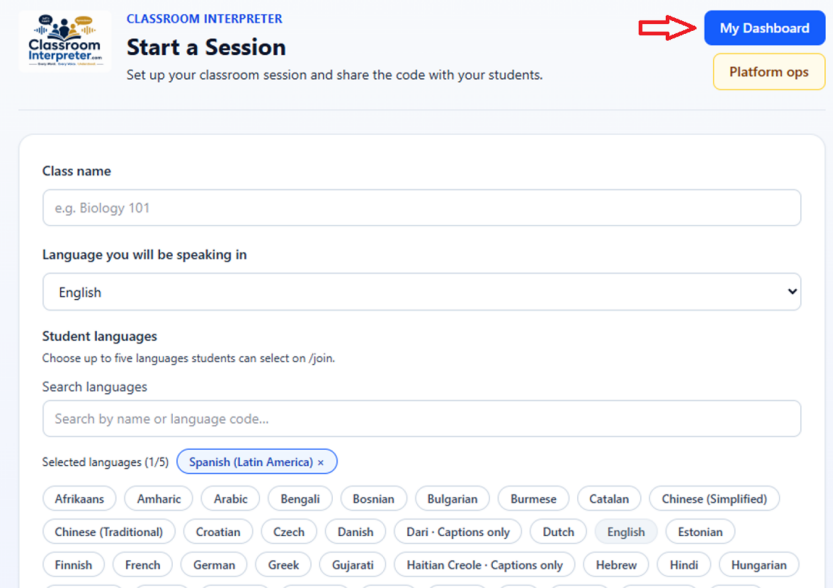
Set Up Your School Account

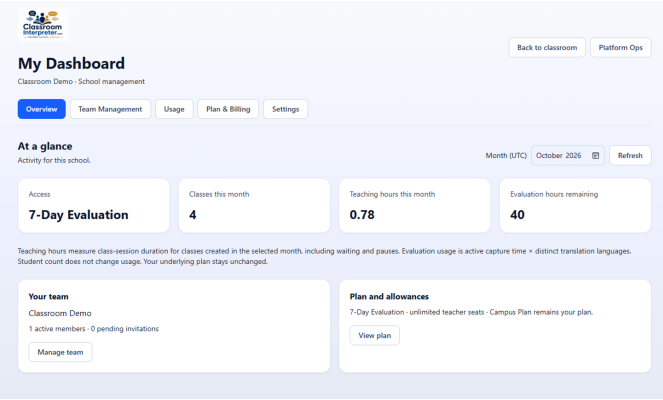
Create your account and get familiar with your dashboard.

1 CREATE YOUR ACCOUNT



1. Visit ClassroomInterpreter.com and select Start Session.
2. Enter your school email and password, then select Enter classroom.
3. New user? Select Create school account.

2 OPEN YOUR DASHBOARD



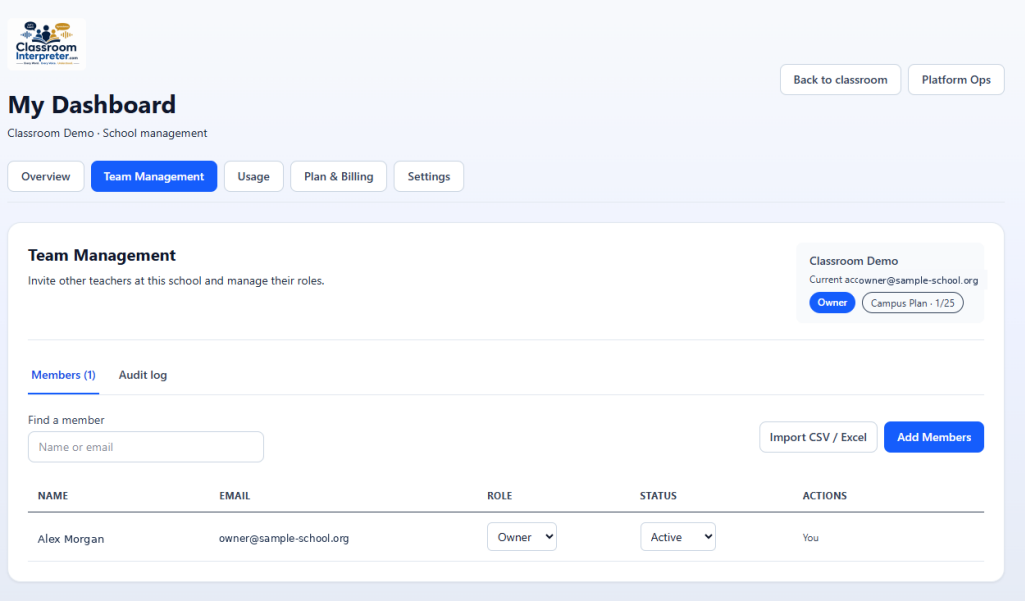
After signing in, click My Dashboard in the upper-right corner.

Use the five tabs to manage your school account.

Manage Your Team & Track Usage

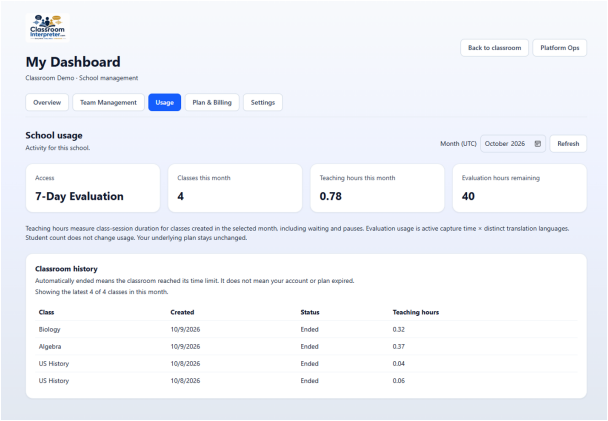
Invite teachers and review classroom activity.

3 INVITE TEACHERS AND MANAGE USERS



1. Select Team Management, then Add Members to invite users.
2. Use Import CSV / Excel to add multiple users.
3. Review member roles, status, and the Audit log.

4 VIEW USAGE AND CLASS HISTORY



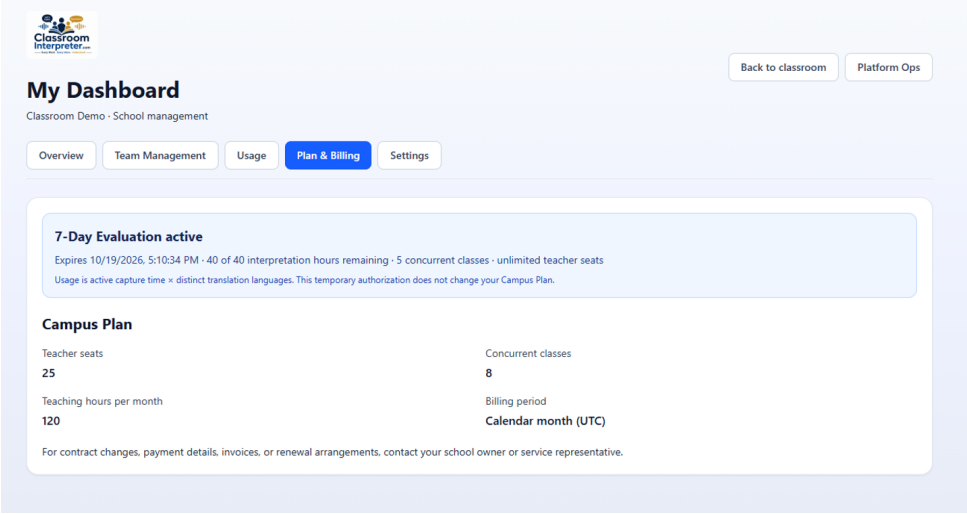
Select Usage to view class counts, teaching hours, and evaluation hours.

Classroom history lists recent sessions, dates, status, and duration.

Manage Your Plan & Account Settings

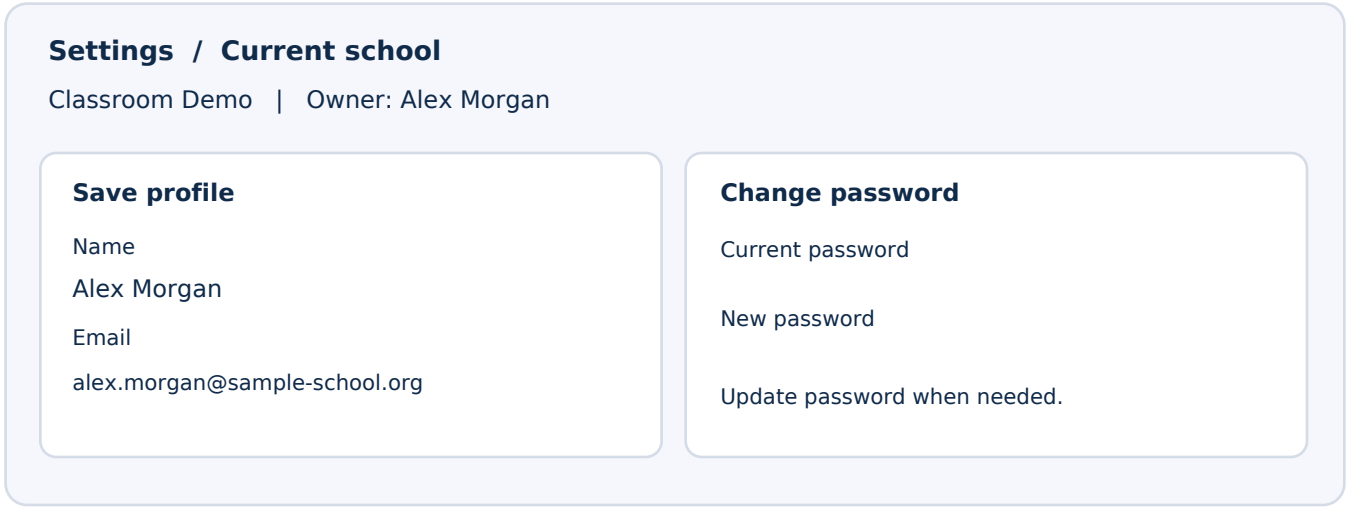
Review plan allowances and keep your profile up to date.

5 VIEW PLAN AND BILLING INFORMATION



Select Plan & Billing to view teacher seats, concurrent classes,
monthly teaching hours, and your billing period.
Contact your service representative for contract or invoice changes.

6 MANAGE YOUR ACCOUNT SETTINGS



Update your profile, verify your email, or change your password.
Select Save profile after making changes.