

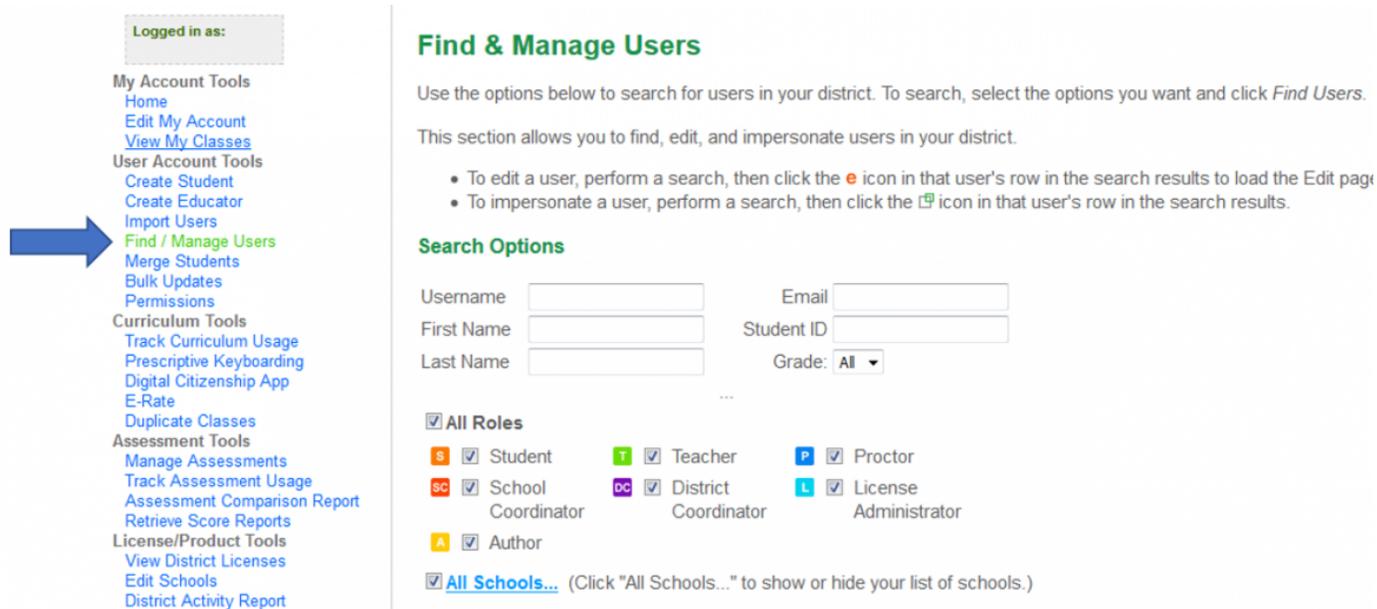
## Assuming Teacher Role

### Impersonate teachers and proctors to help manage their accounts

The Impersonation feature allows School and District Coordinators to impersonate or "shadow" Teacher and Proctor accounts in their school or district to help that user manage classes and curriculum. When impersonating, Coordinators can only take actions that the impersonated user has the ability to do him/herself, such as create classes, schedule assessments, enroll students, and view curriculum.

#### Step 1: Find the user you'd like to impersonate

In the Find / Manager Users link under your User Account Tools, you can search for teachers and proctors by name, username, and email address. It helps to narrow your search by selecting only the role and school applicable to the teacher/proctor you're searching.



**Logged in as:**

- My Account Tools
  - Home
  - Edit My Account
  - View My Classes
- User Account Tools
  - Create Student
  - Create Educator
  - Import Users
  - Find / Manage Users
  - Merge Students
  - Bulk Updates
  - Permissions
- Curriculum Tools
  - Track Curriculum Usage
  - Prescriptive Keyboarding
  - Digital Citizenship App
  - E-Rate
  - Duplicate Classes
- Assessment Tools
  - Manage Assessments
  - Track Assessment Usage
  - Assessment Comparison Report
  - Retrieve Score Reports
- License/Product Tools
  - View District Licenses
  - Edit Schools
  - District Activity Report

**Find & Manage Users**

Use the options below to search for users in your district. To search, select the options you want and click *Find Users*.

This section allows you to find, edit, and impersonate users in your district.

- To edit a user, perform a search, then click the **e** icon in that user's row in the search results to load the Edit page.
- To impersonate a user, perform a search, then click the **TS** icon in that user's row in the search results.

**Search Options**

Username  Email

First Name  Student ID

Last Name  Grade: **All** ▼

**All Roles**

- S**  Student
- T**  Teacher
- P**  Proctor
- sc**  School Coordinator
- cc**  District Coordinator
- L**  License Administrator
- A**  Author

**All Schools...** (Click "All Schools..." to show or hide your list of schools.)

#### Step 2: Shadow into the account

When you've found the user you're searching for, you'll see two icons to the left of the user's information: an orange 'e' and a small green square overlapping a larger grey square. Clicking on the icon with the squares will allow you to shadow into that user's account.

<input type="checkbox"/>	<input type="checkbox"/>	Last Name	First Name	Username	Grade	School	District	User ID	Roles
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Teacher	Mrs.	mteacher		Customer Support and Training			<b>T</b> <b>P</b>

**School Coordinators** will be able to shadow into the accounts of teachers who work at the school or schools they have access to (access is granted by District Coordinators).

**District Coordinators** will be able to shadow into any school in their district, so long as they have given themselves access to that school (you can give yourself access to schools by adjusting your account settings; learn more [here](#)).



Shadowing into a teacher's account will allow you to set up and organize classes, view active classes, pull class-level reports, and do anything that is within that teacher's capabilities.



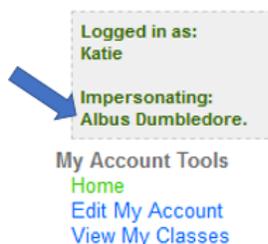
Shadowing into a proctor's account will allow you to schedule and manage assessments, including enrolling students in an assessment class, setting test parameters, and monitoring assessment progress. Learn about how to schedule assessments [here](#).

### Step 3: What to do once you're in the account

Once you've shadowed into an account, you'll see in the top right corner of your screen the name of the teacher/proctor and below that name is the school where s/he works. Clicking 'Logout' next to the user's name will log you out of that account and bring you back to your own coordinator account.



If you were to shadow into another coordinator's account, you'll see this in the upper left corner of your screen, above your Account Tools:



### Welcome

This is your Coordinator home page.

### My Messages

Journals are getting a name change!

To log out of the coordinator page you're shadowing into, click 'Logout' in the upper right hand corner of your screen; this will bring you back to your own coordinator page:



Webpage  
[Getting Started](#)  
[Coordinator](#)

Source URL: <http://support.learning.com/content/impersonating-educator-accounts>