

HOW TO ADD EDUCATORS

Creating Educator Accounts to Give Access to the Learning Ally Audiobook Solution

Educators with the Learning Ally Educator Portal role of “Master Administrator” or “Administrator” may add other educators from their school or district to their Learning Ally account. Educators are able to check a student's progress, assign books and provide the students with login credentials for at-home use. More educators = more students succeeding with Learning Ally!

Learn about [educator roles](#) and follow these steps to add teachers:

- 1 Log in and select “Manage Educators” in the blue bar at the top of your screen.
- 2 Select “Add Educator.”
- 3 Fill in their profile information.
- 4 Choose the school district.
- 5 Choose one or multiple schools that this educator will be assigned to.
- 6 Select [the role](#) the educator will have within the Learning Ally Educator Portal.
- 7 Fill in their email address and job title.
- 8 Select “Create.”

TIPS

If you have more than 100 educators to add, please contact your Implementation Success Manager to discuss a bulk upload of educators.

Follow-up with the educator to make sure they get started and understand how to review student progress.

If the educator would like to progress monitor a student that has already been added to your school account, all they need to do is add a book to that student's bookshelf and they will automatically appear on their dashboard.

Congratulations, this educator will now receive an email with their login credentials and can begin adding other students and assigning audiobooks!