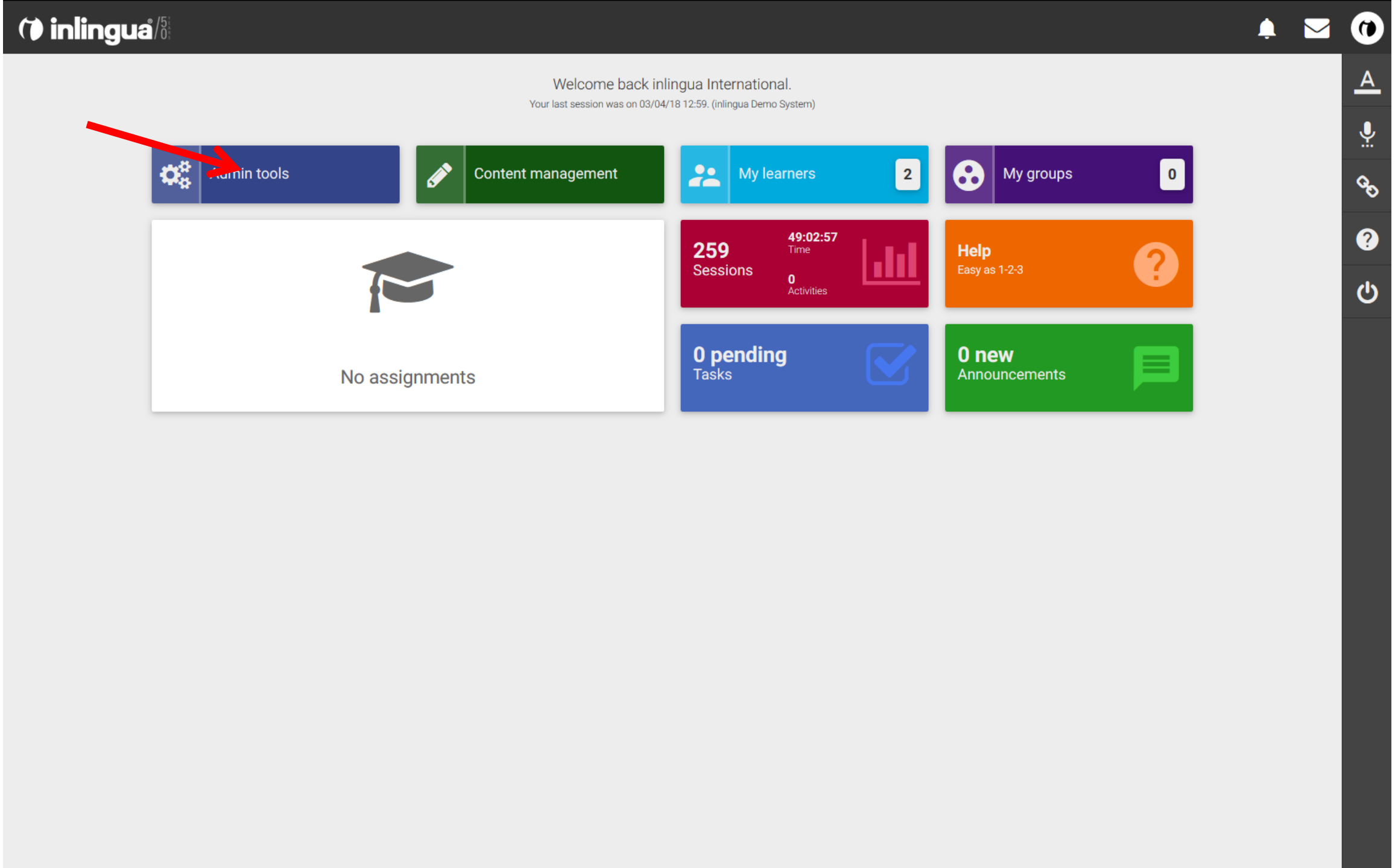
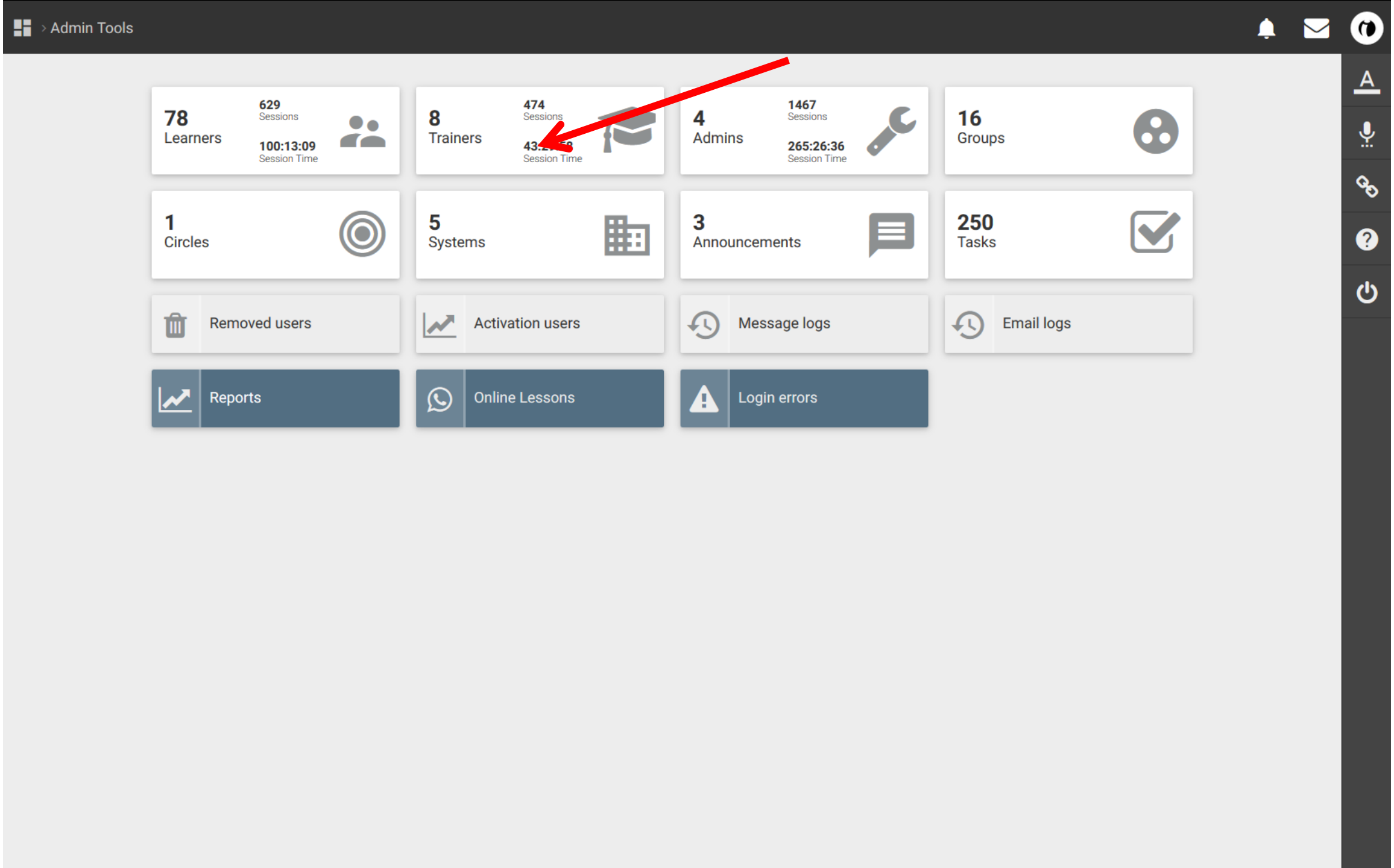
Admin: Creating a Trainer and assigning a trainer to a group


inlingua
Welcome back inlingua International.
Your last session was on 03/04/18 12:59. (inlingua Demo System)
Admin tools
Content management
My learners
2
My groups
0
No assignments
259
Sessions
49:02:57
Time
0
Activities
Help
Easy as 1-2-3
0 pending
Tasks
0 new
Announcements


Admin Tools
78
Learners
629
Sessions
100:13:09
Session Time
8
Trainers
474
Sessions
Session Time
4
Admins
1467
Sessions
265:26:36
Session Time
16
Groups
1
Circles
5
Systems
3
Announcements
250
Tasks
Removed users
Activation users
Message logs
Email logs
Reports
Online Lessons
Login errors

Search by name, surname, username, reference and email

	Name	Limit access	Reference	Email	Groups	Sessions	Session time	Last session
	Fred Blogs @FRED	-	-	-	Joes group, DEMO 3294578	2	00:09:37	16/05/17
	Mary Johnson @trainer	-	-	trainer@webschool.ws	GROUP 024, SOAIFGUSIOUG 05, KLXVCK, LKJHDHA 12, AOIUFOIA, SA 727, MELBOURNE, Italy, DEMO 3294578, HEMINGWAY, 4563456 DEMO GROUP, DEMO 46345, new group webinar, DEMO DIJON	319	27:00:42	06/11/17
	Harry Scott @Harry	-	-	-	Hastings	41	08:37:01	06/11/17
	Michael Young @michael	-	-	-	AIOFUIO Beginner 3	4	00:07:30	20/03/17
	demotrainer demotrainer @demotrainer	-	-	-	Italy, osnabrück	28	03:19:43	01/11/17
	Linda Brown @linda	-	-	-	GROUP 032, DHGDFJ Advanced, ORWELL	7	00:38:48	21/09/17
	trainer jose @trainerj	-	-	-	TEST GROUP, Jakarta	0	00:00:00	-
	trainer luis @trainerl	-	-	-	TEST GROUP, Jakarta	1	00:16:01	27/12/16
	Patricia Smith @patricia	-	-	-	OIUGSIJ 1, GROUP 031, GROUP 035, OIFGIOUG	8	00:13:45	15/03/17
	David Harris @dharris	-	-	-	GROUP G0031, GROUP 035, SIFDGYU 57	4	00:03:36	27/12/16
	Paul Smith							

Search by name, surname, username, reference and email

	Name	Limit access	Reference	Email	Groups	Sessions	Sessi
	Fred Blogs @FRED	-	-	-	Joes group, DEMO 3294578	2	00:09
	Mary Johnson @trainer	-	-	trainer@webschool.ws	GROUP 024, SOAIFGUSIOUG 05, KLXVCK, LKJHDHA 12, AOIUFOIA, SA 727, MELBOURNE, Italy, DEMO 3294578, HEMINGWAY, 4563456 DEMO GROUP, DEMO 46345, new group webinar, DEMO DIJON	319	27:00
	Harry Scott @Harry	-	-	-	Hastings	41	08:37
	Michael Young @michael	-	-	-	AIOFUIO Beginner 3	4	00:07
	demotrainer demotrainer @demotrainer	-	-	-	Italy, osnabrück	28	03:19
	Linda Brown @linda	-	-	-	GROUP 032, DHGDFJ Advanced, ORWELL	7	00:38
	trainer jose @trainerj	-	-	-	TEST GROUP, Jakarta	0	00:00
	trainer luis @trainerl	-	-	-	TEST GROUP, Jakarta	1	00:16
	Patricia Smith @patricia	-	-	-	OIUGSIJ 1, GROUP 031, GROUP 035, OIFGIOUG	8	00:13
	David Harris @dharris	-	-	-	GROUP G0031, GROUP 035, SIFDGYU 57	4	00:03
	Paul Smith						

New trainer

First name *
Sam

Surname *
Smith

Username *
samsmith

Activation password *
samsmith

Reference

Email
samsmith@samsmith.com

Gender
male

Birthdate

Time zone
Europe/Madrid (my system timezone)

Interface language *
English

SAVE

Basic data

Successfully completed

First name
Sam

Surname
Smith

Username
samsmith

Reference
-

Email
samsmith@samsmith.com

Gender
male

Time zone
Europe/Madrid

Birthdate
-

Interface language
English

Activation password
samsmith

Basic data

First name
Sam

Surname
Smith

Username
samsmith

Reference
-

Email
samsmith@samsmith.com

Gender
male

Time zone
Europe/Madrid

Birthdate
-

Interface language
English

Activation password
samsmith

- Edit basic data
- Edit contact data
- Edit permissions
- Change image
- Reset password
- Emails configuration
- Send message
- Assign content
- Assign to group as a trainer
- Assign to group as a learner

Basic data

First name
Sam

Surname
Smith

Username
samsmith

Reference
-

Email
samsmith@samsmith.com

Gender
male

Time zone
Europe/Madrid

Birthdate
-

Interface language
English

Activation password
samsmith

- Edit basic data
- Edit contact data
- Edit permissions
- Change image
- Reset password
- Emails configuration
- Send message
- Assign content
- Assign to group as a trainer
- Assign to group as a learner

Basic data

First name
Sam

Surname
Smith

Username
samsmith

Reference
-

Email
samsmith@samsmith.com

Gender
male

Time zone
Europe/Madrid

Birthdate
-

Interface language
English

Activation password
samsmith

Groups

Search by group name

- new group webinar — description webinar group
- DEMO 3294578 — a description of the group
- Italy — Test
- Jakarta
- DEMO PROVENCE
- TEST GROUP
- DEMO DIJON — description
- DEMO 46345 — dexcription
- ✓ Hastings — Beginner Group
- GROUP 031
- SOAIFGUSIOUG 05 — winter course

SELECT

Basic data

First name
Sam

Surname
Smith

Username
samsmith

Reference
-

Email
samsmith@samsmith.com

Gender
male

Time zone
Europe/Madrid

Birthdate
-

Interface language
English

Activation password
samsmith

Sam Smith + enter

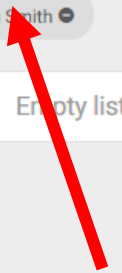
☐	Fred Blogs @FRED	-	-	-	Joes group, DEMO 3294578	2	00:09:37	16/05/17
☐	Mary Johnson @trainer	-	-	trainer@webschool.ws	GROUP 024, SOAIFGUSIOUG 05, KLXVCK, LKJHDHA 12, AOIUFOIA, SA 727, MELBOURNE, Italy, DEMO 3294578, HEMINGWAY, 4563456 DEMO GROUP, DEMO 46345, new group webinar, DEMO DIJON	319	27:00:42	06/11/17
☐	Harry Scott @Harry	-	-	-	Hastings	41	08:37:01	06/11/17
☐	Michael Young @michael	-	-	-	AIOFUIO Beginner 3	4	00:07:30	20/03/17
☐	demotrainer demotrainer @demotrainer	-	-	-	Italy, osnabrück	28	03:19:43	01/11/17
☐	Linda Brown @linda	-	-	-	GROUP 032, DHGDFJ Advanced, ORWELL	7	00:38:48	21/09/17
☐	trainer jose @trainerj	-	-	-	TEST GROUP, Jakarta	0	00:00:00	-
☐	trainer luis @trainerl	-	-	-	TEST GROUP, Jakarta	1	00:16:01	27/12/16
☐	Patricia Smith @patricia	-	-	-	OIUGSIJ 1, GROUP 031, GROUP 035, OIFGIOUG	8	00:13:45	15/03/17
☐	David Harris @dharris	-	-	-	GROUP G0031, GROUP 035, SIFDGYU 57	4	00:03:36	27/12/16
☐	Paul Smith @paul	-	-	-	DHGDFJ Advanced, new group webinar	14	00:12:33	29/05/17

25 1 / 1

Search by name, surname, username, reference and email

Sam Smith

Empty list



Search by name, surname, username, reference and email

	Name	Limit access	Reference	Email	Groups	Sessions	Session time	Last session
☐	Sam Smith @samsmith	-	-	samsmith@samsmith.com	Hastings	0	00:00:00	-
☐	Fred Blogs @FRED	-	-	-	Joes group, DEMO 3294578	2	00:09:37	16/05/17
☐	Mary Johnson @trainer	-	-	trainer@webschool.ws	GROUP 024, SOAIFGUSIOUG 05, KLXVCK, LKJHDHA 12, AOIUFOIA, SA 727, MELBOURNE, Italy, DEMO 3294578, HEMINGWAY, 4563456 DEMO GROUP, DEMO 46345, new group webinar, DEMO DIJON	319	27:00:42	06/11/17
☐	Harry Scott @Harry	-	-	-	Hastings	41	08:37:01	06/11/17
☐	Michael Young @michael	-	-	-	AIOFUIO Beginner 3	4	00:07:30	20/03/17
☐	demotrainer demotrainer @demotrainer	-	-	-	Italy, osnabrück	28	03:19:43	01/11/17
☐	Linda Brown @linda	-	-	-	GROUP 032, DHGDFJ Advanced, ORWELL	7	00:38:48	21/09/17
☐	trainer jose @trainerj	-	-	-	TEST GROUP, Jakarta	0	00:00:00	-
☐	trainer luis @trainerl	-	-	-	TEST GROUP, Jakarta	1	00:16:01	27/12/16
☐	Patricia Smith @patricia	-	-	-	OIUGSIJ 1, GROUP 031, GROUP 035, OIFGIOUG	8	00:13:45	15/03/17
☐	David Harris							

Sam Smith + enter

☐	Fred Blogs @FRED	-	-	-	Joes group, DEMO 3294578	2	00:09:37	16/05/17
☐	Mary Johnson @trainer	-	-	trainer@webschool.ws	GROUP 024, SOAIFGUSIOUG 05, KLXVCK, LKJHDHA 12, AOIUFOIA, SA 727, MELBOURNE, Italy, DEMO 3294578, HEMINGWAY, 4563456 DEMO GROUP, DEMO 46345, new group webinar, DEMO DIJON	319	27:00:42	06/11/17
☐	Harry Scott @Harry	-	-	-	Hastings	41	08:37:01	06/11/17
☐	Michael Young @michael	-	-	-	AIOFUIO Beginner 3	4	00:07:30	20/03/17
☐	demotrainer demotrainer @demotrainer	-	-	-	Italy, osnabrück	28	03:19:43	01/11/17
☐	Linda Brown @linda	-	-	-	GROUP 032, DHGDFJ Advanced, ORWELL	7	00:38:48	21/09/17
☐	trainer jose @trainerj	-	-	-	TEST GROUP, Jakarta	0	00:00:00	-
☐	trainer luis @trainerl	-	-	-	TEST GROUP, Jakarta	1	00:16:01	27/12/16
☐	Patricia Smith @patricia	-	-	-	OIUGSIJ 1, GROUP 031, GROUP 035, OIFGIOUG	8	00:13:45	15/03/17
☐	David Harris @dharris	-	-	-	GROUP G0031, GROUP 035, SIFDGYU 57	4	00:03:36	27/12/16
☐	Paul Smith @paul	-	-	-	DHGDFJ Advanced, new group webinar	14	00:12:33	29/05/17

25 1 / 1

Search by name, surname, username, reference and email

	Name	Limit access	Reference	Email	Groups
☐	David Harris @dharris	-	-	-	GROUP G0031, GROUP 035, SIFDGYU 57
☐	Paul Smith @paul	-	-	-	DHGDFJ Advanced, new group webinar
☐	Sam Smith @samsmith	-	-	samsmith@samsmith.com	Hastings
☐	Fred Blogs @FRED	-	-	-	Joes group, DEMO 3294578
☐	Mary Johnson @trainer	-	-	trainer@webschool.ws	GROUP 024, SOAIFGUSIOUG 05, KLXVCK, LKJHDHA 12, AO MELBOURNE, Italy, DEMO 3294578, HEMINGWAY, 4563456 46345, new group webinar, DEMO DIJON
☐	Harry Scott @Harry	-	-	-	Hastings
☐	Michael Young @michael	-	-	-	AIOFUIO Beginner 3
☐	demotrainer demotrainer @demotrainer	-	-	-	Italy, osnabrück
☐	Linda Brown @linda	-	-	-	GROUP 032, DHGDFJ Advanced, ORWELL
☐	trainer jose @trainerj	-	-	-	TEST GROUP, Jakarta
☐	trainer luis				

Refine search

Filters

- without groups
- with limit access
- without limit access
- with sessions
- without sessions
- with email
- without email

Groups

+

Gender

- Male
- Female
- Without gender

APPLY FILTERS

Search by name, surname, username, reference and email

	Name	Limit access	Reference	Email	Groups	Sessions	Session time	Last session
	Sam Smith @samsmith	-	-	samsmith@samsmith.com	Hastings	0	00:00:00	-
	Fred Blogs @FRED	-	-	-	Joes group, DEMO 3294578	2	00:09:37	16/05/17
	Mary Johnson @trainer	-	-	trainer@webschool.ws	GROUP 024, SOAIFGUSIOUG 05, KLXVCK, LKJHDHA 12, AOIUFOIA, SA 727, MELBOURNE, Italy, DEMO 3294578, HEMINGWAY, 4563456 DEMO GROUP, DEMO 46345, new group webinar, DEMO DIJON	319	27:00:42	06/11/17
	Harry Scott @Harry	-	-	-	Hastings	41	08:37:01	06/11/17
	Michael Young @michael	-	-	-	AIOFUIO Beginner 3	4	00:07:30	20/03/17
	demotrainer demotrainer @demotrainer	-	-	-	Italy, osnabrück	28	03:19:43	01/11/17
	Linda Brown @linda	-	-	-	GROUP 032, DHGDFJ Advanced, ORWELL	7	00:38:48	21/09/17
	trainer jose @trainerj	-	-	-	TEST GROUP, Jakarta	0	00:00:00	-
	trainer luis @trainerl	-	-	-	TEST GROUP, Jakarta	1	00:16:01	27/12/16
	Patricia Smith @patricia	-	-	-	OIUGSIJ 1, GROUP 031, GROUP 035, OIFGIOUG	8	00:13:45	15/03/17
	David Harris							

Search by name, surname, username, reference and email

	Name	Limit access	Reference	Email	Groups	Sessions	Session time	Last session
	David Harris @dharris	-	-	-	GROUP G003	4	00:03:36	27/12/16
	Paul Smith @paul	-	-	-	DHGDFJ Adva	14	00:12:33	29/05/17
	Sam Smith @samsmith	-	-	samsmith@samsmith.com	Hastings	0	00:00:00	-
	Fred Blogs @FRED	-	-	-	Joes group, D	2	00:09:37	16/05/17
	Mary Johnson @trainer	-	-	trainer@webschool.ws	46345, new g	319	27:00:42	06/11/17
	Harry Scott @Harry	-	-	-	Hastings	41	08:37:01	06/11/17
	Michael Young @michael	-	-	-	AIOFUIO Begi	4	00:07:30	20/03/17
	demotrainer demotrainer @demotrainer	-	-	-	Italy, osnabrü	28	03:19:43	01/11/17
	Linda Brown @linda	-	-	-	GROUP 032,	7	00:38:48	21/09/17
	trainer jose @trainerj	-	-	-	TEST GROUP	0	00:00:00	-

Sam Smith

trainer

offline

Reference
-

Email
samsmith@samsmith.com

Username
samsmith

Groups as trainer
Hastings

Groups as learner
-

Activation password
samsmith

Total sessions
-

Total session time
00:00:00

First session
-

Last session
-

Search by name, surname, username, reference and email

	Name	Limit access	Reference	Email	Groups	Sessions	Session time	Last session
	Sam Smith @samsmith	-	-	samsmith@samsmith.com	Hastings	0	00:00:00	-
	Fred Blogs @FRED	-	-	-	Joes group, DEMO 3294578	2	00:09:37	16/05/17
	Mary Johnson @trainer	-	-	trainer@webschool.ws	GROUP 024, SOAIFGUSIOUG 05, KLXVCK, LKJHDHA 12, AOIUFOIA, SA 727, MELBOURNE, Italy, DEMO 3294578, HEMINGWAY, 4563456 DEMO GROUP, DEMO 46345, new group webinar, DEMO DIJON	319	27:00:42	06/11/17
	Harry Scott @Harry	-	-	-	Hastings	41	08:37:01	06/11/17
	Michael Young @michael	-	-	-	AIOFUIO Beginner 3	4	00:07:30	20/03/17
	demotrainer demotrainer @demotrainer	-	-	-	Italy, osnabrück	28	03:19:43	01/11/17
	Linda Brown @linda	-	-	-	GROUP 032, DHGDFJ Advanced, ORWELL	7	00:38:48	21/09/17
	trainer jose @trainerj	-	-	-	TEST GROUP, Jakarta	0	00:00:00	-
	trainer luis @trainerl	-	-	-	TEST GROUP, Jakarta	1	00:16:01	27/12/16
	Patricia Smith @patricia	-	-	-	OIUGSIJ 1, GROUP 031, GROUP 035, OIFGIOUG	8	00:13:45	15/03/17

Basic data

First name
Sam

Surname
Smith

Username
samsmith

Reference
-

Email
samsmith@samsmith.com

Gender
male

Time zone
Europe/Madrid

Birthdate
-

Interface language
English

Activation password
samsmith

Search by name, surname, username, reference and email

	Name	Limit access	Reference	Email	Groups	Sessions	Session time	Last session
☐	Sam Smith @samsmith	-	-	samsmith@samsmith.com	Hastings	0	00:00:00	-
☐	Fred Blogs @FRED	-	-	-	Joes group, DEMO 3294578	2	00:09:37	16/05/17
☐	Mary Johnson @trainer	-	-	trainer@webschool.ws	GROUP 024, SOAIFGUSIOUG 05, KLXVCK, LKJHDHA 12, AOIUFOIA, SA 727, MELBOURNE, Italy, DEMO 3294578, HEMINGWAY, 4563456 DEMO GROUP, DEMO 46345, new group webinar, DEMO DIJON	319	27:00:42	06/11/17
☐	Harry Scott @Harry	-	-	-	Hastings	41	08:37:01	06/11/17
☐	Michael Young @michael	-	-	-	AIOFUIO Beginner 3	4	00:07:30	20/03/17
☐	demotrainer demotrainer @demotrainer	-	-	-	Italy, osnabrück	28	03:19:43	01/11/17
☐	Linda Brown @linda	-	-	-	GROUP 032, DHGDFJ Advanced, ORWELL	7	00:38:48	21/09/17
☐	trainer jose @trainerj	-	-	-	TEST GROUP, Jakarta	0	00:00:00	-
☐	trainer luis @trainerl	-	-	-	TEST GROUP, Jakarta	1	00:16:01	27/12/16
☐	Patricia Smith @patricia	-	-	-	OIUGSIJ 1, GROUP 031, GROUP 035, OIFGIOUG	8	00:13:45	15/03/17

Search by name, surname, username, reference and email

☐	Sam Smith @samsmith	-	-	samsmith@samsmith.com	Hastings	0	00:00:00	-
☐	trainer luis @trainerl	-	-	-	TEST GROUP, Jakarta	1	00:16:01	
☐	Fred Blogs @FRED	-	-	-	Joes group, DEMO 3294578	2	00:09:37	
☐	David Harris @dharris	-	-	-	GROUP G0031, GROUP 035, SIFDGYU 57	4	00:03:36	
☐	Michael Young @michael	-	-	-	AIOFUIO Beginner 3	4	00:07:30	
☐	Linda Brown @linda	-	-	-	GROUP 032, DHGDFJ Advanced, ORWELL	7	00:38:48	21/09/17
☐	Patricia Smith @patricia	-	-	-	OIUGSIJ 1, GROUP 031, GROUP 035, OIFGIOUG	8	00:13:45	15/03/17
☐	Paul Smith @paul	-	-	-	DHGDFJ Advanced, new group webinar	14	00:12:33	29/05/17
☐	demotrainer demotrainer @demotrainer	-	-	-	Italy, osnabrück	28	03:19:43	01/11/17
☐	Harry Scott @Harry	-	-	-	Hastings	41	08:37:01	06/11/17
☐	Mary Johnson @trainer	-	-	trainer@webschool.ws	GROUP 024, SOAIFGUSIOUG 05, KLXVCK, LKJHDHA 12, AOIUFOIA, SA 727, MELBOURNE, Italy, DEMO 3294578, HEMINGWAY, 4563456 DEMO GROUP, DEMO 46345, new group webinar, DEMO DIJON	319	27:00:42	06/11/17

- Disable user
- Remove user
- Assign content
- Send message
- Assign to group as a trainer
- Assign to group as a learner

25 1 / 1