

How to Register Multiple Instructors

An instructor, who can be a teacher or trainer, has the ability to create and manage [quizzes](#) and learners, as well as access reports on their progress. By sharing content from your Admin account with instructors, they can utilize existing quizzes and other materials within the organization. Also, you can [enable sharing and collaboration between instructors](#) for improved quality and efficiency.

Watch this video overview on adding multiple instructors.

Skipped the video? No worries, let's take you through a step-by-step guide.

Note: Instructors can only view or manage their accounts but do not have access to the Admin account.

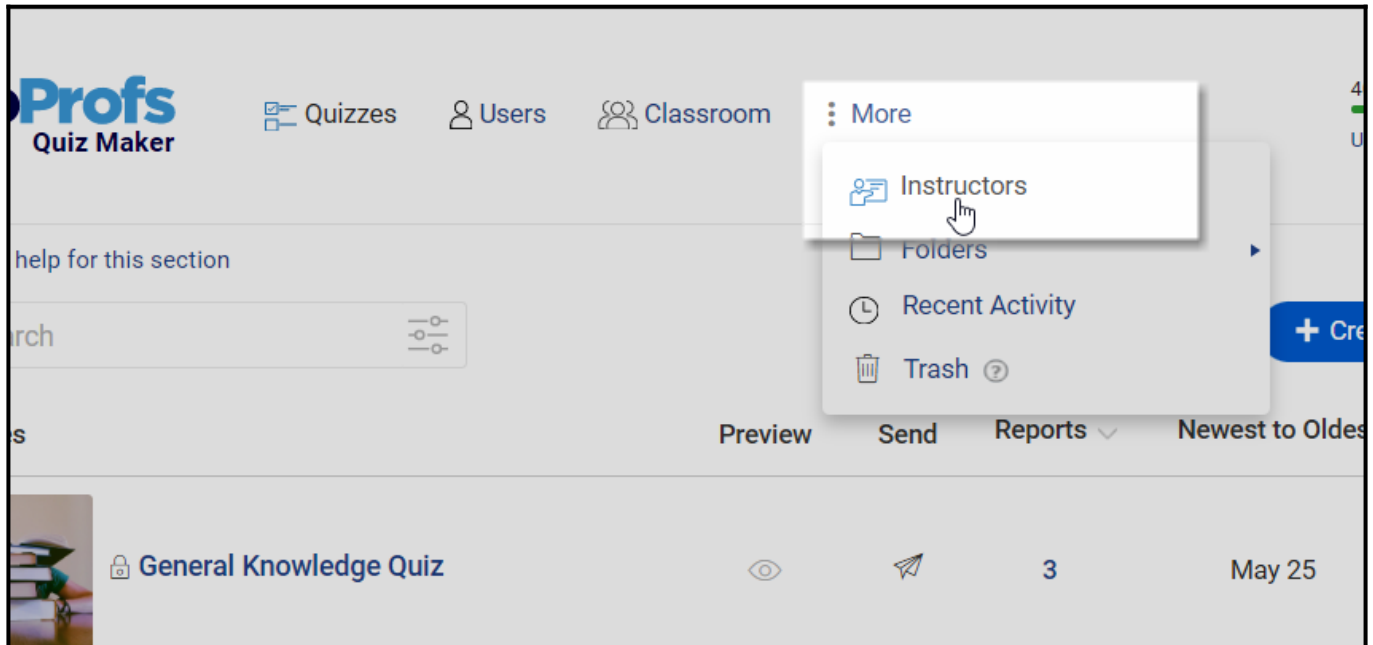
You can centrally manage instructor accounts from your instructor dashboard and perform functions such as:

- Add new instructors and grant them access to their accounts
- Add existing ProProfs users as instructors and grant them access to their accounts
- Edit details such as usernames, email addresses, and passwords of instructors
- Revoke access anytime by deleting an instructor's account

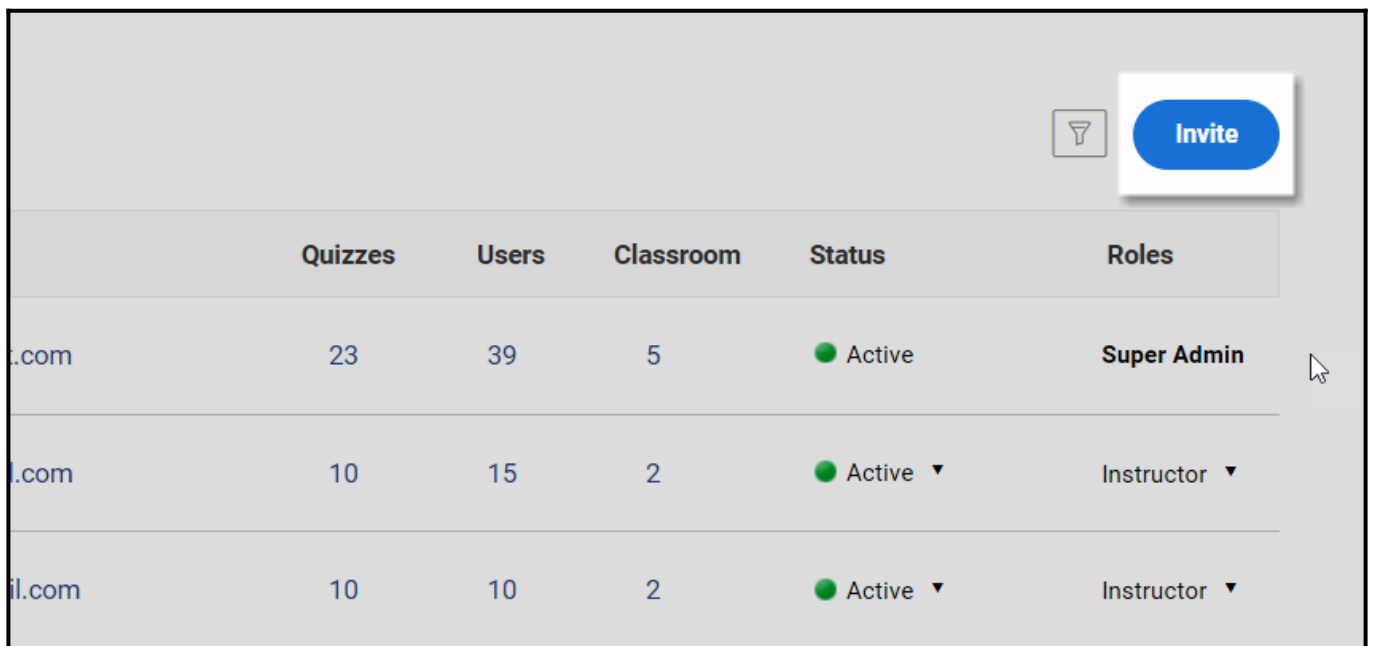
You can either choose to add new instructors or add existing ProProfs users as instructors.

To add instructors:

Step 1: Navigate to **More > Instructors** on your quiz maker dashboard.

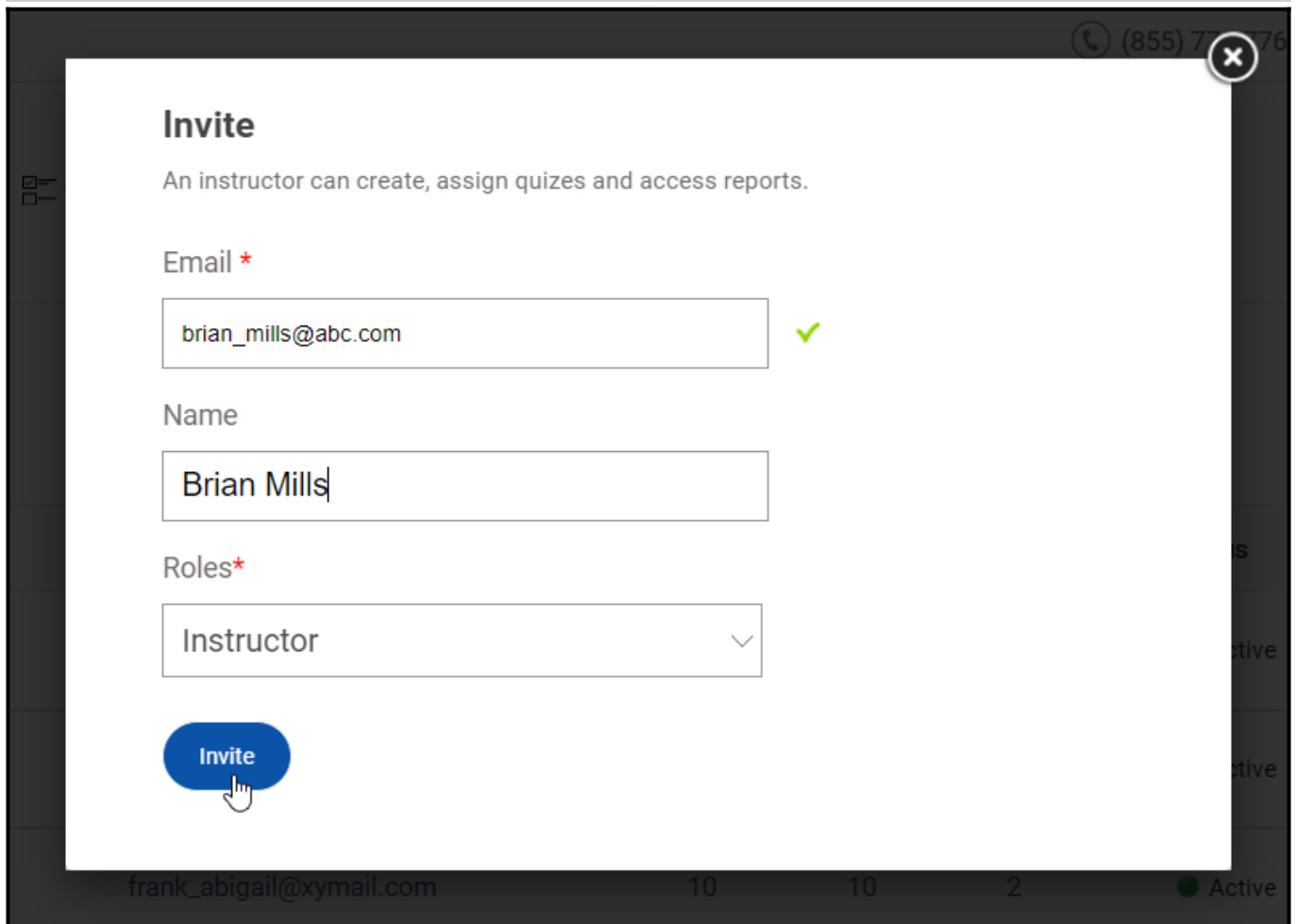


Step 2: Here you will find the users with their assigned roles, i.e., super admin, admin, and instructor. To add a new instructor, click **Invite**. An overlay will open.



Step 3: In the Invite dialog,

- Enter name and email address.
- Select the role, i.e., instructor or admin, and click **Invite**.



The screenshot shows a modal window titled "Invite" with a close button in the top right corner. Below the title is a subtitle: "An instructor can create, assign quizzes and access reports." The form contains three input fields: "Email *" with the value "brian_mills@abc.com" and a green checkmark to its right; "Name" with the value "Brian Mills"; and "Roles*" with a dropdown menu showing "Instructor". At the bottom left of the form is a blue "Invite" button with a hand cursor icon. The background shows a dark sidebar with a "Users" section and a table with columns for email, a numeric value, and a status (Active).

Invite

An instructor can create, assign quizzes and access reports.

Email *

brian_mills@abc.com ✓

Name

Brian Mills

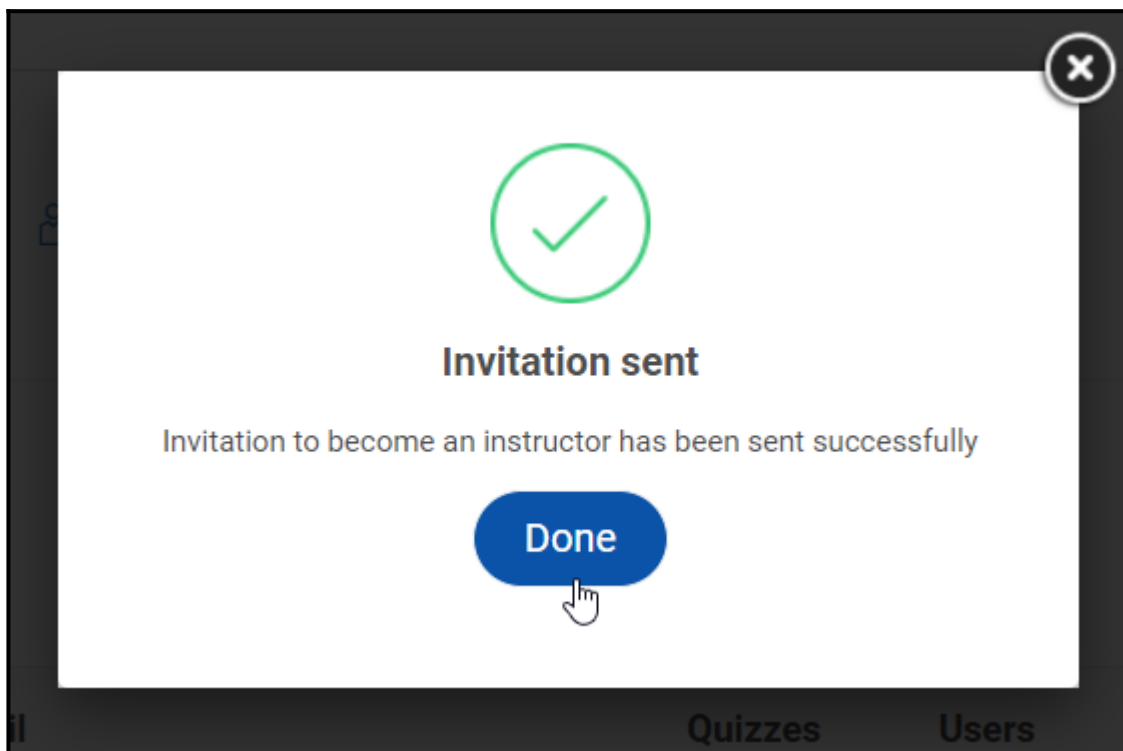
Roles*

Instructor

Invite

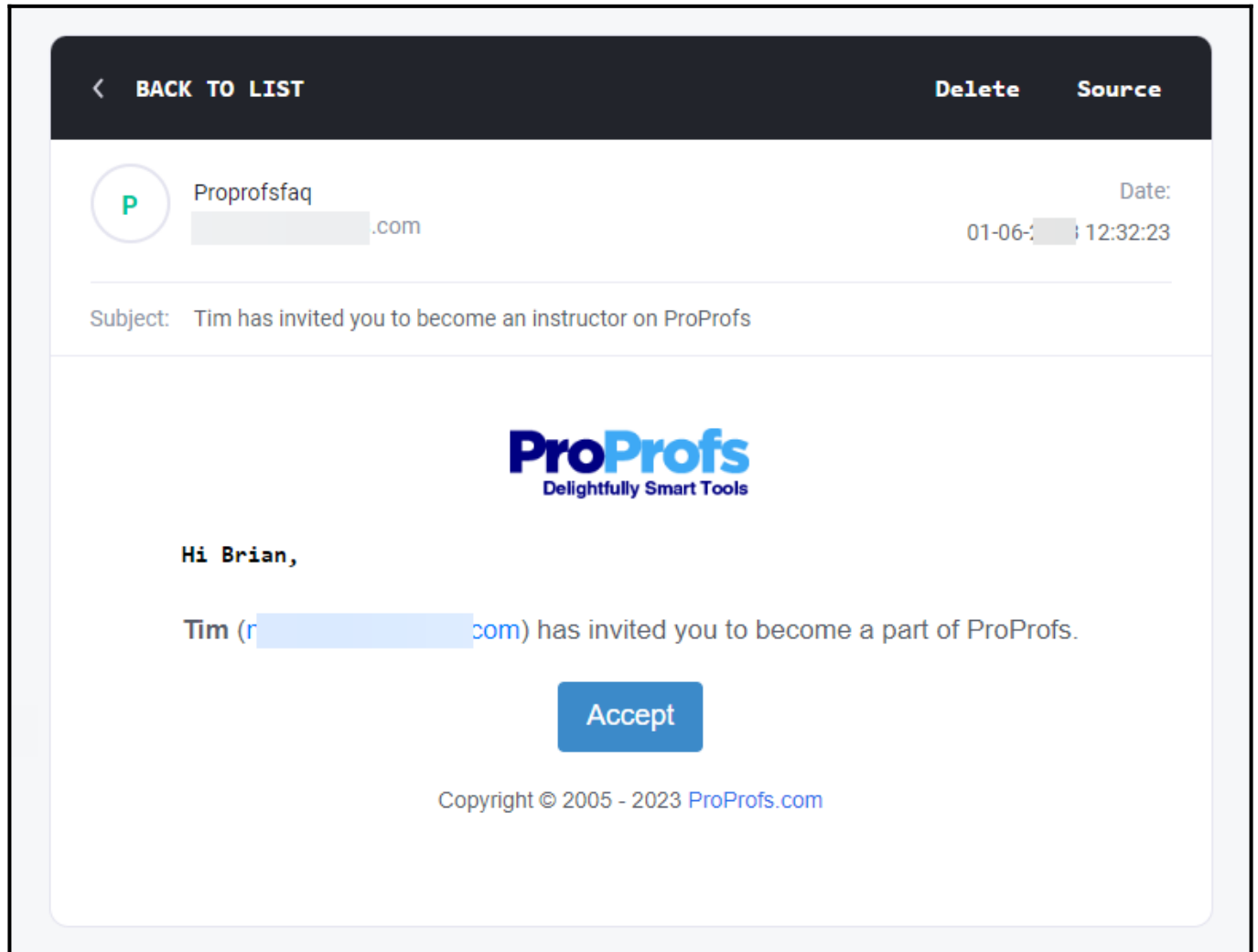
frank_abigail@xymail.com 10 10 2 Active

Once you've sent the invite, you will see the following message. Click **Done** to proceed.

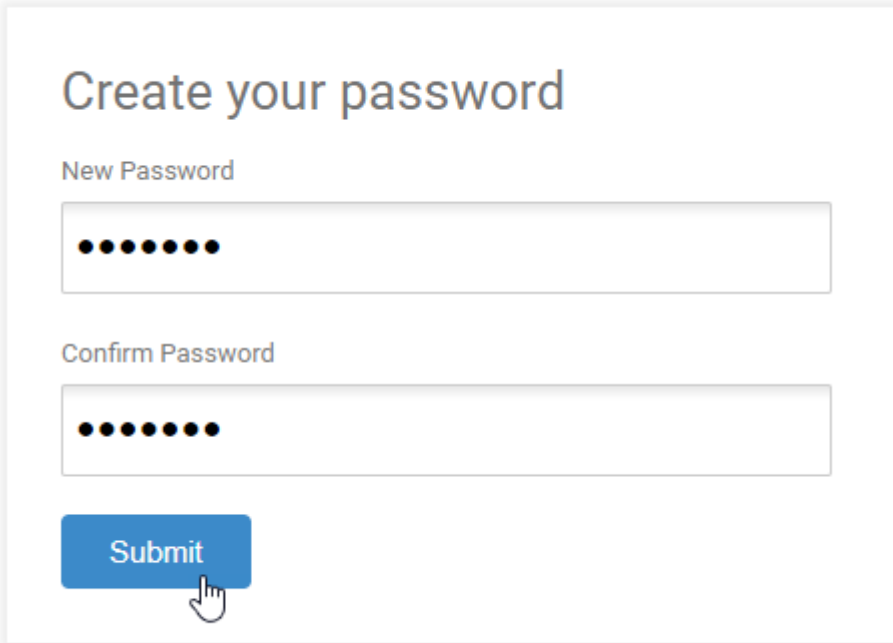


Repeat the above steps to add multiple instructors.

1. Here's what the email invitation will look like to the invitee.

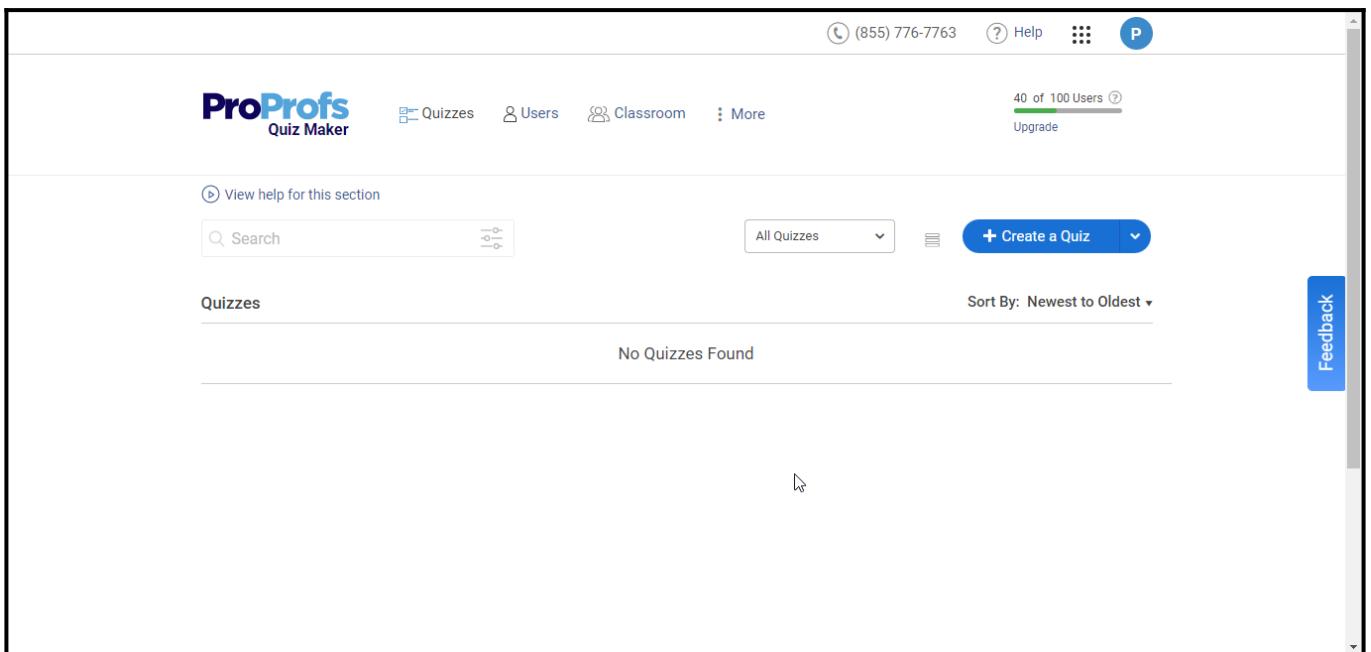


2. After they click Accept, they will be redirected to a page to set a password.



The screenshot shows a 'Create your password' form. It has two input fields: 'New Password' and 'Confirm Password'. Both fields contain seven black dots, indicating masked text. Below the fields is a blue 'Submit' button with a hand cursor pointing at it.

3. When they click **Submit**, a pop-up will appear. Instructors can click "Go to Dashboard" to open their account.



The instructor list gets updated as well.

[View help for this section](#)



Name	Email	Quizzes	Users	Classroom	Status	Roles
Tim	tim_admin@thisnext.com	23	39	5	● Active	Super Admin
Claire Smith	claire_smith@xymail.com	10	15	2	● Active	Instructor
Frank Abigail	frank_abigail@xymail.com	10	10	2	● Active	Instructor
Brian Mills	brian_mills@abc.com	0	0	0	● Active	Instructor

Related Articles:

- [How to Enable Folder Sharing Between Instructors](#)
- [How to Assign an Admin to a Learner Group](#)
- [How to View, Download, and Share Reports & Stats](#)