Learning Ally Audiobook Solution
Educator Portal Roles

There are five Educator Portal roles that are essential to the successful implementation of the Learning Ally Audiobook Solution in your school. Based on the role assigned, educators will have different responsibilities and access within the solution.

EDUCATOR PORTAL 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 Owner has the role of Master Administrator.**	• Assemble your team and ensure educators and students are added to the Learning Ally Educator Portal. • Designate Administrators (see below) • Designate Data Managers (see below) • Designate Instructors (see below)	• View all educators and students across district • Create individual educators • Create or update multiple educators from a file • Monitor educator activity • Delete educators • Create and provide eligibility for individual students • Create or update multiple students from a file • Monitor student progress • Archive & Delete students • Includes all permissions
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, mulitple schools, or all schools.	• Create individual educators • Monitor educator activity	• View all educators and students across school(s) • Create individual educators • Monitor educator activity • Delete educators • Create and provide eligibility for individual students • Monitor student progress • Archive & Delete students • Includes all permissions of the Instructor
DATA MANAGER (SECONDARY ROLE) **TIP:** Must be assigned in conjunction with another role	• Create and update students or educators in the educator portal through a roster import	• Import students or educators in the educator portal through an Excel or CSV file • Includes all permission of their primary role
INSTRUCTOR	• Determine eligibility and create student accounts • Add students to My Dashboard • Assign audiobooks • Monitor student progress	• View all students across school(s) • Determine eligibility and create student accounts • Monitor student progress • Print student login • Reset student password • Edit students & Archive students • Access educator resources in the educator portal • Assign audiobooks
READ-ONLY INSTRUCTOR	• Add students to My Dashboard • Assign audiobooks • Monitor student progress	• View all students across school(s) • Print student login • Reset student password • Access educator resources in the educator portal • Assign audiobooks

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SCHOOL-LEVEL EDUCATOR PORTAL ROLES

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

IMPLEMENTATION SUCCESS PLAN

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

STEP TWO
Launch audiobooks for students
- Find and add books
- Teach students to log in and use the app.
- 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 the Learning Ally Educator Portal. It is possible for one educator to have multiple roles.

EDUCATOR PORTAL ROLE	EDUCATOR RESPONSIBILITIES	EDUCATOR'S TITLE EXAMPLES
MASTER ADMIN/ IMPLEMENTATION OWNER	Owns the success of an effective implementation of the Learning Ally Audiobook Solution by ensuring educators are prepared, devices are ready, and student progress is monitored.	Principal/ Assistant Principal, Special Educator, Reading Specialist/Coach, Teacher of the Visually Impaired, Literacy Leader
ADMINISTRATOR	Helps to keep the implementation of the Learning Ally Audiobook Solution on track by ensuring educators and families are engaged in supporting students' reading.	Principal/ Assistant Principal, School Psychologist, Special Educator, Reading Specialist, Speech/ Language Pathologist, Teacher of the Visually Impaired
DATA MANAGER (SECONDARY ROLE)	Responsible for the import of all educators and eligible students to the Learning Ally Audiobook Solution.	Instructional Technology Director, Data Leader, Technical Specialist, IT Specialist, Instructional Technology Coordinator
INSTRUCTOR	Uses the Learning Ally Audiobook Solution to ensure eligible students receive equitable access to grade-level content by determining student eligibility, creating students, adding books, & monitoring student reading progress.	General Educator, Special Educator, Reading Specialist, Speech/ Language Pathologist, Teacher of the Visually Impaired
READ-ONLY INSTRUCTOR	Uses the Learning Ally Audiobook Solution to ensure eligible students receive equitable access to grade-level content by adding students to their Dashboard, adding books, and monitoring student reading progress.	General educators, Para-professionals, any other educator who only needs to assign audiobooks and monitor student reading progress

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