

## Create a Teacher Account

This article is about creating teacher profiles in Electa Live.

You can create new Teacher account/ profile, if you are a teacher with administrative access. To see what level of teacher access are in Electa Live, please see the article "Level of Users Access".

To create Teacher account, click on the Management in the main menu, then Teacher Profiles. Manage Profile page will open, click on the + button to Add New Teacher Profile.

KM Online Teaching & Training

Home Class Schedule Student Management Courses Management Resources Account Settings Sign Out

### Manage Profiles

+ Export Import Set Group Set Status Delete Search for...

Add new profile

Full Name	Main Group	Username	E-mail address
Keira Mace (Me)	<Unassigned Users>	kmace	kmacetutoring@gmail.com
Kevin Mace (M)	IGCSE English Language Y2	kmace@yopmail.com	kmace@yopmail.com

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Create Profile page will open, fill in the General Information about new Teacher profile. Fill in the First and the Last Name and E-mail address. Username and password are automatically generated, if you want to generate it manually then uncheck the boxes and fill in the fields: Username, Password and Confirm password. Fill in Advanced information about you Teacher. You can choose Time Zone and Country from drop-down menu by clicking on the black arrow. Time zone is important to be correctly selected so the teacher can receive information and hold classes in relevant time. Other information in the Advanced information section is not obligatory.

### Create Profile

General Information

First Name: David

Last Name: Gahan

E-mail address: teacher\_HA@yopmail.com

☒ Generate Username Automatically

Username:

☒ Generate Password Automatically

Password:

Confirm Password:

Advanced Information

Time Zone:

## Create a Teacher Account

In the third section of the Create Profile page chose the relevant user group for the new teacher, click on the small black arrow and chose main group from the drop-down menu. You can add additional groups by clicking on the + button, the list with user group will pop-up, chose one or more additional groups for the new teacher. In the access option chose from the drop-down menu account type for your new teacher profile, there are two option for teachers: Teacher-Administrator and Teacher-Moderator.

User Group

**Main Group**

Basics in Dutch Golden Age painting (G05)

**Additional Groups**

IGCSE English Language Y2 (G03)

+ -

Access Options

**Account Type**

Student

Student

Teacher - Moderator

Teacher - Administrator

Apply

As soon as you chose the account type Permission section will appear, click on the boxes before the permissions to chose what kind of teacher profile you want to create. When you set the permissions click Apply button to finish the action.

Access Options

**Account Type**

Teacher - Moderator

Student

Teacher - Moderator

Teacher - Administrator

**Permissions**

☐ Moderator can create user accounts

☐ Moderator can schedule events

☐ Moderator can delete user accounts

☒ Moderator can create courses

☐ Moderator can access other user accounts

☐ Moderator can see other moderators

☐ Moderator can upload resources and homework

Apply

## Create a Teacher Account

To update profile or set different set of permissions click on Management >> Teacher Profiles and then click on the Setting button and chose one of the options from the drop-down menu. To delete the profile chose Delete Profile from the drop-down menu.

Home Class Schedule Student Management Courses Management Resources Account Settings Sign Out

### Manage Profiles

+ Export Import Set Group Set Status Delete Search for...

	Full Name	Main Group	Username	E-mail address	
	David Gahan (M)	Basics in Dutch Golden Age painting	teacher_HA@yopmail.com	teacher_HA@yopmail.com	⚙️
	Keira Mace (Me)	<Unassigned Users>	kmace	kmace@yopmail.com	
	Kevin Mace (M)	IGCSE English Language Y2	kmace@yopmail.com	kmace@yopmail.com	

Showing 1 to 3 of 3 entries (filtered from 15 entries in total)

- User Files
- Update Profile
- Update Group
- Accessibility Options
- Reset Password
- Set Permissions
- Manage Access to User Groups
- Attendance Records
- Delete Profile
- Login as This User

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To find out more about teacher access to courses see article [Understanding Teacher Access to Courses](#)

### Video guide

Electa Live Virtual Classroom, LMS - Help & Support Portal  
<https://support.e-lecta.com/Knowledgebase/Article/50144>