1. To begin using Teacher Ally; Log into your Learning Ally/ Teacher Ally account at www.teacherally.org (Can’t find your Log- In? Click “forgot username/forgot password” or contact Customer Support at 800- 221-4792)

2. Add Students: To add students—go to the “Manage Students” tab. Click on the +Add a Student button, enter all information with an asterisk, and then click the “Create Student” button. **Please note: you will create the students’ username and password. The username must be unique for that individual.

3. Certify Students: Students must be certified in Teacher Ally before audiobooks can be downloaded. Only those designated as having a “Certifier” role (i.e. special education teacher, case manager, school psychologist, etc.) can certify a student’s print disability in Teacher Ally. If you are a Certifier, go to the Certification tab on the menu bar. You will see pending certification requests. Click on Select Disability and approve their disability. If you are not a certifier, you must wait for the certifier of your account to certify students’ print disabilities.

4. Update/ Archive Students: Each August, all students must be updated in your Teacher Ally account. This allows you to change a student’s grade or school, as well as archive students who no longer need access. To update or archive students, go to the “Needs Attention” tab under “Manage Students.” Select update or archive depending on each student. ***Please note: All books added from last year can be found on the “Last Year’s Bookshelf” or “All Years Bookshelf” in the Individual Student Report drop down bar. When the student logs in, he or she will see all books no matter what year they were assigned.

5. Add a Teacher: Schools have unlimited access to educator accounts. Click Manage Educator to create a new teacher account for a colleague. There are three roles in Teacher Ally: Instructor (look up a student’s login credentials and add books to a student’s bookshelf), Certifier (internal Learning Ally qualifying indicator), Administrator (ability to add educators and update/approve student accounts annually).

6. Add and Assign Books: Find a book by using the “Browse Audiobooks” tab or by entering the information into the search box. Once the audiobook is found click the +Add to Bookshelf button and add to as many students as need that title. You may select VOICEtext titles (synchronized text+audio) or Classic Audio (human voice recording + page numbers/headings).

7. Give Students Their Log-In: Once added into Teacher Ally, your students can now access their bookshelves with the username/password created in Teacher Ally to add and listen to books independently at home, school, or on the go. To retrieve your student’s log- in, click on the student’s name in “Manage Students” and select “Print Student Log-In” on the right hand side.

8. Listen: Once books have been added to student bookshelves, they can be downloaded and read on a variety of devices including our Link Software for PC or Mac, the Learning Ally Link App for iOS devices. Click “Install Audiobooks,” choose the appropriate listening device and follow the prompts as necessary.

Additional Resources/instructional guides are available in your Teacher Ally account in the Resources Section.

Login Questions? General Support at Custserv@learningally.org, 800-221-4792

For additional training/support: Jennifer Dougherty, jdougherty@learningally.org, 617-500-2712