

Create Educator Accounts

From the educator account:

i

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EDUCATOR LIST ENTER EMAIL

megan.tatum@state.sd.us

Email Address

Next

Educators must have administrator level access to add and/or deactivate educator accounts.

	Search for students, groups, and mo	ĸe	٩	0	Mogan Tatum South Dakota Xelio Demo Sc
kenø	EDUCATORS				Add Educator
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	Gutler-French, Tonya		Administrator		0
	Carries, Andrew		Administrator		0
	Dietem, Andrea		Administrator		" ?

Add the educator's email address and

First Name

Last Name Test

Job Title

Test Test

Known to Students as

basic information





Set the educator's permission level and click "Add Educator"

Administrator (O User D	Limited Access
Administrators are responsible for championing and managing Xelio at their site.	Users work with students in Xello on a regular basis.	Limited Access Users work with a small group of students and only need access to those students' information.

The educator will receive an email with a link to activate their account within 7 days.

https://sdmylife.com

