 **Prior Training - Admin Setup Guide**

Prior to your training, it is very important for the admin/director to complete setting up the accounts for the teachers!

**1. Setup class and add teachers manually**

**Director Tasks:** ETA 15 minutes

❏ Sign up with Learning Genie at [www.learning-genie.com](http://www.learning-genie.com) (Click **“Sign up for NEW center”** ).

❏ Add a classroom (or multiple classrooms)

[Web Portal Tutorial](https://www.youtube.com/watch?v=QMsjX4YT2gg&list=PLrpwDuFo_t3wKLNnxtz8jaB3fWV6M6tD9&index=3)

❏ Add teachers to their corresponding classrooms, and provide teachers with the teacher

code that has been generated.

[Web Portal Tutorial](https://www.youtube.com/watch?v=OZv0ormbRzw&list=PLrpwDuFo_t3wKLNnxtz8jaB3fWV6M6tD9&index=2)

❏ Add students to their corresponding classrooms ( **Tip: You can add an entire class at**

**once from the web portal ).**

[Web Portal Tutorial](https://www.youtube.com/watch?v=LRYhrMhCA3c&list=PLrpwDuFo_t3wKLNnxtz8jaB3fWV6M6tD9&index=6)

## ❏ Prepare and download the latest app (search Learning Genie) from [Google play](https://play.google.com/store/apps/details?id=com.lg.newbackend&hl=en) for Android device or [App Store](https://itunes.apple.com/us/app/childcare-by-learninggenie/id926697272?mt=8) or iPad

❏ Ensure the devices are connected to the wifi at the training site

❏ Select Ambassador teachers (up to two per site) for future refresher courses

**Teacher Task:** ETA 2 minutes

❏ Sign up with Learning Genie (Click **“Got a teacher code? Join your center.”** )

1. **Import from DRDP-Tech directly**

**Director Tasks:** ETA 15 minutes

❏ Sign up with Learning Genie at [www.learning-genie.com](http://www.learning-genie.com) (Click **“Sign up for NEW center”** ).

❏ Click Import from 3rd-party program

❏ Click Import from DRDPtech and follow the instructions from the [link](http://www.learning-genie.com/wp-content/uploads/2016/02/Import-from-DRDPtech.ppt)