

DATA MANAGER QUICK START GUIDE

Creating Educators and Eligible Students in the Learning Ally Educator Portal

As the Data Manager, you are responsible for creating all educators and all eligible students in the Learning Ally Educator Portal so that they can utilize the Learning Ally Audiobook Solution.

This is an essential role. All educators need to be able to ensure struggling readers receive equitable access to grade-level content. Students who require a reading accommodation will use it to access content in an easy-to-absorb format, so they can read independently, focus on learning and keep up with their peers and assignments.

TIP

If your school or district is returning from last year, you can easily navigate to "Manage Students" or "Manage Educators" to export your roster in the correct file format. Add your updates to the file and import so you don't have to update records one by one. Please see the detailed instructions for specific guidance.

To Create/Update Educators:

1. Navigate to "Manage Educators" and select "Add or Update Students from File"
2. Prepare your file:
 - a. Download the Detailed Instructions
 - b. Download the Learning Ally School Org ID list
 - c. Download the Learning Ally Educator Template
 - d. Manually add your educator information or cut and paste it from an export of your own Educator Data Management System.
 - e. If an educator is associated with more than one school, repeat the educator data in each row for each school you want to associate with the educator
 - f. If you've exported a list of existing Learning Ally educators in order to make updates, you can edit name, school name, Learning Ally school org ID, educator email address, username, password, educator job title or Learning Ally role, as long as your file has the unedited Learning Ally Key for each educator.
3. Drag and drop or select your prepared file and select Import
4. Address any errors and reupload the file if needed
5. Select all of the educators you want to create or update. Choose "Confirm Selection"
6. You will receive an email confirming the educators you've created and updated

To Create/Update Students:

1. Navigate to "Manage Students" and select "Add or Update Students from File"
2. Prepare your file:
 - a. Download the Detailed Instructions
 - b. Download the Learning Ally School Org ID list
 - c. Download the Learning Ally Student Template
 - d. Manually add your student information or cut and paste it from an export of your own SIS, LMS, or other source file
 - e. If you've exported a list of existing Learning Ally students in order to make updates, you can edit name, grade, school name, Learning Ally school org ID, student email address, student ID, username, password, or family email address, as long as your file has the unedited Learning Ally Key for each student.
3. Confirm that any eligibilities in the file have been provided by an educator or other professional who are able to determine eligibility
4. Drag and drop or select your prepared file and select Import
5. Address any errors and re-upload the file if needed
6. Select all of the students you want to create or update. Choose "Confirm Selection"
7. You will receive an email confirming the students you've created and updated

Congratulations, Educators will receive emails with their log-in credentials and can begin using the Learning Ally Audiobook Solution with their students. Students will be available for educators to add to their dashboards and assign books.