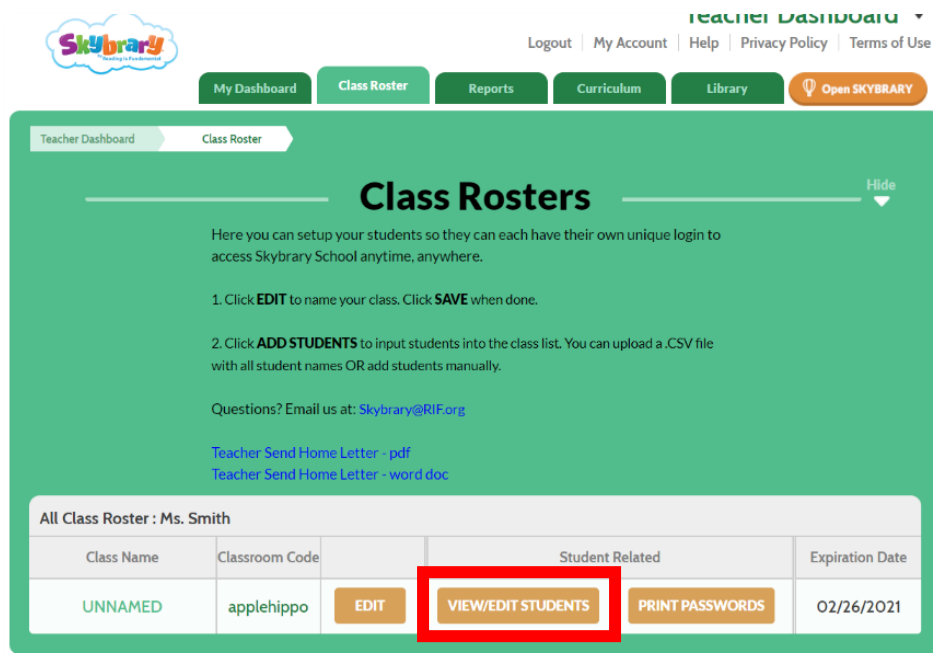


Skybrary How-To: Adding Parent Emails to Your Class Roster

The following tutorial provides the steps necessary to add parent emails. Adding parent email addresses triggers a message that their child is receiving Skybrary at school and has free access to it at-home too*. Together, we can encourage parents to get involved at-home, whether reading a book on Skybrary together, discussing what their child read using the “big thinker” questions, encouraging them to explore the many islands of books, and more.

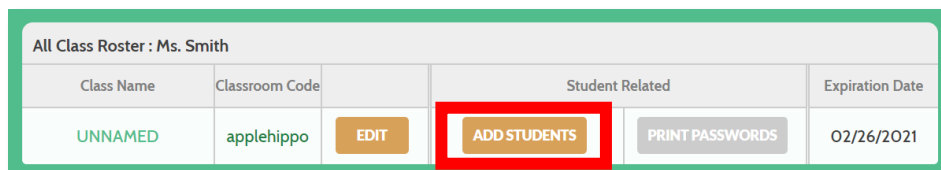
STEP 1

While rostering students for the first time or after you’ve finished rostering your students within your classroom subscription, you can add each student’s parent email too. To start, click on the “Class Roster” tab of your dashboard. Depending on whether you are adding students for the first time or just editing students to add the parent emails, you will either click the “ADD STUDENTS” button or the “VIEW/EDIT STUDENTS” button.



The screenshot shows the Skybrary Teacher Dashboard with the 'Class Roster' tab selected. The main heading is 'Class Rosters'. Below the heading, there are instructions for setting up students and adding them to the class list. A table titled 'All Class Roster : Ms. Smith' is displayed with the following columns: Class Name, Classroom Code, Student Related, and Expiration Date. The 'VIEW/EDIT STUDENTS' button is highlighted with a red box.

Class Name	Classroom Code	Student Related	Expiration Date
UNNAMED	applehippo	EDIT VIEW/EDIT STUDENTS PRINT PASSWORDS	02/26/2021



The screenshot shows the Skybrary Teacher Dashboard with the 'Class Roster' tab selected. The main heading is 'Class Rosters'. Below the heading, there are instructions for setting up students and adding them to the class list. A table titled 'All Class Roster : Ms. Smith' is displayed with the following columns: Class Name, Classroom Code, Student Related, and Expiration Date. The 'ADD STUDENTS' button is highlighted with a red box.

Class Name	Classroom Code	Student Related	Expiration Date
UNNAMED	applehippo	EDIT ADD STUDENTS PRINT PASSWORDS	02/26/2021

*Adding a parent email means they will receive messages from RIF about their child’s Skybrary account. Reading Is Fundamental does not share lists and does not use these emails to solicit parents.

STEP 2

If you are adding parent emails while rostering students, simply click “ADD STUDENT” and then add the parent email in the specified field. Click the “SAVE” button to complete the process for that specific student record.

Teacher Dashboard > Class Rosters > Edit Class Roster

Add / Edit Students

Here is where you can **ADD** or **EDIT** students in your roster. Click the **ADD STUDENT** button to manually add up to 35 students in one class. At your discretion, all student passwords (both icon or text), can be the same for ease of sign-in management. Click **DONE** to return to your Class Rosters page.

UNNAMED

#	First Name	Last Name	User Name	Password Randomize	Parent Email	Send all	
You don't have any students.							

ADD STUDENT **DONE**

Logout | My Account | Help | Privacy Policy | Terms

Add Student

Info

First Name * Last Name User Name * Parent Email

First Name Last Name User Name Parent Email

Password

Icon Password Text Password **CLEAR** **AUTO CREATE**

CANCEL **SAVE**

If you are adding parent emails to a previously rostered classroom, click the “Edit” button next to each student to add the corresponding parent email. Once the parent email is inserted, save the student record.

UNNAMED								DELETE ALL	ADD STUDENT	DONE
#	First Name	Last Name	User Name	Password Randomize	Parent Email	Send all				
1	Willie	Wonka	Willi.Wonka	♥️💎			EDIT	✖️		
2	Kitt	Cat	Kitt.Ca	📖🔥			EDIT	✖️		

STEP 3

After you are finished adding parent emails, click “Send all” to trigger an email from RIF, alerting each parent that their child has access to Skybrary for use at-home. You can also choose to send the email individually by clicking “Send Email” next to a specific student. The email will include the direct link to Skybrary and each student’s personal login information including classroom code, username and password (see the example email below).

UNNAMED								DELETE ALL	ADD STUDENT	DONE
#	First Name	Last Name	User Name	Password Randomize	Parent Email	Send all				
1	Willie	Wonka	Willi.Wonka	♥️💎	WillaWonkaProudParent@test.com	Send Email	EDIT	✖️		
2	Kitt	Cat	Kitt.Ca	📖🔥	ParentofKittCat123@test.com	Send Email	EDIT	✖️		

Dear Parent,

Great news: your child’s teacher has just started using Skybrary in their classroom. According to our records, your email address is already registered with Skybrary, which probably means you’re already using it at home.

Skybrary’s educator classroom accounts include individual student accounts, too. Your child can access their school account at home using the log-in credentials below. Although you will have access to the same books and the experience is identical, your child’s school account will have a different backpack that may include books selected at school.

Access your child’s classroom account here: <https://school.skybrary.org/student/classroom/access>

Willie Wonka’s credentials:

Classroom Code: applehippo

Username: Willi.Wonka

Password:   (download images in email if password is not displayed)

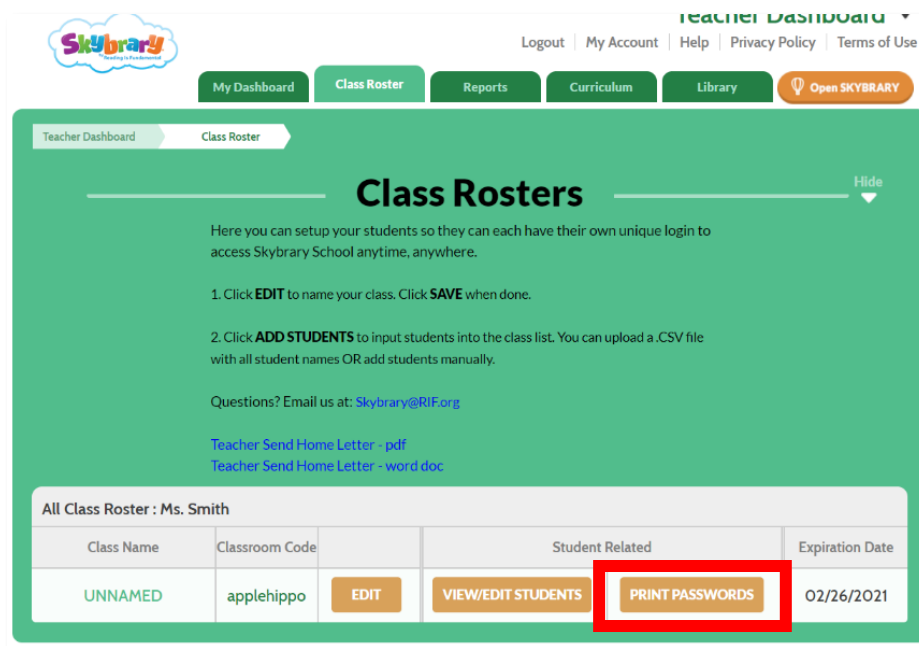
Classroom Name: UNNAMED

Please note, at this time the classroom version of Skybrary is not available on the iPad or iPhone apps. We recommend signing in on a desktop or laptop computer for the classroom version.

Need Help? Contact us at Skybrary@RIF.org

STEP 4

You also have the option to generate and print password cards to give directly to your students. Each card contains the direct link to Skybrary, the classroom code, the student's unique username, and their password to access Skybrary at-home. Once you have added your students, click the "PRINT PASSWORD" button to generate a PDF of the student password cards.



Teacher Dashboard

Logout | My Account | Help | Privacy Policy | Terms of Use

My Dashboard | **Class Roster** | Reports | Curriculum | Library | Open SKYBRARY

Class Rosters

Here you can setup your students so they can each have their own unique login to access Skybrary School anytime, anywhere.

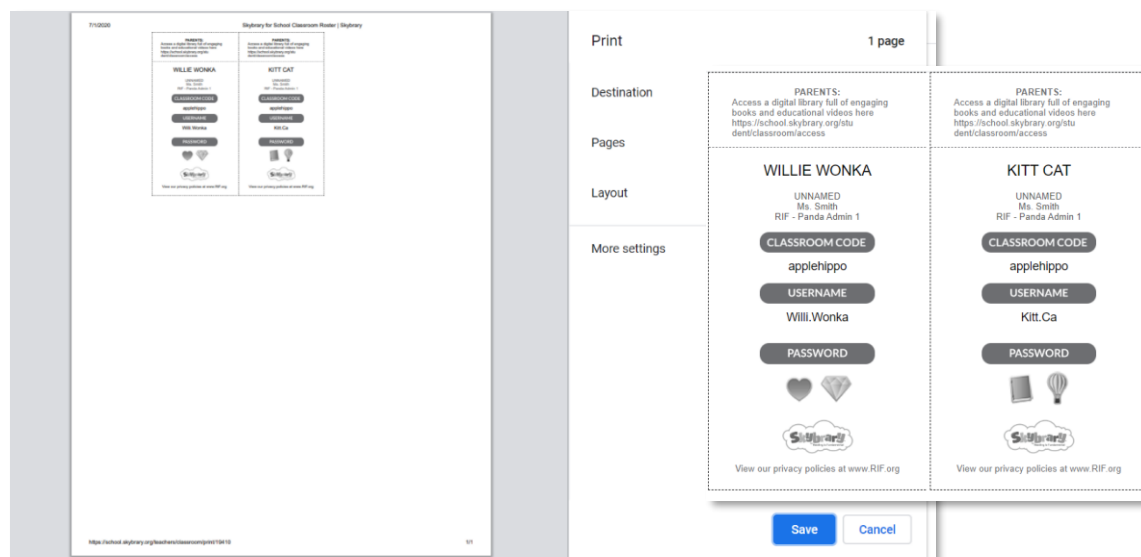
1. Click **EDIT** to name your class. Click **SAVE** when done.
2. Click **ADD STUDENTS** to input students into the class list. You can upload a .CSV file with all student names OR add students manually.

Questions? Email us at: Skybrary@RIF.org

[Teacher Send Home Letter - pdf](#)
[Teacher Send Home Letter - word doc](#)

All Class Roster : Ms. Smith

Class Name	Classroom Code	Student Related	Expiration Date
UNNAMED	applehippo	EDIT VIEW/EDIT STUDENTS PRINT PASSWORDS	02/26/2021



Print 1 page

Destination

Pages

Layout

More settings


WILLIE WONKA

UNNAMED
Ms. Smith
RIF - Panda Admin 1

CLASSROOM CODE
applehippo

USERNAME
Willi.Wonka

PASSWORD



View our privacy policies at www.RIF.org


KITT CAT

UNNAMED
Ms. Smith
RIF - Panda Admin 1

CLASSROOM CODE
applehippo

USERNAME
Kitt.Ca

PASSWORD



View our privacy policies at www.RIF.org

[Save](#) [Cancel](#)

That's it. Now your students' parents will be aware of this free digital library offering their child almost a thousand eBooks, hundreds of real-world video field trips, and hopefully many hours of reading!