

Waterford Student Portal Help Guide

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Creating a Browser Bookmark or Shortcut

Using a bookmark or shortcut allows you to quickly access the Student Portal. You can only use a bookmark or shortcut if you are accessing the Student Portal from a browser.

Creating a Chrome Browser Bookmark

Browser bookmarks allow you to access the Student Portal easily from Google Chrome. To add a browser bookmark:

1. Open Waterford Manager in Google Chrome.
2. Log in to your Waterford Manager account and click the **Students** tab.
3. Select a school or class.
4. Click on the **Student App** icon, which will open in a new tab.
5. Click on the star in the right corner of the address bar.

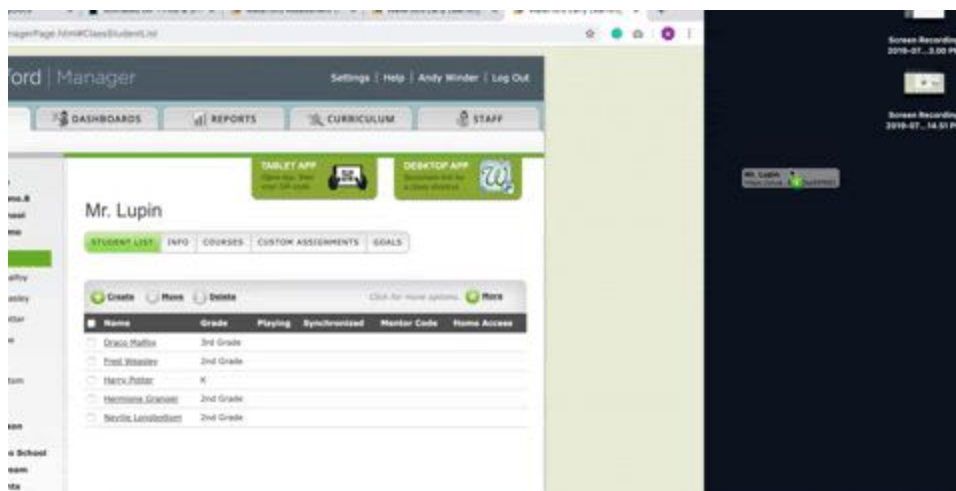
This will add the Student Portal page to your Google Chrome Bookmarks Bar.



Creating a Desktop Shortcuts

Shortcuts add an icon to your computer's desktop so you can easily access the Student Portal. To add a desktop shortcut:

1. Log in to your Waterford Manager account and click on the **Students** tab.
2. Select a school or class.
3. Drag the **Student App** icon to your desktop.



This will add the Student Portal shortcut icon to your computer's desktop.

Student Portal Navigation Bar

The navigation bar appears at the bottom of the screen and helps students use Waterford sessions. Each button has descriptive roll-over audio. Buttons only appear as needed but may include any of the following functions:

- **Name:** Displays student name
- **Return to Menu:** Ends current activity and returns to previous menu
- **Movie:** Allows students to view Traditional Tales (a Waterford activity) as a movie
- **Repeat:** Repeats the last audio instructions. If an administrator has enabled the English Language Learners feature, students whose native language is Spanish will have the audio instructions repeated in both Spanish and English
- **Play Again:** Repeats the last Waterford activity
- **Back:** Returns to the previous page
- **Read:** Reads the text on the screen out loud
- **Go On:** Takes student to the next activity



Starting User Sessions

You can start user sessions on a desktop browser or on an iPad.

Note: At this time, Waterford Early Learning is incompatible with phones.

Starting Sessions on an iPad

If you have installed the Waterford Early Learning app on your iPad, starting a session for your student is easy. To start a session:

1. Open the Waterford Early Learning app.
2. Select your school and class.
3. Tap the student's picture who will be using the session.

This will automatically begin a Waterford session. Students can then use the **Pause** and **Play** buttons to stop and go as needed.

Note: If you have not yet added your school to the Waterford Early Learning app, you will need to receive the QR code from Waterford Manager.

Installing the Waterford Early Learning App on an iPad

To use Waterford Early Learning on your iPad, you need to download the app and add the QR code for your class. To install the app:

1. Find and install Waterford Early Learning in the iTunes app store. You must have iPad with iOS 8 installed and at least 1GB RAM.
2. Log in to the Waterford Manager on your computer. In the **Students** tab, click the **Student App Scan QR Code** button for iPad. This will open a QR code on your screen.
3. Return to your iPad and open Waterford Early Learning.
4. Point your iPad at the QR code on your computer screen. Tap **Start**. This will open a QR Code scanner.

The QR code will scan automatically and open the Student Portal on your iPad. From here onward, the Student Portal will always display your student list.

Switching the Student Portal for iPads

If you need to switch classes for any reason, you will need to switch QR codes. To switch the student portal:

1. Open Settings on your iPad and tap Waterford Early Learning in the Apps section.

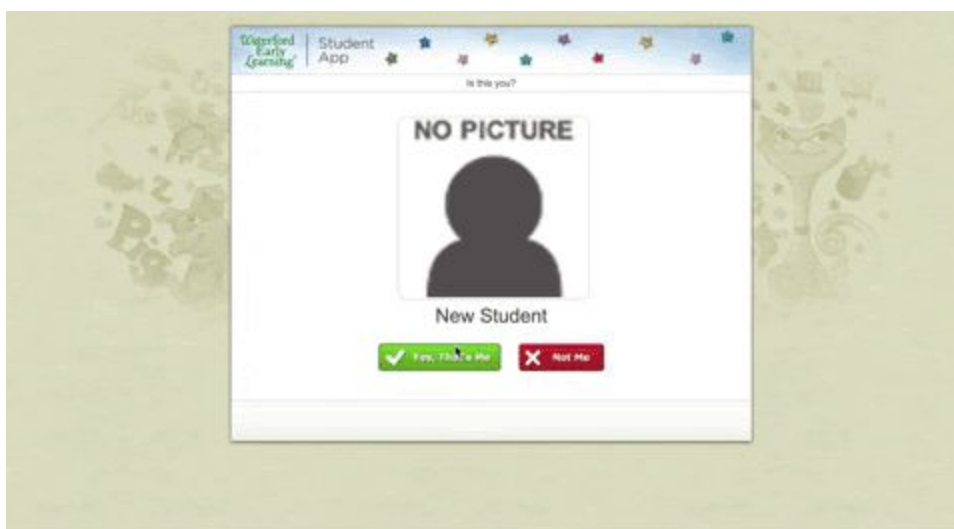
2. Slide **Require QR Scan** to the right (green) position.
3. Open the app and repeat the same set-up instructions as before.

Starting Sessions on a Browser

You can start sessions by clicking on your bookmark or desktop shortcut icon, but if you have not yet added these to your computer, you can also start a session through Waterford Manager in a browser. To start a session:

1. Log in to your Waterford Manager account and click on the **Students** tab.
2. Select your class from the dropdown menu.
3. Click on the **Student App** icon, which will open in a new tab.
4. Select your school and class, then select the student who will be running the session.

This will automatically begin a Waterford session. Students can then use the **Pause** and **Play** buttons to stop and go as needed.



Make sure your desktop browser meets system requirements before launching a session. Google Chrome is ideal for most Waterford activities.

Ending User Sessions

Sessions will automatically end after a set amount of time. To end a session early, click on the **Back** button in your browser.

*Note: Do not click the **Back** button in the Waterford navigation bar to end a session. This will only return you to the previous page.*

Class Rotation

Class rotation allows teachers to skip the Student Portal screen and lets the program randomly select students for sessions. This feature works best for classrooms where students take turns running sessions during class.

Turning On Class Rotation

To turn on class rotation:

1. Log in to Waterford Manager
2. Click on the **Students** tab.
3. In the right dropdown, select your class.
4. Click the **More** button above the **Student List**.
5. Click **Rotation**.



If the button is grey, class rotation has been turned off. Talk to your school or district administrator to discuss turning this feature on.

This will automatically launch a Waterford session for one student at a time in your class. When a session ends, the program will select the next student and display their picture.

Skipping Absent Students in Class Rotation

If a student is absent, click **Not Me** to switch to the next student.

*Note: If **Not Me** is selected several times in one day for the same student, the feature will assume the student is absent and stop including them in its rotation. The student will be included the next day.*

Assisting Students After Inactivity

After one minute of inactivity, Waterford sessions will time out. During time out, the Student Portal displays the message, "Please ask your teacher for help."

To exit out of this message and return a student to their session, click anywhere on the screen.

Note: After two minutes of inactivity, the student's session will automatically end and the screen will redirect to the Student Portal.