LANGUAGE! Live

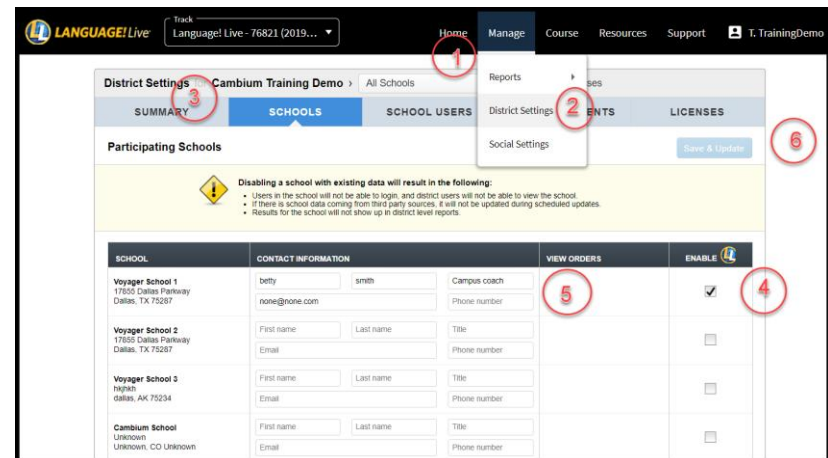Activate Schools → Add School Users → Add Teachers and Classes → Add Students → Assign Licenses

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**.

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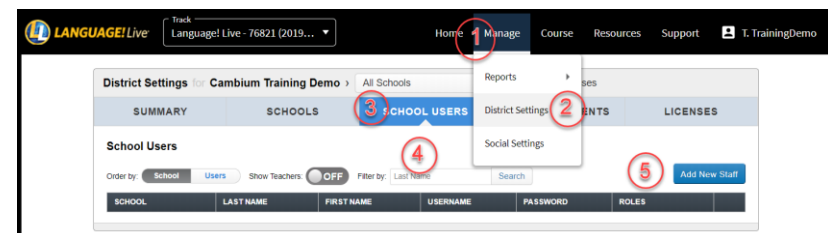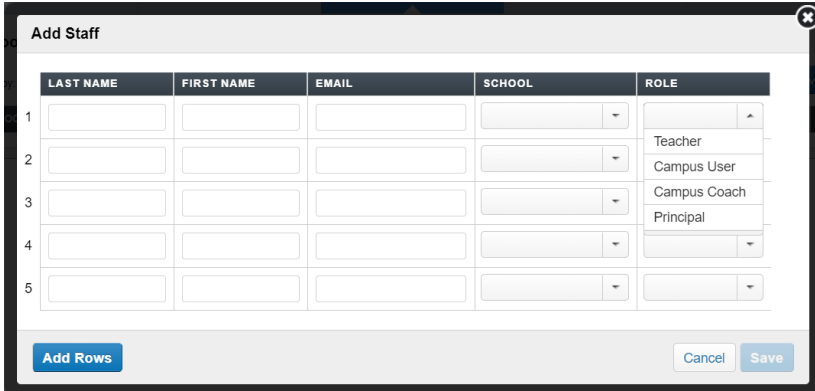
Add School Users

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**.

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Activate Schools → Add School Users → **Add Teachers and Classes** → Add Students → Assign Licenses
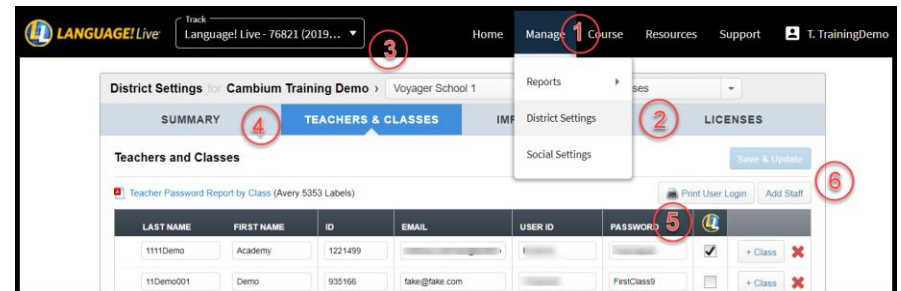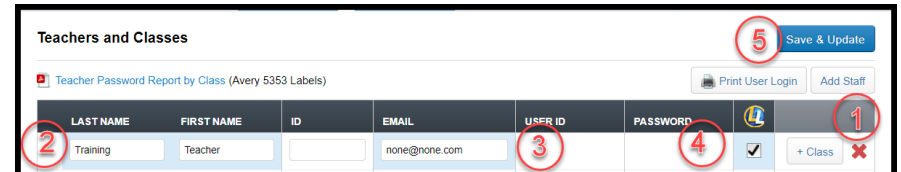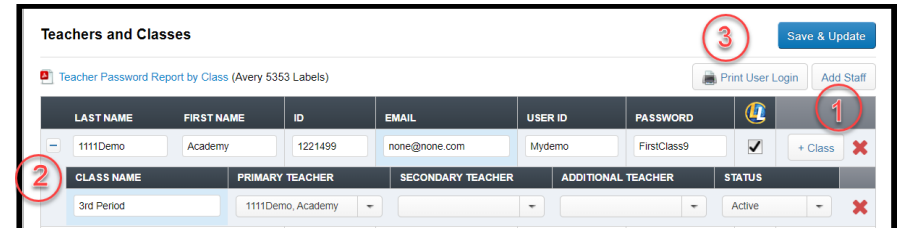
Add Teachers and Classes

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.**

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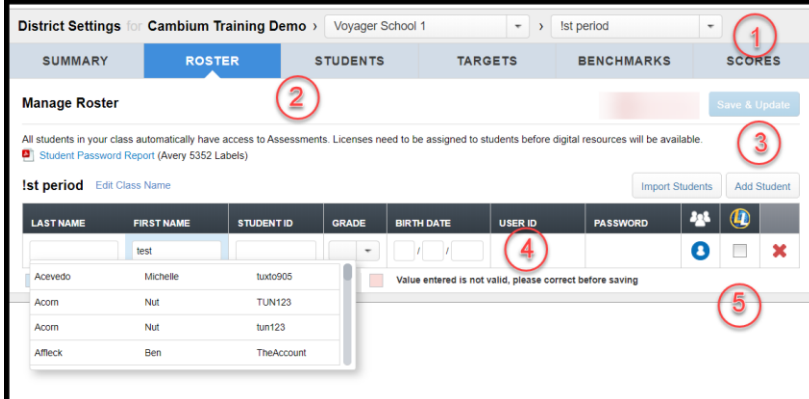
Why is this important? Populating your class roster is a critical step toward fully utilizing LANGUAGE! Live. Once the class roster is established, usernames and passwords are created. Online scores will then be populates after assessments to allow analysis of student performance data to help inform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

How do I do it? Students can be added manually by selecting the **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.

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.

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