



Let Us Give You a Hand

Getting set up with Showbie? We can help! Our team offers the following services to help you get up and running quickly.

➤ **Create Teacher Accounts**

Provide us with login credentials and we will create Showbie accounts for all of the teachers at your school. This means individual teachers won't need to create their own Showbie account — just provide them with their login information and they'll be all ready to go.

➤ **Link Teachers to School Account**

Ensure all teachers at your school are linked to your school's Showbie account. Provide us with a list of all teacher account emails and we'll make sure they appear in your Admin Dashboard for verification and upgrading.

➤ **Create Student Accounts**

Send us class or school rosters and we will create Showbie accounts for all of your students. Note that student accounts do not require an email address, but they do require a unique identifier.

➤ **Create Parent Accounts**

Have us set up all of your parent accounts at once. Just provide us with names and email addresses and your parent accounts will be good to go.

➤ **Link Parent Accounts to Student Accounts**

Our team can link parent email addresses with student usernames, automatically connecting parents to students.

➤ **Archive Classes**

Provide us with a list of class codes and we can archive them for you. This is helpful if you want to archive several classes at the end of a school year. We can also archive classes created by specific teachers (great for teachers who are no longer at your school). Acquiring class codes is easy if you're set up with an Auditor Oversight Account because it gives you access to every active class within the school.

➤ **Add Teachers/Students to Classes**

Add co-teachers to Showbie classes. Provide us with a list of class codes and email address(es) of the teacher(s) you want added to each class and we'll take care of the rest. We can also add students to classes — just send us the class codes and username(s) of the student(s) you want to add.

➤ **School or District Reporting**

Get useful insights on how Showbie is being used at your school or district. This monthly report includes data on how many teachers are actively using Showbie, who your top Showbie-using teachers are, what features are most commonly used, the number of classes, assignments, and folder additions at your school or district, and more.


➤ **Auditor Oversight Account Creation**

An auditor oversight account is a Showbie teacher account that gets added as a co-teacher to all the active classes in your school. This gives you insight into what is occurring in classes at your school and allows you to reset student passwords.

➤ **Add/Change Administrators on Account**

Need to change your Showbie administrator? Just let us know who you want to assign this role to and we will make it happen. Note that you can have multiple admins on a single Showbie account.

For more information on these services, please contact us at adminsupport@showbie.com.

If you're ready to request services, sign in to your account [here](#) and click on  **Admin Tools** in the top-right corner.