

# TEACHER DASHBOARD QUICK SETUP



## Welcome, Teacher!

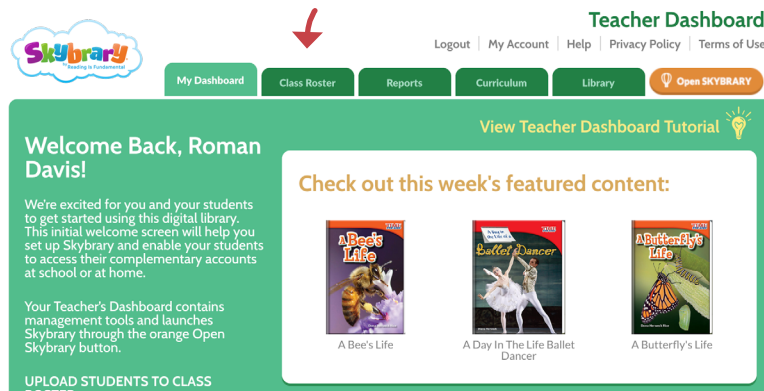
Your Teacher Dashboard is the launch pad for your Skybrary classroom account. It has all of your management tools -- Class Roster, Reports, Curriculum, and Library search -- and the Open Skybrary button.

Follow the steps below to complete your Class Roster and begin using Skybrary with your students.



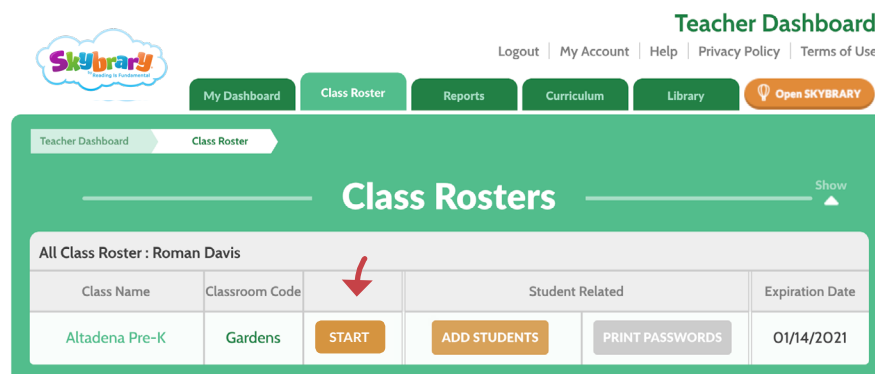
### STEP 1

Click on the "Class Roster" tab.



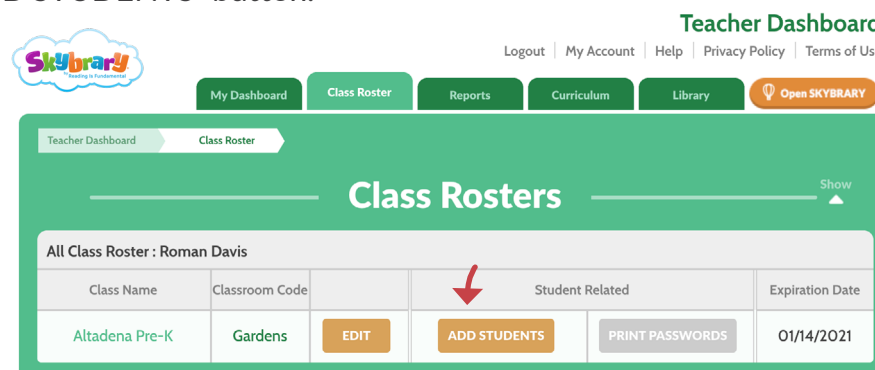
### STEP 2

Click the "START" button to name your Class and choose a unique Classroom Code (aka password). Classroom codes must be a minimum of 6 characters.



### STEP 3

Click the "ADD STUDENTS" button.

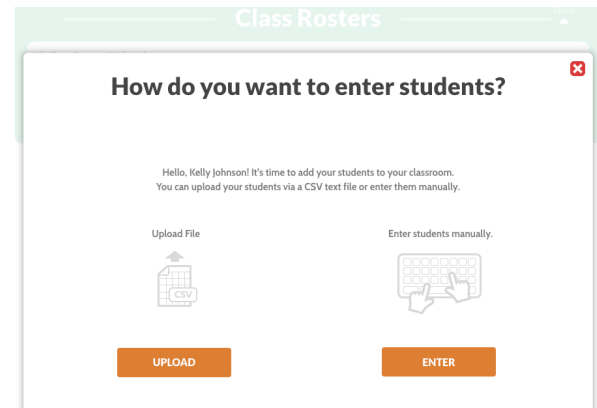




#### STEP 4

Enter your students' names. You can choose to upload a .csv spreadsheet or enter your students' names manually.

*Note:* If you choose to upload a file, you will be given further instructions.

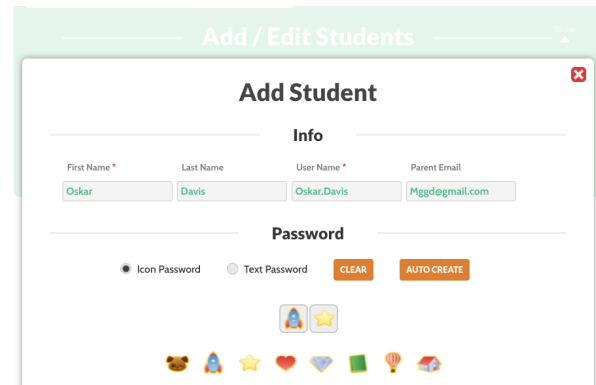



#### STEP 5

Create an Icon or Text password for each student.

*Note:* You can choose to auto-create student passwords, which we recommend, or you can create them individually.

*Note:* Click "PRINT PASSWORDS" to generate password cards for each student to take home, including the access URL, Classroom Code, student's unique username and password. Each of your students has access to Skybrary at home as part of your classroom subscription.



#### That's it!

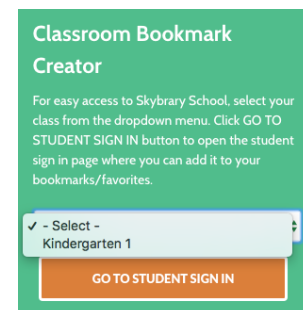
Once your class is created, your students can start using Skybrary in the class and at home.

To use Skybrary, students must login at <https://school.levarburtonkids.com/student/classroom/access>. There, they will enter your Classroom Code, find their name, and enter their unique password.



#### STEP 6 (Optional)

Bookmark Skybrary to multiple computers for easier student access. Select your classroom from the drop down list and click the "GO TO STUDENT SIGN IN" button.




#### STEP 7 (Optional)

Add parent emails to your roster and click Send Email to auto-generate our notice that you are using Skybrary and your students have free access at home.

You're now ready to begin enjoying Skybrary with your class! Click on the orange Open Skybrary button on your Teacher Dashboard to read books with your whole class.

Happy reading!