

PORTLAND STATE UNIVERSITY



Learner Administrator Guide

National Learner Web Staff

5/18/2011

Table of Contents

The Learner Web Administrative Site for the Learner Administrator	3
How to Create Learner Accounts	3
How to Edit/Delete Learner Accounts	3
TRAINING VIDEO: LEARNER ADMINISTRATOR.....	4

The Learner Web Administrative Site for the Learner Administrator

The main responsibilities of a Learner Administrator are to:

- Create Learner accounts.
- Edit/Delete Learner accounts.

In order to carry out the following instructions you will have to log in to the Learner Web Administrative Site. To do so, go to admin.learnerweb.org and log in using your Learner Administrator screen name and password.

How to Create Learner Accounts

- In the Learner Administrator Menu on the left-hand side of the screen, click on “Manage Learners”.
- You should be prompted with a list of all of your Region’s Learners.
- Click on “New Learner” at the top of the screen.
- Check your Region’s name next to “Regions”.
- Enter the Learner’s screen name, their password and, if you wish, their first and last name and their email.
- Click on “Save”.

How to Edit/Delete Learner Accounts

- In the Learner Administrator Menu on the left hand side of the screen, click on “Manage Learners”.
- You should be prompted with a list of all of your Region’s Learners.

- If you wish to delete a Learner, simply click on “Delete” next to their screen name.
- If you wish to edit a Learner’s account, click on “Edit” next to their screen name.
- You should be prompted with the Learner’s account information.
- Make the necessary changes.
- Click on “Update”.

TRAINING VIDEO: LEARNER ADMINISTRATOR