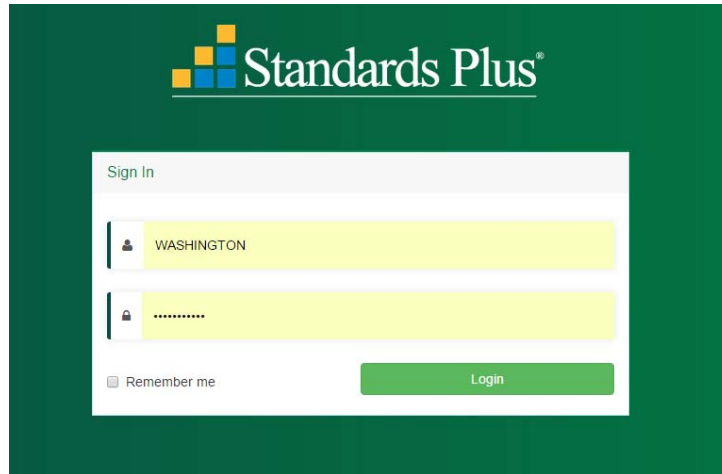


Administrator Set-up Instructions

Click the link to login to your account.

Your username is your email address, and your password is **password** (all lowercase letters). You will be prompted to change your password the first time you log in.



Upon login, you will land on your home page, which is the *Teacher Assignment* page. Select a grade level tab at the top to begin entering teachers and assigning licenses.

#	Teacher E-mail Address	ELA Hybrid Licenses	Math Hybrid Licenses	ELA Full Digital Licenses
No data available in table				

Showing 0 to 0 of 0 entries

ELA Hybrid Licenses left: 0/0

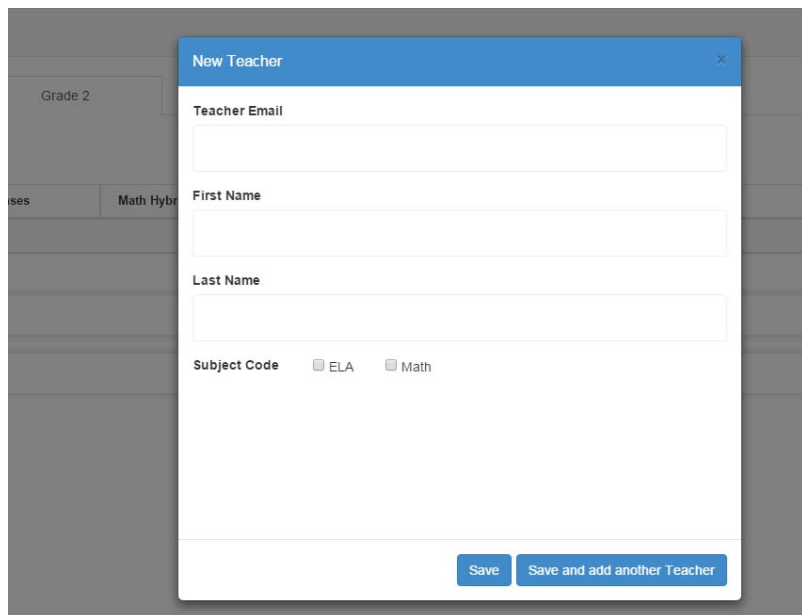
ELA Full Digital Licenses left: 90/90

To assign licenses, select **Add Teacher**.

#	Teacher E-mail Address	ELA Hybrid Licenses	Math Hybrid Licenses	ELA Full Digital Licenses
No data available in table				

Showing 0 to 0 of 0 entries

Add the Teacher Email, First Name, Last Name, and select ELA, Math, or both subjects to match the teacher's class. The Teacher's Email Address will be his/her username for the system.

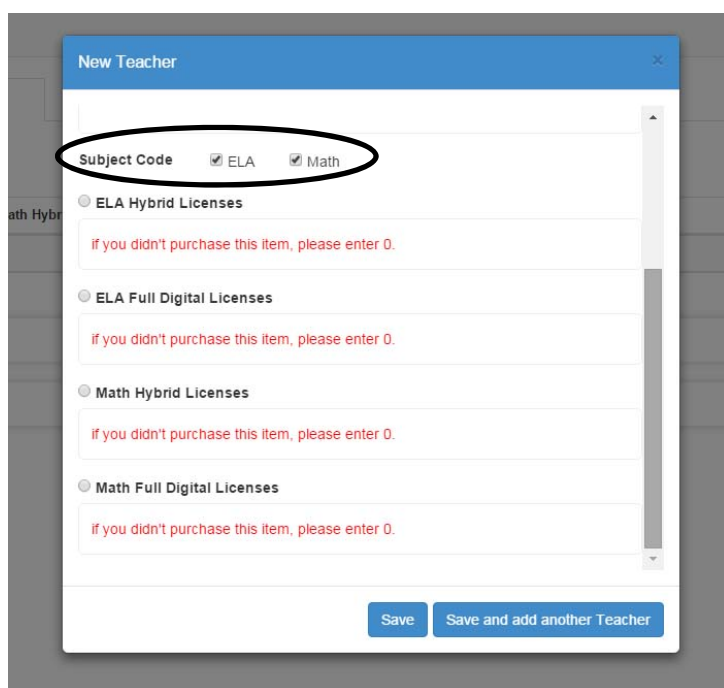


The screenshot shows a 'New Teacher' modal window. It contains the following fields and options:

- Teacher Email:
- First Name:
- Last Name:
- Subject Code: ELA Math

At the bottom of the modal are two buttons: 'Save' and 'Save and add another Teacher'.

When you select the **Subject Code**, fields will appear to allow you to assign licenses to your teachers.

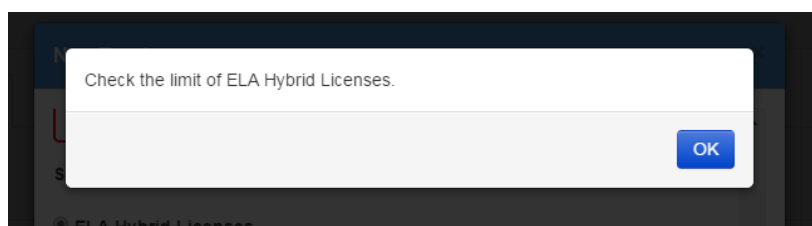


The screenshot shows the 'New Teacher' modal window with the 'Subject Code' section expanded. The 'Subject Code' label and its checkboxes for 'ELA' and 'Math' are circled in red. Below this, there are four license categories, each with a radio button and a text field:

- ELA Hybrid Licenses: (if you didn't purchase this item, please enter 0.)
- ELA Full Digital Licenses: (if you didn't purchase this item, please enter 0.)
- Math Hybrid Licenses: (if you didn't purchase this item, please enter 0.)
- Math Full Digital Licenses: (if you didn't purchase this item, please enter 0.)

At the bottom of the modal are two buttons: 'Save' and 'Save and add another Teacher'.

The system will allow you to assign licenses until you have used the total for the grade level/subject. If you accidentally select the wrong type of license, an error message will appear.



The screenshot shows a small error message dialog box with the text: 'Check the limit of ELA Hybrid Licenses.' and an 'OK' button.

If you have purchased Hybrid (Paper + Digital) Licenses, you will assign Hybrid Licenses to your teachers. If you have purchased Full Digital Licenses, you will assign **Full Digital Licenses** to your teachers. You must type a **0** in the field that you did not purchase in order to proceed.

New Teacher

Subject Code ELA Math

ELA Hybrid Licenses
if you didn't purchase this item, please enter 0.

ELA Full Digital Licenses
if you didn't purchase this item, please enter 0.

Math Hybrid Licenses
if you didn't purchase this item, please enter 0.

Math Full Digital Licenses
if you didn't purchase this item, please enter 0.

Save Save and add another Teacher

You may **Save** or **Save and add another Teacher** each time you finish assigning a teacher.

The count will adjust as you assign licenses, so you will know when you need to contact your Standards Plus Account Representative to purchase additional licenses.

Standards Plus WASHINGTON Settings -

Kindergarten Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Grade 7 Grade 8

Add Teacher

#	Teacher E-mail Address	ELA Hybrid Licenses	Math Hybrid Licenses	ELA Full Digital Licenses	Math Full Digital Licenses	First Name	Last Name	Subject Code	Action
1	jojean@standardsplus.org	0	0	25	25	JoJean	Vicioso	ELA and Math	
2	susan@standardsplus.org	0	0	25	25	Susan	Doner	ELA and Math	
3	stan@standardsplus.org	0	0	8	0	Stan	Bobble	ELA	

Showing 1 to 3 of 3 entries

ELA Hybrid Licenses left: 0/0

ELA Full Digital Licenses left: 2/60

Math Hybrid Licenses left: 0/0

Math Full Digital Licenses left: 10/60