

## **Q. What types of accounts are there in the ClassTeaching Journal?**

**The Professional Learning Journal is available in formats to suit to any professional or industry sector and any set of standards or competencies.**

**[Contact us](#) to find out how we can meet your Professional Learning Journal needs.**

**The ClassTeaching Journal is set up for use in schools and uses three levels of accounts:**

### **- Account Managers (2 are needed)**

These need to be the School Principal *and* an alternative senior person within the school with authority as the School Administrators of the Account.

Choose a person to whom you wish to delegate authority to manage your school license in the Principal's absence.

Both Account Managers will have the privilege of being able to view all Journals within the school account.

When an Account Manager views a Journal, that Journal Owner will be sent an automatic email specifying who viewed their journal.

### **- School Administrators**

The Account Manager can assign School Administrator rights to selected users within their school account.

Account Managers and School Administrators have the ability to:

- set up new journal Owner accounts within your School Account
- assign Line Manager status to specific journal owners e.g. supervisors or leaders
- assign teachers to specific Line Managers, which will allow that Line Manager to make assessments in the journals of the people they supervise, when invited by that teacher.
- Account Managers and Administrators also have their own Journal account.

### **- Journal Owners**

Journal Owners are teachers or any person provided an account by the Account Manager.

They are assigned to Line Managers by School Administrators or Account managers using the page accessed via menu items:

- [Account Manager] *or* [School Administrator]
- [Edit Line Managers].