



Study Island's Back to School Checklist for Administrators

Start the school year with an organized and up to date Study Island account! Completing this checklist will ensure that your school's account is ready for teachers and students to use right away.

- Delete old teacher and student accounts
- Advance existing students to the next grade level
- Move retained users back a grade level
- Register new teachers and students

TO DELETE USERS

- Select **ADMIN PAGE** on the left side of the page
- Select the **MANAGE USERS** tab
- Select a grade or user type from the **CHOOSE A GRADE** dropdown
- Check the box(es) next to the names you wish to remove
- Click **DEACTIVATE USERS**
- Select **DEACTIVATED USERS** from the **CHOOSE A GRADE** dropdown
- Check the box(es) next to the names you wish to **DELETE**
- Click **DELETE USERS**
- A dialog box will appear that reads "Are you sure you want to **DELETE** the selected user(s)?" Click **YES** (this action cannot be undone)

TO ADVANCE STUDENTS A GRADE LEVEL

- Select **ADMIN PAGE** on the left side of the page
- Select the **MANAGE USERS** tab
- Select ALL ACTIVE USERS from the **CHOOSE A GRADE** dropdown
- Check the boxes next to the users you wish to advance
- Click **ADVANCE GRADE** at the top of the list
- A dialog box will appear that reads "Are you sure you want to advance these users to the next grade level?" Click **YES**

TO MOVE RETAINED STUDENTS TO PREVIOUS GRADE

- Select **ADMIN PAGE** on the left side of the page
- Select the **MANAGE USERS** tab
- Select **ALL ACTIVE USERS** from the **CHOOSE A GRADE** dropdown
- Check the boxes next to the users you wish to move to the previous grade
- Click **PREVIOUS GRADE** at the top of the list
- A dialog box will appear that reads “Are you sure you want to move these users back a grade?” click **YES**

TO REGISTER USERS

- Select **ADMIN PAGE** on the left side of the page
- Select the **ADD USERS** tab and click **ADD INDIVIDUAL USER**
- Register each user by filling out the user information form You must pick a unique username for each user
- To import a list of users, click **IMPORT A LIST OF USERS** from the **ADD USERS** tab. Once here, follow the onscreen instructions

Help and Support

Ready to learn more? Check out Study Island’s **Power User Program!** The Power User Program is designed to quickly get you up and running, includes brief video lessons and activities that will walk you through specific features and functionality. The goal is to earn a Blue Ribbon for each topic just like your students. To get started, simply click “Power User Program” in the left-hand navigation bar in your Study Island account.

Have a question? Need assistance? Contact our award-winning Support team Monday-Friday, 7am to 6pm Central at 800.447.5286 or support@edmentum.com or use the LiveChat feature to chat live straight from your account!