

### The Admin Home Page

From the admin home page you will be able to access the tools needed to manage a teacher account in i-Pathways. This handout will explain how to complete this process.

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 a black arrow pointing to "MANAGE TEACHER", and other options: "RESOURCES", "REPORTS", and "PROFILE".

Below the navigation bar, there are instructions: "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."

The interface is divided into two main sections: "STUDENT SEARCH" on the left and "SEARCH RESULTS" on the right. The "STUDENT SEARCH" section includes a search box for "Name or Email", a "Status" filter with options for "Active" and "Archived", a "Module" filter with options for "Basic Math", "Basic Writing", "Consumer Education", "Language Arts", "Math", "Science", and "Social Studies", and an "Enrollment Date" range selector. Below these filters are two orange buttons: "TRANSFER STUDENT TO NEW TEACHER REQUEST" and "TRANSFER STUDENT TO NEW PROGRAM REQUEST".

The "SEARCH RESULTS" section features a "Create New Student" link and a table with the following columns: "Student", "Status", and "Manage Teachers". The table lists several students with their IDs, email addresses, and status (Active or Archived). For each student, there are buttons for "ADD/EDIT TEACHERS" and "VIEW PORTFOLIO". Archived students also have buttons for "ACTIVATE USER" and "STUDENT SNAPSHOT".

Student	Status	Manage Teachers
<a href="#">101614_Student</a> student.101614@student.com	Active	<a href="#">ADD/EDIT TEACHERS</a> <a href="#">VIEW PORTFOLIO</a>
<a href="#">111_Student</a> student.111@student.com	Active	<a href="#">ADD/EDIT TEACHERS</a> <a href="#">VIEW PORTFOLIO</a>
<a href="#">11102014_Student</a> johnny.appleseed@student.com	Active	<a href="#">ADD/EDIT TEACHERS</a> <a href="#">VIEW PORTFOLIO</a>
13_Student student.13@student.com	Archived	<a href="#">ACTIVATE USER</a> <a href="#">STUDENT SNAPSHOT</a>
<a href="#">134_Student</a> student.134@student.com	Active	<a href="#">ADD/EDIT TEACHERS</a> <a href="#">VIEW PORTFOLIO</a>
14_Student student.14@student.com	Archived	<a href="#">ACTIVATE USER</a> <a href="#">STUDENT SNAPSHOT</a>
<a href="#">15_Student</a> student.15@student.com	Active	<a href="#">ADD/EDIT TEACHERS</a> <a href="#">VIEW PORTFOLIO</a>

From the home page, click on the "Manage Teacher" link toward the top of the page.

### The Manage Teacher Page

The “Manage Teacher” page will list all of the teachers you currently have in your program. To view a teacher’s profile, click on the name of the teacher.

**i-Pathways**  
Learning Pathways in Adult Education

# PROGRAM CENTER

HOME | MANAGE TEACHER | RESOURCES | REPORTS | PROFILE

### TEACHER SEARCH

**Instructions:** A full listing of teachers in your program are listed to the right. Use the search field below to look for a specific teacher by their name or email. If you are wanting to use a teacher outside of your program, click on the “Request Non-Program Teacher” button below the search.

Teacher Name or Email:

Status  
 Active  
 Archived

**REQUEST NON-PROGRAM TEACHER**

### SEARCH RESULTS

Create New Teacher

Teacher Name	Options
<a href="#">401 Teacher</a>	<b>MANAGE MODULES</b> <b>MANAGE STUDENTS</b>

### Manage User Profile Page

On the “Create Teacher Account” page there are multiple fields that will need to be completed.

**Manage User Profile**

[Return to Search Results](#)

401, Teacher

1. [Reset Password](#) | 2. [Request New Email](#) | 3. [Update Roles](#) | 4. [Message User](#)

First Name:

Last Name:

Date of Birth:

Student ID:

Phone Number:

E-mail:

Street Address:

City:

State:

Zip-Code:

Twitter Account:

Facebook Account:

5. }

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.

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

### Adding Admin Role to Teacher Account

You are able to add admin privileges to a teacher's account. Adding the admin role to a teacher's account will enable the teacher to create student accounts for themselves. From the teacher's profile page click on the link "Update Roles."

**Manage User Profile**

[Return to Search Results](#)

401, Teacher Reset Password | Request New Password | **Update Roles** | Message User

First Name:

Last Name:

Date of Birth:

Student ID:

Phone Number:

E-mail:

Street Address:

City:

State:

Zip-Code:

Twitter Account:

Facebook Account:

**SUBMIT**

**Update Roles** [X]

Update User Roles

Teacher

Program Administrator

**SUBMIT**

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

**ARCHIVE USER**

Make sure the check box next to the term "Program Administrator" is selected. Click on the "Submit" button when finished. This action will allow the teacher to have admin access to your program.

### Managing a Teacher's Modules

This section will show you how to add or remove a module from a teacher's account. From the "Manage Teachers" page find the teacher account you wish to edit and then click on the button "Manage Modules."

The screenshot shows the i-Pathways Program Center interface. At the top, there is a blue header with the i-Pathways logo and the text "Learning Pathways in Adult Education". To the right of the logo, the words "PROGRAM CENTER" are displayed in large, white, bold letters. Below the header is a yellow navigation bar with the following menu items: HOME, MANAGE TEACHER, RESOURCES, REPORTS, and PROFILE.

The main content area is divided into two columns. The left column is titled "TEACHER SEARCH" and contains the following text: "Instructions: A full listing of teachers in your program are listed to the right. Use the search field below to look for a specific teacher by their name or email. If you are wanting to use a teacher outside of your program, click on the 'Request Non-Program Teacher' button below the search." Below this text is a search input field with the text "Teacher Name or Email: 401" and a "REQUEST NON-PROGRAM TEACHER" button.

The right column is titled "SEARCH RESULTS" and contains a table with the following structure:

Teacher Name	Options
<a href="#">401_Teach</a>	<a href="#">MANAGE MODULES</a> <a href="#">MANAGE STUDENTS</a>

An arrow points from the "401\_Teach" link to the "MANAGE MODULES" button. In the top right corner of the search results section, there is a link that says "Create New Teacher".

This will take you to the "Manage Modules" page.


### Manage Modules Page

On the right hand side of the page under the “Assigned Modules” heading, you will see all the modules the teacher has access to. On the left hand side of the page under the “Modules to Add” heading you will see all the modules available to you that have not been assigned to the teacher.


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 is the "PROGRAM CENTER" header. Below this is a navigation bar with links for HOME, MANAGE TEACHER, RESOURCES, REPORTS, and PROFILE. The main content area is titled "Manage Modules for Teacher: 401, Teacher" and includes a link to "Return to Search Results".

**Instructions:** Here is a list of modules the teacher is already assigned and unassigned modules that are available for the teacher. If you remove a module with students assigned, you will see a message on the screen notifying you which students need to be reassigned a teacher before you can remove the module from the teacher. Go to the Student Search on the home screen and look for those students by module to complete that reassigning task.

**Modules To Add**

Module Name	Assign
Math	 <b>ASSIGN</b>
Social Studies	<b>ASSIGN</b>

**Assigned Modules**

Module Name	Remove
Language Arts	 <b>REMOVE</b>
Science	<b>REMOVE</b>
Consumer Education	<b>REMOVE</b>
Basic Writing	<b>REMOVE</b>
Basic Math	<b>REMOVE</b>

To add a new module to the teacher’s account click on the “Assign” button. To remove a module from a teacher’s account click on the “Remove” button.

### Manage Students Assigned to a Teacher

To manage the students assigned to a teacher, go to the “Manage Teacher” page and find the teacher you wish to edit. Once you find the teacher click on the “Manage Students” button.

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Clicking on the “Manage Students” button will take you to the “Manage Students” page.

### Adding or Removing Students on a Teacher Account

If there is ever a need to add or remove student's from a teacher's account the "Manage Students" page is where you will do it. The students on the left hand side of the page are all the students currently in your program. The right hand side of the page will show all the students the teacher currently has assigned to them.

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Learning Pathways in Adult Education

# PROGRAM CENTER

HOME | MANAGE TEACHER | RESOURCES | REPORTS | PROFILE

**Manage Students For: 401, Teacher**

[Return to Search Results](#) [Create New Student](#)

**Instructions:** Below is a name and email search to locate a student in your program and add them to this teacher's roster. To the right is a list of students currently assigned to this teacher, which you can remove from their roster if needed.

Search Students:

Student Name	Add Student
111, Student	<b>ADD STUDENT</b>
One, Student	<b>ADD STUDENT</b>
one one two, Student	<b>ADD STUDENT</b>
134, Student	<b>ADD STUDENT</b>
15, Student	<b>ADD STUDENT</b>
101614, Student	<b>ADD STUDENT</b>
Smithe, Student	<b>ADD STUDENT</b>

Current Students

Student Name	Remove Student
11102014, Student	<b>REMOVE</b>
401, Student	<b>REMOVE</b>
Two, Student	<b>REMOVE</b>

To add a student to a teacher's account click on the "Add Student" button next to the student's name on the left hand side of the page. To remove a student from a teacher's account click on the "Remove" button across from the name of the student on the right hand side of the page.

If you need any assistance navigating i-Pathways please contact the Help Desk  
Telephone: 866-250-5494  
Email: [support@i-Pathways.org](mailto:support@i-Pathways.org)