

TOTAL READER EDUCATOR TRAINING GUIDE

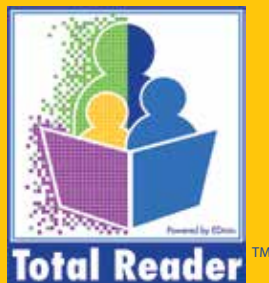
WELCOME!



HOW TO ALLOCATE LICENSES

Topics Covered

Connect Students to Allocated Licenses



ALLOCATE LICENSES

There are multiple ways to allocate licenses to a student once the licenses have been purchased. Please note, a student must have completed the connection process before you can allocate a license to them.

OPTION 1 :

- Immediately following the purchase of licenses, you may select the students from the list provided. Click the check mark and hit save and the license will be allocated.

[Back](#) **Get Licenses**

Thank you for your order
Order number is: 15695
You will receive an email shortly at test@admin.com
[Print Receipt](#)

You have purchased 50 licenses. 50 left to allocate


First Name▲	Last Name	Expires In	Allocate License
Rita	Ora		<input checked="" type="checkbox"/>
Test	Student		<input checked="" type="checkbox"/>
Yumiko	Green		<input checked="" type="checkbox"/>

1

OPTION 2 :

- Navigate to your My Groups page and select Edit Group for a group. From there, choose a student who has connected with you. You know if a student has connected by no longer seeing the paper airplane icon in their widget box. You can now flip the License switch from Off to On and hit Save.

Edit Student ✕



Yumiko Green

Student Name

Activation Code

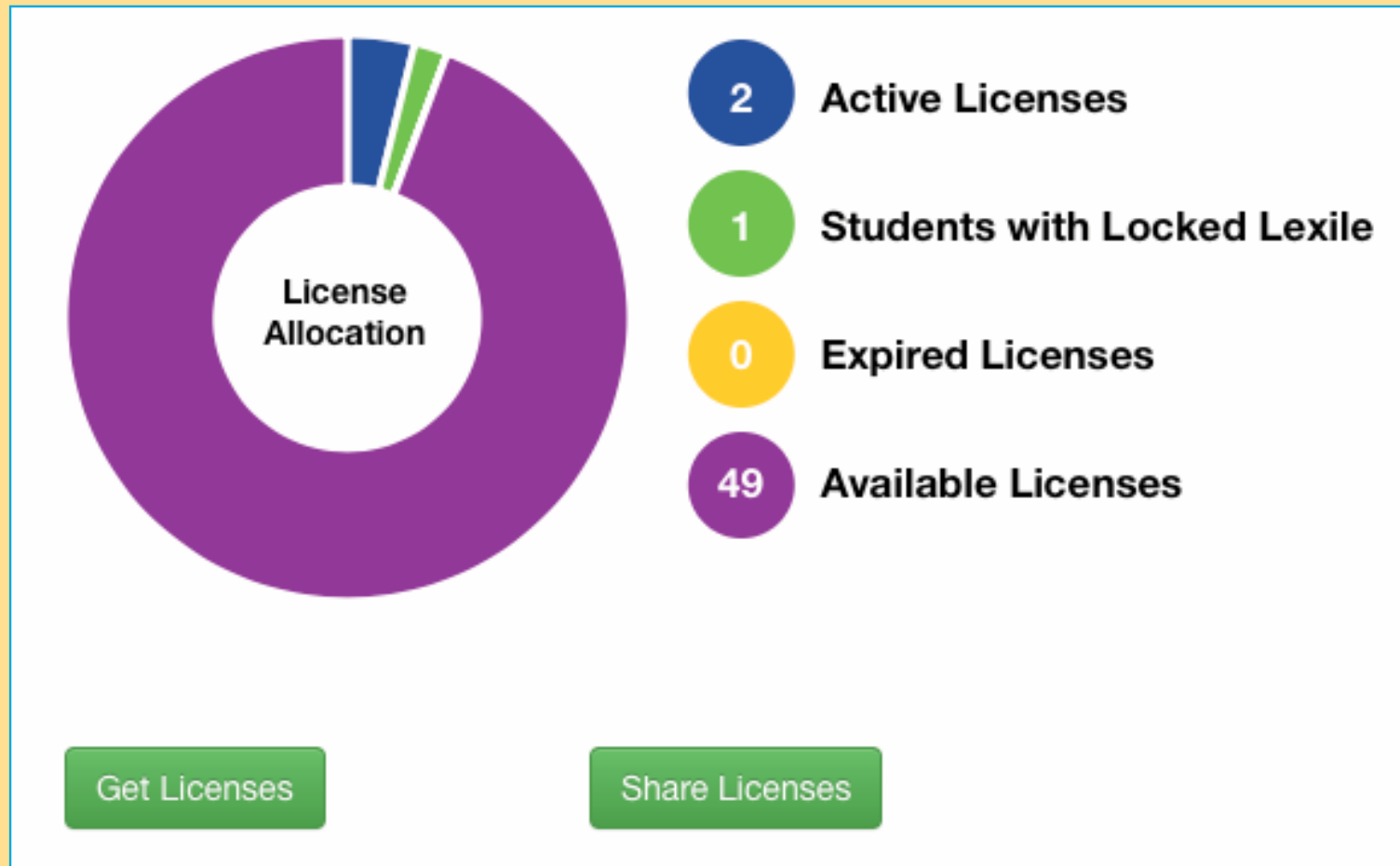
License

49 licenses remaining

Remove Student

OPTION 3:

- Anytime you are on your license allocation breakdown screen, which can be navigated to a few different ways, you can view a full list of students and their current license status. Click on one of the categories to view your list of students. Allocate licenses by clicking the check mark and hitting Save.



Students with Locked Lexile ✕

Total 1 students (49 licenses available) [Go to 'Expired Licenses'](#)

First Name ▲	Middle Name	Last Name	Expires In	Allocate License
Yumiko		Green		<input checked="" type="checkbox"/>

1

[Cancel](#) [Save](#)

ABOUT EDMIN® AND TOTAL READER™

EDmin, the parent company of Total Reader, has provided K-20 learning and accountability solutions for more than 20 years and now serves nearly 5 million users in all 50 states and the international market. EDmin is committed to providing affordable, complete solutions that educators can trust to accurately measure student progress and improve instruction.

Total Reader is an online reading assessment program that can quickly identify the correct reading level for each student and provide independent practice at that level, as well as track progress and match student reading level to books.



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