

Teachers

Getting Started Guide



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

Contents:

Getting Started

Step 1. Create a class

Step 2. Add extra students & print passwords

Step 3. Easy class login

Step 1 Create a class

1. Log into your Studyladder teacher's account using your username and password.

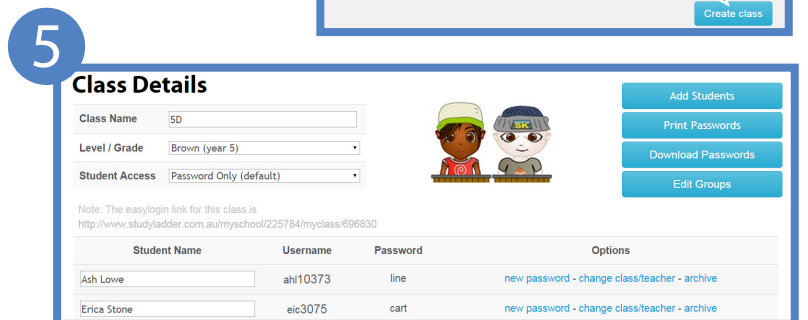
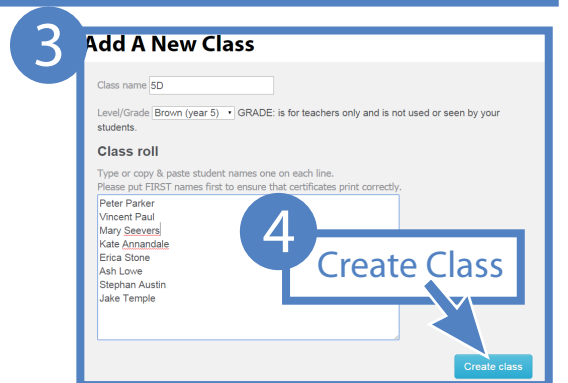
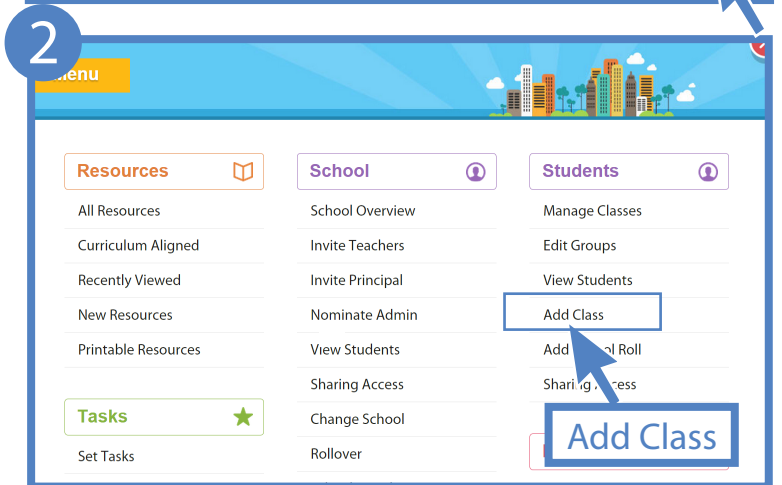
2. Click on the 'Menu button' and then click on 'Add class'.

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.

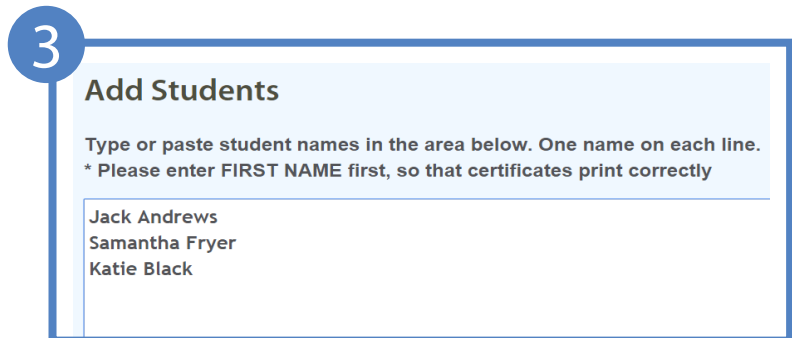
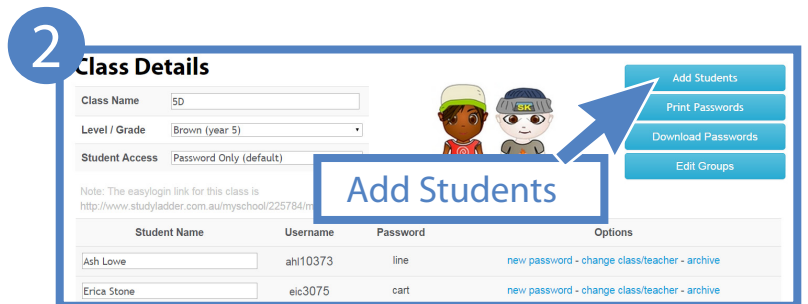
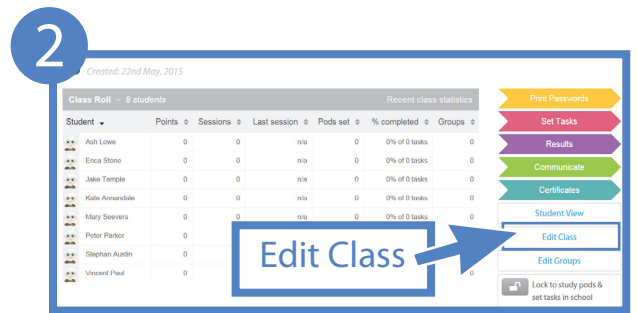
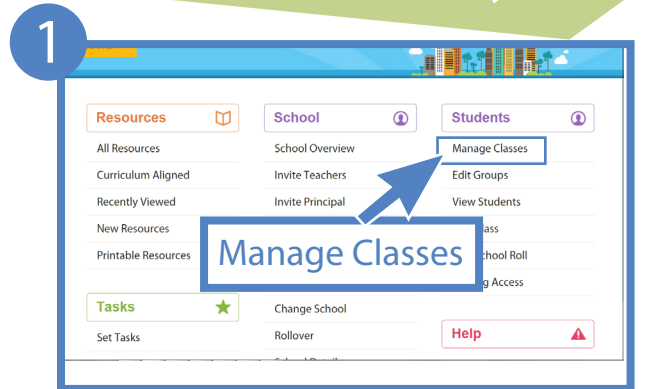
PLEASE NOTE: Only list a student once in the one class to prevent them having multiple log-ins. You can use a new feature called "Edit groups" to split a class into multiple groups which allows you to list the same student in different groups.



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.



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.



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.

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

