

How to create an Educator

Depending on whether an Educator's ESAA username information is accessible, there are two ways in which to create Educators within the Assessment Tool. This document outlines both processes.

1. Log into the Assessment Tool as Organisation Administrator using your ESAA username and password:

2. Click on the 'Educators' tab:

3. Click on 'Create new educator':

4. Complete the 'First Name' field (this field is mandatory):

5. Complete the 'Last Name' field (this field is mandatory).
6. Complete the 'Email Address' field (this field required if the Educators ESAA username is unavailable).

7. Complete the 'External Educator Reference' (if applicable).
8. ESAA Username: **Note that there are two ways to set up Educators individually.**
 - a. If an Educator's ESAA username details are available, enter them into the 'ESAA Username' field to automatically create the link between the Educator profile within the Assessment Tool and the Educator's ESAA profile. (No Educator code will be necessary for login.)
 - b. If unsure of an Educator's ESAA details, leave the 'ESAA Username' field blank, populate the email field and the newly created Educator will be emailed an Educator code to use when logging onto the Assessment Tool for the first time. (This creates the link between the Educator profile within the Assessment Tool and the Educator's ESAA profile.)
9. Tick the 'Restricted Access' box (if required). Click on the 'Save' button to view the Educator set up:

The screenshot shows a web interface titled "Educator" with a "Help | Accessibility" link in the top right. A yellow notification box on the left contains a smiley face icon and the text: "Email Sent! Educator 'Bloggs, Joe' created successfully." Below this, the name "Bloggs, Joe" is displayed. On the right, there is a "Manage Educator Code" section with two links: "Email Educator Code" and "Reset Educator Code". To the left of this section is the "Educator Details" form, which includes the following fields:

Email Address	joe.bloggs@email.com
External Educator Reference	Not Specified
ESAA Username	Not Specified
Restricted Access?	No
Educator Code	zb55qk

An "Edit Details" button is located at the bottom right of the "Educator Details" form.

Note: A Restricted Educator is an Educator role with limited/restricted permissions. Able to view and mark assessment data for Learners, Restricted Educators are unable to create assessments or groups. Please note that the Restricted Educator must have an Organisation Administrator place them into the relevant groups and assessments as they cannot perform this function themselves.