



Where learning gets personalized & accelerated!

## INTRODUCTION TO ADMINISTRATORS

# What is ScootPad?

## Adaptive & Comprehensive K-8 Learning Platform

ScootPad helps personalize and accelerate learning using adaptive algorithms, predictive analytics, data visualization and gamification.



### Common Core

Complete K-8 curriculum purpose-built from the ground up with the required depth and rigor.



### Adaptive Mastery

Enable fully adaptive and self-paced concept mastery while dynamically filling skill gaps.



### Scootutorials

Step-by-step instruction to help students understand concepts quickly and easily.



### Formative Assessments

Create formative assessments as often as needed and get feedback in real-time to adjust your instruction.



### Predictive Intervention

Identify intervention needs early enough to respond before they cause students to fall too far behind.



### eBooks Library

Digitized library with hundreds of leveled eBooks ready to read 24/7 from anywhere.



### Behavior Tracking

Easily track and improve classroom behaviors. Engage students and reinforce positive behavior.



### Student Engagement

Motivate, challenge, and involve students to make them active participants of their own learning.



### Reports & Insights

Real-time reports and actionable insights - easy to read and fast to act.

# First, Sign Up!

## Create a Free ScootPad Account

The screenshot shows the ScootPad website's sign-up interface. The header is orange with the ScootPad logo on the left and navigation links (HOME, TOUR, TRAINING, GET A FREE ACCOUNT, SIGN IN) on the right. Below the header, there are dropdown menus for WHY SCOOTPAD, FEATURES, PRICING, and RESULTS. The main content area has a heading 'Get a FREE Account' and a subtext 'It takes less than a minute! Try all the features FREE for 30 days.' Below this is a tabbed interface with five tabs: TEACHER, PARENT, HOME SCHOOL, SCHOOL ADMIN (selected), and DISTRICT ADMIN. The SCHOOL ADMIN tab contains several input fields: 'Your School Email Address' with an envelope icon, 'Name' with a person icon, 'Password' with a lock icon, 'Start typing your school name or city name' with a dropdown arrow, 'Principal's name' with a person icon, 'School Principal's email address' with an envelope icon, and 'Your School Website or Staff Directory URL' with a globe icon. A green 'Sign Up' button with a right arrow is positioned below the fields. At the bottom of the form, it says 'By clicking, you agree to our Terms Of Service & Privacy Policy.' Below the form, there are social media links for 'Sign Up Using: Google' and 'Facebook'. A red banner at the bottom left says 'How can we help?' with an upward arrow and a close 'X' icon. On the bottom right, there is a link 'Need Help? Learn more'.

**ScootPad™** HOME | TOUR | TRAINING | GET A FREE ACCOUNT | SIGN IN

WHY SCOOTPAD ▾ FEATURES ▾ PRICING ▾ RESULTS ▾

### Get a FREE Account

It takes less than a minute! Try all the features FREE for 30 days.

TEACHER PARENT HOME SCHOOL **SCHOOL ADMIN** DISTRICT ADMIN

Your School Email Address

Name

Password

Start typing your school name or city name ▾

Didn't find my school!

Principal's name

School Principal's email address

Your School Website or Staff Directory URL

**Sign Up** ➔

By clicking, you agree to our Terms Of Service & Privacy Policy.

Sign Up Using: Google Facebook

How can we help? ^ x

[Need Help? Learn more](#)

# Settings

Get your students to sign in easily with a custom sign-in page

The screenshot shows the ScootPad settings interface. The top navigation bar includes the ScootPad logo, 'HOME', 'MY SCHOOL', a search bar, and links for 'Help', 'How To', and a user profile. The left sidebar contains a 'Custom Sign In Page' link. The main content area is titled 'Custom Sub-Domain & Sign In Page' and features a form to create a custom URL. The URL field shows 'https://208687.scoopad.com' with an example 'https://myschool.scoopad.com'. Below the form is a 'Save' button. To the right, the generated URL 'https://208298.scoopad.com' is displayed with a 'Preview' button. Further down, there are social sharing options (Facebook, Twitter, Pinterest) and a section for linking to ScootPad on a website, which includes a code snippet and the ScootPad logo.

**Custom Sub-Domain & Sign In Page ?**

https:// 208687 .scoopad.com  
Example: https://myschool.scoopad.com

These instructions will be shown on your ScootPad Sign In Page (optional). Click the Preview button to take a quick look!

Include an optional message or instruction for your visitors.

**Save**

https://208298.scoopad.com

**Preview**

Share the URL with your teachers, parents & students!

**f** Share It **t** Tweet It **p** Pin It

Link to ScootPad on your website in a snap!

```
<div style="background-color:#1C94C4;width:203px;"> <a href="http://208298.scoopad.com" target="_blank">  
Sign In As Teacher</a> | 5            |            | <a href="#">Actions</a> <ul style="list-style-type: none"> <li>Update Email/Password</li> <li>Add Classroom</li> <li>Remove From School</li> </ul> |
| cynthia<br>cynthia.m    | <a href="#">Sign In As Teacher</a> | 6            |            |                                                                                                                                                    |
| lindsey<br>lindsey45    | <a href="#">Sign In As Teacher</a> | 3            |            |                                                                                                                                                    |
| mark vill<br>mark.ville | <a href="#">Sign In As Teacher</a> | 0            |            | <a href="#">Actions</a>                                                                                                                            |
| Niki Fer<br>niki.fema   | <a href="#">Sign In As Teacher</a> | 3            |            | <a href="#">Actions</a>                                                                                                                            |
| Victoria<br>victoria.w  | <a href="#">Sign In As Teacher</a> | 5            |            | <a href="#">Actions</a>                                                                                                                            |
| Mr. Mar<br>Mark.Ville   | <a href="#">Sign In As Teacher</a> | 6            |            | <a href="#">Actions</a>                                                                                                                            |

# Add Classrooms

Name the classroom, assign a teacher, & choose a learning path

The screenshot shows the ScootPad interface with the 'Add Classroom' modal open. The modal has a green header and contains the following fields:

- Primary Teacher:** A dropdown menu with 'Mrs. Amber Jones' selected.
- Classroom Name:** A text input field containing 'Room 101 (Grade 2)'.
- Default Learning Path:** A dropdown menu with 'ScootPad Common Core Grade K' selected.

Below the fields, a message states: 'We'll send an email to the teacher about this new classroom!'. At the bottom right of the modal are 'Cancel' and 'Add' buttons.

The background shows the 'Classrooms' page with a table of existing classrooms. The table has columns for '# Students' and 'Actions'.

| # Students | Actions |
|------------|---------|
| 0          | Actions |
| 25         | Actions |
| 19         | Actions |
| 17         | Actions |
| 18         | Actions |
| 16         | Actions |
| 24         | Actions |

# Add Students

Add students and download their Sign In cards

**Students** + Add Student Upload Students

| Actions                  | Sign In User ID | First Name | Last Name | Sign In Password | Last Login  |
|--------------------------|-----------------|------------|-----------|------------------|-------------|
| <input type="checkbox"/> |                 | Abaray     | Jocelyn   |                  | 23 Mar 2015 |
| <input type="checkbox"/> |                 | Abaray     | Olivia    |                  | 25 Oct 2014 |
| <input type="checkbox"/> |                 | Abbey      | Smith     |                  | 25 Mar 2015 |
| <input type="checkbox"/> |                 | Abbey      | Smith     |                  | 24 Oct 2014 |
| <input type="checkbox"/> |                 | Abbigail   | Tatum     |                  | 03 Oct 2014 |
| <input type="checkbox"/> |                 | Abbigail   | Tatum     |                  | 29 Oct 2014 |
| <input type="checkbox"/> |                 | Adam       | Reuther   |                  | 17 Mar 2015 |
| <input type="checkbox"/> |                 | Adam       | Reuther   |                  | 24 Oct 2014 |

Actions dropdown menu:

- Change Password
- Update Student
- Remove From School
- Download Sign In Cards
- Download Parent Letters

# Bulk Upload Students

Easily upload students all at once from excel

The screenshot shows the ScootPad web application interface for bulk uploading students. The top navigation bar is blue with the ScootPad logo, 'HOME', 'MY SCHOOL', a search bar, and links for 'Help', 'How To', and a user profile. A left sidebar contains a navigation menu with icons and labels: Dashboard, License, Users, Teachers, Classrooms, Students (highlighted), Enrollment, Reports, and Settings. The main content area is titled 'Bulk Upload Students' with a breadcrumb 'Students / Bulk Upload'. Below the title is a progress bar with three steps: 'Step 1: Enter Student Data' (active), 'Step 2: Review & Process', and 'Step 3: Upload Summary'. The instructions state: 'Enter student data below. If you have an excel or CSV file, copy/paste the data below (comma or tab delimited). One student record per line in this format (\* Required):'. The required fields are listed as: 'Student Unique Number (SUN)\*', 'Sign In User ID\*', 'First Name\*', 'Last Name', and 'Sign In Password'. A sample record is provided: 'Sample Student Record: 1156789, jsmith, John, Smith, 34567'. Below this is a large text input area containing the sample record. At the bottom are 'Cancel' and 'Next Step' buttons.

**Bulk Upload Students**  
Students / Bulk Upload

Step 1: Enter Student Data   Step 2: Review & Process   Step 3: Upload Summary

Enter student data below. If you have an excel or CSV file, copy/paste the data below (comma or tab delimited). One student record per line in this format (\* Required):

Student Unique Number (SUN)\*   Sign In User ID\*   First Name\*   Last Name   Sign In Password

Sample Student Record: 1156789, jsmith, John, Smith, 34567 ( [Download Excel Template](#) )

1156789, jsmith, John, Smith, 34567

Cancel   Next Step ▶



# Enroll Students

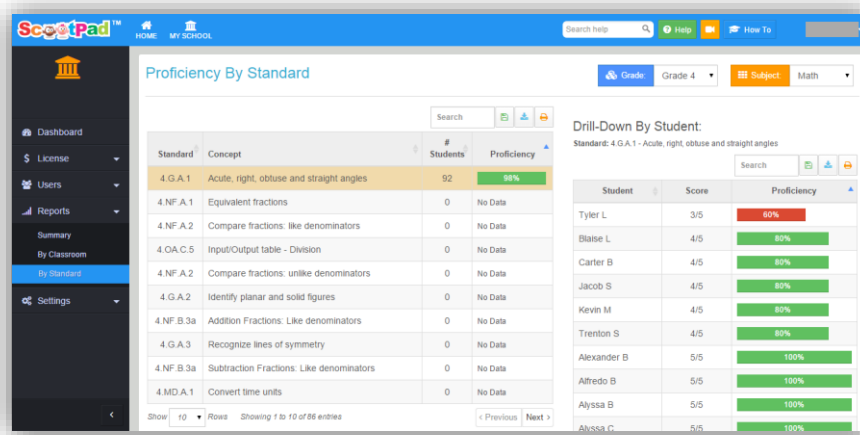
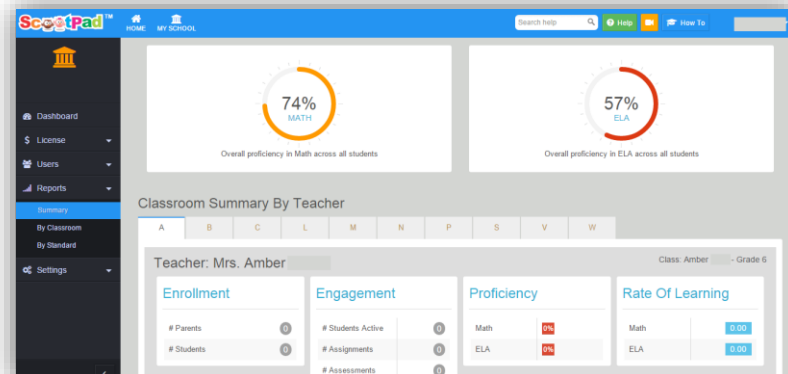
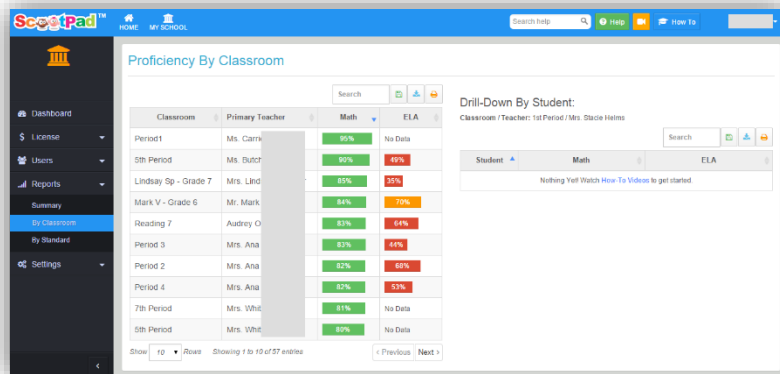
Enroll students into classrooms

The screenshot displays the ScootPad web application interface. The top navigation bar includes the ScootPad logo, 'HOME', 'MY SCHOOL', a search bar, and links for 'Help', 'How To', and a user profile. The left sidebar contains a navigation menu with options: Dashboard, License, Users, Teachers, Classrooms, Students, Enrollment (highlighted), Reports, and Settings. The main content area is titled 'Roster For Classroom: Reading 2 - Audrey Oscarson'. It features two buttons: 'Enroll Students' and 'Bulk Enroll'. Below these is a table with columns: First Name, Last Name, Sign In User ID, SUN (Student Unique Number), and Enrolled On. The table lists several students: Anthony, Ashley, Corliyah, Gage, Jaden, Jaqai, and Mason. The 'Last Name' and 'Sign In User ID' columns are currently redacted with grey bars.

| Actions                  | First Name | Last Name | Sign In User ID | SUN<br>(Student Unique Number) | Enrolled On |
|--------------------------|------------|-----------|-----------------|--------------------------------|-------------|
| <input type="checkbox"/> | Anthony    |           |                 |                                |             |
| <input type="checkbox"/> | Ashley     |           |                 |                                |             |
| <input type="checkbox"/> | Corliyah   |           |                 |                                |             |
| <input type="checkbox"/> | Gage       |           |                 |                                |             |
| <input type="checkbox"/> | Jaden      |           |                 |                                |             |
| <input type="checkbox"/> | Jaqai      |           |                 |                                |             |
| <input type="checkbox"/> | Mason      |           |                 |                                |             |

# School Wide Reports

Access various reports: By Teacher, Grade, Classroom & Standard



# Manage Licenses

Manage your site and classroom licenses

**Site License**

**Alert!** You've exceeded your site license student limit. Submit an order or contact us at 1-800-994-0706 to add more students to your site license!

**Current Site License**

Plan: **Ultra Premium**

Term: **28 Aug 2014 - 27 Aug 2015**

# Students Purchased: **465**

# Students Enabled: **1081**

# Students: 1081 [Get Site License Quote](#)

**Enable Site License**

|          |                |                                     |
|----------|----------------|-------------------------------------|
| Mrs. Aml | (1 Classrooms) | <input checked="" type="checkbox"/> |
| Mrs. Ana | (6 Classrooms) | <input checked="" type="checkbox"/> |
| Mrs. Apr | (1 Classrooms) | <input checked="" type="checkbox"/> |
| Audrey C | (5 Classrooms) | <input checked="" type="checkbox"/> |
| Ms. Butc | (ssrooms)      | <input checked="" type="checkbox"/> |

**1 Select a Classroom:** Reading 2 - Audrey (Ultra Premium Site License Until 27-Aug-2015)

|                          |                                                     |
|--------------------------|-----------------------------------------------------|
| Reading 2 - Au           | ion (Ultra Premium Site License Until 27-Aug-2015 ) |
| Reading 3 - Au           | ion (Ultra Premium Site License Until 27-Aug-2015 ) |
| reading 4 - Aud          | ion (Ultra Premium Site License Until 27-Aug-2015 ) |
| Reading 6 - Au           | ion (Ultra Premium Site License Until 27-Aug-2015 ) |
| Reading 7 - Au           | ion (Ultra Premium Site License Until 27-Aug-2015 ) |
| LA-3 - Victoria \        | tra Premium Site License Until 27-Aug-2015 )        |
| LA-4 - Victoria \        | tra Premium Site License Until 27-Aug-2015 )        |
| <b>LA-5 - Victoria \</b> | <b>tra Premium Site License Until 27-Aug-2015 )</b> |
| LA-6 - Victoria \        | tra Premium Site License Until 27-Aug-2015 )        |

**Current Site License Enab**

Plan:

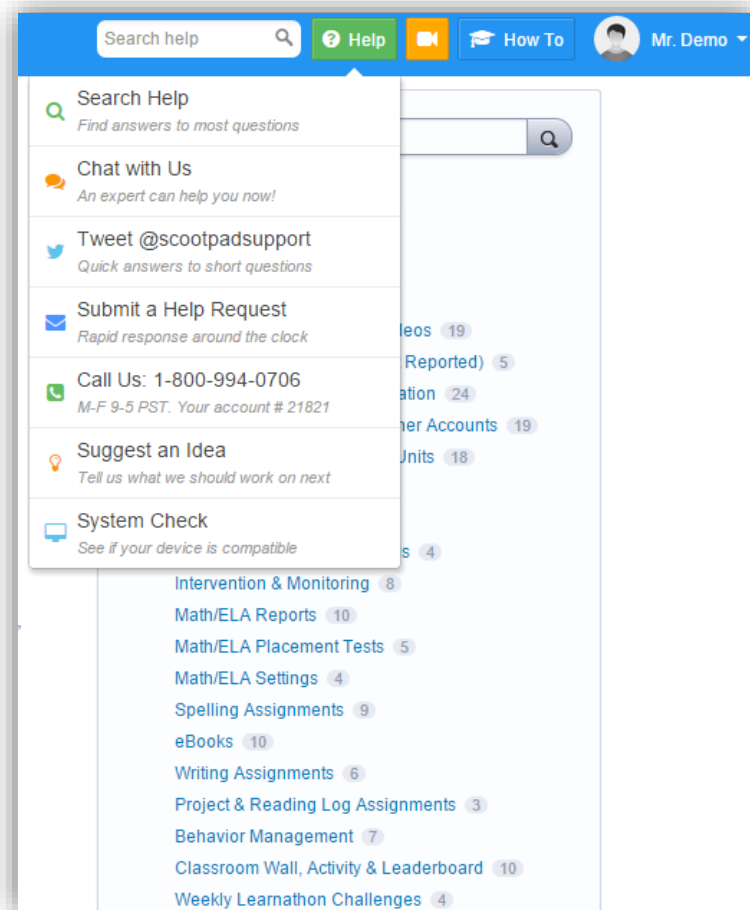
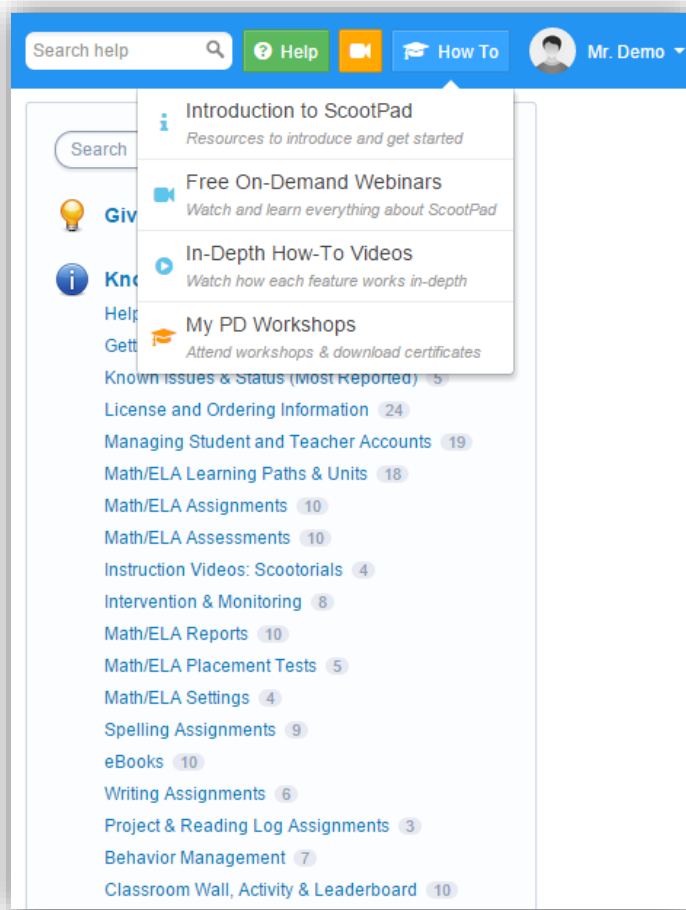
Term:

Administrator:

To remove site license for this classroom, switch site license OFF for Audrey Oscarson in the Site License page.


# Need Help?

Watch how-to videos or reach out for help!



# Get Started Today!





HOME | TOUR | TRAINING | GET A FREE ACCOUNT | SIGN IN

WHY SCOOTPAD | FEATURES | PRICING | RESULTS

## Get a FREE Account

It takes less than a minute! Try all the features FREE for 30 days.


TEACHER


PARENT


HOME SCHOOL


**SCHOOL ADMIN**

DISTRICT ADMIN













Didn't find my school!











Sign Up 

By clicking, you agree to our Terms Of Service & Privacy Policy.

Sign Up Using:  Google  Facebook

How can we help?  

[Need Help? Learn more](#)