QUICK GUIDE

❶ Getting Started

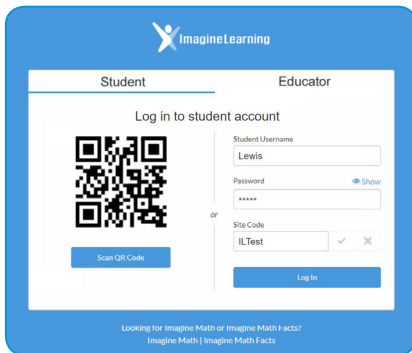## Teacher/Admin Portal

my.imaginelearning.com

USERNAME

PASSWORD

Student Login

Launch the app or visit
app.imaginelearning.com (Chrome)

USERNAME

PASSWORD

SITE CODE

❷ Program Access

Computers and Devices
To ensure a smooth student experience, test all devices in advance.

For a complete list of supported devices and installation details, please **visit support.imaginelearning.com.**

Headsets
Imagine Language & Literacy is best utilized with headphones and a microphone, as students will need the microphone to record themselves reading.

Students access the program in the Chrome browser at **app.imaginelearning.com** or using the device-specific app.

Student Login Reminders
Student login cards can help students remember their information until they have it memorized.

Go to **Manage Students** or **Manage Groups.** Select the student(s) or group that you want login cards for and click **Print.**

Lewis Smith

Scan QR Code	Log in
	Username Lewis
	Password password456
	Site Code 012 3123

ImagineLearning® https://app.imaginelearning.com

❸ Instructional Models

In-Class Rotation
Use both print and digital Imagine Language & Literacy activities to enhance classroom instruction using multiple stations, allowing students to rotate from station to station on a fixed schedule.

Computer Lab Rotation
The school computer lab(s) can be purposely scheduled so that all classes have a predetermined amount of time to receive individualized instruction with Imagine Language & Literacy.

Whole Class Instruction
Use Imagine Language & Literacy to preview or review a lesson from your core program. If many students need intervention on a skill, project a corresponding lesson for the whole class to review the concept, or create a Playlist and assign the lesson to the entire class.

One-on-One/Small-Group Intervention
Teachers can use the Action Areas Tool to gain insight on where individual students could use extra support. The data is especially helpful as you create an intervention plan to scaffold up to grade-level success. Teachers can create skill-based intervention groups for small group or individual instruction. Teachers can also extend learning by reviewing student recordings and written responses to offer direct feedback. Available offline resources support targeted intervention.

Before/After School Instruction
Students can come to school early or stay late to receive additional Imagine Language & Literacy instruction on devices or computers. In addition, our Anywhere Access feature allows them to access the same online materials from home.

Summer School
This model gives students the opportunity to access technology for learning outside traditional school hours. Students can come to school or access Imagine Language & Literacy from their own devices at home.

④ Adding Students

① Start Setup Wizard

Site Code: livepreview

School Year: August 1 - July 31

QUICK START

🖥 Setup Wizard

To begin rostering, click Setup Wizard in the top right corner of the portal.

② Select your import method

👤 Add Students Manually

Select this option to:
• Manually create new student records
• Add existing students to a group

Get Started

☁ Import Students

Select this option if you're comfortable uploading and manually manipulating rows in a comma separated value (CSV) file to accurately represent information. You will be guided step-by-step throughout the process.

Get Started

Use the Add Students Manually option to create each student one at a time.

Use the Import Students option to upload students via spreadsheet.

②a If Import Students was selected, upload import file

✓ Choose File — ● Match Data — ● Confirm Import — ● Import Summary — ● Give Access

Choose Your Import File

The Import Wizard helps you add student accounts and groups to Imagine Learning products by importing your da... can create your own CSV import file, or you can use the Student Import Template to populate an import file with y... The wizard will help you match the data fields in your import file to the required data fields. You can then preview ... your data matches up before you import.

Required data fields: First Name, Last Name, Username, Password, Grade Level, Student ID

Optional data fields: Alternate ID, Language, Group (class)

Download Student Import Template

To import students via spreadsheet, download the Student Import Template, fill it out, and then upload it.

②b Follow Setup Wizard

✓ Choose File — ✓ Match Data — ✓ Confirm Import — ✓ Import Summary — ✓ Give Access

The Setup Wizard will guide you through the steps of the import process, including matching data fields, assigning students to groups (classrooms), assigning product access, and verifying student session times.

❺ Manage Students

Print login cards

Click on pencil icon to edit student details

👥 Manage Students: First-Period Class

| Add | Bulk Edit | Remove from Group | Print Login Cards | Assign Product Access | | | | Add Filter | Search students |

	Name ▲	Username	Session Time	Password	Grade Level	Groups	School(s)	Assigned Products	
☐	B, Annie	annieb	20	livepreview	Grade 4	1	Mountain Live Preview School	Language & Literacy	✎
☐	B, Sylvia	sylvia	20	livepreview	Grade 3	1	Mountain Live Preview School	Language & Literacy	✎
☐	Dent, Stew	stewdent	20	livepreview	Grade 2	1	Mountain Live Preview School	Language & Literacy , Español	✎
☐	Gator, Allie	alliegator	20	livepreview	Grade 2	1	Mountain Live Preview School	Language & Literacy , Español	✎

Check product access and group assignment

Grade level

Tasks:

✓ Check group and product assignment

✓ Edit student details
  · session time
  · grade level
  · first-language support

✓ Print login cards

Edit Student

| First Name | Last Name | Student ID | Alternate ID | Grade Level |
| Stew | Dent | Student ID | Alternate ID | Grade 2 |

Username
stewdent

Password
livepreview

Organizations
Mountain Live Preview School

Groups
First-Period Class

Product Settings

Session Time
20

Language Support: Language & Literacy
English

Session time

Language support

6 Student Sessions

Students who use the program with fidelity are more likely to achieve optimal results. Imagine Learning makes the following usage guidelines:

Pre-K–K: **15 Minutes**
Grade 1–2: **20 Minutes**
Grade 3+: **25 Minutes**

Striving readers:
3+ times per week

At or above grade level:
2 times per week

First-Language Support

Imagine Language & Literacy provides strategic first-language support in 15 languages to facilitate and enhance English language learning. As students become more proficient in English, this language support gradually fades.

Spanish	Vietnamese	Russian
Korean	Somali	Tagalog
Arabic	Hmong	Haitian Creole
Cantonese	French	Japanese
Portuguese	Mandarin	Marshallese

Navigation Buttons

Submit
Answer

Next
Question

Repeat
Activity

Repeat
Directions

"Let's Go"
(to the next activity)

Pause

Translate
(when first-language
support is enabled)

Student Placement and Growth

When students log in, they will be directed to complete the Galileo® ELA Benchmark or the NWEA MAP assessment (as determined by the school or district). The information from the test determines which instructional activities the students see. Later in the school year, the students will take additional benchmark tests that measure how they have progressed. Galileo ELA Benchmark assessments will also include a Lexile measure beginning in January 2020.
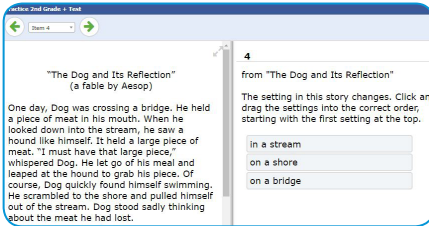
This is an example of the Galileo ELA Benchmark. If you're implementing NWEA, the test experience is different.

It is essential that students take the placement test carefully and independently for the most accurate placement. Immediately after the Benchmark, some students will receive additional questions within Imagine Language & Literacy to further refine their optimal entry point in the curriculum.

Ask for Help

This message indicates that the student has not taken any action for a while. Resume the session by clicking **Continue**.
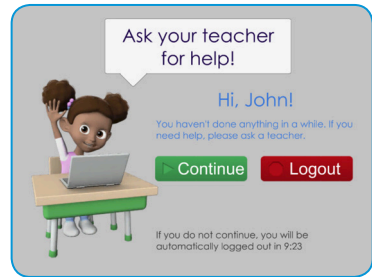
Student Recording

To record:

1. Click the **microphone.**
2. **Read the passage** out loud.
3. Click the **stop** button.

Note: The student will not be able to turn the page until the above steps are completed.

Gaming Theory Design

Lively music, captivating videos, and engaging instructional games boost students' interest. Performance-based Booster Bits encourage increased student ownership. Students can then use their earned Booster Bits to customize their own exhibits in the Imagine Museum. Fast-paced content, self-monitoring tools, and opportunities for self-expression make learning fun.

Motivational Features

Progress indicators, Booster Bits, and an **End of Session Screen** offer consistent performance feedback for better self-assessment.

Usage
Monitor student usage toward the weekly goal

Growth
Track student Benchmark data via link to Galileo ELA Benchmark and/or NWEA MAP assessment results

Cannady, Harlan ▾ Dashboard ⌄

USAGE - LAST WEEK ›

Student usage for the last week

57

21 min   27 min

0 min 0 min 0 min   0 min   0 min

0

GROWTH

NWEA is used by at least one group in your organization to measure student growth. Visit NWEA's website to view student data from those groups.

Progress monitoring and other assessment tools are now available in Galileo.

Learn more about Galileo

Go to Galileo

PROGRESS ›

83%
57/68
Lessons Passed

LESSONS PASSED BY CURRICULUM AREA

Literacy	60%
Grammar	100%
Oral Vocabulary	90%

ACHIEVEMENTS ›

0	432	30	76	0	0
Activities Completed Today	Activities Completed YTD	Books Read YTD	Vocab Learned YTD	Sight Words Learned YTD	Letters Learned YTD

LESSON DETAILS - LAST WEEK ›

All: 5   ↺ In Remediation: 2

Curriculum Area	Lesson	Passed	Completed	Time Spent	Last Attempted ▼
Oral Vocabulary	87: characteristics, response, strategy, represent			3:22	3/30/2018
Literacy	Book 155: View from the Top (880L)	✔	✔	21:57	3/30/2018
Oral Vocabulary	86: entry, statement, in order to, solution	✔	✔	14:39	3/30/2018

Achievements
Celebrate reading and language accomplishments

Progress
See how many lessons were passed as a percentage of total completed
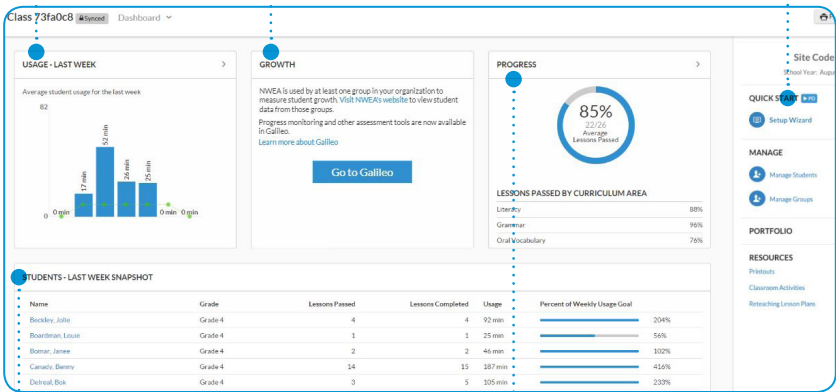
Usage
Monitor students' usage toward the target goal

Growth
Track students' Benchmark growth through the ATI or NWEA dashboard.

Quick Start
Import students, assign students to groups, and give access to programs

Class 73fa0c8 🔒 Synced Dashboard ⌄

USAGE - LAST WEEK
Average student usage for the last week

82

0 min | 17 min | 52 min | 26 min | 25 min | 0 min | 0 min | 0 min

GROWTH
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Progress monitoring and other assessment tools are now available in Galileo.
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PROGRESS
85%
22/26
Average Lessons Passed

LESSONS PASSED BY CURRICULUM AREA
Literacy	88%
Grammar	96%
Oral Vocabulary	76%

Site Code
School Year: Aug

QUICK START ▶ PG
🔵 Setup Wizard

MANAGE
🔵 Manage Students
🔵 Manage Groups

PORTFOLIO

RESOURCES
Printouts
Classroom Activities
Reteaching Lesson Plans

STUDENTS - LAST WEEK SNAPSHOT

Name	Grade	Lessons Passed	Lessons Completed	Usage	Percent of Weekly Usage Goal
Beckley, Jolie	Grade 4	4	4	92 min	204%
Boardman, Louie	Grade 4	1	1	25 min	56%
Bomar, Janee	Grade 4	2	2	46 min	102%
Canady, Benny	Grade 4	14	15	187 min	416%
Detreal, Bok	Grade 4	3	5	105 min	233%

Students – Last Week Snapshot
Compare student activity and performance

Progress
See how many lessons were passed as a percentage of total completed
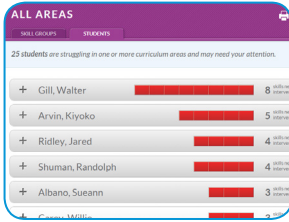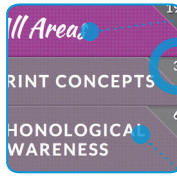
Action Areas Tool

The Action Areas Tool offers critical insights into student progress by identifying areas of unfinished learning.

ACTION AREAS

ALL AREAS

SKILL GROUPS   STUDENTS

25 students are struggling in one or more curriculum areas and may need your attention.

+	Gill, Walter		8
+	Arvin, Kiyoko		5
+	Ridley, Jared		4
+	Shuman, Randolph		4
+	Albano, Sueann		3
+	Casey, Willie		2

View skills needing intervention

ll Areas — 19

RINT CONCEPTS — 3

HONOLOGICAL WARENESS — 6

Intervention Tools

- The left navigation pane lists all curriculum areas.

- This number denotes how many students would benefit from additional instruction or practice.

- Click a curriculum area and click **Intervention Tools** to view details, suggested activities, and printouts.

Portfolio

The Portfolio provides a collection of student learning artifacts. Both audio recordings and constructed writing responses can be reviewed online or downloaded to share with students and parents. Don't forget to award Booster Bits for great work!
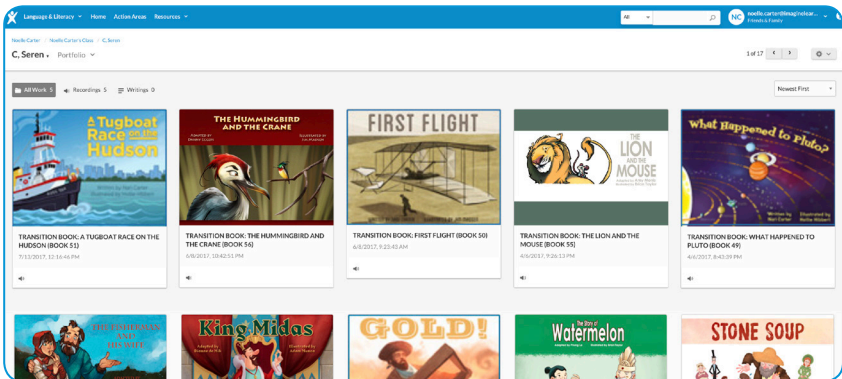
⑫ Teacher Resources

The Teacher Resources provide supplemental classroom activities, reteaching lesson plans, book texts, worksheets, flashcards, graphic organizers, and other printable materials that work hand-in-hand with the Imagine Learning digital curriculum in a blended learning environment. To access Teacher Resources, click **Teacher Resources** at the top of the teacher portal.

⓭ Activity Explorer and Playlist

The **Activity Explorer** and **Playlist** make it easier for teachers to provide students with the small group or individualized intervention most appropriate for them. Use the **Activity Explorer** to find activities by navigating through the friendly menu or by searching. The **Playlist** allows teachers to assign up to seven activities to the whole class, a small group, or a single student. After students complete the playlist of activities, they will return to their individualized pathway.

• Navigate by curriculum area

• Search for content

Access/Create • Playlists

Imagine Language & Literacy Activity Explorer

Find activities to use in whole class instruction, intervention, student assignment, and more.

What are you teaching today? 🔍

Literacy

My Playlists >

+ New Playlist

ABC abc

Print Concepts
Learn uppercase and lowercase letters.

Phonological Awareness
Learn rhyming, blending, phoneme position, and segmentation skills.

Letter Sounds
Learn letter sounds, consonant blends and digraphs, vowel teams, and more.

Sight Words
Learn high-frequency sight words grouped by grade level.

3rd grade test group (2)
Cite Text Evidence 1 (6)
Cite Text Evidence Demo (4)
Close Reading Practice (5)
Compare and Contrast 3rd (3)
compare and contrast AD (3)
Compare/Contrast Literature (2)
Comprehension (1)

• Launch activity

Assign students • to playlist

Home / Activity Explorer / My Playlists

Close Reading Practice 🖉

Add Activities

Students Assigned

Assign / Remove Stude

ℹ You cannot edit this playlist because there are students assigned to it.

Active Students (3)

Learn Reading Vocabulary: Petroglyphs
⏱ 5 min 📖 Instruction   ✕

Read on My Own: Petroglyphs
⏱ 6 min 👣 Practice   ✕

Read Aloud: Petroglyphs
⏱ 6 min 👣 Practice   ✕

Assess Reading Comprehension: Petroglyphs
⏱ 2 min 📈 Assessment   ✕

SB Brookins, Stewart
Date assigned: 2/19/2019
Time spent: 00:00:00
Activities played: 0/5   ✕

SC Cali, Shane
Date assigned: 2/19/2019
Time spent: 00:00:00
Activities played: 0/5   ✕

EC Cass, Ed
Date assigned: 2/19/2019
Time spent: 00:00:00
Activities played: 0/5   ✕

14 Support

Imagine Learning Teacher Care

- imaginelearning.com/help
- support.imaginelearning.com
- support@imaginelearning.com
- 1.866.457.8776 (call or text)

Imagine Learning Customer Success Manager

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EMAIL

PHONE

Imagine Learning Site Expert

NAME

EMAIL

PHONE

Professional Learning Resources

PD Now
Point-of-use PD support, right in the product, puts PD at the user's fingertips, in-context when and where they need it.

Imagine University
On-demand, self-paced courses help educators get started and provide on-going support. A one-stop shop for professional learning, available 24/7.

Teacher Care
Classroom teachers can contact Teacher Care with any of their questions via phone, text, and chat within our Imagine Learning programs to speak directly with a teacher care agent.

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