

## How to set up a teacher account Under a manger account In Reading Kingdom

Reading Kingdom has four levels:

1. Supervisor
2. Manager
3. Teacher
4. Student

The Supervisor account is set up at the Chapter level.

The Manager account is set up at the Village level under the Supervisor account.

The Teacher account is set up for each Family Ambassador under the Village Manager Account.

The Family Ambassador can register students.

Below is a screen shot of the Manager screen before any teachers have been set up.

**Managers**

[Home](#) / [Supervisor Dashboard](#) / Manager Dashboard

Supervisor Dashboard	Manager Dashboard	Add/Manage Teachers	Download Manager's Report	Transfer Students	Settings
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Number of existing teachers <span style="float: right; border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">0</span>	Number of student slots assigned to a teacher <span style="float: right; border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">0</span>
Remaining number of teachers you can add <span style="float: right; border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">10</span>	Number of free student slots available <span style="float: right; border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">20</span>

Select a name to view/edit the classroom information for that particular teacher.

Teacher Name	Teacher Username	Student Slots Used	Student Slots Free	Send Login Info To All Teachers

To add a teacher, click on the Add/Manage Teachers tab.

Supervisor Dashboard   Manager Dashboard   **Add/Manage Teachers**   Download Manager's Report   Transfer Students   Settings

Number of existing teachers	0	Number of student slots assigned to a teacher	0
Remaining number of teachers you can add	10	Number of free student slots available	20

Product Type	Available Student Slots	Expiration date	# Assigned	# Free
Reading Kingdom	20	02/01/2023	0	20

Teacher Accounts   **Add New Teacher**   Import New Teachers   Show/Hide Teachers

Teacher First Name	Teacher Last Name	Username	Password	Product	Slots Exp. Date	# Of Slots
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Records per page: 50

Click on the name, username or password to edit

This screen would list any teachers under this Manager account. There are no teachers added yet. This page shows how many Reading Kingdom student licenses are available to provide to teachers.

Click on the Add New Teacher tab.

Teacher Accounts   **Add New Teacher**   Import New Teachers   Show/Hide Teachers

Select which group you would like to use. If there are not enough student slots available we will assign up to the available number of student slots.

02/01/2023 [ 20 available student slot(s) Reading Kingdom ]

**All fields are required**

First Name

Last Name

Email

Password

Number of Student Slots

Send Login Info

Create Teacher

A box will appear on this page to enter the teacher information and create a teacher account. You can specify how many student licenses to allocate to the teacher account. You can add or deallocate licenses at any time as needed. Once the information has been input, click the button to Create Teacher.