Quick Reference Guide

Waterford Early Learning™

Classroom Advantage

Reading | Math & Science ™

Use this quick reference guide to get started with *Classroom Advantage*™. This guide shows you how to prepare and present lessons from the Waterford Manager. It also explains how to change your username and password.

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

Write the URL for the Waterford Manager.

Preparing Lessons

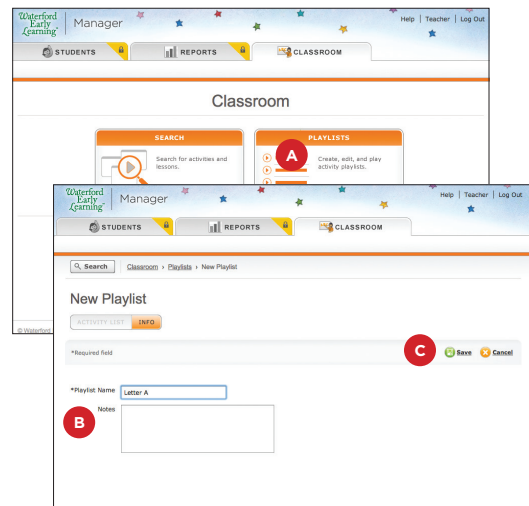To prepare lessons, you create playlists and add activities to your playlists.

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.
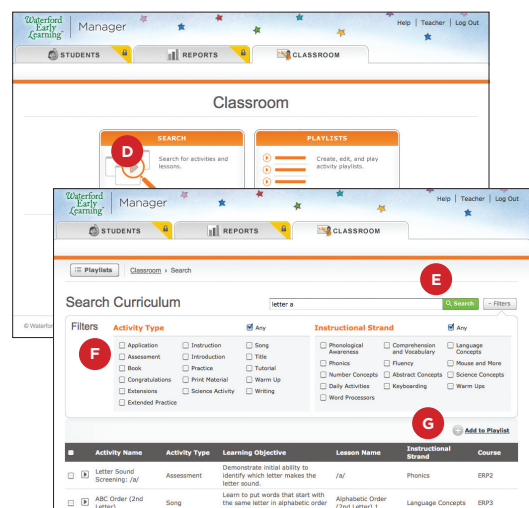
Adding Activities

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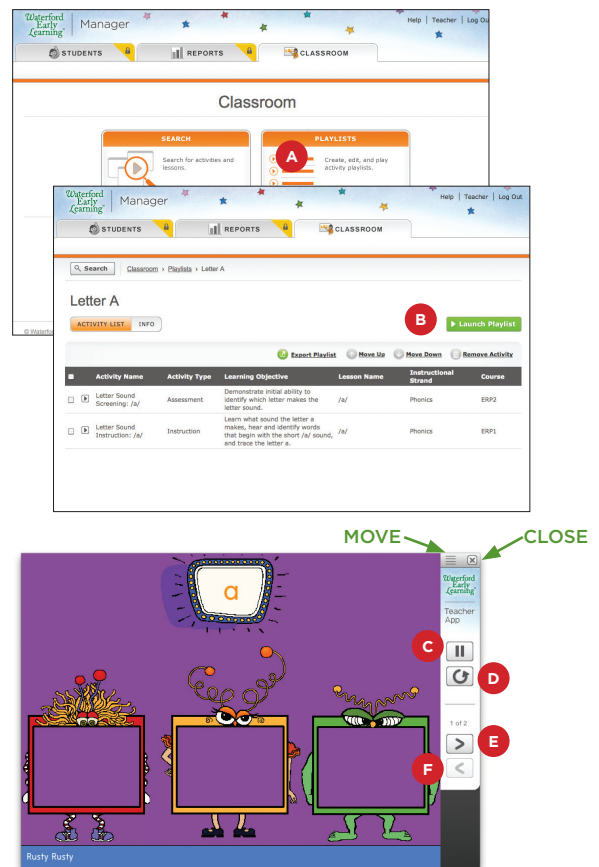
1. Select the **Classroom** tab and click **Playlists**. **(A)**

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)**.

Changing Your Username and Password

Your administrator created your username and password. You can change them by following these steps.

1. Click your username in the upper-right corner. **(A)**

2. To change your username, enter a new username in the **Username** field. **(B)**

3. To change your password, click **Change password** and enter the password in the **New Password** and **Confirm Password** fields. **(C)**

4. Click **Save**. **(D)**