Quick Reference Guide

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)