

## Vport Tip Sheet

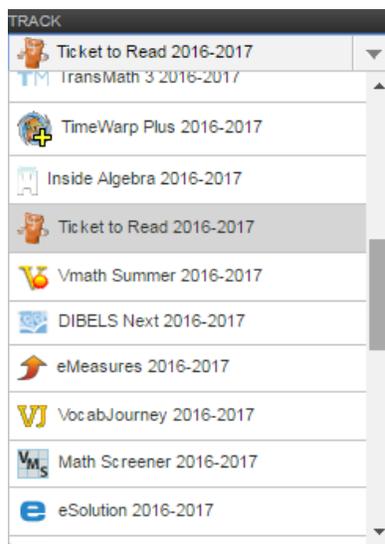
### Getting Started

#### A. Log In

To log in to Vport, visit <https://vport.voyagersopris.com>. Type your username and password in the fields and click Login. Full userguides can be downloaded on every Vport page by clicking on the open book icon in the top right corner.

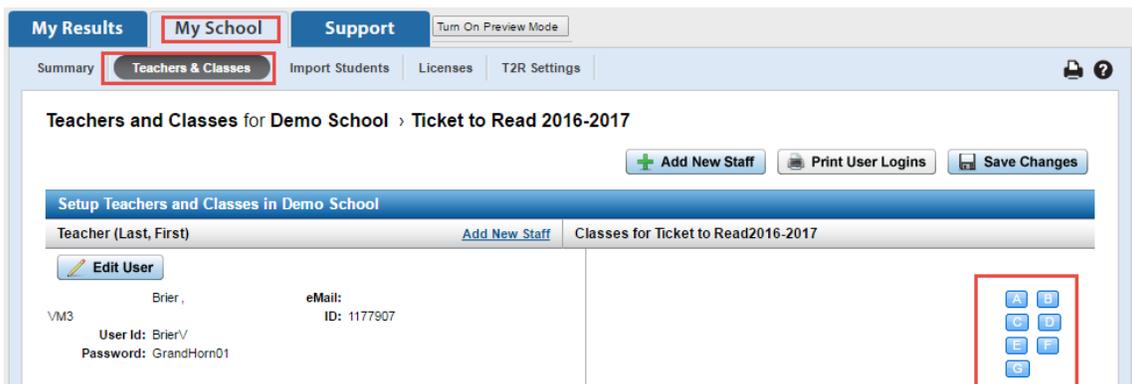
#### B. Choose the Correct Track

If you are currently using multiple Voyager Sopris Learning programs you will need to select the correct product track in the drop-down menu.



#### 1. Set up Teachers and Classes

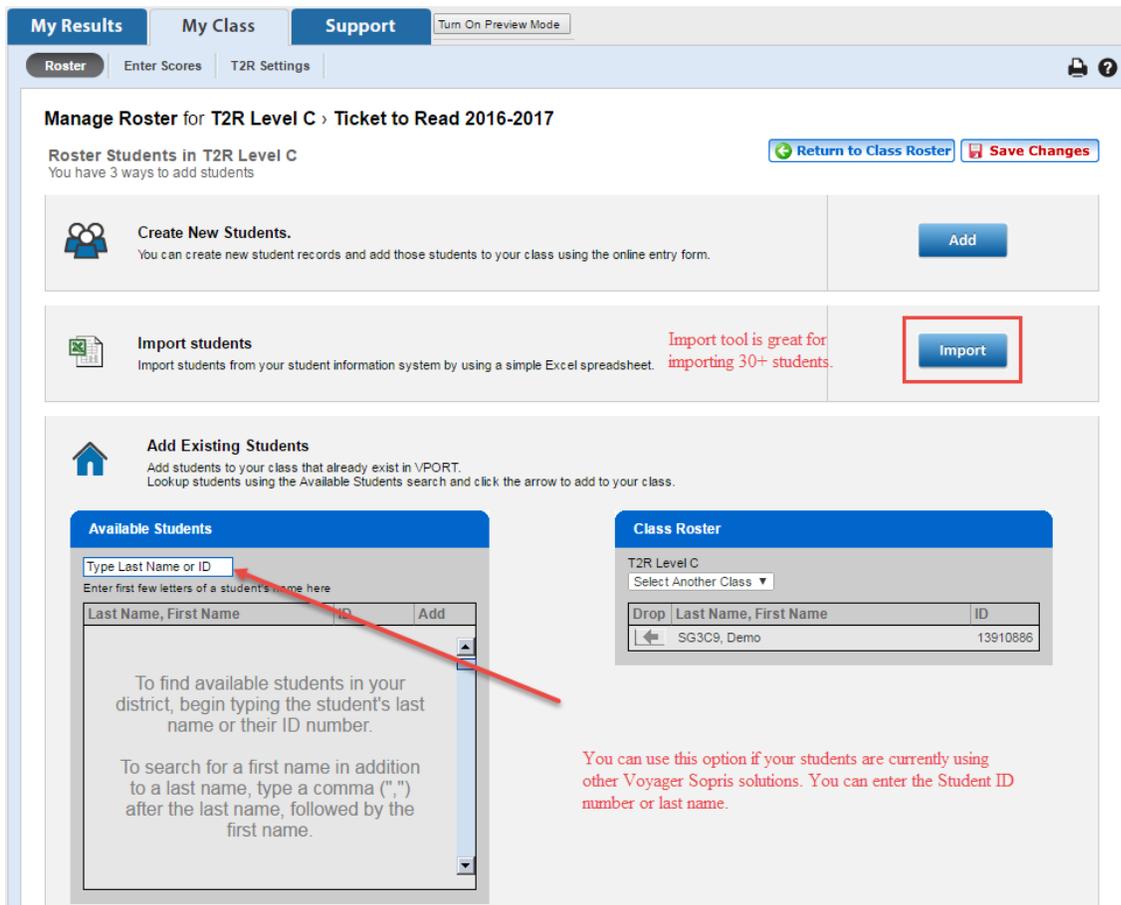
Once you have selected the product track, click **My School** → **Teachers & Classes**. Select **Add New Staff** to add any new teachers in Vport. Use the blue level icons to add a class for a teacher. Please note that teachers cannot log into Vport until a class has been added for them. Click **Save Changes**.



## 2. Adding Students into Classes (Class level or School level)

Choose a class from the Class drop-down menu and then click **My Class** → **Roster**. Click **Add Students**. Here you will see a series of options for setting up the class.

1. Create New Students
2. Import Students
3. Add Existing Students



**My Results** | **My Class** | **Support** | Turn On Preview Mode

**Roster** | Enter Scores | T2R Settings

### Manage Roster for T2R Level C > Ticket to Read 2016-2017

**Roster Students in T2R Level C** Return to Class Roster Save Changes

You have 3 ways to add students

**Create New Students.**  
You can create new student records and add those students to your class using the online entry form.

**Add**

**Import students**  
Import students from your student information system by using a simple Excel spreadsheet. Import tool is great for importing 30+ students.

**Import**

**Add Existing Students**  
Add students to your class that already exist in VPOR. Lookup students using the Available Students search and click the arrow to add to your class.

**Available Students**

Type Last Name or ID

Enter first few letters of a student's name here

Last Name, First Name	ID	Add
<p>To find available students in your district, begin typing the student's last name or their ID number.</p> <p>To search for a first name in addition to a last name, type a comma (",") after the last name, followed by the first name.</p>		

**Class Roster**

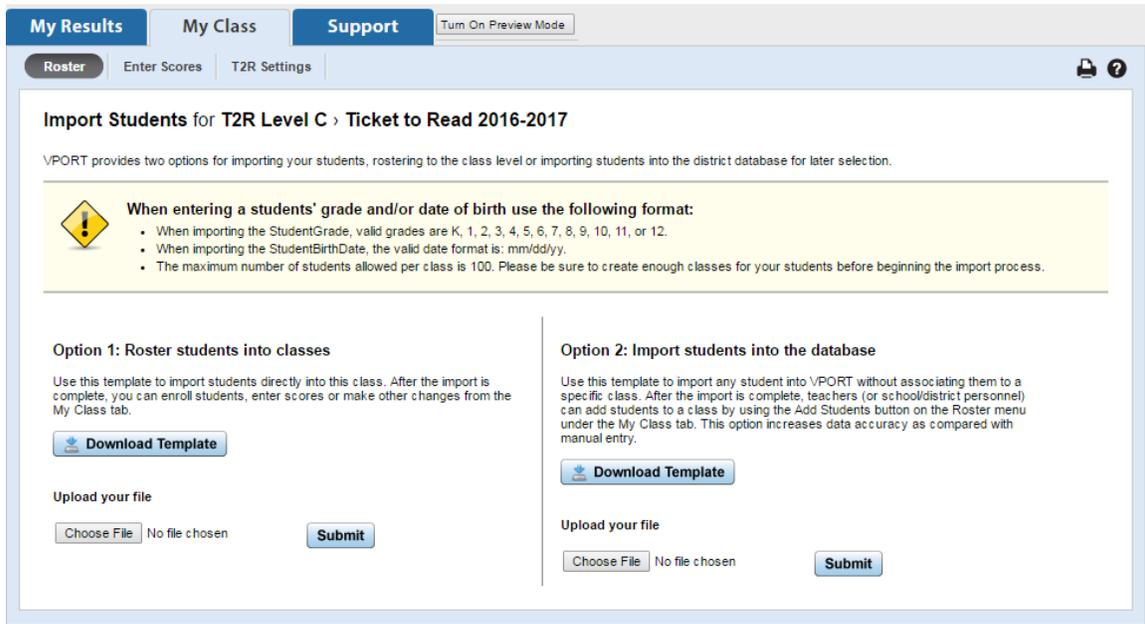
T2R Level C

Select Another Class ▼

Drop	Last Name, First Name	ID
←	SG3C9, Demo	13910886

You can use this option if your students are currently using other Voyager Sopris solutions. You can enter the Student ID number or last name.

If you select **Import Students**, you will be directed to the page below. Administrators can also students at the district level or school level by clicking **My District** → **Import students** or **My School** → **Import Students**.



**Import Students for T2R Level C > Ticket to Read 2016-2017**

VPORT provides two options for importing your students, rostering to the class level or importing students into the district database for later selection.

**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. After the import is complete, you can enroll students, enter scores or make other changes from the My Class tab.

[Download Template](#)

Upload your file

[Choose File](#) No file chosen [Submit](#)

**Option 2: Import students into the database**

Use this template to import any student into VPORT without associating them to a specific class. After the import is complete, teachers (or school/district personnel) can add students to a class by using the Add Students button on the Roster menu under the My Class tab. This option increases data accuracy as compared with manual entry.

[Download Template](#)

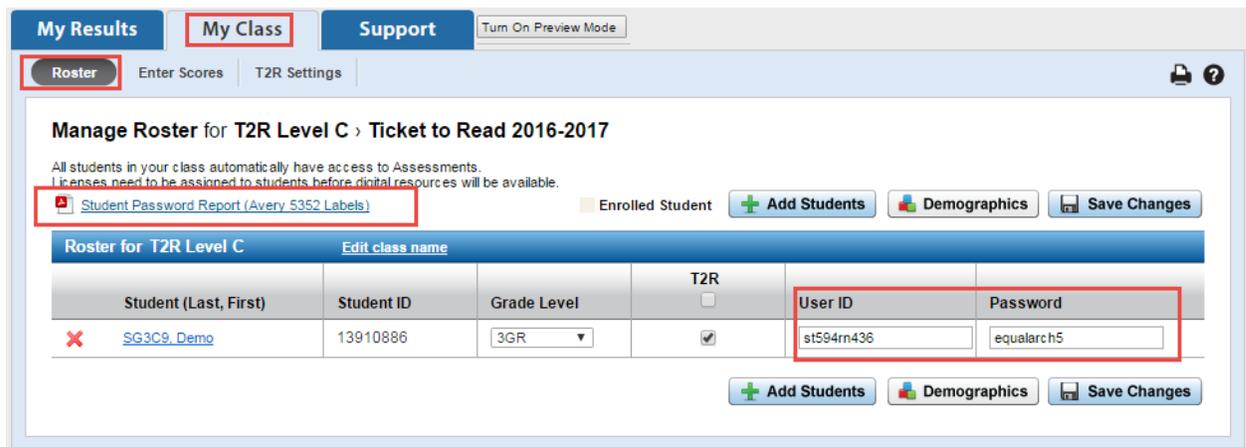
Upload your file

[Choose File](#) No file chosen [Submit](#)

**Note:** To use Option 1 teachers must first be added to Vport with classes assigned. Option 2 allows all students to be added in the database, then teachers can use the **Add Existing Students** option. Also, you may also choose to send the data template to Voyager Sopris to import for you. Send data templates to [support@voyagersopris.com](mailto:support@voyagersopris.com).

### 3. Finding Student Login Information

Click **My Class** → **Roster**. Here you will find your students' login information. Teachers can print student passwords for easy distribution.



**Manage Roster for T2R Level C > Ticket to Read 2016-2017**

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

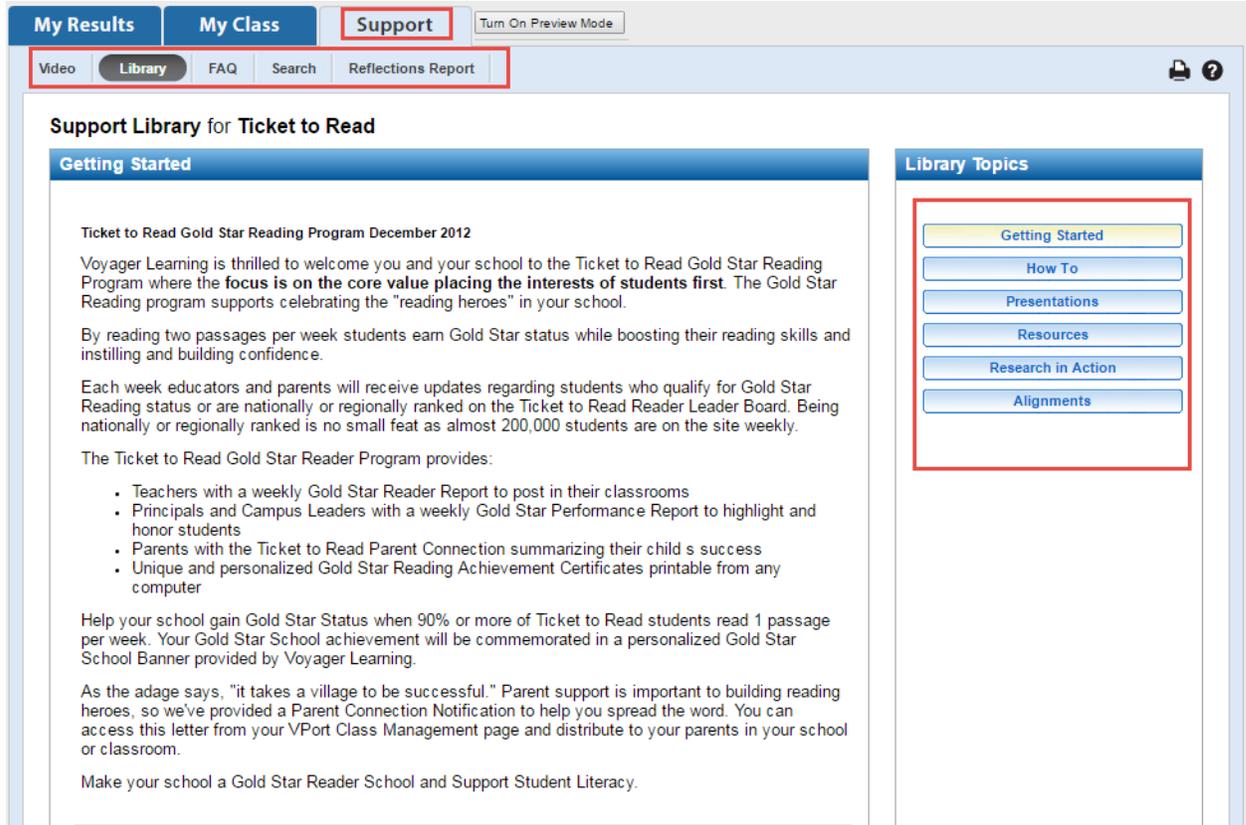
[Student Password Report \(Avery 5352 Labels\)](#) Enrolled Student [+ Add Students](#) [Demographics](#) [Save Changes](#)

Roster for T2R Level C		Edit class name				
Student (Last, First)	Student ID	Grade Level	T2R	User ID	Password	
✘ SG3C9_Demo	13910886	3GR	<input checked="" type="checkbox"/>	st594rn436	equalarch5	

[+ Add Students](#) [Demographics](#) [Save Changes](#)

#### 4. Access additional support materials

The Support tab offers a wide range of information for teachers. Use the Video, Library, FAQ sub-tabs to view presentations, access tip-sheets for teachers and parents, view FAQs, and find other technical and implementation support materials.



The screenshot shows the 'Support' tab selected in the top navigation bar. Below it, the 'Library' sub-tab is active. The main content area is titled 'Support Library for Ticket to Read' and is divided into two columns. The left column, 'Getting Started', contains text about the 'Ticket to Read Gold Star Reading Program December 2012', including details about the program's focus on core values, student benefits, and a list of resources provided to teachers, principals, and parents. The right column, 'Library Topics', contains a vertical list of buttons: 'Getting Started', 'How To', 'Presentations', 'Resources', 'Research in Action', and 'Alignments'. The 'Getting Started' button is highlighted in yellow, and the entire 'Library Topics' column is enclosed in a red rectangular box.

**My Results** | **My Class** | **Support** | Turn On Preview Mode

Video | **Library** | FAQ | Search | Reflections Report

### Support Library for Ticket to Read

#### Getting Started

**Ticket to Read Gold Star Reading Program December 2012**

Voyager Learning is thrilled to welcome you and your school to the Ticket to Read Gold Star Reading Program where the **focus is on the core value placing the interests of students first**. The Gold Star Reading program supports celebrating the "reading heroes" in your school.

By reading two passages per week students earn Gold Star status while boosting their reading skills and instilling and building confidence.

Each week educators and parents will receive updates regarding students who qualify for Gold Star Reading status or are nationally or regionally ranked on the Ticket to Read Reader Leader Board. Being nationally or regionally ranked is no small feat as almost 200,000 students are on the site weekly.

The Ticket to Read Gold Star Reader Program provides:

- Teachers with a weekly Gold Star Reader Report to post in their classrooms
- Principals and Campus Leaders with a weekly Gold Star Performance Report to highlight and honor students
- Parents with the Ticket to Read Parent Connection summarizing their child's success
- Unique and personalized Gold Star Reading Achievement Certificates printable from any computer

Help your school gain Gold Star Status when 90% or more of Ticket to Read students read 1 passage per week. Your Gold Star School achievement will be commemorated in a personalized Gold Star School Banner provided by Voyager Learning.

As the adage says, "it takes a village to be successful." Parent support is important to building reading heroes, so we've provided a Parent Connection Notification to help you spread the word. You can access this letter from your VPort Class Management page and distribute to your parents in your school or classroom.

Make your school a Gold Star Reader School and Support Student Literacy.

#### Library Topics

- Getting Started
- How To
- Presentations
- Resources
- Research in Action
- Alignments