Accessing and Using Waggle with
Ed: Your Friend in Learning

Waggle is now part of the *Ed: Your Friend in Learning* environment, which means administrators may set up Waggle classes and import rosters to these classes through *Ed* and teachers may access and use Waggle in their classes using *Ed.*

Ed and *Waggle* Working Together:

Functions an Administrator can do on *Ed: Your Friend in Learning*

- View Schools

- Review Products & Licenses' per district and/or school

- Establish Rosters (Manual or Import Upload)

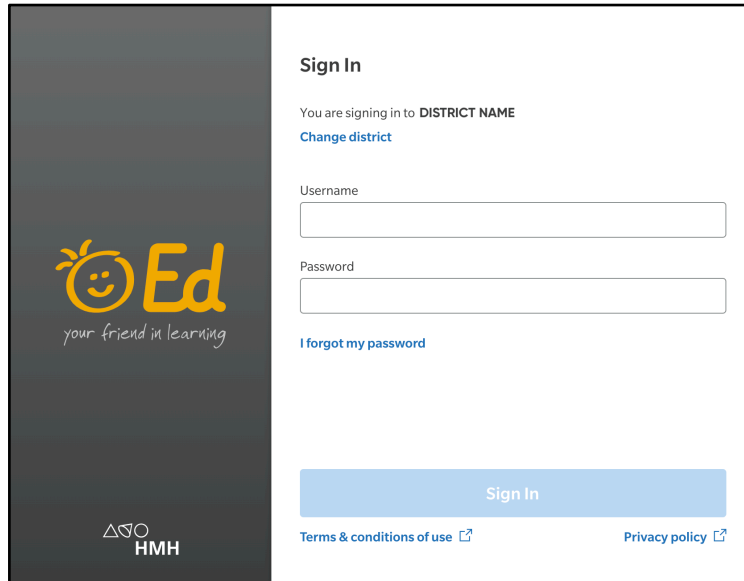- Review Teachers, Students, and Classes

Functions an Administrator can do on *Waggle:*

- View program specific Teacher and Class activity

- View program specific Student and Class performance leaderboards

- Review program specific Class and Student reports

- Monitor Waggle Growth for grades, classes, and students

Administrators: Setting Up Waggle Classes Using *Ed*

To set up Waggle classes using *Ed:*

1. [Log in to *Ed* as an administrator]. Prior to logging in, administrators will receive four emails from HMH:

    i. Order Confirmation Email

    ii. Ed Admin Credentials Email (Only sent if an Ed Admin does not already exist within the District)

    iii. Waggle Credentials Email

    iv. Waggle Password Email
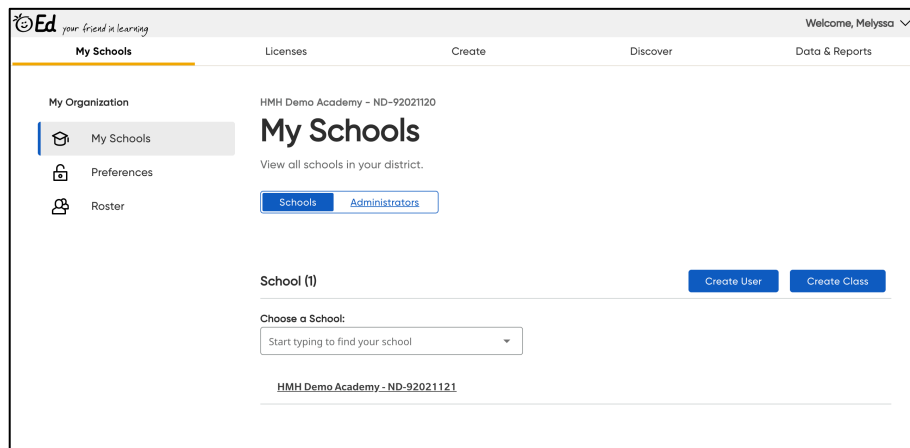
2. When logging into *Ed* as an administrator, the My Schools screen opens. District administrators will see all the schools in their district; school administrators will see only their school.
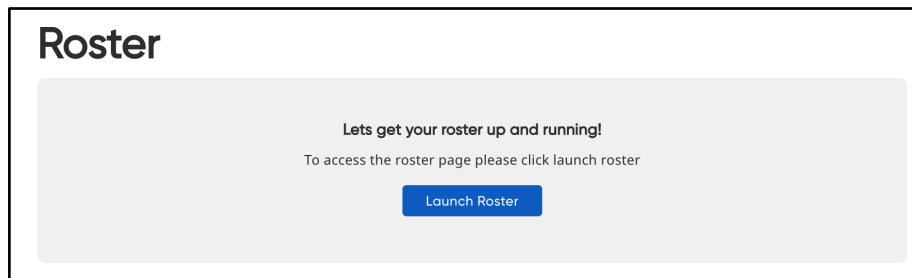

3. Click the Licenses tab to review the district or school licenses. Waggle licenses should appear here. Click **View** to see the license details.
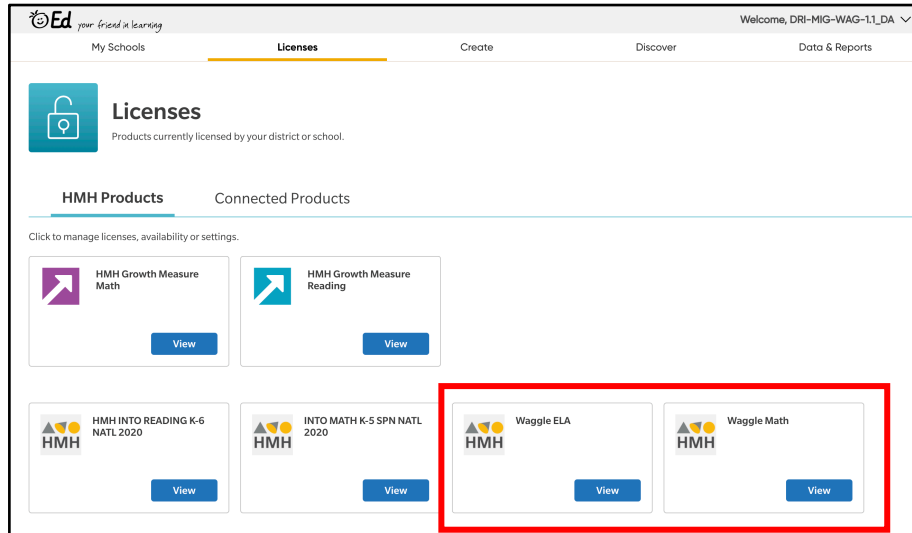
4. Confirm that the license information is accurate. Note that district and school licenses appear under different tabs.
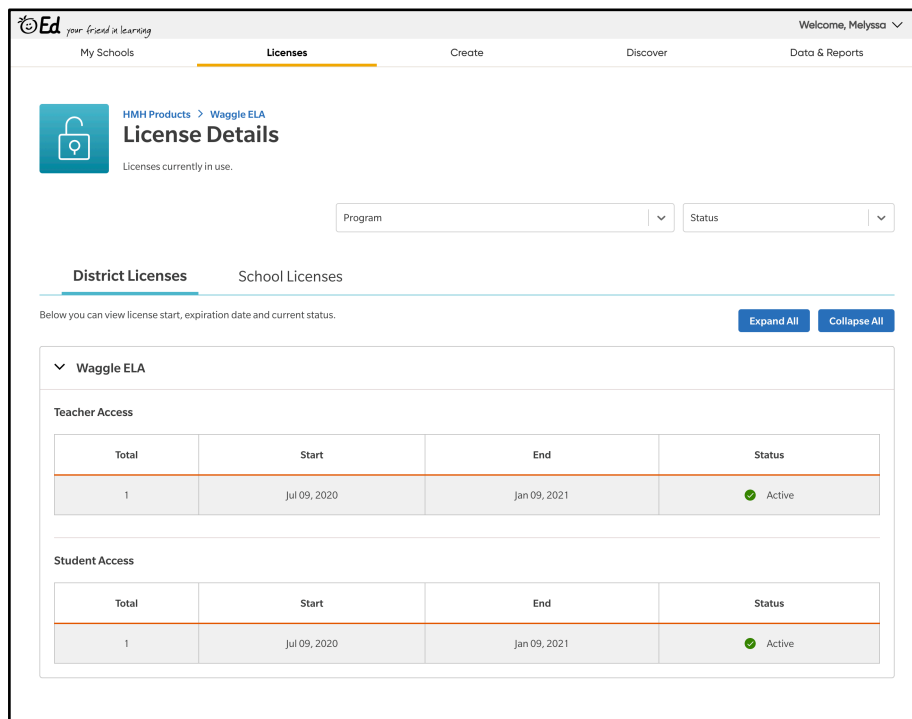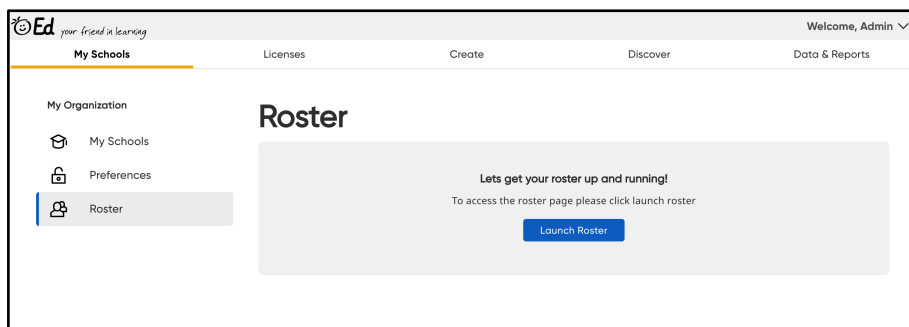
5. Set up rosters. There are two ways to do this:

Roster

Lets get your roster up and running!

To access the roster page please click launch roster

Launch Roster

- Manual Rostering: From the My Schools screen, click **Create User** or **Create Class** to manually enter class, teacher, and student information into *Ed: Your Friend in Learning.*

My Schools

View all schools in your district.

Schools   Administrators

School (1)   Create User   Create Class

- Importing Rosters: Set up rosters by a one-time roster upload or establish a continuous roster sync. Options include: One Roster API, CSV, SFF, or work with our rostering partner ClassLink. Additionally, you can define your login preference such as Google, SAML, OIDC, or Standard *Ed* Login. Click **Preferences** from the menu on the My Schools screen, then make sure all data editing preferences are unchecked. Click **Roster** from the menu on the My Schools screen, then click the **Launch Roster** button.

Ed *your friend in learning*   Welcome, Admin ∨

My Schools   Licenses   Create   Discover   Data & Reports

My Organization

My Schools

Preferences

Roster

Roster

Lets get your roster up and running!

To access the roster page please click launch roster

Launch Roster

6. Review classes and users. District administrators will see user data for all the schools in their district; school administrators will see user data for only their school.
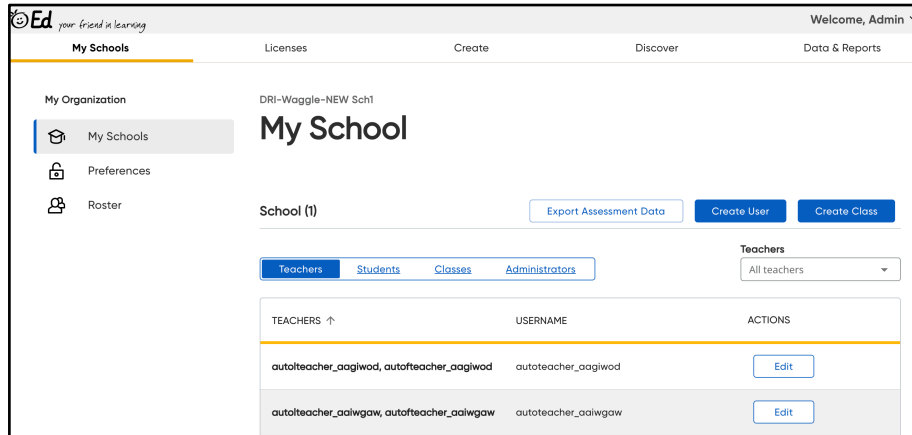
Administrators: Logging into *Waggle*

1. [Log in to Waggle as an administrator](#). For first time logins, follow the security procedures. Note: District and School Admins cannot access the Waggle Admin dashboard from Ed. They will need to use the credentials (custom url, username, password) delivered to them in Waggle Credentials email.
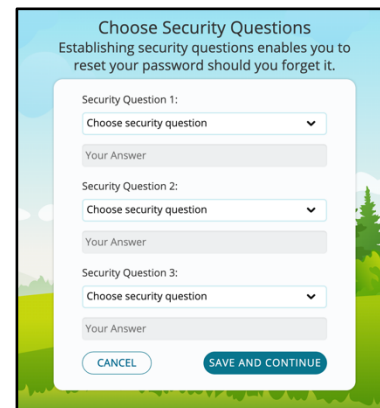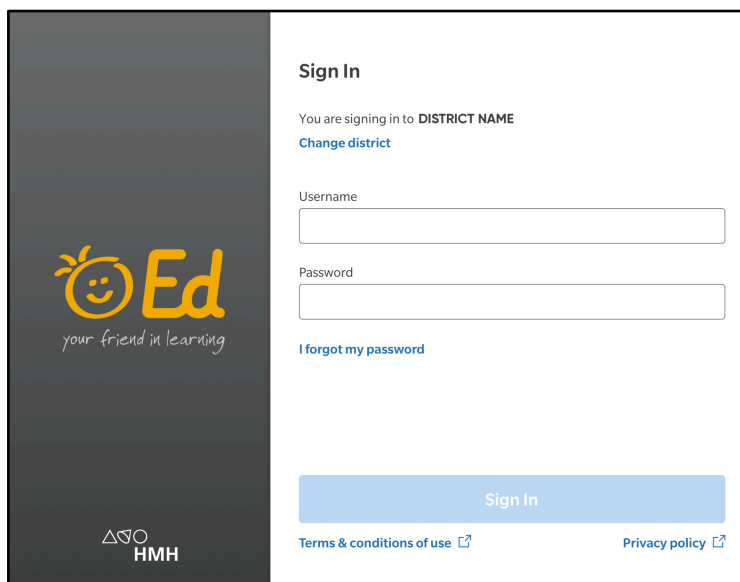

2. From the [Waggle administrator dashboard](#), review the class, teacher, and student information.
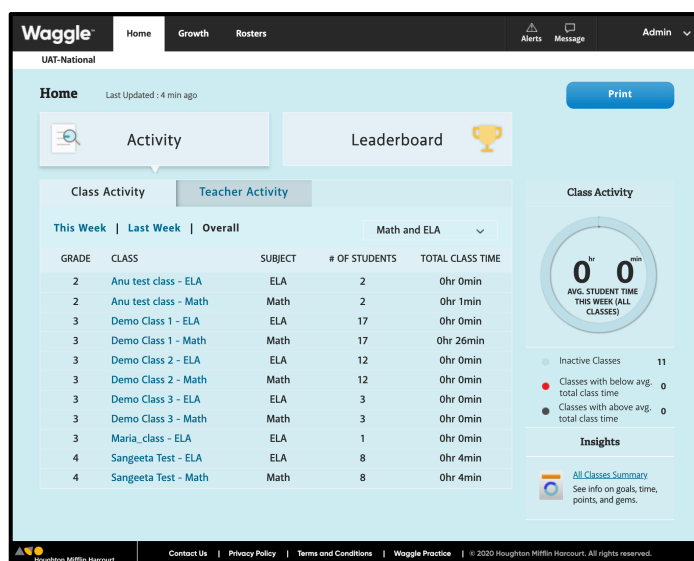
Teachers: Using *Ed* To Enable and Access Waggle

To enable and access Waggle using *Ed:*

1. [Log in to *Ed* as a teacher](). Teachers receive login credentials from their district or school administrators.

2. [Review Waggle classes and rosters from the Teacher Dashboard](). When logging in to *Ed* as a teacher, the Teacher Dashboard opens. From the pulldown menu under the teacher's name, click **Manage Programs** to open the Class Associations screen. Waggle ELA and/or Math programs should be on this screen.
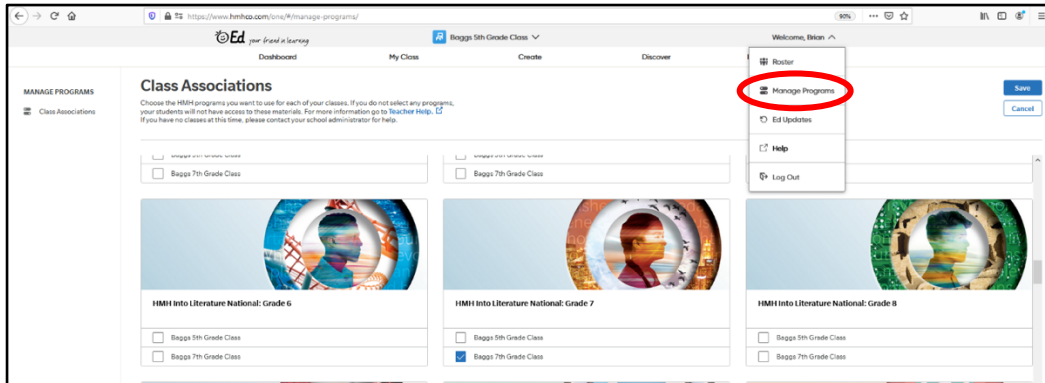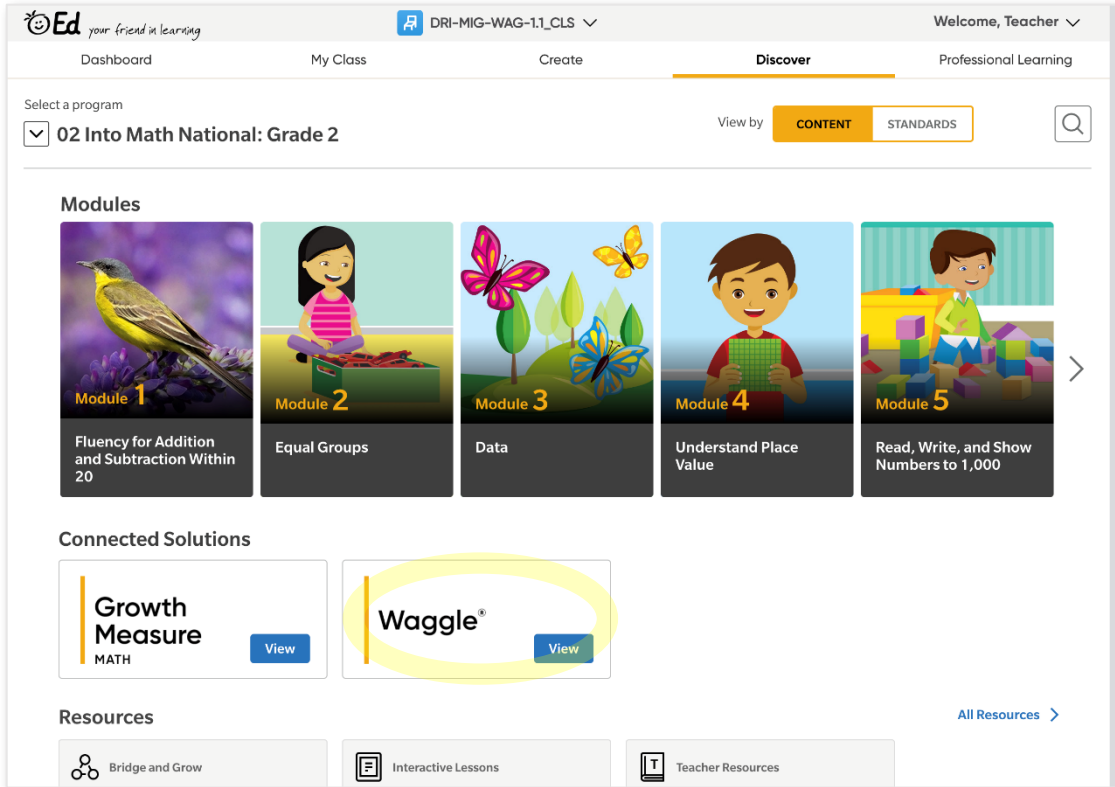
3. **Enable Waggle**. Click the check box next to the class to enable Waggle for that class.
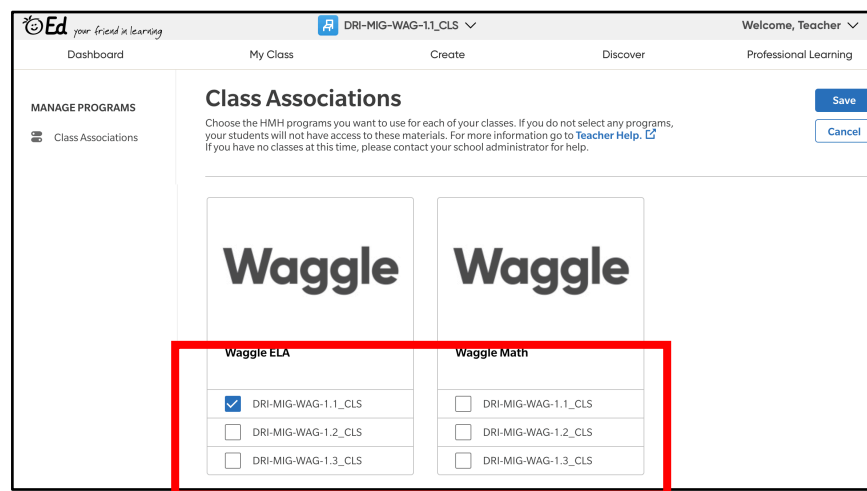
4. **Access Waggle**. **Select the class** from the Teacher Dashboard. Access from "Select a Program" or Scroll down the Teacher Dashboard to the "Connected Solutions" field. Click **Open** to launch Waggle for the class.

5. [Launch Waggle](#). At first access, accept the terms and conditions.

6. Confirm which classes should appear in Waggle.

7. *Waggle* opens on the [teacher dashboard](#) for the selected class. Note: The first time a Teacher opens *Waggle*, it triggers a roster sync between *Ed* and *Waggle*. This process can take up to 15 minutes for an initial sync. Please wait for initial sync to complete before making first assignments.