

How-to:

Login, Edit Groups, Create New Groups, and Edit Students



Student Accounts

ALL ELL level 1s Grades K-12

DESKTOP APP

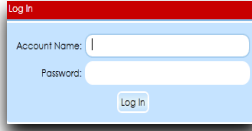


Username: student ID
Password: student ID

Teacher Accounts

Internet Explorer

<http://imaginelearning.dadeschools.net/manager>



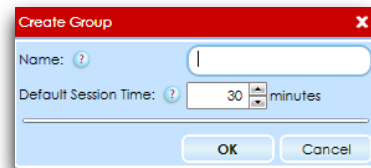
Account Name: district email
Password: district email

Editing Group Names

- Click **Set Up-Students**
- Click/Expand teacher's name
- Select teacher's group
- **Edit Group Details** (right hand side)
 - Group/Class Name: Teacher Last Name-Grade or Period
 - Edit Sessions Time: *Grades K-1 (20 minutes) *Grades 2-12 (30 minutes)
- OK

Creating New Groups

- Click **Set Up-Students**
- Select teacher's name
- **Create Group...** (right hand side)
 - Group/Class Name: Teacher Last Name-Grade or Period
 - Edit Sessions Time
- OK



Adding Existing Students to New Groups

- Click/Expand teacher's name
- Select group
- **Add Student...** (right hand side)
- Type in Student ID- Click Search
- Select student
- OK

**Teachers do not create student accounts. New student accounts will be created through nightly sync.*

Editing Students

- Click **Set Up- Students**
- Click/Expand teacher's name
- Expand teacher's group
- Click on student name
- **Edit Student Details** (right hand side)
 - Select correct language
- OK

Removing Students

- Click **Set Up- Students**
- Click/Expand teacher's name
- Expand teacher's group
- Click on student name
- **Remove Student** (right hand side)



Customer Care Toll-Free: 1-866-457-8776

Web: <http://support.imaginelearning.com>