

Teacher Reference Card

Welcome to the Riverdeep Learning Management System. We want to ensure you have a great experience.

GETTING STARTED

Enter your User Name and Password to Log On.

To familiarize yourself with the program:

- Click on Resources from the Log In page to view the user guide and the course scope & sequence.

If you need help:

- Click on Help from the Home Page.
- Teacher tutorials also provide step by step videos on how to use the program and can be accessed from the teacher home page of the Learning Management System.

Tips for integrating this program with your existing curriculum:

- Easily build customized assignments by selecting lessons that are aligned to specific standards. The assigned activities can be used to introduce, extend and/or review concepts.
- Make informed instructional decisions using results from pre-made or custom created assessments aligned to standards.
- For differentiated instruction, assign work based on the most appropriate individual ability levels.

ENABLING ACCESSIBILITY OPTION

Available for Edmark House Series Products

- Click the Class Roster button.
- Click the Student Profile Tab.
- From the Select Student drop-down menu, select the student with special needs.
- Once the student's profile loads, click the "Accessibility Options" button.
- Assign accessibility options using the controls for self pacing, self-voicing, closed captioning, single switch, scan rate, and scan progression.
- Click Save.

TECHNICAL SUPPORT CONTACT INFORMATION

E-mail: schoolsupport@riverdeep.net

Phone: 800.723.6322

Web: <http://support.riverdeep.net>



How do I set up my class roster?

Create a New Class:

1. From the Home screen, click the Class Roster button.
2. Click the create tab.
3. In the Class Name field, type the class name & choose the desired grade from the drop-down menu.
4. If logged in as the system administrator, select the desired School and Teacher from the drop-down menu and click the Next button to proceed. If logged in as a teacher, click the Next button to proceed.

Add a Student to the Class Roster:

1. Choose the students on the left you wish to add to the class.
2. Click the arrow pointing to the right to add the students.
3. Click the Save button.
4. Click yes or no to the question asking "Do you want to create another class?"

How do I create and assign an activity?

Create an Activity:

1. From the Home screen click the Activities button.
2. Click on the create tab.
3. Add content by checking the desired content.
4. Click the Next button.
5. Name the activity.
6. Click the Save button.

Assign an Activity

1. Click the Activities button.
2. Click the Assign tab.
3. Click on the plus symbols and the desired activity to assign.
4. Check the desired class to assign to the entire class, or check the desired students.
5. Name the activity and select a start and end date.
6. Click the Assign button.

How do I create and assign a test?

Create a Test

1. From the Home screen, click the Tests button.
2. Click the Create tab.
3. Add content to the test by checking the desired content.
4. Choose the number of test questions to randomly select for the test.
5. Click the Next button.
6. Name the test and click Save.

Assign a Test

1. Click the Tests button and the Assign tab.
2. Click on the plus symbols, and check the desired test to assign.
3. Check the desired class to assign to the entire class, or check the desired students.
4. Select the desired parameters of the test, and click Assign.

How do I run reports?

1. From the Home screen, click the Reports button.
2. Select the School tab (if logged in as a Principal or Superintendent), Class tab, or Student tab.
3. Select the desired report information from the various drop-down menus.
4. Click the Generate Report button to display the information in Adobe PDF format. Click the Export button to export the information in CSV format.