

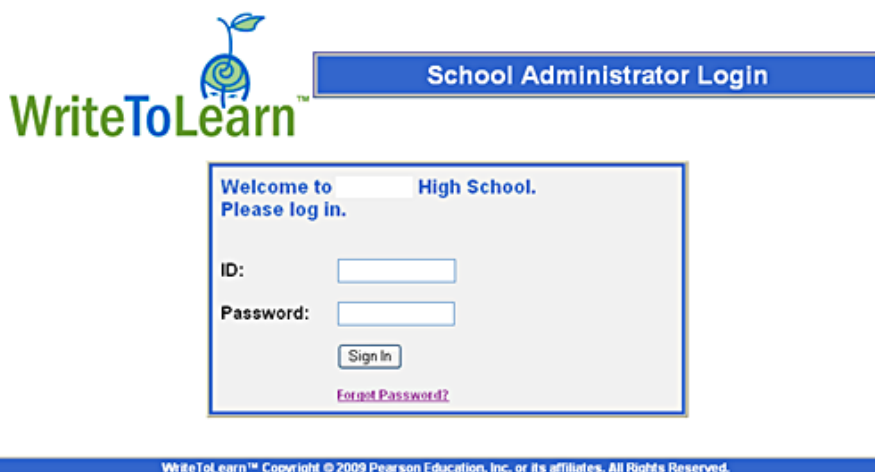
Administrator Tools

Introduction

This guide examines the Administrator's Tools in WriteToLearn. It reviews managing student accounts, teacher accounts, and classes. It also provides information about available documentation for both administrators and teachers.

Getting Started

To log in to the Administrator's Tools, go to the URL for administrators. Enter the ID and Password and click **Sign In**. Make sure that the WriteToLearn subscriber agreement has been accepted before continuing to log in to the program.



The screenshot shows the WriteToLearn logo on the left. To its right is a blue button labeled "School Administrator Login". Below these is a login form box. The form contains the text "Welcome to [] High School. Please log in." followed by "ID:" and "Password:" labels, each with a corresponding text input field. Below the password field is a "Sign In" button and a link for "Forgot Password?". At the bottom of the page is a blue footer bar with the text "WriteToLearn™ Copyright © 2009 Pearson Education, Inc. or its affiliates. All Rights Reserved."

School Administrator Menu

The next screen is the School Administrator Menu. This menu shows the administrator and the school, and it separates Account Management into Usage, Setup, and Documentation. Administrators can also edit their profiles from this page.



School Administrator Menu

Administrator: ([Edit profile](#))

School:

Account Management

Usage	Setup
<p>Current Usage: Low (0 of 25 licenses are in use)</p> <p>Usage Detail</p>	<p>Students</p> <p>Teachers</p> <p>Classes</p> <p>Account Removal</p>

Admin Documentation

[School Administrator Manual](#)

Teacher Documentation

[Quick Start](#) [Reporting Tools](#)
[Student Guide](#) [Teacher Tools](#)
[Curriculum Guide for Summary Writing](#)

* [Adobe Reader](#) required to view files

[Privacy Policy](#)

[Log Out](#)

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From this menu, administrators can access the following:

- Usage or the number of remaining student licenses available to the school (Usage Detail)
- Student Roster Editor to manage student accounts (Students)
- Teacher Account Editor to manage teacher accounts (Teachers)
- Class Editor to manage class rosters (Classes)
- Student Account Removal Tool (Account Removal)
- WriteToLearn Administrative and Teacher Documentation

License Usage Report

WriteToLearn provides a method to deal with the challenge of licenses that are assigned to students who exit the school. Pearson provides a one-time increase in the number of student licenses without cost to the school. When the student licenses' remaining value reaches 10% or fewer of the original number of licenses purchased, a new section entitled Request Additional Licenses will be displayed on the School Administrator Menu.

License Usage Report

[Main Menu](#) [Students](#) [Teachers](#) [Classes](#) [Account Removal](#) [Log Out](#)

Time of Report: 4:05 pm, Tue Dec 8 2009 [Refresh](#)

Current Usage: **Low** (0 of 25 student licenses are in use)

Last Name	First Name	Login time	Expires in	Class Name	Teacher Name(s)	Expire Now
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Student Roster Editor

The Student Roster Editor allows administrators to upload a roster from a file or other applications by clicking **Browse**. Select the Create Accounts tab to directly enter data for student accounts. Enter each student's name, unique log-in, and password. To modify existing student information, click on the Edit Accounts tab. Next, choose a class from the drop-down arrow, and then click **Search**.

The screenshot shows the 'Student Roster Editor' page. At the top left is the 'WriteToLearn' logo. A blue header bar contains the title 'Student Roster Editor'. Below this is a navigation menu with links for 'Main Menu', 'Students', 'Teachers', 'Classes', 'Account Removal', and 'Log Out'. A 'Help' link is located at the bottom right of the navigation area. The main content area has three tabs: 'Upload Roster', 'Create Accounts', and 'Edit Accounts'. The 'Upload Roster' tab is active, showing a 'Submit' button in the top right corner. Below the tab is a text box with instructions: 'Select a file containing roster data, then click **Submit**. The roster will be presented for approval.' A link for 'Detailed Instructions' is provided. At the bottom of the form is a text input field labeled 'Upload roster file:' followed by a 'Browse...' button. A blue footer bar contains the copyright notice: 'WriteToLearn™ Copyright © 2009 Pearson Education, Inc. or its affiliates. All Rights Reserved.'

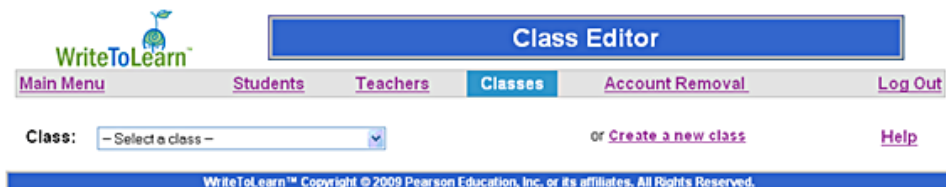
Teacher Account Editor

Create and manage teacher accounts by clicking **Teachers** at the top of the page or from the button on the main menu. Create a new teacher account by entering the required information or edit an existing account by selecting the teacher's name on the drop-down menu.

The screenshot shows the 'Teacher Account Editor' page. At the top left is the 'WriteToLearn' logo. A blue header bar contains the title 'Teacher Account Editor'. Below this is a navigation menu with links for 'Main Menu', 'Students', 'Teachers', 'Classes', 'Account Removal', and 'Log Out'. A 'Help' link is located at the bottom right of the navigation area. The main content area has a 'Teacher:' label followed by a dropdown menu currently set to '- New account -'. Below this is a form with the following fields: 'Login:', 'Password', 'Verify Password:', and 'Name:'. Each field has a corresponding text input box. A 'Create Account' button is located at the bottom right of the form. A blue footer bar contains the copyright notice: 'WriteToLearn™ Copyright © 2009 Pearson Education, Inc. or its affiliates. All Rights Reserved.'

Class Editor

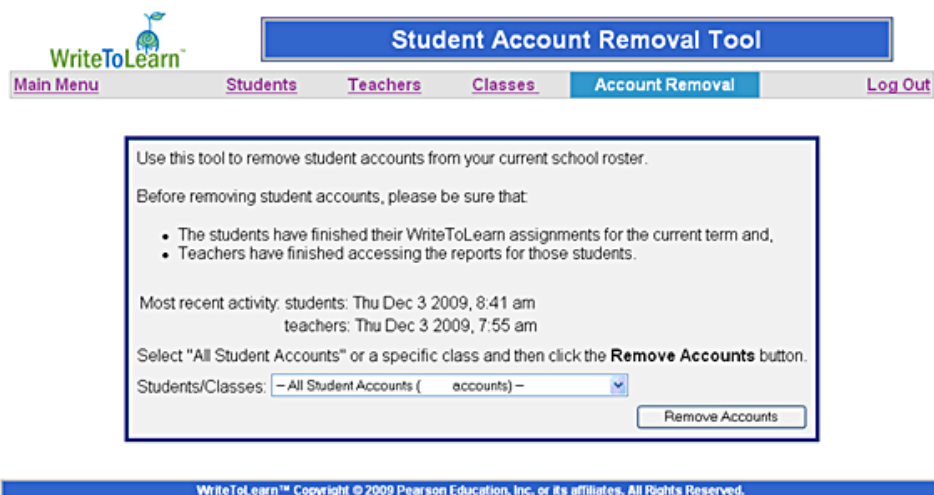
Create and manage classes and student accounts by clicking **Classes** at the top of the page or from the main menu. The Class Editor is displayed if classes are already set up. If classes have not been created in the school, the Class Creation and Editing form is automatically displayed.



To edit a class, select the desired class from the drop-down menu. From here, new students can be enrolled in the class and existing student accounts can be viewed and edited. Also, class properties can be edited and teachers can be assigned to or deleted from specific classes by clicking the link at the top of the page.

Student Account Removal Tool

Administrators can use the Student Account Removal Tool to remove student accounts from the current school roster. Select either "All Student Accounts" or a specific class. Then, click **Remove Accounts**.



Admin Documentation and Teacher Documentation

The Schoole Administrator Menu provides links to the School Administrator Manual and various guides for teachers, including Quick Start, Reporting Tools, Teacher Tools and others.

Review

This guide reviewed the administrator's tools in WriteToLearn. It reviewed how to manage student accounts, teacher accounts, and classes, and it provided information about available documentation.