

Waterford Early Learning

Adjusting Course Parameters Session Times in Waterford

L. Log in to Waterford
Early Learning Manager.

Your username is your LCISD Username and your password is **Teacher1** (case sensitive)



Click the Students Tab. Using the tree, find your school and class.



Waterford Defaults

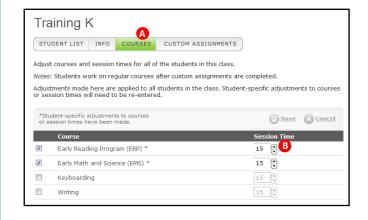
When creating students in Waterford, students are by default automatically enrolled in 2 courses: Early Reading Program (ERP) and Early Math and Science (EMS) with the following time frames:

| Grade Level | Early Reading Program (ERP) | Early Math and Science (EMS) |
|------------------------------------|--------------------------------|------------------------------|
| PreK-Kinder | 15 minutes | 15 minutes |
| 1 st grade and above | 30 minutes | 30 minutes |

Adjusting Course Parameters by Class

Log in

- To adjust times for your entire class, first be sure your class is listed by selecting it from the tree on the left.
- 2. Click on the Courses tab. (A)
- 3. Adjust times for ERP and/or EMS by using the arrows or highlighting the existing defaults and typing in the new time. (B)
- 4. Click Save.



Adjusting Course Parameters by Student

- To adjust times for a specific student, first be sure to select ONLY the student you wish to make changes to (instead of your class) from the tree on the left.
- 2. Click on the Courses tab. (C)



3. Adjust the times and/or remove courses (uncheck the box next to the course you want to remove). **(D)**



4. Click Save.

