SCHOOL-LEVEL EDUCATOR PORTAL ROLES

Learning Ally Audiobook Solution Educator Portal Roles

There are four roles within Learning Ally's educator portal that are essential to the successful implementation of Learning Ally in your school. Based on the role assigned, educators will have different responsibilities and access within the solution.

LEARNING ALLY ROLE	REQUIRED ACTION(S)	PERMISSIONS
MASTER ADMINISTRATOR **TIP:** There may be more than one Master Administrator, but we recommend limiting this role to only those who should be able to see all educators and students across the school. **By default, the Implementation Leader has the role of Master Administrator.**	• Decide implementation plan pathway-phased approach, or all at once. (see below) • Determine administrators who will support the implementation team • Choose qualifier (see below) • Add educators with the instructor role	• View all educators and students across district-assigned school(s) • Add administrators • Add educators • Add students • Qualify students • Move students from school to school within the solution • Archive students • Delete students
ADMINISTRATOR **TIP:** Assign the Administrator role when you want the user to have the ability to administer all educators and students in a specific school.	• Add/update educators in educator portal	• Add educators • View all educators across assigned school(s) • Designate qualifiers (see below) • Archive students • Delete students • Includes all functions of instructor
QUALIFIER	• Qualify eligible students	• Qualify students • Includes all functions of instructor
INSTRUCTOR	• Add students • Add books to student bookshelf • Monitor progress	• Print student login • Change student password • Play audiobooks • Access educator resources in the educator portal

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To learn how your team can succeed with Learning Ally review our simple implementation success plan. **Follow these simple steps:**

IMPLEMENTATION SUCCESS PLAN

STEP ONE
Access and set up in your school
- Determine which students are eligible
- Ensure IT team and devices are ready
- Learn about educator roles and add teachers

STEP TWO
Launch audiobooks for kids
- Set up students
- Find and add books
- Integrate instructional strategies using the app

STEP THREE
Progress monitor and personalize instruction
- Understand reading targets
- Set goals and engage readers
- Review student reading data reports

To best identify the role(s) educators should be assigned, see the following suggestions and choose the appropriate role in Learning Ally's educator portal. It is possible for one educator to have multiple roles within Learning Ally.

LEARNING ALLY ROLE	EDUCATOR'S TITLE	
MASTER ADMINISTRATOR OR ADMINISTRATOR	• Principal/Vice Principal • School Psychologist • Special Educator	• Speech/Language Pathologist • Teacher of the Visually Impaired
QUALIFIER	• Special Education Director • Education Diagnostician • Teacher of the Visually Impaired • Reading Specialists • Child Study Teams	• Speech and Language Pathologist • School Psychologist • Learning Disability, Dyslexia or Resource Therapists, including Physical and Occupational
INSTRUCTOR	• General Educator • Special Educator	• Speech/Language Pathologist • Teacher of the Visually Impaired