

Teacher Portal Help Guide

Introduction to the Teacher Portal — 1

Create New Students — 1

Edit Students — 1

Delete Students — 2

Restore Students — 3

Access Mentor Codes — 4

Introduction to the 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.

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.

Editing Students

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.



Editing Multiple Students At Once

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.
5. 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.



Access 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.

