

Quick Start Guide for District Administrators

Easy Steps to Get Started Setting Up Classes, Instructors, and Students



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Thank you for your purchase of a New Readers Press Online Learning Course. This quick start guide will help you get started in your role as a District Administrator. In this document, you will find instructions to create classes, assign instructors, and enroll students for the institutions within your district. For more detailed information on onboarding, reports, and data management, please refer to the [Comprehensive User Guide](#).

STEP 1 – Getting Started

Open up a browser and type in the following link: <https://onlinelearning.newreaderspress.com>. Click the blue “Log In” button and type in your email and password.

TIP: You may want to bookmark this page or save to your favorites for future reference.

If you have trouble logging in, refer to the [Comprehensive User Guide](#) for a list of compatible browsers.

Once you log in, you will see your District Admin Dashboard. The name of your district should be visible, as well as the names of all of the institutions, or sites, within your district. If any institutions within your district are missing, call New Readers Press Customer Service at **800.448.8878** to have them added for you.

NOTE: Institutions can be added by New Readers Press at any time during your contract period.

Your District Admin Dashboard will indicate the following information:

- The number of **students** within each institution
- The number of **instructors** within each institution
- The number of **classes** within each institution

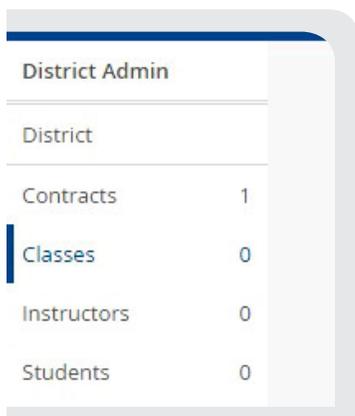
ID	Name	Students Uploaded	Instructors Uploaded	Number of Classes
126577	ESM High School	4	2	6
126651	MK Test School Summer 2018	3	4	1
126679	Queen Academy	0	0	0

STEP 2 – Manage Institutions

To set up classes, assign instructors, and add students to an institution, click on the name of the institution from the list to access the institution-level dashboard for that institution.

TIP: Each institution represents one site or location and will need to be set up separately with instructors, students, and classes. Once you select the institution name from the list, you will only be working within that specific institution. To manage a different institution within your district, click the “District” tab to take you back to the District Admin Dashboard to select a different institution.

On the left side of your screen you will see five tabs:

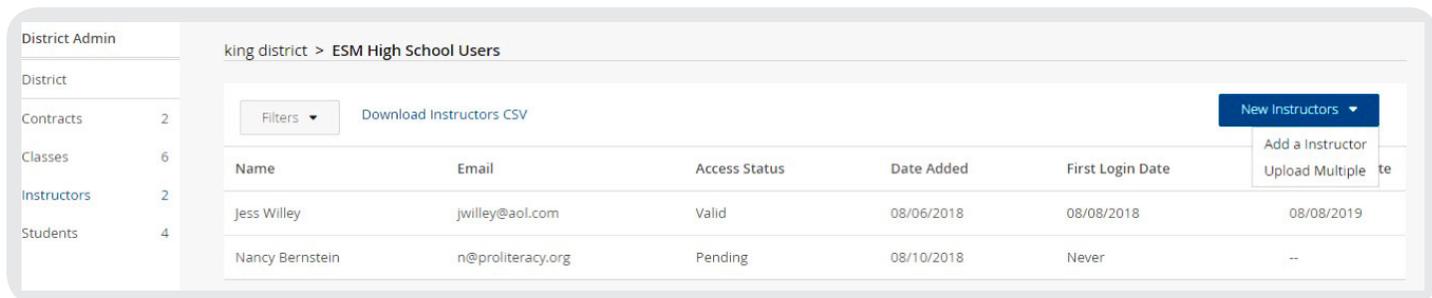


- ◀ **District** – Use this tab to get back to your dashboard where you can view all institutions, or sites, within your district and select the institution that you want to manage.
- ◀ **Contracts** – Use this tab to view the contract terms for each individual institution. The contract terms will include your purchased courses and contract start and expiration dates.
- ◀ **Classes** – Use this tab to create and edit classes within your selected institution.
- ◀ **Instructors** – Use this tab to add individual or multiple instructors to your selected institution.
- ◀ **Students** – Use this tab to add individual or multiple students to your selected institution.

NOTE: If you have multiple classes, instructors, and students that you would like to upload through one excel spreadsheet, please refer to our **Comprehensive User Guide**. Otherwise, continue to the next step.

STEP 3 – Set up Instructors

Set up your instructors within each institution by selecting the “Instructors” tab from the left navigation tab. To set up a new instructor, click on the blue “New Instructors” tab in the upper right corner and select your method for entering. Instructors can be added individually (“Add an Instructor”) or as a CSV file (“Upload Multiple”). Instructors will have access to the purchased course(s) as well as student reports for their individual classes.



NOTE: Since you are working within a specific institution, only instructors for that institution should be downloaded or entered under that institution.

To set up an instructor, you will need the instructor’s name and email address. You can assign a password or the instructor can set their own when activating their account.

TIP: We recommended you leave the password blank. This will automatically generate an email to the instructor with a link to the website to set their own password and activate their account. Once their account is activated, they will receive a subsequent email confirming their account and allowing them access to the course and the reporting dashboard for their class and students.

If you choose to assign a password to the instructor, you will need to advise the instructor of their password and provide them with the link <https://onlinelearning.newreaderspress.com> so they can access the course and the reporting dashboard for their class and students.

Create Instructor

Name

Email

Password

Contract
 ESM High School, 08/08/2018 - 08/07/2019, Unlimited seats

Course

<input checked="" type="checkbox"/>	ID	Name
<input checked="" type="checkbox"/>	1601	Pre-HSE: Reading and Writing
<input checked="" type="checkbox"/>	1600	Pre-HSE: Mathematics
<input checked="" type="checkbox"/>	1599	Pre-HSE: Science
<input checked="" type="checkbox"/>	1598	Pre-HSE: Social Studies

Adding a password is optional. If you leave the password blank, an account registration email will be sent automatically to the user.

Be sure to click "Create" when finished.



STEP 4 – Set Up Students

Set up your students within each institution by selecting the blue "Students" tab in the left navigation menu. Then, click on the "New Students" tab and select your method of entry. Students can be entered individually ("Add a Student") or as a CSV file ("Upload Multiple"). This is where you will enter or upload all students who will be using your purchased course(s) within a specific institution.

District Admin

king district > ESM High School Users

Filters Download Students CSV

Name	Email	Access Status	Date Added		
Jackie Biggs	jessica+nrp23@benchprep.com	--	08/09/2018		
Jessica	jessica+234@benchprep.com	Pending	08/09/2018	Never	--

New Students

- Add a Student
- Upload Multiple
- Generate ProLiteracy Students Accounts

NOTE: Since you are working within a specific institution, only students enrolled in that institution should be entered under that institution.

To enter a student, you will need their name and email address. You can assign a password or allow the student to create their own when activating their account. If a student does not have an email address, click "Generate ProLiteracy Email Accounts" to create a system email address and assign a password. You will also see the courses that the student will have access to.

TIP: If students have working email accounts, we recommend that you leave the password blank. Leaving it blank will automatically generate an email to the student with a link to the website so they can create their own password and activate their account. Once a student's account is activated, they will receive a subsequent confirmation email with instructions on how to access to their course.

If you choose to assign a password to the student, you will need to advise the student of their assigned email and password. You will also need to provide them with the link <https://onlinelearning.newreaderspress.com> so they can access their course.

Create Student

Name

Email

Password

Contract

Course

<input checked="" type="checkbox"/>	ID ↕	Name ↕
<input checked="" type="checkbox"/>	1601	Pre-HSE: Reading and Writing
<input checked="" type="checkbox"/>	1600	Pre-HSE: Mathematics
<input checked="" type="checkbox"/>	1599	Pre-HSE: Science
<input checked="" type="checkbox"/>	1598	Pre-HSE: Social Studies

Adding a password is optional. If you leave the password blank, an account registration email will be sent automatically to the user.

Be sure to click "Create" when finished.

STEP 5 – Set Up Classes

Set up classes within each institution using the "Classes" tab from the left navigation bar.

Download Classes CSV

Students With Valid Access Instructors

New Class ▾
New Class
Upload Multiple

Select "New Class" to add classes individually or upload multiple classes via a CSV files using the "Upload Multiple" from the pull down menu.

NOTE: Since you are working within a specific institution, only classes in that institution should be entered.

👉 When setting up a new class, we suggest using a consistent format that will be easily referenced. It should include the semester and year. (Example: GED, M Smith, Fall 2019)

NOTE: The “Preset Study Plan Completion Date” is an optional field and should only be used if the entire class has the same anticipated “complete by” date for their course completion.

1. Assign Name > 2. Instructor Management > 3. Student Management

Next Cancel

Group Name
GED, M Smith, Fall 2019

Preset Study Plan Completion Date (Optional)
YYYY-MM-DD

STEP 6 – Assign Instructors to a Class

Once you have given your class(es) a name, click the “Next” button to set up or assign instructors to the class. To assign an instructor to a class, simply check the box to the left of the instructor’s name. If you do not see the instructor’s name in the list, you can add a new instructor by selecting the blue “New Instructors” tab.

1. Assign Name > 2. Instructor Management > 3. Student Management

Next Cancel

All Available Instructors (3) Instructors in Class (0)

1 Selected Filters Add to Group New Instructors

Name	Email	Access Status	Date Uploaded	First Login Date	Expiration Date
<input type="checkbox"/> Lisa Keller	lkeller@proliteracy.org	Valid	07/09/2018	07/09/2018	08/10/2019
<input type="checkbox"/> Mary Kay Anderson	manderson@proliteracy.org	Valid	08/03/2018	08/03/2018	08/07/2019
<input checked="" type="checkbox"/> Jess Willey	jwilley@aol.com	Valid	08/06/2018	08/08/2018	08/08/2019

Once you have selected your instructor(s) for the class, click “Add to Group” to save the information.

NOTE: If you have instructors who work at multiple institutions, our system will not allow the use of the same email address across multiple institutions. Therefore, you will need to create a dummy email and inform the instructor. You may choose a format that works for the institution, but we suggest something like msmith+1@queenacademy.edu so that it's similar to the primary email address.

All Available Instructors (2) Instructors in Class (1)

Selected Filters Add to Group



STEP 7 – Add Students to a Class

Click the “Next” button to add students to a class. Check the box next to the students’ names in the list. The student(s) that you check will be assigned to that class. If you do not see a student’s name that you want to enroll, create up the student by selecting “New Students” and completing the information. Once the student appears on the list, click the name to add the student to the class.

1. Assign Name > 2. Instructor Management > 3. **Student Management** [Finish](#) [Cancel](#)

[All Available Students \(4\)](#) [Students in Class \(0\)](#)

2 Selected Filters ▾ [Add to Group](#) [New Students ▾](#)

Name ↕	Email ↕	Most-Recent Active Contract ↕	Date Uploaded ↕	First Login Date ↕	Expiration Date ↕
<input checked="" type="checkbox"/> Jess Small	jessica+nrp23@benchprep.com		08/09/2018	Never	--
<input type="checkbox"/> Jessica	jessica+234@benchprep.com		08/09/2018	Never	--
<input checked="" type="checkbox"/> Lisa	lisa+22@benchprep.com		08/09/2018	Never	--
<input type="checkbox"/> Nancy Bernstein	n@proliteracy.org		08/10/2018	Never	--

Once you have added students to the class, click “Add to Group” to save the information.

[All Available Students \(4\)](#) [Students in Class \(0\)](#)

2 Selected Filters ▾ [Add to Group](#)



STEP 8 – Complete the Process and Save Your Information

After clicking “Add to Group”, you must click “Finish” to save all the information to your dashboard. Your classes, instructors, and students are now set up and your instructors and students can access their assigned course(s) and view progress reports.

[Finish](#) [Cancel](#)

SUPPORT

If you need help at any time, click on the “Support” button at the bottom left corner of the screen to access a variety of interactive guides. The Comprehensive User Guide can also be found there.



For additional information and instructions, refer to the [Comprehensive User Guide](#). For additional assistance or technical support, or to renew an expired contract or license, please contact New Readers Press Customer Service at **800-448-8878**.