

HELP

Available at <http://help.waterfordearlylearning.org/>

Waterford
Early
Learning™

Table Of Contents

Getting Started for Teachers	4
Getting Started for Administrators	5
First-time Setup*	6
Authenticating Customer Number and License Key	6
Establishing Account Level	6
Setting School Year and Usage Goal	7
Setting Media Server	7
Updating Administrator Profile	8
Students	9
Creating Districts	9
Creating Schools	9
Creating Classes	10
Deleting Classes	10
Creating Students	11
Importing Students	11
Deleting Students	12
Changing Pictures	12
Changing Classes	12
Adjusting Courses	13
Adjusting Session Times	14
Overriding Course Levels	15
Setting Units of Measure	15
Editing Bookmarks*	15
Adding Custom Assignments	16
Reports	17
Viewing Area of Difficulty Reports	17
Viewing Progress Reports	18
Viewing Placement Reports	19
Viewing Session Reports	20
Viewing Student Login Cards	20
Exporting Report Information	20
Listening to Student Recordings	21
Curriculum	22
Viewing Activities	22
Activity-viewing Troubleshooting	22
Searching Activities	23
Waterford Activity List	23
Staff	25
Creating Staff*	25
Changing Usernames and Passwords	25
Changing Access Levels*	26
Roles and Rights	26
Settings	27
Adjusting Printout Settings*	27
Changing Account Level*	27
Assigning Licenses*	27
Adding License Keys*	28
Changing School-year Dates*	29
Setting Usage Goals*	29
Waterford Usage Recommendations	29
Configuring Media Servers*	30
Student App	31
Downloading Student App	31
Setting a Home Page	32

Starting Student Sessions	33
Launching Class Rotations	34
Interrupting Student Sessions	34
Uninstalling Student App on a Mac	35
Uninstalling Student App in Windows	35
FAQ	36

Getting Started for Teachers

Welcome to *Waterford Early Learning* online help. Complete these tasks to get started as a teacher in *Waterford Early Learning 5*.

Video tutorials are available at <http://help.waterfordearlylearning.org/home/getting-started-for-teachers/>.

Waterford Early Learning 5 is made up of two components: the Waterford Manager and the Waterford Student App. The Manager is where you manage your students and get information on their progress and performance. The Student App is where students start their sessions.

Part 1—The Manager

Complete these tasks to get started in the Manager.

- Create Classes
- Create Students
- Import Students
- Adjust Courses and [Session Times](#)
- Add Custom Assignments
- View Reports

Part 2—The Student App

Complete these tasks to get started in the Student App.

- Set a Home Page
- Start Student Sessions
- Launch Class Rotations
- Interrupt Student Sessions

See also Quick Reference Guide—Teacher (PDF).

Getting Started for Administrators

Welcome to *Waterford Early Learning*[™] online help. Complete these tasks to get started as an administrator in *Waterford Early Learning* 5.

Video tutorials are available at <http://help.waterfordearlylearning.org/home/getting-started-for-administrators/>.

Part 1—Students, Staff, and Reports

Complete these tasks to get started with the **Students**, **Staff**, and **Reports** tabs in the Waterford Manager.

- Create Schools
- Create Classes
- Create Students
- Import Students
- Create Staff Members
- View Reports

Part 2—Settings and Downloading the Student App

Complete these tasks to learn how to adjust your account settings and how to download the Waterford Student App.

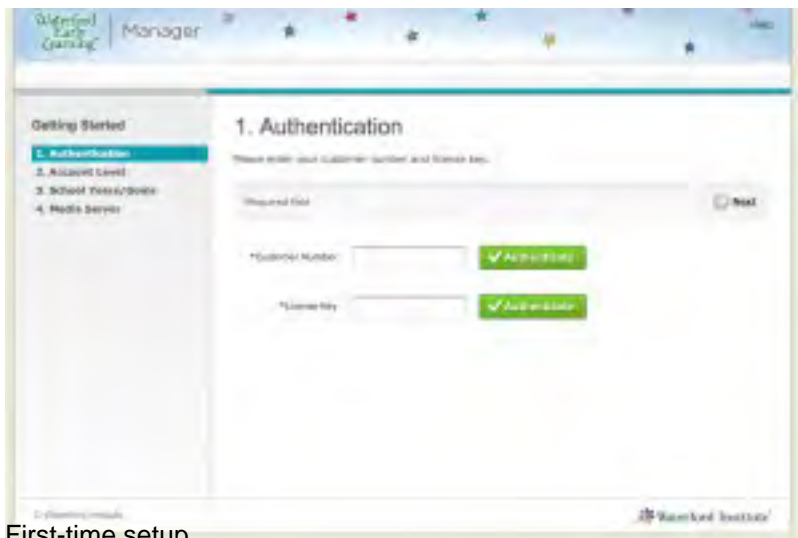
- Change Settings
 - Printouts
 - Account Level
 - License Keys—assigning and [adding](#)
 - School Year/[Goals](#)
 - Media Servers
- Download the Student App

See also Quick Reference Guide—Administrator (PDF).

First-time Setup

The first time an administrator logs in to your account, that administrator is taken through a one-time, first-time setup.

First-time Setup*



First-time setup

The first time an administrator logs in to your account, that administrator is taken through a first-time setup called *Getting Started*. Once the administrator completes the setup, the setup is not seen again.

The selections made during the first-time setup can later be adjusted by any administrator.

If you complete this setup, you authenticate your account, establish your account level, set your school-year start date and usage goals for your account, and set a media server location.

To learn how to complete these tasks, click the topics in the left column.

Authenticating Customer Number and License Key

The first time you log in to your account, you are taken through a first-time setup called **Getting Started**. This is the first of four screens.

Your *Waterford Early Learning*™ account is assigned a unique customer number and license key.

1. Enter your customer number in the **Customer Number** field and click **Authenticate**.
2. Enter your license key in the **License Key** field and click **Authenticate**.
3. Click **Next**.

Establishing Account Level

The first time you log in to your account, you are taken through a first-time setup called **Getting Started**. This is the second of four screens.

Establishing an account level creates the top level of your account in the Waterford Manager.

1. Select your account level in the **Level** drop-down menu.
You can select **Multi-district**, **District**, or **School**.
2. Enter the name for your account in the **Name** field.
3. If desired, enter your account's address, phone number, and fax number.
4. Click **Next**.

Setting School Year and Usage Goal

The first time you log in to your account, you are taken through a first-time setup called **Getting Started**. This is the third of four screens.

Your school-year dates affect reports. If you are running version 5.0, you set a start date. If you are running version 5.1, you set a start and end date.

Setting a usage goal allows you to track usage according to your own goals. Your usage goal progress is shown in your progress reports (**Usage Goal** row). See usage-goal examples in the table below.

1. Enter the date your students will begin using *Waterford Early Learning*[™] in the **Start Date** field.
2. Enter the date your students will stop using *Waterford Early Learning* in the **End Date** field.
3. To specify a usage goal, enter a value in the **Usage Goal** field.

If you do not want to specify a usage goal, leave the default value (80) in this field.

4. Click **Next**.

Usage Goal Examples

Usage goals are a percentage of Waterford's usage recommendations. For example, if you put **80** in the **Usage Goal** field, this represents using courses 80 percent of Waterford's recommended usage. See the table below for some example usage goals.

GRADE	TIME IN EACH COURSE		
	Type 80 in the Usage Goal field	Type 60 in the Usage Goal field	Type 40 in the Usage Goal field
Pre-k, K	15 minutes per day, 4 days a week	15 minutes per day, 3 days a week	15 minutes per day, 2 days a week
1st grade and above	30 minutes per day, 4 days a week	30 minutes per day, 3 days a week	30 minutes per day, 2 days a week

Setting Media Server

The first time you log in to your account, you are taken through a first-time setup called **Getting Started**. This is the fourth and last screen.

By default, the **Media Server Location** is filled in with the application server address (which was set-up during installation). See System Requirements (PDF) for server specifications.

- If your media and application servers are installed on the same computer, click **Next**.

Or

- If your media server and application server are installed on different computers, click the **Media Sever Location** address in the table. Enter the location of your media server in this format:
`http://[address]:8080/media` (Fill in the address portion appropriately.) Then click **Next**.

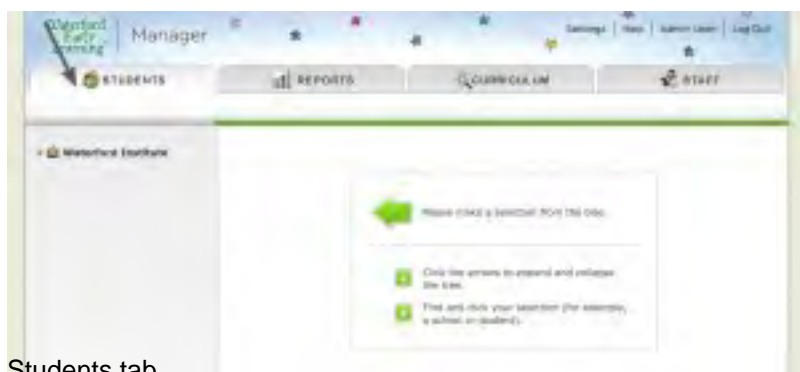
After you complete the first-time setup, you can configure multiple media servers.

Updating Administrator Profile

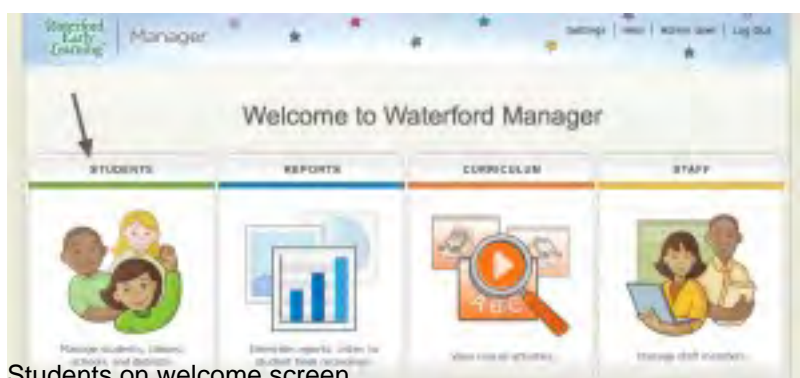
After you complete the first-time setup, a generic administrator (**Admin User**) is created in the Waterford Manager. You need to update **Admin User** with your name and information.

1. Log in to the Manager.
2. Click the **Staff** tab.
3. In the staff list, select **Admin User**.
4. Enter your information and click **Save**.

Students



Students tab



Students on welcome screen

In the **Students** tab, you manage your students, schools, classes, and districts.

You also adjust your students' courses and can make custom assignments.

To learn how to complete tasks in the **Students** tab, click the topics in the left column.

Creating Districts

If the top-level of your account is **Multi-district**, you can create districts within your account. Creating districts in your account allows you to organize your schools, classes, and students. The districts you create appear in the tree in the Waterford Manager.

The levels available in the tree are multi-district, district, school, class, and student. (The top level varies by user.)

1. Select the **Students** tab.
2. In the tree, select the multi-district where you want to create a district.
3. In the main section, make sure **District List** is selected.
4. Click **Create District**.
5. Enter the district's information.
6. Click **Save** or click **Save and New** if you want to add another district.

Creating Schools

Creating schools in your account allows you to organize your classes and students. The schools you create appear in the tree in the Waterford Manager.

The levels available in the tree are multi-district, district, school, class, and student. (The top level varies by user.)

1. Select the **Students** tab.
2. In the tree, select the district where you want to create a school.
3. In the main section, make sure **School List** is selected.
4. Click **Create School**.
5. Enter the school's information.
6. Click **Save** or click **Save and New** if you want to add another school.

Creating Classes

Creating classes in your account allows you to organize your students. The classes you create appear in the tree in the Waterford Manager.

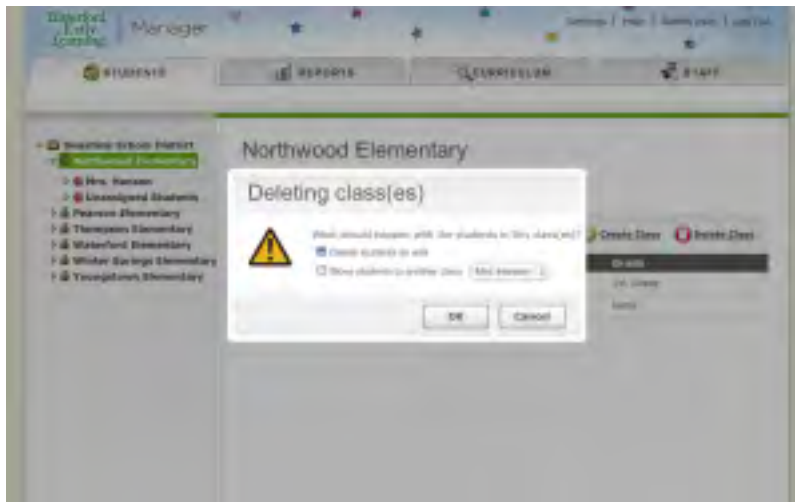
The levels available in the tree are multi-district, district, school, class, and student. (The top level varies by user.)

1. Select the **Students** tab.
2. In the tree, select the school where you want to create a class.
3. In the main section, make sure **Class List** is selected.
4. Click **Create Class**.
5. Enter the class's information.
6. Click **Save** or click **Save and New** if you want to add another class.
The class appears in the tree.

Deleting Classes

Deleting classes removes them from *Waterford Early Learning*. You cannot undo this action.

1. Select the **Students** tab.
2. In the tree, select the school where you want to delete class.
3. In the main section, make sure **Class List** is selected.
4. Check the classes you want to delete.
5. Click **Delete Class**.
6. In the pop-up window, select what you want to happen to the students in the classes. You can select either **Delete students as well** or **Move students to another class** (and select a class from the drop-down menu).



7. Click **OK**.

Creating Students

Creating students in your account allows you run student sessions in the Waterford Student App. The students you create appear in the tree in the Waterford Manager.

The levels available in the tree are multi-district, district, school, class, and student. (The top level varies by user.)

1. Select the **Students** tab.
2. In the tree, select the class where you want to create a student.
3. In the main section, make sure **Student List** is selected.
4. Click **Create Student**.
5. Enter the student's information.
6. Click **Save** or click **Save and New** if you want to add another student.
The student appears in the tree.

Importing Students

Instead of creating students one by one, you can import students by class. This is done by importing student information from a properly formatted .csv file. Detailed instructions for importing classes are included in the Waterford Manager (see step 5).

If you are running version 5.1, you can also use the import tool to update existing student information (such as names and grades). You cannot use the import tool to move students to different classes or to change unique student IDs.

1. Select the **Students** tab.
2. In the tree, select the class where you want to import students.
3. In the main section, make sure **Student List** is selected.
4. Click **Import Students**.
5. Follow the import instructions in the Manager.

Your file must be saved as a .csv file before you can import it.

Make sure your file matches the Waterford import template exactly.

Deleting Students

Deleting students removes the students from *Waterford Early Learning*. You cannot undo this action.

Version 5.0: After you delete a student, you cannot create a new student with the same unique student ID.

Version 5.1: After you delete a student, you can create a new student with the same unique student ID.

1. Select the **Students** tab.
2. In the tree, select the class where you want to delete a student(s).
3. In the main section, make sure **Student List** is selected.
4. Check the student(s) you want to delete.

You can only delete multiple students if you are running version 5.1.

5. Click **Delete Student**.
6. In the pop-up window, click **Delete**.

When you delete a class, you have the option to delete the students as well or to move the students to another class.

You can also delete a student by selecting a student in the tree and clicking **Delete Student** in the **Info** section.

Changing Pictures

You can specify a picture for every level (multi-district, district, school, class, and student) in your account. In the Waterford Student App, students click the pictures to log in and start their sessions. For this reason, including pictures is especially important.

1. Select the **Students** tab.
2. In the tree, make a selection (multi-district, district, school, class, or student).
3. In the main section, click **Info**.
4. Click **Change picture**.
5. In the pop-up window, click **Browse...**, locate your picture, and click **Open**. (Button names vary by browser.)

You see a progress bar as the picture is uploaded. Maximum picture size is 5,120 KB.

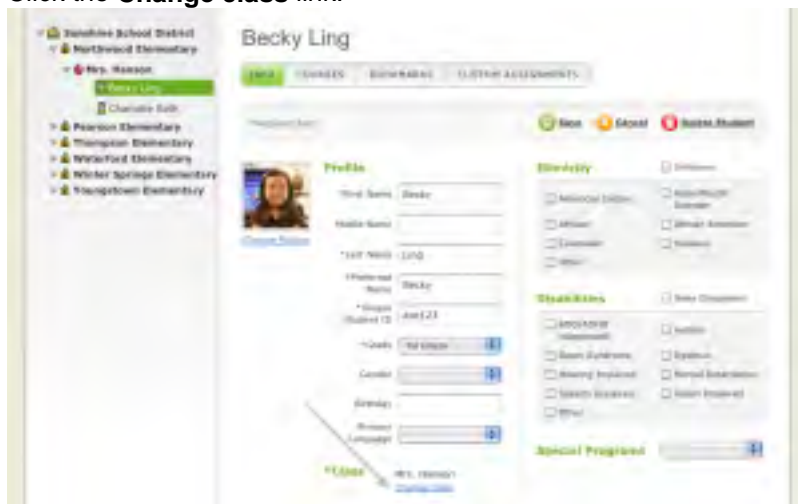
If you want to use *Waterford Early Learning*™ icons for your district, school, or class pictures, click **Download icons**. Then browse to those icons (as described in step 5).

6. Use the bounding box to select the portion of the picture you want to use. Then click **Use Image**.
7. In the main window, click **Save**.

Changing Classes

You can move a student to any class within your account.

1. Select the **Students** tab.
2. In the tree, select a student.
3. In the main section, make sure **Info** is selected.
4. Click the **Change class** link.



5. In the **Change Class** pop-up window, select a new class for the student from the drop-down menu.
6. Click **OK**.

If you are running version 5.1, you can move multiple students at once.

1. Select the **Students** tab.
2. In the tree, select a class.
3. In the main section, make sure **Student List** is selected.
4. In the table, check the students you want to move.
5. Click **Move Students**.
6. In the **Change Class** pop-up window, use the drop-down menus to select a new class for the students.
7. Click **OK**.

Adjusting Courses

You can adjust courses for entire classes or for [individual students](#).

You cannot adjust courses if students are in sessions. (For classes, this means you cannot adjust courses if any student in the class is in a session.) If students are in sessions, you can wait for them to complete their sessions or you can manually end their sessions.

Classes

You can adjust courses for an entire class. Any adjustments are applied to all students in the class. The available courses (which vary depending on your licenses) are **Early Reading Program**, **Early Math and Science**, **Keyboarding**, and **Writing**.

If you made any course adjustments for individual students within a class, you will need to re-enter them. See [Students](#).

1. Select the **Students** tab.
2. In the tree, select a class.
3. In the main section, select **Courses**.
4. Assign or unassign courses by clicking the checkboxes.
5. Click **Save**.

Students

You can adjust courses for individual students. The available courses (which vary depending on your licenses) are **Early Reading Program**, **Early Math and Science**, **Keyboarding**, and **Writing**.

1. Select the **Students** tab.
2. In the tree, select a student.
3. In the main section, select **Courses**.
4. Assign or unassign courses by clicking the checkboxes.

When you unassign and then assign a course, the **Level** changes to **Default**. *Default* means that if the student was in the course before, the student will return to where he left off in the course. (He will not have to start the course over.) After you click **Save**, the level is adjusted accordingly.

5. Click **Save**.

Adjusting Session Times

You can adjust session times for entire classes or for [individual students](#).

Classes

You can adjust sessions times for an entire class. Any adjustments are applied to all students in the class.

If you made any session-time adjustments for individual students within a class, you will need to re-enter them. See [Students](#).

1. Select the **Students** tab.
2. In the tree, select a class.
3. In the main section, select **Courses**.
4. Adjust session times by entering a number or clicking the up and down arrows.
5. Click **Save**.

Students

You can adjust session times for individual students.

1. Select the **Students** tab.
2. In the tree, select a student.
3. In the main section, select **Courses**.
4. Adjust session times by entering a number or clicking the up and down arrows.
5. Click **Save**.

Overriding Course Levels

Students are placed in *Waterford Early Reading Program™* and *Waterford Early Math and Science Program™* according to their performance on the placement tests. For this reason, overriding levels is not recommended.

1. Select the **Students** tab.
2. In the tree, select a student.
3. In the main section, select **Courses**.
4. In the table, click **Override level**.
5. In the pop-up window, select a new level from the drop-down menu.

If you assign the student to **Placement** or if you move the student to a lower level, report data will be adversely affected. For example, the student's progress report will show negative progress. The class progress report is also affected. The student's negative progress brings down the class averages.

6. Click **OK**.

Setting Units of Measure

For each student you can specify whether *Waterford Early Math and Science Program™* uses U.S. customary units of measure or metric units of measure. By default, U.S. customary units of measure are assigned.

1. Select the **Students** tab.
2. In the tree, select a student.
3. In the main section, select **Courses**.
4. In the **Early Math and Science (EMS)** row of the table, click **Override level**.
5. In the **Override Math and Science Level** pop-up window, click the **U.S. Customary Units of Measure** or **Metric Units of Measure** radio button.
6. Click **OK**.

Editing Bookmarks*

Editing bookmarks can disrupt a student's experience in *Waterford Early Learning™*, causing unneeded repetition, lesson sequence errors, and inaccurate report data. Only edit bookmarks to recover from total data loss (for example, a database is lost).

1. Select the **Students** tab.
2. In the tree, select a student.
3. In the main section, select **Bookmarks**.
4. Select a course (**Reading** or **Math and Science**).

5. Click **Edit Bookmarks**.
6. In the **Warning** pop-up window, click **OK**.
7. Adjust the sliders and click **Save**.

Adding Custom Assignments

You can add custom assignments for entire classes or for [individual students](#).

You cannot add custom assignments if students are in sessions. (For classes, this means you cannot add custom assignments if any student in the class is in a session.) If students are in sessions, you can wait for them to complete their sessions or you can manually end their sessions.

Classes

You can add custom assignments for all the students in a class. Students complete custom assignments before working on regular courses.

1. Select the **Students** tab.
2. In the tree, select a class.
3. In the main section, select **Custom Assignments**.
4. Select a course (**Reading** or **Math and Science**).
5. Click **Add Assignments**.
6. Search for a word or phrase.
7. Click the green **+** icons next to the activities that you want to assign.

If any student in the class is in a session, the **Student in Session** pop-up window appears.

8. Click **View Assignments** to view assignments you made.

Students

You can add custom assignments for individual students. Students complete custom assignments before working on regular courses.

1. Select the **Students** tab.
2. In the tree, select a student.
3. In the main section, select **Custom Assignments**.
4. Select a course (**Reading** or **Math and Science**).
5. Click **Add Assignments**.
6. Search for a word or phrase.
7. Click the green **+** icons next to the activities that you want to assign.

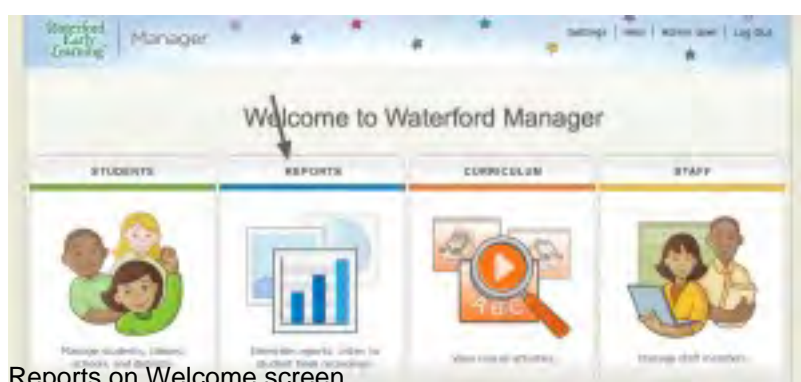
If the student is in a session, the **Student in Session** pop-up window appears.

8. Click **View Assignments** to view assignments you made.

Reports



Reports tab



Reports on Welcome screen

In the **Reports** tab, you generate reports at the district, class, or student level.

You also print student login cards and listen to student book recordings.

To learn how to complete tasks in the **Reports** tab, click the topics in the left column.

Viewing Area of Difficulty Reports

Area of difficulty reports are available at the student level. These reports list where students are struggling by instructional strand. Area of difficulty reports are accessed from student progress reports.

Area of difficulty reports are available in version 5.1 and not in 5.0.

1. Select the **Reports** tab.
2. In the tree, select a student.
3. In the main section, make sure **Reports** is selected.
4. Click **Progress Report**.
5. In the **Progress Report** pop-up window, select a course (**Early Reading Program** or **Early Math and Science**) and click **Generate**.

The progress report opens in a new tab or window, depending on your browser settings.

If the report does not open, make sure your pop-up blocker is disabled for *Waterford Early Learning*™.

Then generate the report again.

- From the progress report, click the **Area of Difficulty** link.

Student Progress Report

Showing page 1 of 1.

Current Progress:

	Starting Level	Current Level	Class Avg Curr. Level	Grade Avg Curr. Level	Percent	Class Avg Progress	Grade Avg Progress	Current Status
Overall Progress	1.1.13	1.1.11	1.1.11	1.1.11	0.87	0.22	0.87	
Phon Awareness	1.1.11	1.1.11	1.1.11	1.1.11	0	0.00	0	View Phon Awareness Progress
Phonics	1.1.11	1.1.11	1.1.11	1.1.11	0	0.00	0	View Phonics Progress
Comp & Vocabulary	1.1.11	1.1.11	1.1.11	1.1.11	0	0.00	0	View Comp & Vocabulary Progress
Language Concepts	1.1.11	1.1.11	1.1.11	1.1.11	0	0.00	0	View Language Concepts Progress
Fluency	1.1.11	1.1.11	1.1.11	1.1.11	0.2	0.2	0.2	View Fluency Progress

Current Performance:

	Percent Avg Mastery	Avg Mastery	Class Avg Mastery	Grade Avg Mastery
Overall Perf.	80%	80%	80%	80%
Phon Awareness	0%	0%	0%	0%
Phonics	0%	0%	0%	0%
Comp & Vocabulary	80%	80%	80%	80%
Language Concepts	0%	0%	0%	0%
Fluency Comprehension	0%	0%	0%	0%
Fluency WPM	0%	0%	0%	0%

[Area of Difficulty](#)

(N/A) = Student is not performing below target mastery level or is not meeting target goal.
 (N/A) = Student has not started work in this instructional domain.
 (PT) = Student is currently working on Reading Placement Test.
 (Complete) = Student has completed all content in this instructional domain.

The area of difficulty report opens in a new tab or window, depending on your browser settings.

Viewing Progress Reports

Progress reports are available at the district, school, class, and student level. Progress reports evaluate student progress (how much of the program students have completed) and compare it to student usage (how much students use the program) and student mastery (students' assessment scores).

- Select the **Reports** tab.
- Select a district, school, class, or student in the tree.
- In the main section, make sure **Reports** is selected.
- Click **Progress Report**.
- In the **Progress Report** pop-up window, select a course (**Early Reading Program** or **Early Math and Science**) and click **Generate**.

If you are running version 5.1, you can select a start and end date.

If the report does not open, make sure your pop-up blocker is disabled for *Waterford Early Learning™*. Then generate the report again.

Student Progress Report Features

Student progress reports have additional features. These features are available in version 5.1 and not 5.0.

- **Graph view:** In addition to the default table view, which is a detailed description of the student's current progress, a graph view is also available. The graph view is an overview that shows the student's progress over time. This view is accessed by clicking a link.

Student Progress Report
Showing page 1 of 1

Student Progress Report - Table View
Waterford Early Reading Program™

Waterford Early Learning™

Selected Org: (ID: ClassAverage100)
Student: All Students
Class: Graph/View/500
School: ProgressReport
District: Tlola/District

Date Range: September 5, 2011 - December 18, 2011

Current Usage

	(% total)
Student Usage	89.2%
Class Usage	90.5%
Grade Usage	90.2%
Recommended Usage	90.0%
Usage Goal	90.0%

Usage Settings

	(% total)
Student Avg Session Length	00:04:55
Student Avg # Sessions per week	9.3
Class Avg Session Length	00:08:50
Class Avg # Sessions per week	8.0
Grade Avg Session Length	00:08:50
Grade Avg # Sessions per week	8.3

[Graph view link](#)

- **Area of difficulty link:** A link to a the student's area of difficulty report is available.

Student Progress Report
Showing page 1 of 1

Current Progress

	Starting Level	Current Level	Class Avg Current Level	Grade Avg Current Level	Progress	Class Avg Progress	Grade Avg Progress	Current Status
Overall Progress	1.3.83	1.3.71	1.3.81	1.3.71	8.81	8.22	8.81	
Phon Awareness	16.83	16.03	16.11	16.03	0	0.08	0	Click here for Phonological Awareness
Phonics	1.3.81	1.3.71	1.3.23	1.3.81	0	0.24	0	Click here for Phonics
Comp & Vocabulary	1.3.85	1.3.95	1.3.12	1.3.85	0	0.13	0	Click here for Comp & Vocabulary
Language Concepts								
Fluency	1.3.81	1.3.21	1.3.20	1.3.21	4.3	8.2	8.2	Click here for Fluency

Current Performance

	Percent Avg Mastery	Std Mastery	Class Avg Mastery	Grade Avg Mastery
Overall Perf.	none	50%	50%	50%
Phon Awareness	none	0%	0%	0%
Phonics	none	0%	36%	0%
Comp & Vocabulary	none	50%	12%	50%
Language Concepts	none	0%	0%	0%
Fluency Comprehension	none	0%	0%	0%
Fluency WPM	none	50	50	50

[Area of Difficulty link](#)

Legend: (red) = Student is performing below target mastery level or is not meeting Usage Goal.
(green) = Student has met or exceeded target mastery level.
(blue) = Student is in the target mastery level.

Viewing Placement Reports

Placement reports are available at the class and student level.

- At the class level, reports show where students placed (level and unit).
- At the student level, reports show where the student placed (level and unit) and the student's placement-test details, including the possible answers for each question, the correct answer, and whether the student answered correctly.

For Math Placement questions, see Math Placement Questions and Answers (PDF).

1. Select the **Reports** tab.
2. Select a class or student in the tree.
3. In the main section, make sure **Reports** is selected.

4. Click **Placement Report**.
5. In the **Placement Report** pop-up window, select a course (**Early Reading Program** or **Early Math and Science**) and click **Generate**.

If the report does not open, make sure your pop-up blocker is disabled for *Waterford Early Learning™*. Then generate the report again.

Viewing Session Reports

Session reports are available at the class level. Session reports show usage time, sessions completed, and most recent login for each course (Early Reading Program, Early Math and Science, Keyboarding, and Writing) over the last seven days.

1. Select the **Reports** tab.
2. Select a class in the tree.
3. In the main section, make sure **Reports** is selected.
4. Click **Session Report**.

If the report does not open, make sure your pop-up blocker is disabled for *Waterford Early Learning™*. Then generate the report again.

Viewing Student Login Cards

Login cards are available at the class and student level. Login cards show students which pictures to click to start a session in the Waterford Student App. For example, a login card for a student would show the district picture, school picture, and class picture.

You can also set a home page in the Student App to help students log in.

1. Select the **Reports** tab.
2. Select a class or student in the tree.
3. In the main section, make sure **Reports** is selected.
4. Click **Student Login Cards**.

If the report does not open, make sure your pop-up blocker is disabled for *Waterford Early Learning™*. Then generate the report again.

Exporting Report Information

Reports can be exported into five formats: Excel, PostScript, PDF, Word, and PowerPoint. This allows you to easily share reports.

1. Generate a report.
2. From the report, click the export icon (upper-left corner).
3. In the **Export Report** pop-up window, select an export format, which pages to export, and the page scaling.

4. Click **OK**.

Listening to Student Recordings

Students are recorded as they read books in *Levels Two* and *Three* of *Waterford Early Reading Program*™. You can use these recordings and the provided book text to create a running record.

1. Select the **Reports** tab.
2. In the tree, select a student.
3. In the main section, select **Recordings**.
4. In the table, click **View text** to view the book text. To listen to a student recording, click **Listen to recording**. To download a recording, right-click **Listen to recording** and select **Save Link As . . .**

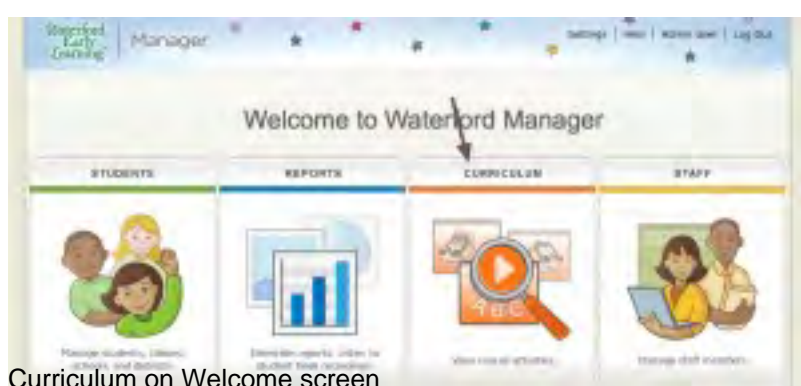
If there are no recordings, the student is in *Waterford Early Reading Program Level One* (only students in *Levels Two* and *Three* have recordings), or the student has not yet made a recording.

5. To create a running record, compare the student's recordings to the book text.

Curriculum



Curriculum tab



Curriculum on Welcome screen

In the **Curriculum** tab, you view activities from within the Waterford Manager. This allows you to view activities as a class.

To learn how to view activities in the **Curriculum** tab, click the topics in the left column.

Other topics include tips for searching activities and a list of all Waterford activities.

Viewing Activities

You can view activities to

- play activities for your whole class
- explore the curriculum

1. Select the **Curriculum** tab.
2. In the **Activity Search** field, enter a word or phrase (for example, an activity name such as *Hidden Pictures: A* or a concept such as *capital A*). The search results appear.
3. Click the play buttons to view activities.

For tips on searching activities, see Searching Activities.

Activity-viewing Troubleshooting

Mac

You can view activities on a Mac® by using Safari® and adjusting your Java® preferences.

1. Open the Waterford Manager in Safari.

Safari is the only browser that plays activities from the Manager.

2. Go to **Applications > Utilities > Java Preferences**.
The **Java Preferences** pop-up window appears.
3. In the **General** tab, click **In their own process** (next to **Run applets:**).

Searching Activities

These search tips will help you find *Waterford Early Learning™* activities.

Try wild cards.

In the search box, you can use * as a wild card. If you include * within your search, the search treats * as a placeholder for any character or sequence of characters.

Example: If you search for *Coin * Practice* it returns *Coin Identification Practice* and *Coin Value Practice*. Or if you search for ** recognition* it returns *b Recognition*, *n Recognition*, *G Recognition*, etc.

Not sure what to search for? Become familiar with the scope of *Waterford Early Learning*.

Becoming familiar with the scope of *Waterford Early Learning* will help you learn what activities you can search for. Doing this is especially useful if you are new to *Waterford Early Learning*. To view the scope of *Waterford Early Learning*, see [Reading Skills Taught \(PDF\)](#), [Math Skills Taught \(PDF\)](#), and [Science Skills Taught \(PDF\)](#). [The *Waterford Early Reading Program™* Overview Guide and the *Waterford Early Math and Science™* Overview Guide are helpful references as well.](#)

Can't find the topic you are searching for? Explore the Waterford Activity List.

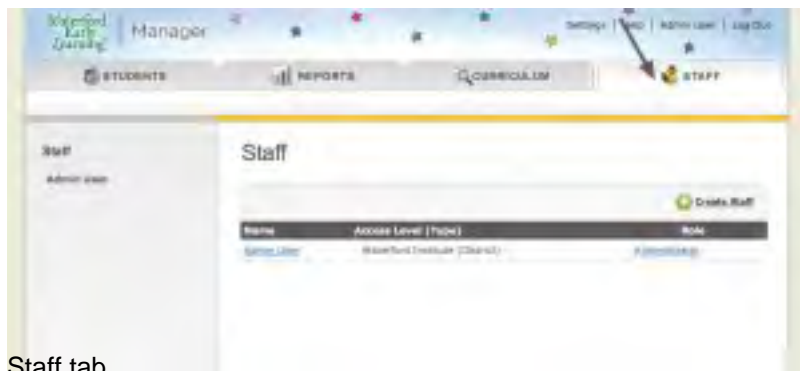
You have a specific topic in mind but can't find it in the search. If this is the case, you are probably referring to the topic in different terms than it is referred to in *Waterford Early Learning*. To learn which terms are used, visit the Waterford Activity List. The Waterford Activity List contains all the activities available in *Waterford Early Learning*.

Example: You are searching for activities that teach the sight word *you*. You search for *you* and get over 300 results. You search for *sight words* and get no results. Then you browse the Waterford Activity List (Waterford Early Reading Program—Level One > Phonics > Power Words) and discover that term for *sight words* is *power words*. You then search for *power word *you* and find the activities you want.

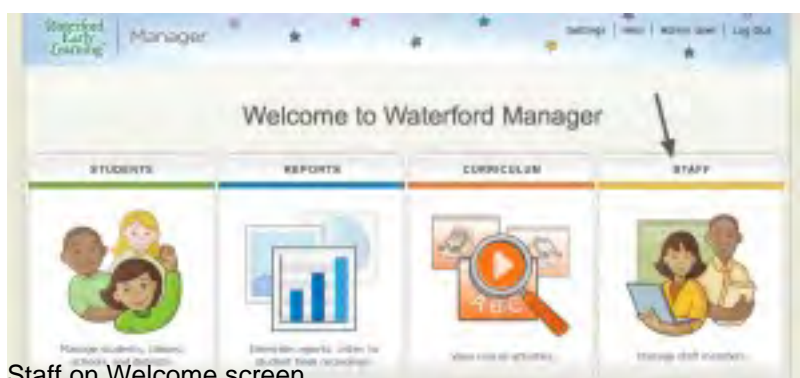
Waterford Activity List

To view the activity list, see [Waterford Activity List_24Apr2012.pdf](#).

Staff



Staff tab



Staff on Welcome screen

In the **Staff** tab, you create staff members. You also change staff members' passwords and access levels.

To learn how to complete tasks in the **Staff** tab, click the topics in the left column.

Other topics include roles and rights for administrators and teachers.

Creating Staff*

Creating staff members gives other users access to the Waterford Manager.

1. Select the **Staff** tab.
2. Click **Create Staff**.
3. Enter the new staff member's information.
4. Click **Save** or click **Save and New** if you want to add another staff member.
The staff member appears in the list.

Changing Usernames and Passwords

Administrators can change usernames and passwords for all staff members.

1. Select the **Staff** tab.
2. Select a staff member from the list.
3. To change a username, enter a new username in the **Username** field.
4. To change a password, click **Change password** and enter the password in the **New Password** and **Confirm Password** fields.
5. Click **Save**.

If you are running version 5.1, teachers can change their own usernames and passwords.

1. Select your username in the upper-right corner.
2. To change your username, enter a new username in the **Username** field.
3. To change your password, click **Change password** and enter the password in the **New Password** and **Confirm Password** fields.
4. Click **Save**.

Changing Access Levels*

A user's access level determines which students the user can see in the **Students** and **Reports** tabs. You can change access levels only for staff members with the role of **Teacher**.

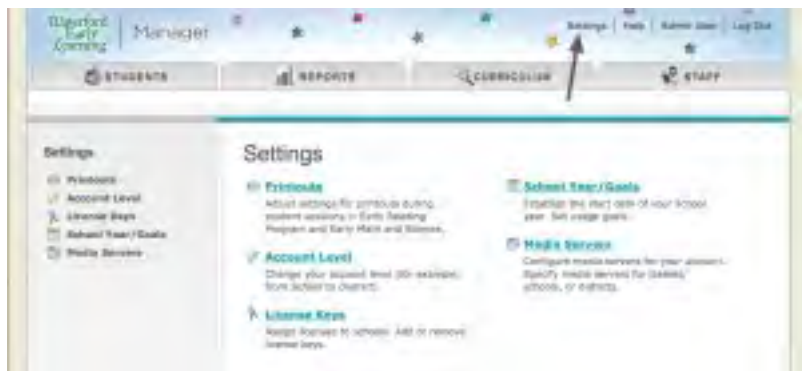
1. Select the **Staff** tab.
2. Select a staff member from the list.
3. In the main section, click **Change access**.
4. In the **Access Level** pop-up window, define the staff member's access level using the drop-down menus and click **OK**.

Roles and Rights

Staff members in the Waterford Manager can have two roles: Administrator or Teacher. The table shows the rights associated with each role.

	Students tab	Reports tab	Curriculum tab	Staff tab	Settings
Administrator	Yes—Can edit bookmarks	Yes	Yes	Yes	Yes
Teacher	Yes—Access can be limited; cannot edit bookmarks	Yes—Access can be limited	Yes	No	No

Settings



In **Settings**, you make changes that affect your account. You can

- adjust printout settings
- change your account level
- assign licenses to schools and add or remove license keys
- set the start date of your school year and set usage goals
- configure media servers

To learn how to complete tasks in **Settings**, click the topics in the left column.

The additional topic, Waterford Usage Recommendations, helps you set your usage goals.

Adjusting Printout Settings*

Printout settings determine what students can print during sessions. If **Print all printouts** is selected, students can print progress certificates, activity-related printouts, assessment-related printouts, books, practice sheets, and more.

1. Click **Settings**.
2. Click **Printouts**.
3. Determine what students can print during sessions by clicking the radio buttons and click **Save**.

Changing Account Level*

Changing your account level changes the top-level of your account (for example, from a school to a district or from a district to a multi-district).

1. Click **Settings**.
2. Click **Account Level**.
3. Select a new level from the drop-down menu and enter a name.

You cannot select a lower level.

4. Click **Save**.

Assigning Licenses*

Assigning licenses is optional. If licenses are left unassigned, they are automatically applied to schools as needed. By assigning licenses, you reserve licenses for specific schools.

For example, in the image below, five *Waterford Early Reading Program™* (Full ERP) licenses are always on reserve for Pearson Elementary.



1. Click **Settings**.
2. Click **License Keys**.
3. In the main section, make sure **Licenses** is selected.
4. Assign licenses to specific schools by entering numbers in the table.

The numbers do not look editable, but once you click on them they become editable.

5. Click **Save**.

Adding License Keys*

When you add a license key, you add new licenses. This means more students can use *Waterford Early Learning™* courses at the same time.



1. Click **Settings**.
2. Click **License Keys**.
3. In the main section, select **License Keys**.

4. Click **Add License Key**.
5. In the **Add License Key** pop-up window, enter your new license key and click **Save**.
The license key appears in the table.

Changing School-year Dates*

Your school-year dates affect reports.

If you are running version 5.0, you set a start date. Progress reports and usage data are calculated from the school-year start date to the current date.

If you are running version 5.1, you set a start and end date. Progress recommendations are calculated from the school-year start date to the school-year end date.

1. Click **Settings**.
2. Click **School Year/Goals**.
3. Enter the date your students will begin using *Waterford Early Learning*™ in the **Start Date** field.
4. Enter the date your students will stop using *Waterford Early Learning* in the **End Date** field.
5. Click **Save Changes**.

Setting Usage Goals*

Setting a usage goal allows you to track usage according to your own goals. Your usage goal progress is shown in your progress reports (**Usage Goal** row).

Student progress towards Waterford's usage recommendations (using each course 5 days a week, 15 or 30 minutes per day—depending on grade level) is always shown in your progress reports (**Recommended Usage** row).

1. Click **Settings**.
2. Click **School Year/Goals**.
3. In the **Usage Goal** field, enter a value to specify a usage goal for your reports.

If you do not want to specify a usage goal, leave the default value (80) in this field.

Usage Goal Examples

Usage goals are a percentage of Waterford's usage recommendations. For example, if you put **80** in the **Usage Goal** field, this represents using courses 80 percent of Waterford's recommended usage. See the table below for some example usage goals.

GRADE	TIME IN EACH COURSE		
	Type 80 in the Usage Goal field	Type 60 in the Usage Goal field	Type 40 in the Usage Goal field
Pre-k, K	15 minutes per day, 4 days a week	15 minutes per day, 3 days a week	15 minutes per day, 2 days a week
1st grade and above	30 minutes per day, 4 days a week	30 minutes per day, 3 days a week	30 minutes per day, 2 days a week

Waterford Usage Recommendations

Through extensive research, Waterford Institute™ determined the following usage recommendations. Student progress towards these recommendations is shown in the progress reports (**Recommended Usage** row).

Grade	Time in Each Course
Pre-k, K	15 minutes per day, 5 days a week
1st grade and above	30 minutes per day, 5 days a week

Configuring Media Servers*

Configuring media servers allows you to specify where media is pulled from. When computers in your network are trying to access the media at the same time, having multiple media servers maximizes your network and server capacity.

For example, when students sessions are run from Mrs. Hanson's class (see the image below), the media will be pulled from `http://50.20.120.170:8080/media` and not `http://50.19.121.170:8080/media`.

See System Requirements (PDF) for server specifications.

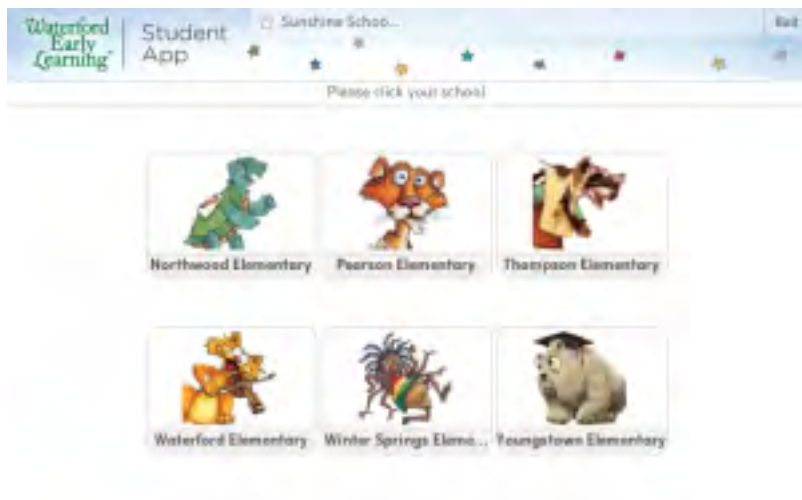


1. Click **Settings**.
2. Click **Media Servers**.
3. Click entries in the **Media Server Location** column to enter additional media server addresses (format: `http://[address]:8080/media`).

The entries in the **Media Server Location** column do not look editable, but once you click on them they become editable.

4. Click **Save**.

Student App



Student App home page

The Student App is where students play *Waterford Early Learning*. Once the Student App is installed, you access it by double-clicking the **Waterford Early Learning** icon on your desktop.

In the Waterford Student App, you set a home page, start student sessions, and launch class rotations.

To learn how to complete these tasks and more, click the topics in the left column.

Downloading Student App

Students use the Waterford Student App to start sessions in *Waterford Early Learning*[™]. Download the Student App on all computers students will use.

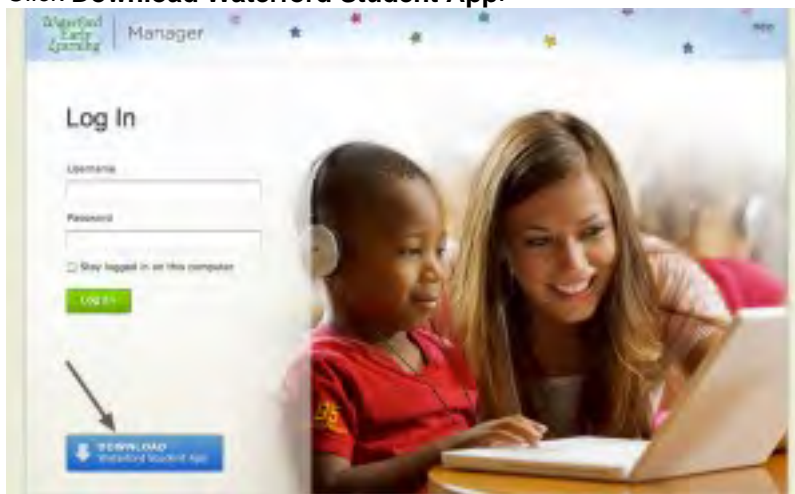
1. Go to your Waterford Manager URL address.

Do not log in.



Or, if you are already logged in, click **Log Out**.

2. Click **Download Waterford Student App**.



3. In the **Ready to Download** window, click **Download and Launch**.

If you do not have the correct version of Java[®], you are directed to the Java website to download it. Once the download is complete, the Waterford Student App opens and the **Waterford Early Learning** icon appears on your desktop.



Setting a Home Page

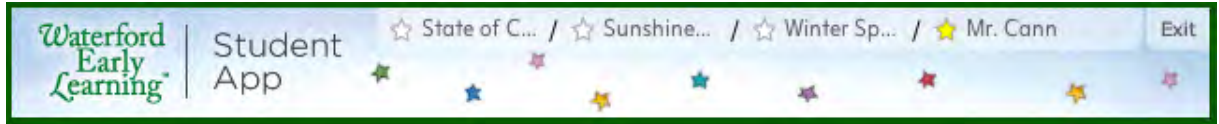
When you set a home page, students are taken to the page you choose each time they log in to or finish a session in the Waterford Student App. By setting a home page, students do not have to click through the picture menu. Instead, the page you choose (for example, a class page) is the default.

Complete these steps on each computer.

1. Open the Student App by double-clicking the **Waterford Early Learning** icon on your desktop.
2. Click through the picture menu until you reach the page you want to set as your home page.

The picture menu follows the tree structure in the **Students** tab of the Waterford Manager.

3. Click the **star** icon (in the information bar at the top of the screen) to set your home page.



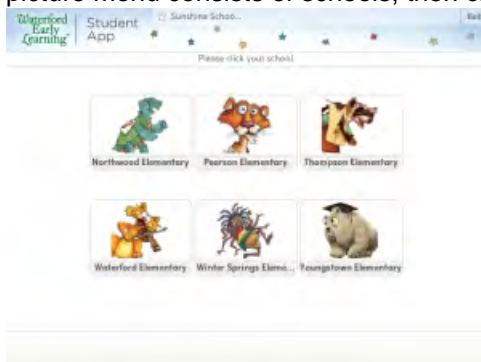
Click the star icon to set your home page.

Starting Student Sessions

Students start their own sessions in *Waterford Early Learning*. They walk up to the computers and start their own sessions using a picture menu.

Another option is to launch a class rotation.

1. Have *Waterford Early Learning* open on the student computers or have students double-click the **Waterford Early Learning** icon.
2. Students click through the picture menu to locate their pictures. Depending on your account level, the picture menu consists of schools, then classes, and then student pictures.

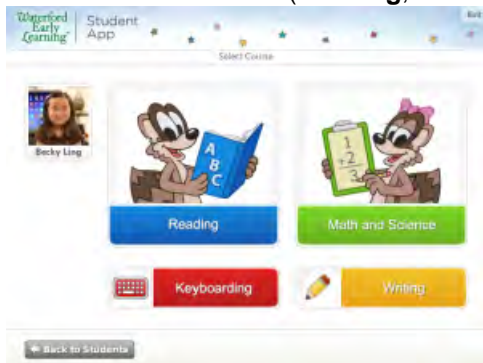


You can set a home page for your students.

3. Students click **Yes, That's Me**.



4. Students click a course (**Reading**, **Math and Science**, **Keyboarding**, or **Writing**).



The student session begins.

To keep track of which students have completed sessions, you can

- create a checklist with student names.
- have students write their names on a board or paper.
- generate a class session report to see which students have completed sessions.

Launching Class Rotations

When you launch a class rotation, the computers in the rotation automatically cycle through the students in a class. The rotation continues until every student in the class has been called to a computer for a session.

Another option is to have students start their own sessions.

1. Go to your class in the Waterford Student App.
2. Click **Launch class rotation** (in the lower-right corner).
A student picture appears on the computer screen. This begins the class rotation on the computer.
3. To add more computers to the class rotation, repeat steps 1 and 2 on each computer you want in the rotation.

How Students Experience Class Rotations

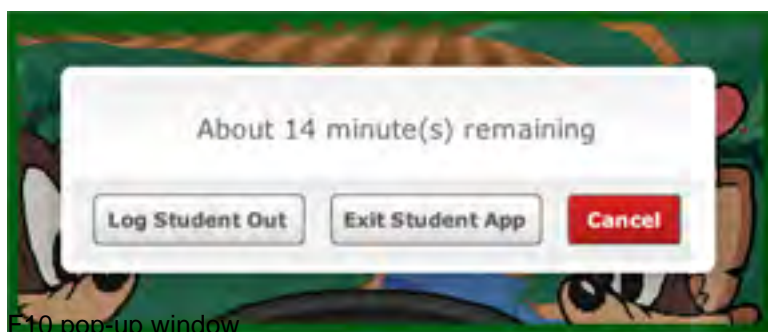
- Student pictures appear on the computer screens. Under each picture are two buttons: **Yes, That's Me** and **Not Here**.
- The students who have been called for click **Yes, That's Me** to start their sessions. If students are absent or unavailable, click **Not Here** and different student pictures appear.
- After students complete their sessions, new student pictures appear.

Interrupting Student Sessions

You can interrupt a student's session to (1) pause the activity, (2) log the student out, or (3) exit the Waterford Student App. By interrupting a student's session, you can also see the remaining session time.

1. Click **F10** on the student's keyboard.
The activity is paused (but the session time continues to count down).
2. In the pop-up window, click the appropriate button. In the pop-up window you can also see the time remaining.

If you click **Cancel**, the student resumes the current activity and completes it, even if the session time has expired.



Uninstalling Student App on a Mac

Follow these steps to uninstall the Student App on a Mac®.

1. Go to **Applications > Utilities > Java Preferences**.
The **Java Preferences** pop-up window appears.
2. In the **Network** tab, click **View Cache Files . . .**
3. Select **Waterford Early Learning** and click the red **X**.

Uninstalling Student App in Windows

Follow these steps to uninstall the Student App on a computer with a Windows® operating system.

1. In the **Start** menu, click **Control Panel**.
2. In the **Control Panel**, click **Java**.
The **Java Control Panel** pop-up window appears.
3. In the **General** tab, click **View**.
4. Select **Waterford Early Learning** and click the red **X**.

FAQ

Can I delete a school?

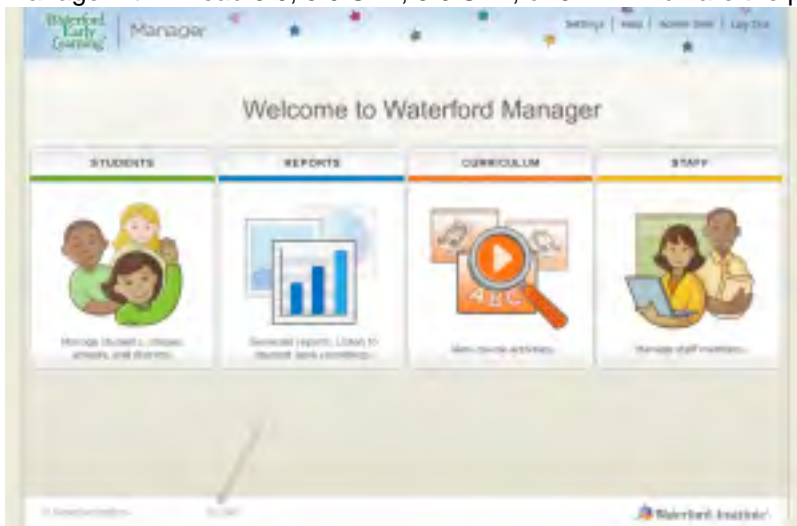
Currently, you cannot delete a school or a district. You can only delete classes and [students](#).

Can I delete a district?

Currently, you cannot delete a district or a school. You can only delete classes and [students](#).

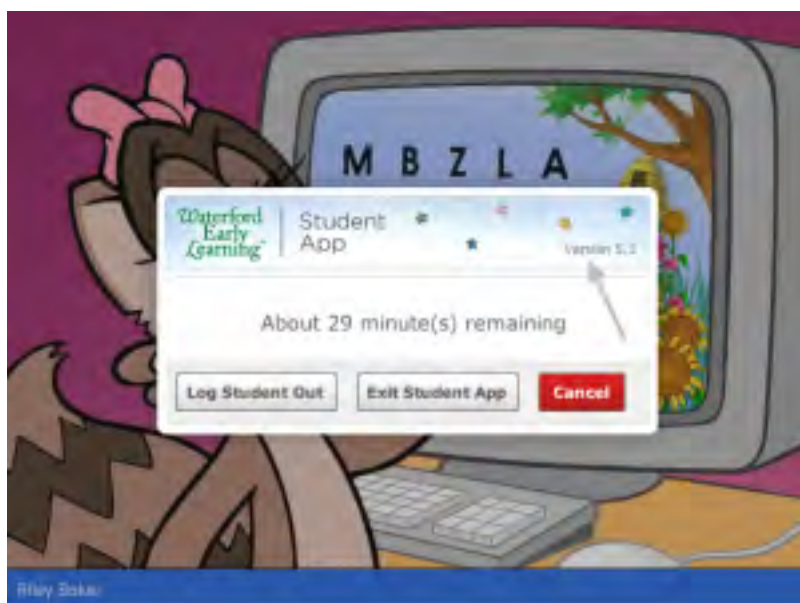
How can I tell which version of Waterford Early Learning I am running?

You can tell which version of *Waterford Early Learning* you are running by looking at the footer in Waterford Manager. It will read 5.0, 5.0.SR1, 5.0.SR2, or 5.1—which are the possible versions.



If you have installed an update and the version number is incorrect, clear your browser cache and reopen Waterford Manager.

If you are running version 5.1, the version number also appears in the Student App, either in the footer or in the F10 pop-up window during student sessions.



When students are in sessions, how do I know which course they are in?

The navigation bar at the bottom of the screen is color coded.

Course	Color
Reading	Blue
Math & Science	Green
Keyboarding	Gray
Writing	Gray

When students are in Mouse and More (the introductory mouse tutorial), the navigation bar is gray. Once student complete Mouse and More, the bar changes to the course color.

How do I set a home page?

See Setting a Home Page.

Can I assign Keyboarding to specific students?

Yes. You can assign Keyboarding—or any course available to you—to specific students. See [Adjusting Courses](#).

What happens when a session has run for its allotted time?

When students get within two minutes of the session time limit, they are allowed to complete the activity they are on, and then their sessions end.

If my students are in both the reading course and the math and science course, how do they play both courses?

If your students are in both *Waterford Early Reading Program* and *Waterford Early Math and Science*, they will need to start two sessions (selecting **Reading** once and **Math and Science** once).

How do I start student sessions?

Students start their own sessions in *Waterford Early Learning*. They walk up to the computers and start their own sessions using a picture menu. See [Starting Student Sessions](#).

Another options is to launch a class rotation.

How do I pause or end a student session?

See [Interrupting Student Sessions](#).

Can a student have two sessions running at the same time?

No. Once a student starts a session on one computer, the student cannot start a session on a second computer. If a student tries to start a session on a second computer, an error message appears. From the error message, you can remotely end the session on the first computer. This allows the student to start a session on the second computer.

What versions of the Mac OS does Waterford Early Learning 5 support?

Waterford Early Learning 5 supports Mac OS® X 10.6 Snow Leopard® and 10.7 Lion®.

How can I tell which students have played a session for the day?

To see which students have completed sessions for the day, you can view session reports in the Waterford Manager.

How do I assign staff roles in Waterford Manager?

As an administrator, you assign a staff role when you create a staff member. If you need to change a staff role, see [Changing Access Levels](#). To view the differences between administrators and teachers, see [Roles and Rights](#).

Can I limit teacher access to student information in Waterford

Manager?

Yes. Administrators can limit which students teachers can view in the **Students** and **Reports** tabs. See [Changing Access Levels](#).

Can the same student be in multiple classes?

No. Each student can be in only one class. Students are limited to one class by unique student IDs. Each unique student ID can be entered into the Waterford Manager only once.

Can I import students?

Yes. You can import students by class. See [Importing Students](#).

How do I move a student to a different class?

See [Changing Classes](#).

In Settings, can I adjust printout settings for individual students?

No. The printout settings are global. For example, the settings are applied to your entire district or school—whichever is the top-level of your account.

In Settings, can I set usage goals for individual students?

No. The usage goal is global. For example, the usage goal is applied to your entire district or school—whichever is the top-level of your account.