

End-of-School-Year Best Practices for Account Management

Summer Reading:

- Students can access their accounts over the summer as long as your license stays active. To ensure that they are able to log in on their own, we recommend that you download and share the *Student Login Cards* and *Parent Letters* with families.
- To access, teacher clicks on *Manage Students > Roster > Student & Parent Documents*.

Username and Passwords:

- Remind teachers and students to save their username and password in a safe place so they can log in during the summer and for the next school year.

Download and Save Your Student and Teacher Rosters/CSV Files:

- Download and save your student and teacher rosters/CSV files so you can reference Learning A-Z student IDs and teacher usernames to help with rostering next school year.
 - **Downloading Your Student Roster:**
Click on *Manage Users > Import Students > Download Current Students*.
 - **Downloading Your Teacher Roster:**
Click on *Manage Users > Import Teachers > Download Current Roster*.

Looking Ahead and Planning Ahead:

- **Rostering Assistance:** If you have any questions related to back-to-school rostering, please contact [Learning A-Z Customer Support](#).
- **Professional Learning:** Attend [live and on-demand webinars](#) facilitated by our experts, or contact [Learning A-Z Professional Development](#) to discuss professional learning options that best fit your district goals for summer school.
- **Account Growth/Expansion of Products:** If you anticipate needing additional licenses for new teachers or additional grade levels, contact your [Learning A-Z Sales Representative](#) for a quote.
- **Account Management Resources:** There are many helpful resources available to you. Simply [log in](#) to your account and click the *Training* tab in your navigation bar.
- **New Contacts:** Please contact [Customer Support](#) if you will have a new license coordinator, IT contact, or professional development coordinator for your account next year.