

# Edmark Reading Program **Online**



## Quick Start Guide for School Administrators

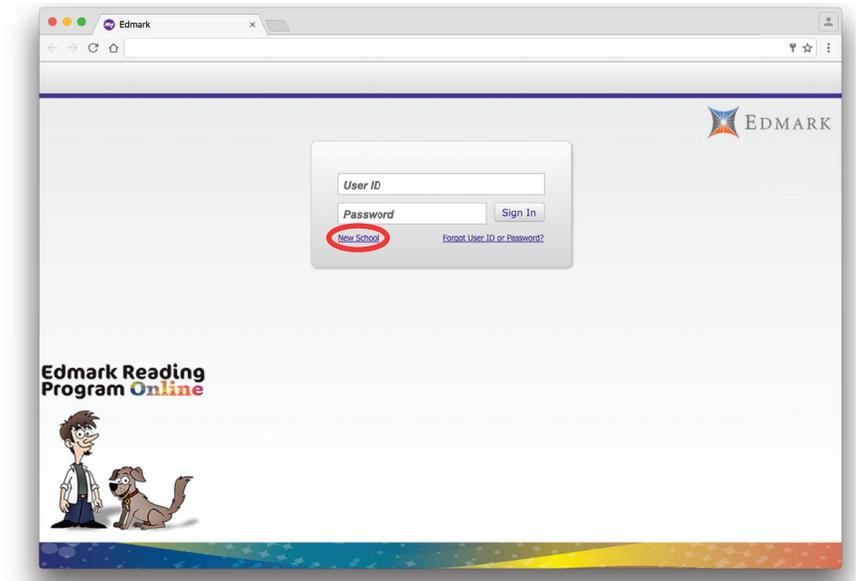


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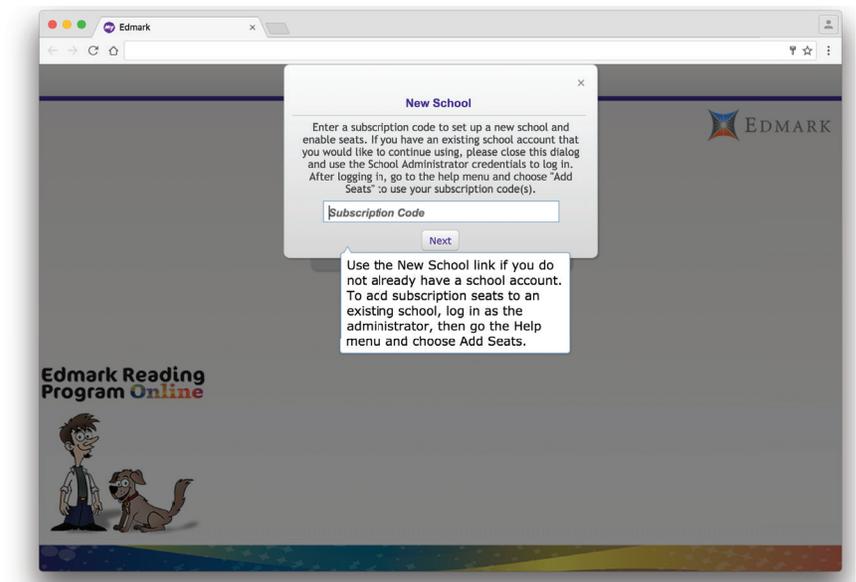
# School Administrator Sign In

## First Time

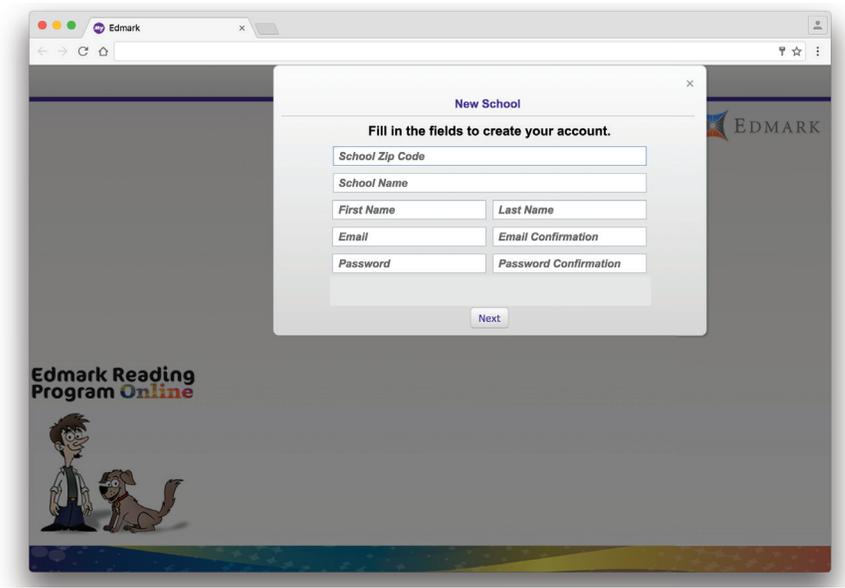
1. Go to the following website:  
[EdmarkReadingOnline.com](http://EdmarkReadingOnline.com)
2. Click the **New School** button.



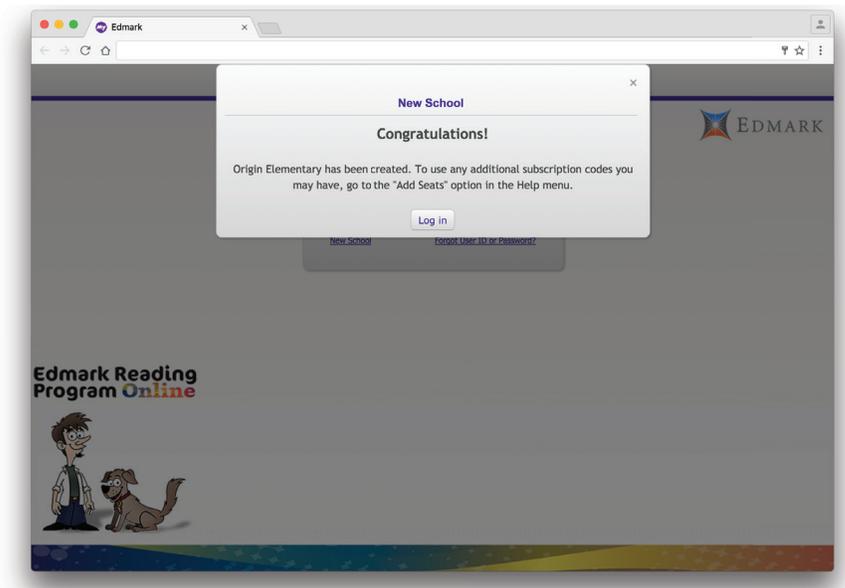
3. Enter a subscription code.



4. Fill in all fields, and click the **Next** button. (This is where you create your User ID and Password.)



5. Next you will see a Congratulations window. Click the **Log in** button.



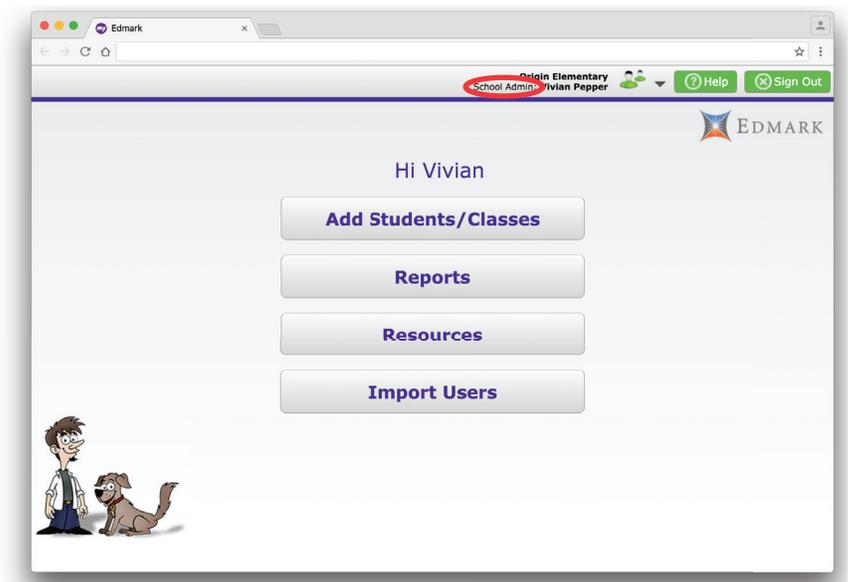
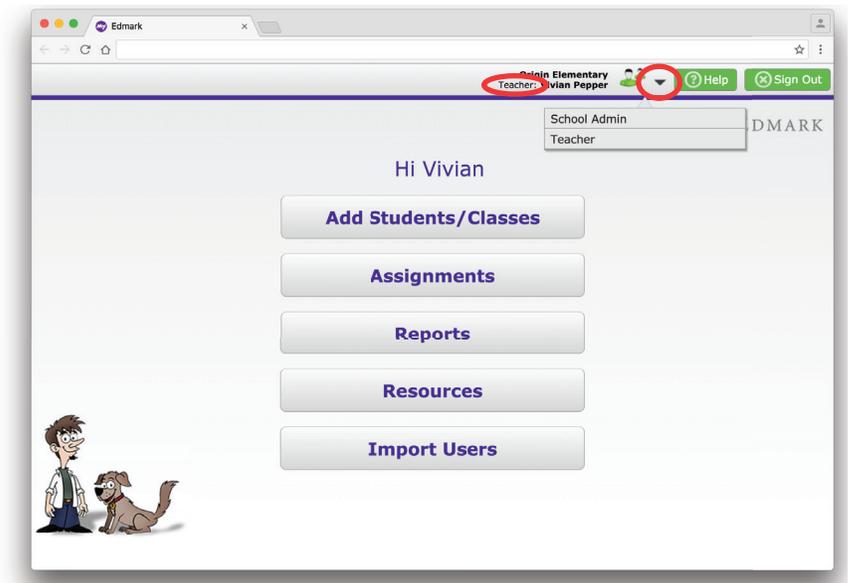
## Subsequent Times

1. Go to the following website: [EdmarkReadingOnline.com](http://EdmarkReadingOnline.com)
2. Enter your User ID and Password.
3. Click the **Sign In** button.

# Home Page

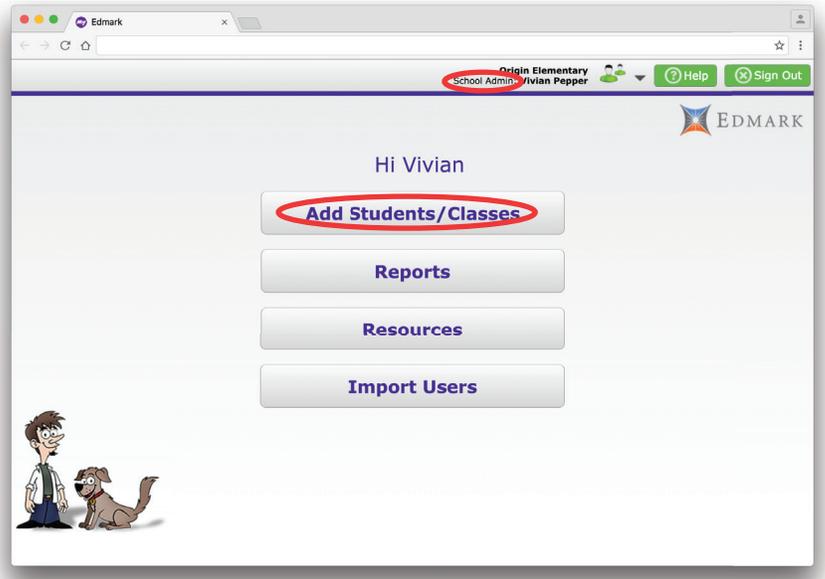
You can function as School Admin or Teacher. If you see Teacher in front of your name, click the drop-down arrow next to the **Help** button and select School Admin. This allows you to add teachers to your school.

1. Upon signing in as a school administrator, you have the following options available:
  - Add Students/Classes
  - Reports
  - Resources
  - Import Users
2. The **Add Students/Classes** button allows you to add and manage school administrators, teachers, and students.
3. The **Reports** button allows you to build a variety of reports.
4. The **Resources** button gives you access to various printable materials, signing video clips, and manuals.
5. The **Import Users** button allows a batch import of users into the system.
6. In the upper right is the **Help** button and **Sign Out**. The **Help** menu includes Email Support, Terms and Conditions, Quick Start Guides, and Add Seats.
7. Once you have selected a button, you'll be able to navigate to the Home page at any time by clicking on the navigation bar.

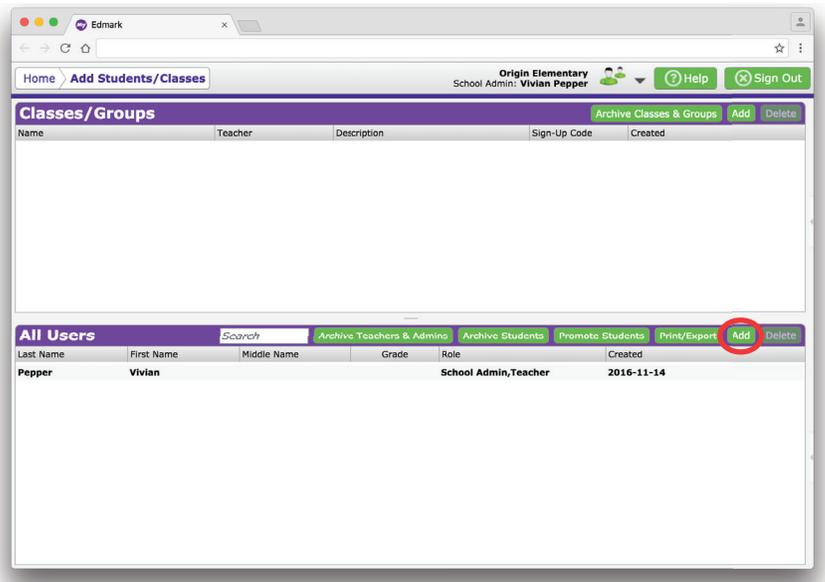


# Add Teachers to Your School

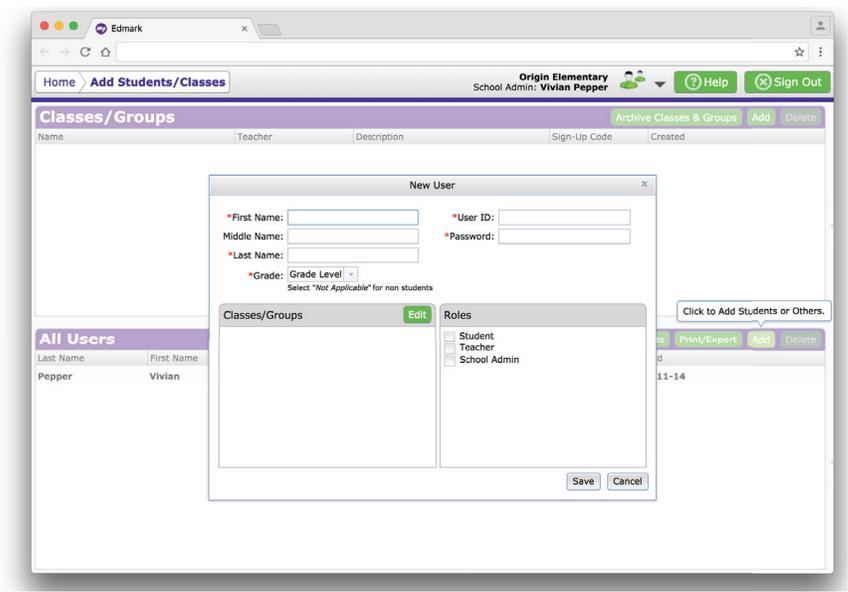
1. Make sure you are signed in as School Admin (change from Teacher, if necessary).
2. Select **Add Students/Classes** on the Home page.



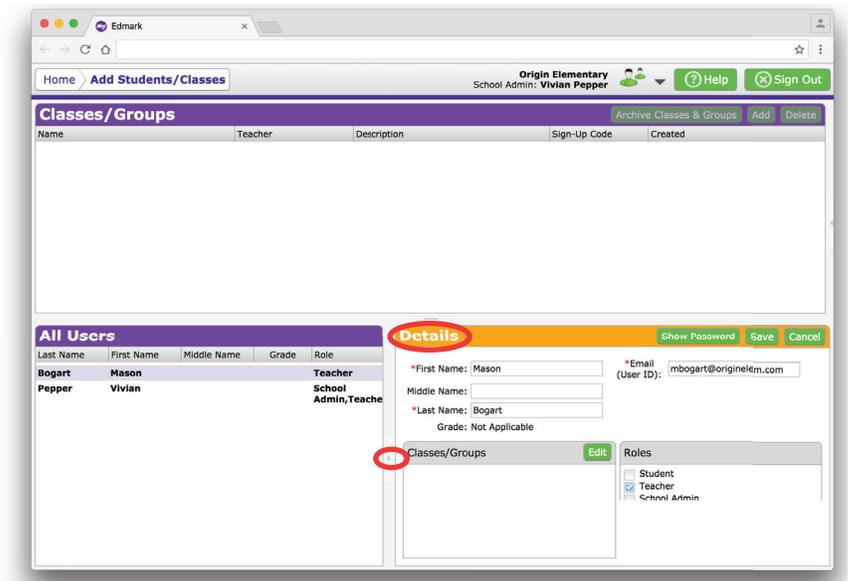
3. In the All Users section (bottom part of the screen), click the **Add** button on the far right.



4. Fill out required fields, select the Teacher role for this user, and click **Save**.
5. As School Admin, you have the option of creating classes and adding students. You may elect to have the Teachers create their own classes and add their students. To do this, send Teachers their Sign In information and the number of students they may add. See pages 2–6 in the *Quick Start Guide for Teachers* for details.



6. You can make edits and view passwords using the buttons in the Details section.
7. Click on the gray arrow between the All Users and Details sections to add more users.



# Reports

1. Select **Reports** on the Home page.
2. Use the drop-down menus to select Report Type, Class, Level, Student, and Date Range.
3. Click **Generate Report**.

