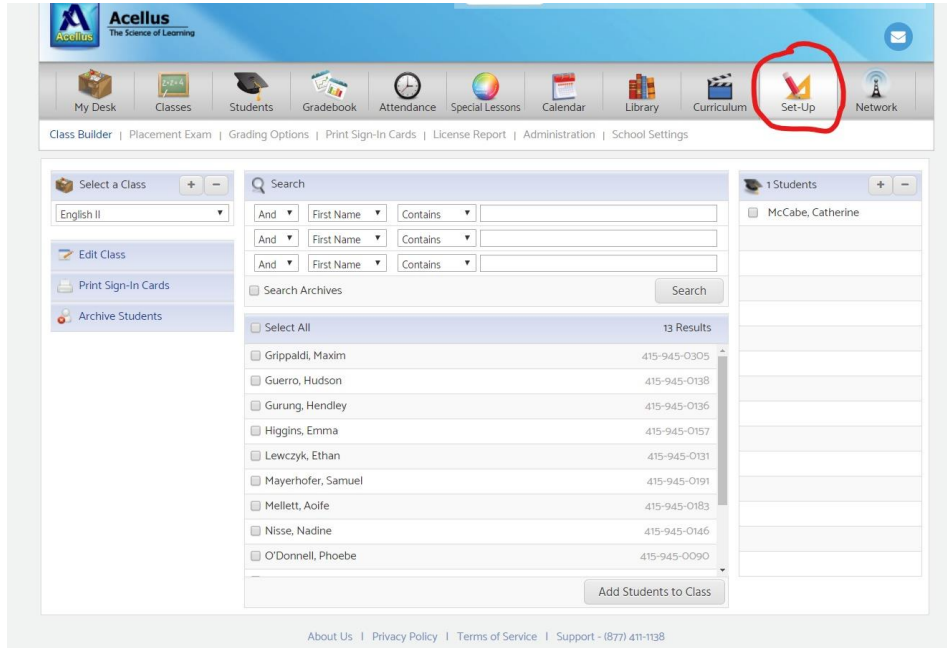
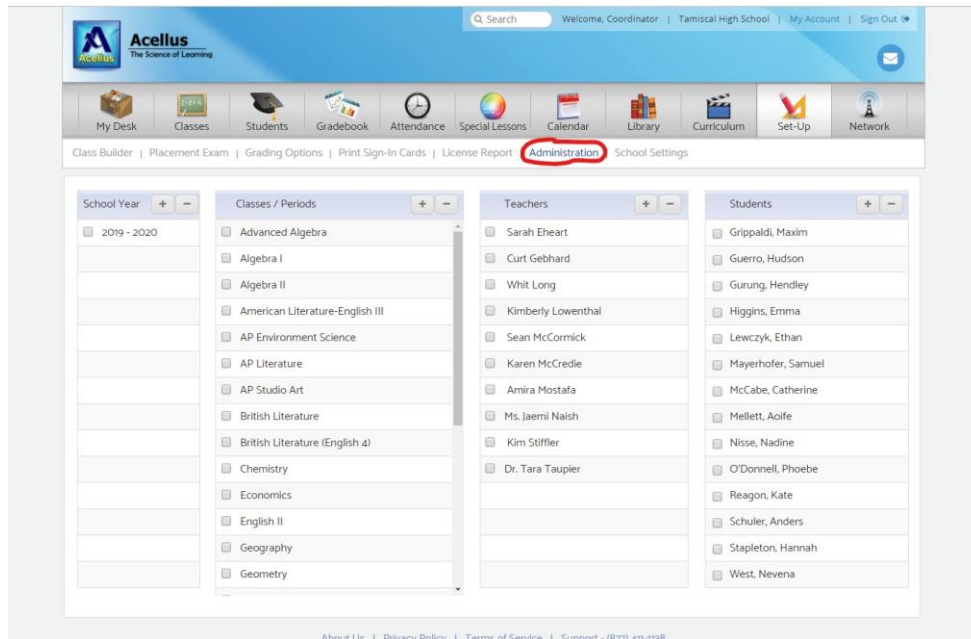


Changing User Access Levels

1. Select the "Setup" tab in the top right.



2. Select "Administration"



3. Select the teacher you want to view, then you will have access to change teacher levels.

The screenshot shows the Acellus interface for managing a teacher. The 'Teacher Data' form for Sean McCormick includes fields for ID, salutation, name, email, gender, and privileges. The 'Administration Level' section has three radio buttons: 'Teacher', 'Administrative Teacher', and 'School Administrator'. The 'School Administrator' option is selected and circled in red. To the right, a 'Classes' list includes 'Advanced Algebra', 'Algebra II', 'AP Studio Art', 'Economics', 'English II', 'Geometry', and 'US Government', all of which are checked.

Outlined below are the different privilege levels:

Teacher: They can only view their classes. Admin must create the classes, enroll students and give them access.

Administrative Teacher: They can create classes and students. They do not have access to view any classes except their own.

School Administrator: They can view ALL classes, students, and grades. Also they have access to all the admin features such as: The Administration tab (Pictured Above), School wide Reports, etc.