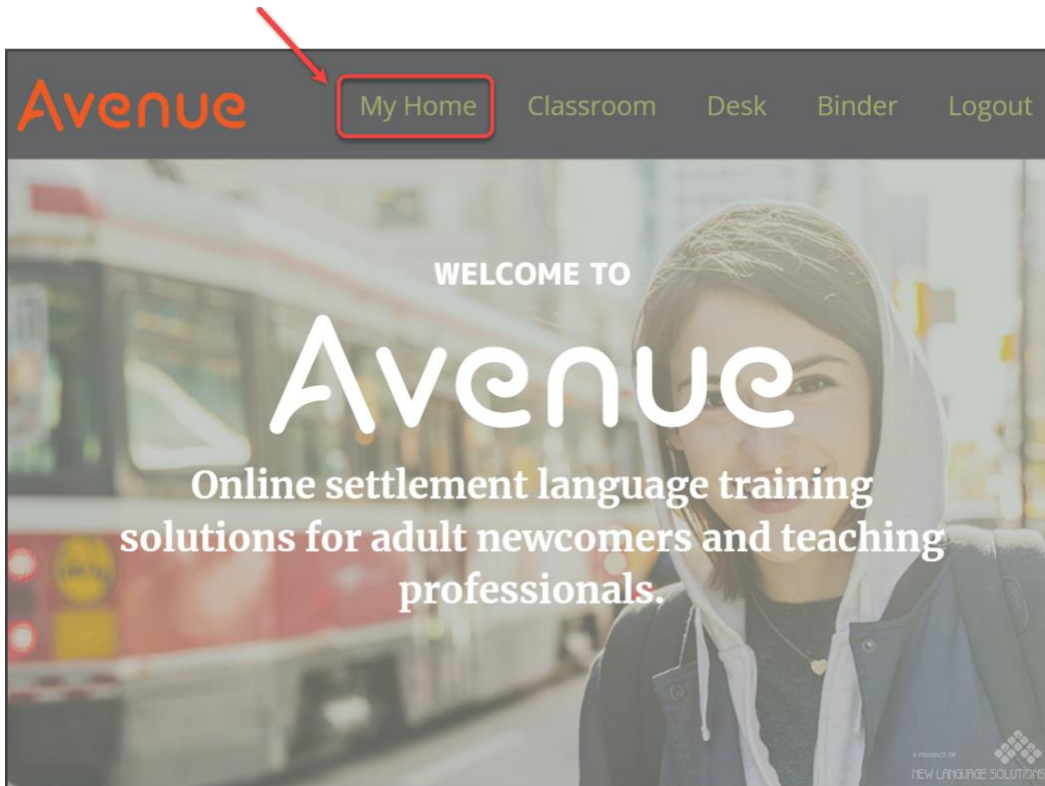


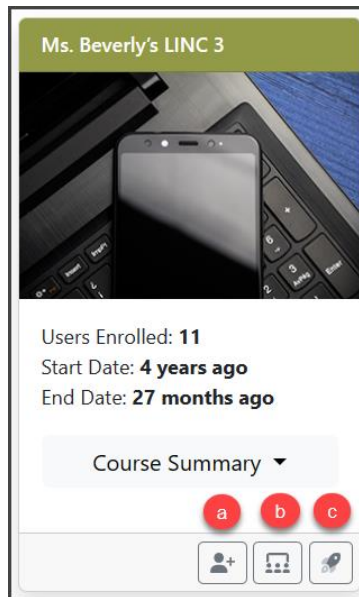
Editing Student Accounts on Avenue

To edit learner accounts on Avenue:

1. Log into Avenue.ca.
2. On the **Welcome to Avenue** page, click on **My Home**.



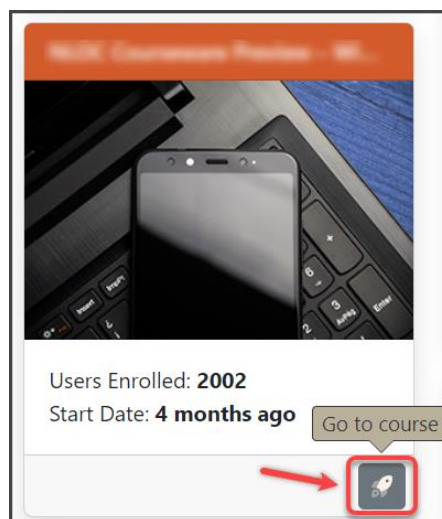
The **My Courses** page on the Avenue portal will display, with thumbnails of all the courses the instructor is enrolled in.



Courseware thumbnails include three buttons.

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

Note that unless you are enrolled in a course as the **Teacher** or **Instructor (non-editing)**, you will only see the **Go to course** button.

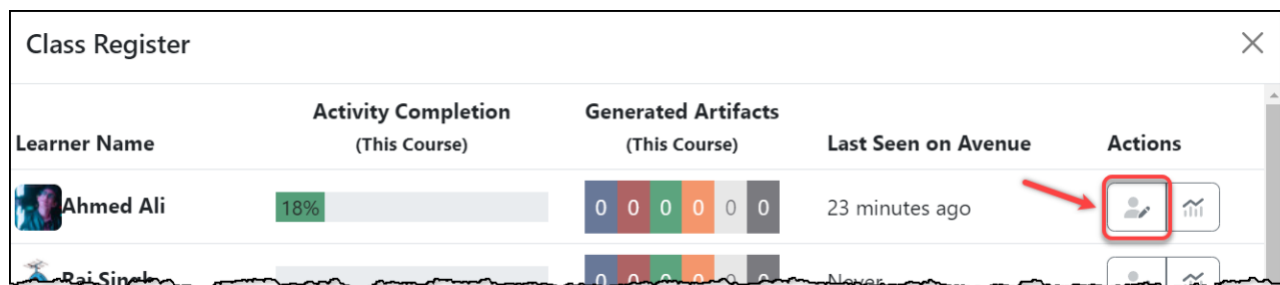








Click on the **View the Class Register** button.
The **Class Register** pop-up appears.



Learner Name	Activity Completion (This Course)	Generated Artifacts (This Course)	Last Seen on Avenue	Actions
 Ahmed Ali	18%	0 0 0 0 0 0	23 minutes ago	 
 Eduardo Garcia	4	0 0 0 0 0 0	3 years ago	 
 Lee Chan	4	0 0 0 0 0 0	27 minutes ago	 
 Maria Gupte	65	0 0 0 0 0 0	19 minutes ago	 
 Rai Singh		0 0 0 0 0 0	Never	 

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




Learner Name	Activity Completion (This Course)	Generated Artifacts (This Course)	Last Seen on Avenue	Actions
 Ahmed Ali	18%	0 0 0 0 0 0	23 minutes ago	 
 Rai Singh		0 0 0 0 0 0	Never	 

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

4. Click on each field

- to change the **Email** address associated with the student's Avenue account
- to edit the student's **First Name**
- to edit the student's **Last Name**
- to change the student's **City**
- to select the student's **Time Zone**
- to edit or add to the student's appropriate **Courseware Level(s)**
- 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.
- to **Generate Password** (if needed). Note that this feature will create a random password.


Edit User Account

a Email address
ahmedali@fakemail.ca 
Change the email address associated with the student's Avenue account.


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

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


d City
Littleton
Edit the student's location.

e Time Zone
Pacific 
Select the student's Time Zone.


f Courseware Level(s)
 Literacy LINC/Level 1 LINC/Level 2
 LINC/Level 3 LINC/Level 4 LINC/Level 5
 LINC/Level 6 LINC/Level 7+ Other
Select the appropriate courseware for this student.

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

h




Ahmed Ali
First Access
4 years ago
Last Access
18 minutes ago
Profile Language
en

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

Note: the form may return an error message if there are any capital letters in the learner' email address. In this case, change the capital letters to lowercase characters and click **Save**. If problems still persist, go to [this link](#) and request assistance from the site administrator using the form.

6. Click **Close** to return to the **My Courses** page on the Avenue portal.

Class Register				
Learner Name	Activity Completion (This Course)	Generated Artifacts (This Course)	Last Seen on Avenue	Actions
 Ahmed Ali	18%	0 0 0 0 0 0	2 hours ago	 
 Eduardo Garcia	4%	0 0 0 0 0 0	3 years ago	 
 Lee Chan	4%	0 0 0 0 0 0	2 hours ago	 
 Maria Guptez	6%	0 0 0 0 0 0	2 hours ago	 



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.