

Assigning MobyMax Licenses to Learners (through 7/4/2025)

Summer 2025



Note: Unless you are a member of the Statewide DL Team (Literacy Minnesota staff), you should have a TEACHER account in MobyMax, regardless of your actual role or job title at your program. Only DL Team members should have admin-level accounts in our statewide "school." Staff with teacher-level accounts are able to complete all of the steps below, as long as a DL Team member has granted them the ability to assign licenses.

1 Sign in to your MobyMax Teacher account.

The screenshot shows the MobyMax Central dashboard. At the top, there is a green navigation bar with the text "MobyMax Central" on the left and icons for home, print, help, and notifications on the right, along with a search bar. Below the navigation bar is a blue banner with the text: "Important! Let your school administrator know that the MobyMax license will expire in just 15 days! Your license expires on Jul 4, 2025." Underneath the banner are four buttons: "ASSIGN DAILY TIME", "CREATE ASSIGNMENT", "SEND A VIBE", and "CUSTOMIZE DASHBOARD". The dashboard is divided into two main sections. On the left is the "Quick Access" section, which includes a "Recently Viewed" area with the text "Your most recently viewed modules will appear here." and a "Cross-Curricular Reporting" area with links for "Student Summary", "Assigned Daily Time", "Charts and Graphs", and "Custom Reports". On the right is the "How-To Videos" section, which features a grid of video thumbnails with titles such as "How To Start Your Students with a Placement Test", "How to Analyze Student Placement Test Data", "Getting Started with Adaptive Learning", and "How Do I Monitor Student Progress?". A "More" link is located to the right of the video grid.

2 Go to the "Tools" tab.

MobyMax Central

HOME CURRICULUM **TOOLS** HELP

Important! Let your school administrator know that the MobyMax license will expire in just 15 days!
Your license expires on Jul 4, 2025.

ASSIGN DAILY TIME CREATE ASSIGNMENT SEND A VIBE CUSTOMIZE DASHBOARD

Quick Access

Recently Viewed
Your most recently viewed modules will appear here.

Cross-Curricular Reporting

Student Summary Charts and Graphs
Assigned Daily Time Custom Reports

How-To Videos [More](#)

- How To Start Your Students with a Placement Test
- How to Analyze Student Placement Test Data
- Getting Started With Adaptive Learning
- How Do I Monitor Student Progress?

3 Click "Licenses."

MobyMax Central

HOME CURRICULUM **TOOLS** HELP

Report

- Assignments
- Assigned Daily Time
- Not Passed
- Live Real Time
- Student Summary
- Student Dashboards
- Classroom Dashboards
- Charts and Graphs

Manage

- Student Roster
- Parent Roster
- Settings
- My Account
- Licenses**

Earn

- Amazon Gift Cards
- Classroom Funding

Communicate

- Messenger
- Announcements & Tasks
- Reviews

Engage

- Contests
- Games
- Vibes
- Badges
- Reward Students
- Certificates

4 Click this radio button.

The screenshot shows the 'Student Licenses' interface. At the top, there are tabs for 'STUDENT LICENSES', 'TEACHER', 'OTHER CURRENT LICENSES', and 'LICENSE HISTORY'. Below the tabs, the page title 'Student Licenses' is followed by a search icon and summary statistics: 'Total Licenses Purchased: 2050', 'Assigned: 1', and 'Unassigned: 2049'. A row of action buttons includes 'ASSIGN', 'UNASSIGN', 'ASSIGN FROM FILE', and 'ASSIGN FROM PREVIOUS LICENSE'. Below this is a table with columns: 'Subject', 'Purchased For', 'Expiration Date', 'Total Purchased', 'Assigned', and 'Unassigned'. The first row of the table has a radio button selected, which is highlighted with an orange circle. The data in this row is: 'All Subjects', 'Literacy Minnesota', 'Jul 5, 2026', '2,050', '1', and '2,049'.

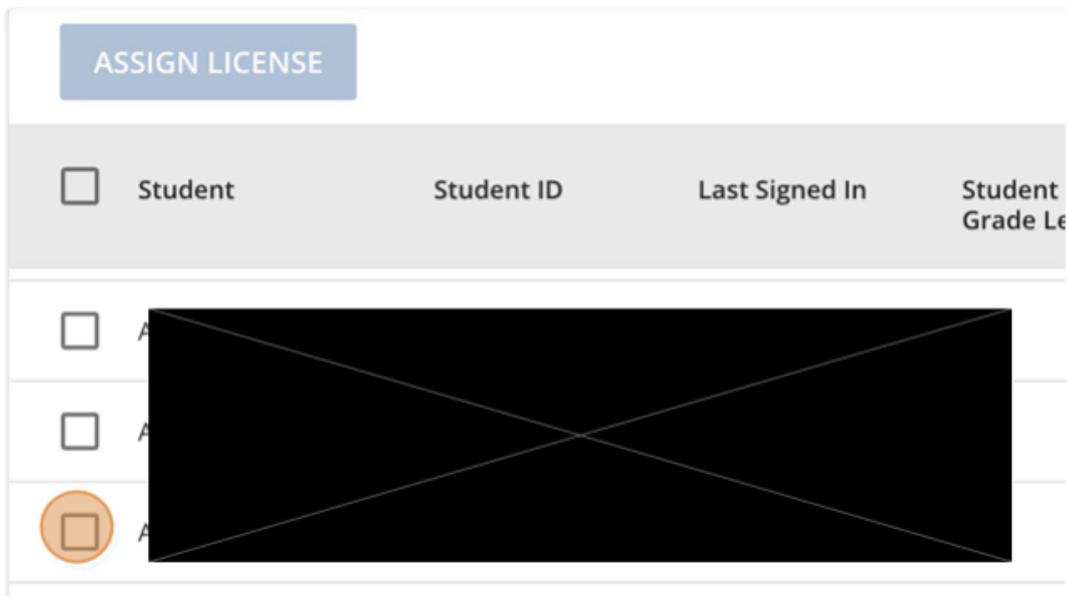
Subject	Purchased For	Expiration Date	Total Purchased	Assigned	Unassigned
<input checked="" type="radio"/> All Subjects	Literacy Minnesota	Jul 5, 2026	2,050	1	2,049

5 To assign licenses one-by-one to a small number of learners, click "Assign."

This screenshot is identical to the one above, but the 'ASSIGN' button is highlighted with an orange circle instead of the radio button. The rest of the interface, including the tabs, summary statistics, and table, remains the same.

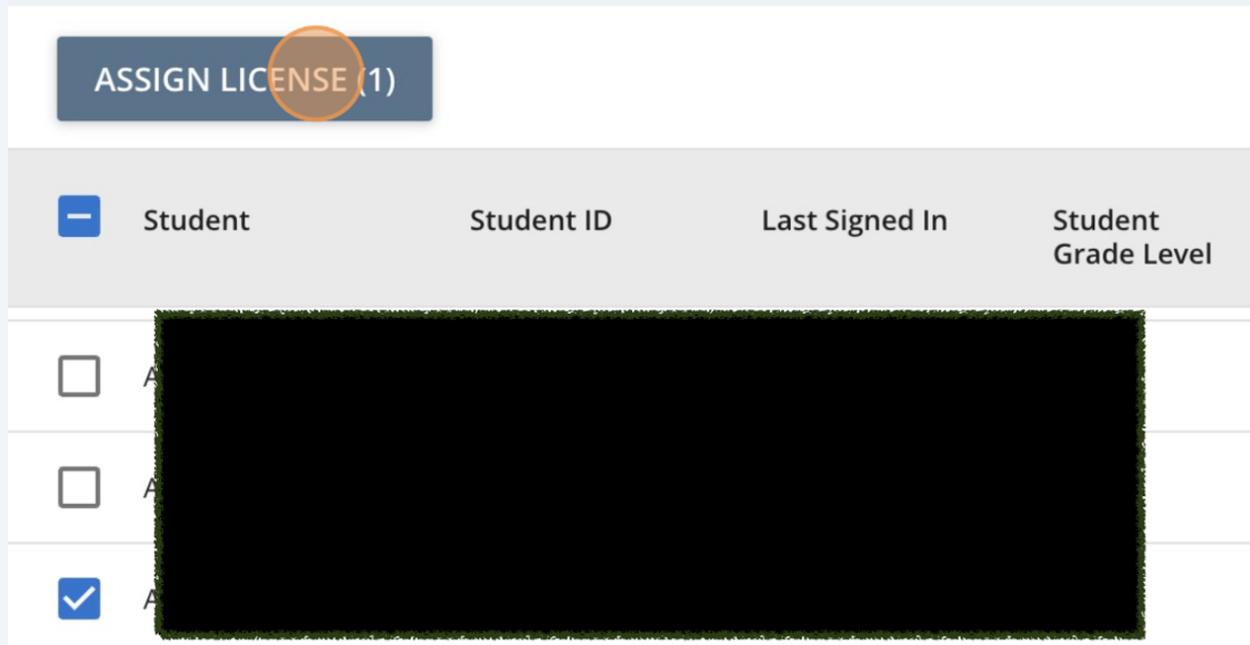
Subject	Purchased For	Expiration Date	Total Purchased	Assigned	Unassigned
<input type="radio"/> All Subjects	Literacy Minnesota	Jul 5, 2026	2,050	1	2,049

6 Click the checkbox(es) to select the learner(s) who will receive a license.

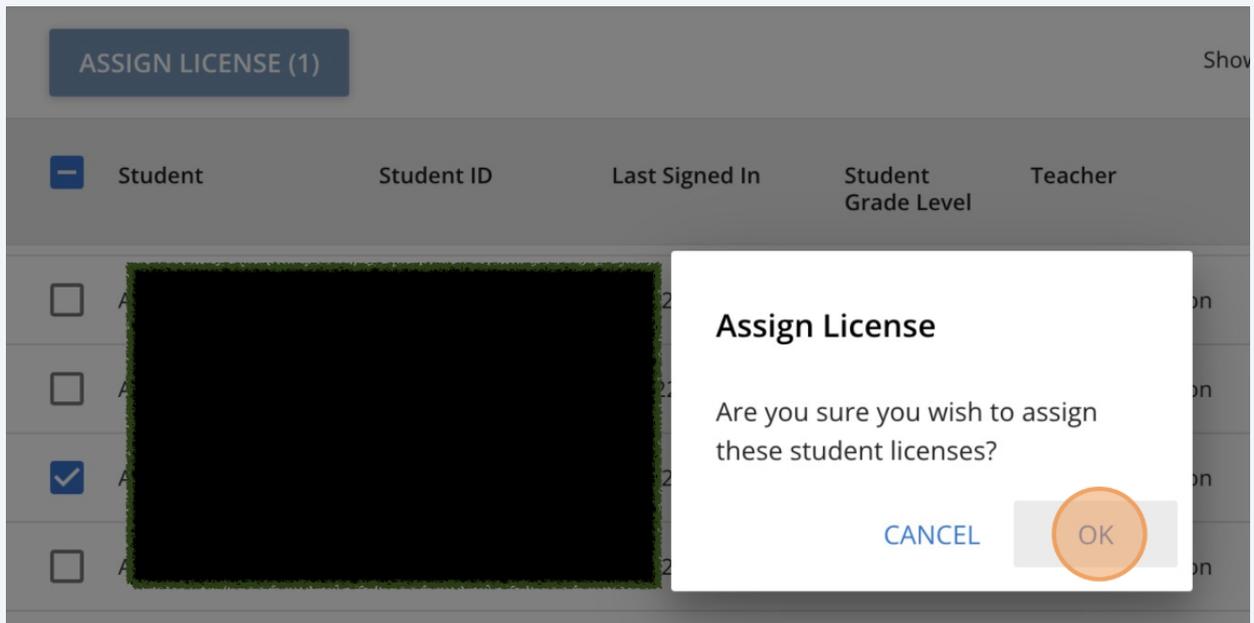


7 Click "Assign License (1)."

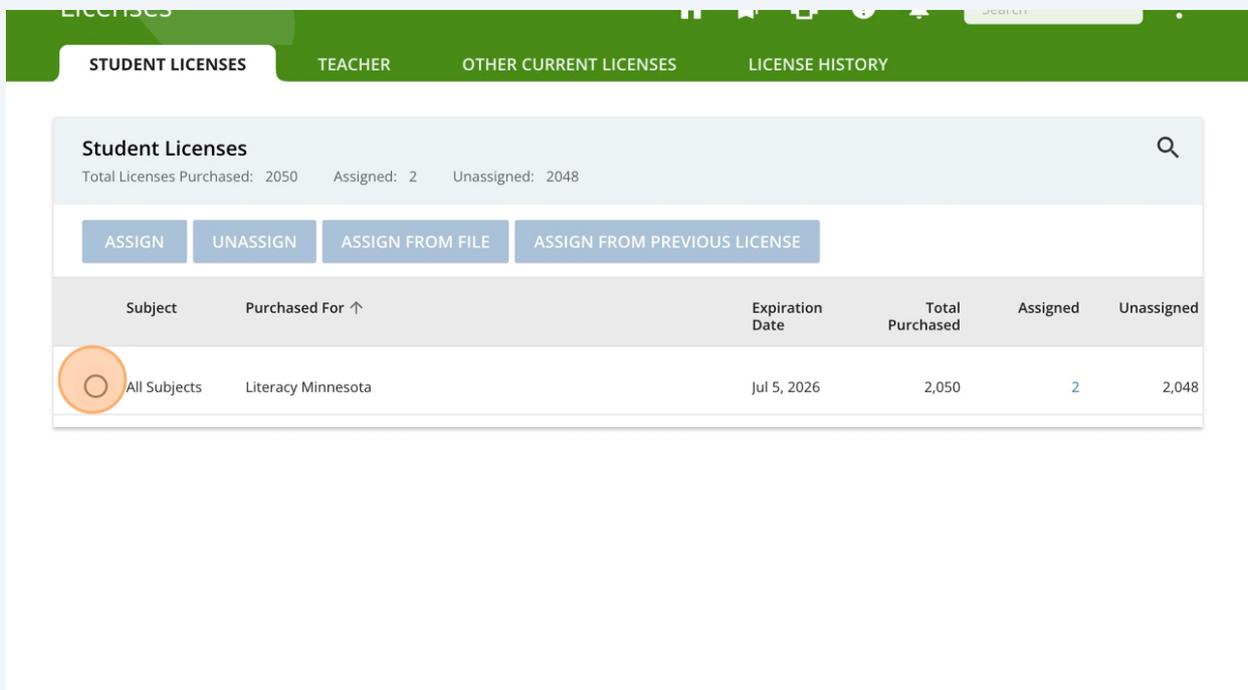
Select Students to Assign Licenses for All Subjects



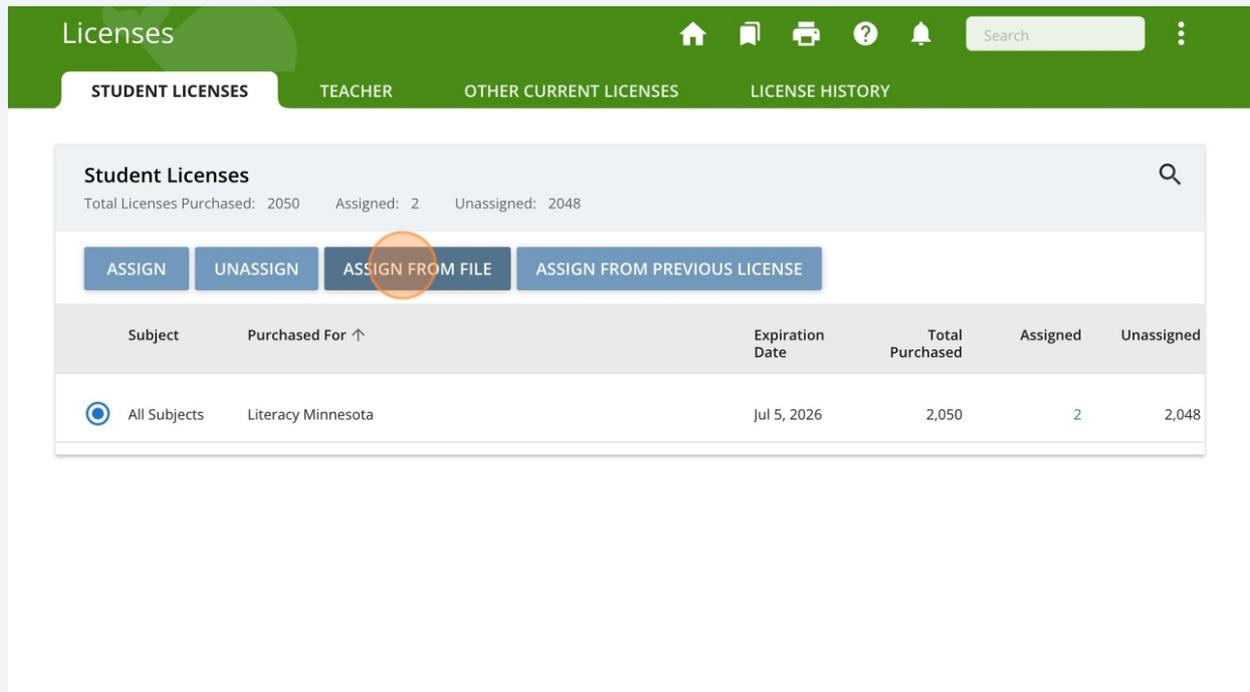
8 Click "OK."



9 To assign licenses to a large number of learners by uploading a spreadsheet, click this radio button.



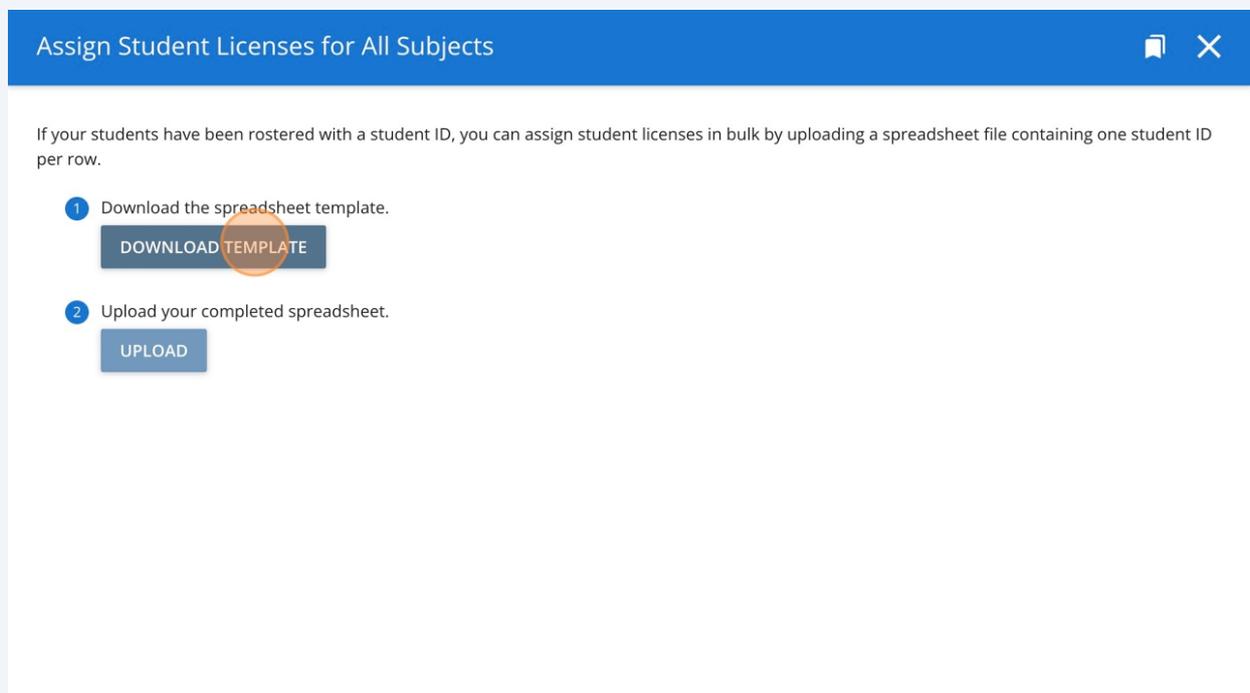
10 Click "Assign From File."



The screenshot shows the 'Licenses' management interface. At the top, there is a green navigation bar with the title 'Licenses' and several icons (home, book, printer, question mark, bell) and a search box. Below the navigation bar, there are four tabs: 'STUDENT LICENSES' (selected), 'TEACHER', 'OTHER CURRENT LICENSES', and 'LICENSE HISTORY'. The main content area is titled 'Student Licenses' and includes a search icon and summary statistics: 'Total Licenses Purchased: 2050', 'Assigned: 2', and 'Unassigned: 2048'. Below the statistics are four buttons: 'ASSIGN', 'UNASSIGN', 'ASSIGN FROM FILE' (highlighted with an orange circle), and 'ASSIGN FROM PREVIOUS LICENSE'. A table below the buttons displays license details for 'All Subjects' under 'Literacy Minnesota'.

Subject	Purchased For ↑	Expiration Date	Total Purchased	Assigned	Unassigned
<input checked="" type="radio"/> All Subjects	Literacy Minnesota	Jul 5, 2026	2,050	2	2,048

11 Click "Download Template."



The screenshot shows a dialog box titled 'Assign Student Licenses for All Subjects' with a close button (X) in the top right corner. The dialog contains the following text: 'If your students have been rostered with a student ID, you can assign student licenses in bulk by uploading a spreadsheet file containing one student ID per row.' Below this text are two numbered steps:

- 1 Download the spreadsheet template.
DOWNLOAD TEMPLATE (button highlighted with an orange circle)
- 2 Upload your completed spreadsheet.
UPLOAD (button)

12

Enter the learners' MobyMax Student ID numbers into the spreadsheet. (Normally, these should be the same as their SID ID numbers.) You may also choose to enter the learners' names. Save the spreadsheet as a CSV file.

13

Click "Upload" and select your CSV file. After the file uploads, you should see a pop-up notification that licenses have been assigned.

Assign Student Licenses for All Subjects



If your students have been rostered with a student ID, you can assign student licenses in bulk by uploading a spreadsheet file containing one student ID per row.

- 1 Download the spreadsheet template.

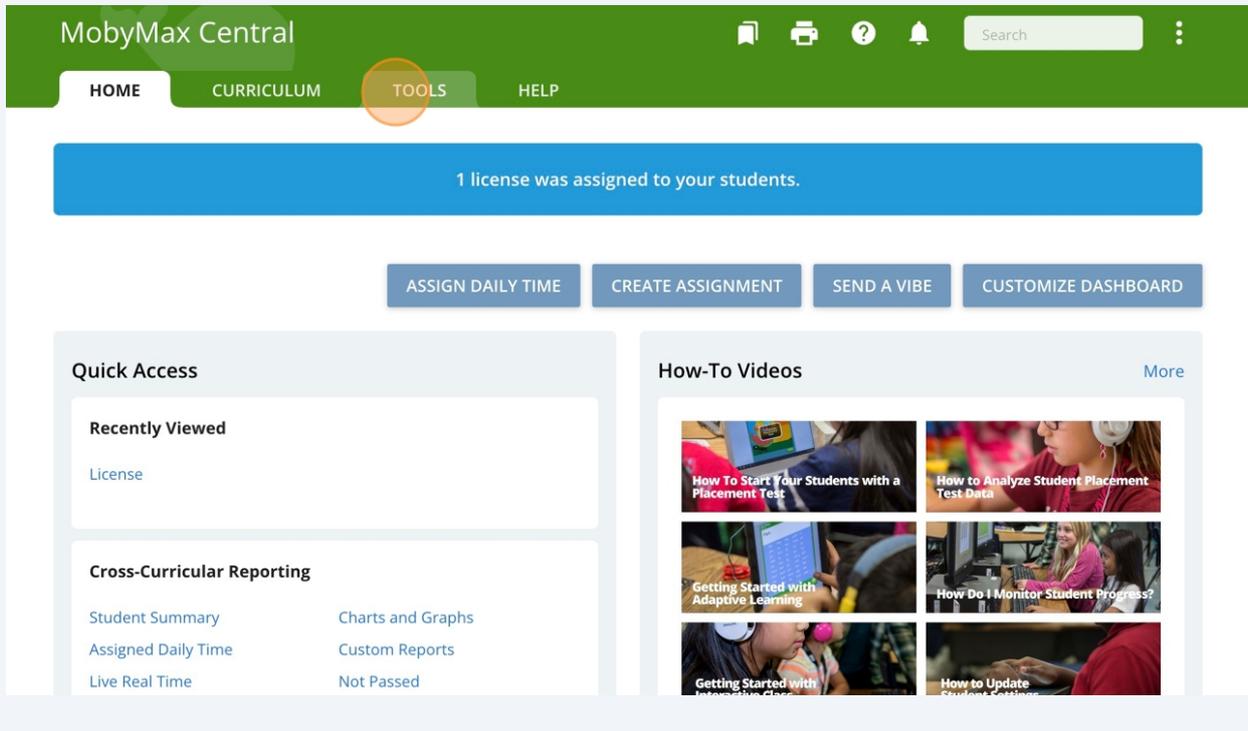
DOWNLOAD TEMPLATE

- 2 Upload your completed spreadsheet.

UPLOAD

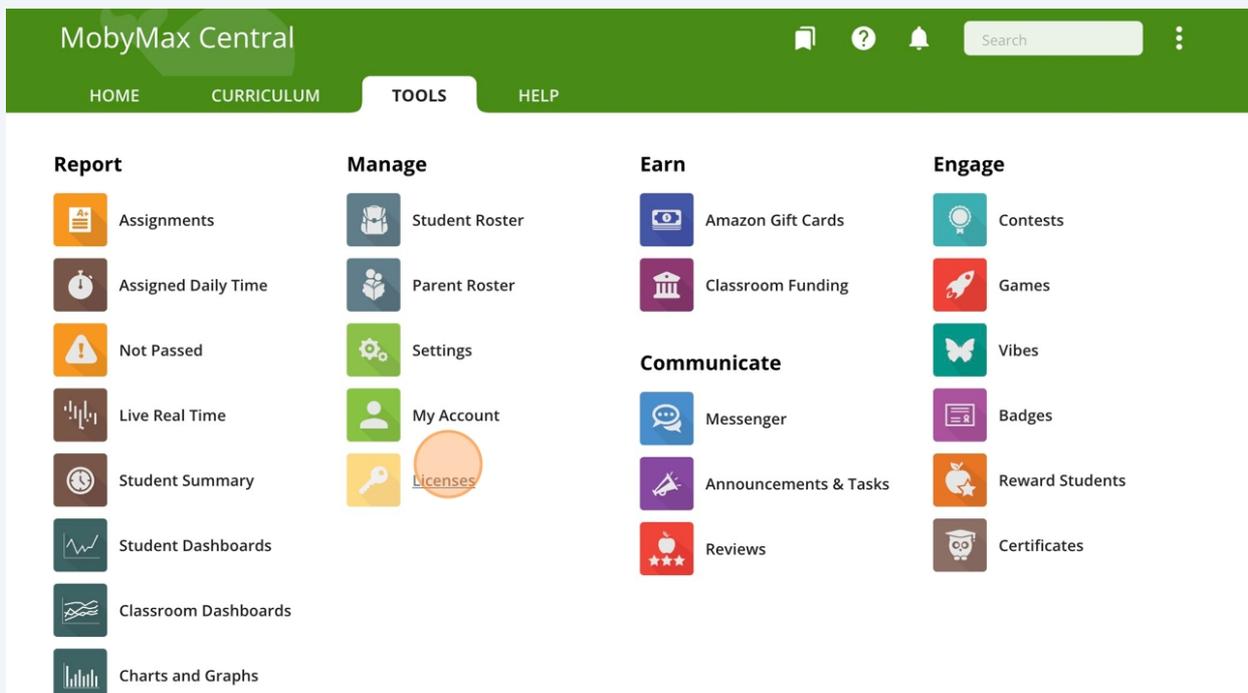
14

When the licenses are activated on July 5, you should be able to see learners with a license assigned on your Roster. (See "[How to View Assigned Licenses](#)" here.) To verify which learners have a license assigned PRIOR TO July 5, return to the Tools tab.



15

Click "Licenses."



16 Click the blue number under "Assigned."

Student Licenses

Total Licenses Purchased: 2050 Assigned: 3 Unassigned: 2047

ASSIGN UNASSIGN ASSIGN FROM FILE ASSIGN FROM PREVIOUS LICENSE

Subject	Purchased For ↑	Expiration Date	Total Purchased	Assigned	Unassigned
All Subjects	Literacy Minnesota	Jul 5, 2026	2,050	3	2,047

17 You can attempt to filter by teacher using the dropdown, but this did not work for me. Instead, look in the "Assigned by" column. You can sort in ascending or descending alphabetical order by the teacher's first name. You can also click the printer icon to export a CSV file.

TEACHER
All teachers

Students with All Subjects Licenses
All Teachers

UNASSIGN Student grade level: All

<input type="checkbox"/> Student ↑	Student ID	Student Grade Level	Teacher	Shared With	Assigned by
<input type="checkbox"/>	[Redacted]				
<input type="checkbox"/>	[Redacted]				
<input type="checkbox"/>	[Redacted]				