Learning A-Z

Account Management Guide

This guide was developed specifically for account coordinators to provide an overview of the management tools and resources available to assist you in managing and supporting your Learning A-Z account.

Welcome to Learning A-Z

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

QUICK TIP: Remember, the ⓘ Guided Help button on all your account management pages can walk you through step-by-step for many of the tasks you might need to perform.

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, the number of allocated licenses, and the number of licenses in use.

QUICK TIP: Coordinators for your account will automatically be assigned a product license.

If access to the resource(s) is not needed, click *Edit*, found in the vertical ellipses on the right hand side of the table. Then, de-select the product checkboxes. Once you save the changes, the license will be available to assign to another user.

Manage Users Tab

As a coordinator, you will utilize the *Manage Users* tab of the *Account Management* page often. This is where you will register teachers and other admins, view active teachers and admins, and edit their accounts. Click on *Legend* on this page to see an explanation of all the icons.

How To's:

Register New Users

1. Click *Add Admin/Teacher* from the *Manage Users* tab.
2. In the *Add New User* tab, enter the *First Name*, *Last Name*, *Email*, and *School/Org*. We strongly suggest adding the user's grade level to aid with the student experience and reporting.
3. Select who will manage the user's account.
4. Check appropriate access you would like the user to have.

QUICK TIP: You can register multiple teachers at once by uploading a CSV file in the *Manage Users* tab by clicking *Bulk Import* and then *Import Teachers*. Learn more about uploading teachers with this Import Teachers Guide.

5. Fill out related information.

    a. If you checked *Have product access*:

        i. Allocate product(s) to your classroom.

        ii. Use + *Classroom* to add additional classroom(s) to the user and allocate product(s) to classroom(s).

        * Note: You can update the name of the classroom, if desired.

    b. If you checked *Give licenses to other users*:

        i. Enter the number of licenses, per product, you would like the user to be able to allocate to other users.

    c. If you checked *Access admin reports*:

        i. Select admin report access level.

6. If you are done adding new users, click *Save User*. If you would like to add additional users, click *Save User and Add Another*.

Register a Teacher With an Existing Learning A-Z Account

1. Click *Add Admin/Teacher* from the *Manage Users* tab.

2. Select *Existing Learning A-Z User*.

3. Enter the *Existing Learning A-Z Username*.

4. Click *Find User*.

5. Select who will manage the user's account.

6. Check appropriate access you would like the user to have.

7. Fill out related information.

    a. If you checked *Have product access*:

        i. Allocate product(s) to your classroom.

        ii. Use + *Classroom* to add additional classroom(s) to the user and allocate product(s) to classroom(s).

        * Note: You can update the name of the classroom, if desired.

    b. If you checked *Give licenses to other users*:

        i. Enter the number of licenses, per product, you would like the user to be able to allocate to other users.

    c. If you checked *Access admin reports*:

        i. Select admin report access level.

8. If you are done adding new users, click *Save User*. If you would like to add additional users, click *Save User and Add Another*.

> **QUICK TIP:** Coordinators will need to be added prior to adding users that they will need to manage.

> **QUICK TIP:** Coordinators will be sent a welcome email with their login information and a link to their *Account Management* page.

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

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Register a Co-License Coordinator

For a brand new user:

1. Click *Add Admin/Teacher* from the *Manage Users* tab.

2. In the *Set This User as a Co-LC* tab, enter the *First Name*, *Last Name*, *Email*, and *School/Org*.

3. If you would like this user to also use product licenses in a classroom themselves, check *I would like this user to also have product access*.

   a. Allocate product(s) to your classroom.

   b. Use *+ Classroom* to add additional classroom(s) to the user and allocate product(s) to classroom(s).

   * Note: You can update the name of the classroom, if desired.

4. If you are done adding new Users, click *Add New User*. If you would like to add additional users, click *Save User and Add Another.*

If the user is already a user on your account, and already has a Learning A-Z username:

1. Click *Add Admin/Teacher* from the *Manage Users* tab.

2. Select *Existing Learning A-Z User*.

3. Enter the *Existing Learning A-Z Username*.

4. Click *Find User*.

5. If you would like this user to also use product licenses in a classroom themselves, check *I would like this user to also have product access*.

   a. Allocate product(s) to classroom.

   b. Use *+ Classroom* to add additional classroom(s) to the user and allocate product(s) to classroom(s).

   * Note: You can update the name of the classroom, if desired.

6. If you are done adding new Users, click *Add New User*. If you would like to add additional users, click *Save User and Add Another*.

> **QUICK TIP:** Registering a co-license coordinator is only available for top-level coordinators. By allowing this user to act on your behalf, they have the ability to create, remove, and update users as if they were you. You can only create two co-license coordinators.

> **QUICK TIP:** The top-level coordinator can utilize the *Buy More Licenses* hyperlink if more product licenses are needed. If you are not the top-level coordinator and are out of product licenses to allocate, contact your direct coordinator to request more.

Edit Registered Users

1. Within the *Manage Users* tab, find the user you wish to edit.

2. Click *Edit*, which can be found in the vertical ellipses on the right-hand side of the table.

3. Adjust the user's information and/or access as necessary.

4. Update related access information

    a. If you checked *Have product access*:

        i. Allocate product(s) to your classroom.

        ii. Use *+ Classroom* to add additional classroom(s) to the user and allocate product(s) to classroom(s).

        * Note: You can update the name of the classroom, if desired.

    b. If you checked *Give licenses to other users*:

        i. Enter the number of licenses, per product, you would like the user to be able to allocate to other users.

    c. If you checked *Access admin reports*:

        i. Select *Admin Report Access* level.

Remove Registered Users

1. Within the *Manage Users* tab, find the user you wish to remove.

2. Click *Remove*, which can be found in the vertical ellipses on the right-hand side of the table.

3. Confirm that you would like to remove the user.

Restore Removed Users

1. Within the *Manage User* tab, change the *View* dropdown to *Removed Users*.

2. Find the user you wish to restore.

2. Click the *Restore* icon, which can be found to the left of the user's name.

3. Confirm that you would like to restore the user.

4. Adjust the user's name, email address, school/org, or grade if necessary.

5. Check the appropriate product checkboxes.

6. Click *Save Changes*.

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

QUICK TIP: A coordinator can *Reset All Passwords* in the *Manage Users* tab which will send an email to all users with a link to reset their password. They can also reset an individual user's password by clicking *Reset Password* in the *Edit* screen which will send an email to that user with a link to reset their password.

QUICK TIP: Locked licenses are allocated to classrooms of teachers managed by a coordinator. In order to edit or remove locked licenses, follow the *Edit Registered Users* steps above for that teacher.

PLEASE NOTE: If you remove product access or a classroom from a user, students will no longer be able to access those products.

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Manage Report Access

1. Top-level coordinators and co-license coordinators can provide school-level or district-level reporting when creating brand new admin accounts.

   a. Click *Add Admin/Teacher* from the *Manage Users* tab.

   b. Enter the *First Name*, *Last Name*, *Email*, and *School/Org*.

   c. Check *Access admin reports* and select *Admin Report Access* level.

2. As a top-level coordinator or co-license coordinator, you can enable school-level or district-level reporting when editing existing accounts.

   a) Click *Edit* (found in the vertical ellipses on the right hand side of the table).

   b) Check *Access admin reports* and select *Admin Report Access* level.

3. As a top-level coordinator or co-license coordinator, you can change the report level when editing existing accounts.

   a) Click *Edit*, found in the vertical ellipses on the right hand side of the table.

   b) Under *Admin Report Access* level, you can switch what level of reporting the user has access to.

Edit Profile Tab

The *Edit Profile* tab is where you can update your account information including your personal data, username, password, school/org, your profile picture, as well as sign up for updates.

Purchase History Tab

The *Purchase History* tab is only available for top-level coordinators and allows them to download a receipt.

Training Tab

The *Training* tab provides coordinators with quick access to training documents, guides, and links to watch recorded webinars or register for live webinars.

Reports Tab

Click on the *Reports* tab to view admin reports, including student activity, student skills, and teacher activity.

The Content Refinement Tool

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

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

QUICK TIP: Learn more about reporting with this Administrator Reports Overview Guide.

QUICK TIP: Learn more about Content Refinement.