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Scootle user guide
For jurisdiction administrators
Version 4.1
June 2026



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Scootle

Background and access



Intended audience

This manual is specifically designed for jurisdiction administrators who intend for teachers in their jurisdiction to use Scootle to discover and use digital curriculum resources published by Education Services Australia.Background.

Background

The digital curriculum resources on Scootle include interactive multimedia learning objects and individual digitised items sourced from Australian and New Zealand cultural and scientific organisations.

Learning objects combine still and moving images, text, audio, and animation to engage and motivate students and support their learning of concepts and skills in a range of curriculum areas in the P–12 years.

Other digital curriculum resources include museum artefacts, artworks, archival documents, photographs, archival and contemporary moving images, maps, posters, songs, and speeches. Teachers and students can use them in a range of flexible ways to suit their own curriculum needs.

Scootle (<http://www.scootle.edu.au>) provides access to more than 10,000 digital curriculum resources published by Education Services Australia. Teachers can find items of interest via browse, search, and filter technology. They can also create personal lists of favourite resources for quick access.

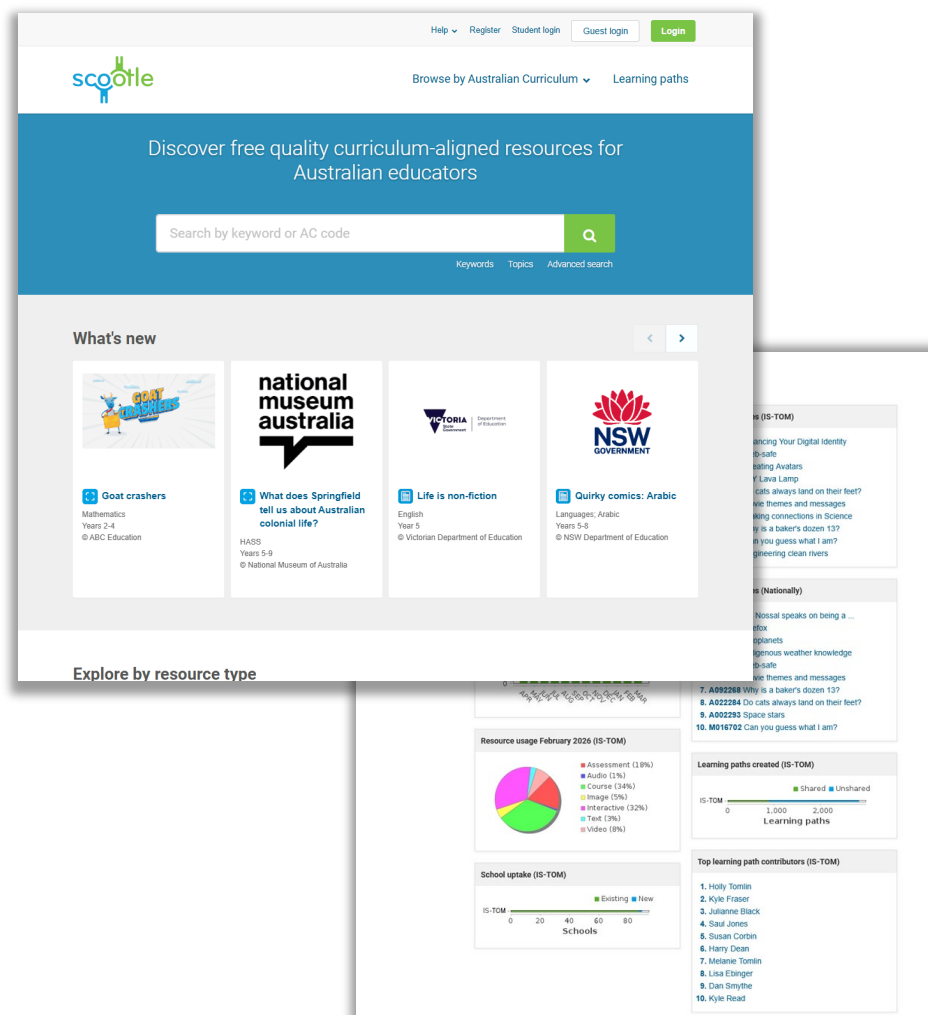
Teachers can also rate and comment on the value of individual digital curriculum resources. It is hoped that collaborative understanding of the pedagogical value of digital content in authentic teaching and learning contexts will grow nationally with this Web 2.0 feature.

Access

Everyone in Australia can search and browse Scootle. Full access to the content is available to all teachers at licensed schools. Access to Scootle is not managed by Education Services Australia but by jurisdictions and various school bodies.

Terms of use

Please read and ensure you understand the Terms of use prior to using Scootle.
<http://www.scootle.edu.au/ec/p/conditions>





Education
Services
Australia



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Overview

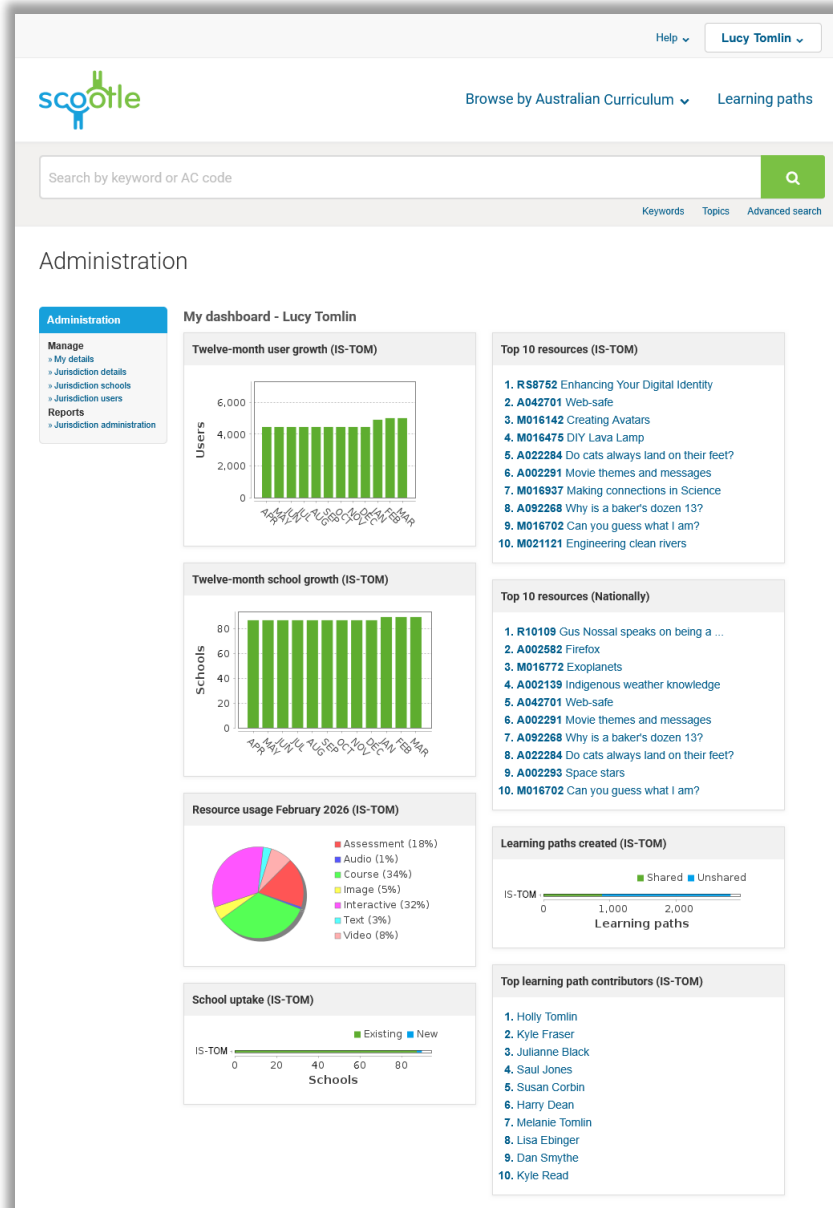
Overview

Introduction

Scootle has three main user roles allowing access to different levels of administrative functions within Scootle.

1. As a jurisdiction administrator, you can create and manage school groups and manage users within your jurisdiction.
2. School managers are assigned by jurisdiction administrators during the process of adding or updating a school in their jurisdiction. A school manager has access to the school details page and is responsible for sending out the school URL so that teachers can register.
3. Basic users have access to Scootle, but no administrative functions. Teachers in schools are usually basic users.

To explore the administrative functionality, jurisdiction administrators' login to Scootle at www.scootle.edu.au. This provides access to your My dashboard page and jurisdiction administration functions. This is described in more detail in the following pages.



Overview

My dashboard

This page gives you access to all jurisdiction administration functions.
Many common dashboard functions are covered in the *Scootle user guide for teachers*.

Administration

Your account information and jurisdiction administration functions are accessed and managed here.

To view or change your details, including your password, select *My details*.

To view or change the details of your jurisdiction select *Jurisdiction details*.

To perform administrative actions on the schools in your jurisdiction select *Jurisdiction schools*.

To perform administrative actions on the users in your jurisdiction select *Jurisdiction users*.

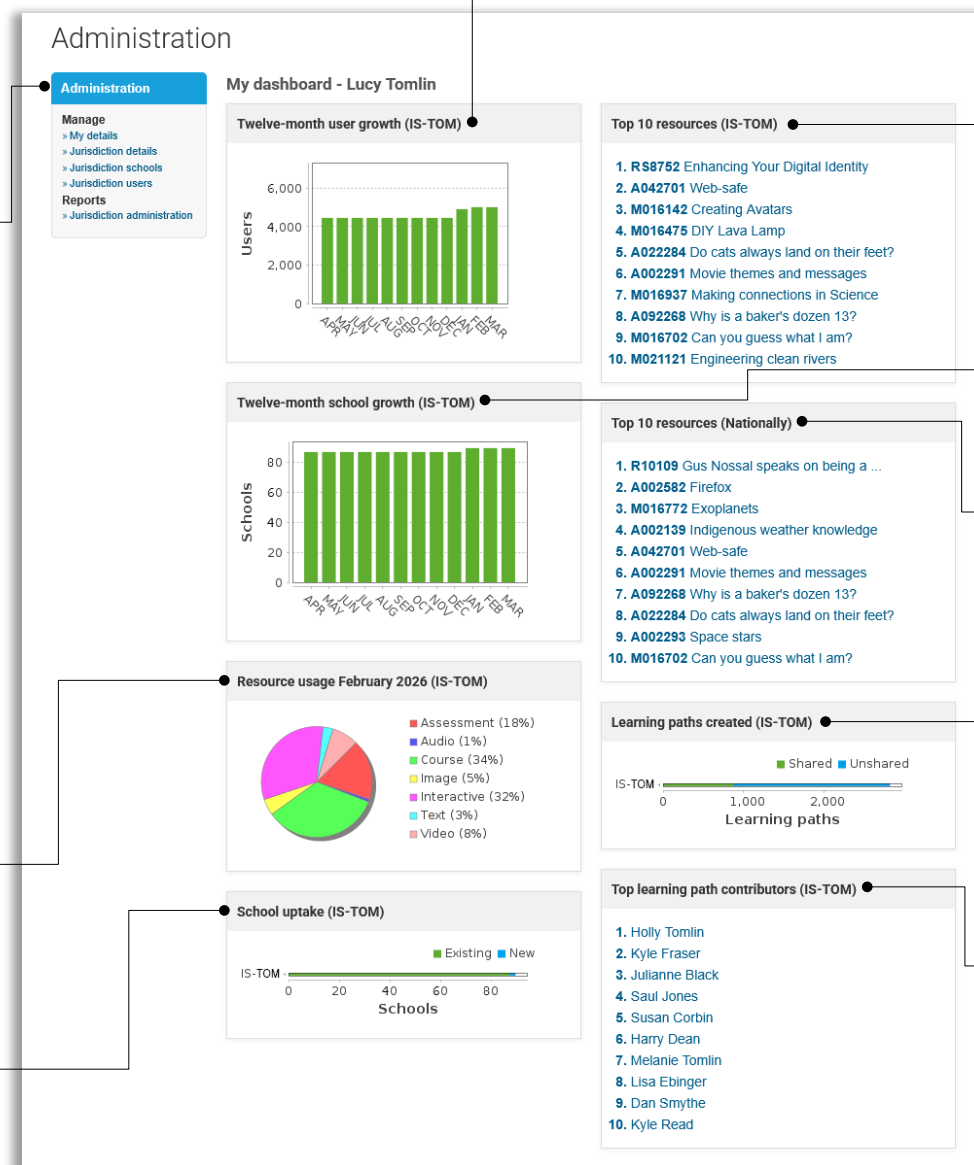
To view reports about your jurisdiction, select *Jurisdiction administration*.

Resource usage 'month year' (your jurisdiction)

The types of resources users within your jurisdiction accessed for the month shown is displayed as a pie chart.

School uptake (your jurisdiction)

This graph indicates the number of schools within your jurisdiction that are using Scootle.



Top 10 resources (your jurisdiction)

The top 10 resources in your jurisdiction are listed here.

You can view a resource by selecting it from the list.

Twelve-month school growth (your jurisdiction)

You can monitor the positive and negative growth of schools in your jurisdiction here.

Top 10 resources (Nationally)

The top 10 resources nationally are displayed here.

To view one of these resources, select it from the list.

Learning paths created (your jurisdiction)

This graph shows how many learning paths have been created within your schools.

Top learning path contributors (your jurisdiction)

The top learning path contributors in your jurisdiction are listed here.

To view a user, select them from the list.

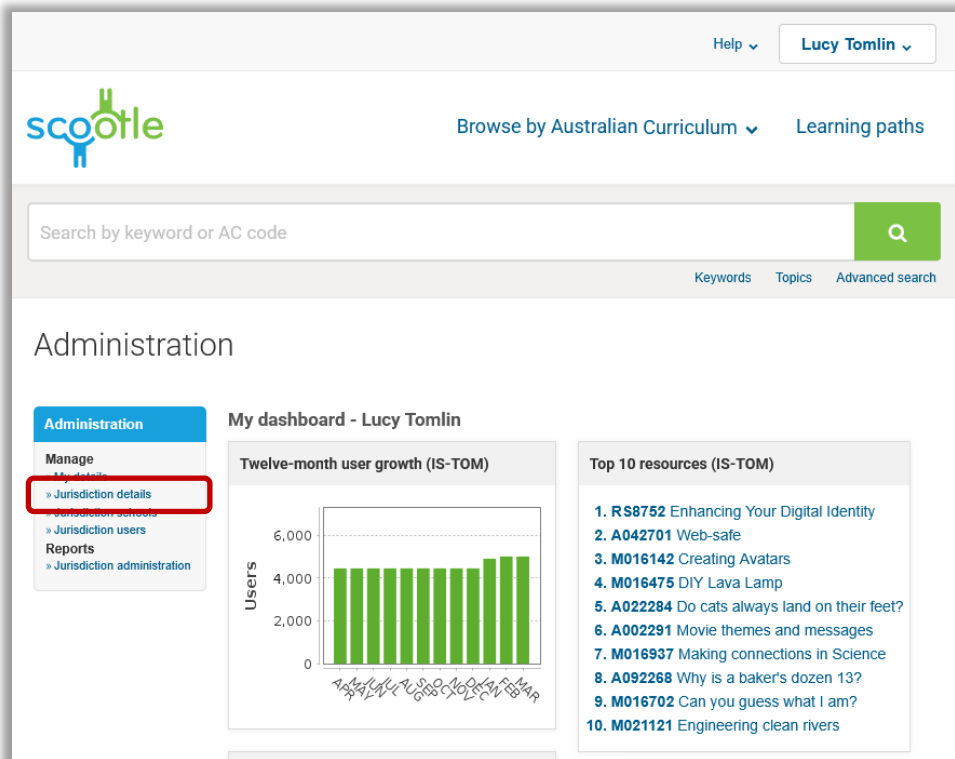


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Managing your jurisdiction
Functionality

How to View and edit your jurisdiction details

Step 1 Select Jurisdiction details

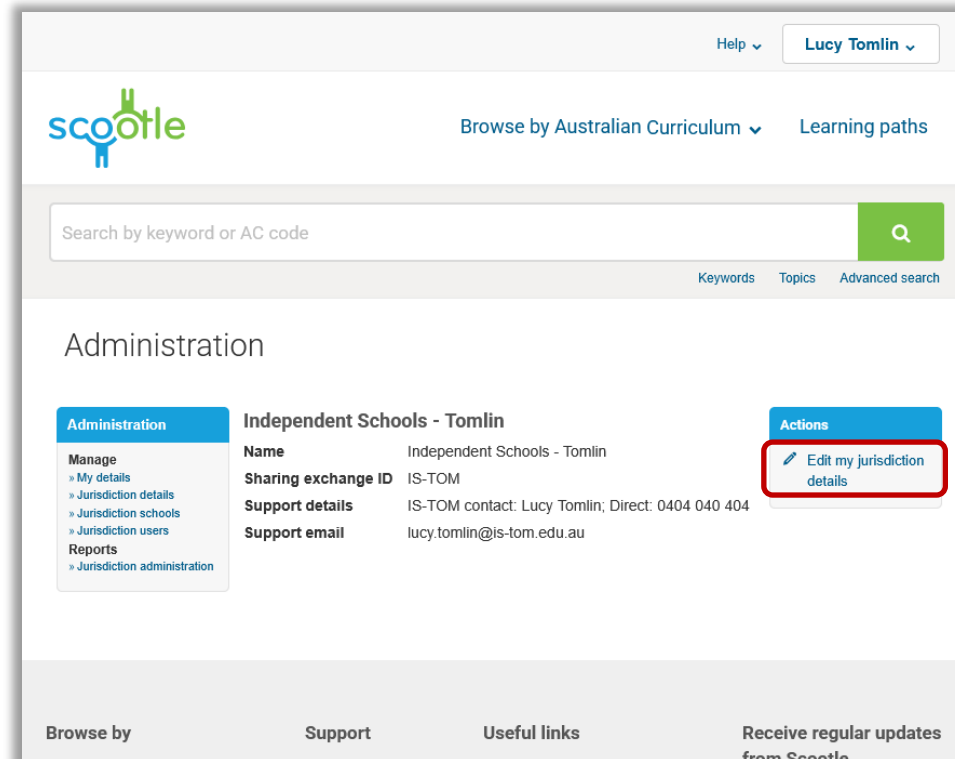


The screenshot shows the Scootle Administration page for Lucy Tomlin. The left sidebar under 'Administration' has a 'Manage' section with a red box around 'Jurisdiction details'. The main content area shows 'My dashboard - Lucy Tomlin' with a bar chart for 'Twelve-month user growth (IS-TOM)' and a list of 'Top 10 resources (IS-TOM)'.

Your jurisdiction's support details are the default support details displayed for all schools in your jurisdiction, so it's important that this information is accurate.

Under Administration select Jurisdiction details. This will take you to a page that displays the details of your jurisdiction.

Step 2 Select Edit my jurisdiction details



The screenshot shows the Scootle Administration page for Lucy Tomlin. The 'Independent Schools - Tomlin' section is visible, showing details like Name, Sharing exchange ID, Support details, and Support email. A red box highlights the 'Edit my jurisdiction details' link in the 'Actions' menu.

Everything except the jurisdiction name can be changed, as and when needed, though it's recommended not to change the Sharing Exchange ID.

Select Edit my jurisdiction details from the Actions menu listed to the right of your jurisdiction's details.

An Edit jurisdiction dialog will be displayed over the current page.

Step 3 Make changes and Save

Edit jurisdiction

✕

* denotes a required field

Name	Independent Schools - Tomlin
Sharing exchange ID	IS-TOM
Support details	IS-TOM Contact: Lucy Tomlin POI Direct: 0404 040 404
* Support email	lucy.tomlin@is-tom.edu.au

Save

Cancel

Add, update, or remove information for the relevant field and select Save when done.

If an Error message is displayed refer to Step 4.

If no Error message appears, the dialog will close and a success message will be displayed briefly before you're returned to the My jurisdiction details page.

Proceed to Outcome.

Step 4 Error message is displayed

www.scootle.edu.au

Error - Support details is required.

OK

www.scootle.edu.au

Error - Support email is required.

OK

www.scootle.edu.au

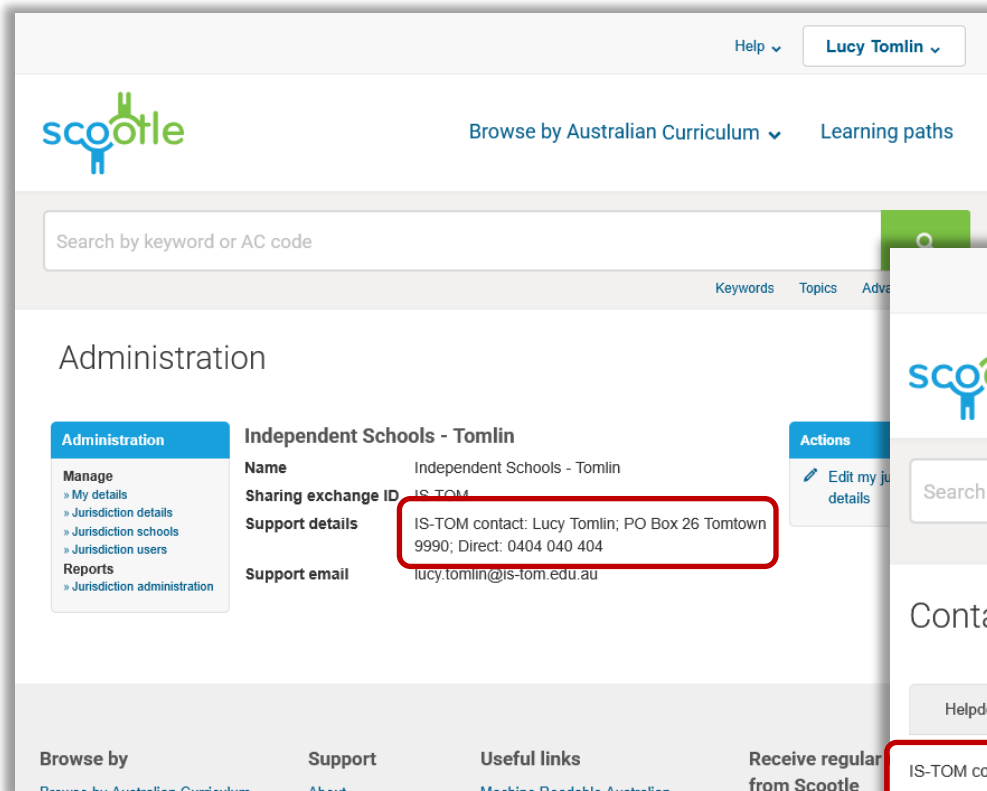
Error - Support email is an invalid e-mail address.

OK

If you selected Save and an Error message is displayed, it means that there has been no data, or invalid data, entered, for the Support details and/or Support email fields.

Select OK to close the error message and return to Step 3.

Outcome
Changes have been saved



Help ▾ Lucy Tomlin ▾

scootle

Browse by Australian Curriculum ▾ Learning paths

Search by keyword or AC code

Keywords Topics Advanced search

Administration

Administration

- Manage
 - » My details
 - » Jurisdiction details
 - » Jurisdiction schools
 - » Jurisdiction users
- Reports
 - » Jurisdiction administration

Independent Schools - Tomlin

Name Independent Schools - Tomlin

Sharing exchange ID IS-TOM

Support details IS-TOM contact: Lucy Tomlin; PO Box 26 Tomtown 9990; Direct: 0404 040 404

Support email lucy.tomlin@is-tom.edu.au

Actions

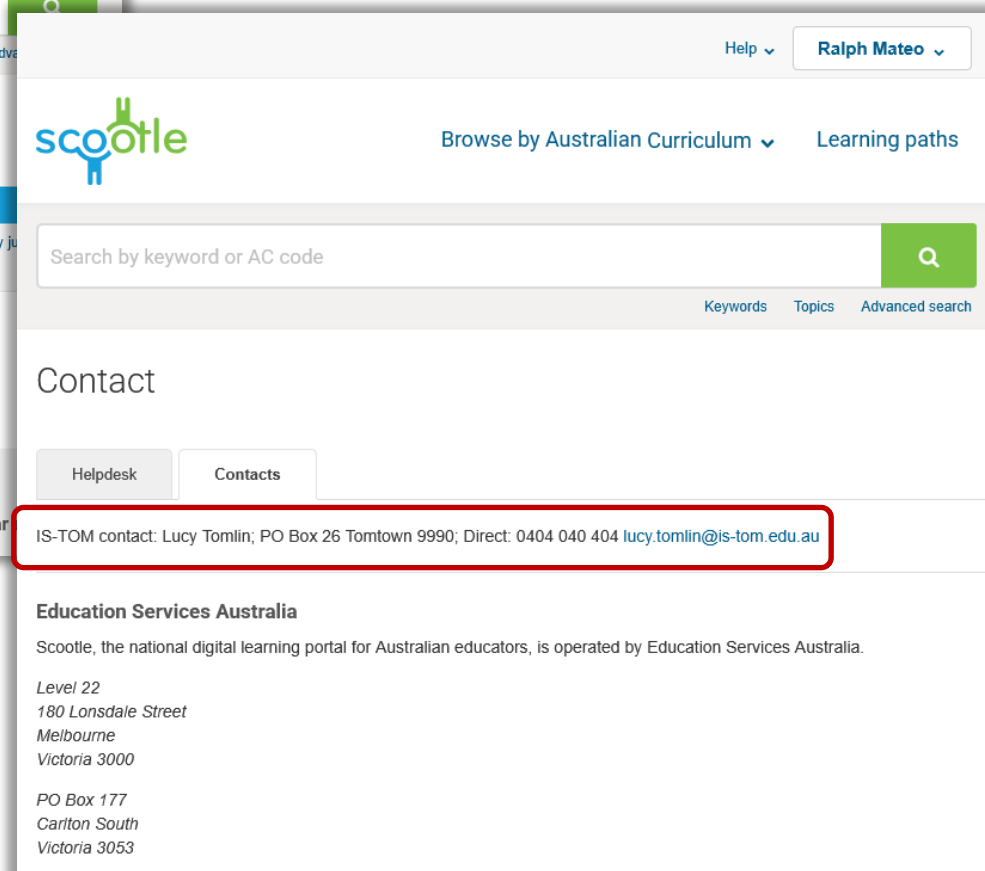
- Edit my jurisdiction details

Browse by Browse by Australian Curriculum

Support About

Useful links [Machine Readable Australian Curriculum](#)

Receive regular updates from Scootle



Help ▾ Ralph Mateo ▾

scootle

Browse by Australian Curriculum ▾ Learning paths

Search by keyword or AC code

Keywords Topics Advanced search

Contact

Helpdesk **Contacts**

IS-TOM contact: Lucy Tomlin; PO Box 26 Tomtown 9990; Direct: 0404 040 404 lucy.tomlin@is-tom.edu.au

Education Services Australia

Scootle, the national digital learning portal for Australian educators, is operated by Education Services Australia.

Level 22
180 Lonsdale Street
Melbourne
Victoria 3000

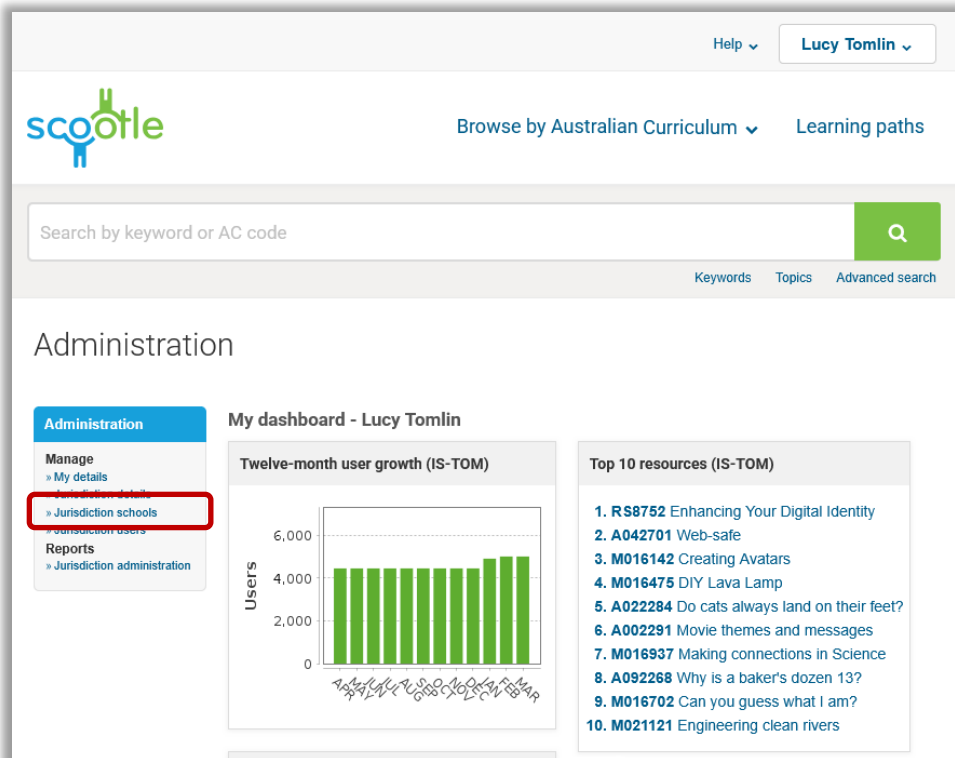
PO Box 177
Carlton South
Victoria 3053

The new details now appear on the My jurisdiction details page.

Any logged-in School Administrator users from schools in your jurisdiction will also see the changes on the Contacts tab of the Contact page, which is accessible via the footer on every page of Scootle's website.

How to Add a school

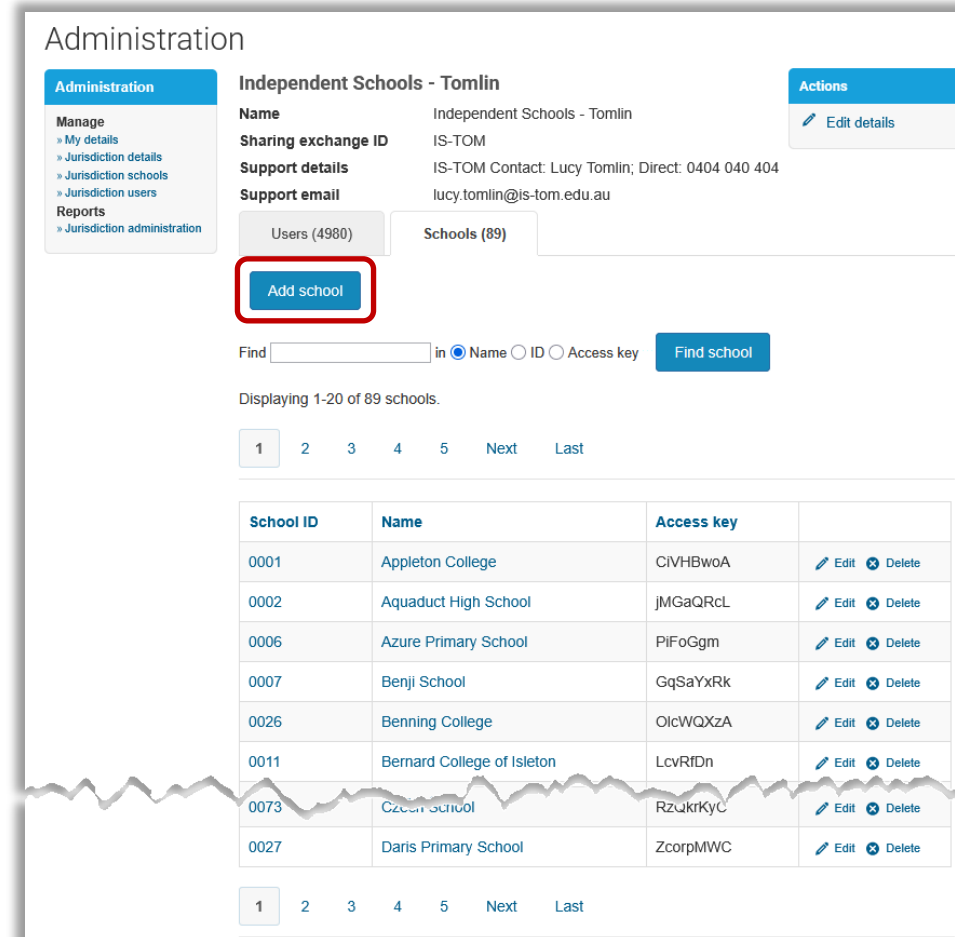
Step 1 Select Jurisdiction schools



The screenshot shows the scootle Administration interface. In the left sidebar, under the 'Administration' section, the 'Jurisdiction schools' link is highlighted with a red box. The main content area displays 'My dashboard - Lucy Tomlin' with a bar chart for 'Twelve-month user growth (IS-TOM)' and a list of 'Top 10 resources (IS-TOM)'.

Under Administration select Jurisdiction schools. This will take you to a page where you can find, update, delete and create schools from your jurisdiction.

Step 2 Select Add school



The screenshot shows the scootle Administration page for 'Independent Schools - Tomlin'. The 'Add school' button is highlighted with a red box. Below the button, there is a search bar and a table of schools.

Administration

Independent Schools - Tomlin

Name Independent Schools - Tomlin
Sharing exchange ID IS-TOM
Support details IS-TOM Contact: Lucy Tomlin; Direct: 0404 040 404
Support email lucy.tomlin@is-tom.edu.au

Users (4980) **Schools (89)**

Add school

Find in ☒ Name ☐ ID ☐ Access key **Find school**

Displaying 1-20 of 89 schools.

1 2 3 4 5 Next Last

School ID	Name	Access key	
0001	Appleton College	CIVHBwoA	Edit Delete
0002	Aquaduct High School	JMGaQRcL	Edit Delete
0006	Azure Primary School	PIFoGgm	Edit Delete
0007	Benji School	GqSaYxRk	Edit Delete
0026	Benning College	OlcWQXzA	Edit Delete
0011	Bernard College of Isleton	LcvRfDn	Edit Delete
0073	Czeen School	RZukrKyc	Edit Delete
0027	Daris Primary School	ZcorpMWC	Edit Delete

1 2 3 4 5 Next Last

Select Add school, which appears above the list of schools.

Step 3 Enter school details

Create / edit group

Managed via Scootle

Jurisdiction Independent Schools - Tomlin

* School-Suburb

School DEEWR code

School admin email

This should ideally be different to the Jurisdictional admin.

* Support details

Support email

Access type ☒ View ☐ Download

Access key login ☒ Allow

Future content permission ☒ Allow

Future content date:

Allow Community ☒

Allow Improve ☒

Allow Language Learning Space ☒

Save Cancel

A Create / edit group dialog will be displayed.

Several options are pre-selected by default. These can be changed by unchecking or deselecting the relevant field.

In order of the displayed fields, enter the name of the school, the school's unique identifier if known (previously known as a DEEWR code), the email address of the person at the new school who will act as the School Manager for Scootle, and Support details for the school (if not known enter TBA). If the support person is not known, leave the Support email field blank.

Step 4 Select Save



Create / edit group

Managed via Scootle

Jurisdiction Independent Schools - Tomlin

* School-Suburb Marigold College

School DEEWR code

School admin email p.winters@marigold.edu.au

This should ideally be different to the Jurisdictional admin.

* Support details ICT Helpdesk Marigold College

Support email helpdesk@marigold.edu.au

Access type ☒ View ☐ Download

Access key login ☒ Allow

Future content permission ☒ Allow

Future content date:

Allow Community ☒

Allow Improve ☒

Allow Language Learning Space ☒

Save Cancel

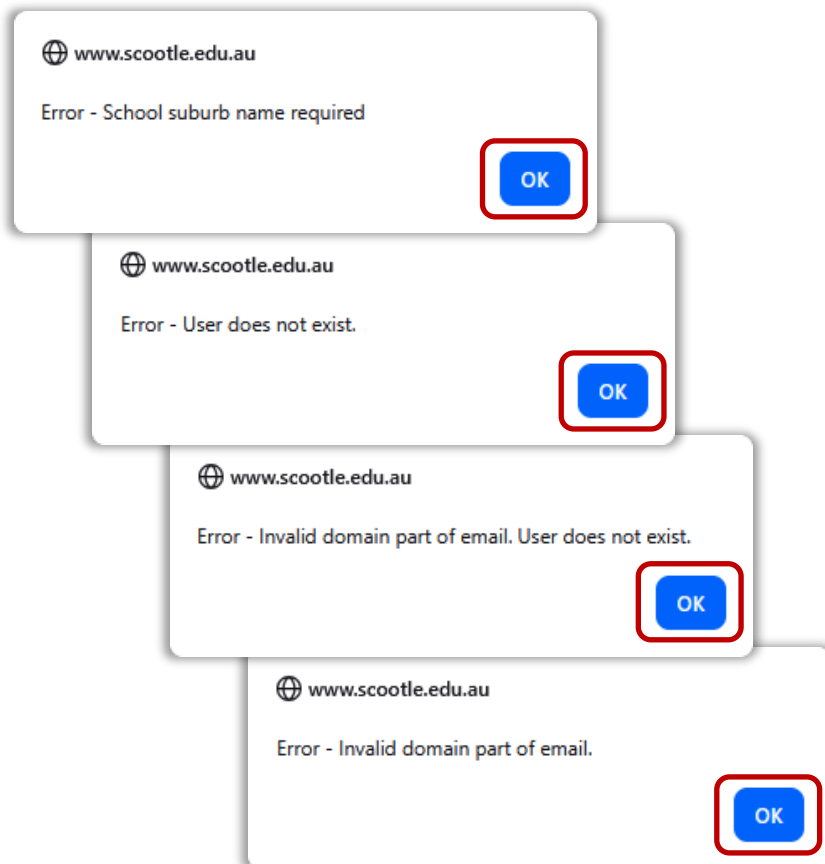
Once all known details have been entered, select Save.

If an Error message is displayed refer to Step 5.

If no Error message appears, the dialog will close and a success message will be displayed briefly before you're returned to the My jurisdiction schools page.

Proceed to Outcome.

Step 4 Error message is displayed



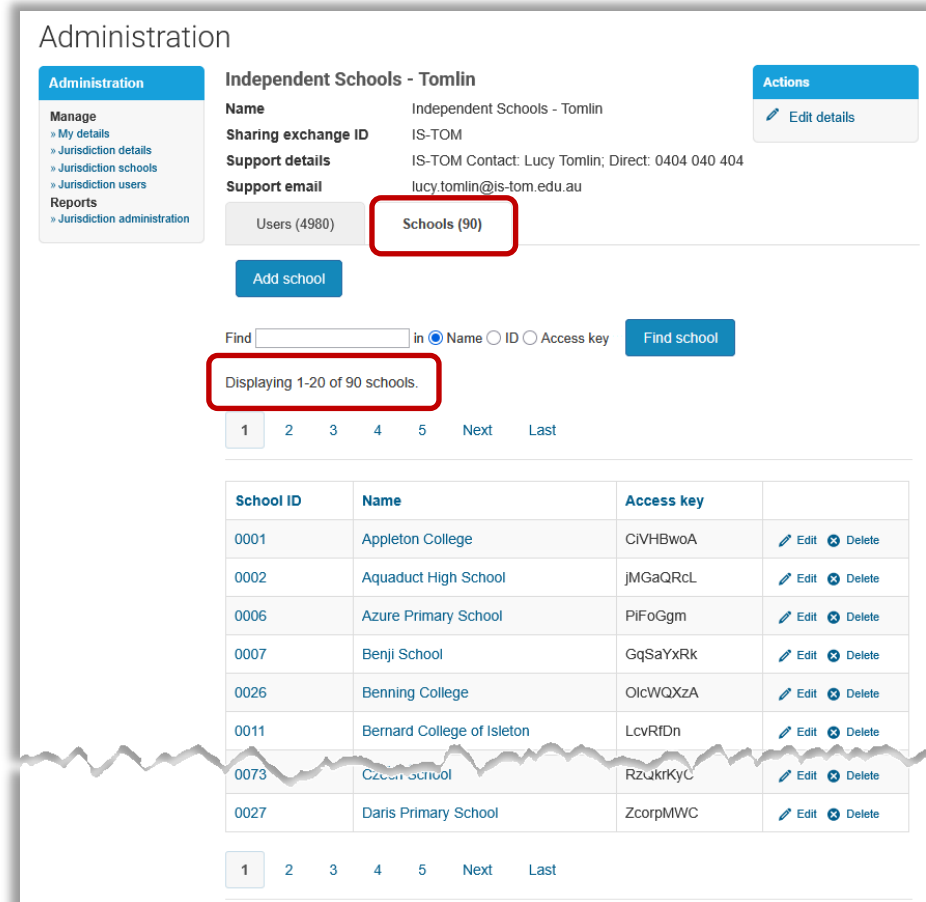
If you selected Save and an Error message is displayed, it means that there has been no data, or invalid data, entered in one of the fields.

Select OK to close the error message and return to Step 3.



The nominated email entered in the School admin email field must belong to an existing registered Scootle account. Their account will be upgraded to a School Manager role upon successful creation of the school.

Outcome New school created

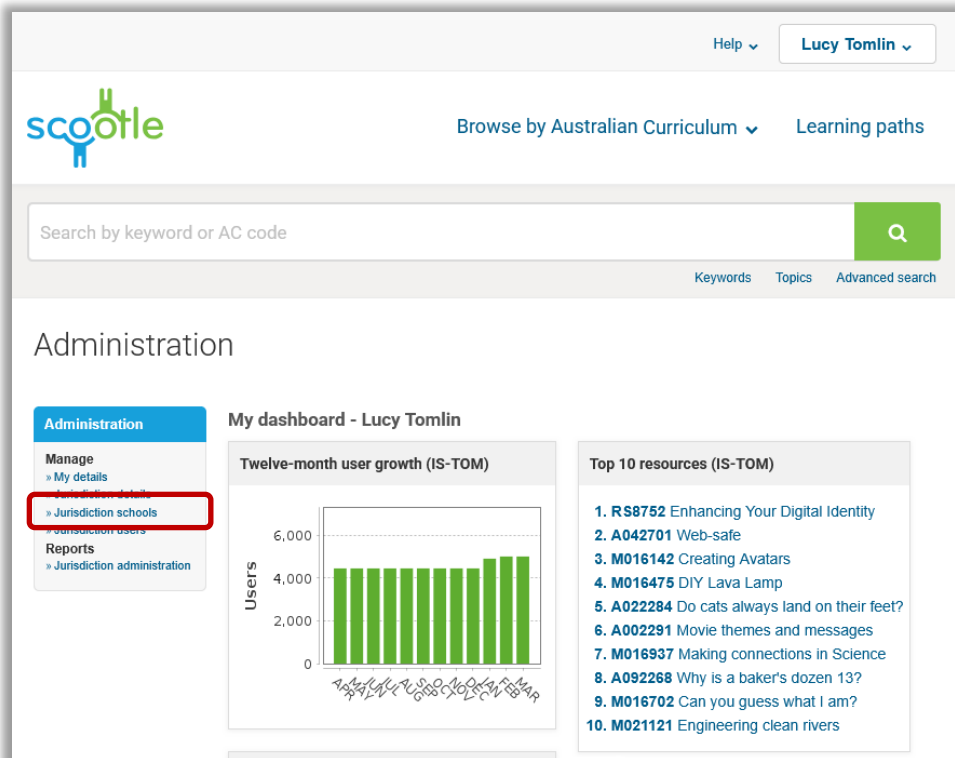


In this example, the number of schools has increased from 89 to 90, indicating that the new school has been created.

An email is automatically sent to the new School Manager informing them of their management role.

How to Find a school

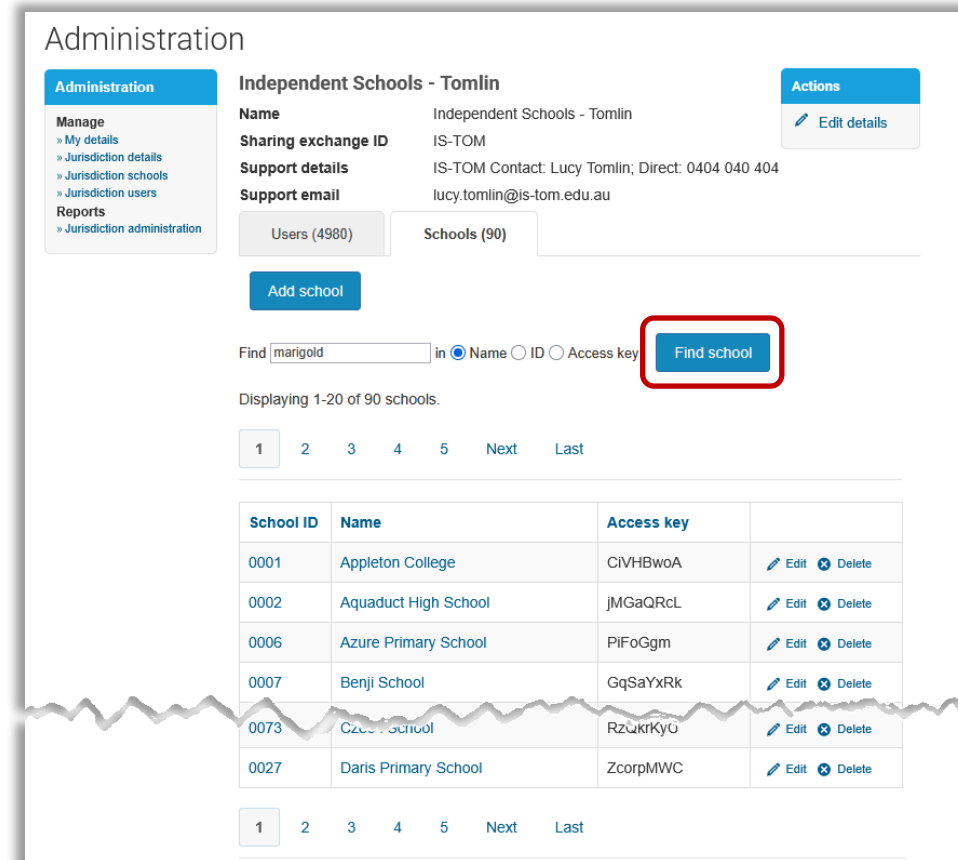
Step 1 Select Jurisdiction schools



The screenshot shows the scootle Administration page. The 'Administration' menu is open, and 'Jurisdiction schools' is highlighted with a red box. The page also displays a dashboard for Lucy Tomlin, including a bar chart for 'Twelve-month user growth (IS-TOM)' and a list of 'Top 10 resources (IS-TOM)'.

Under Administration select Jurisdiction schools. This will take you to a page where you can find, update, delete and create schools from your jurisdiction.

Step 2 Search / filter results



The screenshot shows the scootle Administration page with search results for 'marigold'. The 'Find school' button is highlighted with a red box. The page displays a table of schools with columns for School ID, Name, and Access key. The table is sorted by Name, and the results are displayed in ascending order.

School ID	Name	Access key	
0001	Appleton College	CIVHBwoA	Edit Delete
0002	Aqueduct High School	jMGaQRcL	Edit Delete
0006	Azure Primary School	PiFoGgm	Edit Delete
0007	Benji School	GqSaYxRk	Edit Delete
0073	Czech School	RzQkrKyU	Edit Delete
0027	Daris Primary School	ZcorpMWC	Edit Delete

Select the option you want to base your search on. Choose from Name (default selection), ID and Access key, then select Find school. Enter your search term into the Find field and select Find school.



The results can also be sorted in ascending or descending order by selecting a field name in the top row.

Help ▾

Lucy Tomlin ▾

Browse by Australian Curriculum ▾Learning paths

Search by keyword or AC code

Q

KeywordsTopicsAdvanced search

Administration

Administration

Manage

- » My details
- » Jurisdiction details
- » Jurisdiction schools
- » Jurisdiction users

Reports

- » Jurisdiction administration

Independent Schools - Tomlin

NameIndependent Schools - Tomlin

Sharing exchange IDIS-TOM

Support detailsIS-TOM Contact: Lucy Tomlin; Direct: 0404 040 404

Support emaillucy.tomlin@is-tom.edu.au

Users (4980)

Schools (90)

Add school

Find in ☒ Name ☐ ID ☐ Access key

Find school

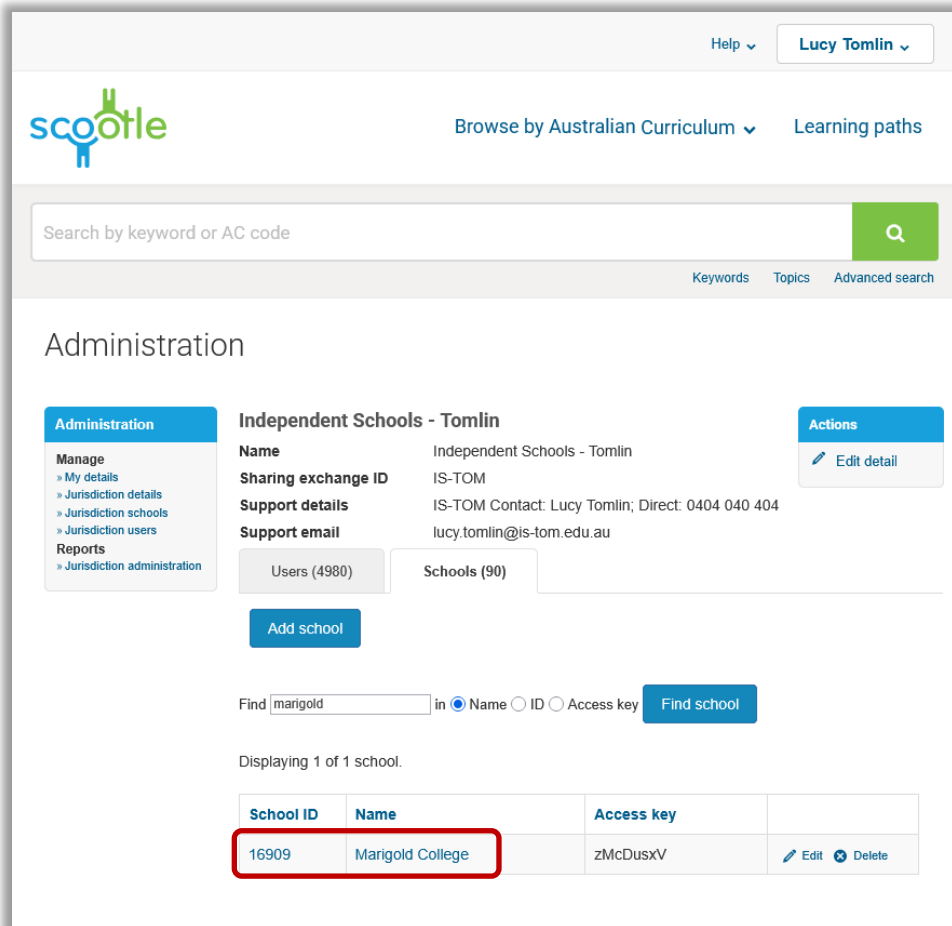
Displaying 1 of 1 school.

School ID	Name	Access key	
16909	Marigold College	zMcDusxV	Edit Delete

The new school (Marigold College) that was created under Add a school has appeared in the search results and is ready to be viewed, edited or deleted.

How to View school details

Step 1 Select school



Help ▾ Lucy Tomlin ▾

scootle

Browse by Australian Curriculum ▾ Learning paths

Search by keyword or AC code

Keywords Topics Advanced search

Administration

Administration

- Manage
 - My details
 - Jurisdiction details
 - Jurisdiction schools
 - Jurisdiction users
- Reports
 - Jurisdiction administration

Independent Schools - Tomlin

Name Independent Schools - Tomlin
Sharing exchange ID IS-TOM
Support details IS-TOM Contact: Lucy Tomlin; Direct: 0404 040 404
Support email lucy.tomlin@is-tom.edu.au

Actions
[Edit detail](#)

Users (4980)

Schools (90)

Add school

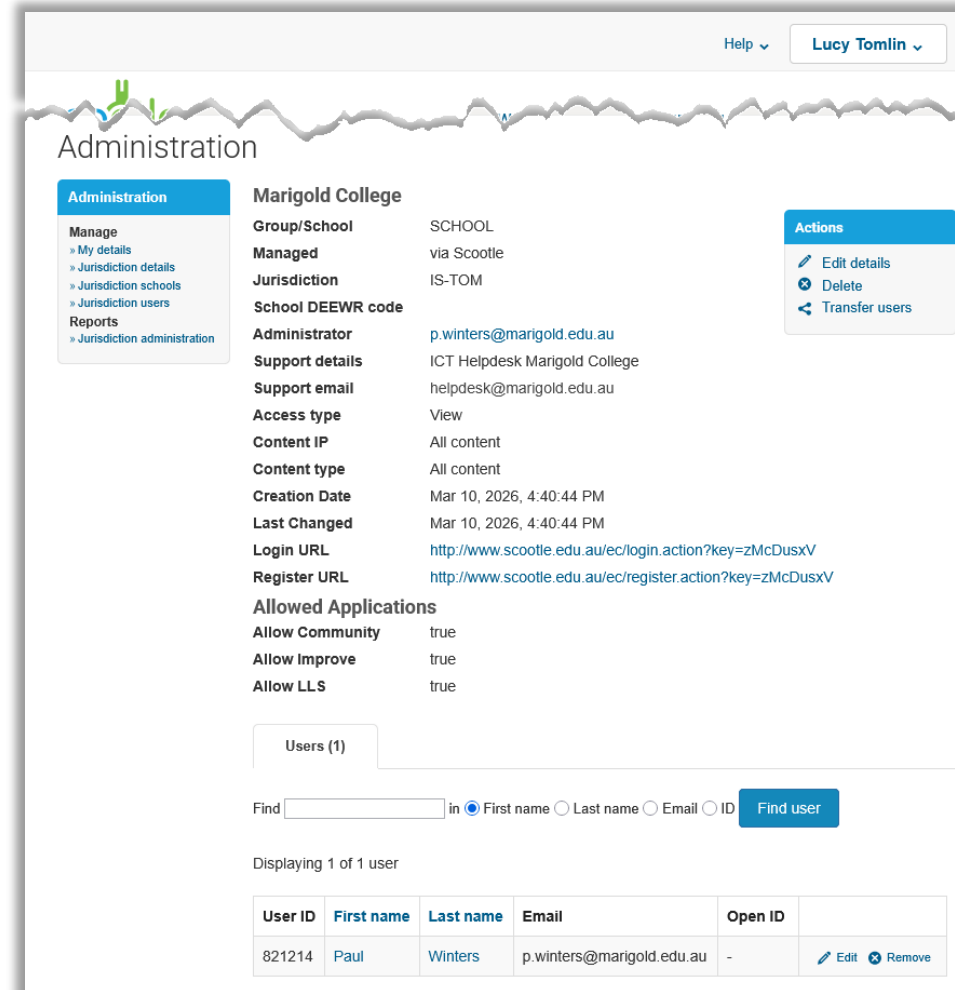
Find in ☒ Name ☐ ID ☐ Access key

Displaying 1 of 1 school.

School ID	Name	Access key	
16909	Marigold College	zMcDusxV	Edit Delete

Once you've located the school in the Schools list (refer to Find a school), select the School ID or Name for the relevant school.

Outcome School details viewed



Help ▾ Lucy Tomlin ▾

scootle

Administration

Administration

- Manage
 - My details
 - Jurisdiction details
 - Jurisdiction schools
 - Jurisdiction users
- Reports
 - Jurisdiction administration

Marigold College

Group/School SCHOOL
Managed via Scootle
Jurisdiction IS-TOM
School DEEWR code
Administrator p.winters@marigold.edu.au
Support details ICT Helpdesk Marigold College
Support email helpdesk@marigold.edu.au
Access type View
Content IP All content
Content type All content
Creation Date Mar 10, 2026, 4:40:44 PM
Last Changed Mar 10, 2026, 4:40:44 PM
Login URL <http://www.scootle.edu.au/ec/login.action?key=zMcDusxV>
Register URL <http://www.scootle.edu.au/ec/register.action?key=zMcDusxV>

Allowed Applications
Allow Community true
Allow Improve true
Allow LLS true

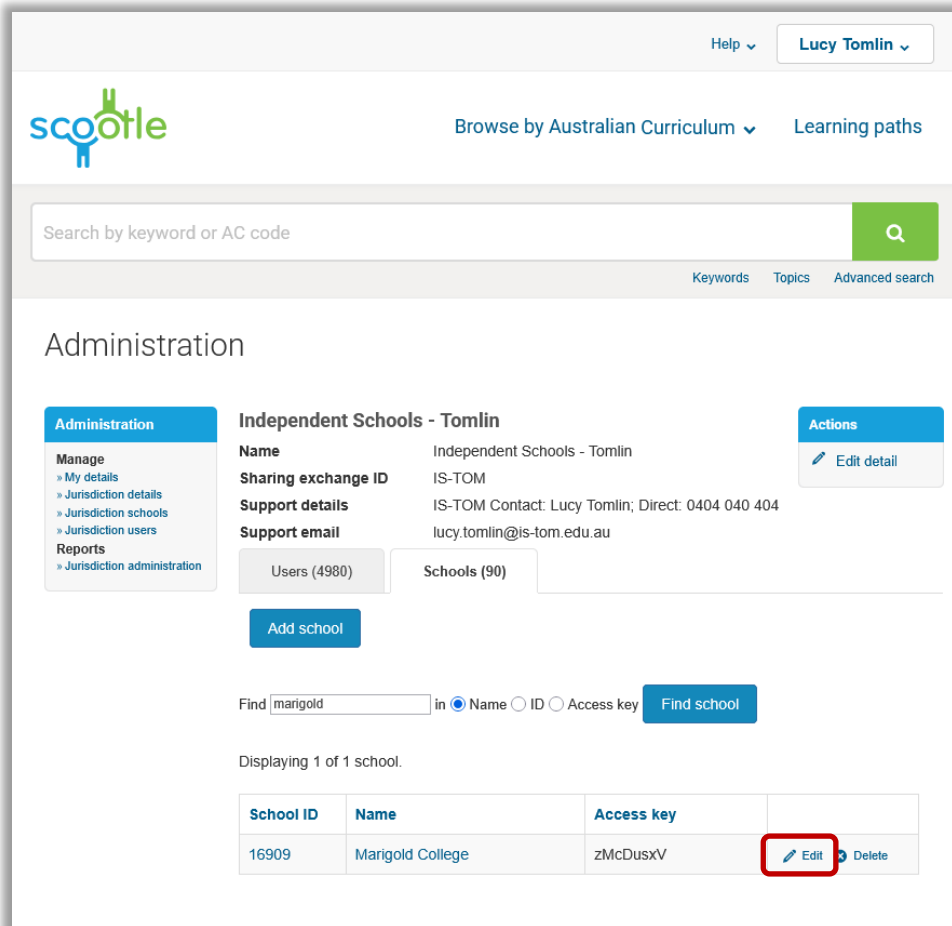
Actions
[Edit details](#)
[Delete](#)
[Transfer users](#)

Users (1)

The school's details will be displayed above the list of schools. From here you can perform different actions on the school and/or school's users.

How to Edit school details

Step 1 — Method 1 Find school and select Edit



Help ▾ Lucy Tomlin ▾

Browse by Australian Curriculum ▾ Learning paths

Search by keyword or AC code

Keywords Topics Advanced search

Administration

Administration

- Manage
 - My details
 - Jurisdiction details
 - Jurisdiction schools
 - Jurisdiction users
- Reports
 - Jurisdiction administration

Independent Schools - Tomlin

Users (4980)

Schools (90)

Add school

Find in ☒ Name ☐ ID ☐ Access key

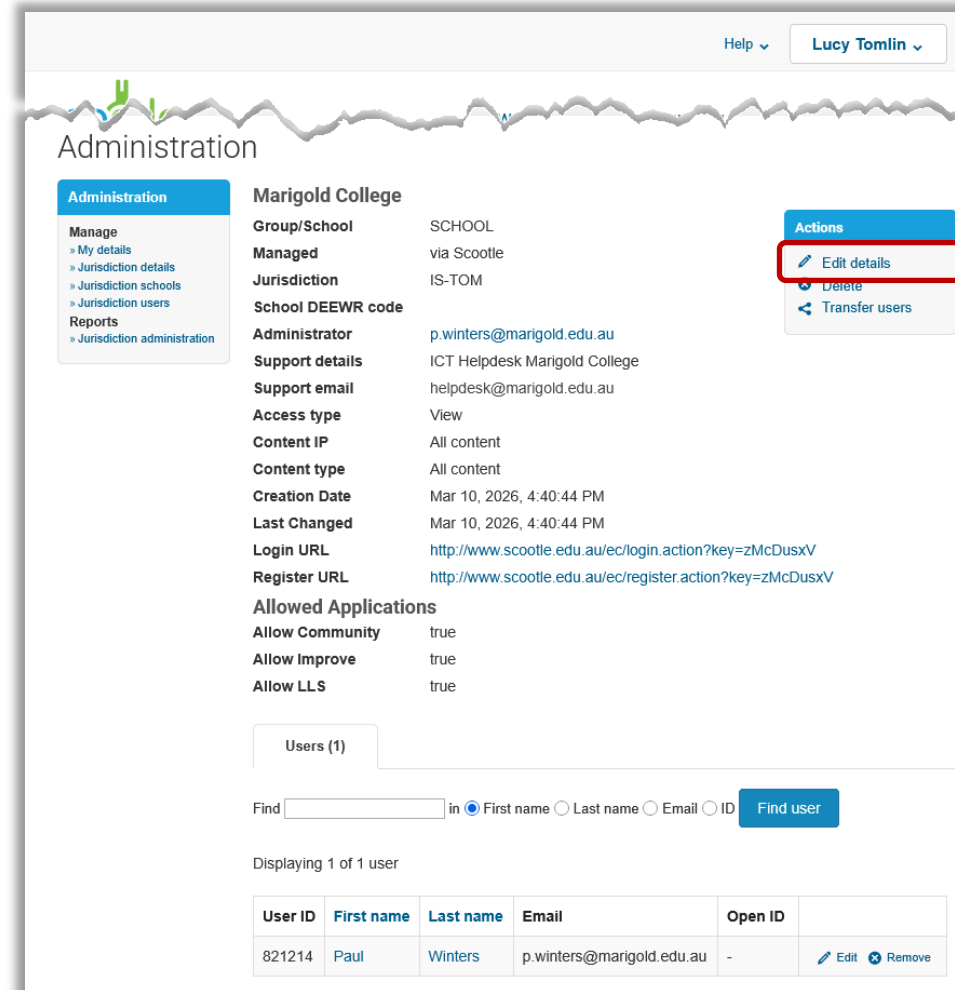
Find school

Displaying 1 of 1 school.

School ID	Name	Access key	
16909	Marigold College	zMcDusxV	<input checked="" type="button" value="Edit"/> Delete

Locate the school as per Find a school and select Edit, which appears in the last column of the schools list.

Step 1 — Method 2 View school and select Edit details



Help ▾ Lucy Tomlin ▾

Administration

Administration

- Manage
 - My details
 - Jurisdiction details
 - Jurisdiction schools
 - Jurisdiction users
- Reports
 - Jurisdiction administration

Marigold College

Group/School

SCHOOL

Managed

via Scootle

Jurisdiction

IS-TOM

School DEEWR code

Administrator

p.winters@marigold.edu.au

Support details

ICT Helpdesk Marigold College

Support email

helpdesk@marigold.edu.au

Access type

View

Content IP

All content

Content type

All content

Creation Date

Mar 10, 2026, 4:40:44 PM

Last Changed

Mar 10, 2026, 4:40:44 PM

Login URL

<http://www.scootle.edu.au/ec/login.action?key=zMcDusxV>

Register URL

<http://www.scootle.edu.au/ec/register.action?key=zMcDusxV>

Allowed Applications

Allow Community

true

Allow Improve

true

Allow LLS

true

Users (1)

Find in ☒ First name ☐ Last name ☐ Email ☐ ID

Find user

Displaying 1 of 1 user

User ID	First name	Last name	Email	Open ID	
821214	Paul	Winters	p.winters@marigold.edu.au	-	<input checked="" type="button" value="Edit"/> Remove

View the school as per View school details and select Edit details from the Actions menu.

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Step 2

Make changes and Save

Create / edit group

Managed

via Scootle

Jurisdiction

Independent Schools - Tomlin

* School-Suburb

Marigold College

School DEEWR code

School admin email

p.winters@marigold.edu.au

This should ideally be different to the Jurisdictional admin.

* Support details

John Fuller|
ICT Helpdesk
Marigold College

Support email

helpdesk@marigold.edu.au

Access type

☒ View
☐ Download

Access key login

☒ Allow

Future content permission

☒ Allow

Future content date:

Allow Community

☒

Allow Improve

☒

Allow Language Learning Space

☒

Save

Cancel

Make the necessary changes and select Save.

If an Error message is displayed refer to Step 3.

If no Error message appears, the dialog will close and a success message will be displayed briefly before you're returned to the My jurisdiction schools or School details page.

Proceed to Outcome.

Step 3

Error message is displayed

www.scootle.edu.au

Error - School suburb name required

OK

www.scootle.edu.au

Error - User does not exist.

OK

www.scootle.edu.au

Error - Invalid domain part of email. User does not exist.

OK

www.scootle.edu.au

Error - Invalid domain part of email.

OK

If you selected Save and an Error message is displayed, it means that there has been no data, or invalid data, entered in one of the fields.

Select OK to close the error message and return to Step 3.



The nominated email entered in the School admin email field must belong to an existing registered Scootle account. Their account will be upgraded to a School Manager role upon successfully updating the school's details.

Outcome
Changes have been saved



Help ▾

Lucy Tomlin ▾

Administration

Administration

Manage

- » My details
- » Jurisdiction details
- » Jurisdiction schools
- » Jurisdiction users

Reports

- » Jurisdiction administration

Marigold College

Group/School

SCHOOL

Managed

via Scootle

Jurisdiction

IS-TOM

School DEEWR code

Administrator

p.winters@marigold.edu.au

Support details

John Fuller ICT Helpdesk Marigold College

Support email

helpdesk@marigold.edu.au

Access type

View

Content IP

All content

Content type

All content

Creation Date

Mar 10, 2026, 4:40:44 PM

Last Changed

Mar 10, 2026, 4:40:44 PM

Login URL

http://www.scootle.edu.au/ec/login.action?key=zMcDusxV

Register URL

http://www.scootle.edu.au/ec/register.action?key=zMcDusxV

Allowed Applications

Allow Community

true

Allow Improve

true

Allow LLS

true

Actions

Edit details

Delete

Transfer users

Users (1)

Find in ☒ First name ☐ Last name ☐ Email ☐ ID

Find user

Displaying 1 of 1 user

User ID	First name	Last name	Email	Open ID	
821214	Paul	Winters	p.winters@marigold.edu.au	-	Edit Remove

When viewing the details of the school, you'll be able to see the changes that were made. In this example, the support person's name was added to the Support details field.

If the School admin email has been changed, an email is automatically sent to the new School Manager informing them of their management role.

How to Transfer users between schools (groups)

Step 1 Find and view school

Administration

Tomlin College

Group/School SCHOOL
Managed via Scootle
Jurisdiction IS-TOM
School DEEWR code
Administrator melanie.tomlin@tomlincollege.edu.au
Support details Please contact Holly Tomlin
Support email holly.tomlin@tomlincollege.edu.au
Access type View
Content IP All content
Content type All content
Creation Date Mar 12, 2026, 12:12:06 PM
Last Changed Mar 12, 2026, 12:12:06 PM
Login URL <http://www.scootle.edu.au/ec/login.action?key=PlofkBwPE>
Register URL <http://www.scootle.edu.au/ec/register.action?key=PlofkBwPE>

Allowed Applications
Allow Community true
Allow Improve true
Allow LLS true

Users (93)

Find in ☒ First name ☐ Last name ☐ Email ☐ Id

Displaying 1-20 of 93 users

1 2 3 4 5 Next Last

ID	First name	Last name	Email	Open ID	
77361	Eileen	Aster	e.aster@tomlincollege.edu.au	-	Edit Delete
7400001	Sandra	Jones	sm.jones@tomlincollege.edu.au	-	Edit Delete
400001	Sandra	Jones	sm.jones@tomlincollege.edu.au	-	Edit Delete
37501	Tim	Jones	t.jones@tomlincollege.edu.au	-	Edit Delete

1 2 3 4 5 Next Last

Find and view the school as per Find a school and View school details.

Step 2 Select Transfer users

Administration

Tomlin College

Group/School SCHOOL
Managed via Scootle
Jurisdiction IS-TOM
School DEEWR code
Administrator melanie.tomlin@tomlincollege.edu.au
Support details Please contact Holly Tomlin
Support email holly.tomlin@tomlincollege.edu.au
Access type View
Content IP All content
Content type All content
Creation Date Mar 12, 2026, 12:12:06 PM
Last Changed Mar 12, 2026, 12:12:06 PM
Login URL <http://www.scootle.edu.au/ec/login.action?key=PlofkBwPE>
Register URL <http://www.scootle.edu.au/ec/register.action?key=PlofkBwPE>

Allowed Applications
Allow Community true
Allow Improve true
Allow LLS true

Actions
[Edit details](#)
[Delete](#)
[Transfer users](#)

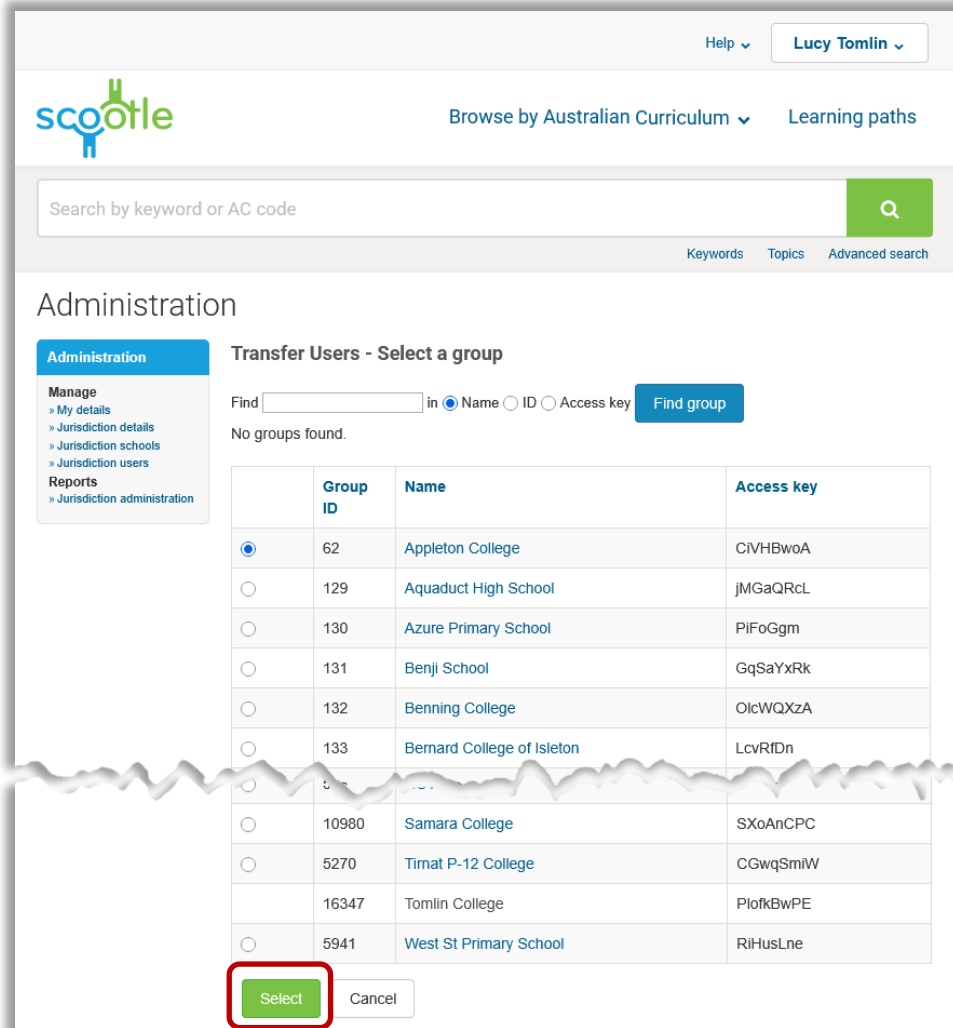
If a school is being merged with another school, or is closing, rather than having to re-assign the school's users to a new school one at a time, you can perform a bulk transfer.

Select Transfer users.



If the domain part of the users' email address is to change, this must be done separately, as Transfer users only moves the users between schools. (The 'domain part' is anything after the '@' symbol.)

Step 3 Find and select the users' new school



Help ▾ Lucy Tomlin ▾

scootle Browse by Australian Curriculum ▾ Learning paths

Search by keyword or AC code

Keywords Topics Advanced search

Administration

Administration
 Manage
 » My details
 » Jurisdiction details
 » Jurisdiction schools
 » Jurisdiction users
 Reports
 » Jurisdiction administration

Transfer Users - Select a group

Find in ☒ Name ☐ ID ☐ Access key

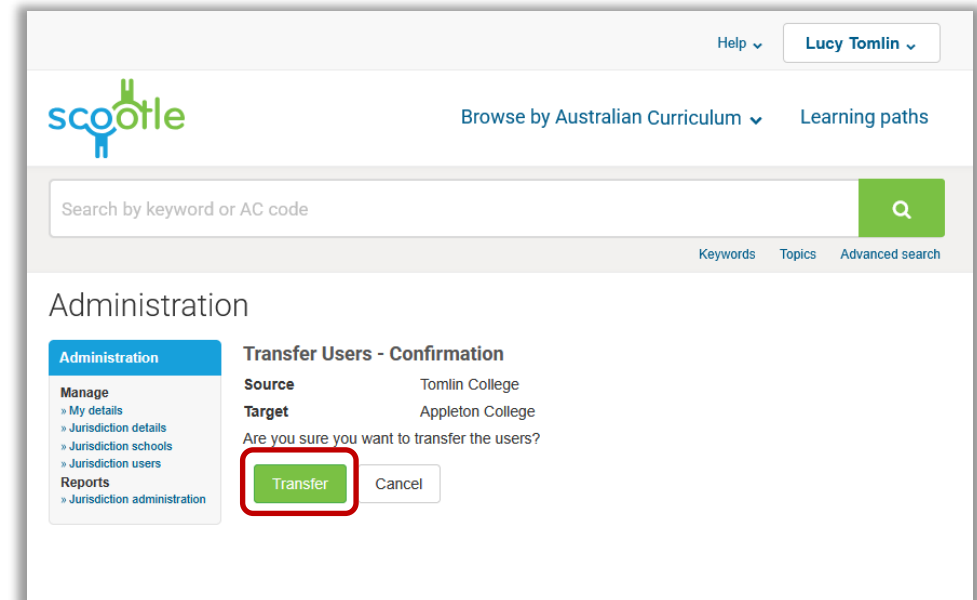
No groups found.

	Group ID	Name	Access key
☒	62	Appleton College	CiVHBwoA
☐	129	Aquaduct High School	jMGaQRcL
☐	130	Azure Primary School	PIFoGgm
☐	131	Benji School	GqSaYxRk
☐	132	Benning College	OlcWQXzA
☐	133	Bernard College of Isleton	LcvRfDn
☐	10980	Samara College	SXoAnCPC
☐	5270	Timat P-12 College	CGwqSmiW
☐	16347	Tomlin College	PlofkBwPE
☐	5941	West St Primary School	RiHusLne

You can search for the new school (group) using their Name, ID or Access key and sort in ascending or descending order by a field name in the top row.

Select the radio button in first column for the school, then choose Select.

Step 4 Confirm transfer



Help ▾ Lucy Tomlin ▾

scootle Browse by Australian Curriculum ▾ Learning paths

Search by keyword or AC code

Keywords Topics Advanced search

Administration

Administration
 Manage
 » My details
 » Jurisdiction details
 » Jurisdiction schools
 » Jurisdiction users
 Reports
 » Jurisdiction administration

Transfer Users - Confirmation

Source Tomlin College

Target Appleton College

Are you sure you want to transfer the users?

Double-check to ensure the Source and Target schools are correct.

To proceed, select Transfer.

Outcome

Users have been transferred

Administration

Appleton College
Users successfully transferred.

Management

Allow Community true
Allow Improve true
Allow LLS true

Users (212)

Find in ☒ First name ☐ Last name ☐ Email ☐ ID

Displaying 1-20 of 212 users

1 2 3 4 5 6 7 8 Next Last

User ID	First name	Last name	Email	Open ID	
59882	Sarah	A'hern	s.ahern@istomschools.edu.au	-	Edit Delete
3547	Liz	Acaster	l.acaster@istomschools.edu.au	-	Edit Delete
309405	Susan	Corbin	s.corbin@tomlincollege.edu.au	-	Edit Delete
6329	Jan	Dane	j.dane@istomschools.edu.au	-	Edit Delete
7005	Indya	Dapine	i.dapine@istomschools.edu.au	-	Edit Delete
21242	Andrew	Darrger	a.darrger@tomlincollege.edu.au	-	Edit Delete
99666	Harry	Dean	h.dean@tomlincollege.edu.au	-	Edit Delete
801694	Mary-Anne	Di Porto	m.diporto@tomlincollege.edu.au	-	Edit Delete

1 2 3 4 5 6 7 8 Next Last

The school that the users were being transferred to will be displayed, along with a success message.

The transferred users will be interspersed among any existing users.

Administration

Tomlin College

Management

Group/School SCHOOL
Managed via Scootle
Jurisdiction IS-TOM
School DEEWR code
Administrator melanie.tomlin@tomlincollege.edu.au
Support details Please contact Holly Tomlin
Support email holly.tomlin@tomlincollege.edu.au
Access type View
Content IP All content
Content type All content
Creation Date Mar 12, 2026, 12:12:06 PM
Last Changed Mar 12, 2026, 12:12:06 PM
Login URL <http://www.scootle.edu.au/ec/login.action?key=PlofkBwPE>
Register URL <http://www.scootle.edu.au/ec/register.action?key=PlofkBwPE>

Allowed Applications

Allow Community true
Allow Improve true
Allow LLS true

Users (0)

Find in ☒ First name ☐ Last name ☐ Email ☐ ID

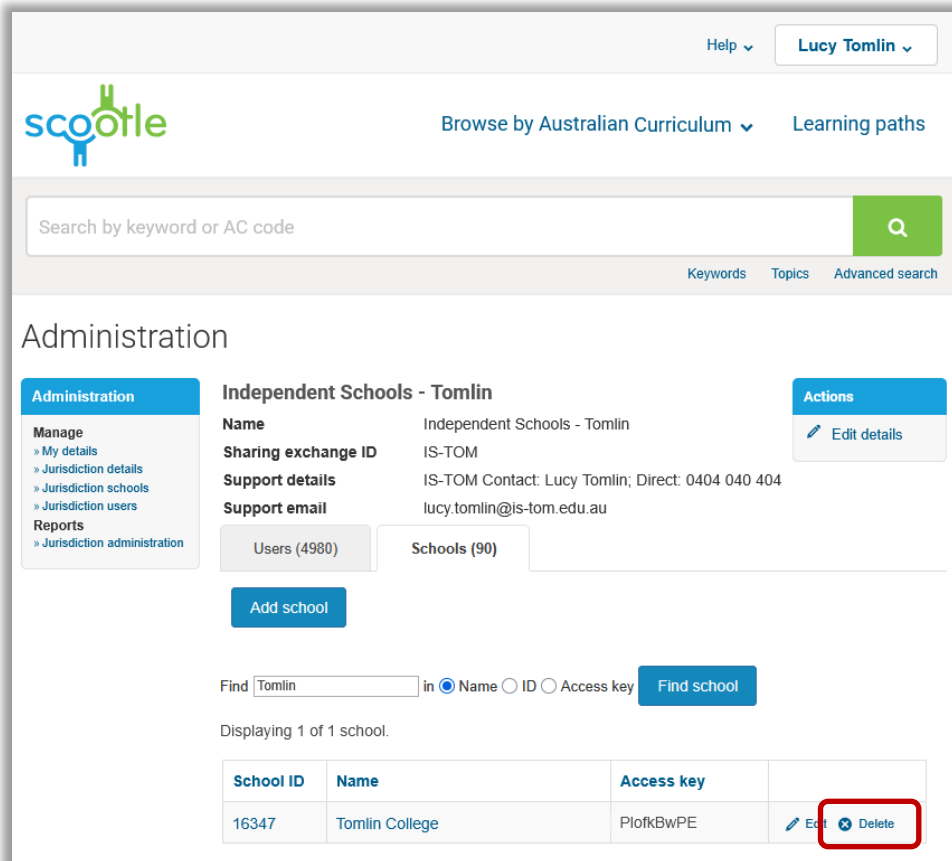
No records to display

Actions
[Edit details](#)
[Delete](#)

When viewing the school that the users were transferred from, the Users count will now be '0' and Transfer Users no longer displays under the Actions menu.

How to Delete a school

Step 1 — Method 1 Find school and select Delete



Administration

Independent Schools - Tomlin

Name: Independent Schools - Tomlin

Sharing exchange ID: IS-TOM

Support details: IS-TOM Contact: Lucy Tomlin; Direct: 0404 040 404

Support email: lucy.tomlin@is-tom.edu.au

Users (4980) Schools (90)

Add school

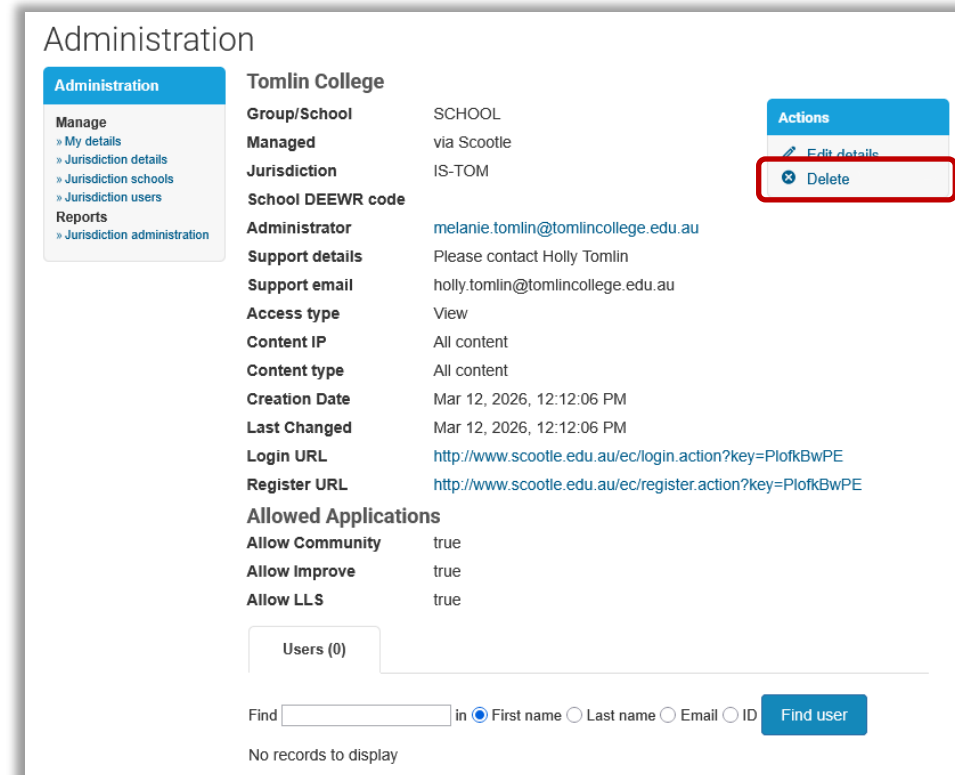
Find Tomlin in ☒ Name ☐ ID ☐ Access key Find school

Displaying 1 of 1 school.

School ID	Name	Access key	Actions
16347	Tomlin College	PlofkBwPE	Edit Delete

Locate the school as per Find a school and select Delete, which appears in the last column of the schools list.

Step 1 — Method 2 View school and select Delete



Administration

Tomlin College

Group/School: SCHOOL

Managed: via Scootle

Jurisdiction: IS-TOM

School DEEWR code

Administrator: melanie.tomlin@tomlincollege.edu.au

Support details: Please contact Holly Tomlin

Support email: holly.tomlin@tomlincollege.edu.au

Access type: View

Content IP: All content

Content type: All content

Creation Date: Mar 12, 2026, 12:12:06 PM

Last Changed: Mar 12, 2026, 12:12:06 PM

Login URL: <http://www.scootle.edu.au/ec/login.action?key=PlofkBwPE>

Register URL: <http://www.scootle.edu.au/ec/register.action?key=PlofkBwPE>

Allowed Applications

Allow Community: true

Allow Improve: true

Allow LLS: true

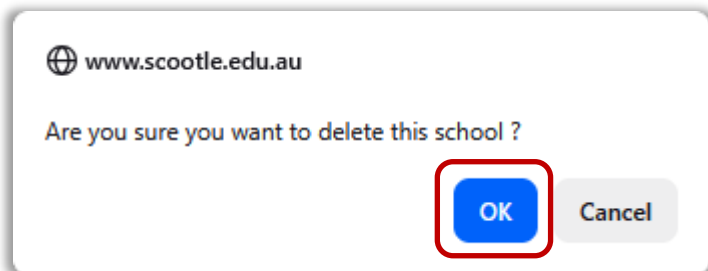
Users (0)

Find in ☒ First name ☐ Last name ☐ Email ☐ ID Find user

No records to display

View the school as per View school details and select Delete from the Actions menu.

Step 2 Confirm deletion



Warning!

This action *cannot* be undone.

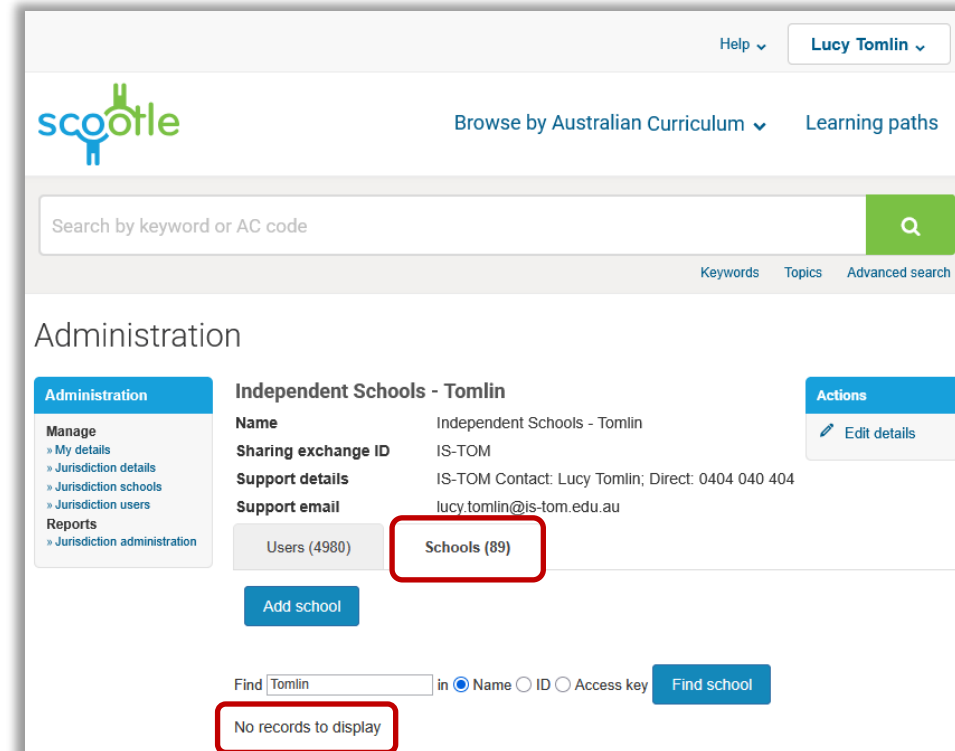
All users of the school will also be deleted. If the users have moved to another school, complete a transfer of all users *before* deleting the school. Refer to [Transfer users between schools](#) for information on how to complete this process.

A dialog will be displayed asking for confirmation to delete the school.

Select OK to continue. (If there is any doubt that the school should be deleted from Scootle, select Cancel and contact scootlesupport@esa.edu.au for assistance.)

A success message will be displayed briefly before you're returned to the My jurisdiction schools page.

Outcome School deleted

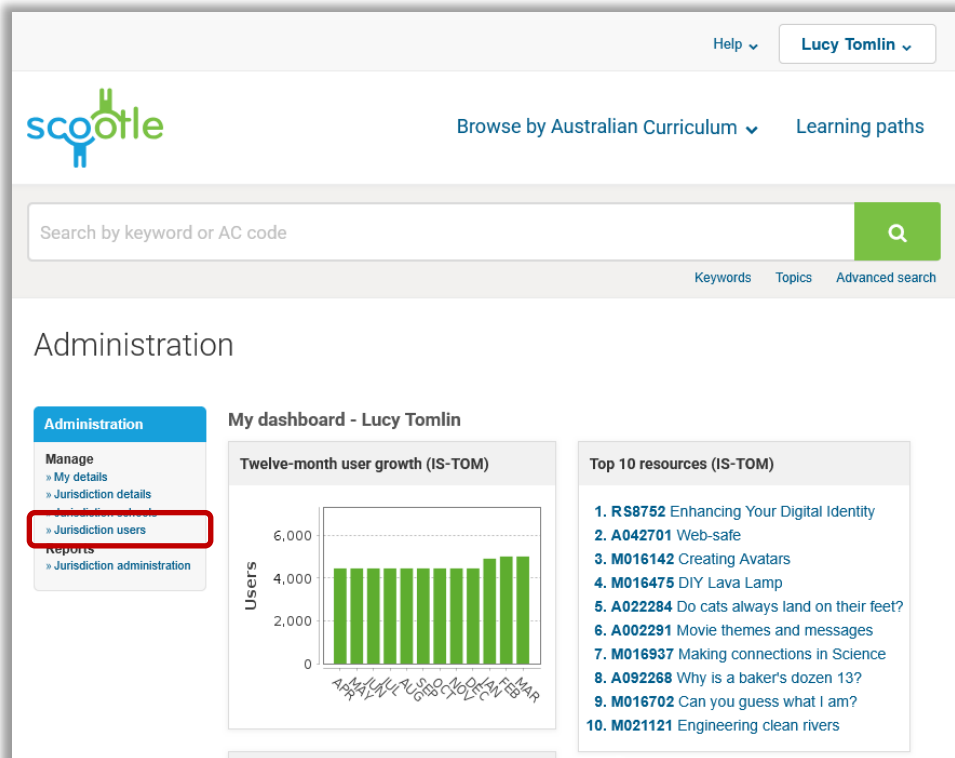


In this example, the number of schools has decreased from 90 to 89, indicating that a school has been deleted.

A quick search using the school's name should also reveal that the school has been deleted.

How to Find a user

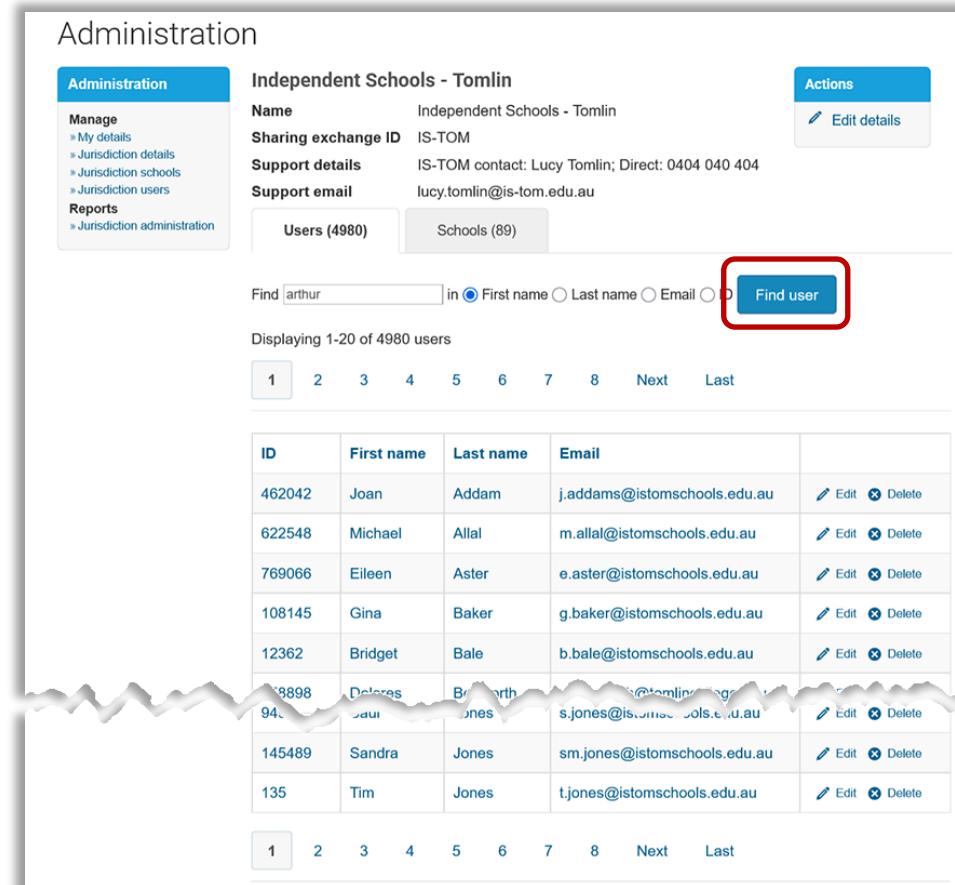
Step 1 Select Jurisdiction users



The screenshot shows the scootle Administration dashboard for Lucy Tomlin. The left sidebar has a red box around the 'Jurisdiction users' link under the 'Manage' section. The main content area shows a 'My dashboard - Lucy Tomlin' with a bar chart for 'Twelve-month user growth (IS-TOM)' and a list of 'Top 10 resources (IS-TOM)'.

Under Administration select Jurisdiction users. This will take you to a page where you can find, update and delete and users from your jurisdiction.

Step 2 Search / filter results



The screenshot shows the 'Administration' page for 'Independent Schools - Tomlin'. The 'Find user' button is highlighted with a red box. Below the search bar, there is a table of users with columns for ID, First name, Last name, and Email. The table shows 1-20 of 4980 users.

ID	First name	Last name	Email	
462042	Joan	Addam	j.addams@istomschools.edu.au	Edit Delete
622548	Michael	Allal	m.allal@istomschools.edu.au	Edit Delete
769066	Eileen	Aster	e.aster@istomschools.edu.au	Edit Delete
108145	Gina	Baker	g.baker@istomschools.edu.au	Edit Delete
12362	Bridget	Bale	b.bale@istomschools.edu.au	Edit Delete
18898	Delores	Brown	d.brown@istomschools.edu.au	Edit Delete
941	Saul	Jones	s.jones@istomschools.edu.au	Edit Delete
145489	Sandra	Jones	sm.jones@istomschools.edu.au	Edit Delete
135	Tim	Jones	t.jones@istomschools.edu.au	Edit Delete

Select the option you want to base your search on. Choose from First name (default selection), Last name, Email, and ID. Enter your search term into the Find field and select Find user.



The results can also be sorted in ascending or descending order by selecting a field name in the top row.

Outcome User located



Help ▾

Lucy Tomlin ▾



Browse by Australian Curriculum ▾

Learning paths

Search by keyword or AC code

Q

KeywordsTopicsAdvanced search

Administration

Administration

Manage

- » My details
- » Jurisdiction details
- » Jurisdiction schools
- » Jurisdiction users

Reports

- » Jurisdiction administration

Independent Schools - Tomlin

Name

Independent Schools - Tomlin

Sharing exchange ID

IS-TOM

Support details

IS-TOM contact: Lucy Tomlin; Direct: 0404 040 404

Support email

lucy.tomlin@is-tom.edu.au

Actions

Edit details

Users (4980)

Schools (89)

Find

arthur

in

☒ First name

☐ Last name

☐ Email

☐ ID

Find user

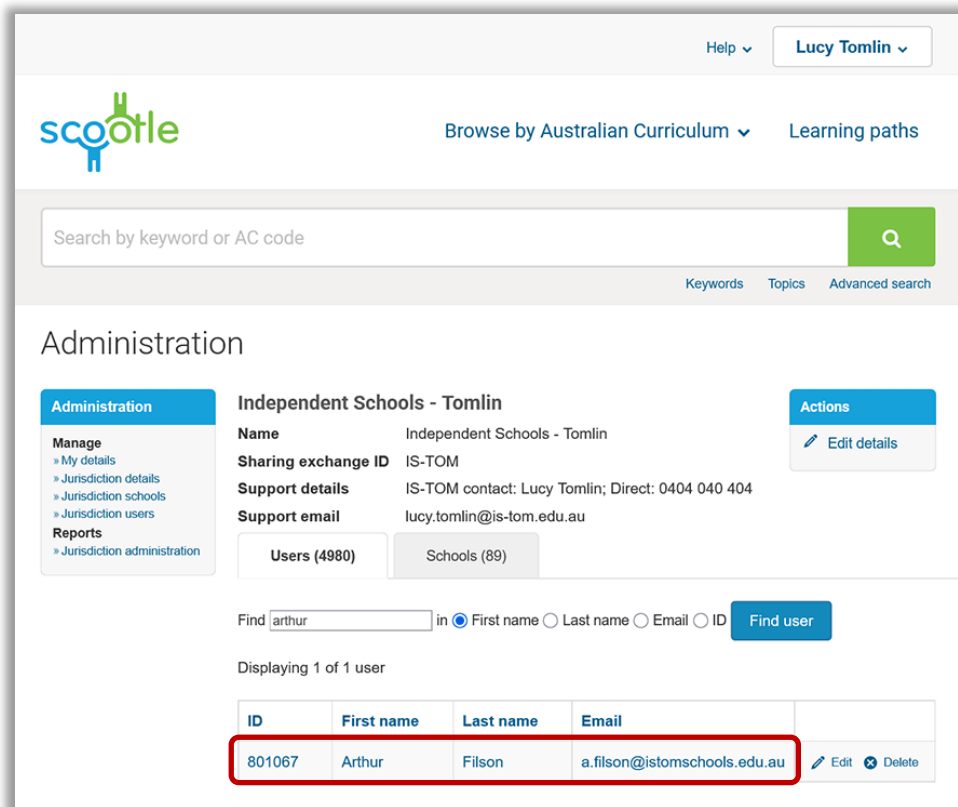
Displaying 1 of 1 user

ID	First name	Last name	Email	
801067	Arthur	Filson	a.filson@istomschools.edu.au	EditDelete

If any users match the search term they will appear in the search results. Any users displayed can be viewed, edited, or deleted.

How to View user details

Step 1 Select user



Help ▾ Lucy Tomlin ▾

scootle Browse by Australian Curriculum ▾ Learning paths

Search by keyword or AC code 

Keywords Topics Advanced search

Administration

Administration

- Manage
 - My details
 - Jurisdiction details
 - Jurisdiction schools
 - Jurisdiction users
- Reports
 - Jurisdiction administration

Independent Schools - Tomlin

Name Independent Schools - Tomlin
Sharing exchange ID IS-TOM
Support details IS-TOM contact: Lucy Tomlin; Direct: 0404 040 404
Support email lucy.tomlin@is-tom.edu.au

Users (4980) **Schools (89)**

Actions

- Edit details

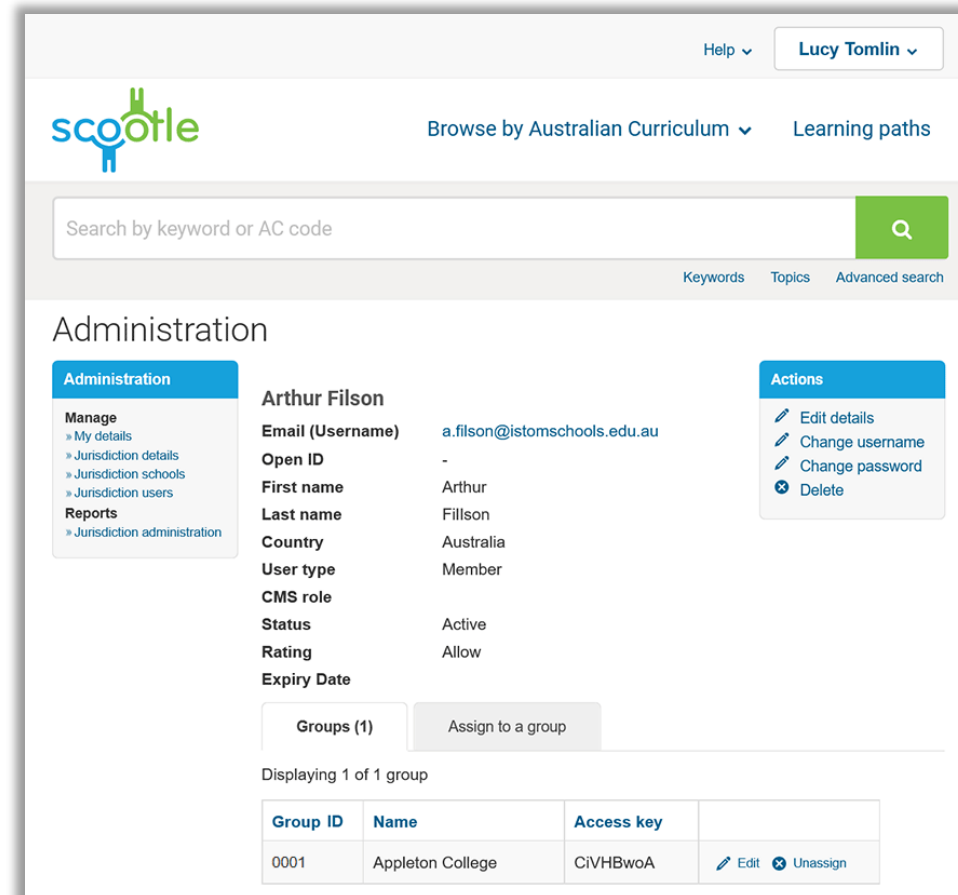
Find in ☒ First name ☐ Last name ☐ Email ☐ ID

Displaying 1 of 1 user

ID	First name	Last name	Email	
801067	Arthur	Filson	a.filson@istomschools.edu.au	Edit Delete

Once you've located the user in the Users list (refer to Find a user), select from any of their ID, First name, Last name, or Email.

Step 2 User details viewed



Help ▾ Lucy Tomlin ▾

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Search by keyword or AC code 

Keywords Topics Advanced search

Administration

Administration

- Manage
 - My details
 - Jurisdiction details
 - Jurisdiction schools
 - Jurisdiction users
- Reports
 - Jurisdiction administration

Arthur Filson

Email (Username) a.filson@istomschools.edu.au
Open ID -
First name Arthur
Last name Fillson
Country Australia
User type Member
CMS role
Status Active
Rating Allow
Expiry Date

Groups (1)

Actions

- Edit details
- Change username
- Change password
- Delete

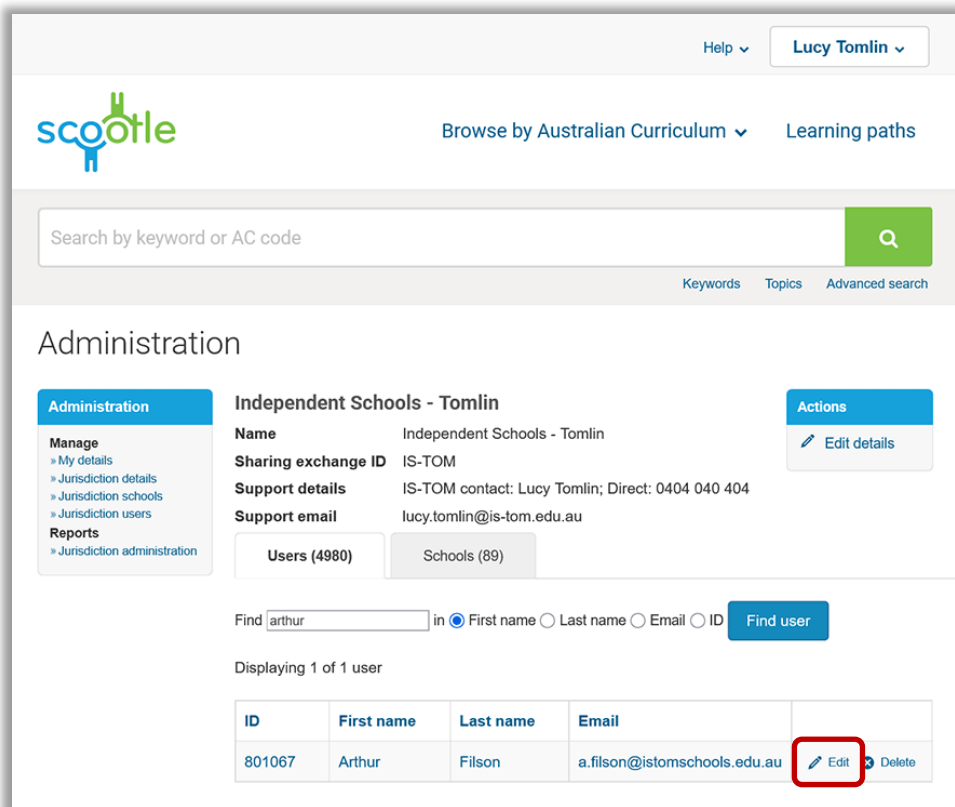
Displaying 1 of 1 group

Group ID	Name	Access key	
0001	Appleton College	CIVHBwoA	Edit Unassign

The user's details will be displayed above the groups they have been assigned to.

How to Edit user details

Step 1 — Method 1 Find user and select Edit



Help ▾ Lucy Tomlin ▾

scootle Browse by Australian Curriculum ▾ Learning paths

Search by keyword or AC code 

Keywords Topics Advanced search

Administration

Administration

- Manage
 - My details
 - Jurisdiction details
 - Jurisdiction schools
 - Jurisdiction users
- Reports
 - Jurisdiction administration

Independent Schools - Tomlin

Name Independent Schools - Tomlin

Sharing exchange ID IS-TOM

Support details IS-TOM contact: Lucy Tomlin; Direct: 0404 040 404

Support email lucy.tomlin@is-tom.edu.au

Users (4980) Schools (89)

Find in ☒ First name ☐ Last name ☐ Email ☐ ID

Displaying 1 of 1 user

ID	First name	Last name	Email	
801067	Arthur	Filson	a.filson@istomschools.edu.au	 Edit  Delete

Actions

-  Edit details

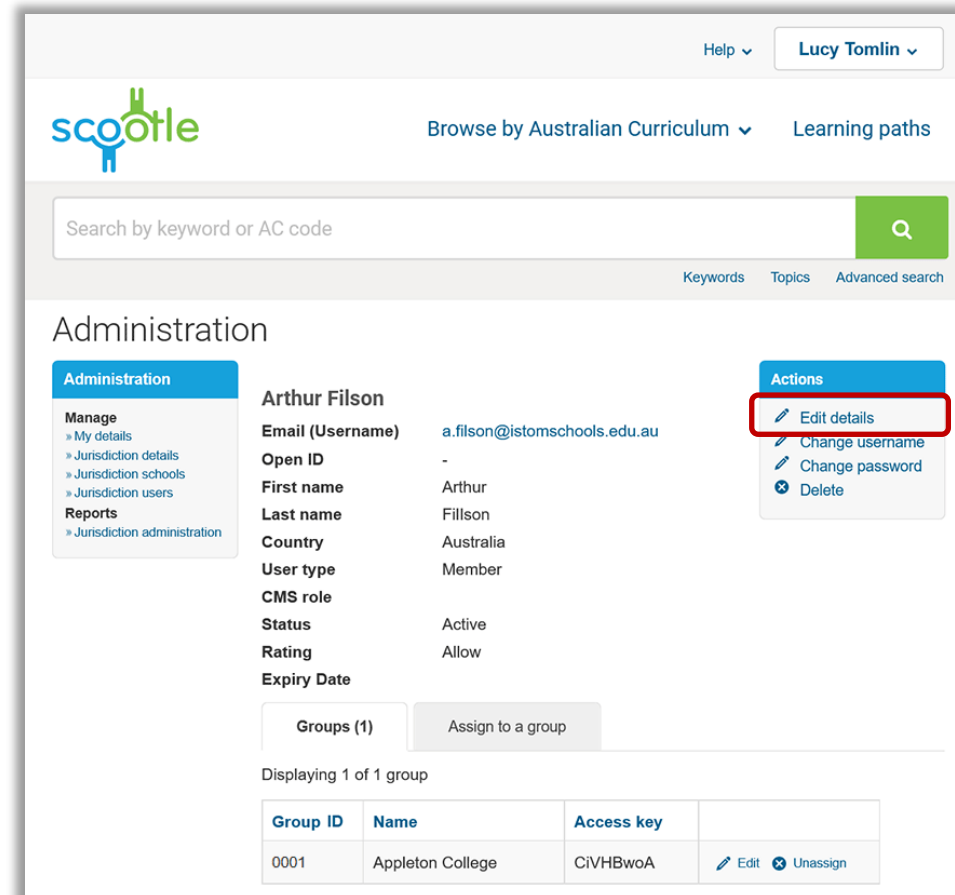
If you only need to change the user's name, this method is the quickest way to do so.

Locate the user as per Find a user and select Edit.

An Edit user dialog will be displayed.

Proceed to Step 2.

Step 1 — Method 2 View user and select Edit details



Help ▾ Lucy Tomlin ▾

scootle Browse by Australian Curriculum ▾ Learning paths

Search by keyword or AC code 

Keywords Topics Advanced search

Administration

Administration

- Manage
 - My details
 - Jurisdiction details
 - Jurisdiction schools
 - Jurisdiction users
- Reports
 - Jurisdiction administration

Arthur Filson

Email (Username) a.filson@istomschools.edu.au

Open ID -

First name Arthur

Last name Fillson

Country Australia

User type Member

CMS role

Status Active

Rating Allow

Expiry Date

Groups (1)

Displaying 1 of 1 group

Group ID	Name	Access key	
0001	Appleton College	CIVHBwoA	 Edit  Unassign

Actions

-  Edit details
-  Change username
-  Change password
-  Delete

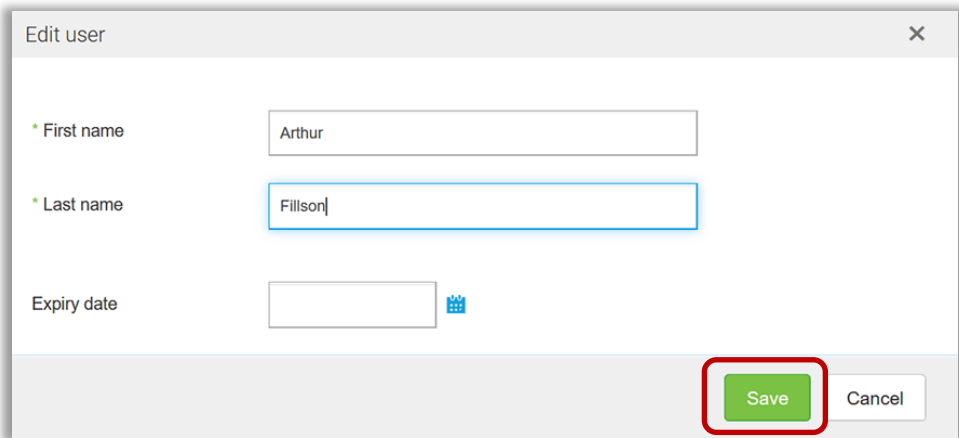
Another way to edit the user's name is via Edit details.

View the user as per View user details and select Edit details from the Actions menu. An Edit user dialog will be displayed.

Proceed to Step 2.

Step 2

Make changes and Save



The 'Edit user' dialog box contains the following fields:

- * First name:** Text input field containing 'Arthur'.
- * Last name:** Text input field containing 'Fillson'.
- Expiry date:** Text input field with a calendar icon to its right.

At the bottom right, there are two buttons: a green 'Save' button (highlighted with a red box) and a grey 'Cancel' button.

Make the necessary changes and select Save.

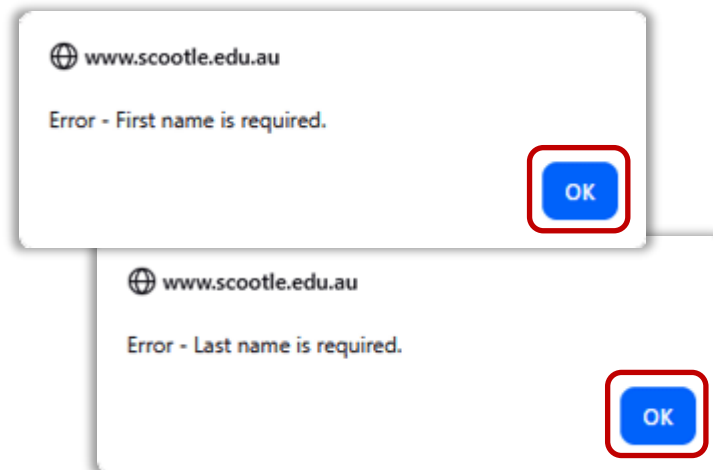
If an Error message is displayed refer to Step 3.

If no Error message appears, the dialog will close and a success message will be displayed briefly before you're returned to the My jurisdiction users or User details page.

Proceed to Outcome.

Step 3

Error message is displayed



Two overlapping error message dialog boxes are shown, both with the URL 'www.scootle.edu.au' at the top:

- The top dialog box displays the message: "Error - First name is required." It has a blue 'OK' button (highlighted with a red box) at the bottom right.
- The bottom dialog box displays the message: "Error - Last name is required." It has a blue 'OK' button (highlighted with a red box) at the bottom right.

If you selected Save and an Error message is displayed, it means that there is no data in the relevant field.

Select OK to close the error message and return to Step 2.

Outcome
User's details changed



Help ▾

Lucy Tomlin ▾

scootle

Browse by Australian Curriculum ▾

Learning paths

Search by keyword or AC code

Keywords

Topics

Administration

Administration

Manage

- » My details
- » Jurisdiction details
- » Jurisdiction schools
- » Jurisdiction users

Reports

- » Jurisdiction administration

Independent Schools - Tomlin

NameIndependent Schools - Tomlin

Sharing exchange IDIS-TOM

Support detailsIS-TOM contact: Lucy Tomlin; Direct: 0404 040 404

Support emaillucy.tomlin@is-tom.edu.au

Users (4980)

Schools (89)

Find in ☒ First name ☐ Last name ☐ Email ☐ ID

Displaying 1 of 1 user

ID	First name	Last name	Email
801067	Arthur	Fillson	a.filson@istomschools.edu.au

Help ▾

Lucy Tomlin ▾

scootle

Browse by Australian Curriculum ▾

Learning paths

Search by keyword or AC code

Keywords

Topics

Advanced search

Administration

Administration

Manage

- » My details
- » Jurisdiction details
- » Jurisdiction schools
- » Jurisdiction users

Reports

- » Jurisdiction administration

Arthur Fillson

Email (Username)a.filson@istomschools.edu.au

Open ID-

First nameArthur

Last nameFillson

CountryAustralia

User typeMember

CMS role

StatusActive

RatingAllow

Expiry Date

Groups (1)

Assign to a group

Displaying 1 of 1 group

Group ID	Name	Access key	
0001	Appleton College	CiVHBwoA	Edit Unassign

Actions

[Edit details](#)

[Change username](#)

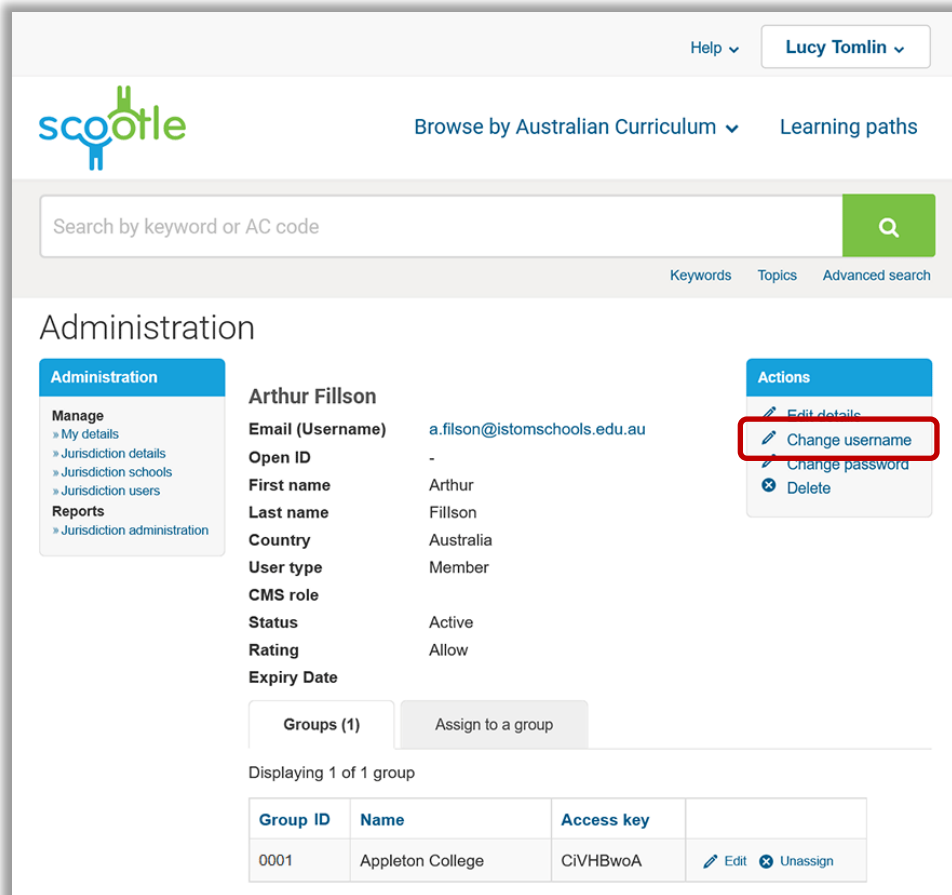
[Change password](#)

[Delete](#)

When searching for and viewing the user's details, you'll be able to see the changes that were made. In this example, an extra 'l' was added to the user's Last name (Filson became Fillson).

How to Edit user username

Step 1 View user and select Change username



Help ▾ Lucy Tomlin ▾

scootle Browse by Australian Curriculum ▾ Learning paths

Search by keyword or AC code

Keywords Topics Advanced search

Administration

Administration

- Manage
 - My details
 - Jurisdiction details
 - Jurisdiction schools
 - Jurisdiction users
- Reports
 - Jurisdiction administration

Arthur Fillson
Email (Username) a.fillson@istomschools.edu.au
Open ID -
First name Arthur
Last name Fillson
Country Australia
User type Member
CMS role
Status Active
Rating Allow
Expiry Date
Groups (1) Assign to a group
 Displaying 1 of 1 group

Group ID	Name	Access key	
0001	Appleton College	CiVHBwoA	Edit Unassign

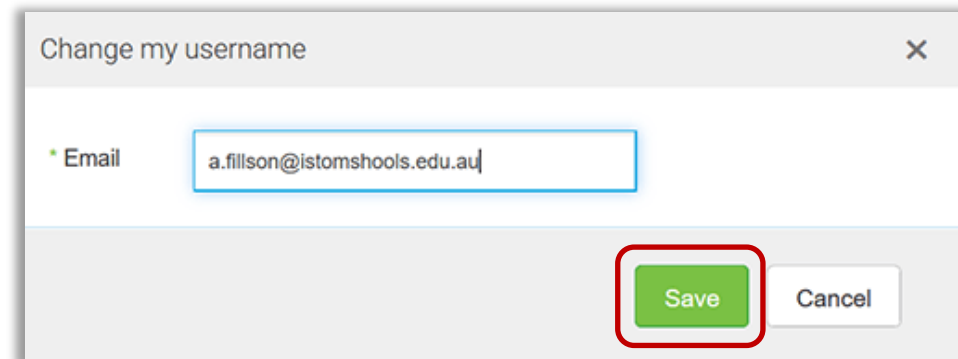
Actions

- Edit details
- Change username**
- Change password
- Delete

If the user's email address has changed, view the user as per View user details and select Change username from the Actions menu.

An Edit user dialog will be displayed.

Step 2 Make changes and Save



Change my username

Email

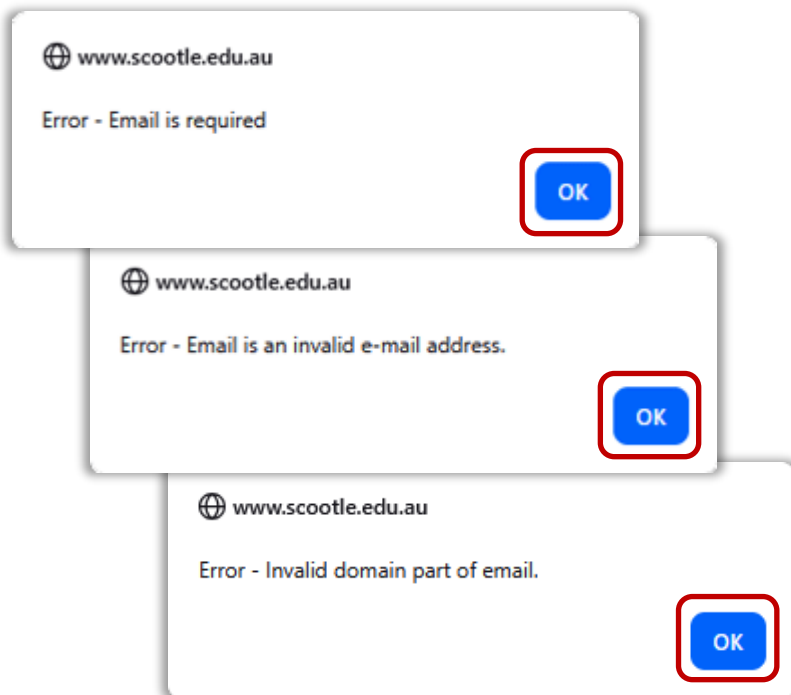
Make the necessary changes and select Save.

If an Error message is displayed refer to Step 3.

If no Error message appears, the dialog will close and a success message will be displayed briefly before you're returned to the User details page.

Proceed to Outcome.

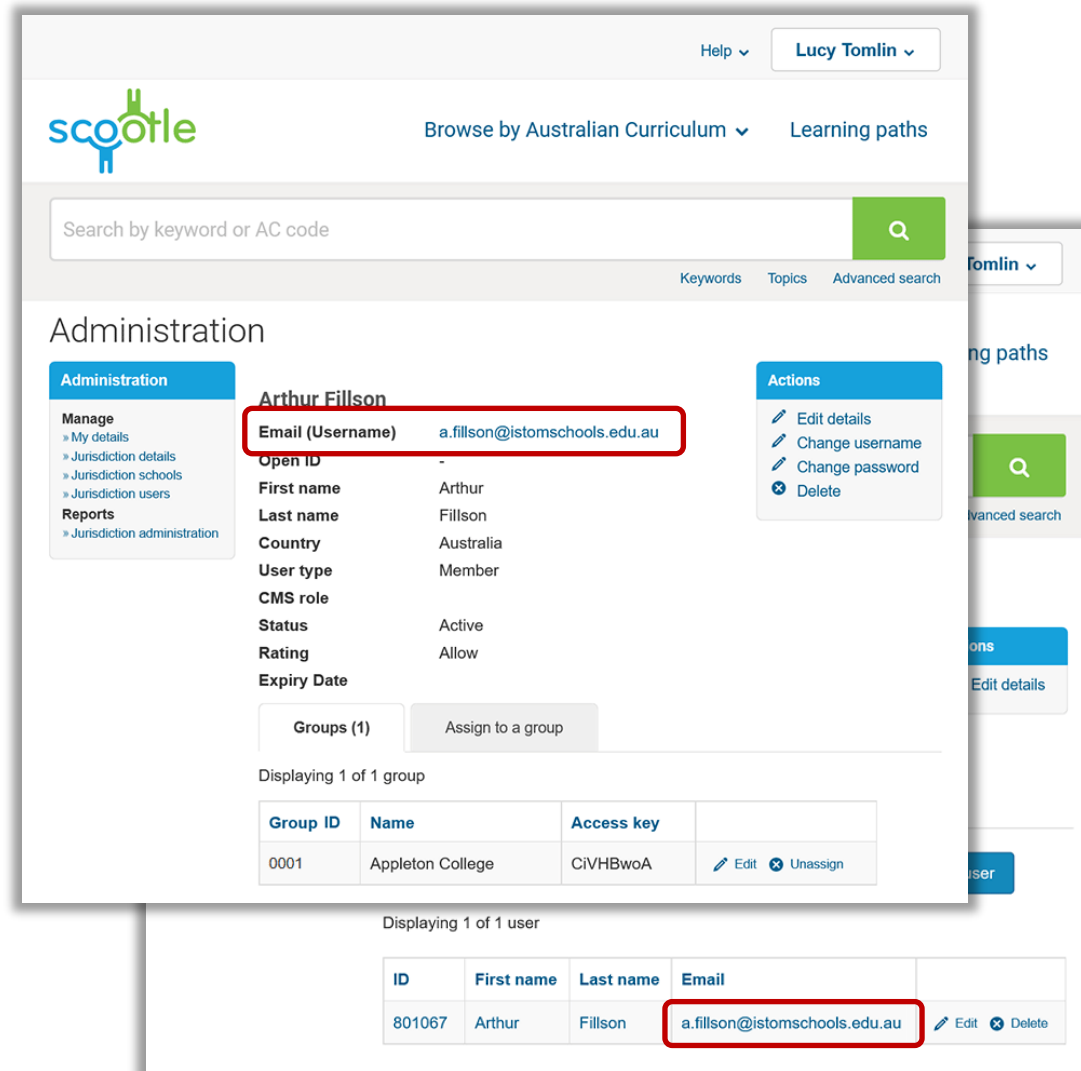
Step 3 Error message is displayed



If you selected Save and an Error message is displayed, it means that there has been no data, or invalid data, entered in one of the fields.

Select OK to close the error message and return to Step 2.

Outcome Username changed



Administration

Arthur Fillson

Email (Username) a.fillson@istomschools.edu.au

Open ID -

First name Arthur

Last name Fillson

Country Australia

User type Member

CMS role

Status Active

Rating Allow

Expiry Date

Groups (1) Assign to a group

Displaying 1 of 1 group

Group ID	Name	Access key	
0001	Appleton College	CiVHBwoA	Edit Unassign

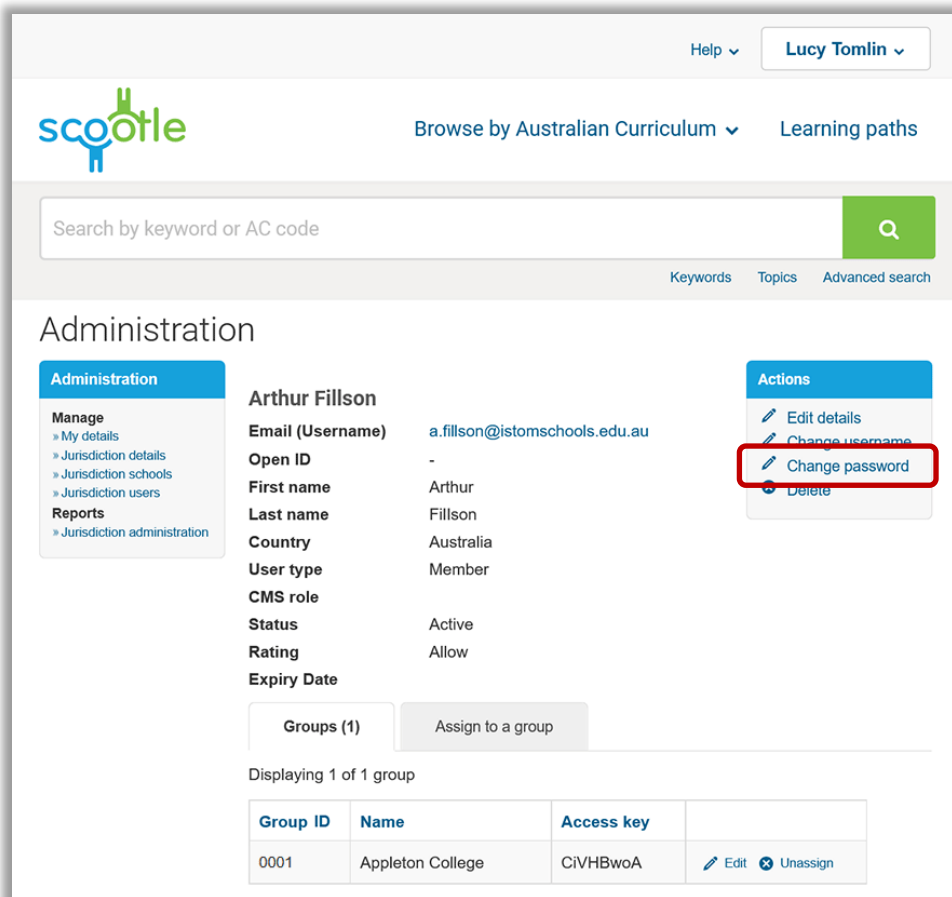
Displaying 1 of 1 user

ID	First name	Last name	Email	
801067	Arthur	Fillson	a.fillson@istomschools.edu.au	Edit Delete

When searching for and viewing the user you'll be able to see the changes that were made. In this example, an extra 'l' was added to the user's Email (Username). (a.filson@istomschools.edu.au became a.fillson@istomschools.edu.au).

How to Edit user password

Step 1 View user and select Change password



Help ▾ Lucy Tomlin ▾

scootle

Browse by Australian Curriculum ▾ Learning paths

Search by keyword or AC code

Keywords Topics Advanced search

Administration

Administration

- Manage
 - My details
 - Jurisdiction details
 - Jurisdiction schools
 - Jurisdiction users
- Reports
 - Jurisdiction administration

Arthur Fillson
Email (Username) a.fillson@istomschools.edu.au
Open ID -
First name Arthur
Last name Fillson
Country Australia
User type Member
CMS role
Status Active
Rating Allow
Expiry Date
Groups (1) Assign to a group
 Displaying 1 of 1 group

Actions

- Edit details
- Change username
- Change password**
- Delete

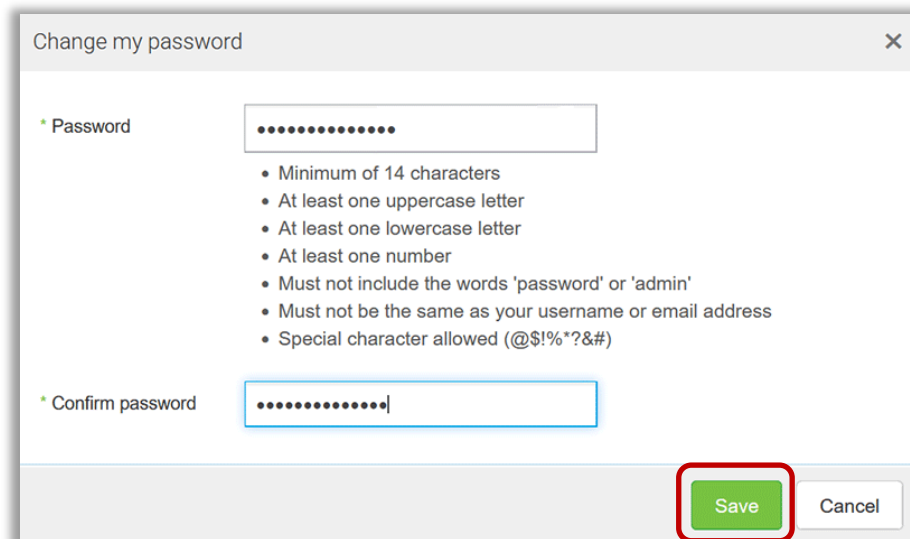
Group ID	Name	Access key	
0001	Appleton College	CiVHBwoA	Edit Unassign

While it's not advised to change a user's password on their behalf, if they're having difficulties with the process, you can assist.

View the user as per View user details and select Change password from the Actions menu.

A Change password dialog will be displayed.

Step 2 Make changes and Save



Change my password

* Password

- Minimum of 14 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- Must not include the words 'password' or 'admin'
- Must not be the same as your username or email address
- Special character allowed (@\$!%*?&#)

* Confirm password

Type the same password into both fields, ensuring you're following the password requirements as follows:

- Minimum of 14 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- Must not include the words 'password' or 'admin'
- Must not be the same as your username or email address
- Special character allowed (@\$!%*?&#)

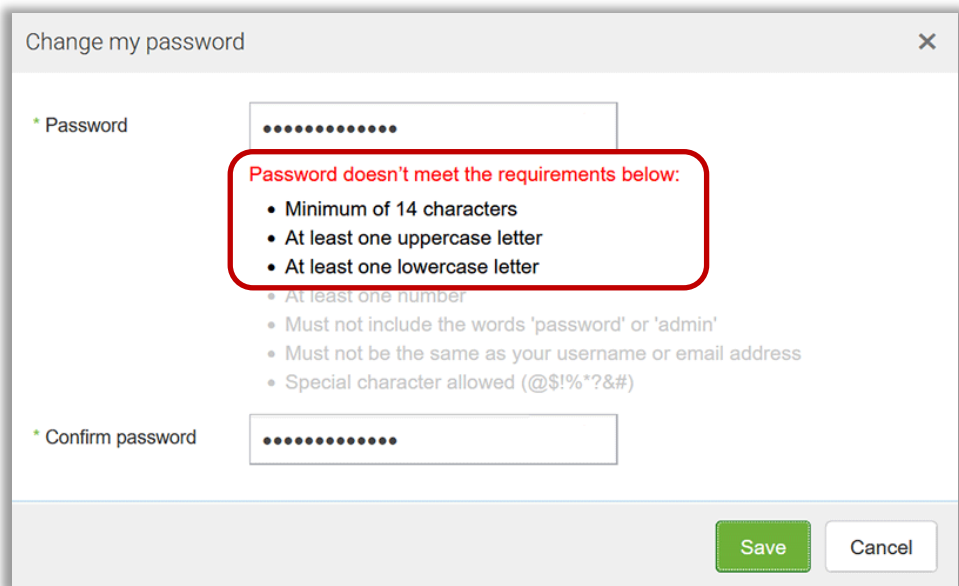
Select Save when done.

If a red error message is displayed below the first Password field refer to Step 3.

If no Error message appears, the dialog will close and a success message will be displayed briefly before you're returned to the User details page.

Proceed to Step 4.

Step 3 Red error messaged displayed



If you selected **Save** and an error message appeared, you'll need to retype the password in both fields, taking care to meet the necessary requirements. In this example, three of the seven requirements were not met.

After re-entering the passwords select **Save**.

If the passwords match and now meet the requirements, the dialog will close and a success message will be displayed briefly before you're returned to the **User details** page.



Errors still displaying?

If after several unsuccessful attempts to change the user's password, contact scootlesupport@esa.edu.au for assistance.

Step 4 Advise user of new password

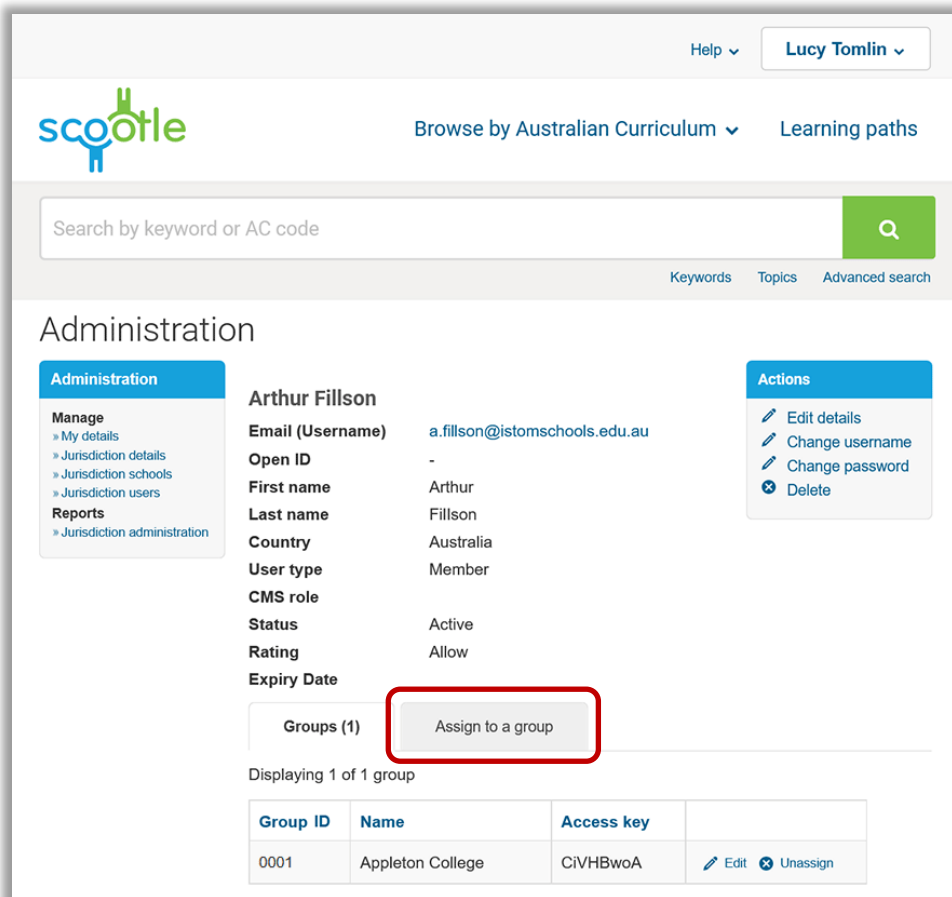
Apart from the brief success message, there is no way for you to check if the password has been changed.

Contact the user whose password you changed and, where possible, provide the new password verbally while the user attempts to login. Upon successful login inform the user that for security reasons now that they have access to their Scootle account they'll need to go to their **Account Settings** and change their password.

If you have written down the password on a piece of paper, after you've verbally supplied it to the user, destroy the paper in accordance with your jurisdiction's policy for destroying documents.

How to Assign a user to a group

Step 1 View user and select Assign



Administration

Management

- My details
- Jurisdiction details
- Jurisdiction schools
- Jurisdiction users
- Jurisdiction administration

Arthur Fillson

Email (Username) a.fillson@istomschools.edu.au

Open ID -

First name Arthur

Last name Fillson

Country Australia

User type Member

CMS role

Status Active

Rating Allow

Expiry Date

Groups (1)

Assign to a group

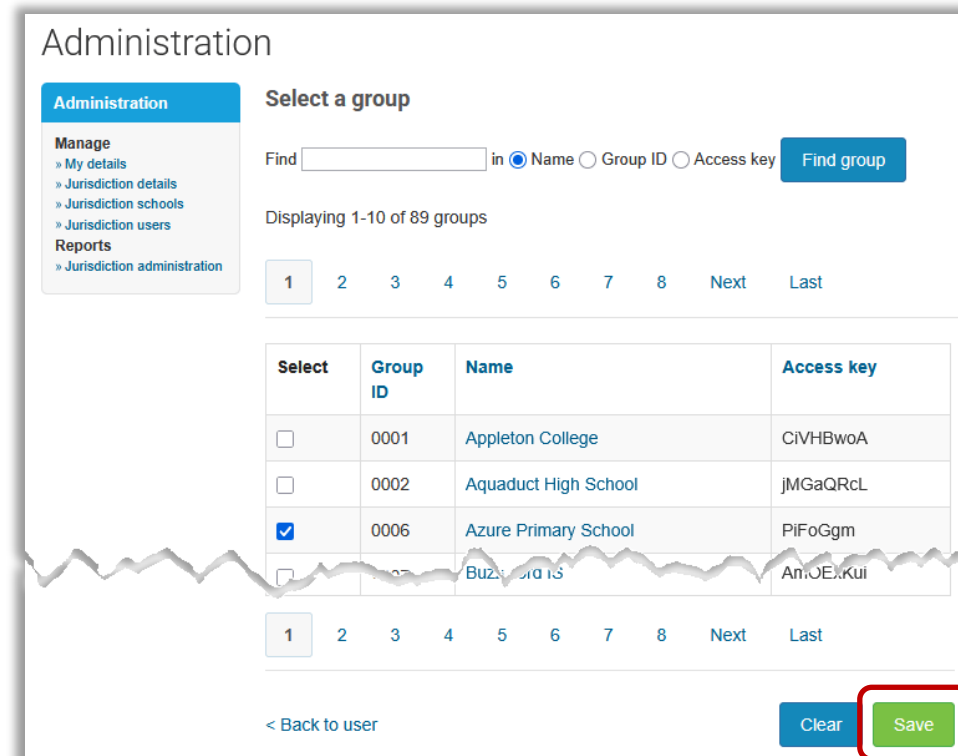
Displaying 1 of 1 group

Group ID	Name	Access key	
0001	Appleton College	CiVHBwoA	Edit Unassign

If a user has moved from one school/organisation (group) within your jurisdiction to another, you can assign the user to the new group.

View the user as per View user details and select the Assign to a group tab.

Step 2 Select a group and Save



Administration

Management

- My details
- Jurisdiction details
- Jurisdiction schools
- Jurisdiction users
- Jurisdiction administration

Select a group

Find in ☒ Name ☐ Group ID ☐ Access key [Find group](#)

Displaying 1-10 of 89 groups

1 2 3 4 5 6 7 8 Next Last

Select	Group ID	Name	Access key
☐	0001	Appleton College	CiVHBwoA
☐	0002	Aqueduct High School	jMGaQRcL
☒	0006	Azure Primary School	PIFoGgm
☐	0007	Buz...	AmOEKui

1 2 3 4 5 6 7 8 Next Last

< Back to user

[Clear](#) [Save](#)

If the group doesn't appear on the first page, select the option you want to base your search on. Choose from Name (default selection), Group ID, and Access key. Enter your search term into the Find field and select Find group.

Select the checkbox for the group under the Select column.

Select Save to continue.



The results can also be sorted in ascending or descending order by selecting a field name in the top row.

Outcome

User assigned to group



Help ▾

Lucy Tomlin ▾



Browse by Australian Curriculum ▾

Learning paths

Search by keyword or AC code

KeywordsTopicsAdvanced search

Administration

Administration

Manage

- » My details
- » Jurisdiction details
- » Jurisdiction schools
- » Jurisdiction users

Reports

- » Jurisdiction administration

Arthur Fillson

Email (Username)a.fillson@istomschools.edu.au

Open ID-

First nameArthur

Last nameFillson

CountryAustralia

User typeMember

CMS role

StatusActive

RatingAllow

Expiry Date

Actions

[Edit details](#)

[Change username](#)

[Change password](#)

[Delete](#)

Groups (2)

Assign to a group

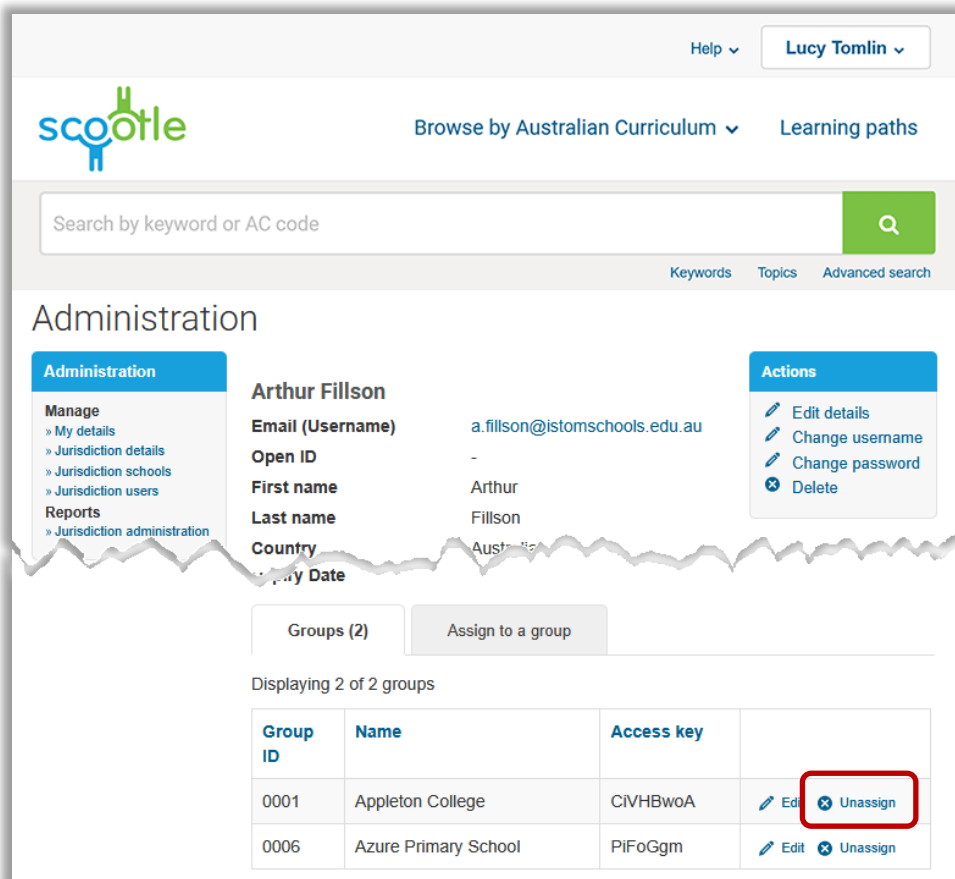
Displaying 2 of 2 groups

Group ID	Name	Access key	
0001	Appleton College	CiVHBwoA	Edit Unassign
0006	Azure Primary School	PIFoGgm	Edit Unassign

A success message will be displayed briefly before you're returned to the User details page. Here you'll be able to see the newly assigned group. In this example, the user was assigned to Azure Primary School.

How to Unassign a user from a group

Step 1 View user and select Unassign



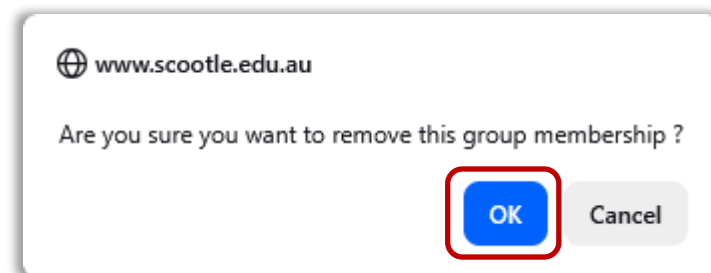
The screenshot shows the Scootle Administration interface. At the top, there's a header with the Scootle logo, navigation links like 'Browse by Australian Curriculum' and 'Learning paths', and a search bar. Below this is the 'Administration' section. On the left, there's a sidebar with 'Management' and 'Reports' categories. The main area displays user details for 'Arthur Fillson', including email, open ID, first name, last name, country, and join date. To the right of the details is an 'Actions' menu with options: 'Edit details', 'Change username', 'Change password', and 'Delete'. Below the user details, there's a 'Groups (2)' section with an 'Assign to a group' button. A table shows the groups assigned to the user. The first group, 'Appleton College', has an 'Unassign' button highlighted with a red box.

Group ID	Name	Access key	Actions
0001	Appleton College	CIVHBwoA	Edit Unassign
0006	Azure Primary School	PIFoGgm	Edit Unassign

If a user has moved from one group within your jurisdiction to another, you'll need to remove them from the group from which they are transferring. This can be done by unassigning the user from the appropriate group.

View the user as per View user details and select the Unassign for the relevant school/organisation from the last column of the table under the Groups tab.

Step 2 Confirm action



The screenshot shows a confirmation dialog box. At the top, it says 'www.scootle.edu.au'. Below that, it asks 'Are you sure you want to remove this group membership?'. At the bottom right, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

A dialog will be displayed asking for confirmation to remove the user from the group.

Select OK to continue.



Oops!

If you inadvertently unassigned the incorrect school or user, you can easily re-add them using the process to Assign a user to a group.

Outcome
User unassigned from group



Help ▾

Lucy Tomlin ▾

scootle

Browse by Australian Curriculum ▾

Learning paths

Search by keyword or AC code

Q

Keywords

Topics

Advanced search

Administration

Administration

Manage

- » My details
- » Jurisdiction details
- » Jurisdiction schools
- » Jurisdiction users

Reports

- » Jurisdiction administration

Arthur Fillson

Email (Username)a.fillson@istomschools.edu.au

Open ID-

First nameArthur

Last nameFillson

CountryAustralia

User typeMember

CMS role

StatusActive

RatingAllow

Expiry Date

Actions

Edit details

Change username

Change password

Delete

Groups (1)

Assign to a group

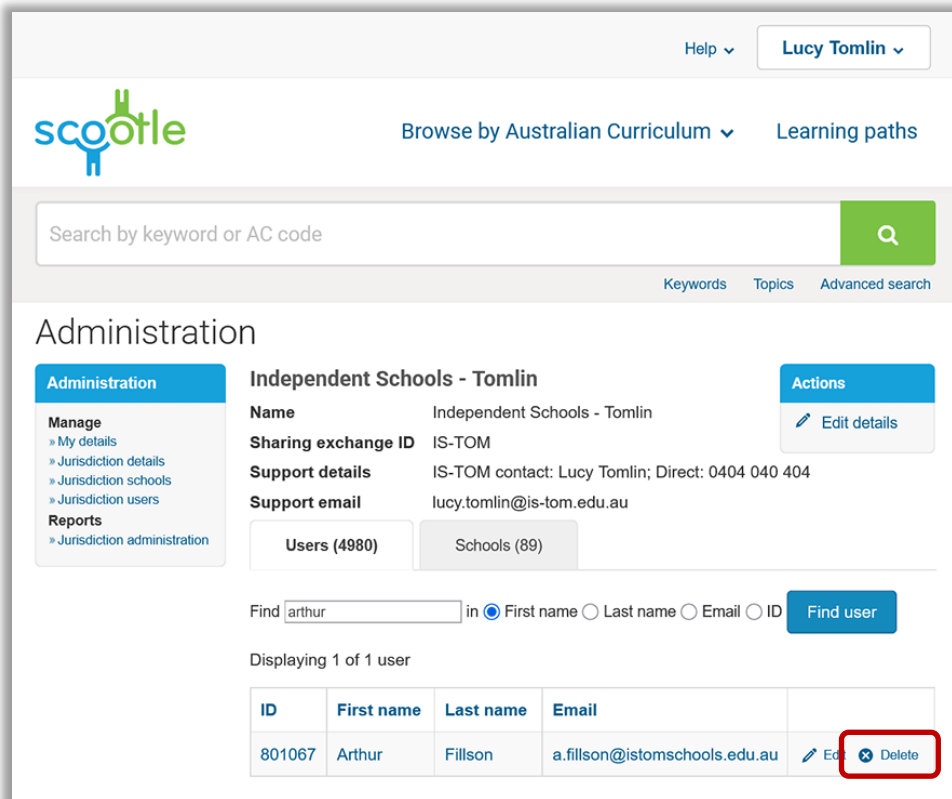
Displaying 1 of 1 group

Group ID	Name	Access key	
0006	Azure Primary School	PIFoGgm	Edit Unassign

The dialog will close before you're returned to the User details page. Here you'll be able to see that the relevant group has been removed. In this example, the user was unassigned from Appleton College.

How to Delete a user

Step 1 — Method 1 Find user and select Delete



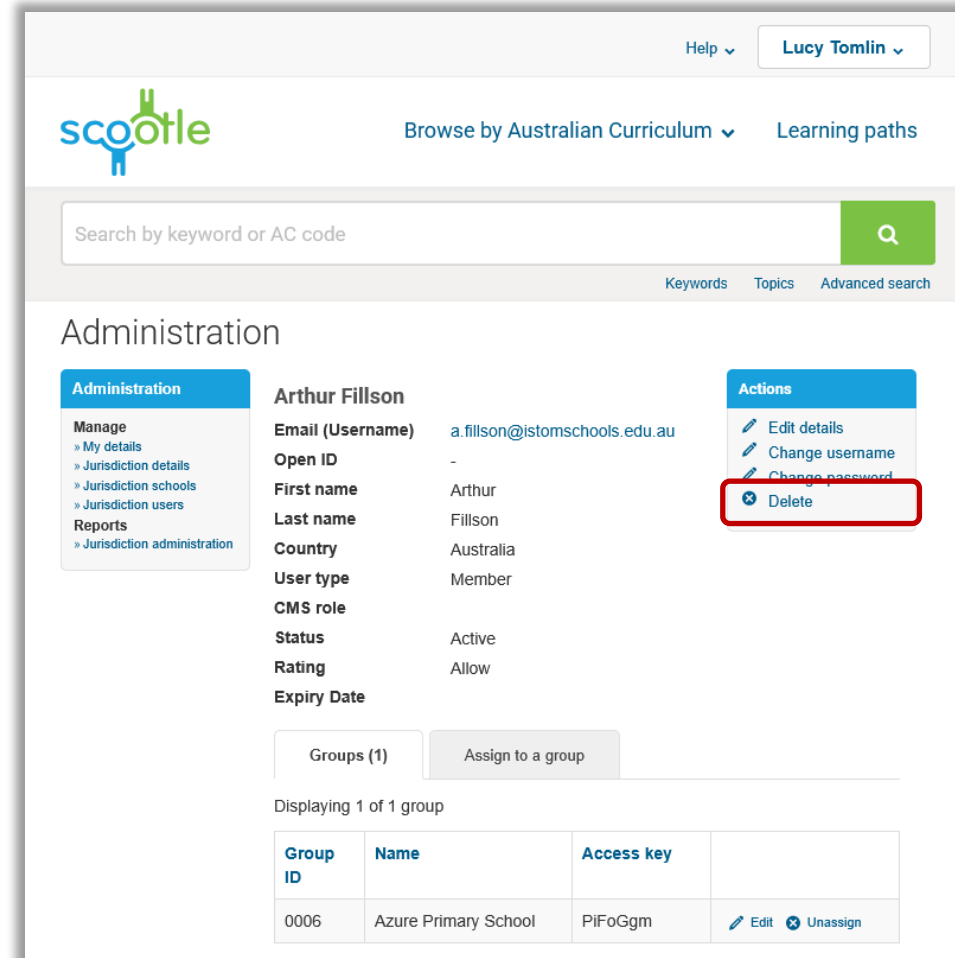
The screenshot shows the scootle Administration page. The 'Administration' sidebar is on the left. The main content area is titled 'Independent Schools - Tomlin'. Below this, there is a search bar with the text 'Find arthur' and a 'Find user' button. The search results show 'Displaying 1 of 1 user'. A table lists the user details:

ID	First name	Last name	Email	Actions
801067	Arthur	Fillson	a.fillson@istomschools.edu.au	Edit Delete

The 'Delete' link in the Actions column is highlighted with a red box.

Locate the user as per Find a user and select Delete.

Step 1 — Method 2 View user and select Delete



The screenshot shows the scootle Administration page. The 'Administration' sidebar is on the left. The main content area is titled 'Arthur Fillson'. Below this, there is a 'View user details' section. The 'Actions' menu is on the right, with the 'Delete' option highlighted by a red box.

Arthur Fillson

Email (Username) a.fillson@istomschools.edu.au

Open ID -

First name Arthur

Last name Fillson

Country Australia

User type Member

CMS role

Status Active

Rating Allow

Expiry Date

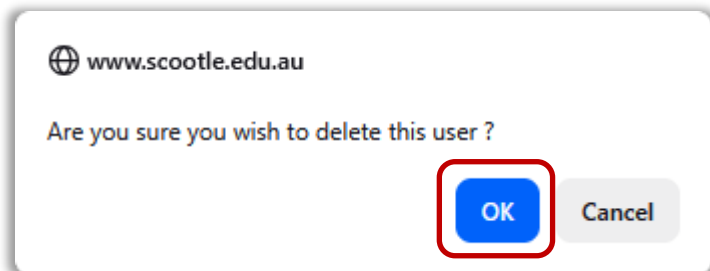
Groups (1) Assign to a group

Displaying 1 of 1 group

Group ID	Name	Access key	Actions
0006	Azure Primary School	PIFoGgm	Edit Unassign

View the user as per View user details and select Delete from the Actions menu.

Step 2 Confirm deletion



Warning!

This action *cannot* be undone.

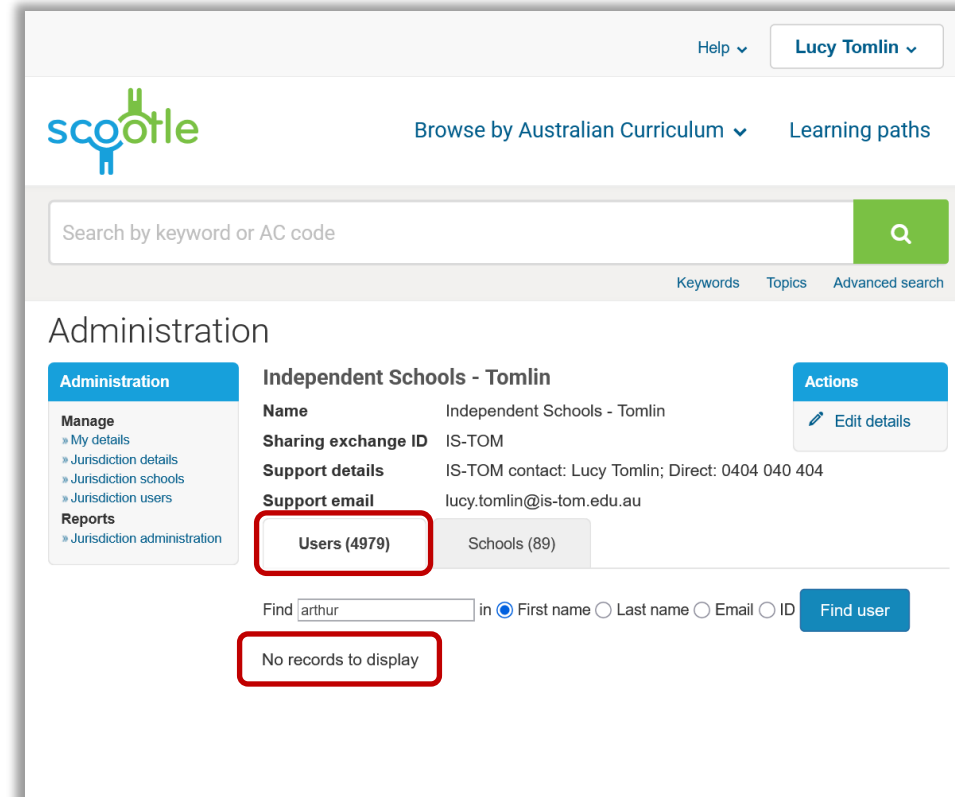
Once a user has been deleted, any learning paths they may have created, shared, or saved will also be removed.

A dialog will be displayed asking for confirmation to delete the user.

Select **OK** to continue. (If there is any doubt that the user should be deleted from Scootle, select **Cancel** and contact scootlesupport@esa.edu.au for assistance.)

A success message will be displayed briefly before you're returned to the My jurisdiction users page.

Outcome User deleted



In this example, the number of users has decreased from 4980 to 4979, indicating that a school has been deleted.

A quick search using the user's first name also reveals that the user has been deleted.



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Reporting for your jurisdiction
Functionality

Overview Reports

Contact scootlesupport@esa.edu.au for assistance with the reporting needs of your jurisdiction. Include as much detail as possible, such as what information you require in the report and any criteria (eg dates, user roles, resource types).

