**Age of Learning**®
School Solutions Help Center

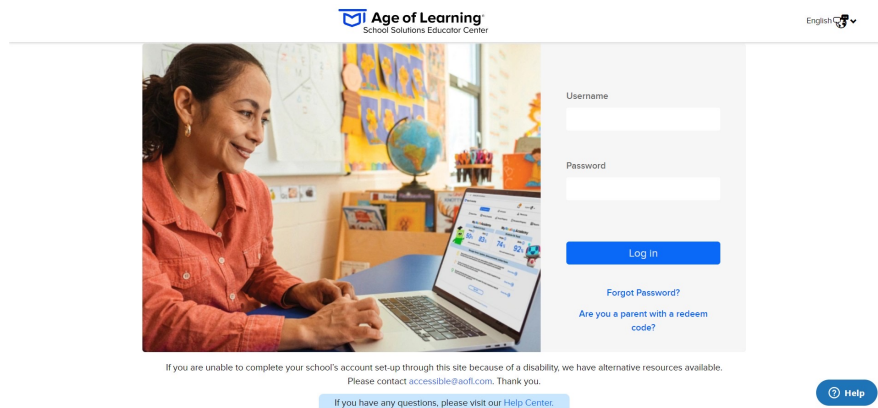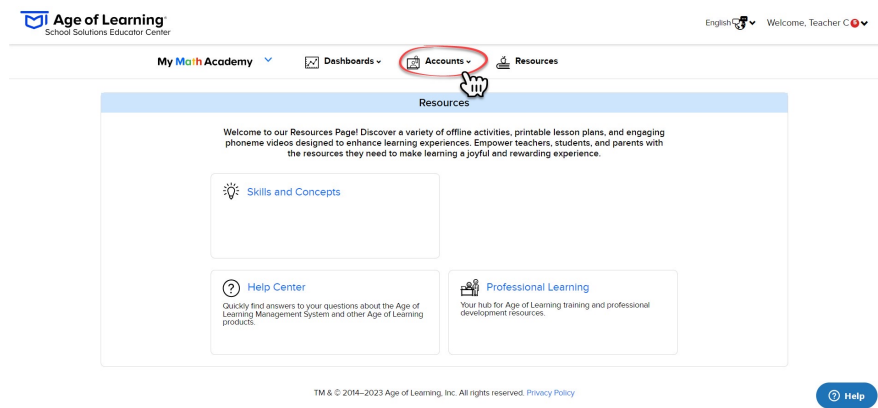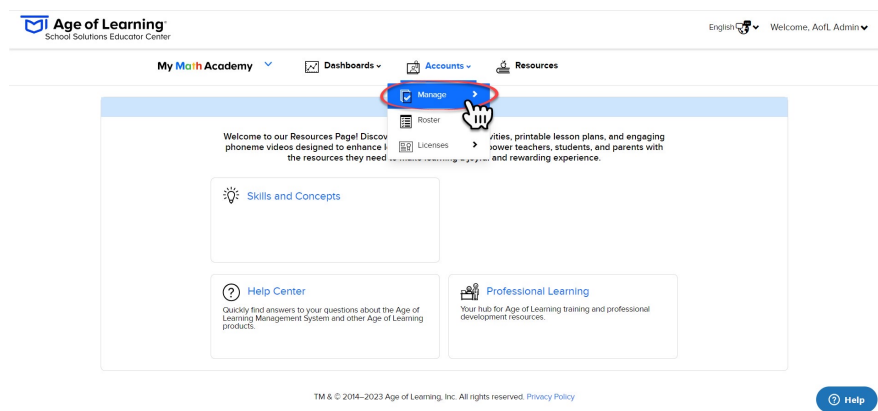# How do I invite teachers?

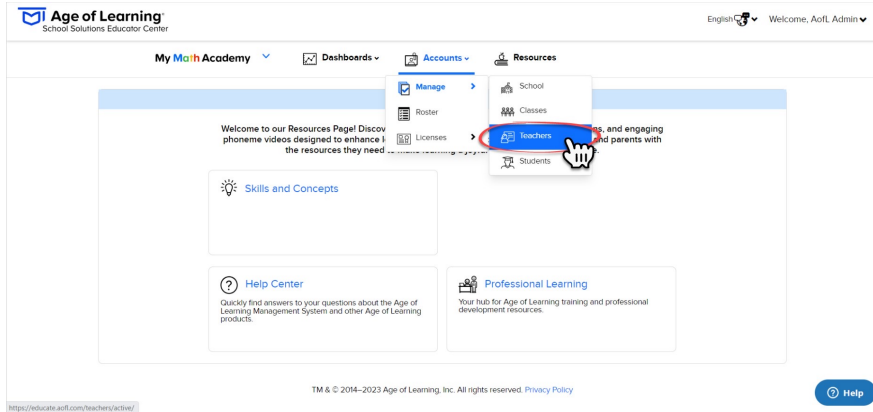1. Log in to your Educator Center (educate.aofl.com) account.



2. Click on the **Accounts** tab located at the top of your screen.
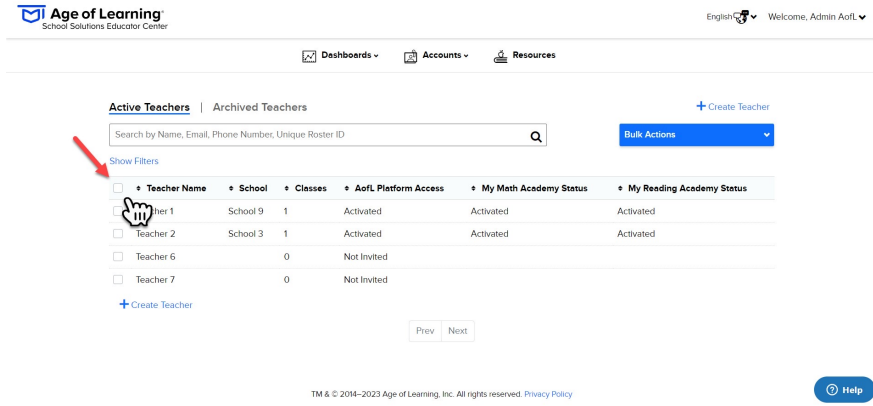


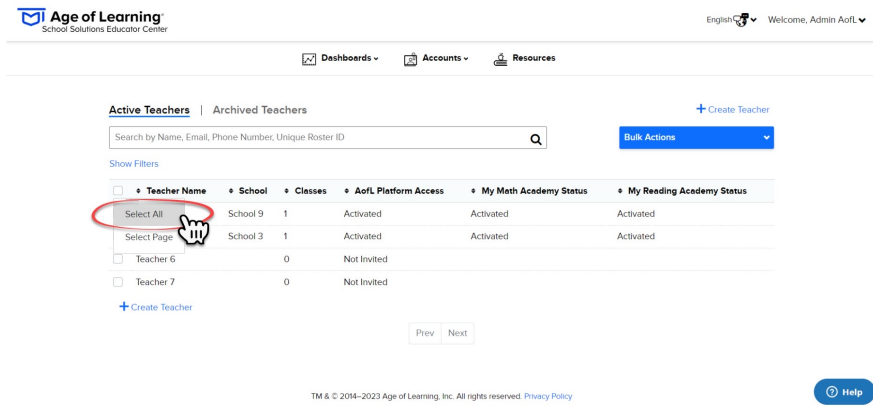3. Next, select the **Manage** tab.

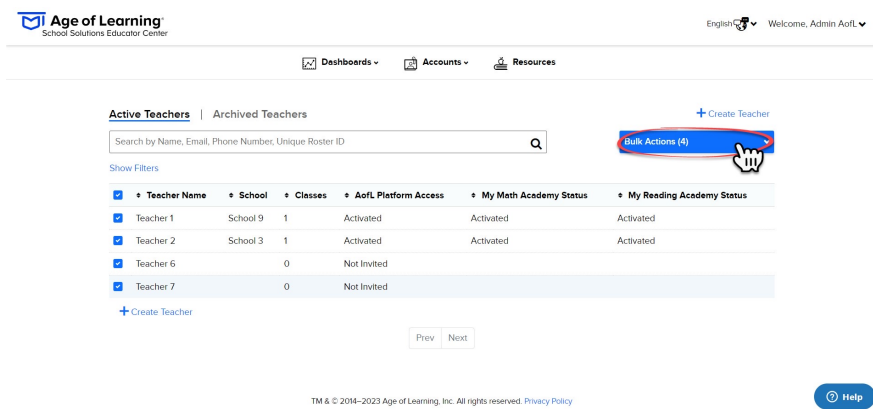4. Under the **Teachers** tab.



5. Use the **check box** feature to select the entire list.



6. Click the **Select All** option.



7. Select **Bulk Actions**.

8. Select **Send Teacher Invites.**



**Age of Learning®**
School Solutions Educator Center

English 🌐 ⌄        Welcome, Admin AofL ⌄

📊 Dashboards ⌄      📋 Accounts ⌄      🏫 Resources

Active Teachers  |  Archived Teachers          ＋ Create Teacher

| Search by Name, Email, Phone Number, Unique Roster ID | 🔍 |

Show Filters

Bulk Actions (4) ⌄

| ☑ | ⇕ Teacher Name | ⇕ School | ⇕ Classes | ⇕ AofL Platform Access | ⇕ My Math Academy Status | ⇕ |
|---|---|---|---|---|---|---|
| ☑ | Teacher 1 | School 9 | 1 | Activated | Activated | |
| ☑ | Teacher 2 | School 3 | 1 | Activated | Activated | |
| ☑ | Teacher 6 | | 0 | Not Invited | | |
| ☑ | Teacher 7 | | 0 | Not Invited | | |

Export Search Result

Export Selected Results

Send Teacher Invites

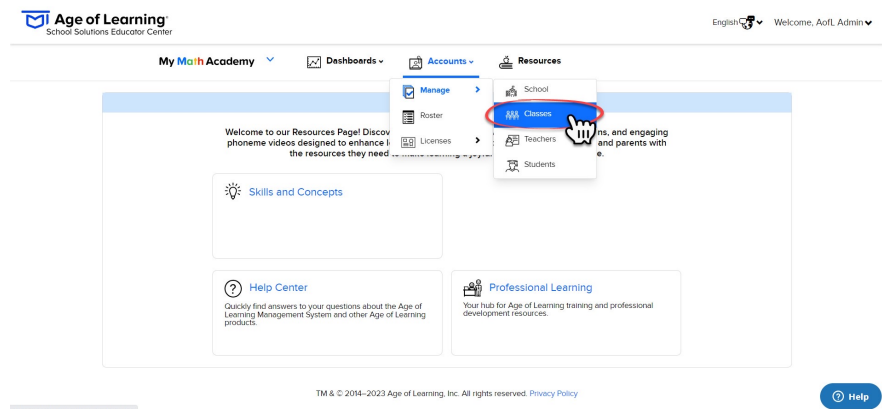Generate QR for Login

＋ Create Teacher

Prev    Next
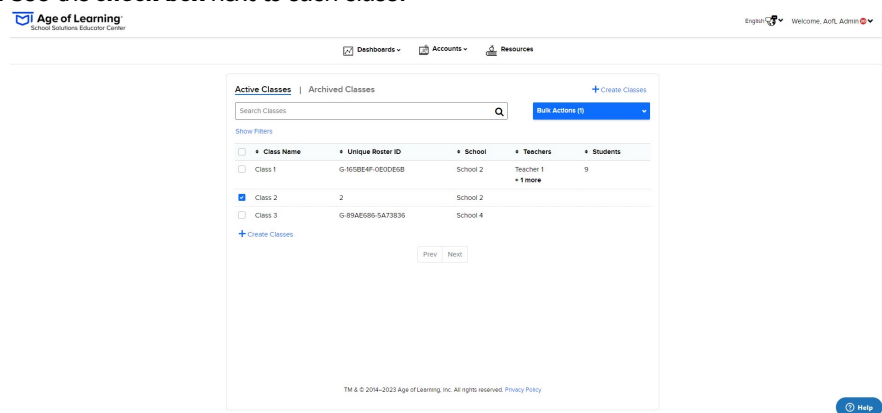
❓ Help

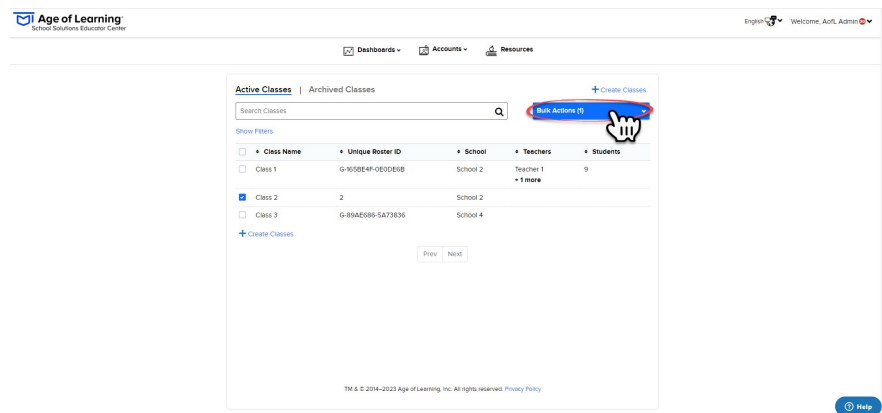2. Click on the **Accounts** tab located at the top of your screen.
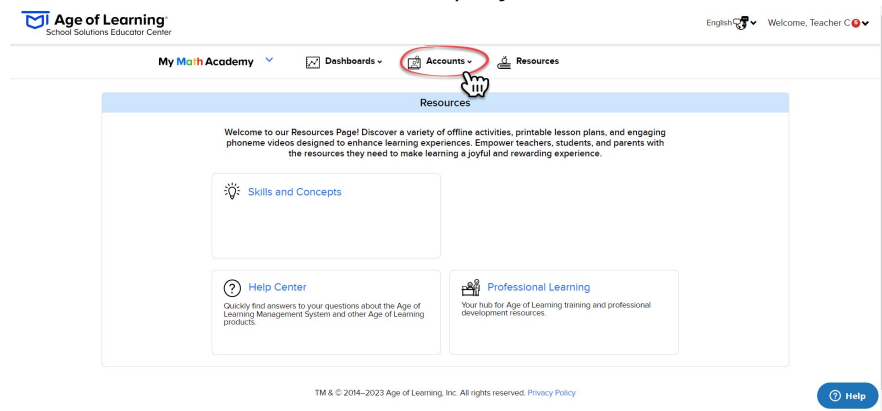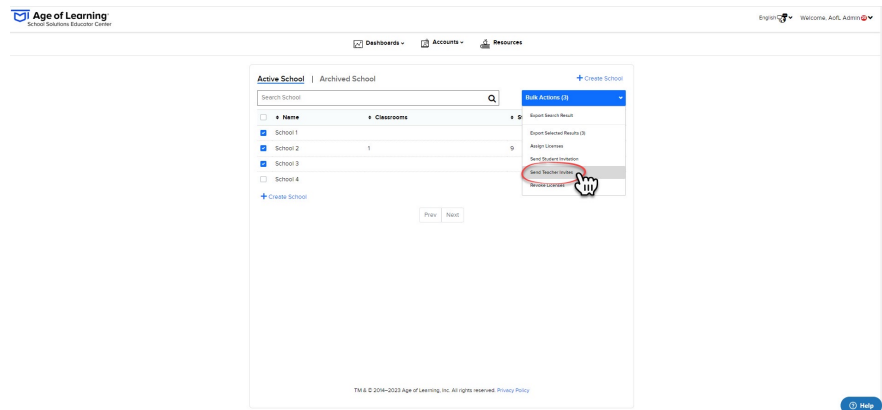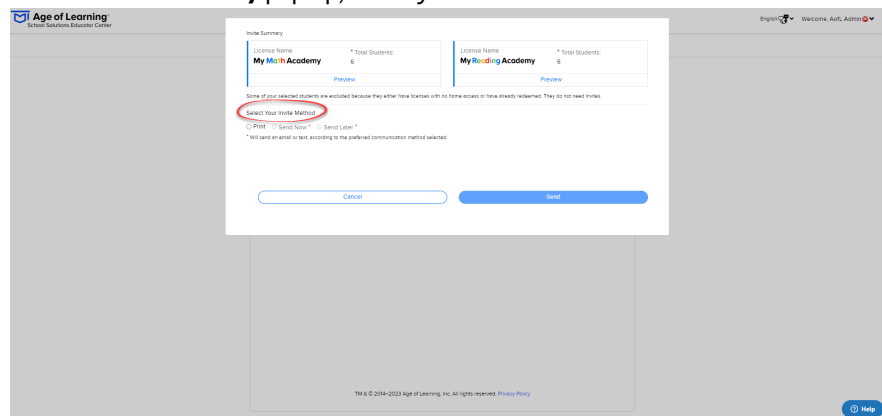
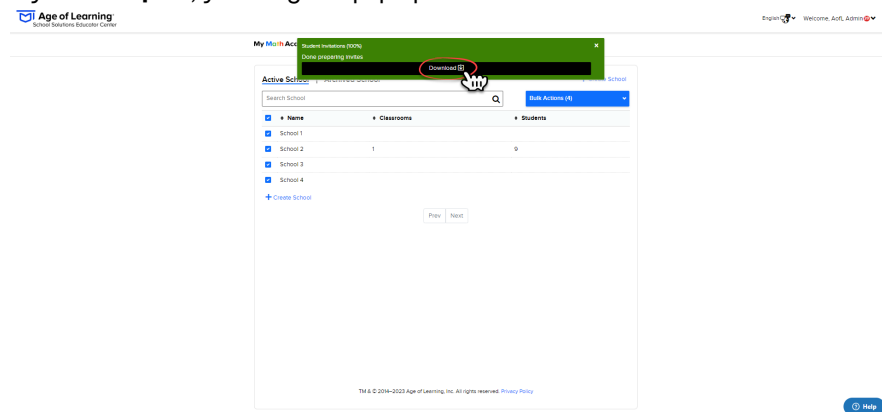3. Next, select the **Manage** tab.
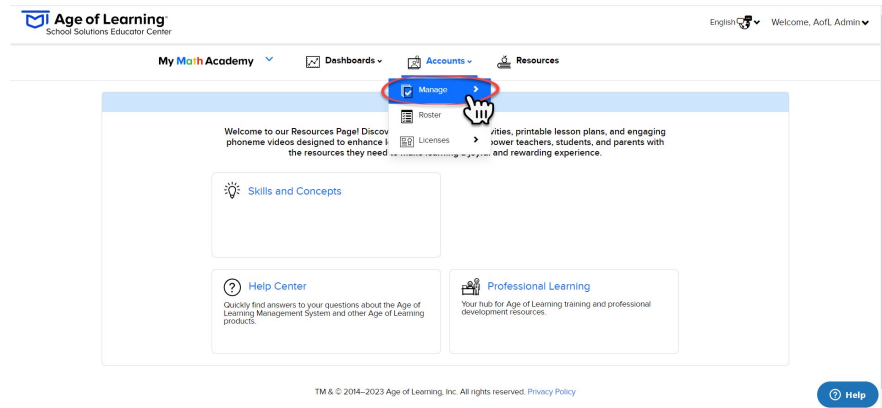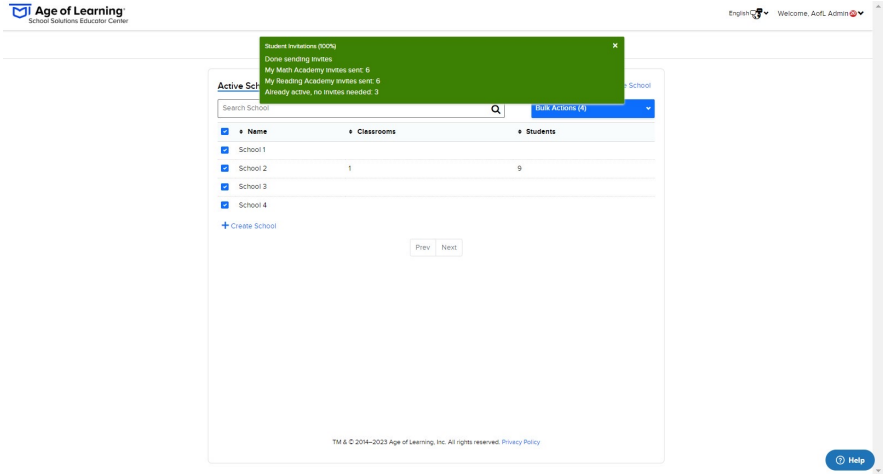
4. Select the **Classes** tab.

5. Use the **check box** next to each class.

6. Select **Bulk Actions**.



7. Select **Send Teacher Invites.**



8. On the **Invite Summary** pop-up, select your invite method.



9. If you select **print**, you will green pop-up to **download** the PDF files.

10. If you select **send now**, you will get a confirmation message once the email is sent.



11. If you select **send later**, you get a calendar pop-up. Please select the **date**.
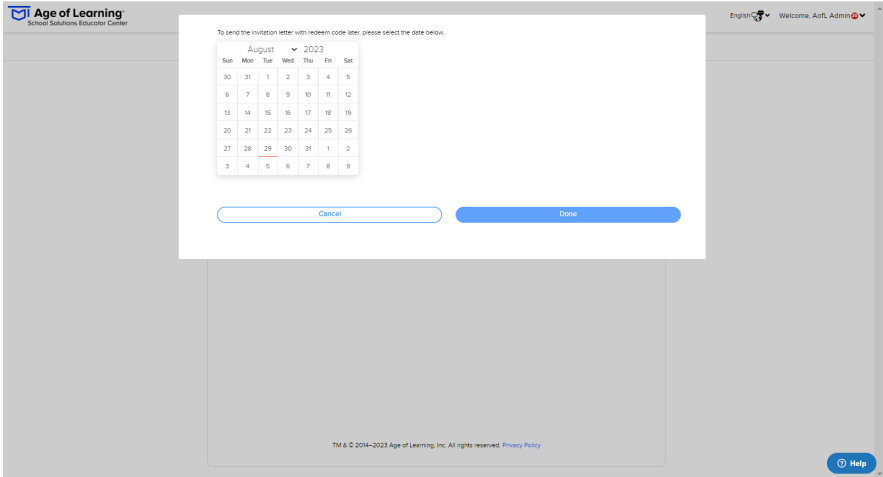


12. Depending on your selection, your last step will be to save by clicking **Done**, **Send** or **Print**.

Teachers or students will receive an email with a link to create their Educator Center account. This link is unique to the teacher and should only be used by the intended recipient.

Once the teacher or student opens the link, they will need to choose a secure password for their account.

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YES          NO

3 out of 5 found this helpful

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