



District Admin Instructions

As a district admin, you can manage licenses, users, and teacher usage data. These instructions cover each module: My Account, Users, Campuses, Allocated Licenses, Assigned Licenses, and Reports.

We recommend starting by updating campus details, then adding or updating users—starting with campus admins. Once that's done, allocate licenses to campuses.

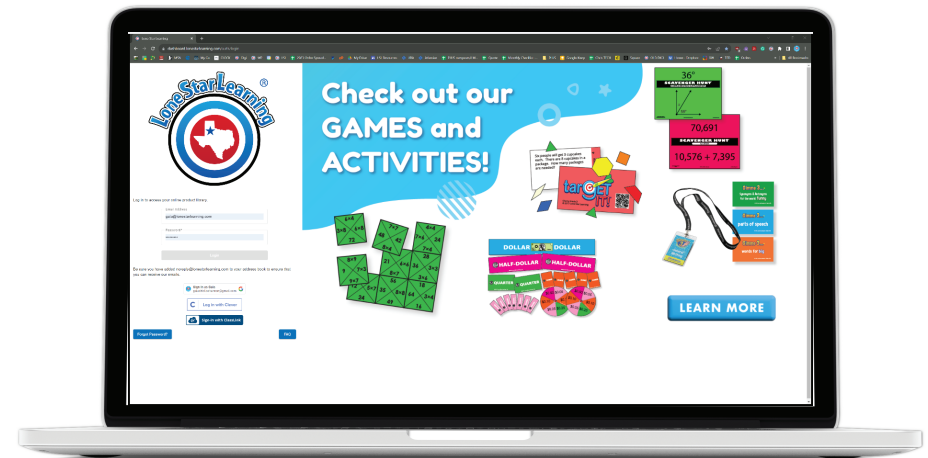
In smaller districts, it may be easier to assign licenses directly to teachers using the Assigned Licenses module. [\[Click here for step-by-step directions.\]](#)

You can view teacher usage data as the license term progresses. We're here to help—reach out anytime with questions!

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Your district has programs that are ready to be allocated!

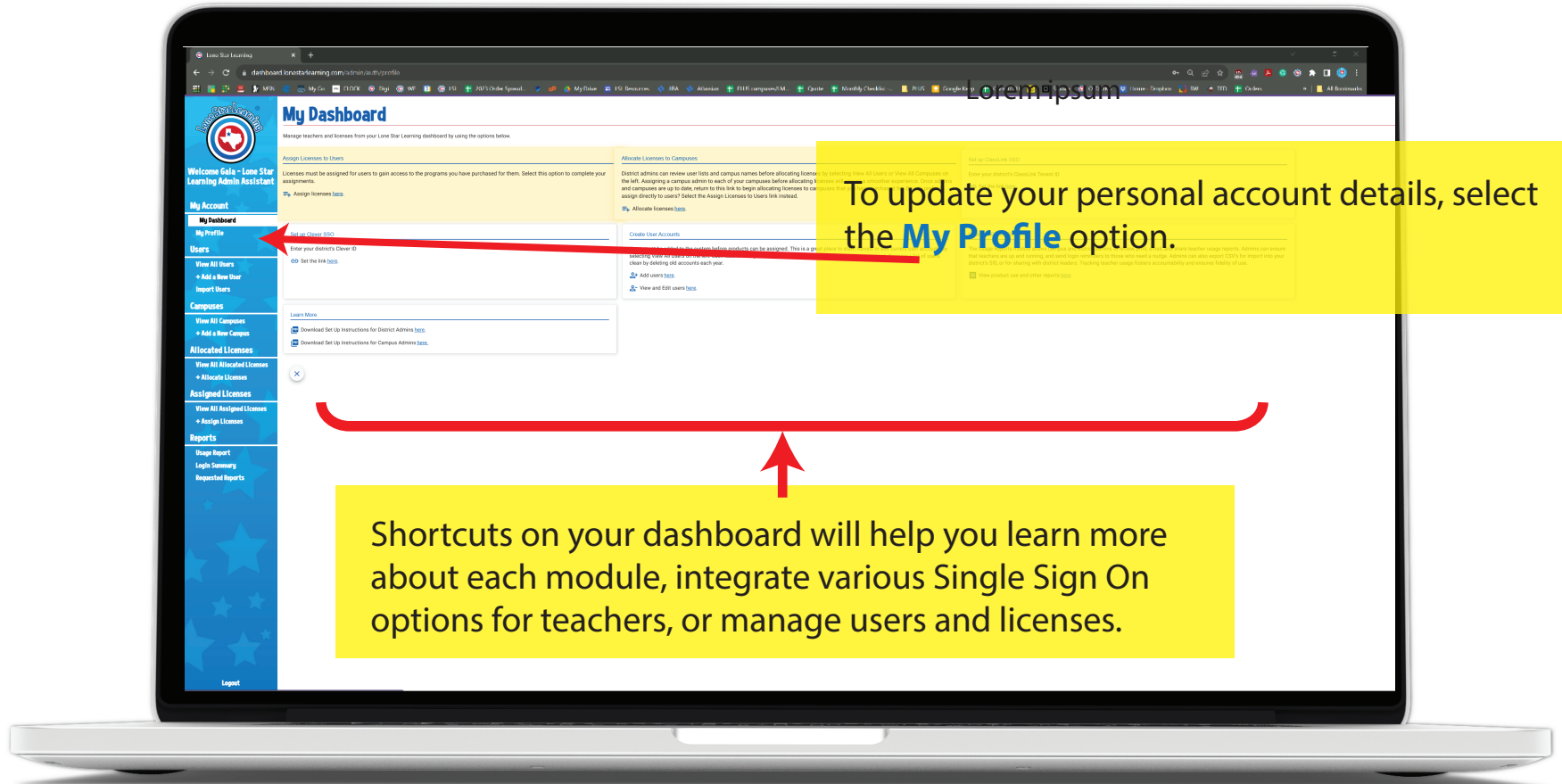
As district admin you will be:

- allocating licenses to campuses
- allowing campus account managers (or admins) to assign to their teachers

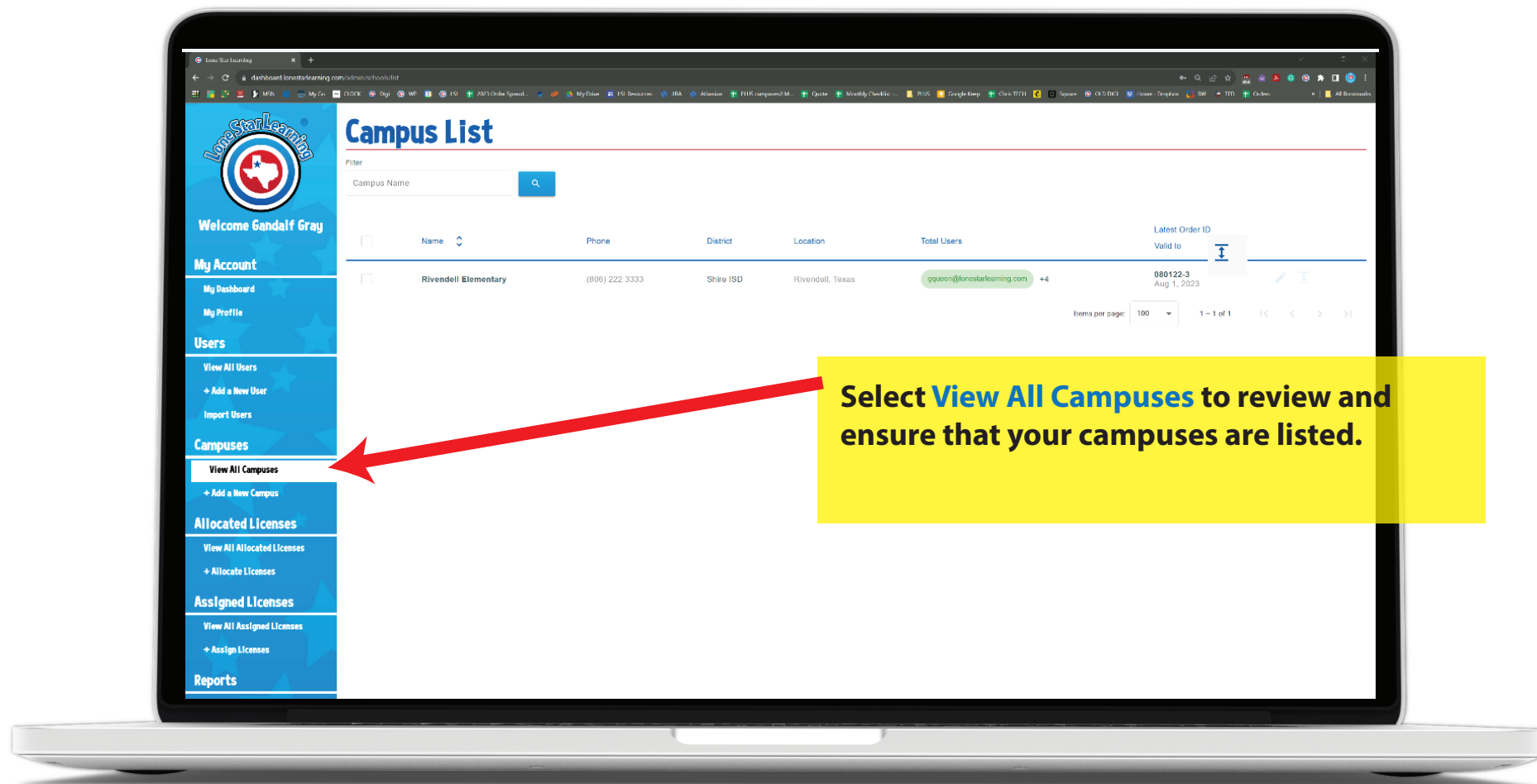
Begin by logging in at
dashboard.lonestarlearning.com



Welcome to My Dashboard!



Add, Delete, or Edit a Campus



Add, Delete, or Edit a Campus

Add a Campus

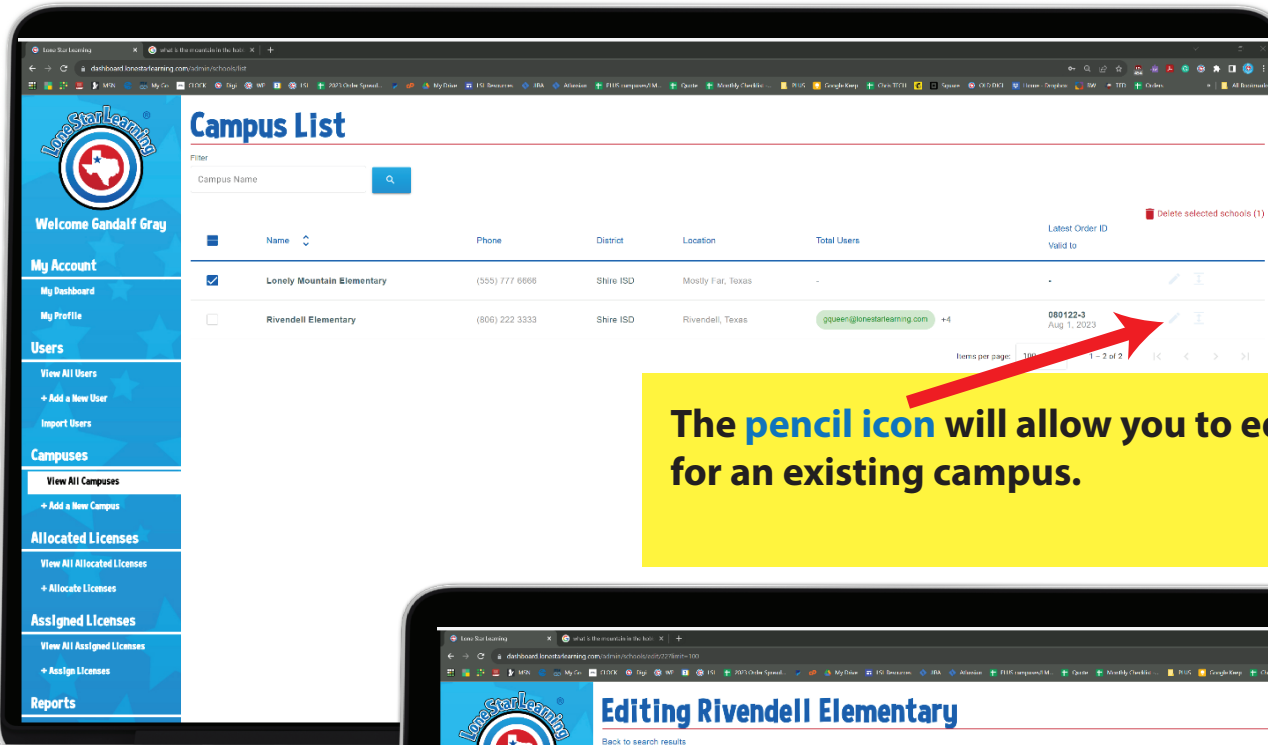
2. Select **+Add a New Campus** if a campus needs to be added to your district.

Delete a Campus

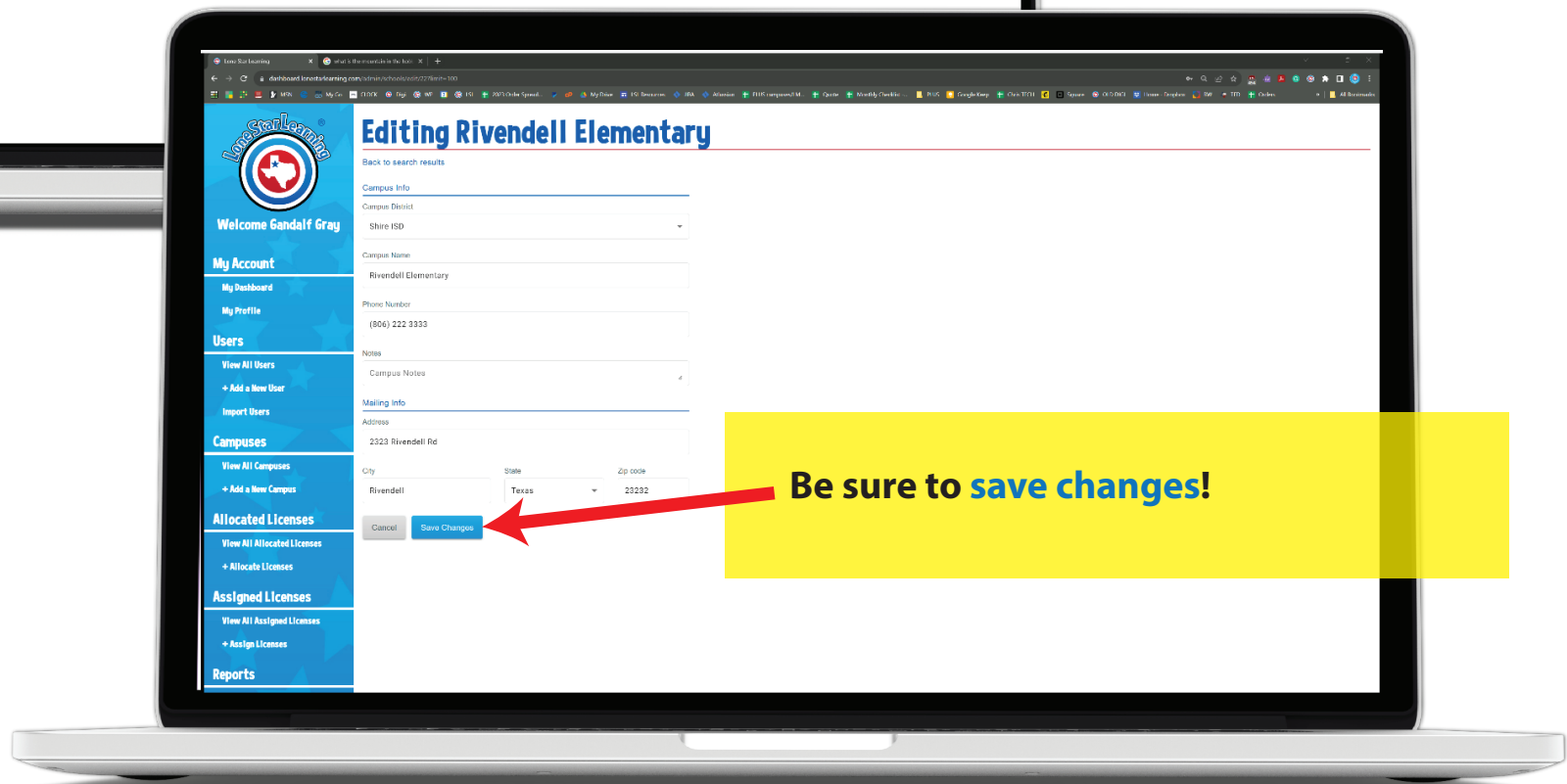
Select the **check box** to the left of a campus name, and select the **red trash can** to delete a campus from your district's list of campuses.

Add, Delete, or Edit a Campus

Edit a Campus

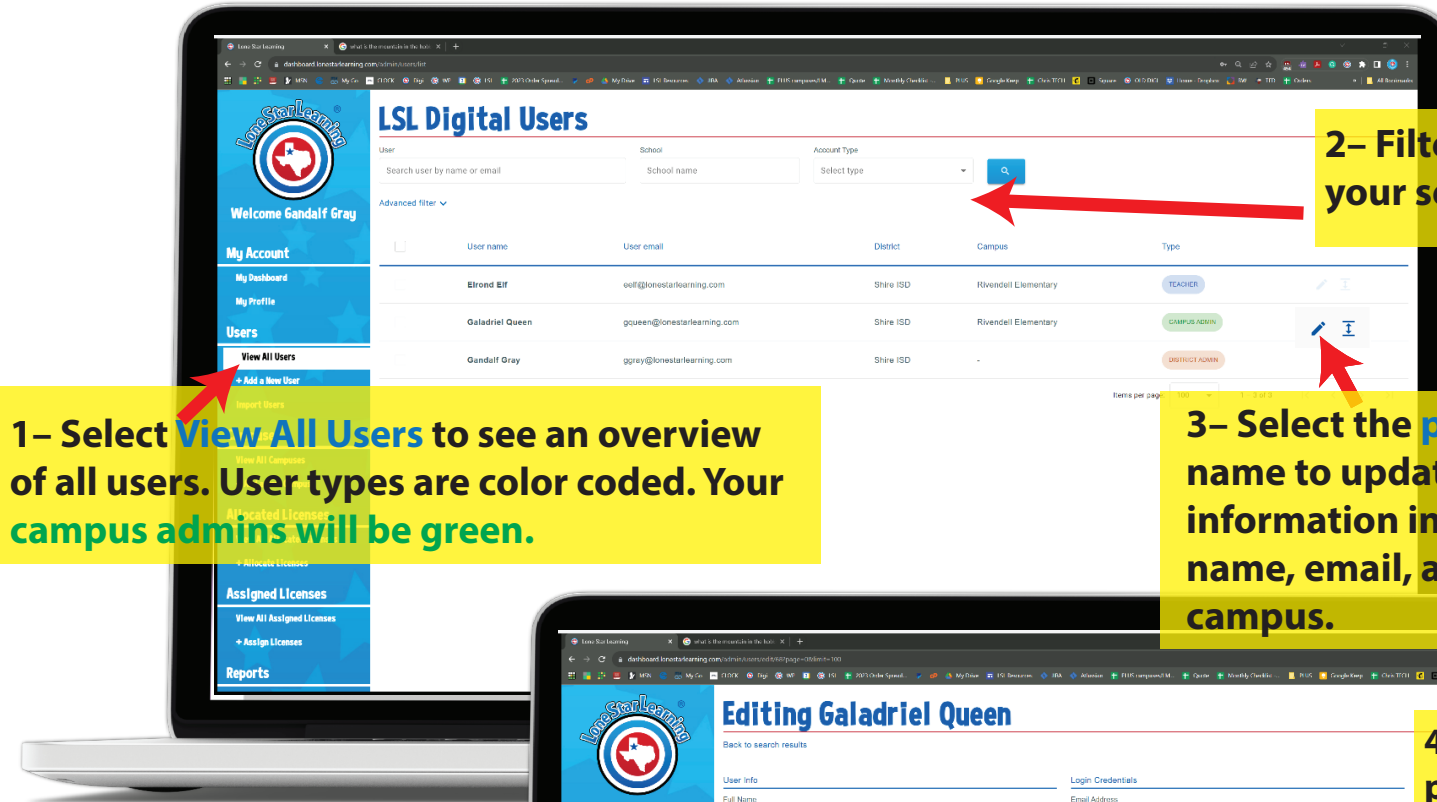


The **pencil icon** will allow you to edit details for an existing campus.



Be sure to **save changes!**

Add or Update Campus Admins



1– Select **View All Users** to see an overview of all users. User types are color coded. Your **campus admins** will be green.

2– Filter options are available to refine your search.

3– Select the **pencil icon** to the right of the name to update an existing user's information including changing password, name, email, address, phone number, campus.

4– If you are changing the password for a user, you can select the **generate password** button or type in the password of your choice.

5– Update or edit the necessary information and select **Save Changes**. The user you've edited will receive an email with their log in information.



Pro Tip

To quickly change a campus admin, click the pencil icon, replace the name and email with the new admin's info, select "Generate Password," and save.

Add or Update Campus Admins

The up/down arrow will show more detail for that user including last log in and licenses currently assigned.

Note: District and campus admins can view the sync status for teachers that have Lone Star Learning Plus 1:1 programs. District and Campus admins can assist teachers to sync the Lone Star Learning dashboard to their Plus 1:1 program in their learning platform by selecting the [Sync Plus Account](#) button, or by [Emailing Instructions](#) for sync to the teachers. The option to [send login reminders](#) to teachers is also included in this area.

Plus User Status

This user has not registered their account.

[Email Instructions](#)

Usage Reminder

[Send login reminder](#)

Plus User Status

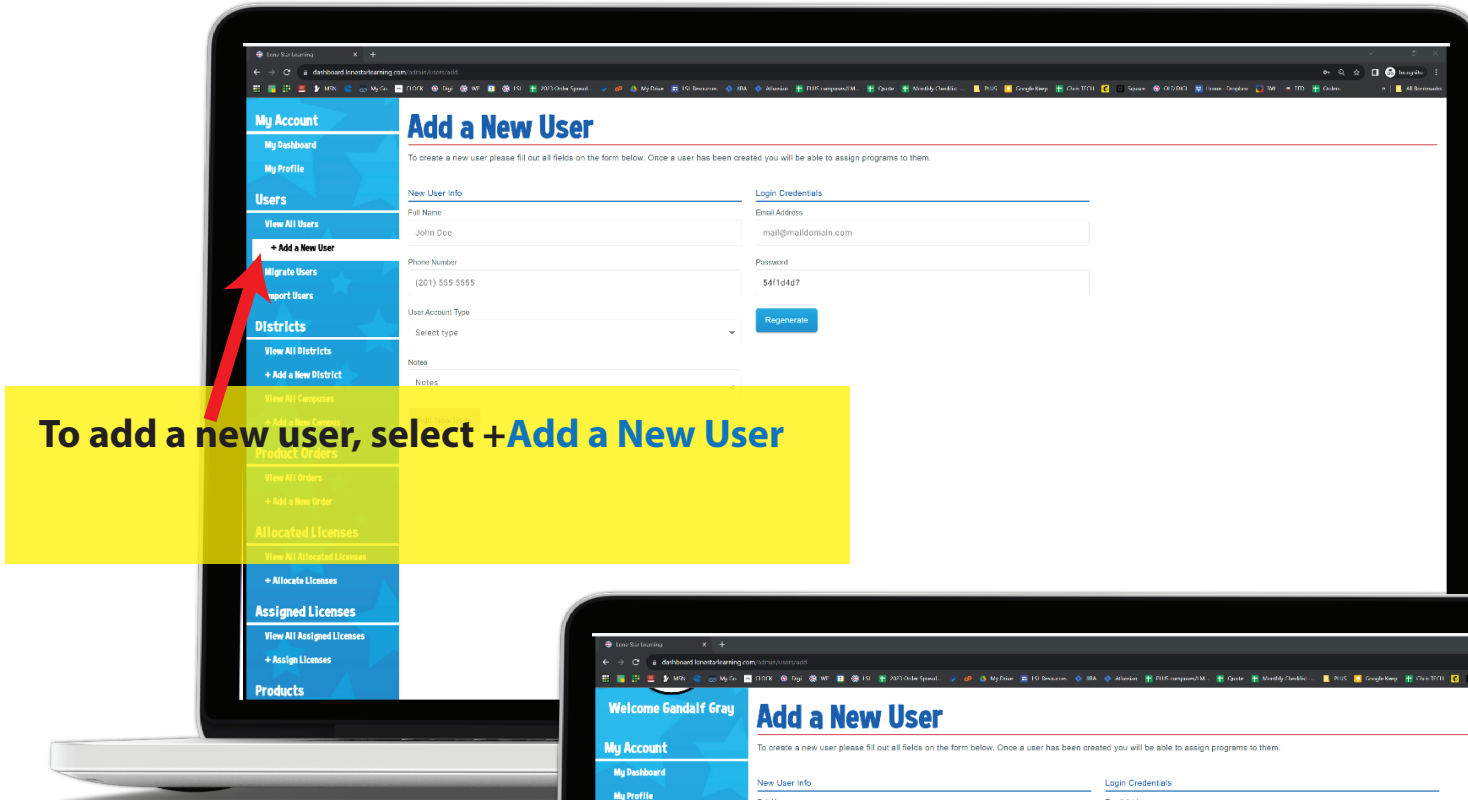
There have been changes since user last synced.
Last sync: 12/6/2023 11:05 AM

[Sync Plus Account](#)

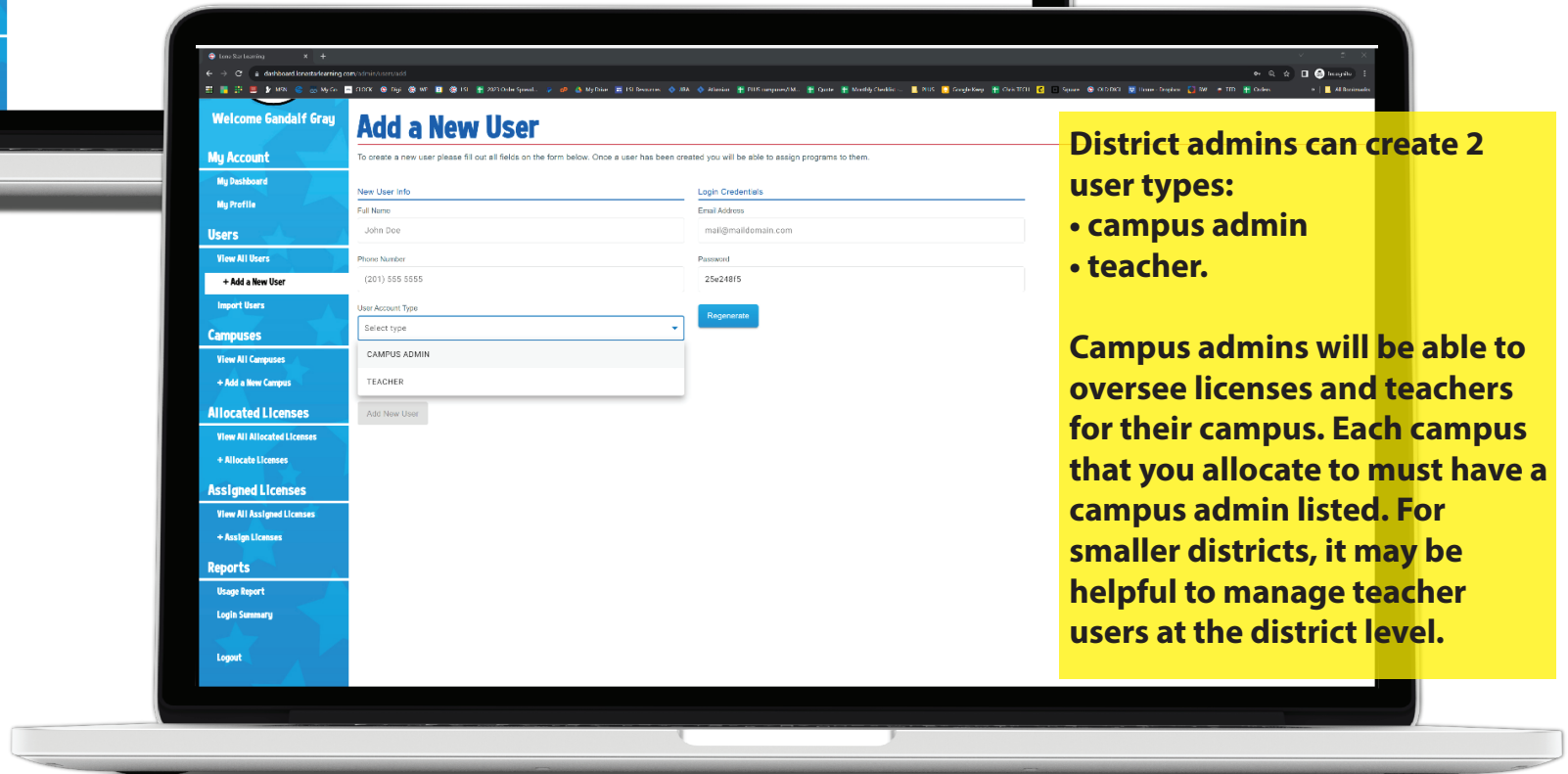
Usage Reminder

[Send login reminder](#)

Add New User



To add a new user, select **+Add a New User**



District admins can create 2 user types:

- campus admin
- teacher.

Campus admins will be able to oversee licenses and teachers for their campus. Each campus that you allocate to must have a campus admin listed. For smaller districts, it may be helpful to manage teacher users at the district level.

Add New User

dashboard.lonestarlearning.com/virtual-console/

Welcome Gandalf Gray

Add a New User

To create a new user please fill out all fields on the form below. Once a user has been created you will be able to assign programs to them.

New User Info

Full Name
John Doe

Phone Number
(201) 555 5555

User Account Type
CAMPUS ADMIN

Notes

School

Campus

none

Add new campus

Lone Mountain Elementary

Rivendell Elementary

Login Credentials

Email Address
mail@maildomain.com

Password
25q248f5

Regenerate

My Account

My Dashboard

My Profile

Users

View All Users

+ Add a New User

Import Users

Campuses

View All Campuses

+ Add a New Campus

Allocated Licenses

View All Allocated Licenses

+ Allocate Licenses

Assigned Licenses

View All Assigned Licenses

+ Assign Licenses

Reports

Usage Report

Login Summary

Logout

Assign the admin to their campus by selecting the campus name in the dropdown. If your campus is not listed in the drop down, you can use the add new campus link in the drop down to create one.

After information is entered for that user, select **Add New User**. The user will automatically be sent an email containing their log in information.

Unit 07 • LIFE CYCLE AND GERMINATION • Seeing Science Structures • Grade 4

Welcome Gandalf Gray

LSL Digital Users

User

Search user by name or email

School

School name

Account Type

Select type

Advanced filter

	User name	User email	District	Campus	Type	
☒	Elrond Elf	vef@lonestarlearning.com	Shire ISD	Rivendell Elementary	TEACHER	
☐	Gandalf Gray	ggray@lonestarlearning.com	Shire ISD	Rivendell Elementary	CAMPUS ADMIN	
☐	Gandalf Gray	ggray@lonestarlearning.com	Shire ISD	-	ADMINISTRATOR	

Items per page: 100

1 - 3 of 3

Delete selected users (1)

My Account

My Dashboard

My Profile

Users

View All Users

+ Add a New User

Import Users

Campuses

View All Campuses

+ Add a New Campus

Allocated Licenses

View All Allocated Licenses

+ Allocate Licenses

Assigned Licenses

View All Assigned Licenses

+ Assign Licenses

Reports

Usage Report

Login Summary

Logout

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.

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. 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 note that all users will be imported as teachers. If you have users that should be campus admins, please go to View All Users and edit their User Account Type to Campus Admin after your successful import.

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
☒	Sharon RIF	ed@lonestarlearning.com	Shiva ISD	Elementary
☐	Quintrell Queen	queen@lonestarlearning.com	Shiva ISD	Elementary
☐	Quintrell Gray	gray@lonestarlearning.com	Shiva ISD	-

License Allocation

When you allocate licenses, you are distributing them between different campus locations and allowing campus admins to assign them to teachers:

Select [View All Allocated Licenses](#).

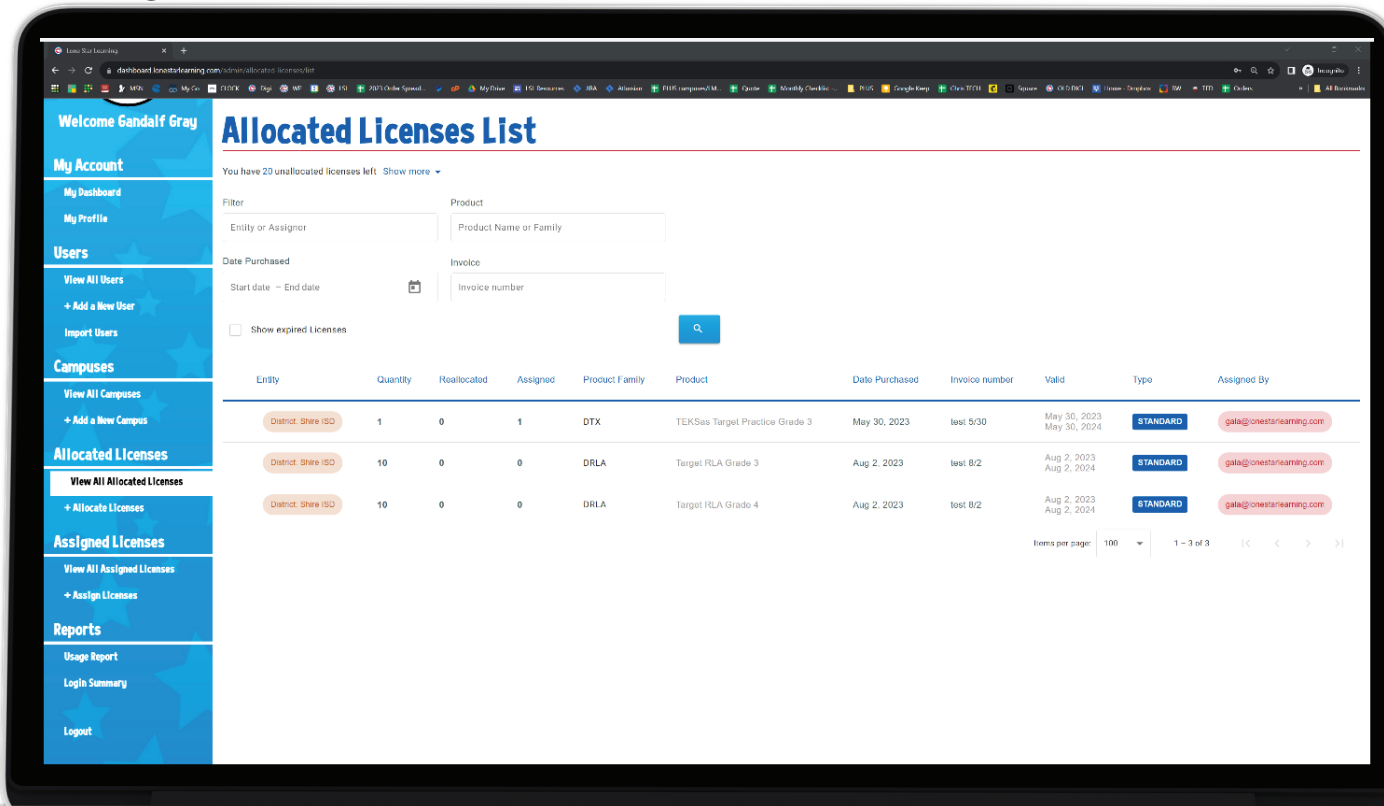
[Show more](#) at the top lists any “unallocated licenses.”

These are ready to be allocated between your campuses. Any active licenses and their users can be viewed on this screen. If you are with a district that has previously purchased Lone Star Learning materials, you will see those details here.

Notice color coding: Key:

- District Admins
- Campus Admins
- Lone Star Learning Admins
- Teachers

This screen can serve as a quick visual reference to see if your campus admins have assigned the materials out to their teachers. The columns provide details listing how many licenses, where they’ve been allocated, how many have been reallocated and if they’ve been assigned to teachers.



The screenshot shows a web application interface for 'Lone Star Learning'. The left sidebar contains navigation links: 'Welcome Gandalf Gray', 'My Account' (My Dashboard, My Profile), 'Users' (View All Users, Add a New User, Import Users), 'Campuses' (View All Campuses, Add a New Campus), 'Allocated Licenses' (View All Allocated Licenses, Allocate Licenses), 'Assigned Licenses' (View All Assigned Licenses, Assign Licenses), and 'Reports' (Usage Report, Login Summary, Logout). The main content area is titled 'Allocated Licenses List' and shows 'You have 20 unallocated licenses left'. It includes filter fields for 'Entity or Assigner', 'Product Name or Family', 'Date Purchased' (Start date - End date), and 'Invoice' (Invoice number). A 'Show expired Licenses' checkbox is also present. Below the filters is a table with the following columns: Entity, Quantity, Reallocated, Assigned, Product Family, Product, Date Purchased, Invoice number, Valid, Type, and Assigned By. The table contains three rows of data, all for 'District, Shire ISD'. The first row is for 'TEKSes Target Practice Grade 3' with a quantity of 1. The second and third rows are for 'Target RLA Grade 3' and 'Target RLA Grade 4' respectively, both with a quantity of 10. All rows show 0 reallocated and 0 assigned licenses. The 'Type' for all is 'STANDARD'. The 'Assigned By' for all is 'gala@lonestarnlearning.com'. At the bottom right, it shows 'Items per page: 100' and '1 - 3 of 3'.

Entity	Quantity	Reallocated	Assigned	Product Family	Product	Date Purchased	Invoice number	Valid	Type	Assigned By
District, Shire ISD	1	0	1	DTX	TEKSes Target Practice Grade 3	May 30, 2023	level 5/30	May 30, 2023 May 30, 2024	STANDARD	gala@lonestarnlearning.com
District, Shire ISD	10	0	0	DRLA	Target RLA Grade 3	Aug 2, 2023	level 8/2	Aug 2, 2023 Aug 2, 2024	STANDARD	gala@lonestarnlearning.com
District, Shire ISD	10	0	0	DRLA	Target RLA Grade 4	Aug 2, 2023	level 8/2	Aug 2, 2023 Aug 2, 2024	STANDARD	gala@lonestarnlearning.com

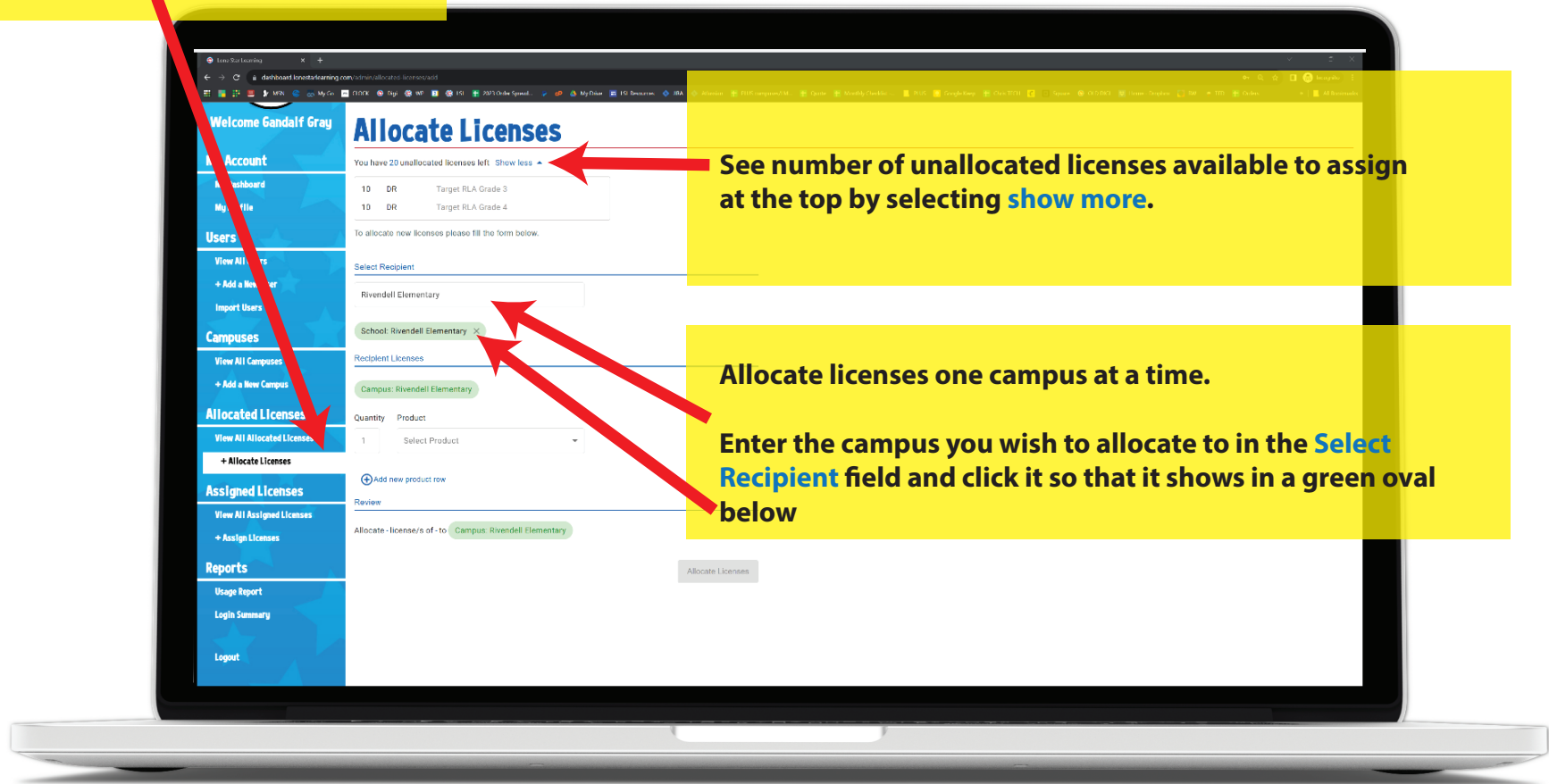
License Allocation

Allocate licenses to your campuses by selecting **+Allocate Licenses**.

See number of unallocated licenses available to assign at the top by selecting **show more**.

Allocate licenses one campus at a time.

Enter the campus you wish to allocate to in the **Select Recipient** field and click it so that it shows in a green oval below



License Allocation

The screenshot shows the 'Allocate Licenses' page on the Lone Star Learning dashboard. The left sidebar contains navigation links: Welcome Gandalf Gray, My Account (My Dashboard, My Profile), Users (View All Users, Add a New User, Import Users), Campuses (View All Campuses, Add a New Campus), Allocated Licenses (View All Allocated Licenses, + Allocate Licenses), Assigned Licenses (View All Assigned Licenses, Assign Licenses), and Reports (Usage Report, Login Summary, Logout). The main content area is titled 'Allocate Licenses' and shows 'You have 20 unallocated licenses left'. It lists two existing licenses: '10 DR Target RLA Grade 3' and '10 DR Target RLA Grade 4'. Below this is a form to allocate new licenses. The 'Select Recipient' dropdown is set to 'Rivendell Elementary'. The 'Recipient Licenses' section shows 'Campus: Rivendell Elementary'. The 'Quantity' field is set to '1'. The 'Product' dropdown is set to 'Select Product'. There is a '+ Add new product row' button. At the bottom, there is a 'Review' section showing 'Allocate license/s of - to Campus: Rivendell Elementary' and an 'Allocate Licenses' button. A yellow callout box on the right contains four instructions with red arrows pointing to the corresponding fields: 1. 'After you've selected the campus: List the licenses you wish to allocate and their respective quantities. One line of product is already available to you.' (points to the license list). 2. 'Enter the quantity (even if the quantity is 1, you must type it into the field) and use the product drop-down to select the program name.' (points to the quantity and product dropdown). 3. 'Additional product rows can be added for each type of program, or program grade level that you have purchased.' (points to the '+ Add new product row' button). 4. 'Once you've added the licenses you need to allocate to that campus, select **Allocate Licenses**.' (points to the 'Allocate Licenses' button).

The number of licenses available will show in small print below the product. This number ticks down each time you select allocate licenses. The system will not allow you to allocate more than has been purchased.

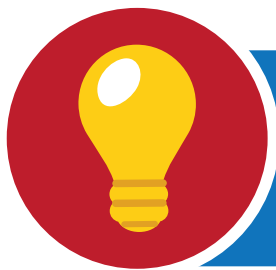
Follow these steps for each campus that you need to allocate licenses to.

If you need to remove a product row, use the x to the right of the product row you wish to delete.

Review your chosen allocations and select the **Allocate Licenses** button to confirm. The admin for your selected campus will receive an email notification with instructions to assign the programs to teachers.

If you have allocated a license to a campus and need to remove it to allocate to another campus, visit the **View All Allocated Licenses** screen, select the check box next to the licenses you need to unallocate and use the trash can to “unallocate.” Follow the previous steps again to allocate licenses to the correct campus.

Note that once campus admins have assigned the licenses to teachers, allocations can not be changed.



Pro Tips

License Allocation

Need help unallocating licenses?
Give us a call at 800/575-1424 and speak to Gala.

▪ Which rows can be unallocated?

- Rows that are highlighted in green indicate that all licenses of that grouping have been assigned to teachers. **These can not be unallocated.**
- Rows that are white indicate groups of licenses that are not assigned to teachers or are only partially assigned to teachers.
- **Selecting a row for unallocation is only possible when the assignment column shows 0.** In cases where the assignment column is 0, you can move your cursor to the left of that row, and a box will appear. Select the box and then select the trashcan in the upper right corner to unallocated the license. You can then follow the steps above to reallocate the licenses to the correct campus.

Entity	Quantity	Assigned	Product Family	Product	Date Purchased	Invoice number	Valid	Type	Allocated By
Campus: My School	4	4	DTXP	TEKSian Target Practice PLUS Grade 2 Science Technology	Aug 10, 2023	61211	Aug 10, 2024	STANDARD	admin@gmail.com
Campus: My School	2	1	SDTAP	TEKSian Target Practice PLUS Grade 3 Science Technology	Aug 10, 2023	61211	Aug 10, 2024	STANDARD	admin@gmail.com
Campus: My School	2	2	DTXP	TEKSian Target Practice PLUS Grade 4 Science Technology	Aug 10, 2023	61211	Aug 10, 2024	STANDARD	admin@gmail.com
Campus: My School	1	1	SDTAP	TEKSian Target Practice PLUS Grade 5 Science Technology	Aug 10, 2023	61211	Aug 10, 2024	STANDARD	admin@gmail.com
Campus: My School	2	2	DTXP	TEKSian Target Practice PLUS Grade 6 Science Technology	Aug 10, 2023	61211	Aug 10, 2024	STANDARD	admin@gmail.com
Campus: My School	1	1	SDTAP	TEKSian Target Practice PLUS Grade 7 Science Technology	Aug 10, 2023	61211	Aug 10, 2024	STANDARD	admin@gmail.com
Campus: My School	2	2	DTXP	TEKSian Target Practice PLUS Grade 8 Science Technology	Aug 10, 2023	61211	Aug 10, 2024	STANDARD	admin@gmail.com
Campus: My School	1	0	SDTAP	TEKSian Target Practice PLUS Grade 9 Science Technology	Aug 10, 2023	61211	Aug 10, 2024	STANDARD	admin@gmail.com

- License allocation has intricate steps involved to help ensure that changes do not affect teachers that are already up and running.

The coloration (green or white) can assist district admins in identifying assignments that are still in progress or only partially completed. The goal is to see all green, which would indicate all licenses that have been allocated are assigned to teachers.

If you have any questions or if you need assistance with allocations, please email details to info@lonestarlearning.com and we will happily review and guide you as needed.

- Allocations can be easily reviewed in various groupings by using the filters at the top of the screen.

Selecting View All Allocated Licenses and filtering by campus, admin name or email, or product name can be helpful in determining if there are still licenses available to allocate.

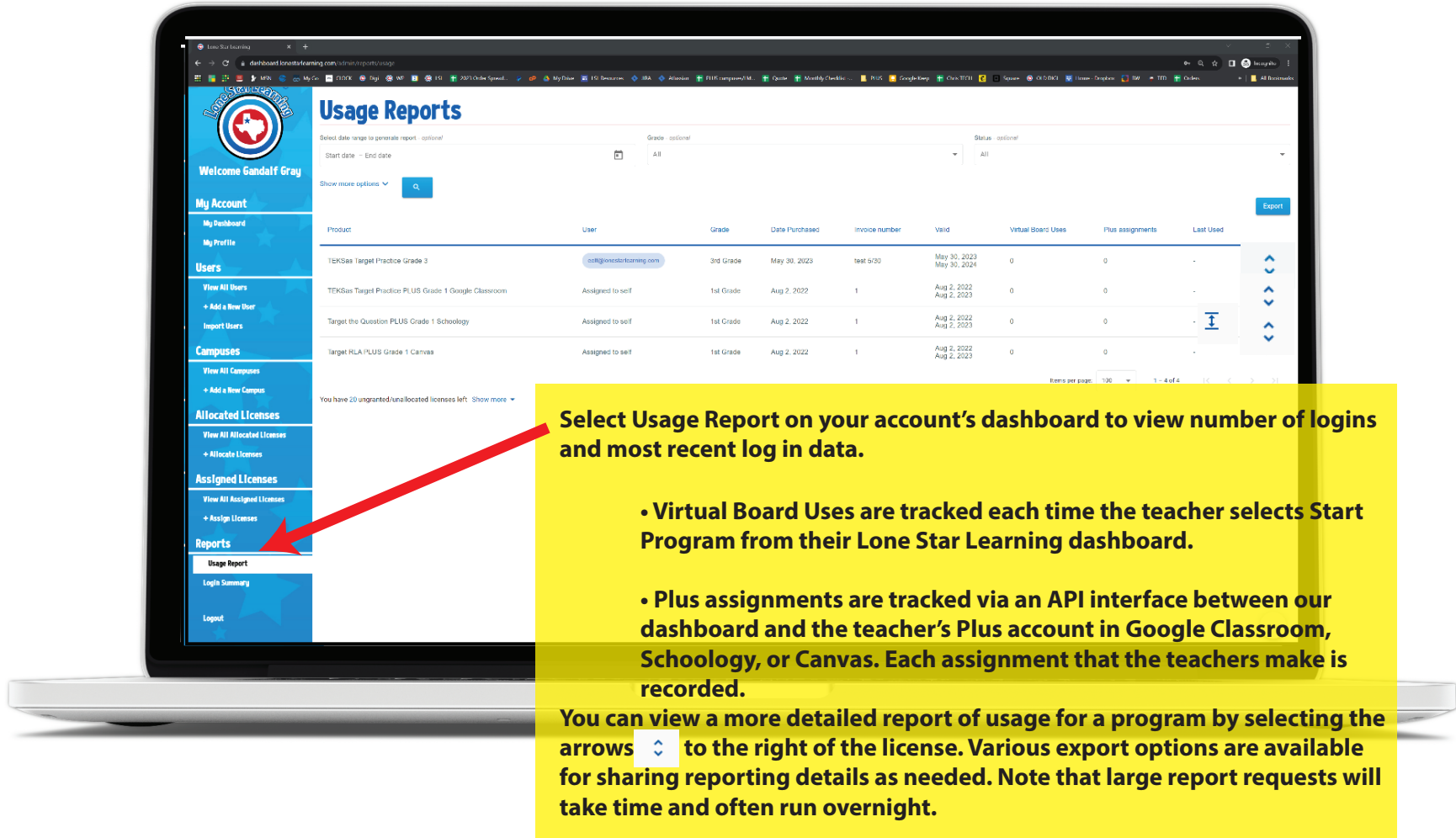
Date Purchased can help narrow down results when many purchases have been completed.

Using the invoice field can help break up allocations by purchase.

If you are unsure of the invoice number, please reach out to info@lonestarlearning.com. The invoice number column may be of assistance as well.

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@lonestarllearning.com	3rd Grade	May 30, 2023	test 5/30	May 30, 2023 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 Aug 2, 2023	0	0	-
Target the Question PLUS Grade 1 Schoology	Assigned to self	1st Grade	Aug 2, 2022	1	Aug 2, 2022 Aug 2, 2023	0	0	-
Target HLA PLUS Grade 1 Canvas	Assigned to self	1st Grade	Aug 2, 2022	1	Aug 2, 2022 Aug 2, 2023	0	0	-

You have 20 ungranted/unallocated licenses left. Show more

Items per page: 100 1 - 4 of 4 10 5 0 10

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.

Product Usage

The screenshot shows the Lone Star Learning admin dashboard. The left sidebar contains a navigation menu with sections: My Account, Users, Districts, Product Orders, Allocated Licenses, Assigned Licenses, Products, Reports, and Emails. The Reports section is expanded, showing 'Usage Report' and 'Login Summary'. The 'Login Summary' report is selected, displaying a table of login attempts. A yellow callout box with a red arrow pointing to the 'Login Summary' link in the sidebar contains the following text:

Individual log in reports can be viewed by selecting the **Login Summary** option.

Select the up/down arrow  to the right to view usage details for that individual.

Username	Time	Times Used
lone.star.learning.com	07/26/2023 10:44 AM	0
lone.star.learning.com	07/26/2023 01:18 PM	0
lone.star.learning.com	07/26/2023 01:21 PM	0
lone.star.learning.com	07/26/2023 01:34 PM	0
lone.star.learning.com	07/26/2023 01:35 PM	0
lone.star.learning.com	07/10/2023 00:33 AM	0
lone.star.learning.com	07/10/2023 00:38 AM	0
lone.star.learning.com	07/24/2023 10:30 AM	0
lone.star.learning.com	07/21/2023 08:29 AM	0
lone.star.learning.com	07/15/2023 04:41 PM	4

Do you need help?
<https://store.lonestarlearning.com/free-resources/>
<https://store.lonestarlearning.com/tutorials/>
800/575-1424
806/281-1424



- Break up your usage report by campus using the campus filter, grade level, and product filters.

Layer your filters to get exactly what you are looking for. For example: Usage reports for the last month, grade 3, at Lone Star Elementary. Share your reports using the numerous export options.

- Are you a district that uses both virtual and Plus licenses?

Break up your license types in your reports by typing in the word Plus for the product field. This will only show Plus users. It will work for virtual board users in the same fashion if you type in virtual board. Programs will be grouped by purchase date, product type, then user. Each time you run your report, selecting the same parameters means that you will have accurate comparisons to show progress and fidelity of use.

- Use your exports to your advantage!

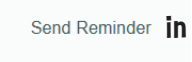
Do you run a monthly report? Email it to yourself or your team! CSV files can be easily loaded into a shareable google sheet for collaboration with your campus admins. If you're a district that uses Plus 1:1 programs, you can request a more detailed report in the export options. These reports run overnight. Return the next day to retrieve a report that will track the usage habits of your teachers. This detailed report shows assignments that have been made by your teachers and opened by at least 1 student in the assigned group. Interested in more details about the numbers you are seeing? Check out our FAQ or email us for assistance at info@lonestarlearning.com

- Remind Users to Log in with a handy email notification.

Usage Reminders can be generated in 3 places:

View All Users-  Open user information and select 

View All Users - Select the , check this box ☐ Send Login Reminder and save.

Usage Report - Select  in the Last Used column. (this will only appear if applicable to the user)