



Teacher User Manual



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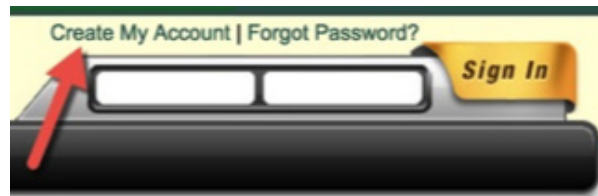
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Sign in to **iLanguageArts** using the unique web address, username, an password provided by Perfection Learning or your School Administrator. If you have a teacher registration key but no account, please see **Create an Account**.

Creating an Account

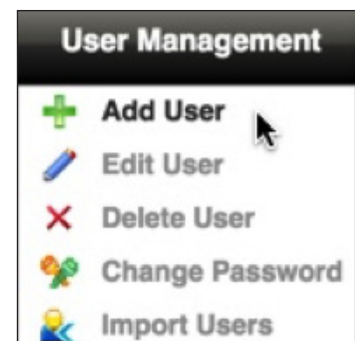
1. Go to the unique web address provided by your School Administrator.
2. Select **Create My Account** in the upper right-hand corner.
3. Fill out the required fields
 - first and last name
 - email address
 - username
 - password
 - re-type password
 - registration key (provided by your district or school administrator)
4. Once complete, click **Create My Account**. You will be directed to your new home page.




User Management

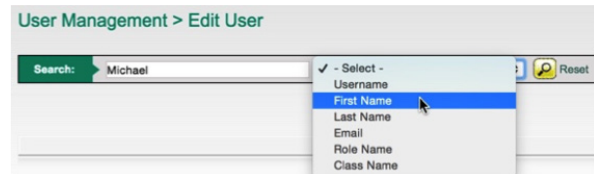
Add User


1. Hover over the **User Management** tab.
2. Select **Add User**.
3. Complete the required fields on the webform.
 - user type
 - first and last name of student
 - student's email address
 - username (must be at least five characters)
 - password (must be at least six characters, not case sensitive)
 - re-type password
4. Click **Add New User**.

A screenshot of the "User Management > Add User" webform. The form has the following fields: "User Type" (a dropdown menu with "Student" selected), "First Name", "Last Name", "Email Address", "Username", "Password", and "Re-type Password". There are red asterisks next to the "User Type", "First Name", "Last Name", "Email Address", "Username", "Password", and "Re-type Password" fields, indicating they are required. Below the form are "Add New User" and "Cancel" buttons. A legend at the bottom left indicates that a red asterisk means "Required Field".


Edit User

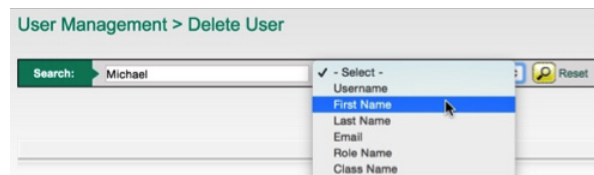
1. Hover over the **User Management** tab.
2. Select **Edit User**.
3. In the field, enter the username, first name, last name, email address, role name, or class name text you want to search. Select from the options in the pull down menu and click on the search icon  to filter the view.




4. Click the pencil icon  next to the user you want to edit.
5. You can edit the Webform on this page.
6. Click **Update** when finished.

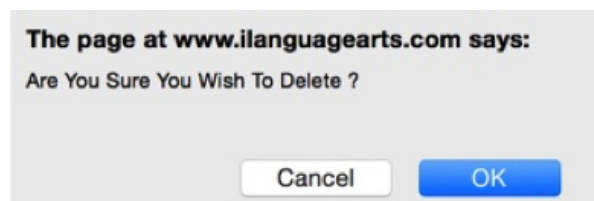
Delete User

1. Hover over the **User Management** tab.
2. Select **Delete User**.
3. In the field, enter the username, first name, last name, email address, role name, or class name text you want to search. Select from the options in the pull down menu and click on the search icon  to filter the view.




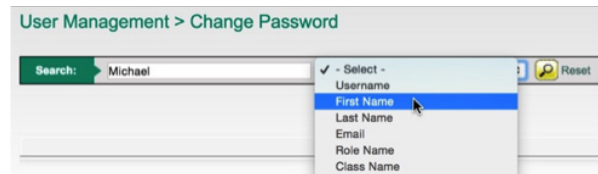
4. Click the **X** icon  next to the user you want to delete.
5. Select **OK** when the notice pops up.


NOTE: If you want to mass delete users, please contact your school or district administrators. Only administrators have the ability to mass delete.



Change Password

1. Hover over the **User Management** tab.
2. Select **Change Password**.
3. In the field, enter the username, first name, last name, email address, role name, or class name text you want to search. Select from the options in the pull down menu and click on the search icon  to filter the view.



4. Click the key icon  next to the user whose password you want to change.
5. Enter the new password.
6. Confirm the new password.
7. Select **Update** when finished.

Import Users

1. Hover over the **User Management** tab.
2. Select **Import Users**.
3. The school should already be selected.
4. Select Class Name (optional).
5. Click the **Download Import Template** button.



6. This will start a download of an Excel file. You will use this file to import a list of schools.
7. Open the file in **Excel**.

Import Users (continued)

8. Fill out the Excel form. The red column headers mark the following required fields.

- username (must be at least five characters)
- first name
- last name
- email address
- password (must be at least six characters, not case sensitive)

A	B	C	D	E
User Name	First Name	Last Name	Email	Password
gsmith	Gigi	Smith	gsmith@school.com	gsmith
brouth	Brody	Routh	brouth@school.com	brouth
lemmon	Lexi	Lemmon	lemmon@school.com	lemmon
tpaul	Tyler	Paul	tpaul@school.com	tpaul
rphillips	Ryan	Phillips	rphillips@school.com	rphillips

9. Make sure you have filled out all of the red columns carefully and completely.

If there is even one left blank, or the username and passwords are not long enough, the program will not import the file.

10. When you have filled out the form completely, save the Excel file.

11. Close out of the Excel file.

12. Return to the **Import Users** page on *iLanguageArts*.

13. Depending on your browser, click either **Choose File** or **Browse**. Select the Excel file that you saved to your computer.

14. Click **Submit**.

15. You will see a notification on the upper right-hand side of the page that says **Users Imported Successfully**. If an error pops up on the page, please see troubleshooting.



Class Management

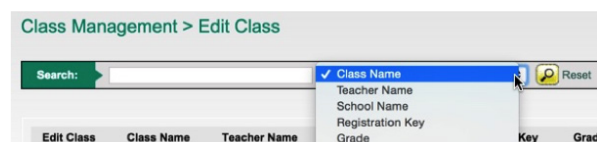
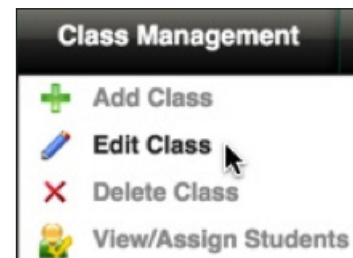
Add Class

1. To create a class, hover over over the **Class Management** tab.
2. Click **Add Class**.
3. Complete the required fields on the webform.
 - class name
 - school name
 - student registration limit (This number limits the number of students who can enroll in the class. You may edit this limit at any time.)
 - teacher name
 - student registration key (This key is only used by students who self register, it will not be used if students are added or imported by an administrator or teacher.)
4. Click **Submit**.




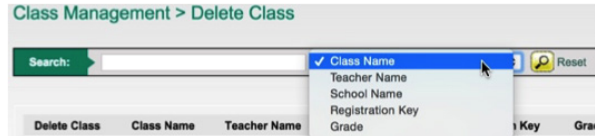
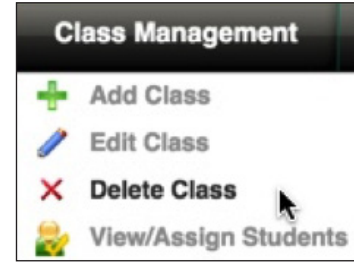
Edit Class


1. Hover over the **Class Management** tab.
2. Click **Edit Class**.
3. In the field, enter the class name, teacher name, school name, registration key, or grade text you want to search. Select from the options in the pull down menu and click on the search icon  to filter the view.
4. Click the pencil icon  next to the class you want to edit.
5. You can edit the webform on this page.
6. Click **Update** when finished.



Delete Class

1. Hover over the **Class Management** tab.
2. Click **Delete Class**.
3. In the field, enter the class name, teacher name, school name, registration key, or grade text you want to search. Select from the options in the pull down menu and click on the search icon  to filter the view.

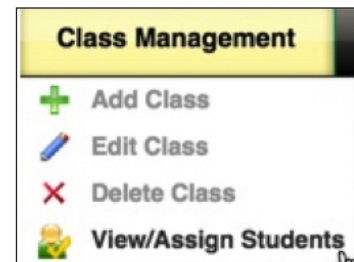


4. Click the **X** icon  next to the class you want to delete.
5. Select **OK** when the notice pops up.

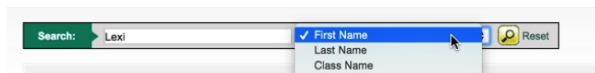
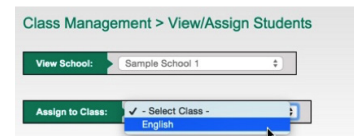


Assign Students to a Class

1. Hover over the **Class Management** tab.
2. Click **View/Assign Students**.
3. You will see a list of all the students assigned to this school. Select the class to which you are adding students.



4. Search for the students you want to add by using the search tool.
5. Check the boxes next to each student you are adding to this class.



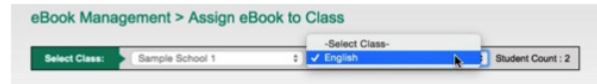
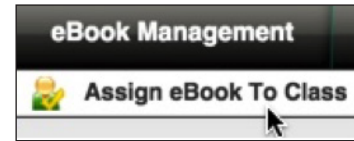
<input checked="" type="checkbox"/>	Lexi	Lemmon	NO CLASS ASSIGNED
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6. Click **Assign**. These students are now enrolled in this class.

eBook Management

Assign eBooks to a Class

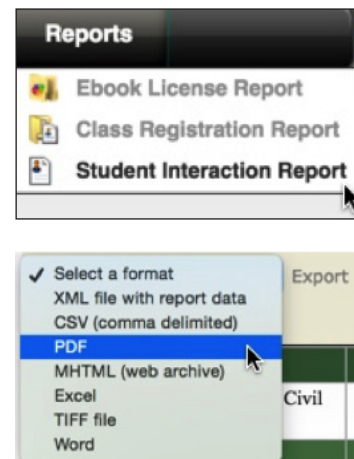
1. Hover over the **eBook Management** tab.
2. Select **Assign eBook to Class**.
3. Select the school and class to which you need to assign eBooks.
4. Select the titles you want to add to the class.
5. Click **Assign**. The students in this class will now have access to these titles.



Reports

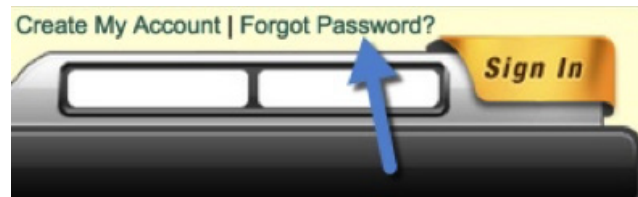
Student Interaction Report

1. Hover over the **Reports** tab.
2. Select **Student Interaction Report**.
3. This report shows the number of times students have accessed their accounts. The default is to show all schools and all classes. You can change this by selecting specific schools and classes from the dropdown menu.
4. To download a copy of this form, go to the dropdown menu and select the format for the download.
5. Then click **Export**.
6. A copy of the report will be downloaded to your computer.



Forgotten Password

1. Select the **Forgot Password?** link on the login page.



2. Type your username into the field.
3. Select **Send Password**. Your password will be sent to the email address provided when you created the account.

Troubleshooting Mass Import

1. If your import fails, you will see an error like this.

Failed at Record 4 with User Name: tpaul Error Description: Minimum Password length is 6.

2. To correct this, make a note of the error. You'll have to fix it in the original Excel file.
3. If the error says it failed at Record 4, for example, that means Row 5 in Excel. The header is not included in the count.
4. Go into the original Excel file.
5. Delete everything before Row 5 in this example. The program is set to import everything until it finds an error, so everything above the error is already imported.
6. Correct the error. Make sure you've completed all of the red columns. Usernames must be at least five characters. Passwords must be at least six characters.
7. Re-save the Excel file.
8. Close out of the Excel file.
9. Return to the **Import** page on *iLanguageArts*.
10. Depending on your browser, click either **Choose File** or **Browse**. Select the Excel file that you saved to your computer.
11. Click **Submit**.
12. You should see a notification on the upper right-hand side of the page that says **Users Imported Successfully**. If another error pops up, repeat the steps above.
13. If the error persists, copy the information you'd like to upload from the current sheet and paste it as plain text in a new copy of the Import Template; make sure the file format is ".xls" and not ".xlsx".

Troubleshooting “Username Already in Use” Errors

Usernames are allocated site-wide in iLanguageArts. That means if there’s a “jsmith” associated with one school/district, there cannot be another “jsmith” added to any other school/district. The “Username is already in use” error does not specify this, so attempting to search for the username in question will yield no results, as it will be associated with another school/district you do not have access to. To solve this issue, add a numeral to the end of the username, and attempt a reupload.

Troubleshooting Student/Teacher Login Issues

If you attempt to log in and the screen flashes or appears to reload without successfully signing you in, you’re probably attempting to log in using the incorrect webpage. Every district has a distinct portal it’s assigned during the initial district setup process. Your specific portal URL is denoted by the text that follows the “.com/” in “ilanguagearts.com/”. For example, in the URL “www.ilanguagearts.com/perfectionlearning”, “perfectionlearning” is the text that defines the specific portal.

Please visit the URL assigned to your district and attempt to sign in again.