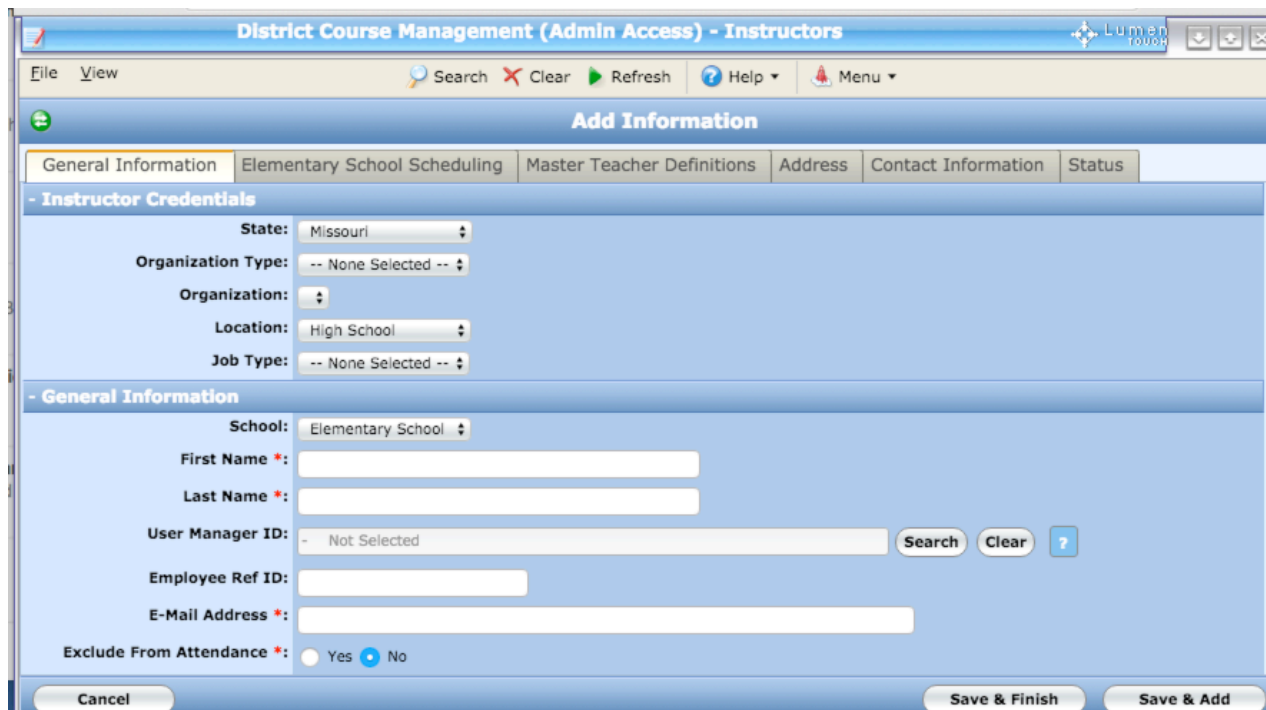


Create an Instructor Account

EzStart -> Lumen Touch - School -> School Course Management -> School Course Management ->Instructors

1. Click “Add New”.
2. Enter **First Name** and **Last Name**. (This is how the name will be printed on Report Cards, etc.
3. Click “Search” for the **User Manager ID**.
4. Select the Instructor’s User Account.
5. Verify the email account.
6. Mark Exclude From Attendance. This is for teacher attendance, normally marked No. Yes if the Instructor will not take attendance.
7. If the Instructor is an Elementary Homeroom Instructor, click the Elementary School Scheduling tab and mark the Scheduling Grade.
8. Other data on this screen is optional.
9. Click Save and Finish or Save and Add to enter another instructor. The Instructor is now available to be assigned classes in the Master Schedule.



District Course Management (Admin Access) - Instructors

File View Search Clear Refresh Help Menu

Add Information

General Information Elementary School Scheduling Master Teacher Definitions Address Contact Information Status

- Instructor Credentials

State: Missouri

Organization Type: -- None Selected --

Organization:

Location: High School

Job Type: -- None Selected --

- General Information

School: Elementary School

First Name *:

Last Name *:

User Manager ID: - Not Selected Search Clear ?

Employee Ref ID:

E-Mail Address *:

Exclude From Attendance *:

Yes No

Cancel Save & Finish Save & Add