PORTLAND STATE UNIVERSITY

Helper Administrator's Guide

National Learner Web Staff

9/14/2010

The Learner Web Administrative Site for the Helper Administrator

The main responsibilities of a Helper Administrator are to:

- Create Helper accounts

- Edit/Delete Helper accounts

The Basics

Important Disclaimer: In order to carry out the following instructions you will have to login to the Learner Web Administrative Site. To do so, go to admin.learnerweb.org and log in using your Helper Administrator username and password. If you are using the same account for multiple administrative roles, you will need to make sure that you are in the Helper Administrator Menu. In the case that you are directed to a different menu, click on the "Helper Administrator Menu" on the left hand side of the screen.

How to Create Helper Accounts

1. In the Learner Administrator Menu on the left-hand side of the screen, click on "Manage Helpers".

2. You should be prompted with a list of all of your Region's Helpers.

3. Click on "New Helper" at the top of the screen.

4. Check your Region's name next to "Regions".

5. Enter the Learner's screen name, their password and, if you wish, their first and last name and their email.

6. Click on "Save".

How to Edit/Delete Helper Accounts

NOTE: You can use the "Edit" function to update/change Helpers' account information, but you can also use it designate their available contact hours and the subjects/skills they can help with.

1. In the Helper Administrator Menu on the left hand side of the screen, click on "Manage Helper"

2. You should be prompted with a form that lists all of your Region's Helpers

3. If you wish to delete a Helper, click on "Delete" next to the Helper's screen name

4. If you wish to Edit the Helper account, add their availability information or the subjects/skills they can help with, click on "Edit" next to their screen name

5. You should be prompted with the Helper's Account information

6. You can edit their password, first and last name and their email by editing the appropriate fields

7. Notice that the form contains a calendar listing all 7 days of the week with 1 hour time slots under each day. This is where you designate the Helper's contact availability

8. Click on the times slots that the Helper is available for contact

9. Now scroll down to where it says "Helper Skills". This is where you designate the subjects and skills the Tutor can help with

10. Click on the "plus" sign next to "Helper Skills"

11. Check the boxes next to the appropriate subject/skill

12. Click on "Update".