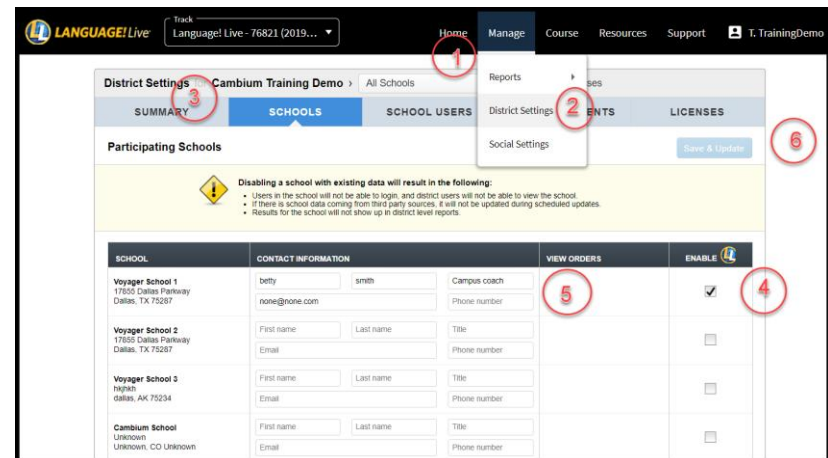


Activate Schools

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

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

How do I do it? Click on **Manage > District Settings > Schools**. Click the **Enable** box to the corresponding school. The **Contact** is optional, but is helpful information when reaching out to the school's main contact. Click **Save & Update**.



Disabling a school with existing data will result in the following:

- Users in the school will not be able to login, and district users will not be able to view the school.
- If there is school data coming from third party sources, it will not be updated during scheduled updates.
- Results for the school will not show up in district level reports.

SCHOOL	CONTACT INFORMATION	VIEW ORDERS	ENABLE
Voyager School 1 17605 Dallas Parkway Dallas, TX 75287	First name: <input type="text"/> Last name: <input type="text"/> Email: <input type="text"/> Title: <input type="text"/> Phone number: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Voyager School 2 17605 Dallas Parkway Dallas, TX 75287	First name: <input type="text"/> Last name: <input type="text"/> Email: <input type="text"/> Title: <input type="text"/> Phone number: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voyager School 3 hwy 104, AK 99504	First name: <input type="text"/> Last name: <input type="text"/> Email: <input type="text"/> Title: <input type="text"/> Phone number: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cambium School Unknown, CO Unknown	First name: <input type="text"/> Last name: <input type="text"/> Email: <input type="text"/> Title: <input type="text"/> Phone number: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

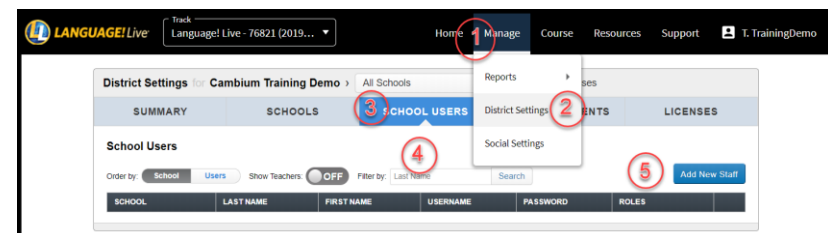
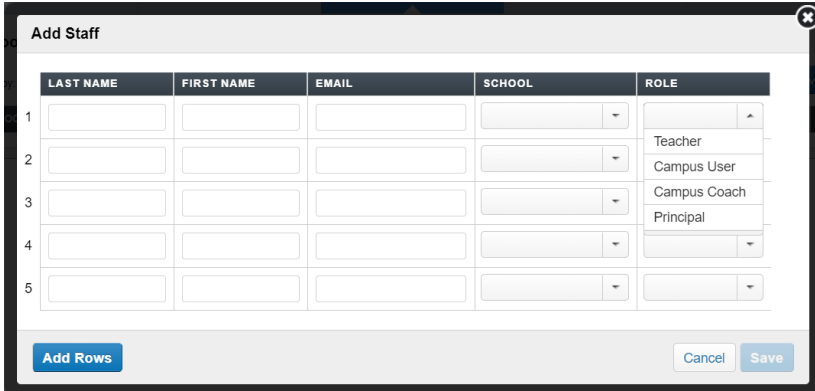


Add School Users

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? Click on **Manage > District Settings > School Users**. If a returning district use the **Search** feature to verify if user has a login. If no user found click **Add New Staff** complete staff information. Then assign school and role click **Save**.

	LAST NAME	FIRST NAME	EMAIL	SCHOOL	ROLE
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Teacher
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Campus User
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Campus Coach
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Principal
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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



Add Teachers and Classes

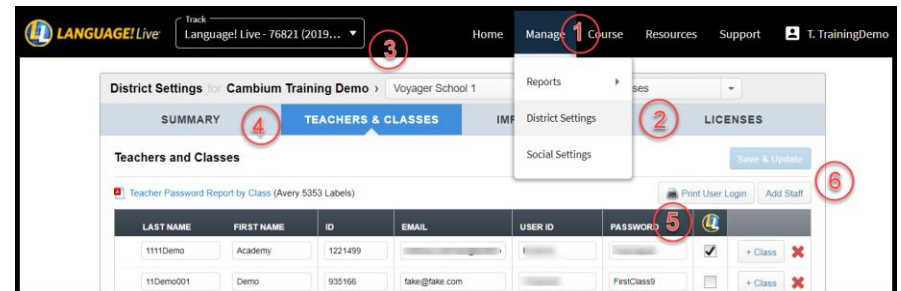
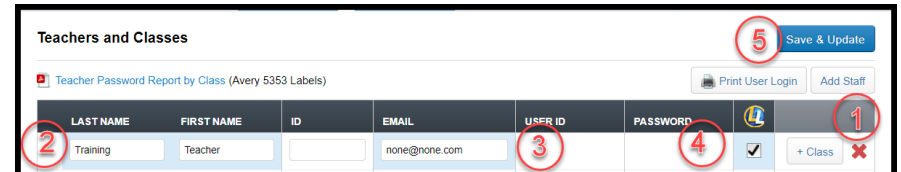
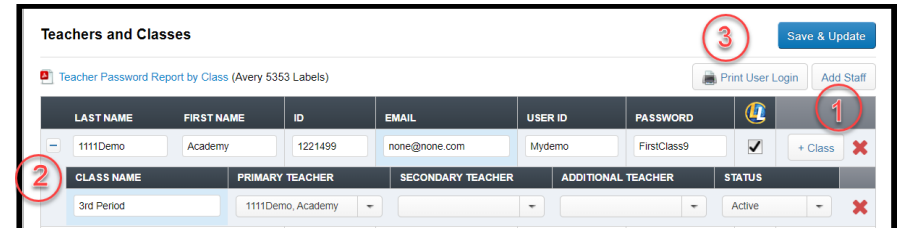
Teachers and Classes will need to be created in order for students to be rostered.

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 have to be removed. Teachers may have multiple classes with a single login.

How do I do it? Click on **Manage > District Settings**. Select **School** in dropdown and click on **Teachers & Classes**. If teacher is listed **Enable License** by checking box.

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

If teachers have more than one class section click **+Class** as needed for the number of sections. **Class Name** is required. Click **Save & Update**.

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

Activate
Schools

Add School
Users

Add Teachers
and Classes

Add
Students

Assign
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.

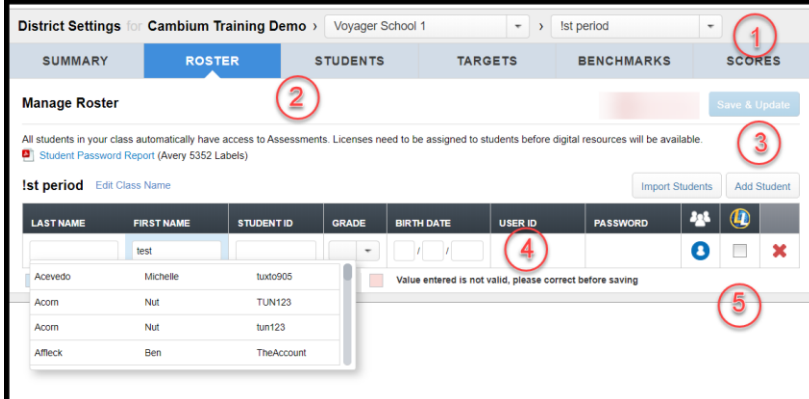
Why is this important? Populating your class roster is a critical step toward fully utilizing LANGUAGE! Live. Once the class roster is established, usernames and passwords are created. Online scores will then be populated after assessments to allow analysis of student performance data to help inform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

How do I do it? Students can be added manually by selecting the **Class** in the dropdown > Click **Roster** > **Add Student**.

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 data base.

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



District Settings for Cambium Training Demo > Voyager School 1 > 1st period

SUMMARY **ROSTER** STUDENTS TARGETS BENCHMARKS SCORES

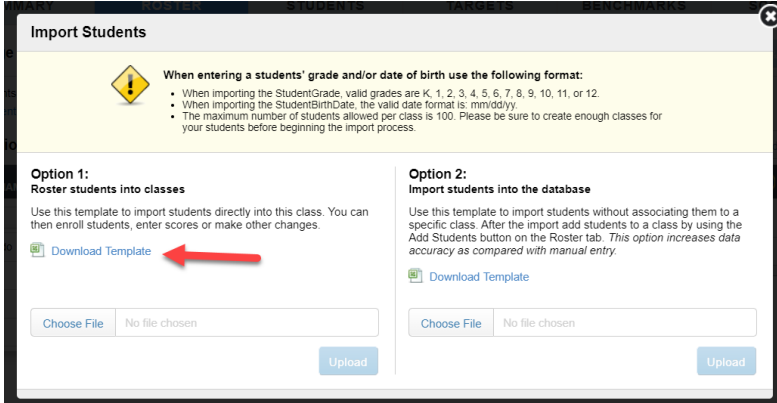
Manage Roster Save & Update

All students in your class automatically have access to Assessments. Licenses need to be assigned to students before digital resources will be available.

[Student Password Report \(Avery 5352 Labels\)](#) Import Students Add Student

LAST NAME	FIRST NAME	STUDENT ID	GRADE	BIRTH DATE	USER ID	PASSWORD		
	test							
Acevedo	Michelle	tuxto905						
Acorn	Nut	TUN123						
Acorn	Nut	tun123						
Affleck	Ben	TheAccount						

Value entered is not valid, please correct before saving



Import Students

When entering a students' grade and/or date of birth use the following format:

- When importing the StudentGrade, valid grades are K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12.
- When importing the StudentBirthDate, 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.

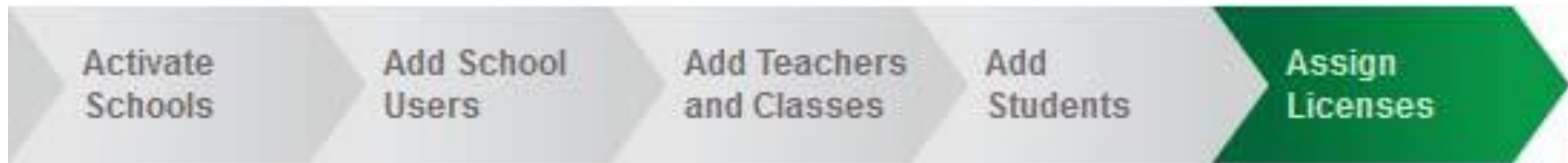
Option 1: Roster students into classes
Use this template to import students directly into this class. You can then enroll students, enter scores or make other changes.

[Download Template](#) Choose File No file chosen Upload

Option 2: Import students into the database
Use this template to import students without associating them to a specific class. After the import add students to a class by using the Add Students button on the Roster tab. This option increases data accuracy as compared with manual entry.

[Download Template](#) Choose File No file chosen Upload

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



Assign Licenses

You may assign licenses to specific schools and or classes to insure 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? You may choose not to distribute 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.

The following is a list of licenses purchased by the district plus any licenses purchased directly by schools within the district.

Licenses Purchased	Language! Live	
	Purchased	Used
District/School		
Cambium Training Demo	200	0
Voyager School 1	0	0

Reserving licenses is not required. Teachers can enroll students until all licenses are consumed. If you choose to reserve licenses to guarantee that designated classes have the proper distribution, you may reserve them using the table below. Be sure to allocate all licenses.

Available for Reservation	Language! Live	
	Quantity	
District/School		
Reserved from District		97
Voyager School 1		0
Total Available for Reservation		97

The following table shows how many licenses each classroom is using. If licenses can be reserved and you choose to do so, be sure to allocate all licenses.

License Reservations	Language! Live	
	Reserved	Used
Class		
Total Available for Reservation	97	0
TG4C1 LL	* <input type="text"/>	0
TG4C2 LL	* <input type="text"/>	0
Total		0

* A blank entry indicates there is no specific limit for the class and it will use any available licenses.

Rows in red indicate inactive entries.

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