Teacher Guide

Overview

RALLY!Education Online is an easy-to-use, online instructional and assessment facility. It consists of several different online programs including Essential Skills Reading Online and Reading Tracker Online.

There are three types of users of RALLY!Education Online – students, teachers and coordinators.

Contents

Page

Getting Started 2

Teacher Home Page 3

Edit Personal Information 5

Add/Edit Students 6

Teacher Guide 8

Change Account 8

Product Specific Links 9

Visit RALLY! Education 9

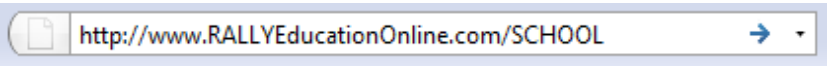
Getting Started

1. **Every School has its own URL.**
   The URL is your own website address (e.g. *www.RALLYEducationOnline.com/YourSchool*). Students, teachers and coordinators will use this address in their browser to get to the site. Bookmark this location in your browser so you do not have to type it in each time.
2. **Every student, teacher and coordinator will have his or her own, unique ID.**
   This is the name you will use to log in.

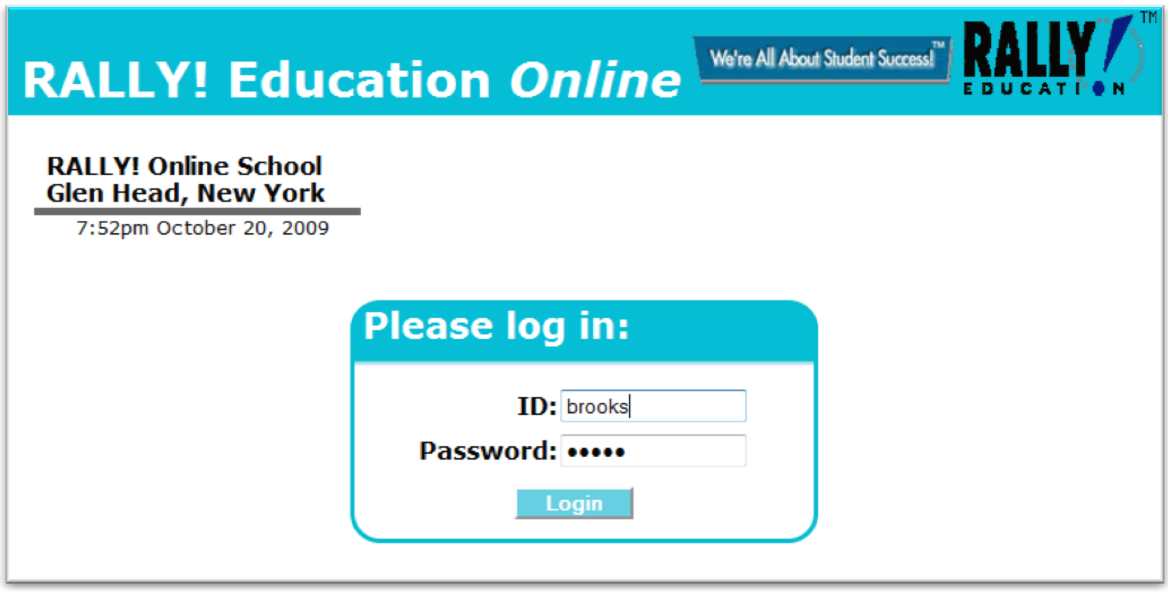
How do I get online?

Type the following address into your browser. Be sure to change the word "*SCHOOL,*" to *Your school ID* given to you by your principal or coordinator.

Bookmark this page so you don't have to type it every time.



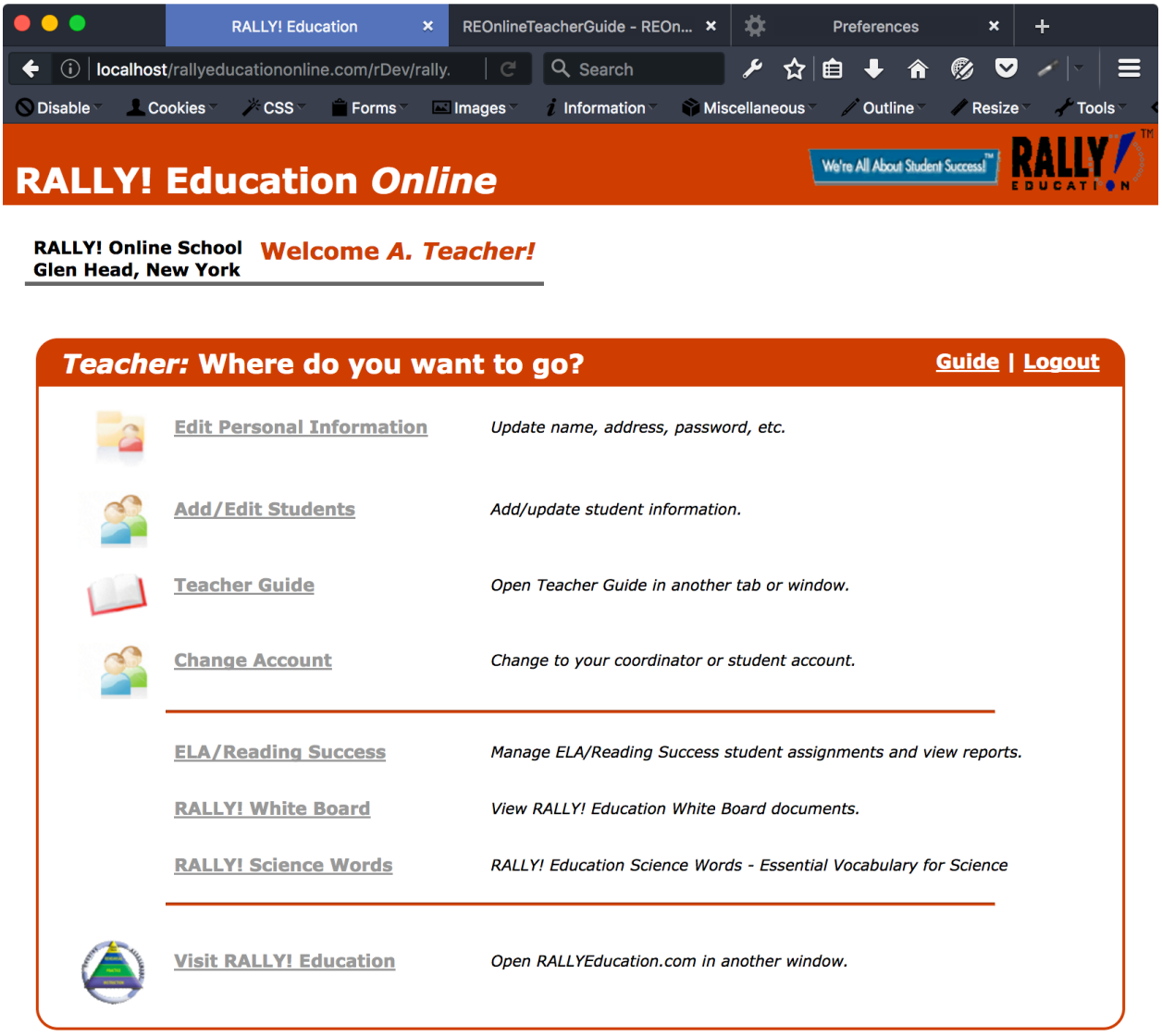
Now you will see the RALLYEducationOnline Login Page.



Enter *YOUR ID* and *password* and click *Login*. Your coordinator should have given these to you. IDs and passwords are not case sensitive. You can use either capital or lower case letters. If you forget your password, your coordinator can tell you what it is.

Teacher Home Page

After login, you will be at the Teacher Home Page (Note: if you have also added yourself as a student, you will see another page where you can choose to login as a teacher or as a student).



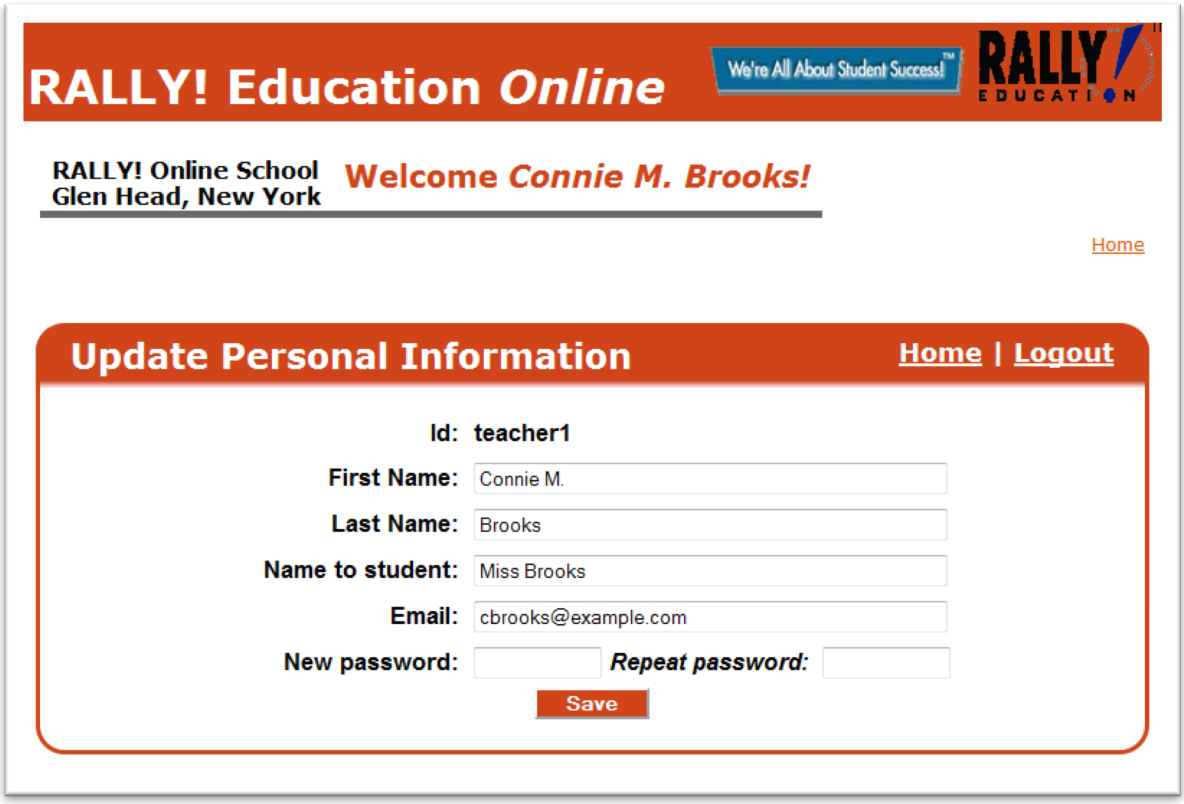
The Teacher Home Page gives you a number of options that you can choose for different tasks. Click on any of the links to do the following:

- Edit Personal Information – change your name, email address, the teacher's name that your students will see on their pages, or your password.

- Add/Edit Students – enter information for your students including account id, name, grade, class and group information.
- Depending on what product(s) your school has purchased, RALLY! Education online product links are displayed on this page. Go to these links for tasks such as making assignments, monitoring student progress, and generating reports for each product.
- Visit the RALLY! Education web site – open the *www.RALLYEducation.com* web site in another page or tab in your browser.
- Guide – view this guide.
- Logout – click the Logout link at the upper right-hand side of the red navigation bar to logout of your account. It is a good idea to logout whenever you leave your computer so someone else cannot browse your account.

Edit Personal Information

To edit your personal information, choose **Edit Personal Information** from your Teacher Home page. The following page will then be displayed.



The red navigation bar provides two choices – Home and Logout. After you have updated and saved your personal information, choose Home to return to your home page or Logout to exit the program.

Your teacher id is shown at the top of the Update Personal Information page. Your id cannot be changed because it is used to link your student's information to your account.

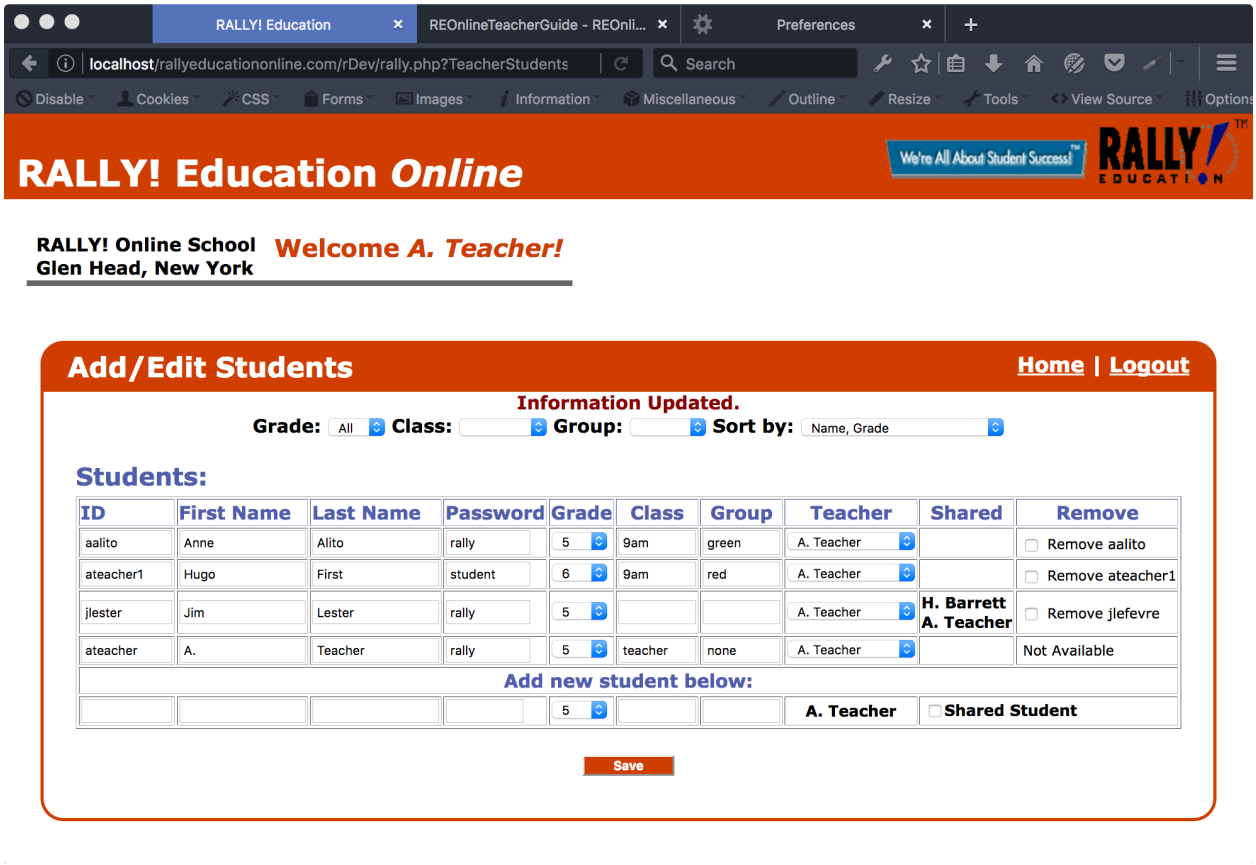
You can make changes to your first or last name, the name that your students will see in any of their pages that refer to you, your email address, and your password. To change your password, type it twice in the areas labeled **New password:** and ***Repeat password:***. Make sure that you remember your password when you change it.

If you forget your password, contact the coordinator for this program. He or she will be able to either tell you your password, or reset it to another value.

When you have made your changes to your personal information, click on the **Save** button to save the new values. If you click on Home or Logout before you save, the original information will be retained and the new updated information will be lost.

Add/Edit Students

To enter your students or make changes to students who have already been added to the system, choose **Add/Edit Students** from your Home page. Not all products require that you enter students into the system. For example, RALLY! White Board is used accessed by teachers so students don't have to be entered.



Please note: Your student will probably be loaded to your account. If not, the first time you use this page, before you have entered any student information, only the bottom row and the **Save** button will be displayed. After students have been entered, the page will appear as it does above.

Directly beneath the red navigation are four drop-down lists that are used to control which students are displayed and how they are sorted. The default is to display all students in all classes and groups. By selecting specific grades, classes or groups, you will see only those students in those categories. The list of students can be sorted a number of ways by name, grade level and groups. When you make a choice from any of these drop-downs, the page will re-display.

There are several fields that you will enter for each student. If you lay your mouse over one of the column headings, a small "help balloon" will appear to assist you. The student fields:

- **ID** – the user ID that the student uses to login to the program to work on assignments and tests. The ID must contain only letters and digits with no spaces or other special characters. The ID must be unique for your school. If you assign an ID to a student that is already in use, a message will ask you to choose another value.
- **First Name** – student's first name.
- **Last Name** – student's last name.
- **Password** – the password that the student will use to login to the program. Passwords consist of letters and digits only. The passwords should be easy for the student to remember but chosen so other students can't guess what they are. Students do not have the ability to change their passwords. If they forget, or need to change their passwords, you will do that for them.
- **Grade** – the grade level for the student. Note that this is their actual grade level, not necessarily the level of the assignments or tests they will be working on.
- **Class** – the class (and group) field allows you to group your students. This is particularly useful for large numbers of students. For example, if you have different students during different times of the day, you might use the class to designate which period the students are in.
- **Group** – the group field is used to designate students that are in the same group (i.e. bluebirds, red birds, eagles, etc.).
- **Teacher** – Initially, your name will show in this field. If a student transfers to another teacher, you can choose that teacher's name from the drop-down list. When you save the page, that student will be transferred to their new teacher. Be sure the receiving teacher knows of the transfer before you do this.
- **Shared** – Students can be assigned to one or more teachers. Notice that in the illustration above, Jim Lester has been assigned to two teachers, H. Barrett and A. Teacher. This means that both H. Barrett and A. Teacher can make assignments for this student. Also, Jim Lester will show up on the reports for both teachers. A common reason for sharing students is when one teacher teaches one subject such as math and another teachers reading.

  If you attempt to add a student to your class who has already been assigned to another teacher, a message will tell you that. It will also say that if you want to share the student, check the **Shared Student** box for that student.
- **Remove Student** – This column has check boxes for all of the students who have not yet begun work on any assignment. Students who have begun work by answering at least one question will not have a check box. To remove students, check the box. When you click the Save button, those students will be deleted. If you have enrolled them for one or more products, their student account will be returned to you and will be available to assign to another student.

You can enter any or all of your students in the system, even if you have not been given enough student accounts for all of them.

Entering your students in the system does not give them access to the assignments or tests. Before your students can begin working, you will need give them specific assignments. When you give the first assignment to a student, it will use one of your student accounts for that product. If you cancel the assignment before the student begins working on it, that account will be credited back to you.

NOTE: You can add yourself as a student. Use your teacher ID and password. This will allow you to explore the assignments and tests as a student. **Your student account does not count as one of the student accounts that your school has purchased. Also, your answers will not be included in any reports.**

Teacher Guide

Use this link to download a copy of this document.

Change Account

If you have both a teacher account and a student account (or perhaps even a coordinator account), you can use this link to move from one of your accounts to another. This keeps you from having to log out of one account and log back in to the other. If you have only one account, you will not see this link.

IMPORTANT: If you have multiple accounts, it is very important that you keep the log in ID and passwords the same for all the accounts. Otherwise, the program does not know that these accounts are for a single person. For example, if you change your password for your teacher account, be sure to also change it for your student account and for you coordinator account if you have one.

Product Specific Links

Depending on which online product or products your school has purchased, you will have one or more links for those products. From these links, you will be able to assign lessons or tests to your students, monitor their progress and generate a series of reports that can be used to evaluate individual and class performance. Details for each product are covered by a Teacher User Guide for that product.

Visit RALLY! Education

The final link on the Teacher's Home Page is a link to RALLY! Education's web site – www.RALLYEducation.com. When you click on the link, the site will open in another window or tab in your browser. You will find information on all of RALLY! Education's products, free material, and state specific materials. You can also become a member of *Friends of Rally* where you can sign up for free stuff and receive special offers.