Rosetta Stone | For Schools

Onboarding Packet

Introduction & Table of Contents

Welcome to Rosetta Stone!

Rosetta Stone empowers students to read, write, and speak new languages with confidence. Our research-backed method uses immersive, bite-sized lessons and immediate pronunciation feedback to accelerate language acquisition and retention for every student.

Getting Started

Getting your students set up in Rosetta Stone is simple and easy! First, create Groups. Second, give your teachers and staff Administrator accounts. Third, create your Learner accounts. We highly recommend following this order to ensure a smooth and efficient setup.

This guide is intended to cover the manual setup and registration process. If your school uses an integration, such as Clever or ClassLink, you have the option to Roster your learners via integration. You can learn more about what options are available and access integration setup guides in our support article: Rosetta Stone Integrations Options.

Here's What We'll Cover

1. Signing In For the First Time as the Super Admin
2. Creating Groups
3. Creating Administrators
4. Rostering Learners via Import
5. Individual Learner Registration
6. Getting Started for Learners

Signing In For the First Time as the Super Admin

Quick Start Guide

- It's easy to sign in and access your account.
- The default Administrator account that's set up is called the Super Admin account.
- Once you've logged in, you can explore the Administrator Tools.

STEP 1

Gather your **login credentials** sent to you via email after completing your purchase.
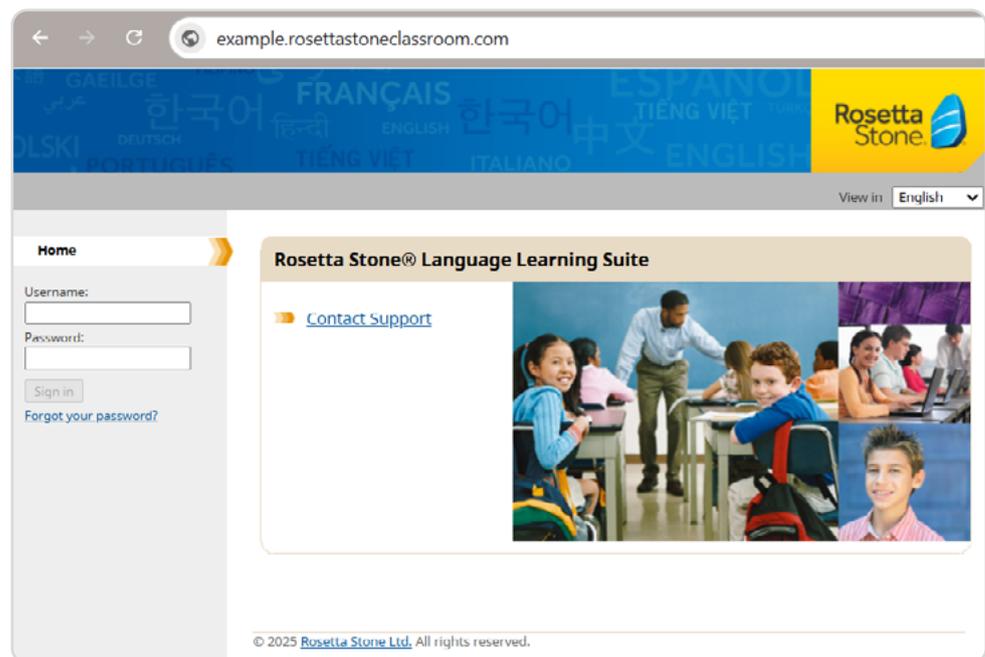
⭐ **Tip:** If you have not received your Super Admin credentials, please contact schoolsupport@rosettastone.com to have them resent!

STEP 2

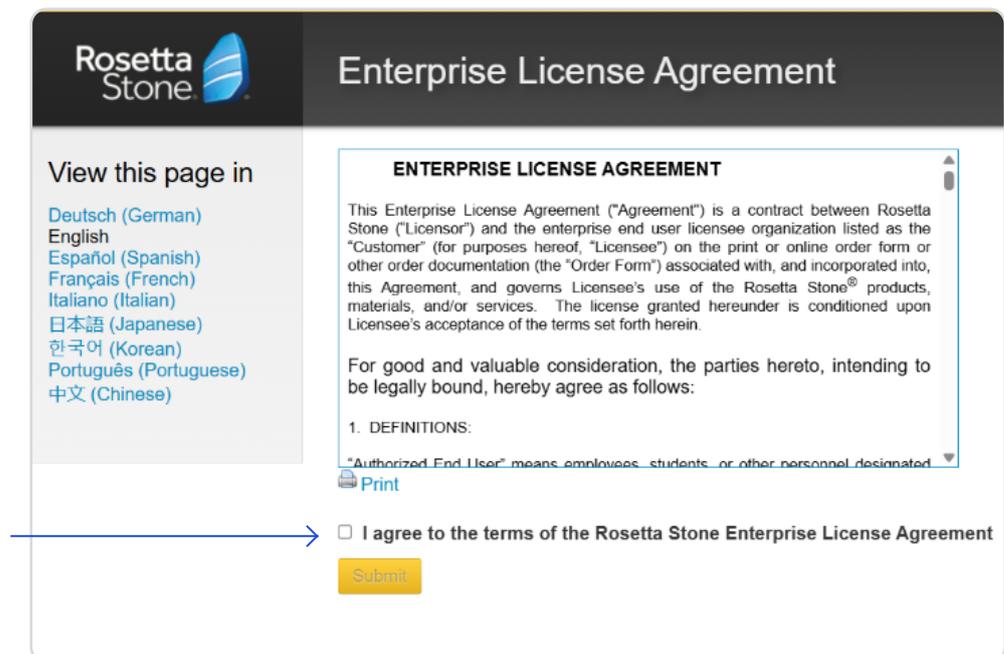**Sign in** to your Super Admin account and launch the Administrator Tools.

Enter your provided credentials. ➔

Click here to open the
Administrator Tools.
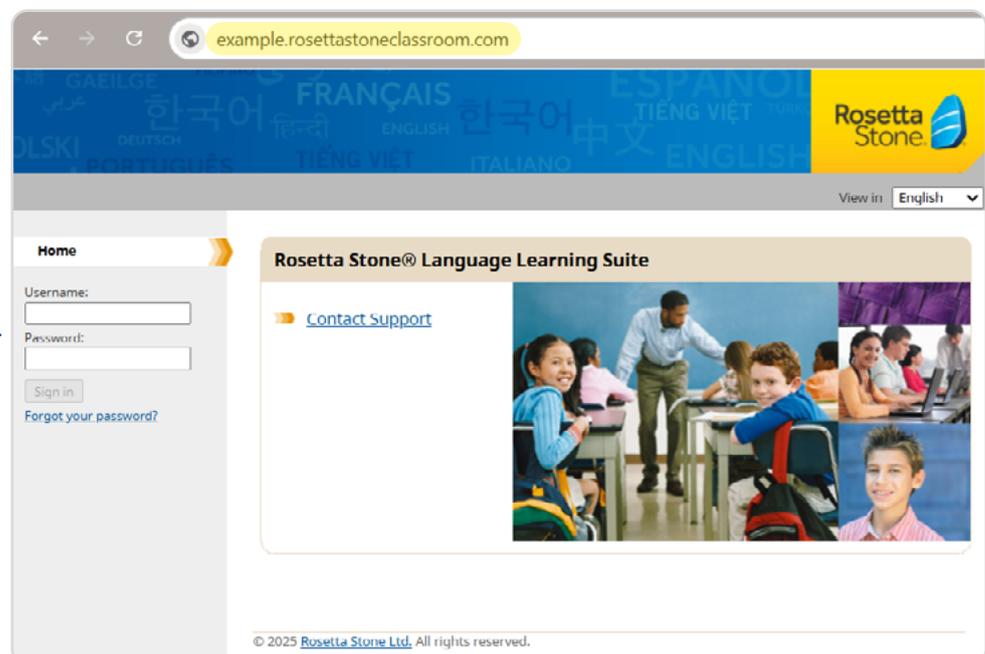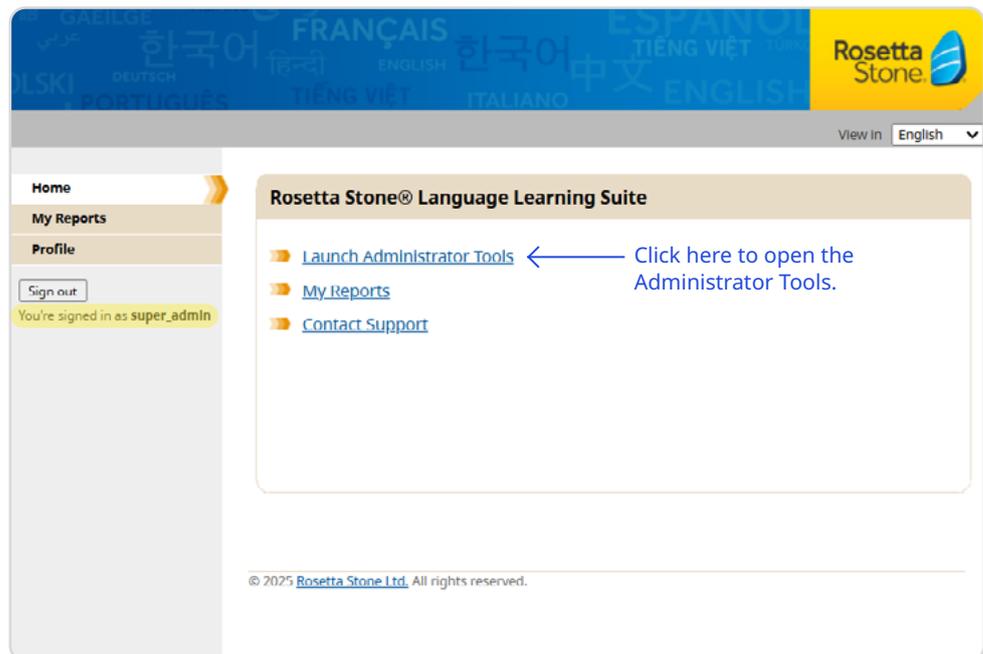
STEP 3

Accept the
**Enterprise License
Agreement.**

STEP 4

You'll be automatically prompted to **change your password** to something you can easily remember and add your email address.

Please update your user info

Please change your password

Old password: ← Enter your temporary password.

New password:
minimum 3 characters

Confirm new password: ← Choose a new password and confirm it.

Please provide an e-mail address

E-mail: ← Add your email address. Please note this is separate from the username you use to log in!

We'll use your e-mail address only to notify you and manage your account.

Sign Out   Save & Continue

✓

You're logged in and can now explore the Administrator Tools!

Your username will always stay the same, but feel free to reach out to
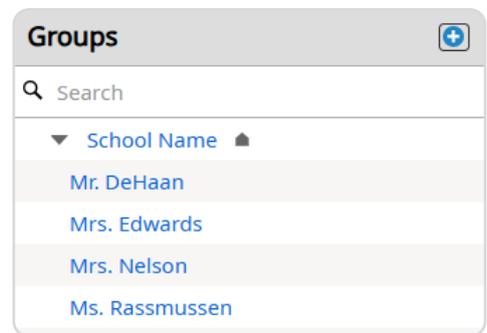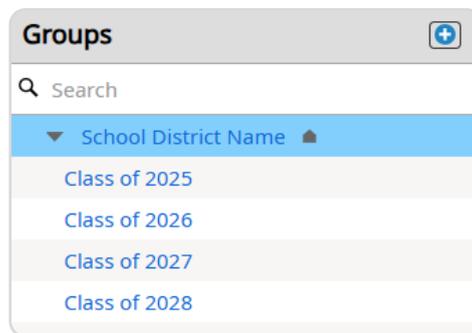schoolsupport@rosettastone.com if you forget your password!

Creating Groups

Quick Start Guide

- It's quick and easy to set up Groups in your account.
- Groups are not required, but can help Administrators manage and report on only their Learners.
- It is important to decide on your Group structure before rostering Learners, since all Learners must belong to a Group.

STEP 1

Decide on the Group structure that will best serve your organization.

Groups	⊕
🔍 Search	
▼ School District Name 🏠	
Class of 2025	
Class of 2026	
Class of 2027	
Class of 2028	

Groups	⊕
🔍 Search	
▼ School Name 🏠	
Mr. DeHaan	
Mrs. Edwards	
Mrs. Nelson	
Ms. Rassmussen	

⭐ **Tip:** Think about how you would like Learners and Administrators to be organized. We recommend choosing a structure that will not change too much over time, such as class years, so that Learners can stay in their set Groups. You may also want to organize Groups by Administrators so that each Administrator can easily view their own Learners. If you are not sure how to structure your Groups, reach out to our support team or consult this support article.

STEP 2

Sign in to your Rosetta Stone Administrator account at your unique domain:
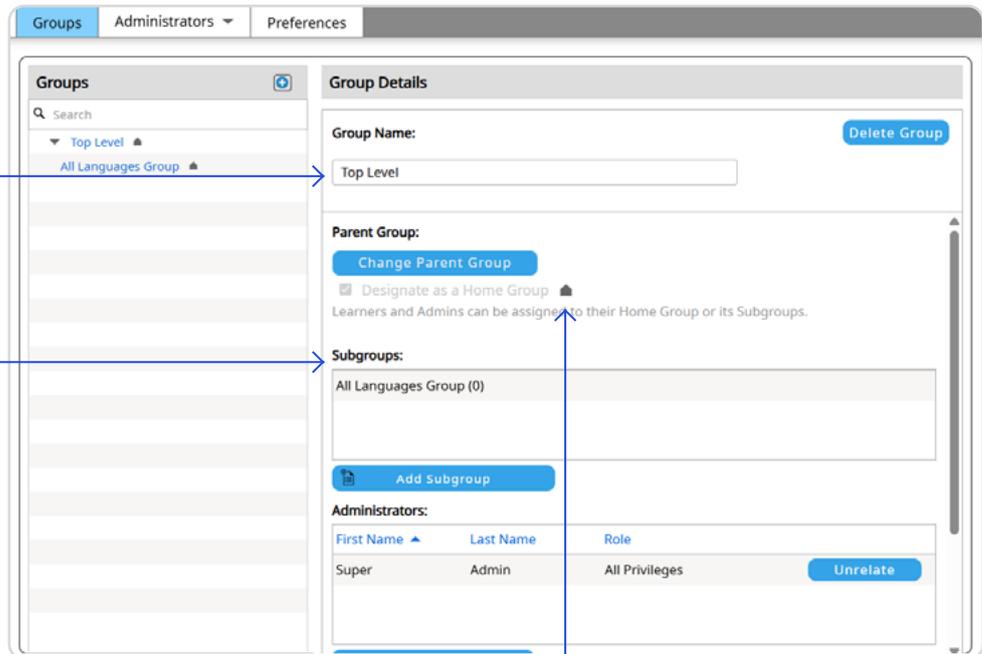
example.rosettastoneclassroom.com
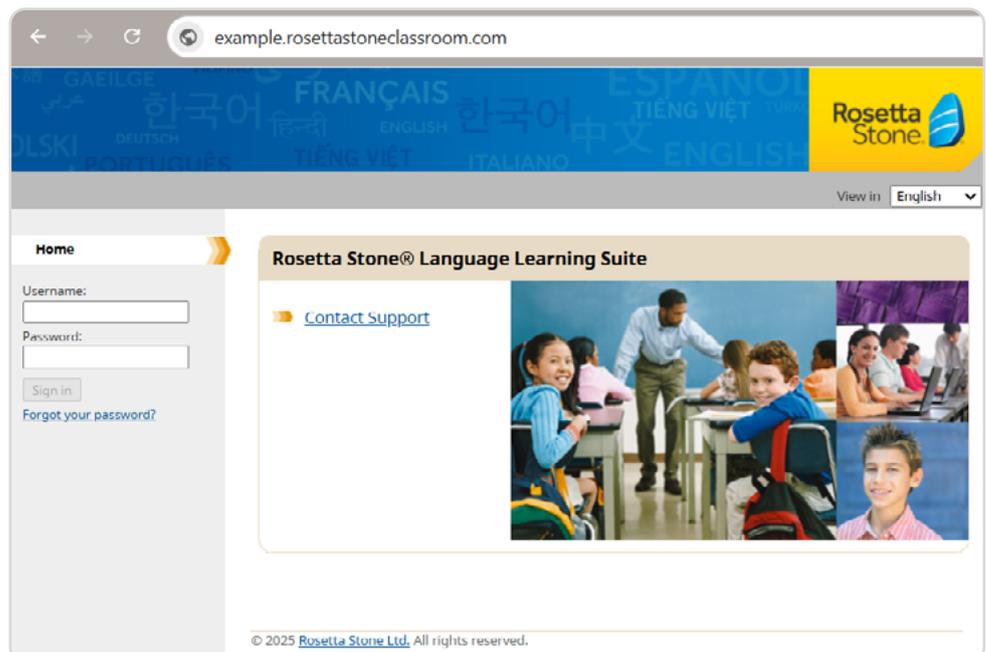
STEP 3

Choose **Groups** from the tabs at the top of the screen to view the current Group structure for your site

Edit any Group name to better represent your institution.

Subgroups act like file folders on a computer. You can add more Subgroups to make it easier for Administrators to only view and report on learners in their Groups.
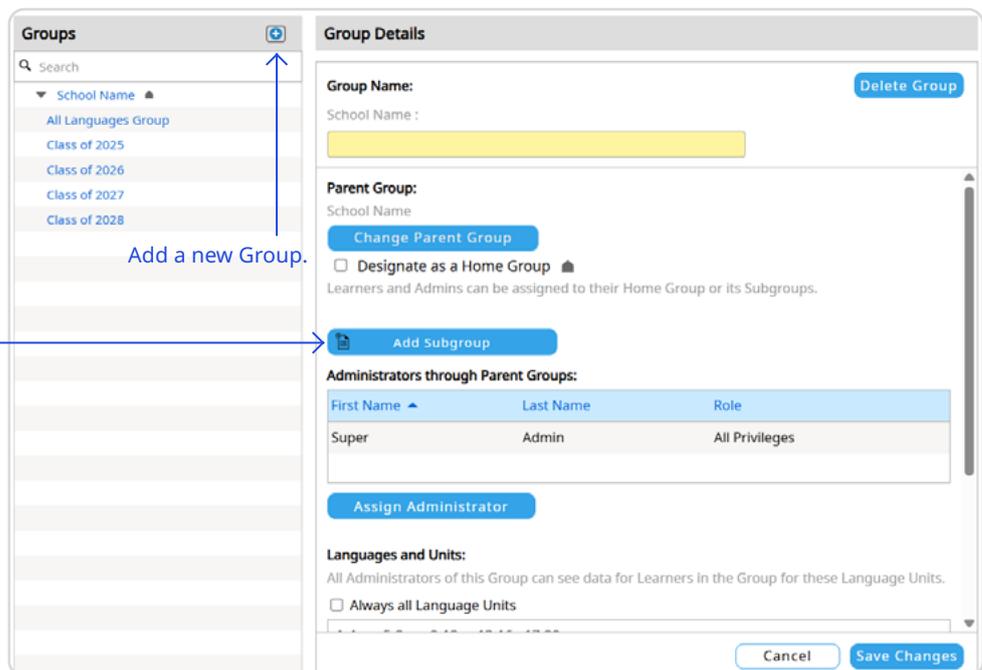
Rosetta Stone Administrator Tools | Groups

Learners ▼ Curricula Reports Groups Administrators ▼ Preferences

Groups Administrators ▼ Preferences

Groups
Search
▼ Top Level 🔒
All Languages Group 🔒

Group Details

Group Name: Delete Group
Top Level

Parent Group:
Change Parent Group
☑ Designate as a Home Group 🔒
Learners and Admins can be assigned to their Home Group or its Subgroups.

Subgroups:
All Languages Group (0)

Add Subgroup

Administrators:

First Name ▲	Last Name	Role	
Super	Admin	All Privileges	Unrelate

Home Groups indicate the Groups to which Administrators can be assigned.

> ⭐ **Tip:** The default Group structure when you first access your account will show two Groups: **Top Level** as the highest Group, and **All Languages Group** listed as the Subgroup.
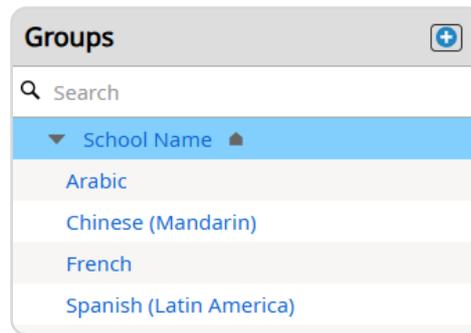
STEP 4

Add Groups and Subgroups to organize your Learners and Administrators.

Subgroups can be added to any Group without Learners.
Note: Learners can only be added to the lowest-level Subgroups.

Groups
Search
▼ School Name 🔒
All Languages Group
Class of 2025
Class of 2026
Class of 2027
Class of 2028

Add a new Group.

Group Details

Group Name: Delete Group
School Name :

Parent Group:
School Name
Change Parent Group
☐ Designate as a Home Group 🔒
Learners and Admins can be assigned to their Home Group or its Subgroups.

Add Subgroup

Administrators through Parent Groups:

First Name ▲	Last Name	Role
Super	Admin	All Privileges

Assign Administrator

Languages and Units:
All Administrators of this Group can see data for Learners in the Group for these Language Units.
☐ Always all Language Units

Cancel Save Changes

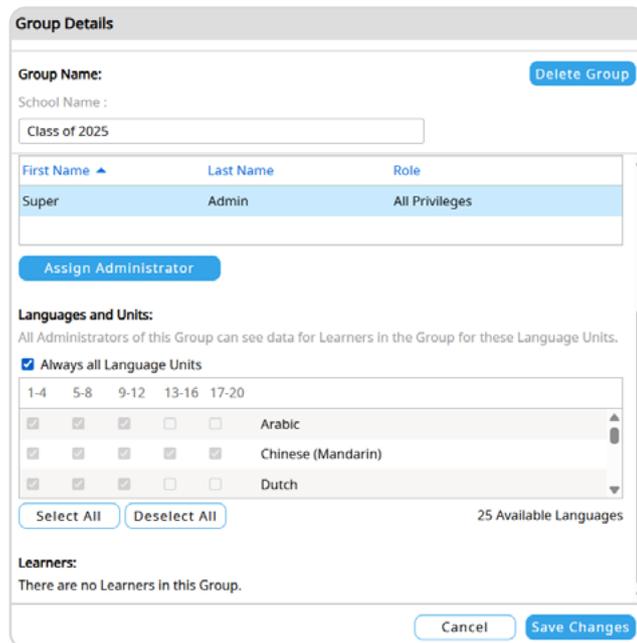Once your Groups are organized, they may look something like this:

This is the highest level Group in the organization. All Groups fall under this one.

Learners can now be rostered to the Subgroups at the lowest level.

STEP 5

For any Groups that will contain Learners, click the name of the Group and assign languages for the Group under **Languages and Units.**

⭐ **Tip:** Check the "Always All Language Units" box to allow Learners to easily be moved between Groups as needed.

✓

Your Groups are now set.

Creating Administrators

Quick Start Guide

- It's easy to add Administrators to your Rosetta Stone site.
- Administrators make up teachers and anyone else who should have access to Administrator Tools to perform actions like editing Learner details and pulling reports!
- You can create varying Administrator Roles that customize the privileges for different types of Administrators; for example, creating a "Teacher" role that only has access to reporting privileges.
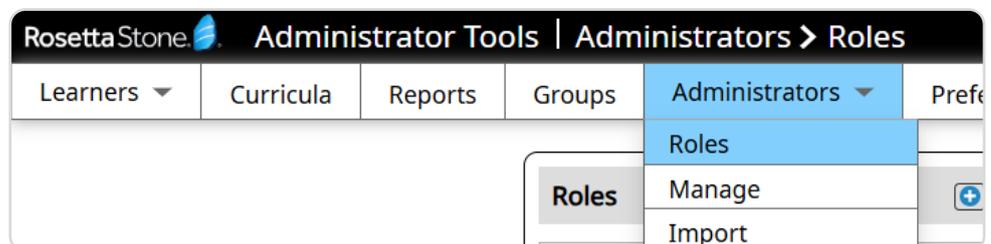
STEP 1

Sign in to your Rosetta Stone Administrator account at your unique domain:

example. rosettastoneclassroom. com
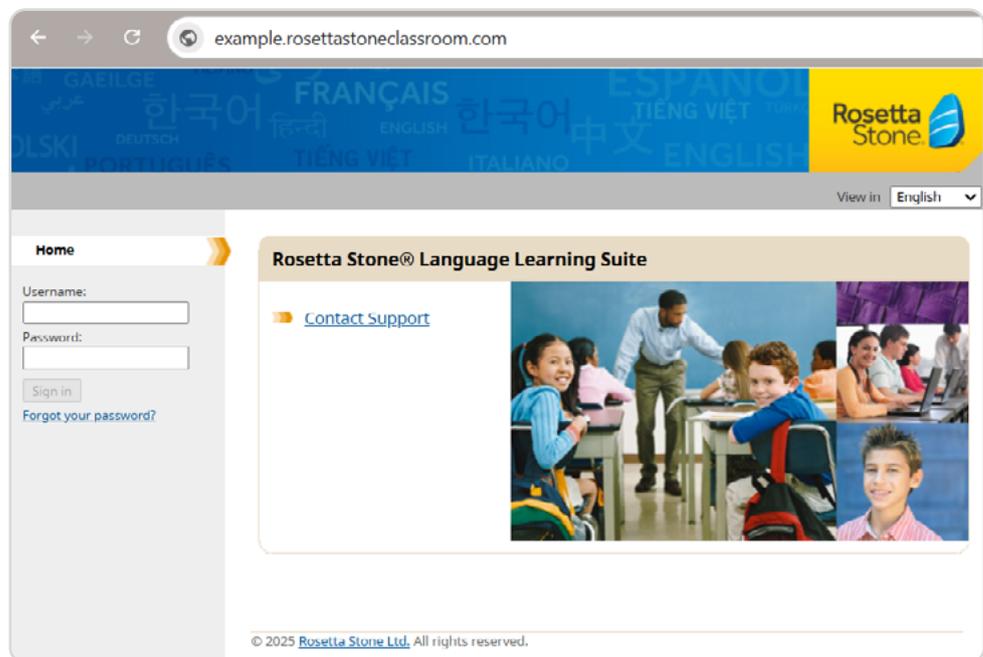
STEP 2

Create Roles for your **Administrators** by clicking Administrators, then **Roles.**

From here, click the blue plus button to add a Role.

Add a new Role.

Any privileges you select here will apply across your site.

View Roles that have been created in your site.

Any privileges you select here will only apply to the Administrator's Group(s).

Click Save Changes to create the Role.

Groups | Administrators ▾ | Preferences

Roles ⊕ | About Roles

Name ▲
All Privileges
Department Head
District Advisor
School Counselor
Teacher

Role Name: [   ] | Delete Role

Global Privileges:
The following permissions are system-wide.
☐ Manage Administrators
Create and edit Roles, add or import Administrators, and assign and edit privileges.

☐ Create and Import Learners
Add or import Learners.

☐ Super Curricula Access
View and edit all Curricula and report on all Learners.

☐ Manage Group Hierarchy
Add and edit Groups, place in Parent Groups, and manage the hierarchy of Groups.

Per-Group Privileges:
The following permissions apply only to Groups an Administrator manages.
☐ Manage Memberships
Add or import Learners to Groups, and remove Learners from Groups.

☐ Manage Learner Data
Edit Learner data: e-mail, name, etc.

☐ Manage Learner Curricula
Edit and report on Curricula.

Administrators assigned to this Role:
First Name | Last Name

Role Name must contain at least 1 character | Save Changes

⭐ **Tip:** "All Privileges" is a Role already built into the product. Any Administrator with this Role can access all of the Administrator Tools. You may want to add Roles to customize access for Administrators, but this is an optional step.

STEP 3

Create a new Administrator account by clicking **Administrators**, then **Manage.**

Learners ▾ | Curricula | Reports | Groups | Administrators ▾ | Preferences
Roles
Manage | Manage ⊕ | Abo
Import

You can view information about a specific Administrator by clicking on their name.

Choose from any of the created Roles to tailor this Administrator's access.

Identify what Groups the Administrator can access.

Choose the Group to assign to this Administrator.

Click **Save Changes** to create the Administrator.

STEP 4

View and edit Administrator information by clicking on an Administrator's name.

Your Administrators are now created.

Make sure your Administrators know their usernames and passwords.
Encourage them to sign in and explore the Administrator Tools!

Rostering Learners via Import

Quick Start Guide

- We recommend creating multiple accounts with a bulk Roster upload.
- Make sure you've set up your Groups before uploading your Roster.
- You can also create accounts one by one if you prefer.

STEP 1

Download the Roster Template (Linked).

STEP 2

Fill out the Roster template with your students' information. Once your Roster is filled out, it may look something like this:

Create a unique username for each Learner.

Create a password for each Learner.

Enter the name of the Group created in Group Setup

Enter the language the user will study.

The default Curriculum is "Standard," but you can view all curricula options **here**.

Username	Password	Group	Language	First Name	Last Name	Middle Name	Curriculum	Notes
JSmith	12938	First Grade	English	John	Smith		Standard	
CAnderson	52345	First Grade	English	Charlotte	Anderson		Standard	
MJones	84304	First Grade	English	Mary	Jones		Standard	
RBrown	65849	Second Grade	English	Robert	Brown		Standard	
MJohnson	78932	Second Grade	English	Michael	Johnson		Standard	
WGarcia	75937	Second Grade	English	William	Garcia		Standard	
JWilliams	84999	Second Grade	English	Jennifer	Williams		Standard	
DMiller	12378	Second Grade	English	David	Miller		Standard	
SDavis	28932	Second Grade	English	Susan	Davis		Standard	
JGarcia	39984	Second Grade	English	Jane	Garcia		Standard	
RSmith	47728	Second Grade	English	Ronald	Smith		Standard	
RMoore	72213	Third Grade	English	Richard	Moore		Standard	
ERodriguez	66942	Third Grade	English	Elizabeth	Rodriguez		Standard	

STEP 3

Sign in to your Administrator account to upload your Roster under the **Import** section of the **Learners** tab.

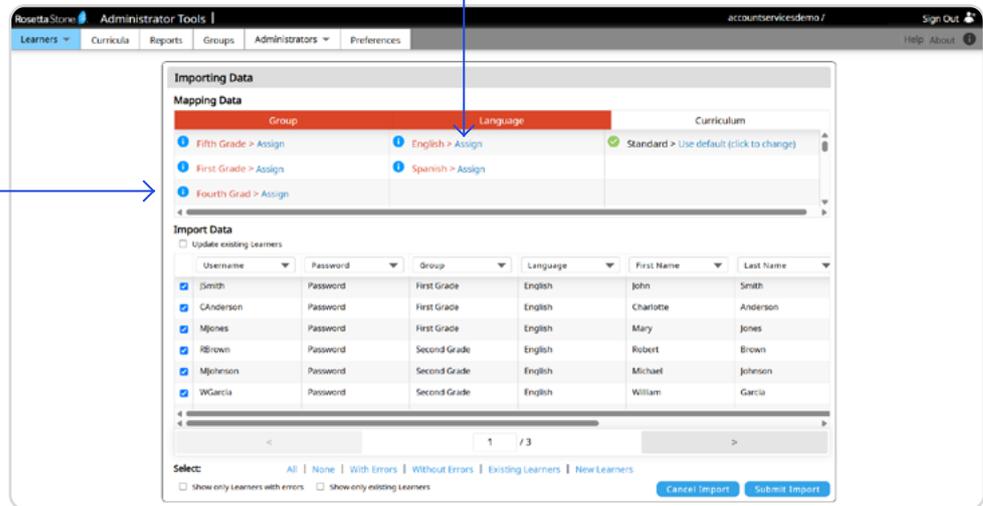Check this box before importing your Roster.

⭐ **Tip:** If you do not see your file, please check to make sure it is saved as a .CSV or .XLS file.
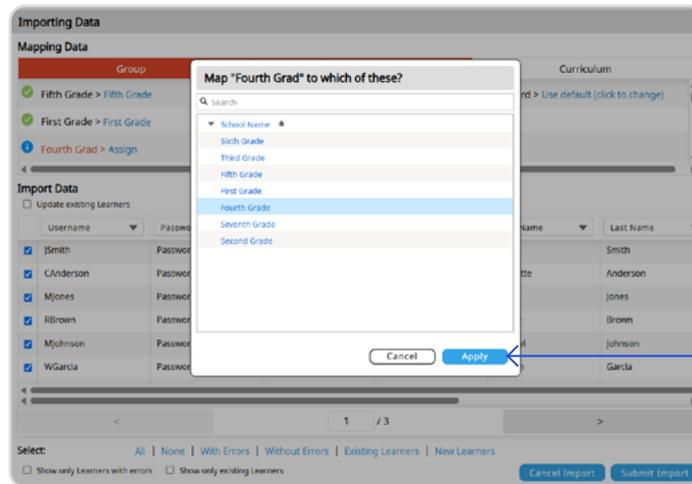
STEP 4

Confirm all fields are correct.

Confirm any data points flagged.

Click here to confirm where the data should be mapped.

⭐ **Tip:** If any data listed on the Roster spreadsheet does not match the fields within the product, you'll be asked to confirm the information before submitting the import.

Select the correct option and click **Apply.**

Once everything is confirmed, click **Submit Import.**

While the import is in progress, you will receive updates in groups of 10.
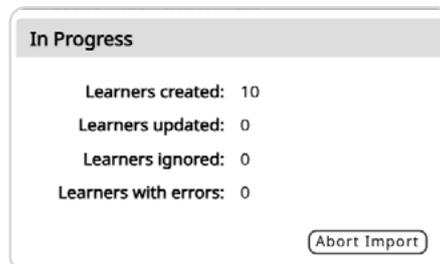
You will also receive a summary once the import is complete.

STEP 4

Provide login credentials to Learners and encourage them to sign in!

⭐ **Tip:** We recommend keeping the original Roster you uploaded so you can provide login credentials to your students. Learners will log in at your school's unique URL (provided in your confirmation email once your subscription starts). We also have **sign-in cards available** for you to print for or email to your students!

✓

The accounts are now ready for use!

Individual Learner Registration

Quick Start Guide

- Fill out a few fields to quickly create a student account.
- Make sure you create Groups before registering a Learner.
- If you need to add multiple students at one time, consider using the Roster Import method.

STEP 1

Log in to your Administrator account and navigate to the **Register** section of the **Learners** tab.
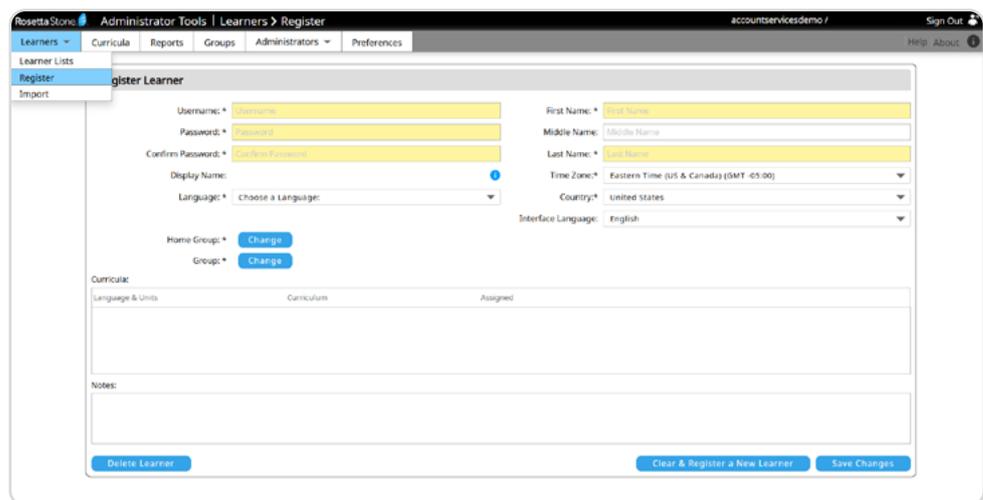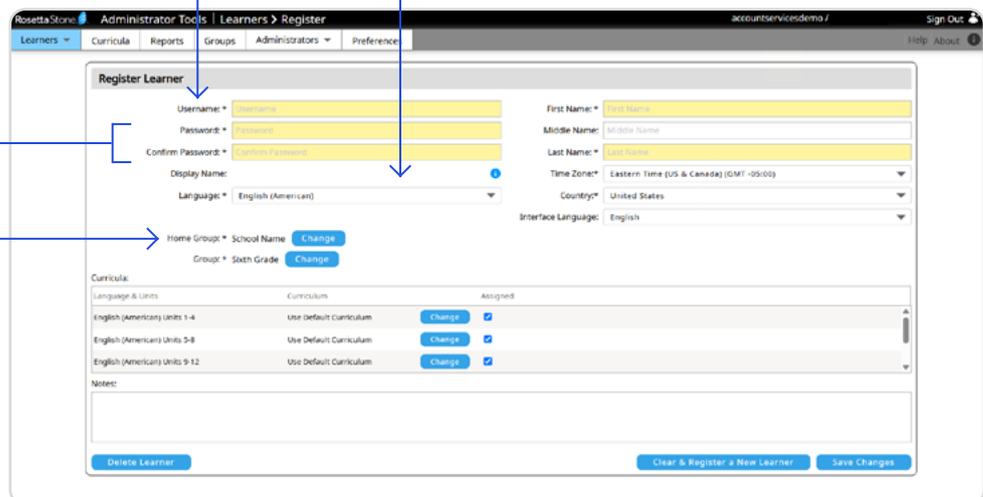
STEP 2

Fill in the fields below to create a single Learner account.

Username must be unique to each student.

Select the language that your student will study.

Assign your students a password that they'll be able to remember.

Place the student into the appropriate Group.

⭐ **Tip:** Individual registration can be helpful if you have a student join in the middle of the semester, and you only need to create a single account.

STEP 3

Fill out or update the optional fields as needed. (View the Learner Registration Support Article for more information.)

Click the **Change** button to select a different **Curriculum.**

⭐ **Tip:** Rosetta Stone is an immersion-based learning platform that relies heavily on audio and visuals, so if you do not see your student's native language on the list of Interface Languages, they will still be able to navigate the program.

STEP 4

Click **Save Changes** to finish creating the account.

✓

The account is now ready for use!

Make sure to provide your student with the username and password you assigned them.

Getting Started for Learners

Quick Start Guide

- Immersive learning brings Learners right into the action of their language.
- Engaging visuals, context clues, written prompts, and spoken words help guide Learners to the correct answers.
- Walk through these steps with your Learners once, and they'll be ready and excited to practice on their own!
- Ensure that Learners are using a device that meets our System Requirements. Learners can download the Rosetta Stone mobile app for their Android or iOS device.

STEP 1

Learners sign in to Rosetta Stone by entering their Learner username and password at your organization's unique domain: example. rosettastoneclassroom. com
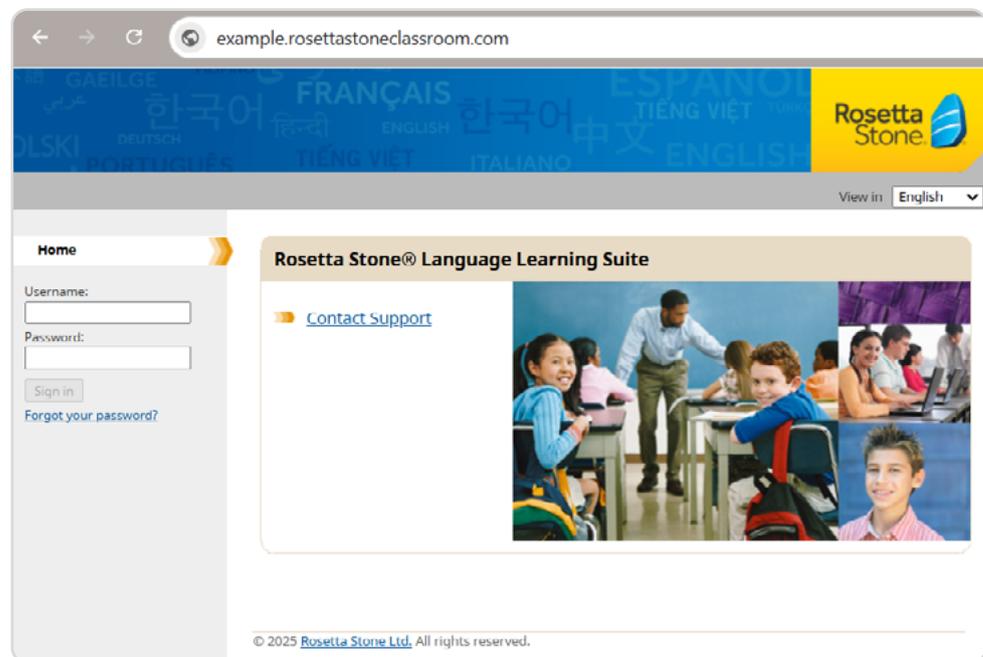
⭐ **Tip:** Retrieve Learner usernames by signing in to your Administrator account and opening your Learner List. Passwords are encrypted, but Administrators can update passwords here as well. If you haven't set up your Learners yet, you'll need to do that first—it's easy, and the **Roster Your Learners** Quick-Start Guide can help!
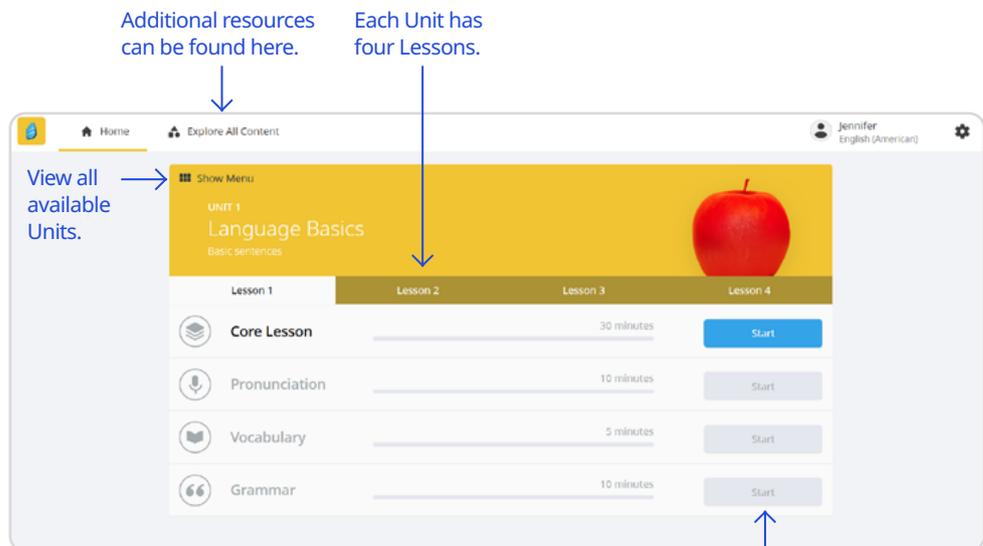
STEP 2

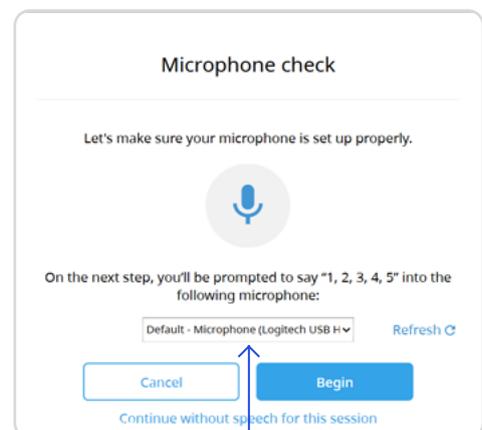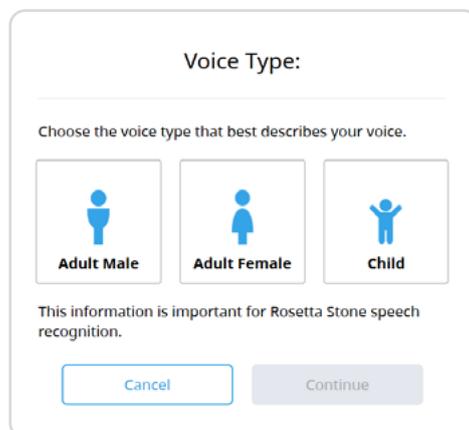Click **Launch Rosetta Stone Foundations** to be brought into the course.

Additional resources can be found here.

Each Unit has four Lessons.
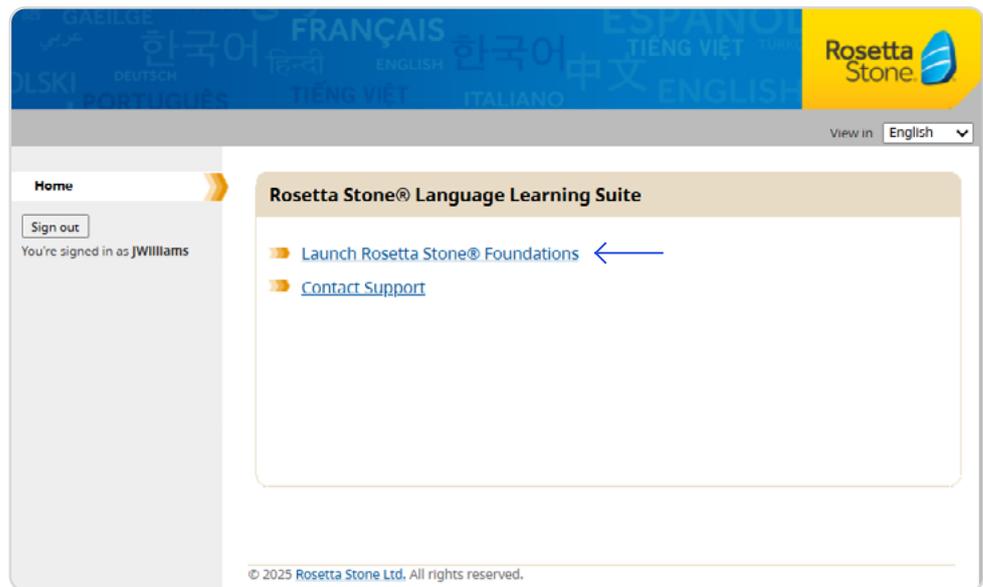
STEP 3

Click the **Start** button to begin the Lesson.

View all available Units.

If the Start button is grayed out, hover over it until it turns blue to access the Activity.

STEP 4

Set the **voice type** and test the microphone.

Make sure the correct microphone is selected from the drop-down menu before performing the test.

STEP 5

View the prompt, and indicate the answer.

a girl

a girl

a boy

Assign the word to the correct picture.

This picture demonstrates the correct word or phrase taught in the Activity.

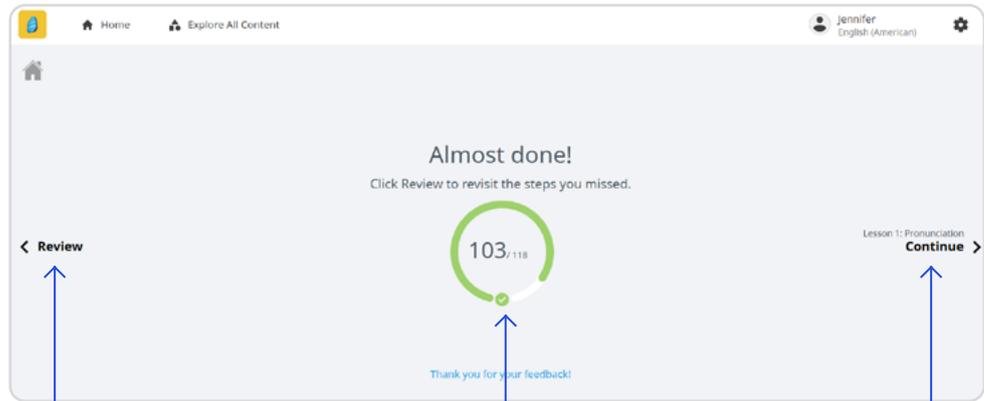**Click on the correct picture that indicates the word above.**

⭐ **Tip:** Rosetta Stone is an immersion-based learning platform. Our method of learning is intuitive and allows you to learn your language in the way that you learned your native language, by picking up on clues and context as you speak.

Learners get immediate feedback with each answer:

a girl

a boy

a girl

a girl

a girl

a boy

⭐ **Tip:** This is one of several kinds of Activities in Rosetta Stone. View all of the Activity types offered in Rosetta Stone here.

STEP 3

Learners receive feedback when the Activity is complete!

Almost done!
Click Review to revisit the steps you missed.

103/118

Thank you for your feedback!

< Review

Lesson 1: Pronunciation
Continue >

Learners can revisit the Activity to try for a better score.

Each Activity includes a threshold for a passing score.

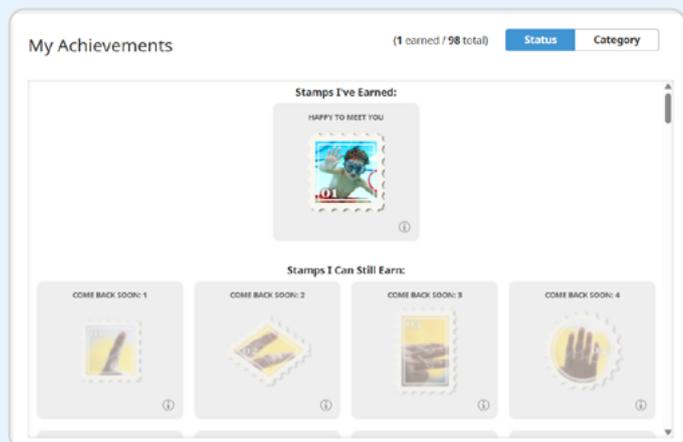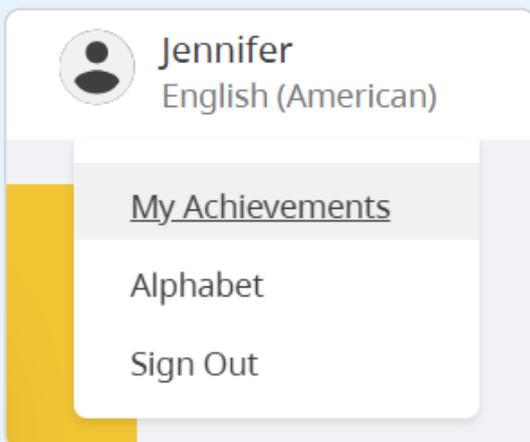Move on to the next Activity in the Lesson.

Congratulations!

As Learners continue to work in Rosetta Stone, they will earn Stamps to show their progress.

Learners can click on their name, then My Achievements to **view Stamps.**

Jennifer
English (American)

My Achievements

Alphabet

Sign Out

My Achievements

(1 earned / 98 total)   Status   Category

Stamps I've Earned:
HAPPY TO MEET YOU

Stamps I Can Still Earn:
COME BACK SOON: 1   COME BACK SOON: 2   COME BACK SOON: 3   COME BACK SOON: 4

Continue practicing to earn more Stamps!