

# Steps to Get Your Teachers the Tools they Need

One or more of the teachers in your school or institution would like you to purchase online app licenses from Blast Off to Learning. To do this, you will need to do the steps below.

**1. Create an Account as Admin:** Go to <https://blastofftolearning.com>, in the upper right corner, select "Register". Then create an account using your school's email. Select the first role for admin, and if you're also a teacher, select the second role (teacher/tutor).

**2. Get Quote:** Once your email is validated, log in. You will see your Admin Dashboard. From the admin menu (under your school's name), select "Get App Quote". Then, for each app you want to purchase, specify the quantities and hit "submit". A quote will be created for you to print out or save.

**3. E-mail PO & Quote:** To submit a PO, email the Purchase Order along with either a PDF of the quote or the quote ID (top right of the quote) so that we know how to process the order. Email to: [purchaseorders@blastofftolearning.com](mailto:purchaseorders@blastofftolearning.com)

**4. Create Teacher List:** Now you will need to enter the teachers to your school's teacher list. These are the teachers that will receive the apps.

To do this, go to your Admin Menu and select "Teacher List", and add the teachers to your list. When you do this, emails will be sent to your teachers to let them know to register. Once they register, you will receive an email to notify you so you can assign the apps to them. You can also see, in the 'status' column of the table, if they're registered.

**5. Assign Licenses:** To assign the licenses, go to your Admin Dashboard, and scroll down to the License Table. Next, select the buttons on the right to 'Assign or Reassign Teacher'. If your teacher's name is not present in the drop down menu, then your teacher has either not yet created an account or used a different email when creating their account. Once you select the teacher, they will see the app on their Teacher Dashboard. And your job is done!

Role(s) - Check all that apply.

☒ I am a school administrator who will assign licenses to one or more teachers.

☒ I am a teacher/tutor.

**Blast Off to Learning**  
Here to help you help your student.

Liz Mason  
Cart 0

Dyslexia Info • Reading Programs • Products • FAQ • Phonics Evaluations • Dashboard

**Administrator Dashboard for Sunshine Elementary**

Invoices • Order History • Get App Quote • Teacher List • PO Info • Admin FAQ

School ID #267 - View/Change School Information

Product	Quantity	City
Explore Our World - Vol 2 - Reading Comprehension	1	
Explore Our World - Vol 3 - Reading Comprehension	1	
The Little Monster - The Adventures of Max & Liz - 3	1	
I Can Fly Lesson Slides	1	
Blast Off to Reading Web-App	1	

Go Back | Print Quote

Quote ID: 1221  
School ID: 267

**Your Quote from Blast Off to Learning, LLC**

website: [www.BlastOffToLearning.com](http://www.BlastOffToLearning.com)  
email: [contact@BlastOffToLearning.com](mailto:contact@BlastOffToLearning.com)  
208A Oxhead Road, Centereach, NY 11720  
phone (call or text) 631-780-4206  
W9 available upon request.

This quote, #1221, is valid for 30 days from this date of 11-22-2024.  
Please print this document for your records.

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Teacher List

No	Name	Email	Status	Action
1	Linda Newton		registered	<a href="#">Edit</a> <a href="#">Delete Teacher</a>
2	Donna Allister		not registered	<a href="#">Edit</a> <a href="#">Delete Teacher</a>

License Table								<a href="#">download license CSV file</a>
No.	License #	Order #	Item Name	Teacher's Name	Student Name or Nickname	Student ID	Expire Date	Teacher Assignment
1	3754	6208	The Little Monster - The Adventures of Max & Liz - 3	Linda Newton	no student assigned		11-22-2025	<a href="#">Assign or Reassign Teacher</a>
2	3755	6208	I Can Fly Lesson Slides	Linda Newton	no student assigned		11-22-2025	<a href="#">Assign or Reassign Teacher</a>
3	3756	6208	Blast Off to Reading Web-App	no teacher assigned	no student assigned		11-22-2025	<a href="#">Assign or Reassign Teacher</a>
4	3757	6208	Blast Off to Reading Web-App	no teacher assigned	no student assigned		11-22-2025	<a href="#">Assign or Reassign Teacher</a>
5	3758	6208	Blast Off to Reading Web-App	no teacher assigned	no student assigned		11-22-2025	<a href="#">Assign or Reassign Teacher</a>
6	3759	6208	Blast Off to Reading Web-App	no teacher assigned	no student assigned		11-22-2025	<a href="#">Assign or Reassign Teacher</a>
7	3760	6208	Blast Off to Reading Web-App	no teacher assigned	no student assigned		11-22-2025	<a href="#">Assign or Reassign Teacher</a>