Studyladder

Teachers
Getting Started Guide

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This guide is designed to help teachers start their students on the Studyladder program.

Contents:

Step 1 — Create a class

1. Log into your Studyladder teacher's account using your username and password.
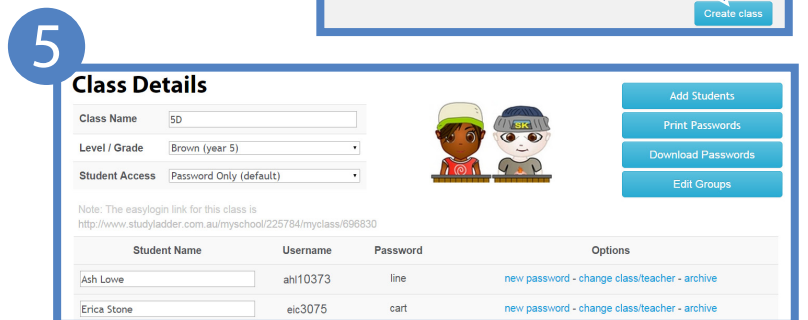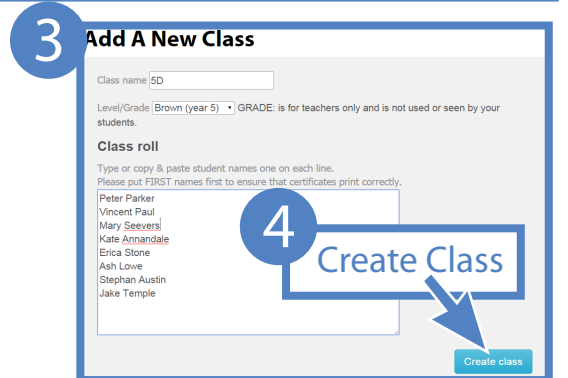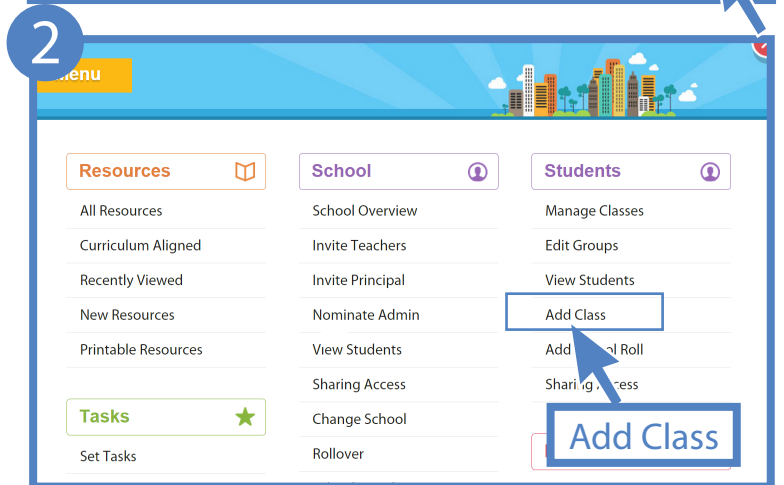
2. Click on the 'Menu button' and then click on 'Add class'.

3. Type in the 'Class name' and select the Grade, you can then CUT & PASTE the complete class roll or type in students' names. Type in one name per row. Classes can have as many students as you wish. PLEASE NOTE: Make sure their first name is written first.

4. Once you have finished entering student names click on 'Create class'.

5. You will then be taken to the 'Class Details' section where you can add more students or amend any mistakes. You may add as many classes as you wish.

   PLEASE NOTE: Only list a student once in the one class to prevent them having multiple log-ins. You can use a new feature called "Edit groups" to split a class into multiple groups which allows you to list the same student in different groups.

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Lauren Smith
demo_teacher - Logout

Menu

Resources	School	Students
All Resources	School Overview	Manage Classes
Curriculum Aligned	Invite Teachers	Edit Groups
Recently Viewed	Invite Principal	View Students
New Resources	Nominate Admin	Add Class
Printable Resources	View Students	Add School Roll
	Sharing Access	Sharing Access
Tasks ★	Change School	
Set Tasks	Rollover	

Add Class

3 Add A New Class

Class name 5D

Level/Grade Brown (year 5) ▾ GRADE: is for teachers only and is not used or seen by your students.

Class roll

Type or copy & paste student names one on each line.
Please put FIRST names first to ensure that certificates print correctly.

Peter Parker
Vincent Paul
Mary Seevers
Kate Annandale
Erica Stone
Ash Lowe
Stephan Austin
Jake Temple

4 Create Class

Create class

5 Class Details

Class Name	5D
Level / Grade	Brown (year 5)
Student Access	Password Only (default)

Add Students
Print Passwords
Download Passwords
Edit Groups

Note: The easylogin link for this class is
http://www.studyladder.com.au/myschool/225784/myclass/696830

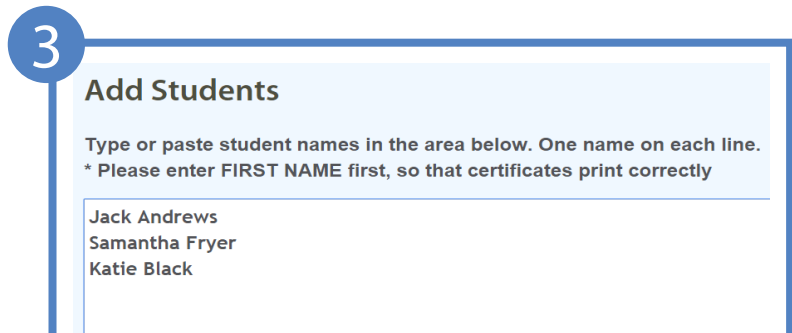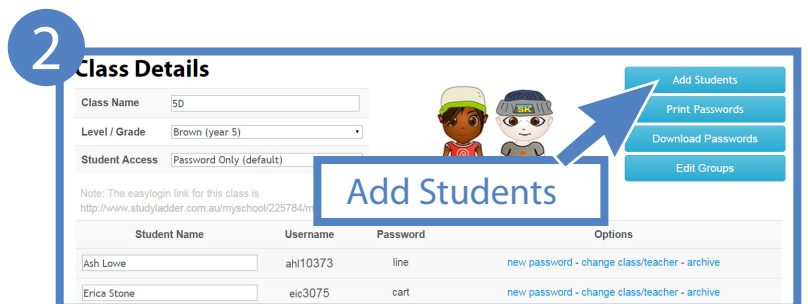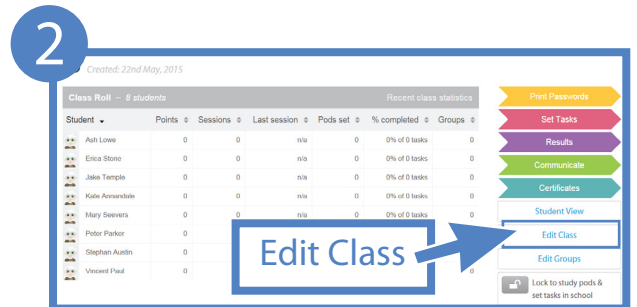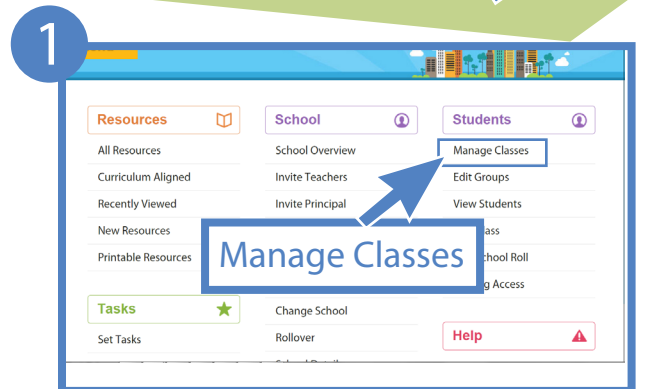| Student Name	Username	Password	Options
Ash Lowe	ahl10373	line	new password - change class/teacher - archive
Erica Stone	eic3075	cart	new password - change class/teacher - archive

Studyladder

Step 2 — Add extra students & print passwords

1. To add additional students to a class, click on the 'Menu' button. Then click on 'Manage Classes'.

2. Click on 'Edit Class' and then click on 'Add students'.

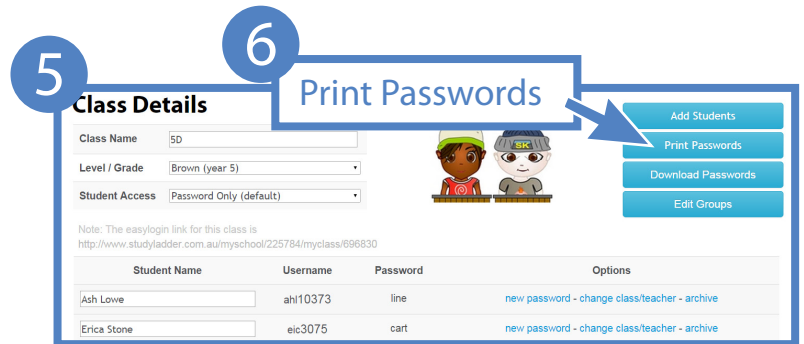3. Add the new name/s to the box that appears. To save, click on the blue button 'Add new students'.

4. The page will reload and the new student/s will appear in alphabetical order with a username and password.

Manage Classes

Edit Class

Class Details

Class Name	5D
Level / Grade	Brown (year 5)
Student Access	Password Only (default)

Note: The easylogin link for this class is
http://www.studyladder.com.au/myschool/225784/m

Add Students
Print Passwords
Download Passwords
Edit Groups

Add Students

Student Name	Username	Password	Options
Ash Lowe	ahl10373	line	new password - change class/teacher - archive
Erica Stone	eic3075	cart	new password - change class/teacher - archive

Add Students

Type or paste student names in the area below. One name on each line.
* Please enter FIRST NAME first, so that certificates print correctly

Jack Andrews
Samantha Fryer
Katie Black

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Step 2
(continued)

Add extra students & print passwords

5. While you are still on the 'Edit Class' page remember to print your students' usernames and passwords so they can sign in themselves at school or home.

Class Details

Class Name	5D
Level / Grade	Brown (year 5)
Student Access	Password Only (default)

Note: The easylogin link for this class is
http://www.studyladder.com.au/myschool/225784/myclass/696830

Print Passwords

Add Students
Print Passwords
Download Passwords
Edit Groups

Student Name	Username	Password	Options
Ash Lowe	ahl10373	line	new password - change class/teacher - archive
Erica Stone	eic3075	cart	new password - change class/teacher - archive

6. Click on the blue button "Print Passwords" You will then be directed to a print friendly version of all your students' usernames and passwords.

7. Cut the passwords into strips and give each student their password.

8. You can also send a letter home to parents to let them know how their children can access Studyladder from home. You can find a sample letter by going to the "MAIN MENU" and then clicking on the "GUIDES" section.

Step 3   Easy class login

To make it easier for the younger students to access Studyladder, we have developed a new system where they can simply click on a link to access their class roll. These can be placed on the school website or preloaded onto computers at your school.

1. From the 'Manage class' page, click on 'Easy Login'. You can use the link supplied as a bookmark by dragging it onto the desktop. This link will take students directly to their class roll. Each "easy login link" is exclusive to that class.

2. For younger students, you can choose not to use passwords. To choose this option go to 'Set your access level' and then make your selection from the 'Student Access' dropdown menu. (choose "No Passwords" if no passwords are needed). Make sure you click on 'Save Changes'. PLEASE NOTE: We recommend using passwords for older students for security reasons to prevent them from accessing each other's accounts.

3. This is what the class will see.   >>>>>> Students will be able to find their name on the class list and click 'go' to begin learning.

4. We recommend that you print out the usernames and passwords for your students lonts so they can access Studyladder from home.

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Created: 22nd May, 2015

Class Roll – 12 students					Recent class statistics	
Student ▾	Points ⇕	Sessions ⇕	Last session ⇕	Pods set ⇕	% completed ⇕	Groups ⇕
Ash Lowe	0	0	n/a	0	0% of 0 tasks	0
Erica Stone	0	0	n/a	0	0% of 0 tasks	0
Jack Andrews	0	0	n/a	0	0% of 0 tasks	0
Jake Temple	0	0	n/a	0	0% of 0 tasks	0
John Smith	0	0	n/a	0	0% of 0 tasks	0
Kate Annandale	0	0	n/a	0	0% of 0 tasks	0
Katie Black	0	0	n/a	0	0% of 0 tasks	0
Mary Seevers	0	0	n/a	0	0% of 0 tasks	0
Peter Parker	0	0	n/a	0	0% of 0 tasks	0
Samantha Fr...	0	0	n/a	0	0% of 0 tasks	0
Stephan Austin	0	0	n/a	0	0% of 0 tasks	0

Print Passwords
Set Tasks
Results
Communicate
Certificates
Student View
Edit Class
Edit Groups
Lock to study pods & set tasks in school
Easy Login

1

Your special easy login link is

http://www.studyladder.com.au/myschool/225784/myclass/696830

2

Set your access level below

Student Access   Password Only (default) ▾

Save Changes

Password Only (default)
Username and Password
No Passwords (younger students)

3

5D Class Roll

Ash
Usernameahl10373
go

Erica
Usernameeic3075
go

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