

Activate Schools

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

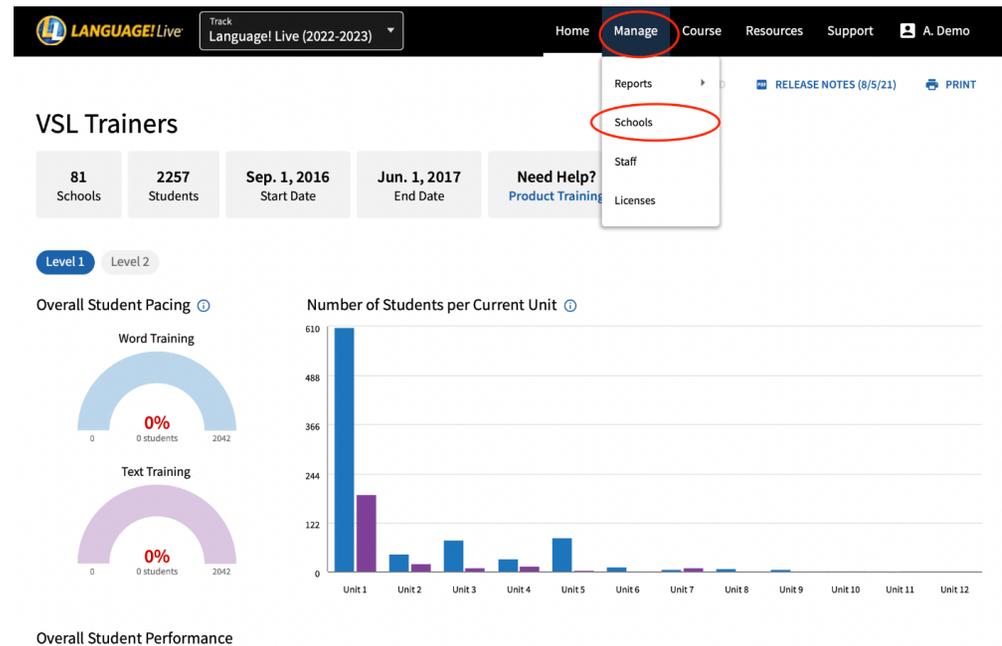
Why is this important?

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.



VSL Trainers

81 Schools	2257 Students	Sep. 1, 2016 Start Date	Jun. 1, 2017 End Date	Need Help? Product Training Licenses
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Level 1 | Level 2

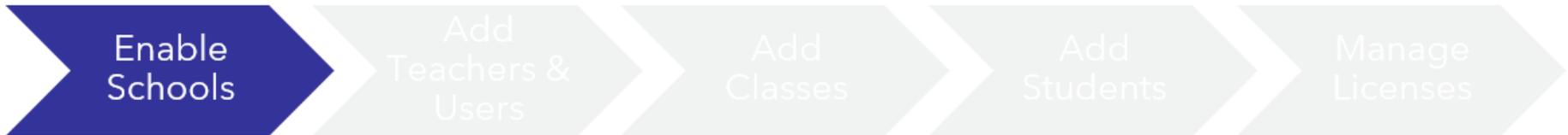
Overall Student Pacing

- Word Training: 0% (0 students / 2042)
- Text Training: 0% (0 students / 2042)

Overall Student Performance

Number of Students per Current Unit

Unit	Number of Students
Unit 1	610
Unit 2	100
Unit 3	100
Unit 4	100
Unit 5	100
Unit 6	100
Unit 7	100
Unit 8	100
Unit 9	100
Unit 10	100
Unit 11	100
Unit 12	100

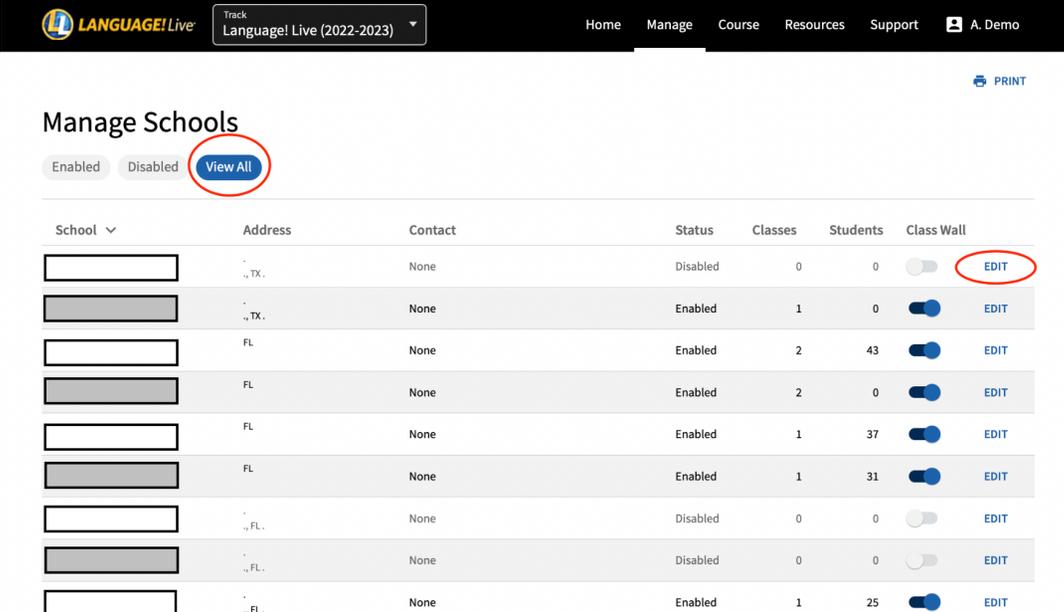


Activate Schools

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

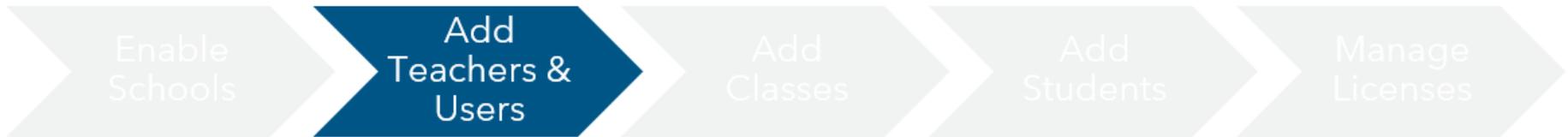
To activate a campus, select the link for [Edit](#).

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



School	Address	Contact	Status	Classes	Students	Class Wall	
	TX	None	Disabled	0	0	<input type="checkbox"/>	EDIT
	TX	None	Enabled	1	0	<input checked="" type="checkbox"/>	EDIT
	FL	None	Enabled	2	43	<input checked="" type="checkbox"/>	EDIT
	FL	None	Enabled	2	0	<input checked="" type="checkbox"/>	EDIT
	FL	None	Enabled	1	37	<input checked="" type="checkbox"/>	EDIT
	FL	None	Enabled	1	31	<input checked="" type="checkbox"/>	EDIT
	FL	None	Disabled	0	0	<input type="checkbox"/>	EDIT
	FL	None	Disabled	0	0	<input type="checkbox"/>	EDIT
	FL	None	Enabled	1	25	<input checked="" type="checkbox"/>	EDIT

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

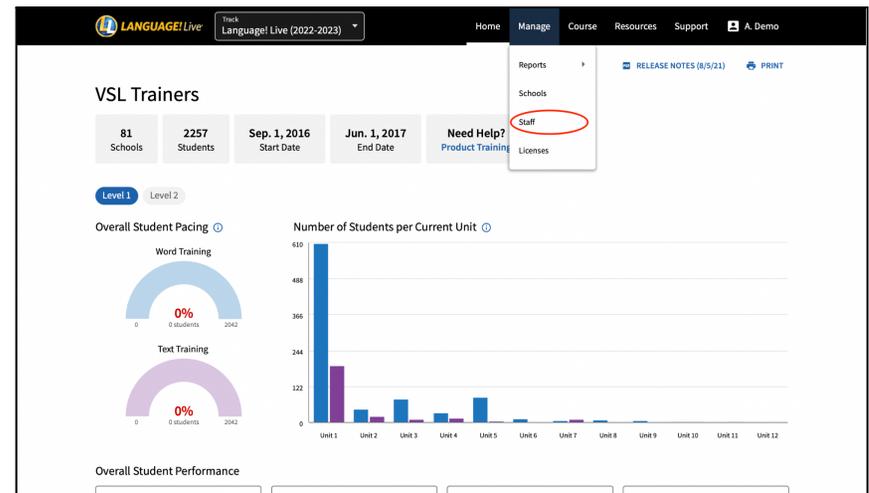


Add School Users

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](#).



VSL Trainers

81 Schools	2257 Students	Sep. 1, 2016 Start Date	Jun. 1, 2017 End Date	Need Help? Product Training
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Level 1 | Level 2

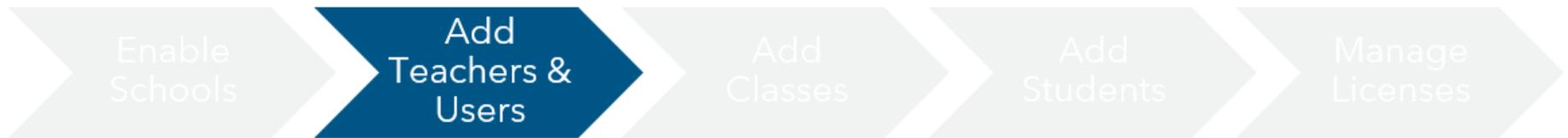
Overall Student Pacing

- Word Training: 0% (0 students / 2042)
- Text Training: 0% (0 students / 2042)

Number of Students per Current Unit

Unit	Number of Students
UNIT 1	~500
UNIT 2	~100
UNIT 3	~150
UNIT 4	~100
UNIT 5	~200
UNIT 6	~50
UNIT 7	~50
UNIT 8	~50
UNIT 9	~50
UNIT 10	~50
UNIT 11	~50
UNIT 12	~50

Overall Student Performance



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?

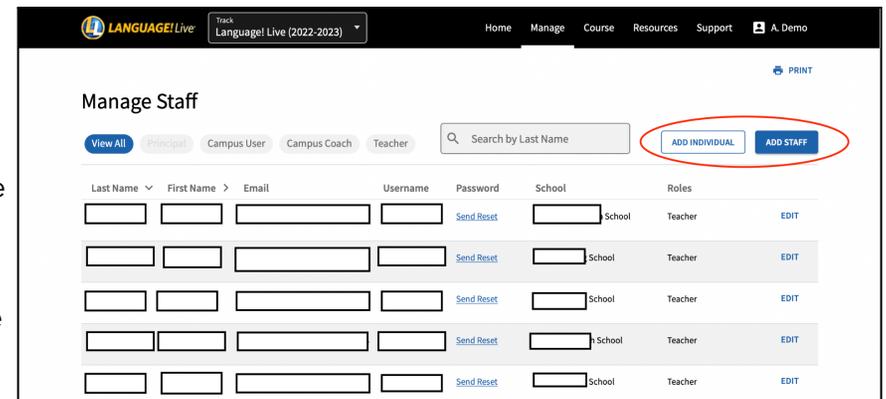
From the Home Screen click on [Manage > Staff](#).

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.

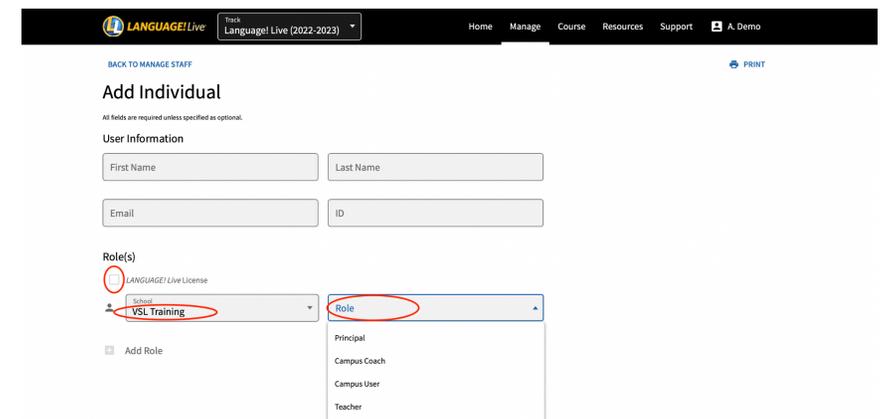
Note: When Selecting the appropriate role for a campus, it is important to know that any user selected as a Campus User, Campus Coach, or Principal will have access to all student data for the corresponding campus. If the staff member is assigned as a Teacher they will only have access to their corresponding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



Manage Staff

View All [Principal](#) [Campus User](#) [Campus Coach](#) [Teacher](#) [ADD INDIVIDUAL](#) [ADD STAFF](#)

Last Name	First Name	Email	Username	Password	School	Roles
<input type="text"/> Send Reset	<input type="text"/> School	Teacher EDIT				
<input type="text"/> Send Reset	<input type="text"/> School	Teacher EDIT				
<input type="text"/> Send Reset	<input type="text"/> School	Teacher EDIT				
<input type="text"/> Send Reset	<input type="text"/> School	Teacher EDIT				
<input type="text"/> Send Reset	<input type="text"/> School	Teacher EDIT				



Add Individual

All fields are required unless specified as optional.

User Information

First Name Last Name

Email ID

Role(s)

LANGUAGE! Live License

[VSL Training](#)

Add Role

- Principal
- Campus Coach
- Campus User
- Teacher

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



Add Classes

How do I do it?

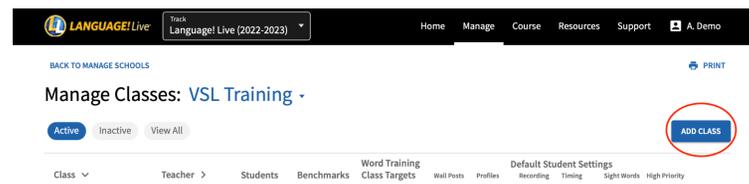
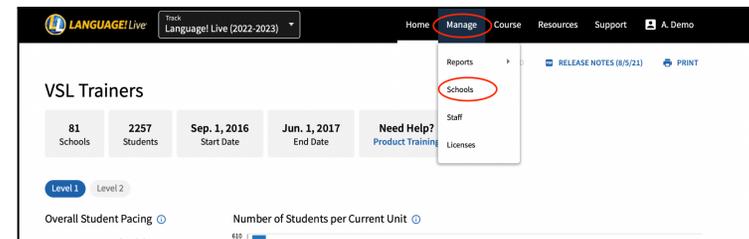
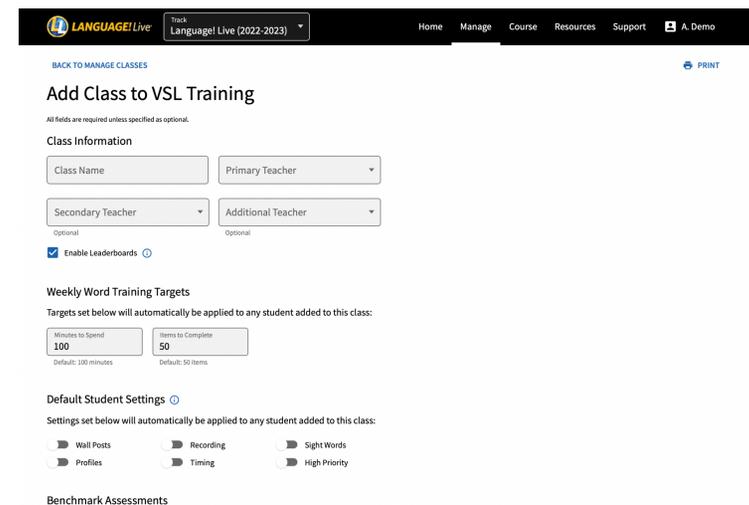
From the Home Screen click on Manage Drop Down > Select Schools > Corresponding School > Add Class.

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.

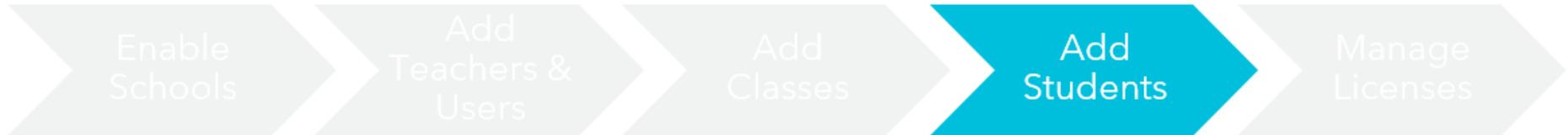
If teachers have more than one class section click Add Class as many times as needed for the number of sections. Class Name is required.

Make sure to Save Changes.

The screenshot shows the 'Add Class to VSL Training' form. It includes fields for Class Name, Primary Teacher, Secondary Teacher, and Additional Teacher. There are checkboxes for 'Enable Leaderboards' and 'Default Student Settings'. The form also has sections for 'Weekly Word Training Targets' (Minutes to Spend: 100, Items to Complete: 50) and 'Default Student Settings' (Wall Posts, Profiles, Recording, Timing, Sight Words, High Priority). A 'Benchmark Assessments' section is also visible at the bottom.

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



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.

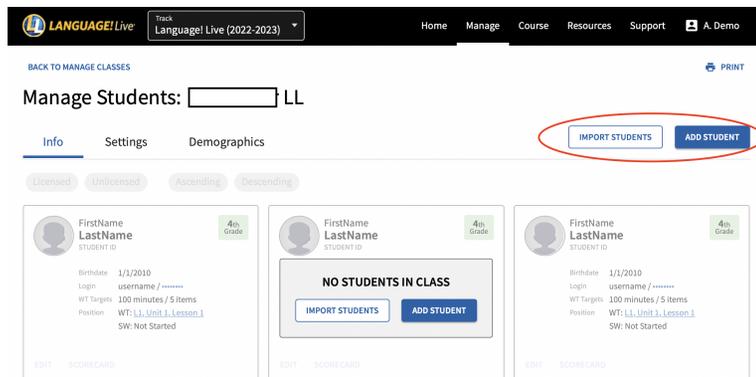
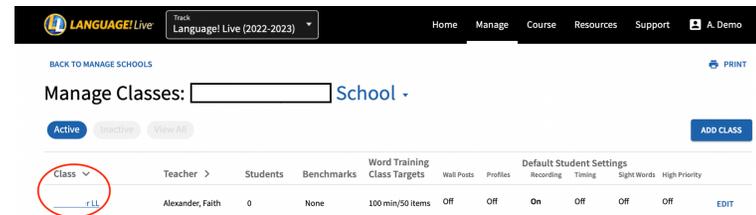
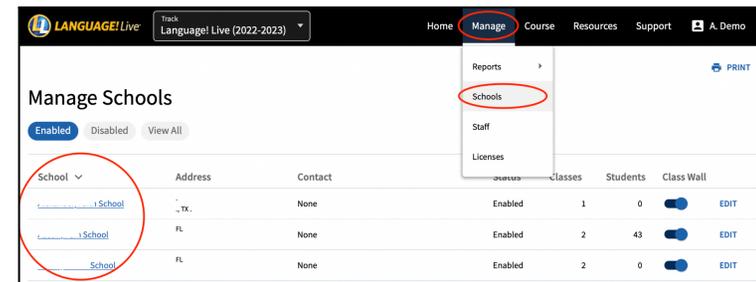
Why is this important? Populating your class roster is a critical step toward fully utilizing LANGUAGE! Live. Once the class roster is established, usernames and passwords are created. Online scores will then be populated after assessments to allow analysis of student performance data to help inform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

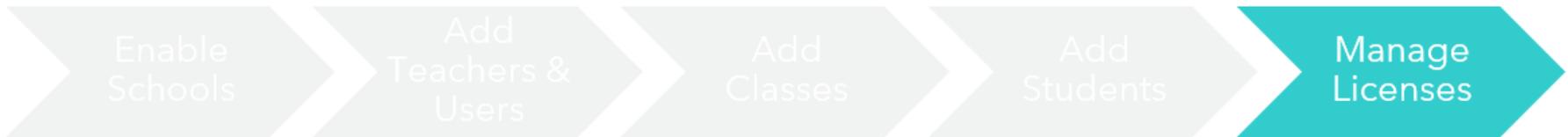
To add existing students enter either (last name, first name OR student id). It is recommended to enter student id to narrow down your list of students in the database.

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



Screen,

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Assign Licenses

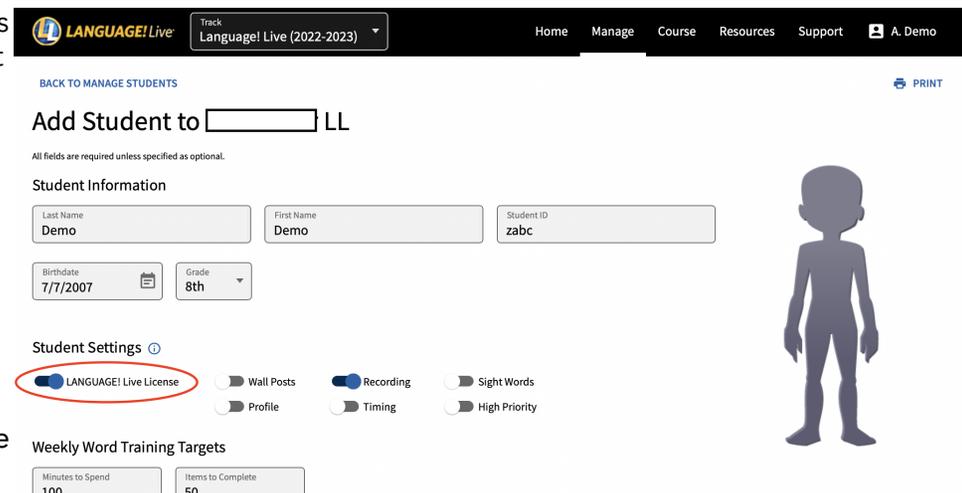
You may assign licenses to specific schools and or classes to ensure the correct technology services are available at each level.

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](#).





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?

To assign a license to a teacher:

[Manage](#) > [Staff](#) > [Select Corresponding Teacher](#) > [Edit](#) > [Toggle the Language! Live License selection](#) and [Save](#).

Manage Schools

Enabled Disabled **View All**

School	Address	Contact	Status	Classes	Students	Class Wall
[Redacted]	[Redacted], TX	None	Disabled	0	0	[Redacted] EDIT

[BACK TO MANAGE STAFF](#)

Edit Staff

All fields are required unless specified as optional.

User Information

First Name [Redacted] Last Name [Redacted]

Email [Redacted] ID [Redacted]

Username [Redacted]

Role(s)

LANGUAGE! Live License

School [Redacted] School Role **Teacher**

[Add Role](#)

[REMOVE STAFF](#) [CANCEL](#) **UPDATE STAFF**

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