Quick Reference Guide

Waterford Early Learning™

Classroom Advantage
Reading | Math & Science ™

Use this quick reference guide to get started with *Classroom Advantage*.™
This guide explains how to complete the getting-started wizard and introduces you to the Waterford Manager. It also explains how to create users and how to prepare and present lessons.

To complete these tasks, go to the Waterford Manager and log in.

Write the URL for the Waterford Manager.

Getting Started

The first time you log in to the Waterford Manager, you are taken through a getting-started wizard. To complete the wizard, make sure you have the following information. Each step refers to a screen in the getting-started wizard.

1. Authenticate your software. You need your customer number and license key.

2. Set your account level. You need to select a district or school.

3. Assign a media server location. By default, the media server location is the application server location. If you want to assign a different media server location, you need the IP or URL address.

The Waterford Manager

When you log in to the Waterford Manager as an administrator, you see four tabs: **Students**, **Reports**, **Classroom**, and **Staff**. There are also links to **Settings**, **Help**, and your name.

Students—Set up a structure when assigning multiple media servers (see "Technical Tip"). You will not use this tab in most cases. **(A)**

Reports—Reports are only included with Waterford's individualized products. **(B)**

Classroom—Prepare and present lessons. This is the main tab for *Classroom Advantage*. **(C)**

Staff—Add users. **(D)**

Settings—Make changes for your entire account, such as adding license keys. **(E)**

Help—View to step-by-step instructions for *Classroom Advantage* and additional resources such as overview guides and activity lists. **(F)**

TIP If you do not have Internet access, a PDF version of the online help and the online-help resources is included with your *Classroom Advantage* installation.

Your name—Click your username to make changes to your account. **(G)**

Creating Users

To add other users, you create staff members.

1. Select the **Staff** tab. **(A)**

2. Click **Create Staff**.

3. Enter the new staff member's personal and security information. **(B)**

   TIP The staff member will use the **Username** and **Password** to log in.

4. Assign a role—**Teacher** or **Administrator**. **(C)**

   Teachers can access the **Classroom** tab in the Waterford Manager but not the **Students** tab, **Staff** tab, or **Settings**.

5. Click **Save**. **(D)**

   The staff member appears in the list.
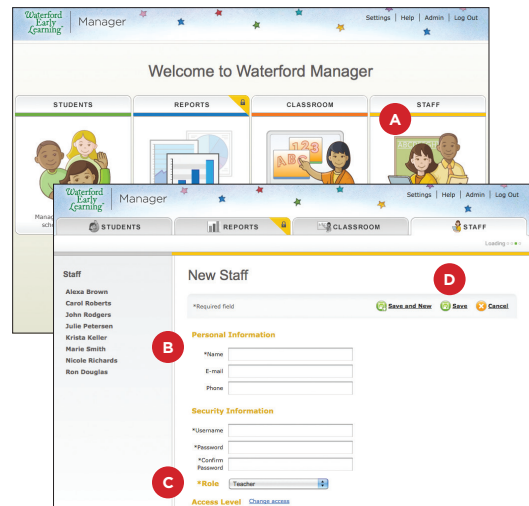
Preparing Lessons

To prepare lessons, you create playlists and add activities to your playlists.

TIP To browse a list of all the available activities, visit **http://ca-help.waterfordearlylearning.org/ classroom/waterford-activity-list/**

Creating Playlists

1. Select the **Classroom** tab and click **Playlists**. **(A)**

2. Click **Create Playlist**.

3. In the **New Playlist** window, enter your playlist information **(B)** and click **Save**. **(C)**

   Your playlist appears in the list.

   TIP You can share the playlists you create using the **Import Playlist** and **Export Playlist** buttons.
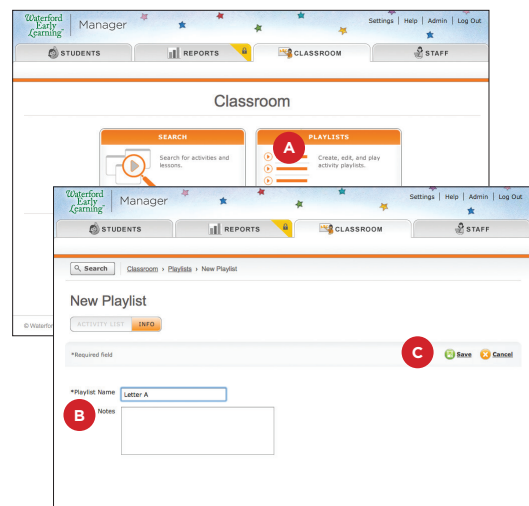
Adding Activities

1. Select the **Classroom** tab and click **Search**. **(D)**

2. In the **Activity Search** field, enter your search terms and click **Search**. **(E)**

   Your search results are listed at the bottom of the page.

3. If needed, refine your search using the filters. **(F)**

   TIP For advanced search options, visit **http://ca-help.waterfordearlylearning.org/classroom/ advanced-search-options/**

4. Preview activities by clicking the ▶ buttons.

5. Check the activities you want to add to your playlist, and click **Add to Playlist**. **(G)**

6. In the **Add to Playlist** pop-up window, select a playlist—or create a new one—and click **OK**.

   The playlist appears with the activities you added.

   TIP To edit the activities in your playlist, use the **Move Up**, **Move Down**, and **Remove Activity** buttons.
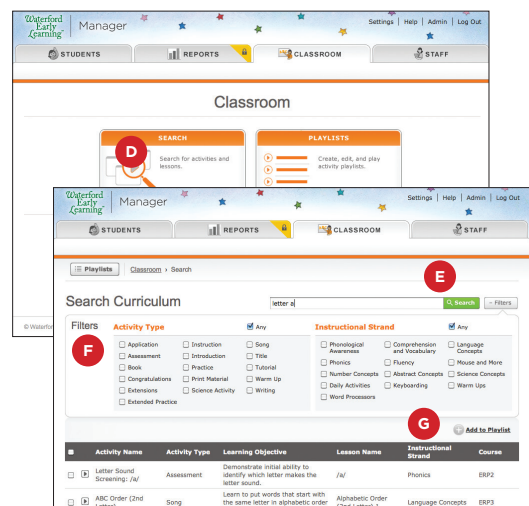
Presenting Lessons

Once you have prepared your lessons, presenting them to your students is easy. To present a lesson, you launch a playlist and the activities play in the Waterford Teacher App.

**TIP** To print a playlist for reference, go to the playlist and press **Control + P** (Windows) or **Command + P** (Mac).

1. Select the **Classroom** tab and click **Playlists**. **(A)**

2. Click the playlist you want to present.

3. Click **Launch Playlist**. **(B)**

   TIP If you want to play only one activity, click ▶ next to the activity.

4. The Waterford Teacher App opens and your first activity begins. All the activities in your playlist are played in order.

   TIP The first time you click **Launch Playlist**, it may take a minute or more for the Waterford Teacher App to open. After opening for the first time, it opens quickly.

5. From the Waterford Teacher App you can pause **(C)**, restart the current activity **(D)**, skip to the next activity **(E)**, and return to the previous activity **(F).**
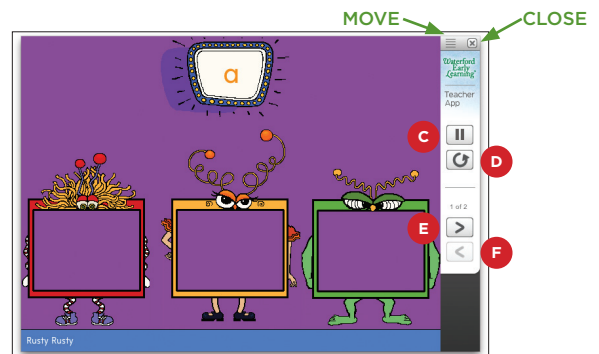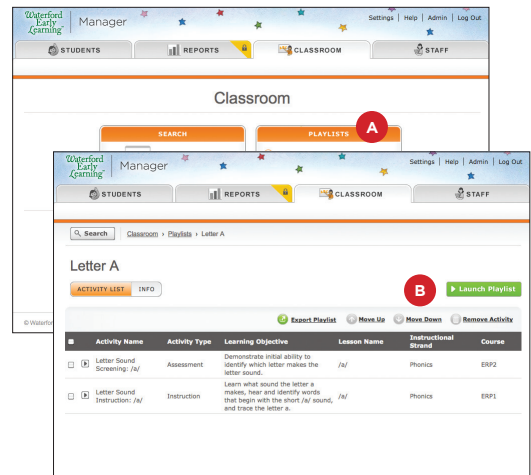
Technical Tip

If you have a large implementation of *Classroom Advantage* and are experiencing long loading times, this could be caused by how your network and servers are set up.

For help solving this problem visit **http://ca-help. waterfordearlylearning.org/settings/setting-up-media-servers/** for instructions on how to set up multiple media servers.

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