# How to Manage a Multiple Classroom Account

This document outlines the changes you'll experience in the Learning A-Z user interface when your district uses the Multiple Classroom feature. The last page of this document outlines changes to the student experience.

View Your Class Rosters

1 Log in to www.kidsa-z.com or use your district's single sign-on.

**2** Navigate to your class roster by selecting *My Classroom > Class Roster.*
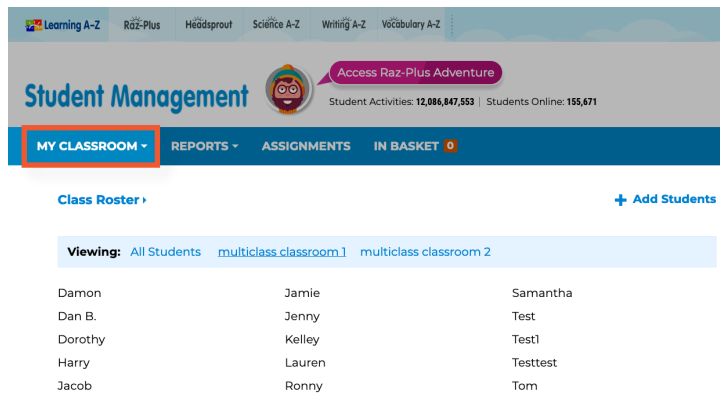
3 To access a particular classroom roster, expand the *Viewing* drop-down menu, and select the classroom from the list.
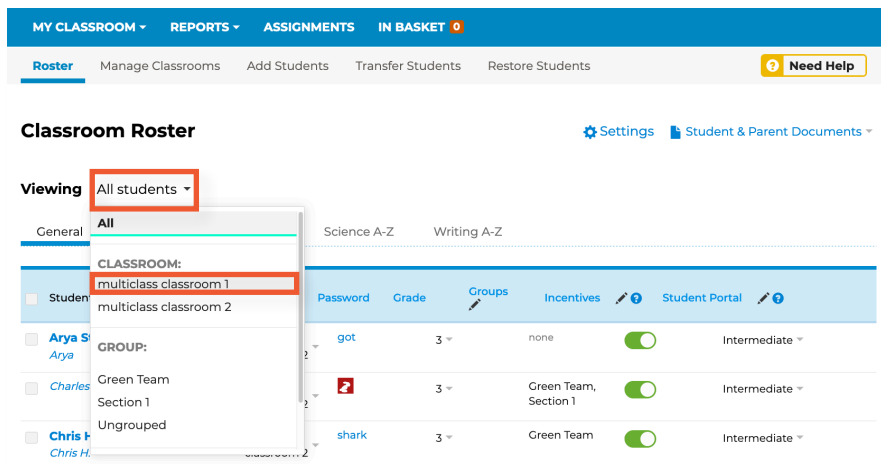
4 Select a different classroom by expanding the *Viewing* drop-down menu and clicking on a specific classroom.

5 Student Login Cards are available within the *Student & Parent Documents* drop-down menu. These contain all the login information students need to log in to Kids A-Z, including their classroom name.
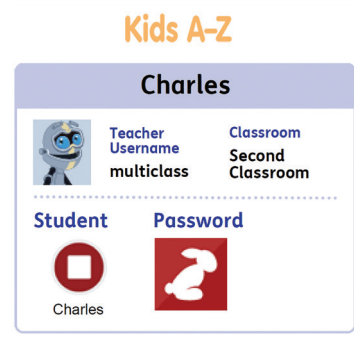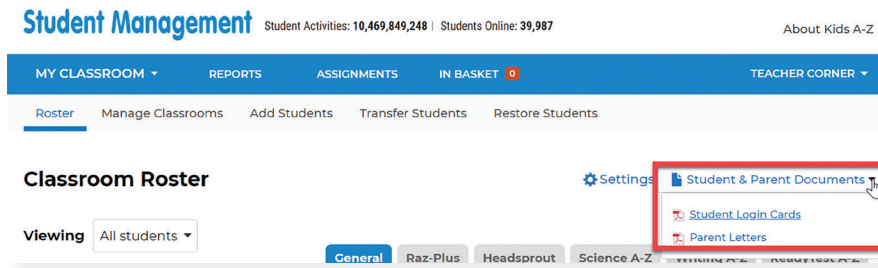
QUICK TIP: You may edit your classroom name to something students will recognize by selecting the *Manage Classroom* tab and using the edit icon to change the classroom name. This is the name students will see when they log in to their Learning A-Z accounts. For example, change "READ7698" to "Reading Period 1."
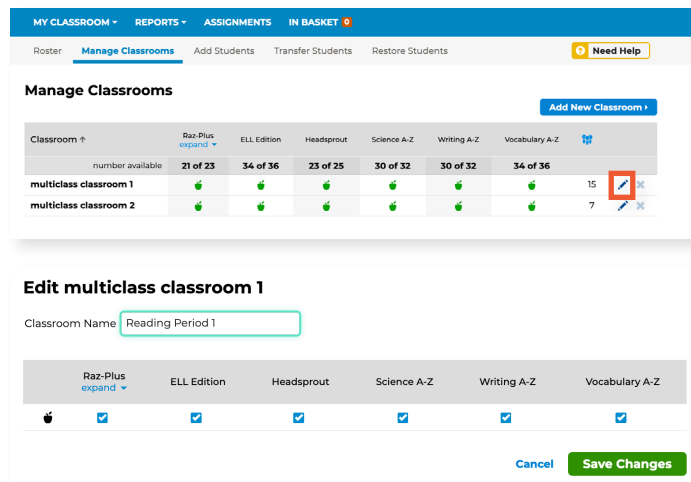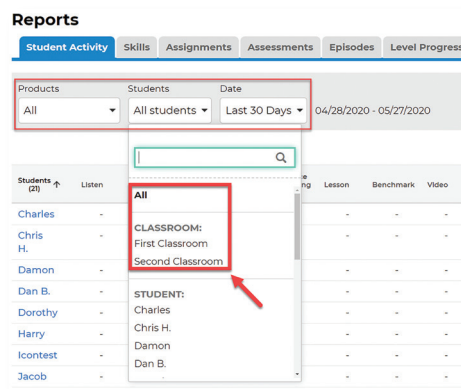
Classroom Reports

1 To access classroom reports, click on the *Reports* tab on the *Student Management* page.


2 Use the *Students* drop-down arrow to view individual student reports, or to see reports for a specific class.

QUICK TIP: As you navigate through the *Assignments* and *Assessments* tabs, you can continue to use the same drop-down menu to assign materials and review activity by class, groups, or for all students.

## Reading Room and Levels (for Districts With Raz-Plus or Raz-Kids)

1 To manage the Reading Room and reading levels, click on the *Raz-Plus* or *Raz-Kids* tab from the Student Management page.

2 Adjust who you see in your roster by selecting *All Students* or a specific class from your *Viewing* drop-down menu.

3 Click the assigned Reading Level to edit an individual student's setting, or click the pen icon next to Reading Room to edit the Reading Room settings for your class.
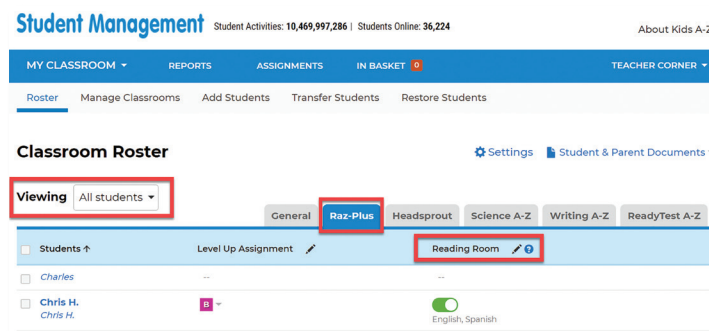
Multiple Classroom: Student Experience

Students who are rostered to a multiple classroom account will need to follow the steps below to log in using their Kids A-Z login credentials.
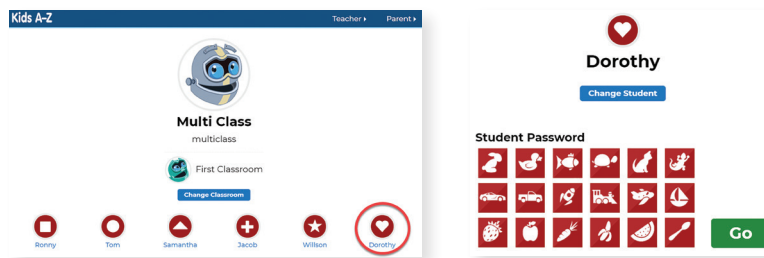
**1** Navigate to www.kidsa-z.com, enter the teacher username and click *Go*.
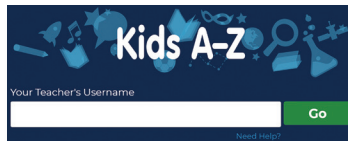
2 From here, students will select the appropriate Classroom. This information is on the student login cards and teachers can edit the names to make them easy to identify.
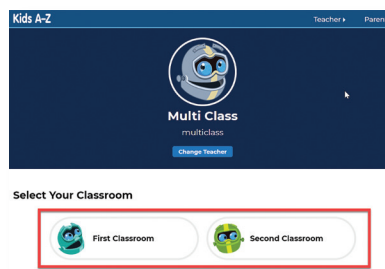
3 Next, students will need to click on their name/symbol, enter their password, and click *Go*.

4 They will be directed to their Kids A-Z dashboard.
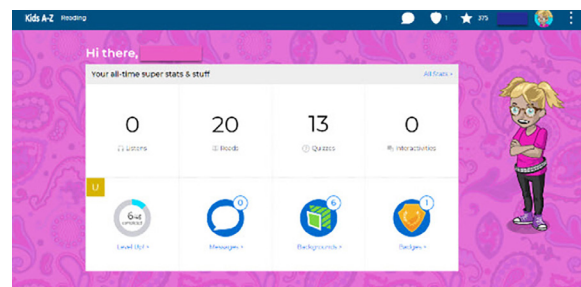
Still have questions? Contact customer support.

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