LANGUAGE! Live

Enable Schools | Add Teachers & Users | Add Classes | Add Students | Manage Licenses

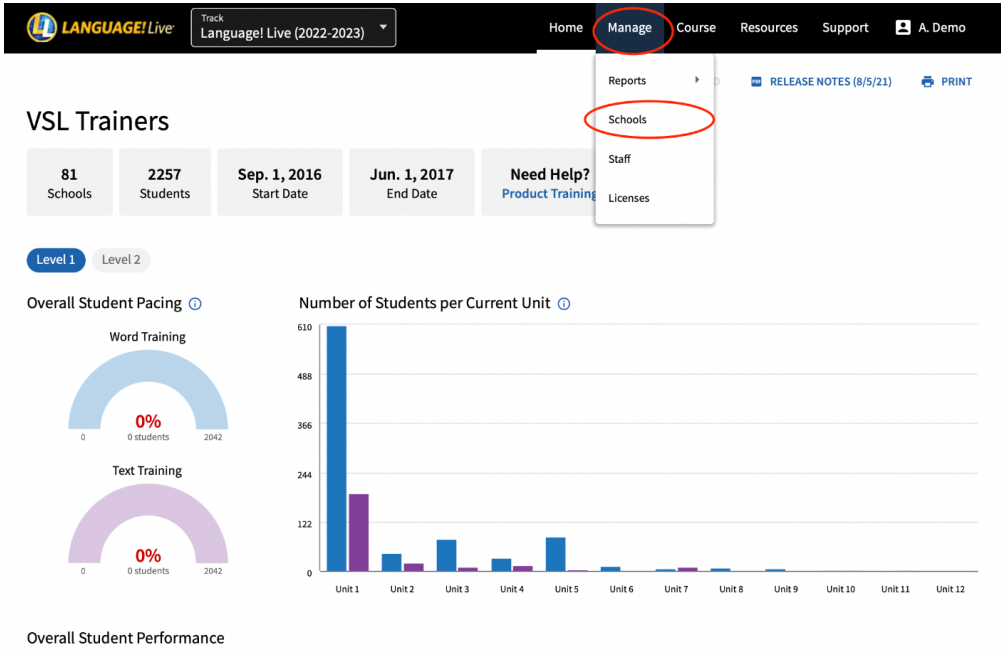
Activate Schools

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

Why is this important?
Activation of these schools will then allow you to create teachers and classes, as well as roster and manage students.

How do I do it?
Log on and Select the Tab for Manage

From the Manage Tab select the tab for Schools to view all available campuses.



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

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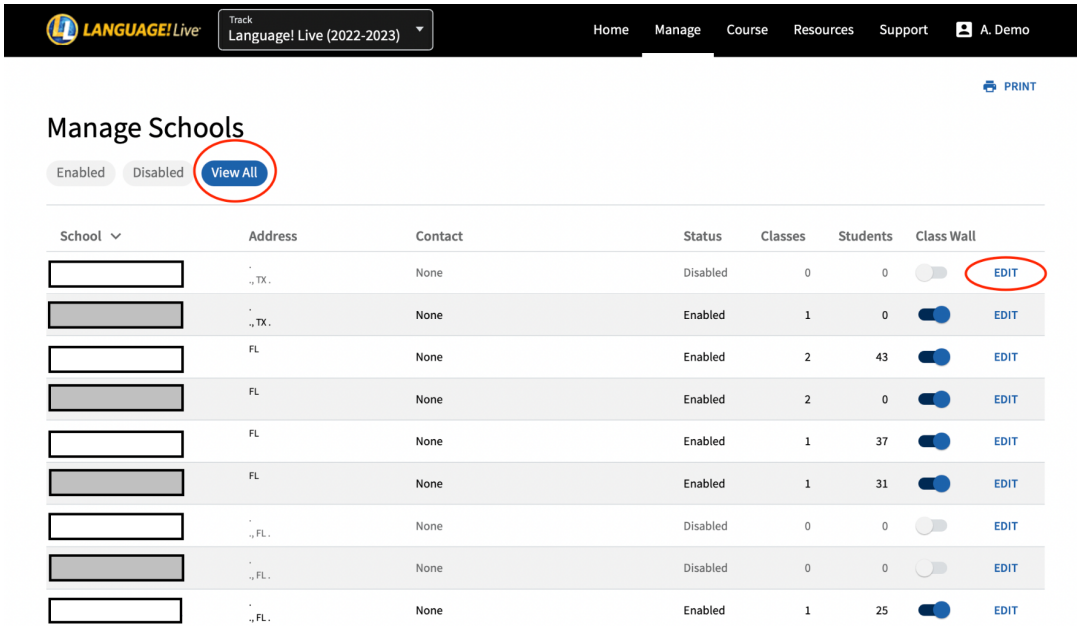
Activate Schools

How do I do it? From the Schools Tab select the tab for View All to view all available campuses.

To activate a campus, select the link for Edit.

Note: If a campus is needed that is not currently listed on the corresponding list, please contact Support to get the campus added.



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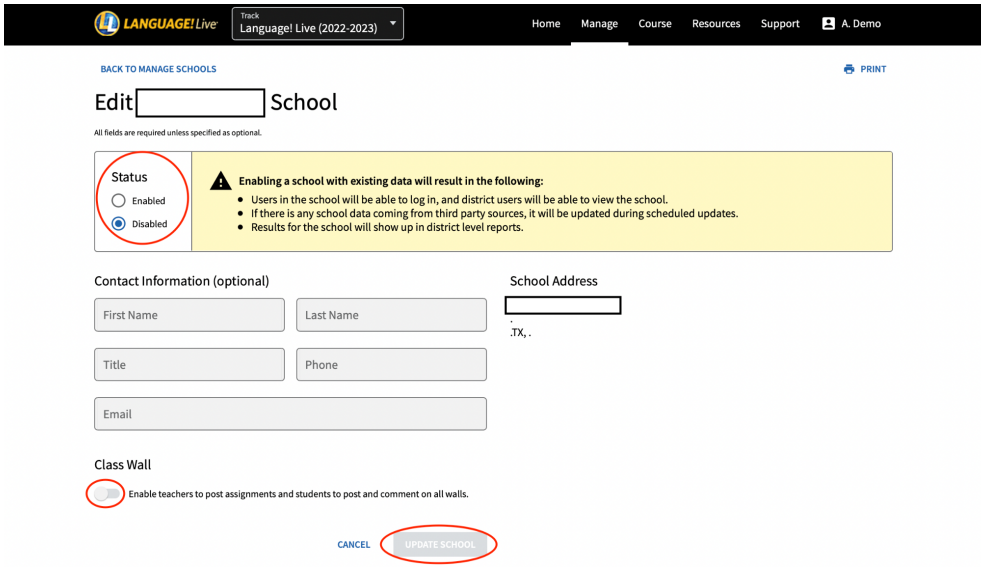
Activate Schools

Once you've reached Edit click the Enabled box under the Status section of the corresponding school that you would like to activate.

The Contact is optional, but is helpful information when reaching out to the school's main contact.

Choose if you'd like to Enable the Class Wall by selecting the box under Class Wall.

Click Update School.



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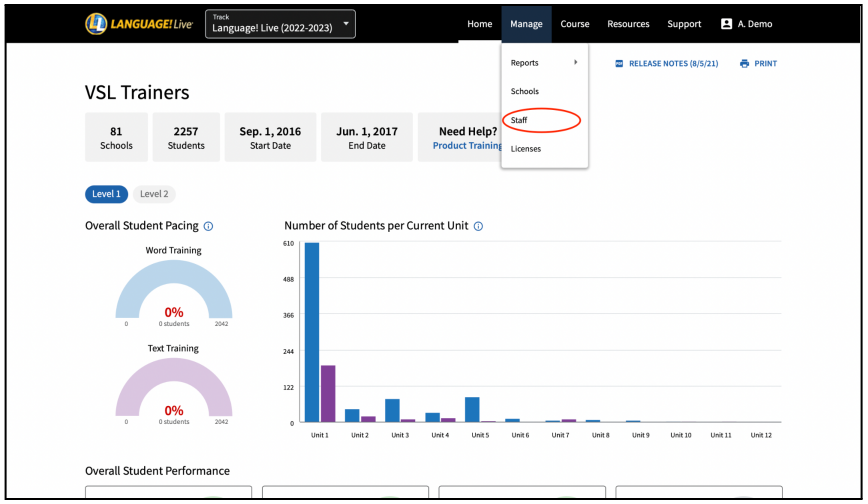
Add School Users

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

Why is this Important? Once school staff are created, they can create teachers and classes, as well as roster and manage students.

How do I do it? From the Home Screen click on Manage > Staff.



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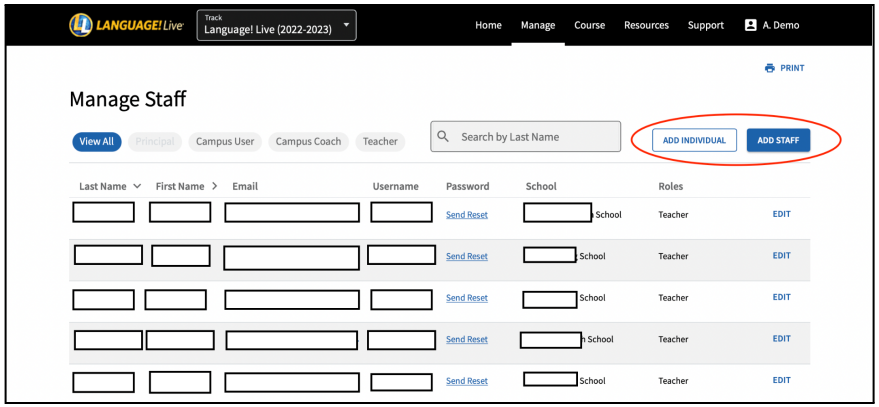

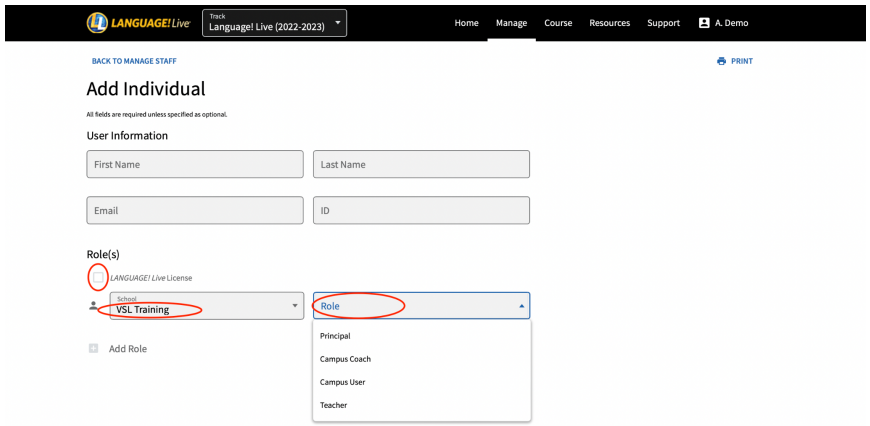

Add Teachers and Classes

Teachers and Classes will need to be created in order for students to be rostered.

Why is this Important? All teachers created at a school will show up on the Teacher list. However, teachers without an active class will not have access. Therefore, they do not need to be removed.
Teachers may have multiple classes with a single login.

How do I do it?
From the Home Screen click on Manage > Staff.

If a returning district: Use the Search feature to verify if the user has a login.
If no user found: click Add Individual complete staff information. If adding multiple teachers, select Add Staff.
Then assign school and role and Save.

Note: When Selecting the appropriate role for a campus, it is important to know that any user selected as a Campus User, Campus Coach, or Principal will have access to all student data for the corresponding campus. If the staff member is assigned as a Teacher they will only have access to their corresponding classes.

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Enable Schools | Add Teachers & Users | **Add Classes** | Add Students | Manage Licenses

Add Classes

How do I do it?

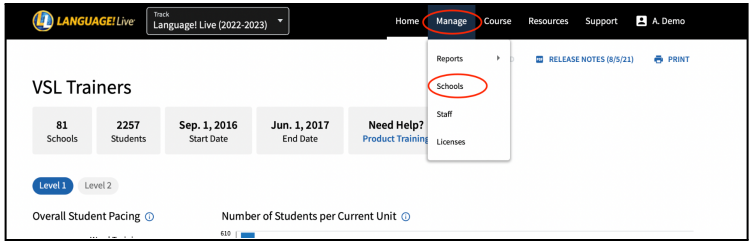
From the Home Screen click on Manage Drop Down > Select Schools > Corresponding School > Add Class.

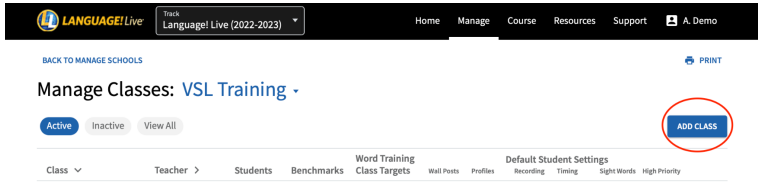
If the teacher is not listed, click on **Add Staff**.
Complete the required fields (**last name, first name and email**) and click Save Changes.

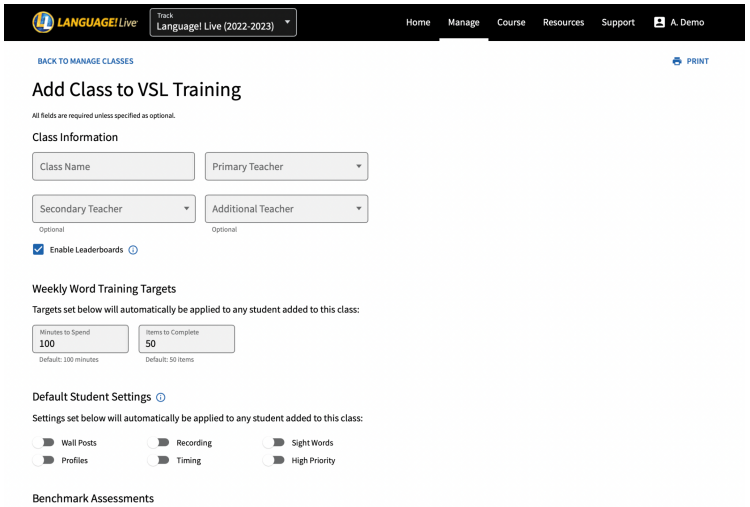
Select Add Class as needed.

If teachers have more than one class section click **Add Class** as many times as needed for the number of sections.
Class Name is required.

Make sure to **Save Changes**.







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Enable Schools | Add Teachers & Users | Add Classes | **Add Students** | Manage Licenses

Add Students

There are three ways to add students. You can:

1. Add students by manually entering online
2. Add existing students to your class that are already in our database
3. Import students from your student information system by using a simple Excel spreadsheet.

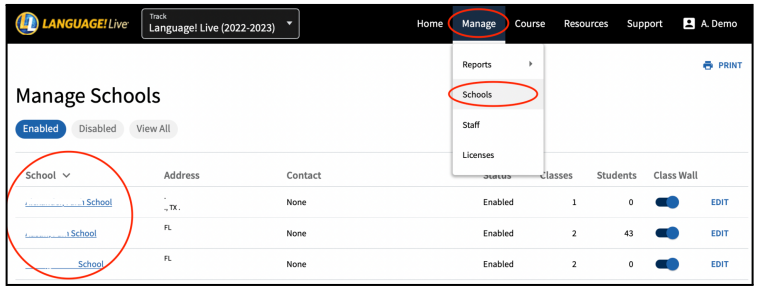
Why is this important? Populating your class roster is a critical step toward fully utilizing LANGUAGE! Live. Once the class roster is established, usernames and passwords are created. Online scores will then be populates after assessments to allow analysis of student performance data to help inform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

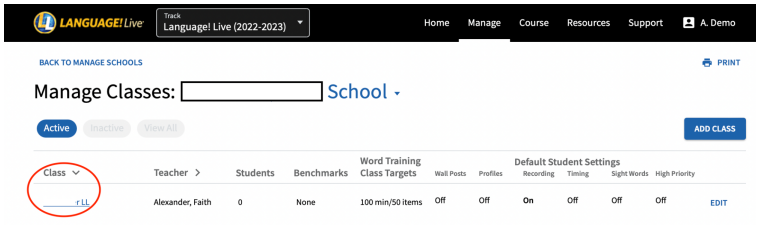
How do I do it? Students can be added manually by selecting the Manage > Click Schools > Preferred School Campus. In the following select the Class you would like to add students to.

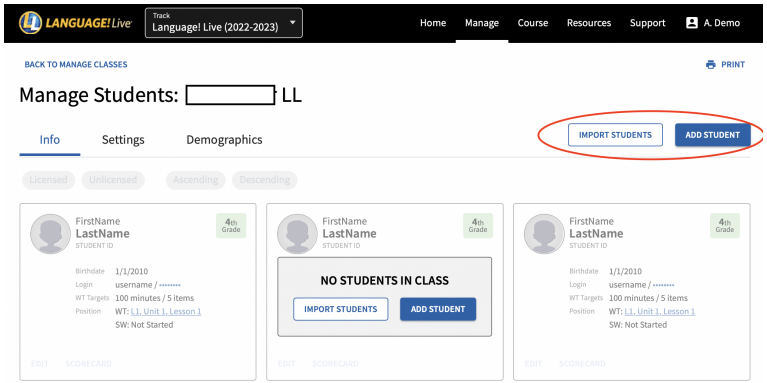
To add a new student enter all required information (last name, first name, student id, grade and birth date)

To add existing students enter either (last name, first name OR student id). It is recommended to enter student id to narrow down your list of students in the database.

To import students click Import Students and download template.*do not alter pre populated fields.







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Assign Licenses

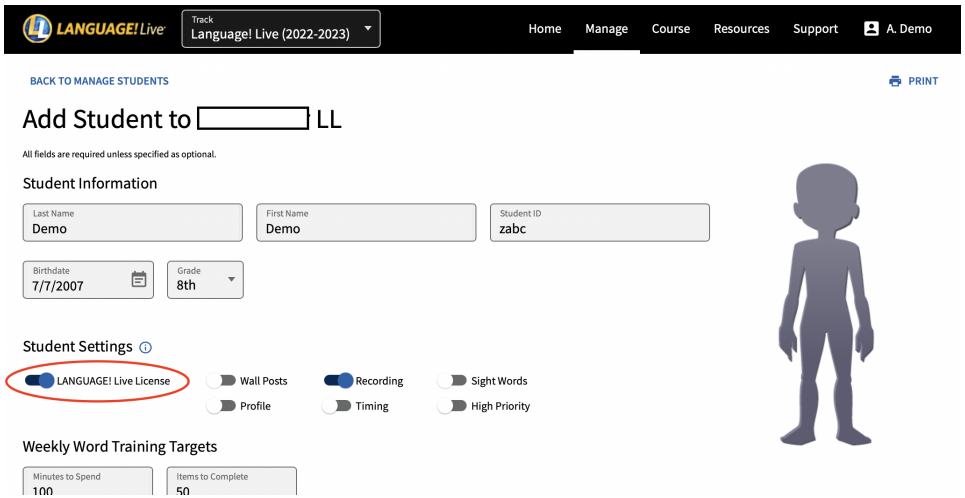
You may assign licenses to specific schools and or classes to ensure the correct technology services are available at each level.

Why is this important?

This is important as your purchase has provided you specific access to technology that can be distributed across your implementation

How do I do it?

Once you've added your students in the corresponding classes, select the student you would like to assign a license to. Toggle the Language! Live License selection and Save.



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Assign Licenses

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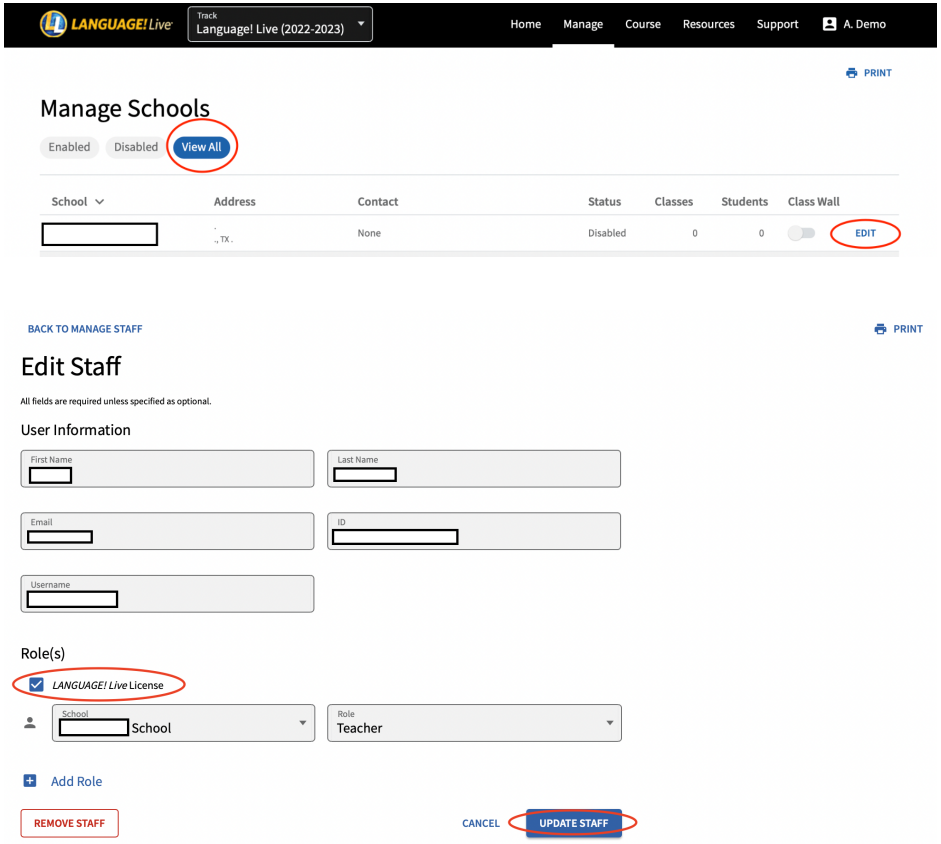
How do I do it?

To assign a license to a teacher:
Manage > Staff > Select Corresponding Teacher > Edit > Toggle the Language! Live License selection and Save.



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