

Users

04/22/2026 7:37 pm EDT

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Settings → Users allows you to manage all users within the platform, including students, teachers, and training managers.

From this section, you can:

- View users
- Filter and search
- Create new users
- Edit information
- Delete users
- Perform bulk operations

The screenshot shows the 'Users' management page. At the top, there is a navigation bar with 'Go to dashboard' and 'Users'. Below it, there are tabs for 'Classes', 'Links', 'Users', and 'Institutions'. The main content area features a 'Users' header with a 'Bulk Operations' button, a 'Delete users' button, and a 'New user' button. There are three summary cards: 'Students 25', 'Teachers 12', and 'Training Managers 1'. A search bar is present, along with dropdown menus for 'Class' (set to 'All classes') and 'Role' (set to 'All roles'). Below this is a table with columns for 'USER NAME', 'ROLE', 'CREATED', and 'LAST LOGIN'. The table contains four rows of user data, each with edit and delete icons.

| <input type="checkbox"/> | USER NAME | ROLE | CREATED | LAST LOGIN | | |
|--------------------------|--|---------|----------|------------|--|--|
| <input type="checkbox"/> | David Velazquez david.velazquez.182 | Student | 28/10/24 | 02/12/24 | | |
| <input type="checkbox"/> | DEMO TCHOA qa_teacher_demo@richmondelt.com | Teacher | 06/09/24 | 21/07/25 | | |
| <input type="checkbox"/> | DEMO STQAIS qa_student_demo@richmondelt.com | Student | 09/12/24 | 09/12/24 | | |
| <input type="checkbox"/> | DEMO STQA16 qa_student_demo@richmondelt.com | Student | 10/12/24 | 10/12/24 | | |

Users:

At the top, you will see summary cards showing the total number of:

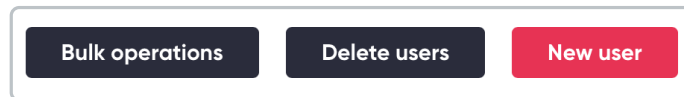
- Students
- Teachers
- Administrators

The image shows three summary cards for the 'Users' section. The first card is dark blue and labeled 'Students' with the number '25'. The second card is purple and labeled 'Teachers' with the number '12'. The third card is red and labeled 'Training Managers' with the number '1'.

Main features:

- **Bulk operations:** Perform actions on multiple users.

- **Delete users:** Delete selected users.
- **New user:** Create a new user.





















Search and filter tools

- **Search bar:** Search by name or email
- **Filters:**
 - **Class:** Filter by class
 - **Role:** Filter by user type



User list

| <input type="checkbox"/> | USER NAME | ROLE | CREATED | LAST LOGIN | | |
|--------------------------|--|---------|----------|------------|---|---|
| <input type="checkbox"/> |  David Velazquez david.velazquez.182 | Student | 28/10/24 | 02/12/24 |  |  |
| <input type="checkbox"/> |  DEMO TCHQA qa_teacher_demo15@richmondelt.com | Teacher | 06/09/24 | 20/02/26 |  |  |
| <input type="checkbox"/> |  DEMO STQA15 qa_student_demo15@richmondelt.com | Student | 09/12/24 | 09/12/24 |  |  |
| <input type="checkbox"/> |  DEMO STQA16 qa_student_demo16@richmondelt.com | Student | 10/12/24 | 10/12/24 |  |  |
| <input type="checkbox"/> |  DEMO STQA17 qa_student_demo17@richmondelt.com | Student | 10/12/24 | 10/12/24 |  |  |
| <input type="checkbox"/> |  DEMO STQA18 qa_student_demo18@richmondelt.com | Student | 07/01/25 | 10/01/25 |  |  |

Contains:

- User name
- Role (Student / Teacher / Administrator)
- Creation date
- Last access

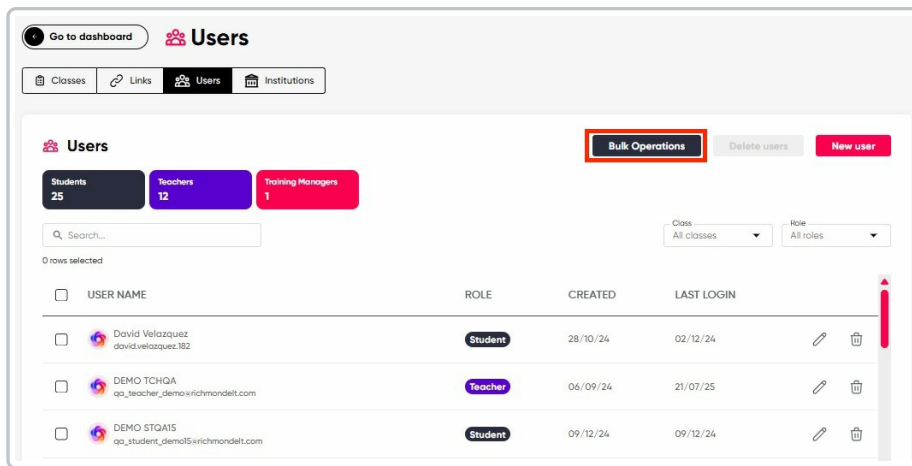
Available actions:

- Edit user
- Delete user
- Multiple selection

Bulk operations



The **<Bulk operations>** button allows you to perform actions on multiple users at the same time.

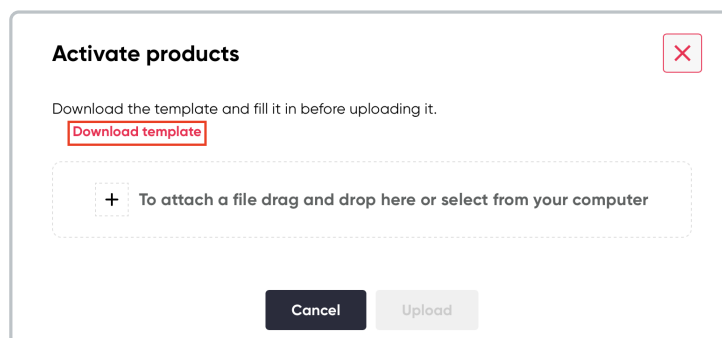


Available operations

- **Activate products:** Allows you to activate products or licenses for multiple users at the same time.
- **Create users:** Allows you to create multiple users in bulk (usually via upload or automated process).
- **Edit users:** Allows you to modify information for multiple users at once.
- **Create groups:** Allows you to create groups and assign users to them.

How to use Bulk Operations?

- Click on **Bulk operations**.
- Select the action you want to perform:
 - Activate products
 - Create users
 - Edit users
 - Create groups
- Each option includes specific instructions to download the corresponding template.
- A template will be downloaded in **Comma Separated Values (CSV)** format.
- Fill in the template with the requested information.
- Save the file.
- Upload the file to the platform using the option:
<To attach a file drag and drop here or select from your computer>

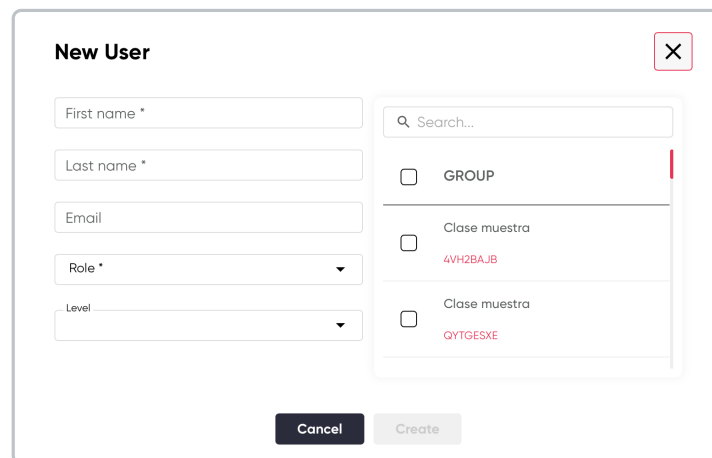


Important: These actions may affect multiple users, so it is recommended to verify before confirming.

How do I create a new user?

The <New user> option opens a window to register an individual user.

Form:



Basic information

- **First name*** → First name (required)
- **Last name*** → Last name (required)
- **Email** → Email address

User settings

- **Role*** → User type (required)
 - Student
 - Teacher
 - Administrator
- **Level** → Level (Preschool / Primary / Secondary / Adult)

Group assignment

On the lower right side:

- List of available groups
- You can select one or multiple
- Includes a search bar to make selection easier

Buttons

- **Cancel:** Cancels the creation
- **Create:** Saves the new user



The <Create> button is enabled when all required fields are completed.
The new user is added to the general list, sorted in alphabetical order.

Delete user

1. Select the user or users you want to delete.
2. Click on **Delete user**.

Go to dashboard **Users**










Classes Links **Users** iRead Activation Institution

Users Bulk operations Delete users New user

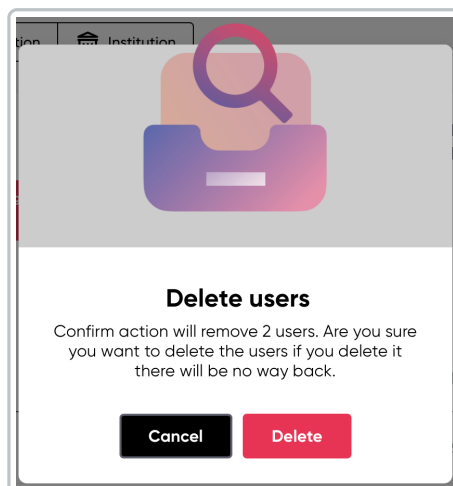
Students 25 Teachers 12 Training Managers 1

Search... Class All roles

2 rows selected

| <input type="checkbox"/> | USER NAME | ROLE | CREATED | LAST LOGIN | |
|-------------------------------------|--|---------|----------|------------|---|
| <input checked="" type="checkbox"/> |  David Velazquez david.velazquez.182 | Student | 28/10/24 | 02/12/24 |   |
| <input checked="" type="checkbox"/> |  DEMO TCHQA qa_teacher_demo@richmondelt.com | Teacher | 06/09/24 | 20/02/26 |   |
| <input type="checkbox"/> |  DEMO STQAIS qa_student_demo15@richmondelt.com | Student | 09/12/24 | 09/12/24 |   |

3. Confirm this action.



Delete users

Confirm action will remove 2 users. Are you sure you want to delete the users if you delete it there will be no way back.

Cancel Delete



The **<Delete>** action is irreversible, so make sure you are certain it is the correct decision and the right user.