

## Editing Student Accounts on Avenue

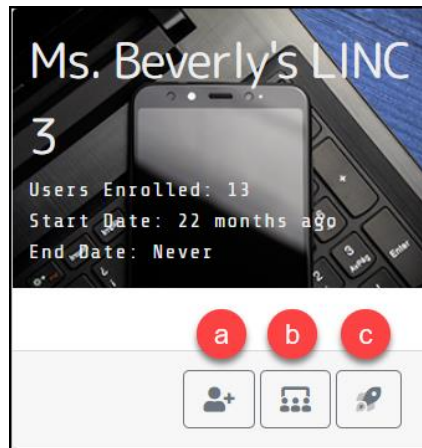
To edit learner accounts on Avenue:

1. Log into Avenue.ca.

The teacher home page on the Avenue portal will display, with thumbnails of all the courses the instructor is enrolled in.

Courseware thumbnails include three buttons.

- a. **Enroll a new Student in a Course**
- b. **View the Class Register**
- c. **Go to Course**



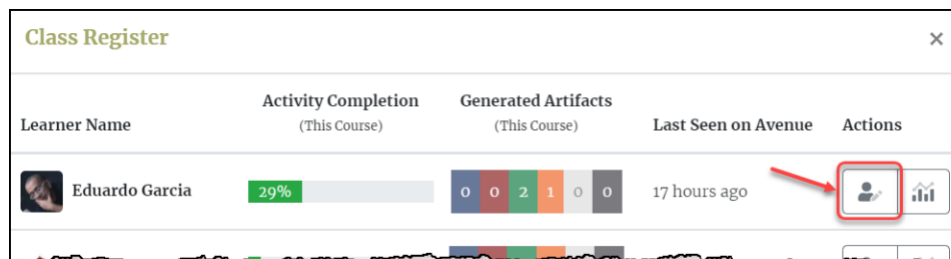
Note that if you do not have editing permissions in a course, such as the LearnIT2Teach training stages, you will only see the **Go to course** button.

2. Click on the **View the Class Register** button.

The **Class Register** pop-up appears.

Class Register						×
Learner Name	Activity Completion (This Course)	Generated Artifacts (This Course)	Last Seen on Avenue	Actions		
Eduardo Garcia	29%	0 0 2 1 0 0	17 hours ago			
Lee Chan	7%	0 0 0 0 0 0	yesterday			
Maria Guptez	14%	0 0 0 2 0 0	16 hours ago			
Close						


3. Click on the **Edit Account Details** button to the right of the student's name.



The **Edit User Account** page appears with the student's current profile information.

4. Click on field
  - a. to change the **Email** associated with the student's Avenue account
  - b. to edit the student's **First/given Name**
  - c. to edit the student's **Last/family Name**
  - d. to change the student's **Location**
  - e. to select the student's **Time Zone**
  - f. to edit or add to the student's appropriate **Courseware Level(s)**
  - g. to reset and type a new **Password** for a student. Leave this blank if you do not need to change the student's current password.
  - h. to **Generate Password** (if needed). Note that this feature will create a random password.

### Edit User Account ✕

Email address    
Change the email address associated with the student's Avenue account.

First Name   
Edit the student's first/given name.

Last Name   
Edit the student's last/family name.

City   
Edit the student's location.

Time Zone   
Select the student's Time Zone.

Courseware Level(s)










<input type="checkbox"/> Literacy	<input type="checkbox"/> LINC/Level 1	<input type="checkbox"/> LINC/Level 2
<input type="checkbox"/> LINC/Level 3	<input checked="" type="checkbox"/> LINC/Level 4	<input type="checkbox"/> LINC/Level 5
<input type="checkbox"/> LINC/Level 6	<input type="checkbox"/> LINC/Level 7+	<input type="checkbox"/> Other

Select the appropriate courseware for this student.

Password   
Reset the password for the account. Leave this field blank to keep the user's current password.

5. Click on the **Save** button when all the necessary edits are made.

6. Click **Close** to return to the Teacher home page on the Avenue portal.

Class Register					×
Learner Name	Activity Completion (This Course)	Generated Artifacts (This Course)	Last Seen on Avenue	Actions	
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 Maria Gupte	14%	0 0 0 2 0 0	16 hours ago		
					<b>Close</b>

Note that when the **Save** button is clicked, learners will automatically receive an email notifying them of the change to their Avenue account password/email address. All teachers with that student enrolled in their course will also receive an email notifying them that the account has been changed; however, new passwords are not emailed to teachers for security reasons. This keeps teachers informed of their learners' username/password changes.

