

Quick Start Guide for Institution Administrators

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

Thank you for your purchase of a New Readers Press Online Learning Course. This quick start guide will help you, as an Administrator, create classes, instructors and enroll students within your institution. Please use this guide to get started. For more detailed instruction on onboarding, reports, and data management, please refer to our [Comprehensive User Guide](#).



Powered by BenchPrep

STEP 1 – Getting Started

Open up a browser and type in the following link <https://onlinelearning.newreaderspress.com>. Log in using your email and password. **TIP:** *You may want to bookmark this page or save to your favorites for future reference.*

Institution Admin	
Contracts	1
Classes	0
Instructors	0
Students	0

On the left-hand side of your screen on the Institution Admin Dashboard, you will see four sections:

- ◀ **Contracts** – Use this tab to view your institution's contract terms which includes your purchased courses and contract start and expiration dates.
- ◀ **Classes** – Use this tab to create and edit classes within your institution(s).
- ◀ **Instructors** – Use this tab to add individual or multiple instructors.
- ◀ **Students** – Use this tab to add individual or multiple students.

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.*

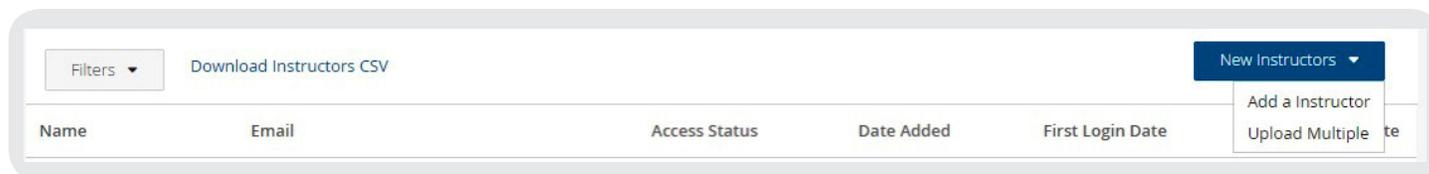
STEP 2 – Set Up Instructors

Set up your instructors by selecting the "Instructors" tab from the left navigation.

NOTE: *As an administrator, you can create classes and set up instructor and student accounts.*

If your role is **also** an instructor, who needs access to the course and the ability to run class and student reports, your name should already be listed. If your role is both of these functions and you are **not** listed in the instructor tab, contact Customer Service at **800-448-8878**.

Instructors can be added individually or as a CSV file. Click on the "New Instructors" tab and select your method for entering.



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. This view also shows the courses open to your instructors.

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> to access the course and the reporting dashboard for their class and students.

Create Instructor

Name

Email

Password

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

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

Be sure to click "Create" when finished.

STEP 3 – Set Up Students

Set Up Students – Set up your students by selecting the "Students" tab in the left navigation.

You can add students individually or as a CSV file. Click on the "New Students" tab and select your method for entering.

Filters

Name	Email	Access Status	Date Added	...
Ron Swanson	ron@benchprep.com	Expired	06/18/2018	...

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

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 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> to access their course.

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

Be sure to click "Create" when finished.

Create Cancel

STEP 4 – Set Up Classes

Set up the classes in your institution by selecting the "Classes" tab from the left navigation.

Select "New Class" to add classes. You can enter classes individually or if you have multiple classes, you can upload them via CSV file.

Download Classes CSV

New Class ▾

TIP: 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

Preset Study Plan Completion Date (Optional)

STEP 5 – 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 a class to an instructor, 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 “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, you must click “Add to Group”

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

Selected Filters Add to Group



STEP 6 – Add Students to a Class

Click the “Next” button to assign or set up students you want to enroll in that particular 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 the student’s name that want to enroll, you can add a new student by selecting “New Students” and completing the information.

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 selected your students for the class, you must click “Add to Group.”

All Available Students (4) Students in Class (0)

2 Selected Filters ▾ Add to Group



STEP 7 – Complete the Process and Save Your Information

Click “Finish.” Your classes, instructors, and students are now set up and can access the course and progress reports.

If you need help, click 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.



If you are an instructor or supervisor, you can monitor student progress, run reports, view the course, and log out using the arrow icon in the top right corner of the screen. To view the course, select “Study” from the drop down menu.



As an instructor, you can access your students’ accounts in one of two ways:

1. Log in using your student’s email and password.
2. If you do not have their password, you can impersonate the student.

For more information on impersonating a student or other features within the program, 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**.