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Introduction to Waterford Manager

Waterford Manager is a desktop tool where teachers and administrators can view and manage student, classroom, or school usage for Waterford programs:

- Waterford Reading Academy
- Waterford Early Learning: Reading (WEL: Reading)
- Waterford Early Learning: Math & Science (WEL: Math & Science)
- Waterford Early Learning: SmartStart (WEL: SmartStart)

If you would like a downloadable copy of the full Waterford Manager Help Guide to download or print, [click here. \(https://files.helpdocs.io/uufzl24u09/other/1571756331617/waterford-54-articles-1571756282.pdf\)](https://files.helpdocs.io/uufzl24u09/other/1571756331617/waterford-54-articles-1571756282.pdf).

Waterford Manager for Administrators

School and district administrators can perform the following tasks in Waterford Manager:

- First-time setup
- Import student, class, and staff accounts
- Sync Waterford Manager to your SIS with Clever
- Enable Home Access
- Manage student and teacher licenses
- Determine usage goals and set the school year and other school or district settings
- Perform all tasks available for teachers except creating and editing playlists

Here is a list of links with answers to common questions to get administrators started in Waterford Manager:

- [How can I set up my account? \(https://help.waterford.org/waterford-manager-for-administrators/setting-up-an-account\)](https://help.waterford.org/waterford-manager-for-administrators/setting-up-an-account)
- How can I [add \(https://help.waterford.org/waterford-manager-for-administrators/adding-schools\)](https://help.waterford.org/waterford-manager-for-administrators/adding-schools) or [delete \(https://help.waterford.org/waterford-manager-for-administrators/deleting-schools\)](https://help.waterford.org/waterford-manager-for-administrators/deleting-schools) schools?

- [How do I add staff accounts? \(https://help.waterford.org/waterford-manager-for-administrators/manually-adding-staff-accounts\)](https://help.waterford.org/waterford-manager-for-administrators/manually-adding-staff-accounts),
- How do I manage home access for [individuals \(https://help.waterford.org/waterford-manager-for-administrators/enabling-or-disabling-home-access-for-individual-students\)](https://help.waterford.org/waterford-manager-for-administrators/enabling-or-disabling-home-access-for-individual-students), or [classrooms/schools \(https://help.waterford.org/waterford-manager-for-administrators/enabling-or-disabling-home-access-for-schools-or-classrooms\)](https://help.waterford.org/waterford-manager-for-administrators/enabling-or-disabling-home-access-for-schools-or-classrooms)?
- How do I [adjust \(https://help.waterford.org/waterford-manager-for-administrators/adjusting-school-year-or-level-goals\)](https://help.waterford.org/waterford-manager-for-administrators/adjusting-school-year-or-level-goals), or [lock \(https://help.waterford.org/waterford-manager-for-administrators/locking-school-year-and-level-goals\)](https://help.waterford.org/waterford-manager-for-administrators/locking-school-year-and-level-goals), school year or level goals?
- How do I [manage \(https://help.waterford.org/waterford-manager-for-administrators/reserving-a-school-license\)](https://help.waterford.org/waterford-manager-for-administrators/reserving-a-school-license) or [remove \(https://help.waterford.org/waterford-manager-for-administrators/removing-license-reservations\)](https://help.waterford.org/waterford-manager-for-administrators/removing-license-reservations), license reservations?
- [If I have Clever, how do I sync it? \(https://help.waterford.org/waterford-manager-for-administrators/syncing-data-with-clever\)](https://help.waterford.org/waterford-manager-for-administrators/syncing-data-with-clever).
- What are [Dashboards \(https://help.waterford.org/article/h5y921bx0d-introduction-to-dashboards\)](https://help.waterford.org/article/h5y921bx0d-introduction-to-dashboards), and [Reports \(/waterford-early-learning-features/waterford-reports\)](/waterford-early-learning-features/waterford-reports)?
-

Waterford Manager for Teachers

Teachers can perform the following tasks in Waterford Manager:

- Create Waterford student accounts
- Add and delete classes

Your administrator may limit your access to your class only. If this is the case, you will not be able to add or delete classes.

- Assign courses
- Add custom assignments
- Manage student sessions
- Search activities
- Create and edit playlists
- View data in reports and dashboards

Here is a list of links with answers to common questions to get teachers started in Waterford Manager:

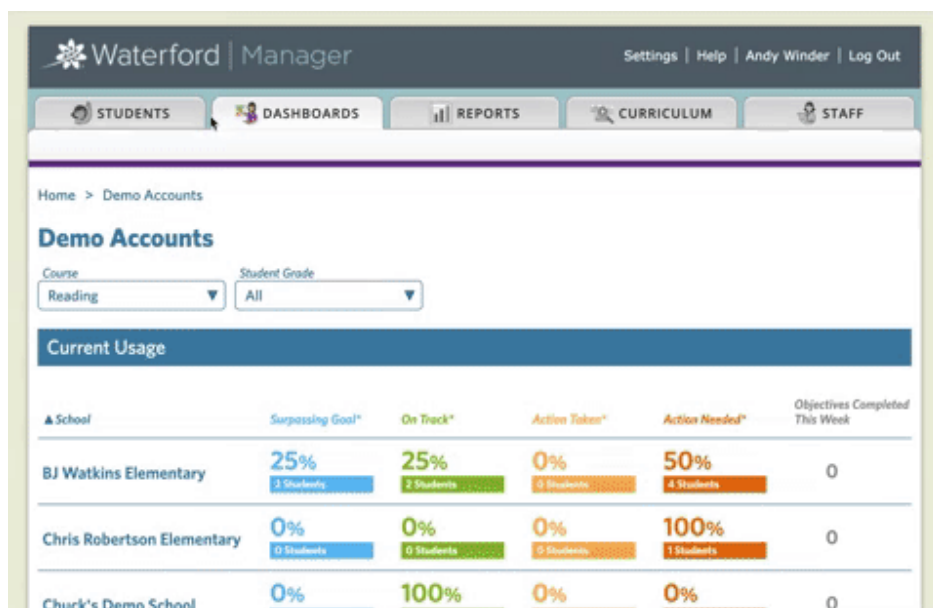
- [How do I register for Waterford Manager? \(https://help.waterford.org/waterford-manager-for-teachers/registering-and-logging-in\)](https://help.waterford.org/waterford-manager-for-teachers/registering-and-logging-in).
- [Once I have registered, how do I log in? \(https://help.waterford.org/waterford-manager-for-teachers/logging-in\)](https://help.waterford.org/waterford-manager-for-teachers/logging-in).

- [How can I edit my profile?](https://help.waterford.org/waterford-manager-for-teachers/finding-the-edit-profile-page) (<https://help.waterford.org/waterford-manager-for-teachers/finding-the-edit-profile-page>).
- How do I [add](https://help.waterford.org/waterford-manager-for-teachers/adding-students) (<https://help.waterford.org/waterford-manager-for-teachers/adding-students>), [edit](https://help.waterford.org/waterford-manager-for-teachers/editing-students) (<https://help.waterford.org/waterford-manager-for-teachers/editing-students>), [delete](https://help.waterford.org/waterford-manager-for-teachers/deleting-students) (<https://help.waterford.org/waterford-manager-for-teachers/deleting-students>), or [restore](https://help.waterford.org/waterford-manager-for-teachers/restoring-students) (<https://help.waterford.org/waterford-manager-for-teachers/restoring-students>) student accounts?
- [How can I add a class to my account?](https://help.waterford.org/waterford-manager-for-teachers/adding-classes) (<https://help.waterford.org/waterford-manager-for-teachers/adding-classes>).
- How can I assign classes to [individual](https://help.waterford.org/waterford-manager-for-teachers/assigning-classes-to-individual-students) (<https://help.waterford.org/waterford-manager-for-teachers/assigning-classes-to-individual-students>) or [multiple](https://help.waterford.org/waterford-manager-for-teachers/assigning-classes-to-multiple-students) (<https://help.waterford.org/waterford-manager-for-teachers/assigning-classes-to-multiple-students>) students?
- How do I [find](https://help.waterford.org/waterford-manager-for-teachers/searching-for-activities) (<https://help.waterford.org/waterford-manager-for-teachers/searching-for-activities>) or [preview](https://help.waterford.org/waterford-manager-for-teachers/previewing-activities) (<https://help.waterford.org/waterford-manager-for-teachers/previewing-activities>) activities?
- What are [Dashboards](https://help.waterford.org/article/h5y921bx0d-introduction-to-dashboards) (<https://help.waterford.org/article/h5y921bx0d-introduction-to-dashboards>), and [Reports](/waterford-early-learning-features/waterford-reports) (</waterford-early-learning-features/waterford-reports>)?
- How can I [create](https://help.waterford.org/waterford-manager-for-teachers/creating-a-custom-assignment) (<https://help.waterford.org/waterford-manager-for-teachers/creating-a-custom-assignment>) or [manage](https://help.waterford.org/waterford-manager-for-teachers/viewing-reordering-or-removing-custom-assignments) (<https://help.waterford.org/waterford-manager-for-teachers/viewing-reordering-or-removing-custom-assignments>) a custom assignment? If I have Classroom Advantage, how do I get started?

Viewing a Student Session

You can view which students are and are not currently logged into a Waterford session through Waterford Manager. To view student sessions:

- 1 Log in to Waterford Manager and go to the **Students** tab.
- 2 In the menu on the right, click the name of your class.



The student table will note which students are and are not currently playing a Waterford session.

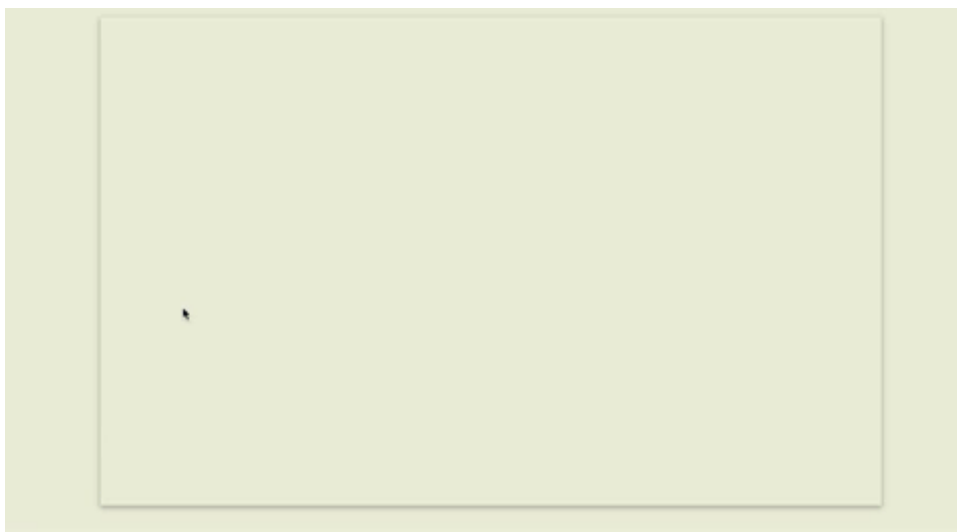
Registering for Waterford Manager

Your school or district administrator will register your account for you, but you will select your own password and security question the first time you log in. To finish setting up your account and choose a password:

- 1 Visit the Waterford Manager [login page \(https://manager.waterford.org/LoginPage.html\)](https://manager.waterford.org/LoginPage.html).
- 2 Enter the username and password provided by your administrator. This will redirect you to a pop-up page where you will make a new password.
- 3 Create a new password.

Your password must be at least seven characters with a number, a lowercase letter, and a capital letter.

- 1 Select a security question and provide an answer.
- 2 Click **Save**.
- 3 Log in with your username and your new password.



Logging In

To log in to your Waterford Manager account:

- 1 Visit the Waterford Manager [login page \(https://manager.waterford.org./LoginPage.html\)](https://manager.waterford.org./LoginPage.html).

For best results, use Google Chrome.

- 1 Enter your username and password.
- 2 Click **Log In** to submit your username/password and access Waterford Manager.



Your username is usually your email. Contact your administrator if you do not know your username or password.

Resetting Lost Passwords

If you forget your password, you can reset it by following these steps:

- 1 Click **Forgot Password** on the Waterford Manager [login page](https://manager.waterford.org./LoginPage.html) (<https://manager.waterford.org./LoginPage.html>).
- 2 Enter your username.

Your username is usually your email address. If you do not know your username, contact your administrator.

- 1 Click **Submit**.
- 2 Answer the security question, then click **Submit** again.
- 3 Enter a new password, then enter it again to confirm your password change.

Passwords must be at least seven characters with a number, a lowercase letter, and a capital letter.

- 1 Click **Submit**.

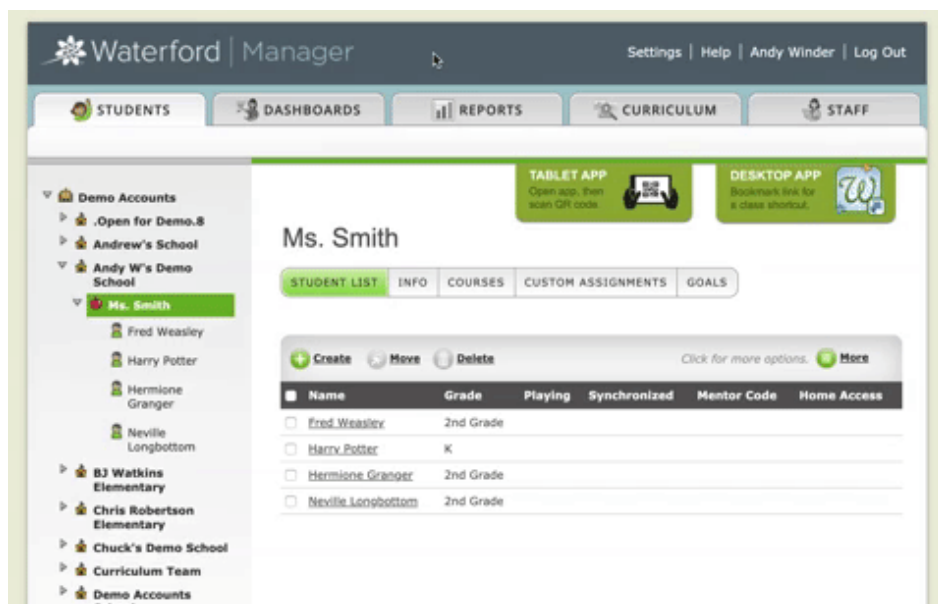
You will then be directed to the login page, where you can enter your username and new password.



Finding the Edit Profile Page

You can edit your profile to change your username, password, email address, or security question. To find the **Edit Profile** page.

- 1 Visit the Waterford Manager [home page \(http://manager.waterford.org\)](http://manager.waterford.org).
- 2 In the top-right corner, click your name.
- 3 Click the text boxes to change your Name, Email, Phone, or Username.
- 4 Click **Save**.



If you do not enter an email, you will be reminded to do so each time you log in.

If you change your profile information, a message box will warn you that you will need to log in to your account again.

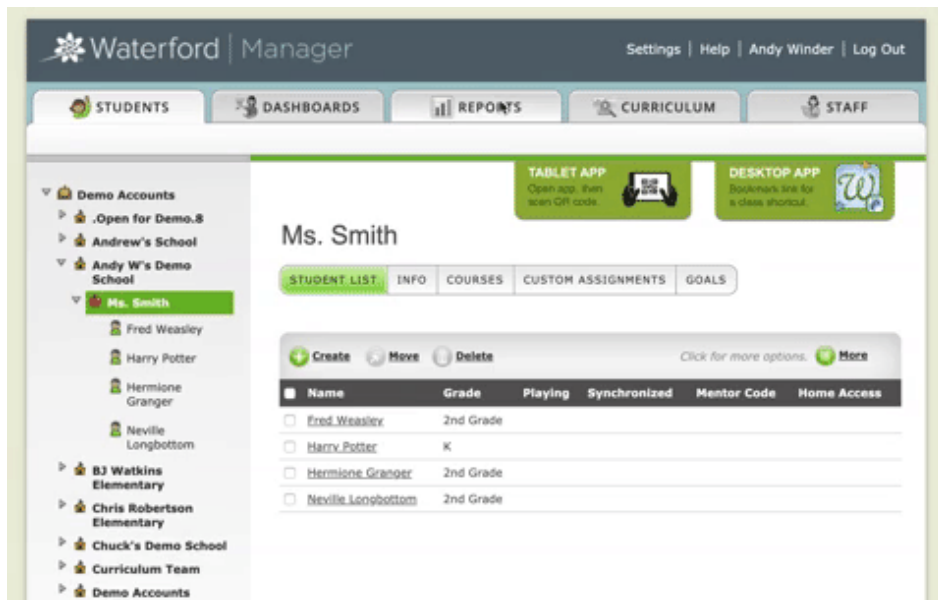
Only an administrator can change your **Product Licenses** or **Access Level**.

Changing Your Security Question

To change your security question:

- 1 Visit the Waterford Manager [home page \(http://manager.waterford.org\)](http://manager.waterford.org) and click your name in the upper-right corner.
- 2 Under **Security Information**, click **Change Security Question**.
- 3 Select a question from the dropdown and choose a new question.
- 4 Click **Change Answer**.
- 5 Enter a new answer for the question and click **Save**.

You will then be redirected to the Waterford Manager [login page \(https://manager.waterford.org./LoginPage.html\)](https://manager.waterford.org./LoginPage.html).



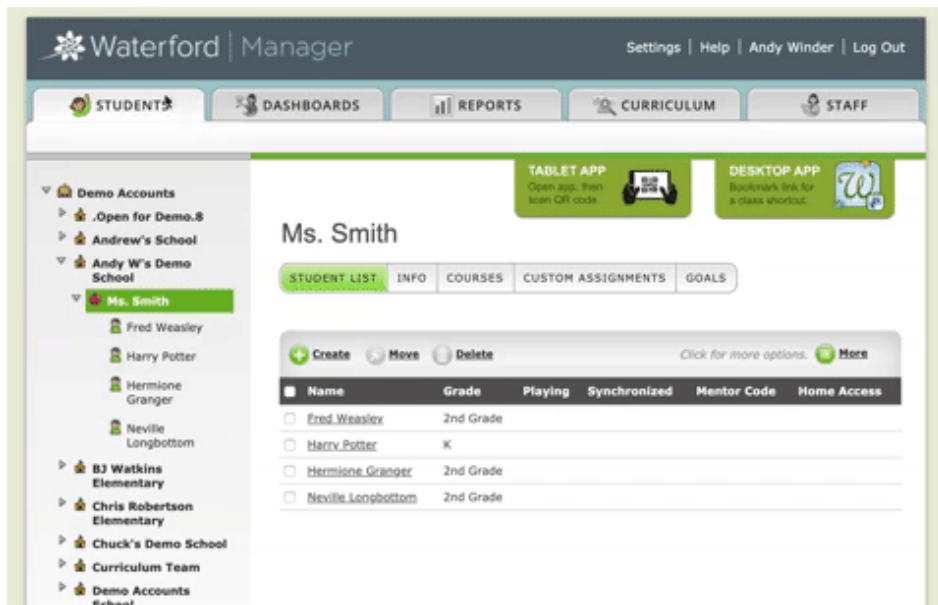
Changing Your Password

To change your password in Waterford Manager:

- 1 Visit the Waterford Manager [home page \(http://manager.waterford.org\)](http://manager.waterford.org) and click your name in the upper-right corner.
- 2 Under **Security Information**, click **Change Password**.
- 3 Enter a new password and click **Save**.

Passwords must be at least seven characters with a number, a lowercase letter, and a capital letter.

- 1 Click **Save**.



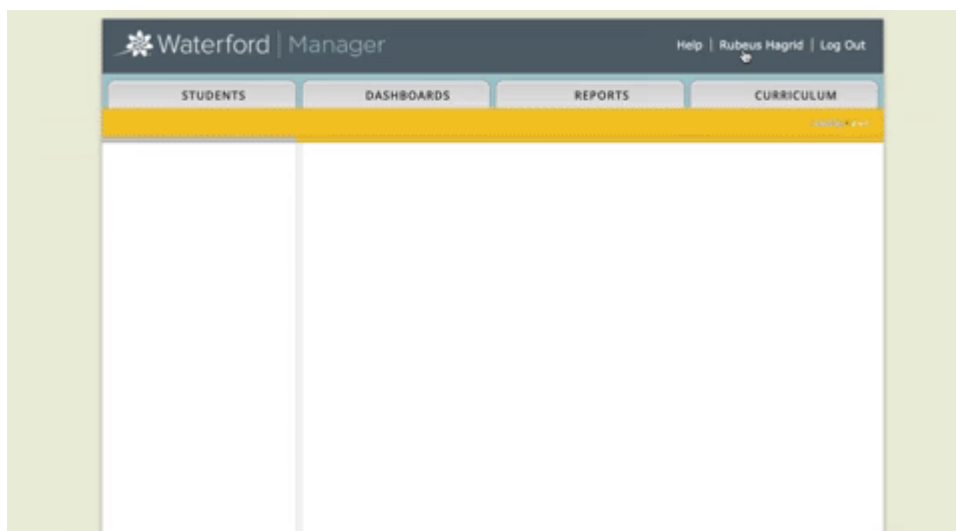
You will then be redirected to the Waterford Manager [login page \(https://manager.waterford.org/LoginPage.html\)](https://manager.waterford.org/LoginPage.html).

Adding or Changing Your Account Email Address

If your username is not an email address, you may not have one linked to your account. To add an email:

- 1 Click on your name in the upper-right corner of the Waterford Manager [home page](http://manager.waterford.org) (<http://manager.waterford.org>).
- 2 Under **Security Information**, click **Change Email Address**.
- 3 Enter or change your desired email address.
- 4 Click **Save**.

You will then be redirected to the Waterford Manager [login page](https://manager.waterford.org/LoginPage.html) (<https://manager.waterford.org/LoginPage.html>).



An email must be connected to your account in order to use the Home Access feature.

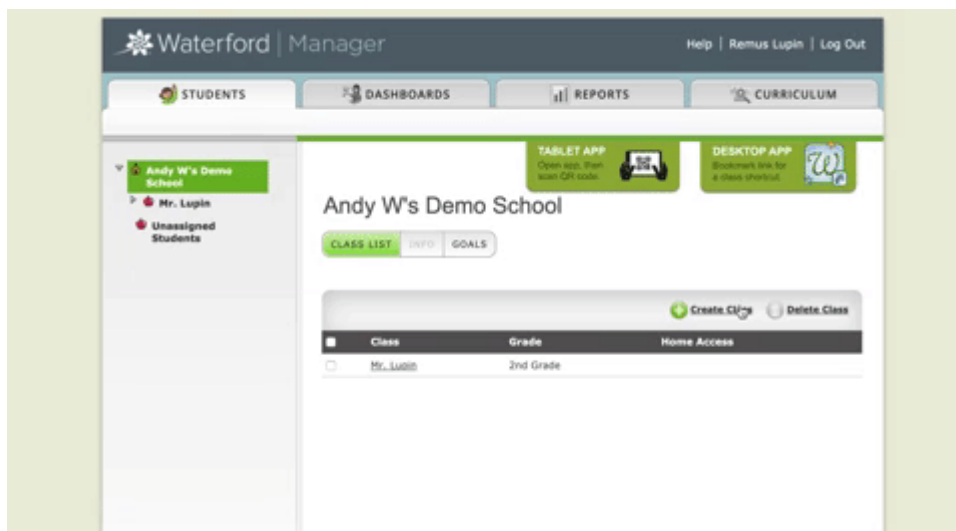
Adding Classes

Teachers with access levels set to **All** can create their own classes. To create a class:

- 1 Visit the Waterford Manager home page and click the **Students** tab.
- 2 In the left menu, select your school.
- 3 Click **Create Class**.
- 4 Enter the information.

Leave the SIS ID and SIS Name fields blank. These fields are for users that sync their data using [Clever](http://help.waterford.org/administrators-school-manager/#clever) (<http://help.waterford.org/administrators-school-manager/#clever>).

- 1 Click **Save** or, if you want to continue adding classes, **Save and New**.



Teachers may only create classes if their access level for the school is set to **All**. Contact your school or district administrator to discuss changing your access level.

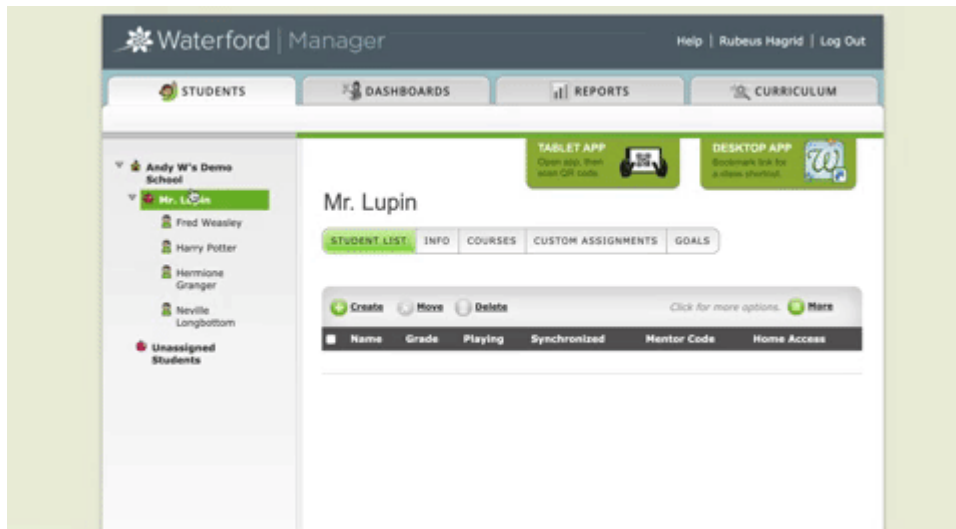
Assigning Courses to Multiple Students

To assign courses to multiple students in a class:

- 1 Log in to Waterford Manager and visit the **Students** tab.
- 2 In the left menu, select a class.
- 3 Under the class name, click **Courses**.
- 4 This will redirect you to a list of your students. Click the box in the table header to select all students or click on student boxes individually to assign only some students.
- 5 Click **Add**. This will send you to a pop-up box.
- 6 Select each course that you would like to assign to this group of students.

Students assigned to WEL: SmartStart may not be assigned to any additional courses.

- 1 Adjust the session time from the default if needed, then click **OK**.



You must have open course licenses to assign courses to students. Course licenses can only be managed by administrator accounts.

Assigning Courses to Individual Students

To assign courses to an individual student:

- 1 Log in to Waterford Manager and visit the **Students** tab.
- 2 In the left menu, select a class.
- 3 Under the class name, click **Courses**.
- 4 Click on the student you want to assign classes to.
- 5 Check the box next to the courses you want to assign the student.

Students assigned to WEL: SmartStart may not be assigned to any additional courses.

- 1 If needed, adjust the session time. Then, click **Save**.



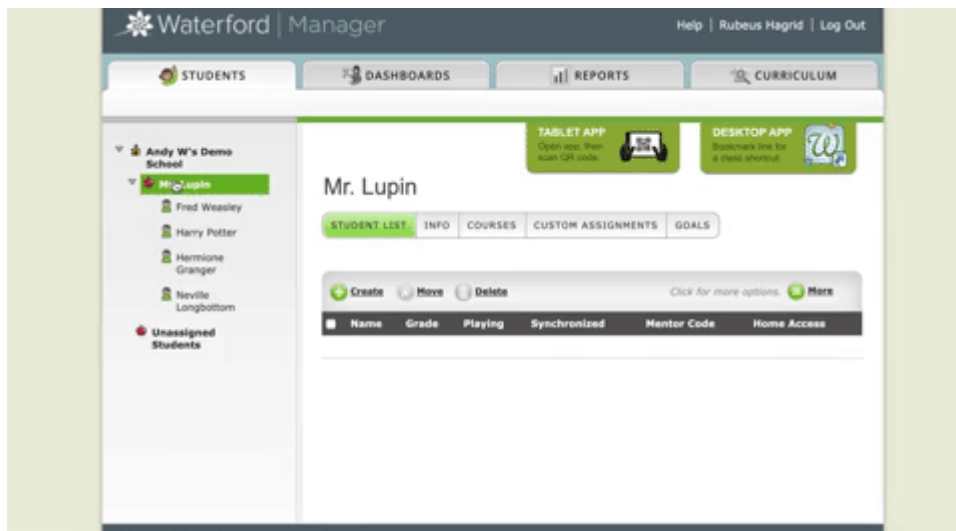
Changing a Student's Class

To transfer students to a new class:

- 1 Log in to Waterford Manager and visit the **Students** tab.
- 2 Expand the student's class in the left menu.
- 3 In the **Student List** page, click the box next to the student's name.

If you want to move more than one student, check the box next to each student you need to move.

- 1 Click **Move**.
- 2 Select the new class.
- 3 Click **OK**.



Students that change classes are considered "transfer students," and they may affect your report data. The Reports guide has more information on transfer students.

To move a student to a new class, you must have access to the student's current class and the new class. Contact your school or district administrator if you do not have access to the new class.

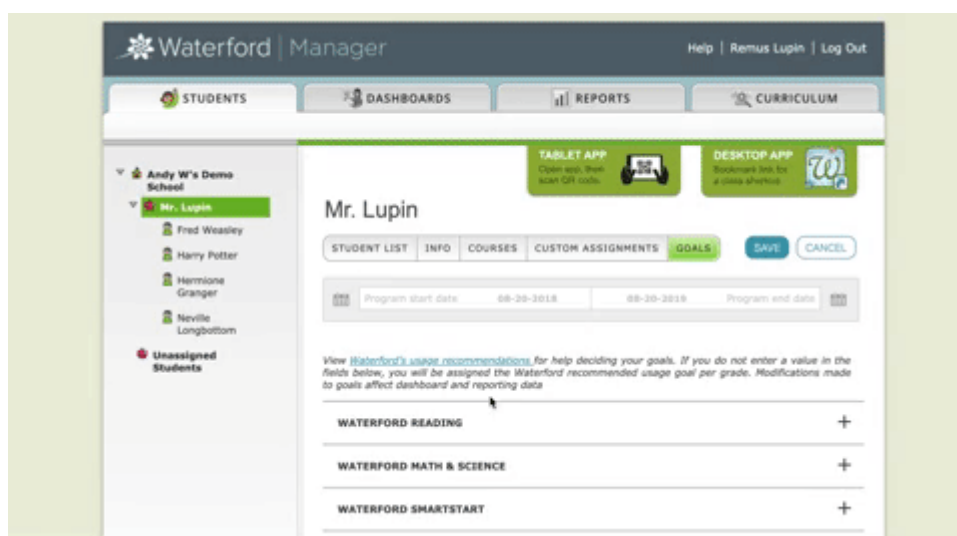


Changing Days or Minutes Per Week

The **Days Per Week** and **Minutes Per Week** buttons allow teachers to select how long and often they would like their class to use Waterford programs each week. Each Waterford course comes set with defaults for these settings, but these can be adjusted in Waterford Manager by a district administrator or, if the setting is unlocked, by a teacher.

To adjust **Days** or **Minutes Per Week**:

- 1 Log in to Waterford Manager and select your classroom from the district and school dropdown.
- 2 Select the course for which you'd like to change the days or minutes settings.
- 3 Click on the **Days Per Week** or **Minutes Per Week** box, depending on which setting you want to change.
- 4 Type in the number of minutes or days per week you would like your students to spend on the Waterford course.
- 5 Click **Save** to finalize your new setting(s).



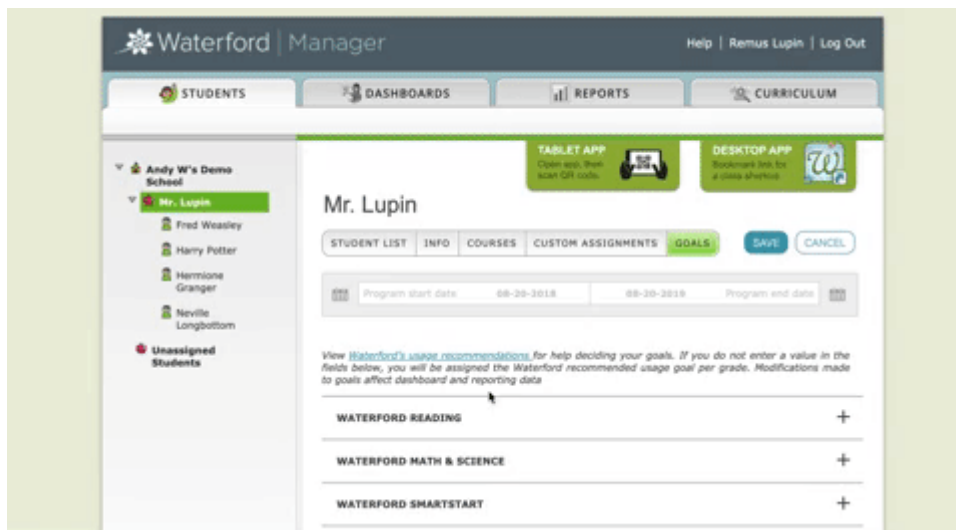
If you cannot change your **Days** or **Minutes Per Week**, contact your administrator to discuss changing these settings.

Changing Class Level Goal

The **Set Class Goal** button allows teachers to select which level they would like their class to reach by the end of the school year or course. Each Waterford course has default **Class Level Goals** already set, but they can be adjusted in Waterford Manager.

To change your **Class Level Goal**:

- 1 Log in to Waterford Manager and select your classroom from the district and school menu in the **Students** tab.
- 2 Select the course for which you'd like to change the **Level Goal**. After clicking on a course, a window will appear.
- 3 Enter the new **Class Goal** and click **Set Class Goal**.
- 4 Click **Save** to finalize your new **Class Goal**.



The district administrator cannot lock the **Class Level Goal**. Any teacher with access to Waterford Manager can change their class's goal.

Creating a Custom Assignment

You can assign activities as custom assignments to play at the beginning of a student's session. They are not scored and do not affect the student's regular personalized learning sequence.

To create a custom assignment for your class or individual students:

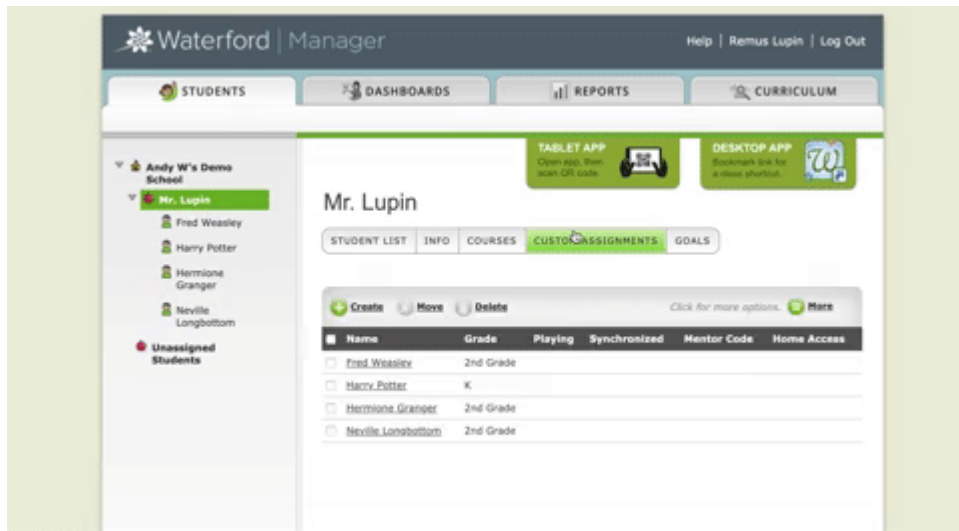
- 1 Log in to Waterford Manager and visit the **Students** tab.
- 2 In the left menu, select a class.
- 3 Under the class name, click **Courses**.
- 4 To add a custom assignment to an entire class, select your class. To add a custom assignment to one or several students, select the student(s) individually.
- 5 Click **Custom Assignments**.
- 6 Select a course tab.

You will only see multiple tabs if students in your class are assigned to multiple courses. You can only add custom assignments from a student's assigned course.

- 1 Click **Add Assignments**.
- 2 Enter the activity name or keywords in the search bar. Click **Search**.

If you don't know the name of the activity you need, use the search tools in the **Curriculum** tab.

- 1 Click the + button on the right to add an activity as a custom assignment.



Once the student has completed the custom assignment, the activity is removed from the list and the student resumes sessions in their sequence.

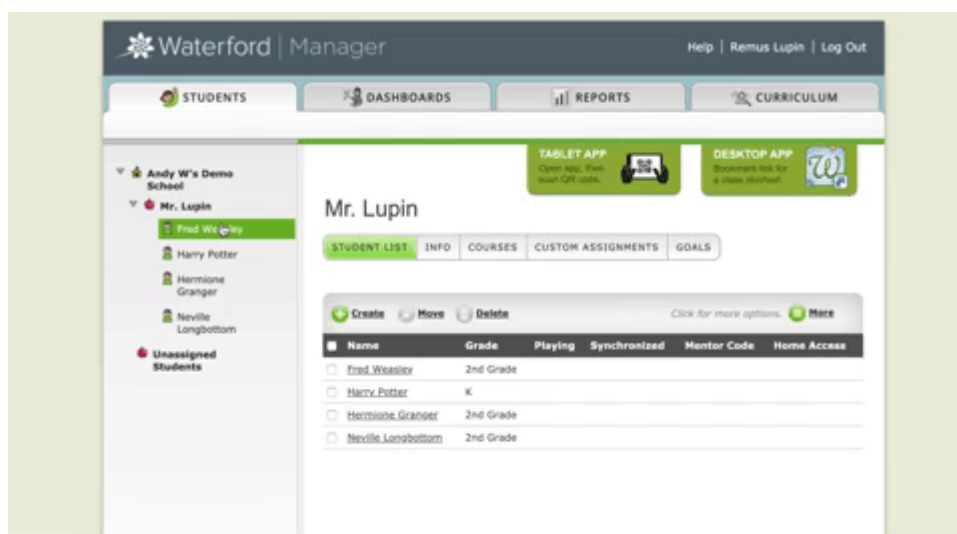
Viewing, Reordering, or Removing Custom Assignments

Once you have created a custom assignment, you can manage or change it as needed. To view, reorder, or remove custom assignments:

- 1 Go to **Students**.
- 2 Select the student or class.
- 3 Click **Custom Assignments**.

If you have just added a new assignment, click **View Assignments** to return to this view.

- 1 Click the check box next to an assignment to make changes to it.



Use the **Move Up**, **Move Down**, and **Delete Assignment** buttons to change custom assignments as needed.

Adding Students

You can add a student to manage their account and give them access to Waterford curriculum. To add a student account:

- 1 Log in to Waterford Manager and visit the **Students** tab.
- 2 Click on the class where you would like to add the student.
- 3 Click **Add a Student**.
- 4 Add the student's information (name, course, etc.) in the required fields.
- 5 Click **Save**.

The screenshot shows the 'Add Student' form in Waterford Manager. The form is titled 'INFO' and includes tabs for 'COURSES', 'CUSTOM ASSIGNMENTS', and 'GOALS'. It features a sidebar with a tree view showing 'Andy W's Demo School' and 'Mr. Lupton' with a list of characters: Fred Weasley, Harry Potter, Hermione Granger, and Neville Longbottom. Below the sidebar is a 'Unassigned Students' section. The main form area has a 'Profile' section with fields for First Name, Middle Name, Last Name, Preferred Name, Unique Student ID, Grade, Gender, Birthday, Contact Email, and Primary Language. There are also 'Ethnicity' and 'Disabilities' sections with radio button options. At the top right of the form are buttons for 'Save and New', 'Save', and 'Cancel'.

Editing Students

Once you have added a student, you can edit their profile as needed. To edit a student account:

- 1 Login to Waterford Manager and visit the **Students** tab.
- 2 Expand the student's class and select the student.
- 3 Place the cursor in the text fields you want to edit.
- 4 Update the student's information.
- 5 Click **Save**.

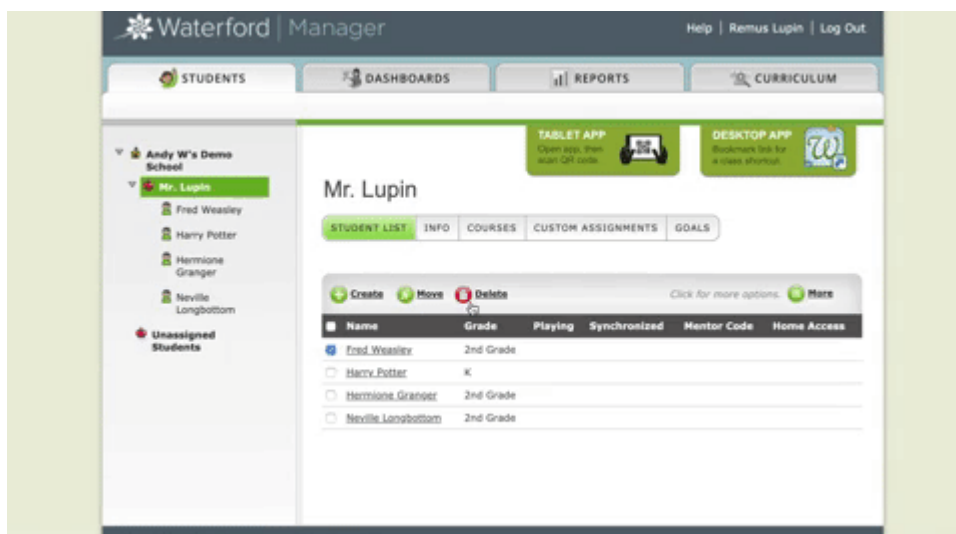
The screenshot displays the 'Fred Weasley' student profile page in the Waterford Manager. The page is divided into several sections:

- Left Sidebar:** Shows the school hierarchy: 'Andy W's Demo School' > 'Mr. Lupin' > 'Fred Weasley'. Other students listed include Harry Potter, Hermione Granger, and Neville Longbottom. There is also a section for 'Unassigned Students'.
- Header:** The student's name 'Fred Weasley' is prominently displayed. Below it are tabs for 'INFO', 'COURSES', 'CUSTOM ASSIGNMENTS', and 'GOALS'. A green button in the top right corner says 'Download & Print' with a printer icon and the text 'Open app, then scan QR code.' Below the tabs are buttons for 'Save', 'Cancel', and 'Delete Student'.
- Profile Section:** Contains a 'NO PICTURE' placeholder with a 'Change Picture' link. Fields include: *First Name (Fred), Middle Name, *Last Name (Weasley), *Preferred Name (Fred), *Unique Student ID (42), *Grade (2nd Grade), Gender (Male), Birthday (01 Apr 2012), Contact Email, and Primary Language (English). A 'Set Credentials' link is at the bottom.
- Ethnicity Section:** Includes a 'None Diagnosed' radio button and several checkboxes: American Indian or Alaska Native, Asian, Black or African American, Two or more races, White (checked), Hispanic or Latino, and Hawaiian or Other Pacific Islander.
- Disabilities Section:** Includes a 'None Diagnosed' radio button and checkboxes for ADD/ADHD (diagnosed) (checked), Autism, Down Syndrome, Dyslexia, Hearing Impaired, Intellectually Disabled, Speech Impaired, Vision Impaired, and Other.
- Household Status Section:** Includes a 'None Diagnosed' radio button and an 'Unknown' radio button.

Deleting Students

If a student is no longer in your class, you can delete them as needed. To delete a student:

- 1 Log in to Waterford Manager and click the **Students** tab.
- 2 Choose the student's class in the left menu.
- 3 Select the check box next to the name of the student you want to delete.
- 4 Click **Delete**. A confirmation box will appear.
- 5 Click **Delete** again.



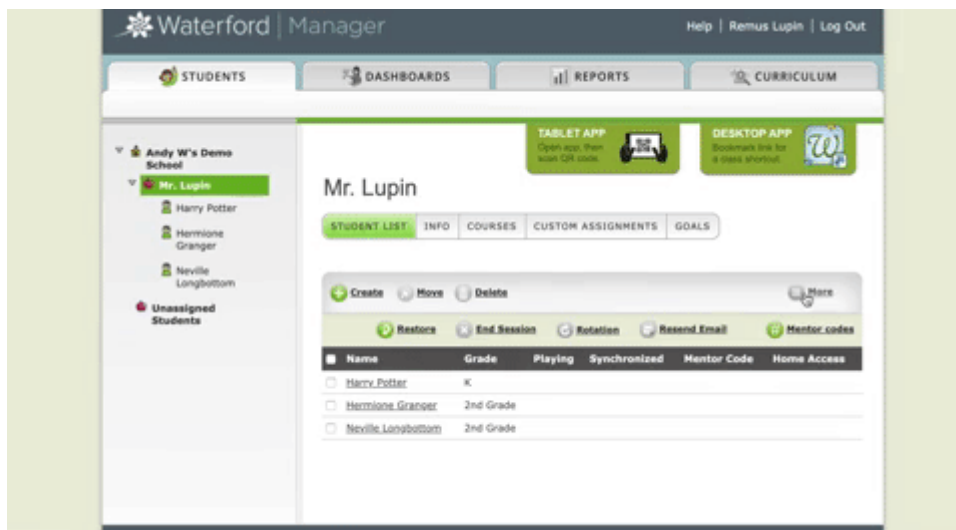
Restoring Students

If you deleted a student by mistake or need to re-add them, you can restore that student's account. To restore a student:

- 1 Log in to Waterford Manager and click the **Students** tab.
- 2 Choose the deleted student's class in the left menu.

If the class has also been deleted, you can restore the class.

- 1 In the **Student List**, click **More**. A dropdown list will appear.
- 2 Click **Restore** from the dropdown list.
- 3 Check the box next to the student account you want to restore.
- 4 Click **OK**.



You will need to re-assign courses to the student before they can run a session, but restored students will not lose progress or data. They will begin where they left off and reports will include all previous scores and usage.

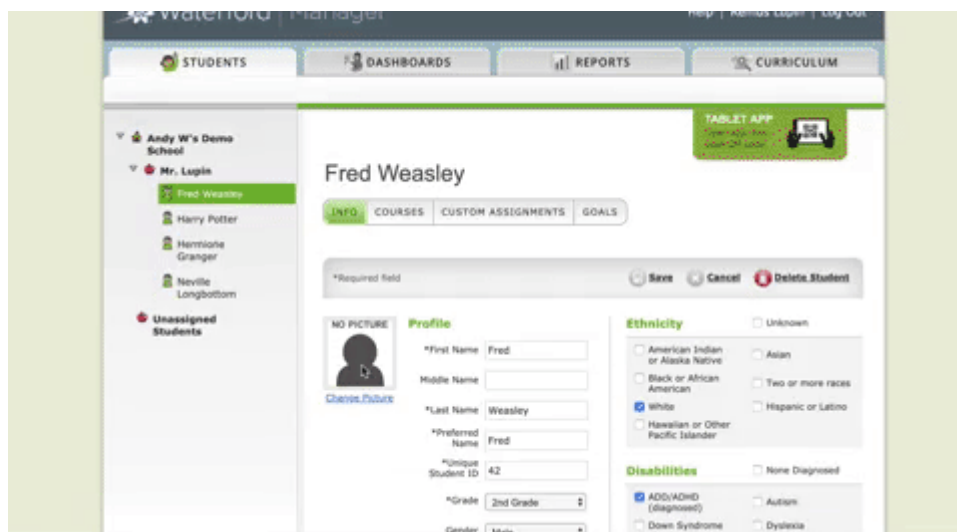
Changing a Student's Class

Instead of deleting a student, you can move them to a different class. To transfer a student to a new class:

- 1 Log in to Waterford Manager and click the **Students** tab.
- 2 Choose the student's class in the left menu.
- 3 Select the check box next to the student's name.
- 4 Under **Class**, click **Change Class**.
- 5 Select the new class.
- 6 Click **OK**.

Students that change classes are considered "transfer students," and they may affect your report data. The Reports guide has more information on transfer students.

You can also change a student's class from the **Classes** page. To learn more, visit the **Managing Classes** section in this Help Guide.



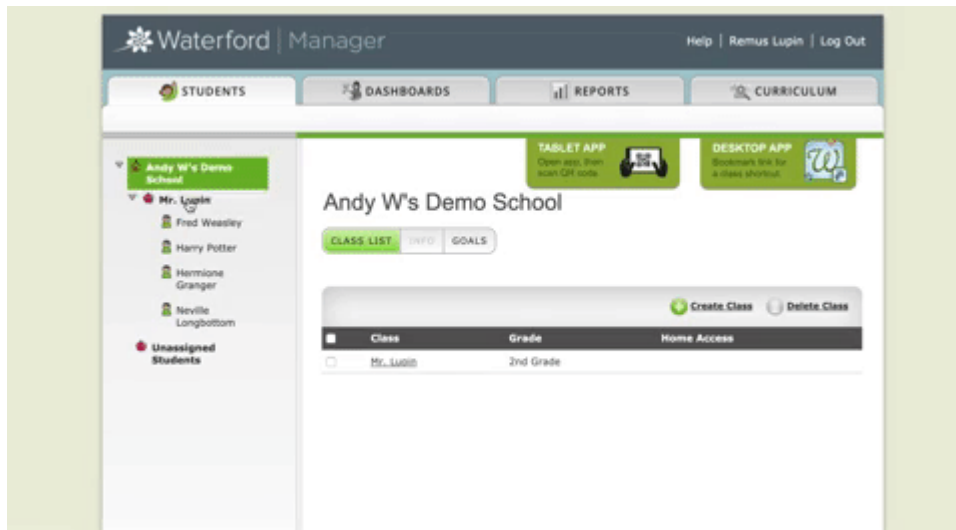
To move a student to a new class, you must have access to the student's current class and the new class. Contact your school or district administrator if you do not have access to the new class.



Viewing a Student Session

To view student sessions:

- 1 Log in to Waterford Manager and go to the **Students** tab.
- 2 In the menu on the right, click the name of your class.



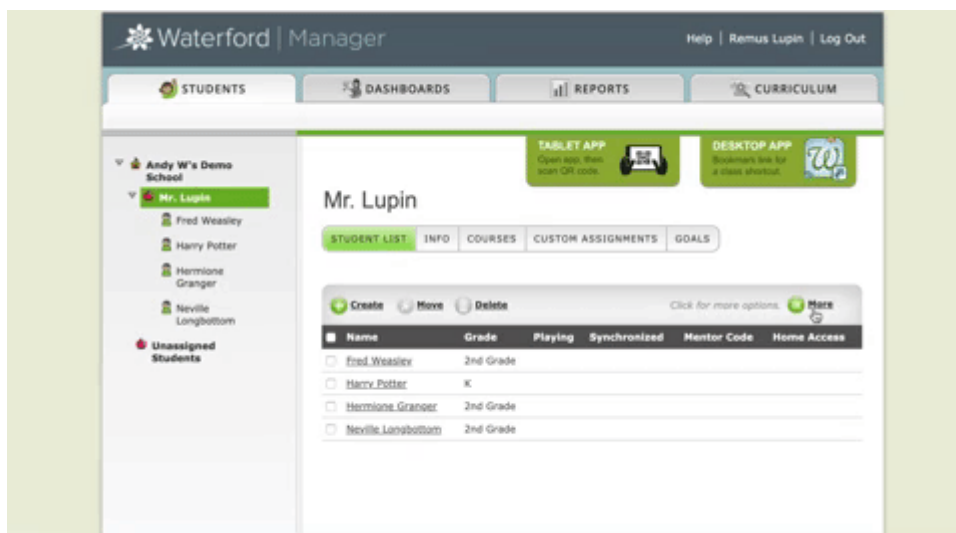
The student table will note which students are and are not currently playing a Waterford session.

Ending Student Sessions

To end a student's session through Waterford Manager:

- 1 Log in to Waterford Manager and go to the **Students** tab.
- 2 Select your class from the left menu
- 3 Click **More**.
- 4 On the **Student List** page, check the box next to the student whose session you want to end.
- 5 Click **End Session**.

The student will finish the activity they are currently playing, and the session will end.



If a student does not have a check under **Playing**, then they are not in a session and the **End Session** button will not be available.

Using Class Rotation

Class rotation allows Waterford Manager to skip the Student Portal screen and let the program automatically select a student. To use class rotation:

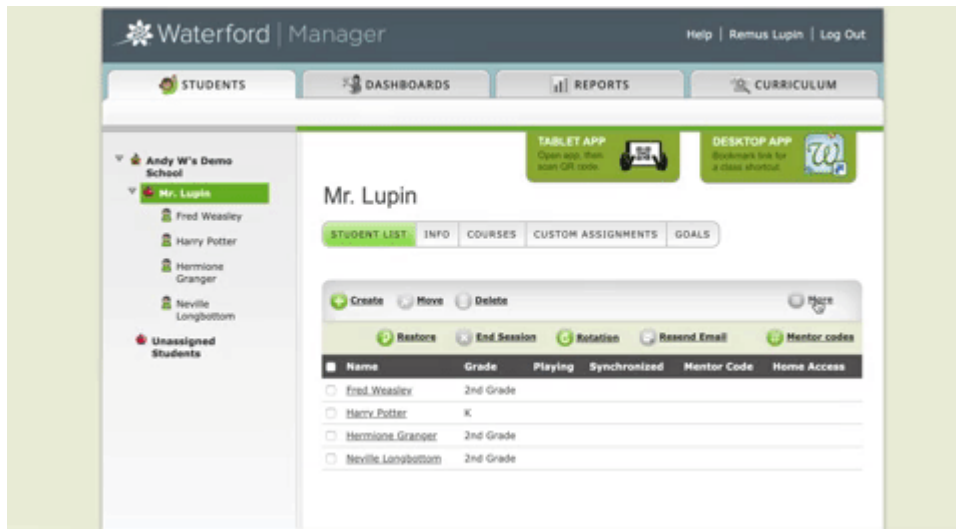
- 1 Log in to Waterford Manager and go to the **Students** tab.
- 2 In the menu on the right, select your class.
- 3 In the **Student List** page, click **More**.
- 4 Click **Rotation**.

If the button is gray, class rotation is turned off. The button turns green when it is turned on.

- 1 Launch the **Student Portal** to begin sessions. The program cycles through every student until each one has had a turn to play a session.
- 2 If a student is unavailable, click **Not Me** to move to the next student.

If you choose **Not Me** multiple times in one day for the same student, the manager assumes the student is absent and stops including that student in its rotation for that day.

When a session ends, the program will select the next student and display his or her picture.



Class rotation works best for classrooms where students take turns running sessions during class time.

Viewing a WEL: SmartStart Teacher Guide

The WEL: SmartStart Teacher Guides include daily lesson plans and activities to use in your classroom. To view a WEL: SmartStart Teacher Guide:

- 1 Log in to Waterford Manager.
- 2 Click the **Curriculum** tab.
- 3 Click **Search**.
- 4 Select the **Teacher Materials** tab from the options.
- 5 Select **SmartStart** from the **Programs** menu.
- 6 Choose **Teacher Guide** under the **Activity Type** menu.

Downloading WEL: SmartStart Teacher Guides

Downloading a WEL: SmartStart Teacher Guide allow you to save it as a PDF file for personal use.
To download a guide:

- 1 Check the box next to any of the guides you'd like to download.
- 2 Click the **Download** button.

This will automatically download a PDF file onto your computer.



Finding Teacher Materials

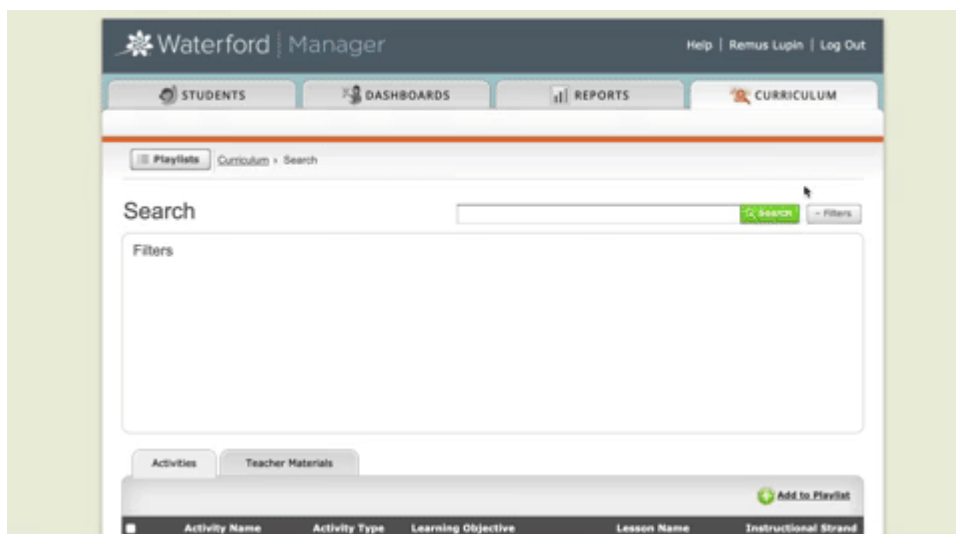
The Teacher Materials section of Waterford Manager includes teacher resources, student practice pages, PDF books, newsletters, and other resources for use in your classroom. To access Teacher Materials from your Waterford Manager account:

- 1 Log in to Waterford Manager and click on the **Curriculum** tab.
- 2 Click **Search**.
- 3 In the search results table, click on the **Teacher Materials** tab.

Teacher Materials for WEL: Reading and WEL: Math & Science are currently organized by Common Core standard. You can use the **Level** and **Standards** search filters, but at this time you cannot use keyword search or any other search filters.

Searching for Activities

Use the activity search tool to find and preview activities for custom assignments and playlists. Waterford curriculum contains over 7,000 activities. To find activities, log in to Waterford Manager and click on the **Curriculum** tab.

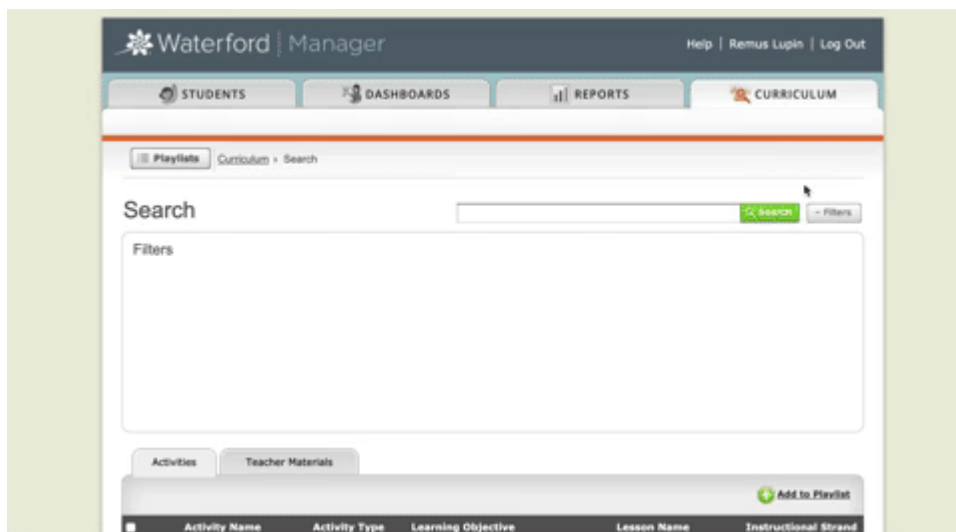


If you know the name of the activity or lesson you want, type the name with quotation marks around it in the Curriculum search bar to limit the search results. Without quotes, the search will look for activities that contain any of the search terms.

Previewing Activities

To preview an activity included in your Waterford curriculum:

- 1 Log in to Waterford Manager and click on the **Curriculum** tab.
- 2 Use the search bar to find your desired activity.
- 3 Click **Play** to preview the activity.

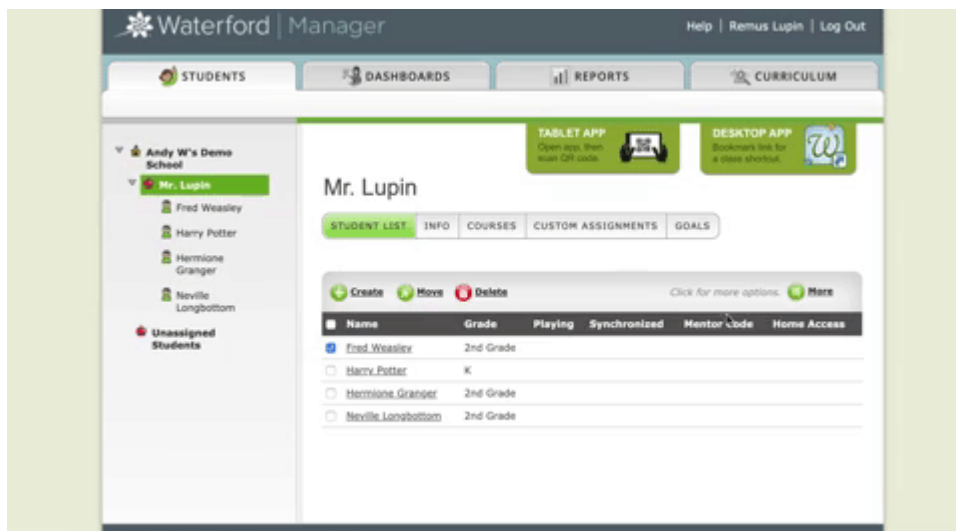


The activity will open in a new tab. Close the tab when you are finished previewing the activity.

Resending Home Access Emails

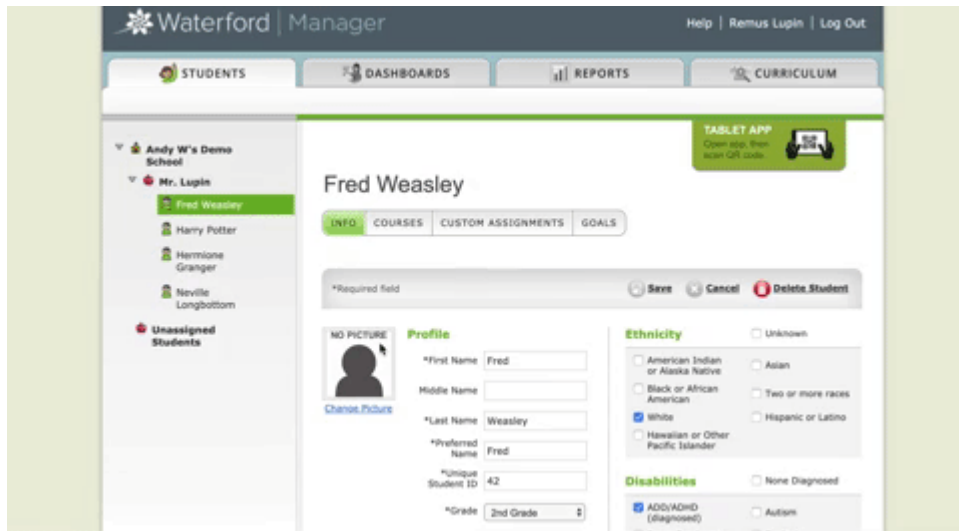
When an administrator turns on Home Access, parents automatically receive an email with a link to the Student Portal. If a parent needs you to resend the Home Access email, complete the following steps:

- 1 Log in to Waterford Manager and go to the **Students** tab.
- 2 Select your class.
- 3 Click **More**.
- 4 Check the box next the student.
- 5 Click **Resend Email**.



If the parent has not received the email, verify the email address in the student's account:

- 1 Log in to Waterford Manager and visit the **Students** tab.
- 2 Under the class, select the student.
- 3 In the **Student Info** page, verify the email listed in **Contact Email**.



If the parent still does not receive the email, contact Customer Support.



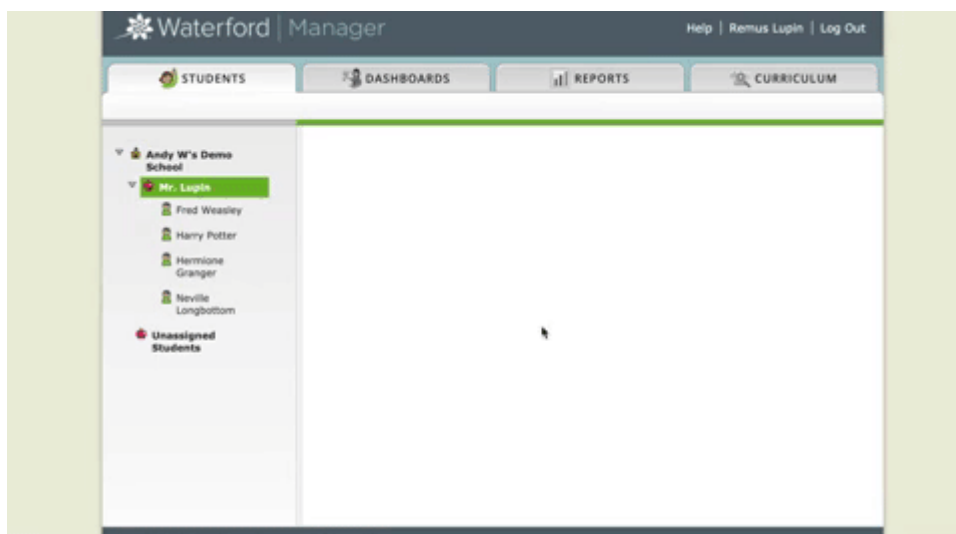
Limiting Home Access

You can limit the total number of sessions a student can play at home per day by completing the following instructions:

- 1 Log in to Waterford Manager and go to the **Students** tab.
- 2 Select your class.
- 3 Click **Courses**.
- 4 In the table, click the box under **Sessions at Home**.
- 5 Make your desired changes to the number of home sessions allowed. Once you click away from the box, the **Save** button will activate.

Students can have up to eight home sessions assigned.

- 1 Click **Save**.



The number of sessions at home is for each course. This means that if a student is assigned WEL: Reading and WEL: Math & Science and their sessions at home is set to

two, they can play four total sessions at home: two reading sessions and two math/science sessions.



Setting Up an Account

After your school or district begins using Waterford courses, you should receive a welcome email from Waterford. To create your account:

- 1 Visit the Waterford [login page \(http://manager.waterford.org\)](http://manager.waterford.org).
- 2 Log in with the username and password from the welcome email. This will lead you to a page where you can change this information.
- 3 Change your username, password, and security information. Once you've saved these changes, you will be redirected back to the login page.
- 4 Log in with your new username and password.
- 5 Read the license agreement.
- 6 If you agree to the terms, select **I Accept** and click **Next**.

You will then be able to add teachers, classes, and students.

Remove Associations

The **Remove Associations** tool removes class and student associations to reflect new teacher and student assignments, releases licenses from non-returning students, and resets the school year for reporting purposes.

To reset all associations:

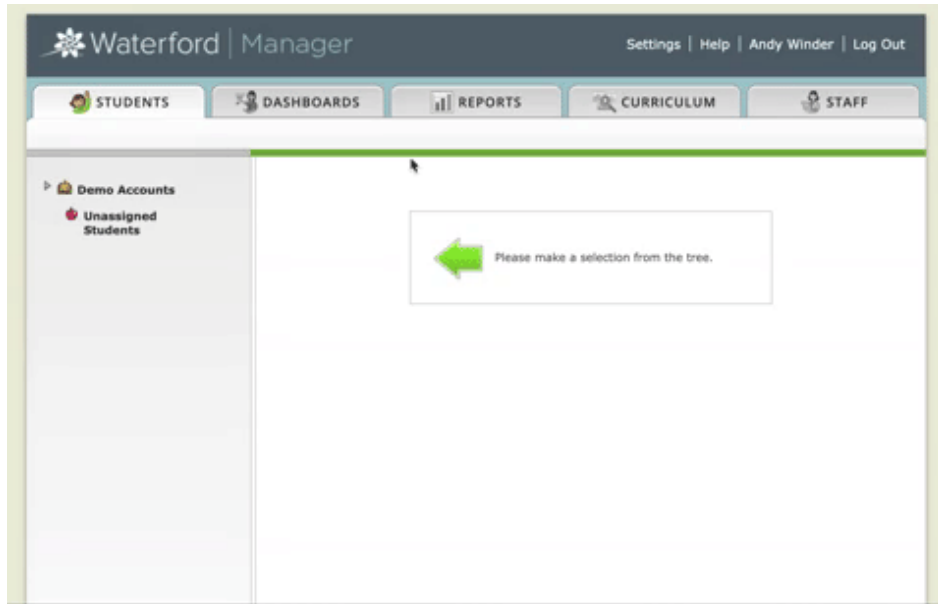
- 1 Log in to Waterford Manager as an administrator.
- 2 Click the **Settings** tab.
- 3 Click **Remove Association**, which performs the following actions:

- Increases school year date by one year
- Moves all students to **Unassigned Students**
- Removes course licenses from all students
- Disassociates teachers with classes

Teachers will still be associated with their schools.

- Deletes all classes
- Sends a notification email to all staff accounts.
- Updates your import file to reflect new class assignments.

From here, you can add school and class information manually or import the information.



The school year reset does not remove teacher licenses for Classroom Advantage.

Unassigning Courses

To free up a course license for an individual student, you can unassign a student from a course using the following instructions:

- 1 Log in to Waterford Manager and click the **Students** tab.
- 2 Select the class in the left menu and click the desired student name.
- 3 Under the student's name, click **Courses**.
- 4 Uncheck the box next to the course you wish to unassign.
- 5 Click **Save**.

A warning box will remind you that you can only unassign a student three times. Once you reach this limit, that student can no longer have their course reassigned.

- 1 Click **OK** to proceed.

The screenshot shows the Waterford Manager interface. The top header includes the logo and name 'Waterford Manager', along with navigation links for 'Settings', 'Help', 'Andy Winder', and 'Log Out'. Below the header is a navigation bar with tabs for 'STUDENTS', 'DASHBOARDS', 'REPORTS', 'CURRICULUM', and 'STAFF'. The left sidebar contains a tree view of 'Demo Accounts', including 'Ms. Smith' and 'Fred Weasley'. The main content area is titled 'Fred Weasley' and has tabs for 'INFO', 'COURSES', 'BOOKMARKS', 'CUSTOM ASSIGNMENTS', and 'GOALS'. The 'COURSES' tab is selected, showing a table of assigned courses. Above the table, there is a note: 'Adjust the student's courses and session times. Note: Enter a time between 12-30 minutes.' Below the table, there are 'Save' and 'Cancel' buttons.

Course	Time	Level
<input type="checkbox"/> SmartStart PreK	-	NA
<input checked="" type="checkbox"/> Reading	15	Default
<input checked="" type="checkbox"/> Math & Science	15	Default

Changing Media Server Locations

For most cloud users, your media server is managed by Waterford. If you have a NAS device or other alternative setup, you may need to edit the media server location.

To change media server locations:

- 1 Log in to Waterford Manager as an administrator.
- 2 Click **Settings**.
- 3 Click **Media Servers**.

By default, media server locations are inherited. This means a district's media server location will also be the location for every school and class in that district unless they are changed.

- 1 To change the media server location, click the text in the table under Media Server Location.

Enter media server locations as `http://[address]` using an IP or URL address.

- 1 Make changes.
- 2 Click **Save**.

Waterford | Manager Settings | Help | Andy Winder | Log Out

STUDENTS DASHBOARDS REPORTS CURRICULUM STAFF

Demo Accounts

SCHOOL LIST INFO GOALS

[+ Create](#)
[- Delete](#)
[+ Import Students](#)
[+ Enable Home Access](#)
[- Disable Home Access](#)

School	Home Access	Usage Goals
<input type="checkbox"/> .Open for Demo.B		
<input type="checkbox"/> Andrew's School		
<input type="checkbox"/> Andy W's Demo School		
<input type="checkbox"/> BJ Watkins Elementary	-	
<input type="checkbox"/> Chris Robertson Elementary		
<input type="checkbox"/> Chuck's Demo School		
<input type="checkbox"/> Curriculum Team		
<input type="checkbox"/> Demo Accounts School	-	
<input type="checkbox"/> Demonstration School		

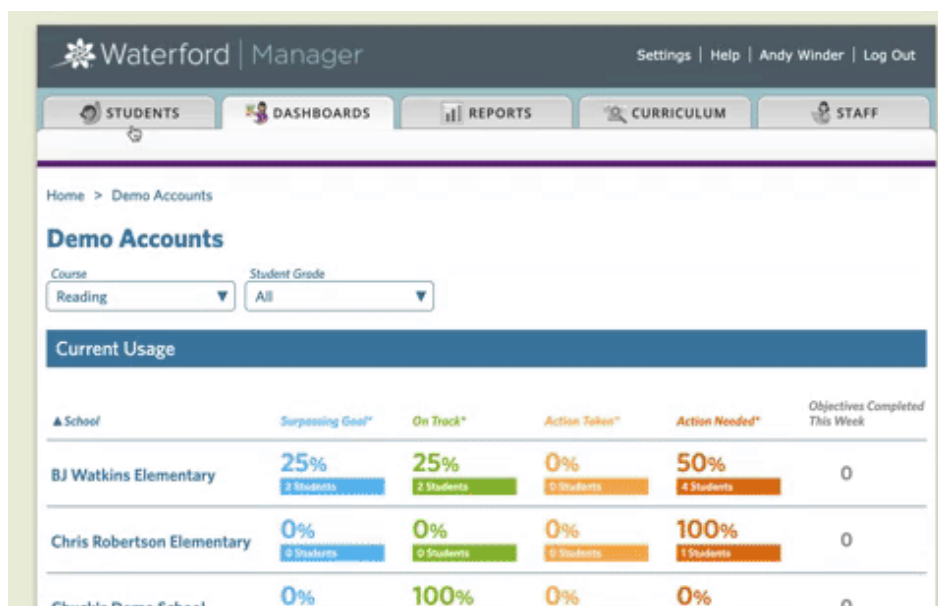
Adding Schools

District administrators can add schools to their account. To add a school:

- 1 Log in to Waterford Manager and visit the **Students** tab.
- 2 In the left menu, select a district.
- 3 Click **Create School**.
- 4 Enter the school information in the required fields.

Leave the SIS ID and SIS Name fields blank. These fields are for users that sync their data using [Clever](http://help.waterford.org/administrators-school-manager/#clever) (<http://help.waterford.org/administrators-school-manager/#clever>).

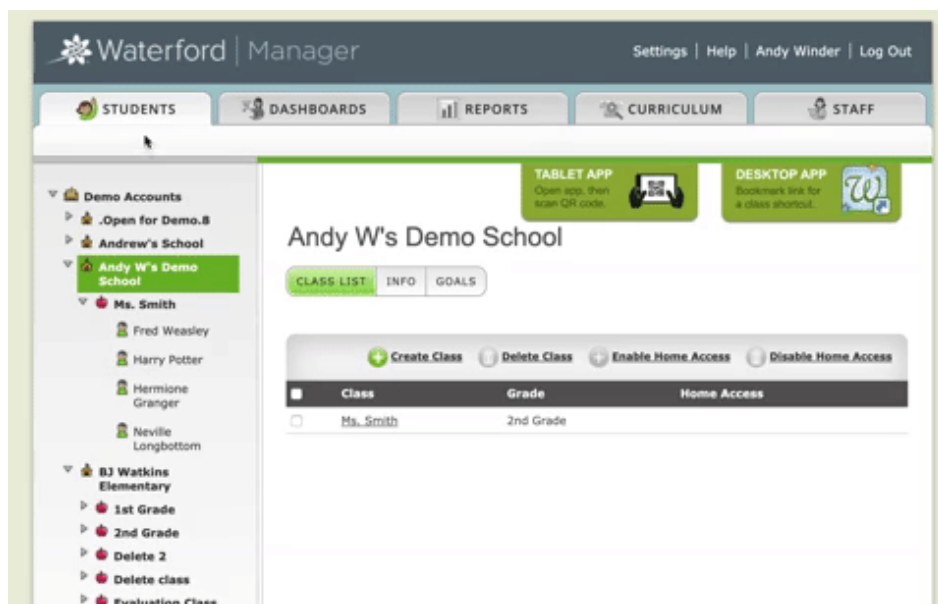
- 1 Click **Save** or, if you want to continue adding schools, **Save and New**.



Deleting Schools

To delete a school, all of the classes and students underneath it must first be moved to other schools or deleted. After you have deleted or moved every class and student:

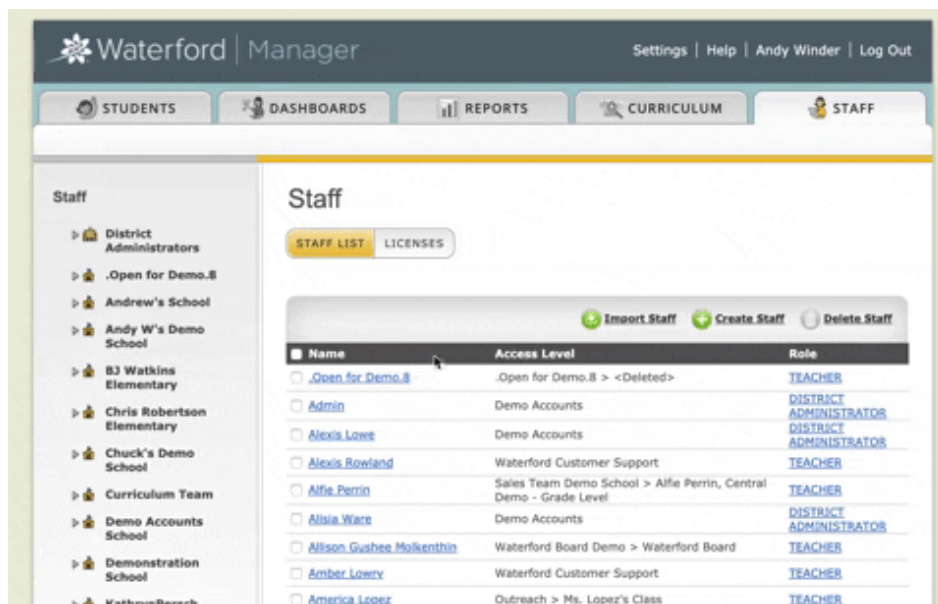
- 1 Log in to your Waterford Manager administrator account.
- 2 Click on **Students** and select your district name from the list on the left.
- 3 Select the school you would like to delete, and click **Delete**.
- 4 A pop-up box will ask you to confirm your action. Click **OK** to proceed.



Manually Adding Staff Accounts

Creating accounts for staff members gives other users access to Waterford Manager. To manually add staff accounts:

- 1 Log in to Waterford Manager and click **Staff**.
- 2 Note: If you are logged in as a teacher, you will not see the **Staff** button. You must log in as an administrator.
- 3 Click **Create Staff**.
- 4 Enter the new staff member's information.
- 5 Click **Save** or click **Save and New** if you want to add another staff member.



You must create schools before you create staff accounts.

Importing Staff Accounts

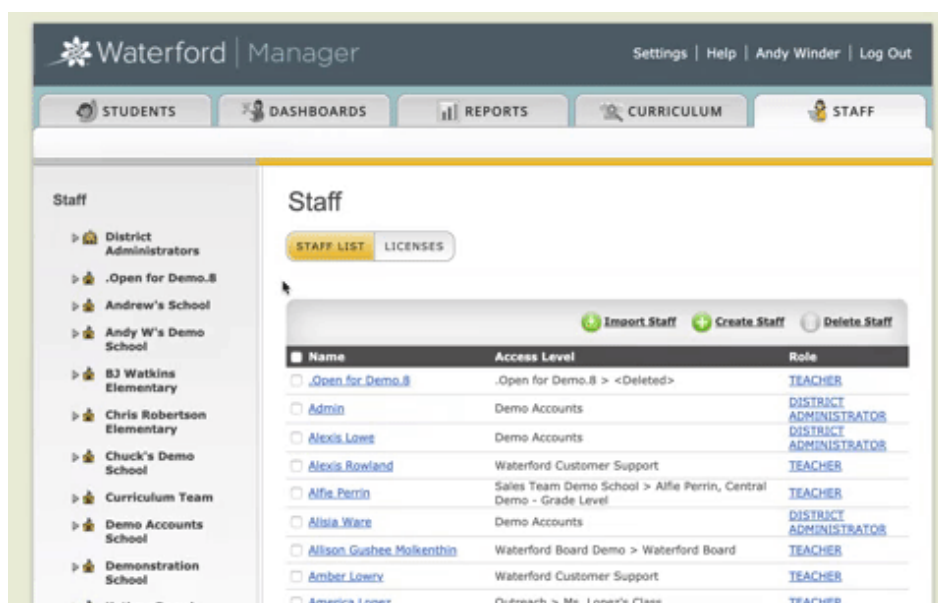
Importing accounts allows you to add many staff members at once. This is done by importing staff information from a properly formatted .csv file. You can find a template in Waterford Manager.

To import staff accounts:

- 1 Log in to Waterford Manager and click the **Staff** tab.
- 2 Click **Import Staff**.
- 3 Click **Download the Template**.

Even if you have your staff information in a spreadsheet, you need to make sure the column headings match the template exactly.

- 1 Click **Show File Preparation Instructions**.
- 2 Follow the import instructions in Waterford Manager.

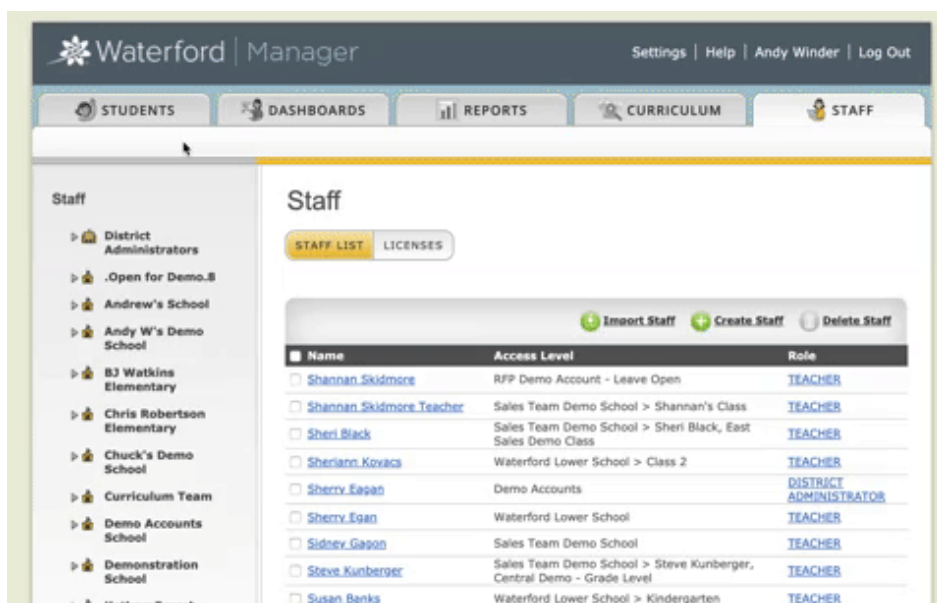


Changing a Staff Member's Username or Password

Administrators can change usernames and passwords for all staff members. The staff member does not receive a notification if this happens, so make sure to let them know.

To change a username or password:

- 1 Log in to Waterford Manager and click on the **Staff** tab.
- 2 Select a staff member from the list.
- 3 To change a username, enter a new username in the **Username** field.
- 4 To change a password, click **Change Password** and enter the password in the **New Password** and **Confirm Password** fields.
- 5 Click **Save**.



Changing a Staff Member's Access Level

A user's access level determines which students the user can see and edit in the Students and Reports tabs. You can change access levels only for staff members with the role of School Administrator or Teacher, not District Administrator.

- 1 Click **Staff**.
- 2 Select a staff member from the list.
- 3 Under **Access Level**, select a school.
- 4 Click **Add Class** and select the class you want the staff member to access.

You can give a teacher access to multiple classes. To do so, select **Add Class** again and select another class.

- 1 To remove access to classes, click **Remove** and select the desired class(es).
- 2 Click **Save**.

Waterford | Manager Settings | Help | Andy Winder | Log Out

STUDENTS DASHBOARDS REPORTS CURRICULUM STAFF

Staff

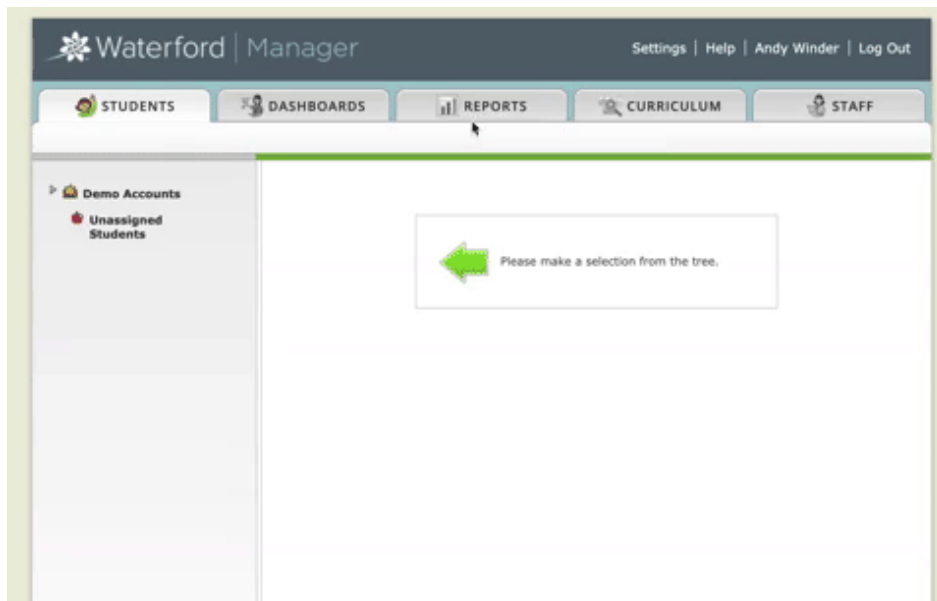
STAFF LIST LICENSES

Name	Access Level	Role
<input type="checkbox"/> .Open for Demo.B	.Open for Demo.B > <Deleted>	TEACHER
<input type="checkbox"/> Admin	Demo Accounts	DISTRICT ADMINISTRATOR
<input type="checkbox"/> Alexis Lowe	Demo Accounts	DISTRICT ADMINISTRATOR
<input type="checkbox"/> Alexis Rowland	Waterford Customer Support	TEACHER
<input type="checkbox"/> Alfie Perrin	Sales Team Demo School > Alfie Perrin, Central Demo - Grade Level	TEACHER
<input type="checkbox"/> Alicia Ware	Demo Accounts	DISTRICT ADMINISTRATOR
<input type="checkbox"/> Allison Gushee Melventhin	Waterford Board Demo > Waterford Board	TEACHER
<input type="checkbox"/> Amber Lowry	Waterford Customer Support	TEACHER
<input type="checkbox"/> America Lopez	Outreach > Ms. Lopez's Class	TEACHER
<input type="checkbox"/> Attie Wood	Waterford Lower School > Kindergarten	TEACHER

Changing Account Levels

Changing an account level adjusts a Waterford Manager account to a school, district, or multi-district level. To change an account level:

- 1 Login to Waterford Manager and click the **Settings** tab.
- 2 Click **Account Level**.
- 3 Select a new level from the menu and enter a name.
- 4 Click **Save**.

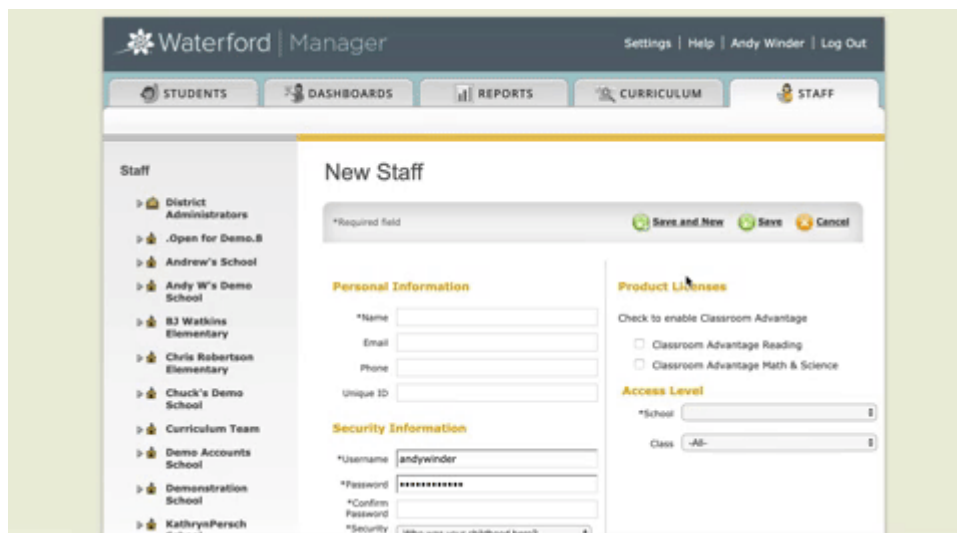


An account cannot be changed from a higher to a lower level, and only a member with a higher access level than you can change your account level.

Assigning Classroom Advantage Licenses to New Teachers

Classroom Advantage licenses must be assigned to a teacher before they can create playlists. To add a Classroom Advantage license while creating a staff account:

- 1 Follow the steps to [add a new staff account](https://waterford.helpdocs.io/category/kdl9salggd-adding-managing-staff-accounts) (<https://waterford.helpdocs.io/category/kdl9salggd-adding-managing-staff-accounts>).
- 2 Under **Product Licenses**, check the box next to Classroom Advantage Reading and/or Classroom Advantage Math & Science, depending on the license you want to add.
- 3 Save the new staff member's account.



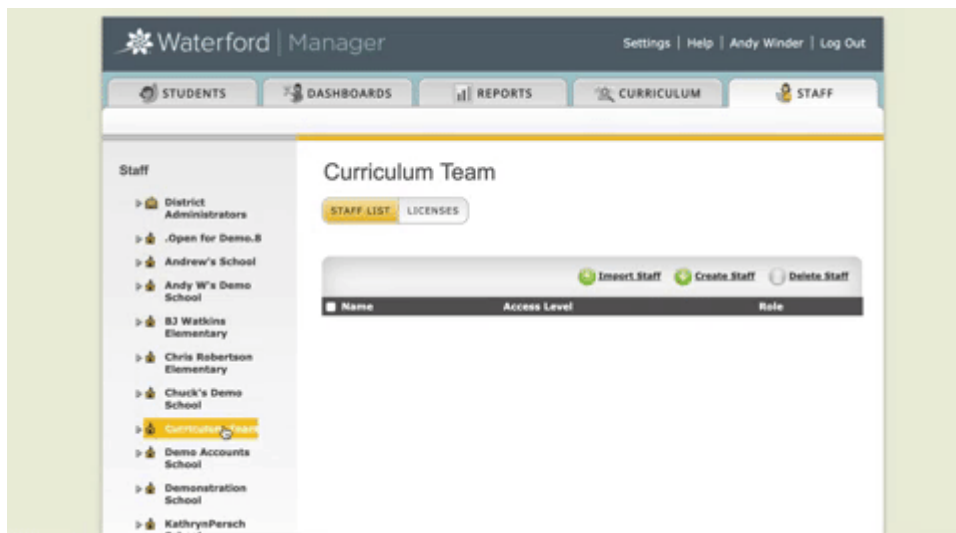
The screenshot shows the 'New Staff' form in the Waterford Manager interface. The form is divided into three main sections: Personal Information, Security Information, and Product Licenses. The Personal Information section includes fields for Name, Email, Phone, and Unique ID. The Security Information section includes fields for Username (pre-filled with 'andywinder'), Password, Confirm Password, and Security (pre-filled with 'Who was your childhood hero?'). The Product Licenses section includes a checkbox for 'Check to enable Classroom Advantage' and two sub-checkboxes: 'Classroom Advantage Reading' and 'Classroom Advantage Math & Science'. The Access Level section includes dropdown menus for 'School' and 'Class' (pre-filled with '-AB-'). The form also features 'Save and New', 'Save', and 'Cancel' buttons at the top right.

Administrator users cannot be assigned Classroom Advantage licenses. This feature is only available for teachers.

Assigning Classroom Advantage Licenses to Existing Teachers

You can also add Classroom Advantage licenses to existing staff accounts. To add a license while editing a staff account:

- 1 Go to **Staff**.
- 2 In the left menu, select the teacher's school.
- 3 Select the teacher you want to assign to a license.
- 4 Under **Product Licenses**, check the box next to Classroom Advantage Reading and/or Classroom Advantage Math & Science, depending on which license you want to add.
- 5 Click **Save**.



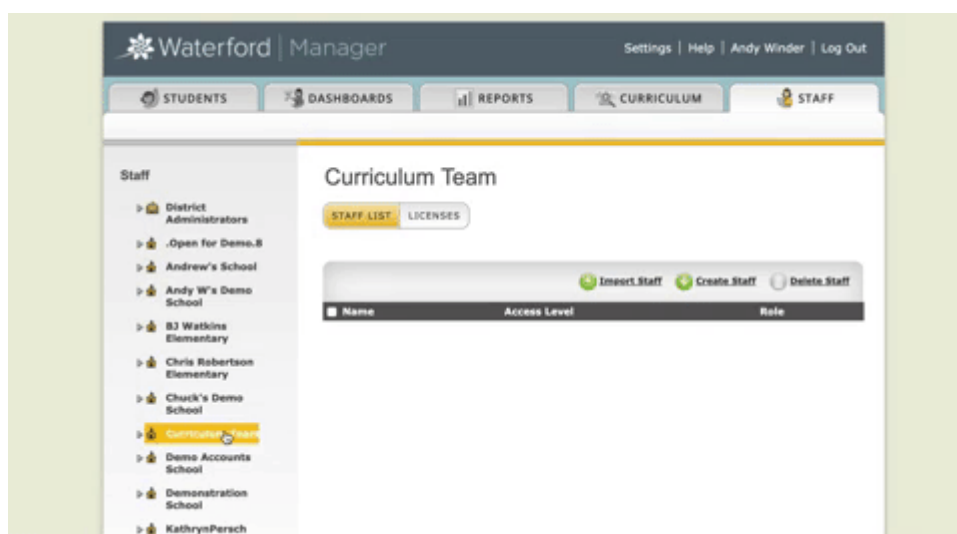
Adding Many Classroom Advantage Licenses at Once

Go to the staff licenses page to add a license to many staff accounts at once or to view assigned licenses. To add multiple Classroom Advantage licenses:

- 1 Log in to Waterford Manager and visit the **Staff** tab.
- 2 In the left menu, select a school.

If you skip this step, the table will display all teacher accounts in the district, which may be several pages long.

- 1 Above the staff table, click **Licenses**.
- 2 Check the boxes next to the teachers you want assigned to a Classroom Advantage license. If you want to assign them to all staff members, check the boxes in the header.
- 3 Click **Save**.



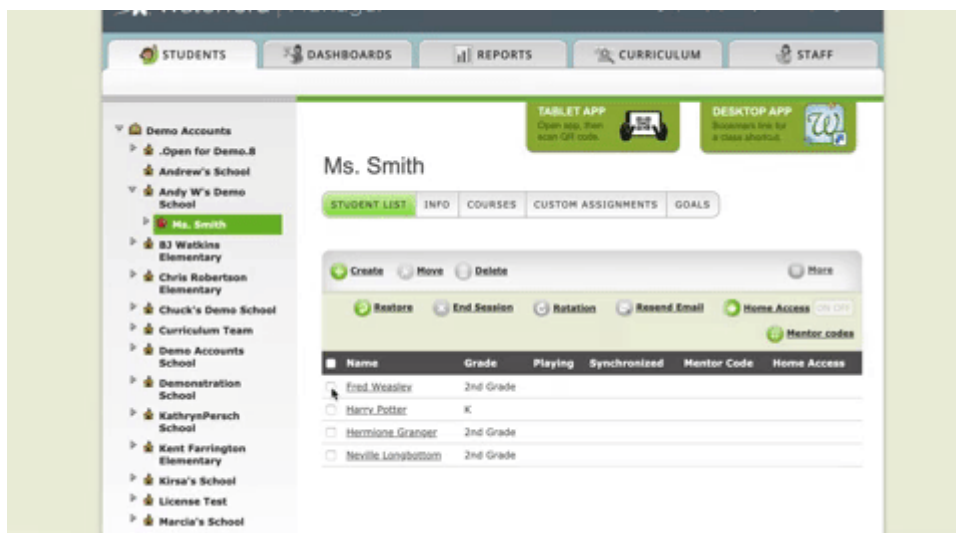
You can also use this page to unassign staff licenses. Simply uncheck the box to remove the license.



Enabling or Disabling Home Access for Individual Students

You can also enable Home Access for individual students. To manage settings for individual students:

- 1 Log in to Waterford Manager and click on the **Students** tab.
- 2 Select a class from the menu in the left corner.
- 3 Select one or more students.
- 4 Click **ON** to enable Home Access or **OFF** to disable it.



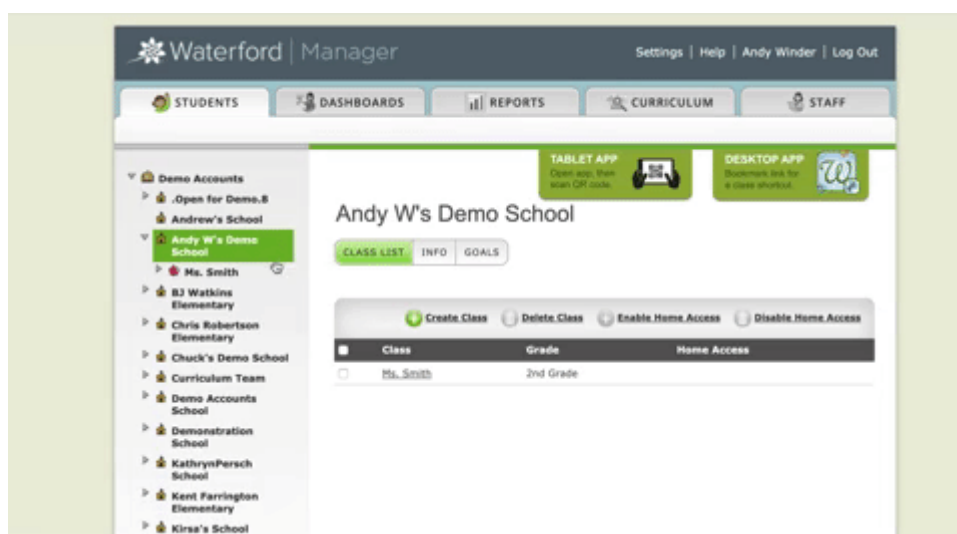
Enabling or Disabling Home Access for Schools or Classrooms

Only administrators can change Home Access settings. To enable Home Access settings for schools or classrooms in your district:

- 1 Log in to Waterford Manager and click on the **Students** tab.
- 2 Select a district.
- 3 Check the box for one or more schools or classrooms.
- 4 Click **Enable Home Access**.

A message box may prompt you to enter any missing student email addresses and birthdays. Enter the missing information and click **Update**.

Home Access can be disabled for a school or class any time by checking the box for the school or class for which you want to turn off Home Access and then clicking **Disable Home Access**.



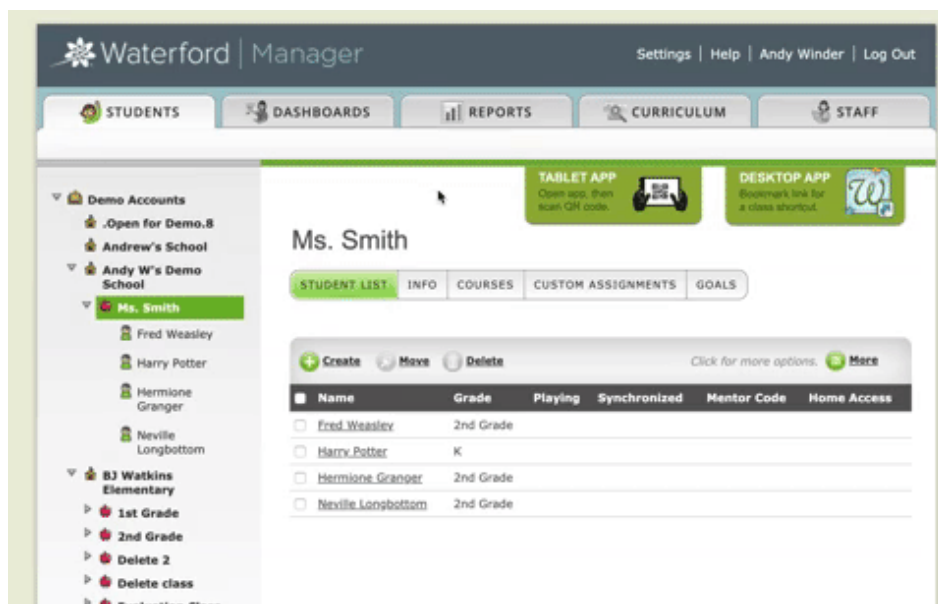
Removing License Reservations

If you have more licenses reserved for schools than are currently in use, you can remove a reservation using the following instructions:

- 1 Log in to Waterford Manager and click the **Settings** tab.
- 2 Click **Licenses**.
- 3 Edit the number under **Assigned**.

The number cannot be smaller than the **In Use** number.

- 1 Click **Save**.



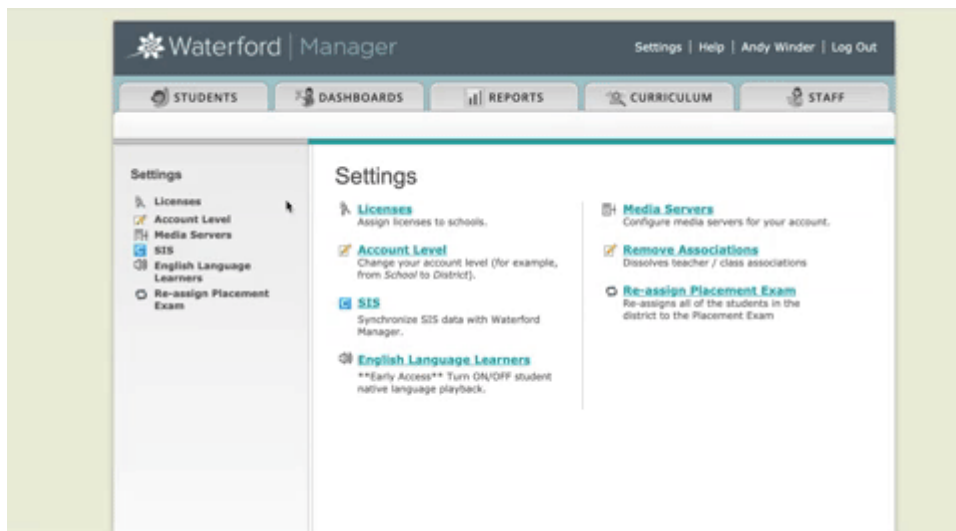
Reserving a School License

Reserving school licenses allows you to save a license for Waterford programs for a specific school. To reserve a school license:

- 1 Log in to Waterford Manager and click on the **Settings** tab.
- 2 Click **Licenses**.
- 3 Enter the desired number of licenses in the table.

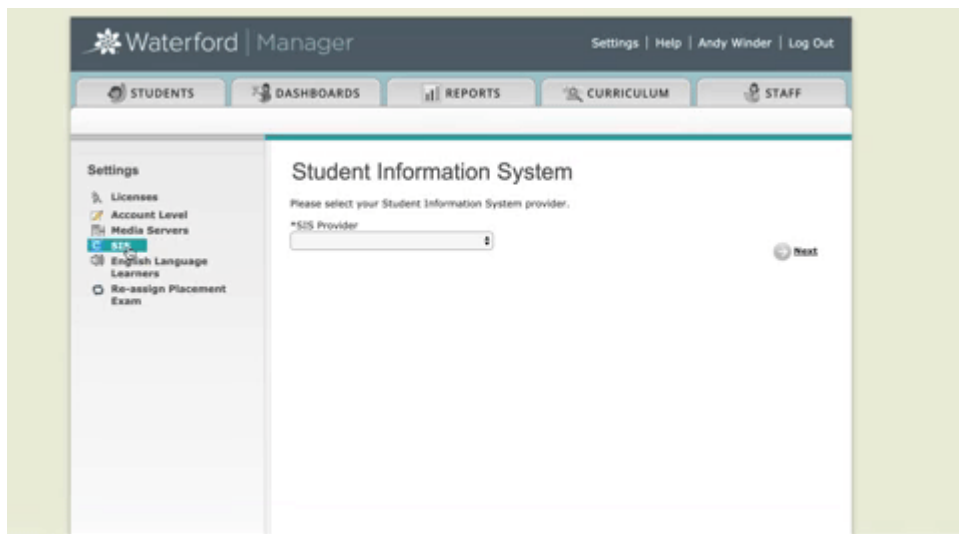
You cannot enter a number higher than the number of licenses available.

- 1 Click **Save**.



Finding Clever

Clever integration is an add-on that is only available for select users. If you have **Clever**, you will see it in **Settings**.



Talk to your Waterford representative if you want more information.

Syncing Data with Clever

Syncing your school data with **Clever** can be useful for monitoring student progress. To sync your school data with **Clever**:

- 1 Log in to **Clever**.
- 2 In the left menu under Applications, click Waterford.
- 3 Click **Share Entire District** or **Share by School**, whichever is most appropriate.
- 4 Select the classes or schools your want to sync.
- 5 Click **Save Changes**.
- 6 Return to Waterford Manager and log in as an administrator.
- 7 Click **Settings**, then click **Clever**.

You can then view the status of the sync on this page. You may need to wait several minutes for the sync to complete, depending on the amount of data.

Adjusting School Year or Level Goals

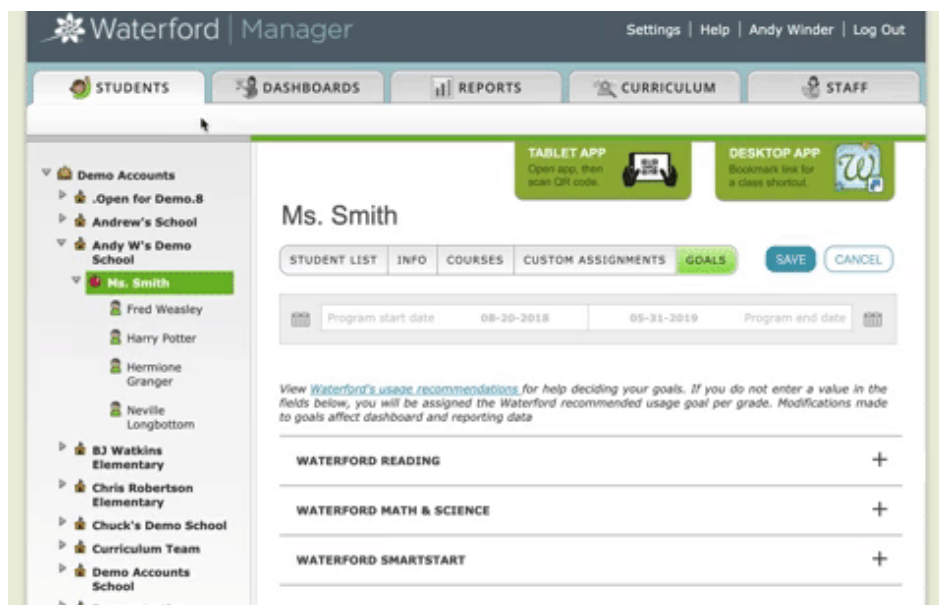
School year start and end dates are used to simplify reporting for year-to-date reports and dashboards and to determine whether a student is on track. To adjust your school year or level goals:

- 1 Log in to Waterford Manager and click the **Students** tab.
- 2 Click on the district or school name.
- 3 Click **Goals**.
- 4 Fill in the desired start and end dates for this goal.
- 5 Expand each course and enter the days and minutes per week.

The screenshot shows the 'Goals' page for 'Andy W's Demo School' in the Waterford Manager interface. The page has a navigation bar with tabs for STUDENTS, DASHBOARDS, REPORTS, CURRICULUM, and STAFF. On the left is a sidebar with a tree view of 'Demo Accounts' including schools like 'BJ Watkins Elementary' and 'Chris Robertson Elementary'. The main content area is titled 'Andy W's Demo School' and has tabs for 'CLASS LIST', 'INFO', and 'GOALS' (which is selected). There are 'SAVE' and 'CANCEL' buttons. Below the tabs, there are fields for 'Program start date' (08-20-2018) and 'Program end date' (07-31-2019). A 'Lock Usage Goals' checkbox is present. A note states: 'View [Waterford's usage recommendations](#) for help deciding your goals. If you do not enter a value in the fields below, you will be assigned the Waterford recommended usage goal per grade. Modifications made to goals affect dashboard and reporting data.' Under the heading 'WATERFORD READING', there is a checkbox for 'APPLY WATERFORD RECOMMENDATION FOR ALL'. Under the heading 'PREK', there are three input fields: 'Days per week' with the value '5', 'Minutes per week' with the value '75', and 'Average minutes per day' with the value '15'.

Locking School Year and Level Goals

The district administrator has the option to lock the goals for the district by selecting the **Lock Usage Goals** box for an entire district or an individual school, student, or class. If goals are not locked, school administrators and teachers can change usage goals for their respective areas of responsibility.

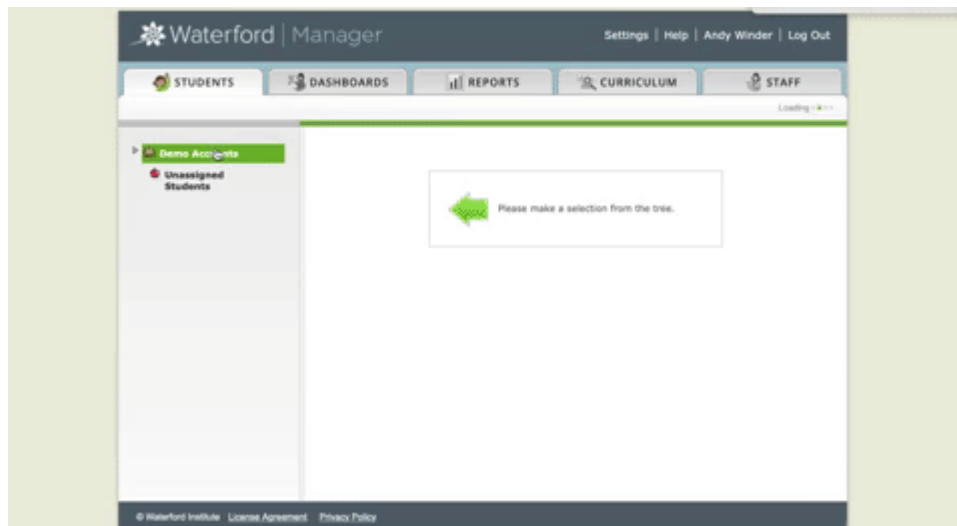


Teachers can change level goals regardless of whether or not the usage goals are locked. The school year start and end dates can only be changed at the district level by the district administrator.

Uploading Student Pictures in Waterford Manager

You can add a picture to your student's account, if desired, to differentiate their account from other students. To add a picture:

1. Log in to Waterford Manager.
2. Click on the **Students** tab.
3. Click on the student whose picture you would like to add.
4. Click on the **Change Picture** button. This will open your computer's file manager in a pop-up window.
5. Select the file with your child's image.
6. Click **Save** to add the new picture.



Enable English-Language Learners Button

Through Waterford Manager, you can enable the English Language Learner feature. This will allow students whose native language is set as Spanish to listen to Waterford instructions first in their native language, then in English if they click the Repeat button. To enable this feature:

1. Log in to Waterford Manager.
2. Visit the **Settings** tab.
3. Click on **English Language Learners** from the list in the left-hand corner.
4. Set the slide button to **Enable**.
5. Click anywhere else on the page to save your changes.

This will allow English-language learning students to listen to the instructions once in their native language and once in English if they click the **Repeat** button.

At this time, the feature is only available for students whose native language is Spanish.



