

# Help Guide for Teachscape User Administration and Evaluation Assignment Manager

## User Administration Tools:

- User Administration Help Homepage:  
<http://ums.helpdocsonline.com/#home>
- Adding a New User to an Organization:  
<http://ums.helpdocsonline.com/#add-a-new-user-to-an-organization>
- Importing New Users to Your Organization:  
<http://ums.helpdocsonline.com/#upload-people>
- Sending an Activation Email to New Users:  
<http://ums.helpdocsonline.com/#sending-activation-email>
- Accessing a User's Profile Page:  
<http://ums.helpdocsonline.com/#access-a-user's-profile-page>
- Editing User Information:  
<http://ums.helpdocsonline.com/#edit-user-profile-information>
- Moving Users to an Organization:  
<http://ums.helpdocsonline.com/#move-users-to-an-organization>

## Evaluation Assignment Manager Tools:

- Reflect Administration Help Homepage:  
<http://reflectadmin.helpdocsonline.com/#home>
- Assigning New Evaluations:  
<http://reflectadmin.helpdocsonline.com/#assign-new-evaluations>
- Managing Existing Evaluations:  
<http://reflectadmin.helpdocsonline.com/#manage-evaluations>