

# How to Use Teacher Ally

Learning Ally's online bookshelf and student management tool

Learning Ally   
TOGETHER IT'S POSSIBLE

The administrator of your school's Learning Ally membership can give educators the following roles and abilities. Every educator receives their own account — **log in at LearningAlly.org to begin.**

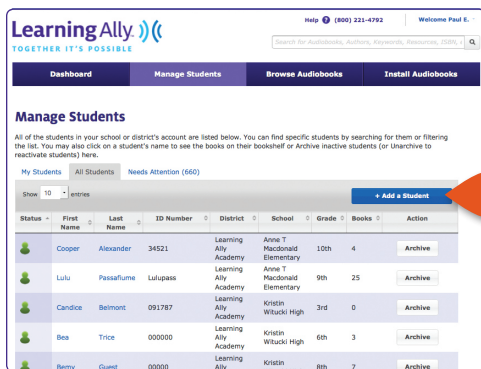
## ADMINISTRATORS

Go to **MANAGE EDUCATORS** and **ADD AN EDUCATOR.**

Select the **APPROPRIATE ROLE.** A certifier who can verify a student is eligible must be designated on your account. Unlimited educators can be added and given multiple roles.

Or, begin the steps below to add students. You have the same rights as instructors.

## INSTRUCTORS



Status	First Name	Last Name	ID Number	District	School	Grade	Books	Action
Active	Cooper	Alexander	34521	Learning Ally Academy	Arise T Macdonald Elementary	10th	4	Archive
Active	Lulu	Passafiume	Lulupass	Learning Ally Academy	Arise T Macdonald Elementary	9th	25	Archive
Active	Candice	Belmont	091787	Learning Ally Academy	Kristin Wtucki High	3rd	0	Archive
Active	Bea	Trice	000000	Learning Ally Academy	Kristin Wtucki High	6th	3	Archive
Active	Benny	Guest	00000	Learning Ally	Kristin Wtucki High	8th	7	Archive

## CERTIFIERS

Go to the **CERTIFICATION** tab above the top menu.

View **CERTIFICATION REQUESTS.**

Click **SELECT QUALIFICATION** and choose from the drop-down box to select the appropriate category.

A certifier must complete this step before each student can download books.

Certifiers can also perform all instructor actions (below).

Go to **MANAGE STUDENTS** to begin adding students.

Click **ADD A STUDENT.**

*Create a username and password that will be easy for your student to remember.\**

Complete form and click **CREATE STUDENT** to save.

Each student must be approved by a certifier on your school account before books can be downloaded.

Go to **BROWSE AUDIOBOOKS** or the **SEARCH BAR** to find and select a title.

Click **ADD TO BOOKSHELF** and assign books to one or multiple students.

Encourage students to read and begin tracking progress — go to **MANAGE STUDENT** to view pages read.

## ADDITIONAL FEATURES

### SHARE STUDENT LOGIN

Go to **MANAGE STUDENTS** and click on a student name.

Click **PRINT STUDENT LOGIN.\***

Share log-in with students or parents so they can log in from home to add books, download and listen from their personal MAC, PC, Chromebook phone, tablet or mobile device.



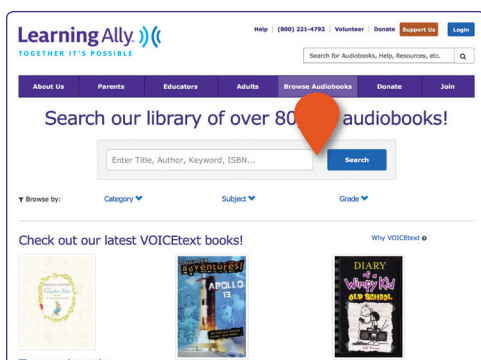
### UPDATING/ARCHIVING/DELETING

Students should be updated or archived each new school year.

Go to the **NEEDS ATTENTION** tab under **MANAGE STUDENTS.**

Select **UPDATE** to change a student's grade level. Current books will remain on bookshelf.

Select **ARCHIVE** if this student no longer uses Learning Ally at your school. After archiving, your Administrator/Master Admin can select **DELETE** if you would like to completely remove the student's profile from your school.



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By: Category Subject Grade

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APOLLO 13

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\*If your Learning Ally account has been connected to your Single Sign On provider (SSO), then:

1. you do not need to create a username and password for newly added students,
2. you will not be able to view or print your student's username and password.

**If you need assistance** call us at **800.221.4792**, 8:30 am – 8:00 pm ET, or sign up for Web-based training at [LearningAlly.org/edu-webinars](http://LearningAlly.org/edu-webinars).



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