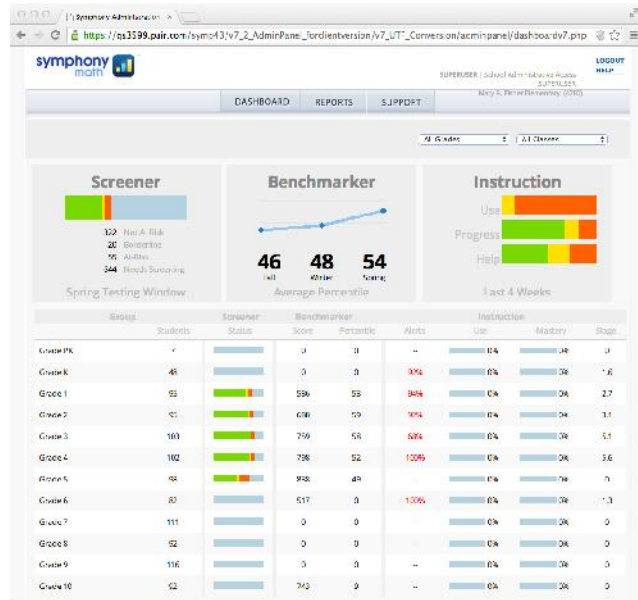# Symphony Math - Getting Started Guide
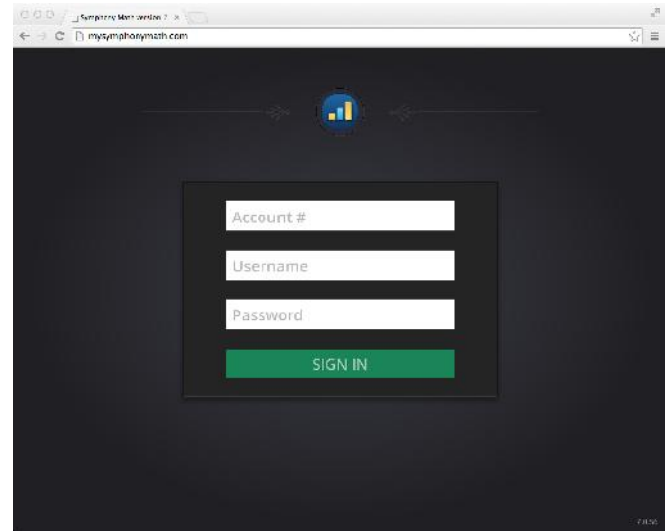
Teachers use the Symphony Administration Panel:

adminpanel.symphonylearning.com

Students use the Symphony Math online program:

mysymphonymath.com

- Enroll Students and Classes
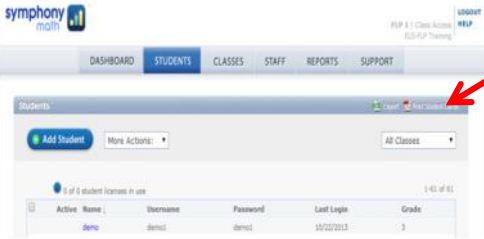- View Reports on Student and Group Progress

- Take Assessments (3x per year)
- Use Instructional Program

Educational Learning Systems
800-779-4444
www.elsystems.com
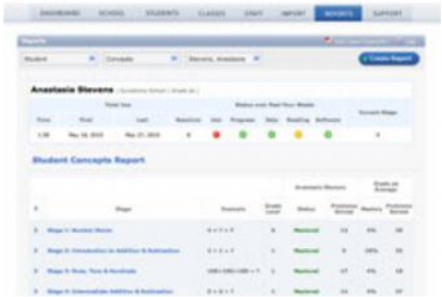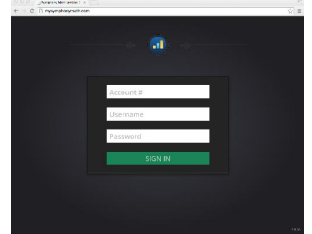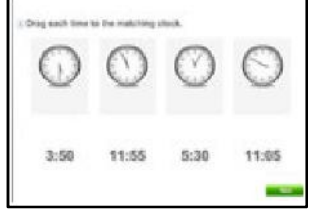
Using the Administration Panel

01	**Open the Online Administration Panel** a. Go to www.symphonymath.com b. Click **Administrator Panel** or **Sign In** in upper right corner. c. Click **Sign In**. d. Enter your School Account Number, Username, and Password. School Account #:_____ Username:_____ Password:_____	
02	**Add Students if necessary** a. Click the **Students** tab. b. Click **Add Student**. c. Enter the student information and click **Save Changes**.	
03	**Create Classes and Enroll Students into Classes if necessary** a. Click the **Classes** tab. b. Click **Add Class**. c. Enter a class name in the Name field. d. Select Staff members to assign to the class. Click **Add**. e. Select students to add to the class. Click **Add**. f. Click **Save Changes**.	
04	**Print Student Login Cards** a. Click **Students** menu tab. b. Select class name. c. Select **Print Student Cards**.	

05	**Monitor Student Progress** a. Open the Online Management Panel from www.symphonymath.com b. The top area shows summary information for the Screener, Benchmarker, and Instruction areas. c. The bottom area shows details for groups or students. Click on any category to sort by that area, and click on the Extra Practice and Award links to print offline materials and rewards.	
06	**Document Student Progress** a. Click on the **Reports** tab. b. Choose a **Tool**. c. Select a **Category**. d. Select a **Report**. e. Choose the group of students. f. Click **Create Report**.	
07	**Using the Program** a. Students go to mysymphonymath.com to start. b. Students type their School Account #, Username, and Password, and click OK.	
	c. During the **first** session, students complete the **Screener/Benchmarker** assessment. Assessments are given three times during the school year.	
	d. During all other sessions, students click the **OK** button to begin their session of Symphony Math.	