



Waterford.org

Managing the Admin Functionality in Waterford Reading Academy

Our Mission

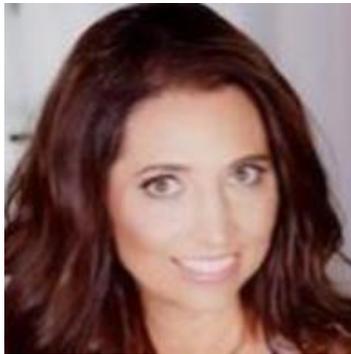
**FAMILY
EMPOWERMENT**

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



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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 dashboard. At the top, the logo and name 'Waterford | 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 schools under 'Waterford Demo', each with a plus icon and a 'View' button. A modal dialog box titled 'Remove Associations' is open in the center. It contains the following text: 'This process should only be used once a year at the beginning or end of the year.' followed by 'This process will:' and a bulleted list: 'Move all students out of their classes and schools', 'Unassign the teachers from their classes', 'Unassign student licenses', and 'Update reporting parameters'. Below the list is a red warning: 'This action applies to all schools and cannot be undone.' Then, it says: 'To verify that you want to Remove Associations for all schools, please type the word "REMOVE" in the box below:' followed by a text input field. At the bottom of the dialog, it states: 'By selecting this, your request will be put in a queue. This cannot be undone.' and provides '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

Hi Michelle,

Welcome back to Waterford.org for returning partners and takes

The form is intended to gather information on our supported staff in the upcoming school year.

In this form you will see questions about:
- Projected start date for software
- Rostering methods and device requirements
- Hardware minimum requirements
- Network permissions and access
- Scheduling a call with our support team

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

Should you have any additional questions for assistance. You can also schedule a call with our support team:
[Calendly Link Here](#)

Best regards,
Waterford.org Support | w

The screenshot shows the 'Waterford | READING ACADEMY' implementation form. It includes a welcome message, a 'Timeline to Start' section with a date picker, a 'Rostering' section with radio button options for 'Manual Text Entry/.csv or .xlsx import', 'Clever', 'Classlink with OneRoster', and 'Other', and a 'Hardware' section with checkboxes for 'Laptop/Desktop', 'Tablet', and 'Chromebook'. The form also includes a confirmation question about hardware requirements.

This form is provided annually to all new and returning partners and takes approximately 15-20 minutes to complete. The form is intended to gather information on our supported staff in the upcoming school year. In this form you will see questions about:
- Projected start date for software access. Equally, you will find questions about network, hardware, and rostering requirements for a smooth and successful user experience surrounding network, hardware, and rostering requirements.
- Projected start date for software
- Rostering methods and device requirements
- Hardware minimum requirements
- Network permissions and access
- Scheduling a call with our support team

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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 globe 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 globe and the text "ONEROSTER® 1.1" in a bold, blue, 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

View

Students

Staff

Filters

Schools

Classes

Unassigned Students

Grade Level

Genders

Primary Languages

WaterfordStudentImportTemplate

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	
Cap	WAMRogers1234	Rogers1234		rogers@waterford.ops		
Adi	WAMTomes1234	Tomes1234		tomes@waterford.ops	Waterford Academy	
Statue	WPSLang1234	Abcd1234		lang@public.waterford	Waterford Academy	
Bucky	MABarnes	MAOS	PK		Waterford Academy	
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: a-z, A-Z	Supported Characters: any non-whitespace character					

Abdi, Dalha

Adams, John

Adams, Paul

Adams, Paul

Import

Restore Deleted

Staff & Students > Import

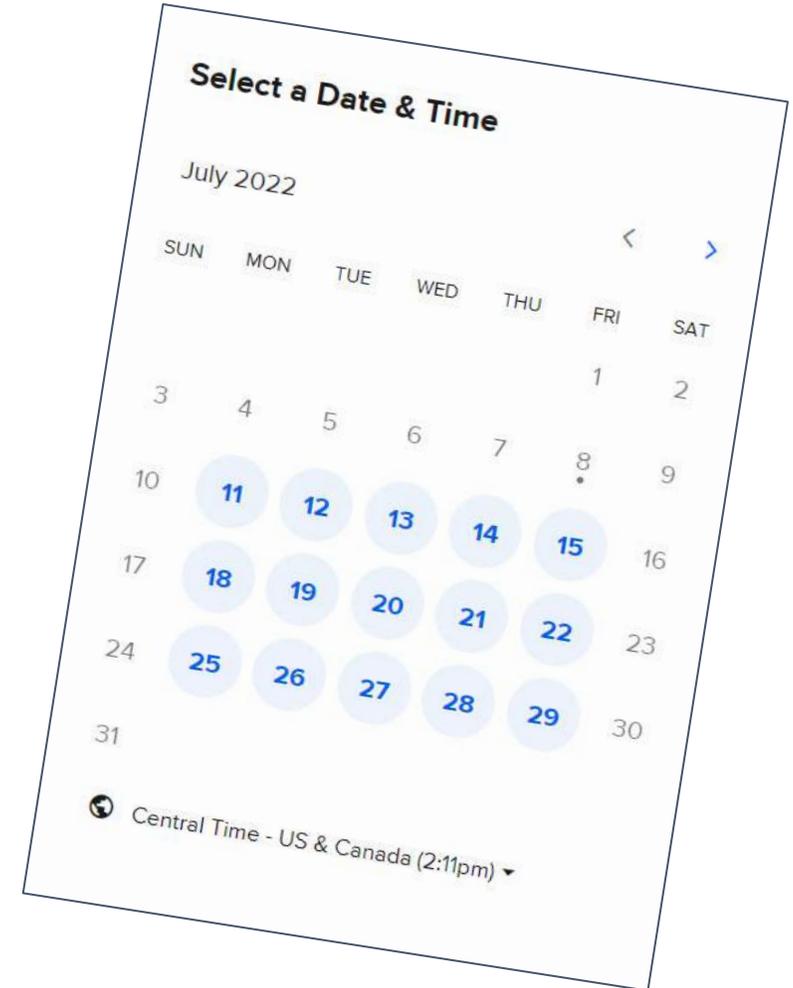
New! Confirm Sync: View Number of Rostered Students & Staff

The screenshot shows the 'Staff & Students' interface. At the top is a navigation bar with icons for Home, Dashboards, Reports, Organizations, Staff & Students, Courses & Goals, Resources & Activities, Messages & Notifications, and Profile. On the left is a sidebar with 'View' options (Students selected, Staff) and 'Filters' (Schools, Classes, Unassigned Students, Grade Level, Genders, Primary Languages). The main area is titled 'Staff & Students' and contains a search bar, a '1631 Results' count, a 'Select All' checkbox, and a list of student entries. An orange callout box with an arrow points to the search bar, containing 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 says 'Please select one class and at least one student to enable the button below:'.

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

Organizations > View > License Allocations

Organizations

[Back to All](#)

Beatles Elementary

[Information](#)
[Settings](#)
[Licenses](#)
[License Allocations](#)
[Support](#)

		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

Reserved = School

Assigned = Student

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, there 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 displayed, followed by a 'Back to All' button. The 'Waterford Demo' section contains a sub-navigation bar with tabs for 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 they will appear in dropdown lists. Below this, there is an 'Add Tag' button and three existing tags: 'Head Start', 'MTSS', and 'Add new tag here...'. Each tag has a red 'X' icon to its right. At the bottom right, there are 'Save' and 'Cancel' buttons.

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

Back to All

B, Pepe

- Information
- Courses & Goals
- Assignments
- Support

First Name*

Middle Name

Last Name*

Preferred Name*

Unique ID*

Gender

Email Address

Primary Language

Grade*

Student Username*

Student Password*

Confirm Password*

School*

Primary Class*

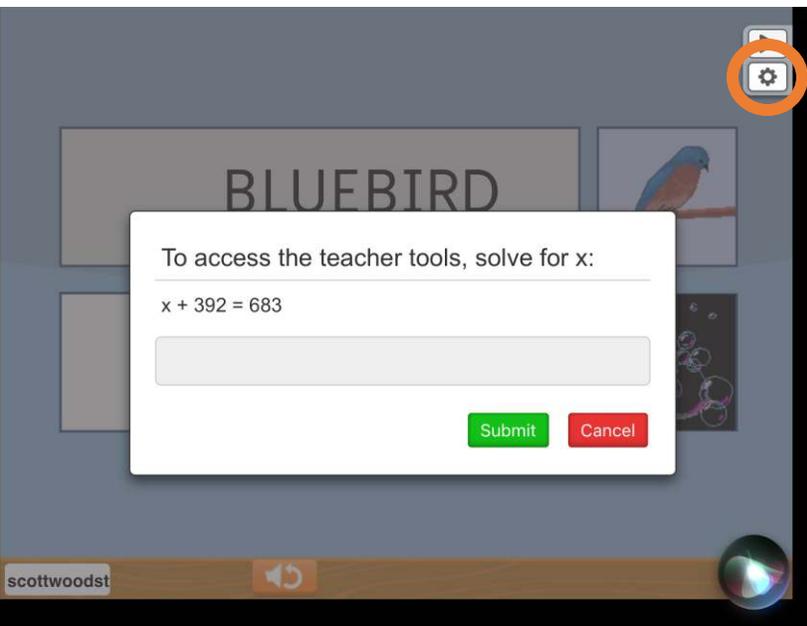
Head Start

-
-
-

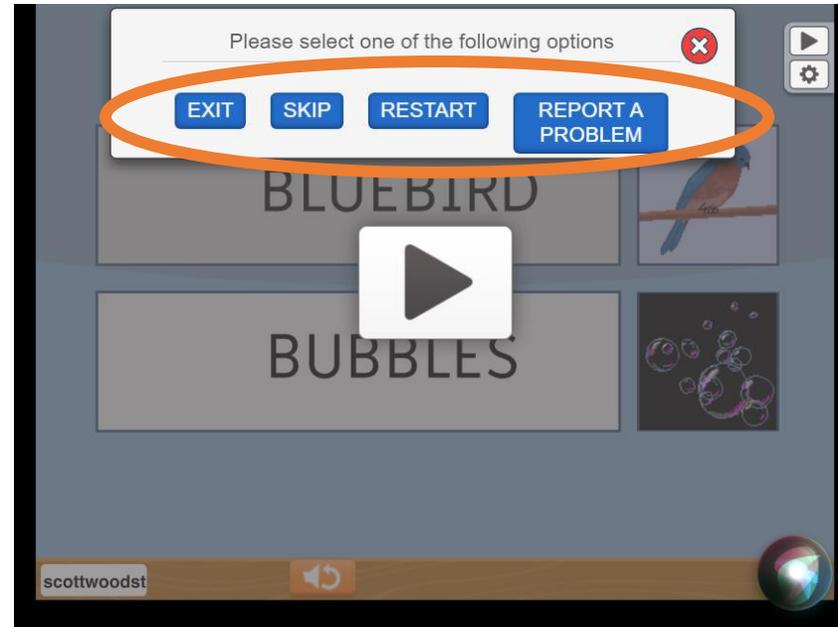
Staff & Students > Students > Filter to Correct Student > Primary Language > Spanish

Report a Problem

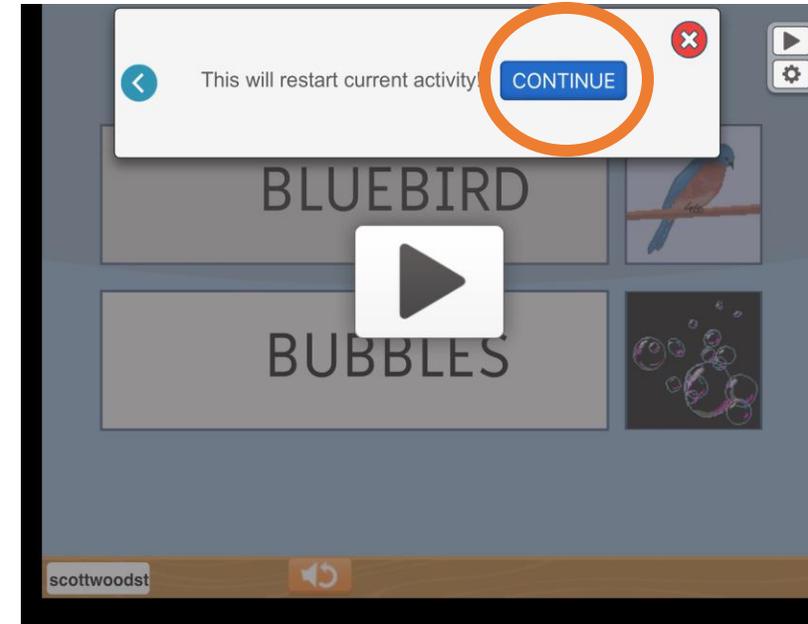
1. Click on Settings



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](#) ▼



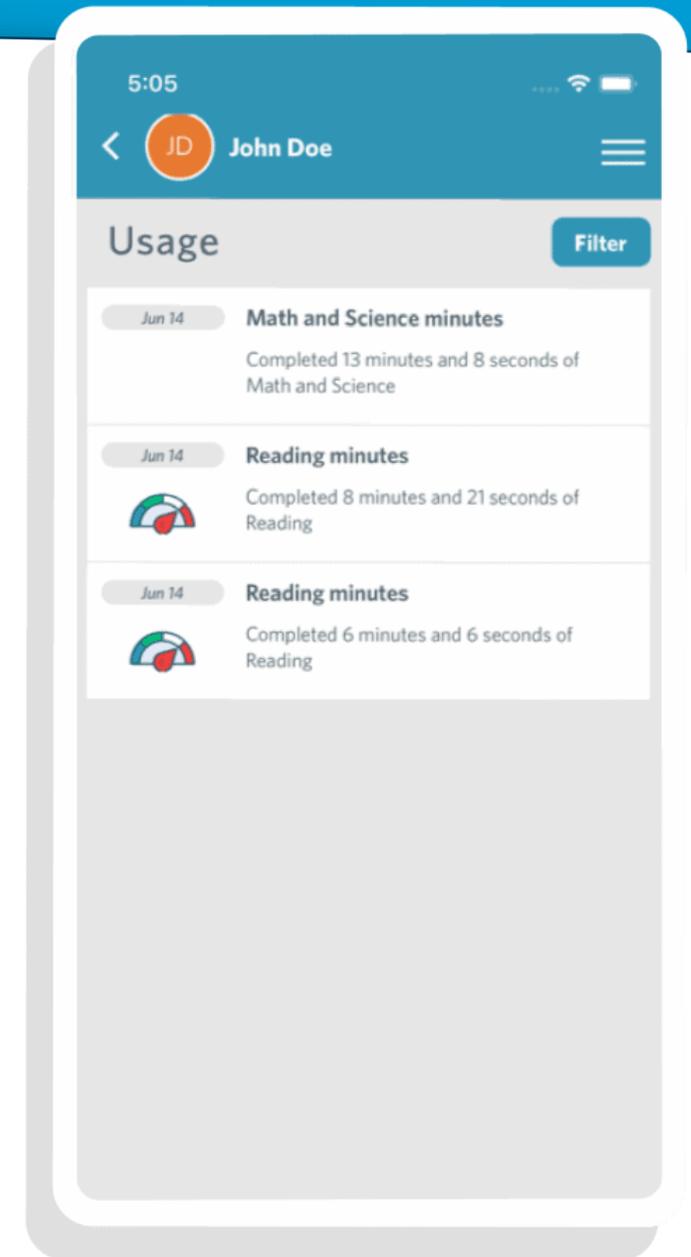
Comprehension & Voca...

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 v

Tags v

Grade Level v

Genders v

Primary Languages v

Ken Torgerson School x Pepe x

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

Rest

Ma



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**

Reports & Dashboards

District Dashboards & Reports

Home Dashboards Reports Organizations Staff & Students Courses & Goals Resources & Activities Messages & Notifications 3 Profile

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

	<h4>Level</h4> <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
	<h4>Usage</h4> <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	Au	Average minutes per month												
					Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Andy B's Scho																	
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

The dashboard interface includes a top navigation bar with the following tabs: Home, Dashboards, Reports, Organizations, Staff & Students, Courses & Goals, Resources & Activities, Messages & Notifications, and Profile.

The left sidebar contains the following sections:

- View:** District (selected), Schools, Classes, Students
- Curriculum:** Early Reading (selected), Early Math & Science, SmartStart, Assessments
- Filters:** Grade Level (dropdown), Tags (dropdown)
- Active Filter:** Head Start (checked)

The main dashboard area displays the following information:

- Head Start** (with a close button)
- Dashboards** (header)
- Waterford Demo** (summary card):
 - 0% **0 Students** Surpassing Goal
 - 50% **2 Students** On Track
 - 0% **0 Students** Action Taken
 - 50% **2 Students** Need Action
 - 0% Objectives Mastered

An orange arrow points to the 'Tags' filter section in the sidebar.

Help & Support

New! Contextual Help

Waterford | **READING ACADEMY** Lynn Esser
Org Code: #DE Logout

Home Dashboards Reports Organizations Staff & Students Courses & Goals Resources & Activities Messages & Notifications Profile

Organizations

Waterford Demo	View
+ Waterford Institutee	View
+ NY Smart Start School	View
+ Marcia's School	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!