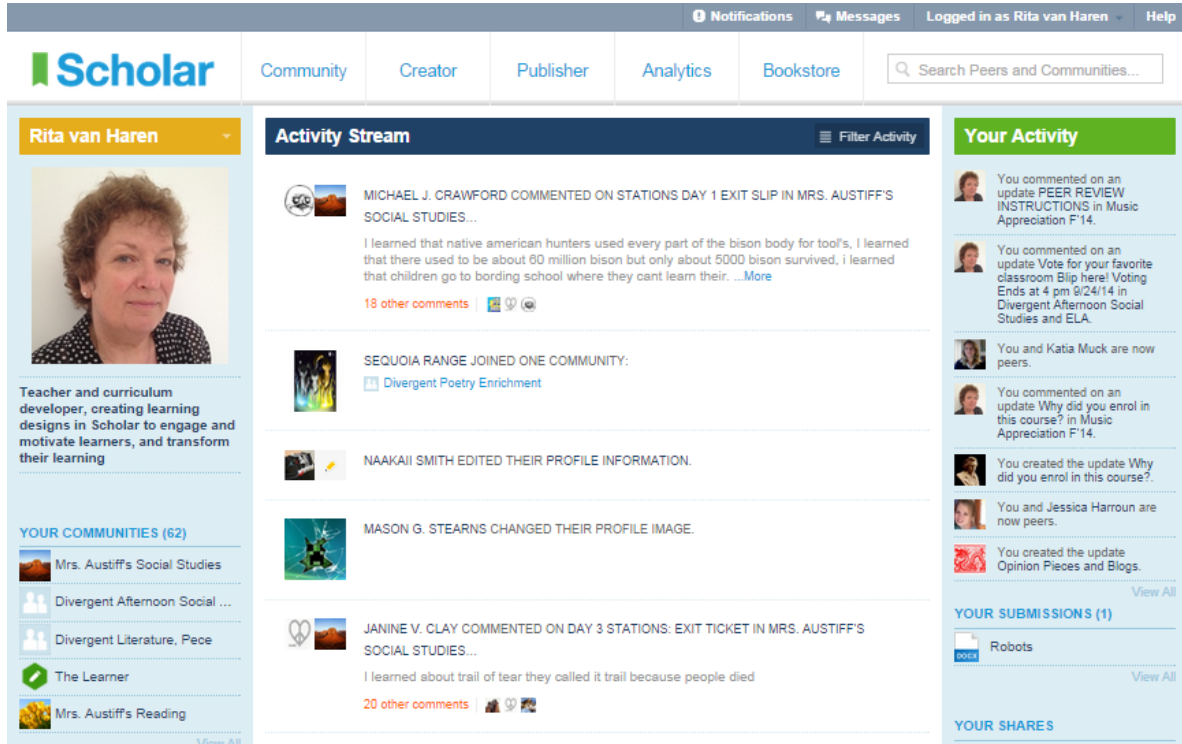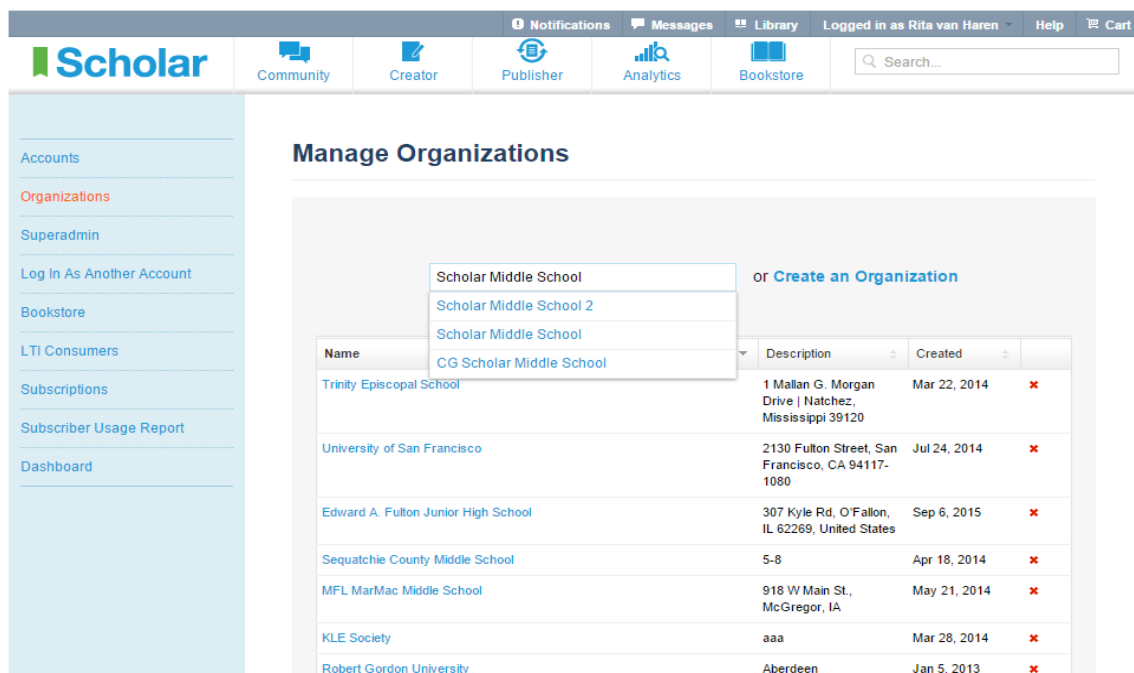# Setting up and Managing Accounts

6.4 The Role of the Organization Admin

6.4.1: The Organization Administrator (Org Admin) is a teacher, executive, or IT coordinator in an organization. The Org Admin liaises with Common Ground Publishing on Scholar licenses, and creates accounts for students, teachers, and other adults, as long as there are seats available. First, hover over your name to see the pull down menu for "Admin Tools".

6.4.2: In the "Admin Tools", select "Organizations". Type in the name of the organization, for example, Scholar Middle School. Then select it when it appears in the menu.

Organizations

Superadmin

Log In As Another Account

Bookstore

LTI Consumers

Subscriptions

Subscriber Usage Report

Dashboard

Scholar Middle School

Name | Scholar Middle School
Description | Organization Created for Demos
Contact person name |
Contact email |
IPAddress/CIDR |
District |
Subdistrict |

✎ Edit Details
✖ Delete Org

LICENSES

License		Used Seats	Available Seats	Started	Expires	
Default License for Scholar Middle School		17	13	Oct 7, 2013	Oct 7, 2016	✎ ✖

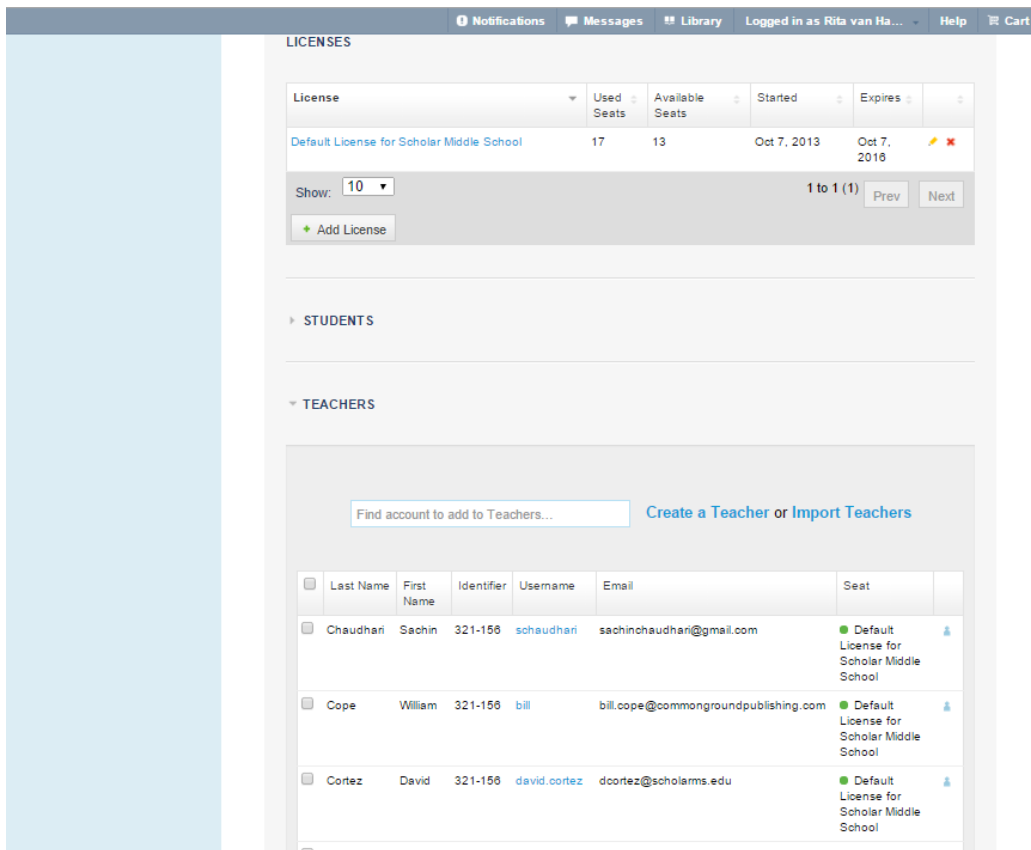Show: 10 ▾   1 to 1 (1) Prev Next
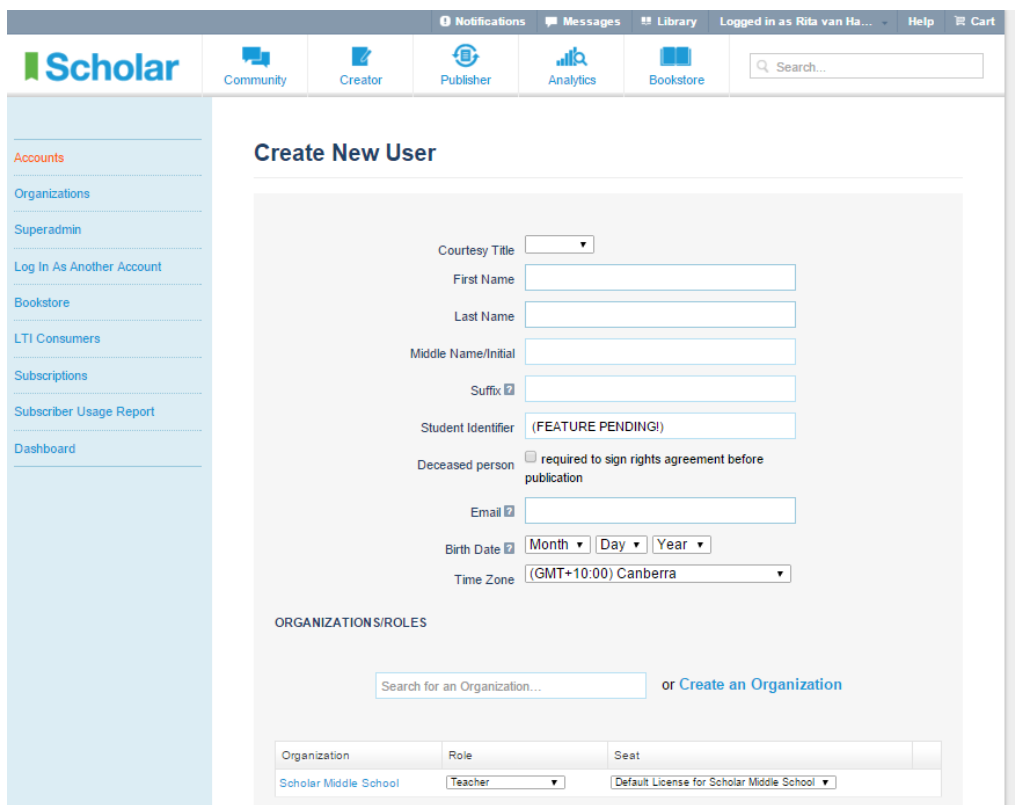
+ Add License

▸ STUDENTS

▸ TEACHERS

▸ ORGANIZATION ADMINS

6.4.3: Check whether there are seats available and when the license expires. If necessary, liaise with Common Ground Publishing to add more seats to the license and/or to extend the expiry date of the license.
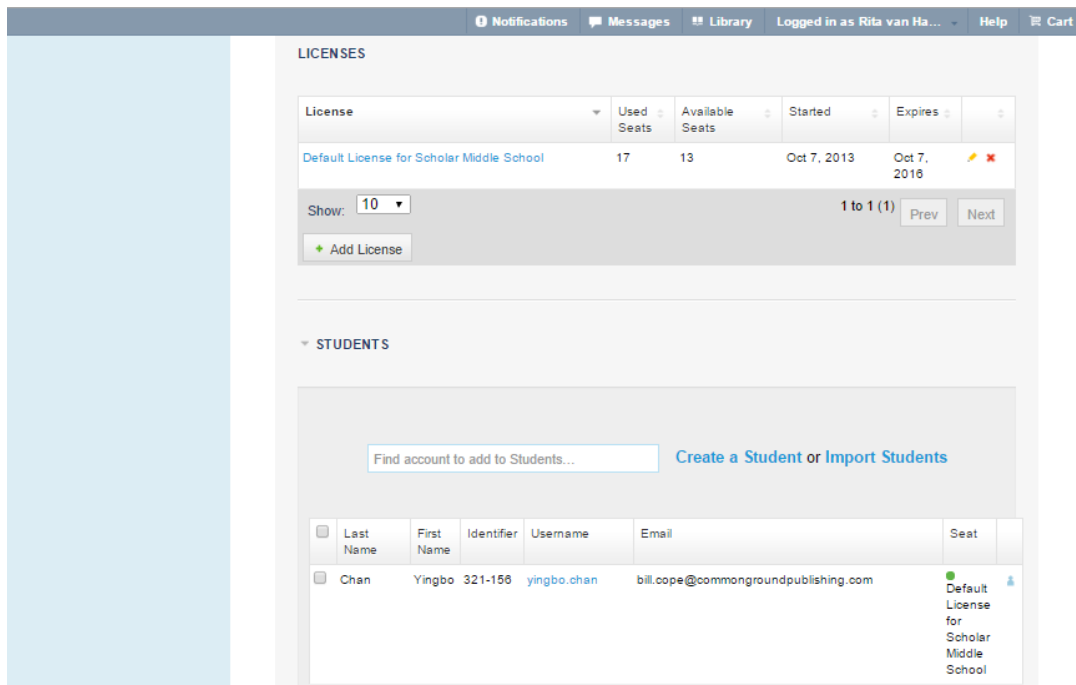
You can open the small arrows next to "Students", "Teachers", and "Organization Admins" to check details of accounts in the organization.
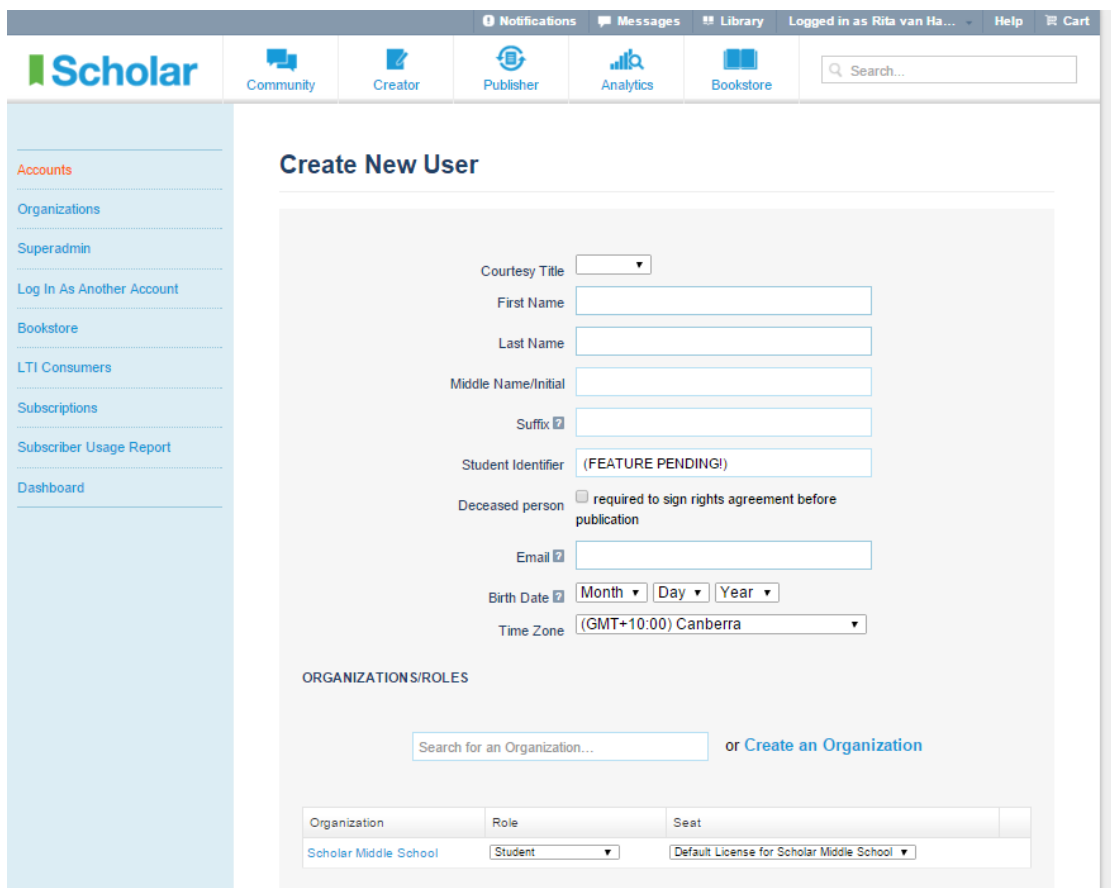
6.4.4: The Org Admin is able to create teacher accounts. Only Org Admins can create accounts for teachers and other adults in the organization. Simply go to "Create a Teacher". For a large number of accounts to create, use the Import Teachers tool. This is explained in Tutorial 6.2.

6.4.5: When you click on "Create a Teacher", you are taken to "Create New User". Add details. Note that the teacher is automatically assigned a seat as a teacher in the organization.

6.4.6: The Org Admin as well as teachers are able to create student accounts. Simply go to "Create a Student". For a whole class of students, use the "Import Students" tool. This is explained in Tutorial 6.2.

6.4.7: When you click on "Create a Student", you are taken to "Create New User". Add details. Note that the student is automatically assigned a seat as a student in the organization.

Scholar Middle School

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Display: 10 ▼   Prev   Next

With selected: ✛ Add Seats   ⋖ Remove Seats

▸ TEACHERS

▸ ORGANIZATION ADMINS

6.4.8: The Org Admin can also remove seats. These are seats or students who are no longer at the school or not using Scholar in any class. The name of the student will remain in the org and all their work will still be available in Community and Creator for life. They will not be able to participate in a Publisher project unless they are assigned a seat again.