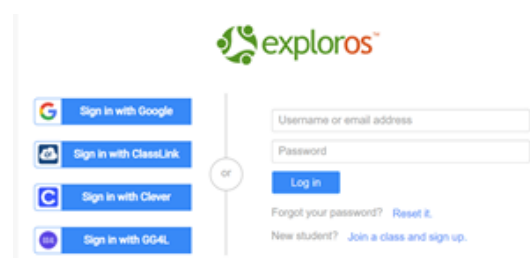


Getting Started with *iSPIRE*

Teacher Account and Logging In

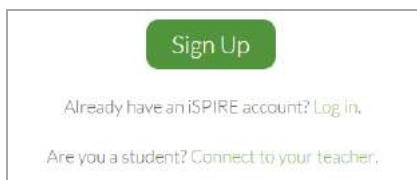
If your account has been set up and you have a log in:

1. Go to <https://app.exploros.com/login>.
2. Select a login option, or enter your **Username** and **Password**, then click **Log in**.
3. You are now at your home screen.



If you do not have a teacher account and login set up:

1. Go to www.exploros.com/ispire.
2. Enter the **Token** you received from EPS in the token field, and click **Submit**.
3. Select the green **Sign Up** button.




4. Check the box to accept the privacy policy.
5. Select **Sign up with email** and use your school-issued email address to sign up for your teacher or district/school admin account.

Already have an iSPIRE account? [Log in.](#)

New student? [Join a class and sign up.](#)

Teacher Sign Up ×

To comply with privacy regulations, use your district or school-assigned email or gmail address when signing up.


Google

or

or

I've read and accept the [privacy policy](#) and [terms and conditions](#).

6. You will then receive an email from Exploros to finish the account setup.

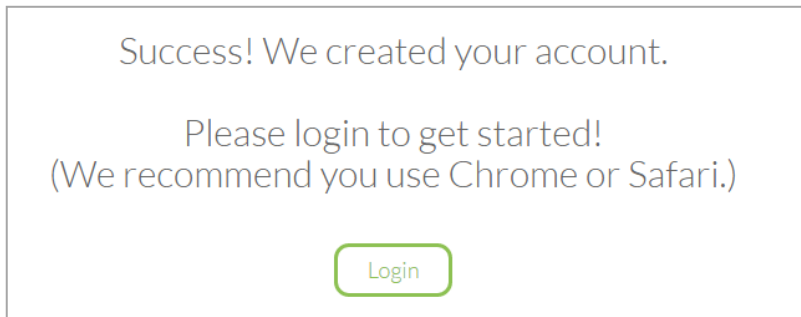
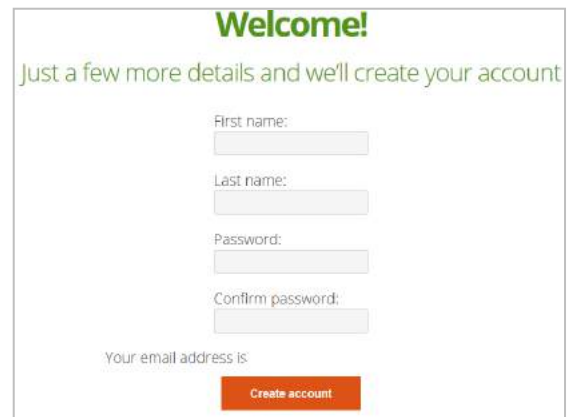
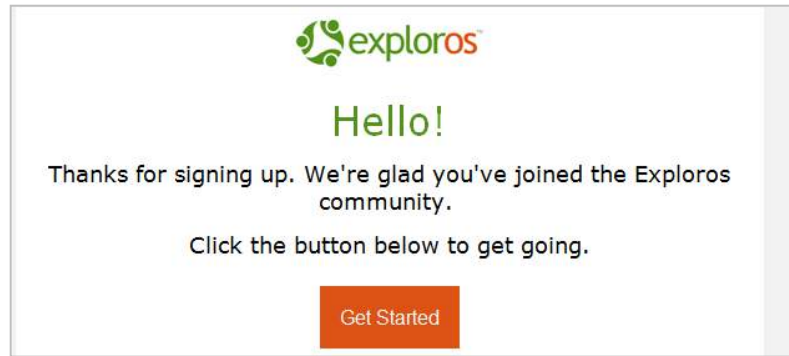
7. Open that email and click **Get Started**.

8. Enter your name and password on the **Welcome** page (note: your username will be your email address).

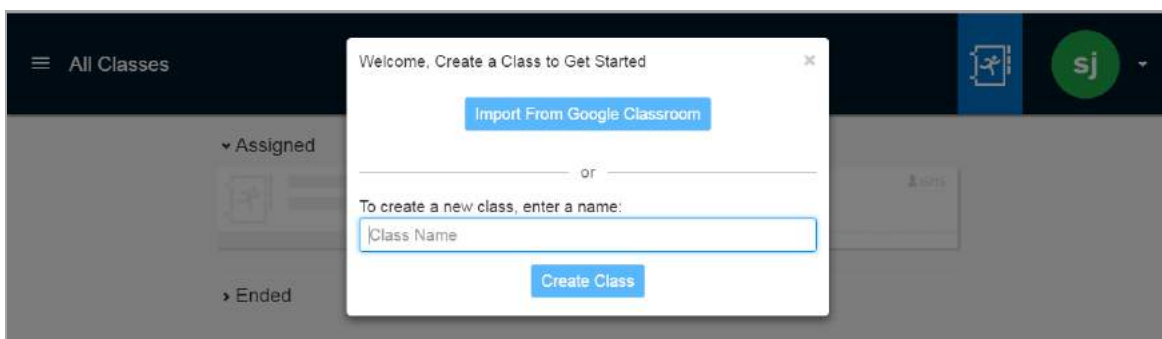
9. Click **Create account**.

10. You will be brought to the next screen stating that your account has been successfully created.

11. Click **Login**, first ensuring that you are using Chrome or Safari as your browser.



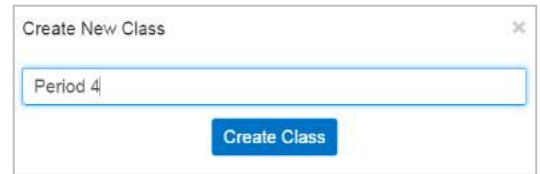
12. You are now at your *iSPIRE* teacher account home screen and will be prompted to create a class to get started.



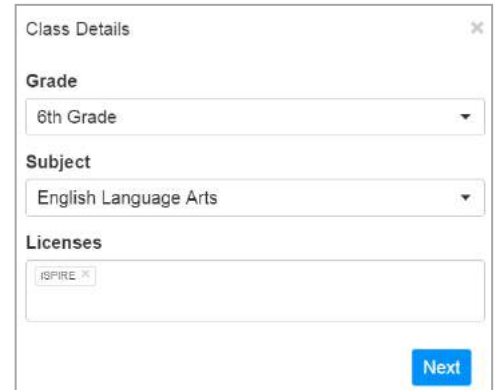
Creating a New Class and Adding Students

You will now be prompted to **Create New Class**. A **Class** is defined as a set of students working together within a level of *iSPIRE* on the same lesson.

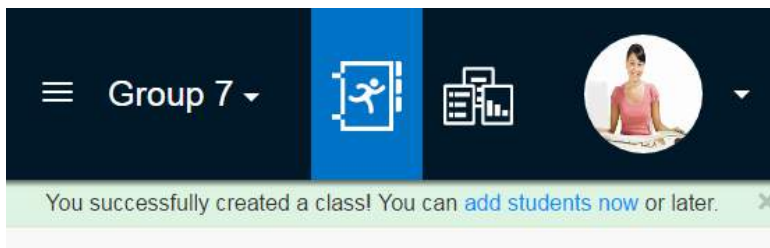
1. Give your new class a title that is specific to this *iSPIRE* Group (e.g., Period 4).
2. Click **Create Class**.
3. Enter **Class Details** by selecting **Grade** and **Subject** from the drop-down menus.
4. *iSPIRE* will show up under **Licenses**; click **Next**.
5. Back on your homepage, a green message will prompt you about adding students. Click **add students now**.



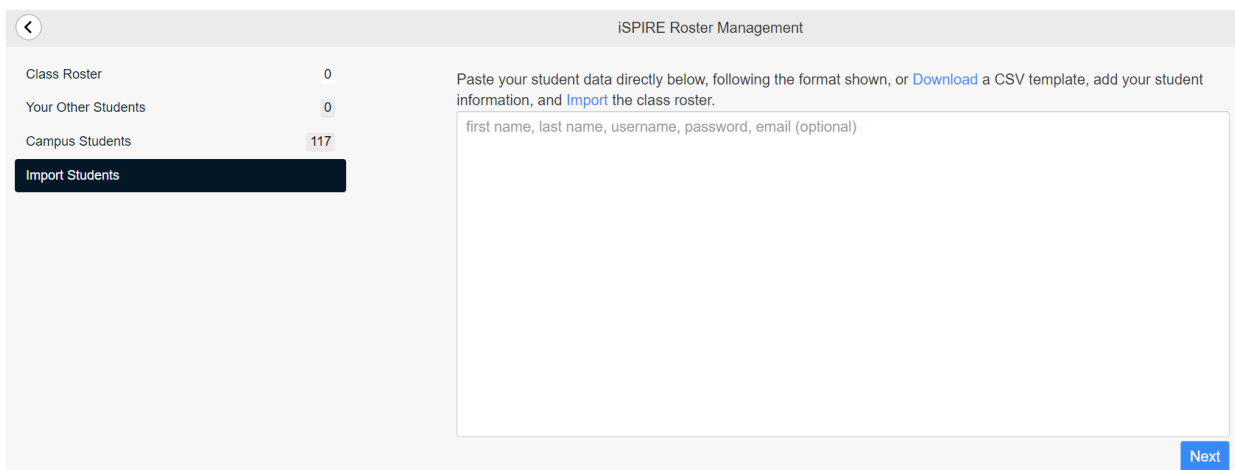
Dialog box titled "Create New Class" with a close button (X) in the top right. It contains a text input field with "Period 4" and a blue "Create Class" button below it.



Dialog box titled "Class Details" with a close button (X) in the top right. It contains three dropdown menus: "Grade" (6th Grade), "Subject" (English Language Arts), and "Licenses" (iSPIRE). A blue "Next" button is in the bottom right.



6. Click **Import Students** and in the text box:
 - Enter one student per line.
 - Use the format: **first name, last name, username, password** (teachers assign the username and password for their students).



Interface titled "iSPIRE Roster Management". On the left, a sidebar shows "Class Roster" (0), "Your Other Students" (0), "Campus Students" (117), and "Import Students" (highlighted). The main area contains instructions: "Paste your student data directly below, following the format shown, or [Download](#) a CSV template, add your student information, and [Import](#) the class roster." Below this is a large text input field with the placeholder "first name, last name, username, password, email (optional)". A blue "Next" button is in the bottom right.

7. Click **Next** after all students in that class have been entered.

8. After reviewing the information, click **Next** again, or **Back** to make changes.

Review the students to import. Click Next when ready.

Add New Student
First name: tommy
Last name: baker
Username: tbaker1
[Edit] [Remove]

Add New Student
First name: george
Last name: smith
Username: gsmith12
[Edit] [Remove]

[Back] [Next]

9. Click **Import**. These student accounts will be created and added to your class.

10. Last, click **Email to me** to save your roster with passwords.

Group 7 Roster

Review the list to make sure everything is correct.

First name	Last name	Username	Password	Email
tommy	baker	tbaker1	ispire	
george	smith	gsmith12	ispire	

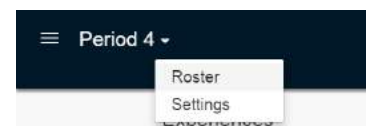
[Back] [Import]

To add another *iSPIRE* Class to your account, return to your home page. Click the drop-down menu in the top left corner of the screen. Click the + button to the right of CLASSES. Follow the steps above.

To manage or add more students to a class, you can always return to a **Class Roster**:

1. Click a Class to view (e.g., Period 4).

2. In the drop-down menu next to the Class, select **Roster**.



3. In the **Class Roster** tab, you can view details, remove a student from the class, and change passwords.

iSPIRE Group 3 Roster Management

Class Roster 4

All Your Other Students 26

Import Students

iSPIRE Group 3 Roster

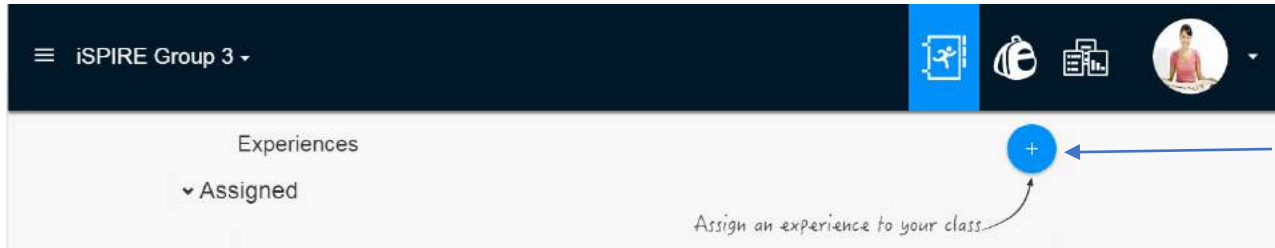
First Name	Last Name	Username	Remove from Class
tina	collins	tcollins	✕
mary	jones	mjones	✕
bella	mars	bmars1	✕
joe	tyler	jtyler1	✕

Click on a username to change password

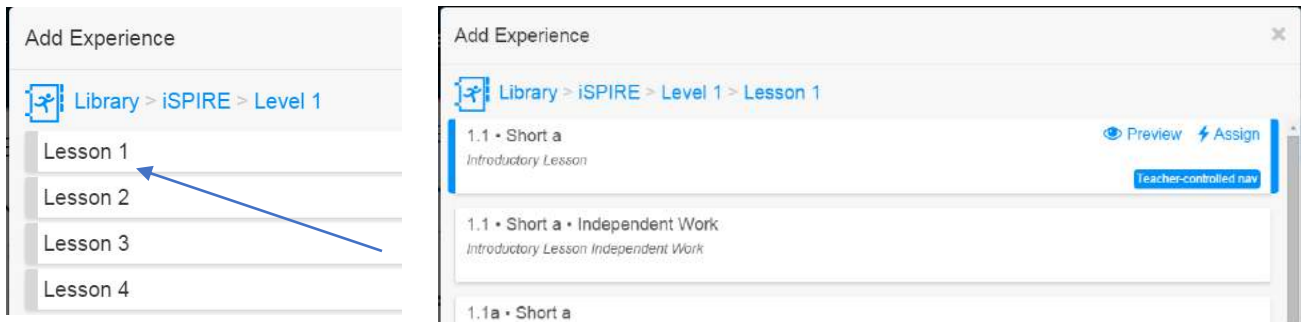
4. To add more students, follow the steps above in the **Import Students** tab.

Assigning a Lesson to a Class

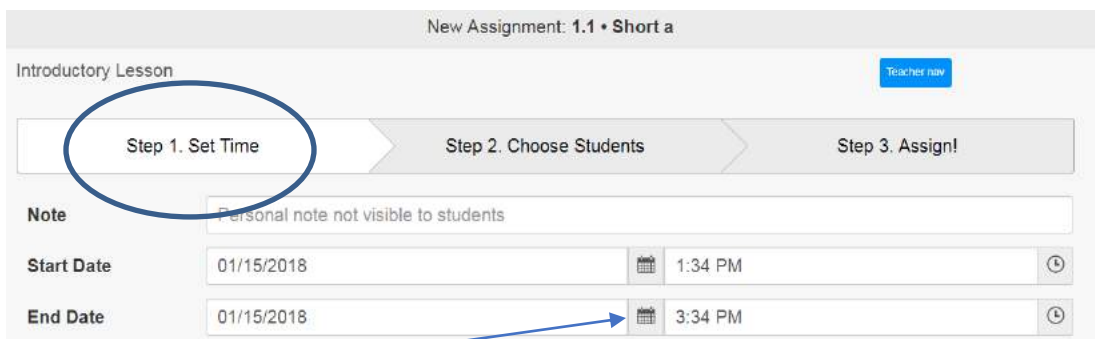
In the Class you wish to assign a lesson to (e.g., iSPIRE Group 3), click the blue + button located to the far right of Experiences.



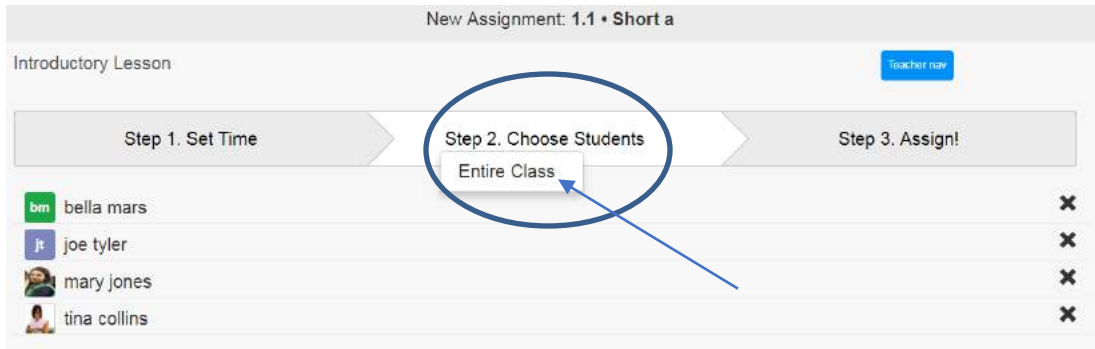
In the **Library**, navigate to the appropriate level and lesson number of *iSPIRE* for this group based on the results of the Placement Test (found under the Pack that appears in the banner across the top of the page). Click to enter the lesson folder, then choose the correct Experience (Pre-Test, Introductory Lesson, Reinforcing Lesson, or etc.) and click the blue **Assign** button.



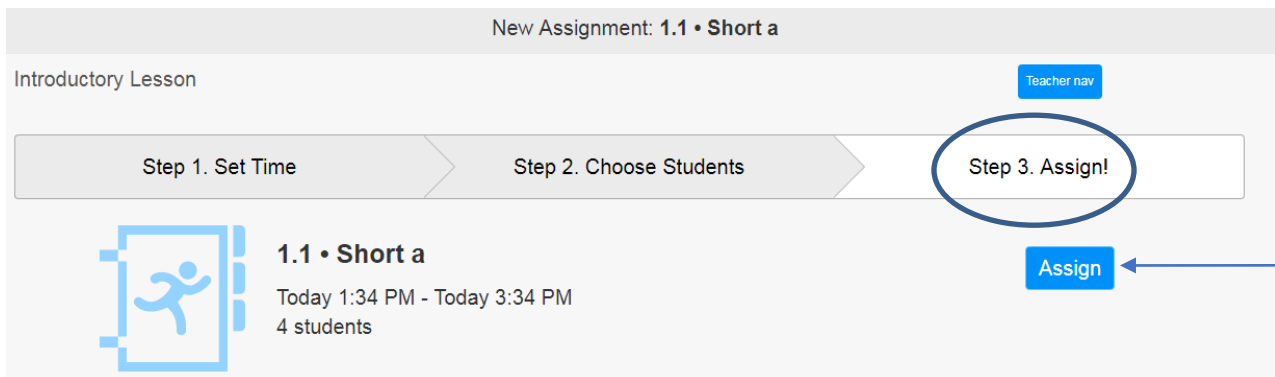
In **Step 1: Set Time**, choose your **End Date** and time. (Note: when assigning a lesson, it is recommended you push out the end date—the default is two hours from the time you assign it—unless you are certain you will complete the entire lesson and have time to review student work in that timeframe.)



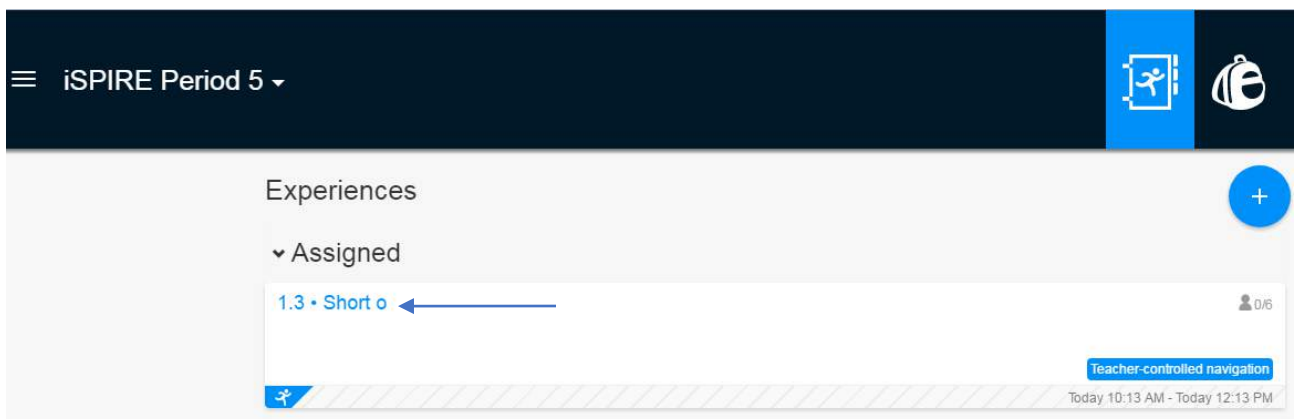
In **Step 2: Choose Students**, select **Entire Class** to add all of your students to this assignment.



Lastly, in **Step 3: Assign!**, click the blue **Assign** button to push this lesson to your students' accounts. If desired, repeat these steps to assign the **Independent Work** experience for this lesson before returning to your home screen.



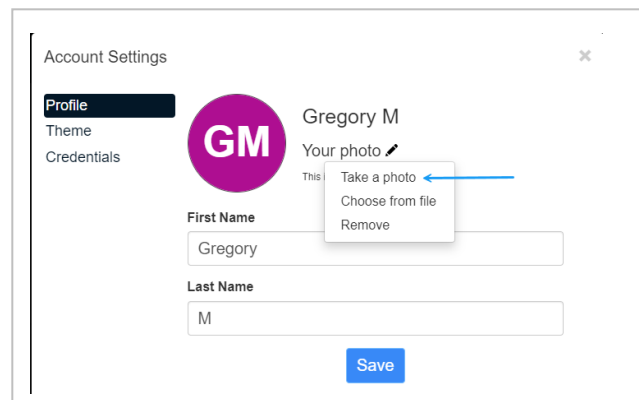
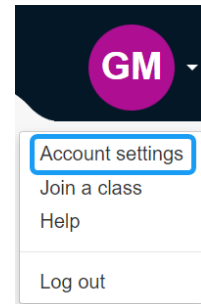
Now, you will be directed back to your Class's home screen (e.g., Period 4). There you will now see the lessons you just published under your **Assigned Experiences**.



Student Account Setup

Before beginning a lesson, work with your students to take or upload pictures for their profile icons. This allows teachers to know whose work they are viewing in various activities throughout a lesson. Have students:

1. Go to <https://app.exploros.com/login> and login using the usernames and passwords you created.
2. Choose **Account settings** from the drop-down menu next to the profile icon.
3. In the **Profile** tab, click the **Pencil** icon next to **Your photo**.
4. Select **Take a photo** from the drop-down menu; students can then take a picture of themselves.
5. Add the picture and press **Save**.



Students should see their picture on the top right of their home screen.



Now you are ready to begin a lesson. Click on the lesson under Active Experiences on your home screen and have students do the same (on their device/in their account). Once a lesson is completed, you can click the blue **End Now** button on any Assigned lesson on your home screen. The experience will then be moved to Ended Experiences. See **iSPIRE Lesson Flow and Tips** in the **Class Pack** for more information on navigating through and teaching a lesson.

iPad Setup

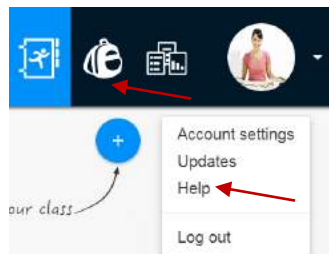


To prevent your student devices from going to sleep during teacher instruction time, you should extend the screen auto-lock time to 15 minutes or longer.

If a student iPad goes to sleep, the student will need to refresh the page or even log in again to re-sync their device with the teacher's device.

Program Assistance and Technical Support

Several documents are housed in the **Help** section, as well as in the **Class Pack**, including directions for getting started, how to use the platform and program, and other FAQs.



For further support, please contact Technical Support at support@epslearning.com.