



How to Use the Highest Level “Client” Account

Overview: The highest “client” level account allows multiple site accounts (or single site accounts that were set up as with 4 levels of access) manage their account's sites and users.

Step One: Click on the <Client Admin> tab.



Step Two: This page allows for the managing of your account.



Client code: **lgl** Active Students: **1359**

Available Products:

- DORA Phonemic Awareness
- Algebra
- LGL Emergent Reader
- Pre-Algebra Edge - Teacher
- DORA
- ADAM K-7
- Pre-Algebra
- DORA-Spanish
- LGL Emergent Reader
- Reading Edge - Teacher
- Comprehension Edge - Teacher

Sites

Show 10 entries

Title	Description	Updated	Actions
Academy X	Created during migration from pid0:163580	2015-08-28 06:23:56	[Edit] [Delete]
lgl-DwileySch of Arts	Created during migration from pid0:658702	2015-08-28 06:23:42	[Edit] [Delete]
lgl-MidGE	Created during migration from pid0:235448	2015-08-28 06:25:08	[Edit] [Delete]

Rosters

Title	Owner	Actions
Primaries - 1G	readingdemo@lgl.com	[Edit] [Delete]
Primary - 3G	readingdemo@lgl.com	[Edit] [Delete]
Spanish	admin@lgl	[Edit] [Delete]
5th Grade	readingdemo@lgl.com	[Edit] [Delete]
my class	timlease	[Edit] [Delete]

Users

Id	Username	First Name	Last Name	Actions
2000022	admin@lgl	Client	Account	[Search] [Edit] [Delete]
153985	readingdemo@lgl.com	Reading	Demo	[Search] [Edit] [Delete]
1047945	mathdemo@lgl.com	MATH	DEMO	[Search] [Edit] [Delete]

- 1) The products listed in the blue boxes are the products activated for your account. Products are activated for the entire account and then access can be restricted for individual teachers.
- 2) These are the sites of the account.
- 3) Clicking on this icon will provide a detailed list of all sites.
- 4) Rosters are the classes of each teacher
- 5) The “User” list is a list of all users in the account including principals and students.
- 6) Clicking on the “list” icon shows all users and allows for the searching of all users by role or by name.

Step Three: To add a student, teacher or principal go to the <Manage> tab.

- 1) Click on the <Manage> tab
- 2) Click on the “Add Student” link to add a student
- 3) Click on the “Add User” link to add either teachers or principals

To Search or jump into a Principal Account (Site), go to Step 2 button 6. This will display the “User” list. Then proceed below...

Username	Password	First Name	Last Name	Sites	Roles	Status	Last Login	Actions
admin@lgl-AcademyX	<input type="checkbox"/>	John	Jordan	Academy X	Principal	Active	2015-08-30 08:18:04	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
admin@lgl.com	<input type="checkbox"/>	Admin	User	Academy X	Principal	Active	2015-09-04 01:30:05	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

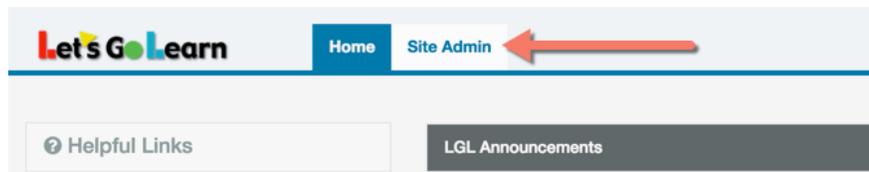
- 1) Select “Principal” in the Role form field.
- 2) Or enter in the site or principal’s name in the Search field.
- 3) Hit the “key” icon to jump into the Principal’s account.

How to Manage Users in a Principal (Site) Account

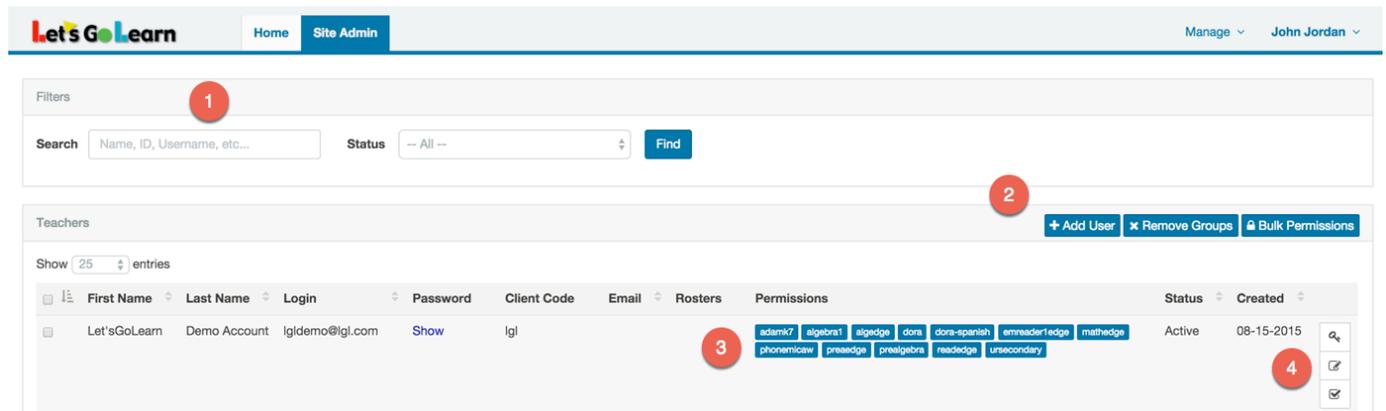
Overview: Principal accounts (also know as site accounts) are able to manage a single site in a larger district account. This includes managing student and teacher users as well as giving other administrators site access. In general, LGL customer service will create a generic login for each site something like [admin@musd-SiteName](#). Then from this account, the site admin can create additional accounts as he or she sees fit.

Managing Teachers

Step One: Click on the <Site Admin> tab.



Step Two: This pages allows for the adding and editing of teachers.



- 1) On this page all teachers for a site appear. Enter in teacher's names or login to filter.
- 2) Clicking on "Add user" adds a new teacher. "Bulk Permissions" allows for the global assignment of a product to teachers.
- 3) This shows the specific products to which each teacher has access. The products are listed in small blue boxes as shown in the screenshot above.



4) These icons next to each teacher do the following:

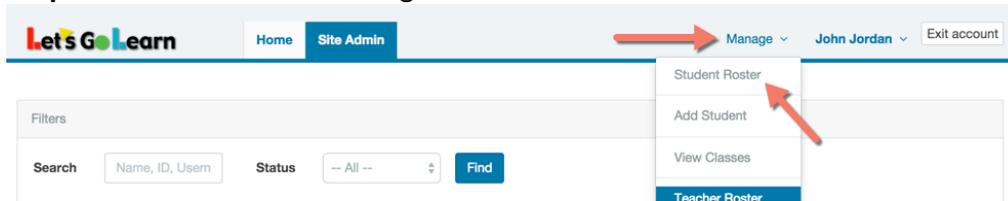
The "Key" icon opens the teacher's account.

The "paper w/pencil" icon edits the parameters of the teacher including product permissions.

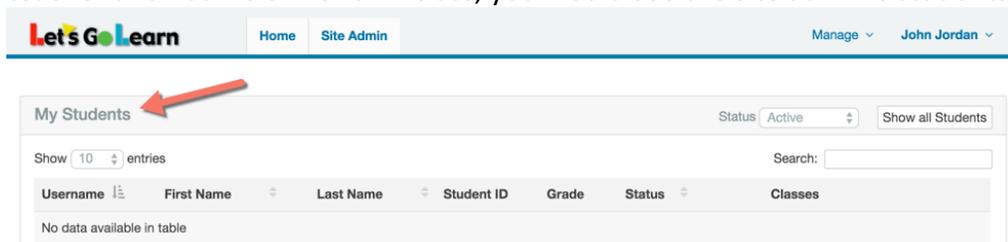
The "Checkbox" toggles between activating and deactivating a teacher.

Managing Students

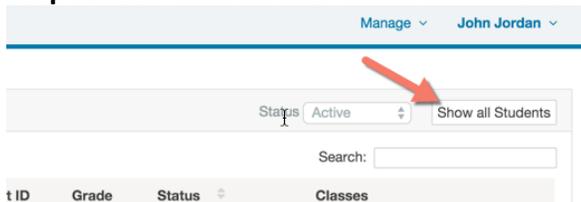
Step One: Click on the <Manage> tab. Then select “Student Roster”



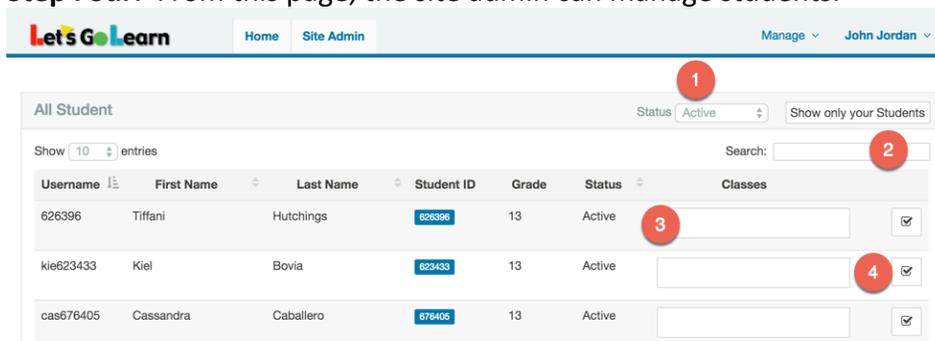
Step Two: The initial roster shown is the specific user’s roster. In cases where the site admin is also a teacher and has his or her own class, you would see the site admin’s students listed.



Step Three: Click on the “Show all Students” button at the right side of the screen.



Step Four: From this page, the site admin can manage students.



- 1) Toggle between Active and Deactivated Student Roster.
- 2) Enter in a student’s first name, last name, student id, or login to find him or her
- 3) When students are found, you can add them to your specific roster here.
- 4) Uncheck the box to deactivate a student. When in the deactivated roster, you can check a box to reactivate a student.