



Managing the Admin Functionality in Waterford Reading Academy

Our Mission

**FAMILY
EMPOWERMENT**

EQUITY

**UNIVERSAL
LITERACY**

Waterford.org is a national non-profit organization that seeks to blend the best aspects of learning science, mentoring relationships, and innovative technologies to form community, school, and home programs that deliver excellence and equity for all learners.

Your Product Management Hosts



Dr. Shannan Reishus



BJ Watkins

Partner Success Advocates

PartnerSuccess@waterford.org



Sheila Montierth



Sharee Wanner



Vanessa Newman



Mary Bates

Agenda

- Common Getting Started Tasks
- Features Your Staff Will Love
- Reports & Dashboards
- Help & Support

Getting Started Tasks

Remove Associations

The screenshot shows the Waterford Reading Academy interface. At the top, the logo and 'READING ACADEMY' are visible. The user 'Lynn Esser' is logged in, with an 'Org Code: #DE' and a 'Logout' button. A navigation bar includes 'Home', 'Dashboards', and 'Reports'. The main content area is titled 'Organizations' and lists several demo accounts, each with a plus icon and a 'View' button. A modal dialog box titled 'Remove Associations' is open in the center. It contains a warning that the process should only be used once a year, a list of actions (moving students, unassigning teachers/licenses, and updating parameters), and a red warning that the action applies to all schools and cannot be undone. A verification step requires typing the word 'REMOVE' in a text box. At the bottom of the dialog are 'Cancel' and 'Remove' buttons.

Waterford | READING ACADEMY

Lynn Esser

Org Code: #DE

Logout

Home Dashboards Reports

Organizations

Waterford Demo

- + Waterford Institutee
- + NY Smart Start School
- + Marcia's School
- + BJ Watkins Elementary
- + Curriculum Team
- + Texas Demo
- + School for Training
- + Northwest ISD RFP
- + RFP Demo Account - Leave Open
- + Demo Accounts School
- + Torres Ventures
- + .Open for Demo.8

Remove Associations

This process should only be used once a year at the beginning or end of the year.

This process will:

- Move all students out of their classes and schools
- Unassign the teachers from their classes
- Unassign student licenses
- Update reporting parameters

This action applies to all schools and cannot be undone.

To verify that you want to Remove Associations for all schools, please type the word "REMOVE" in the box below:

By selecting this, your request will be put in a queue. This cannot be undone.

Cancel Remove

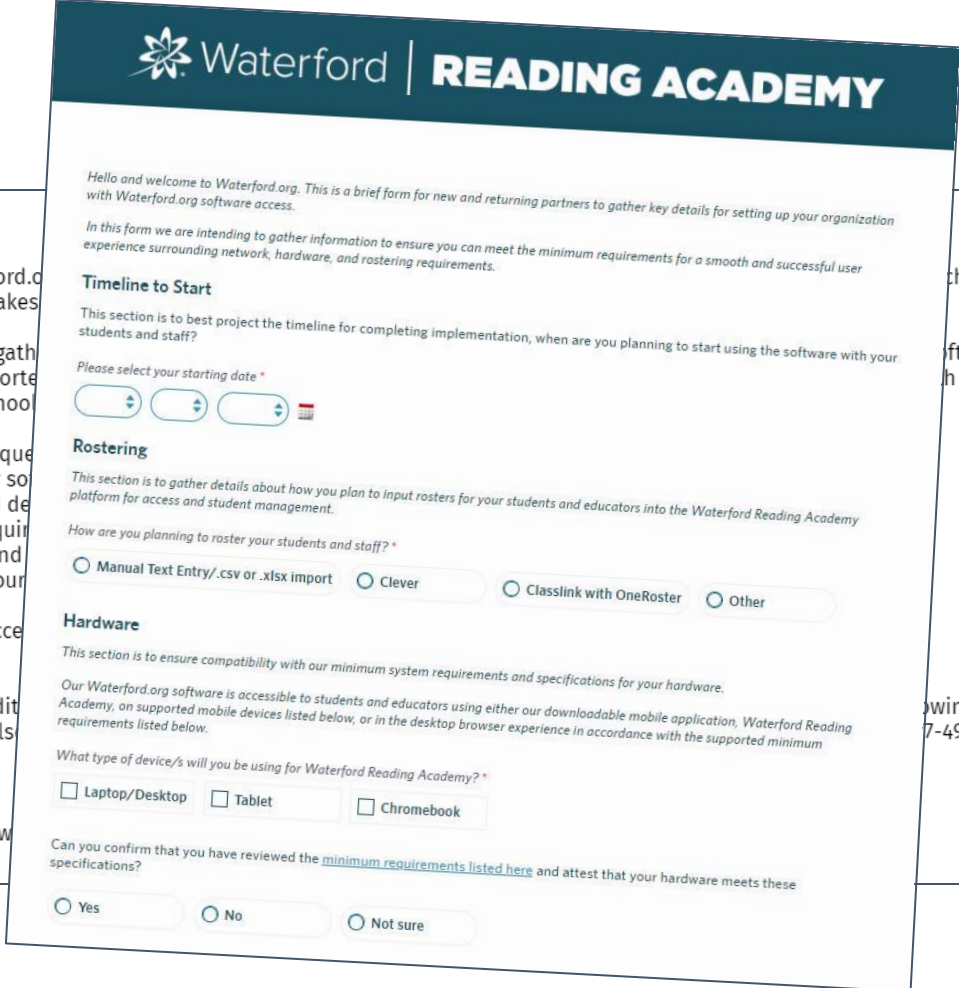
Organizations > Remove Associations

Complete Implementation Form

- Includes questions about:

- Timeline
- Rostering
- Hardware
- Network
- Your Questions

Need guidance?
Schedule a **Waterford
Implementation Support
meeting** with our Tech Team



The image shows a screenshot of the Waterford Reading Academy implementation form. The form is titled "Waterford | READING ACADEMY" and includes sections for Timeline to Start, Rostering, and Hardware. It also features a sidebar with a welcome message and links for assistance.

Hi Michelle,

Welcome back to Waterford.org. This is a brief form for new and returning partners to gather key details for setting up your organization with Waterford.org software access.

In this form we are intending to gather information to ensure you can meet the minimum requirements for a smooth and successful user experience surrounding network, hardware, and rostering requirements.

Timeline to Start

This section is to best project the timeline for completing implementation, when are you planning to start using the software with your students and staff?

Please select your starting date *

Rostering

This section is to gather details about how you plan to input rosters for your students and educators into the Waterford Reading Academy platform for access and student management.

How are you planning to roster your students and staff? *

☐ Manual Text Entry/.csv or .xlsx import ☐ Clever ☐ Classlink with OneRoster ☐ Other

Hardware

This section is to ensure compatibility with our minimum system requirements and specifications for your hardware.

Our Waterford.org software is accessible to students and educators using either our downloadable mobile application, Waterford Reading Academy, on supported mobile devices listed below, or in the desktop browser experience in accordance with the supported minimum requirements listed below.

What type of device/s will you be using for Waterford Reading Academy? *

☐ Laptop/Desktop ☐ Tablet ☐ Chromebook

Can you confirm that you have reviewed the [minimum requirements listed here](#) and attest that your hardware meets these specifications?

☐ Yes ☐ No ☐ Not sure

ch is provided annually to all new and

ftware access. Equally, you will find

h learning experience for your students and

Click the link below to access the [Form Link Here](#)

Should you have any additional questions for assistance. You can also contact our support team via the [Calendly Link Here](#)

Best regards,
Waterford.org Support | w

Following Calendly link to schedule a support call
7-499-7997.

Roster Students & Staff

- Enter people into Waterford Reading Academy via:
 - Clever
 - ClassLink
 - One Roster
 - Manual import

3rd Party Integrations

- Work with your **tech department** to:
 - Determine sharing rules
 - Enable single sign on (SSO)

The logo for Clever, featuring the word "Clever" in a bold, blue, sans-serif font.The logo for ClassLink, featuring a blue cloud icon with a white stylized figure inside, followed by the word "ClassLink" in a bold, blue, sans-serif font.The logo for ONEROSTER 1.1, featuring a circular icon with a stylized 'S' shape in blue and orange, followed by the text "ONEROSTER® 1.1" in a bold, sans-serif font.

Manual Rostering

- **Download the template** through Waterford Reading Academy
- Enter student & staff data
 - Assign to correct school, grade, and teacher
- Complete yourself or work with your **Partner Success Advocate**

Staff & Students > Import



Home



Dashboards

View

☒ Students

☐ Staff

Filters

Schools

Classes

Unassigned Students

Grade Level

Genders

Primary Languages

AutoSave ☐ Off

WaterfordStudentImportTemplate

Search (Alt+Q)

Shannan Reishus

Comments Share

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells Editing Analysis Sensitivity

H11

IT, PR, TK,

Examples:	Preferred Name	Username	Password	User Grade	Email Address	School
3	Cap	WAMRogers1234	Rogers1234		rogers@waterford.ops	Waterford Academy
4	Adi	WAMTomes1234	Tomes1234		tomes@waterford.ops	Waterford Academy
5	Statue	WPSLang1234	Abcd1234		lang@public.waterford	Waterford Academy
6	Bucky	MABarnes	MAOS	PK		Waterford Academy
7	Vision	TVShades845	7gT1	02		Waterford Academy

Available Options:

Preferred Name	Username	Password	User Grade	Email Address	School
Plain Alphanumeric text	Plain Alphanumeric text For Staff: we recommend using their email address For Students: we recommend adding an acronym for your District - Ex: DISD_XXXXXXXX	Plain Alphanumeric text For Staff: Needs to be 8 characters long including one capital, mixed case alpha numeric and special characters from list: !@#\$%^&* For Students: at least be four characters, no other restrictions	IT, PR, TK, PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, PS, UG, Other	Valid email	Plain Alphanumeric text

Supported Characters:

Supported Characters:	Supported Characters:
a-z, A-Z	any non-whitespace character

☐ Abdi, Dalha

☐ Adams, John

☐ Adams, Paul

☐ Adams, Paul

Import

Restore Deleted

Staff & Students > Import

New! Confirm Sync: View Number of Rostered Students & Staff

The screenshot shows the 'Staff & Students' management interface. At the top is a navigation bar with icons for Home, Dashboards, Reports, Organizations, Staff & Students (active), Courses & Goals, Resources & Activities, Messages & Notifications, and Profile. On the left, a sidebar contains a 'View' section with 'Students' selected and 'Staff' as an option. Below this is a 'Filters' section with expandable menus for Schools, Classes, Unassigned Students, Grade Level, Genders, and Primary Languages. The main content area is titled 'Staff & Students' and includes a search bar, a '1631 Results' count, and a 'Select All' checkbox. A list of student entries follows, each with a checkbox and a right-pointing arrow. An orange callout box with an arrow pointing to the search bar contains the text 'Displays All Results Until Filtered'. To the right of the list are buttons for 'Mentor Codes', 'Login Badges', 'Add New Student', 'Move Students', 'Delete Students', 'Import', and 'Restore Deleted'. A note at the top right states: 'Please select one class and at least one student to enable the button below:'.

View

- ☒ Students
- ☐ Staff

Filters

- Schools
- Classes
- Unassigned Students
- Grade Level
- Genders
- Primary Languages

Staff & Students

Search...

1631 Results

☐ Select All

- ☐ 10.13.211, PreKTestStudentt
- ☐ ABB, AAAAABBBBB
- ☐ ABCDEF, Student
- ☐ ASC, February
- ☐ ASC, January
- ☐ ASC, March
- ☐ Abdi, Amina
- ☐ Abdi, Dalha
- ☐ Adams, John
- ☐ Adams, Paul

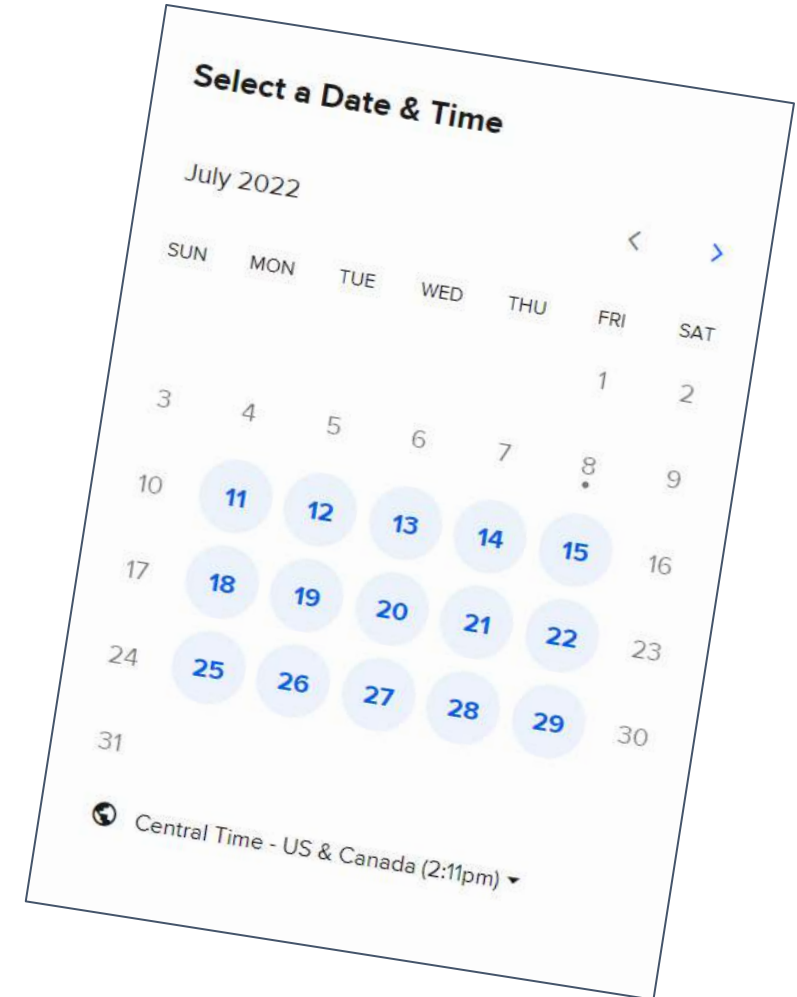
Please select one class and at least one student to enable the button below:

- Mentor Codes
- Login Badges
- Add New Student
- Move Students
- Delete Students
- Import
- Restore Deleted

Staff & Students > Select **Filter** Criteria

Schedule Onboarding Meeting

- For new Partners
- Schedule **Implementation Kick-Off Meeting**
 - Tour of the program
 - Q&A
 - Review your Waterford Support Team
 - Provide resources for your staff
- Respond to **Partner Success Advocate** call / email



Allocate Licenses

- **Assign licenses to the schools** within your district
 - District purchased vs. school purchased licenses
- **Monitor license allocation**
 - Number of licenses **purchased**
 - Number of licenses **reserved** for each school (vs. unreserved)
 - Number of licenses **assigned** to students (vs. unassigned) within each school

Reserved = School

Assigned = Student

Home

Dashboards

Reports

Organizations

Staff & Students

Courses & Goals

Resources & Activities

Messages & Notifications

Profile

Organizations

◀ Back to All

Beatles Elementary

InformationSettingsLicensesLicense AllocationsSupport

		Total	Assigned	Unassigned
District Total 200 students	<i>Purchased by District:</i>	200	140	60
	<i>Reserved:</i> <i>Total of schools below</i>	185	135	50
	<i>Unreserved:</i> <i>Shared across the district</i>	15	5	10
John Lennon School 60 students	<i>Reserved from District:</i>	60	45	15
	<i>Purchased by School:</i>	0	0	0
Paul McCartney School 55 students	<i>Reserved from District:</i>	55	30	25
	<i>Purchased by School:</i>	10	8	2
George Harrison School 40 students	<i>Reserved from District:</i>	30	20	10
	<i>Purchased by School:</i>	0	0	0
Ringo Starr School 45 students	<i>Reserved from District:</i>	40	45	0
	<i>Purchased by School:</i>	0	0	0

Organizations > View > License Allocations

License Usage Rules

1. Licenses **purchased by the school** are used first
2. Next come **district reserved** licenses
3. **District unreserved** (floating) licenses
4. **New!** If none of the above licenses are available, an **error message** will appear when assigning a course to a student.

Assign Courses to Students

- Choose what **courses** students can access:
 - **SmartStart** > integrated PreK reading, math, and science
 - **Early Reading** > adaptive PreK-2 reading
 - **Early Math & Science** > adaptive PreK-2 math & science
 - **Assessment** > Waterford Assessment of Core Skills PreK-2
- Default **usage goals**:
 - PreK-Kindergarten:
 - 15 minutes per day / 5 days per week
 - Grades 1-2
 - 30 minutes per day / 5 days per week

Courses & Goals > Filter to the correct View > Choose Course

New! Coming Soon!

Create Tags for Easy Grouping / Reporting

- **What is a Tag?**

- A **Tag** provides district admins with the ability to add a tag for easy grouping and reporting. Examples may include:

- RTI / MTSS
- English Learner
- Special Education
- Head Start

Manage *Tags* at District Level

The screenshot shows the 'Organizations' section of the Waterford.org interface. At the top is a navigation bar with icons for Home, Dashboards, Reports, Organizations (selected), Staff & Students, Courses & Goals, Resources & Activities, Messages & Notifications, and Profile. Below the navigation bar, the 'Organizations' title is followed by a 'Back to All' button. Underneath is the 'Waterford Demo' section, which contains a tabbed interface with 'Information', 'Settings', 'Licenses', 'License Allocations', 'Support', and 'Tag Manager' (selected). A descriptive paragraph explains that tags can be used to tag students or classes, such as for funding sources or programs, and that these tags will appear in dropdown lists. Below the text is an 'Add Tag' button. Three tag input fields are shown, each with a red 'X' delete button: 'Head Start', 'MTSS', and 'Add new tag here...'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Organizations

[Back to All](#)

Waterford Demo

Information Settings Licenses License Allocations Support **Tag Manager**

Tags can be used to tag student or classes however you like. For example, you can use them to tag a specific funding source or program. Add or remove tags below. Teacher and administration will then see these tags appear in the dropdown list and be able to select from them.

[+ Add Tag](#)

Tag: [X](#)

Tag: [X](#)

Tag: [X](#)

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

Organizations > View > Tag Manager

Features Your Staff Will Love

Cool Things You Should Know About

Enable Spanish Language Support

- **What is Spanish Language Support?**
 - Repeat audio instructions in Spanish + additional context in Spanish
 - Enable on a student-by-student basis

Home

Dashboards

Reports

Organizations

Staff & Students

Courses & Goals

Resources & Activities

Messages & Notifications

Profile

Back to All

B, Pepe

Information

Courses & Goals

Assignments

Support

First Name*

Pepe

Middle Name

Last Name*

B

Preferred Name*

Pepe

Unique ID*

58594958

Gender

Unspecified

Email Address

Primary Language

Spanish

Grade*

Kindergarten

Student Username*

qapepe

Student Password*

Confirm Password*

School*

Ken Torgerson School

Primary Class*

Pepe

Add Another Class

Head Start

Add tag...

Impersonate

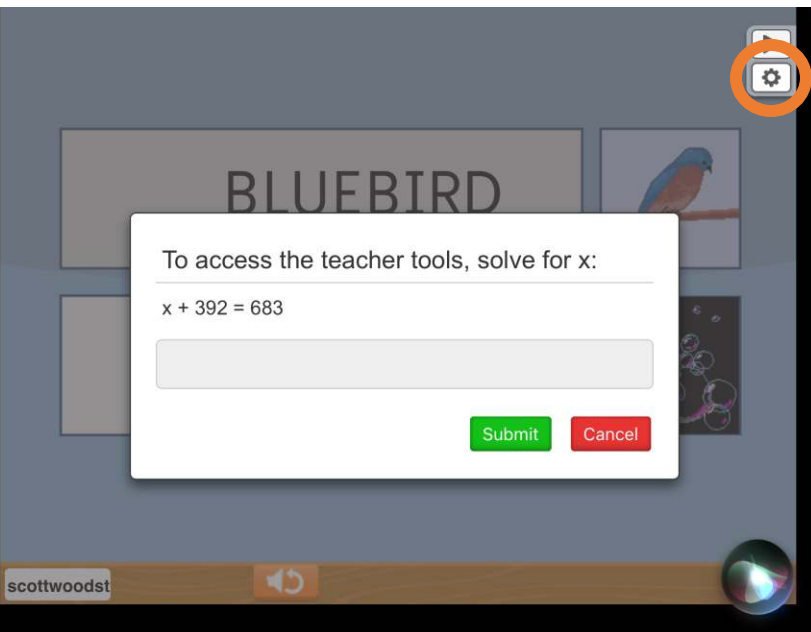
Delete

Reset Password

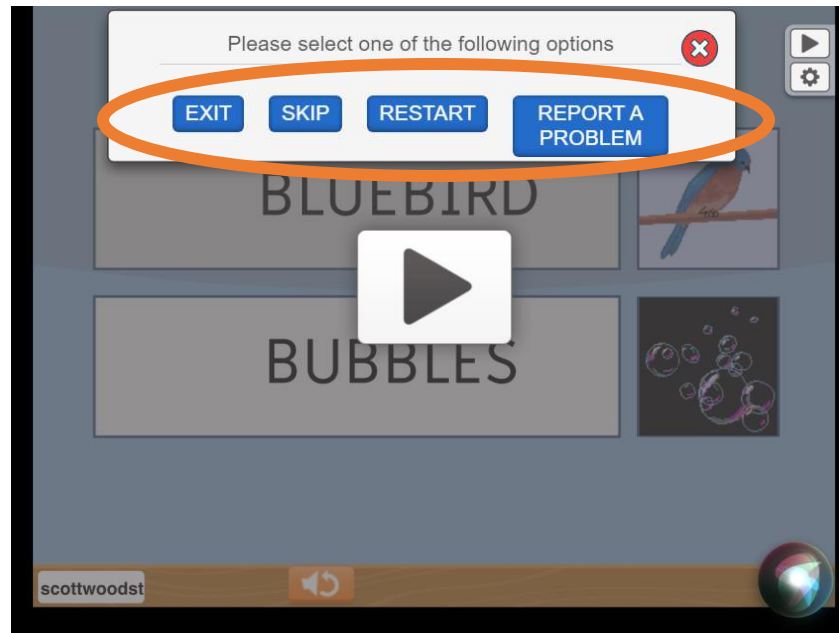
Staff & Students > Students > Filter to Correct Student > Primary Language > Spanish

Report a Problem

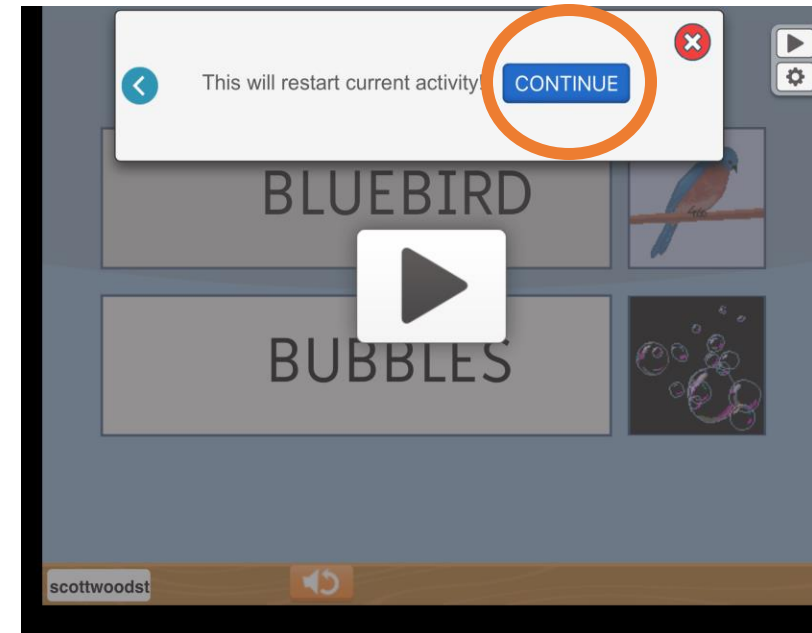
1. Click on Settings



2. Choose...



3. Tap Continue



Waterford Playlists

- A group of digital *Activities* organized into a sequence to meet a specific learning objective
- Used to introduce a concept or differentiate instruction

**Replaces Classroom Advantage which was formerly sold separately.*



Home



Dashboards



Reports



Organizations



Staff & Students



Courses & Goals



Resources &
Activities



Messages &
Notifications



Profile


View

☒ All Activities

☐ All Playlists

☐ My Playlists


Filters


Language 

Resource Type 

Subject & Strand 

Grade Level 

Skill Level 

Curriculets 

Resources & Activities

Search...



Vocab Picture Instruction: Reaching Above

Early Reading

Reaching Above The Bessie Coleman Story: Comprehend the Read-along Book by making predictions, completing a story map, and learning vocabulary (Oklahoma, flock, gaze, license,

[View More](#) 



View



Digital Activity

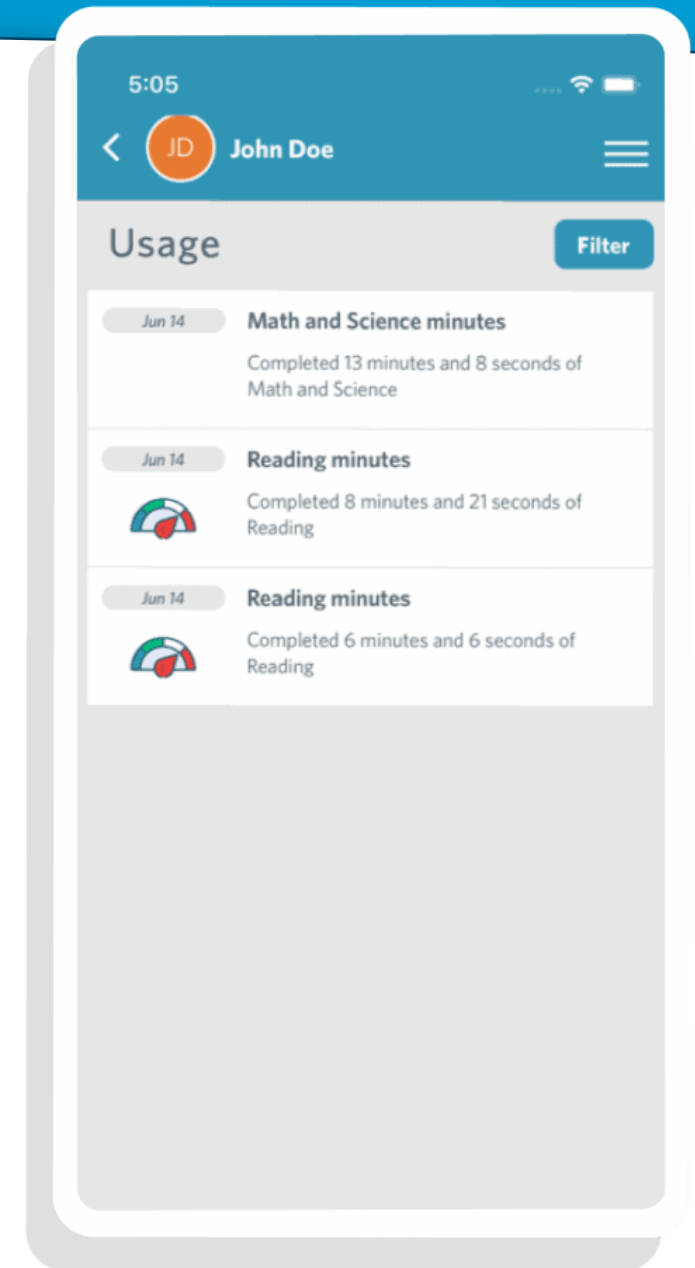
Comprehension & Voca...

Need help?



Waterford Mentor

- A family app
- **Automatically** shares **personalized progress updates and tips** with each student's family in *English or Spanish*
- **Empowers families** with a collection of over **1,300 resources** in *English and Spanish*



View

- ☒ Students
- ☐ Staff

Filters

- Schools
- ☒ Ken Torgerson School

- Classes
- ☒ Pepe

- Unassigned Students
- Tags
- Grade Level
- Genders
- Primary Languages

Ken Torgerson School

Pepe

Staff & Students

Search...

1 Results / 1 Selected

☒ Select All


☒ B, Pepe

Please select one class and at least one student to enable the button below:

Mentor Codes

Log

- Add N
- Mov
- Dele
- Resto
- Ma



Waterford

MENTOR

Our class is using Waterford Mentor, which is both a website and an App.

The website is where: students can take sessions; parents can monitor progress & access thousands of educational resources.

The Waterford Mentor app allows families to monitor usage, progress, achievements & receive messages.


1) Go to "mentor.waterford.org" on a computer or tablet, and/or install the "Waterford Mentor" app for iOS or Android

2) Sign up and create a password (you use the same credentials for the website & app)

3) On the My Household screen, click the "Have a Mentor Code" tile, and enter the unique code below to link your child (in the app click the "+" to enter the code):

Pepe B

Code: mea71f8a



Waterford.org

Reports & Dashboards

District Dashboards & Reports

View

- ☒ District
- ☐ Schools
- ☐ Classes
- ☐ Students

Curriculum

- ☒ Early Reading
- ☐ Early Math & Science
- ☐ SmartStart
- ☐ Assessments

Reports

Report Selector <

Select filters to apply and then choose a report below.

District Reports

	Level <ul style="list-style-type: none">Monthly count of students location by curriculum segments.Allows "drill down" to see which students are within which segments.Can quickly show progress/growth.	Open
	Usage <ul style="list-style-type: none">School and Home use totals.Month by month totals.Useful for quickly comparing students usage.	Open

Reports > View > Open

District Completion Level Report

Level Report					
Waterford Early Learning: Reading					
Number of students in each level at the end of each month					
Student Grade	Completion Level	Aug	Sep	Oct	Nov
Other	Pre-Reading 1				
	Pre-Reading 2				
	Pre-Reading 3		1	1	
	Basic Reading 1				
	Basic Reading 2				
	Basic Reading 3				
	Fluent Reading 1				
	Fluent Reading 2				
	Fluent Reading 3				
TOTAL STUDENTS			1	1	

Reading Grade Level Goals

- **Pre-Reading:** End of Pre-K
- **Basic Reading 1:** End of K
- **Basic Reading 3:** End of Grade 1
- **Fluent Reading:** End of Grade 2

Math & Science Grade Level Goals

- **Pre-Math & Science 2:** End of K
- **Basic Math & Science 2:** End of Grade 1
- **Fluent Math & Science 2:** End of Grade 2

Reports > View > Open

District Usage Report

Usage Report

Waterford Early Learning: Reading

Waterford Demo

Aug 2021 - Aug 2022

School	Total Students	Average Usage Minutes	Total Usage Minutes	Avg	Average minutes per month											
					Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Andy B's School																
Arkansas DESE	1	12	12												12	
BJ Watkins Elementary	6	57	339	18	7	5	2				3		228	66		
Chris Robertson Elementary	1	4	4	3		1										
Chuck's Demo School	1	16	16							16						
Jeff Eschler Elementary	2	20	41	9					22							
Joseph's School	1	21	21	2				4	12					2		
KathrynPersch School	1	101	101				101									
Kiisel Family School	1	225	225										64	161		
Partnerships Demo School	3	4	11	4												
					24	125	134	214	106	65	79	94	17	21		

Reports > View > Open

Usage Goals

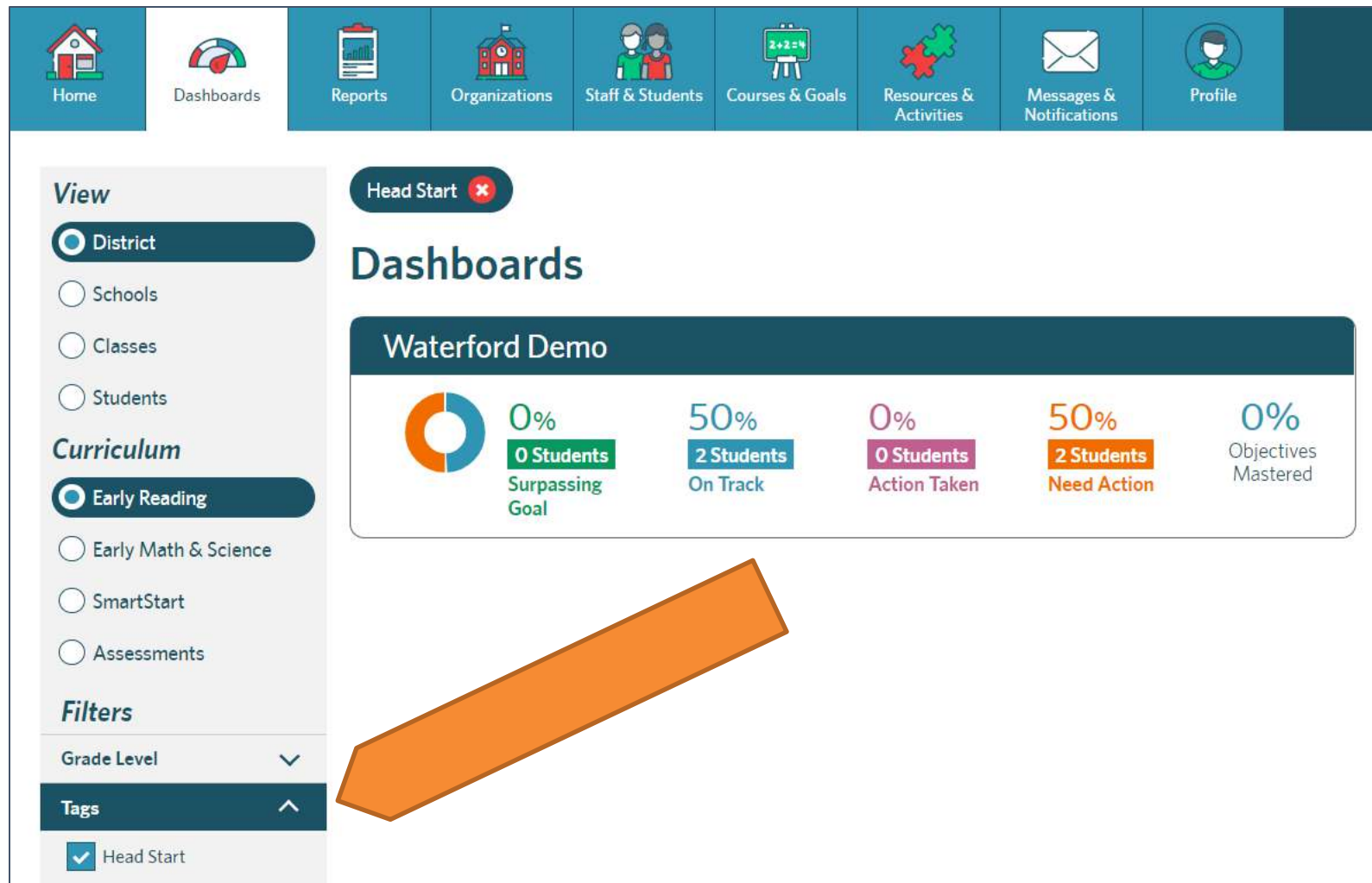
PreK-Kindergarten:

- 15 minutes per day / 5 days per week

Grades 1-2


- 30 minutes per day / 5 days per week

Dashboards



Help & Support

New! Contextual Help



Lynn Esser
Org Code: #DE
Logout

Home

Dashboards

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Resources & Activities

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Organizations

Waterford Demo

+ Waterford Institutee

View

+ NY Smart Start School

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View

+ BJ Watkins Elementary

View

+ Curriculum Team

View

+ Texas Demo

View

+ School for Training

View

+ Northwest ISD RFP

View

+ RFP Demo Account - Leave Open

View

+ Demo Accounts School

View

+ Torres Ventures

View

+ .Open for Demo.8

View

+ KathrynPersch School

View

+ Outreach

View

+ Sales Team Demo School

View

+ Waterford Board Demo

View

+ Demonstration School

View

+ Add New School

+ Add New Class

Rostering:

Import

End-of-Year Tools:

Reset to Placement

Remove Associations

Help Categories

LiveChat

SUGGESTED ARTICLES

ORGANIZATIONS TAB

Importing Staff and Student Information

ORGANIZATIONS TAB

Customizing Student Transfer Settings (District Administrator Only)

ORGANIZATIONS TAB

Removing Associations

Find articles...

Powered by HelpDocs



Help.Waterford.org

HELP GUIDES >  GETTING STARTED HUB

Getting Started Hub

Getting Started Hub for Students

Welcome to the Getting Started Hub for Waterford students! Here you'll find a collection of instructions for helping your students use and get the most out of the Waterford curriculum. Click on the t...

Getting Started Hub for Teachers

Welcome to the Getting Started Hub for Waterford teachers! Here you'll find a collection of instructions for setting up your students to use the Waterford curriculum. Click on the titles below for he...

Getting Started Hub for Administrators

Welcome to the Getting Started Hub for Waterford administrators! Here you'll find a collection of instructions for what your school or district needs to set up and use the Waterford curriculum. Click...

Support Options



help.waterford.org



Live Chat



Tech Support: welsupport@waterford.org

General Support: partnersuccess@waterford.org



877.499.7997

Partner Success Advocates

PartnerSuccess@waterford.org



Sheila Montierth



Sharee Wanner



Vanessa Newman



Mary Bates

Thank you!

Have a great school year!