



Super Star Online

Site Administrator Guide

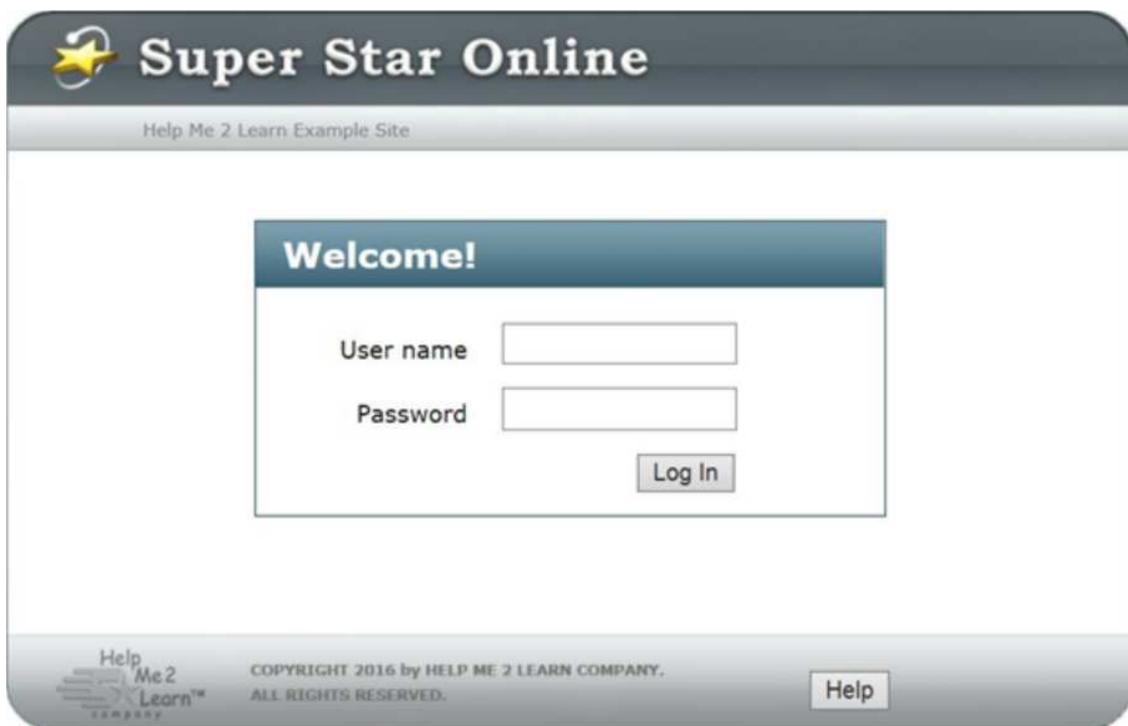
Welcome to Super Star Online by Help Me 2 Learn!	2
The Site Administration Interface	3
Managing People	7
Classes and Courses	9
Common Grade Levels for Courses	10
Importing People	11
Enabling Class and Student Management for Teachers	14
Reports	17
Getting Started Strategies	20
Next Steps	22
Questions?	25

Welcome to Super Star Online by Help Me 2 Learn!

We will be working with you, the Site Administrator, to get your school up and running as quickly and easily as possible. The purpose of this document is to help you get started.

Logging In

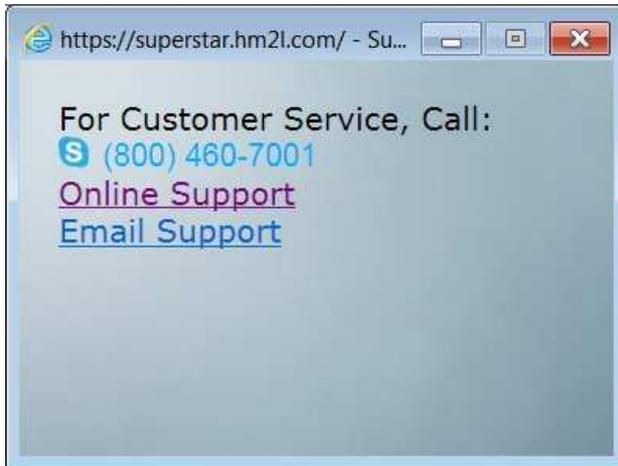
Your site has a unique web address, or URL, that you received in your Getting Started information. Enter this address in the Address or Location field in your web browser. You should see the login page, which looks like this:



The image shows a web browser window displaying the login page for 'Super Star Online'. The page has a dark gray header with a yellow star logo and the text 'Super Star Online'. Below the header is a light gray bar with the text 'Help Me 2 Learn Example Site'. The main content area features a 'Welcome!' box with 'User name' and 'Password' input fields and a 'Log In' button. The footer contains the 'Help Me 2 Learn' logo, copyright information for 2016, and a 'Help' button.

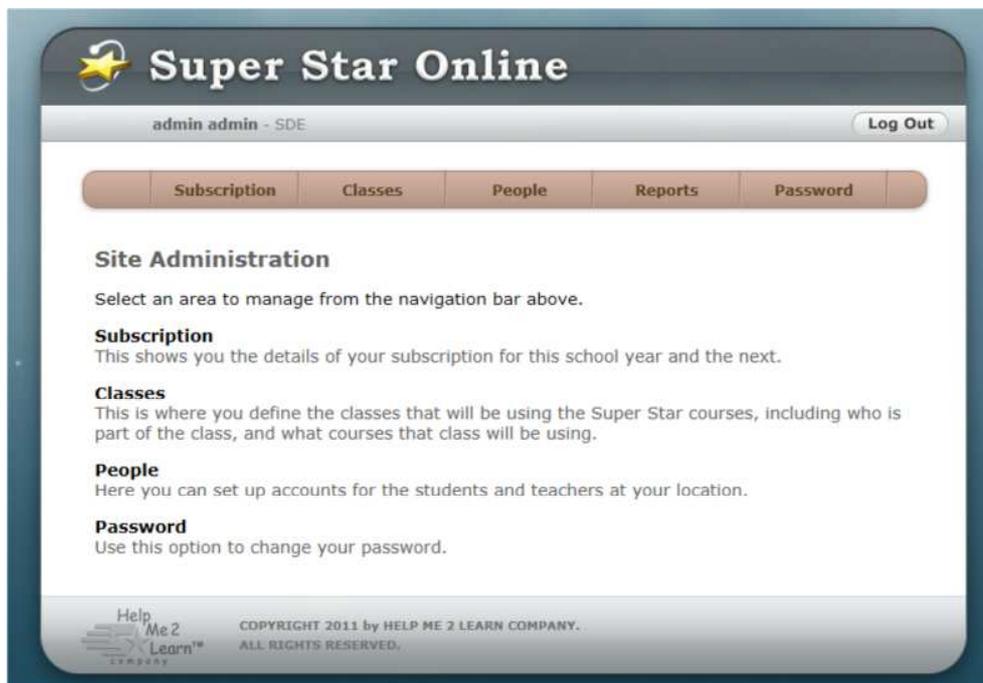
Type the user name and password that has been provided in your Getting Started information. If you are unsure of your user name and password, please call us at **800-460-7001** or email us at **support@helpme2learn.com**.

Click on the Help button to bring a screen with our customer service number, and links to our Online Support and Email Support.



The Site Administration Interface

Once you log in, you will see the Site Administration interface. This is your "control panel" for setting up and making changes to your site. From here, you can look at the status of your subscriptions, manage classes, manage people, run a usage report and change your password.



Subscription

Click on the Subscription button to view information about your subscriptions. This will show you the status of your subscription, when it is schedule to end, and how many active users you have out of your maximum. It will also show you the courses to which your site has subscribed, and how many classes are using each one. You can scroll down to see other courses that are available. The description of each course gives you a brief summary of the course and the recommended grades for that course.



Super Star Online

Admin Admin - Help Me 2 Learn Example Site [Log Out](#)

[Subscription](#) [Classes](#) [People](#) [Reports](#) [Password](#)

Your Subscription

- Your status: Test
- Your subscription ends: Jun 30, 2015
- You are currently using **887 out of 1000** total seats for the **2014-2015** school year.
- You do not have a subscription for the **2015-2016** school year.

Subscribed courses



Games of Math 1 - Addition and Money

Covering addition and money and much more. This game oriented course not only develops math skills but thinking skills. Stage 1 is designed for 1st grade, Stage 2 is designed for 2nd grade and Stage 3 is designed for 3rd grade and above.

32 classes are using this course.

You are not subscribed to this course for the 2015-2016 school year.



Games of Math 2 - Subtraction and More

Subtraction, Measurement, Time, Geometry. Stage 1 is designed for 1st grade, Stage 2 is designed for 2nd grade and Stage 3 is designed for 3rd grade and above. Currently, all the games except Time and Geometry are available.

Classes

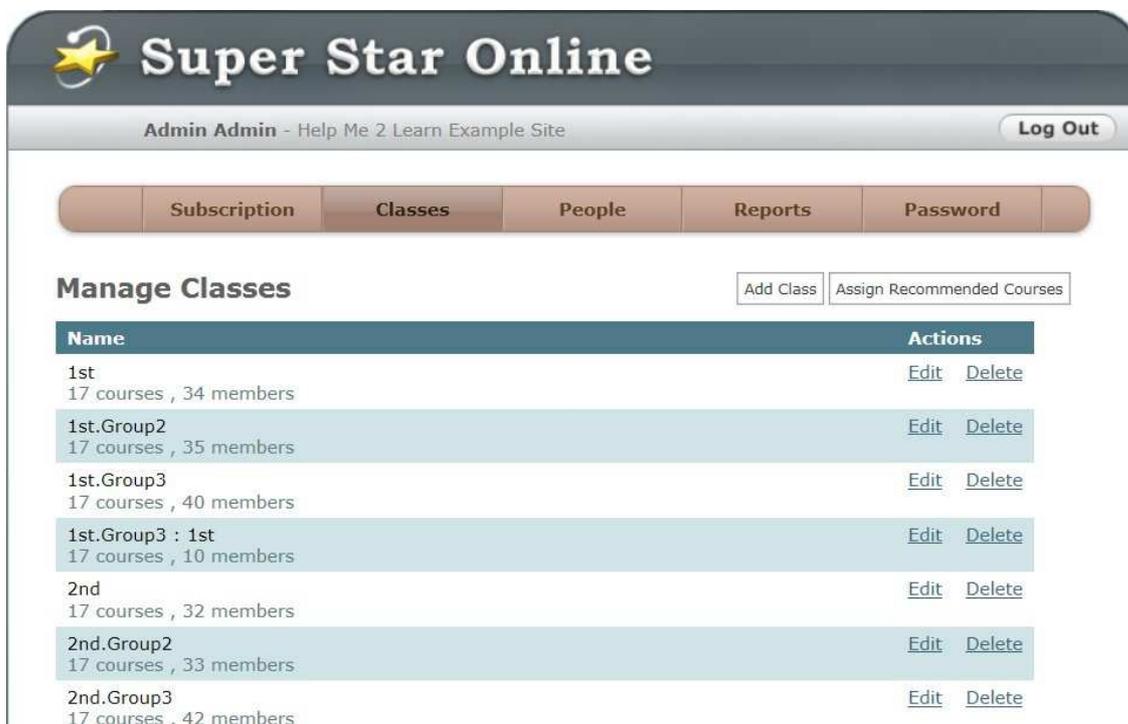
Click the Classes button to see a list of classes for your school. From here, you can add new classes, edit the settings for existing classes, or remove (delete) classes.

Click on the Add Class button to add a new class.

Click on the Assign Recommended Courses button to easily assign our recommended courses by grade to each of the classes. Note: students will only have access to the courses that are assigned to their class.

Teacher Accounts: Notice that in the example below there is a class called 1st and then there are three classes that begin with 1st (1st.Group2, 1st.Group3 and 1st.Group3 - 1st.). These other classes are sub classes of the 1st class. When the site administrator creates teacher accounts, there is a option to give the teachers the ability to create sub classes. This is recommended and it allows teachers to assign courses to a student or a group of students according to the needs and abilities of the student(s). This is also called differentiated instruction.

You also have the option of assigning all of the courses to any or all of the classes. This is an exploratory approach. With this approach the teacher or lab instructor can guide the students or you can let the students pick what courses they want to try. It is your option.



Super Star Online
Admin Admin - Help Me 2 Learn Example Site [Log Out](#)

Subscription **Classes** People Reports Password

Manage Classes [Add Class](#) [Assign Recommended Courses](#)

Name	Actions
1st 17 courses , 34 members	Edit Delete
1st.Group2 17 courses , 35 members	Edit Delete
1st.Group3 17 courses , 40 members	Edit Delete
1st.Group3 : 1st 17 courses , 10 members	Edit Delete
2nd 17 courses , 32 members	Edit Delete
2nd.Group2 17 courses , 33 members	Edit Delete
2nd.Group3 17 courses , 42 members	Edit Delete

When you add or edit a class, you can assign people to the class. The class editor shows lists of students and teachers that have been set up at your site. Simply check the box next to each student and/or teacher that is part of that class.

The class editor also shows the courses to which your site has subscribed. Check the box next to each course that should be made available to the members of the class.

Note: You can import classes at the same time as you import people. See the section on Importing People for more information.

People

Click on the People button to see a list of the people on your site.

You can arrange the list of people by name, by class, by role, by student ID, by login name, by last access time, or by the person's active/inactive setting. See the Managing People section for more information about each of these.

The screenshot shows the 'Super Star Online' interface. At the top, there's a navigation bar with 'Subscription', 'Classes', 'People', 'Reports', and 'Password'. Below this is the 'Manage People' section, which includes buttons for 'Add person', 'Import people', and 'Remove people'. A status bar indicates 'You are currently using 887 out of 1000 total seats.' Below that, there's a table of users with columns for 'Active', 'Name', 'Role', 'Student ID', 'Login (Name)', 'Login (Last Accessed)', 'Login (Active)', and 'Actions'. A dropdown menu is open over the 'Arrange by' column, showing options: Name, Class, Role, Student ID, Login (Name), Login (Last Accessed), and Login (Active). The table lists several users, including 'Administrator, Site (site)' and 'Bates, The (bates)', each with an 'Edit' link.

When you add or edit a person, you can choose the classes to which that person belongs. Simply check the box next to each class.

The "Import people" button allows you to load a CSV file of student and teacher data rather than entering it using the web interface. See the (following) section on Importing People for more information.

The Remove people button allows you to remove all the inactive and/or unassigned people. Unassigned people are those who are not assigned to a class. You can use this feature to help clean up your site for a new school year.

Managing People

Every person who accesses the Super Star Online service needs to be set up in the People list. Each person in the list has, at minimum, a First Name, a Last Name, a Login Name, a Password, and a Role. There are also some optional fields that can be filled in for your own tracking purposes, such as Middle Name and Student ID.

Choosing a Login Name and Password

Every person at your site must have a **unique login name**, which they will enter whenever they access the site from school, home, or any other Internet access point. The login name should only contain lowercase letters, numbers, @ (new), hyphens and dashes. Avoid characters that are difficult to type, such as letters with accent marks over them.

The format for the login names is up to you. Some sites use the Student ID for student login names, and have an alternate format for teachers and administrators. Some sites use the person's first initial and last name. You will want to choose something that is memorable for the students, but not too difficult to type each time they access the system.

Note: Because students can keep the same login name over multiple years and classes, do not base the login name on anything that changes. In particular, avoid using teacher names, grade levels, lab rooms, or anything else in the login name that will not be the same in the next school year. Stick to information that will stay with the person, such as name or student ID.

Passwords are also up to you. Unlike login names, passwords do not need to be unique. Some sites use the same password for all student logins to make it easier for students to log in. Be aware, however, that using a common password makes it easy for students to access each other's logins; however using the same password avoids trying to recover or update passwords. You will need to choose passwords that provide an appropriate balance of security and ease of use for your site.

Roles

Each person at your site has a role: Student, Teacher, or Site Administrator:

- **Student** - When students log in, they see the list of classes to which they belong (which may just be one class), and the courses that are available for each class. They can then click on a course to access it.
- **Teacher** - Teachers see the same view as students when they log in, except the courses each have an additional Teacher section. This section provides reports of student progress in the class and options for controlling what students can access. Apart from this, the courses are the same as what the

students will see, so teachers can use them for class demonstrations. Data from teacher accounts is not reported.

- **Site Administrator** - Site Administrators see what you are looking at now: the administration interface, providing full control over people and classes at the site. It's a good idea to have more than one site administrator, so that changes can still be made to the site when one of the administrators is unavailable.

Note that students and teachers must be assigned to classes in order for their logins to be useful. Site Administrators, on the other hand, are not assigned to classes, as they only see the administration interface and they cannot access the courses.

If a teacher at your site is also acting as a site administrator, you will want to set up two logins for that teacher: one that will be used in the classroom (for demonstration and reporting) and one that will be used for the occasional administration. You may wish to use the same login name, but append "-admin" to the end of the administrative login. The teacher should be sure to log out of the administrative account when not using it, as the administrative account can be used to delete student data, and thus has the potential for misuse if left unattended.

Active?

Each person can be marked as Active or Inactive by checking or un-checking the "Active?" box. Only the active logins can access the service. Inactive logins do not count against the maximum in your subscription, so you can keep student data in the system without it preventing you from adding new active logins. This can be useful for reporting on students who are no longer at the school, or for maintaining progress and test data for students who are not currently at the school but may be returning in the future.

Classes and Courses

Students and teachers are assigned to classes in the system. Courses are also assigned at the class level: everyone who is in the class has access to the courses that have been assigned to that class.

There is no "correct" order for creating classes vs. people. You can create the people first, and then create classes for them, or you can create the classes first, and then create people for them. When importing a list of people from a CSV file, you can have the import process create classes for you, or you can define

the classes ahead of time and then choose how you want to handle class names in the import file. It's up to you.

You can view, add, edit, and remove classes by clicking on the Classes button. Here you will see a list of all the classes, along with the number of courses assigned to each class and the number of students and teachers in each class. You can assign courses and people to an existing class by clicking on the Edit button.

You may want to consult with the teachers at your site to determine which courses they want to make available to their students. The table on the following page shows the most common grade levels for the courses. Our courses will sometimes be used down a grade level or two for remedial students, or even more for special needs students. On the other hand, our courses might be used up a grade level or two for gifted students.

If you aren't sure which courses to pick, you are welcome to call us for our recommendations.

You can also assign our recommended courses to the classes based on the grade levels of the students in the class. This makes assigning courses very easy and fast. You can always make changes later. It is generally better to assign too many courses rather than too few.

Common Grade Levels for Super Star Online Courses:

Grade	Course Titles
Pre-K	<ul style="list-style-type: none"> • Letters and Numbers
Kindergarten	<ul style="list-style-type: none"> • Beginning Reading – Kcc (also iPad and Android compatible) • Letters and Numbers • Phonics 1a - Vowel Sounds • Phonics 1b - Consonant Sounds
First Grade	<ul style="list-style-type: none"> • Beginning Reading – Kcc (also iPad and Android compatible) • Phonics 1a - Vowel Sounds • Phonics 1b - Consonant Sounds • Phonics 2a - Intermediate Level • Games of Math 1 – Addition & Money • Games of Math 2 – Subtraction & More
Second Grade	<ul style="list-style-type: none"> • Phonics 2a - Intermediate Level • Phonics 2b - Intermediate Level II • Games of Math 1 – Addition & Money • Games of Math 2 – Subtraction & More • Games of Math 3 – Multiplication
Third Grade	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Language Arts Review 3a – Advanced Level • Language Arts Review 3b – Advanced Level II • Games of Math 3 – Multiplication • Games of Math 4 – Division & Fractions

- **Note:** Spanish 1a with Phonics/Inglés 1a con Fonética and the Spanish Instructions versions of our courses are not included in these recommendations. If these courses are included in your subscription, you can assign them to your classes.
- Language Arts Review 3a – Advanced Level, Language Arts Review 3b – Advanced Level, Games of Math 3 – Multiplication and Games of Math 4 – Division & Fractions all feature our young adult characters so they will be appropriate for older ESL students, older special needs students and older students who are still struggling.

Importing People

When you are first setting up your site, you should consider whether to enter student and teacher data through the web interface, or whether to import it from a CSV file.

The web interface is designed for adding or editing data occasionally. It is useful for quickly adding a few people, re-assigning a student to a different class, or changing a person’s password. However, it is not optimal for entering a large amount of data. For that, importing from a file is a better choice.

Creating an Import File

Import files allow you to enter all of the student data using another program, such as a spreadsheet application, and send it to the Super Star Online service all at once. The import file needs to be in CSV format, and column headers must be included. The CSV (comma separated value) is a very common format and is created by a "save as" from a spreadsheet program.

You can create a CSV file using Microsoft Excel, Apple Numbers, or any other common spreadsheet program. We have provided a sample file to get you started. Click on the People button, and then click Import People. There you will see a "Download Sample" icon. Click on the icon to download the sample file. Once you have filled in the spreadsheet, be sure to save the file in CSV format. (You may need to use your spreadsheet software’s "Export" feature to do this or just choose "Save As", CSV)

You may already have a school database program with information about your

students in it. If your database is able to export data in the .XLS, .XLSX or .CSV format, you may be able to use it to create the import file for the Super Star Online service. We would be happy to discuss this option with your school's database administrator.

Import File Layout

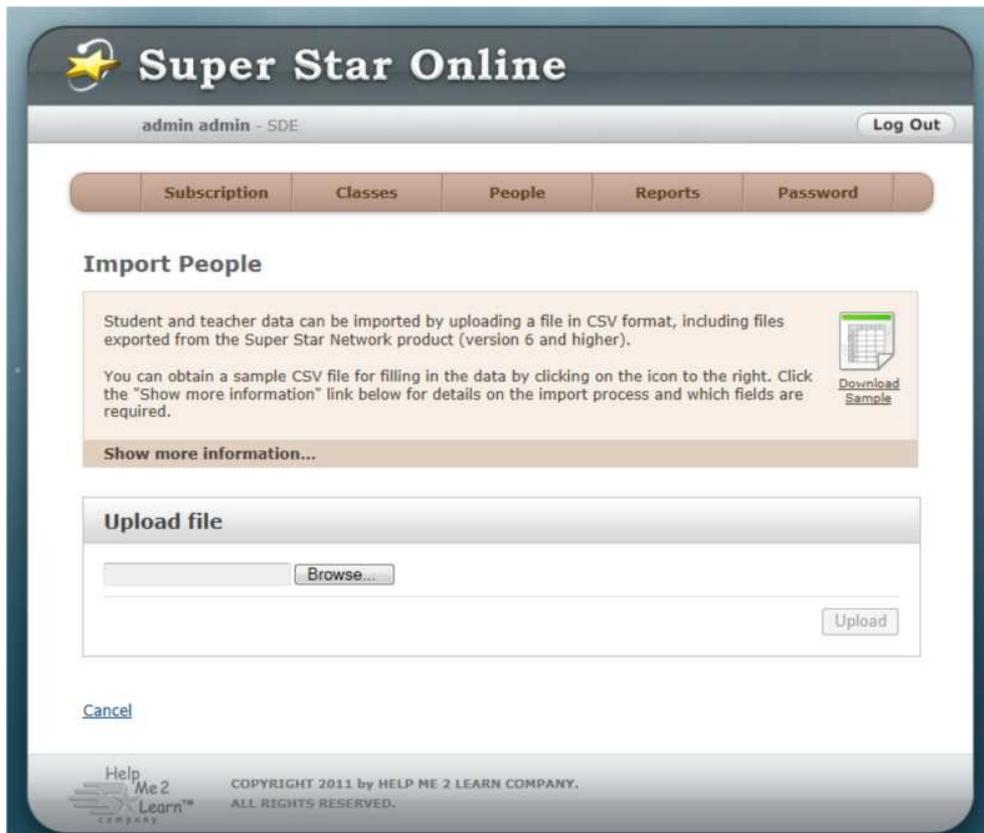
A set of instructions for creating the CSV file is provided next to the sample file icon in the Import People feature. Click on the "Show More Information" link to see a detailed list of which fields can be imported from the CSV file. You can print these instructions using your browser's Print feature if you like.

Most of the fields are self-explanatory, but there are a few details worth noting:

- **Required Fields** - There are only three fields that are required in the import file: First Name, Last Name, and *either* a Login Name or a Student ID (though both may be provided, if you wish).
- **Login Name (also called User name)** - If you do not provide a login name, you will need to provide a Student ID instead, so that the import process can differentiate between people with the same name. In this case, you will be asked how you want the login name to be generated.
- **Password** - If you want to provide unique passwords for each student and teacher, you can include a password field in the import file. Otherwise you will be asked what you want to use for the password.
- **Role** - The Role field is optional. If you don't include it, all of the people you import will be given the "Student" role. You can easily change this after the import finishes.
- **Class** - You can include a Class field in the import file. If you do, you will be asked how to handle classes that don't already exist in the system: you can have the import process create them, you can import all of the people but not create missing classes, or you can ignore people that are assigned to classes that don't already exist. It is recommended that you include the Class field if at all possible.
- **Active?** - This field can be included if you want to import data for students that will be used later, but you don't want to activate the logins right now. If omitted, all logins will be made active. Note that if you import more people than the maximum for your subscription, some of the people will be marked as inactive.

Importing the File

Once you have prepared your CSV file for importing, access the import feature by clicking on the People button and then clicking Import People. You will see the "Upload file" section below the instructions. Click the "Browse..." button (or "Choose File..." on the Mac) and select your CSV file. Finally, click the Upload button.



Depending on the speed of your Internet connection, it may take some time for the file to be uploaded.

Our system then checks the names of the column headings of your file and allows you to match them with our system. Click on the down arrows to find the best match for our column headings.

In the example below, you will notice that:

- Our heading is First Name and the import file used Student First Name.
- Our heading is Last Name and the import file used Student Last Name.
- Our heading is Login Name and the import file used Login.
- Password and Password was a perfect match.
- Our heading is Class and the import file used Homeroom Teacher.

Once you have matched the columns, click on Submit Columns.

Example column match

The screenshot shows a web form titled "Select columns to import". It contains the following fields, each with a dropdown menu:

- First Name: Student First Name
- Middle Name: (empty)
- Last Name: Student Last Name
- Role: (empty)
- Student Number: (empty)
- Grade: (empty)
- Email: (empty)
- Login Name: Login
- Password: Password
- Class: Homeroom Teacher
- Active?: (empty)

A "Submit Columns" button is located at the bottom right of the form.

Once it finishes, the Super Star Online service will validate the file, checking for potential problems. If the import process needs more information to continue (such as how to create the login names when not specified in the file), it will ask you. The process will also check for illegal characters in the login name and login name duplications. It will generally tell you the line number of the error. You can then correct the error and upload the corrected file.

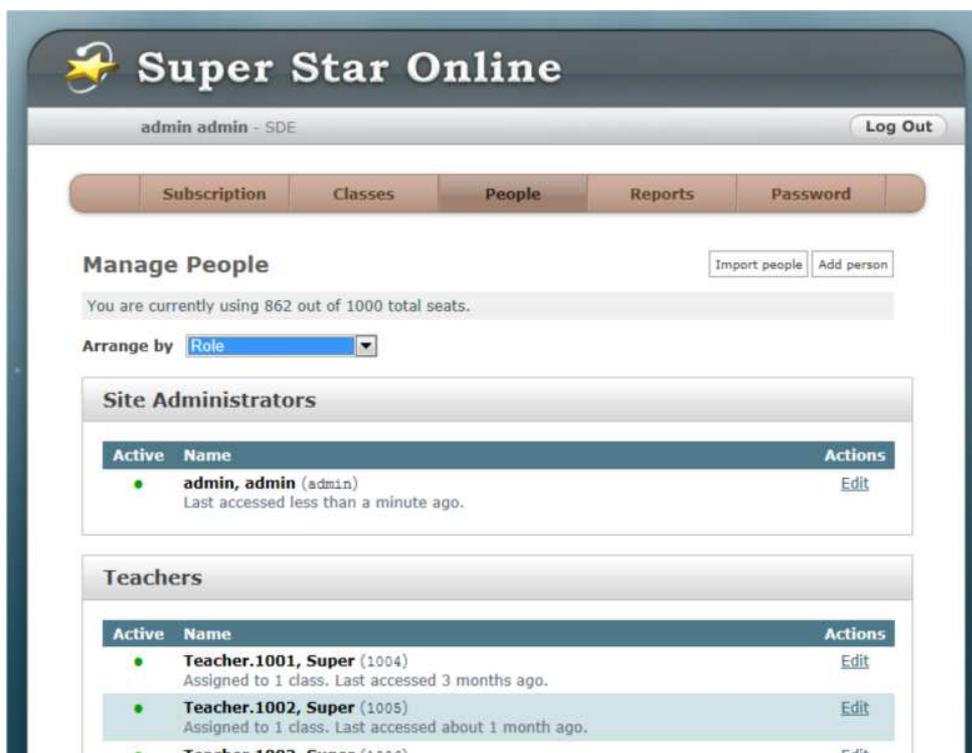
If the file is validated successfully, you can click the Import button to load the data into your site. If you need to make changes to your file, you can scroll down to the Upload file section and upload a new one. Be sure to keep the CSV file after the import, as this can be an important reference for password and login information.

Our import process is fairly user-friendly, and since the data is validated before it is finally imported, it is hard to make a mistake. Nevertheless, you are welcome to call us if you need help or want us to do the import for you.

Enabling Class and Student Management for Teachers

As the site administrator you can maintain control over the site, you can share the site administration with other site administrators, or you can give a teacher or all of the teachers the ability to manage students and/or their class. You can do this when you add a teacher manually or you can do it after you have imported the teachers into the system. These instructions will assume you are doing this after you have imported a list of teachers.

Click on the People button, and then click on the drop down menu by Arrange by. Chose Role so that all of the teacher accounts will be near the top.



Click on the word Edit by the teacher you want to edit.

Scroll down to the Access section. You will see two check boxes: Manage Students? And Manage Classes. Check either/or both boxes (both are recommended). Scroll to the bottom and click on the Update button.

The Manage Students feature allows the teacher to add and/or remove students from their class and the ability to add new students to the system and/or their class. Teachers can also make a student account inactive, but teachers cannot delete students.

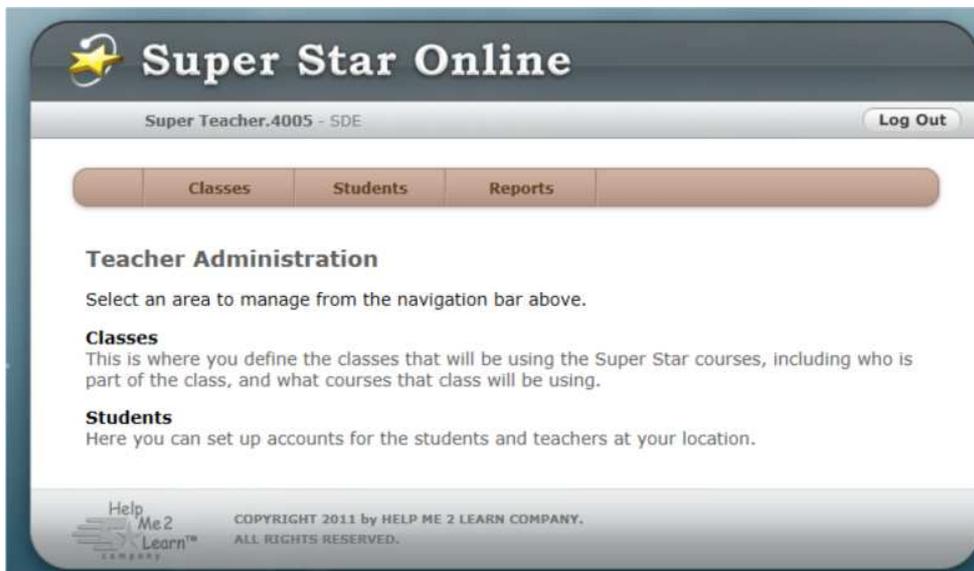
The Manage Classes feature allows the teacher to add or remove courses from their class and they can also create sub classes. If they create sub classes, they can assign courses and students to the sub class in order to more specifically target only the course(s) needed by that student or group of students.

There is one more button that is involved in the Manage Classes system. Click on the Classes button and find the class that is managed by the teacher. Then click on the word Edit by that class. You will then find a check box for: Sub Class students see only the Sub Class courses?

Check this box to do exactly what it says. If you check this box, the students would only see the course(s) assigned to the sub class and they would not see the courses assigned the class as a whole.

Note, in order to use this system, students must be assigned to the class and then to the sub class. If you remove them from the class, you will also remove them from the sub class. On the other hand, you do not have to assign courses to the whole class if you assign those to the sub class.

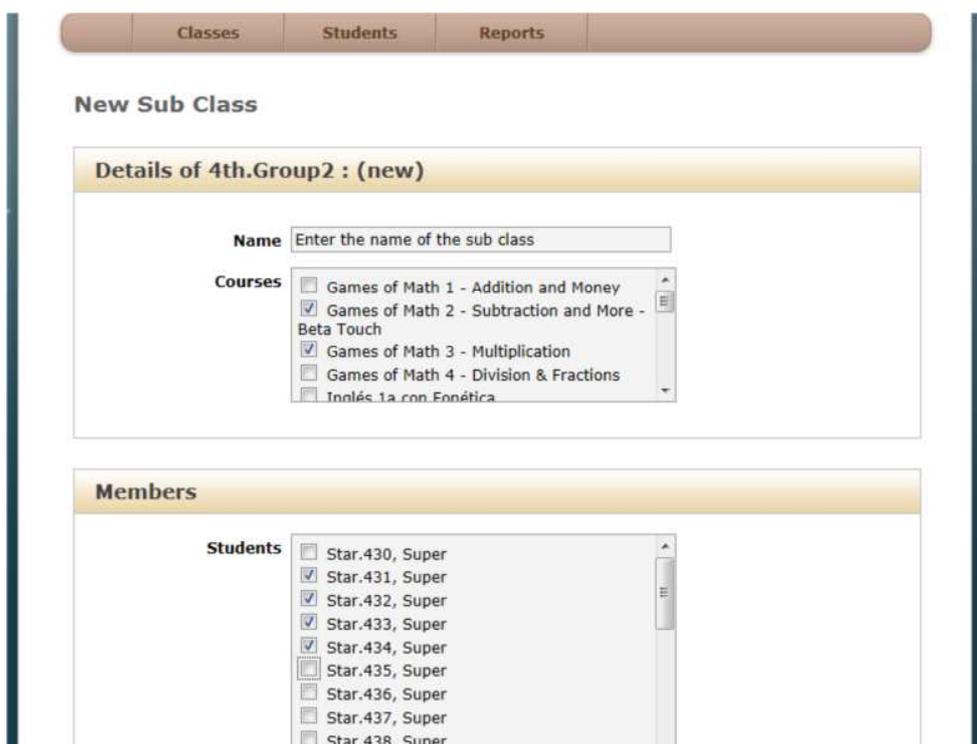
If you have given a teacher the ability to manage classes, the teacher will have a menu bar when they sign in. Then menu will show Classes, Students and Report which are very similar to your site administrator tools.



Click on the Classes button to see a list of the classes and courses assigned to the teacher. A teacher can be assigned to one class, several classes or all of the classes. You might want to create a teacher account for yourself and assign yourself to all of the classes so you can run reports.



Click on the Add Sub Class button to create a Sub Class. Enter a name for the sub class in the Name field. Check the courses you want for the sub class, check the students and click on the Create button. You can create as many sub classes as you need.



Reports

The last button on the site administrator button bar (and the teacher button bar if manage classes is checked) is the reports button. Click on this button to see a Course Usage Report. This report shows all of the classes, the courses that are assigned to each class and the usage of each course in minutes. The total usage for each class is also shown.

Class	Total	Course Times
1st	109	Phonics 1a - Vowel Sounds: 0 Phonics 1b - Consonant Sounds: 0 Phonics 2a - Intermediate Level: 0 Phonics 2b - Intermediate Level II: 0 Games of Math 3 - Multiplication: 0 Language Arts Review 3a with sports: 0 Language Arts Review 3b with sports: 0 Letters and Numbers: 4 Games of Math 4 - Division & Fractions: 0 Spanish 1a with Phonics: 0 Inglés 1a con Fonética: 0 Phonics 1a with Spanish Instructions: 0 Phonics 1b with Spanish Instructions: 0 Phonics 2a with Spanish Instructions: 0 Letters & Numbers - Spanish Instructions: 0 Games of Math 1 - Addition and Money: 105 Games of Math 2 - Subtraction and More - Beta Touch: 0
1st	0	Phonics 1a - Vowel Sounds: 0 Phonics 1b - Consonant Sounds: 0 Phonics 2a - Intermediate Level: 0 Spanish 1a with Phonics: 0 Games of Math 1 - Addition and Money: 0
1st.Group2	33	Phonics 1a - Vowel Sounds: 0 Phonics 1b - Consonant Sounds: 0 Phonics 2a - Intermediate Level: 0 Phonics 2b - Intermediate Level II: 0 Games of Math 3 - Multiplication: 0 Language Arts Review 3a with sports: 0 Language Arts Review 3b with sports: 0 Letters and Numbers: 0 Games of Math 4 - Division & Fractions: 0 Spanish 1a with Phonics: 0 Inglés 1a con Fonética: 0 Phonics 1a with Spanish Instructions: 0 Phonics 1b with Spanish Instructions: 0 Phonics 2a

This report is useful for determining which classes are using the courses and justifying continuing your subscription. This report is also useful when printing the progress and test reports for the classes. If you see that a class is not using one or more of the courses, then there is no need to try to print a report for that course.

It is our intention to add more school wide reports in the future. In the meantime, the class and individual progress and test reports must be run from a teacher account. You might want to copy and then paste the usage report into a word processor for printing. If you need to run the progress and test reports, you might want to create a teacher account for yourself and assign yourself to all of the classes.

Running Reports: Progress and Tests

You would then need to log off and then log back in under the teacher account. Select the Class button and within the class, double click on the course you want. From the contents or menu screen of the course, click on the Teachers and Admins button, and then the Student Management button.



The top two buttons of the Student Management section contain the Class Progress Report and the Class Test Report. There are several other optional student management features from the Student Management menu; you can read about these by clicking the Users' Guide and Lesson Plans button. The student management features are near the end of the guide.

Click on the Class Progress Report button, you will see a list of the students in the class a summary report of their progress in the course.

Student Names		Program Progress	Total Time	Silver Stars	Gold Stars	Speed Round Points
Super Star.430	Details	0%	0 min	0 / 50	0 / 50	0
Super Star.431	Details	0%	0 min	0 / 50	0 / 50	0
Super Star.432	Details	0%	0 min	0 / 50	0 / 50	0
Super Star.433	Details	0%	0 min	0 / 50	0 / 50	0
Super Star.434	Details	0%	0 min	0 / 50	0 / 50	0
Super Star.435	Details	0%	0 min	0 / 50	0 / 50	0
Super Star.436	Details	0%	0 min	0 / 50	0 / 50	0
Super Star.437	Details	0%	0 min	0 / 50	0 / 50	0
Super Star.438	Details	0%	0 min	0 / 50	0 / 50	0
Super Star.439	Details	0%	0 min	0 / 50	0 / 50	0
Super Star.440	Details	0%	0 min	0 / 50	0 / 50	0
Super Star.441	Details	0%	0 min	0 / 50	0 / 50	0
Super Star.442	Details	0%	0 min	0 / 50	0 / 50	0
Super Star.443	Details	0%	0 min	0 / 50	0 / 50	0

You can print this report by clicking on the Print button.

Click on a Details button by the name of one of the students to view and print a detailed progress report for that student. Any teacher assigned to the class can run these reports.

Class Report Phonics 1a Student Name: DJ Peterson	
<p>Lesson 1: (short 'a')</p> <p>Talking Vowels Star: Gold Time Played: 0 hr 3 min</p> <p>Presentation Star: Gold Time: 0 hr 1 min</p> <p>Song Star: Gold Time: 0 hr 2 min</p> <p>Learn the Words / Speed Round Speed Round Score: 15 Time: 0 hr 4 min Number of Plays: 2 Questions Answered: 35 Overall Percent Correct: 77%</p> <p>Cat on a Mat Game Star: Gold</p>	<p>Lesson 2: (short 'e')</p> <p>Song/Presentation Star: Gold Time: 0 hr 1 min</p> <p>Leran the Words / Speed Round Speed Round Score: 19 Time: 0 hr 1 min Number of Plays: 1 Questions Answered: 22 Overall Percent Correct: 90%</p> <p>Long Jump Star: Gold Time Played: 0 hr 2 min Number of Plays: 1 Questions Answered: 9 Overall Percent Correct: 100%</p>

You can also view/print a similar report for the pre-tests and post-tests by clicking on the Class Test Report button.

Getting Started Strategies

It may seem confusing or like a daunting task to get started. If this is the case, then please call us at 800-460-7001 and we can give you a quick tour of our system and help you decide how to get started.

There are several ways or strategies you can use to get started:

1. For larger schools, the best way to setup the system is by doing an import of all of the students and teachers.
 - a. To do an import, create a CSV file using Microsoft Excel, Apple Numbers, or any other common spreadsheet program. You will usually use some kind of school attendance program to create this file. Once you have the data in the spreadsheet program, you can do a "save as" to save the file as a CSV file.
 - b. If at all possible, it is very helpful to have the classes in this file. If

you import the students and teachers with the "Class" column, then the classes will be automatically set up for you.

- c. The column headers must match ours. Our matching system makes this very easy.
 - d. One of the biggest problem areas for the import is having a unique user name/login name. If you have a large number of students, using the first initial and last name or first name and last initial does not generally work because you will usually have several duplications. Our system will point out these duplications when you do the import, but it is generally best to avoid them. If you do want to use a combination of first initial and last name or first name and last initial you can usually add a number to the duplications to make them unique.
 - e. Many schools have a Student Id number that is unique for each student. This can be a very good user name.
 - f. Keep it simple for the Kindergartners and lower grades. You can have a separate system of user name/login name for these grades if you want. You can use a simple number and simple password for them that might be different than the rest of the grades.
 - g. Once you have completed the import, you should go to the classes and edit the classes to add courses to the classes. The students will only be able to see the courses that are assigned to their class.
 - h. If you want the teachers to be able to manage their classes and students, then you must navigate to each teacher account and edit the account to check the two boxes for manage classes and manage students. (Use the drop down arrow to arrange by role, so that you can see a list of all the teachers.)
2. If it is impossible to import the students and teachers, you might consider adding the teacher accounts manually, giving the teachers the rights to manage classes and manage students. Then the teachers can add the students to their classes.
- a. It is suggested that you still need to devise a recommended system for the user name/login name and password. If a teacher tries to use the same user name/login name that another teacher as used, the system will not allow that user name/login name.
 - b. You should consider that teachers are extremely busy and they may need training for this task.
 - c. Some teachers may not ever get around to adding their class.

3. For smaller schools or fewer students you might find it easier to add the manually.
4. If all else fails, we have a number system that we can import for you. This system uses simple numbers from 1 to 799 and assigns the students to three classes per grade. This system uses a common password, but we can use any password you want, if you let us know what you want to use.
 - a. If you use our number system, each student would be given one of the numbers to use as their login name.
 - b. You can modify the system or let the teachers modify the system any time you want. In other words, the student name might show as Super Star.009, you can then change that name to John Smith and all of the tracking and scores would be under the name John Smith. You can add more classes and move students to any class you want.

Next Steps

Once you have the student and teacher accounts established and you have them assigned to classes and you have courses assigned to the classes, you are ready to for the next steps.

1. Notify the teachers of the school link to Super Star Online. You will get this link from your welcome letter. The link will look something like this:
`https://superstar.HM2L.com/123`, with 123 being a unique code given to your school.
2. You will need to give the teacher the following:
 - a. The unique user name/login name assigned to each student. If you used a spreadsheet program, it might be best to make the list from that file, if not you can open Super Star Online as the site administrator, click on the People button, click on the Arrange by drop down and arrange by class. You can then select all (CTRL+A in Windows, Command +A on Mac) and then copy all the text (CTRL +C in Windows, Command +C on Mac) and then paste (CTRL +V in Windows, Command +V on Mac) this list into a word processor for editing. This will give you a list of students by class and their name and login (in the parentheses).

Example:

- **Star.100, Super(100)**
- Student . Last accessed about 1 month ago. [Edit](#)

- **Star.101, Super(101)** [Edit](#)
Student . Last accessed 4 months ago.
- **Star.102, Super(102)** [Edit](#)
Student . Last accessed 2 months ago.

b. The password. This list will not show the password as we have a secure system and we cannot show or retrieve passwords. If you use a common password you can add it to the letter for the teacher, otherwise, it is best to use the passwords from the import file.

3. Teachers might need help creating short cuts to the Super Star Online link for your school. There are several methods and these methods will depend on your operating system and browser. Here are some techniques for creating desktop short cuts:

a. Windows –

Technique One (drag and drop):

- Open your browser and enter the Super Star Online link for your school in the address line box.
- Restore the window if necessary so that you can see the address line in the browser and the desktop. Click inside the address line on the Super Star Online link, hold and drag the address to the desktop. Drop the link on the desktop.

Technique Two (Shortcut Wizard):

- Place you cursor on an empty part of your desktop.
- Right click and select: New > Shortcut
- A shortcut wizard will open up.
- Enter the destination to the shortcut you want to create. If the destination is a website, simply enter the URL of the website or page. Click Next
- Type in a name for the shortcut that will help you remember what it is for.
- Once you have entered the new name, click finish.

Technique Three (Favorites):

- Navigate to the Super Star Online link for your school.
- Add this link to your favorites.
- Open your favorites and right-click on the link, move the cursor to Send to and choose (click on) Desktop (create shortcut).

b. Mac –

Technique One (drag and drop):

- Open your browser and enter the Super Star Online link for your school in the address line box.
 - Restore the window if necessary so that you can see the address line in the browser and the desktop. Click inside the address line on the Super Star Online link, hold and drag the address to the desktop. Drop the link on the desktop.
4. To maximize use and the success of Super Star Online, we suggest three training sessions with the teachers, especially if you give the teachers the ability to add and remove students. The first session should be as close to the beginning of the school year as possible and should cover the class and student management tools as well as an introduction to the student management features. Emphasis should include the progress and test reports as well as the Parent Mode. Encourage teachers to send a letter to the parents and to train students and parents on the use of Super Star Online. Encourage teachers to take advantage of the Pre-test and Post-tests.

The next training sessions should be used after a month or so to answer questions and encourage further use. The usage report would be helpful in the second training session. You might also go deeper into the Student Management features and class and student settings.

The third training should be used at the beginning of the calendar year to answer any new questions and continue to encourage usage.

5. The following links on the Help Me 2 Learn website could be helpful. These links contain movie tutorials, a suggested letter to parents and

Main support page for Super Star Online. Includes the Site Administrator's Guide, Sample Letter to Parents, Trouble Shooting and Tutorials for Teachers: <http://helpme2learn.com/support/online>

Additional Movie Tutorials for Teachers and the Site Administrator: <http://helpme2learn.com/support/tutorials>

Sample User's Guides and Lesson Plans for each of the titles (these samples are the same as the guides found in the Student Management section of each of the titles): <http://helpme2learn.com/school/features>

Questions?

Contact us! We are available Monday through Friday, from 9 AM to 5 PM Pacific time.

- We can give you a 10 minute guided tour of these features.
- If you supply us with a file, we can do the import for you or we can help verify the file.

•

Help Me 2 Learn Company

PO Box 729

San Luis Rey, CA 92068-0729

Phone: **800-460-7001**

E-mail: support@helpme2learn.com.