

# Tip Sheet District/Campus/Teacher Experience



## 1. Access Reading Rangers

URL: [readingrangers.voyagersopris.com](http://readingrangers.voyagersopris.com)



## 2. System check

Select the System check at the bottom of the screen.

A new window will load outlining the necessary system requirements to successfully experience Reading Rangers.

Click the “done” button to return to login screen.



## 3. Login

Login with usernames and passwords provided by Voyager Sopris or your administrator

## 4. Terms of Use

Upon the first login of the username and password used, a Terms of Use window will appear. Select the “I accept the Terms of Use” in the lower left hand corner.

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### 7. Add Classes

On the **Schools** tab, district and campus users can add a new class, by selecting the **Add Class** tab. *New teachers will need to be added before being able to add a class*

Select **Grade** and **Teacher** in drop-down. See **Step 9** to add new teachers.

Note: If logged in as a teacher, the **Schools** tab is not available.

The screenshot shows the 'Rangers School District Campuses' page with an 'Add Class' modal open. The modal has a search bar and two dropdown menus: 'Grade' and 'Primary Teacher'. The 'Primary Teacher' dropdown is open, showing a list of teachers including L. Alcott, Kenneth Grahame, Laura Ingalls, and Washington Irving. The 'Add Class' button is highlighted with a red box.

### 8. Add or Edit a Student

To add a student:

District/Campus Admin: Click **Schools** tab, select a class from the Class Name column. Select the **“Add Student”** button. Enter the student information: Last Name, First Name, Student ID, and Grade.

The screenshot shows the 'Rangers School District Campuses' page with an 'Add Student' modal open. The modal has fields for 'Last Name', 'First Name', 'Student ID', and 'Grade'. There is also a checkbox for 'Inactive'. The 'Add Student' button is highlighted with a red box.

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To edit a student:

From the Schools tab, select a class from the Class Name column.

Mouse over the row of one of the students. Notice that edit buttons appear on that row on the right side of the screen.

Here demographic information can be added, student information can be edited, or a student can be deleted.

| Student Name       | Student ID | Grade     | Username | Password | License |
|--------------------|------------|-----------|----------|----------|---------|
| Baker, Anita       | 210427022  | 2nd Grade | anb      | Pa\$\$   | ✓       |
| Blaasing, Megan    | 210427020  | 2nd Grade | Blm      | HR       | ✓       |
| Caswell, Mackenzie | 210427022  | 2nd Grade | Can      | Fa       | ✓       |
| Cross, Stephanie   | 210427027  | 2nd Grade | Crc      | TG       | ✓       |
| Hafen, Linda       | 210427023  | 2nd Grade | Haf      | WR       | ✓       |
| James, Linda       | 210427029  | 2nd Grade | Jam      | Hgf      | ✓       |
| Lang, Helen        | 210427029  | 2nd Grade | Lan      | St       | ✓       |
| McKee, Vicki       | 210427024  | 2nd Grade | Mck      | Rta      | ✓       |
| Roberts, Brenda    | 210427028  | 2nd Grade | Rob      | Hg       | ✓       |

### 9. Add or edit staff

From the **Staff** tab, teachers and campus administrators can be added and edited in the same format as a student.

Note: If logged in as a teacher, there will not be a staff tab but a class tab.

| Name               | ID                  | Role         | Username | Password | License |
|--------------------|---------------------|--------------|----------|----------|---------|
| Alcott, Louise     | 408240401Louise     | Teacher      | Alc      | Hgf      | ✓       |
| Bryant, Charlotte  | 408280801Charlotte  | Campus Coach | Bry      | HR       | ✓       |
| Cervantes, Miguel  | 408201001miguelt    | Principal    | Cer      | HR       | ✓       |
| Evans, Mary        | 408281001mary       | Campus Coach | Ev       | HR       | ✓       |
| Irving, Washington | 408281001washington | Teacher      | Ir       | HR       | ✓       |
| Orrill, George     | 408221001George     | Teacher      | Orr      | HR       | ✓       |
| Shelley, Mary      | 408201001mary       | Teacher      | Sh       | HR       | ✓       |
| Wright, Evelyn     | 408201001evelyn     | Teacher      | Wri      | HR       | ✓       |
| Wood, Virginia     | 408281001virginia   | Teacher      | Woo      | HR       | ✓       |

### 10. Logout

To logout, select the user name in the upper right corner and select Logout.

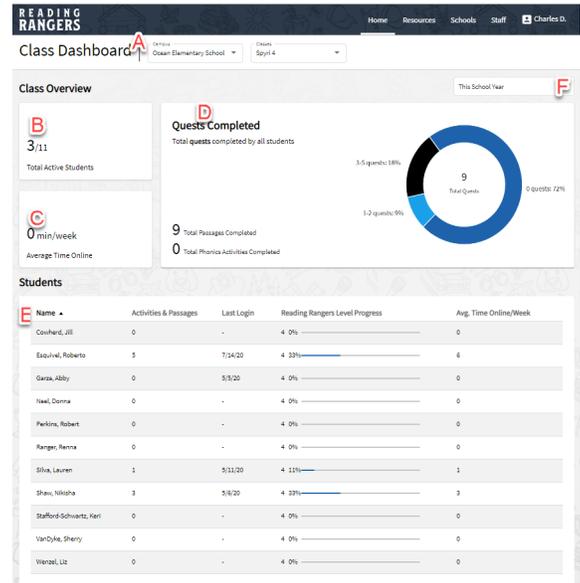
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### 5. Class Dashboard

Once you enter Reading Rangers as a teacher user (or at this time a campus and also a district user), you will land on the Class Dashboard.

- Here the user will see the campus and class information.
- The number of active students.
- Average minutes of time online
- The number of quests completed by all students
- Individual student information
- Ability to filter time line from weekly to the entire school year



### 6. Resources

The Resources section of Reading Rangers provide supplemental resources.