District Admin Instructions

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Click a title to navigate to the page you need.

Your district has programs that are ready to be allocated!
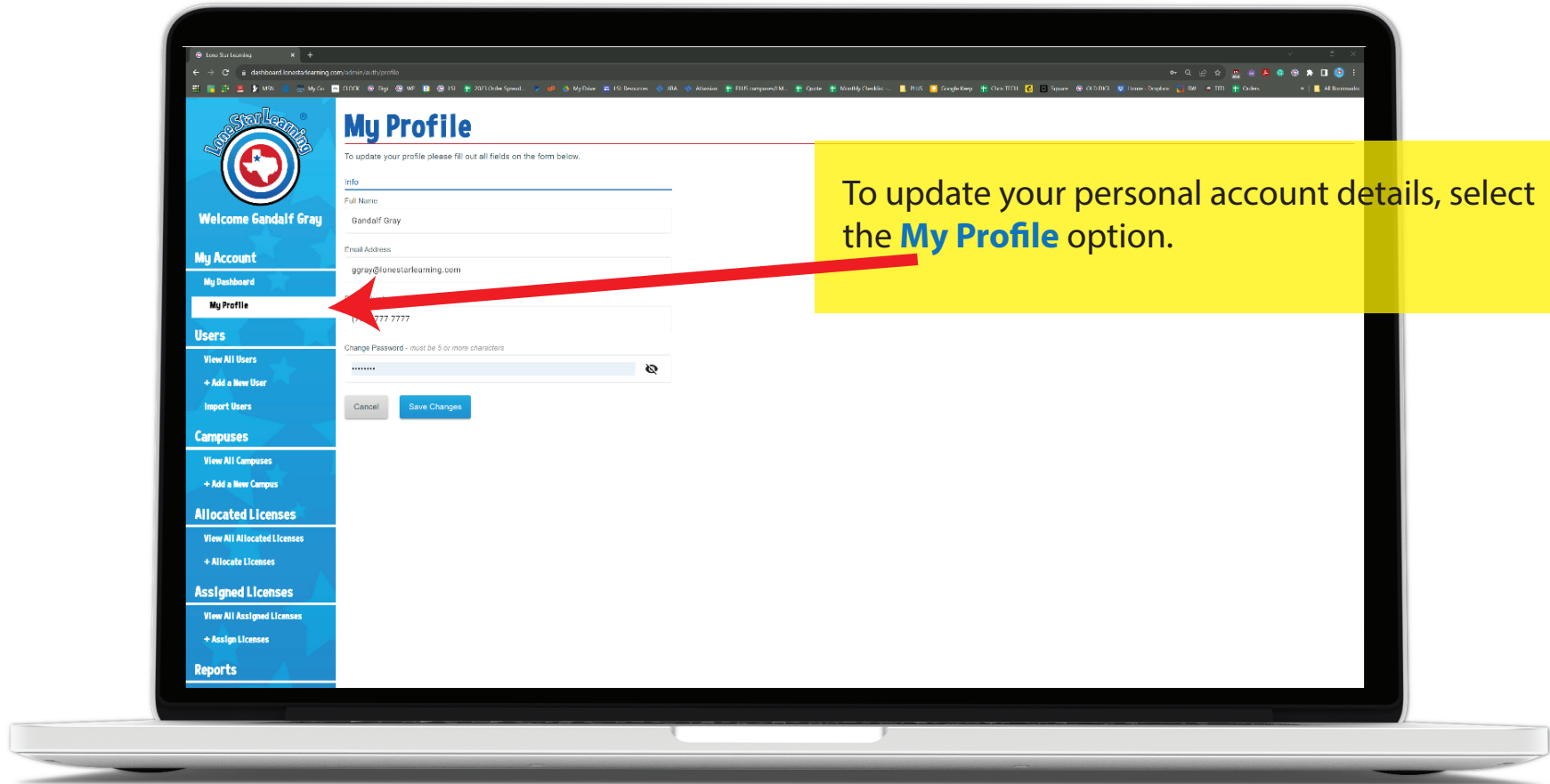
As district admin you will be:
- allocating licenses to campuses
- allowing campus account managers (or admins) to assign to their teachers.

Once licenses are allocated, campus admins will be notified that they have licenses ready to be assigned to teachers. As district admin, you'll be able to view the assignments they make as well as usage reports for their users.
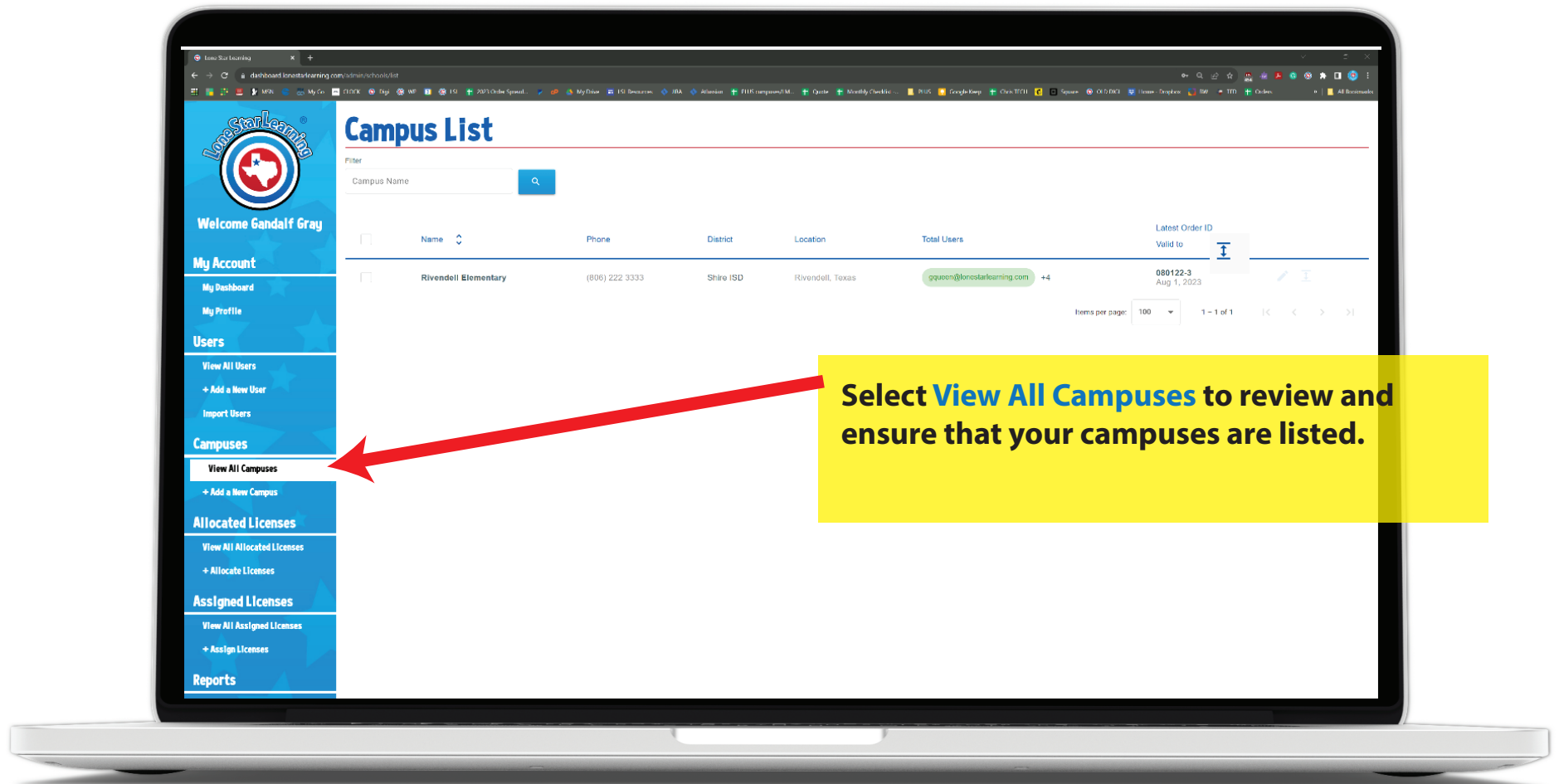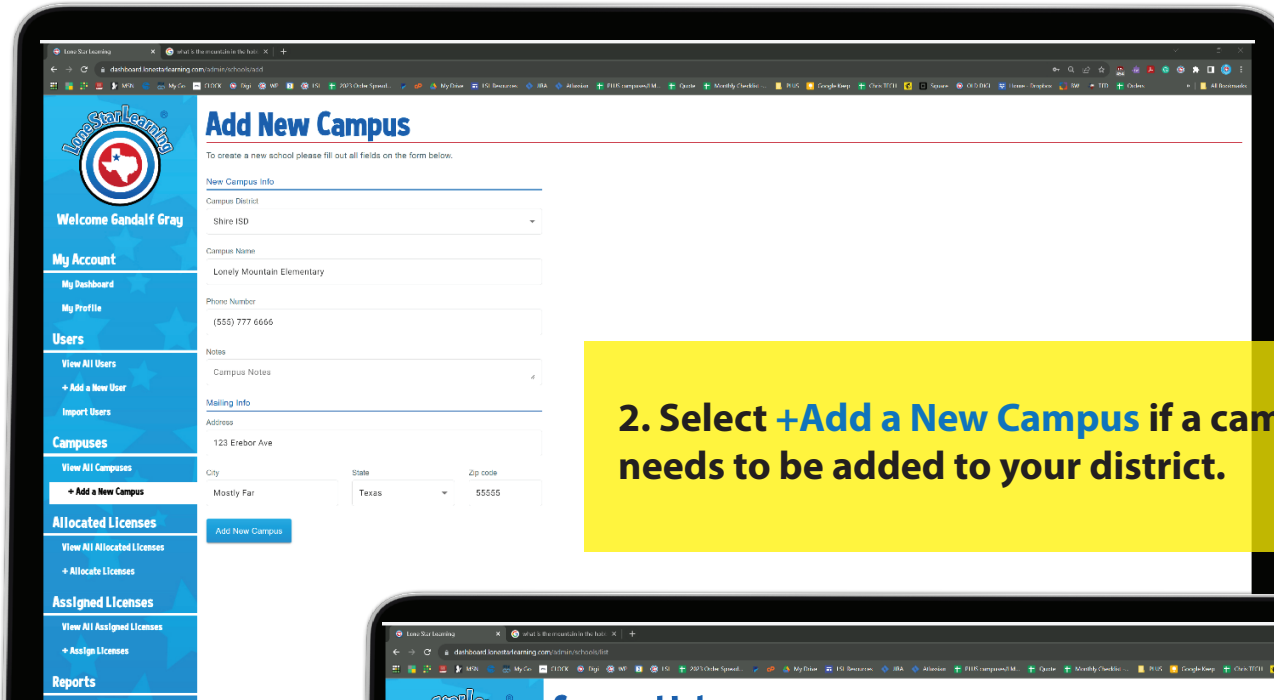
Begin by logging in at
dashboard.lonestarlearning.com

4 ways to sign in:
- **user name and password**
- **Google account**
- **ClassLink**
- **Clever**

•To set up Clever)single sign on), select that option and follow the prompts.

•To set up ClassLink, log in with your email address and password and look for this button **on your dashboard.**

Set Classlink Tenant Id

Enter the 5 digit code for your district, and save. (If you do not see this option, ClassLink login is already enabled for your district.)

Welcome to My Dashboard!

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

Add, Delete, or Edit a Campus

Select **View All Campuses** to review and ensure that your campuses are listed.
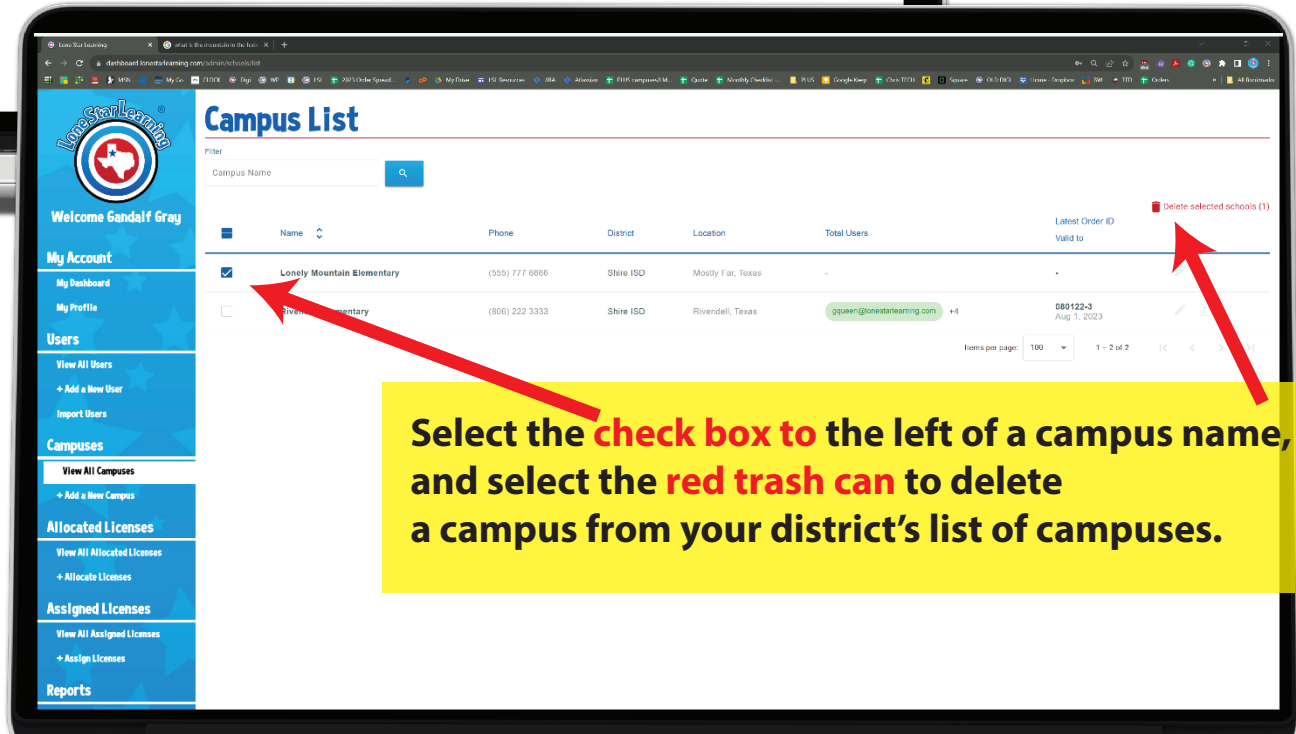
Add, Delete, or Edit a Campus

Add a Campus

2. Select +Add a New Campus if a campus needs to be added to your district.

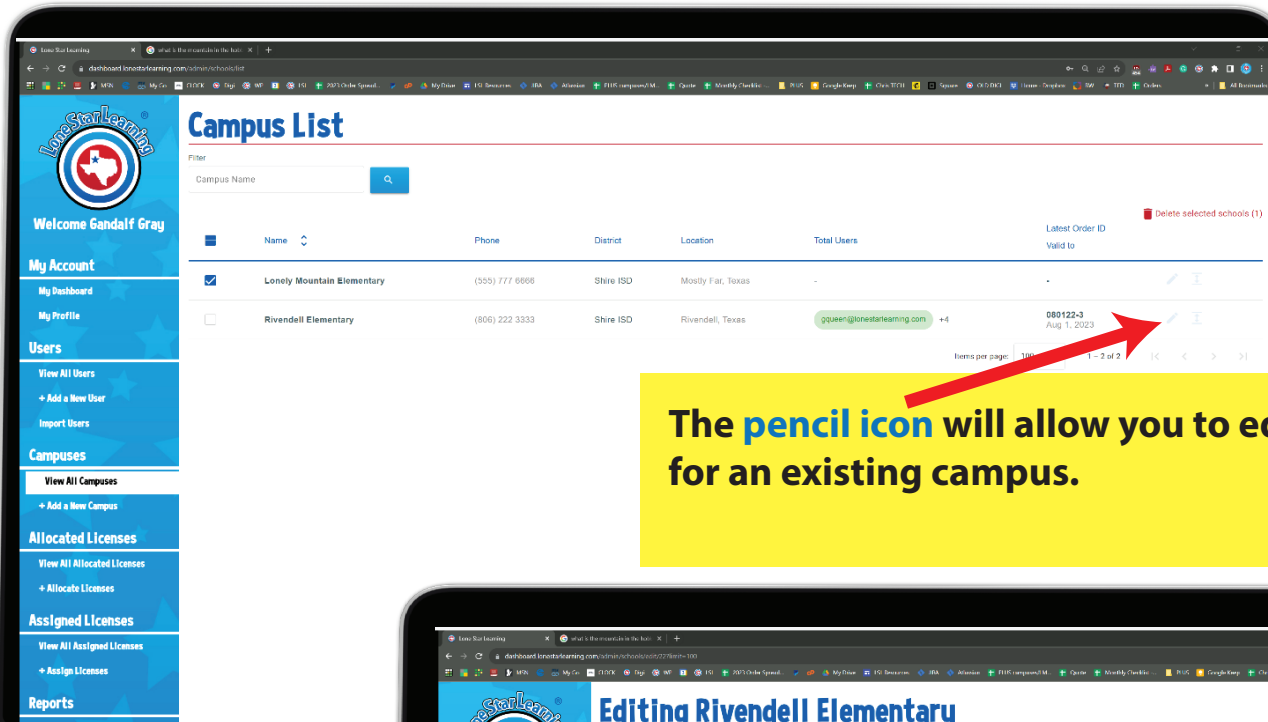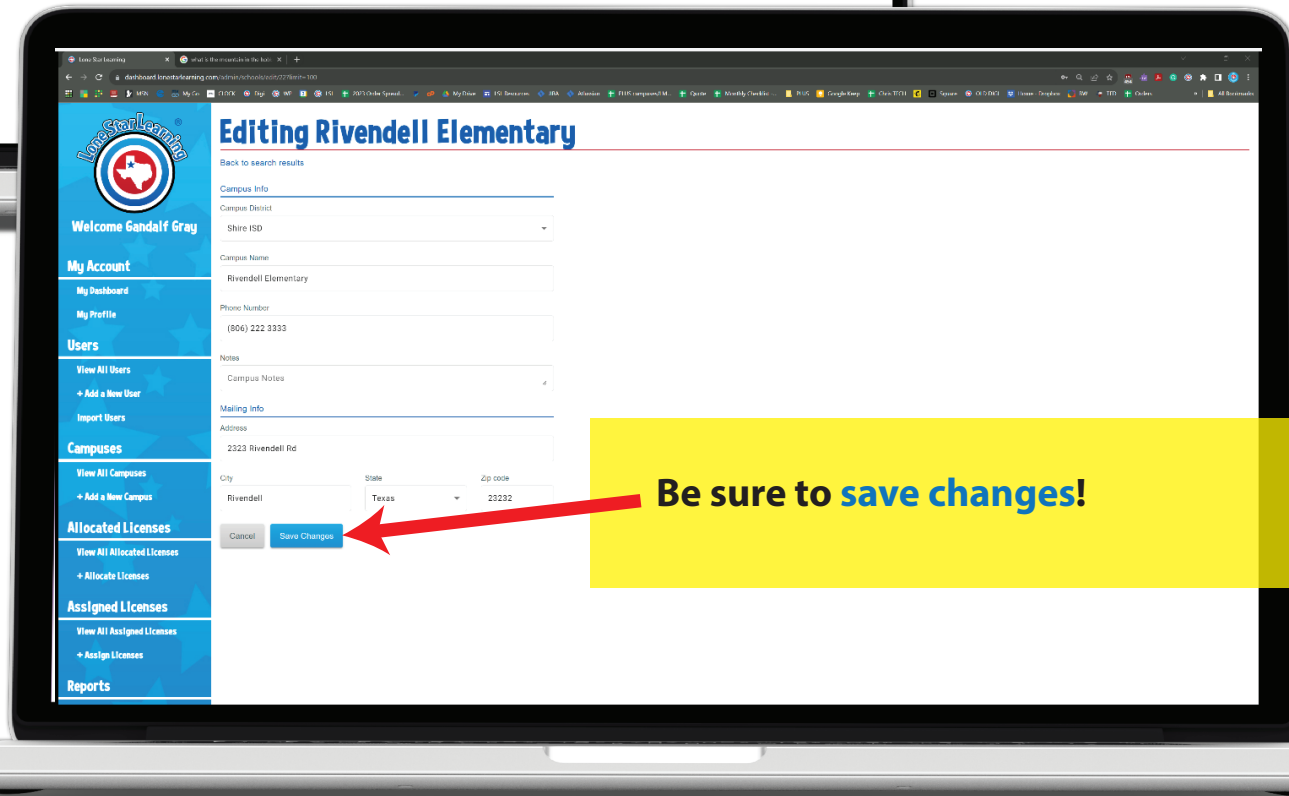## Delete a Campus

Select the check box to the left of a campus name, and select the red trash can to delete a campus from your district's list of campuses.

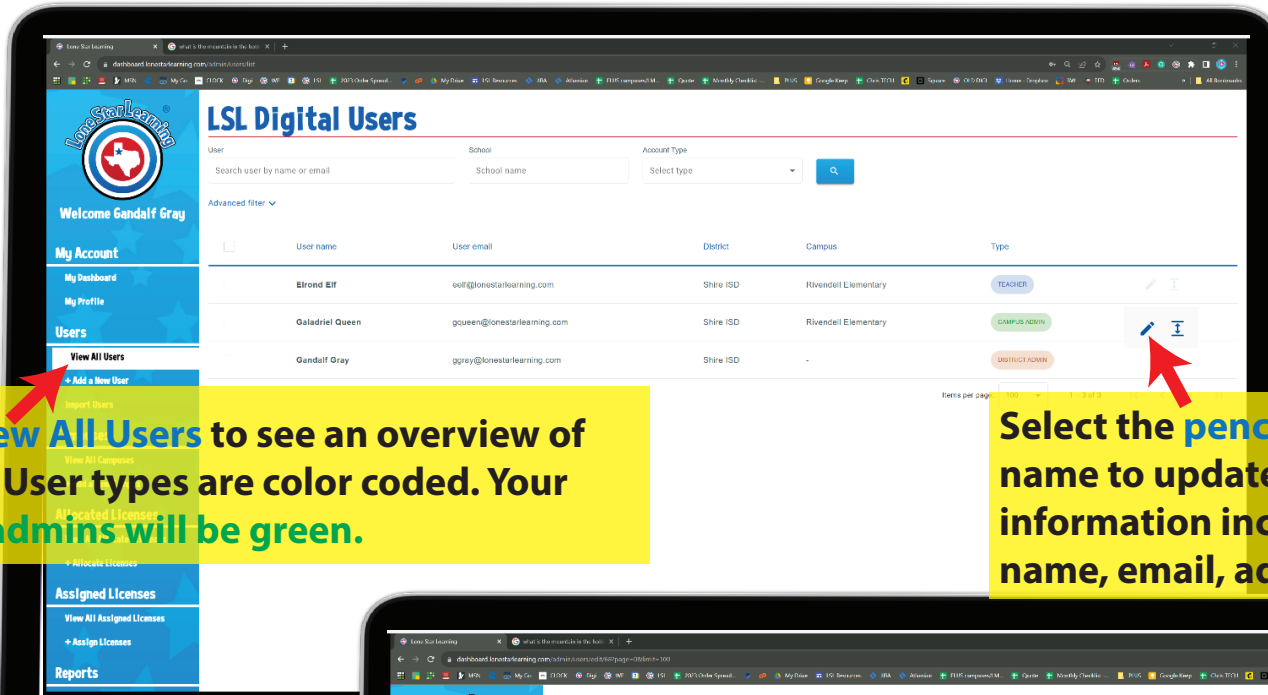# Add, Delete, or Edit a Campus

Edit a Campus

The **pencil icon** will allow you to edit details for an existing campus.

Be sure to **save changes**!

Add or Update Campus Admins

Select View All Users to see an overview of all users. User types are color coded. Your **campus admins will be green.**

Select the pencil icon ✏️ **to the right of the name to update an existing user's information including changing password, name, email, address, phone number,**
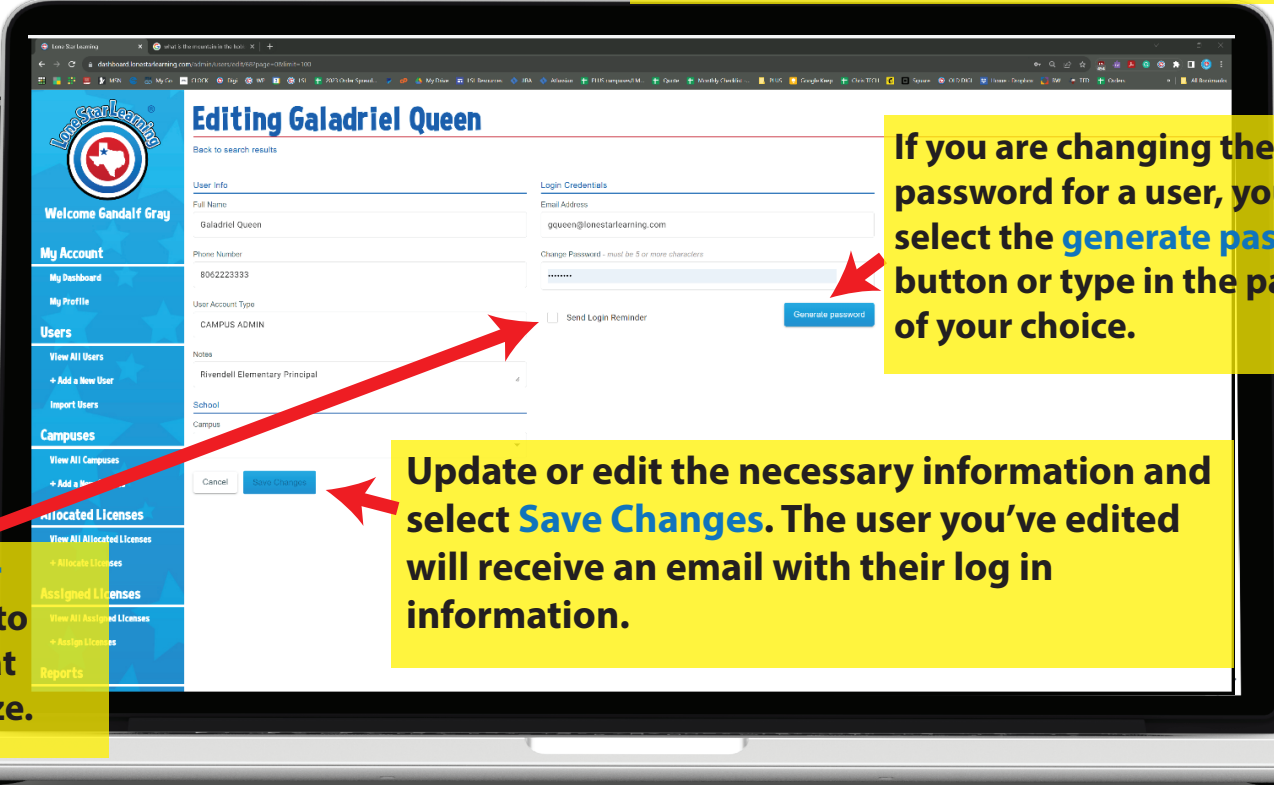
**If you are changing the password for a user, you can select the generate password button or type in the password of your choice.**
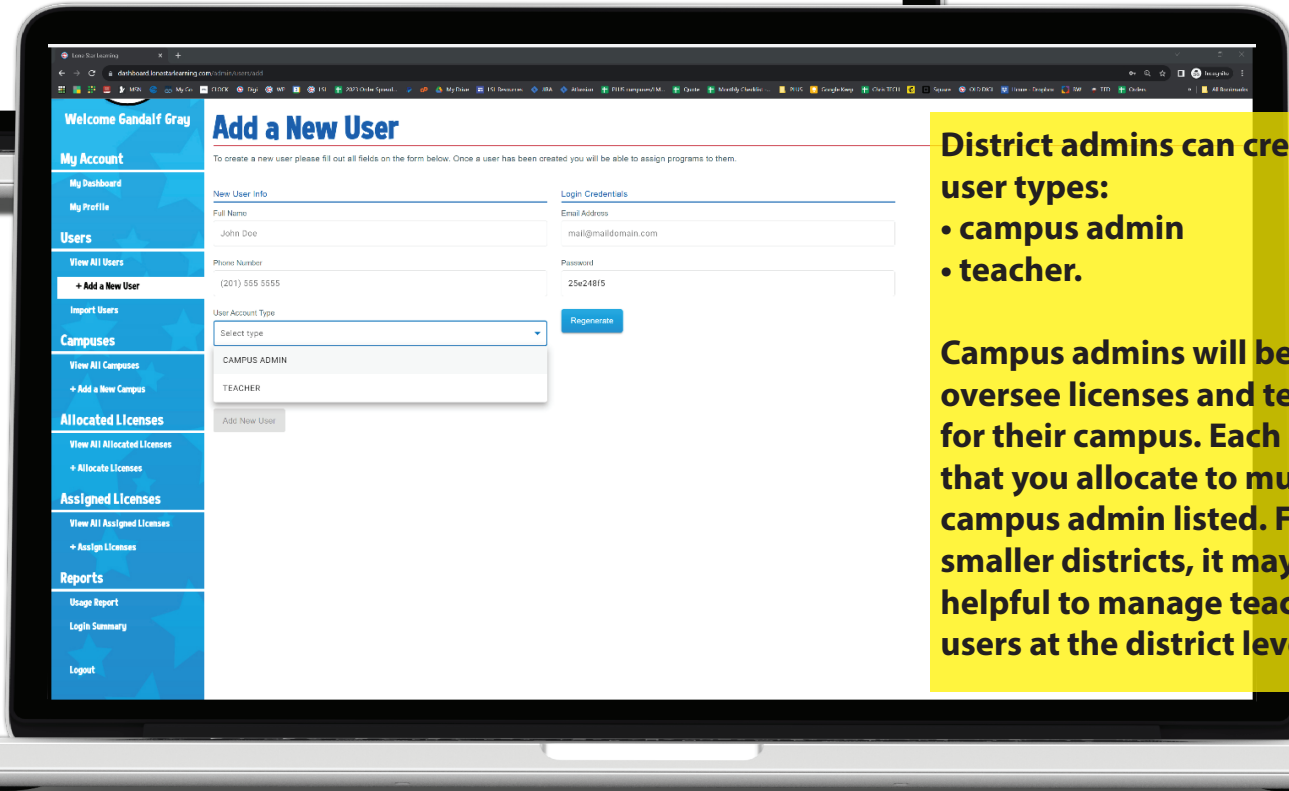
Selecting the login reminder check box initiates an email to the user reminding them that they have a program to utilize.

Update or edit the necessary information and select Save Changes. The user you've edited will receive an email with their log in information.

Add New User
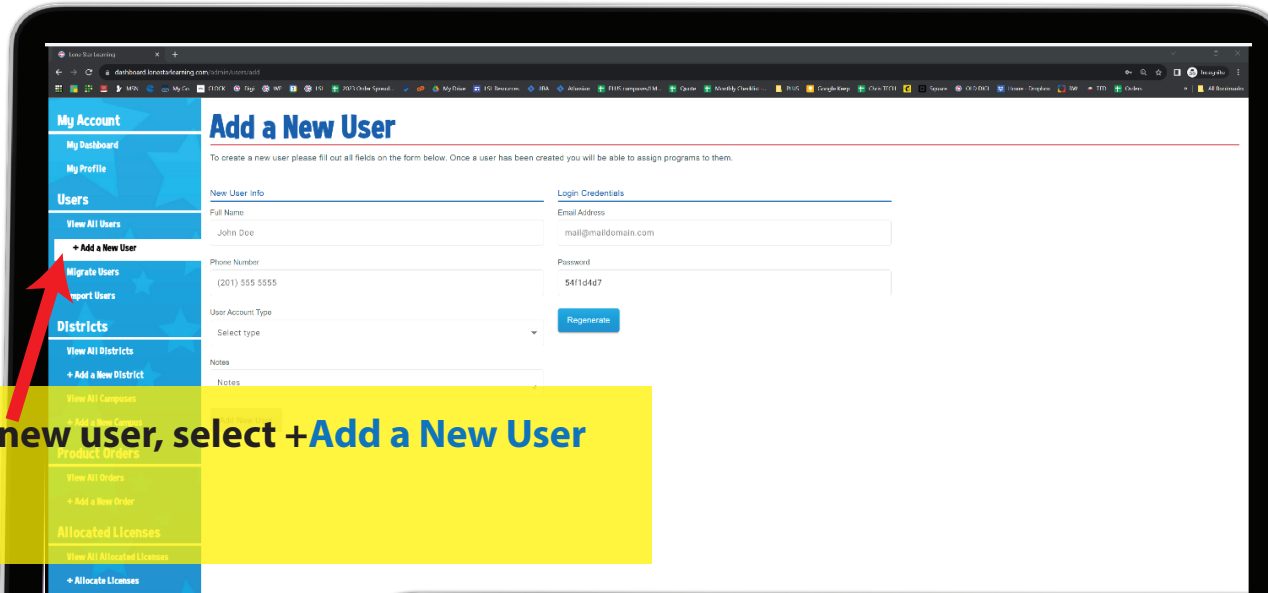
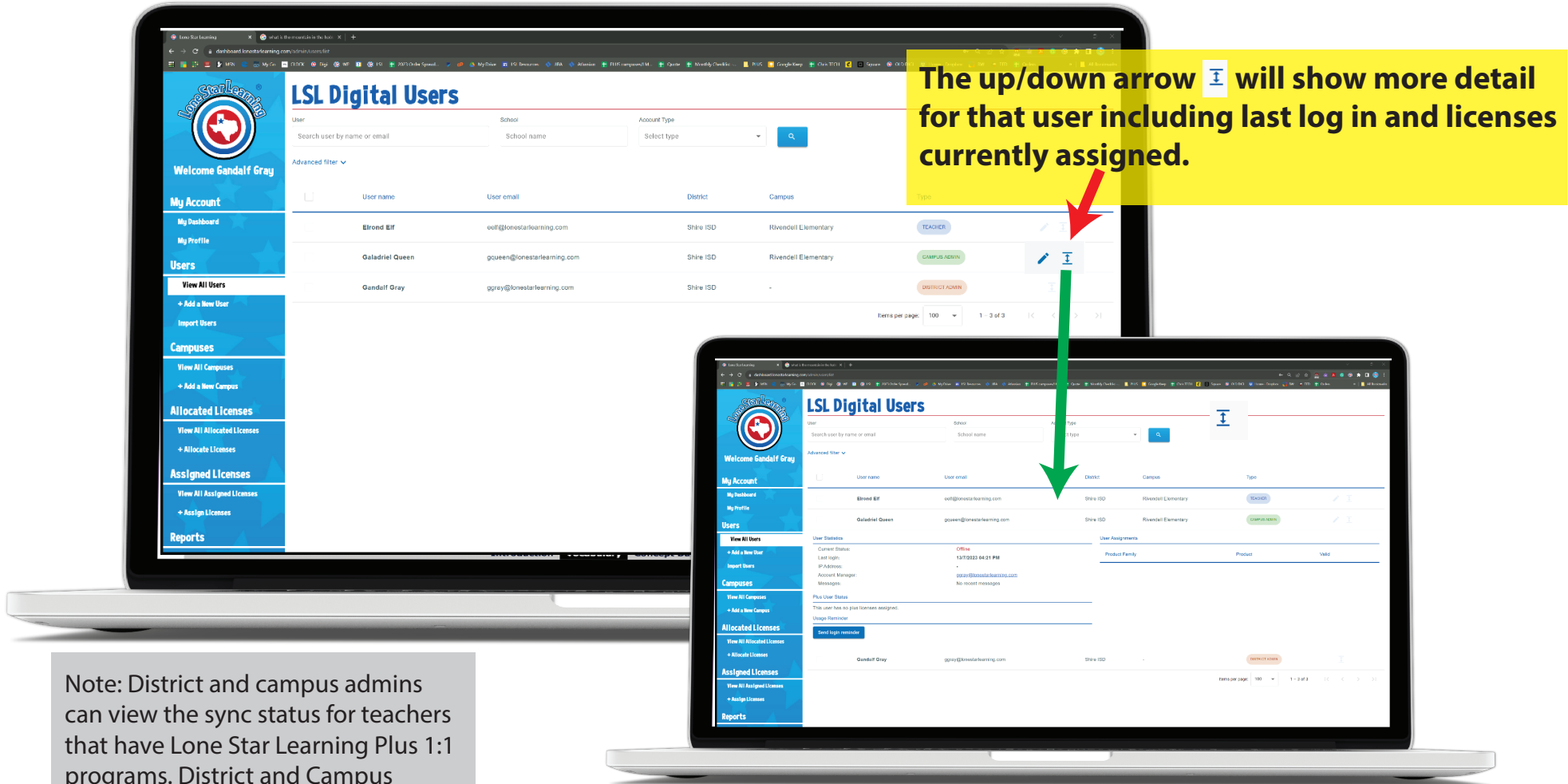**To add a new user, select +Add a New User**

District admins can create 2 user types:
• campus admin
• teacher.

Campus admins will be able to oversee licenses and teachers for their campus. Each campus that you allocate to must have a campus admin listed. For smaller districts, it may be helpful to manage teacher users at the district level.

Add or Update Campus Admins

The up/down arrow ⬍ will show more detail for that user including last log in and licenses currently assigned.

Note: District and campus admins can view the sync status for teachers that have Lone Star Learning Plus 1:1 programs. District and Campus admins can assist teachers to sync the Lone Star Learning dashboard to their Plus 1:1 program in their learning platform by selecting the Sync Plus Account button, or by Emailing Instructions for sync to the teachers. The option to send login reminders to teachers is also included in this area.

Plus User Status

This user has not registered their account.

Email Instructions

Usage Reminder

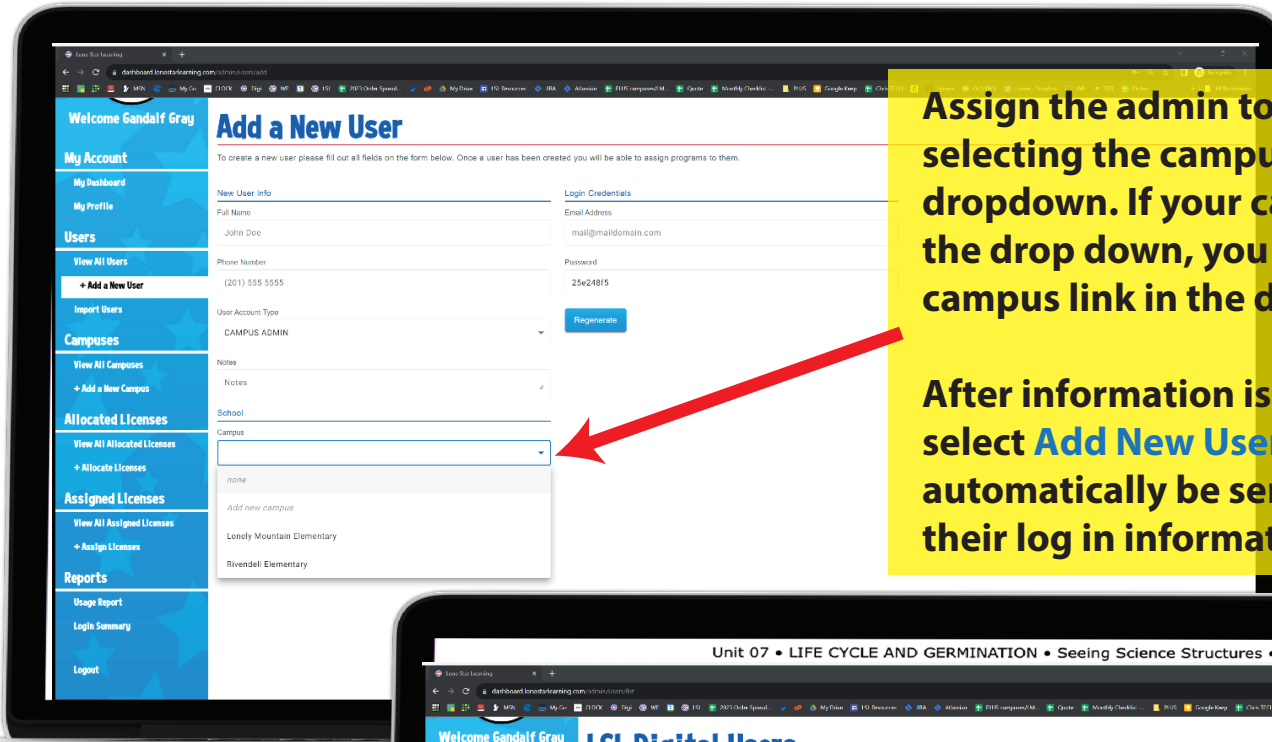**Send login reminder**

Plus User Status

There have been changes since user last synced.

Last sync: 12/6/2023 11:05 AM

Sync Plus Account

Usage Reminder

Send login reminder

Add New User

Assign the admin to their campus by selecting the campus name in the dropdown. If your campus is not listed in the drop down, you can use the add new campus link in the drop down to create one.

After information is entered for that user, select **Add New User**. The user will automatically be sent an email containing their log in information.
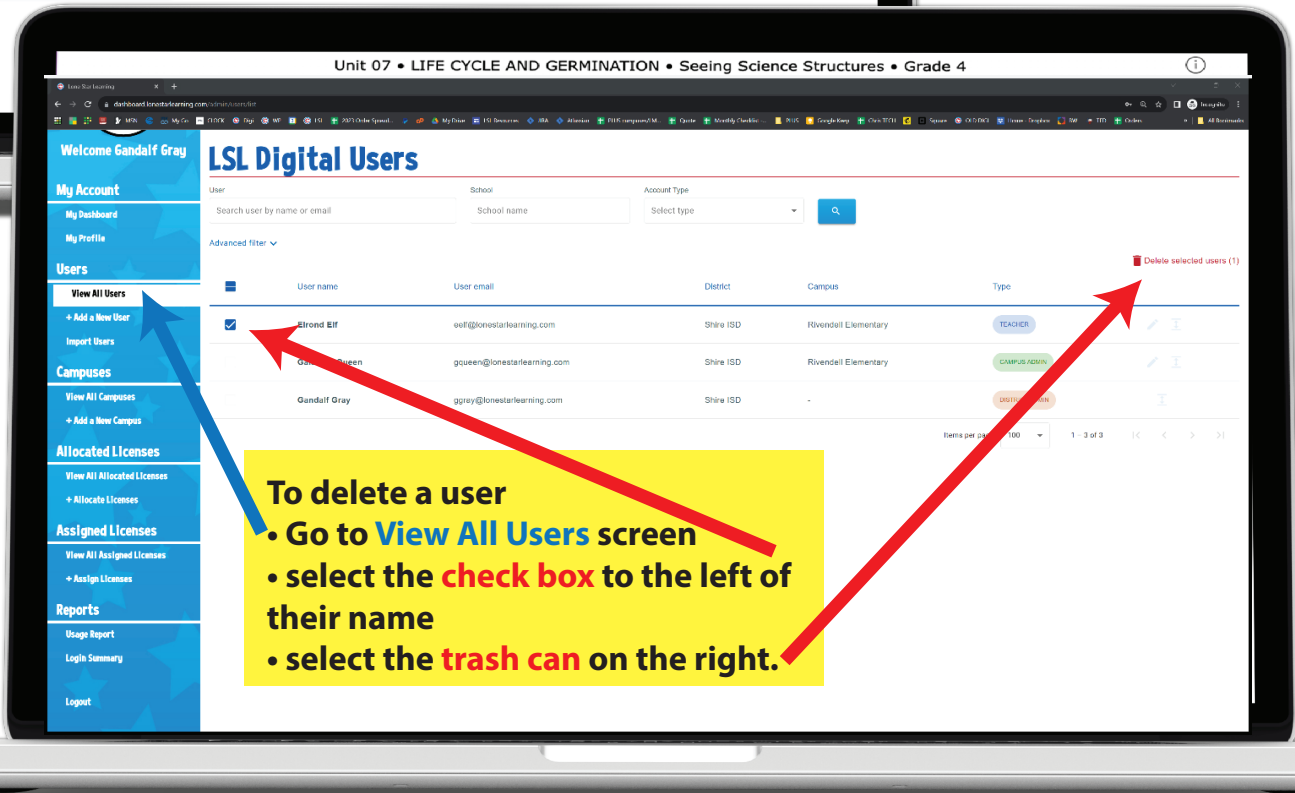
To delete a user
- Go to **View All Users** screen
- select the **check box** to the left of their name
- select the **trash can** on the right.

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. 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 check box to the left of their name
• select the trash can on the right.

License Allocation

When you allocate licenses, you are distributing them between different campus locations and allowing campus admins to assign them to teachers:

Select **View All Allocated Licenses**.

Show more at the top lists any "unallocated licenses."

These are ready to be allocated between your campuses. Any active licenses and their users can be viewed on this screen. If you are with a district that has previously purchased Lone Star Learning materials, you will see those details here.

Notice color coding: Key:
- **District Admins**
- **Campus Admins**
- **Lone Star Learning Admins**
- **Teachers**

This screen can serve as a quick visual reference to see if your campus admins have assigned the materials out to their teachers. The columns provide details listing how many licenses, where they've been allocated, how many have been reallocated and if they've been assigned to teachers.
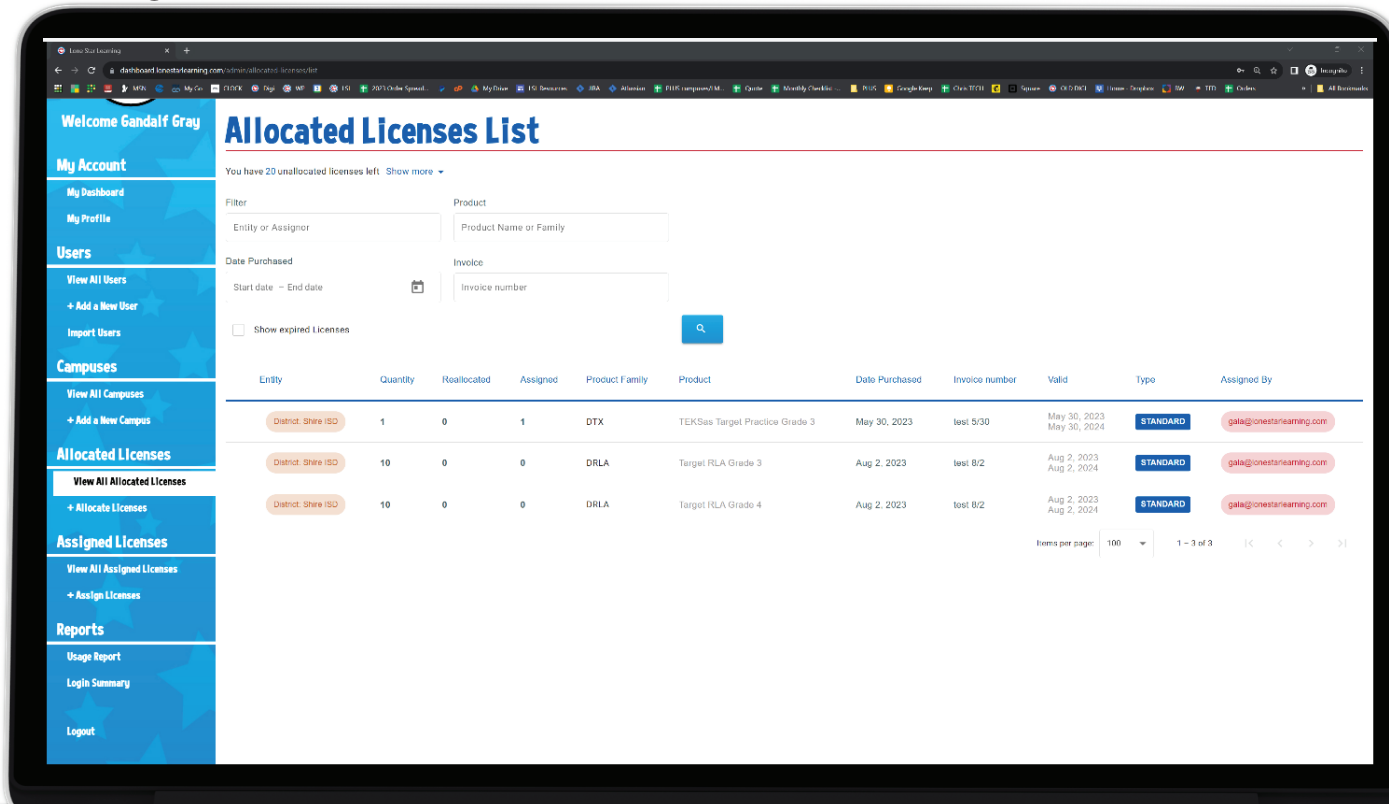
License Allocation

Allocate licenses to your campuses by selecting **+Allocate Licenses**.

Allocate Licenses

You have **20** unallocated licenses left Show less ▲

| 10 | DR | Target RLA Grade 3 |
| 10 | DR | Target RLA Grade 4 |

To allocate new licenses please fill the form below.

Select Recipient

Rivendell Elementary

School: Rivendell Elementary ✕

Recipient Licenses

Campus: Rivendell Elementary

| Quantity | Product |
| 1 | Select Product ▾ |

⊕ Add new product row

Review

Allocate -license/s of -to Campus: Rivendell Elementary

Allocate Licenses

See number of unallocated licenses available to assign at the top by selecting **show more**.

Allocate licenses one campus at a time.

Enter the campus you wish to allocate to in the **Select Recipient** field and click it so that it shows in a green oval below

Lone Star Learning®
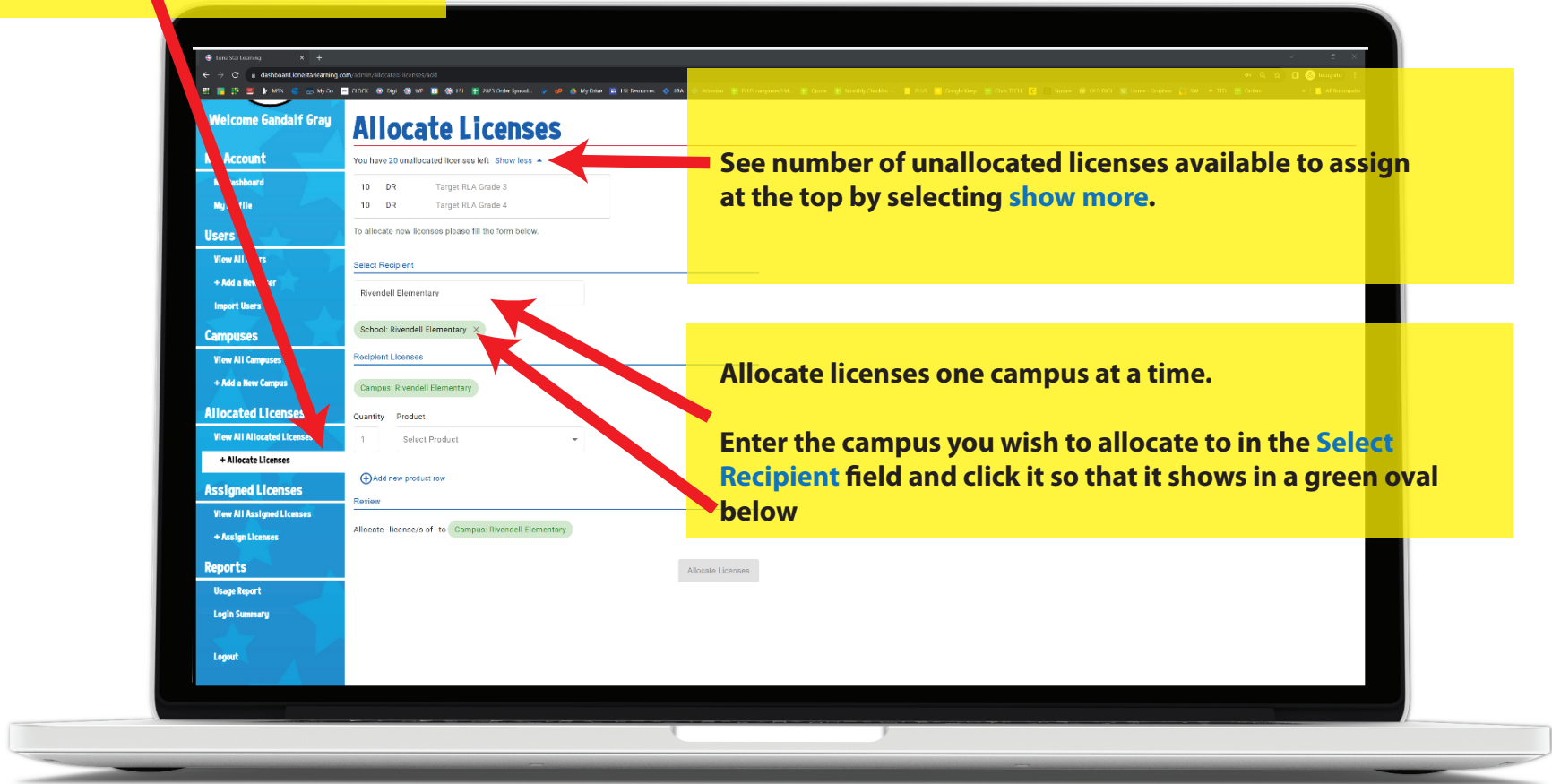
License Allocation

After you've selected the campus:

List the licenses you wish to allocate and their respective quantities. One line of product is already available to you.

Enter the quantity (even if the quantity is 1, you must type it into the field) **and use the product drop-down to select the program name.**

Additional product rows can be added for each type of program, or program grade level that you have purchased.

Once you've added the licenses you need to allocate to that campus, select Allocate Licenses.

The number of licenses available will show in small print below the product. This number ticks down each time you select allocate licenses. The system will not allow you to allocate more than has been purchased.

Follow these steps for each campus that you need to allocate licenses to.

If you need to remove a product row, use the x to the right of the product row you wish to delete.

Review your chosen allocations and select the Allocate Licenses button to confirm. The admin for your selected campus will receive an email notification with instructions to assign the programs to teachers.

If you have allocated a license to a campus and need to remove it to allocate to another campus, visit the View All Allocated Licenses screen, select the check box next to the licenses you need to unallocate and use the trash can to "unallocate." Follow the previous steps again to allocate licenses to the correct campus.

Note that once campus admins have assigned the licenses to teachers, allocations can not be changed.

Pro Tips
License Allocation

- **Which rows can be unallocated?**
    - Rows that are highlighted in green indicate that all licenses of that grouping have been assigned to teachers. **These can not be unallocated.**
    - Rows that are white indicate groups of licenses that are not assigned to teachers or are only partially assigned to teachers.
    - Selecting a row for unallocation is only possible when the assignment column shows 0. In cases where the assignment column is 0, you can move your cursor to the left of that row, and a box will appear. Select the box and then select the trashcan in the upper right corner to unallocated the license. You can then follow the steps above to reallocate the licenses to the correct campus.

- **License allocation has intricate steps involved to help ensure that changes do not affect teachers that are already up and running.**

The coloration (green or white) can assist district admins in identifying assignments that are still in progress or only partially completed. The goal is to see all green, which would indicate all licenses that have been allocated are assigned to teachers.

If you have any questions or if you need assistance with allocations, please email details to info@lonestarlearning.com and we will happily review and guide you as needed.

- **Allocations can be easily reviewed in various groupings by using the filters at the top of the screen.**

Selecting View All Allocated Licenses and filtering by campus, admin name or email, or product name can be helpful in determining if there are still licenses available to allocate.
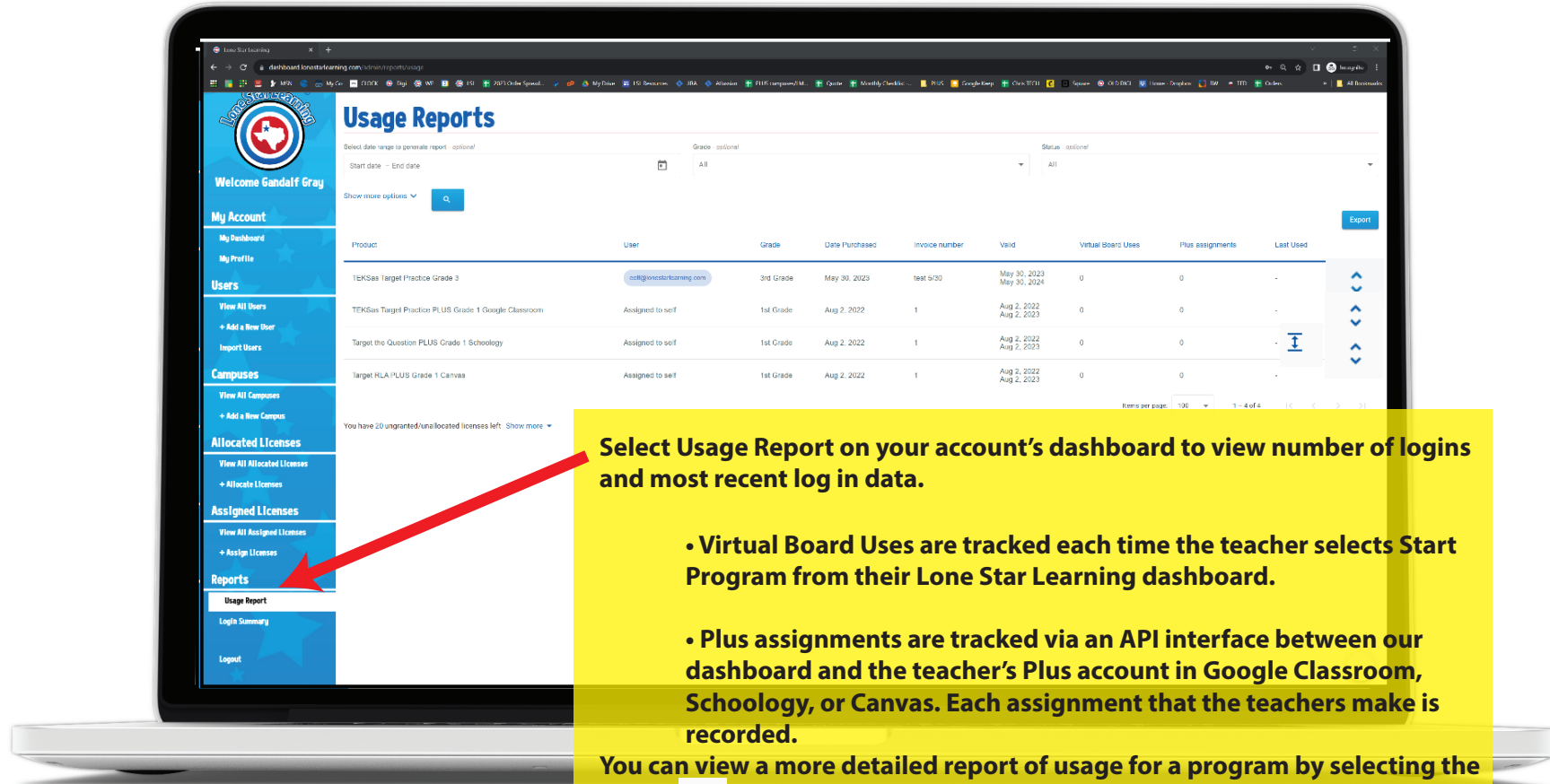
Date Purchased can help narrow down results when many purchases have been completed.

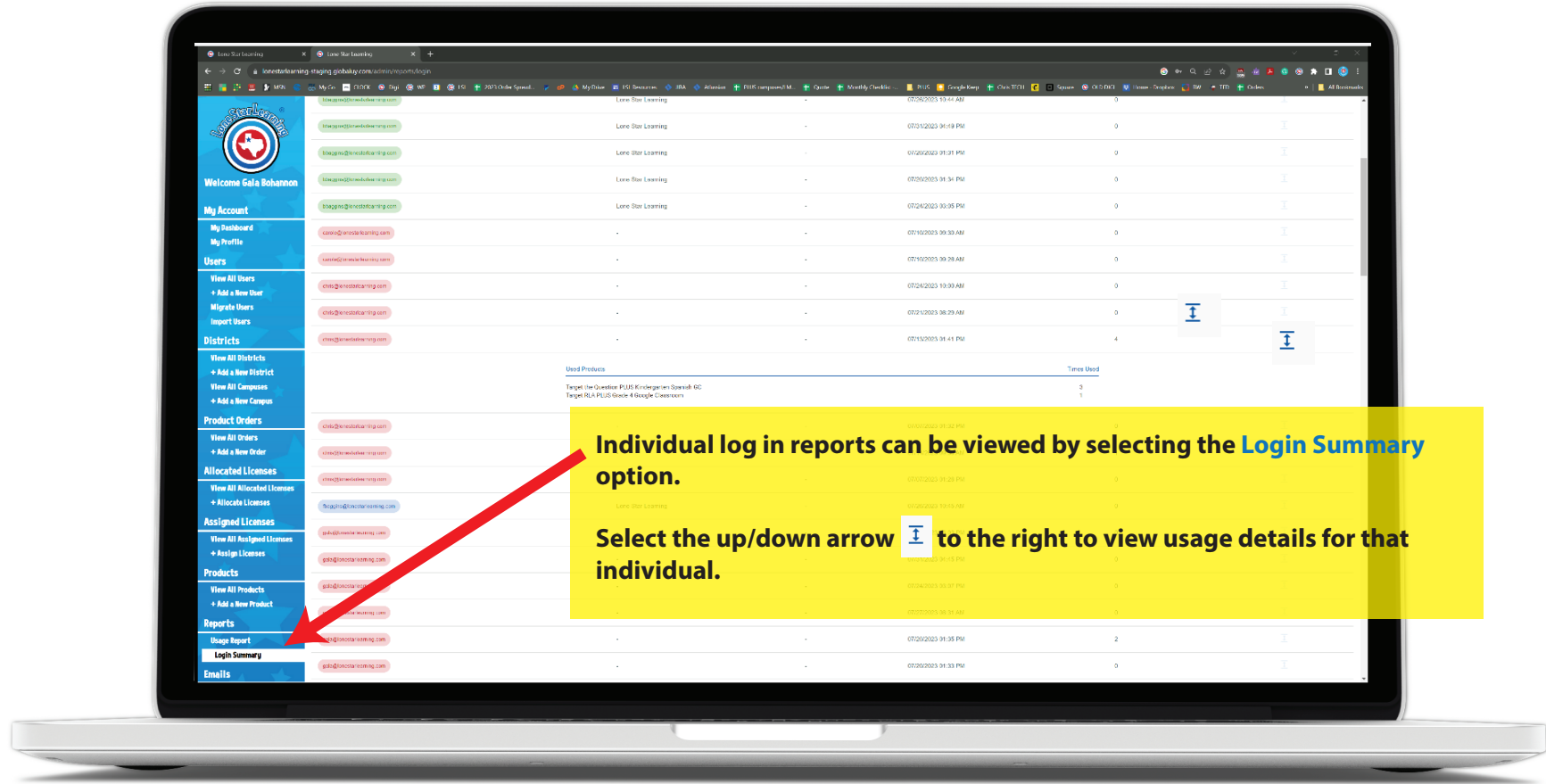Using the invoice field can help break up allocations by purchase.
If you are unsure of the invoice number, please reach out to info@lonestarlearning.com. The invoice number column may be of assistance as well.

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.

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.

Product Usage

Individual log in reports can be viewed by selecting the **Login Summary** option.

Select the up/down arrow ⏸ to the right to view usage details for that individual.

Do you need help?
https://store.lonestarlearning.com/free-resources/
https://store.lonestarlearning.com/tutorials/
800/575-1424
806/281-1424

▪ Break up your usage report by campus using the campus filter, grade level, and product filters.

Layer your filters to get exactly what you are looking for. For example: Usage reports for the last month, grade 3, at Lone Star Elementary. Share your reports using the numerous export options.

▪ Are you a district that uses both virtual and Plus licenses?

Break up your license types in your reports by typing in the word Plus for the product field. This will only show Plus users. It will work for virtual board users in the same fashion if you type in virtual board. Programs will be grouped by purchase date, product type, then user. Each time you run your report, selecting the same parameters means that you will have accurate comparisons to show progress and fidelity of use.

▪ Use your exports to your advantage!
Do you run a monthly report? Email it to yourself or your team! CSV files can be easily loaded into a shareable google sheet for collaboration with your campus admins. If you're a district that uses Plus 1:1 programs, you can request a more detailed report in the export options. These reports run overnight. Return the next day to retrieve a report that will track the usage habits of your teachers. This detailed report shows assignments that have been made by your teachers and opened by at least 1 student in the assigned group. Interested in more details about the numbers you are seeing? Check out our FAQ or email us for assistance at info@lonestarlearning.com