

Quick guide for teacher accounts

This is intended as a quick guide to assist teachers with setting up and running the basics of Studyladder.

1. Create a class

Your Studyladder teacher account will open to the Students page.

Select 'add class' from the menu.

You will see a brief explanation of how the free accounts work and then select 'continue'.

Enter your class name, the grade level of the class and then enter the student names. You can copy and paste from another document directly into this field.

Select 'continue' and then choose first name/last name or the reverse and select 'continue'.

Your class is now created. You can edit the class or add additional students at any time.

Select 'login' instructions to see a list you can snip and hand to each child

If students have used a different Studyladder account last year, remind them to '[recover points](#)' by logging into their new account and entering their old username and password. This will bring across all of their reward points and progress toward certificates. Points can be recovered from only one old account.

1.1 Passwords

Please ensure passwords are kept **confidential**. We are often contacted by parents who say their child has had their points recovered by another child who knows their username and password.

You can re-print the list at any time. You can change a student's password, if you wish to, at any time.

1.2 Letter home

You may also choose to send the 'letter home' to parents so they can see what their child will be using. Parents can create free parent accounts. They can link their child to their parent account and monitor their child's progress.

1.3 Sharing access

Many teachers share classes – team teaching, job share – and so we have a facility where you can share your access with another teacher.

The teacher who has created the class can share access to their account with another teacher.

Once set up the teacher with whom the access is shared will log into their own account and then access the class via the 'sharing access' tab.

If you are the teacher who has set up the class:

- Login to your teacher account.
- On the home page, select the tab 'School'. Then select the "Sharing Access" tab.
- Select the teacher with whom you wish to share access.
- Where the word 'locked' appears, click this and it will change to 'Sharing Access'.

If you are the teacher who wants to access the class created by another teacher:

- Once the above has been completed, log into your own teacher account.
- Access the class by selecting the tab 'School' and then selecting 'Sharing Access'.
- Find the account that has been shared with you and click on this.

2. Set some tasks for your class

You can set tasks for your class via the Resources page or via the Tasks page.

2.1 Tasks (Learning Pods)

The tasks area is where learning pods are housed. This is a great way to create differentiated learning for your class or groups within your class.

A Pod is a folder where you can store a group of selected activities and then assign them to a class or group. You can create your own pods or use the Studyladder created pods.

To assign a Studyladder pod to your class:

- Select the Tasks menu tab and then ensure the class to which you want the tasks is selected in the 'Pods set for class' field (many teachers have multiple classes/groups).
- Then browse down and select the relevant pod by clicking the 'set' box.
- Once this is clicked the tasks will appear on the student's accounts.

You can also create your own pod:

- Select the Task tab from your top menu.
- Select the blue button 'create new pod'.
- Name your pod.
- Browse the resources and select the blue 'add' button for the activities you want to add to the pod.
- Once you have completed adding activities, go to the top of the screen and select the blue 'close' button.
- The pod is now ready to set for a class or group.

2.2 Resources

This is where all tasks are displayed by subject area.

You can select a set of tasks and assign to your class.

To assign: Select the Resources menu tab. Choose your subject area and then select your class in the 'Set work for:' area.

Then you can continue to refine via the filters or browse all tasks within the subject to find what you want to set for your class.

Click the 'set' box and the tasks will appear within the student's accounts.

You will also find **Printable Resources** and **Teaching Packs** on the Resources menu.

3. View progress of students via Results

Studyladder has extensive reporting available.

The **Results Overview** section will show all of your class and the % of tasks completed. It will also show you an overview of each student's success in completing their tasks.

- On the Results Overview page, scroll down to see a tab for 'latest results' In this area you will see the times students are logging on to complete their activities

Set Task Results will show a little more detail for you on the progress of your students.

Individual Results allows you to see the detail for each individual student. You can also look at their response to every single question if needed.

4. Your school details

4.1 View Students

This allows a view of all students at your school.

4.2 Change school

When you move to another school, you transfer your account easily.

- Log into your teacher's account.
- Choose 'school' from the top menu.
- Choose 'change school'.

- Choose your new school – if your new school does not exist you can select ‘Cannot find your school? Add it here’.

4.3 School details

This area is where your school details are recorded, including time zone and your school hours.

School hours for free school accounts are set at 9 am to 3:30 pm

If your school operates on a different time table (for example: there is no school on a Friday and instead Sunday is the school day) we can change this. Select ‘Contact Us’ on your account and let us know.

Apart from this, we do not change school hours on free school accounts.

You can contact us for a price for unlimited hours, but there is no obligation to upgrade to a paid account

5. Set Studyladder up just like an app

We no longer have an app.

Studyladder has over 17,000 activities. We are constantly updating our lessons and adding more. Adding these changes to the app as well as updating the app itself when requirements change has meant that we are unable to keep the app’s experience in line with our website version. This is why we have ceased using an app.

We do understand that having a nice icon on your device makes it easier for students to access.

You can set Studyladder up so it appears like an app on a device. We have instructions on how to do this [here](#).

If students are using a laptop or desktop they can set Studyladder up on the favourites menu/bar of their browser to make it easier to access.