



Welcome to the VictoryVR Instructor Administration Tutorial

Once you have logged into the VictoryVR instructor admin area you will see 5 list items in white font along the top: Home, Download Units, Manage Students, FAQ and Contact. Let's highlight how to use each one.

On the home page, you will see a list of grade levels to better organize your classes. There are also tabs to set up the different periods as well. Once you have set up your student accounts, this is the area where their assessment scores will be automatically calculated and recorded for your viewing.

Next is the download units page. Here is the area where you will be able to download units, Teacher Support Pages, and Assessments. At the top of that page, there is a tutorial that shows you how to do this.

On the Manage students page, you have the ability to create, edit, and delete student information. Add a student by clicking the 'Add student' button. As you add each student, you will assign them a unique four-digit PIN code. Many schools choose to use the first four or last four numbers of pre-existing student identifiers. When adding a student, you will be given the options of selecting grade level and class period. You can edit student data by clicking the 'edit' button in the row of the respective student. Simply remove a student from the class roster by clicking the delete button.

The FAQ page is where you will find answers to common questions we get regarding our software. If you have an inquiry beyond what's covered on the FAQ page, contact our technical support team by completing the brief form on the contact page.

Once you are finished using the system for the day, select the blue logout button in the upper right-hand corner.