Resetting Passwords Through Teacher Console
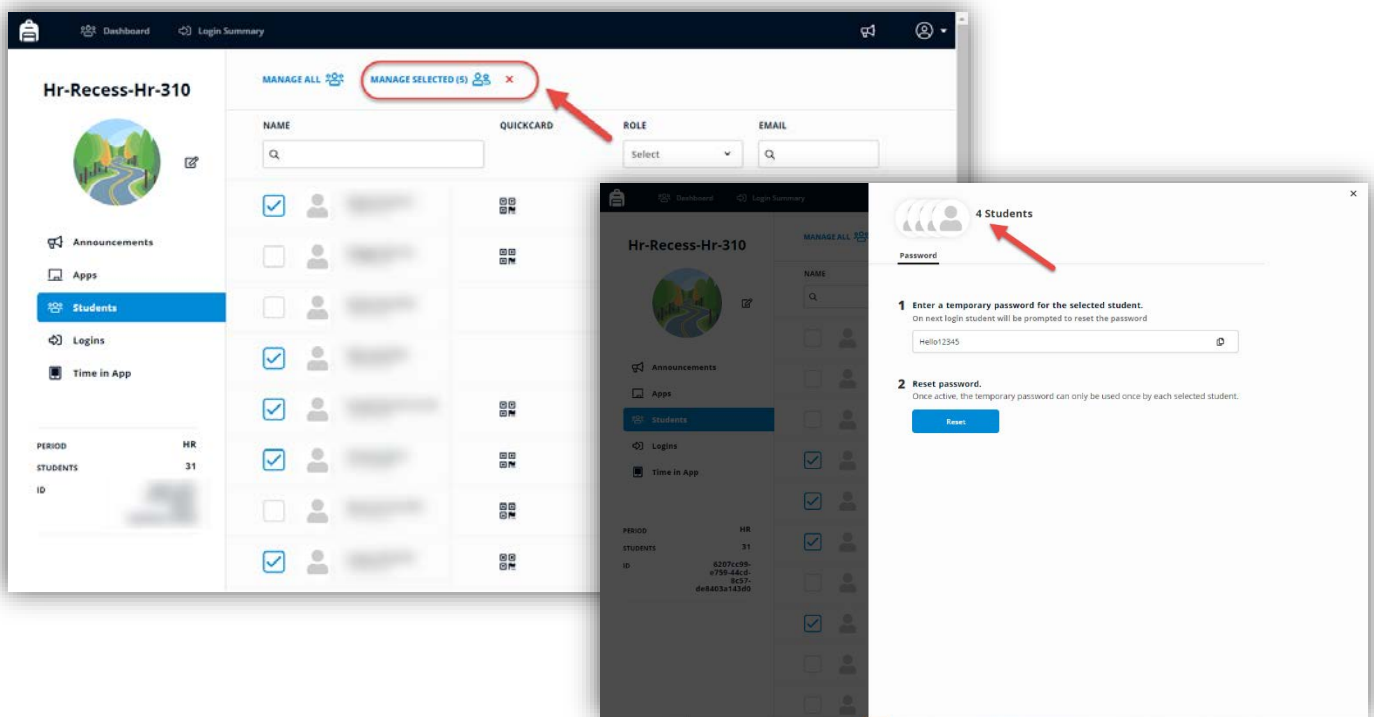
Audience: Instructor

If a student has lost or forgotten their password, the Teacher Console can be used for teachers to initiate the process to have students reset it for themselves.

1. To initiate the process for a student to change their password, go into the Teacher Console, click on the appropriate class, select the **Students** section, and then click the name of the student whose password you wish to reset.
2. In the menu that appears, click enter a temporary password for the student to use, then click the **Reset** button. On their next login, they will be prompted to enter their temporary password and then create a new password.

3. It is possible to reset the password for multiple students as well. Click on the checkbox next to each of the students whose passwords you wish to reset, then click on the **Manage Selected** button at the top of the **Students** section.

4. To reset all student passwords in a class, click **Manage All** at the top of the **Students** section.