



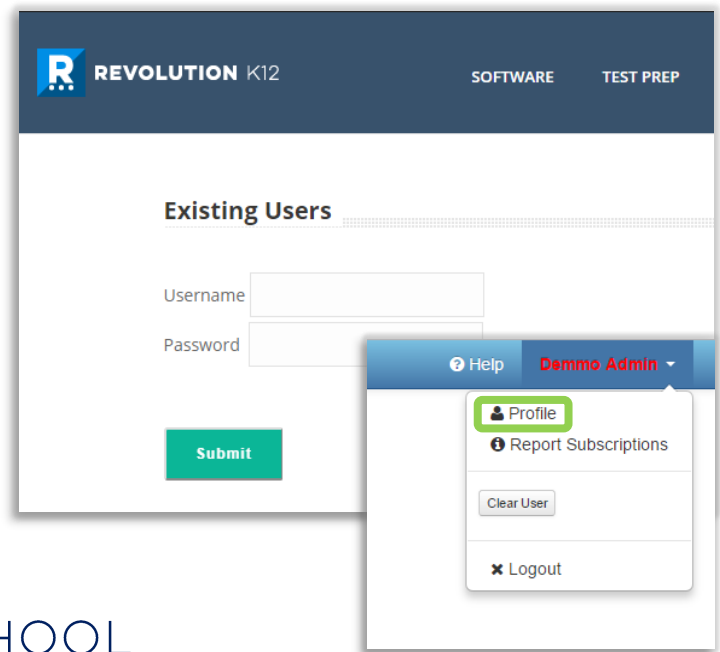
REVOLUTION K12

ADMIN

QUICK START GUIDE

LOGGING IN

1. Go to www.revolutionk12.com and click **Login**.
2. Check your welcome email for your username and password. Enter your information and click **Submit**.
3. To change your password, click your name in the upper right-hand corner and select **Profile**.



MANAGING YOUR SCHOOL

From your dashboard, you can do the following:

1. Create classrooms
2. Create and manage Teacher & Admin Accounts
3. Manage Student Rosters
4. View Course Level Reports

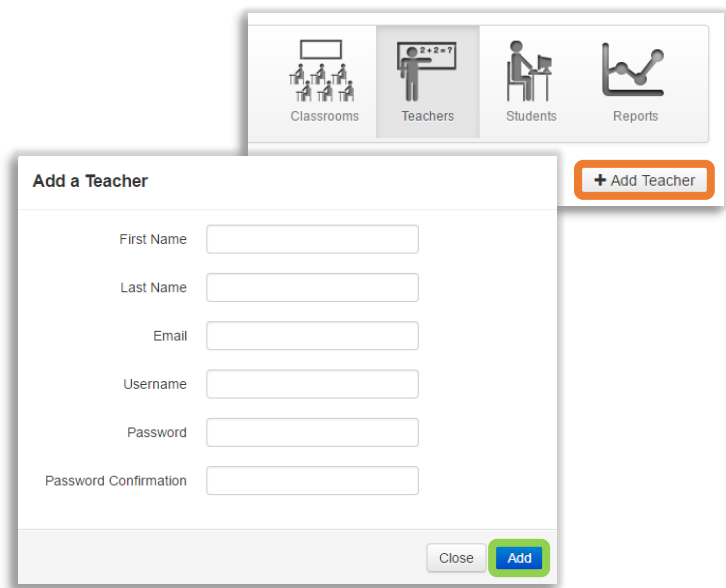


CREATING TEACHER ACCOUNTS



Select the Teachers icon.

1. Click **Add a Teacher**
2. Enter First & Last Name
3. Enter school email address
4. Create Username (i.e. jane.doe)
5. Assign Password
Note: User IDs and Passwords are case-sensitive
6. Click **Add**
7. Distribute logins for program access.



MANAGING ACCOUNTS

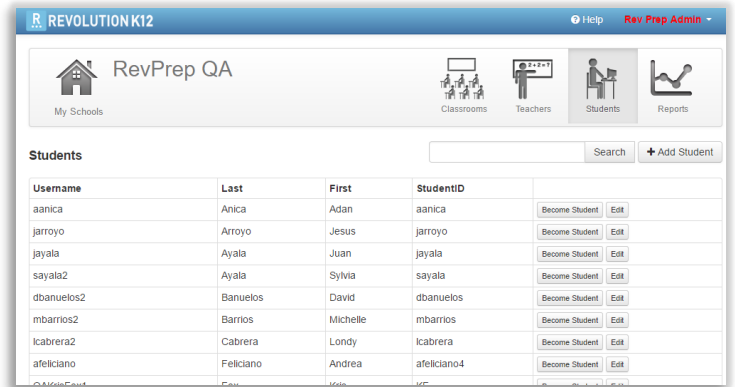


Select the Students or Teachers

icon.

Here you can manage all Student or Teacher accounts. The following can be completed:

1. Add new Students and Teachers/Admins
2. Edit accounts
3. Remove existing accounts
4. Make an admin a teacher & vice versa



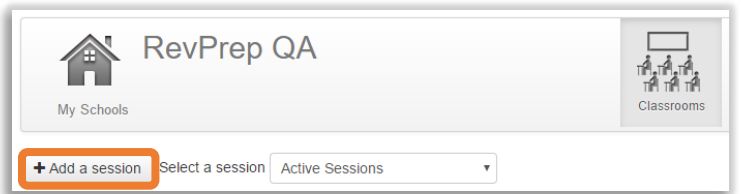
CREATING SESSIONS

A session is a shell that houses a collection of classrooms. Upon purchase, a session is already setup on your behalf for the current school year.



Select the Classrooms icon.

1. Click **Add a session**
2. Within pop-up box enter:
 - a. Name – Title your session (i.e. Fall2017, 2017-18 School Year)
 - b. Select Start & End Date – On the end date, your session will become inactive and you will need to create a current one.
3. Click **Add it**



Add a session

Name: 2017-18 School Year

Start Date: 08/21/2017

End Date: 05/31/2018

Cancel Add it

CREATING CLASSROOMS



Teachers or administrators create classrooms. Select the Classrooms icon.

1. Under an active session, click **Add a classroom**

2017-18 School Year 08-2017 -> 05-2018

2. Name – Enter a classroom name
3. Select appropriate course and pacing guide
4. Select teachers from the dropdown menu and click **+ Select**
5. Click **Add it**

READING REPORTS



Select the Reports icon.

The following information is available:

1. License Usage: View a summary of Active Logins and Purchased Logins.
2. Usage Report: View a summary of student usage. Sort by date range, teacher name, class name, and course.
3. Report Subscription: At the bottom of the page, subscribe to periodic emails with usage reports.

Teacher (Classroom Count)	Active (Allocated)	All	Averages per Active Student	
			Selected Timeframe	All Time
● C. Maris (4)	31 (145)	Usage: 1.0 hrs Completed #: 6.9 Completed %: 9.5%	8.9 hrs 17 23.4%	
● D. Tanney (4)	18 (95)	Usage: 31 mins Completed #: 1.1 Completed %: 0.2%	5.7 hrs 8.9 7.4%	
● S. Elkensby (5)	18 (121)	Usage: 25 mins Completed #: 1.4 Completed %: 1.8%	19.5 hrs 24.9 30.3%	
● T. Chipley (2)	3 (84)	Usage: 45 mins Completed #: 2.3 Completed %: 1.9%	7.5 hrs 13.4 19.7%	
● D. Kiel (1)	3 (37)	Usage: 12 mins Completed #: 0 Completed %: 0.0%	8.1 hrs 19.7 12.7%	
● A. Gardner (1)	1 (55)	Usage: 55 mins Completed #: 4 Completed %: 6.8%	7.9 hrs 25.9 43.9%	