

ReadSpeaker TextAid Instructions for Admins: Account Types and Creation, 22 January 2025

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.

ReadSpeaker TextAid				English Your Name -
Add User	/			< Back to user list
Enter user information:	(Do not use if not an e	exam account	
	Exam Account No, not an exam account		Language *	- Enter a
	Single Seat Login (Exam Mode)	Enter the user's	Country *	Password and
	Email *	Email Address	United States	4 confirm it.
	Email		Password * 0	6
	First Name *		Password	
	First Name		Repeat Password *	
	Last Name *	2	Repeat Password	
	Last Name	Enter the u	user's t Names	
	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

11 / 250	Total number of us You can add 239	sers: 11 more user(s).	• Add User
Displaying users 1 - 11 of 11		Click on the user's email address	Clear Search
Delete Selected Users	Log Out Selected		
Email		First Name	Single Login
salesdemo@read	lspeaker.com	salesdemo	

< Back to user list

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

Manage Users

diting user: salesdemo		
Coordinator Make this user a coordinator. Coordinator @ Assign Coordinator Role	rs can manage users and groups.	Teacher Make this user a teacher. Teachers can share documents and exams. Ø Assign Teacher Role
	Exam Account No, not an exam account Single Seat Login (Exam Mode) Log out all sessions Email salesdemo@readspeaker.com First Name * Salesdemo Last Name *	Language * English v Country * United States v Password • Repeat Password Repeat Password Click on Delete
	Update inactivate User Account	password.

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



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

ReadSpeaker TextAid		@ Memory usage: 146 MB	English - Your Name
Editing user: Awesome Student	Click on		
Coordinator Make this user a coordinator. Coordinators can m @ Assign Coordinator Role	Assign Coordinator	Role If a teacher. Teachers can share documents O Assign Teacher Role	and exams.
	Exam Account No, not an exam account Single Seat Login (Exam Mode) Log out all sessions	Language * English Country * United States	9
	Email awsome_student@yahoo.com Friat Name * Awsome Last Name * Student	Password Repeat Password Repeat Password Repeat Password Repeat Password Repeat Password Repeat Password Repeated to b password.	e filled in only if you wish to change the
	Update Inactivate User Account		Delete

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

ReadSp	peaker TextAid					٨	English	- Your Name
Ma	nage U	sers						
1	10 / 250	Total number of users You can add 240 mor	Notice that the r Coordinato	ole is r				O Add User
Display	ing users 1 - 10 of 10			L	All Roles	✓ Name or email	Sear	ch Clear Search
O Delet	te Selected Users	Log Out Selected Users			>			
0	Email		First Name	Last Name	Coordinator	Teacher	Exam	Single Login
•	1 awesome_st	udent@yahoo.com	Awesome	Student				
× 1	-				\bigcirc		Users per pa	ge 25 V 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.

ReadSpeaker TextAid	(a) Memor	English - Your Name
Editing user: Awesome Student Coordinator This user is a coordinator, which means that parts can manage use © Remove Coordinator Rels	Click on ove Coordinator Role ers and groups. Make this user a teach @ Assign Teacher R	er. Teachers can share documents and exams.
Exam Account No, not an exc Single Seat Log out all se Tenal Revences. Avesome Last Name * Student	at aan accountt Login (Exam Mode) exessions udent@yuhoo.com	Language * English Country * United States Password Repeat Password Repeat Password Password Repeat Password Pa

• Notice that the role has been removed.

ReadSpeaker TextAid			English - Your Name
Manage Users	Notice the role has		
10 / 250 Total number of users: 10 You can add 240 more user(s).	been removed.		• Add User
Displaying users 1 - 10 of 10	All Roles	Name or email	Search Clear Search
Delete Selected Users Log Out Selected Users			
Email First Name	Last Name	Coordinator Teacher	Exam Single Login
Awesome_student@yahoo.com	Student		
« 1 »	C		Users per page 25 Vupdate

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

11 / 250	Total number of us You can add 239	sers: 11 more user(s).	• Add User
Displaying users 1 - 11 of 11		Click on the user's email address	Clear Search
Delete Selected Users	Log Out Selected		
Email		First Name	Single Login
salesdemo@r	readspeaker.com	salesdemo	

• 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.

ReadSpeaker TextAid		English - Your Name
Editing user: Awesome Student		Click on
Coordinator Make this user a coordinator. Coordinators can man @ Assign Coordinator Role	age users and groups.	Teacher Make this user a teacher, Tean of the documents and exame. @ Assign Teacher Role
	Exam Account No, not an exam account Single Seat Login (Exam Mode) © Log out all sessions	Language * English ~ Country * United States ~
	Entaine student@yahoo.com Fest Name * Avesome Last Name * Student	Password Password Repeat Password Repeat Password The password fields need to be filled in only if you with to change the password.
	Update Inactivate User Account	Delete

• Notice on the list of users. There is a "**Yes** "under the **Teacher** column.

ReadSpeaker TextAid					English * Your Name
Manage Users					
10 / 250 Total number of users: 10 You can add 240 more user(s).	Not	ice that the role is			Add User
Displaying users 1 - 10 of 10 Include use	rs with inac	Teacher	oles	Name or email	Search Clear Search
Delete Selected Users Log Out Selected Users Email	First Name	Last Name	Coordinator	Teacher Ex	am Single Login
awesome_student@yahoo.com	Awesome	Student	(Yes)	

- 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.

ReadSpeaker TextAid		🜲 English - Your Name
Manage Users		< Back to user list
Editing user: Awesome Student		Click on
Coordinator Make this user a coordinator. Coordinators ca Ø Assign Coordinator Role	in manage users and groups.	Remove Teacher Role This user is a teacher, i.e. has the racher role. Teachers can share documents and exams with students. O Remove Teacher Role
	Exam Account No, not an exam account Single Seat Login (Exam Mode) Log out all sessions Email evesome_student@yahoo.com First Name* Avesome Last Name* Student	Language* English Country* United States Password Password Repeat Password Repeat Password The password fields need to be filled in only if you wish to change the password.

• Notice that the role has been removed.

ReadSpea	ıker TextAid					1	English	- Your Name
Mana	age Us	sers		Notice the ro	e has			
•	10 / 250	Total number of use You can add 240 m	ers: 10 ore user(s).	been remov	/ed.			• Add User
Displaying u	users 1 - 10 of 10	(Include users with inactivated ac	counts	All Roles	Name or em	ail Sea	rch Clear Search
Delete Se	elected Users	Log Out Selected Users	First Name	Last Name	Coordin	nator Teacher	Exam	Single Login
. 1	awesome_stu	dent@yahoo.com	Awesome	Student				
α <u>1</u> »					\square		Users per pa	age 25 Vpdate