

ReadSpeaker TextAid Instructions for Admins: Account Types and Creation

This guide has instructions for defining account types and creating accounts. It will also cover how to promote a user to a higher account type. For instance, how to move a user from an individual user account to a coordinator account.

Account Types

Account creation is set up on a hierarchy.

- Admins can create coordinators, teachers, group owners, and individual accounts.
- Coordinators can create teachers, group owners, and individual accounts.
- Teachers can create group owners and individual accounts.

Let's look at each of these types of accounts.

Admins

Admins can do anything in the account. They can create and delete coordinators, teachers, groups, group owners, and individual user accounts. Admins can work with ReadSpeaker Support to set up a process where users who have not used TextAid in "x" months can be moved to a "to be deleted" area. Admins can also

see the user accounts that are scheduled to be deleted. If the admin does not want the account deleted, they can have it moved back to active.

Accounts set up to be deleted do not count against your total licenses. Admins can also see the LTI, renewal, and account information.

Admins can also view account statistics, which allow them to see who has used what tool. They can also view the Exam Log, which lets them know who has taken and submitted exams.

Coordinators

Coordinators can do everything an Admin can except create another coordinator account and view account statistics, usage, renewal, and purchasing options. Coordinators can also see the LTI information.

Teachers

Teachers can see the Exam Log and share documents. Teachers cannot create users or create or delete groups.

Group Owners

A group owner can share documents only with members of their group.

Individual Users

An individual account user cannot share documents.

Creating Accounts

Now that we know the different account types, we can examine how to create accounts.

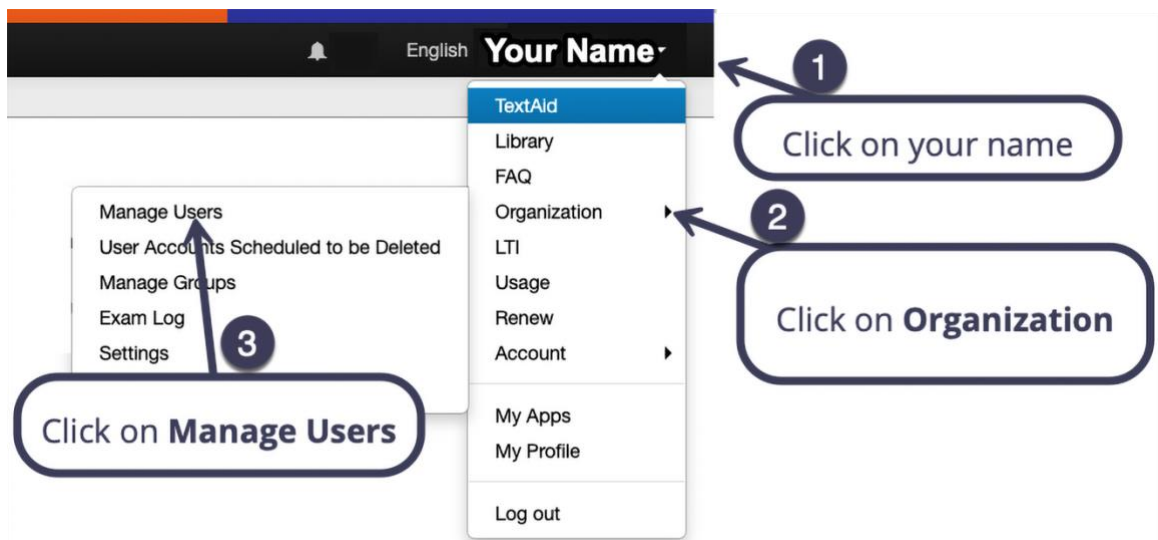
Creating User Accounts

User accounts can be created in two ways. One way is for the user to click on the TextAid LTI link inside their Learning Management Systems.

The second way is to create an account manually. This would be for individuals who do not have a learning management system (LMS) account.

Let's create a user account.

- You begin by clicking on **your name** at the top right corner of the TextAid page, next to the black stripe.
- Click on **Organization** and then on **Manage Users**.



- Click on **Add User**, located on the screen's top right-hand side.



- Fill out the **Add User** screen.
 - Enter the user's **email address**.
 - Enter the user's **first name**.
 - Enter the user's **last name**.
 - Enter a **password**.

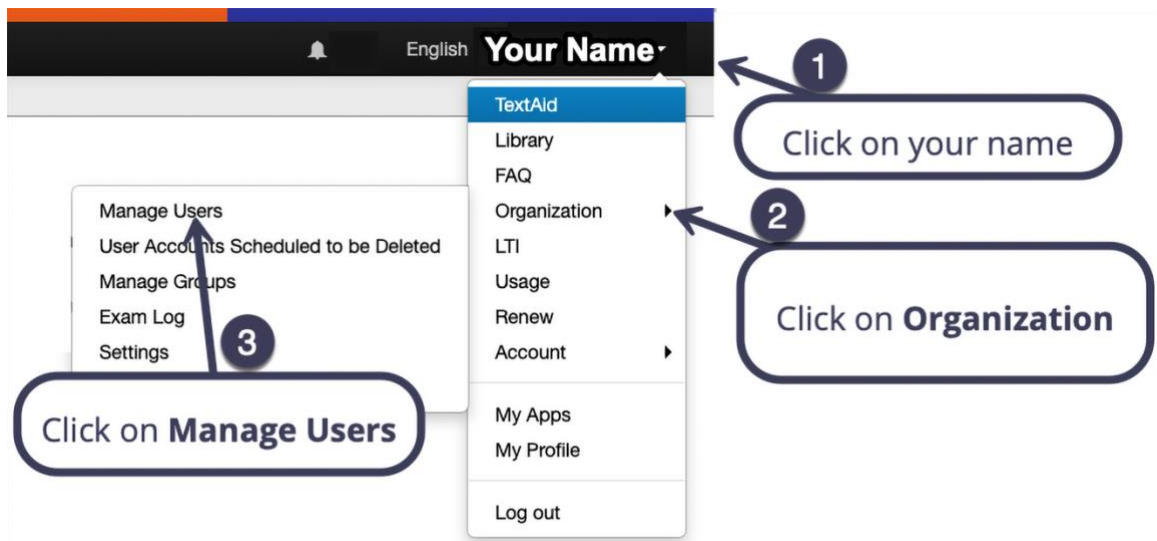
- **Re-enter** the same **password**.
- Click on **Add User**.

The screenshot shows the 'Add User' form in the ReadSpeaker TextAid interface. The form is titled 'Add User' and includes a 'Back to user list' link. The form fields are: 'Exam Account' (dropdown menu with 'No, not an exam account' selected), 'Single Seat Login (Exam Mode)' (checkbox), 'Email' (text input), 'First Name' (text input), 'Last Name' (text input), 'Language' (dropdown menu with 'English' selected), 'Country' (dropdown menu with 'United States' selected), 'Password' (text input), and 'Repeat Password' (text input). A blue 'Add User' button is at the bottom left. Six numbered callouts (1-6) and text boxes provide instructions: 1 points to the 'Email' field with the text 'Enter the user's Email Address'; 2 points to the 'First Name' and 'Last Name' fields with the text 'Enter the user's First and Last Names'; 3 points to the 'Last Name' field; 4 points to the 'Country' dropdown with the text 'Do not use if not an exam account'; 5 points to the 'Password' and 'Repeat Password' fields with the text 'Enter a Password and confirm it.'; and 6 points to the 'Add User' button with the text 'Click Add User'.

Removing a User Account

Once user accounts are created, they may need to be removed if the employee is no longer with the institution. Removing an account is very similar to creating one.

- You begin by clicking on **your name** at the top right corner of the TextAid page on the black stripe.
- Click on **Organization** and then on **Manage Users**.

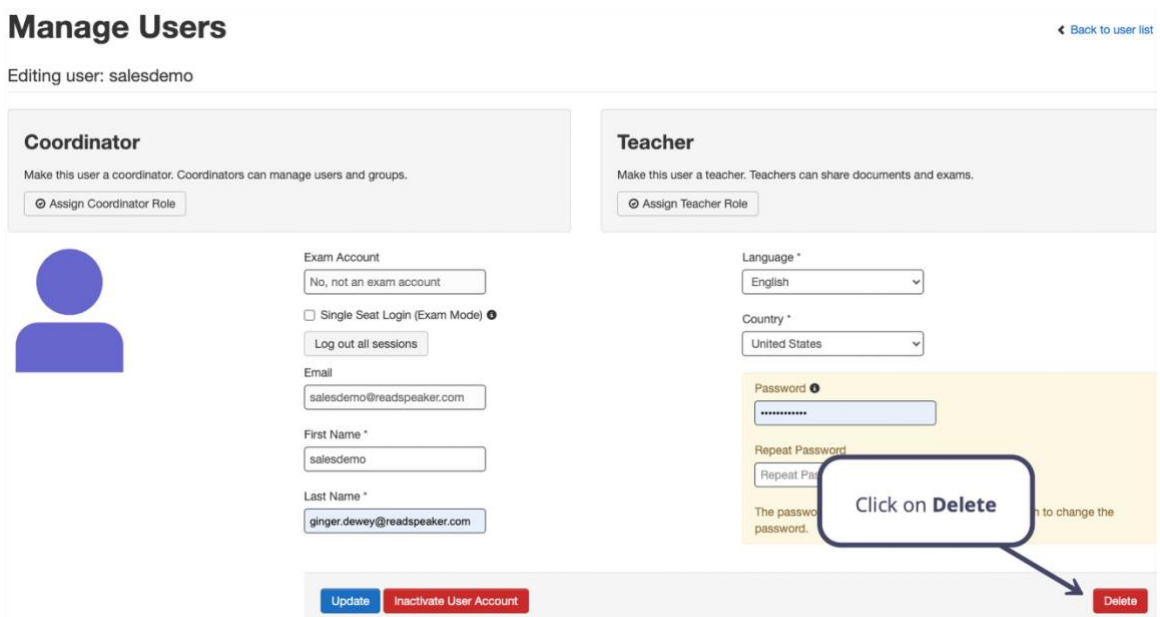


- Click on **the user's email address** in the email list.

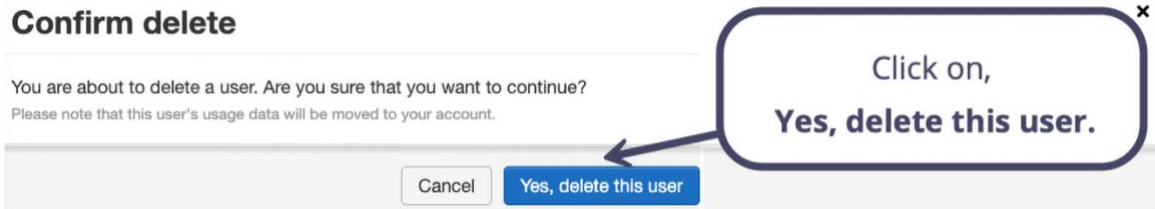
Manage Users



- Click on **Delete**, located in the screen's lower-left corner.



- If you have selected the correct user to delete, click **“Yes, delete this user.”** If you have clicked on the wrong user, click **Cancel**.

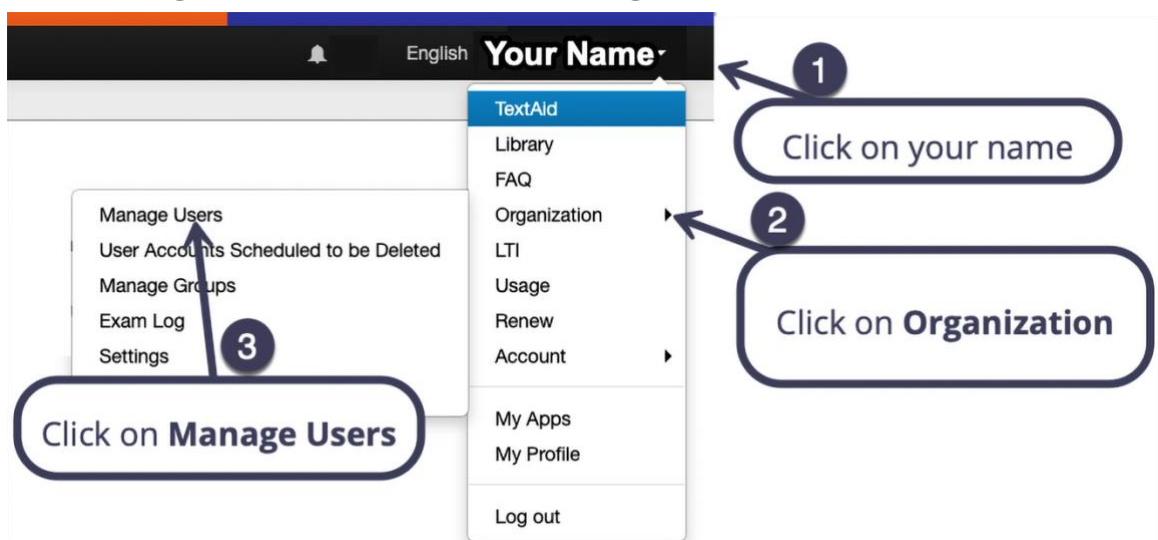


- At this point, if you delete the user, they will no longer appear in the list of emails.

Creating and Removing a Coordinator Account

Once user accounts are created, they can be promoted to a **Coordinator** account level. The process is described below.

- You begin by clicking on **your name** at the top right corner of the TextAid page on the black stripe.
- Click on **Organization** and then on **Manage Users**.



- Click on **the user's email address** in the email list.

Manage Users

11 / 250 Total number of users: 11
You can add 239 more user(s). Add User

Displaying users 1 - 11 of 11 Clear Search

Delete Selected Users Log Out Selected Users

<input type="checkbox"/>	Email	First Name	Single Login
<input type="checkbox"/>	salesdemo@readspeaker.com	salesdemo	

- Click on **Assign Coordinator Role**, located on the screen's left side.

ReadSpeaker TextAid English - Your Name

Editing user: Awesome Student

Coordinator
Make this user a coordinator. Coordinators can manage users and exams. Teachers can share documents and exams.

Assign Coordinator Role Assign Teacher Role

Exam Account
 No, not an exam account
 Single Seat Login (Exam Mode)
Log out all sessions

Email

First Name *

Last Name *

Language *

Country *

Password *

Repeat Password

The password fields need to be filled in only if you wish to change the password.

Update Inactivate User Account Delete

- Notice on the list of users. There is a **"Yes"** under the **Coordinator** column.

ReadSpeaker TextAid English - Your Name

Manage Users

10 / 250 Total number of users: 10
You can add 240 more user(s). Add User

Displaying users 1 - 10 of 10 All Roles Search Clear Search

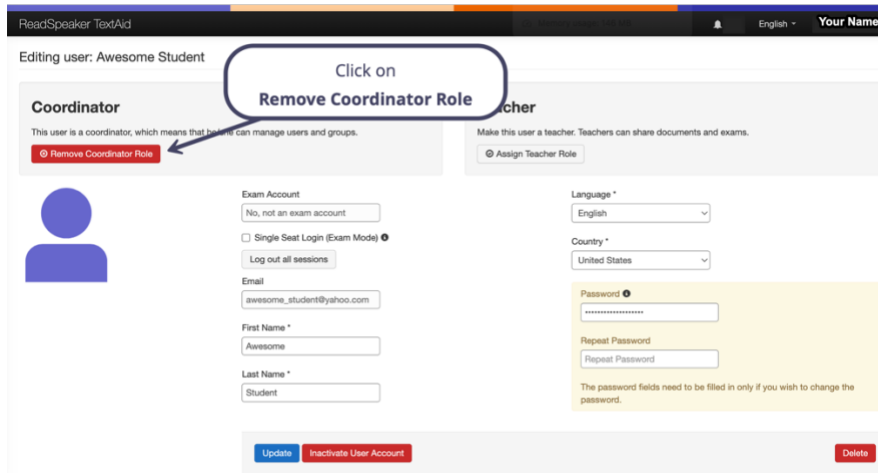
Delete Selected Users Log Out Selected Users

<input type="checkbox"/>	Email	First Name	Last Name	Coordinator	Teacher	Exam	Single Login
<input type="checkbox"/>	awesome_student@yahoo.com	Awesome	Student	Yes			

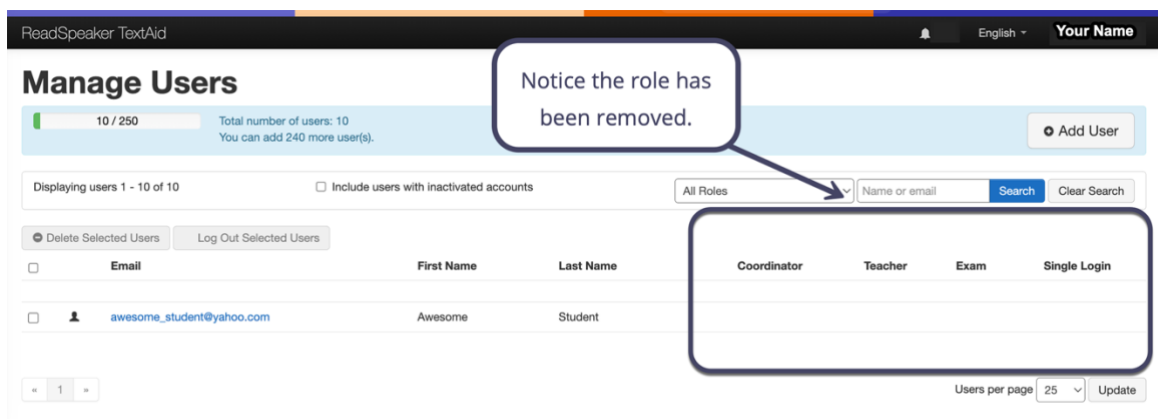
Users per page 25 Update

- To remove the coordinator role from a user, repeat the steps above.

- Click on the **Remove Coordinator Role** button, which is located on the top left of the screen.



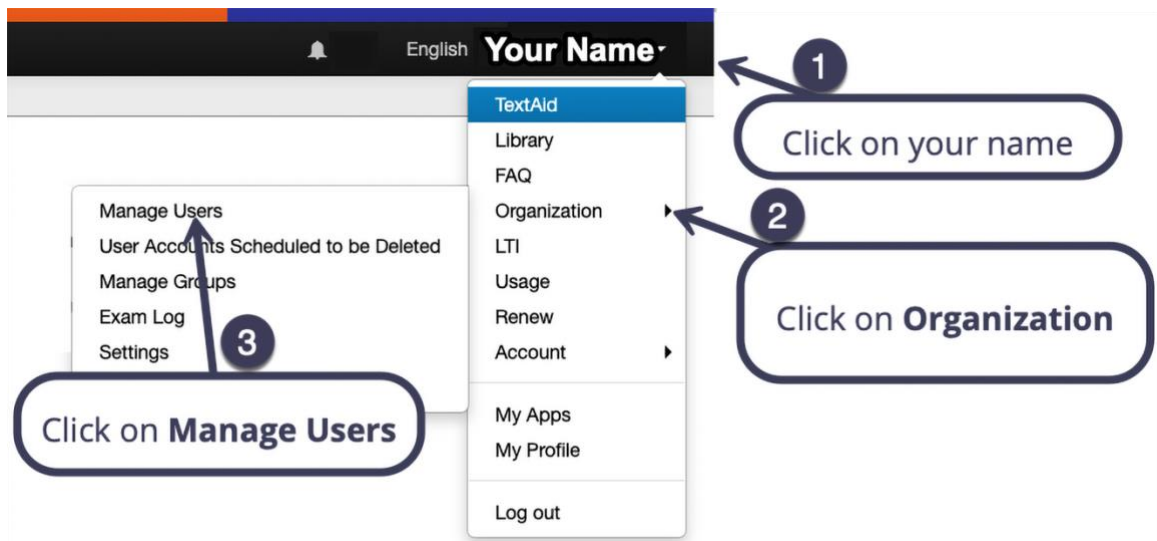
- Notice that the role has been removed.



Creating and Removing a Teacher Account

Once user accounts are created, they can be promoted to a **Teacher** account level. The process is described below.

- You begin by clicking on **your name** at the top right corner of the TextAid page on the black stripe.
- Click on **Organization** and then on **Manage Users**.

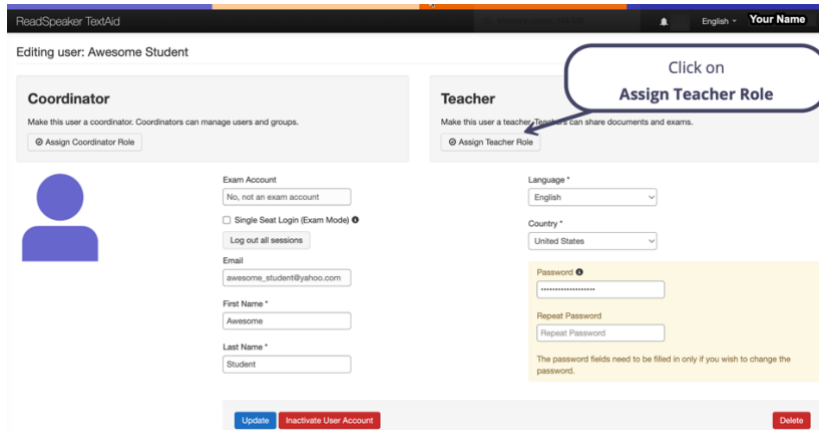


- Click on **the user's email address** in the email list.

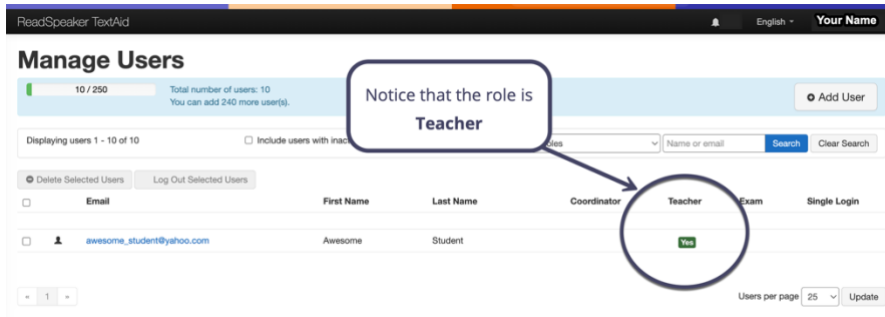
Manage Users



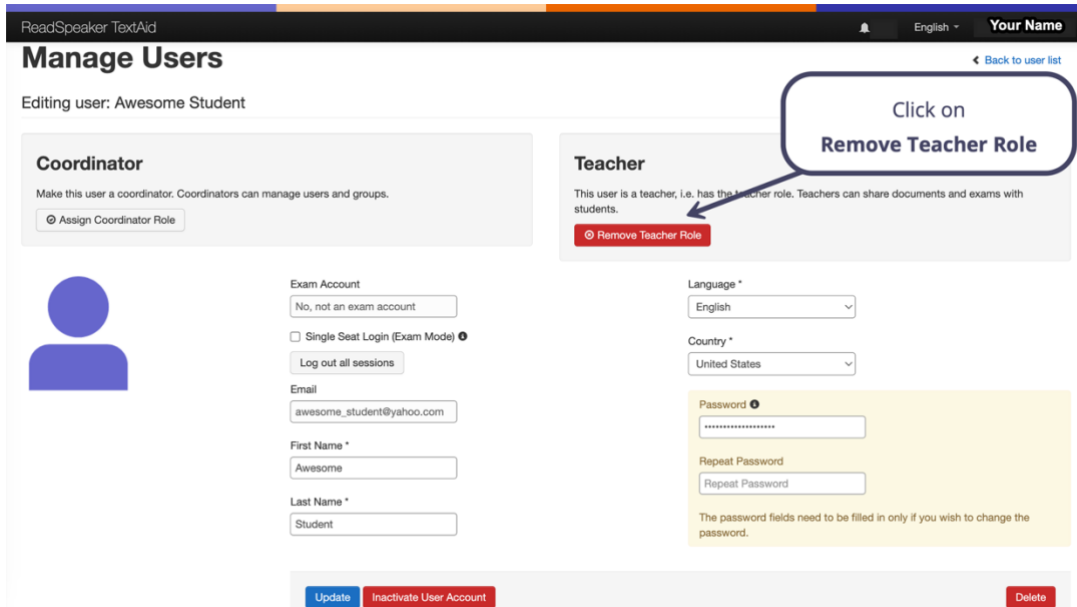
- Click on **Assign Teacher Role**, located on the screen's right side if you are an Admin, and on the left side of the screen if you are a Coordinator.



- Notice on the list of users. There is a “Yes” under the **Teacher** column.



- To remove the teacher role from a user, repeat the steps above.
- Click on the **Remove Teacher Role** button, located on the top right of the screen if you are an Admin and on the top left if you are a Coordinator.



- Notice that the role has been removed.

