



Getting Started with S.P.I.R.E.® STAR

Teacher Account and Logging In

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

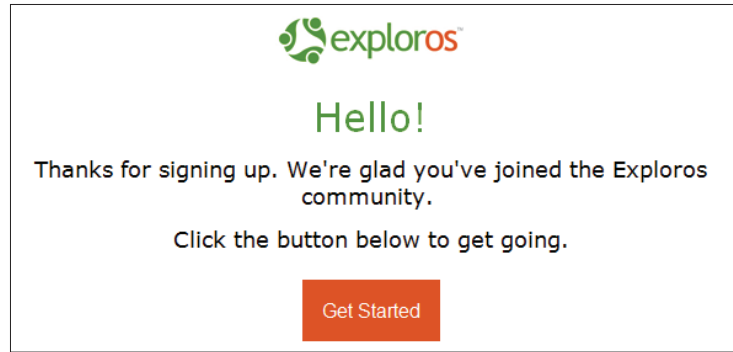
1. Go to www.exploros.com.
2. Click the **LOGIN** button in the top right corner of your screen.
3. Enter your **Username** and **Password**, then click **Log in**.
4. You are now at your home screen.

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

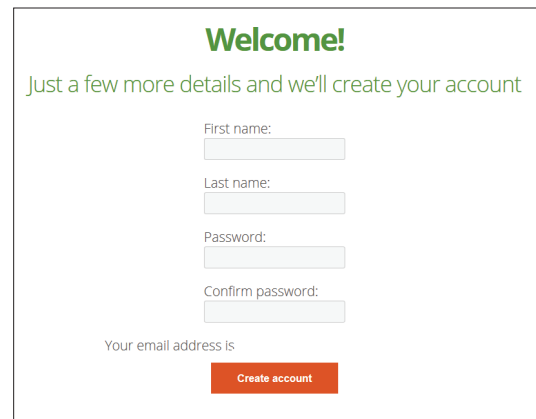
1. Go to www.exploros.com/spire.
2. Enter the **Token** you received from EPS in the token field.
3. Select the green **Sign Up** button.

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.

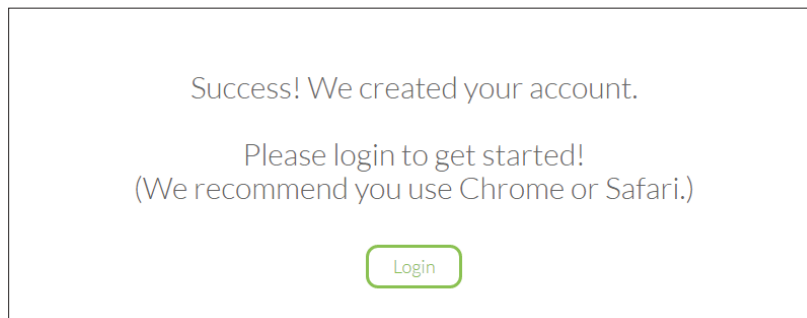
6. You will then receive an email from Exploros to finish the account setup.
7. Open that email and click **Get Started**.



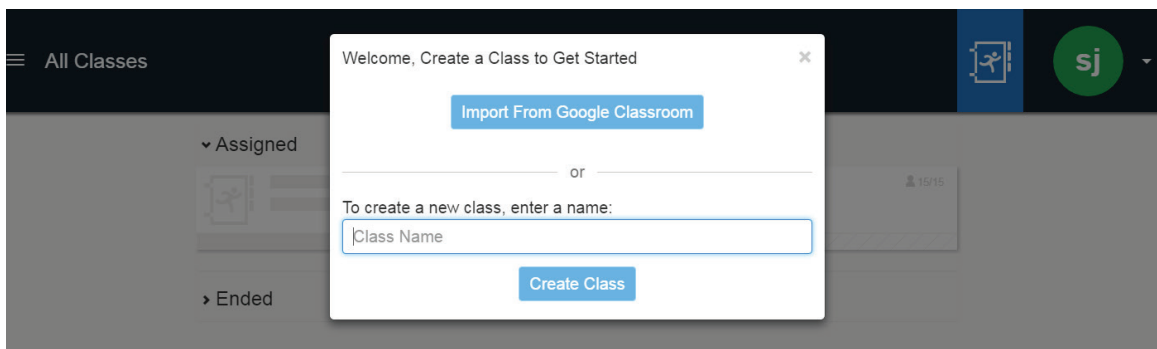
8. Enter your name and password on the **Welcome** page (note: your username will be your email address).
9. Click **Create account**.
10. You will be brought to the next screen stating that your account has been successfully created.



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



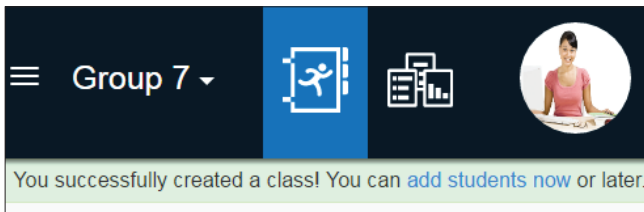
12. You are now at your S.P.I.R.E. teacher account home screen and will be prompted to create a class to get started.



Creating a New Class and Adding Students

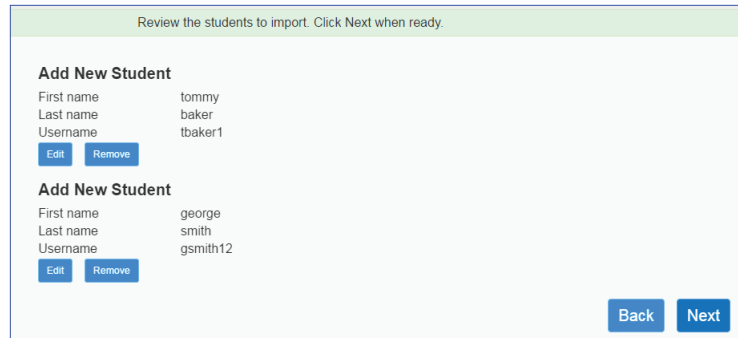
You will now be prompted to **Create New Class**. A **Class** is defined as a set of students working together within a level of *S.P.I.R.E.* on the same lesson.

1. Give your new class a title that is specific to this *S.P.I.R.E.* group (e.g., Period 4).
2. Click **Create Class**.
3. Enter **Class Details** by selecting **Grade** and **Subject** from the drop-down menus.
4. *S.P.I.R.E.* 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**.



6. Click **Import Students** and in the text box:
 - o Enter one student per line.
 - o Use the format: **first name, last name, username, password**
 - o Assign each student a **unique** username and a **generic** password (suggest the same password for everyone). **These are for the platform purposes only. The usernames and passwords will never be used.**

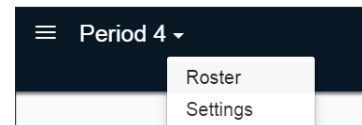
7. Click **Next** after all students in that class have been entered.
8. After reviewing the information, click **Next** again, or **Back** to make changes.
9. Click **Import**. These students are now added to your class.



To add another *S.P.I.R.E.* 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 and remove a student from the class.



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

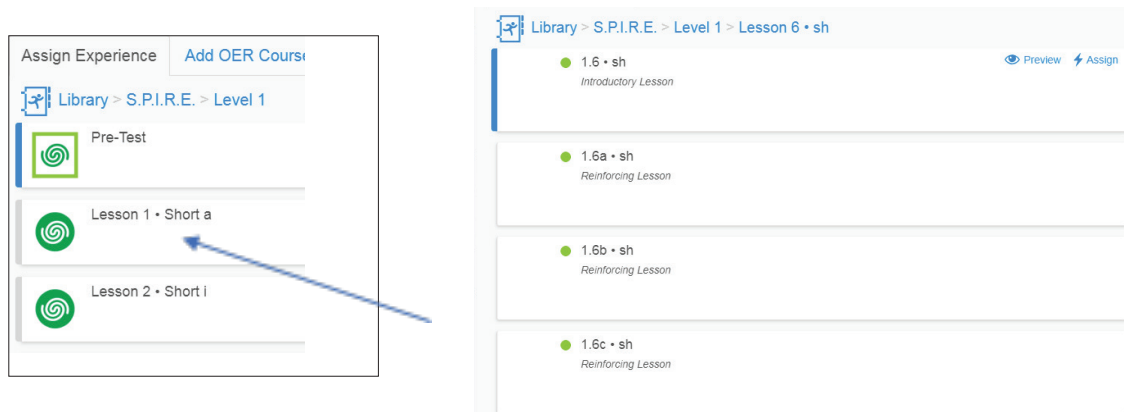
NOTE: Students will never need to use their usernames and passwords. They will not be signing into the digital platform at any time. Students need to be added to the system for data assessment and reporting features only.

Assigning a Lesson to a Class

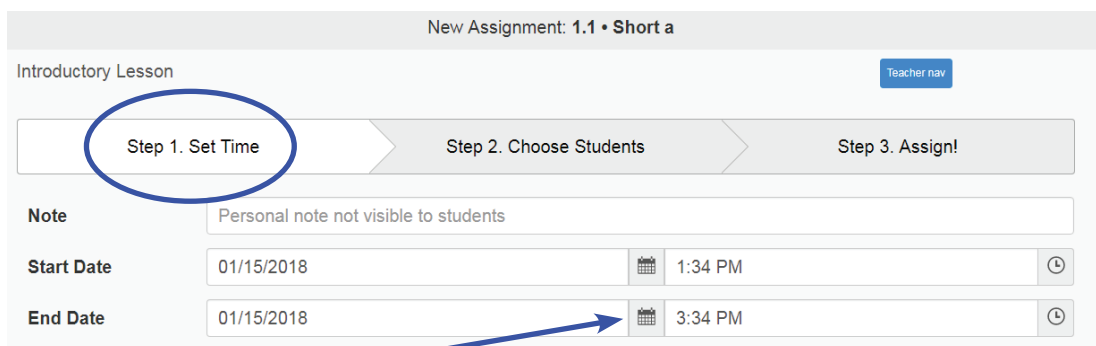
In the class you wish to assign a lesson to (e.g., *S.P.I.R.E. Class 4*), click the blue + button located to the far right of Experiences.



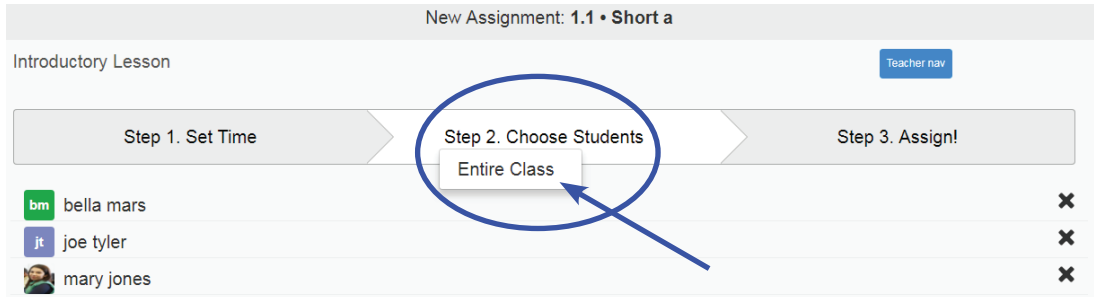
In the **Library**, navigate to the appropriate level and lesson number of *S.P.I.R.E.* for this group based on the results of the Placement Test. Click to enter the lesson folder, then choose the correct Experience (Pre-Test, Introductory Lesson, Reinforcing Lesson, etc.) and click the blue **Assign** button.



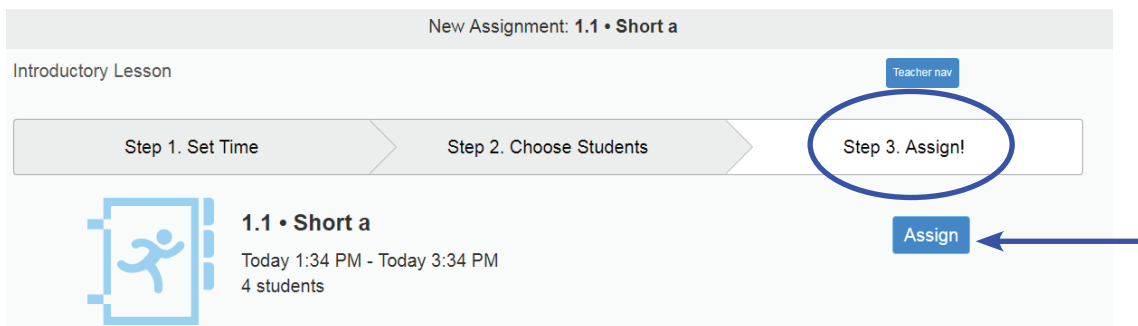
In **Step 1: Set Time**, choose your **End Date** and time. (Note: when assigning a lesson, it is recommended you push out the end date—the default is two hours from the time you assign it.)



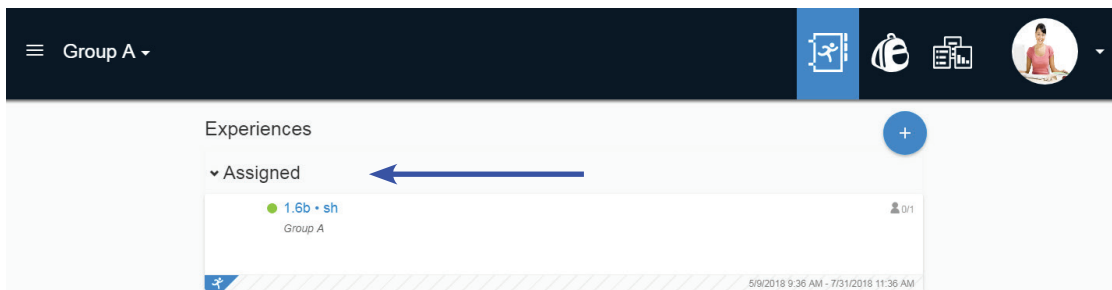
In **Step 2: Choose Students**, select **Entire Class** to add all of your students to this assignment. They will need to be added to the lesson in order to complete the assessment at the end.



Lastly, in **Step 3: Assign!**, click the blue **Assign** button to push this lesson to your Assigned Experiences.



Now you will be directed back to your class's home screen (e.g., Group A). There you will now see the lesson you just published under your **Assigned Experiences**.



Now you are ready to begin a lesson. Click on the lesson under Assigned Experiences on your home screen. Once a lesson is completed, you can click the **End Now** button on any Assigned lesson on your home screen. The experience will then be moved to Ended Experiences. See **Using S.P.I.R.E. STAR** in the **Class Pack** for more information on navigating through and teaching lessons.

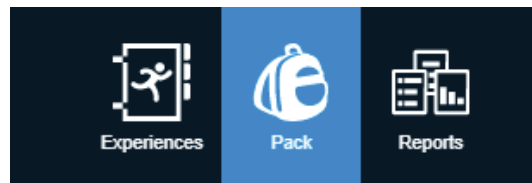
Student Components

Each student in the group will need:

- Student Workbook
- Student Manipulatives Kit, which consists of:
 - o Magnetic Board and Letters
 - o Sound Circles and Syllable Rectangles

Program Assistance and Technical Support

Refer to the **Class Pack** for more detailed guidance about using the program.



Other program support can be found in the Exploros **Help**. You can also contact Technical Support at: support@epslearning.com

