



LEARNING THAT WORKSSM

View and Edit an User

- Campus Admins and Instructors are able to make changes to Individuals Users.
- Students are not able to change their own names. An Instructor will have to make name edits.
- Only Campus Admins are able to upload students either individually or in bulk.



LEARNING THAT WORKSSM

Go to the “Users” Tab, Click edit next to a individual User



Users

[+ Add User](#) [+ Import Users](#) [+ Merge Users](#)

Role ▾ Active ▾

Search

[Clear Filters](#)

Filter

Name ▾	Role ▾	Schools	Groups	Active	Edit
NC3 Student	Student	NC3 Test	Dan Ramirez Classes	✓	
Test Student6	Student	NC3 Test		✓	
Dan Ramirez	Campus Administrator	NC3 Test	Dan Ramirez Classes	✓	

Click here
to edit
User



LEARNING THAT WORKSSM

nc3 Certifications Reports Schools Groups **Users** ? Test Instructor ▾

Edit User

* First name Phone

* Last name * Job title

Email * Role

Address 1
Address 2
City
State
Zip
Groups Clear

NC3 Test
Launch Test
test 1
Dan Ramirez Classes
Alex's 2nd group

Groups Clear

Active

Password - No Password
Password confirmation

Save **Save & New** **Cancel**

Certification Exam Attempts

Certification	Score	Elapsed Time	Date	Certificate	Review
525-596 Multimeter Certification	83%	about 7 hours	10/26/2012	Print Certificate	
Snapshot Shopkey Certification	0%	less than a minute	10/15/2012	Print Certificate	
504 Multimeter Certification	0%	less than a minute	10/26/2012	Print Certificate	

Bulk Certificates

View or
Change
Email here

View or
Change
Password
here

Manage
Roles of
instructors
and
Students

Manage
which
groups the
user is in

Review and
Print User's
Certs