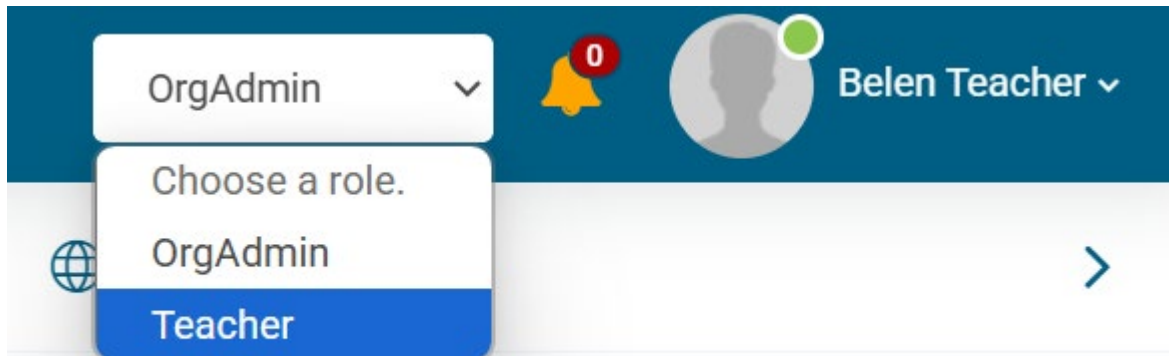




Getting Started with the OrgAdmin Role

At launch you will have two roles, **Teacher** and **Org Admin**. Administrators can use the drop-down to the left of their name to navigate between the **Teacher** and **OrgAdmin** role.

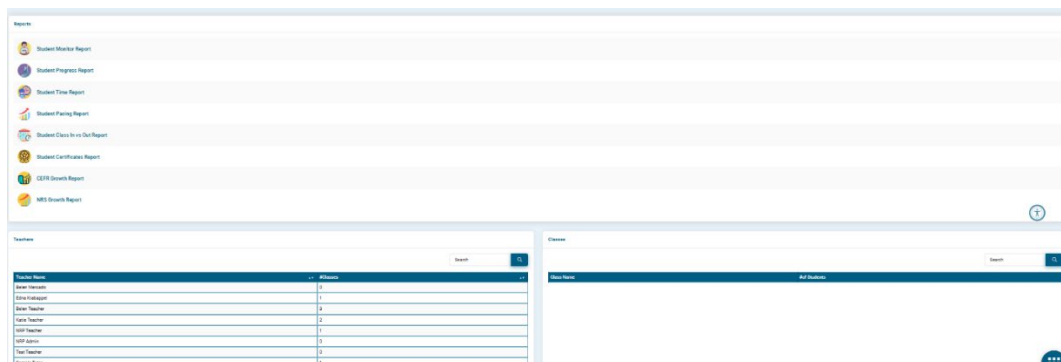


Admin: Dashboard Tab

When you first login to your Org Admin role you'll see a data visualization widget, links to our most popular reports teachers, classes and students for your school.



You can access reports, classes, and teachers quickly using the Dashboard tab.





Admin: Schools Tab

The schools tab allows administrators to view school information in Learning Upgrade to include name, address, active students, license status, and the ability to add a teacher in a specific school.

Navigation: Dashboard, **Schools**, Teachers, Students, Classes, Licenses, Reports, Menu

Home / School

Schools

School ID**	School Name	Address	URL	Parent Org**	Active Student**	Reseller	License Status**	Action
2772	PROLITERACY NEW READERS PRESS	308 Maltbie Street, Syracuse, NY, 13204	N/A	N/A	310	New Readers Press	Active	+ ⓘ

Teacher

Name	Total Classes
------	---------------

Classes

Class Name	Teacher	#Students
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Licenses

ID	Type	Exp Date	Seats
----	------	----------	-------

Admin: Teachers Tab

In the Teachers tab, you'll find a list of all teachers registered on your license. From this tab, you can add a teacher, remove teachers by making them inactive, login to their accounts, email them, edit their account information, assign org admin access to other teachers, reset their password and email them a link to reset their password.

Navigation: Dashboard, Schools, **Teachers**, Students, Classes, Licenses, Reports, Menu

Home / Teacher

Teachers

+ Add Teacher | Perform Action

Active | Search

Teacher Name	Class #	Username	School	Status	Email	Role	Enroll Date	Last Login	Action
<input type="checkbox"/> BelMer Teacher	0	belmerteacher	ProLiteracy New Readers Press	Active	[Redacted]	Teacher	Dec 26 2024 12:12 PM	N/A	+ ⓘ
<input type="checkbox"/> Demo Teacher	0	demoteach	ProLiteracy New Readers Press	Active	[Redacted]	Teacher	Dec 12 2024 11:21 AM	N/A	+ ⓘ
<input type="checkbox"/> Rachel Ruddle Distance			ProLiteracy New Readers				Dec 06 2024 09:43		



Admin: Students Tab

The students tab allows administrators to see all student information, add or update students, print passwords or report cards, activate or deactivate students, and assign or remove courses for individual or multiple students at once.

Dashboard Schools Teachers **Students** Classes Licenses Reports Menu

Home / Student

ProLiteracy New Readers Press
Selected School

1000 License Limit

690 Available Seat(s)

Search Student(s)

Schools: ProLiteracy New Readers Press Teachers: Search Teacher Class: Status: Active

Apply Filter Reset

Search

First Name	Last Name	Username	School	Teachers	Enroll Date	LastPlayed Date	Active License	Action
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Admin: Classes Tab

In the Classes tab, you can add or clone a class, upload classes, share classes and delete classes.

Dashboard Schools Teachers Students **Classes** Licenses Reports Menu

Class / Management

Classes Management Add/Clone Class Upload Classes

Search Classes

School*: ProLiteracy New Readers Press Teacher*: Belen Teacher

Apply Filter Reset

Active Search

Class Name	Teacher	Associate Teachers	#Students	Action
MTW Mid Day-Doe	Belen Teacher		4	Share Print Delete



Admin: Licenses Tab

In the Licenses tab, you can identify the number of seats purchased for each school within your program along with start and expiration dates making it easy to know when your license is up for renewal.

Home / License

Search License

License ID:

Status:

Organization:

Include Child? No

Licenses

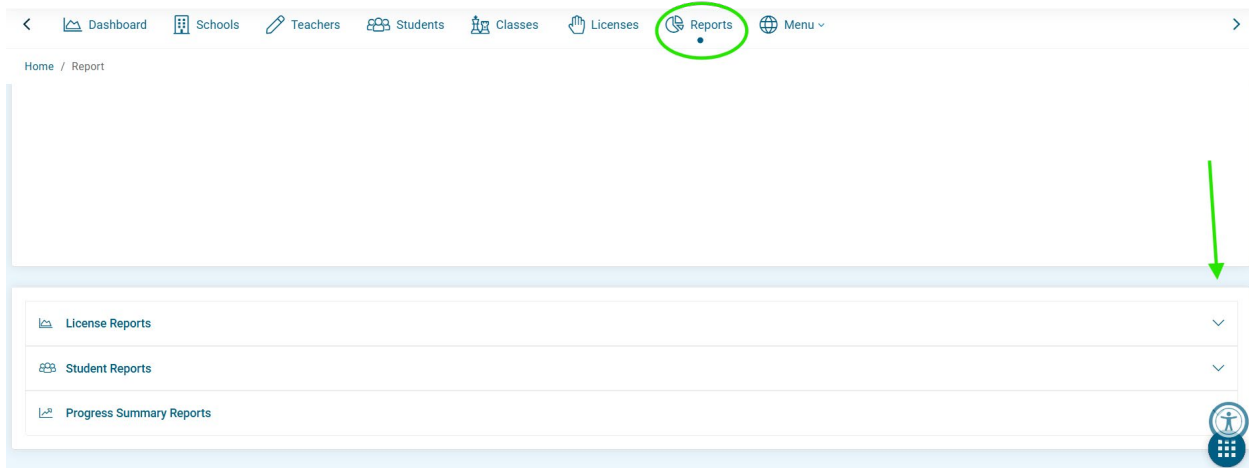
Active

License ID	Organization	Reseller	Total Seat	Start Date	Expiration Date	License Type	Action
8357	ProLiteracy New Readers Press	New Readers Press	1000	01 January 2025	31 December 2025	Paid	<input type="button" value="Q"/> <input type="button" value="Load More"/>

Admin: Reports Tab

In the Reports tab, you'll find links to our most popular reports under Student Reports. Each report has filters so that you can customize the data you wish to see.

- **The Student Monitor** is a graphical representation of student progress. Use this report to see student activity in real time. Each cell represents a lesson and will be color coordinated to show gold (>95%), silver (>90%), bronze (>75%), or red (<75%).
- **The Student Progress Report** is a table based report to view time on task data for student courses or overall student activity.
- **The Student Time Report** is a session log for your class that will detail every session your students log on the app.
- **Student Pacing Report** is a guided report to show you how much time on task your students will need each week to finish their Learning Upgrade courses.
- **The Student Class In vs Out** is a way for teachers to view how much time there are logging in the class with Learning Upgrade vs out of class.



Admin: Menu Tab

Here you will find the **organization** tab and **tags** tab.

The **Organization** tab is designed for programs that may have multiple site locations. It provides a list of organizations with details on status, active seat count and a hierarchical graph of the schools within the organization.

In the **Tags** management tab, you can add a tag to “tag” students.

