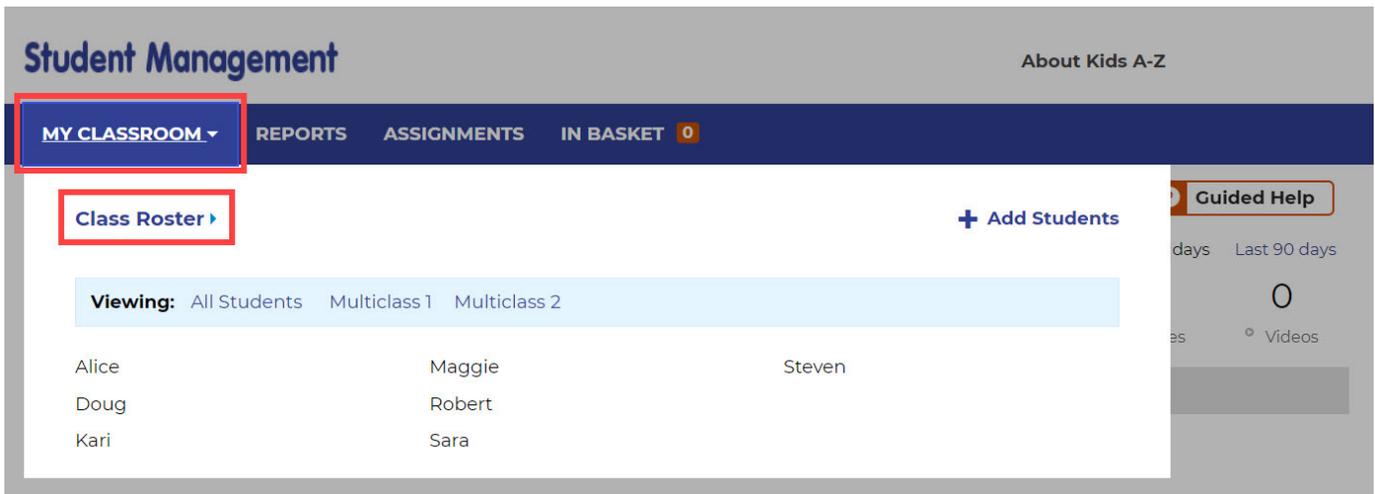


## How to Manage a Multiple Classroom Account

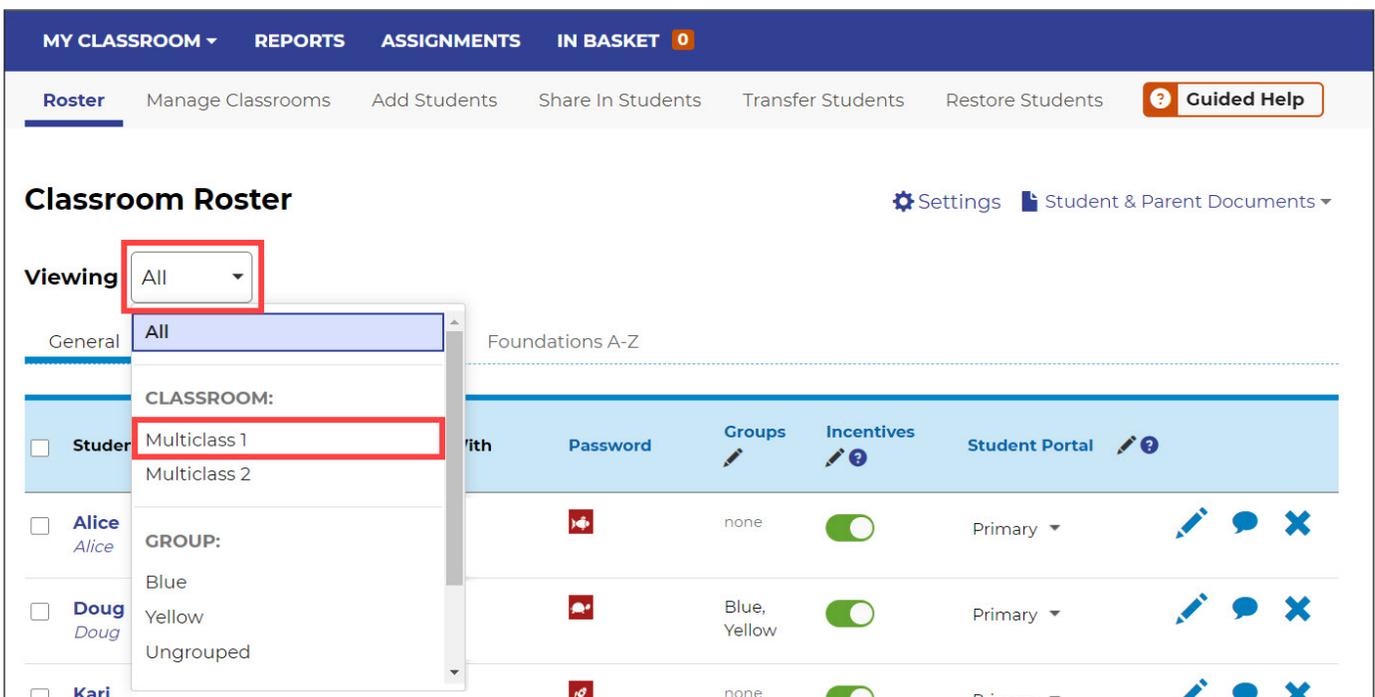
This document outlines the changes you'll experience in the Learning A-Z user interface when your district uses the Multiple Classroom feature. The last page of this document outlines changes to the student experience.

### View Your Class Rosters

- 1 Log in to [www.kidsa-z.com](http://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 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.

MY CLASSROOM ▾ REPORTS ASSIGNMENTS IN BASKET 0

Roster Manage Classrooms Add Students Share In Students Transfer Students Restore Students **Guided Help**

### Classroom Roster

Viewing All ▾

General Raz-Plus Writing A-Z Foundations A-Z

Settings **Student & Parent Documents** ▾

- Student Login Cards
- Parent Letters



MY CLASSROOM ▾ REPORTS ASSIGNMENTS IN BASKET 0

Roster **Manage Classrooms** Add Students Share In Students Transfer Students Restore Students **Guided Help**

### Manage Classrooms

Add New Classroom +

Classroom ↑	Raz-Plus	Foundations A-Z	Writing A-Z	Vocabulary A-Z	
number available	0 of 2	0 of 2	0 of 2	0 of 2	
Multiclass 1	🍏	🍏	🍏	🍏	3
Multiclass 2	🍏	🍏	🍏	🍏	4

#### Edit Multiclass 1

Classroom Name

Raz-Plus Foundations A-Z Writing A-Z Vocabulary A-Z

Cancel **Save Changes**

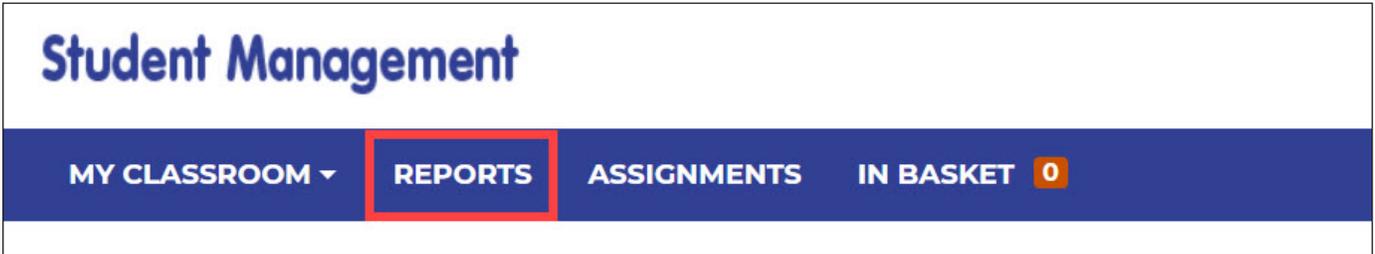
**QUICK TIP:**

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.

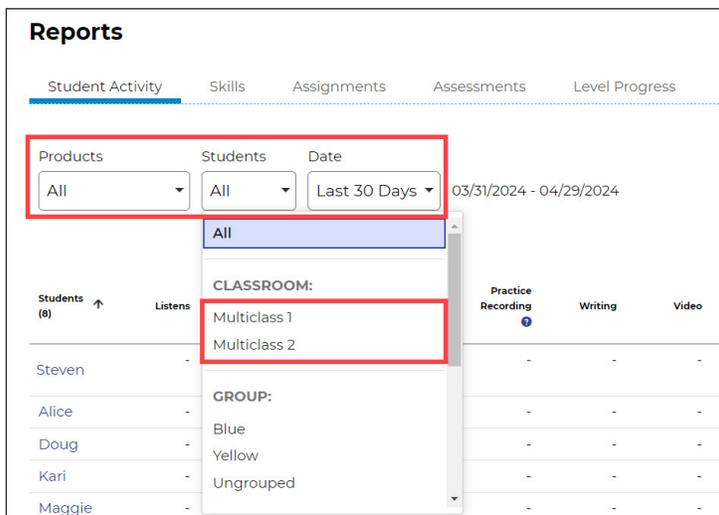
For example, change “*Multiclass 1*” to “*Reading Period 1.*”

## Classroom Reports

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



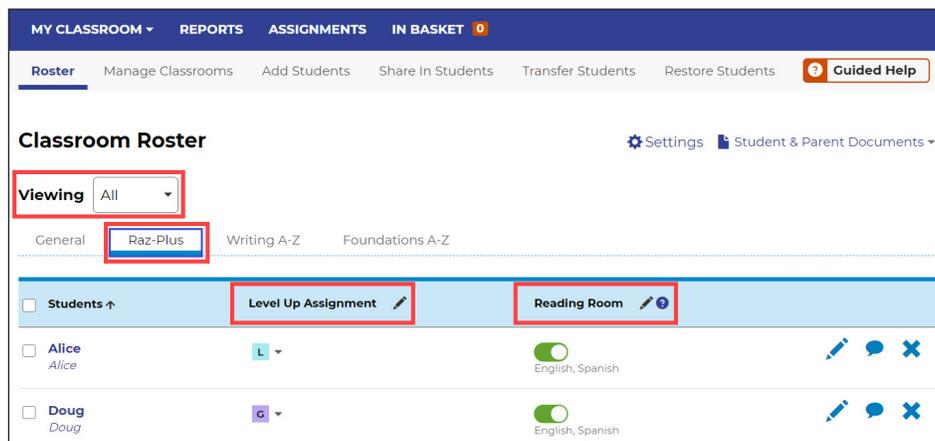
- 2 Use the *Students* drop-down arrow to view individual student reports, or to see reports for a specific class.



**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 *Level Up Assignment* to edit an individual student's setting, or *select all students* and click the pen icon to edit the *Level Up Assignment* or *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.

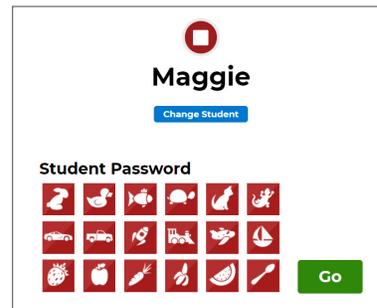
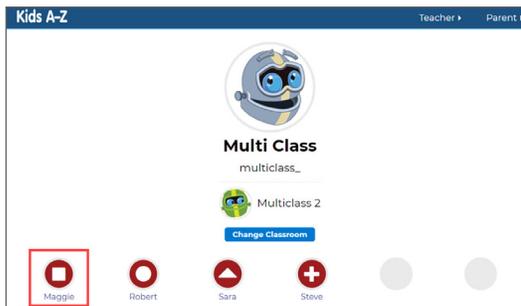
- 1 Navigate to [www.kidsa-z.com](http://www.kidsa-z.com), enter the teacher username and click Go.



- 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.



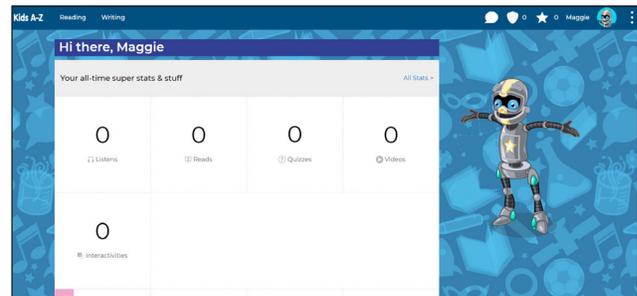
- 3 Next, students will need to click on their name/symbol, enter their password, and click Go.



- 4 They will be directed to their Kids A-Z dashboard.



Primary Student Portal



Intermediate Student Portal

Still have questions? Contact [Customer Support](#).