

PORTLAND STATE UNIVERSITY



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## Learner Administrator Guide

**National Learner Web Staff**

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## The Learner Web Administrative Site for the Learner Administrator

The main responsibilities of a Learner Administrator are to:

- Create Learner accounts.
- Edit/Delete Learner accounts.

In order to carry out the following instructions you will have to log in to the Learner Web Administrative Site. To do so, go to [admin.learnerweb.org](http://admin.learnerweb.org) and log in using your Learner Administrator screen name and password.

### How to Create Learner Accounts

- In the Learner Administrator Menu on the left-hand side of the screen, click on “Manage Learners”.
- You should be prompted with a list of all of your Region’s Learners.
- Click on “New Learner” at the top of the screen.
- Check your Region’s name next to “Regions”.
- Enter the Learner’s screen name, their password and, if you wish, their first and last name and their email.
- Click on “Save”.

### How to Edit/Delete Learner Accounts

- In the Learner Administrator Menu on the left hand side of the screen, click on “Manage Learners”.
- You should be prompted with a list of all of your Region’s Learners.

- If you wish to delete a Learner, simply click on “Delete” next to their screen name.
- If you wish to edit a Learner’s account, click on “Edit” next to their screen name.
- You should be prompted with the Learner’s account information.
- Make the necessary changes.
- Click on “Update”.

## **TRAINING VIDEO: LEARNER ADMINISTRATOR**