



## TITLE I, PRIVATE SCHOOLS PROGRAM REFERENCE GUIDE

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**TITLE:** VPORT Accounts

**DATE:** August 2014

### ROUTING

*Passport*, Grades K-5

*PRJ*, Grades 6-9

*Vmath*, Grades 2-8

**PURPOSE:** The purpose of this Reference Guide is to provide PSP teachers that assess students using *DIBELS Next*, *PRJ Reading Benchmarks* (Lexiles), and *Vmath Progress Assessments* (Quantiles) with concrete steps for logging into his/her VPORT account, enrolling students, and setting up class rosters for multiple schools.

**MAJOR  
CHANGES:** None.

**INSTRUCTIONS:** This guide is to ensure that all VPORT accounts are set up properly and accurately for the inputting student data AND so that *Ticket to Read*, *SOLO/Vocab Journey*, and *Vmath Live* accounts are properly generated for qualifying students of the Title I, Private Schools Program.

**RELATED  
RESOURCES:** *PSP 2014-2015 Save the Dates!*  
*PSP Roster of Schools*

**ASSISTANCE:** For assistance or further information please contact:

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Expert- Response to Instruction and Intervention



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### ACCOUNTS ON VPORT

<http://www.voyagerlearning.com>

#### **Teacher Accounts on VPORT**

All teachers are assigned with one VPORT username for each assigned site. The username will consist of the School ID (see PSP Roster of Schools), the first 2 letters of the teacher's first name, and the first 2 letters of the teacher's last name. ie. XYZ1234TEN0 All passwords will be set to PSPTEACHER. Teachers may login at [voyagerlearning.com](http://www.voyagerlearning.com) or click on the link on the PSP blog.

#### **Student Accounts on VPORT**

All student accounts should be assigned with the same identification (ID) coding system on VPORT. The username will consist of the School ID and the first 2 letters of the student's first name, and the first 2 letters of the student's last name. ie. XYZ1234TISA In the case where there are two students at the same site, that have similar initials, one of the students will be assigned with the third letter of their last name. ie. XYZ1234TISAU

### Step 1a: Setting Up Class Rosters

**DIBELS Next:** Rosters for grades K-6 are automatically generated on your VPORT account. At the close of every benchmark and progress monitoring period, data is imported from your mClass account. Revisions must be made on mClass and is only updated on VPORT during data-transfer periods.

#### ***PRJ & Vmath:***

1. Once you log in, you will select the **CLASS** in which you want to set-up. Click on your name & grade level in the dropdown button @ top right hand corner.
2. Click on the **My Class** tab, select **Roster**, click on **Add Students**.
3. You will see the options: Create New Students, Import Students, and Add Existing Students. Teachers **MUST** start with **Add Existing Students** and search for students in the VPORT database. Click in the search box and type in **Last Name or ID**.
4. Names will appear below the search box after you type in a last name. If you include last name, first name your list will not be as extensive. Locate and identify the student with the appropriate PSP Student ID. Click on the ➡ to add the student to your class roster.
5. Continue to search for all existing student accounts and add them to your roster. If you do not find the student, make a note to yourself to *Create New Student* account.
6. Click on **Save Changes**.

### Step 1b: Enroll & Drop Students from Class Rosters

1. A roll-over might have occurred for students from the previous school year. Once you log in, you will select the **CLASS** (top right hand corner). If this applies to you, you will see some students already on your roster for that grade level.
2. To remove students, simply click on the **X** and click on **OK**. Click on **Save Changes**.
3. For the remaining students that you would like to keep on your roster, you will carefully (from left to right) make sure that Student Names (Last, First) are spelled correctly, the Student ID is properly assigned and not duplicated. To make any edits, you must click on



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- the name of the student and correct any errors.
4. For **Enrollment**, click on the **Apply to All** dropdown and select **PRJ & SOLO/VocabJourney, Vmath (VMS) & VML**. Click on **Save Changes** and it will appear next to all of your students' names.
  5. For **Date Enrolled**, select the date you plan on starting instruction for students that will be getting Title I services. For students that are added, but do not qualify for services, select the date the assessment was administered.
  6. VPORT automatically sets the students' level on the online application based on their assessment data. Voyager does not recommend changing the student's level unless the student shares a concern.
  7. Click on **Save Changes** before you leave the page.

### **Step 2: Creating New Student Accounts**

In order to avoid duplicating student accounts, DO NOT create/add a student account unless you have ALREADY done a search for that student on the VPORT database. Creating multiple student accounts prevent the ability for historical student data to be matched from year-to-year.

1. Once you are logged in, you will select the **CLASS** (top right hand corner) in which you want to set-up.
2. Click on the **My Class** tab, select **Roster**, click on **Add Students**. You will see the options: Create New Students, Import Students, and Add Existing Students. You will be **Creating New Students**. Click on **Add**.
3. A pop-up window will appear and you will be able to add multiple student accounts at a time. Please make sure that all student accounts are assigned with an accurate Student ID. (See the section on Student Accounts on VPORT above.)
4. Click on **Save Changes**. Your new student accounts should now appear under your Class Roster.

### **DATA & REPORTS**

#### ***PRJ Reading Benchmarks (Lexiles)***

Entering Scores-

- Click on the **My Class** tab, select **Enter Scores**
- Data is entered ONLY under **Reading Benchmark (Lexile)** with number correct.

Viewing Scores-

- Click on the **My Results** tab, select **Scores**
- Only students that are **Struggling** (red) will qualify for Title I services.

#### ***Vmath Progress Assessments (Quantiles)***

Entering Scores-

- Click on the **My Class** tab, select **Enter Scores**
- Data is entered for **Progress Assessment (PA)** or by **Modules**.

Viewing Scores-

- Click on the **My Results** tab, select **Scores**
- Only students that are **Below Standard** (red) will qualify for Title I services.



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### STUDENT ONLINE ACCOUNTS

All students must be given the *DIBELS Next* and/or *Reading Benchmark* and/or a *Vmath Progress Assessment* in order to receive an online student account for the school year. Accounts are active from the date a student is enrolled onto VPORT and closes on July 31<sup>st</sup>.

- Click on the **My Class** tab, select **Roster**
- Student User ID will only appear if the student is properly Enrolled (see steps above).
- Returning students may or may not have the same *Ticket to Read* or *SOLO* or *Vocab Journey* or *Vmath Live* User ID.
- Passwords may be changed as needed.

### LETTERS AND LABELS

#### *Ticket to Read*

- Click on the **My Results** tab, select **More**
- For T2R labels, select **Student Password Report**
- For Parent Letters, select **Parent Reference Guide for T2R Reading**

#### *SOLO*

- For labels, click on **My Class** tab, select **Roster**, select **Student Password Report (Avery Labels)**
- For Student Reference Sheet, see PSP Teacher Handbook- Instructional Resources

#### *Vocab Journey & Vmath Live*

- For Student Reference Sheet, see PSP Teacher Handbook- Instructional Resources
- For Parent Letter, see PSP Teacher Handbook- Instructional Resources

### TECHNICAL DIFFICULTIES?

**-Unable to enter *PRJ* scores in VPORT...** If you are clicking on the box to enter scores and it is not letting you put in a number, go back to **My Class**. Click on **Roster** and **Enroll**. Students must be assigned to a program. Select ***PRJ & Vocab Journey***. Click on Save.

**-Unable to enter *Vmath* scores in VPORT...** If you are clicking on the box to enter scores and it is not letting you put in a number, go back to **My Class**. Click on **Roster** and **Enroll**. Students must be assigned to a program. Select ***VMS & VML***. Click on Save.

**-VPORT licenses...** If you get a pop-up that says there are not enough student licenses, email [terin.ngo@lausd.net](mailto:terin.ngo@lausd.net) immediately, so that this gets remediated.