

## Teacher Ally Quick Guide

### Every teacher needs an Ally

Teacher Ally was designed with you in mind. Refer to this Quick Guide for information on how to get started.

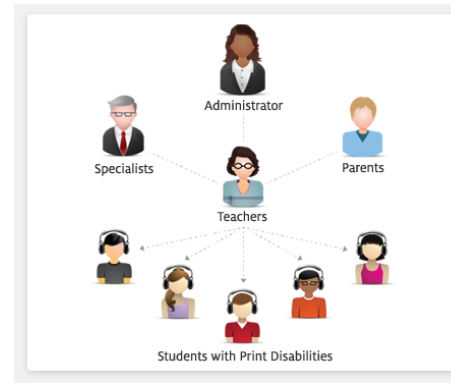
Teacher Ally users can be among several roles. The role(s) assigned to you are available from the Account Settings page or introductory email.

As you go through this guide, you will see an indication of what's available to each role according to the key below.

#### Role Types:

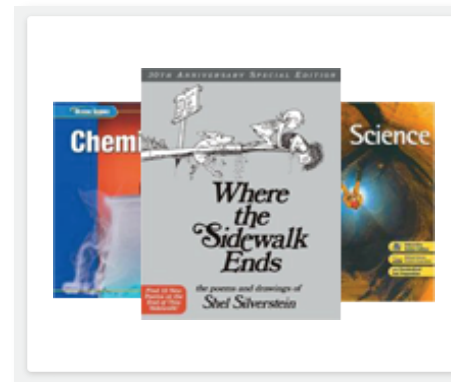
- I** Instructor - p. 2
- C** Certifier - p. 2, 4
- A** Admin - p. 2, 3
- S** Student - p.v4

Role types define what abilities you have  
**Note:** you may have more than 1 role.



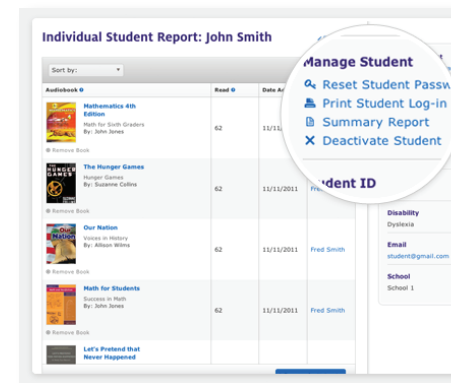
### Connect

Connect educators, administrators, and students



### Individualize

Individualize instruction for students

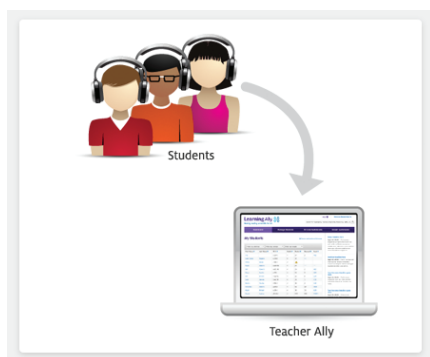


### See Results

See results and track progress

# Instructor I C A S

Add Students, Assign Books, Play Audiobooks, Review Progress.



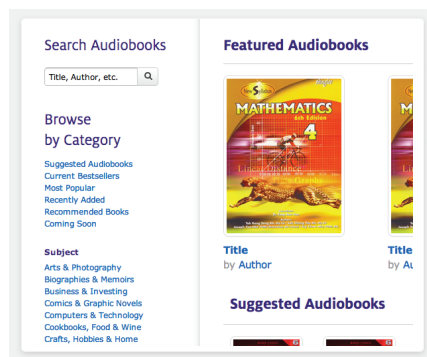
## Add Students

You can add students from the **Dashboard tab** and **Manage Students tab**. From each of these pages, click the **Add Students button**.

**Add Students**

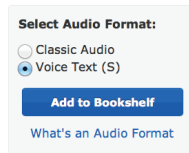
Follow the instructions on the screen that appears. Once a student has been added, a message will be sent to the Certifier(s) designated by your master account administrator. You can assign titles to the student once they've been approved by a Certifier.

Only students with qualifying print disabilities should be added into Teacher Ally.

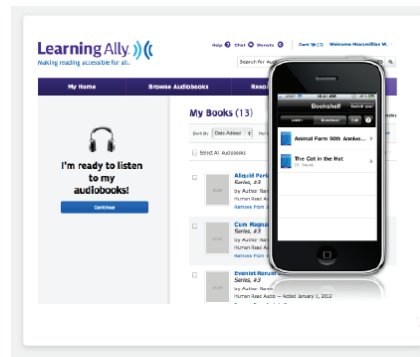


## Assign Books

Find a book by using the **Browse Audiobooks tab** or by entering the information about the title into our search box located at the top of each page. Once you've located your title, click the **Add to Bookshelf button**.



A screen will appear showing students visible to your account. Students that you added or have previously assigned books to are available in the **My Students** list. To assign a book to a student you have not selected before, look for them in the All Students dropdown. If they are not in either list, you will need to return to the **Manage Students tab** and add them.

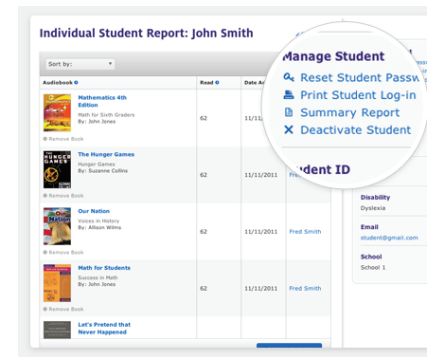


## Play Audiobooks

Your students can log in to Learning Ally and download or select their own books. To get their username and password, click the student's name in the **Dashboard** or **Manage Students tabs**.

There are a variety of different types of devices for playback. If your student is using an Apple or Android device, they can download the free **Learning Ally Audio App** from the iTunes store. You can also install Learning Ally Audiobooks yourself to a shared device or computer by clicking the **Install Audiobooks tab**. A list of all titles that you have assigned to any of your students will then appear.

Follow the instructions on your **My Bookshelf** page to begin.



## Review Progress

You can see what your students are reading and track their progress by clicking a student's name from the **Dashboard** or **Manage Students tabs**.

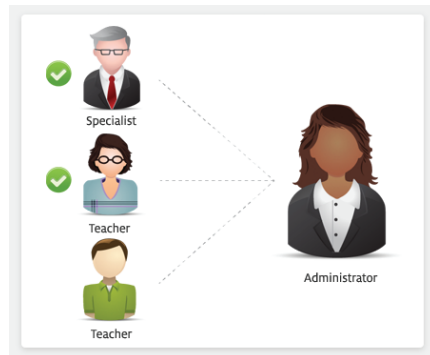
Once you are at the Individual Student Report page you can also print out a **Summary Report** for sharing with parents, including in IEP folders.

### Summary Report

Please note: Information about students' progress is currently only available if they are using the **Learning Ally Audio App** to read their books. They can use other software or hardware to read, but you will not be able to see their progress.

# Administrator I C A S

Invite Educators & Admins, Designate Certifiers,  
Seat Usage Reports, All Instructor Functionality



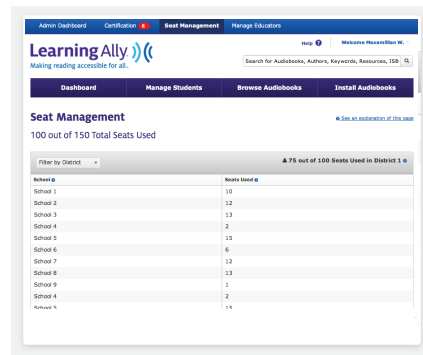
## Invite Educators & Admins

As an Administrator, you can add other educators & admins from your school to Teacher Ally and give them access to support their students. To add educators, go to the **Manage Educators** section.

[+ Add an Educator](#)

You will be able to specify which school or schools they will work with. Educators in a school will be able to manage any student within that school. You will also be asked to specify their Role/Roles - Instructor, Certifier, or Administrator. When you invite an educator, an invitation E-mail will be sent to them with instructions about how to join Teacher Ally.

There are no limits on the number of Educators you can add, or the number of roles they can have.



## Seat Usage Reports

Administrators can see every student within their schools in the **Seat Management** section located in the blue bar on the top of your screen.

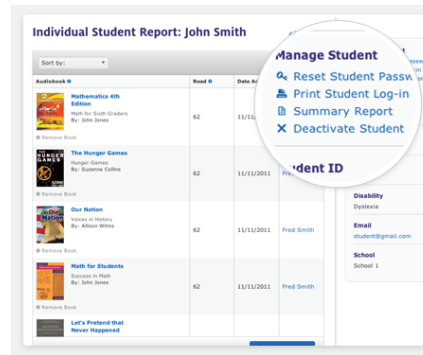
[Seat Management](#)

This section tells you how many students your school has registered, and how many seats are still available.

[1 out of 5 Total Seats Used](#)

If your school purchases an Intro Package with a set number of seats, you can check how many have been used.

If you run out of seats, please contact Learning Ally.



## All Educator Functionality

As an Administrator, you also have access to all of the abilities an instructor role has: add students, assign audiobooks, check student progress, and install audiobooks onto devices.

For more information about how to do this, see page 2.

## \*Master Admins Only

### Roles \* ?

- ☐ Instructor
- ☒ Certifier
- ☐ Administrator

## Designate Certifiers

**You will need to designate at least one Certifier for your school.** In order for a student to receive books, a Certifier will need to approve them in Teacher Ally. This role would be for Special Education teachers, School Psychologists, or others who would be able to professionally attest to your students' print disabilities.

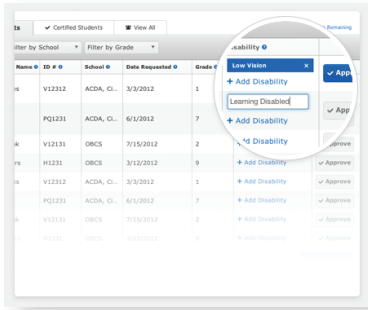
When you are adding educators in the **Manage Educators** section, you would select the Certifier role to allow an educator that you add to be a Certifier.

A certifier will have their own section dedicated to certifying students when they are logged in.

[Certification](#)

# Certifier I C A S

Approve Students, Recieve Emails & Notifcations

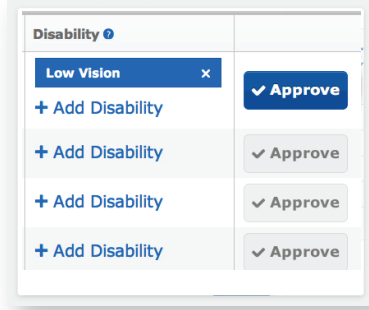


## What do Certifiers do?

Certifiers confirm that students are eligible to receive services from Learning Ally. Only students with print disabilities (examples: blindness or visual impairments, learning disabilities) would qualify, based on copyright law. Students will not be able to receive books until they have been approved by a Certifier.

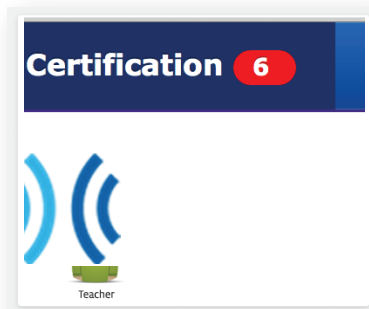
Certifiers are designated by the Master Administrator for the school(s). A Certifier could be any professional that could provide disability information about students.

Certifiers also have the same abilities as an instructor has. Please refer back to page 2 for more details.



## Approve Students

Every student in Teacher Ally must be approved by a Certifier. When students are added, they will be placed into a queue for a certifier to approve.

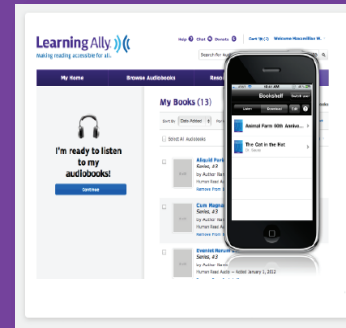


## Recieve Emails & Notifications

Certifiers will receive an email, and a notification on their dashboard, notifying them when a student is added. The educator who created the student will then receive an email once the student is approved.

# Students I C A S

Access at Home, Add own Books

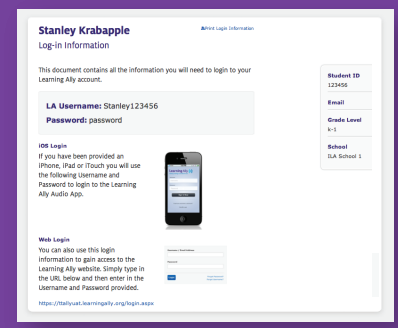


## What can Students do?

Student accounts are much like other Learning Ally users - they can download books, use our free Audio App for Apple or Android devices, install a free copy of the ReadHear software for Mac or PC to listen to their books, or use another DAISY device if they have one.

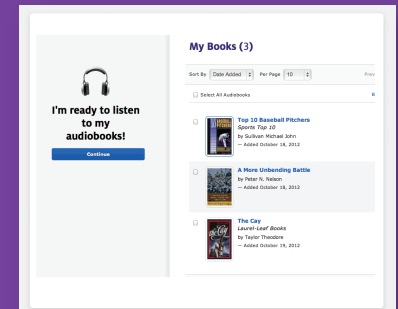
Students are able to log in anywhere using the username and password provided by their teacher.

If your student forgets their username or password, you can retrieve it for them by looking at their student record on the **Manage Students** page.



## Access at Home

Students log into Learning Ally on their own to download books. To give them access, print out their login information from their student record on the Manage Students page.



## Add own books!

Students are also able to choose their own books to add to their Bookshelf. They can read these books along with any assigned by their teacher.