



MOODIE.AI ADMIN SECTION USER GUIDE



Team Allocation

You may learn how to add team members and allocate team members role.

TEAM ALLOCATION

Team Allocation

The screenshot displays the Moodie AI dashboard interface. On the left is a sidebar with the Moodie logo and navigation links: Overview, Dashboard, Library, Exercise Templates, Interview Practice, and Team (highlighted with a blue border). Below these are links for Student Portal, language toggles (EN, 繁, 簡), and a user profile for Moodie Admin with a Sign Out button. The main content area features a top orange banner with the greeting 'Good Afternoon, Moodie' and buttons for 'Users' and 'New Module'. Below the banner are four summary cards: '271 Total Students', '1,589 Submissions', '6 Pending Reviews', and '322 Exercises'. A section titled 'Active Modules' contains two cards for 'User Guide Example' with dates 2026-08-12 and 2026-07-31, each showing '0 Exercises' and '4 Exercises' respectively. A 'Create New Module' button is also present.

Good Afternoon, Moodie
Moodie.AI

271
Total Students

1,589
Submissions

6
Pending Reviews

322
Exercises

Active Modules

User Guide Example
2026-08-12
0 Exercises

User Guide Example
2026-07-31
4 Exercises

Create New Module
Setup a new folder for exercises

① You can click on "Team" to allocate team member title

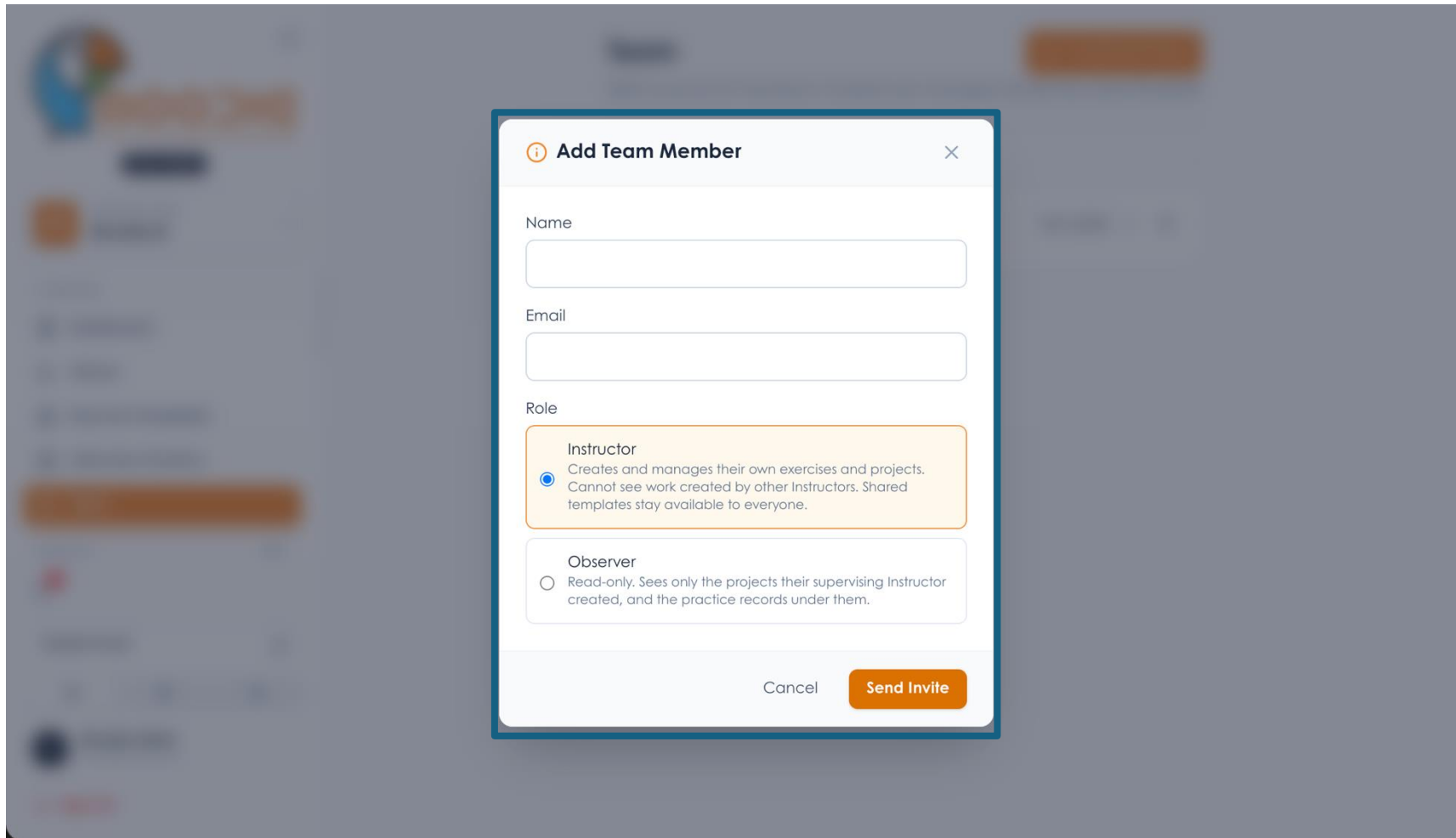
Team Allocation

The screenshot displays the Moodie AI web application interface. On the left is a sidebar with the Moodie logo (a stylized bird head) and the tagline "HUMAN COMMUNICATIONS DECODED". Below the logo is a "SUPER ADMIN" badge. The sidebar menu includes "OVERVIEW" with links to Dashboard, Library, Exercise Templates, and Interview Practice; "Team" (highlighted in orange); and "MODULES" with a notification bell and a "Student Portal" link. At the bottom of the sidebar are language toggles for "EN", "繁" (Traditional Chinese), and "簡" (Simplified Chinese), and a user profile for "Moodie Admin" with the email "admin@moodie.ai" and a "Sign Out" button.

The main content area is titled "Team" and contains the text "Staff accounts for Moodie.AI. Students are managed separately under students." In the top right corner of this area, an orange button labeled "Add member" is highlighted with a blue rectangular box. Below the title is a search bar with the placeholder text "Search by name or email". A table lists team members, with one entry visible: "asd" with the email "asd@asd.com", a role dropdown set to "Instructor", and a delete icon.

②
You may click
"Add member"
add a team
member

Team Allocation



The screenshot shows a modal dialog box titled "Add Team Member" with a close button (X) in the top right corner. The dialog contains three input fields: "Name", "Email", and "Role". The "Role" section has two options: "Instructor" (selected with a blue radio button) and "Observer" (unselected with a grey radio button). The "Instructor" role description states: "Creates and manages their own exercises and projects. Cannot see work created by other Instructors. Shared templates stay available to everyone." The "Observer" role description states: "Read-only. Sees only the projects their supervising Instructor created, and the practice records under them." At the bottom of the dialog, there are two buttons: "Cancel" and "Send Invite".

Add Team Member

Name

Email

Role

☒ **Instructor**
Creates and manages their own exercises and projects.
Cannot see work created by other Instructors. Shared templates stay available to everyone.

☐ **Observer**
Read-only. Sees only the projects their supervising Instructor created, and the practice records under them.

Cancel Send Invite

③ Please enter the name and the email, and his/her team member role

Team Allocation

Add Team Member

Name

Email

Role

☐ **Instructor**
Creates and manages their own exercises and projects.
Cannot see work created by other Instructors. Shared templates stay available to everyone.

☒ **Observer**
Read-only. Sees only the projects their supervising Instructor created, and the practice records under them.

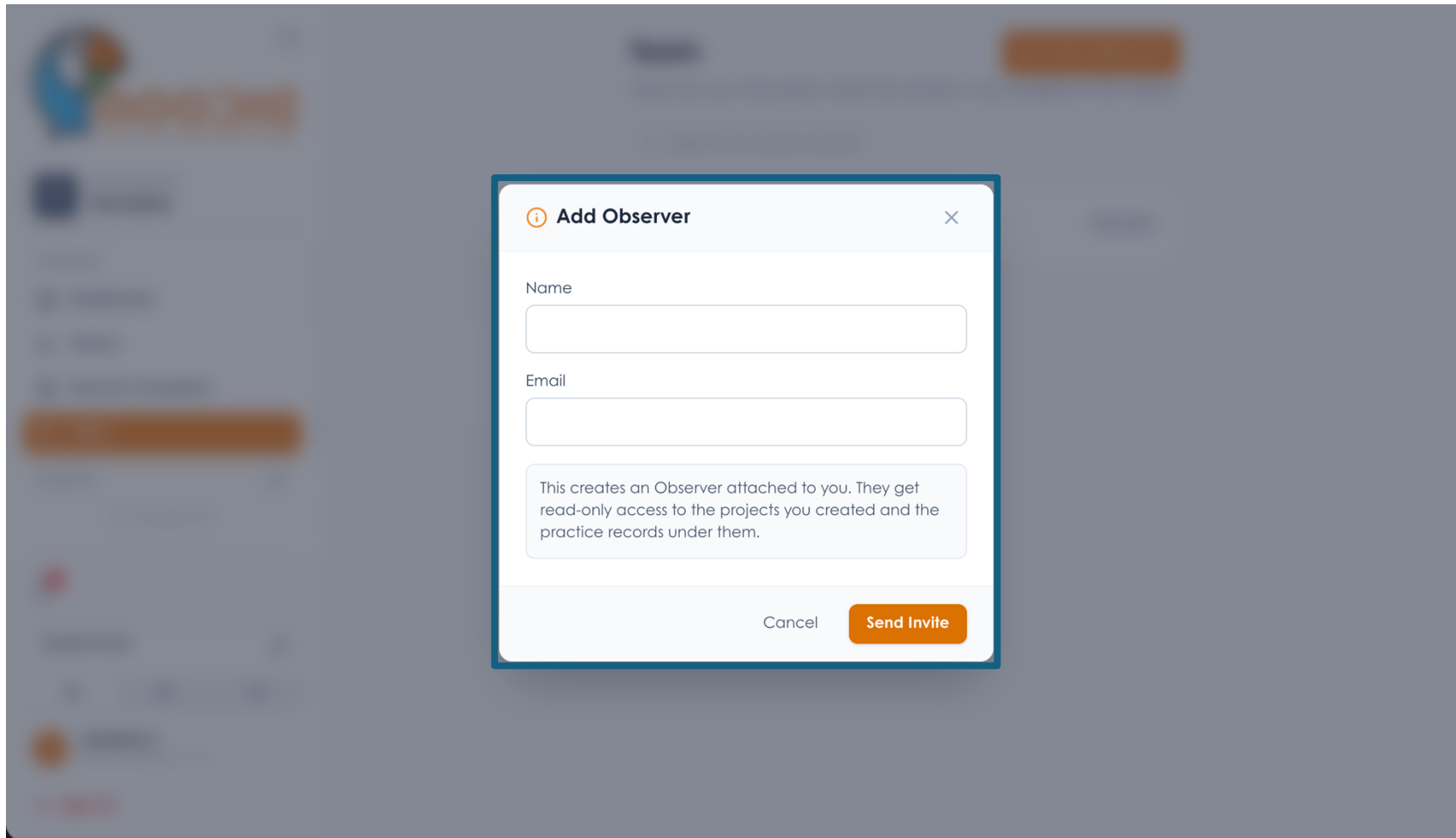
Supervising Instructor

✓ Choose...
asd — asd@asd.com

Cancel Send Invite

③
If you set the team member as an observer, please choose supervising instructor

Team Allocation



The image shows a modal dialog box titled "Add Observer" with a close button (X) in the top right corner. The dialog contains two input fields: "Name" and "Email". Below these fields is a text box explaining the role: "This creates an Observer attached to you. They get read-only access to the projects you created and the practice records under them." At the bottom of the dialog are two buttons: "Cancel" and "Send Invite". The background of the application is blurred, showing a sidebar with a profile picture and a main content area.

Add Observer

Name

Email

This creates an Observer attached to you. They get read-only access to the projects you created and the practice records under them.

Cancel Send Invite

③ In a view of instructor, you can only add observer, instead of instructor

Team Allocation

Your username is `example@email.com` and temporary password is `[PasswordExample]`

④

For the email which received the invite, you can find your email and the password for login

Please note that the email may identity as spam

Team Allocation

The screenshot displays the Moodie.AI web application interface. On the left sidebar, the Moodie.AI logo is at the top, followed by a 'SUPER ADMIN' badge. Below this is an 'ORGANIZATION' dropdown menu currently set to 'Moodie.AI'. The navigation menu includes 'Dashboard', 'Library', 'Exercise Templates', 'Interview Practice', and 'Team' (which is highlighted in orange). Under the 'MODULES' section, there is a 'Student Portal' link. At the bottom of the sidebar is the user profile for 'Moodie Admin' with the email 'admin@moodie.ai' and a 'Sign Out' button.

The main content area is titled 'Team' and features an 'Add member' button in the top right corner. Below the title, a note states: 'Staff accounts for Moodie.AI. Students are managed separately under Students.' A search bar labeled 'Search by name or email' is present. A single team member is listed: 'asd' with the email 'asd@asd.com' and the role 'Instructor'. A trash icon is visible next to the member's name, indicating a delete function.

⑤
You may delete
the team member
or modify his/her
team member role