Administrator Reference Guide

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Activating Accounts

Signing in from your invitation email:

You will receive an invitation email from license@account.quizbot.com

1. Click Accept in the email.

Educator Dashboard

Mike LeBoida has created a Educator Dashboard account for you.

Would you like to accept this invitation and activate your account?

Accept   Ignore

Button didn't work? To accept, you can copy/paste the link below into your browser.

2. You will be prompted to put in your email password.

   You are set up with the email address used to click confirm. The next time you login to quizbot.com, use this email to sign in.

Hello butlermarci54

Not you?

Re-enter password

Next

Forgot password?

Quizbot™

G Sign in with Google

Sign in with Microsoft

— or —

email or username

Continue

Signing in means you agree with the Terms of Service and Privacy Policy
Last modified: April 10, 2017

Don't have an account? Create one.
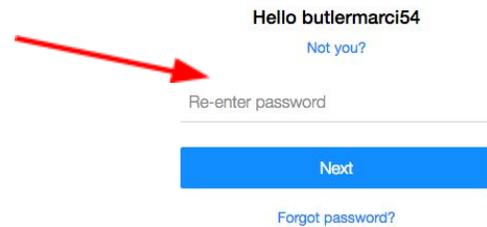
3. Note that if have an existing login for:

   a. Google, click the Sign in with Google button and then enter your email address.

   b. Microsoft Live or Office 365, click the Sign with Microsoft button and then enter your email address

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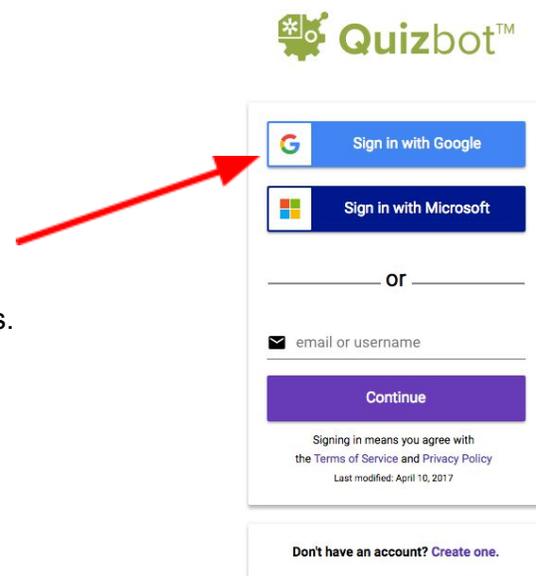
Managing Educators

To create Educators follow the steps below.

I want to...

Manage educators

Create quiz

1. Click on Manage educators.

2. Enter email addresses of educators one at a time.
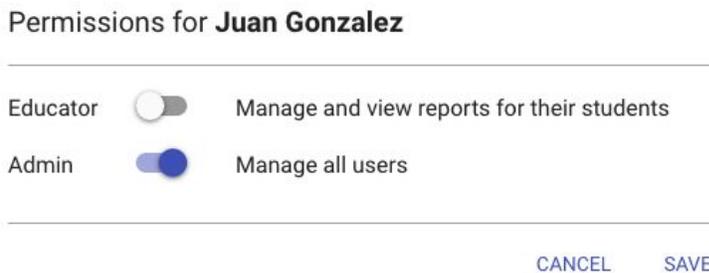
3. Click on Add educator

   Note: to enter multiple educators, you can use the Import from CSV file option. Download the template, copy in the email addresses, upload the template and the invitations will be batched to your educators.

Manage Educators

You can add your educators through their email below...

✉ Educator's email

Add educator

——— or ———

Import from CSV file
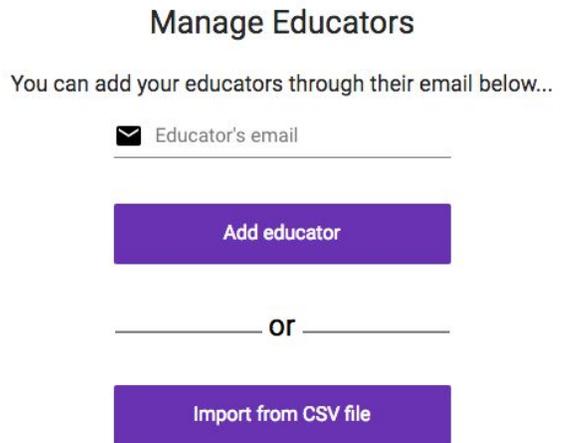
To move permissions from an Educator to an Administrator, follow the steps below.
**Note:** All staff members will be invited as Educator level access.

1. Click on Manage Educators,
2. Find the educator's name that you want to move to another permission level.
3. Click Permissions beside the that name.
4. Toggle on the new permission level: Administrator or Analyst
5. Toggle off the educator permission level
6. Click SAVE

Permissions for **Juan Gonzalez**

Educator ⬜ Manage and view reports for their students

Admin 🔵 Manage all users

CANCEL   SAVE

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Signing in as an Educator

Google Email addresses:
1. Navigate to quizbot.com
2. Click "Sign in with Google"
3. Type in email address
4. Type in password
5. Click "Accept" on pending invitation
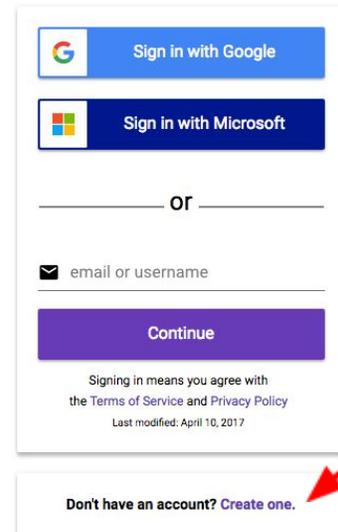
Microsoft Live or Office 365 email addresses:
1. Navigate to quizbot.com
2. Click "Sign in with Microsoft"
3. Type in email address
4. Type in password
5. Click "Accept" on pending invitation

Other Email addresses:
1. Navigate to quizbot.com
2. Type email on gray "email or username" line
3. You will get a message that you are not recognized would you like to create an account
4. Click "Create one"
5. Navigate to your email inbox to find confirmation email
6. Find email from confirm@account.quizbot.com
7. Type in your full name
8. Type in your email password
9. Navigate back to quizbot.com
10. Click "Accept" on pending invitation

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