

Inviting a teacher or student into a ThingLink organisation – v1

MaFEA – Making Future Education Accessible

PR2 – Guiding successful adoption

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Introduction

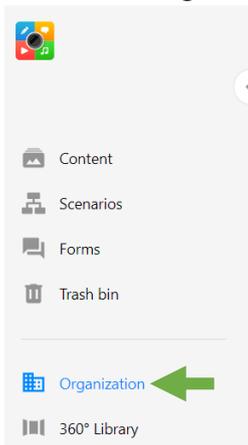
This guide will help you to invite other teachers or students into a ThingLink account. There are different methods for inviting users, but the invite code is the most useful, so only the invite code method will be included.

More information on invitation methods can be found at [Creating and onboarding new users \(ThingLink\)](#).

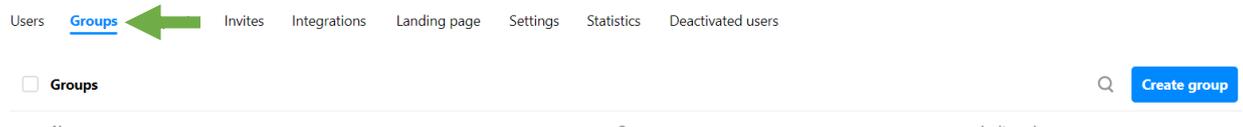
Inviting teachers and students into a ThingLink organisation with an invitation code.

Inviting teachers and students is best done with an invitation code. This is because there can be codes for specific groups within the organisation, and when a teacher or student is added, they can be added directly into a group, minimising the amount of administration work.

1. Click on the Organisation -button.



2. Click on Groups to view all the organisation groups you have access to see. Make a new group if necessary.



3. Click on the Invite code for the selected group and copy it.



4. Share the invite code with the teachers you wish to join the group. It is also recommended to share the MaFEA guide on how to create a new account and join the organisation. (mafea.eu).

Most important differences between teacher and student users

Teacher and student roles are identical except for the following:



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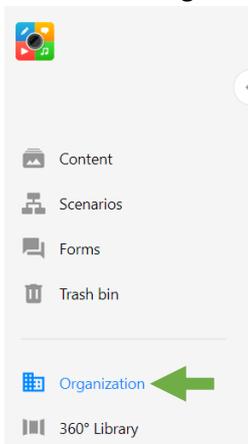
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- Students cannot view permitted organisation groups. **Good to know!** Students will anyway be able to see all organisation user's names when sharing their own folders.
- Students cannot send feedback to ThingLink.
- Students cannot manually invite more users. However it is impossible to prevent sharing of the invite code to non-necessary users. Keep an eye on your list of users.

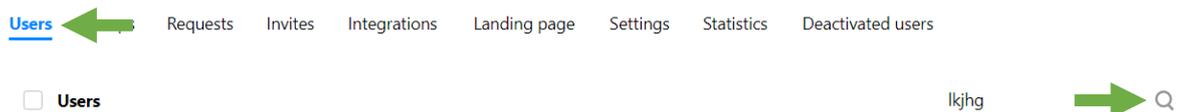
Changing a user's role

It can happen that a student will join as a teacher, or vice versa. An organisation administrator can easily change the role.

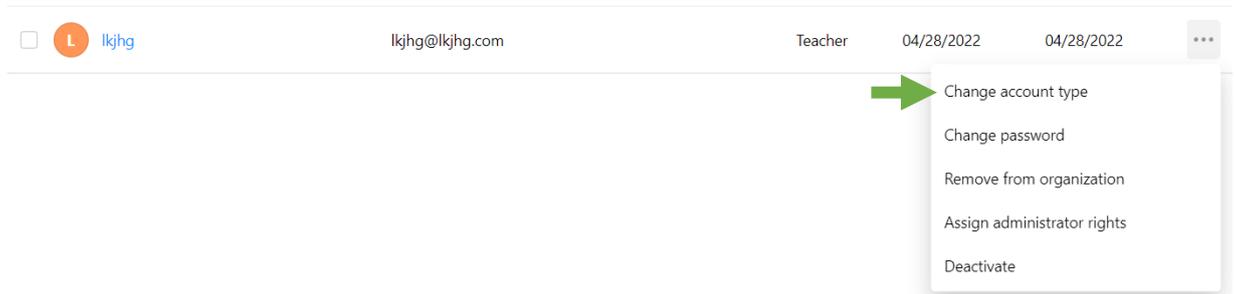
1. Click on the Organisation -button.



2. Click on Users to view all the user accounts. If you have a large number of users, use the search function to find users.



3. Click on the "..."-button and then click the Change account type -button.



4. Change the account type and then click the Save -button.



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Change account type

- Teacher
- Student



The account type is now changed.

<input type="checkbox"/>	 lkjhg	lkjhg@lkjhg.com	Student	04/28/2022	04/28/2022	...
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