access to district wide reports and Success Zone features.



After clicking 'Save', the teacher will automatically be sent an email with instructions on how to sign in for the first time with Acellus.

By default, teachers are able to monitor all active students' working through the Live Monitor. The **'Manage Course Access'** button, allows you to assign specific courses to teachers.



Managing the courses for teachers can be narrowed down by **"Grade Level"**, which **"Subjects"**, and finally the specific **"Courses"** to limit the teachers to. Teachers can be assigned multiple courses.

Note: If Manage Course Access is set up, the teacher will ONLY see students in the Live Monitor who are working in the courses that they have been given access to.