

## BOSTON PUBLIC SCHOOLS

# How to Log Into Your Educator Portal Through Clever: Getting Started with the Learning Ally Audiobook Solution

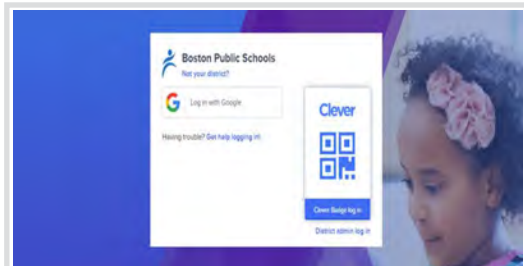


Welcome to Learning Ally's human-read audiobook solution. Follow these simple steps to begin your learning experience.  
NOTE: All instructors can qualify students. No additional qualifier is required.

## Access the Learning Ally Audiobooks App Via Clever

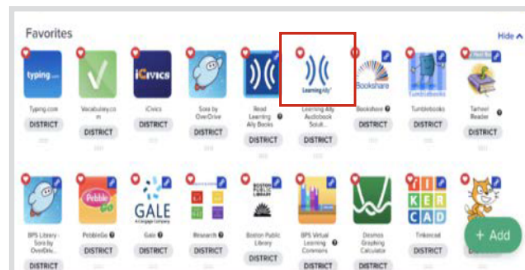
**STEP 1**

Log in with your Clever Badge or Login with Google using your BPS provided email and password.



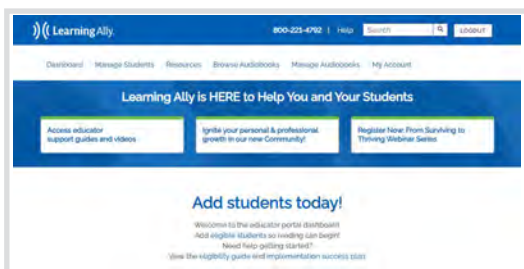
**STEP 2**

Go to the ELA/Literacy Apps category on the left-hand side. Find the white Learning Ally Audiobooks App tile and click on it.



**STEP 3**

After you click the tile, you will be taken to the Learning Ally Educator Portal.



**STEP 4**

Learn more about the Learning Ally Audiobook Solution by signing up for an online course. Visit [BPS Tech](https://bptech.bostonpublicschools.org/).



## BOSTON PUBLIC SCHOOLS

### Qualify Students for the Learning Ally Audiobook Solution

Every BPS educator has the role of an Instructor. An instructor can:

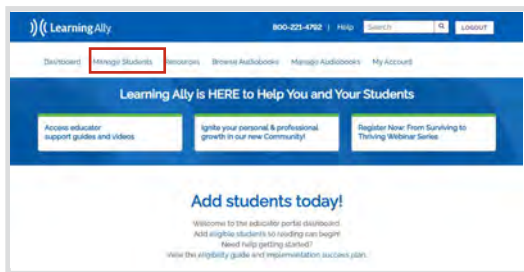
- Add Students to their Dashboard
- Qualify Students
- Add Books to a Students' Bookshelf
- Monitor Student Progress
- Play Audiobooks
- Access Educator Resources

Every student has been uploaded into the Educator Portal via Clever- if you cannot find a student account, sometimes they are in a different school. Please contact your Clever Administrator if you are having trouble.

\* Students must be eligible and qualified to access the Learning Ally Audiobook Solution.

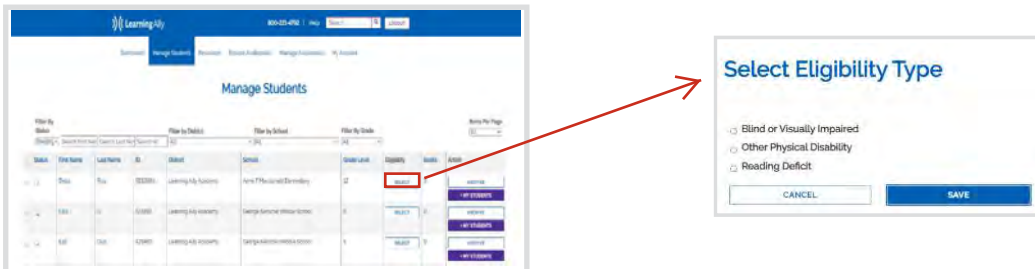
#### STEP 1

Go to your Educator Portal and click on the Manage Students Tab.



#### STEP 2

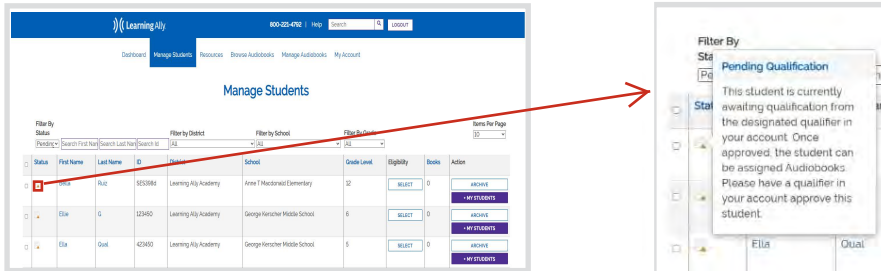
To qualify your students, click SELECT under the Eligibility column. A small window will open for you to provide the eligibility type. Select the eligibility type and click SAVE.



## BOSTON PUBLIC SCHOOLS

### STEP 3

If you see a student with the Pending Qualification icon, you will need to provide an eligibility type for the student to access Learning Ally Audiobook Solution.



The screenshot shows the 'Manage Students' page in the Learning Ally dashboard. A table lists students with columns for Status, First Name, Last Name, ID, District, School, Grade Level, Eligibility, Books, and Action. A red arrow points from a 'Pending Qualification' icon in the Status column to a tooltip that reads: 'Pending Qualification: This student is currently awaiting qualification from the designated qualifier in your account. Once approved, the student can be assigned Audiobooks. Please have a qualifier in your account approve this student.'

### STEP 4

Check to see that the green "Active" icon is visible next to the student's name under the Status column. Students are now active and able to access the Learning Ally Audiobook Solution.

Status	First Name	Last Name	ID	District
	Hanna	Lippert	100035	Learning Ally Academy
	Cian	Carter	091613	Learning Ally Academy
	Yoast11		Yoast11	Learning Ally Academy