LearnBoost Getting Started Guide for Admins

This guide will help you get going with your LearnBoost school account. If it doesn't answer all your questions, check out our Help Center or email us at support@learnboost.com. Don't forget to look at the as Teacher Guide well!

Step 1: Sign Up for an Administrator Account

Go to www.learnboost.com to sign up for a free account. Enter your information, select "I am an admin" in the sign up box, and click Join. Quickly create your school then proceed right to your Admin dashboard.

Step 2: Select a Unique Identifier

Choose how you'd like to identify students and teachers at your school - either email address or ID numbers. If you don't have email addresses for each user, choose "ID number" as the unique identifier, then enter in given school ID numbers or use this opportunity to create new ones.

Step 3: Invite Staff and Students

Import users in CSV list format or via manual entry. Then, be sure to send them login information. Just check the box next to users' names, click the options button, and select "Send login info" from the drop down to share login info and helpful Getting Started Guides.

Step 4: Set School Defaults

Head to the "Manage" tab to set default course subjects, school sessions, and grade scale for your school. You can also choose between the Common Core State Standards or locally imported standards. This will make classroom setup even easier for the teachers at your school.

Step 5: Create & Monitor Classes

Search through current and archived classes being taught at your school. Let teachers create their own courses or help them out by creating or copying classes to their accounts.

Teacher access page

Enable teachers to share grades, a
students and parents. This is done

☑ **Enabled**

Step 6: Manage Permissions

Take a look at "Options" in the "Manage" tab monitor sharing with parents and students, who can add student profiles to the central user database, and how users at your school will be uniquely identified in LearnBoost.

Account: admin ▼   Translate   Refer a teacher
Switch to teacher

Step 7: Hop into your teacher account

Clicking "Account: admin" at the top of your dashboard will give you the option to toggle to your teacher view, where you'll get all the amazing perks of the teacher account. Create classes, track and share grades, and create beautiful lesson plans!
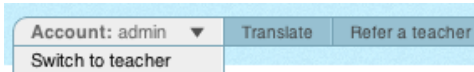
Step 7: Train Your Staff

You'll become a LearnBoost expert in no time! Take a look at all the LearnBoost Rollout Materials to find all the materials you need to conduct stellar professional development. With guides, presentations, and extra resources, you'll be able to lead awesome trainings tailored to your school's needs.

Pro Tip

Contact us!
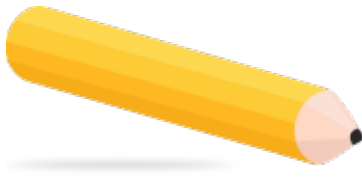
LearnBoost's friendly support team is renowned for amazing customer service. Need some help? A LearnBoost staff member is only an email away at support@learnboost.com. Ask questions, send feedback, or sign up for a personalized webinar so we can get everyone at your school set up and ready to rock!