



# Campus Admin Instructions

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# Campus Administrative Dashboard Instructions

Your Lone Star Learning Campus Admin Dashboard will be your hub for keeping tabs on your campus's Lone Star Learning online program purchases.

As campus admin you will be:

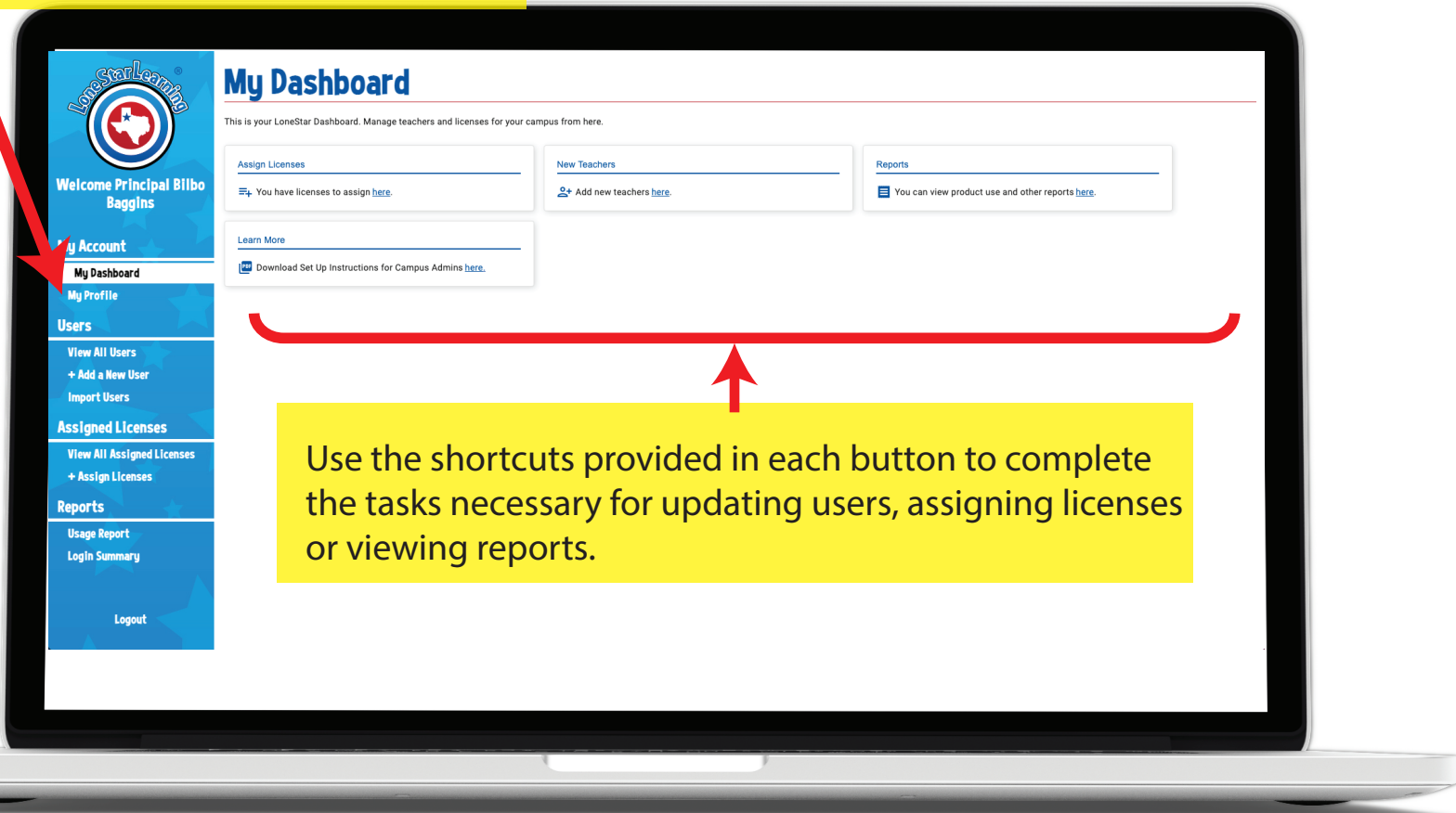
- managing licenses
- maintaining campus user list
- assigning programs to teachers in your user list
- viewing usage and log in report data
- assisting in purchase of renewal licenses when needed

Begin by logging in at  
**dashboard.lonestarlearning.com**



# Welcome to My Dashboard!

To update your personal account details, select the **My Profile** option.



Use the shortcuts provided in each button to complete the tasks necessary for updating users, assigning licenses or viewing reports.

# Add, Edit, or Delete a User

Begin by updating or creating new user accounts for the teachers, trainers, or admins that you have purchased programs for.

**LSL Digital Users**

User:  Account Type:

Advanced filter

<input type="checkbox"/>	User name	User email	District	Campus	Type	
<input type="checkbox"/>	Frodo Baggins	fbaggins@lonestarlearning.com	Lone Star Learning	Hobbiton Elementary	TEACHER	<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="checkbox"/>	Merry Pippin	mpippin@lonestarlearning.com	Lone Star Learning	Hobbiton Elementary	TEACHER	<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="checkbox"/>	Principal Bilbo Baggins	bbaggins@lonestarlearning.com	Lone Star Learning	Hobbiton Elementary	CAMPUS ADMIN	<input type="button" value="edit"/>
<input type="checkbox"/>	Samwise Gamgee	sgamgee@lonestarlearning.com	Lone Star Learning	Hobbiton Elementary	TEACHER	<input type="button" value="edit"/> <input type="button" value="delete"/>

**Veteran admins: select [View All Users](#) from the left.**

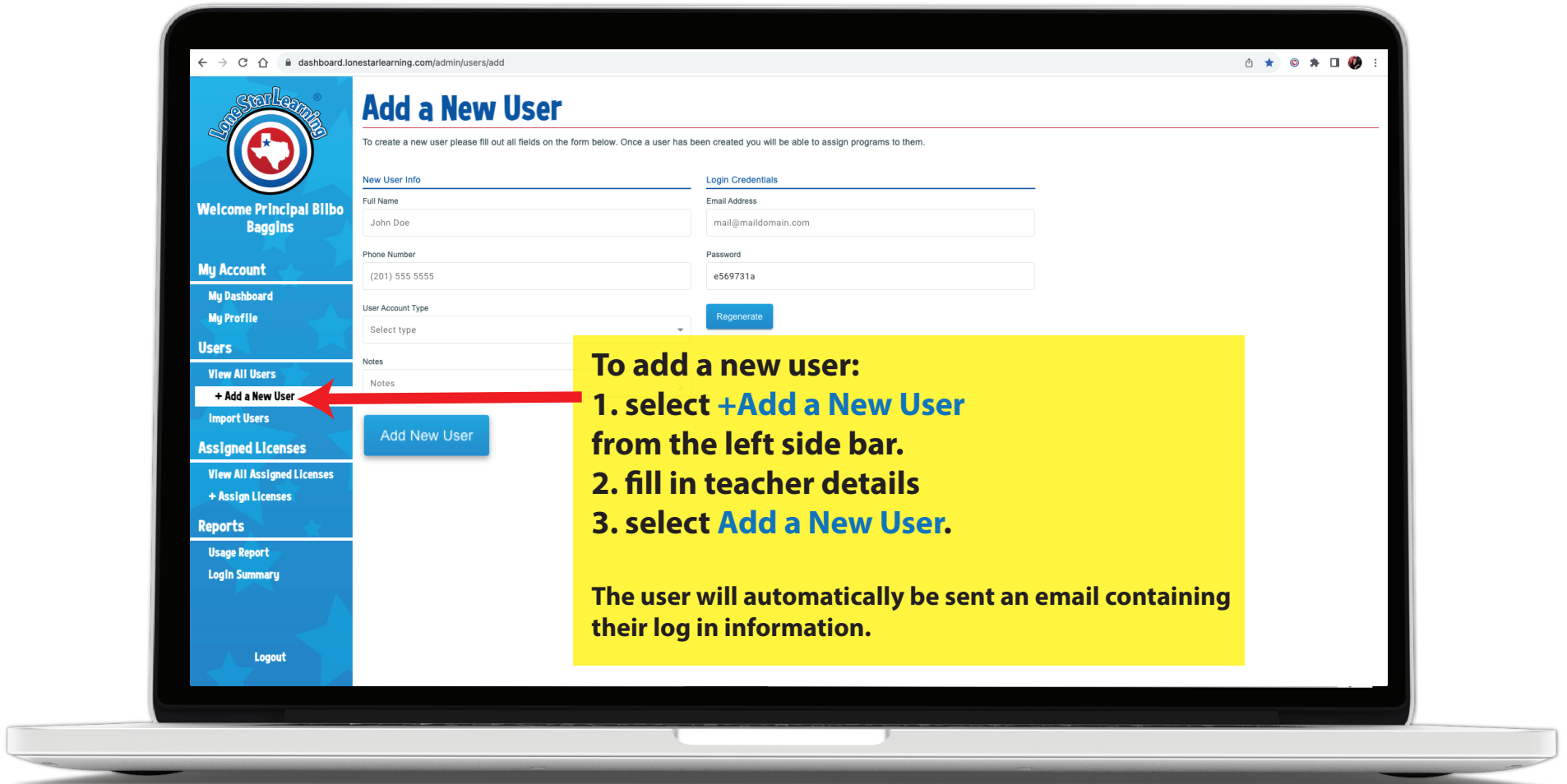
**New admins: select the New Teachers card from your dashboard shortcuts (see previous page) or [+Add a new User](#) on the left sidebar.**

**New Teachers**

[here](#).



# Add User



**To add a new user:**





1. select **+Add a New User** from the left side bar.
2. fill in teacher details
3. select **Add a New User**.


The user will automatically be sent an email containing their log in information.

# Edit User

**LSL Digital Users**

User: Search user by name or email | Account Type: Select type

<input type="checkbox"/>	User name	User email	District	Campus	Type	
<input type="checkbox"/>	Frodo Baggins	fbaggins@lonestarlearning.com	Lone Star Learning	Hobbiton Elementary	TEACHER	
<input type="checkbox"/>	Merry Pippin	mpippin@lonestarlearning.com	Lone Star Learning	Hobbiton Elementary	TEACHER	
<input type="checkbox"/>	Principal Bilbo Baggins	bbaggins@lonestarlearning.com	Lone Star Learning	Hobbiton Elementary	CAMPUS ADMIN	
<input type="checkbox"/>	Samwise Gamgee	sgamgee@lonestarlearning.com	Lone Star Learning	Hobbiton Elementary	TEACHER	

Select the pencil icon  to edit an existing user's information including changing their password, updating name, email address, and phone number.

**Editing Frodo Baggins**

Back to search results

**User Info**

Full Name: Frodo Baggins

Phone Number: 8062223333

User Account Type: TEACHER

**Login Credentials**

Email Address: fbaggins@lonestarlearning.com

Change Password - must be 5 or more characters

Send Login Reminder

Generate password

Notes: Hobbiton Elementary 2nd grade Teacher

Cancel Save Changes

Be sure to **Save Changes** after making any edits.

# Delete a User

dashboard.lonestarlearning.com/admin/users/list

## LSL Digital Users

User:  Account Type:

Advanced filter

<input type="checkbox"/>	User name	User email	District	Campus	Type	<input type="button" value="Delete selected users (1)"/>
<input checked="" type="checkbox"/>	Frodo Baggins	fbaggins@lonestarlearning.com	Lone Star Learning	Hobbiton Elementary	TEACHER	<input type="button" value="Trash"/>
<input type="checkbox"/>	Merry Pippin	mpippin@lonestarlearning.com	Lone Star Learning	Hobbiton Elementary	TEACHER	<input type="button" value="Trash"/>
<input type="checkbox"/>	Principal Bilbo Baggins	bbaggins@lonestarlearning.com	Lone Star Learning	Hobbiton Elementary	CAMPUS ADMIN	<input type="button" value="Trash"/>
<input type="checkbox"/>	Sanshise Gamgee	sgamgee@lonestarlearning.com	Lone Star Learning	Hobbiton Elementary	TEACHER	<input type="button" value="Trash"/>

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**To delete a user:**  
1. select the **check box** to the left of their name  
2. select **trash can** on the right.

Logout

# Add New Users Using CSV Import

If you plan to add a lot of teachers (50+) you can use our import users function. A CSV file can be uploaded to the dashboard. The parameters for the File can be viewed in the CSV example. They must be met exactly for the import to work.

The district and campus details must match what is in our database exactly. (For example, if it says Bree Elementary, it will not work if you type in Bree ES). Campuses must already be loaded into the system prior to CSV import.

If the import fails, a report is generated in the review section that outlines the failed parameters.

Please note that all users will be imported as teachers. If you have users that should be campus admins, please go to View All Users and edit their User Account Type to Campus Admin after your successful import.

Please feel free to reach out to us with any questions about using the CSV import

**CSV Upload**  
1. Users  
2. Import Users

3. View example 4. Upload CSV File 5. Import

**To delete a user**  
• Go to **View All Users** screen  
• select the **checkbox** to the left of their name  
• select the **trash can** on the right.

View All Users	User	User email	District	Campus	Type
<input checked="" type="checkbox"/>	Strand EF	ef@lonestarlearning.com	State ISD	Elementary	SEARCH
<input type="checkbox"/>	Quibbler Queen	queen@lonestarlearning.com	State ISD	Elementary	CREATE LINK
<input type="checkbox"/>	Gandalf Gray	gray@lonestarlearning.com	State ISD	-	DELETE LINK

Once your user list is updated you can move on to managing and assigning the virtual or plus program licenses that you've purchased.

# License Management

## 1. Select View All Assigned Licenses.

The screenshot displays the 'Assigned Licenses List' page. The sidebar on the left contains the Lone Star Learning logo and navigation links: 'Welcome Principal Bilbo Baggins', 'My Account' (My Dashboard, My Profile), 'Users' (View All Users, Add a New User, Import Users), 'Assigned Licenses' (View All Assigned Licenses, Assign Licenses), and 'Reports' (Usage Report, Login Summary). The main content area has a title 'Assigned Licenses List' and a status 'You have 3 unassigned licenses left' with a 'Show more' button. Below this are filter sections for 'User or Assignor', 'Product Name or Family', 'Date Purchased', and 'Invoice'. A table of assigned licenses is shown below, with columns for User, Product Family, Product, Valid, Type, and Assigned By. A yellow callout box on the right contains the text: '2. Licenses ready to be assigned are shown at the top (select Show More). To view licenses that have been assigned: • scroll to view or • select filters to narrow your search'. A red arrow points from the 'View All Assigned Licenses' link in the sidebar to the table.

**Note:** You might see a blank screen here if your campus is new. If your campus has been using our programs, you may see user and product details from previous purchases included here.

# Assign Licenses

Select +Assign License

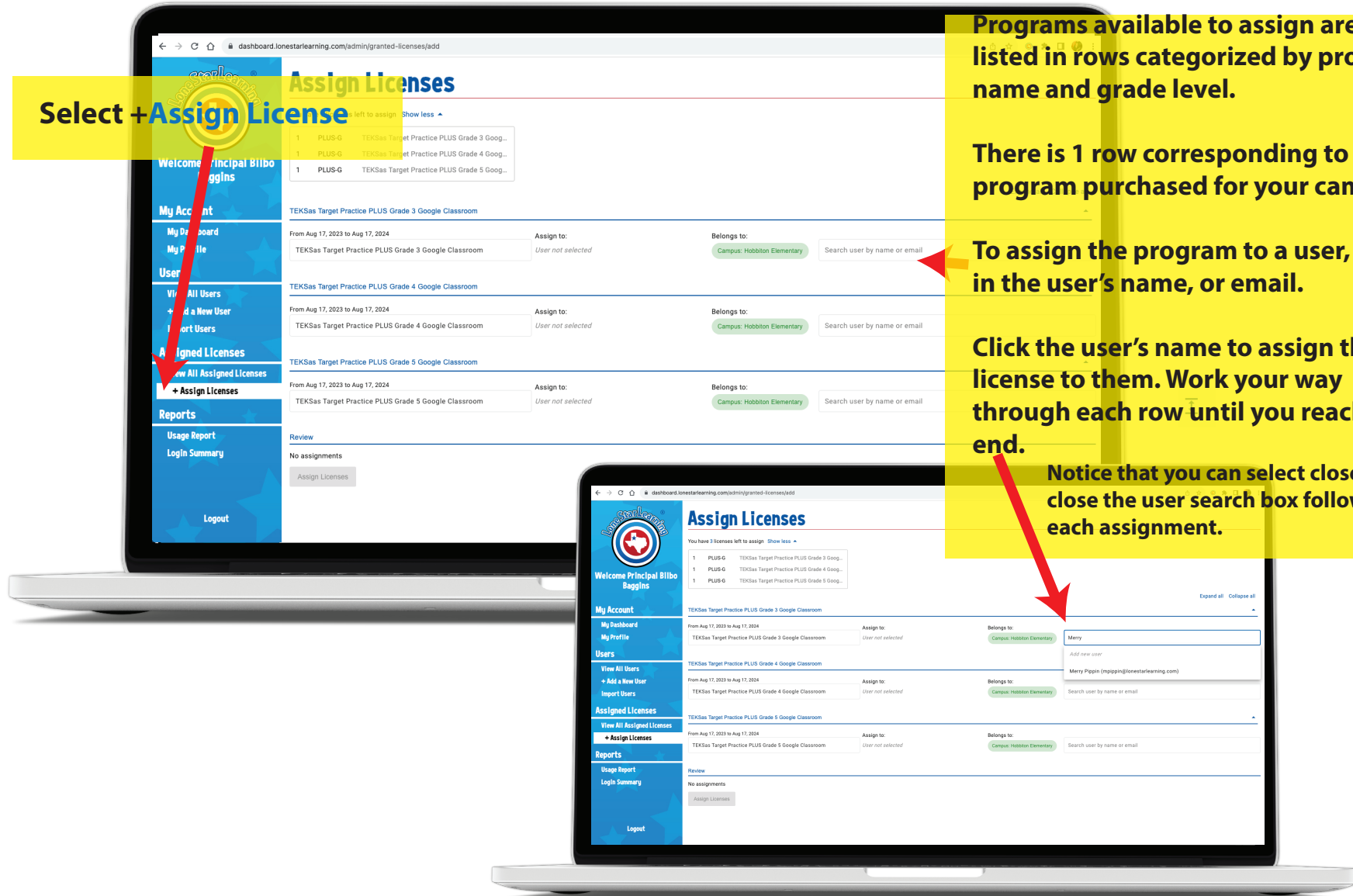
Programs available to assign are listed in rows categorized by product name and grade level.

There is 1 row corresponding to each program purchased for your campus.

To assign the program to a user, type in the user's name, or email.

Click the user's name to assign the license to them. Work your way through each row until you reach the end.

Notice that you can select close to close the user search box following each assignment.



Once you've assigned all of one category, feel free to collapse that category using the arrow under the collapse all at the top right. If you accidentally assign a license to the wrong teacher, go back to the search users field, search for the correct teacher and click their email address to assign that program to the correct teacher. To remove an assignment, you can also select the x next to the user's name in the Assign To: spot. If you run out of time, you can assign part now and part later by selecting the "Assign Licenses" button at the bottom.

# Assign Licenses- Review

**Assign Licenses**

You have 3 licenses left to assign [Show less](#)

1	PLUS-G	TEKSas Target Practice PLUS Grade 3 Goog...
1	PLUS-G	TEKSas Target Practice PLUS Grade 4 Goog...
1	PLUS-G	TEKSas Target Practice PLUS Grade 5 Goog...

**Review**

Assign TEKSas Target Practice PLUS Grade 3 Google Classroom to [mpippin@lonestarlearning.com](#)

From Aug 17, 2023 to Aug 17, 2024

[Assign Licenses](#)

**Be sure to double check your assignments in the review area. Then, select Assign Licenses.**

**A pop up will confirm that your licenses were successfully assigned. You'll be directed to your View All Assigned Licenses screen, where you can view the assignments.**



# Unassign Licenses

1. Select **+View All Assigned License**

Assigned Licenses List

You have 3 unassigned licenses left [Show more](#)

Filter

User or Assignor  Product

Date Purchased  Invoice

Start date - End date  Invoice number

Show expired Licenses

Delete selected assignments (1)

User	Product Family	Product	Date Purchased	Invoice number	Valid	Type	Assigned By
<input checked="" type="checkbox"/> bbaggins@lonestarlarning.com	SDQ	Target the Question Kindergarten Spanish	Jul 20, 2023	renewal test 7/20/23	Jul 20, 2023 Aug 20, 2023	STANDARD	bbaggins@lonestarlarning.com
<input type="checkbox"/> mpippin@lonestarlarning.com	SDQ	Target the Question Grade 1 Spanish	Jul 20, 2023	renewal test 7/20/23	Jul 20, 2023 Aug 20, 2023	STANDARD	bbaggins@lonestarlarning.com
<input type="checkbox"/> sgamgee@lonestarlarning.com	SDQ	Target the Question Grade 2 Spanish	Jul 20, 2023	renewal test 7/20/23	Jul 20, 2023 Aug 20, 2023	STANDARD	bbaggins@lonestarlarning.com
<input type="checkbox"/> sgamgee@lonestarlarning.com	SDQ	Target the Question Kindergarten Spanish	Jul 20, 2023	renewal test 7/20/23	Aug 20, 2023 Sep 20, 2023	RENEWAL	bbaggins@lonestarlarning.com
<input type="checkbox"/> mpippin@lonestarlarning.com	SDQ						bbaggins@lonestarlarning.com
<input type="checkbox"/> bbaggins@lonestarlarning.com	SDQ						bbaggins@lonestarlarning.com
<input type="checkbox"/> bbaggins@lonestarlarning.com	DQ						bbaggins@lonestarlarning.com

2. Select the **check box** to the left of the user's name

3. Select the **trash can** on the right to delete selected assignments.

This "unassigns" the license. It will be available for you to reassign in the Assign Licenses area. Follow the previous instructions to assign your license to a new user.

# Product Usage

Don't forget that you have access to valuable reporting tools! To help ensure that your team is on track, you can quickly view log in and usage data for virtual and Plus programs in our reporting area.

**Usage Reports**

Select date range to generate report - optional  
Start date - End date

Grade: optional  
All

Status: optional  
All

Show more options


Product	User	Grade	Date Purchased	Invoice number	Valid	Virtual Board Uses	Plus assignments	Last Used
TEKSes Target Practice Grade 3	oct@lonestarlarning.com	3rd Grade	May 30, 2023	test 5/30	May 30, 2023 May 30, 2024	0	0	-
TEKSes Target Practice PLUS Grade 1 Google Classroom	Assigned to self	1st Grade	Aug 2, 2022	1	Aug 2, 2022 Aug 2, 2023	0	0	-
Target the Question PLUS Grade 1 Schoology	Assigned to self	1st Grade	Aug 2, 2022	1	Aug 2, 2022 Aug 2, 2023	0	0	-
target NLA PLUS Grade 1 Canvas	Assigned to self	1st Grade	Aug 2, 2022	1	Aug 2, 2022 Aug 2, 2023	0	0	-

You have 20 ungranted/unallocated licenses left. Show more

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**Select Usage Report on your account's dashboard to view number of logins and most recent log in data.**

- Virtual Board Uses are tracked each time the teacher selects Start Program from their Lone Star Learning dashboard.
- Plus assignments are tracked via an API interface between our dashboard and the teacher's Plus account in Google Classroom, Schoology, or Canvas. Each assignment that the teachers make is recorded.

You can view a more detailed report of usage for a program by selecting the arrows  to the right of the license. Various export options are available for sharing reporting details as needed. Note that large report requests will take time and often run overnight.