How to Use Teacher Ally

Learning Ally's online bookshelf and student management tool

Learning Ally
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TOGETHER IT'S POSSIBLE

The administrator of your school's Learning Ally membership can give educators the following roles and abilities. Every educator receives their own account — **log in at TeacherAlly.org to begin**.
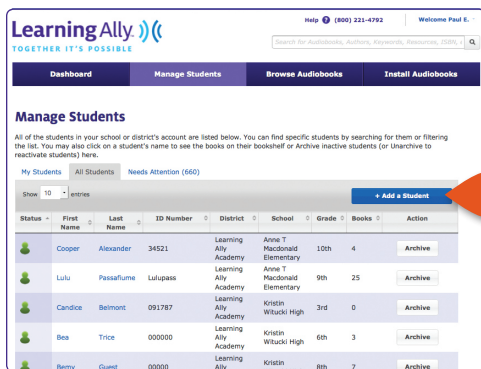
ADMINISTRATORS

Go to **MANAGE EDUCATORS** and **ADD AN EDUCATOR.**

Select the **APPROPRIATE ROLE**. A certifier who can verify a student is eligible must be designated on your account. Unlimited educators can be added and given multiple roles.

Or, begin the steps below to add students. You have the same rights as instructors.

INSTRUCTORS

Go to **MANAGE STUDENTS** to begin adding students.

> Click **ADD A STUDENT**.
>
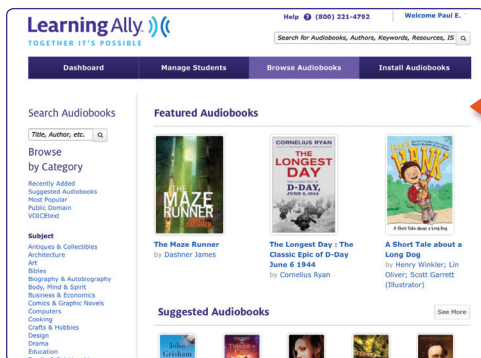> *Create a username and password that will be easy for your student to remember.*
>
> Complete form and click **CREATE STUDENT** to save.

Each student must be approved by a certifier on your school account before books can be downloaded.

Go to **BROWSE AUDIOBOOKS** or the **SEARCH BAR** to find and select a title.

Click **ADD TO BOOKSHELF** and assign books to one or multiple students.

Encourage students to read and begin tracking progress — go to **MANAGE STUDENT** to view pages read.

CERTIFIERS

Go to the **CERTIFICATION** tab above the top menu.

View **CERTIFICATION REQUESTS.**

Click **+SELECT DISABILITY** and choose from the drop-down box to select the appropriate print disability.

A certifier must complete this step before each student can download books.

Certifiers can also perform all instructor actions (below).

ADDITIONAL FEATURES

SHARE STUDENT LOGIN

Go to **MANAGE STUDENTS** and click on a student name.

Click **PRINT STUDENT LOGIN**.

Share log-in with students or parents so they can log in from home to add books, download and listen from their personal MAC, PC, Chromebook phone, tablet or mobile device.

UPDATING/ARCHIVING/DELETING

Students should be updated or archived each new school year.

Go to the **NEEDS ATTENTION** tab under **MANAGE STUDENTS**.

Select **UPDATE** to change a student's grade level. Current books will remain on bookshelf.

Select **ARCHIVE** if this student no longer uses Learning Ally at your school. After archiving, your Administrator/Master Admin can select **DELETE** if you would like to completely remove the student's profile from your school.

Download our free reading platform and apps to play audiobooks

Audiobooks can be played on a PC/Mac/Chromebook. Visit **LearningAlly.org/Link** to download for computers.

Or, to play on iOS(Apple)/Android phones/tablets/devices, visit the app store or Google Play store. Go to **INSTALL AUDIOBOOKS** to choose your device and begin playing.

> **APP STORE**
> **GOOGLE PLAY STORE**
> **CHROME WEB STORE**

If you need assistance call us at **800.221.4792**, 8:30 am – 8:00 pm ET, or sign up for Web-based training at LearningAlly.org/edu-webinars.