

The Admin Home Page

From the admin home page you will be able to begin the process of creating a student account in i-Pathways. This handout will explain how to complete this process.

Instructions: Use the search below to refine your list of students within the program on the right. On the right you can create a new student account, edit or view an existing student's profile and manage the student's teachers.

STUDENT SEARCH

Name or Email

Status

Active

Archived

Module

Basic Math

Basic Writing

Consumer Education

Language Arts

Math

Science

Social Studies

Enrollment Date

to

TRANSFER STUDENT TO NEW TEACHER REQUEST

TRANSFER STUDENT TO NEW PROGRAM REQUEST

SEARCH RESULTS [Create New Student](#)

Student	Status	Manage Teachers
101614_Student student.101614@student.com	Active	ADD/EDIT TEACHERS VIEW PORTFOLIO
111_Student student.111@student.com	Active	ADD/EDIT TEACHERS VIEW PORTFOLIO
11102014_Student johnny.appleseed@student.com	Active	ADD/EDIT TEACHERS VIEW PORTFOLIO
13_Student student.13@student.com	Archived	ACTIVATE USER STUDENT SNAPSHOT
134_Student student.134@student.com	Active	ADD/EDIT TEACHERS VIEW PORTFOLIO
14_Student student.14@student.com	Archived	ACTIVATE USER STUDENT SNAPSHOT

From the home page, click on the "Create New Student" link toward the top of the page.

The Create New Student Page

The “Create New Student” page will list all of the teachers you currently have in your program.

The screenshot shows the 'Create New Student' page with a navigation bar at the top containing 'HOME', 'MANAGE TEACHER', 'RESOURCES', 'REPORTS', and 'PROFILE'. Below the navigation bar is the 'Create New Student' heading. A block of instructions follows: 'Instructions: Please fill out the student information below, and assign the student's teachers before clicking the submit button to create a new student account. Use the search field on the right to search a teacher by name or email, and click "Add" to assign them to the student. The assigned teacher(s) will appear on the left once they are added.' The form contains several input fields: 'First Name' (Student), 'Last Name' (401), 'Date of Birth', 'Student ID', 'Phone Number' (555-555-5555), 'E-mail' (student.401@student.com), 'Street Address' (123 Main St.), 'City' (Macomb), 'State' (Illinois), 'Zip-Code' (61455), 'Twitter Account', and 'Facebook Account'. To the right of these fields is a search section with 'Search For' (one) and 'Teacher:' (One, Teacher) and an 'ADD' button. Below the search section is a 'Teacher(s):' section with 'One, Teacher' and a 'REMOVE' button. At the bottom left is a 'SUBMIT' button. Numbered callouts 1 through 12 point to various elements: 1. First Name field, 2. Last Name field, 3. Phone Number field, 4. E-mail field, 5. Street Address field, 6. City field, 7. State dropdown, 8. Zip-Code field, 9. Search For field, 10. ADD button, 11. REMOVE button, 12. SUBMIT button.

1. Input the student's first name
2. Input the student's last name
3. Input the student's phone number (this could be your program's number or the teacher's personal number)
4. Input the student's email address (This must be a valid email address as the system will send an activation link to the student using this email address.)
5. Input street address (This can be your program's address)
6. Input city (This can be your program's address)
7. Input state (This can be your program's address)
8. Input zip code (This can be your program's address)
9. Search for the teacher you wish to assign this student.
10. Once the teacher appears below the search field, click on the “Add” button.
11. The teacher's name will appear under the Teacher(s) heading below the student information. You can add more than one teacher to the student.
12. Click on the “Submit” button when you are finished. (By clicking on the submit button the system will send an email to the student based on the email address you provided in step 4. The student will receive this email and click on a link to activate their account. A sample email is provided on the next page.)

Create a Student Account (Continued)

Below is a sample email that is sent to the student when you create their account.

```
Congratulations Student,  
Welcome to the i-Pathways.  
Here is your Login ID you will use to access the system: student.101@student.com  
To access the i-Pathways system with your new account, please single click on the link below or copy and paste the link into you browser address bar. It is important when clicking on the link that you only click one time.  
https://demo.pilot.i-pathways.org/ProcessPasswordResetToken?id=4823150116756643390 ←  
Sincerely,  
i-Pathways  
Email:  
Phone: (866) 250-5494  
Original Recipients:  
student.101@student.com
```

The link shown above is where the student will need to click in order to activate their account.

Managing a Student's Profile

To manage a student's profile, find the student you wish to edit and click on their name.

The screenshot shows the i-Pathways Program Center interface. At the top, there is a navigation bar with the i-Pathways logo and the text "Learning Pathways in Adult Education". To the right, the text "PROGRAM CENTER" is displayed in large, bold, white letters. Below the navigation bar, there are several tabs: HOME, MANAGE TEACHER, RESOURCES, REPORTS, and PROFILE. The main content area is divided into two sections: "STUDENT SEARCH" and "SEARCH RESULTS".

STUDENT SEARCH

Name or Email

Status

- Active
- Archived

Module

- Basic Math
- Basic Writing
- Consumer Education
- Language Arts
- Math
- Science
- Social Studies

Enrollment Date

to

TRANSFER STUDENT TO NEW TEACHER REQUEST

TRANSFER STUDENT TO NEW PROGRAM REQUEST

SEARCH RESULTS Create New Student

Student	Status	Manage Teachers
401. Student student.401@student.com	Active	ADD/EDIT TEACHERS VIEW PORTFOLIO

A black arrow points from the search results table to the "401. Student" link.

This will take you to the student profile page.

Managing a Student's Profile

On this page you will be able to edit student information.

Manage User Profile

[Return to Search Results](#)

401, Student

1. [Reset Password](#) | 2. [Request New Email](#) | 3. [Message User](#)

First Name: 4.

Last Name:

Date of Birth:

Student ID:

Phone Number: 5.

E-mail:

Street Address:

City:

State:

Zip-Code:

Twitter Account:

Facebook Account:

SUBMIT 6.

Additional Options

Instructions: Below is the current status of this account. Select one of the other status buttons if you wish to change the status of this account.

Current Status: Active 7.

ARCHIVE USER

1. You can click on the “Reset Password” link to send the student a password reset link via their email.
2. You can change a student’s email address by clicking on “Request New Email” link. This will send an activation link to the new email address you input for the student.
3. The “Message User” link will allow you to send an i-Pathways message to the teacher.
4. You are able to update the student’s first name and last name.
5. You are able to update the student’s phone number and address in this section.
6. If you make any changes to the profile page click on the “Submit” button to save changes.
7. If there is ever a need to inactivate or reactivate a student’s account you can choose the status here.

Managing a Student's Teacher or Teachers

You are able to edit which teacher or teachers are assigned to a student. From the home page once you have found the student you are searching for click on the button "Add/Edit Teachers."

The screenshot shows the i-Pathways Program Center interface. At the top left is the i-Pathways logo with the tagline "Learning Pathways in Adult Education". To the right, the text "PROGRAM CENTER" is displayed in large white letters on a dark blue background. Below this is a navigation bar with buttons for HOME, MANAGE TEACHER, RESOURCES, REPORTS, and PROFILE. The main content area has a light blue background and contains the following elements:

- Instructions:** "Use the search below to refine your list of students within the program on the right. On the right you can create a new student account, edit or view an existing student's profile and manage the student's teachers."
- STUDENT SEARCH:** A search bar with "401" entered. Below it are checkboxes for Status (Active, Archived) and Module (Basic Math, Basic Writing, Consumer Education, Language Arts, Math, Science, Social Studies). An Enrollment Date range is also present.
- SEARCH RESULTS:** A table with columns for Student, Status, and Manage Teachers. A single student is listed: "401. Student" with email "student.401@student.com". An arrow points from the Status column to the Manage Teachers column, which contains two buttons: "ADD/EDIT TEACHERS" and "VIEW PORTFOLIO".
- Buttons:** Two large orange buttons at the bottom: "TRANSFER STUDENT TO NEW TEACHER REQUEST" and "TRANSFER STUDENT TO NEW PROGRAM REQUEST".

By clicking on this button it will take you to the "Manage Teacher for Student" page.

Managing a Student's Teacher or Teachers

On the left hand side of the page are all the teachers you have enrolled in your program. To add a teacher to a student's account, click on the "Add Teacher" button to the right of the teacher's name. The right hand side of the page will have the teachers currently assigned to the student you are editing. To remove a teacher from the student's account click on the "Remove" button on the right hand side of the page next to the teacher's name.

PROGRAM CENTER

HOME | MANAGE TEACHER | RESOURCES | REPORTS | PROFILE

Manage Teacher for: 401, Student Create New Teacher

Instructions: Search for a teacher below by name or email, and select the Add Teacher button to assign them to the student. Use the list of current teachers on the right if you need to remove a teacher from this student.

Search Teachers:

Teacher Name	Add Teacher
101614, Teacher	ADD TEACHER
13, Teacher	ADD TEACHER
14, Teacher	ADD TEACHER
15, Teacher	ADD TEACHER

Current Teachers

Teacher Name	Remove Teacher
One, Teacher	REMOVE

If there is ever a need to inactivate or reactivate a student's account you can choose the status here.

If you need any assistance navigating i-Pathways please contact the Help Desk

Telephone: 866-250-5494

Email: support@i-Pathways.org