



Enable Schools

★ You will need to identify all schools that you would like to enable for this implementation.

Why is this important? Enabling these schools will allow you to add teachers and classes, as well as populate a student roster and manage students.

How do I do it? Click on **Manage > Schools**. Click the **Disabled** option to view all disabled schools. Then, click **EDIT** for the corresponding school. Change the status from **Disabled** to **Enabled**. The **Contact Information** is optional but is helpful when reaching out to the school's main contact. Click **UPDATE SCHOOL**.

The screenshot shows the 'Manage Schools' page in the LANGUAGE! Live system. A navigation menu on the left has 'Schools' highlighted with a red circle '1'. The main table lists schools, with 'Anderson Middle School' selected and its 'EDIT' button circled in red '3'. The 'Disabled' filter is active, circled in red '2'. The 'Edit Anderson Middle School' form is open, showing the 'Status' section where 'Enabled' is selected, circled in red '4'. A yellow warning box is visible above the form fields. At the bottom of the form, the 'UPDATE SCHOOL' button is circled in red '5'.

For more information and guidance, contact Support at 800-547-6747 ext. 7160 or e-mail support@voyagersopris.com.

Enable Schools

Add Teachers
& Users

Add Classes

Add
Students

Manage
Licenses

Add Teachers and School Users

You will need to create accounts for teachers, principals, and other school staff.

Why is this important? Once school staff accounts are created, the staff can add teachers and classes, as well as access the student roster and manage students. All teachers' accounts will appear on the **Manage Staff** page. However, teachers without an active class will not have access. Therefore, they do not have to be removed. Teachers may have multiple classes with a single login.

How do I do it? Click on **Manage > Staff**. If a returning district, use the **Search** feature to verify if a user has a login. If no user is found, click **ADD STAFF** to add a group of users or click **ADD INDIVIDUAL** to add one user, then complete the staff information. Next, assign school and role(s) and click **ADD STAFF**. If adding a teacher, make sure to enable the *LANGUAGE! Live* License option.

The screenshot shows the 'Manage Staff' page in the LANGUAGE! Live system. A navigation menu on the left has 'Staff' highlighted with a red circle '1'. The main area has a search bar with 'Rossi' entered and a red circle '2'. Below the search bar, there are 'ADD INDIVIDUAL' and 'ADD STAFF' buttons, with 'ADD STAFF' circled in red with a '3'. A table below shows a list of staff members, including 'Garcia, Tomas' with a red circle '4' pointing to the 'ADD INDIVIDUAL' button. Two inset forms are shown: 'Add Staff' with fields for Last Name, First Name, and Email; and 'Add Individual' with fields for User Information (First Name, Last Name, Email, ID) and Role(s) (School, Role). The 'Role' dropdown is open, showing 'Teacher' selected.

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Classes will need to be created for students to be added to a roster.

How do I do it? Click on **Manage > Schools**. Click on the **School** from the list, then click **ADD CLASS**.

Add the class name and select the primary teacher from the menu. Set **Weekly Word Training Targets** and **Default Student Settings**, and set any **Benchmark Assessments** for the class. Click **ADD CLASS**.

The screenshot displays the 'Manage Schools' page with a table of schools. A red circle '1' points to the 'Schools' option in the 'Manage' dropdown menu. A red circle '2' points to 'Rogers High School' in the table. A red circle '3' points to the 'ADD CLASS' button in the 'Manage Classes: Rogers High School' header. A red circle '4' points to the 'Class Name' input field in the 'Add Class to Rogers High School' form.

School	Address	Contact	Status	Classes	Students	Class Wall
Graham Middle School	32 New Lane Town North, TX 77444	None	Enabled	3	47	EDIT
Rogers High School	22 Dayton-Willow Springs Rd Dayton, TX 75010	Madison Wade, District Superintendent, 123-456-7890 madison.wade@HillsidesD.k12.tx.us	Enabled	9	128	EDIT
Springfield Middle School	17855 Dallas Parkway Dallas, TX 12345	Selma Diaz, Principal, 123-456-7890 selma.diaz@HillsidesD.k12.tx.us	Enabled	5	65	EDIT

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Why is this important? Populating your class roster is a critical step toward fully utilizing *LANGUAGE! Live*.® Once the class roster is established, user names and passwords are created. Online scores will then be populated after assessments to allow analysis of student performance data to help inform instruction.

How do I do it? There are three ways to add students.

1. Students can be added manually by selecting the **Class** in the list, then clicking **ADD STUDENT**.
 - a. To add a *new student*, enter all required information (**Last Name, First Name, Student ID, Grade, and Birth Date**).
2. To add *existing students*, enter either (**Last Name, First Name OR Student ID**) and the imported students matching your search will appear in the dropdown menu. It is recommended that you enter the student ID to narrow down your list of students more quickly in the database.
3. To *import students*, click **IMPORT STUDENTS** and download the template. (NOTE: Do not alter prepopulated fields.)

The screenshot displays the LANGUAGE! Live web application interface. At the top, there is a navigation bar with 'Home', 'Manage', and 'Course' tabs. A sidebar on the left contains a menu with 'Reports', 'Schools', 'Staff', and 'Licenses'. The main content area is divided into several sections:

- Manage Schools:** A table listing schools with columns for School, Address, Contact, Status, Classes, Students, and Class Wall. A red circle '2' highlights the 'Rogers High School' entry.
- Manage Classes: Rogers High School:** A table listing classes with columns for Class, Teacher, Students, Benchmarks, Word Training, Class Targets, Wall Posts, Profiles, and Default Student Recording. A red circle '3' highlights the 'Class #1' entry, and a red circle '4' highlights the 'ADD STUDENT' button.
- Manage Students: Class #1:** A section with 'Info', 'Settings', and 'Demographics' tabs. A red circle '5' highlights the 'IMPORT STUDENTS' button.
- Add Student to Class #1:** A form for adding a new student with fields for Last Name, First Name, and Student ID. Below the form is a table of 'Imported Students Available for Rostering' with columns for Last Name, First Name, and Student ID.
- Import Students:** A dialog box with a warning icon and instructions: 'Please read before importing: Valid grades for StudentGrade are: K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12. Valid date format for StudentBirthDate is mm/dd/yyyy. Maximum number of students allowed per class is 100. Create enough classes for your students before importing.' It offers two options: 'Import Students Into Class' and 'Import Students Without a Class', each with a 'DOWNLOAD OPTION X TEMPLATE' link and a 'CHOOSE FILE' button.

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Manage Licenses

You may allocate licenses to specific schools and/or classes to ensure the correct technology services are available at each level.

Why is this important? Your purchase has provided you specific access to technology that can be distributed across your implementation.

How do I do it? You may choose not to allocate licenses, which allows all schools and classes to enroll students and use licenses up to the purchased amount. You should monitor as some schools or classes may use more licenses than expected. If you choose to allocate, select **Manage > Licenses**. Set limits on the schools and classes as needed and click **SAVE CHANGES**.

The screenshot shows the 'Manage Licenses' page for Hillside ISD. The page title is 'Manage Licenses' and the subtitle is 'Licenses for Hillside ISD > LANGUAGE! Live Hillside ISD (2020-2021)'. The page is divided into 'Students' and 'Teachers' tabs. A message states: 'The following is a list of licenses purchased by the district plus any licenses purchased directly by the schools within the district. Expand a school below to allocate class licenses.' Below this, a table shows the license allocation for Hillside ISD. The table has columns for school name, licenses used, and a 'Set Limit' button. The total for the district is 200 licenses purchased, with 112 available. The table shows that 88 of 200 licenses are used across various schools and classes. A 'SAVE CHANGES' button is located at the bottom right of the table.

School/Class	Licenses Used	Set Limit
Hillside ISD	200 Licenses Purchased by District, 112 Available	
Anderson Middle School	0 Used	Set Limit 40
Barnet Period 1 (12 students)	0 used	Set Limit 20
Hunt Period 2 (13 students)	0 used	Set Limit
TOTAL	0 of 40 Used	20 of 40
Cherry Lane Middle School	37 Used	Set Limit 40
Hillside Middle School	5 Purchased by School, 19 Used	Set Limit 40
Rogers High School	18 Used	Set Limit 40
Springfield Middle School	14 Used	Set Limit 40
DISTRICT TOTAL	88 of 200 Used	200 of 200

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