

End-of-School-Year Best Practices for Account Management

Summer Reading

- Students can access their accounts over the summer if your licenses stay active. To ensure that students can log in on their own, we recommend that you download and share the *Student Login Cards* and *Caregiver Letters* with families.
- Teachers can print *Student Login Cards* and *Caregiver Letters* from their Student Management page. Teachers click on *My Classroom > Class Roster > Student & Parent Documents*.
- You also have access to this content from your License Coordinator account. Click on *Manage Users > Students > identify and select the students > click Select Action > Print Login Cards or Print Caregiver Letters*.

Usernames and Passwords

- Please remind teachers and students to save their usernames and passwords in a safe place, allowing them to log in during the summer and the next school year.

Download and Save Your Student and Teacher Rosters/CSV Files

- Download and save your student and teacher rosters/CSV files to reference Learning A-Z student IDs and teacher usernames to help with rostering for the next school year.
- **Downloading Your Student Roster:** Click on *Manage Users > Students > click on the horizontal ellipsis below Add Student > Export Student Data*.
- **Downloading Your Teacher Roster:** Click on *Manage Users > Teachers/Admins > click on the horizontal ellipsis below Add Teacher/Admin > Export Teacher/Admin Data*.

Looking Ahead and Planning Ahead

- **Rostering Assistance:** If you have any questions related to back-to-school rostering, please contact [Learning A-Z Customer Support](#).
- **Professional Learning:** Attend [live and on-demand webinars](#) facilitated by our experts, or contact [Learning A-Z Professional Development](#) to discuss professional learning options that best fit your district goals for summer school.
- **Account Growth/Expansion of Products:** If you anticipate needing additional licenses for new educators or additional grade levels, contact your [Learning A-Z Sales Representative](#) for a quote.
- **Account Management Resources:** There are many helpful resources available to you. Simply [log in](#) to your account and click the Training tab in your navigation bar.
- **New Contacts:** Please contact [Customer Support](#) if you will have a new license coordinator, IT contact, or professional development coordinator for your account next year.



Still have questions?

Contact [Customer Support](#).