

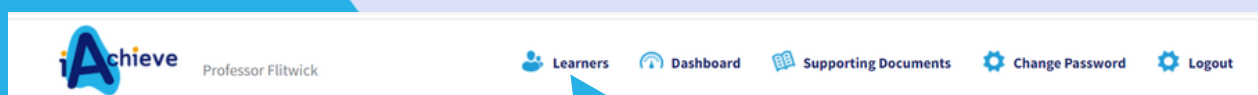
# Teachers: Setting Up

The iAchieve platform is simple to use – just follow these easy steps:

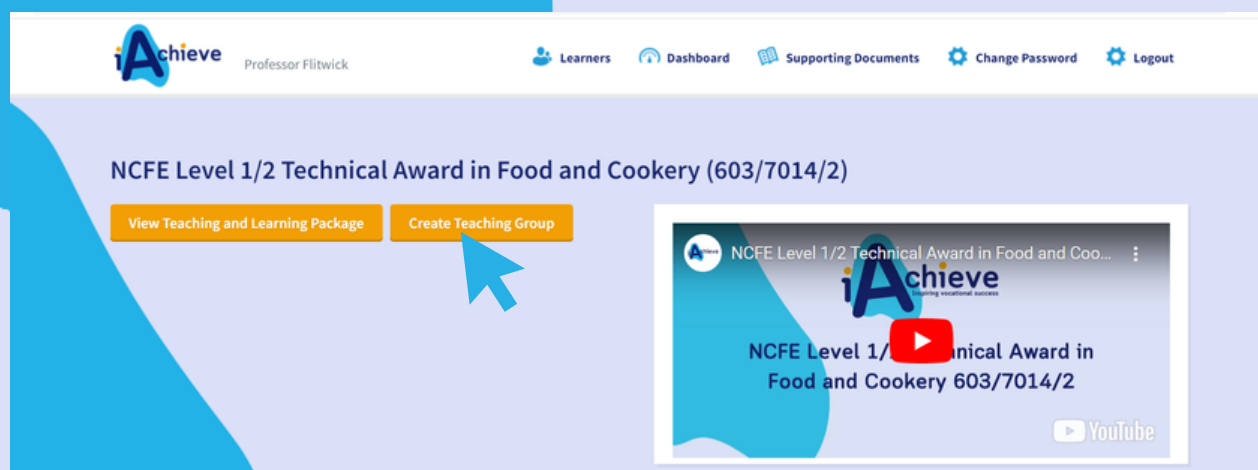
1. Log in to your teacher account

2. Create your learner accounts in the 'Learners' section of the platform. There are two options:

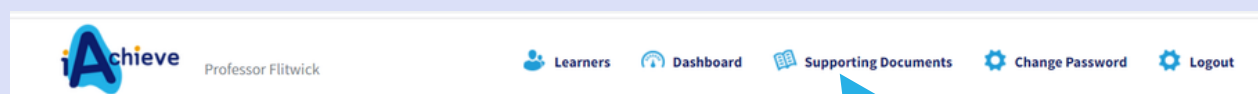
- 'Add Learner' if you're only adding one or a few learners. Complete all fields and submit.
- 'Bulk Add Learners (csv)' if you need to add a larger group of learners. This involves downloading the csv file, completing it (keeping the format the same, otherwise the upload will fail) and uploading the completed csv file. Please make sure to follow the on-screen instructions for the upload to be successful.



4. Create *teaching groups* by selecting the relevant course materials on your dashboard. Click 'Create Teaching Group'. All learners' names will appear in your teaching group – you just need to tick the names you wish to add to the group. Make sure that you set a realistic deadline as the learners won't be able to access materials after that date (you can always change it if circumstances change).



You can also access a wealth of extra resources by clicking the 'Supporting Documents' tab.



Don't forget... You will also need to register your learners with the relevant awarding organisation. Make sure you do this in good time, and also enter learners for any external assessments/exams that they will need to sit.

Please note that the registration fees are not included in your iAchieve package.