HOW TO ADD STUDENTS

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

Any educator with login credentials can add a student to the Learning Ally educator portal. Once a Qualified Educator confirms student eligibility, that student can begin adding and listening to Learning Ally human-read audiobooks.

Follow these steps to add students:

1. Log in, go to “Manage Students” and select the blue button to “Add New Students.”
2. Enter your student’s information to create an account for them.
3. Create a username for your student.
4. Choose your district and school.
5. Create an identification number that will be associated with the student.
6. Choose the grade level and enter the student’s first name. Their last name and email address is optional.
7. Finally, create their password, which can be changed or updated at any time.
8. Select “Create Student.”

TIPS

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

If other educators would like to progress monitor the same student, all they need to do is add a book to that student’s bookshelf and they will automatically appear on their dashboard.

When choosing an identification number for students, stay consistent in how your school or district enters student information to make things easier.

When creating a username for students, you should choose a unique identifier that your school or district recognizes as being associated with the student, such as their last name and student ID number.

Congratulations, this student can now be qualified to use the Learning Ally Audiobook Solution and you can begin to progress monitor this student!