



Getting Started with your Don Johnston License

Reference Guide



TABLE OF CONTENTS

WHAT'S INSIDE:

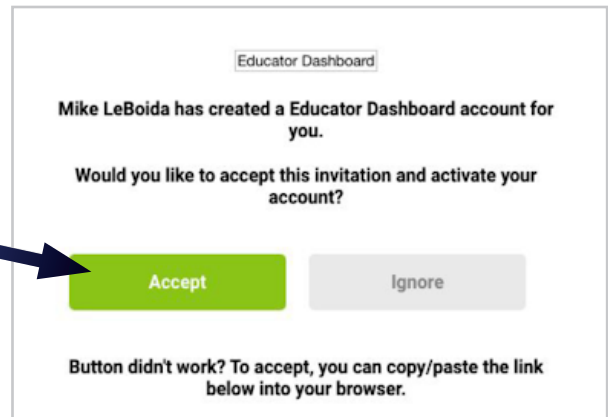
- Activating a License p. 3
- Creating Educator Accounts p. 4
- Managing Educator Accounts p. 5
- Next Steps / License Management / Student Accounts p. 6

ACTIVATING A LICENSE

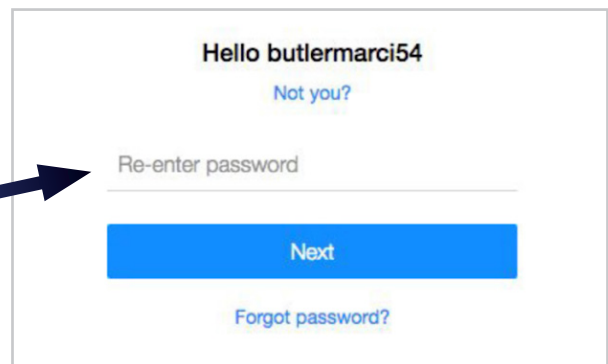
Signing in from your invitation email:

1. You will receive an invitation email from “confirm@account.educatordashboard.com”.
-- If you do not receive the invitation email, simply go directly to educatordashboard.com and sign in using your email account.

2. Click **Accept** in the email.



3. You will be prompted to put in your email password.



Note: Your account has been created with the email address used to accept this license. The next time you login to the Educator Dashboard, use this email to sign in.

BEFORE CREATING STAFF AND STUDENTS, PLEASE ENSURE THAT THE FOLLOWING ARE WHITELISTED:

These emails are solely for account confirmation and management (i.e. password reset).

Whitelist:

Educator Dashboard for Staff: “confirm@account.educatordashboard.com”
Snap&Read for Staff & Students: “confirm@account.snapandread.com”
Co:Writer for Staff & Students: “confirm@account.cowriter.com”
Word Bank for Staff & Students: “confirm@account.wordbank.io”

For further system requirements:

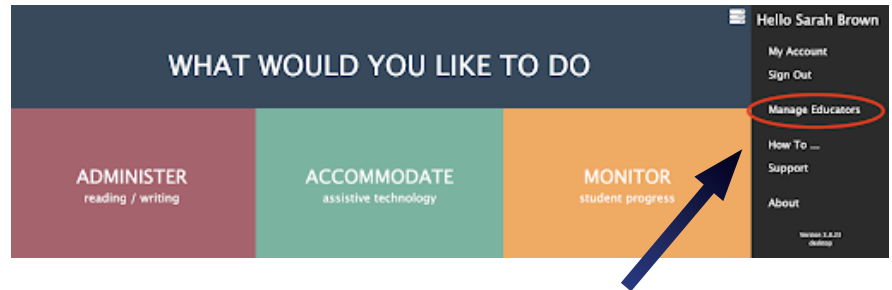
<http://help.donjohnston.net/it-resources/system-requirements/universal-extension-requirements>

CREATING EDUCATOR ACCOUNTS

CREATING EDUCATOR ACCOUNTS

To add educators to the license, follow the steps below:

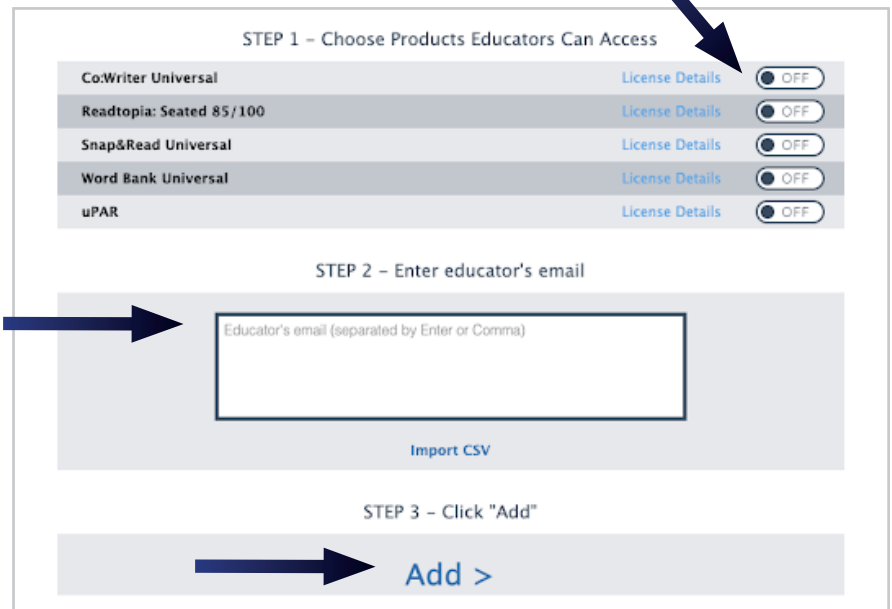
1. Sign in at educatordashboard.com.
2. Click on the white slide bar menu in the upper right hand corner.
3. Select **Manage Educators**.



4. Select **Give to Educators**.



5. Under Step 1 - Choose Products Educators Can Access: Toggle OFF button to **ON**.



6. Enter educator's email address. To enter more than one email address, **separate with a comma or hit enter**.

7. Click **ADD**.

Note: After adding educators to the license, please communicate to your staff to go to educatordashboard.com and sign in using their school email address.

* **No email invitations will be sent to the staff.**

MANAGING EDUCATOR ACCOUNTS

All staff members will be added into the license at the Educator level. To adjust permission levels from an Educator to an Analyst or Administrator, follow the steps below:

1. Click **Manage Educators**.
2. Select **Manage**.



3. Find the educator's name that you want to adjust to another permission level.
4. Click **Products/Permissions** next to the user name.



5. Toggle the tools to **ON** under the new permission level: Analyst or Administrator.



6. Toggle the tools to **OFF** under the Educator permission level.
7. Click **Apply**.

EDUCATOR PERMISSION LEVELS:

For ease of use, please select one permission level that best fits the staff member's role regarding the license. **All staff are added into the license at the Educator permission level.**

EDUCATOR:

Educators have the ability to add and remove students, manage student accounts, and monitor student data for all students they have added to the license, which can be found at educatordashboard.com.

ANALYST:

Analysts can only monitor student usage data.

ADMINISTRATOR:

Administrators have the ability to add and remove all educators and students, adjust educator permission levels, and monitor all student data usage.

NEXT STEPS / LICENSE MANAGEMENT / STUDENT ACCOUNTS

Giving students access to accommodations & connecting with student accounts for user management and usage data, refer to the tool Reference Guides:

* [Co:Writer Universal](#)

* [Snap&Read Universal](#)

Additional Resources:

* [Learning Academy](#)

* [Live & On-Demand Webinars](#)

* [Product Resources](#)

* [Frequently Asked Questions / Help Site](#): How-to articles, administering tools, and IT resources