

Getting Started Guide for License Coordinators

As you navigate through the available features of the *My Account* page, watch for the *Guided Help* button to access a step-by-step walkthrough of any of the processes related to managing Learning A-Z licenses.

Welcome to Learning A-Z

Once your account is activated, you will be sent a *Learning A-Z Account Activated* email from support@learninga-z.com. To access your account, click the *My Account* link in the email or visit www.learninga-z.com and use your new login credentials provided in the email.

Product Licenses Tab

Confirm the products you purchased on the *Product Licenses* tab. Each active product will display your current expiration date, the total number of licenses purchased, and the number of activated, or registered licenses.

Manage Users Tab

As a license coordinator, you will utilize the *Manage Users* tab of the *My Account* page often. This is where you will register teachers to a license, view your list of active teachers, and edit their accounts.

How To's:

Register New Teachers

1. Click *Add Teachers* from the *Manage Users* tab.
2. Enter the teacher's name, email address, and school name.
3. Check the appropriate product checkboxes.
4. Select *Add User*.
5. Repeat as necessary until all teachers are registered.

QUICK TIP: A co-license coordinator and sub-coordinator can follow the same instructions on this page to manage their users.

QUICK TIP: A license coordinator and sub-coordinator are automatically assigned a product license.

If access to the resources is not needed, select the *Edit* icon next to your name and de-select the product checkboxes. Once you save the changes, the license will be available to assign to another teacher.

QUICK TIP: You can register multiple teachers at once by uploading a CSV file in the *Import Teachers* tab under *Manage Users*. Learn more about uploading teachers with this [Import Teachers Guide](#).

Register a Teacher With an Existing Learning A-Z Account

1. Click *Add Teachers* from the *Manage Users* tab.
2. Select *Find existing teacher*.
3. Enter the *Existing Username*.
4. Click *Find User*.
5. Check the appropriate product checkboxes.
6. Select *Add User*.

QUICK TIP: Choose *Find existing coordinator* and enter the *Existing Username* to register an existing Learning A-Z user as a sub-coordinator.

Register a Co-License Coordinator

1. Click *Add Coordinators* from the *Manage Users* tab.
2. Enter the co-license coordinator's name, email address, and school name.
3. Click *Make this user a co-license coordinator*.
4. Check the appropriate product checkboxes if the co-license coordinator will also be a licensed user of the products.
5. Select *Add User*. Or, if the user is already a sub-coordinator and already has a Learning A-Z username:
 - i. Click *Add Coordinators* from the *Manage Users* tab.
 - ii. Click the *Find existing coordinator* link and enter the sub-coordinator's username in the *Existing Username* box.
 - iii. Click *Find User* and confirm that it is the correct person.
 - iv. Click *Make this user a co-license coordinator* to convert the account to a co-license coordinator.
 - v. Check the appropriate product checkboxes if the co-license coordinator will also be a licensed user of the products.
 - vi. Select *Add User*.

QUICK TIP: The co-license coordinator and sub-coordinator will be sent a welcome email with the login information and a link to their *My Account* section.

QUICK TIP: If you do not have the *Existing Username*, click on the *View Teachers* tab and use the *Search* field to narrow your results.

Register a Sub-Coordinator

1. Click *Add Coordinators* from the *Manage Users* tab.
2. Enter the sub-coordinator's name, email address, and school name.
3. Check the appropriate product checkboxes if the sub-coordinator will also be a licensed user of the products.
4. For each product, enter the number of licenses the sub-coordinator should be responsible for.
5. Select *Add User*.
6. Repeat as necessary until all sub-coordinators are registered.

QUICK TIP: Only the main license coordinator and co-license coordinator have the ability to manage report access. Sub-coordinators do not.

Edit Registered Users

1. Click *View Teachers* from within the *Manage Users* tab.
2. To edit a registered teacher, choose *Active Teachers* from the *Show* menu. You can also choose *Active Coordinators* or *Active Teachers and Coordinators*.
3. Click the *Edit* icon to the left of the user.
4. Adjust the user's name, school, or products as necessary.
5. If the user is a sub-coordinator, adjust the number of licenses they are responsible for, for each product.
6. If the user is not a co-license coordinator or a sub-coordinator, and you want them to be, you can click *Make this user a co-license coordinator* to convert the account to a co-license coordinator or click *Allocate licenses* and select number of licenses for them to manage to make the user a sub-coordinator.
7. Click *Save Changes*.

QUICK TIP: If the user's name, email, and school are not editable, ask the user to edit them directly on their *Edit Profile* page.

Delete Registered Users

1. Click *View Teachers* from within the *Manage Users* tab.
2. Choose *Active Teachers*, *Active Coordinators*, or *Active Teachers and Coordinators* from the *Show* menu.
3. Click the *Delete* icon to the left of user.

Restore Deleted Users

1. Click *View Teachers* from within the *Manage Users* tab.
2. Choose *Removed Teachers and Coordinators* from the *Show* menu.
3. Click the *Restore* icon to the left of the user.
4. Adjust the user's name, email address, school, or grade if necessary.
5. Check the appropriate product checkboxes.
6. Click *Save Changes*.

Manage Report Access

1. As a license coordinator, you can provide school-level or district-level reporting when creating brand new admin accounts.
 - a) Click *View Teachers* from within the *Manage Users* tab.
 - b) Choose *Add Teachers* and enter the required contact information.
 - c) Under the “*Give Access To:*” section, you can enable school-level or district-level reporting.
2. As a license coordinator, you can enable school-level or district-level reporting when editing existing accounts.
 - a) Click the *Edit* icon to the left of the user.
 - b) Under the “*Give Access To:*” section, you can enable school-level or district-level reporting.
3. As a license coordinator, you can change the report level when editing existing accounts.
 - a) Click the *Edit* icon to the left of the user.
 - b) Under the “*Give Access To:*” section, you can switch what level of reporting the user has access to.

QUICK TIP: Learn more about reporting with this [Administrator Reports Overview Guide](#).

The Content Refinement Tool

The Content Refinement Tool gives license coordinators the ability to proactively identify topics, titles, and resources that may not align to school-level or district-level academic initiatives, student needs, or cultural preferences. Once the content is identified using the Content Refinement Tool, that particular title or related resources will not be available for teachers to assign to students.

QUICK TIP: Learn more about [The Content Refinement Tool](#).

Please note: At this time, the Content Refinement Tool is only available for Reading A-Z, Raz-Plus (including ELL and Connected Classroom), Raz-Kids, Science A-Z, and Vocabulary A-Z.

How do I know what access to give?

Access Level	Access Description	Access Level	Manage Users	Usage Data	Create/Edit New Users	Billing
Top License Coordinator	This is the person of record for the account and the user has access to manage all users, view all billing information, and view usage information for the entire account.	School or District	School or District	School or District	All	View and manage purchase history for account
Co-License Coordinator	A co-license coordinator can help manage all users within an account.	N/A	School or District	School or District	Individual Teachers, Sub-Coordinators, Report Users	N/A
Sub-Coordinator	A sub-coordinator is given a subset of licenses to manage directly.	N/A	School	School or District	Individual Teachers	N/A
Reports Only	A reports only user will be able to view the reports designated to them. They will not have access to any of the district or school's licensed products or be able to edit teacher user information.	N/A	N/A	School or District	N/A	N/A
Teacher	A teacher is a licensed user who can access purchased products.	N/A	Class	Class	N/A	N/A