

Product Orientation and Setup - Windows Internet Explorer

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Product Orientation and Setup

TRACK: -> Language! 4E 2011-2012 LANGUAGE! SCHOOL: Dakota High School CLASS: -> All

### Product Orientation and Setup for Dakota High School > Language! 4E 2011-2012

Pacing Calendars Add Teachers and Classes Assign Licenses

#### Pacing Calendars

Pacing Calendars provide guidance to teachers about lesson pacing.

**Why is this important?** Pacing Calendars allow for accurate reporting, better planning for teachers and facilitates communication about instructional progress between teachers and administrators.

**How do I do it?** By choosing start dates, the number of lessons provided daily, and off days, you will get a clear expectation of good pacing throughout the year and the total amount of instruction you will cover. You may change the lessons on any day in a calendar and it will automatically reset all future dates. You may also add helpful notes.

Cambium Training Demo

Passport Dallas, TX

[Add Pacing Calendar](#)

Calendar Name	Start Date	Level	End Date	Template
Cambium Training Demo 2010-2011	05/16/10	District	07/29/11	PP: One Lesson Per Day*

Update Pacing Calendar

[Cancel](#) [Update](#) [Delete](#)

Calendar Name\*: Cambium Training Demo 2010-2011

Start Date\*: 05/16/2010

End Date\*: 07/29/2011

Template\*: PP: One Lesson Per Day\*

This is the primary calendar for Cambium Training Demo, Passport

Non Instruction Date(s) [Manage Dates](#)

- August 21, 2010
- August 22, 2010
- August 23, 2010
- August 26, 2010
- August 29, 2010
- September 04, 2010
- September 05, 2010
- September 06, 2010
- September 11, 2010
- September 12, 2010
- September 13, 2010
- September 14, 2010
- September 15, 2010
- September 16, 2010
- September 19, 2010
- September 20, 2010
- September 25, 2010
- September 26, 2010

Done

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Pacing Calendars **Add Teachers and Classes** Add Students Assign Licenses

#### Add Teachers and Classes

Teachers and Classes will need to be created in order for students to be rostered and scores to be entered.

**Why is this important?** All teachers created at a school will show up on the Teachers list. However, if they do not have an active class, then they do not have access. Therefore, they do not have to be removed. Teachers may have multiple classes, but a single log in provides them access to all.

**How do I do it?** First, click on "Add New Staff" and enter First and Last Name, Login and Password for a teacher. Then create classes by clicking on the grade/program level button for each class. Change the name of the class by clicking the edit Notepad icon. Click "Save Changes".

Setup Teachers and Classes in Voyager High School Save Changes

Teacher (Last, First)	email	Classes for Passport2010-2011
Allen, Michael User ID: mallen22 Password: freewilly33	email: mallen@email.com ID: 455789	<input checked="" type="checkbox"/> Kindergarten
Autrey, Bill User ID: bautrey009 Password: notgene12	email: bautrey@email.com ID: 234452	<input checked="" type="checkbox"/> First Grade
Allen, Michael User ID: mallen22 Password: freewilly33	email: mallen@email.com ID: 455789	<input checked="" type="checkbox"/> Kindergarten

  

Teacher (Last, First)	email
Allen, Michael User ID: mallen22 Password: freewilly33	email: mallen@email.com ID: 455789
Autrey, Bill User ID: bautrey009 Password: notgene12	email: bautrey@email.com ID: 234452

Done

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## Product Orientation and Setup for Dakota High School > Language! 4E 2011-2012

Pacing Calendars Add Teachers and Classes **Add Students** Assign Licenses

### Add Students

There are three ways to add new students. You can:

1. Add new students by entering them online.
2. Import students from your student information system by using a simple Excel spreadsheet.
3. Add existing students to your class that are already in our database.

**Why is this important?** Populating your class rosters is a critical step toward fully utilizing the system. Once class rosters are established, usernames and passwords for student applications are created, scores can be entered for students, and reports begin providing analysis of student performance data to help inform instruction.

**How do I do it?** Students can be added manually through the Roster tab.

Student (Last, First)	Student ID	Enrollment	Date Enrolled	Date Exired	User ID	Password	Assign to Resource User
S40105_Vitens	S40105	Passport and Ticket to Read	12/09/2008		vda40105	Intclass3	None
S40116_Vitens	S40116	Passport and Ticket to Read	02/11/2009		vda40116	Intclass3	None
S40127_Vitens	S40127	Passport and Ticket to Read	02/11/2009		vda40127	Intclass3	None
S40138_Vitens	S40138	Passport and Ticket to Read	02/11/2009		vda40138	Intclass3	None

Last Name, First Name	ID	Add
Smith, Amy	12349	+
Smith, Amy	915234	+
Smith, Aylene	121507	+

Drop	Last Name, First Name	ID
+	S5240419, DemoStudent	S5240419
+	S5240423, DemoStudent	S5240423
+	S5240426, DemoStudent	S5240426
+	S5240431, DemoStudent	S5240431
+	S5240434, DemoStudent	S5240434
+	S5240437, DemoStudent	S5240437
+	S5240440, DemoStudent	S5240440
+	S5240420, DemoStudent	S5240420
+	S5240421, DemoStudent	S5240421
+	S5240422, DemoStudent	S5240422
+	S5240424, DemoStudent	S5240424

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Product Orientation and Setup

## Product Orientation and Setup for Dakota High School › Language! 4E 2011-2012

Pacing Calendars Add Teachers and Classes Add Students **Assign Licenses**

### Assign Licenses

You may assign licenses to specific schools and or classes to insure the correct technology services are available at each level.

**Why is this important?** This is important as your purchase has provided you specific access to technology that can be distributed across this implementation.

**How do I do it?** You may choose not to distribute licenses, which allows all schools and classes to enroll students and use licenses up to the purchased amount. This method is fine, but should be monitored as some schools or classes may use more licenses than expected.

The following is a list of licenses purchased by the district plus any licenses purchased directly by schools within the district.

District School	Student Kit	
	Purchased	Used
Reserved from Horton ISD	0	0
Pacing Academy	0	0

Reserving licenses is not required. Teachers can enroll students or access teacher materials until all licenses are consumed. If you choose to reserve licenses to guarantee that designated classes have the proper distribution, you may reserve them using the table below. Be sure to allocate all licenses.

District School	Quantity	Student Kit
		NA
Reserved from Horton ISD		NA
Pacing Academy		0
<b>Total Available for Reservation</b>		0

The following table shows how many licenses each classroom is using. If licenses can be reserved and you choose to do so, be sure to allocate all licenses.

Class	Student Kit	
	Reserved	Used
<b>Total Available for Reservation</b>	0	0
Brown Third Grade	0	0
Peterson Third Grade	0	0
Woods Third Grade	0	0
<b>Total</b>	0	0

\* A blank entry indicates there is no specific limit for the class and it will use any available licenses.

Back Finished

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