

Setting up new Evaluators

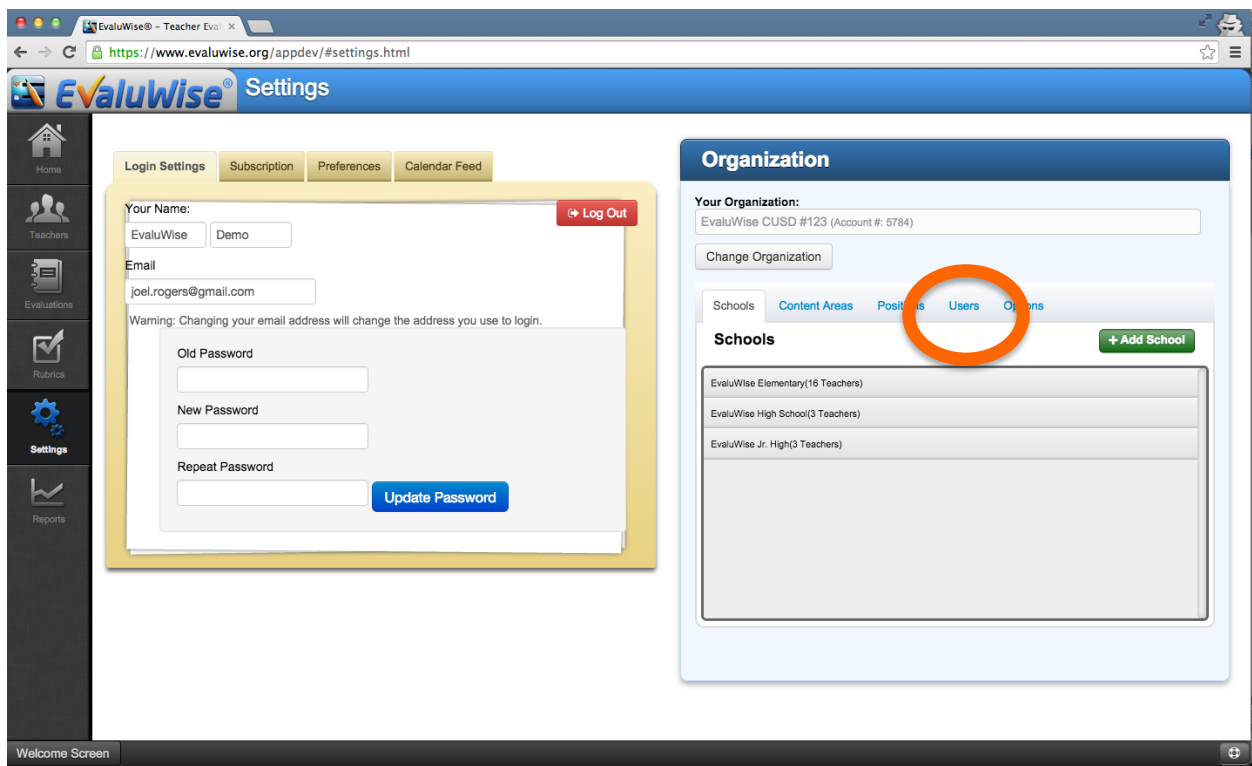
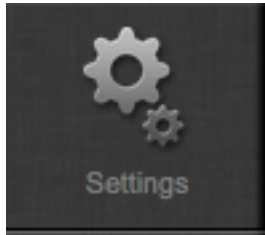


Figure 1

Evaluators can be added or removed by going to settings and then clicking on “Users” on the right side, shown in Figure 1 above.

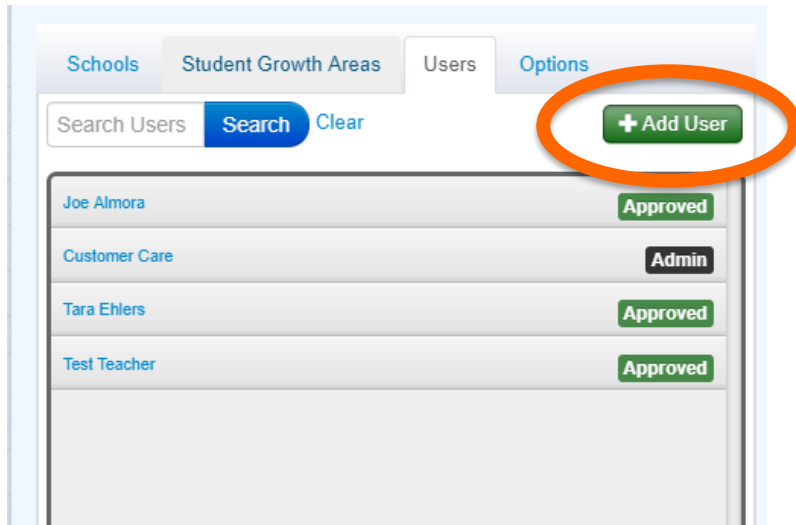


Figure 2

Then click the “Add User” button. Figure 2

A screenshot of the 'Edit User' form. The form has a blue header with the title 'Edit User' and a 'Close' button. The form is divided into two main sections. The left section contains input fields for 'First Name', 'Last Name', 'Employee ID' (with '(Optional)' next to it), 'Email', and 'Password'. Below the 'Password' field is a 'Generate Random Password' button. At the bottom left of this section is a green 'Add User' button. The right section is titled 'School Permissions' and contains three checkboxes: 'EvaluWise Elementary District', 'Professional Dev', and 'test'. Below this section is a blue link that says 'Check All Schools'.

Figure 3

Add the First Name, Last Name, and email address. Employee ID can be added as well but is optional. Create a password for the user and then select the School Permissions by clicking the checkbox in front of the school or group you want the user to have access to. To finish click the “Add User” button. Shown in Figure 3 above.