

CREATING ACCESS TO COGNIA LINCspring ACCOUNTS FOR EDUCATORS

MyJourney Onboarding

Step 1: Login to myJourney

During the Kickoff and Onboarding, the school’s myJourney administrative users will load educators to the Formative Content Library (via bulk upload) to the school-level account. (Note that district-level administrators, district-level myJourney account administrators, and district-level instructional coaches should be added through the district’s myJourney account.) Once added, the users will receive an email to create their passwords and access LINCspring.



Step 2: Select the Assessments icon.

Observations Results

	A	B	C	D	E	F	G
Early Learning Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Elementary Schools	2.89	2.67	3.19	2.68	2.48	3.19	1.67
Middle Schools	2.85	2.69	3.08	2.71	2.41	3.19	1.91
High Schools	3.03	2.90	3.16	2.82	2.77	3.27	1.83
Unit Schools	2.60	2.67	3.14	2.45	2.25	3.04	1.44
District	3.04	2.97	3.29	3.48	3.17	3.51	2.76
All Schools	2.90	2.72	3.17	2.70	2.52	3.20	1.73
AIN Average							

Overall Score: **2.74** AIN Average: **2.75**

A. Equitable Learning, B. High Expectations, C. Supportive Learning, D. Active Learning, E. Progress Monitoring, F. Well Managed Learning, G. Digital Learning

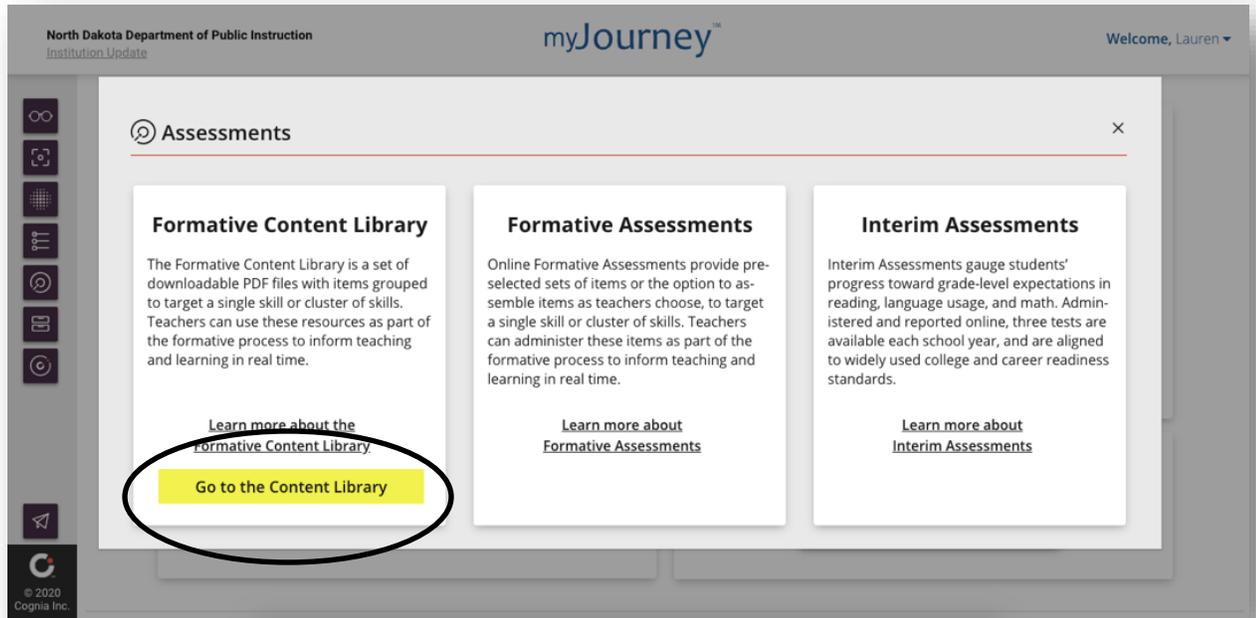
Observations

	Observations Completed	Observations In Progress
Early Learning Schools	0	0
Elementary Schools	1952	161
Middle Schools	458	29
High Schools	697	61
Unit Schools	168	2
District	7	3
Total:	3282	256

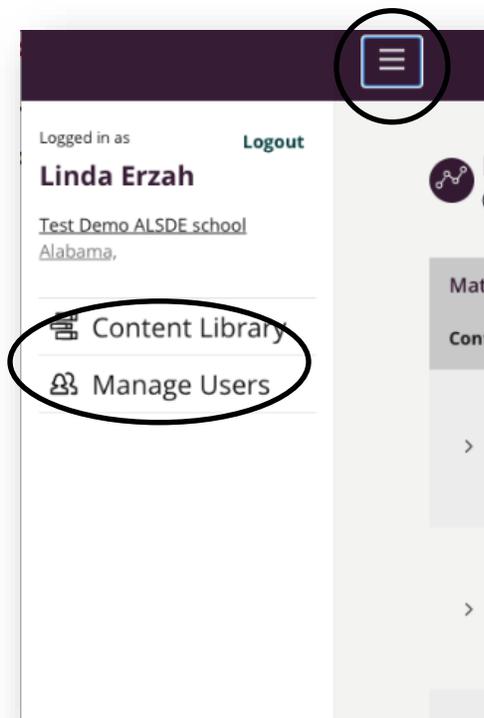
eProve elect

Go to elect

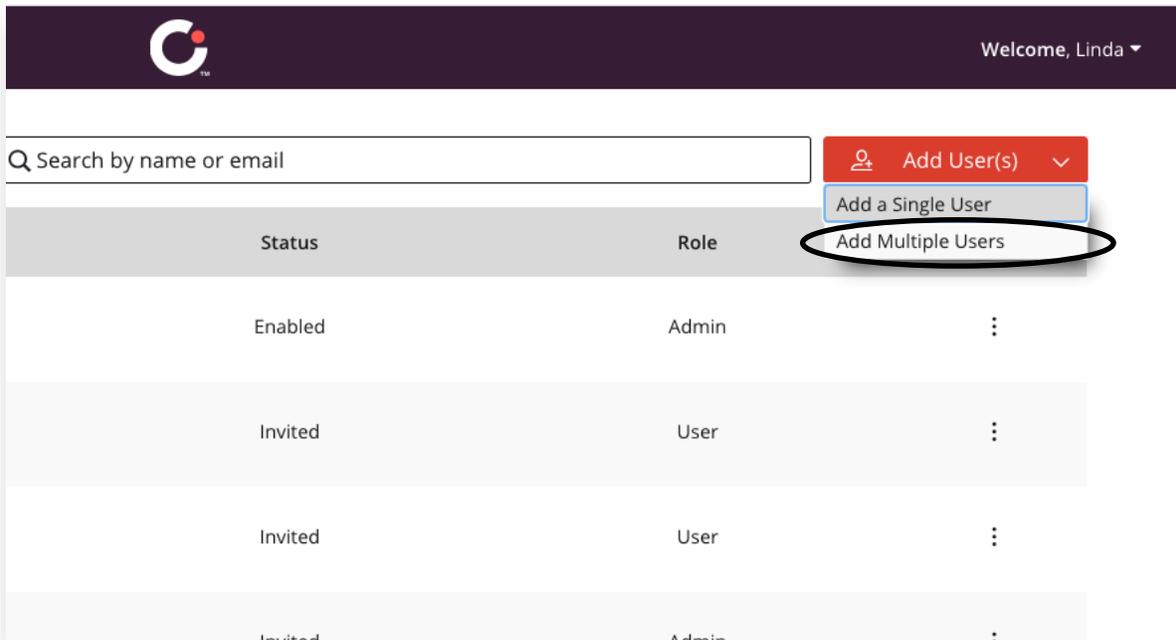
Step 3: Navigate to Formative Content Library.



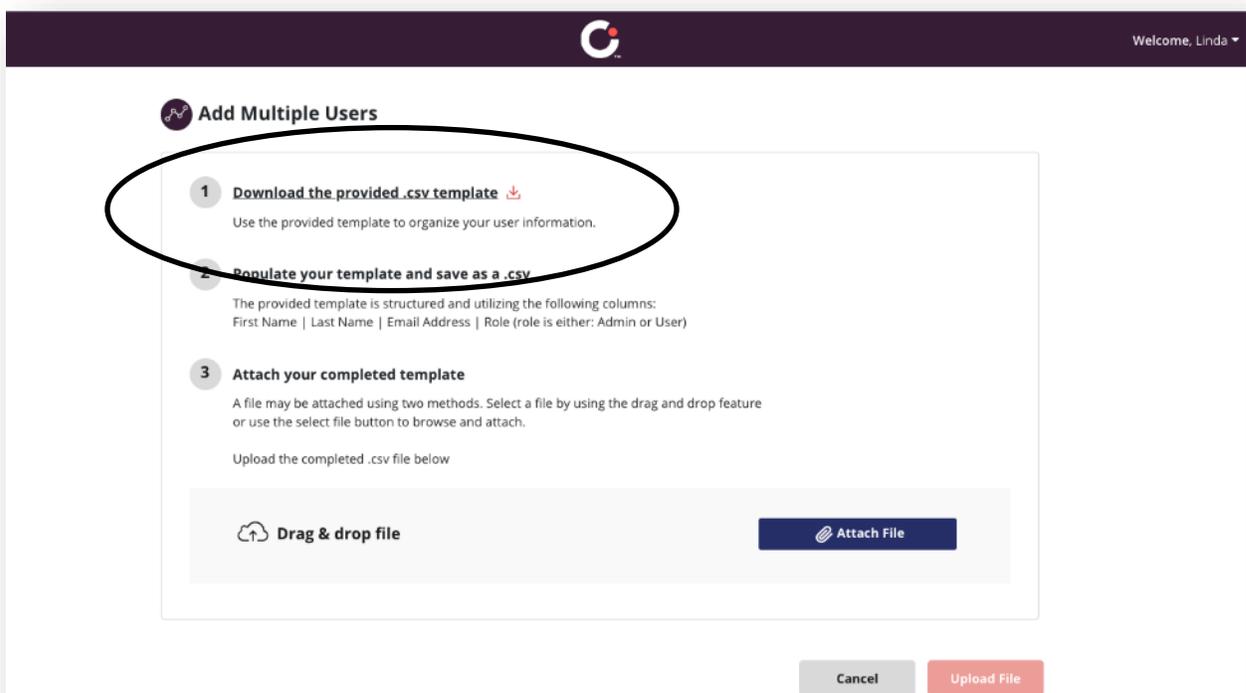
Step 4: In the upper left-hand corner of the dashboard, select the menu icon (3 lines) and then choose "Manage Users".



Step 5: Click Add Users, Select Add Multiple Users. Begin the process of adding multiple users by selecting the 'Add Users' button and starting the process to load multiple users by selecting the 'Add Multiple Users' option.



Step 6. Download the csv template.



Step 7. Populate the information First Name, Last Name, Email Address, and Role. There are two roles that can be assigned: User and Admin. Assign roles to your users as following: *User (teacher) or Administrator (school-level administrators, school-level myJourney, school-level instructional coaches and anyone else who would require school-wide supervisory/management access).*

The image shows a spreadsheet interface with a formula bar at the top containing 'fx' and 'First Name'. The spreadsheet has columns labeled A, B, C, and D, and rows numbered 1 through 9. Row 1 contains the headers: 'First Name' in column A, 'Last Name' in column B, 'Email Address' in column C, and 'Role' in column D. The cell 'First Name' in row 1, column A is highlighted with a green border.

	A	B	C	D
1	First Name	Last Name	Email Address	Role
2				
3				
4				
5				
6				
7				
8				
9				

Step 8. Attach your file to complete the process

The image shows a web interface titled 'Add Multiple Users'. It contains three numbered steps:

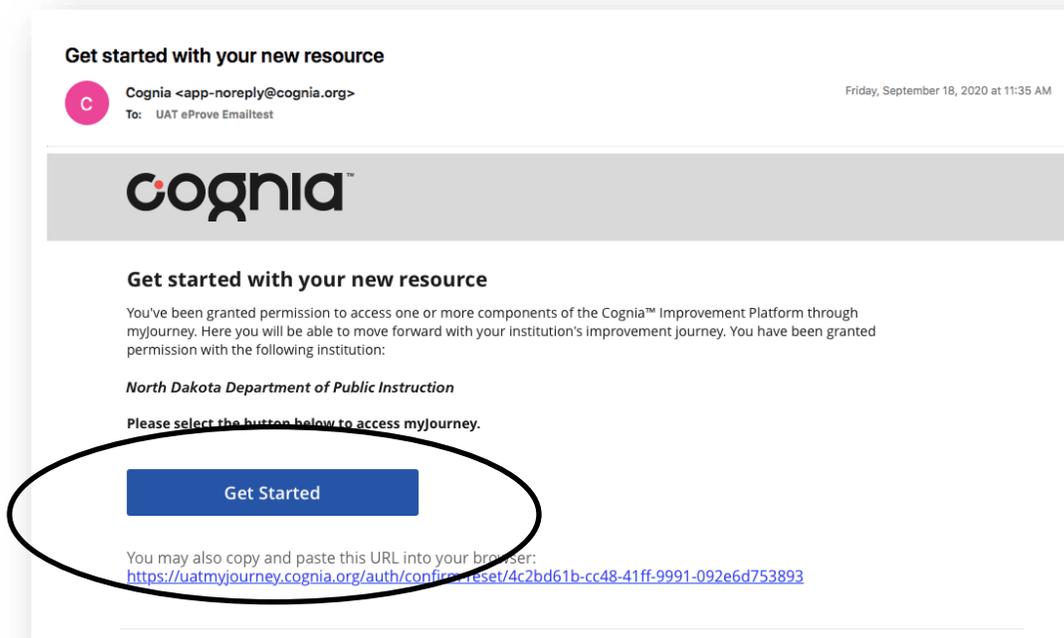
- 1 Download the provided .csv template** (with a download icon): Use the provided template to organize your user information.
- 2 Populate your template and save as a .csv**: The provided template is structured and utilizing the following columns: First Name | Last Name | Email Address | Role (role is either: Admin or User)
- 3 Attach your completed template**: A file may be attached using two methods. Select a file by using the drag and drop feature or use the select file button to browse and attach. Upload the completed .csv file below.

 The third step is circled in black. Below the instructions, there is a file upload area showing a file named 'upload_multiple.csv' with a size of '85 B' and a close icon 'X'.

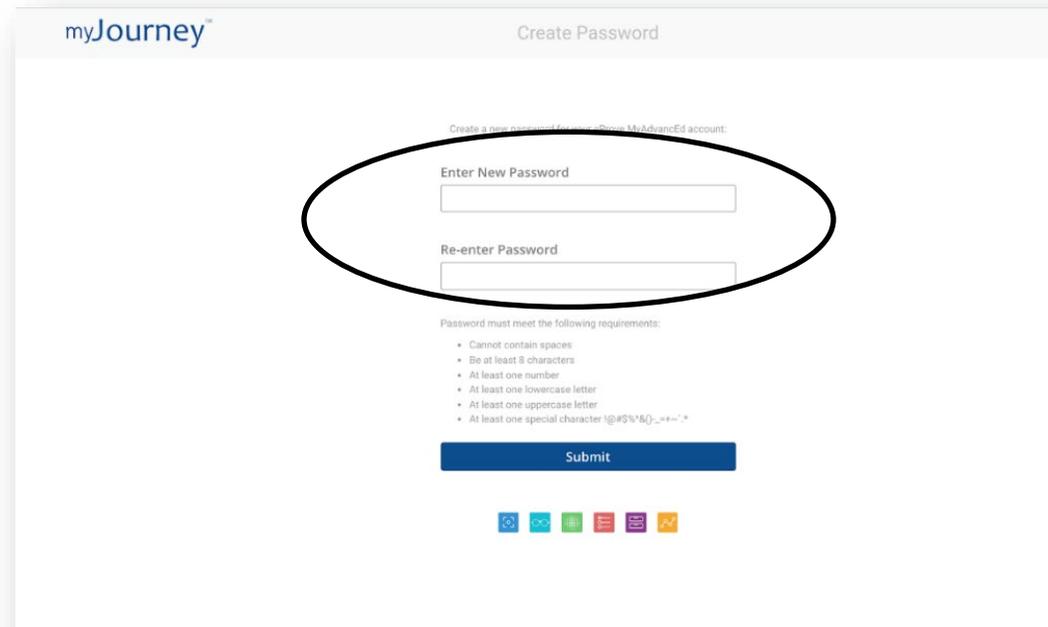
myJourney Password Creation

Step 9. To create password, the user will select the 'Get Started' button from the welcome email that he/she received; and enter their password twice.

Select 'Get Started'



Step 10. Enter your password twice



LINCspring Signup

Step 11. Once the password is created, the user will be taken to the login page and enter their email and newly created password. On of the myJourney dashboard, select “Trusted Partners” from the left side navigation.

North Dakota Department of Public Instruction
Institution Update

myJourney™

Welcome, Lauren ▾

Observations Results

All (3282) Certified Observers (0)

	A	B	C	D	E	F	G
Early Learning Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Elementary Schools	2.89	2.67	3.19	2.68	2.48	3.19	1.67
Middle Schools	2.85	2.69	3.08	2.71	2.41	3.19	1.91
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District	3.04	2.97	3.29	3.48	3.17	3.51	2.76
AIN Average	2.90	2.72	3.17	2.70	2.52	3.20	1.73

Overall Score: **2.74** AIN Average: **2.75**

A. Equitable Learning, B. High Expectations, C. Supportive Learning, D. Active Learning, E. Progress Monitoring, F. Well Managed Learning, G. Digital Learning

Observations

All (3538) 30 Days (8) 2020-21 SY (8)

	Observations Completed	Observations In Progress
Early Learning Schools	0	0
Elementary Schools	1952	161
Middle Schools	458	29
High Schools	697	61
Unit Schools	168	2
District	7	3
Total:	3282	256

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Go to elect

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Step 12. Next, select on “Go to LINCspring’.

Holy Savior Academy
Diocese of Metuchen
Institution Update

myJourney™

Welcome, Linda ▾

Observations Results

All (66) 30 Days (0) Certified Observers

A. Equitable Learning	0
B. High Expectations	0
C. Supportive Learning	0
D. Active Learning	0
E. Progress Monitoring	0
F. Well-Managed Learning	0
G. Digital Learning	0

Overall Score: **3.42** AIN Average: **3.42**

Trusted Partners

Strengthen instruction with an online platform for coaching and professional learning. LINCspring offers teachers customizable pathways to implement student-centered, personalized learning.

[Learn more about LINCspring](#)

[Go to LINCspring](#)

Manage Users

elect Certified (1.0, 2.0 or both)
Not elect Certified, No Training Assigned
Not elect Certified, Training Assigned
Available Training Seats: **8**

e|Prove elect

Go to elect

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Step 13. The user will be presented with the LINCspring signup page where he/she will enter their name, email.

Create your account

Welcome to LINCSPRING! Please fill out your information and enter your demo code.

Name * Last name *

Email address *

Password * Password confirmation *

Access Code *

[Register](#)

[Already have an account? Login](#)

Step 14. The user will then land on the LINCspring dashboard, where he/she can use the resources available there.

Educator Landing Page (School-Level)

Please check your email to confirm your LINCspring account to maintain access to LINCspring. If you did not receive the email, please [click here to resend it](#) or email support@lincspring.com for help.

LINCSPRING Search Available

Linda Erzah - DTC
CPO-AK-Knoxville Catholic High School
Learner

Back

Progress Groups Portfolio My Goals

Yearly Transformation [View](#) Total Hours Engaged

0% 0 hrs

Need support? Message our team!

Coach Landing Page (School-Level Administrators and Coaches)

Please check your email to confirm your LINCspring account to maintain access to LINCspring. If you did not receive the email, please [click here to resend it](#) or email support@lincspring.com for help.

Available

LINCSPRING

- [Dashboard](#)
- [Organizations](#)
- [Cycles](#)
- [Playlists](#)
- [Community](#)
- [Settings](#)
- [Coaching](#)

Organizations Total Goal Completion

TOTAL GOAL COMPLETION RATE

Organizations

Progress

Invitations

Frequency of Use

Graph Content

Overall Progress

Pre Spark Generativity

0%

Total Hours Engaged

0 hrs

Average Per Teacher

0 hrs

0%

HOURS USED / CONTRACTED HOURS

There are no Organizations to show.

Need support? Message our team!

adminidistrict@yopmail.com
COACH

Use LINCspring as a Learner

Admin Panel

logout

Super Admin User Landing Page (District-level Administrators and Coaches)

Please check your email to confirm your LINCspring account to maintain access to LINCspring. If you did not receive the email, please [click here to resend it](#) or email support@lincspring.com for help.

Available

LINCSPRING

- [Dashboard](#)
- [Organizations](#)
- [Cycles](#)
- [Playlists](#)
- [Community](#)
- [Settings](#)
- [Coaching](#)

Organizations Total Goal Completion

TOTAL GOAL COMPLETION RATE

Organizations

Progress

Invitations

Frequency of Use

Graph Content

Overall Progress

Pre Spark Generativity

0%

Total Hours Engaged

0 hrs

Average Per Teacher

0 hrs

0%

HOURS USED / CONTRACTED HOURS

There are no Organizations to show.

Need support? Message our team!

kelessa@advanc-ed.org
COACH

Use LINCspring as a Learner

Admin Panel

logout



Continuous Single Sign On Access

Upon successful completion of this process, the user will go to myJourney login page.) Upon re-entering LINCspring, the user will not have to re-enter credentials as a result of the Single Sign On application.

Recommendation: Bookmark the site at <https://myjourney.cognia.org/login>