Getting Started Guide

Kids A-Z

Quick Reference

A Identifying your **Grade Level** makes rostering your students easier. New students will be placed at the first reading level of the grade you selected.

B **My Classroom** allows you to add or transfer students, edit student info and assignment settings, and create student groups.

C **Reports** help you track classroom and individual student activity to inform future instruction.

D The **Assignments** area enables you to track assignment progress and delete or change assignments to meet content or instructional goals.

E Your **In Basket** contains completed student activities for you to review or score, such as assessments, practice recordings, and answers to constructed response questions.

F **Need Help** provides step-by-step walkthroughs to help you complete frequently encountered tasks related to rostering, grouping students, assignments, and more.

The **Instructional Support** section, located at the bottom of every page, offers helpful information on getting started, instructional tools, reading level correlations, professional learning, and more.

Still have questions? Contact us at www.learninga-z.com/contact or 866-889-3729 to learn more.

Learning A-Z

Log In and Access These Helpful Links and Resources

Add Students
You currently have **5** spaces available.
☐ Replace My Current Roster ❓
Student Information ❓
Student Username *required*

First Name *optional* Last Name *optional*
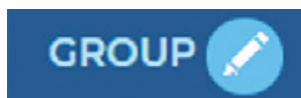
Get your students started.
Learn how to create your roster, set reading levels, and distribute login information.

**Located under Instructional Support >
Student Connections >
Getting Students Started in 3 steps**

⚙ Settings

Update your roster settings.
Adjust Reading Room, Level-Up!, constructed response, and other roster settings.

**Located in My Classroom >
Roster > Settings**

📄 Student & Parent Documents ▾

📄 Student Login Cards
📄 Parent Letters

Download student and parent documents.
Print personalized student login cards and send home parent letters.

**Located under Instructional Support >
Student Connections >
Get to Know the Student Portal**

Get to know the Kids A-Z student portal.
Learn how the Kids A-Z portal motivates students and makes it easy to access resources across Learning A-Z products.

**Located under Instructional Support >
Student Connections > Get to Know the Student Portal**

GROUP ✏

Save time by creating student groups.
Creating groups in your roster makes it easy to assign resources to specific students and track results in reports.

Located in My Classroom > Roster > General

☐ Replace My Current Roster ❓

Replace your current roster.
Check the Replace My Current Roster box to start a fresh roster and remove all students from the previous year.

**Located in My Classroom >
Add Students > Replace My Current Roster**

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