Teacher Ally User Notes

Learning Ally))((
TOGETHER IT'S POSSIBLE

Teacher Ally is your online management tool that allows you to add/certify students, assign books, track progress, add teachers and more!

1 To begin using Teacher Ally: Log in to your Learning Ally/Teacher Ally account at www.LearningAlly.org.

Click **LOG IN THROUGH YOUR SCHOOL OR DISTRICT** to log in using your SSO provider.*

Can't find your login? Click **FORGOT USERNAME/FORGOT PASSWORD** or call us at 800.221.4792 or email teachersupport@LearningAlly.org

2 Add educators: If you are the *master administrator*, or *administrator*, you have the ability to add unlimited teachers for access to Teacher Ally. Go to **MANAGE EDUCATORS** and select **ADD AN EDUCATOR**. Each person added to the account will receive their own unique login username/password sent to their email.* Then, go through the prompts and choose the correct roles (select one or more for each added educator):

ADMINISTRATOR Invite educators and assign roles, designate *certifiers*, review progress, (also have same functions as *instructors*)

TIP: This role should be given to someone who will be able to add other teachers to the account.

INSTRUCTOR Add students, assign books, play audiobooks, review progress, print student login, change student password

CERTIFIER Confirm students are eligible to receive services

TIP: This is someone in the school or district who is a "Competent Authority," who can verify that a student qualifies for Learning Ally audiobooks, e.g. special education teacher, school psychologist, speech language pathologist, occupational therapist, case manager, etc.

3 Update/archive/delete students: Each new school year, all students in your Teacher Ally account are advanced to the next grade level. An educator needs to confirm this change, edit the grade level, or archive students who no longer need access. To update or archive students, go to the **NEEDS ATTENTION** tab under **MANAGE STUDENTS**. Select update or archive depending on each student. An administrator/ master administrator can delete any students who have been archived by clicking the **ARCHIVED STUDENTS** tab, clicking **DELETE** next to the student's name and confirming the deletion

TIP: All books added from last year can be found on the **LAST YEARS BOOKSHELF** or **ALL YEARS BOOKSHELF** in the **INDIVIDUAL STUDENT REPORT** drop-down bar. When the student logs in, he or she will see all books no matter what year they were assigned.

4 Add students: Go to the **MANAGE STUDENTS** tab. Click on the **+ADD A STUDENT** button, enter all required information, and then click the **CREATE STUDENT** button.

TIP: Create a username and password that will be easy for your student to remember.*

5 Certify students: Students must be certified in Teacher Ally before audiobooks can be downloaded. Only educators designated with the *certifier* role can complete this step. If you are a *certifier*, go to the **CERTIFICATION** tab on the menu bar above the Learning Ally logo. You will see pending **CERTIFICATION REQUESTS**. Click on each **STUDENT NAME**, **SELECT QUALIFICATION** and confirm.

TIP: If you are not a *certifier*, you must wait for the *certifier* of your account to certify students' print disabilities. Existing *certifiers* will be automatically notified when a student is added.

6 Add and assign books: Find a book by using the **BROWSE AUDIOBOOKS** tab or by entering keywords into the search box. Once the audiobook is found click the **+ADD TO BOOKSHELF** button and add as many students as need that title.

TIP: Search books from our library of 80,000 human-narrated titles including K-12/college textbooks, fiction, literature and more. Choose from our collection of VOICEtext titles (synchronized text with audio) or classic audio (audio only). Each book is formatted to allow for features such as bookmarking, notetaking, go to page navigation, and variable speed control.

7 Give students their login: Your students can access their bookshelves with the username/password you created for them in Teacher Ally. This will allow them to add and listen to books at home, school or on the go. To retrieve your student's login, click on the **STUDENT'S NAME** in **MANAGE STUDENTS**. This takes you to the **INDIVIDUAL STUDENT REPORT**. On the right sidebar, click **PRINT STUDENT LOGIN** and you will see* your student's username/password for use with Link to play on computers and the Learning Ally app for mobile devices.

8 Listen: To listen to Learning Ally audiobooks, download Learning Ally Link, our educational reading app to your PC, Mac, Chromebook, or compatible iOS (Apple) or Android phone, tablet or mobile device.

*If your school uses Single Sign On (SSO), you can use those credentials to log in through your school or district. If you do not see your school or district, log in using your Learning Ally credentials. **TIPS:** If your Learning Ally account has been connected to Clever, then: 1) you can also access Teacher Ally through your Clever portal. 2) newly added educators will receive a Learning Ally welcome email that does not contain login credentials. 3) you do not need to create a username and password for newly added students 4) you will not be able to view or print your student's username and password.