GETTING STARTED AS AN ADMIN

WELCOME TO SKYBRARY!

As your school, district, or organization's Skybrary Administrator, you are responsible for setting up teachers and assigning classroom subscriptions for each teacher. To get started, you first need to go to the Skybrary log-in page at https://school.skybrary.org/user, to enter your username and password. If you don't have one, you will need to set up your account first.

To set up your account, refer to the specific instructions emailed to you or visit https://www.skybrary.org/school to review your options. Once you set up your account and sign in, your Admin Dashboard is accessible to start adding teachers and assigning classroom subscriptions by following the detailed steps below.

Note: The steps listed below are for a classroom, school, or district but can be followed by the Admin for any organization using Skybrary.

STEP 1

Click on the "MANAGE MY TEACHERS" tab to add your teachers into your Admin account.

Note: You may be the teacher and the Admin for your Skybrary subscription. In that case, your email may already be entered on this page. If not, you will need to add yourself as a teacher if you will be using one of the classroom subscriptions.
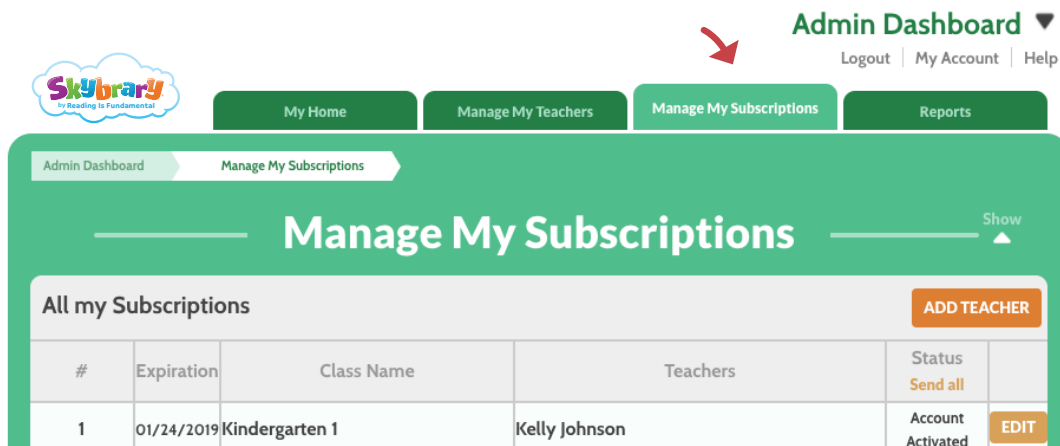

STEP 2

Click "ADD TEACHER" to enter the name and e-mail address of each teacher that will be assigned a classroom subscription. You can bulk upload a group of teachers using a CSV file. New teachers can be added and current teachers can be removed or edited at any time.

Note: If a teacher has used his or her email address for a Skybrary subscription in the past, you will not be able to add their email. Please contact Skybrary@RIF.org for assistance.
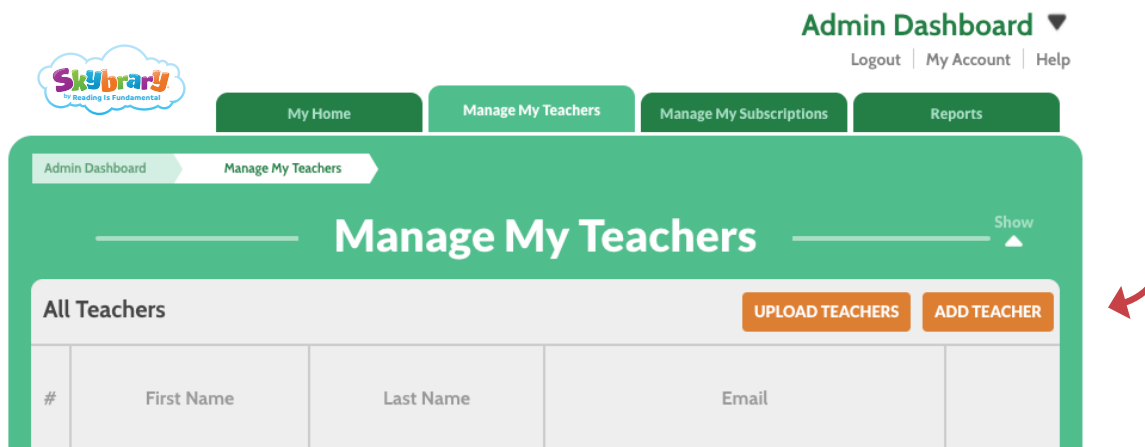
STEP 3

Once you are done adding teachers, click "MANAGE MY SUBSCRIPTIONS" to assign each teacher a classroom subscription.
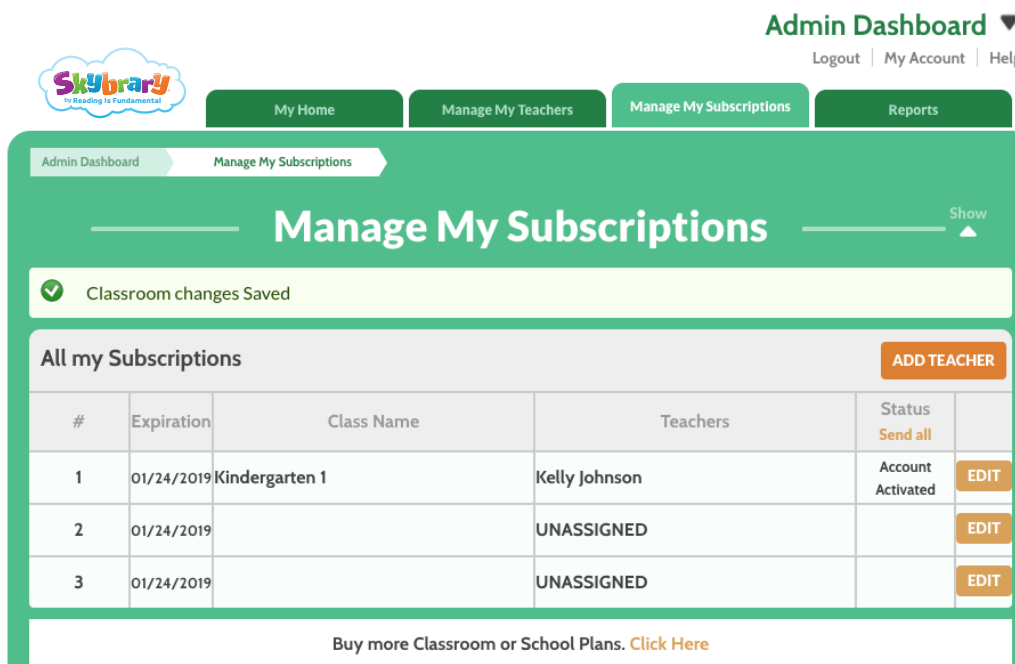
STEP 4

Locate an UNNAMED and UNASSIGNED subscription from the list. Click the adjacent "EDIT" button and select a teacher from the drop down list to assign them to the specific classroom subscription. Teachers can be added to or removed from a classroom subscription at any time. Each classroom subscription only allows for one teacher to be assigned to it at a time, but a teacher can be assigned to multiple classrooms at the same time. Each individual classroom subscription allows for up to 35 children to be rostered.

Note: If you purchased a subscription for your school, district, or organization, the number of subscriptions you purchased will be reflected in the number of unnamed and unassigned subscriptions listed. If you have been awarded a grant, the number of unnamed and unassigned subscriptions listed will reflect the number of subscriptions provided by that grant.
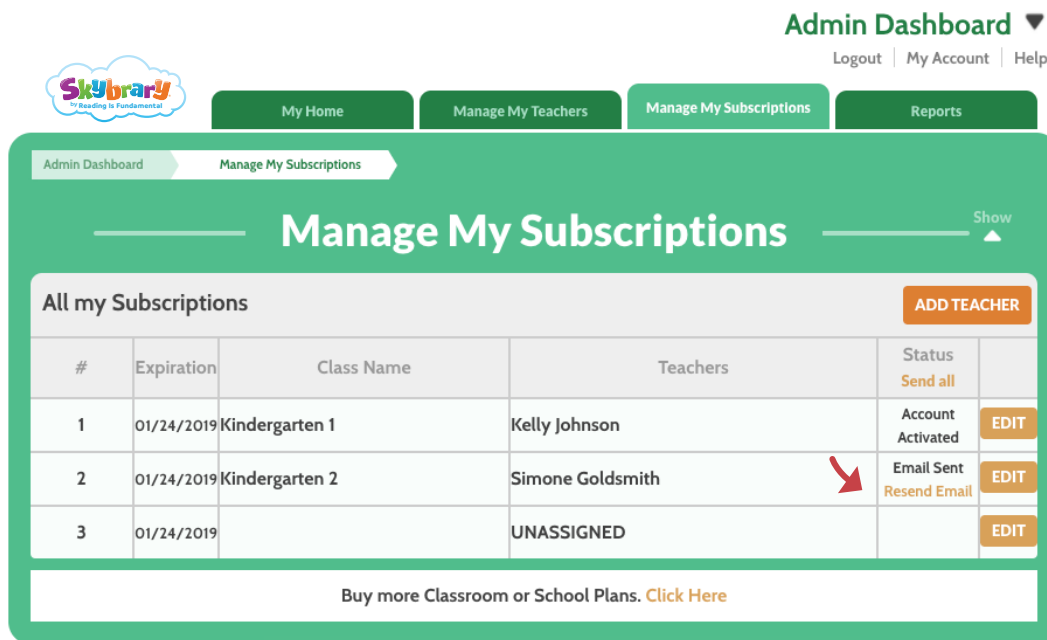
STEP 5

Once the teachers have been assigned to a classroom subscription, an email will be automatically sent to notify your teachers of their activated subscription. As the Admin you are able to resend this email if needed.
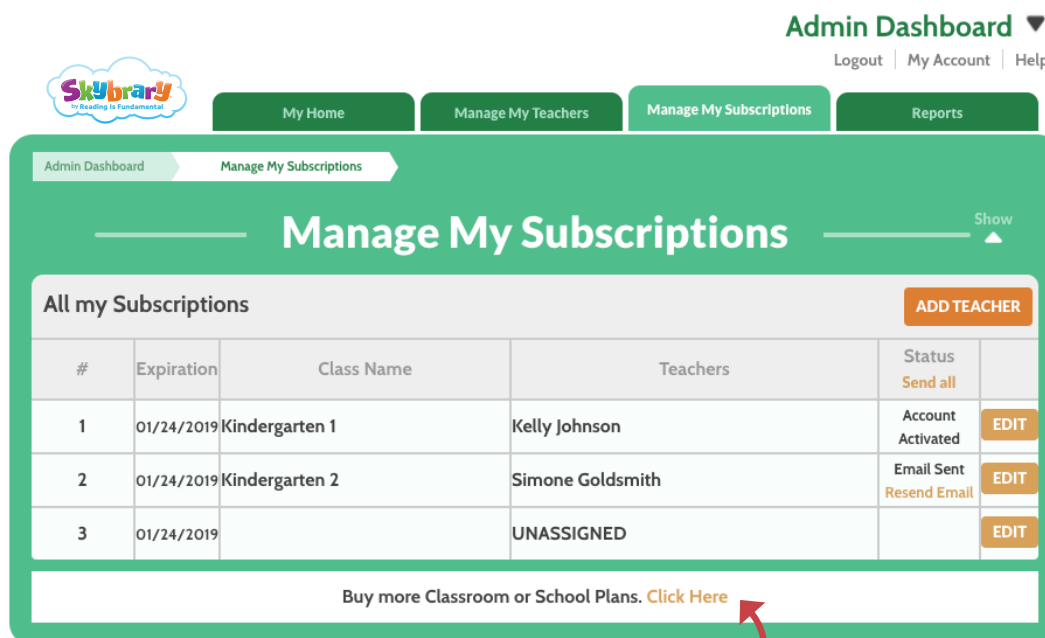
STEP 6

You and your teachers can now start using your Skybrary subscription! Look for emails with tips, tools and recommended titles to encourage reading all year long.

Note: As the Admin, you can renew your subscription or add additional subscriptions to your account at any time! Simply click the "Buy More Classrooms or School Plans" link at the bottom of the "Manage My Subscriptions" page or contact us at Skybrary@RIF.org.

If you need technical assistance or any questions on how to use Skybrary, please contact us at Skybrary@RIF.org.