

License Coordinator Account Management Best Practices: End-of-School-Year Edition

Username and Passwords:

- Remind teachers and students to save their username and password in a safe place for retrieval during the summer and for the next school year.

Download and Save Your Student and Teacher Rosters/CSV Files:

- Downloading and saving your student and teacher rosters/csv files will allow you to reference Learning A-Z IDs for your students along with their teacher username to help with rostering the next school year. Log in to: [accounts.learninga-z.com/ accountsweb/account/login.do](https://accounts.learninga-z.com/accountsweb/account/login.do)
 - **Downloading Your Student Roster:**
Click on *Manage Users > Import Students > Download Current Students*.
 - **Downloading Your Teacher Roster:**
Click on *Manage Users > Import Teachers > Download Current Roster*.

QUICK TIP: Watch our [End-of-Year Best Practices](#) recorded webinar.

Looking Ahead and Planning Ahead:

- **Rostering Assistance:** If you have any questions related to back-to-school rostering, please contact [Learning A-Z Customer Support](#).
- **Professional Learning:** We offer a variety of complimentary and fee-based online, on-demand, and on-site professional learning services. Attend [Live Webinars](#) facilitated by our experts, or contact [Learning A-Z Professional Development](#) to determine a custom plan that best fits your needs and initiatives.
- **Account Growth/Expansion of Products:** If you anticipate needing additional licenses for new teachers or additional grade levels, contact your [sales representative](#) to discuss product options and solutions that will work best for your district.
- **Account Management Resources:** There are many helpful free resources available to you. Simply [log in](#) to your account and click the *Training* link on the top right. If you would like more in-depth license coordinator training, please contact your implementation coordinator to schedule a live session, so you are ready for the new school year!
- **New Contacts:** Please contact your implementation coordinator if you will have a new license coordinator, IT contact or professional development coordinator for your account.

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