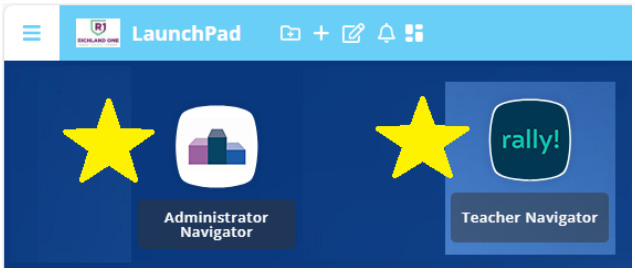
Accessing Teacher & Admin Navigator

About *Teacher Navigator* and *Administrator Navigator*

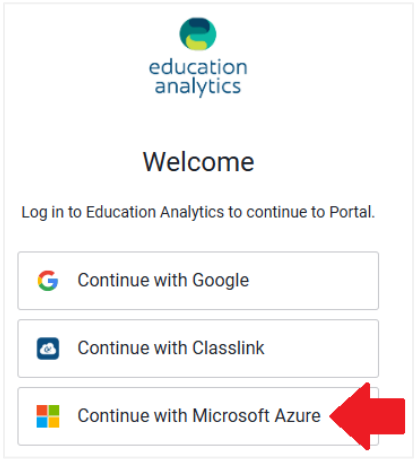
Teacher Navigator (*Rally*) and **Administrator Navigator** (*Podium*) are Analytics Platforms that allow educators to see multiple assessments, attendance, chronic absenteeism, and grades all in one place.

How to Login

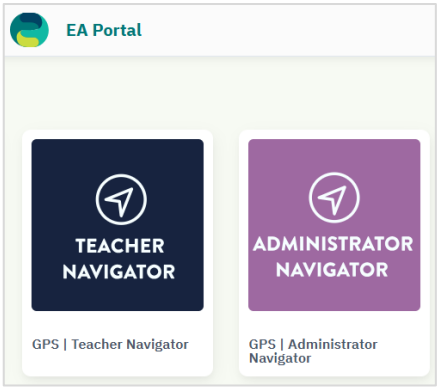
1. From the district's home page (richlandone.org), click on "R1 Portal" in the top right corner to open ClassLink.
2. Login with your network credentials.
3. Find the ***Administrator Navigator*** or ***Teacher Navigator*** icon and click on one of them to open the EA Portal (both icons direct to the same webpage: portal.edanalytics.app).



4. From the Portal landing page, click on the "Log in" button.



5. Once you click log in, you will see the option to choose to login with a Google or Microsoft account. To use your district account, click on the button for Microsoft.
6. You will be prompted to login using your network credentials (your district email address and password). The Microsoft Consent Screen may appear for you to accept that Education Analytics Apps need your consent before proceeding.



7. From the EA Portal Home Screen, click on the "Administrator Navigator" icon to open Podium or the "Teacher Navigator" icon to open Rally. You may be prompted again to select your account to login – always choose Microsoft to use your district account.
    a. If you do not see the appropriate Navigator icon(s) in your Portal, please contact the system administrator (*information below*) to add access to your account.

RICHLAND ONE
ACCOUNTABILITY, ASSESSMENT, RESEARCH & EVALUATION

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