



Importing Teacher and Student Data into LANGUAGE!® Live

To import your teacher and student data into *LANGUAGE! Live*, follow these steps:

- 1. Log in to LANGUAGE! Live at https://languagelive.voyagersopris.com/
- **2.** Before importing students and assigning them to classes, you must enable schools at the district level. (Figure 1)

Home Manage Course												
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1 Schools										PRINT		
Staff	Manage Schools											
Training	Enabled Disabled View All											
	School ~ 2	Address	Contact			Status	Classes	Students	Class Wall			
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	Brook Middle School	1234 School Rd Dallas, TX 12345	None			Disabled	0	0		EDIT		
	Hillside Middle S	LANGUAGE! Live	Track LANGU	AGE! Live Hillside (202	20		Home	Manage	Course	Resources	Support	1
	Washington Mid	BACK TO MANAGE SCHOOLS										
		Edit Andersor	n Middl	e School								
		All fields are required unless specified as optional.										
		Status	Enabling a	school with existing o	data will result	in the follo	wing:					
	4	C Expliced Users in the school will be able to bg in, and district users will be able to view the school. If there is any school data coming from third party sources, it will be updated during scheduled updates. Results for the school will show up in district level reports.										
		Contact Information (optional)				School Address						
		First Name		Last Name				las Parkway	01			
		Title		Phone								
	NOYAGER SC	Email										
		Class Wall										
		Enable teachers to post a	assignments and	students to post and co	mment on all wal	lls.						
		CANCEL UHAVE SCHOOL - 5										
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Figure 1: Enable Schools (District Level)





- 3. Create teacher accounts. (If teacher accounts have already been created, skip to Step 5.) Go to Manage > Staff and click ADD STAFF to add a group of teachers or click ADD INDIVIDUAL to add one teacher at a time. (Figure 2)
- **4.** For each teacher account you want to create, add the teacher's last name, first name, e-mail address, school, and their primary role. Make sure to enable the *LANGUAGE! Live* License option.

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duct Trainir	Licenses	View All Principal Campus U:	ser Campus Coach Teacher		ADD INDIVIDUAL ADD STAFF						
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			NO RESULTS FOUND								
		View All Principal	Teacher Q Search by Last Name	4 -• ADD INDIVIDUAL ADD STAFF							
		Username Password School	Roles								
		Garcia Tor	nas tomas.garcia@HillsideIS	D.k12.tx.us garciaT1 Springfield Middle Schoo	Teacher EDIT						
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Ad	d Staff				- I						
All field	Is are required for each individual ro Last Name Roswell	First Name Norma									
2	Last Name Wright	First Name Jared	jared.wright@Hillsidel	User Information First Name Roswell	Last Name Norma						
3	Last Name	First Name	Email	Email	ID (optional)						
				norma.roswell@HillsideISD.k12.tx.us	5133772565						
				Role(s)	LANGUAGE! Live License						
				Springfield Middle School	Role Campus User						
				School Springfield Middle School	Role						
				🗄 Add Role	Teacher						
					Campus User						
					Campus Coach						
					Principal						

Figure 2: Add Teachers





Create classes for the teacher(s) you just added. If you are working at the district level, choose Manage > Schools. If you are a principal of a school or a campus coach, choose Manage > Classes. (Figure 3)

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Staff Staff Licenses	Manage Schools Enabled Disabled View All						ē P	RINT
	School 🗸	Address	Contact	Status	Classes S	tudents	Class Wall	
	Graham Middle School	32 New Lane Town North, TX 77444	None	Enabled	3	47	ED	п
2	• Rogers High School	22 Dayton-Yellow Springs Rd Dayton, TX 75010	Madison Wade, District Superintendent, 1 madison.wade@HillsideISD.k12.tr.us	23-456-7890 Enabled	9	128	EC	іт
	Springfield Middle School	17855 Dallas Parkway Dallas, TX 12345	Selma Diaz, Principal, 123-456-7890 selma.diaz@HillsideISD.k12.tx.us	Enabled	5	65	EC	п
	Class #1 Class #3 Class #4 Class #4	Roswe Class Stewa	nformation Name • 4 ndary Teacher •	Primary Teache Additional Teac		•	On On On	Off E Off E Off E
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Figure 3: Add Classes





- 6. When all teachers and classes have been created, you will import students. First, select the class from the list, then click IMPORT STUDENTS. At the district level you can either roster students directly into their classes, or you can import students without assigning them to a class. Teachers or other school personnel can do the rostering later. (Figure 4)
- 7. Follow the instructions for your selected import method. Download the appropriate Excel template. Complete the template by adding your student data. Do not make changes to the prepopulated fields. Save the template to your desktop and return to the **Import Students** window and upload the completed file.

NOTE: When entering a student data into the template, format the data correctly:

- When importing the Student Grade, valid grades are K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12.
- When importing the Student Birthdate, the valid date format is: mm/dd/yy.
- The maximum number of students allowed per class is 100. Please be sure to create enough classes for your students before beginning the import process.

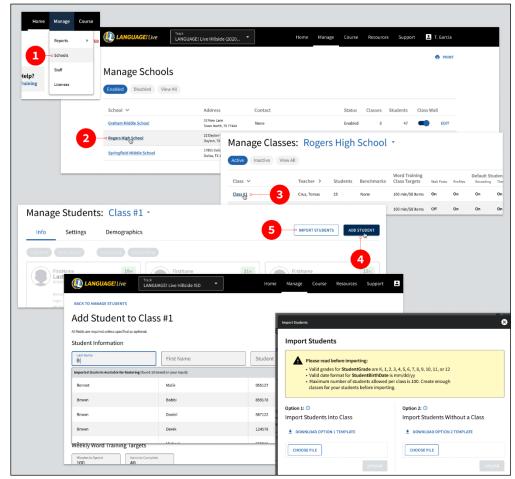


Figure 4: Import Students