



# Campus Admin Instructions

## Table of Contents

Click a title to navigate to the page you need.

|                                |           |
|--------------------------------|-----------|
| Logging in.....                | page 1    |
| My Dashboard.....              | page 2    |
| Add, Edit or Delete User ..... | page 3-6  |
| Add.....                       | page 4    |
| Edit .....                     | page 5    |
| Delete .....                   | page 6    |
| Add New User CSV Import .....  | page 7    |
| License Management.....        | page 8-11 |
| Assign Licenses.....           | page 9    |
| Unassign Licenses.....         | page 11   |
| Product Usage.....             | page 12   |



# Campus Administrative Dashboard Instructions

Your Lone Star Learning Campus Admin Dashboard will be your hub for keeping tabs on your campus's Lone Star Learning online program purchases.

As campus admin you will be:

- managing licenses
- maintaining campus user list
- assigning programs to teachers in your user list
- viewing usage and log in report data
- assisting in purchase of renewal licenses when needed

Begin by logging in at  
**dashboard.lonestarlearning.com**



## 4 ways to sign in:

- user name and password
- Google account
- ClassLink
- Clever

•To set up Clever, single sign on), select that option and follow the prompts.

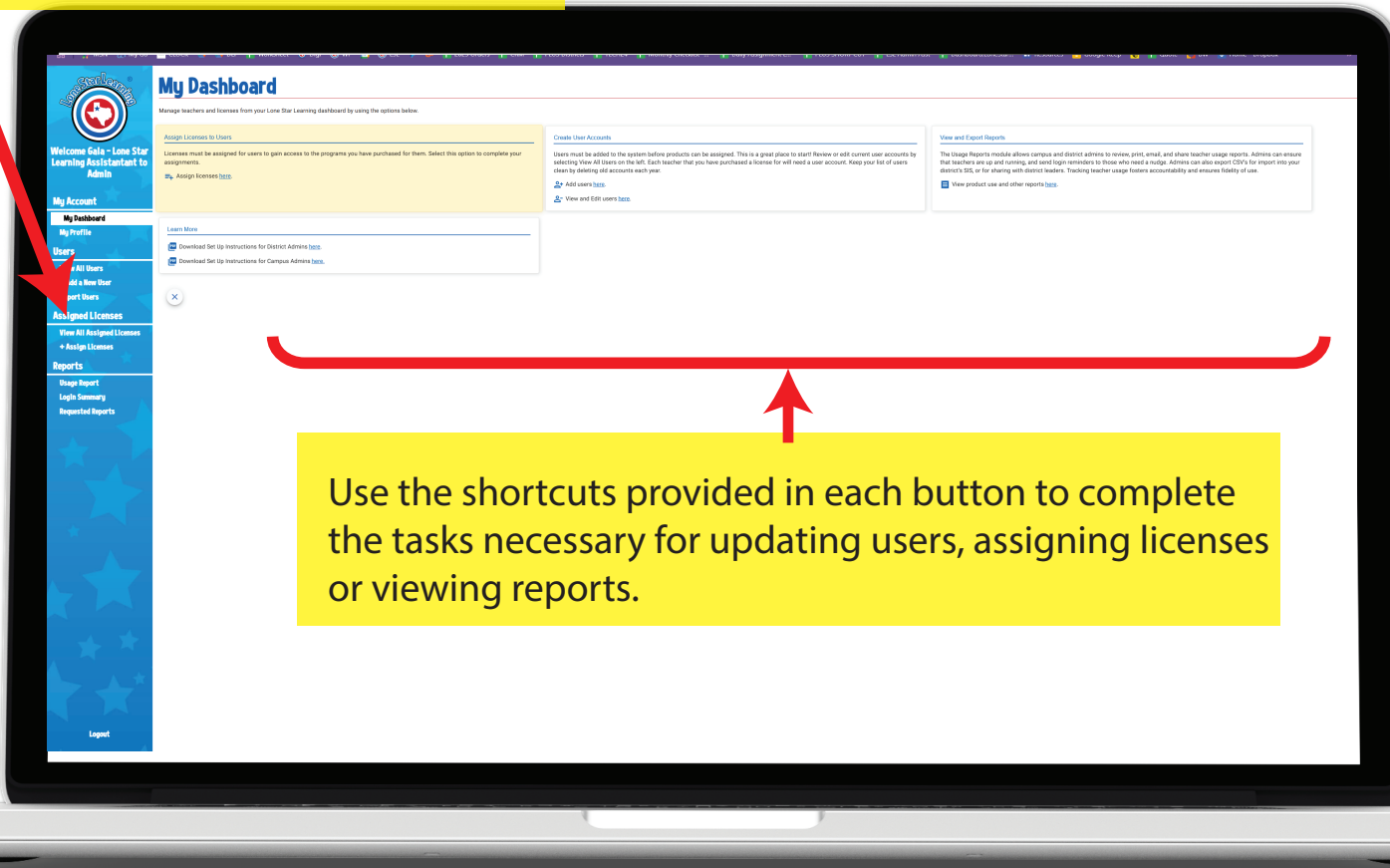
•To set up ClassLink, log in with your email address and password and look for this button on your dashboard.

**Set Classlink Tenant Id**

**Enter the 5 digit code for your district, and save.** (If you do not see this option, ClassLink login is already enabled for your district.)

# Welcome to My Dashboard!

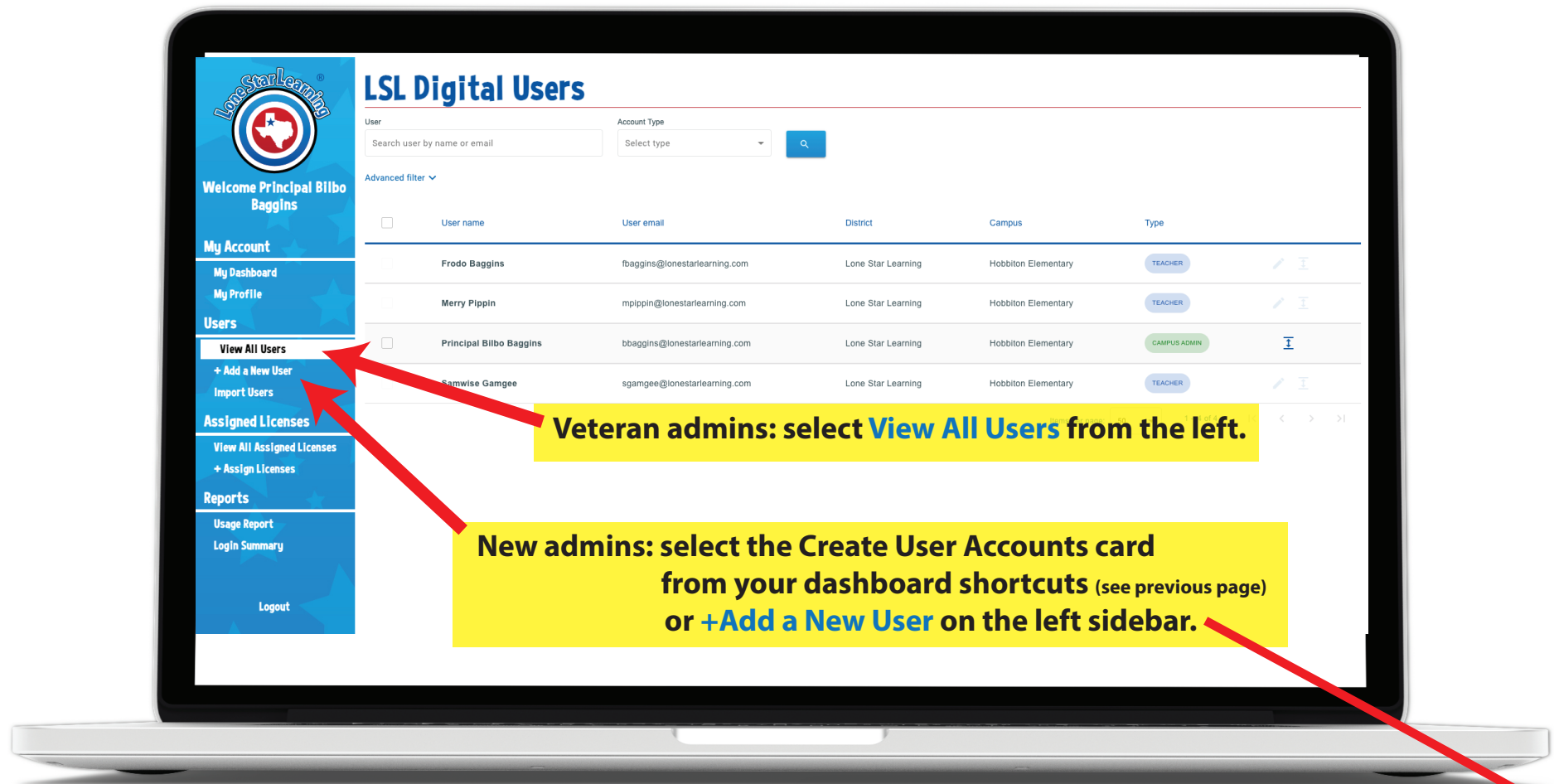
To update your personal account details, select the **My Profile** option.



Use the shortcuts provided in each button to complete the tasks necessary for updating users, assigning licenses or viewing reports.

# Add, Edit, or Delete a User

Begin by updating or creating new user accounts for the teachers, trainers, or admins that you have purchased programs for.



**Veteran admins: select [View All Users](#) from the left.**

**New admins: select the Create User Accounts card from your dashboard shortcuts (see previous page) or [+Add a New User](#) on the left sidebar.**

## Create User Accounts

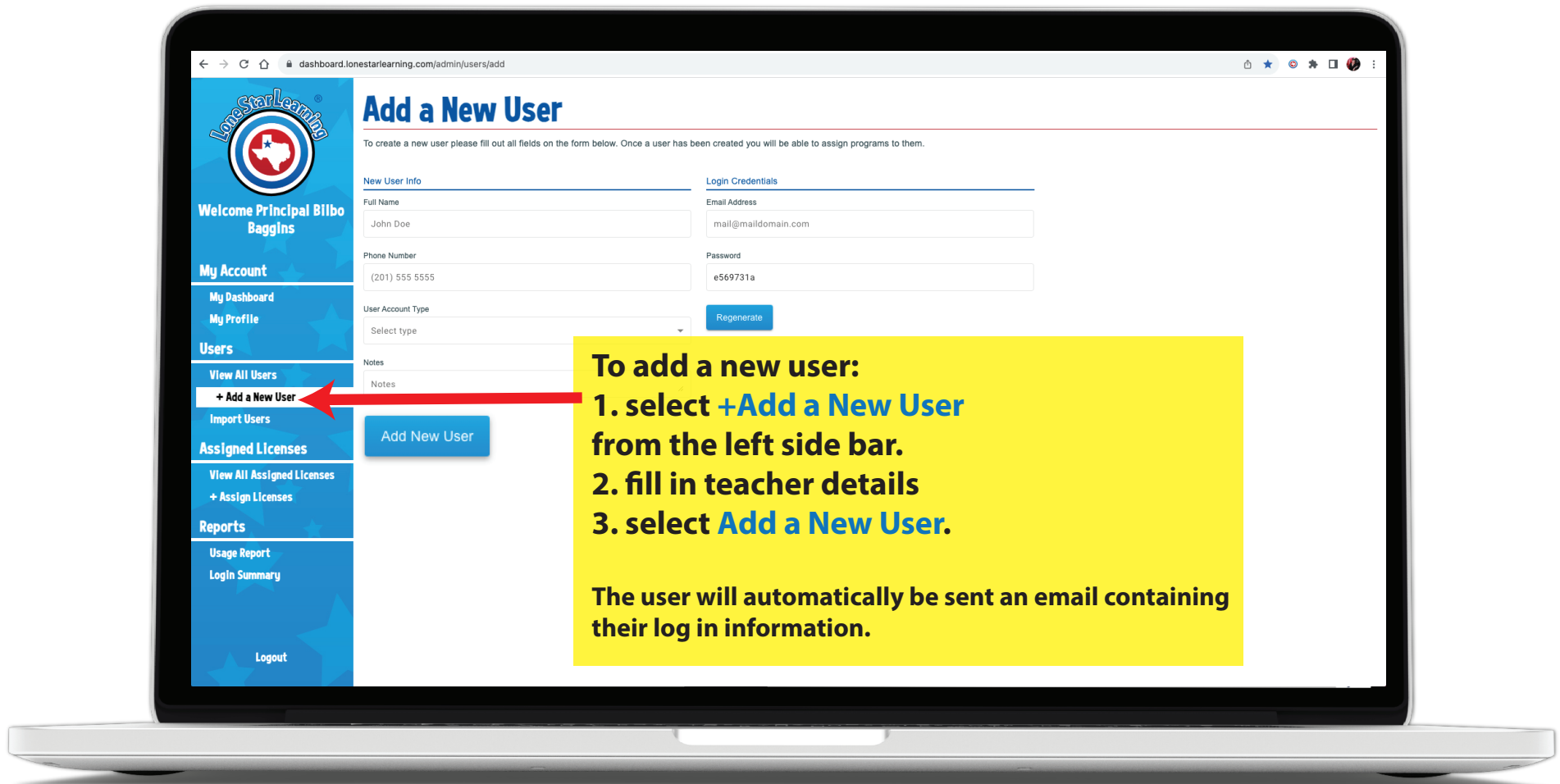
Users must be added to the system before products can be assigned. This is a great place to start! Review or edit current user accounts by selecting View All Users on the left. Each teacher that you have purchased a license for will need a user account. Keep your list of users clean by deleting old accounts each year.

[+ Add users here.](#)

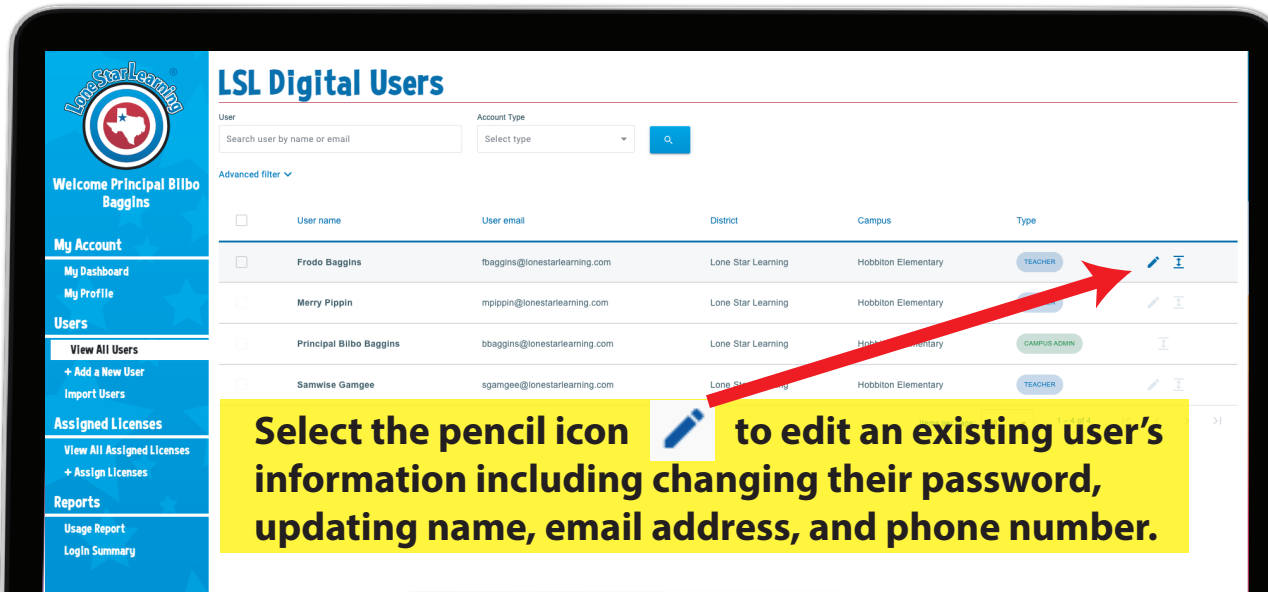
[- View and Edit users here.](#)



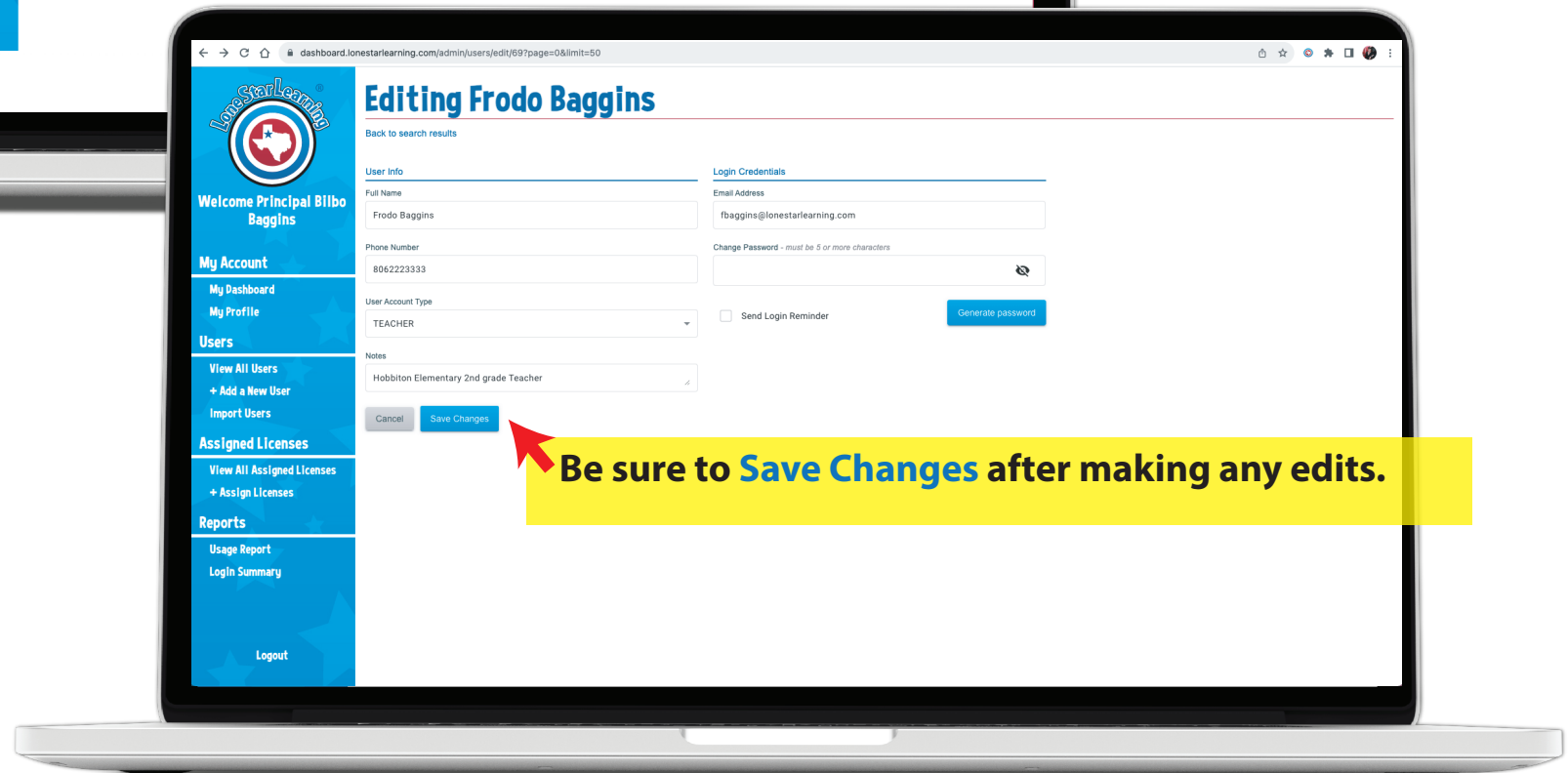
# Add User



# Edit User



Select the pencil icon  to edit an existing user's information including changing their password, updating name, email address, and phone number.



Be sure to **Save Changes** after making any edits.

# Delete a User

dashboard.lonestarlearning.com/admin/users/list

## LSL Digital Users

User:  Account Type:

Advanced filter

|                                     | User name               | User email                    | District           | Campus              | Type         |                                                                   |
|-------------------------------------|-------------------------|-------------------------------|--------------------|---------------------|--------------|-------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Frodo Baggins           | fbaggins@lonestarlearning.com | Lone Star Learning | Hobbiton Elementary | TEACHER      | <input type="button" value="i"/> <input type="button" value="t"/> |
| <input type="checkbox"/>            | Merry Pippin            | mpippin@lonestarlearning.com  | Lone Star Learning | Hobbiton Elementary | TEACHER      | <input type="button" value="i"/> <input type="button" value="t"/> |
| <input type="checkbox"/>            | Principal Bilbo Baggins | bbaggins@lonestarlearning.com | Lone Star Learning | Hobbiton Elementary | CAMPUS ADMIN | <input type="button" value="i"/> <input type="button" value="t"/> |
| <input type="checkbox"/>            | Sansone Gamgee          | sgamgee@lonestarlearning.com  | Lone Star Learning | Hobbiton Elementary | TEACHER      | <input type="button" value="i"/> <input type="button" value="t"/> |

Items per page: 50 1-4 |< < > >|

**To delete a user:**  
1. select the **check box** to the left of their name  
2. select **trash can** on the right.

# Add New Users Using CSV Import

If you plan to add a lot of teachers (50+) you can use our import users function. A CSV file can be uploaded to the dashboard. The parameters for the File can be viewed in the CSV example. They must be met exactly for the import to work.

The district and campus details must match what is in our database exactly. (For example, if it says Bree Elementary, it will not work if you type in Bree ES). Campuses must already be loaded into the system prior to CSV import.

If the import fails, a report is generated in the review section that outlines the failed parameters.

Please feel free to reach out to us with any questions about using the CSV import.

**CSV Upload**

- 1. Users
- 2. Import Users

**3. View example**

**4. Upload CSV File**

**5. Import**

**To delete a user**

- Go to **View All Users** screen
- select the **check box** to the left of their name
- select the **trash can** on the right.

| User                                | User email    | District                   | Campus     | Type       |        |
|-------------------------------------|---------------|----------------------------|------------|------------|--------|
| <input checked="" type="checkbox"/> | Brend RIF     | ed@lonestarlearning.com    | Strive ISD | Elementary | SEARCH |
| <input type="checkbox"/>            | Quintel Queen | queen@lonestarlearning.com | Strive ISD | Elementary | SEARCH |
| <input type="checkbox"/>            | Quintel Gray  | gray@lonestarlearning.com  | Strive ISD | -          | SEARCH |

Once your user list is updated you can move on to managing and assigning the virtual or plus program licenses that you've purchased.

# License Management

## 1. Select **View All Assigned Licenses**.

## 2. Licenses ready to be assigned are shown at the top (select **Show More**).

To view licenses that have been assigned:

- scroll to view
- or
- select filters to narrow your search

The screenshot shows the 'Assigned Licenses List' page. The sidebar on the left contains the Lone Star Learning logo and navigation links: 'Welcome Principal Bilbo Baggins', 'My Account' (My Dashboard, My Profile), 'Users' (View All Users, Add a New User, Import Users), 'Assigned Licenses' (View All Assigned Licenses, Assign Licenses), and 'Reports' (Usage Report, Login Summary). The main content area has a title 'Assigned Licenses List' and a message 'You have 3 unassigned licenses left' with a 'Show more' link. Below this are filter sections for 'Filter' (User or Assignor, Date Purchased), 'Product' (Product Name or Family), and 'Invoice' (Invoice number). There is also a checkbox for 'Show expired Licenses'. The license list table has columns for 'User', 'Product Family', 'Product', 'Valid', 'Type', and 'Assigned By'. The table shows several licenses, including 'Target the Question Kindergarten Spanish', 'Target the Question Grade 1 Spanish', 'Target the Question Grade 2 Spanish', and 'Target the Question Kindergarten Spanish'. A red arrow points to the 'View All Assigned Licenses' link in the sidebar. An orange box highlights the 'Show more' link at the top of the license list. A yellow callout box on the right provides instructions on how to view assigned licenses.

You have 3 unassigned licenses left [Show more](#)

Filter: User or Assignor, Date Purchased (Start date - End date), Product: Product Name or Family, Invoice: Invoice number

☐ Show expired Licenses

| User                           | Product Family | Product                                  | Valid                       | Type     | Assigned By                    |
|--------------------------------|----------------|------------------------------------------|-----------------------------|----------|--------------------------------|
| fbaggins@lonestarllearning.com | SDQ            | Target the Question Kindergarten Spanish | Jul 20, 2023 - Aug 20, 2023 | STANDARD | fbaggins@lonestarllearning.com |
| mpippin@lonestarllearning.com  | SDQ            | Target the Question Grade 1 Spanish      | Jul 20, 2023 - Aug 20, 2023 | STANDARD | fbaggins@lonestarllearning.com |
| sgamgee@lonestarllearning.com  | SDQ            | Target the Question Grade 2 Spanish      | Jul 20, 2023 - Aug 20, 2023 | STANDARD | fbaggins@lonestarllearning.com |
| sgamgee@lonestarllearning.com  | SDQ            | Target the Question Kindergarten Spanish | Jul 20, 2023 - Aug 20, 2023 | RENEWAL  | gala@lonestarllearning.com     |
| mpippin@lonestarllearning.com  | SDQ            | Target the Question Grade 1 Spanish      | Jul 20, 2023 - Aug 20, 2023 | RENEWAL  | gala@lonestarllearning.com     |
| fbaggins@lonestarllearning.com | SDQ            | Target the Question Grade 2 Spanish      | Jul 20, 2023 - Aug 20, 2023 | RENEWAL  | gala@lonestarllearning.com     |
| fbaggins@lonestarllearning.com | DQ             | Target the Question Grade 3              | Jul 14, 2023 - 071423 renew | RENEWAL  | bbaggins@lonestarllearning.com |

**Note:** You might see a blank screen here if your campus is new. If your campus has been using our programs, you may see user and product details from previous purchases included here.

# Assign Licenses

Select +Assign License

Programs available to assign are listed in rows categorized by product name and grade level.

There is 1 row corresponding to each program purchased for your campus.

To assign the program to a user, type in the user's name, or email.

Click the user's name to assign the license to them. Work your way through each row until you reach the end.

Once you've assigned all of one category, feel free to collapse that category using the arrow under the collapse all at the top right. If you accidentally assign a license to the wrong teacher, go back to the search users field, search for the correct teacher and click their email address to assign that program to the correct teacher. To remove an assignment, you can also select the x next to the user's name in the Assign To: spot. If you run out of time, you can assign part now and part later by selecting the "Assign Licenses" button at the bottom.

# Assign Licenses- Review

The screenshot shows the 'Assign Licenses' page in the Lone Star Learning admin dashboard. A red arrow points from the 'Review' section at the bottom to the 'Assign Licenses' title at the top. A yellow callout box on the right contains the following text:

Be sure to double check your assignments in the **review** area. Then, select **Assign Licenses**.

A pop up will confirm that your licenses were successfully assigned. You'll be directed to your View All Assigned Licenses screen, where you can view the assignments.

The interface includes a sidebar with navigation links: Welcome Gala - Lone Star Learning Assistant to Admin, My Account, My Dashboard, My Profile, Users, View All Users, Add a New User, Import Users, Assigned Licenses, View All Assigned Licenses, Assign Licenses, Reports, Usage Report, Login Summary, and Requested Reports. The main content area displays a table of licenses with columns for Invoice #, License Term, License #, Subject, and Assign to. The 'Review' section at the bottom shows a list of assignments with a button to 'Assign Licenses'.



# Unassign Licenses

## 1. Select +View All Assigned License

dashboard.lonestarlearning.com/admin/granted-licenses/list

### Assigned Licenses List

You have 3 unassigned licenses left [Show more](#)

Filter: User or Assignor Product

Date Purchased Invoice

Start date - End date Invoice number

☐ Show expired Licenses

| User                                                               | Product Family | Product                                  | Date Purchased | Invoice number       | Valid                        | Type     | Assigned By                    |
|--------------------------------------------------------------------|----------------|------------------------------------------|----------------|----------------------|------------------------------|----------|--------------------------------|
| <input checked="" type="checkbox"/> bbaggins@lonestarllearning.com | SDQ            | Target the Question Kindergarten Spanish | Jul 20, 2023   | renewal test 7/20/23 | Jul 20, 2023<br>Aug 20, 2023 | STANDARD | bbaggins@lonestarllearning.com |
| <input type="checkbox"/> mpippin@lonestarllearning.com             | SDQ            | Target the Question Grade 1 Spanish      | Jul 20, 2023   | renewal test 7/20/23 | Jul 20, 2023<br>Aug 20, 2023 | STANDARD | bbaggins@lonestarllearning.com |
| <input type="checkbox"/> sgamgee@lonestarllearning.com             | SDQ            | Target the Question Grade 2 Spanish      | Jul 20, 2023   | renewal test 7/20/23 | Jul 20, 2023<br>Aug 20, 2023 | STANDARD | bbaggins@lonestarllearning.com |
| <input type="checkbox"/> sgamgee@lonestarllearning.com             | SDQ            | Target the Question Kindergarten Spanish | Jul 20, 2023   | renewal test 7/20/23 | Aug 20, 2023<br>Sep 20, 2023 | RENEWAL  | bbaggins@lonestarllearning.com |
| <input type="checkbox"/> mpippin@lonestarllearning.com             | SDQ            |                                          |                |                      |                              |          | bbaggins@lonestarllearning.com |
| <input type="checkbox"/> fbaggins@lonestarllearning.com            | SDQ            |                                          |                |                      |                              |          | bbaggins@lonestarllearning.com |
| <input type="checkbox"/> fbaggins@lonestarllearning.com            | DQ             |                                          |                |                      |                              |          | bbaggins@lonestarllearning.com |

[Delete selected assignments \(1\)](#)

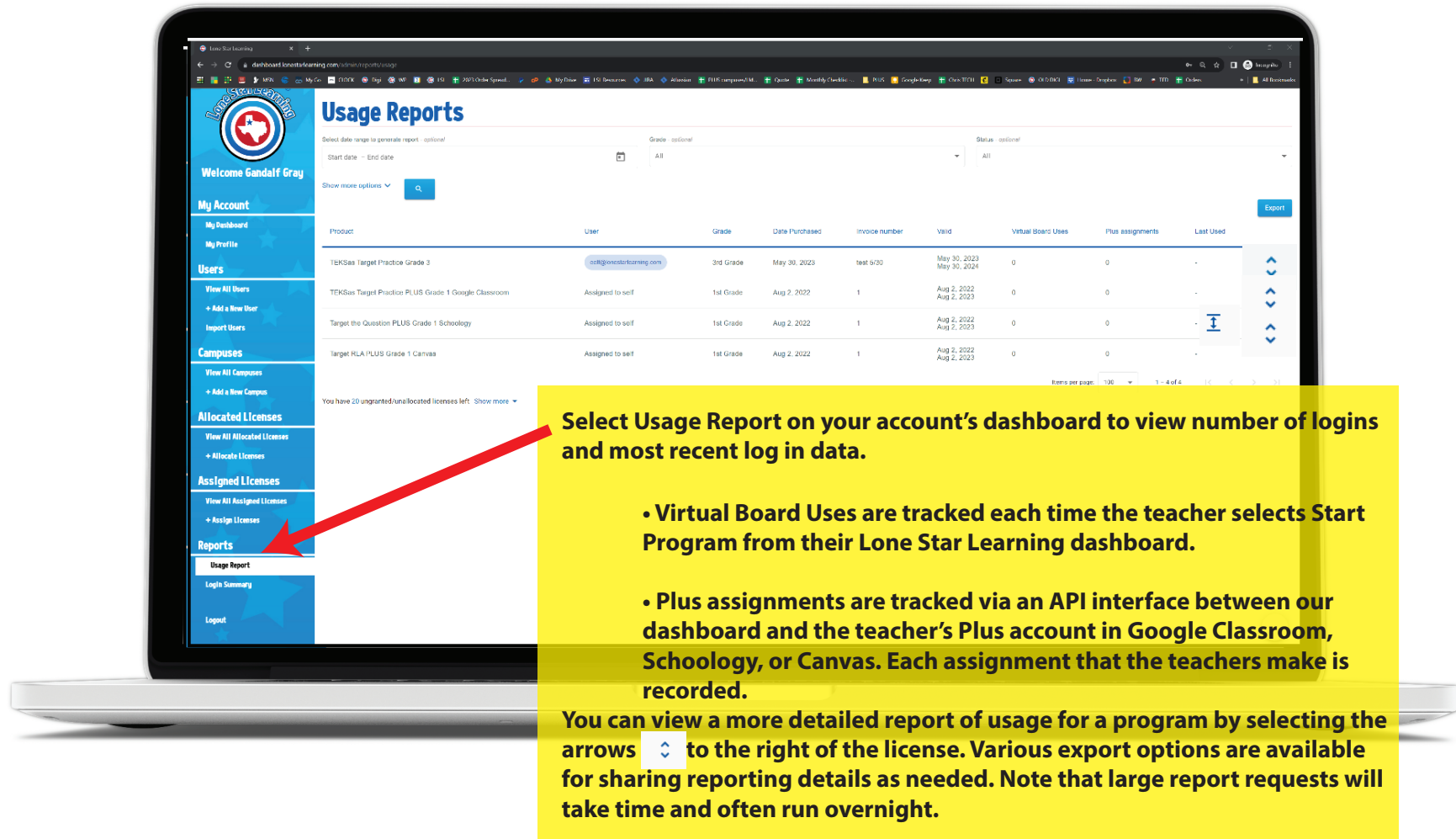
## 2. Select the **check box** to the left of the user's name

## 3. Select the **trash can** on the right to delete selected assignments.

This "unassigns" the license. It will be available for you to reassign in the Assign Licenses area. Follow the previous instructions to assign your license to a new user.

# Product Usage

Don't forget that you have access to valuable reporting tools! To help ensure that your team is on track, you can quickly view log in and usage data for virtual and Plus programs in our reporting area.



**Usage Reports**

Select date range to generate report - optional  
Start date - End date

Grade: optional  
All

Status: optional  
All

Show more options

| Product                                              | User                     | Grade     | Date Purchased | Invoice number | Valid                        | Virtual Board Uses | Plus assignments | Last Used |
|------------------------------------------------------|--------------------------|-----------|----------------|----------------|------------------------------|--------------------|------------------|-----------|
| TEKSes Target Practice Grade 3                       | oct@lonestarlearning.com | 3rd Grade | May 30, 2023   | test 5/30      | May 30, 2023<br>May 30, 2024 | 0                  | 0                | -         |
| TEKSes Target Practice PLUS Grade 1 Google Classroom | Assigned to self         | 1st Grade | Aug 2, 2022    | 1              | Aug 2, 2022<br>Aug 2, 2023   | 0                  | 0                | -         |
| Target the Question PLUS Grade 1 Schoology           | Assigned to self         | 1st Grade | Aug 2, 2022    | 1              | Aug 2, 2022<br>Aug 2, 2023   | 0                  | 0                | -         |
| Target HLA PLUS Grade 1 Canvas                       | Assigned to self         | 1st Grade | Aug 2, 2022    | 1              | Aug 2, 2022<br>Aug 2, 2023   | 0                  | 0                | -         |

Items per page: 100 1 - 4 of 4

You have 10 ungranted/unallocated licenses left. Show more

**Select Usage Report on your account's dashboard to view number of logins and most recent log in data.**

- Virtual Board Uses are tracked each time the teacher selects Start Program from their Lone Star Learning dashboard.
- Plus assignments are tracked via an API interface between our dashboard and the teacher's Plus account in Google Classroom, Schoology, or Canvas. Each assignment that the teachers make is recorded.

You can view a more detailed report of usage for a program by selecting the arrows  to the right of the license. Various export options are available for sharing reporting details as needed. Note that large report requests will take time and often run overnight.