



HELP.WATERFORD.ORG

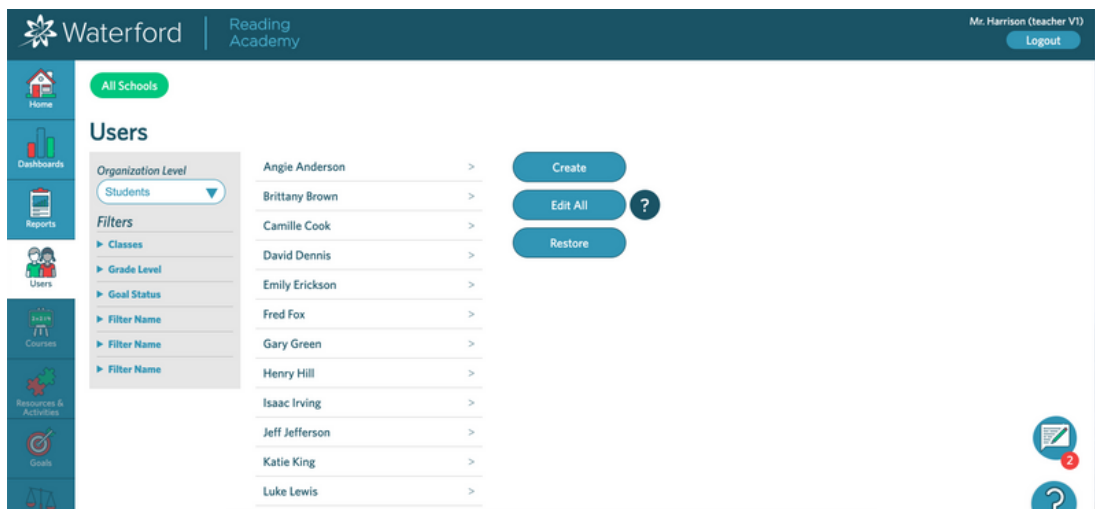
# 14 articles

Export by HelpDocs

# Introduction to Users

Through the **Users** tab, teachers can:

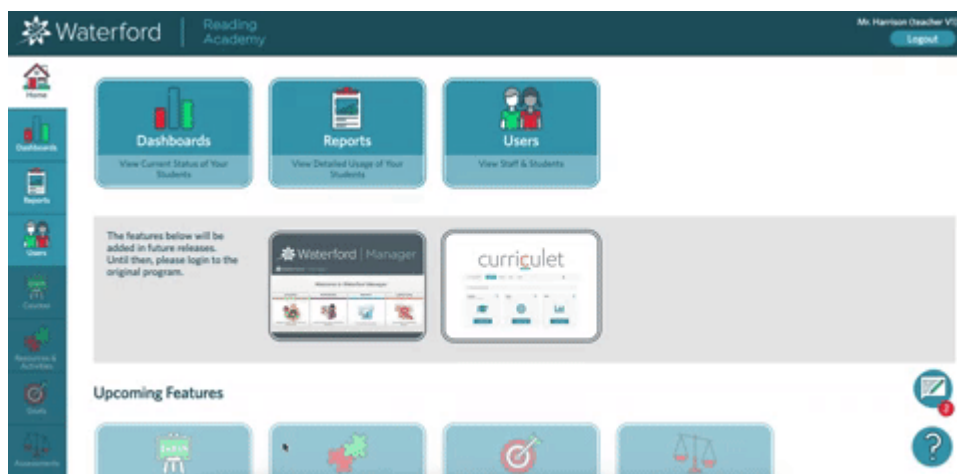
- View all users
- Add new users
- Edit all users
- Delete or restore users
- Access Mentor codes



# Create New Students

To create a new student:

- 1 Log in to the Teacher Portal.
- 2 Click on the **Users** tab.
- 3 Select **Create**.
- 4 Fill in the information for the new student.
- 5 Click **Save** or **Save and Create Another** to add another user.



Unlike administrators, teachers can only create and edit student accounts.

# Edit a Student

To edit a student's account:

- 1 Log in to the Teacher Portal.
- 2 Click on the **Users** tab.
- 3 Scroll or filter to the student you would like to edit.
- 4 Click on the student's name.
- 5 Edit information on the student's profile as needed.
- 6 Click **Save** to confirm your changes.



# Edit Multiple Students

Instead of editing individual users, you can edit multiple users at once. To edit multiple students:

- 1 Log in to the Teacher Portal.
- 2 Click on the **Users** tab.
- 3 Click **Edit All**.
- 4 Change school, class, grade, primary language, or gender assignments for all selected classes.

If you want to delete all of these students, click **Remove**.

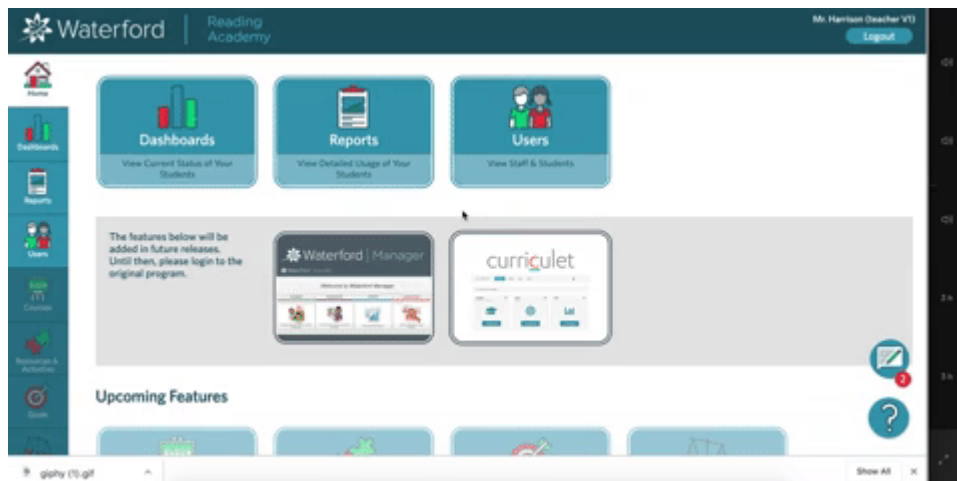
- 1 Click **Save** to confirm your changes.



# Delete Students

To delete a student:

- 1 Log in to the Teacher Portal.
- 2 Click on the **Users** tab.
- 3 Scroll or filter to the student you would like to delete.
- 4 Click on their name.
- 5 Select **Remove**.
- 6 Click **Save** to confirm your choices.



# Restore a Student

If need to re-add a student who had been deleted, you can restore their account. To restore a student:

- 1 Log in to the Teacher Portal.
- 2 Click on the **Users** tab.
- 3 Select **Restore**.
- 4 Check the names of the student(s) you would like to restore.
- 5 Click **Save** to confirm your choices.



# Introduction to Courses Tab

Through the **Courses** tab, teachers can:

- View course assignments
- Assign courses to students
- Edit assignments
- Edit minutes per session
- End all Waterford sessions



# Assign a Course

To assign a course to a student:

- 1 Log in to the Teacher Portal.
- 2 Click on the **Courses** tab.
- 3 Scroll or filter to the student you would like to assign/enroll in a course.
- 4 Check the course you would like to assign on the student's box. If you want to assign a student to Curriculet, for example, check Curriculet.
- 5 Click anywhere on the page to save your new assignments.

To unassign a student, uncheck the course in the student's box.

# Editing Multiple Assignments

Instead of assigning or changing individual courses, you can edit course assignments for multiple students at once. To edit all assignments:

- 1 Log in to the Teacher Portal.
- 2 Click on the **Courses** tab.
- 3 Check all of the students you would like to assign via the filter box.
- 4 Click **Edit All**.
- 5 Check the course you would like to assign to these students. If you want to assign them to Curriculet, for example, check Curriculet.
- 6 Click **Save** to confirm your choices.

# Ending All Sessions

You can end all Waterford sessions in your class at once through the **Courses** tab. To end all sessions:

- 1 Log in to the Teacher Portal.
- 2 Click on the **Courses** tab.
- 3 Select **End All Sessions**.

This will automatically close all Waterford sessions within your class.



# Edit Minutes Per Session Goal

If you want to edit your student's minutes per session goal, you can do so through the **Courses** tab. To edit this section:

- 1 Log in to the Teacher Portal.
- 2 Click on the **Courses** tab.
- 3 Scroll to the student whose minutes per session you want to edit.
- 4 In the **Minutes Per Session** column, raise or lower the minutes as needed. You can type numbers or use the up and down arrow buttons that appear in the field.
- 5 Click anywhere else on the page to save your changes.

# Accessing Mentor Codes

Every student has a unique code assigned to their account. You can give these codes to parents, which will allow them to use Mentor. To access Mentor codes:

- 1 Log in to the Teacher Portal.
- 2 Click on the **Users** tab.
- 3 Scroll or filter to the student whose Mentor code you want to access.
- 4 Click on the student's name.
- 5 Select **View Mentor Code**.
- 6 Copy down the code to give to the student's parents.



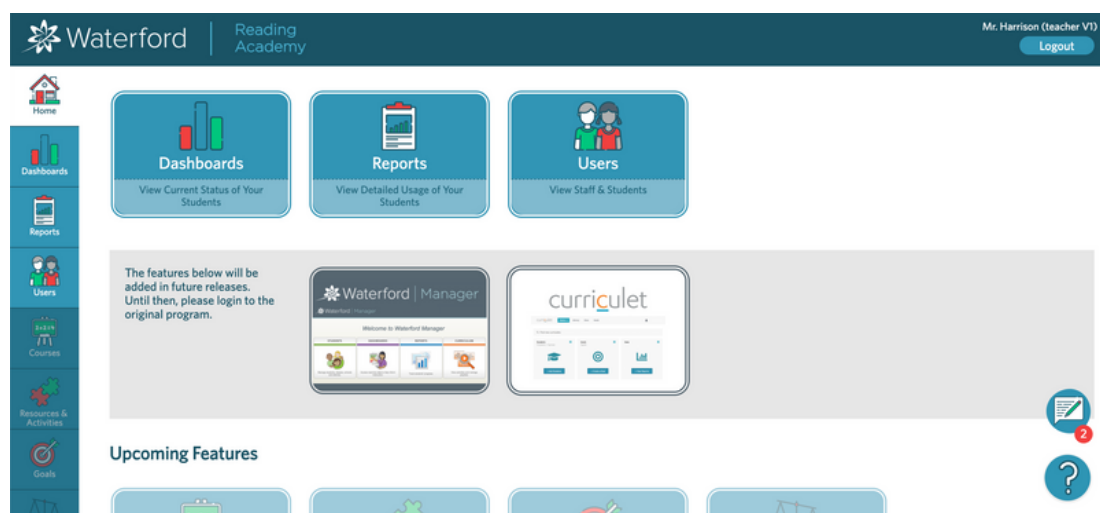
# Introduction to the Waterford Reading Academy Teacher Portal

The **Teacher Portal** is an online tool for Waterford Reading Academy where teachers and administrators can manage accounts, view progress and reports, and adjust student goals.

If you'd like a PDF of the Teacher Portal Help Guide to download or print, [click here](https://files.helpdocs.io/uufzl24u09/other/1571756821545/waterford-15-articles-1571756750.pdf) (<https://files.helpdocs.io/uufzl24u09/other/1571756821545/waterford-15-articles-1571756750.pdf>).

Here's a list of answers to common questions to get you started in the Teacher Portal:

- How do I [add](https://help.waterford.org/users/create-new-students) (<https://help.waterford.org/users/create-new-students>), [edit](https://help.waterford.org/users/edit-a-student) (<https://help.waterford.org/users/edit-a-student>), [delete](https://help.waterford.org/users/delete-students) (<https://help.waterford.org/users/delete-students>), or [restore](https://help.waterford.org/users/restore-a-student) (<https://help.waterford.org/users/restore-a-student>) student profiles?
- [How do I access Mentor codes?](https://help.waterford.org/users/accessing-mentor-codes) (<https://help.waterford.org/users/accessing-mentor-codes>)
- What are [Dashboards](/waterford-early-learning-features/waterford-dashboards) (</waterford-early-learning-features/waterford-dashboards>) and [Reports](/waterford-early-learning-features/waterford-reports) (</waterford-early-learning-features/waterford-reports>)?





# Dashboards and Reports

The Dashboards and Reports tabs allow you to view real-time data about your students' progress in Waterford programs. To learn more about these sections, check out the [Dashboards](https://help.waterford.org/dashboards) (<https://help.waterford.org/dashboards>) and [Reports](https://help.waterford.org/waterford-reports) (<https://help.waterford.org/waterford-reports>) help guides.

