



Adding New Teachers into the AIMSweb System and Activating Teacher Accounts

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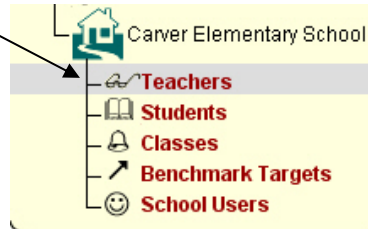
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AIMSWeb allows for the creation of new teacher accounts quickly or, if they have already been uploaded from District 11 as part of the weekly update, activation of the teachers' account so they can see their student roster and enter/edit data on students.

If you have not done so, login to the AIMSWeb system using your School Manager account and select the **Teachers** area for your school. If you are already logged in, select **Teachers** for the area for your school.



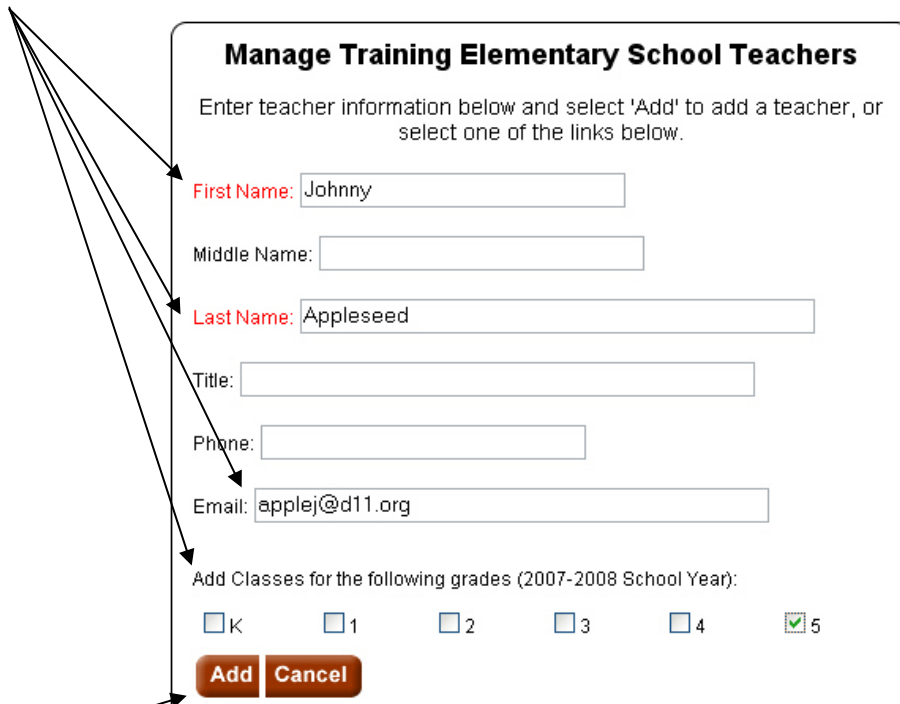
If the teacher is completely new to District 11 and new to your school, you can create their account for them in the area at the top of your Teachers Roster. This process is described on the following pages.

If they are not new to District 11 but are new to your school AND they are listed in your Teacher Roster, you will need to contact David Brilliant by email (brilldlj@d11.org) or phone (520-2261) for assistance in managing this teachers' account.

Creating Accounts for Brand New Teachers

To create an account for completely new teacher, use the fields at the top of your **Teachers Roster** to enter their information.

Enter their first name, last name, email address and select the grade level(s) they will be teaching for this year. If you don't know their email address, ask them or look it up online (see the [Finding the Teacher's Email Address](#) section starting on page 5).



Manage Training Elementary School Teachers

Enter teacher information below and select 'Add' to add a teacher, or select one of the links below.

First Name: Johnny

Middle Name:

Last Name: Appleseed

Title:

Phone:

Email: applej@d11.org

Add Classes for the following grades (2007-2008 School Year):

K 1 2 3 4 5

Add **Cancel**

Click the **Add** button to add them to your Teachers Roster list.

The next steps apply for both brand new teachers that you manually enter into the AIMSWeb system or for teachers that are new to your building and have been uploaded during the weekly updates to AIMSWeb.

Activating Accounts for Brand New Teachers and Teachers Uploaded During Weekly Updates

Scroll down your Teacher Roster until you see the teacher(s) you need to activate.

Click the **Add** link in the User column to activate their account and assign their username and password, and allow them access to their classes and students.

Teacher Name	Action	User (click to modify)
Appleseed, Johnny	Edit Delete Deactivate	Add
Grade 5 Edit Roster Delete Class		

Change the User Type from Regular Teacher to Regular & Progress Monitor Teacher.

The screenshot shows a form for editing a user profile. The 'User Type' dropdown menu is open, showing three options: 'Regular Teacher', 'Progress Monitor Teacher', and 'Regular & Progress Monitor Teacher'. An arrow points to the dropdown arrow icon. Other fields include 'Email address' (applej@d11.org), 'Password' and 'Retype Password' (with 'leave blank to auto-generate' instructions), a checkbox for 'Email Password to User', 'First Name' (Johnny), and 'Last Name' (Appleseed).

Copy the first part of the teacher's email address and paste it into the Username field. This will help simplify the number of usernames that the person has to remember.

The screenshot shows a registration form with the following fields and annotations:

- User Type:** A dropdown menu with "Regular & Progress Monitor Teacher" selected. An arrow points from the "Username" field to this dropdown.
- Username:** A text box containing "JAppleseed32" with "(case-sensitive)" below it. An arrow points from the "Email address" field to this text box.
- Email address:** A text box containing "applej@d11.org".
- Password:** An empty text box with "leave blank to auto-generate" and "(case-sensitive)" below it.
- Retype Password:** An empty text box with "leave blank to auto-generate" and "(case-sensitive)" below it.
- Email Password to User:** An unchecked checkbox with an arrow pointing to it from the text below.

Enter **d11org** each of the password fields and click the checkbox to email the password to the teacher. They can change their password at anytime later using the My Account tab.

Click the **Add** button. The teacher is now activated in the system

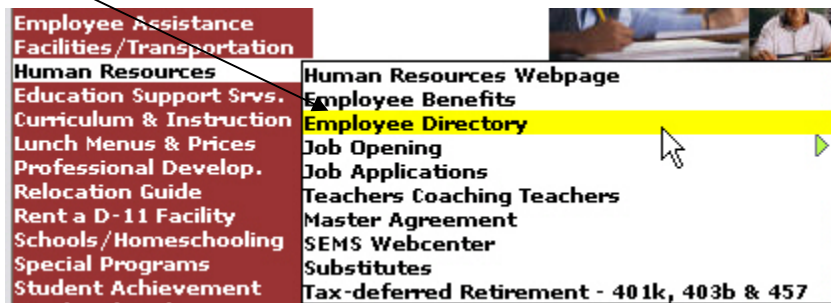


Finding the Teacher's Email Address

If you don't have or know the teachers' email address, you have two options: ask them or look it up using the District 11 Employee Directory online.

To look up the teachers' email address online, open a new webpage or new tab in your web browser and navigate to the main page of the District 11 website (www.d11.org).

Locate the Human Resources link in the navigation bar and select Employee Director from the drop-out menu.



Enter the teacher's last name and, if necessary, first name, and then click Submit.

EMPLOYEE DIRECTORY
[Search Tips](#)

Last Name: First Name:

Position: SELECT A LOCATION

If more than one result appears, scroll to locate the person you need. Highlight and copy their email address.

Name: Appleseed, John
Location: Gala-Fuji Elementary
Department:
Position: Elementary Tchr
Phone Number: 328-5555
Email: **applej@d11.org**
Voice Mail Access Number: 328-5599
Voice Mail:

Switch back to your webpage for AIMSWeb and paste the email address in the correct field.

User Type:

Username:
(case-sensitive)

Email address:

Password: leave blank to auto-generate
(case-sensitive)

Retype Password: leave blank to auto-generate
(case-sensitive)

Email Password to User

First Name:

Last Name:

Make sure that the User Type is set to Regular & Progress Monitor Teacher. Copy and paste the first part of their email address into the Username field and complete the other red fields. Set their password to **d11org** for both fields and click the checkbox next to **Email Password to User**.

Click the **Add** button when done.

