



Reference Guide

What's Inside:

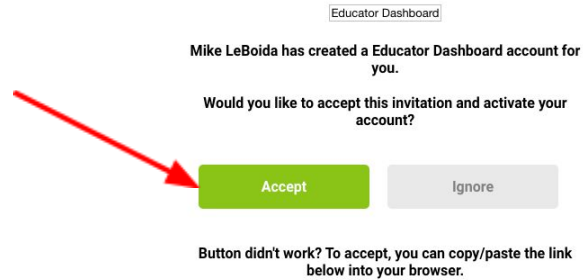
- Activating a License
- Get to Know Educator Dashboard
- Creating Educators
- Signing in as an Educator
- Giving Students Access
- Signing in as a Student
- Connecting with Existing Students
- Accessing Student Data

Activating a License

Signing in from your invitation email:

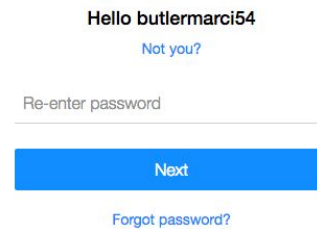
1. You will receive an invitation email from confirm@account.educatordashboard.com.

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



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

You are set up with the email address used to click confirm.
The next time you login to Educator Dashboard, use this email to sign in.



For future login, if have an existing login type with Google, Microsoft Live, or Office 365, click the Sign in with Google or Sign in with Microsoft button and then enter your email address.

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:

Educatordashboard for Staff: confirm@account.educatordashboard.com

Snap and Read for Staff & Students: confirm@account.snapandread.com

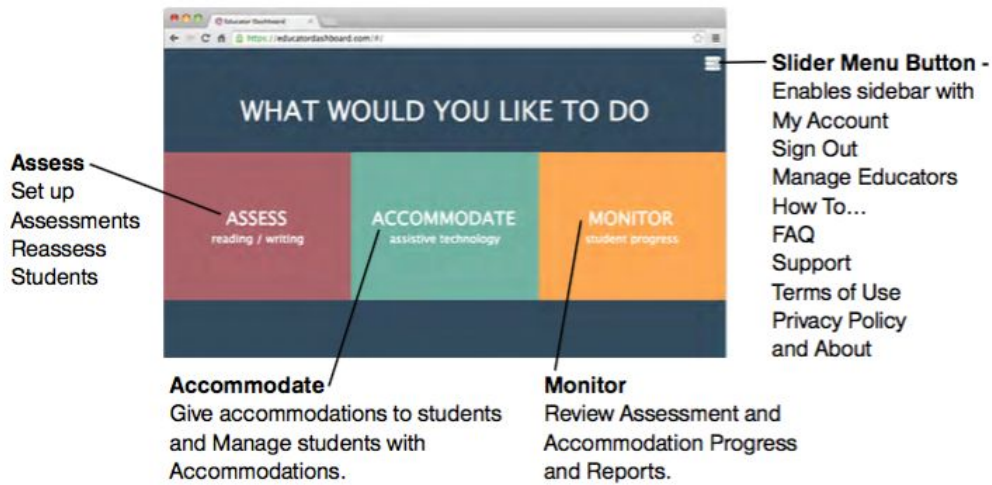
Co:Writer for Staff & Students: confirm@account.cowriter.com

Wordbank for Staff & Students: confirm@account.wordbank.io

For further system requirements:

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

Get to Know the Educator Dashboard

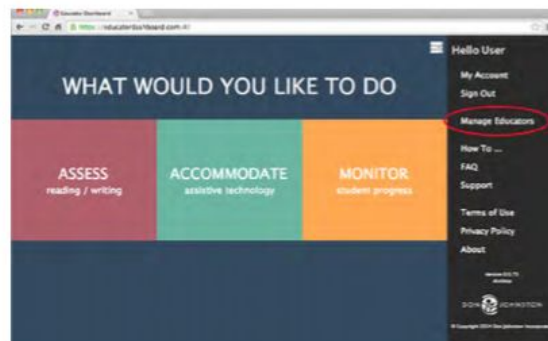


Dashboard Areas

Assess (Red) - Is the section where all assessment product information is found and the section where all assessments are created and managed.

Accommodate (Green) - This is the section where all accommodation product information can be found. The Accommodate section is where student invitations are sent or user activation codes are created, and student users are managed for accommodation products. You will be redirected to cowriter.com or snapandread.com.

Monitor (Yellow) - This is the area where all available Report data can be viewed. You will be redirected to cowriter.com or snapandread.com when accessing data for those two products.




Click the Slider Menu Button in the upper right to access Manage Educators

Manage Educators (Blue) - This section is for managing other Dashboard users. (Admins/Analysts/Educators). This includes viewing license details, sending activation invitation emails, changing permissions, and removing Dashboard users.

Creating Educators

To create other Educators follow the steps below.

1. Click on the sliding menu button  in the upper right corner to access more menu options.

2. Click on Manage Educators.

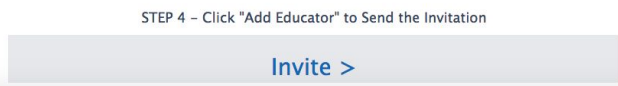
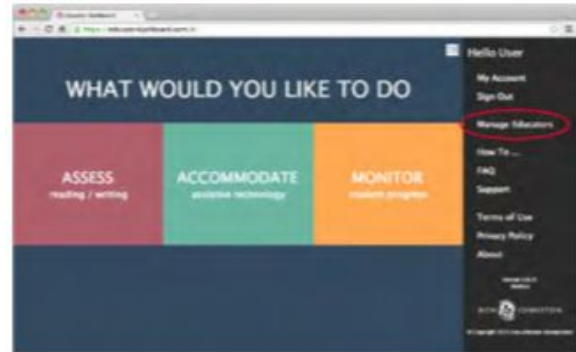
3. Select Give to Educators.

4. Under Step 1 - choose the Product Educators can access by clicking the OFF button so it reads ON.

5. Under Step 2 - Enter email addresses of educators. To enter more than one name, separate with a comma or hit enter.

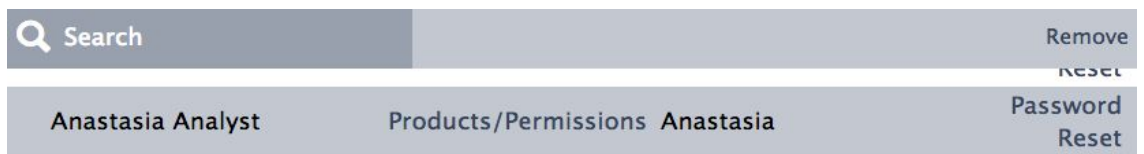
6. Optional Step 3 - Please skip - this feature is not yet live.

7. Click [Invite](#) >. (Ignore Step 4 "Add Educator", that's our mistake!)



Changing Permissions:

All staff members will be invited as Educator level access. To change an Educator to an Administrator or Analyst, click on Manage Educators, Manage, then click Permissions beside the users you wish to change.



In STEP 1, move the "OFF" button to "ON" by click on it. Scroll to the bottom and click Apply.

STEP 1 - Assign Permissions

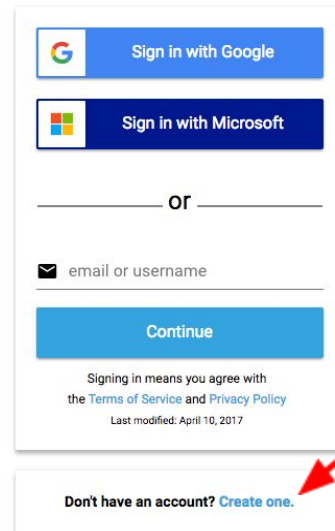
Administrator - Can create Administrators, Analysts or Educators and access all tools.



Signing in as an Educator

Google Email addresses:

1. Navigate to snapandread.com, cowriter.com, wordbank.io or educatordashboard.com
2. Click “Sign in with Google”
3. Type in email address
4. Type in password
5. Click “Accept” on pending invitation



Microsoft Live or Office 365 email addresses:

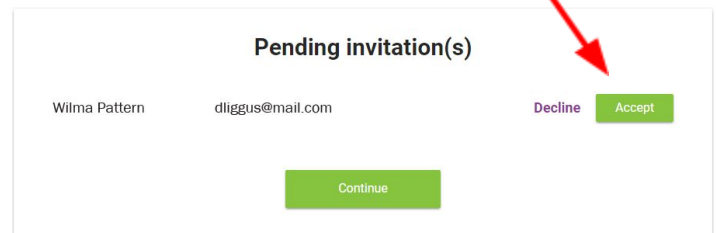
1. Navigate to snapandread.com or cowriter.com, wordbank.io or educatordashboard.com
2. Click “Sign in with Microsoft”
3. Type in email address
4. Type in password
5. Click “Accept” on pending invitation

Other Email addresses:

1. Navigate to snapandread.com, cowriter.com or wordbank.io (for uPAR as only product, see Note below)
2. Type email on gray “email or username” line
3. You will get a message that you are not recognized would you like to create an account
4. Click “Create one”
5. Navigate to your email inbox to find confirmation email
6. Find email from confirm@account.educatordashboard.com (confirm@account.snapandread.com; confirm@account.cowriter.com, confirm@account.wordbank.io)
7. Type in your full name
8. Type in your email password
9. Navigate back to snapandread.com, cowriter.com or wordbank.io
10. Click “Accept” on pending invitation

Note: uPAR as a only product invite:

1. Navigate to educatordashboard.com
2. Type in email on gray “email or username” line
3. Type in password
4. Click “Accept” on pending invitation



Domain Access:

Google

1. Follow steps 1-4 for Google listed above. You be able to sign in without an invitation.

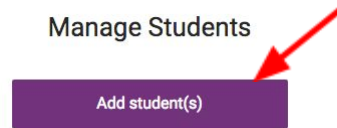
Microsoft

1. Follow steps 1-4 for Microsoft listed above. You will be able to sign in without an invitation.

Giving Students Access to Accommodations

To give a student access to an Accommodation, follow the steps below. (To watch a video about setting up your students, click here: [How to get Co:Writer Universal set-up](#))

1. In your web browser - Navigate to educatordashboard.com
2. Log in to your account.
3. Click **ACCOMMODATE**, then click the accommodation you wish to have access to for the student. You will be redirected to either cowriter.com, snapandread.com or wordbank.io.
4. Click **Add student(s)**, choose one of the following options for student access.



Add students options:

Set students up with an email address: An invitation will pop when they sign in at the product.

1. Type a student's email address
2. Click Next

Continue steps 1 & 2 until all students are added - for multiple students see Import CVS file directions.

Import from CSV file: to invite multiple students with an email address at one time, click [Upload from CSV file](#).

Add Student(s)

You can set up as many students as you like.

Student's email or username

Next

OR

Get student activation code

Import from CSV file

Import Google Classroom

Add Student(s)

Use a comma-separated values file (CSV) to set up many students quickly. Use spreadsheet programs like Google Sheets and Microsoft Excel to create and edit CSV files. Your CSV file must include the header (first line) of **Email Address** followed by the student email addresses.

See the example below

If you do not have a domain license, students must accept an email invitation to activate their account.

Please whitelist: confirm@account.cowriter.com.

	A	B
1	Email Address	
2	student1@school.com	
3	student2@school.com	
4	student3@school.com	
5	student4@school.com	
6		
7		

Please select a CSV file to upload:

[Choose file](#) No file chosen

Giving Students Access Cont'd

Set students up with a username:

1. Type in a unique username
2. Click Next
3. Type in student's full name
4. Type in a password for the student
5. Click Create

The screenshot shows the 'Add Student(s)' form. At the top, it says 'Add Student(s)' and 'You can set up as many students as you like.' Below this is a text input field with an envelope icon and the placeholder text 'Student's email or username'. A blue 'Next' button is positioned below the input field.

Set students up with Google Classroom: *(Co:Writer and Snap&Read district & site licenses only)*

1. Click Import Google Classroom
2. Click Proceed
3. Follow the prompts from Google to log into Classroom
4. Select the class(es) to import
5. Click Import

The screenshot shows the 'Add Student(s)' form. At the top, it says 'Add Student(s)' and 'You can set up as many students as you like.' Below this is a text input field with an envelope icon and the placeholder text 'Student's email or username'. A blue 'Next' button is positioned below the input field. Below the 'Next' button is the word 'or' flanked by horizontal lines. Below 'or' are three blue buttons: 'Get student activation code', 'Import from CSV file', and 'Import Google Classroom' (which has a small icon to its left).

Access using district domain license:

Students use their district email address to sign in at the product sign in screen. If you have a district license and are interested in domain access, please fill out this form: <http://bit.ly/djilicenseform>

Signing in as a Student

Note: iPad districts, sign in first time from product website for easier set up: snapandread.com, cowriter.com, wordbank.io

Google Email addresses:

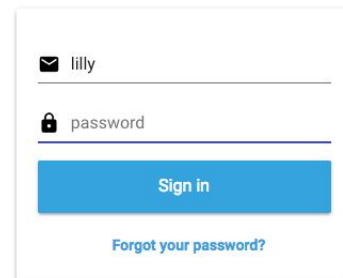
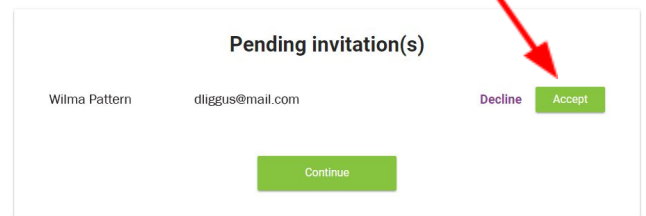
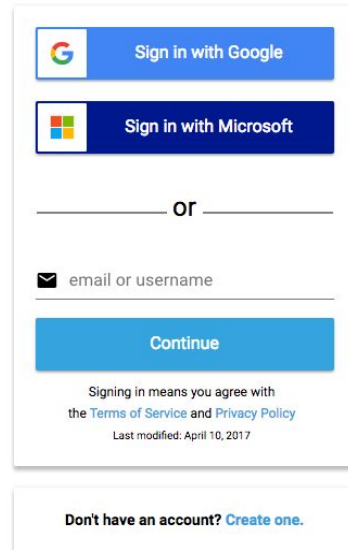
1. Navigate to product's chrome extension
2. Click [Sign in with Google](#)
3. Type in email address
4. Type in password
5. Click [Accept](#) on pending invitation

Microsoft Live or Office 365 email addresses:

1. Navigate to product's chrome extension
2. Click [Sign in with Microsoft](#)
3. Type in email address
4. Type in password
5. Click [Accept](#) on pending invitation

Other Email addresses:

1. Navigate to product's chrome extension
2. Type email on gray "email or username" line
3. You will get a message that you are not recognized would you like to create an account
4. Click "Create one"
5. Navigate to your email inbox to find confirmation email
6. Find email from confirm@account.cowriter.com, confirm@account.snapandread.com, confirm@account.wordbank.io
7. Type in your full name
8. Type in your email password
9. Navigate back to product extension sign in page
10. Click "Accept" on pending invitation



Username:

1. Navigate to product's chrome extension
2. Type in student username
3. Type in student password
4. Click Sign In

Domain Access:

Google:

Follow steps 1-4 for Google listed above. You be able to sign in without an invitation.

Microsoft:

Follow steps 1-4 for Microsoft listed above. You will be able to sign in without an invitation.

Connecting with Existing Students

If you have an Educator Dashboard account, you can connect with an manage existing student users by following the steps below. As a license administrator, you can add an existing student to a new license. As a license educator, you can connect with an existing student for user management and data viewing.

1. In your web browser - Navigate to educatordashboard.com
2. Log in to your account.
3. Click **ACCOMMODATE**, then click the accommodation you wish to have access to for the student. You will be redirected to either cowriter.com, snapandread.com or wordbank.io.
4. Click Add student(s), choose one of the following options for student access:

Manage Students

Add student(s)

Add Student(s)

You can set up as many students as you like.

Student's email or username

Next

or

Get student activation code

Import from CSV file

 Import Google Classroom

Add students options:

- Use student's email address:** type in student's email address and click Next. Students will accept at the product sign in page.

Domain access note: You will receive a note that your student has been connected. If your student has yet to activate their account, you will get an error message when you try to connect with them. Send them to the product to log in, then you can connect with them with the above steps.

- Import from CSV file:** to invite multiple email addresses at one time, click [Upload from CSV file](#). An invitation will be sent from asking the student to accept your invitation to connect with you. They can accept the invitation at the product sign in screen.

Add Student(s)

Use a comma-separated values file (CSV) to set up many students quickly. Use spreadsheet programs like Google Sheets and Microsoft Excel to create and edit CSV files. Your CSV file must include the header (first line) of Email Address followed by the student email addresses.

See the example below

If you do not have a domain license, students must accept an email invitation to activate their account.

Please whitelist: confirm@account.cowriter.com.

	A	B
1	Email Address	
2	student1@school.com	
3	student2@school.com	
4	student3@school.com	
5	student4@school.com	
6		
7		

Please select a CSV file to upload:

No file chosen

Connecting with Existing Students Cont'd

- c. **Import from Google Classroom:** *(Co:Writer & Snap&Read district & site licenses only)*
 1. Click Import Google Classroom
 2. Click Proceed
 3. Follow the prompts from Google to log into Classroom
 4. Select the class(es) to import
 5. Click Import

- d. **Give students an activation code:** connect with existing students by clicking [Get student activation code](#) button. Then, print or make record of the code displayed (in green) on the screen. Note: the codes will be product specific.

Add Student(s)

You can set up as many students as you like.

Student's email or username

_____ or _____

[Next](#)

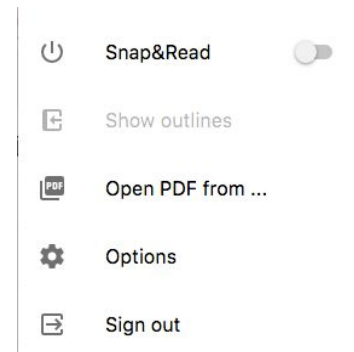
[Get student activation code](#)

[Import from CSV file](#)

[Import Google Classroom](#)

Take the code to your student and have the student launch and sign into the Chrome App, Chrome Extension or iOS.

1. If using the Chrome Extension,
 - a. Click the Snap&Read or Co:Writer extension icon.
 - b. Select Options.
 - c. Click on the student's name in the upper right corner.



OR

If using the Chrome App or iOS, Click the user's name on the home screen.



2. Apply Code:
 - a. Click on the [Code](#) link next to Connect with Educator
 - b. enter the Activation Code you created
 - c. click [Done](#).

MANAGE ACCOUNT Close

Name Marci Butler

Connect with Educator [Code](#)

YOUR ACCOUNT

MANAGE ACCOUNT Close

Name Marci Butler

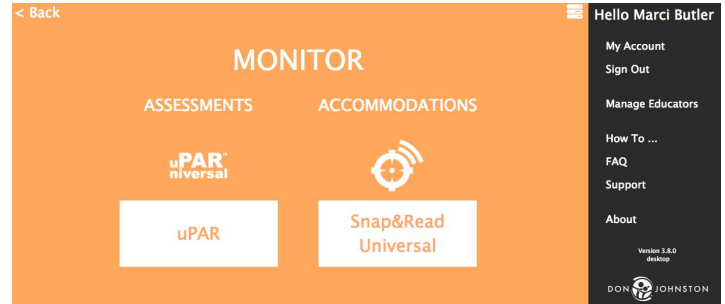
[< Back](#) [Done](#)

YOUR ACCOUNT

Accessing Student Data

To view student and summary data, follow the steps below:

1. In your web browser - Navigate to educatordashboard.com
2. Log in to your account.
3. Click **MONITOR**
4. Click the product you wish to view. Note: for uPAR, you will stay at educatordashboard.com. For Co:Writer or Snap&Read, you will be redirected to either cowriter.com, snapandread.com or wordbank.io



uPAR:

1. Click **REPORTS**
You will see the list of Assesments
2. Click the assessment name you wish to view. You will see the summary of the assessment.
3. Click student name on left to view a particular student's data.



Q Name Assesm...	Archive	Archived
Summary		Cumulative Summary for all assessments.
Adams 5th Graders	May 29, 2015	Anton Webber, Ayhla McClinton, beth k...
George Washington 5th ...	June 4, 2015	Allen Black, Charlie Brown, Owen Tillm...
DTS83	June 3, 2016	Daryl Brown, Gary Bender, Jsims, Morga...
SY 2015	June 9, 2016	Annette Kennedy, Student 1, Student 2



Co:Writer or Snap&Read:

1. You will see the summary data for the product.
2. Click student name on left to view a particular student's data.

