ClassMate:
Assuming the Identity of a Teacher
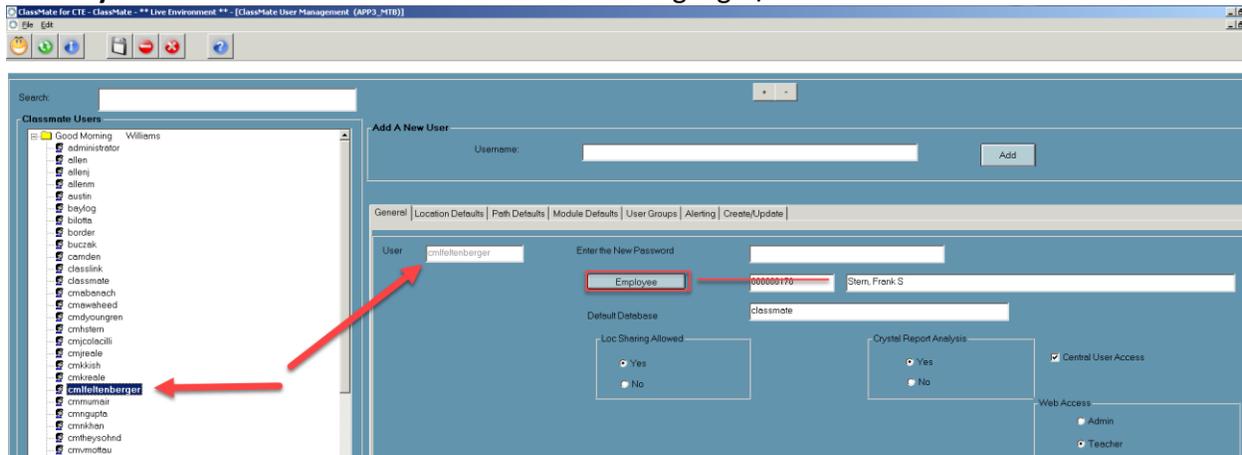
October 17, 2018

Assuming the Identity of a Teacher

Goal: To be able to use Teacher modules in order to see "what the teacher sees."
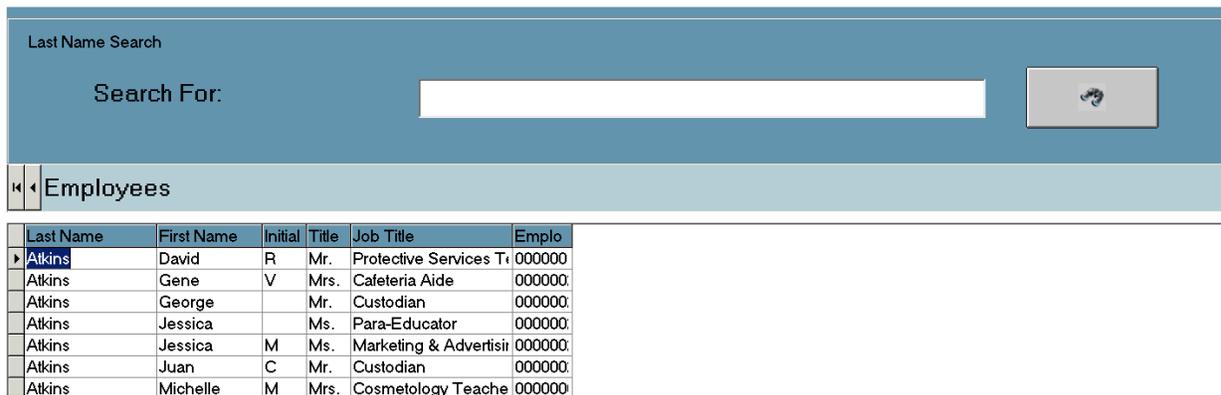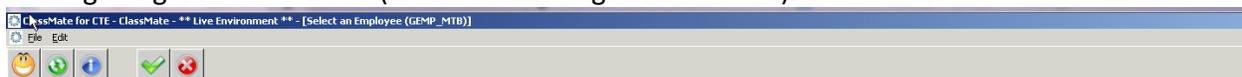
Modules > System Administrator > ClassMate User Management

1. Find **your** username in the list of username's and highlight/select.
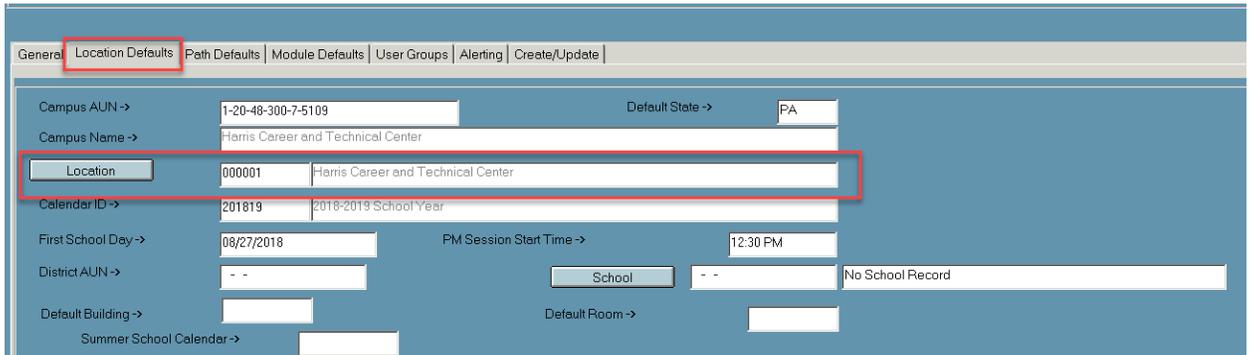
2. Click on the blue Employee button below.

3. Select a new employee to assume the identity of by clicking once on their name cell and then clicking the green check mark (or double clicking the name cell).
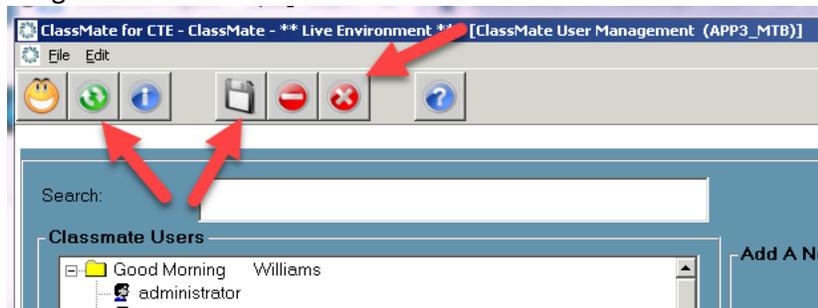
4. You should now verify that teacher's employee name appears in the field next to the blue Employee button.

5. *If multiple locations used -- On the Location Tab, make sure you are in the location of the Teacher you are assuming the identity of. If not, click the Blue Location button and select the location by clicking once on the name cell of the location and then clicking the green button.

6. Save using the Black Save Disk on the top toolbar.
7. Click the Green Refresh button.
8. Click the Red X to get out of the module.

You may now use any of the modules in the Teacher folders i.e. (Teacher Attendance, Teacher Discipline, Teacher Grading, etc).

You can also switch locations from your Main Dashboard by clicking the Yellow Smiley Face and selecting the Location Defaults tab > Blue Location button and changing there