

Waterford Manager Help Guide

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)

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For Administrators

Creating 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.
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.

Removing Associations

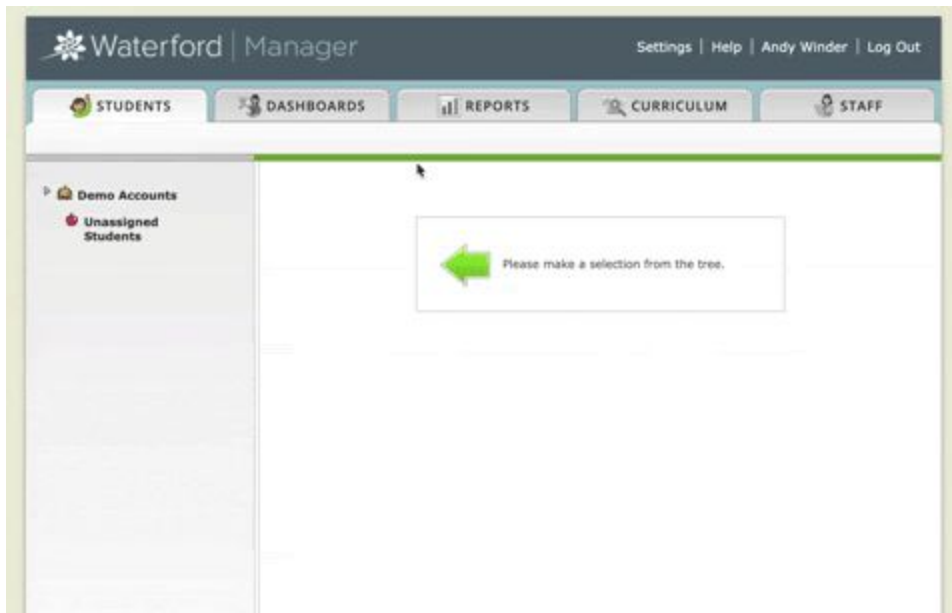
The **Remove Associations** tool removes class and student associations to reflect new teacher and student assignments, releases licenses from non-returning students, and resets the school year for reporting purposes.

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
- 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.
6. Click **OK** to proceed.

Waterford Manager Settings | Help | Andy Winder | Log Out

STUDENTS DASHBOARDS REPORTS CURRICULUM STAFF

TABLET APP
Open app, then scan QR code

Fred Weasley

INFO COURSES BOOKMARKS CUSTOM ASSIGNMENTS GOALS

Adjust the student's courses and session times.
Note: Enter a time between 12-30 minutes.

Save Cancel

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

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.

Waterford Manager Settings | Help | Andy Winder | Log Out

STUDENTS DASHBOARDS REPORTS CURRICULUM STAFF

TABLET APP
Open app, then scan QR code

DESKTOP APP
Bookmark link for a class school

Andy W's Demo School

CLASS LIST INFO GOALS

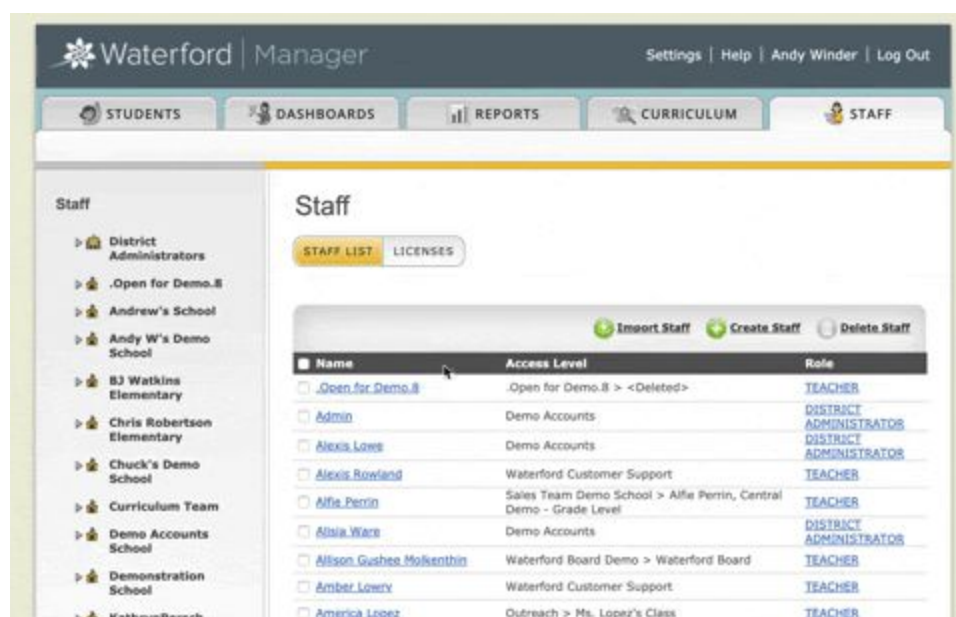
Create Class Delete Class Enable Home Access Disable Home Access

Class	Grade	Home Access
<input type="checkbox"/> Ms. Smith	2nd Grade	

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.

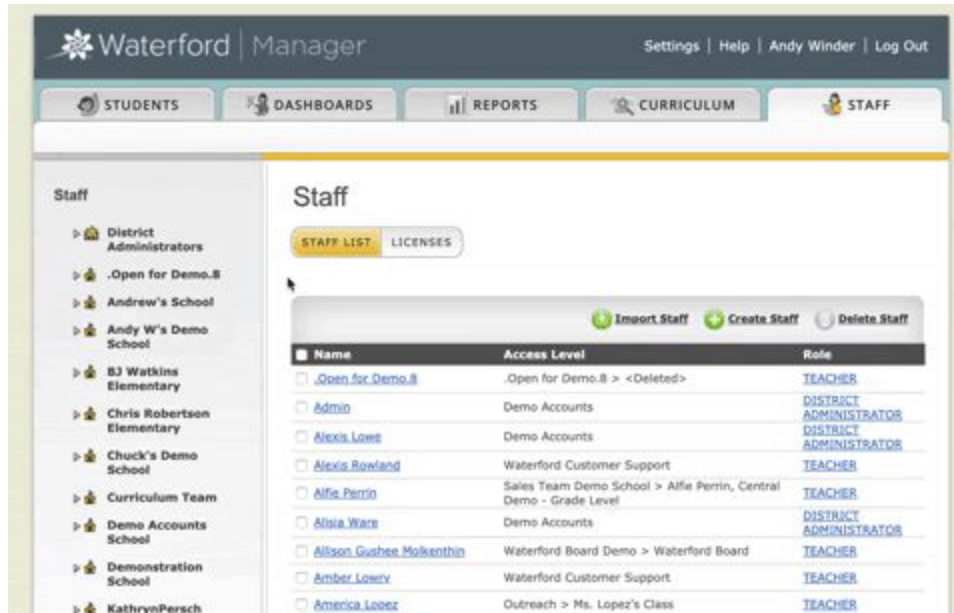
Importing Staff Accounts

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**.

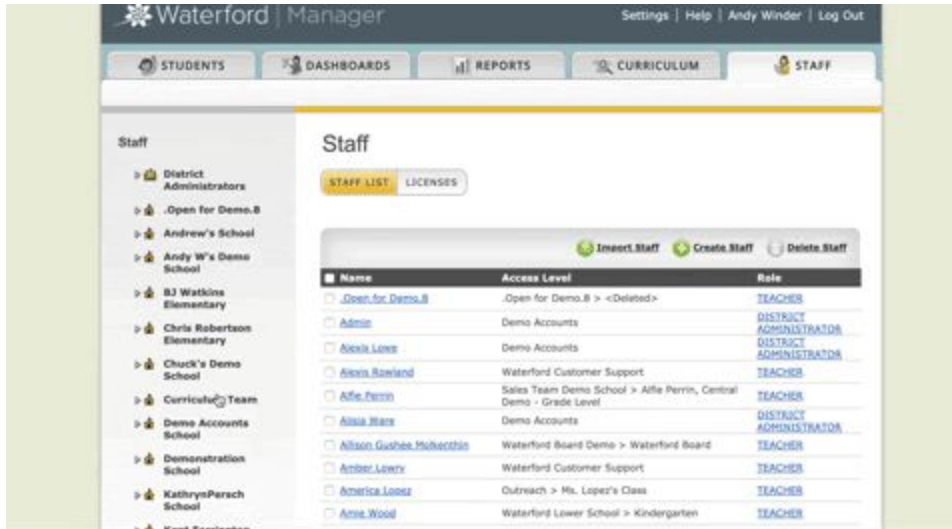
3. Click **Download the Template**. Even if you have your staff information in a spreadsheet, you need to make sure the column headings match the template exactly.
4. Click **Show File Preparation Instructions**.
5. Follow the import instructions in Waterford Manager.



Changing Access Levels

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.

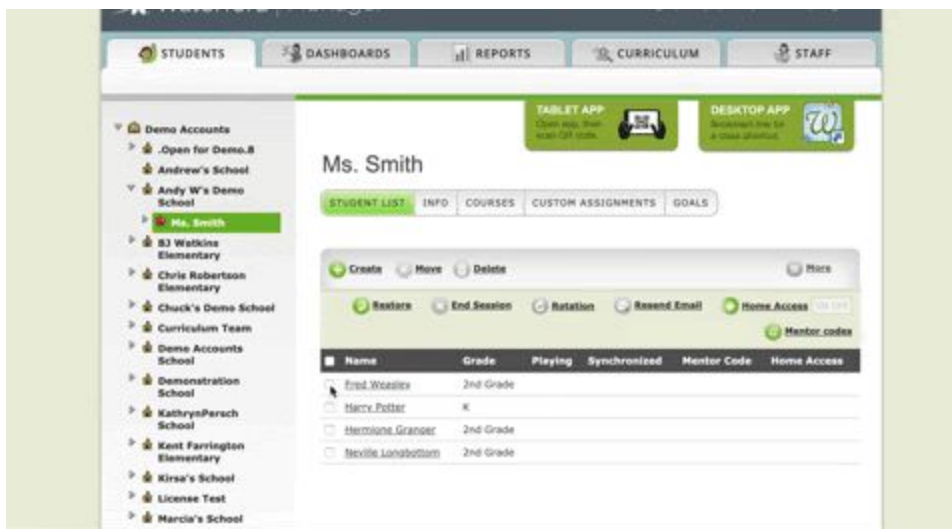
1. Click **Staff**.
2. Select a staff member from the list.
3. Under **Access Level**, select a school.
4. Click **Add Class** and select the class you want the staff member to access. You can give a teacher access to multiple classes. To do so, select **Add Class** again and select another class.
 1. To remove access to classes, click **Remove** and select the desired class(es).
 2. Click **Save**.



Enabling or Disabling Home Access for Individuals

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.



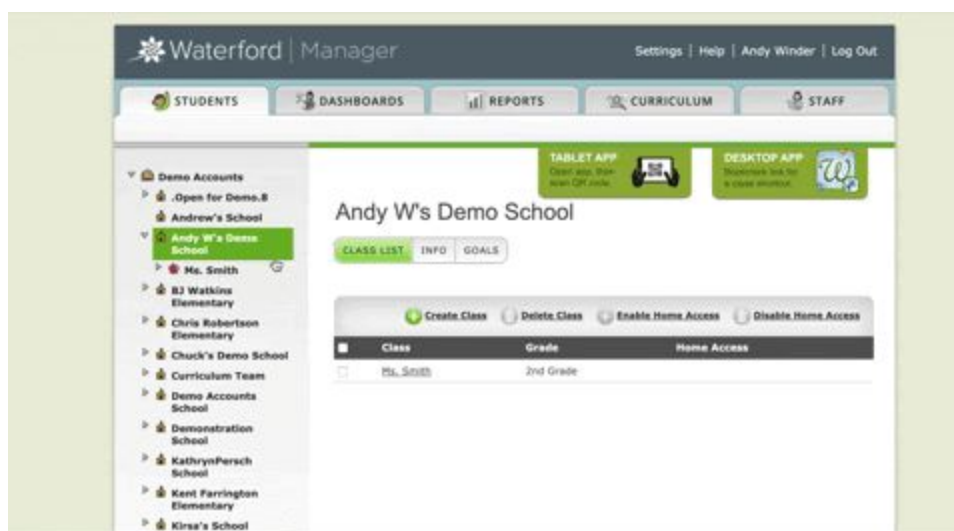
Enabling or Disabling Home Access for Multiple Students

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.

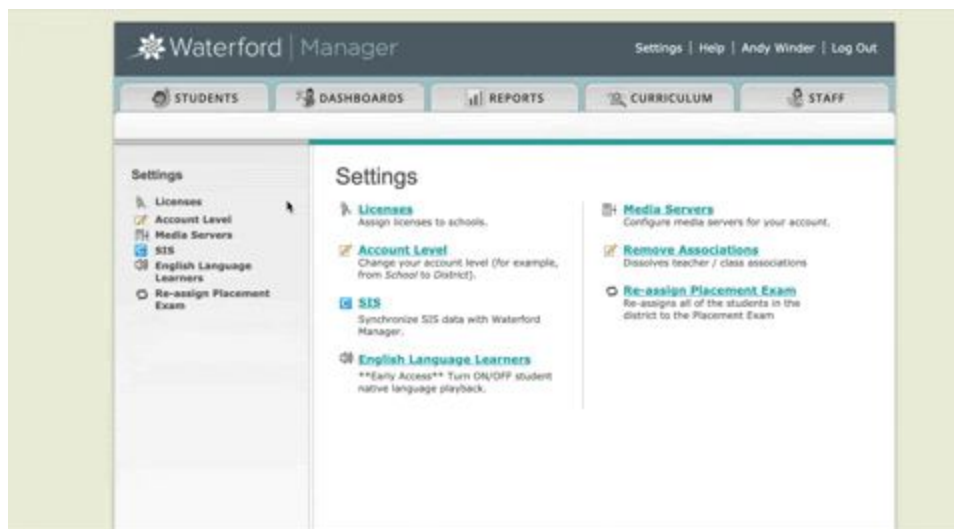
4. Click **Save**.



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.
4. Click **Save**.



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 you 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.

- Expand each course and enter the days and minutes per week.

The screenshot shows the 'GOALS' tab for 'Andy W's Demo School'. The interface includes a navigation menu on the left with 'Demo Accounts' expanded to show 'Ms. Smith'. The main content area has tabs for 'CLASS LIST', 'INFO', and 'GOALS'. Below the tabs are 'SAVE' and 'CANCEL' buttons. A date range is set from 08-30-2018 to 07-31-2019. A 'Lock Usage Goals' checkbox is present, with a note: '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 'WATERFORD READING', there is a checkbox for 'APPLY WATERFORD RECOMMENDATION FOR ALL'. The 'PREK' section has three input fields: 'Days per week' (5), 'Minutes per week' (75), and 'Average minutes per day' (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.

The screenshot shows the 'GOALS' tab for 'Ms. Smith'. The navigation menu on the left has 'Ms. Smith' selected. The main content area has tabs for 'STUDENT LIST', 'INFO', 'COURSES', 'CUSTOM ASSIGNMENTS', and 'GOALS'. Below the tabs are 'SAVE' and 'CANCEL' buttons. A date range is set from 08-20-2018 to 05-31-2019. A note about 'Waterford's usage recommendations' is present. Below, there are three expandable sections: 'WATERFORD READING', 'WATERFORD MATH & SCIENCE', and 'WATERFORD SMARTSTART', each with a plus sign to its right.

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.

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.



For Teachers

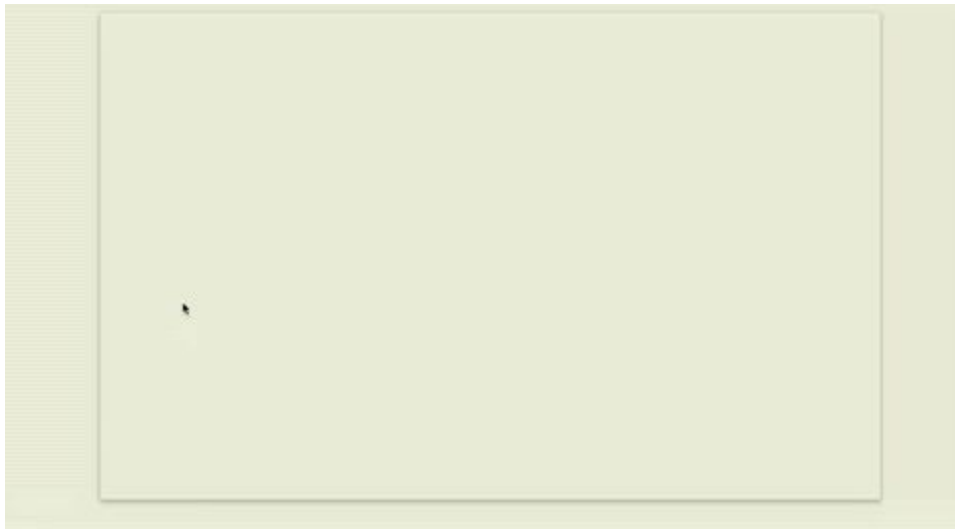
Registering for Waterford Manager

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.
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. 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.
2. Enter your username. Your username is usually your email address. If you do not know your username, contact your administrator.
3. Click **Submit**.
4. Answer the security question, then click **Submit** again.
5. 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.
6. Click **Submit**.

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

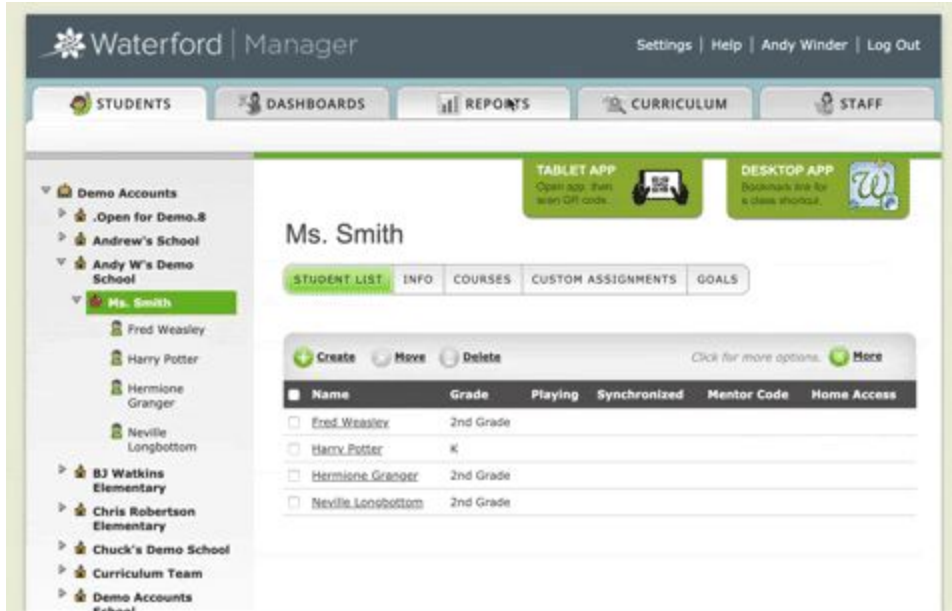


Changing Your Security Question

To change your security question:

1. Visit the Waterford Manager home page 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**.

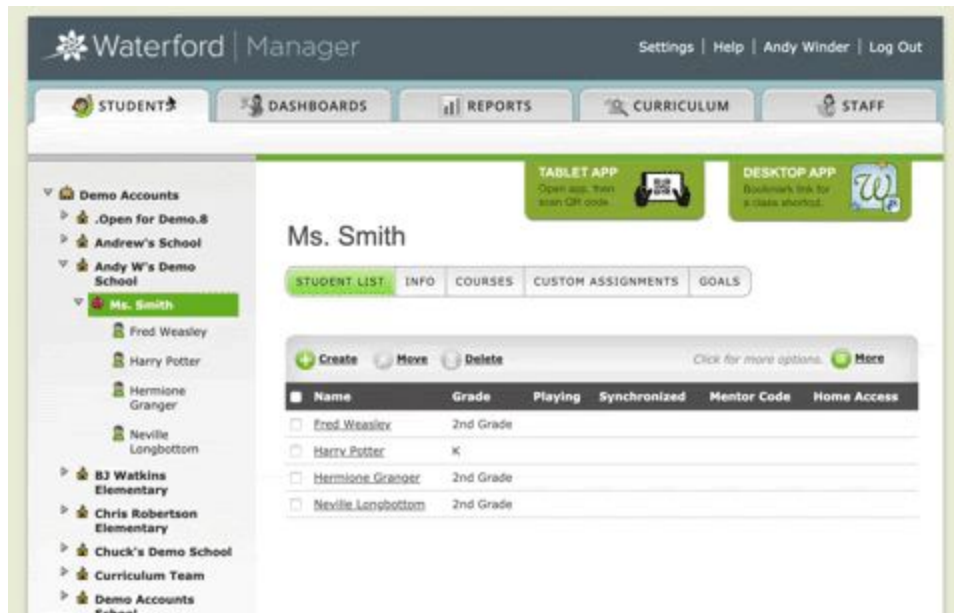
You will then be redirected to the Waterford Manager login page.



Changing Your Password

To change your password in Waterford Manager:

1. Visit the Waterford Manager home page 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.
4. Click **Save**.

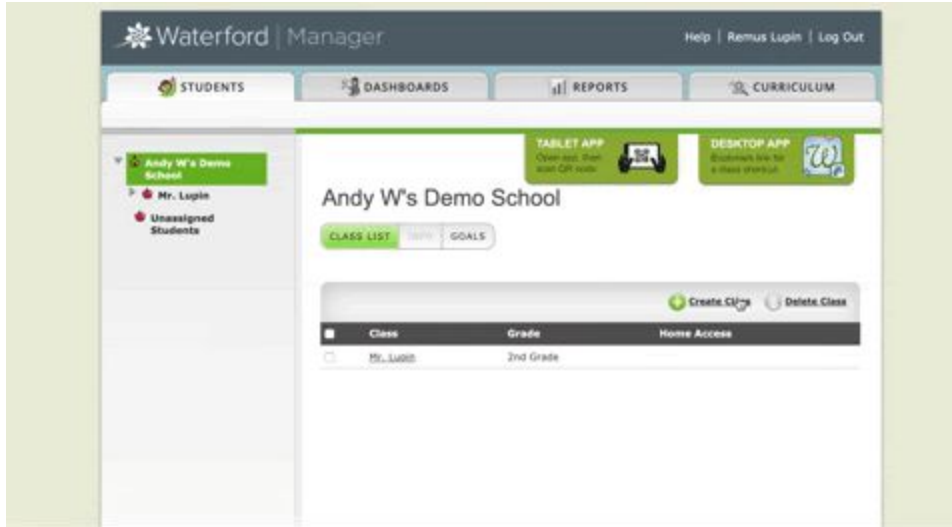


You will then be redirected to the Waterford Manager login page.

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

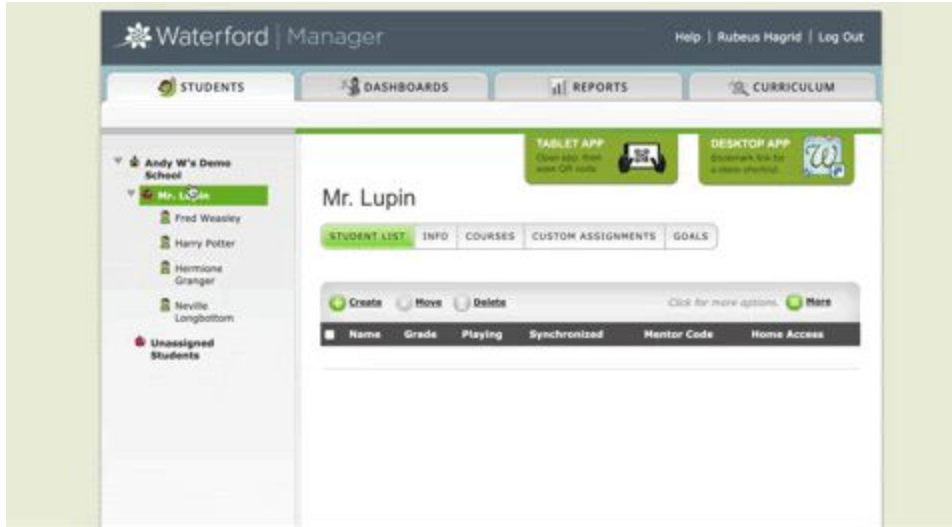


*Note: Teachers may only create classes if their access level for the school is set to **All**. Contact your school or district administrator to discuss changing your access level.*

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.
7. 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.
6. If needed, adjust the session time. Then, click **Save**.



Viewing Student Sessions

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

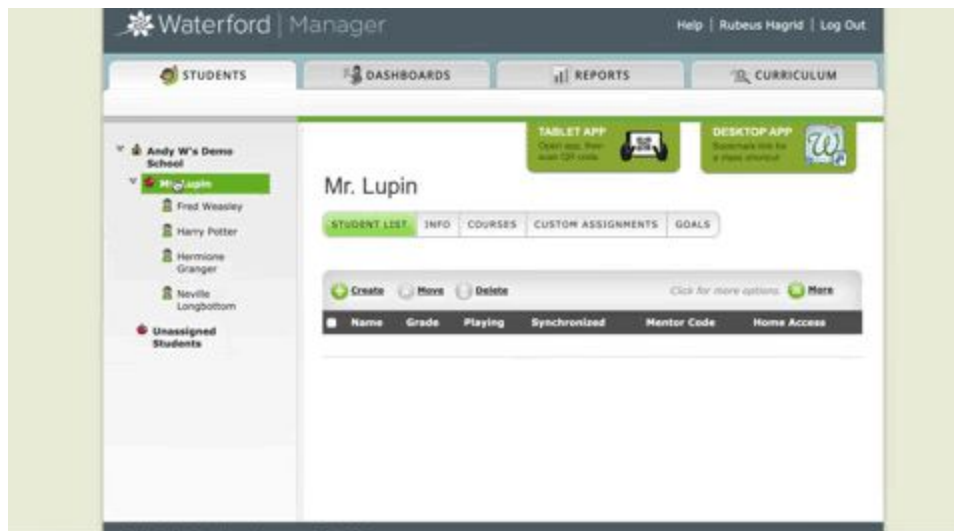
1. Log in to Waterford Manager and go to the **Students** tab.
2. In the menu on the right, click the name of your class.

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

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.
4. Click **Move**.
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.

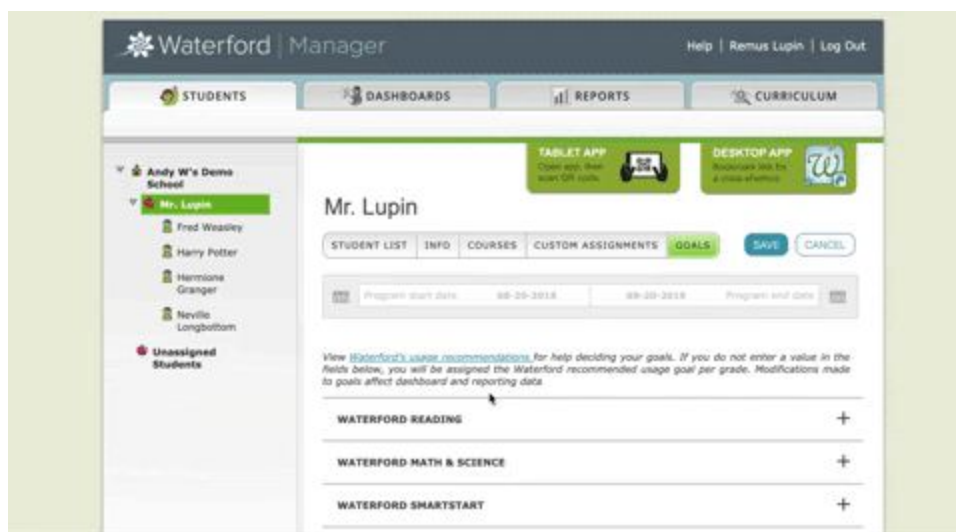
Note: To move a student to a new class, you must have access to the student's current class and the new class. Contact your school or district administrator if you do not have access to the new class.

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).



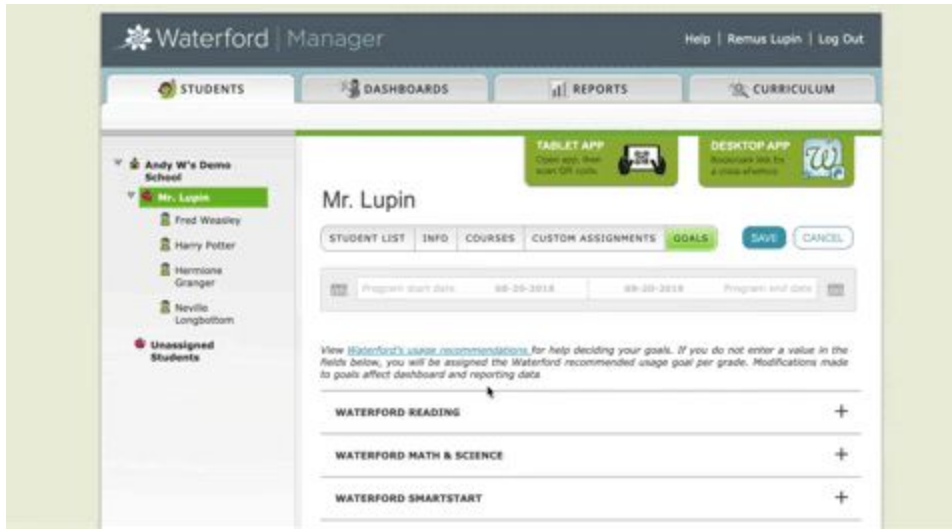
If you cannot change your **Days** or **Minutes Per Week**, contact your administrator to discuss changing these settings.

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**.



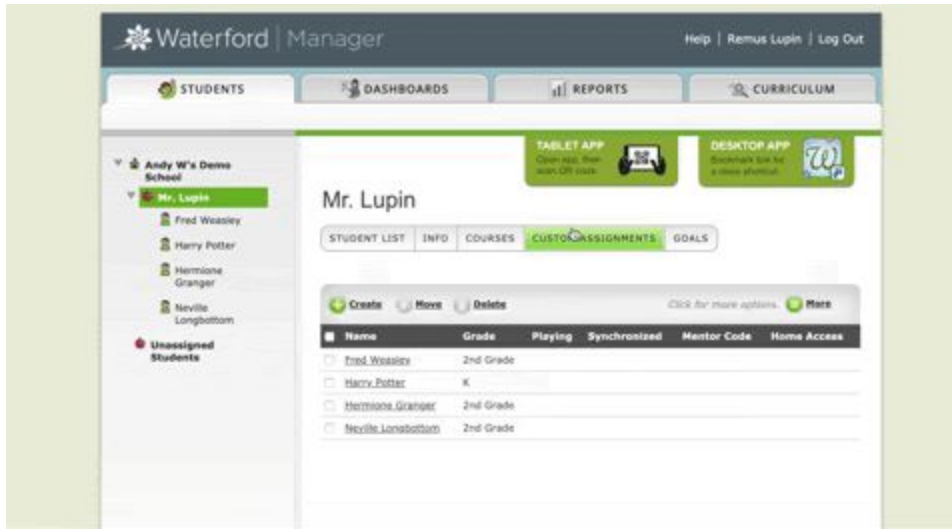
The district administrator cannot lock the **Class Level Goal**. Any teacher with access to Waterford Manager can change their class's goal.

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.
7. Click **Add Assignments**.
8. Enter the activity name or keywords in the search bar. Click **Search**.
9. If you don't know the name of the activity you need, use the search tools in the **Curriculum** tab.
10. Click the **+** button on the right to add an activity as a custom assignment.

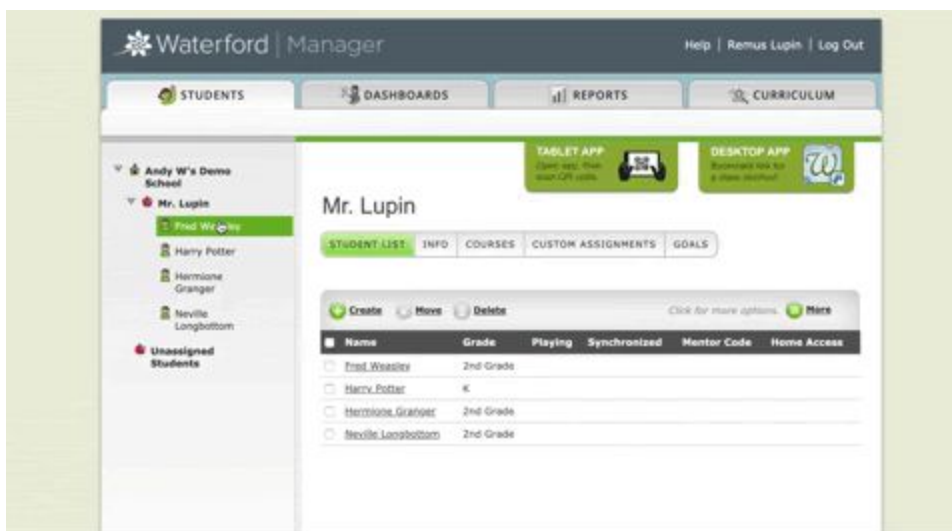


Once the student has completed the custom assignment, the activity is removed from the list and the student resumes sessions in their sequence.

Viewing, Reordering, or Removing 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.
4. 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**.

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**.

Andy W's Demo School

Mr. Lupin

Fred Weasley

Harry Potter

Hermione Granger

Neville Longbottom

Unassigned Students

Fred Weasley

INFO COURSES CUSTOM ASSIGNMENTS GOALS

*Required field Save Cancel Delete Student

NO PICTURE Profile

*First Name Fred

Middle Name

*Last Name Weasley

*Preferred Name Fred

*Unique Student ID 42

*Grade 2nd Grade

Gender Male

Birthdate 01 Apr 2012

Contact Email

Primary Language English

Ethnicity

Unknown

American Indian or Alaska Native

Asian

Black or African American

Two or more races

White

Hawaiian or Other Pacific Islander

Hispanic or Latino

Disabilities

None Diagnosed

AD/ADHD (diagnosed)

Autism

Down Syndrome

Dyslexia

Hearing Impaired

Intellectually Disabled

Speech Impaired

Vision Impaired

Other

Household Status

Unknown

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.

Waterford | Manager

Help | Remus Lupin | Log Out

STUDENTS DASHBOARDS REPORTS CURRICULUM

Andy W's Demo School

Mr. Lupin

Fred Weasley

Harry Potter

Hermione Granger

Neville Longbottom

Unassigned Students

Mr. Lupin

STUDENT LIST INFO COURSES CUSTOM ASSIGNMENTS GOALS

Create Move Delete Click for more options. More

Name	Grade	Playing	Synchronized	Mentor Code	Home Access
<input checked="" type="checkbox"/> Fred Weasley	2nd Grade				
<input type="checkbox"/> Harry Potter	K				
<input type="checkbox"/> Hermione Granger	2nd Grade				
<input type="checkbox"/> Neville Longbottom	2nd Grade				

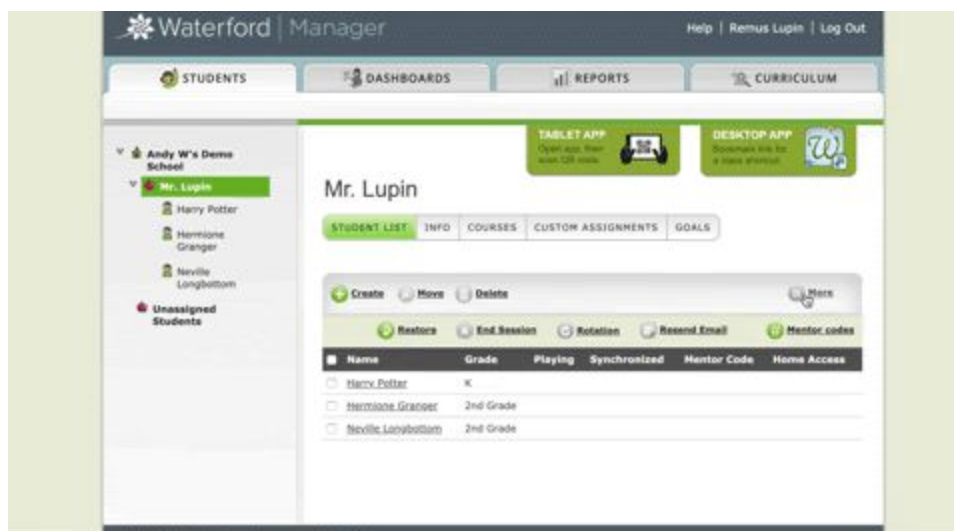
Restoring Students

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.

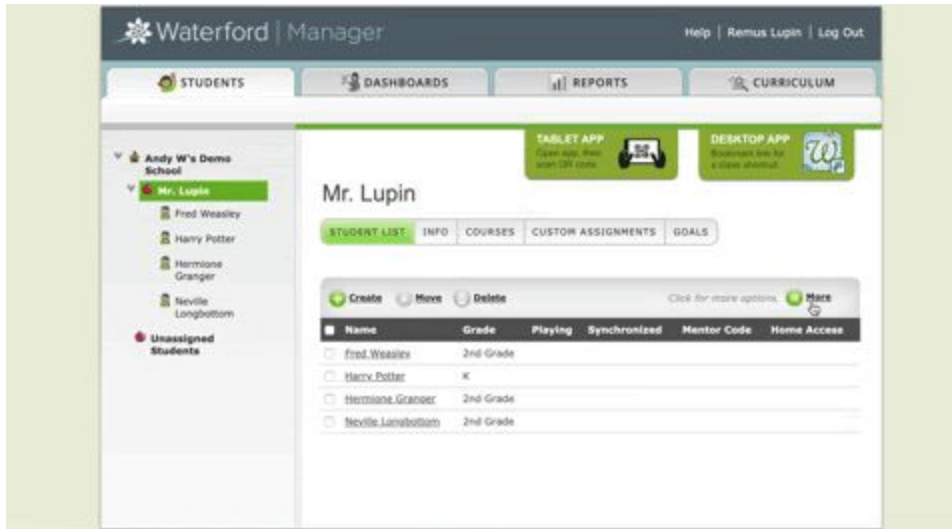
To move a student to a new class, you must have access to the student's current class and the new class. Contact your school or district administrator if you do not have access to the new class.

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.

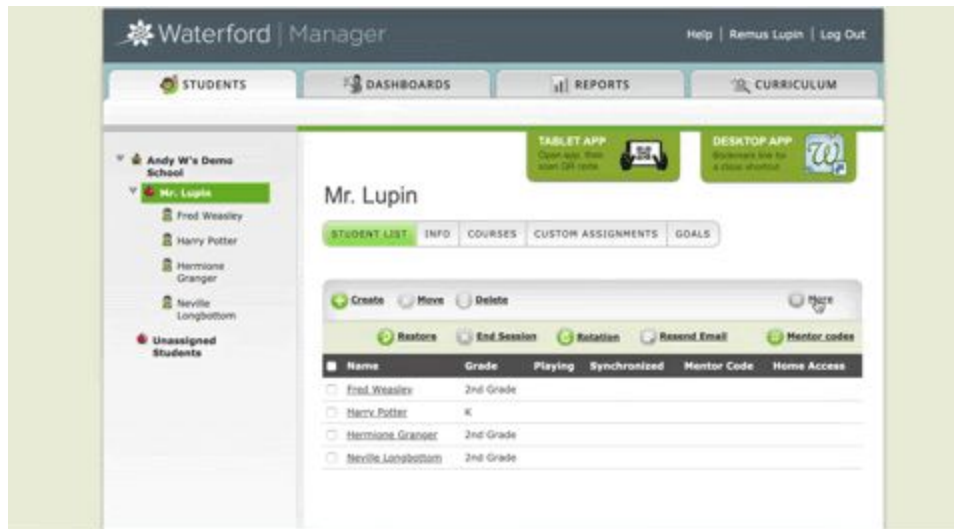
Using Class Rotation

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.
5. Launch the **Student Portal** to begin sessions. The program cycles through every student until each one has had a turn to play a session.
6. 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.

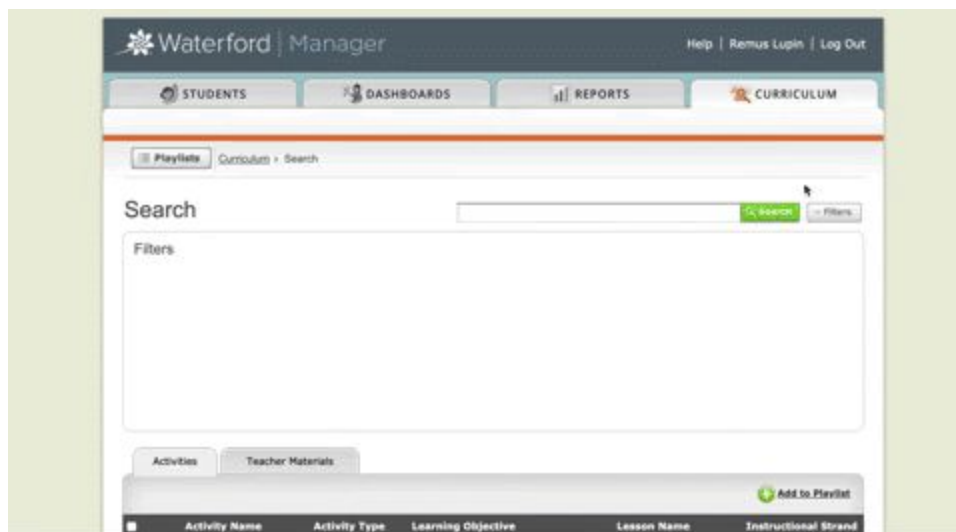
Searching for Activities

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.

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.



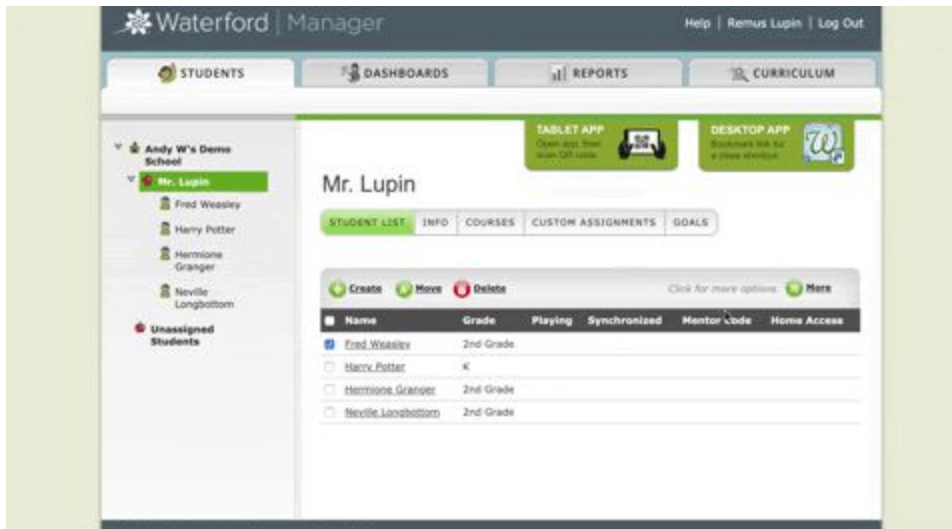
The activity will open in a new tab. Close the tab when you are finished previewing the activity.

Note: 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.

Resending Home Access Email

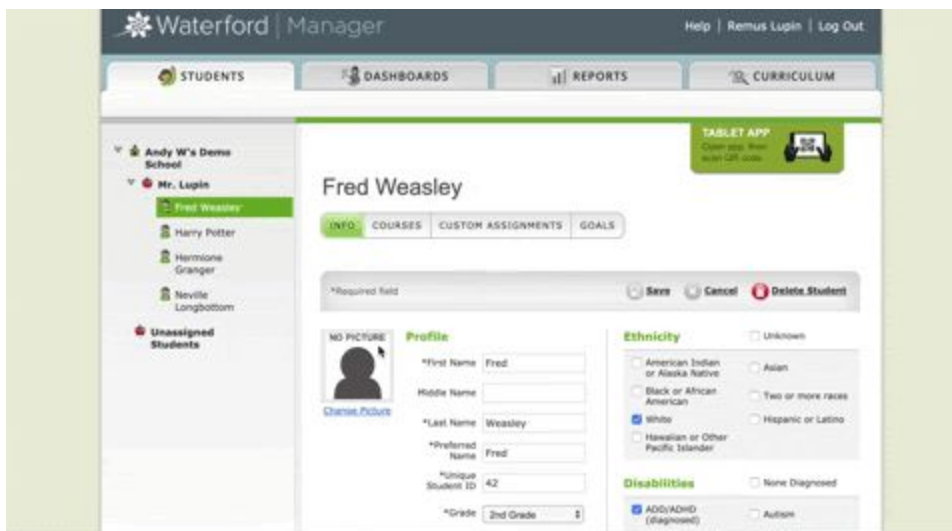
When an administrator turns on Home Access, parents automatically receive an email with a link to the Student Portal. If a parent needs you to resend the Home Access email, complete the following steps:

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**.

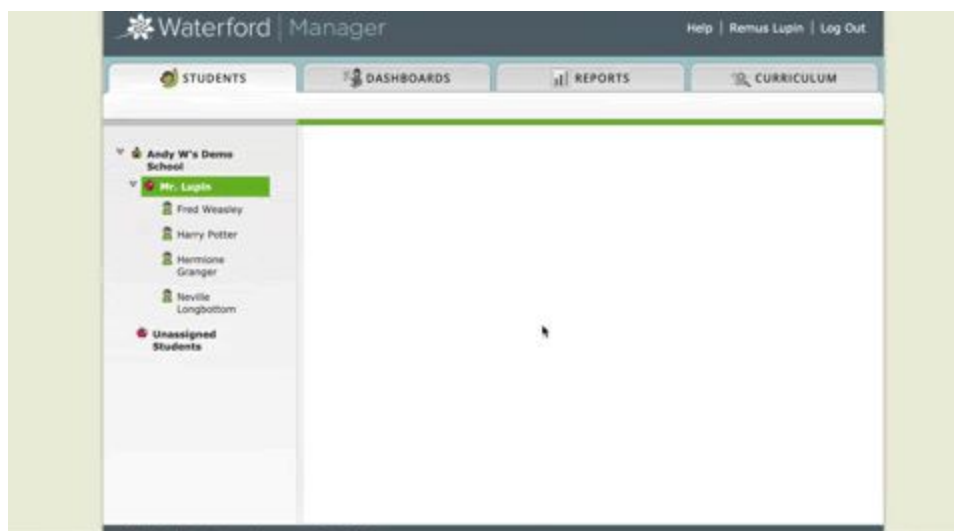


Limiting Home Access

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.
6. Click **Save**.



Note: 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.