



Reading Eggs Back to School Checklist

Start the school year with an organized and up to date Reading Eggs account! Completing this checklist will ensure that your account is ready for students to use immediately.

- Delete old teacher and student accounts (Subscription Coordinators)
- Add new teachers (Subscription Coordinators)
- Activate Rollover (Subscription Coordinators)
- Add students to their classes
- Add new students

MANAGING USERS

The Activate Rollover feature will remove all students from their current class and increment their grade by one year. This means that students will not be able to access the program until they are moved into their new class. An email notification will be automatically sent to all teachers in the school encouraging them to log in and move students into their new class. Note: If there are any new teachers at your school and you wish them to receive this email, please add the new teachers before clicking **Activate Rollover**.

TO DELETE USERS (Only Subscription Coordinators can perform this function)

- Click **MANAGEMENT** from the navigation menu on the left side of the Home page
- Click either **MANAGE STUDENTS** or **MANAGE TEACHERS**, depending on the user type that requires deletion
- Place a check in the box next to the name of the user that you would like to delete
- Click **DELETE** at the top of the list of names

TO ADD NEW TEACHERS (Only Subscription Coordinators can perform this function)

- Click **MANAGEMENT** from the navigation menu on the left side of the Home page
- Click **MANAGE TEACHERS**
- To add new teachers, click **ADD TEACHER**
- Complete all fields and click **CREATE TEACHER**
- You can also import a list of teachers by clicking **IMPORT TEACHERS** and uploading a CSV file with the teacher information

TO ACTIVATE ROLLOVER (Only Subscription Coordinators can perform this function)

- Select **MANAGEMENT** from the navigation menu on the left side of the Home page
- Click **MANAGE ROLLOVER**
- Click **ACTIVATE ROLLOVER**
- A dialog box notifying you of the rollover will appear, click **OK**

TO ADD STUDENTS TO A CLASS (Subscription Coordinators and Teachers can perform this function)

- Select **MANAGE CLASS** from the navigation menu on the left side of the Home page
- Click the **MOVE STUDENTS INTO YOUR CLASS** link under **ADD STUDENTS TO YOUR CLASS**
- Place a check in the box(es) next to the student(s) that you would like to move into your class
- Click **ADD TO MY CLASS**

TO ADD NEW STUDENTS (Subscription Coordinators and Teachers can perform this function)

- Select **MANAGE CLASS** from the navigation menu on the left side of the screen.
- Options to add new students are at the bottom of the screen under the heading **ADD STUDENTS TO YOUR CLASS**.
- Under the **CREATE NEW STUDENT** sub-header enter the student's first name, last name, and grade.
- Click **GO**.
- To add a list of students, click **UPLOAD A CSV** and then select the file containing the student details.
- The student's username and password are automatically generated, but can be changed by the teacher.

Help and Support

Ready to learn more? Check out the Reading Eggs Getting Started Kit! The Getting Started Kit is packed full of resources for Administrators and Teachers including quick start video tutorials and getting started resources! Visit <http://info.edmentum.com/Reading-Eggs-Training-Resource.html#> to learn more.

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!