

## Manage Teachers

**Manage Teachers Gear Button** - Click on the Teachers Tab and in the bottom right hand corner click on the gear button. You will get three options – Manage Teachers – Import Teacher and Export Teacher. Click Manage Teachers. (See Figure 4)



Figure 1

The Import teachers allows you to upload your teachers into EvaluWise with a csv file, the Export Teachers button provides you with a csv file of your teachers profile data in EvaluWise.

The Manage Teachers Button allows you to archive teachers that have left the district, mark teachers active and inactive and assign teachers to a category. (See Figure 5)

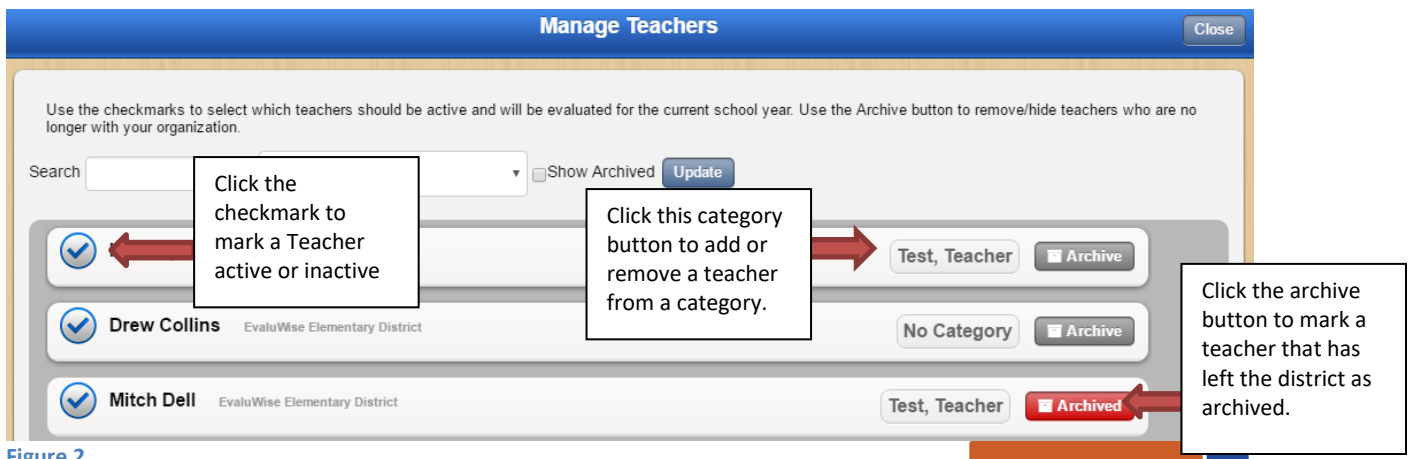


Figure 2