



Getting Started – Online Library

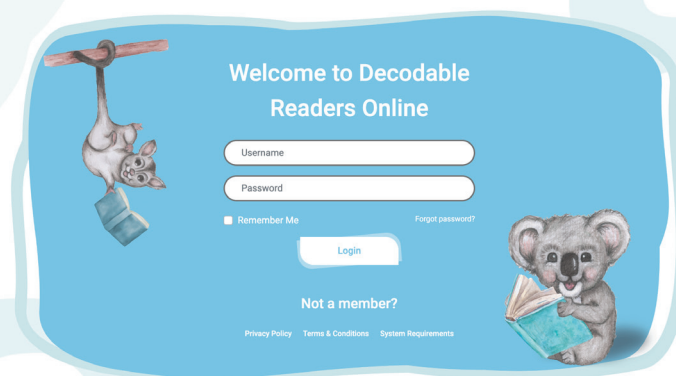
Congratulations on investing in an evidence-based platform to support your students' learning. Our Online Library gives your students the tools to learn, practice and master the necessary skills of reading. Please take the time to read through this 'Getting Started' letter and unpack how to set up your school's Online Library.

You have purchased our Online Library that can be accessed by teachers and students on any device that has web access. No Apps are required as it is an internet site. Teachers may want to save the login page to an iPad or laptop's home screen if they wish for the Library to be easily accessible. Alternatively, teachers can print ID cards with QR codes that auto log a child in using a camera on the device.

Let's get started with your school's set up:

Step 1 – Log into your admin account through the login page. Your Username and Password have been sent to your email.

Login Page: <https://draonline.com.au/>



Step 2 – Once you are logged in, click on your profile picture to add your school name, add a profile/school logo picture and change your password.

Star Primary School School [Log Out](#)

Early Reader 1 **Non-fiction 1** **Level 1**

Early Reader 2 **Non-fiction 2** **Level 2**

- School Management
- Teachers
- Students
- Library
- Lessons
- SPARKLE Kit / Assessments
- SOR Videos
- Professional Development
- Resources
- Billing
- Help Videos

Step 3 – To set up your school and add your teachers, click on the school management tab on the left side.

Star Primary School School [Log Out](#)

Add Teacher

First Name Last Name

Email Address *

[Create](#)

Add Student

Teacher *

First Name Last Name

Username * Date Of Birth

Student Password

[Create](#)

[Bulk Add Students](#) [Bulk reassign Students](#)

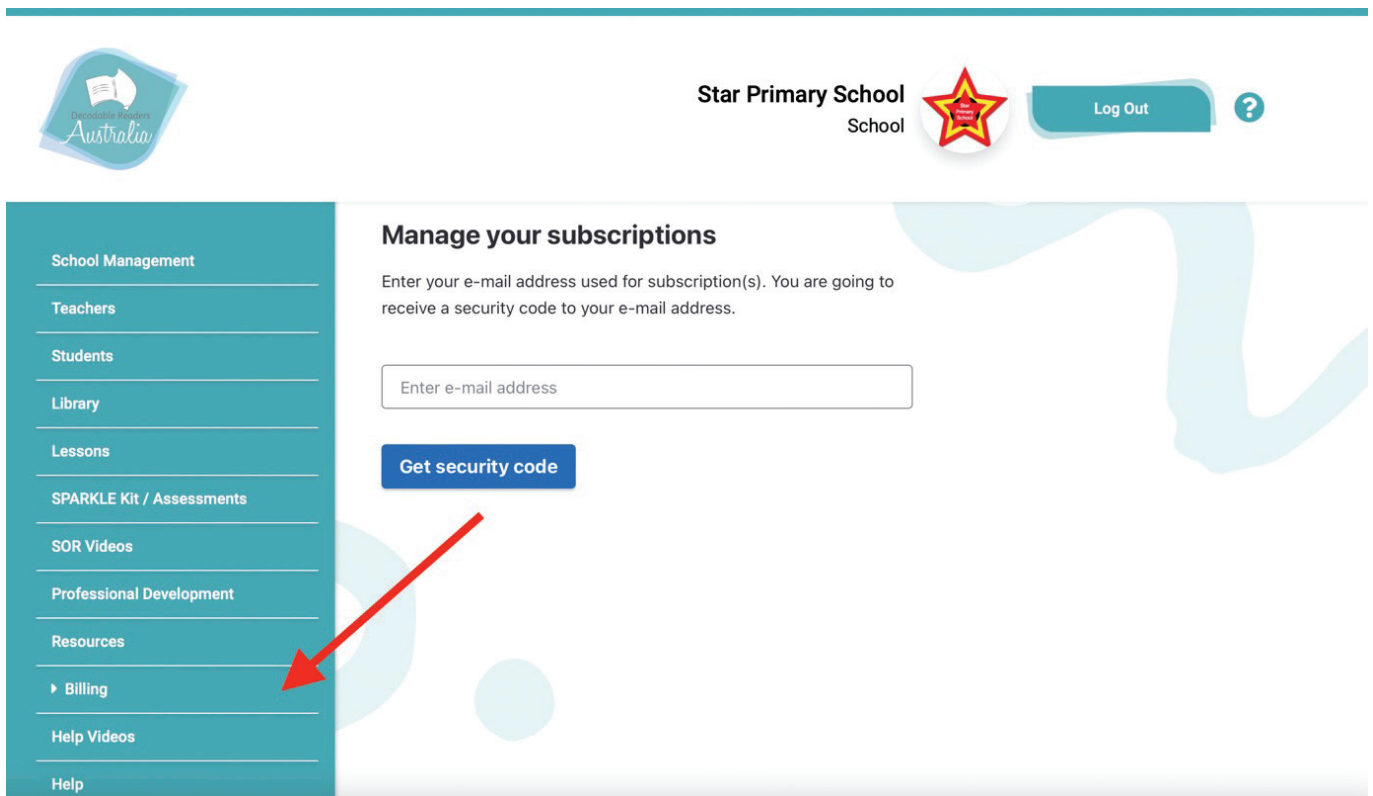
Step 4 – Add teachers by adding the email address, first name and last name to the ‘Add Teacher’ section. Click ‘Create’. A green box will come up with a success notification and this indicates that the teacher will automatically receive their login details via email. *If you are unable to add a teacher it may be because they are active in the system and registered to another school.

You’ll need that teacher to contact their previous school and ask for the previous school to delete them.

Step 5 – Teachers can add their students themselves through their teacher account, however, an admin is able to also add students (class by class) in the ‘School Management’ section. Please watch the help video on how to do this. You’ll find the help videos in the tab that is second from the bottom.

The screenshot displays the 'Star Primary School School' management interface. At the top left is the 'Decodable Readers Australia' logo. The top right shows the school name, a star logo, a 'Log Out' button, and a help icon. A teal sidebar on the left contains a menu with the following items: School Management, Teachers, Students, Library, Lessons, SPARKLE Kit / Assessments, SOR Videos, Professional Development, Resources, Billing, Help Videos (highlighted with a red arrow), and Help. The main content area is titled 'Help Videos' and features a 2x2 grid of video thumbnails. Each thumbnail includes a koala character reading a book and the title of the video: 'How to add students', 'How to delete a teacher', 'How do 2 Teachers Share a Class', and 'How To Create ID Cards'.

Step 6 – To access your PDF invoice and to manage your subscription, go to the Billing tab, third tab from the bottom on the left. You'll need to add the email (the one used to set up the subscription) to get your security code and access the billing section.



The screenshot shows the website interface for Star Primary School. At the top left is the Decodable Readers Australia logo. At the top right, it says 'Star Primary School' with a star icon and a 'Log Out' button. The left sidebar contains a menu with items: School Management, Teachers, Students, Library, Lessons, SPARKLE Kit / Assessments, SOR Videos, Professional Development, Resources, Billing (highlighted with a red arrow), Help Videos, and Help. The main content area is titled 'Manage your subscriptions' and contains the text: 'Enter your e-mail address used for subscription(s). You are going to receive a security code to your e-mail address.' Below this is an input field labeled 'Enter e-mail address' and a blue button labeled 'Get security code'.

Please ensure you watch the help videos if you require any assistance in the set up and roll over of students. If you have any extra questions, please email us at info@decodablereadersaustralia.com.au or use the help contact form on the bottom tab.



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