

Importing Teacher and Student Data into **LANGUAGE! Live**

To import your teacher and student data into **LANGUAGE! Live**, follow these steps:

1. Log in to **LANGUAGE! Live** at <https://languagelive.voyagersopris.com/>
2. Before importing students and assigning them to classes, you must enable schools at the district level. (Figure 1)

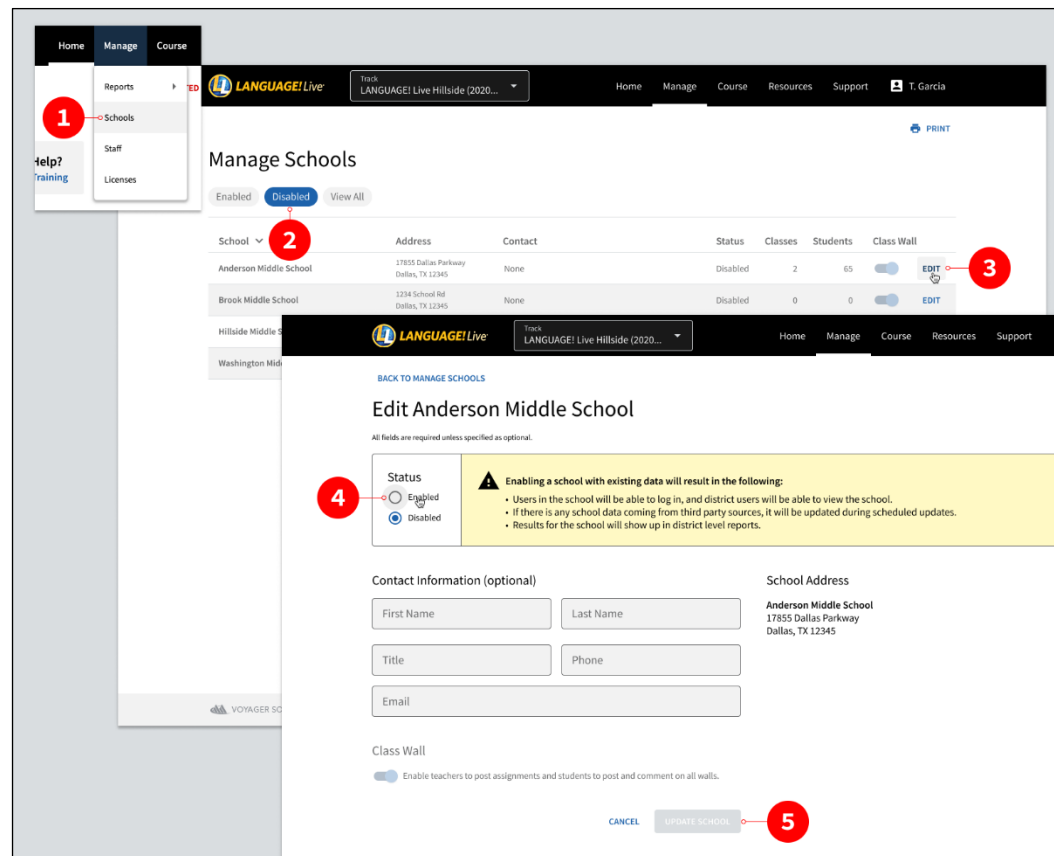


Figure 1: Enable Schools (District Level)

For more information and guidance, contact Support at 800-547-6747 ext. 7160 or e-mail support@voyagersopris.com.

3. Create teacher accounts. (If teacher accounts have already been created, skip to Step 5.) Go to **Manage > Staff** and click **ADD STAFF** to add a group of teachers or click **ADD INDIVIDUAL** to add one teacher at a time. (Figure 2)
4. For each teacher account you want to create, add the teacher's last name, first name, e-mail address, school, and their primary role. Make sure to enable the *LANGUAGE! Live* License option.

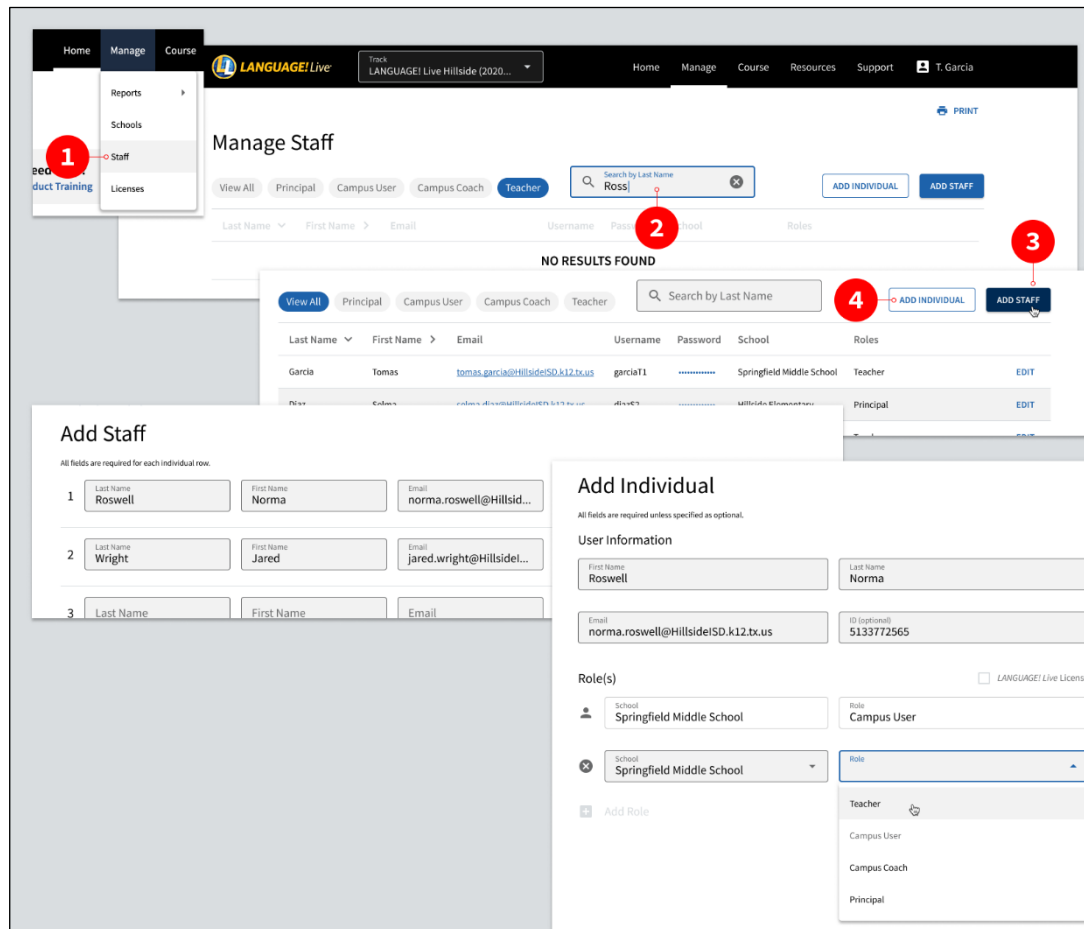


Figure 2: Add Teachers

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5. Create classes for the teacher(s) you just added. If you are working at the district level, choose **Manage > Schools**. If you are a principal of a school or a campus coach, choose **Manage > Classes**. (Figure 3)

The screenshot displays the 'Manage Schools' interface with a table of schools. A modal window for 'Add Class to Rogers High School' is open, showing fields for Class Name, Primary Teacher, Secondary Teacher, and Additional Teacher. The 'Weekly Word Training Targets' section includes input fields for 'Minutes to Spend' (100) and 'Items to Complete' (50). The 'Default Student Settings' section has toggle switches for Wall Posts, Profiles, Recording, Timing, Sight Words, and High Priority.

School	Address	Contact	Status	Classes	Students	Class Wall
Graham Middle School	32 New Lane Town North, TX 77444	None	Enabled	3	47	EDIT
Rogers High School	22 Dayton Willow Springs Rd Dayton, TX 75010	Madison Wade, District Superintendent, 123-456-7890 madison.wade@HillsideSD.k12.tx.us	Enabled	9	128	EDIT
Springfield Middle School	17855 Dallas Parkway Dallas, TX 12345	Selma Diaz, Principal, 123-456-7890 selma.diaz@HillsideSD.k12.tx.us	Enabled	5	65	EDIT

Figure 3: Add Classes

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6. When all teachers and classes have been created, you will import students. First, select the class from the list, then click **IMPORT STUDENTS**. At the district level you can either roster students directly into their classes, or you can import students without assigning them to a class. Teachers or other school personnel can do the rostering later. (Figure 4)
7. Follow the instructions for your selected import method. Download the appropriate Excel template. Complete the template by adding your student data. Do not make changes to the prepopulated fields. Save the template to your desktop and return to the **Import Students** window and upload the completed file.

NOTE: When entering a student data into the template, format the data correctly:

- When importing the Student Grade, valid grades are K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12.
- When importing the Student Birthdate, the valid date format is: mm/dd/yy.
- The maximum number of students allowed per class is 100. Please be sure to create enough classes for your students before beginning the import process.

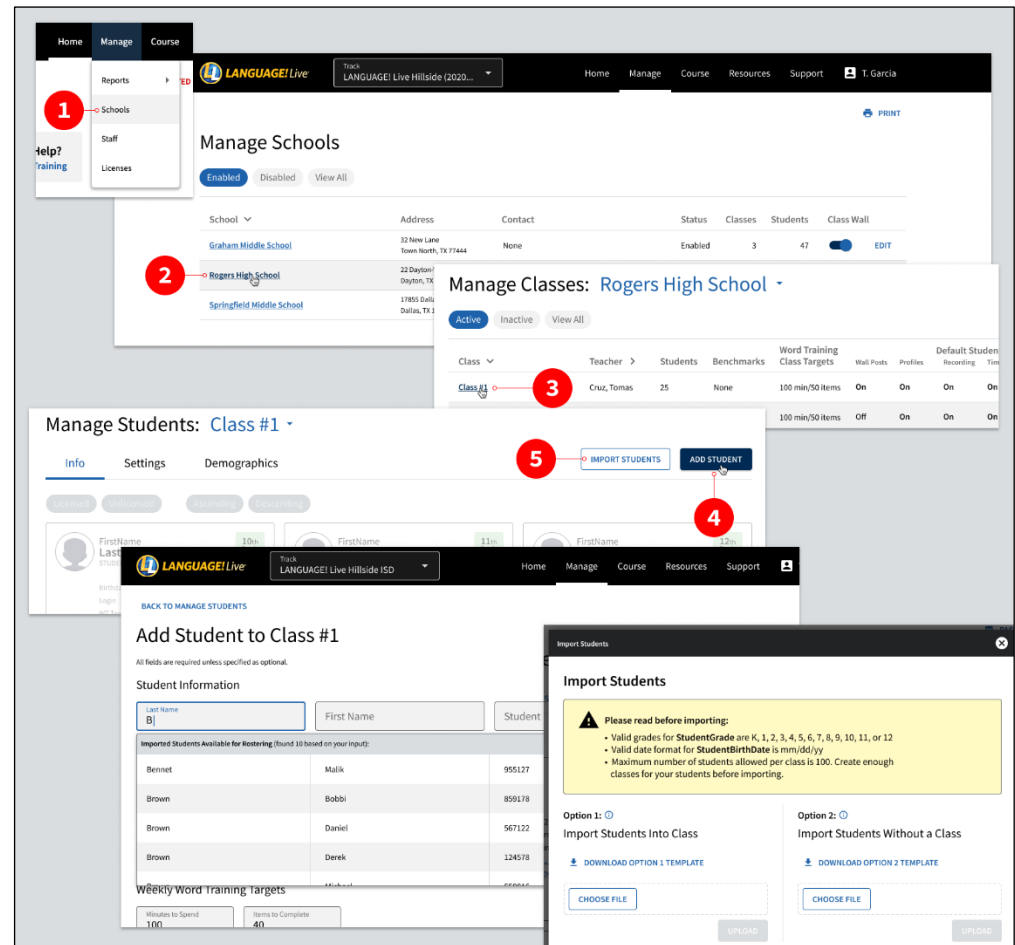


Figure 4: Import Students

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