

Setting up the admin account

To set up your admin account, point your browser to <http://www.fluxtime.com/signup.php> and type in the activation key exactly as provided – CApiTAlISAtiON matters!

A registration page will appear and ask you (amongst other things) to choose a username and password for the school admin account. If possible, this username should relate to the school name. It will double as the teacher's FluxMail address and also forms the second part in all student usernames for this school.

For example, 'Bluewater Primary School' may choose the username 'bluewater', and student John's username and FluxMail address would then be 'john.bluewater'.

Fill in the required fields and then hit the Create School Account button. A confirmation page will appear with your school admin username and other information. Click the link at the bottom to login immediately.

Never disclose the admin password to students as it gives full control over student accounts!

Managing student accounts

When logged in as a teacher/admin you have access to the Admin Panel to create and manage student accounts. Here you have the following options:

Create Account

Type in the username and password for the new student account and click Create Account. The username will be postfixed with your school username as in 'john.bluewater', and after creation will appear in the list of student accounts on the left.

Reset Password

To reset the password for a student account, select it in the list of student accounts on the left and click the Reset Password button. An input box will pop up and ask you for the new password. Type in a new password and click OK to proceed.

Delete Account

To delete a student account, select it in the list of student accounts on the left and click the Delete Account button. All information for this account is irretrievably lost when you delete it. You will be asked in a pop-up message to confirm your action. Click OK to proceed.

Shared folder

Teachers and students have access to a special shared folder, which has a green folder icon and is located right below the inbox. Please explain to your students the implications of a shared folder in which everyone can change, rename and delete files created by peers!

Publishing animation clips

Animation clips can be published either in the FluxTime gallery, or on a school website. Embedding animation clips in a website is a simple process described in detail a separate document called *export guide*. Another way to show your animation clips to a global audience is to publish them in the FluxTime gallery via the special *publish* function in the animation software. This feature is only available when logged in as admin/teacher.

Getting Help

The FluxTime Studio manual is available on the website and covers most aspects of using the software. If you have questions and cannot find answers in the online manual, please contact us at support@fluxtime.com

Enjoy animating!