



Back to School Help

For those working on setting up Super Star Online for the 2018-2019 school year, here are a few tips:

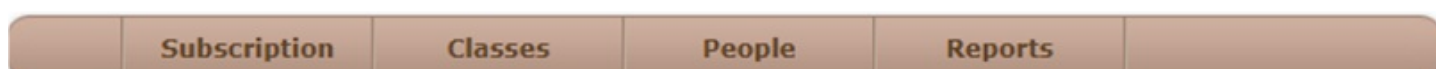
1. You have a choice to start with a fresh new site or you can let your kids keep their stars and data. If you want a fresh site, please let me know and I will create one for you.

2. If you have a fairly large number of users, you will want to add those users using our import people feature. We need the first name, last name and class of the users. We will need a user name (you can tell us what you want to use or you can include it in the file) and a password (the password can be unique or common). If you can send this to me in a spreadsheet, that would be great, I will do the import for you.

You can do the import yourself, if you like. Remember to save your file as a .CVS file. Our import process is fairly easy.

3. Once the import is completed, you (or me) will need to assign the courses to the class. The easiest way to do this is using our Assign Recommended Courses button.

Below is a list of Super Star Online Features, starting with the Site Administrator features and then our Teacher features. You can download this as a .pdf file at [Super Star Online Features](#)



Site Administrator

Subscription

Shows -

- Your subscription status:
- Your subscription ends:
- Your total seats for the school year.
- You do not have a subscription for the **next** school year???
- Subscribed courses
- Available courses

Note: site administrators cannot access the courses from a site administrator's account; they would need to create a teacher or student account to access the courses.

Classes

Shows All Classes

- Add Class – used to create a new class and add courses, teachers and students to the class
 - Note – site administrators cannot create sub classes, only teachers can create sub classes (if given that access by the site administrators).
 - Note: we recommend checking: ***sub class student will only see the sub class courses.***
- Assign Recommended Courses – used to quickly assign courses to classes from our recommendations. If grades were imported, then the recommended grades are automatically checked. Otherwise, the site administrator will check the appropriate grade or grades.
- If the site administrator uses our import people method of setting up the site, usually a class heading will be included in the file and the classes. The students and teachers for the classes will be assigned automatically, so there will be no need to create classes manually. However, after an import, the courses will need to be assigned to the classes.

People

Shows the users

- Arrange by (drop down arrow) – allows sorting by Name, Class, Role, Student ID, Login (Name), Login (Last Accessed), and Login (Active). Helps with finding and managing users.
 - Note – click on the Edit button to the right of a user to modify a user account. You can change the password of a user, but our secure system does not allow you (or us) to see the password. The password field is always blank or an asterisk. If someone has lost their password, enter a new password for them.
- Add Person – used to add users to the system manually.
 - If you are adding users manually, it might be a good idea to create a class for them before you begin.
 - A red asterisk marks the fields that are required, the other fields are optional.
 - The default role is student; use the drop-down to create a teacher or site administrator account.
 - When creating a teacher account, you will see two boxes appear: Manage Students and Manage Classes. These are checked by default, uncheck them if you do not want the teacher to have these rights.
 - Login Name (same as User Name) – read the instructions below the box: This is what the person will enter to log in. It should contain only lowercase letters, numbers, hyphens (-), underscores (_), periods (.) and '@'. The login name must be unique to the site.
 - Password/Confirm – can be almost anything. You can have unique passwords or a common password that everyone at the site will use. The password field never shows the password, but must be matched in the confirm field.
 - Active? – should be checked unless you want this person to have

an inactive account. Inactive accounts cannot access the courses, but don't count against the number of users allowed on the site.

- Import people - used to import many users at one time
 - Read the instructions and/or download the sample file
 - Click on Show more information... for more details about the import.
 - You can do the import yourself or you can send your file to us and we will be happy to import for you.
 - Upload file - (File must be CSV format, not Excel)
 - Click on the Upload button
 - Match the column headings with our headings
 - Click on Submit Columns
 - Choose your Validation options and click on Import
 - After successfully importing, you will need to click on Classes and assign courses to the classes
- Export people - downloads a list of the site (similar to an import file) that contains the Class, First Name, Last Name, Role, Student Number, Login Name, Grade, Active?. Does not contain the passwords. The file will probably download to your downloads folder.
- Remove people - this option allows you to remove all inactive students or students who are not assigned to a class. If you delete a class, then those students will become not assigned to a class, so this is a quick way to remove students.

- **Reports**

Shows usage reports

- Course Usage Report (minutes) (current school year) shows the classes and usage of each of the courses assigned to that class. Can be used to track usage by class and justify continued use of Super Star Online.
- Class Progress Reports (current school year) shows the classes and each of the courses assigned to the class. Click on a course to view a summary report of progress of the students of the class.

You can also access our help from our website

at: <http://helpme2learn.com/support/online> or call 800-460-7001. We are always happy to help.



Teacher Features

(assuming Manage Classes and Manage Students are checked for their account by the site administrator)

Classes

Shows - a class or a list of classes that the teacher is assigned.

Each class shows the courses that are assigned to the class. Courses that show a tablet icon in the bottom right corner are courses that don't require a Flash browser.

Teachers can click on a course icon to enter the course. Many of the teacher features for that course can be accessed by clicking on the Teacher & Admins button under the course name on the right side. More features are found by clicking on the Student Management button.

- Edit Class - allows the teacher to rename the class or add/remove courses available to the class by checking or unchecking courses. Allows teachers to add or remove students by checking or unchecking.
 - Note: we recommend checking: "Sub Class students see only Sub Class courses?", if you will be adding sub classes.
- Add Sub Class - allows the teacher to create sub classes and assign a student or students to the sub class along with courses that are more appropriate to those students. We do this to allow differentiated instruction.
- Recommendation - we have two courses designed for teachers: Teacher & Admins Resources and Super Star Movies. These can usually be found in the Teacher Resources class. The Teacher & Admins Resources course is designed to help site administrators and teachers become familiar with the optional features that we offer. The course contains movies and printed instructions. Super Star Movies are intended for classroom teachers. Teachers can use these movies with a projector or teachers can play multiple songs from their computer. Site administrators must use a teacher account to access these courses.

Students

- Many of the functions here are similar to those of the site administrator.
- Arrange by (drop down arrow) - allows sorting by Name, Class, Role, Student ID, Login (Name), Login (Last Accessed), and Login (Active). Helps with finding and managing users.
 - Arrange by Class and StudentID shows only the students in the class or classes managed by the teacher.
 - Note - click on the Edit button to the right of a user to modify a user account. Teachers can use this function to add or move a student to their class. You can change the password of a user, but our secure system does not allow you (or us) to see the password. The password field is always blank or an asterisk. If someone has lost their password, enter a new password for them.
 - Teachers can edit an account for a student and they can make students inactive, but teachers cannot delete a student
- Add Student
 - A red asterisk marks the fields that are required, the other fields

are optional.

- Login Name (same as User Name) – read the instructions below the box: This is what the person will enter to log in. It should contain only lowercase letters, numbers, hyphens (-), underscores (_), periods (.) and '@'. The login name must be unique to the site.
- Password/Confirm – can be almost anything. You can have unique passwords or a common password that everyone at the site will use. The password field never shows the password, but must be matched in the confirm field.
- Active? – should be checked unless you want this person to have an inactive account. Inactive accounts cannot access the courses, but don't count against the number of users allowed on the site.

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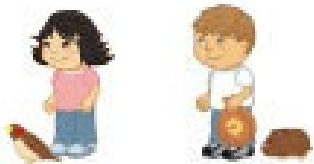

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This is a summary. For more details and video tutorials, use your Teachers Resources Class or visit our site: [Teachers and Admins Resources - Online](#) . User Name: teach, password: star. This site has written instructions and online videos to cover our features. Plus, it has access to our Super Star Movies.

Clever Update

It has not been easy, but we have submitted for certification with Clever for Single Sign-on and Secure Sync. We should be Clever ready in the next few days. www.Clever.com . If you are interested in Clever, let me know. Clever allows your students to access different applications with one sign-in or with badges and sync your data on a daily basis. Clever is free to schools and districts. You do not have to be a large district to use Clever.

Common Grade Levels for Super Star Online Courses:

Grade	Course Titles
Pre-K 	Letters and Numbers Silly Pictures *
Kindergarten 	Letters and Numbers Silly Pictures * Beginning Reading with Phonics * Silly Sentences * Phonics 1a - Vowel Sounds * Phonics 1b - Consonant Sounds * Spanish 1a with Phonics Inglés 1a con Fonética
First Grade 	Beginning Reading with Phonics * Silly Sentences * Phonics 1a - Vowel Sounds * Phonics 1b - Consonant Sounds * Phonics 2a - Intermediate Level * Spanish 1a with Phonics Inglés 1a con Fonética Games of Math 1 - Addition & Money Games of Math 2 - Subtraction & More
Second Grade 	Phonics 2a - Intermediate Level * Phonics 2b - Intermediate Level II Spanish 1a with Phonics Inglés 1a con Fonética Games of Math 1 - Addition & Money Games of Math 2 - Subtraction & More Games of Math 3 - Multiplication
Third Grade 	Phonics 2b - Intermediate Level II Language Arts Review 3a - Advanced Level Language Arts Review 3b - Advanced Level II Games of Math 1 - Addition & Money Games of Math 2 - Subtraction & More Games of Math 3 - Multiplication
Fourth Grade 	Phonics 2b - Intermediate Level II Language Arts Review 3a - Advanced Level Language Arts Review 3b - Advanced Level II Games of Math 3 - Multiplication Games of Math 4 - Division & Fractions
Fifth Grade and higher 	Language Arts Review 3a - Advanced Level Language Arts Review 3b - Advanced Level II Games of Math 3 - Multiplication Games of Math 4 - Division & Fractions
Teacher and Admins	Teacher and Admins Resources* Super Star Movies*

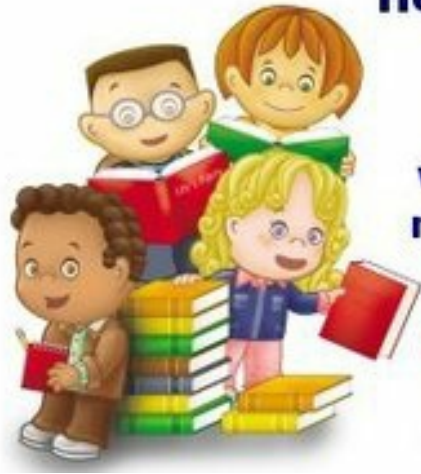
Note: courses marked with * are compatible on iPad and Android devices.
 You can download our free Super Star Online app at: <http://helpme2learn.com/school/apps>



Help Me 2 Learn Company
 toll free: 1-800-460-7001
 sales@helpme2learn.com
 www.helpme2learn.com
 30-day free trial for schools

Need a Quote?

If you need a written quote, I would be happy to provide one for you. Send me a request for a quote to: dan@helpme2learn.com . Let me know if I can help in any way. We appreciate your business.



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