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Scootle user guide
For school managers
Version 4.0
June 2026



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Scootle

Background and access



Intended audience

This manual is specifically designed for school managers who intend for teachers in their school to use Scootle to discover and use digital curriculum resources published by Education Services Australia. Information on using Scootle as a teacher is available via the Scootle user guide for educators.

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.

Digital resources include museum artefacts, artworks, archival documents, photographs, archival and contemporary moving images, maps, posters, songs and speeches. In contrast to learning objects, which have in-built learning design, teachers and students can use digital resources 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 items of digital curriculum content published by Education Services Australia. Teachers can find interactive learning objects, images, audio files and movie clips via browse, search and filter technology. They can create personal lists of favourite resources for quick access.

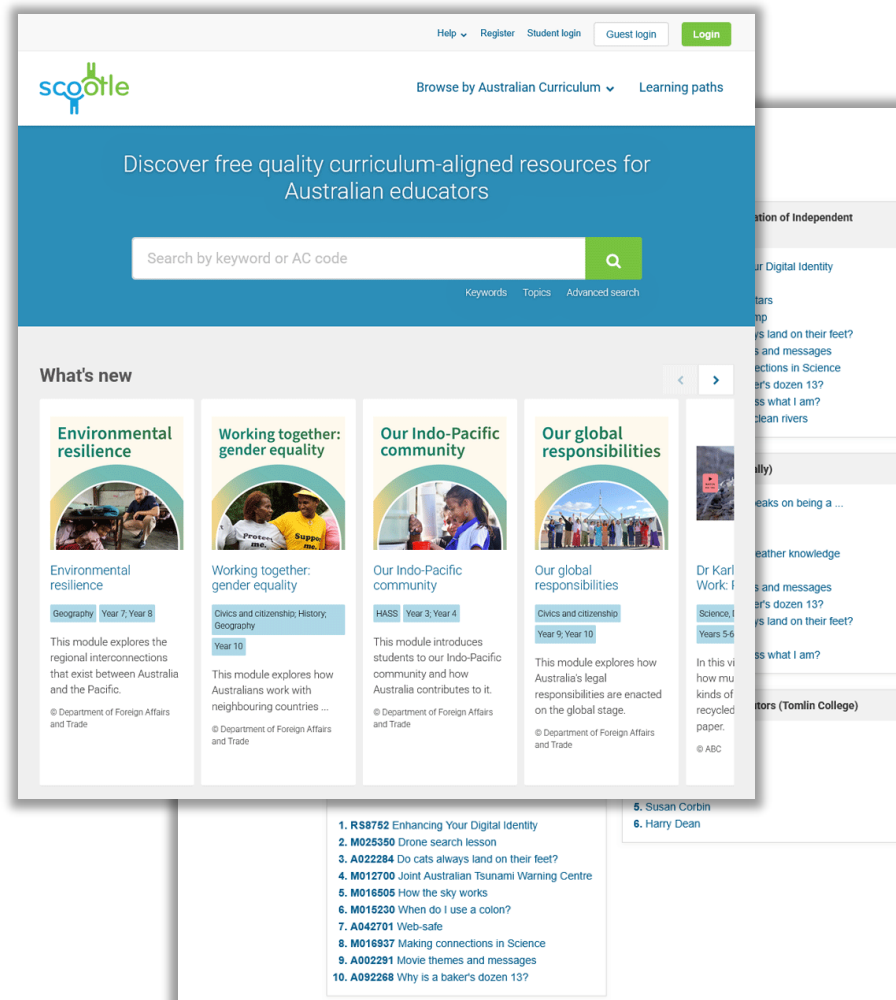
Teachers can also rate and review the value of individual learning objects or digital resources. It is hoped that collaborative understanding of the pedagogical value of digital content in authentic teaching and learning contexts will grow nationally with this Web 2.0 feature.

Access

All teachers and pre-service teachers across 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 jurisdictional education departments and independent and Catholic 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



As a school manager, you have access to the administration pages for your school(s) and are responsible for sending out the school's Uniform Resource Locator (URL) so that teachers can register.

Basic registered users have access to Scootle, but no administrative functions. Teachers in schools are usually basic registered users.

Functionality common to all registered users, such as My Scootle, Account settings and searching can be found in the Scootle user guide for educators.

To explore the school manager functionality, school managers login to Scootle at www.scootle.edu.au. This will provide access to your My dashboard page and school administration functions. These functions are described in more detail in the following pages.

The screenshot shows the Scootle Administration interface. At the top, there's a header with the Scootle logo, a search bar, and a user menu for Melanie Tomlin. The user menu is open, showing options: My Scootle, Account settings, Administration (highlighted with a red box), and Log out. Below the header, the main content area is titled 'Administration' and 'My dashboard - Melanie Tomlin'. It features four main sections: 1. 'Twelve-month user growth (Tomlin College)' with a bar chart showing user growth from Dec to Nov. 2. 'Resource usage (Tomlin College)' with a pie chart showing the distribution of resource types. 3. 'Top 10 resources (Association of Independent Schools - Victoria)' with a list of resource IDs and titles. 4. 'Top 10 resources (Nationally)' with another list of resource IDs and titles. A sidebar on the left contains navigation links for Management, Reports, and School administration.

Help ▾ Melanie Tomlin ▾

My Scootle
Account settings
Administration
Log out

Browse by Australian Curriculum

Search by keyword or AC code

Administration

Administration

- Manage
 - My details
 - School details / users
- Reports
 - School administration

My dashboard - Melanie Tomlin

Twelve-month user growth (Tomlin College)

Month	Users
Dec	10
Jan	12
Feb	15
Mar	18
Apr	22
May	25
Jun	30
Jul	35
Aug	40
Sep	45
Oct	50
Nov	75

Resource usage (Tomlin College)

Resource Type	Percentage
Interactive resource	84%
Collection	4%
Assessment resource	3%
Moving image	3%
Teacher guide	3%
Image	2%
Other	1%

Top 10 resources (Association of Independent Schools - Victoria)

1. RS8752 Enhancing Your Digital Identity
2. A042701 Web-safe
3. M016142 Creating Avatars
4. M016475 DIY Lava Lamp
5. A022284 Do cats always land on their feet?
6. A002291 Movie themes and messages
7. M016937 Making connections in Science
8. A092268 Why is a baker's dozen 13?
9. M016702 Can you guess what I am?
10. M021121 Engineering clean rivers

Top 10 resources (Nationally)

1. R10109 Gus Nossal speaks on being a ...
2. A002582 Firefox
3. M016772 Exoplanets
4. A002139 Indigenous weather knowledge
5. A042701 Web-safe
6. A002291 Movie themes and messages
7. A092268 Why is a baker's dozen 13?
8. A022284 Do cats always land on their feet?

Learning paths created (Tomlin College)

Overview

My dashboard

This page gives you access to all school administration functions.

Administration

Your account information and school 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 school or to perform administrative actions on the users in your school, select *School details / users*.

Reports must be requested via Scootle support. Select *School administration* to view the relevant contact details.

Resource usage (your school)

This pie chart shows a breakdown of the types of resources being accessed in your school.

Learning paths created (your school)

This indicates how many learning paths have been created within your school.

Top 10 resources (your school)

The top 10 resources accessed by your school are shown here.

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

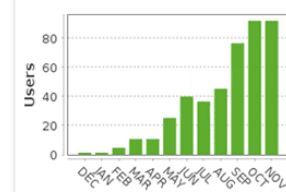
Administration

Administration

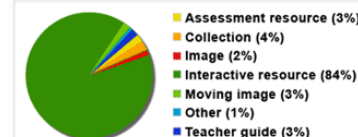
- Manage
 - My details
 - School details / users
- Reports
- School administration

My dashboard - Melanie Tomlin

Twelve-month user growth (Tomlin College)



Resource usage (Tomlin College)



Learning paths created (Tomlin College)

1. Listening to learn
2. Extreme weather
3. Science for early learners
4. Actions, meet Consequences
5. Shakespeare in the modern era
6. When we were young
7. How influencers can impact meaningful change

Top 10 resources (Tomlin College)

1. RS8752 Enhancing Your Digital Identity
2. M025360 Drone search lesson
3. A022284 Do cats always land on their feet?
4. M012700 Joint Australian Tsunami Warning Centre
5. M016505 How the sky works
6. M015230 When do I use a colon?
7. A042701 Web-safe
8. M016937 Making connections in Science
9. A002291 Movie themes and messages
10. A092268 Why is a baker's dozen 13?

Twelve-month user growth (your school)

This graph shows how many users from your school joined Scootle over the past 12 months.

Top 10 resources (Association of Independent Schools - Victoria)

1. RS8752 Enhancing Your Digital Identity
2. A042701 Web-safe
3. M016142 Creating Avatars
4. M016475 DIY Lava Lamp
5. A022284 Do cats always land on their feet?
6. A002291 Movie themes and messages
7. M016937 Making connections in Science
8. A092268 Why is a baker's dozen 13?
9. M016702 Can you guess what I am?
10. M021121 Engineering clean rivers

Top 10 resources (Nationally)

1. R10109 Gus Nossal speaks on being a ...
2. A002582 Firefox
3. M016772 Exoplanets
4. A002139 Indigenous weather knowledge
5. A042701 Web-safe
6. A002291 Movie themes and messages
7. A092268 Why is a baker's dozen 13?
8. A022284 Do cats always land on their feet?
9. A002293 Space stars
10. M016702 Can you guess what I am?

Top learning path contributors (Tomlin College)

1. Holly Tomlin
2. Kyle Fraser
3. Julianne Black
4. Saul Jones
5. Susan Corbin
6. Harry Dean

Top 10 resources (your jurisdiction)

The top 10 resources being shared by your jurisdiction are listed here. (In this example, the jurisdiction is the Association of Independent Schools – Victoria.)

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

Top 10 resources (Nationally)

The top 10 resources nationally are displayed here.

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

Top learning path contributors (your school)

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



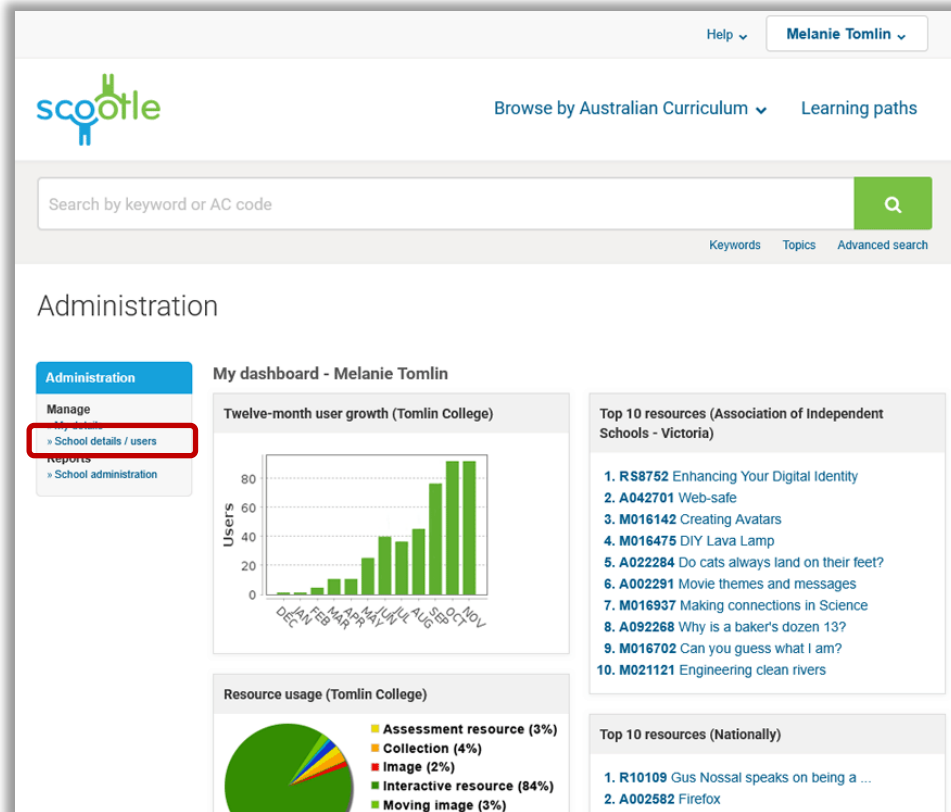


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Managing your school and users
Functionality

How to View and edit your school details

Step 1 Select School details / users



The screenshot shows the Scootle Administration page. The 'Administration' menu is open, and 'School details / users' is highlighted with a red box. The page displays various statistics and resource lists for Tomlin College.

My dashboard - Melanie Tomlin

Twelve-month user growth (Tomlin College)

Month	Users
Dec	10
Jan	15
Feb	20
Mar	25
Apr	30
May	35
Jun	40
Jul	45
Aug	50
Sep	55
Oct	60
Nov	65

Resource usage (Tomlin College)

Resource Type	Percentage
Assessment resource	3%
Collection	4%
Image	2%
Interactive resource	84%
Moving image	3%

Top 10 resources (Association of Independent Schools - Victoria)

1. RS8752 Enhancing Your Digital Identity
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5. A022284 Do cats always land on their feet?
6. A002291 Movie themes and messages
7. M016937 Making connections in Science
8. A092268 Why is a baker's dozen 13?
9. M016702 Can you guess what I am?
10. M021121 Engineering clean rivers

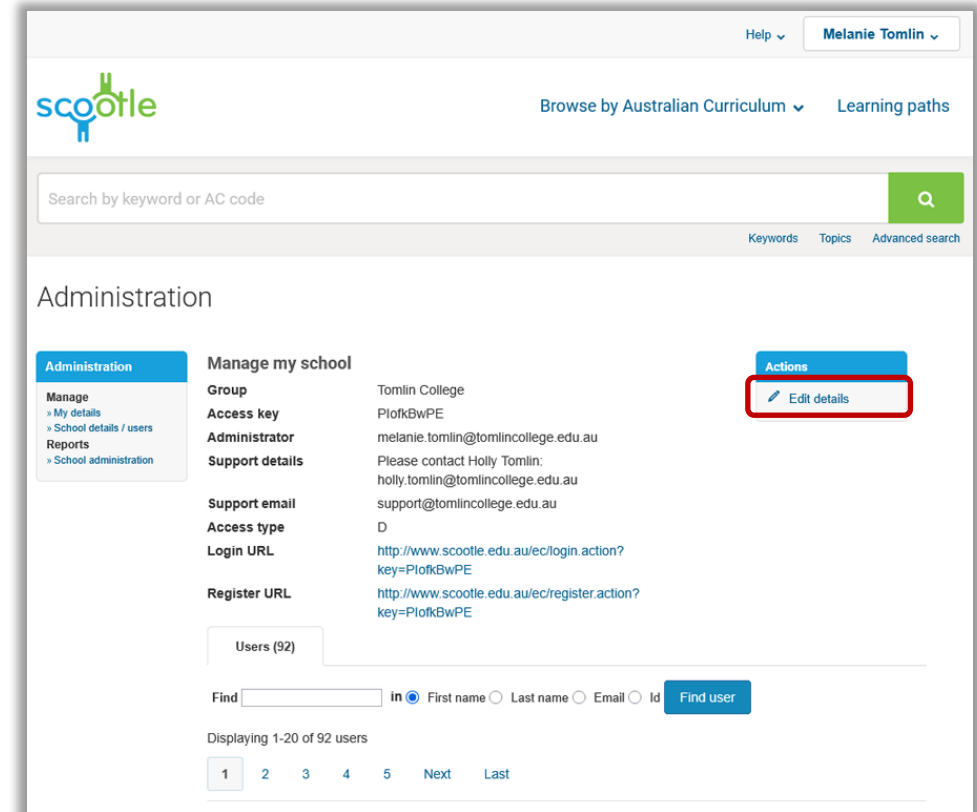
Top 10 resources (Nationally)

1. R10109 Gus Nossal speaks on being a ...
2. A002582 Firefox

Your school support details are the details displayed when a logged-in user from your school visits the Contact page in Scootle, so it's important that this information is accurate.

Under Administration select School details / users.

Step 2 Open school details for editing



The screenshot shows the 'Manage my school' page. The 'Actions' tab is selected, and the 'Edit details' link is highlighted with a red box. The page displays school information for Tomlin College.

Manage my school

Group Tomlin College

Access key PlofkBwPE

Administrator melanie.tomlin@tomlincollege.edu.au

Support details Please contact Holly Tomlin: holly.tomlin@tomlincollege.edu.au

Support email support@tomlincollege.edu.au

Access type D

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

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

Users (92)

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

Displaying 1-20 of 92 users

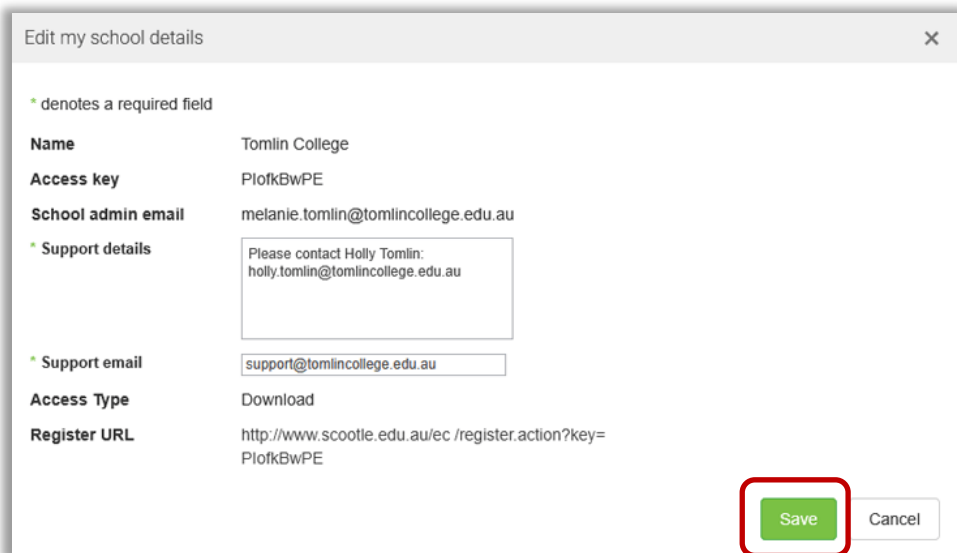
1 2 3 4 5 Next Last

The details for your school will be displayed on a Manage my school page.

If you want to edit the Supports details and/or Support email, select Edit details under Actions.

Step 3a

Make changes and Save



Edit my school details

* denotes a required field

Name Tomlin College

Access key P1ofkBwPE

School admin email melanie.tomlin@tomlincollege.edu.au

*** Support details** Please contact Holly Tomlin:
holly.tomlin@tomlincollege.edu.au

*** Support email** support@tomlincollege.edu.au

Access Type Download

Register URL http://www.scootle.edu.au/ec/register.action?key=P1ofkBwPE

Save Cancel

An Edit my school details dialog will appear over the Manage my school page.

Update the Support details and/or the Support email as necessary and select Save.

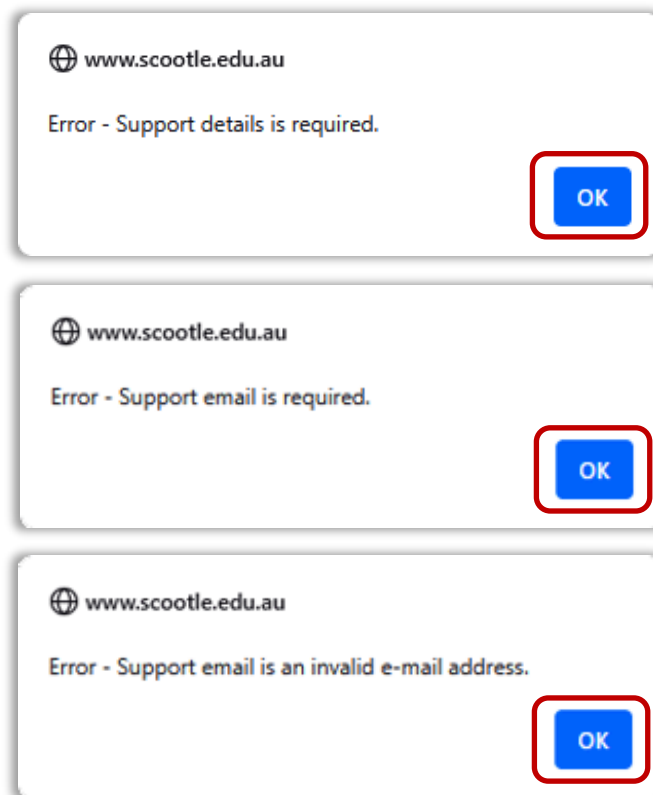
If an Error message is displayed proceed to Step 3b.

Provided there isn't an error, a success message will be displayed briefly, before you're returned to the Manage my school page.

Proceed to Outcome.

Step 3b

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

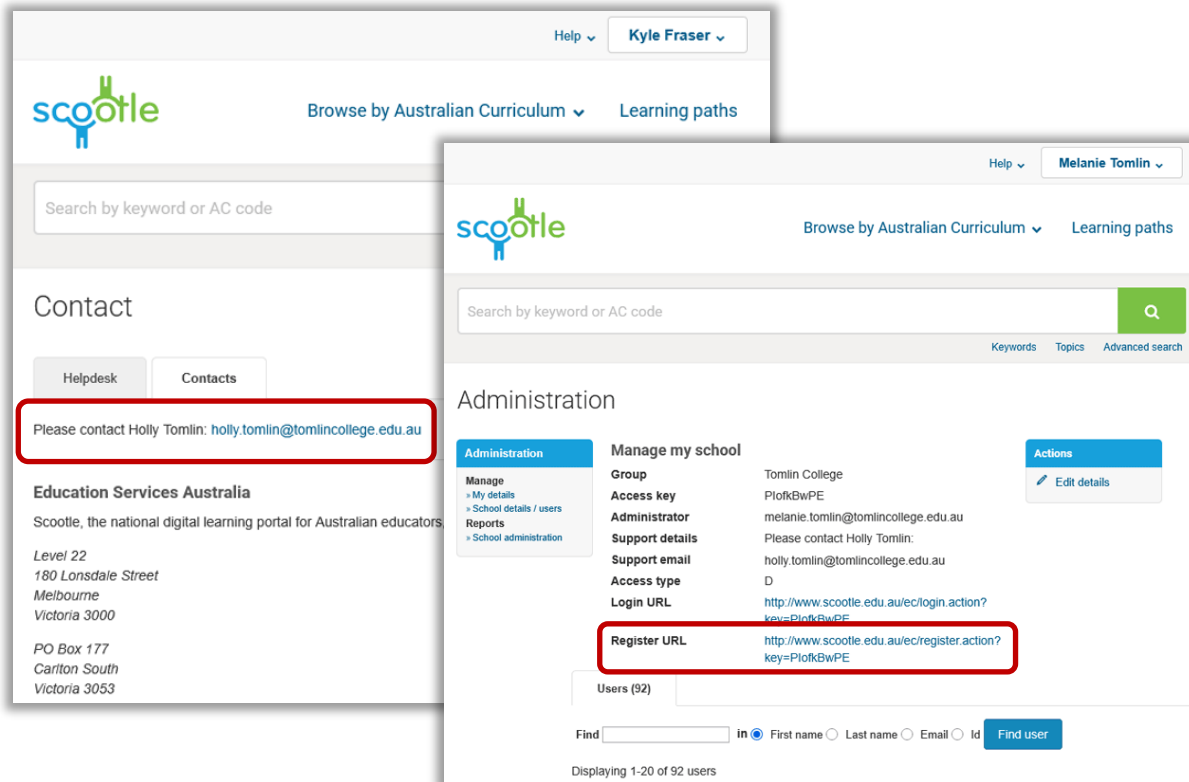
If you selected Save and an Error message is displayed, it means that there has been no data, or invalid data, entered, for the Support details and/or Support email fields.

Select OK to close the error message.

Return to Step 3a

Outcome

Changes have been saved



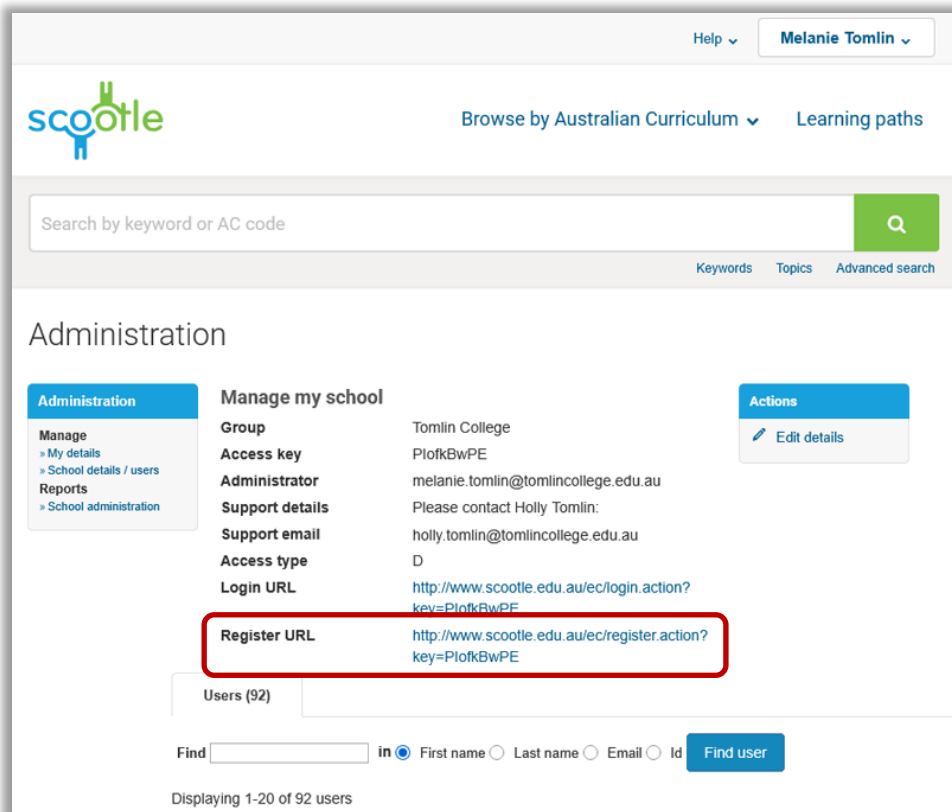
The image shows two overlapping screenshots of the Scootle website interface. The background screenshot shows the 'Contact' page with a red box highlighting the contact information for Holly Tomlin: 'Please contact Holly Tomlin: holly.tomlin@tomlincollege.edu.au'. The foreground screenshot shows the 'Administration' page, specifically the 'Manage my school' section, with a red box highlighting the 'Register URL' field, which now displays 'http://www.scootle.edu.au/ec/register.action?key=PlotkBwPE'. Both screenshots show the user is logged in as 'Kyle Fraser' (background) and 'Melanie Tomlin' (foreground).

The new details now appear on the Manage my school page.

Any logged-in users from your school 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 Invite people in your school to register

Step 1 Locate your school's Scootle registration URL



The screenshot shows the Scootle Administration interface. On the left, there's a sidebar with 'Administration' and 'Manage my school' sections. The 'Manage my school' section is active, displaying details for 'Tomlin College'. The 'Register URL' field is highlighted with a red box, showing the URL: <http://www.scottle.edu.au/ec/register.action?key=PlofkBwPE>. Below this, there's a search bar for users and a 'Find user' button.

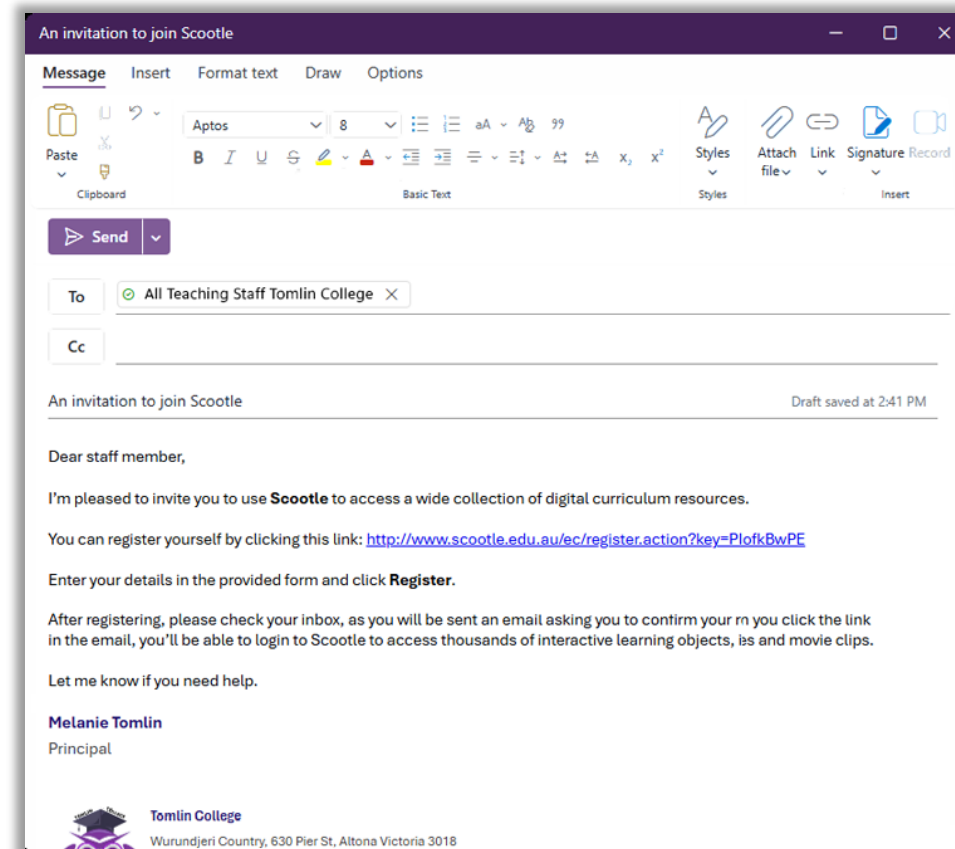
As a Scootle school manager you can invite your school staff members to register to use Scootle.

Navigate to the Manage my school page by selecting School details / users from under the Administration menu.

The Register URL field will contain a link that you need to copy, like the one shown below:

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

Step 2 Create and send an email invitation



The screenshot shows an email draft in a webmail interface. The email is titled 'An invitation to join Scootle' and is addressed to 'All Teaching Staff Tomlin College'. The body of the email contains the following text:

Dear staff member,

I'm pleased to invite you to use **Scootle** to access a wide collection of digital curriculum resources.

You can register yourself by clicking this link: <http://www.scottle.edu.au/ec/register.action?key=PlofkBwPE>

Enter your details in the provided form and click **Register**.

After registering, please check your inbox, as you will be sent an email asking you to confirm your registration. When you click the link in the email, you'll be able to login to Scootle to access thousands of interactive learning objects, texts and movie clips.

Let me know if you need help.

Melanie Tomlin
Principal

The email footer includes the Tomlin College logo and address: 'Tomlin College, Wurundjeri Country, 630 Pier St, Altona Victoria 3018'.

Create an email inviting staff members in your school to register. Remember to include the school's Scootle registration URL that you copied from Step 1.

Your email may look like this:

Step 2 continues on the next page.

Step 2 (continued)

Dear staff member,

I'm pleased to invite you to use Scootle to access a wide collection of digital curriculum resources.

You can register yourself by clicking this link:

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

Enter your details in the provided form and click Register.

After registering, please check your inbox, as you will be sent an email asking you to confirm your registration. When you click the link in the email, you'll be able to login to Scootle to access thousands of interactive learning objects, images, audio files and movie clips.

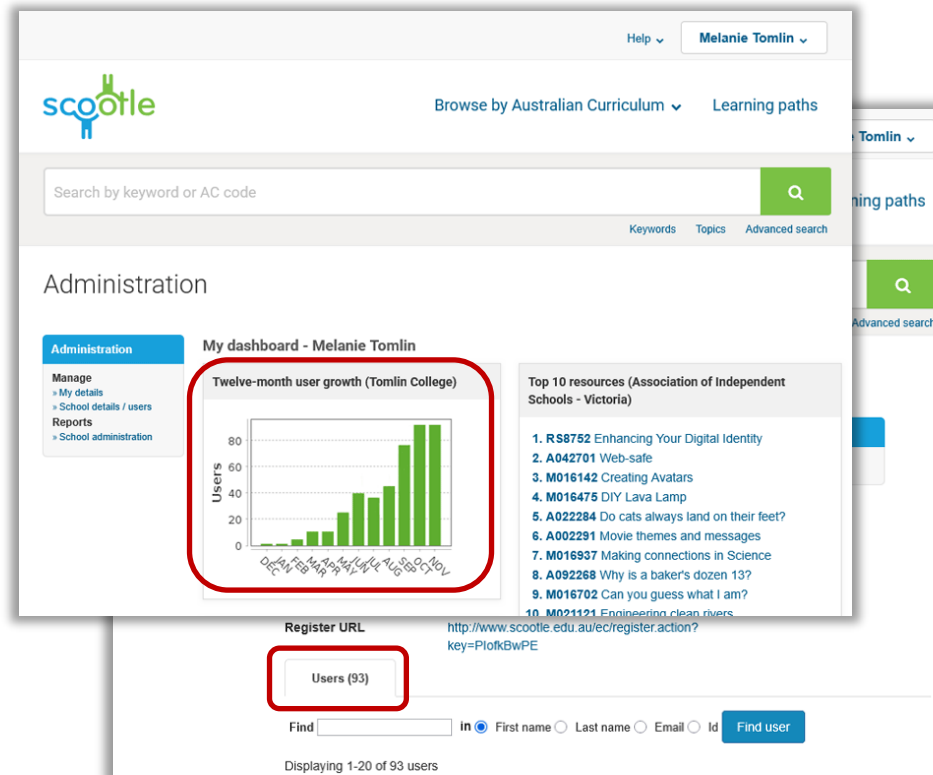
Let me know if you need help.

Melanie Tomlin

Principal

Note: Members of staff outside your school will need to register with their own school URL. Students in your school will access Scootle using student PIN access.

Outcome Check your dashboard

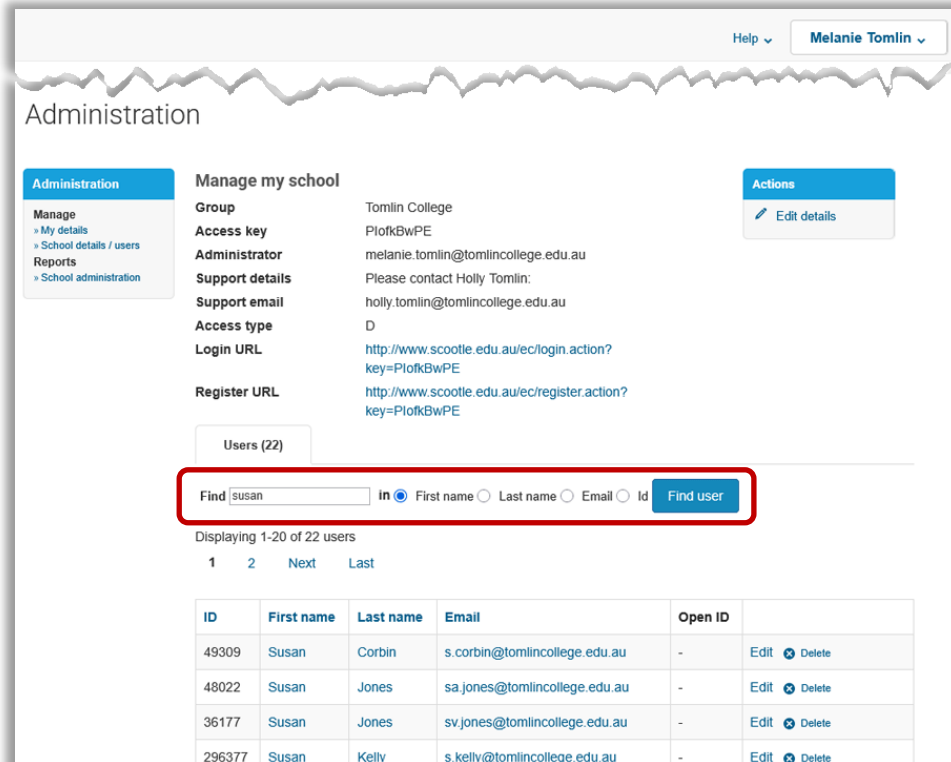


After staff have registered, you should see their details under School details / users via the Manage my school page under the Administration menu.

The Twelve-month user growth graph will also provide a visual indicator on the uptick of registered users in the month (and possibly following month) the email was sent

How to View and edit a user in your school

Step 1 Choose a field to search on



Administration

Manage my school

Group: Tomlin College

Access key: PlofkBwPE

Administrator: melanie.tomlin@tomlincollege.edu.au

Support details: Please contact Holly Tomlin:

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

Access type: D

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

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

Users (22)

Find |susan in ☒ First name ☐ Last name ☐ Email ☐ Id Find user

Displaying 1-20 of 22 users

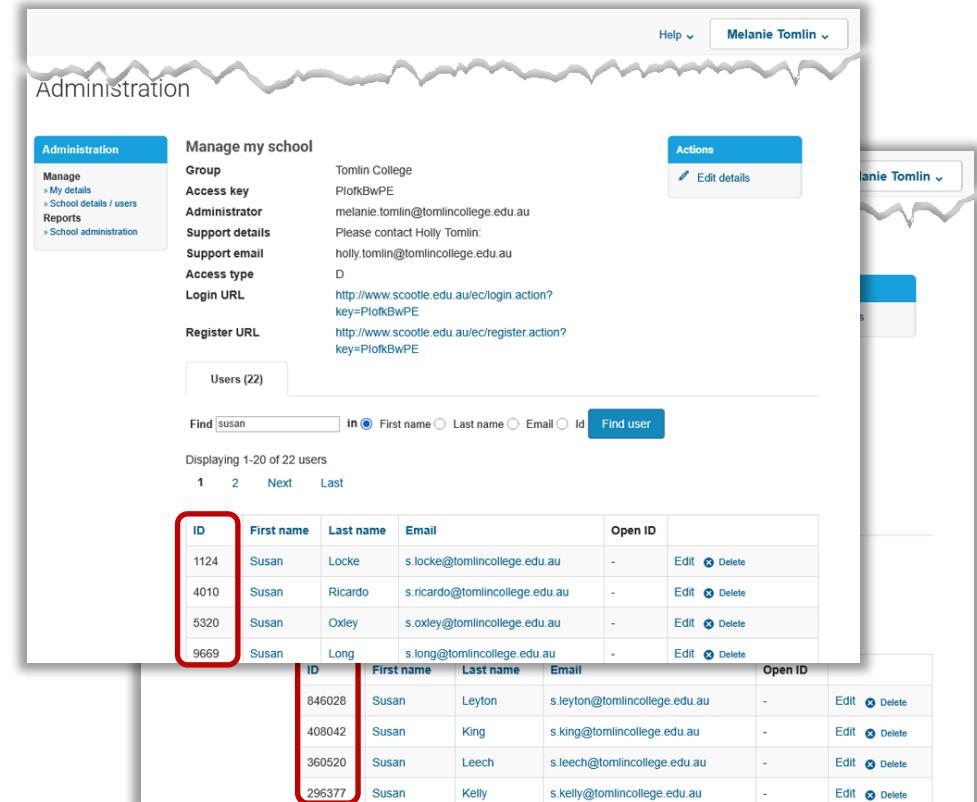
ID	First name	Last name	Email	Open ID
49309	Susan	Corbin	s.corbin@tomlincollege.edu.au	-
48022	Susan	Jones	sa.jones@tomlincollege.edu.au	-
36177	Susan	Jones	sv.jones@tomlincollege.edu.au	-
296377	Susan	Kelly	s.kelly@tomlincollege.edu.au	-

Navigate to the Manage my school page by selecting School details / users from under the Administration menu.

By default, the search is set to be conducted on the First name field. You can change this to search by First name, Email or Id by selecting the relevant radio button to the right Find text box.

Enter the name, email or id into the Find text box and select Find user.

Step 2a Change the sort order



Administration

Manage my school

Group: Tomlin College

Access key: PlofkBwPE

Administrator: melanie.tomlin@tomlincollege.edu.au

Support details: Please contact Holly Tomlin:

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

Access type: D

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

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

Users (22)

Find |susan in ☒ First name ☐ Last name ☐ Email ☐ Id Find user

Displaying 1-20 of 22 users

ID	First name	Last name	Email	Open ID
1124	Susan	Locke	s.locke@tomlincollege.edu.au	-
4010	Susan	Ricardo	s.ricardo@tomlincollege.edu.au	-
5320	Susan	Oxley	s.oxley@tomlincollege.edu.au	-
9669	Susan	Long	s.long@tomlincollege.edu.au	-

The list of users is automatically sorted by Last name. You can change this by selecting the column name of ID, First name or Email.

The first time you select a column to change the sort order, it will be displayed in ascending order (lowest to highest). Selecting the same column a second time will change the sort order to descending (highest to lowest).

The examples shown above are based on the ID column, firstly ascending, then descending.

Step 2b Navigate to a different page

Users (92)

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

Displaying 1-20 of 92 users

1 2 3 4 5 Next Last

ID	First name	Last name	Email	Open ID	
118261	Joan	Addam	j.addam@tomlincollege.edu.au	-	Edit Delete
22480	Michael	Allal	m.allal@tomlincollege.edu.au	-	Edit Delete
77361	Eileen	Aster	e.aster@tomlincollege.edu.au	-	Edit Delete
772963	Gina	Baker	g.baker@tomlincollege.edu.au	-	Edit Delete
66210	Cindy	Kurrawa	c.kurrawa@tomlincollege.edu.au	-	Edit Delete
33201	Ralph	Kye	r.kye@tomlincollege.edu.au	-	Edit Delete
71306	James	Vu	j.vu@tomlincollege.edu.au	-	Edit Delete
573389	Mikasa	Yoshimoto	m.yoshimoto@tomlincollege.edu.au	-	Edit Delete

First Previous 1 2 3 4 5 Next Last

First Previous 1 2 3 4 5

If there are more than 20 results, page navigation will appear at the top and bottom of the list.

- All pages will include links to navigate to a specific page.
- The first page will include links to the Next and Last pages.
- Pages other than the first and last page will include links to the First, Previous, Next and Last pages.
- The last page will include links to the First and Previous pages.

Select a link to view the relevant page's results.

Step 3 View a user



Help Melanie Tomlin

Browse by Australian Curriculum Learning paths

Search by keyword or AC code

Keywords Topics Advanced search

Administration

Manage my school

Group Tomlin College

Access key PlotKBwPE

Administrator melanie.tomlin@tomlincollege.edu.au

Support details Please contact Holly Tomlin: holly.tomlin@tomlincollege.edu.au

Support email holly.tomlin@tomlincollege.edu.au

Access type D

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

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

Users (22)

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

Displaying 1-20 of 22 users

1 2 Next Last

ID	First name	Last name	Email	Open ID	
49309	Susan	Corbin	s.corbin@tomlincollege.edu.au	-	Edit Delete

Susan Corbin

Email (Username) s.corbin@tomlincollege.edu.au

Open ID -

First name Susan

Last name Corbin

Country Australia

User type Member

CMS role

Administers group Tomlin College

Status Active

Rating Allow

Expiry Date

Actions Edit details Change username Change password

Select the user's First name, Last name or Email to view their details.

From here you can also edit their details, change their password or change their username.

Note: In this section the focus is on editing a user's name

Step 4 Elect to edit a user's details

The screenshot shows the Scootle user management interface. On the left, there's a sidebar with 'Administration' and 'Manage' options. The main area displays user details for 'Susan Corbin'. In the 'Actions' menu, 'Edit details' is highlighted with a red box. Below this, there's a 'Users (22)' section with a search bar and a table of users. In the table, the 'Edit' button for the first user is highlighted with a red box.

ID	First name	Last name	Email	Open ID	
49309	Susan	Corbin	s.corbin@tomlincollege.edu.au	-	Edit Delete

There are two ways to edit a user's details:

- Select Edit details when viewing a user.
- Select Edit, which appears in the final column of the Users list.

Step 5a Make changes and Save



The screenshot shows the 'Edit user' form. It has fields for 'First name' (Susan), 'Last name' (Corbin-Smith), and 'Expiry date'. At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box.

Make changes to the First name and/or Last name as required, then select Save.

Provided there isn't an error, a success message will be displayed briefly. If an error message is displayed, proceed to Step 5b, otherwise proceed to Outcome.

Note: The Expiry date field is not currently in use.

Step 5b

Error message is displayed

The first dialog box shows a general error: "Error - First name is required. Last name is required." with an "OK" button.

The second dialog box shows a specific error: "Error - First name is required." with an "OK" button.

The third dialog box shows a specific error: "Error - Last name is required." with an "OK" button.

The 'Edit user' form shows the following fields and errors:

- First name:** Field is empty, error message "First name is required." is displayed.
- Last name:** Field is empty, error message "Last name is required." is displayed.
- Expiry date:** Field is empty, with a calendar icon.
- Buttons:** "Save" (green) and "Cancel" (white).

Depending on which way you decided to edit a user, one of the error messages shown above may display if you inadvertently deleted the First name, Last name or both.

Where there's an OK button, select it to close the dialog and return to the Edit user dialog.

Return to Step 5a.

Outcome

Name has been changed



The first screenshot shows the "Manage my school" page with user details for Tomlin College. Below this is a table of users. The user "Susan Corbin-Smith" is highlighted with a red box.

ID	First name	Last name	Email	Open ID	
49309	Susan	Corbin-Smith	s.corbin@tomlincollege.edu.au	-	Edit Delete
48022	Susan	Jones	sa.jones@tomlincollege.edu.au	-	Edit Delete

The second screenshot shows the "Edit user" page for "Susan Corbin-Smith". The "First name" field is highlighted with a red box, showing the new name "Susan". The "Last name" field is also highlighted with a red box, showing "Corbin-Smith".

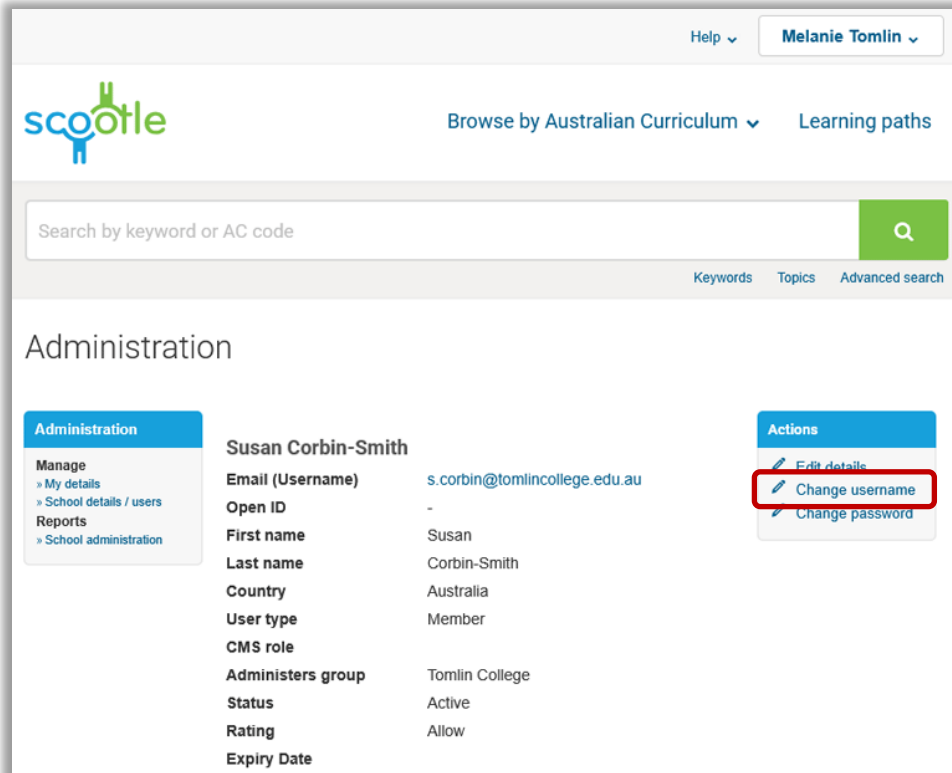
The user's new name will now be displayed in the user's list and when viewing or editing their details further.

The user will also see their change of name the next time they log in to Scootle.

Note: If the user's email address has changed as well, you'll need to change their username. Refer to Change a username for a user in your school for further information.

How to Change a username (email) for a user in your school

Step 1
View the user and select Change username



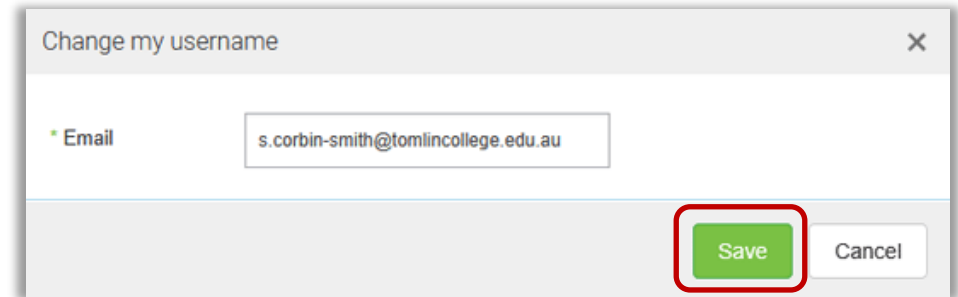
The screenshot shows the scootle Administration interface. On the left, there's a sidebar with 'Administration' and 'Manage' sections. The main area displays user details for Susan Corbin-Smith, including Email (Username), Open ID, First name, Last name, Country, User type, CMS role, Administrators group, Status, Rating, and Expiry Date. On the right, an 'Actions' menu is visible with options: 'Edit details', 'Change username' (highlighted with a red box), and 'Change password'.

Locate the user whose username you want to change and view their details. (Refer to Steps 1 – 3 of View and edit a user in your school for details on how to do this.)

Select Change username from the Actions menu.

A Change my username dialog will be displayed.

Step 2a
Enter the new username and Save



The screenshot shows a 'Change my username' dialog box. It has a title bar with a close button. Below the title bar, there's a label 'Email' and a text input field containing 's.corbin-smith@tomlincollege.edu.au'. At the bottom right, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

Change the username as required in the Email field and select Save.

If an error message is displayed, proceed to Step 2b, otherwise proceed to Outcome.

Step 2b
Error message is displayed



The screenshot shows two overlapping error message boxes. The top box has a title bar with a globe icon and the text 'www.scootle.edu.au'. Below the title bar, it says 'Error - Email is required'. At the bottom right, there is a blue 'OK' button highlighted with a red box. The bottom box is partially obscured but shows a similar title bar and the text 'Error - Email is an invalid e-mail address.' with a blue 'OK' button highlighted with a red box.

If you inadvertently deleted the email address and elected to Save, the top error message will be displayed.

Step 2b continues on the next page.

Step 2b (continued)

An incomplete email address that may be missing the local part, '@' symbol or domain part will return the bottom error message.

The bottom error message will also display if the email address contains:

- invalid characters, such as a space
- more than 64 characters in the local part
- more than 255 characters in the domain part
- a '.' (period or full stop) at the beginning or end of the local part or domain part
- two or more consecutive '.' (period or full stop).

Regardless of which message is displayed, select. OK to close the dialog.

Return to Step 2a.

Note: 'local part' refers to the part of the email address before the '@' symbol, and 'domain part' refers to the part of the email address after the '@' symbol.

Outcome

Username has been changed



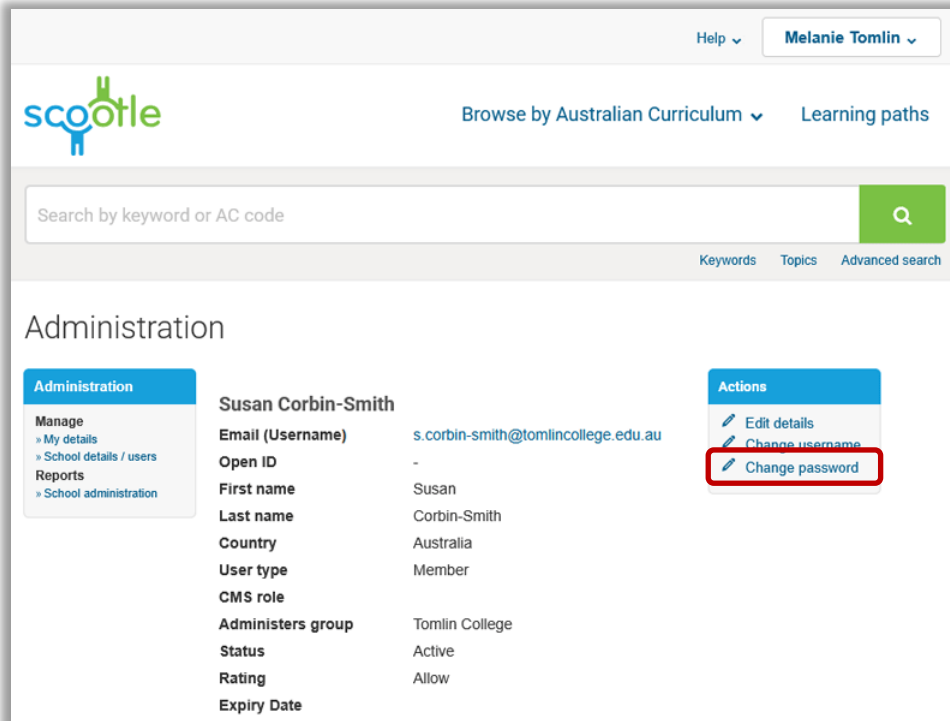
The screenshot shows the Scootle administration interface. At the top, there's a navigation bar with 'Help' and 'Melanie Tomlin'. The main content area is titled 'Administration' and 'Manage my school'. It lists school details for Tomlin College, including the access key 'PlofkBwPE', administrator 'melanie.tomlin@tomlincollege.edu.au', support email 'holly.tomlin@tomlincollege.edu.au', access type 'D', login URL, and register URL. Below this, there's a section for 'Users (22)' with a search bar containing 'susan' and radio buttons for 'First name', 'Last name', 'Email', and 'Id'. A 'Find user' button is next to it. The search results show a table with columns: ID, First name, Last name, Email, Open ID, and Actions. Two users are listed: Susan Corbin-Smith (ID 49309) and Susan Jones (ID 48022). The email 's.corbin-smith@tomlincollege.edu.au' for Susan Corbin-Smith is highlighted with a red box. Below the table, the details for 'Susan Corbin-Smith' are shown, including her new email address 's.corbin-smith@tomlincollege.edu.au', which is also highlighted with a red box. The details include first name 'Susan', last name 'Corbin-Smith', country 'Australia', user type 'Member', CMS role, administrators group 'Tomlin College', status 'Active', rating 'Allow', and expiry date.

The user's new email (username) will now be displayed in the user's list and when viewing or editing their details further.

Note: The user should be notified when their new email address is ready to be used to log in to Scootle. This will ensure they don't encounter any problems with their username during the login process. (Their password remains unchanged.)

How to Change a password for a user in your school

Step 1 View the user and select Change password



The screenshot shows the Scootle Administration interface. On the left, there's a sidebar with 'Administration' and 'Manage' sections. The main area displays user details for Susan Corbin-Smith, including email, open ID, first and last names, country, user type, CMS role, administrators group, status, rating, and expiry date. On the right, an 'Actions' menu is visible, with 'Change password' highlighted by a red rectangle.

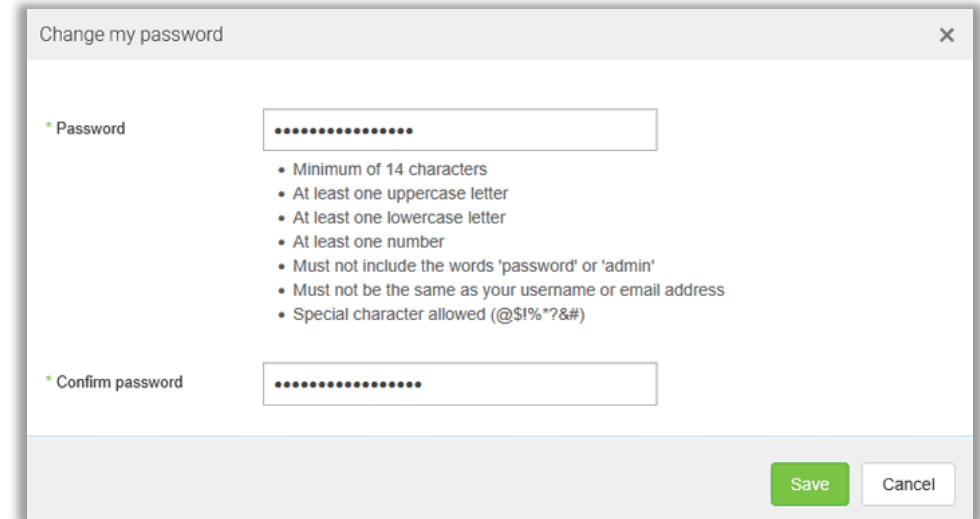
Locate the user whose password you want to change and view their details. (Refer to Steps 1 – 3 of View and edit a user in your school for details on how to do this.)

Select Change password from the Actions menu.

Note: Careful consideration should be given before changing another user's password, including how the password will be communicated and ensuring the user knows that after logging in, they must change their password for security purposes.

Changing another user's password should be thought of as a temporary measure allowing the user to gain access in the event they cannot access their email for a password reset.

Step 2a Locate the user



The screenshot shows a 'Change my password' dialog box. It contains two input fields: 'Password' and 'Confirm password'. Below the 'Password' field, there are five bullet points listing the requirements for a new password. At the bottom right, there are 'Save' and 'Cancel' buttons.

A Change my password dialog will be displayed.

The new password must conform to the following requirements:

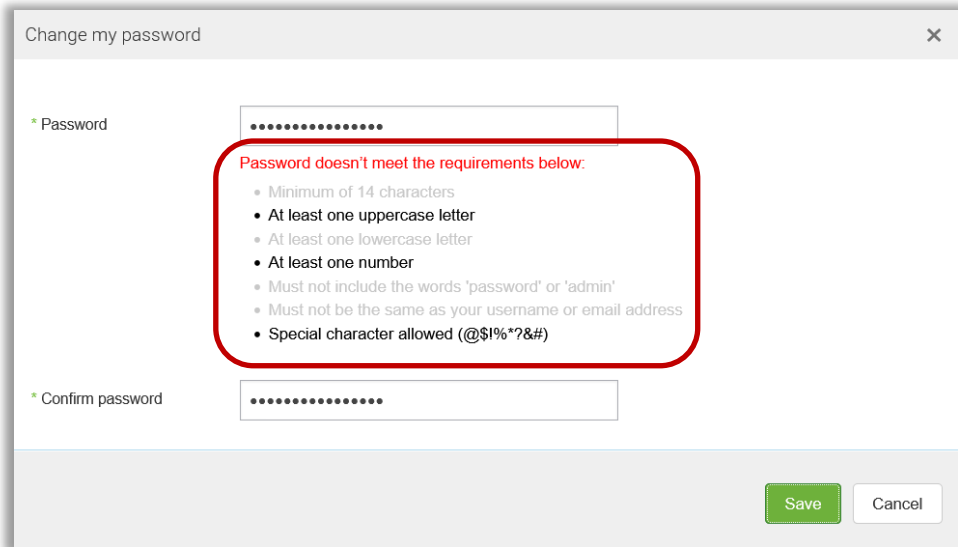
- Minimum of 14 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- Must not include the words 'password' or 'admin'
- Must not be the same as your username or email address
- Special characters allowed (@\$!%*?&#)

Enter the same password in the Password and Confirm password fields, then select Save. If both passwords match and meet the requirements proceed to Outcome.

If you receive an error message while trying to save your password, proceed to Step 2b or Step 2c, depending on which message you receive.

Step 2b

Password does not meet the requirements



Change my password

* Password

Password doesn't meet the requirements below:

- 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

Save Cancel

Should the passwords not meet the requirements, a red error message indicating what the issue is will be displayed. The requirement(s) that are correct will be greyed out, making it easy for you to identify which ones need correction.

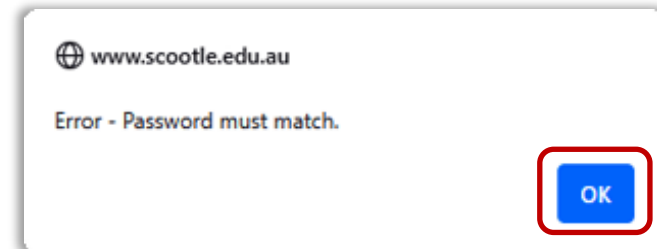
This error message will also be displayed if both fields are blank and you attempt to Save.

You'll need to re-type both passwords before trying to save again.

Return to Step 2a.

Step 2c

Passwords do not match



www.scootle.edu.au

Error - Password must match.

OK

If you selected Save and an Error – Password must match dialog is displayed, it means that one or more characters in the Confirm password field don't match the Password field, or that the Confirm password field is blank.

Select OK to close the error message.

You'll need to re-type both passwords before trying to save again.

Return to Step 2a.

Outcome

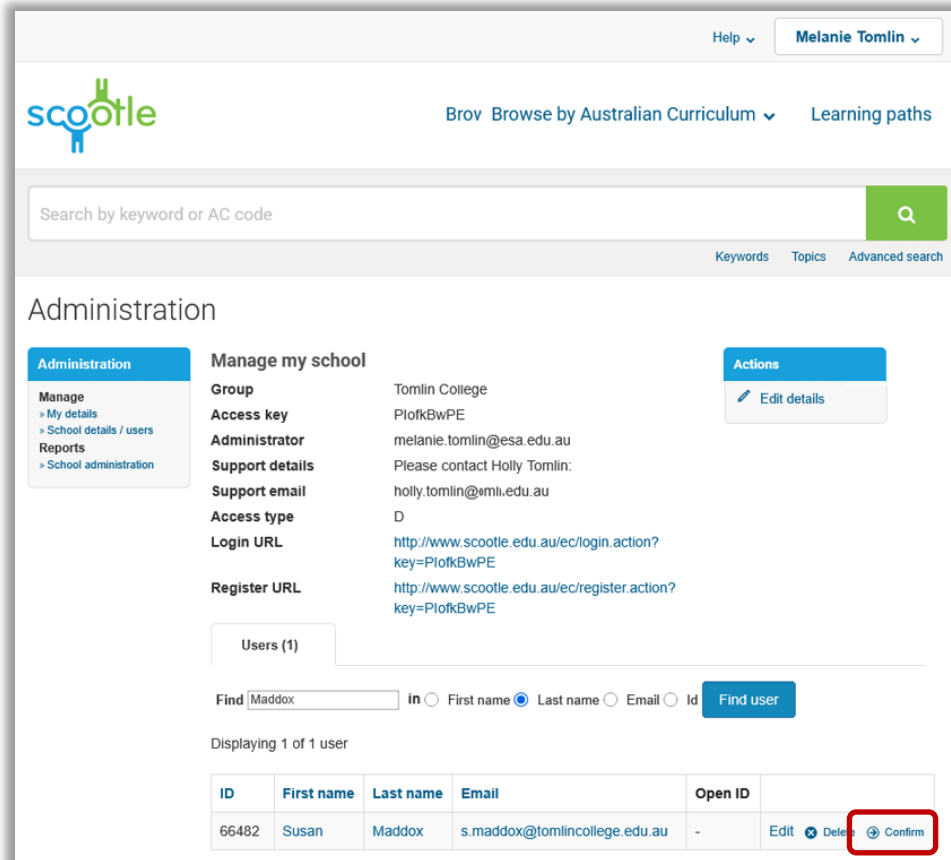
Password changed

Once the password has successfully saved, you'll need to let the user know what their new password is.

Note: Remember to advise the user that once they've successfully logged in, they need to change their password immediately for security purposes.

How to Confirm registration for a user in your school

Step 1 Locate the user and select Confirm



Administration

Manage my school

Group: Tomlin College

Access key: PlofkBwPE

Administrator: melanie.tomlin@esa.edu.au

Support details: Please contact Holly Tomlin:

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

Access type: D

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

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

Users (1)

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

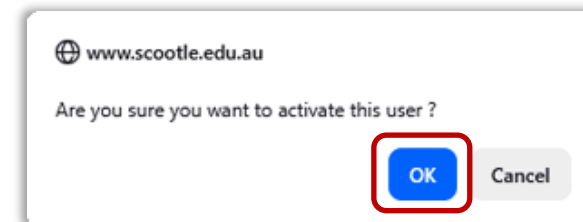
Displaying 1 of 1 user

ID	First name	Last name	Email	Open ID	
66482	Susan	Maddox	s.maddox@tomlincollege.edu.au	-	Edit <input checked="" type="button" value="Confirm"/>

If one of your school's users can't access their email to confirm their registration for Scootle, you can complete the registration process on their behalf.

Locate the user whose account you need to confirm as per Step 1 of View and edit a user and select Confirm, which appears in the final column of the Users list.

Step 2 Activate the user's account

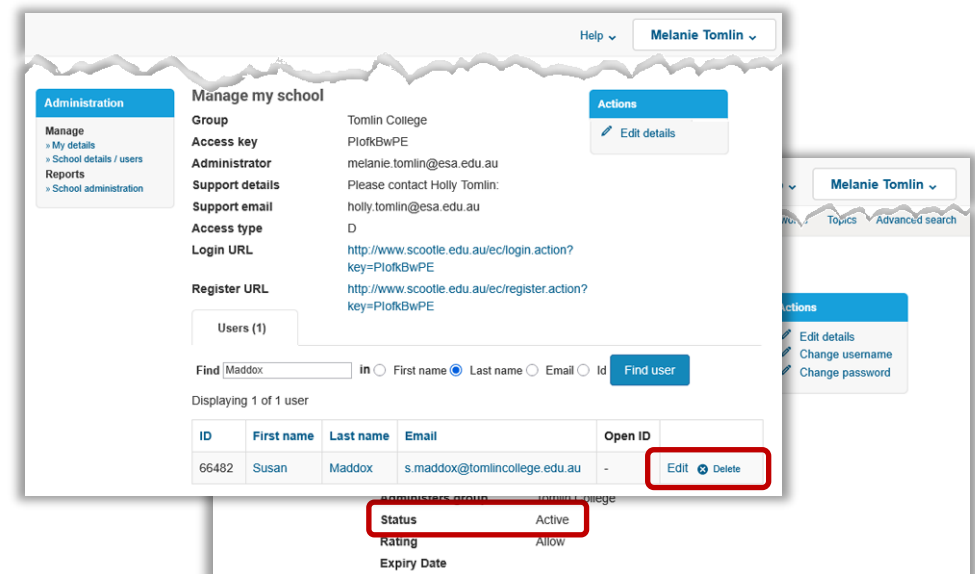


www.scottle.edu.au

Are you sure you want to activate this user ?

Select OK to confirm registration and activate the user's account.

Outcome User's account is now active



Administration

Manage my school

Group: Tomlin College

Access key: PlofkBwPE

Administrator: melanie.tomlin@esa.edu.au

Support details: Please contact Holly Tomlin:

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

Access type: D

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

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

Users (1)

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

Displaying 1 of 1 user

ID	First name	Last name	Email	Open ID	
66482	Susan	Maddox	s.maddox@tomlincollege.edu.au	-	Edit <input checked="" type="button" value="Delete"/>

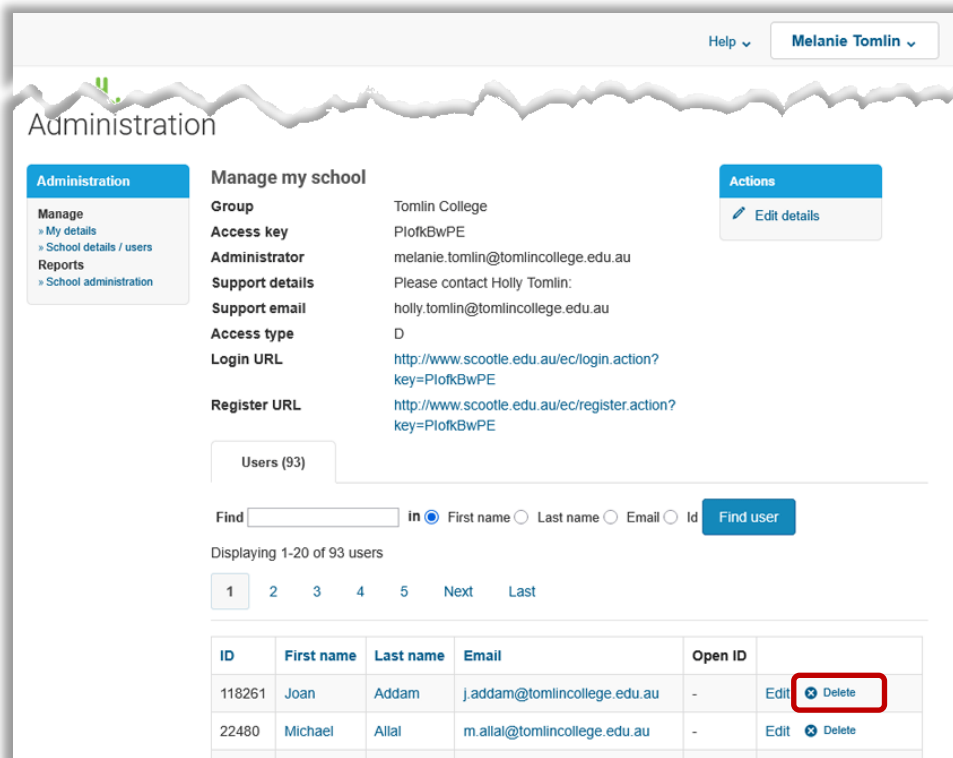
Status: Active

The dialog will close and Confirm no longer displays for the user in the search results.

When viewing the user's details, their Status will now be Active.

How to Delete a user from your school

Step 1 Locate the user and select Delete



Administration

Manage my school

Group: Tomlin College

Access key: PlofkBwPE

Administrator: melanie.tomlin@tomlincollege.edu.au

Support details: Please contact Holly Tomlin:

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

Access type: D

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

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

Users (93)

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

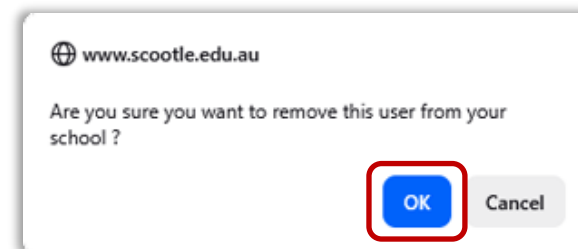
Displaying 1-20 of 93 users

ID	First name	Last name	Email	Open ID	Edit	Delete
118261	Joan	Addam	j.addam@tomlincollege.edu.au	-	Edit	Delete
22480	Michael	Allal	m.allal@tomlincollege.edu.au	-	Edit	Delete

When a staff member is no longer working at your school, you can delete their account from the users list.

Locate the user whose account you need to confirm as per Step 1 of View and edit a user and select Delete, which appears in the final column of the Users list.

Step 2 Delete the user's account

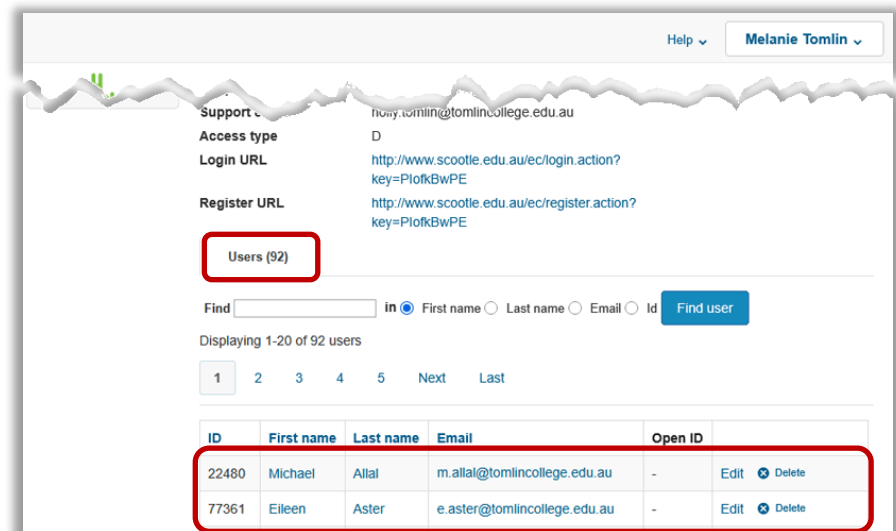


www.scottle.edu.au

Are you sure you want to remove this user from your school ?

Select OK to confirm the deletion of the user's account.

Outcome User's account has been deleted



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

Access type: D

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

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

Users (92)

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

Displaying 1-20 of 92 users

ID	First name	Last name	Email	Open ID	Edit	Delete
22480	Michael	Allal	m.allal@tomlincollege.edu.au	-	Edit	Delete
77361	Eileen	Aster	e.aster@tomlincollege.edu.au	-	Edit	Delete

The user will no longer appear in the list, and the number of users will have decreased by one.