

HOW TO CREATE INDIVIDUAL STUDENTS

Create Student Accounts to Give 24/7 Access to Human-Read Audiobooks



Educators with the Learning Ally Educator Portal role of Master Administrator, Administrator, or Instructor can individually create new students.* Districts or schools that have integrated the Learning Ally Audiobook Solution with an SSO and rostering provider create students through data syncs and are not able to create students individually.

FOLLOW THESE STEPS TO CREATE STUDENTS:

1. Log into the Educator Portal
2. Select Manage Students.
3. Select Add Individual Student.
4. Create a username for your student.
5. Select their district and school.
6. Create an identification number that will be associated with the student.
7. Select their grade level.
8. Fill in their first and last name. (Last name is optional).
9. Select their eligibility type.
10. Provide a student and/or family email address (optional).
11. Create a password.
12. Select Submit.

TIPS

The Learning Ally Audiobook Solution also offers the following [integration methods](#) - SSO, Rostering, Learning Ally Roster Import.

More than one educator can progress monitor the same student. In the Educator Portal, visit Manage Students to add a student to [My Students](#) (accessible from the drop down menu above the status column) or assign a book to a student to have them appear on your Dashboard.

For simplicity, choose an identification number for students that is consistent with your district or school's student identification number format.

Usernames for students should be unique and easy for the student to remember. If you receive an error that the username is already in use please change the username and resubmit.

** Read-Only Instructors cannot create new students.*

Congratulations! This student can now use the Learning Ally Audiobook Solution and you can begin to progress monitor this student.