

# ExploreLearning Quick Reference for Administrators


## Part 1: Setting up Teachers and Students

This quick reference takes you through the most important things you will need to know to begin using ExploreLearning's products. Please keep this for future reference. If you have trouble or suggestions, please contact our support team via the Help Center.

<https://explorellearningllc.force.com/help>



### Logging in as an Administrator

1. Navigate to **go-el.com** and then select the **Educator** tab.
2. Enter your username and password.
3. Select 

### Updating Profile Information

1. Select **User Icon** in the upper right corner and select **My Profile**
2. Make any changes to your Name/Username/Email, or reset your password.

### Setting School Year Start Date

1. Select **Manage Users** and then the **Settings** gear icon in the upper right corner.
2. Use the dropdown menus to choose the correct date and select **Update Settings**. Completing this change on the district level settings will apply it to all schools.
3. If you DO NOT want to allow teachers to add and delete students, uncheck **Allow Teachers to Enroll Students** under each school's settings. It is checked by default.

### Retrieving a Username or Password

1. Navigate to **go-el.com** and select **Educator**.
2. Select **Forget username or password?** and follow the onscreen directions.

### Importing Students

To import students to a school you will need a Comma Separated Values (CSV) file. Most student information systems and spreadsheet applications can export data in this format. Download our Sample file in step 5 to get started. Make sure that the column headers match the sample file in order for information to be uploaded accurately.

#### Creating Student Accounts Using a CSV File:

1. Log in to your administrator account and select **Manage Users**.
2. Select the appropriate school from the drop down menu at the top of the page, if needed.
3. In the **Students** tab, select **Add Students** at the bottom left of the page and then **Import Students From File**.
4. Download a sample CSV file and formatting instructions in the **Help** dropdown in the bottom left corner. Complete the CSV file then drag and drop or click to select the completed .CSV file.
5. Review the changes and, if correct, select **Import**.
6. The students will then appear in a list from which teachers can choose to add to classes.

Note: You can designate students' passwords by adding a 'Password' column to the CSV file.

### Creating Student Accounts Individually:

1. Select **Manage Users** and make sure the **Students** tab is selected.
2. Select **Add Students** at the bottom left of the page and then **Create a New Student**.
3. A pop up window will appear. Fill in all fields with an asterisk and click **Create Student**.

### **Transferring Student Accounts**

When students enroll in your school who were previously in another school in your subscription, you can transfer those accounts with all their product data intact.

1. While uploading your CSV file, the program will search other schools in your subscription by the Last Name and Student ID fields.
2. If there are matches you will be given the opportunity to transfer those students.
3. Once the student is transferred into the school he/she will use their new teacher's username, but keep their unique password.

Note: It is important to consistently use a student information system ID number as the ExploreLearning Student ID in order for this feature to work.

### **Setting Up Teachers**

Teachers create their own accounts using a link including a unique registration code.

#### Inviting Teachers:

1. Select **Manage Users** and select the appropriate school from the drop down menu at the top of the page, if needed.
2. Select the **Teachers** tab. At the top right corner, select **Invite Educators**
3. Select the Teacher **Role** and the **Product(s)** the teachers will need to access.
4. Copy and paste the teachers' email addresses in the field and select **Send Invitation**.

Note: Each registration code has an 90 day expiration. After that date you will need to delete the pending invitation and recreate it.

#### Editing Teacher Product Access:

1. On the **Teacher** tab, select the name of the teacher you would like to edit.
2. To provide or remove the teacher's access to a product, click the product logo. A welcome email will be sent.

### **Setting Up Administrators**

As an administrator, you can give district-level or school-level access to other individuals for reports, for sending invites to teachers, and for adding students.

#### Inviting Administrators:

1. Select **Manage Users** and select the appropriate school from the drop down menu at the top of the page, if needed.
2. Select the **Administrators** tab. At the top right corner, select **Invite Educators**
3. Select the Administrator **Role** and the **Product(s)** the administrators will need to access.
4. Copy and paste the email addresses in the field and select **Send Invitation**.

### **Getting More Help**

1. Select the **Question Mark** in the upper right corner. This provides access to the Help Center, Customer Support, On-Demand PD and Teacher Guides.