On August 1, educators will see a data reset in their account and in Learning Ally’s reading app.

1. Manage students
2. My dashboard
3. Administrator dashboard
4. Individual student report
5. Install audiobooks
6. Reading app - educator bookshelf
1. MANAGE STUDENTS

Students with a status of “Active” will move to a status of “Needs Update.”

- Review the “Needs Attention” tab. Students can be:
  - Updated
  - Updated and transitioned to a new school
  - Archived
  - Deleted (Educator Portal Master Admins and Admins only)

View a video on how to update students in seat or site accounts.

Do you have more than 1,000 students to manage? Contact your manager about bulk updating your students with the help of the Learning Ally team.
2. MY DASHBOARD

Create your “my students” list and get them reading to see the new year’s totals.

- Add a new student or assign a book to a student to see your “my students” on your dashboard.
- Reading data and what your students are reading will not appear until after reading has occurred.
3. ADMINISTRATOR DASHBOARD

You will see reading totals after students begin reading in the new school year.

- Reading data and what students are reading will not appear until after reading has occurred.
4. INDIVIDUAL STUDENT REPORT

Books assigned in the current school year move to last school year.
5. INSTALL AUDIOBOOKS

“My Books” will restart to show only books you assign in the new school year.
Educator bookshelf will restart to only show books you assign in the new school year.
Since data resets, make sure you have what you need before August 1.

1. Export student reading data.
2. Don't assign books for next year until after August 1.
3. Remove students who were added and will not qualify for Learning Ally.
4. Review educators to add new ones to your account and deactivate those who are leaving your school or district.

Questions? Call 800-221-4792.