READING RANGERS TIP SHEET
Adding Teachers and Classes

GET STARTED ON YOUR READING ADVENTURE!

Welcome to your free 30-day school trial of *Reading Rangers* online literacy practice program for grades K–5. Please refer to this tip sheet to help you log in to *Reading Rangers* and get teachers and students added from your district or school. Here we go!

ADDING TEACHERS AND CLASSES

There are three levels of user roles for *Reading Rangers*: **Teacher**, **School Admin**, and **District Admin**. All of these roles can add the students to a class roster, but only School Admin- and District Admin-level users can create classes and assign teachers to those classes. A School Admin user can log in to *Reading Rangers* and begin adding teachers and classes by following these steps. We recommend you identify at least two classrooms in your school to participate in the trial. The maximum number of student participants is 180.

ADD TEACHERS

1 After logging in to readingrangers.voyagersopris.com, select the Staff menu in the top menu bar. This shows a list of all of the teachers already created for the school.

2 Select the ADD TEACHER button to add a new teacher to the school.

3 A window appears allowing you to specify the teacher's Last Name, First Name, ID, Email, and Phone.

a. All fields except Phone are required.

b. Roles is set to Teacher by default and cannot be changed. A School Admin can only add Teacher users.

4 After all required fields have been completed, select the ADD button to add the teacher.

5 The new teacher appears in the table of teachers, sorted alphabetically by last name. The teacher's *Reading Rangers* credentials (username and password) are automatically generated and shown in the table.

6 Repeat steps 2–4 to add more teachers.

ADD CLASSES

1 Select the Classes menu in the top menu bar. This shows a list of all of the classes already created for the school.

2 Select the ADD CLASS button to add a *Reading Rangers* class to the school.

3 A window appears allowing you to specify the class's Grade and Primary Teacher.

a. Both fields are required.

b. Only already-defined teachers will appear in the Primary Teacher drop-down list.

c. The class name will default to the teacher's last name followed by the grade level. This can be changed as desired after the class is created.

4 After selecting both fields, select the ADD button to add the class.

5 Repeat steps 2–4 to add more classes.

6 A class can be deleted only if it contains no rostered students.

a. To delete an empty class, hover over the class row and select the pencil (edit) icon to the far right.

b. A window appears allowing you to edit the class details. Select the REMOVE CLASS button at the bottom of the window.

EDIT A CLASS OR ROSTER

1 The class details can be edited by hovering over the class row and selecting the pencil (edit) icon to the far right.

2 A window appears allowing you to change the Grade, Class Name, and Primary Teacher. Up to two additional teachers (Secondary Teacher and Alternate Teacher) can be assigned to the class.

3 After making any desired changes, select the UPDATE button to save the new class details.

4 Selecting a class row on the Classes page will expand the class row to show the roster of students assigned to the class.

5 A student's details can be edited by hovering over a student row and selecting the pencil (edit) icon to the far right.

6 A student can be removed from the roster by hovering over a student row and selecting the bin (remove) icon to the far right. A warning box will appear requiring confirmation of this action before removing the student.

7 Additional students can be added to this class by selecting the ADD STUDENT button in the roster table header.

GREAT JOB!

Now, you, your teachers, and students have free access to *Reading Rangers* for 30 days. We will be checking in with you by email to ensure you have what you need.

If you have any questions/comments or need further assistance, please contact us:
support@voyagersopris.com or 800.547.6747

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