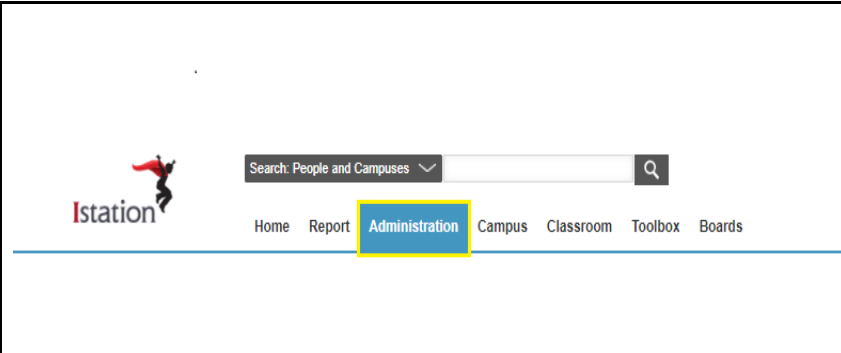
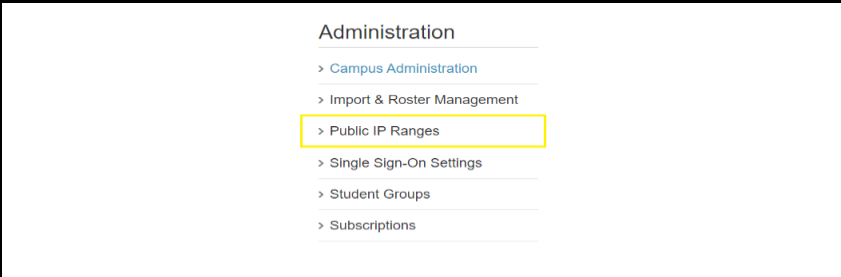
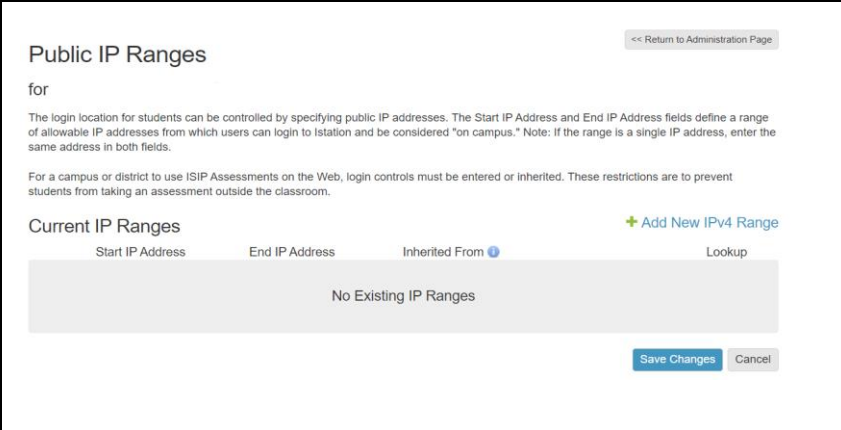




How to Set Up Public IP Ranges

The login location for students can be controlled by specifying public IP addresses. The start IP address and End IP address fields define a range of allowable IP addresses from which users can login to Istation and be considered "On Campus". For Oral Reading Fluency to be accessible; Public IP ranges must be set.

<p>Step 1: For District managers after logging into istation.com select the administration tab at the top of the page.</p> <p>For charter school campus managers this will be on the left hand side.</p>	 A screenshot of the Istation website's navigation bar. The 'Administration' tab is highlighted with a yellow box. Other tabs include Home, Report, Campus, Classroom, Toolbox, and Boards. A search bar is visible above the navigation tabs.
<p>Step 2: In the left menu, select Public IP Ranges.</p>	 A screenshot of the 'Administration' menu. The 'Public IP Ranges' option is highlighted with a yellow box. Other options include Campus Administration, Import & Roster Management, Single Sign-On Settings, Student Groups, and Subscriptions.
<p>Step 3: The public IP ranges page will show the current public IP ranges input, if any. Select Add New IPv4 Range. This will prompt a new box that allows you to add a new IP Range by the Start & End IP address or the CIDR block. Once done click add IP range.</p>	 A screenshot of the 'Public IP Ranges' configuration page. It shows a title 'Public IP Ranges' and a subtitle 'for'. Below this is explanatory text about IP ranges. A section titled 'Current IP Ranges' contains a table with columns for Start IP Address, End IP Address, Inherited From, and Lookup. The table is currently empty, displaying 'No Existing IP Ranges'. There is a '+ Add New IPv4 Range' button and 'Save Changes' and 'Cancel' buttons at the bottom.

Step 4: Once you've added the range(s) needed you will be asked to save changes or cancel to remove.

Step 5: In order for the rest of the district to inherit the new ranges created. You will need to propagate them. Select the **Administration** tab at the top of the page.

Note: For Charter Schools you do not need to continue to step 6.

Step 6: Look for the pencil & paper icon halfway down the page. **Select the icon.** A new page will prompt.

On the next page select **Edit District Defaults.**

At the bottom of this page you will find Campus Propagation. **Check the box** at the bottom of the page and then click **Update District information.**

For technical support please contact: Istation Support 1866-883-7323, option 2, support@istation.com. Monday-Friday 6:00 am- 5:30 pm MST.