Getting started with

learning
genie

Use our web portal for quick setup.

www.web.learning-genie.com

If you don't have an account yet…

Sign in   **Sign up**

Center Info

Center Name

Account Info

Email

Enter your name

Password

Confirm password

Ideally, a center owner/director will be the one to open the account and will be the "master" account holder.

Click "Sign up" in the top right corner and fill out the form to create an account.
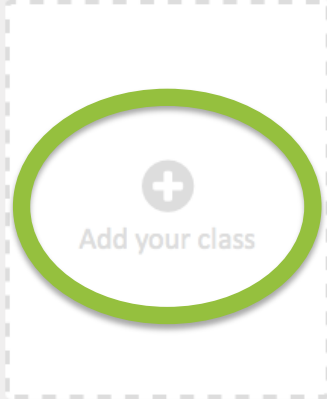
Close   **Submit**

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Step One: Adding Classes

Learning Genie Academy

Ms.Smith

Edit profile

Current Center

Learning Genie Academy >>

Add your class

Click here to add a classroom. You can add as many as you want to each center.

Click here to switch between and add new centers. The master account holder can add limitless centers!

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Step One: Adding Classes

Create a new class

Pick a class icon ▾

When adding a new class, you can easily upload and customize Early Learning Standard tags to be used in your portfolios.

Class Name

Grade

☑ **Early Learning Standards**

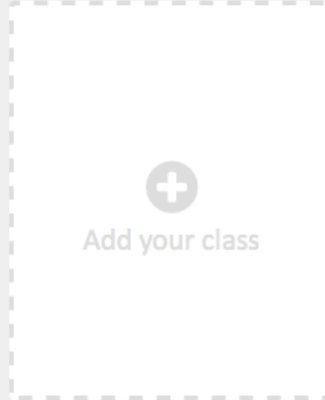Close   Save

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Step Two: Adding Teachers

Once you've added a class, you can start adding teachers!
Click on "Teacher" and then "Add Teacher"

Step Two: Adding Teachers

Teacher List

Pending

#	Avatar	Name	Activation Code	Operation
1		Jane	UPFOC27	✉
2		Molly	Z4Q0S5P	✉
3		Heather	A7P7DSN	✉

Close | **Send all codes to your Email** | **Add Teacher**

You will notice as you add teachers, Activation Codes appear next to their names. Teachers need these codes to join the class. To make things easier for you, we've added a button that will send PDFs to your email with those codes and instructions included. All you have to do is print them and hand them out to the corresponding teachers.

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Example:

Jane

Rainbow Room at Happy Hearts Preschool

Dear Jane,

Please download Learning Genie Android app and sign up to start digital daily report, digital portfolio, and what's more a fun engagement with parents by sharing your hard work with them. Getting set up takes less than a minute. Simply start by entering your Teacher's Pin code below, and follow the instructions.

Teacher's pincode:

UPFOC27

Instructions:

1. Download the Learning Genie app from the App Store or Google Play
2. Click "Get Started" button, and slide through four intro pages.
3. At the last page, click the " Enter pincode to join your class" button
4. Enter your teacher's pincode, then create your account!
5. You can practice and get familiar with the tool through a well constructed demo class.

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Step Three: Adding Students

Much like adding teachers, just click on "Student" and then "Add Student"

Step Three: Adding Students

Create student

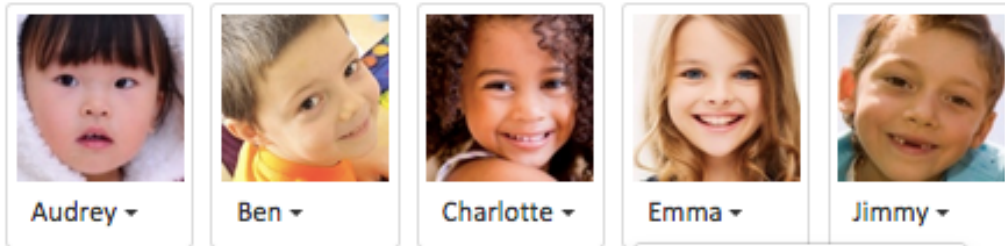Display Name
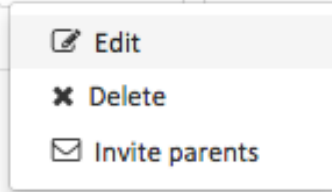
```
Charlotte
Emily
Bradley
```

Cancel   **Save**

We've made it easy for you to add your whole class at once. Just copy and paste your roster list into the text box. Make sure there is a new line for each separate child. You may also add students one at a time if you prefer to do so.

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Step Four: Inviting Parents

Student List

| Audrey ▾ | Ben ▾ | Charlotte ▾ | Emma ▾ | Jimmy ▾ |

(Once you have your student list, you can easily edit or delete by just clicking on a student.)

- ✎ Edit
- ✖ Delete
- ✉ Invite parents

Close   **Invite all parents**   **Add student**

The next step is to invite parents to use the app. Click "Invite all parents" to email yourself PDFs with codes and instructions. Just print them and hand them out just like you did for your teachers.

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Example:

Charlotte

Rainbow Room at Happy Hearts Preschool

Dear Charlotte's Parent,

Please sign up to receive fun pictures, daily reports, important notifications, and much more from Rainbow Room! Getting set up takes less than a minute.

We'll be using Learning Genie to update you on Charlotte's progress this year! Please sign up the parent account and start receiving the news and precious moments.

Parent account code:

Guardian 1 : 1NPP4BL , Guardian 2 : 2K4IH6L

Instructions:

1. Download the Learning Genie **Parent** App from the App Store or Google Play.
2. Enter your parent account code to create your account!

Need more help?

Check out our help desk first. We have detailed instruction booklets, video tutorials and tons of other Teacher Resources to help you get started!

www.learning-genie.com/help

If that doesn't solve the problem, feel free to contact us at:

help@learning-genie.com or 760-576-4822

Thank you for using learning genie