




Fly Five LMS Refresh Guide

To prepare for the 2025–2026 school year, begin by refreshing the LMS. This process will archive data from the previous year, including assessment results and lesson progress, and allow for new license assignments. Follow the steps below to complete the refresh and begin setting up the LMS for the upcoming school year.

[Sign In Here](#)

Classes 	1. Refresh the LMS <ul style="list-style-type: none">• Select CLASSES from the dashboard• Click on COMPLETE CLASSES to archive last year's LMS data• Click on START NEW ACADEMIC YEAR to initiate the 2025–2026 school year
Teachers 	2. Update Teachers <ul style="list-style-type: none">• Select TEACHERS from the dashboard• Teachers who are no longer license holders – change their status to INACTIVE• New Teachers – Click on ADD TEACHER to create a new teacher profile
Classes 	3. Assign Licences <ul style="list-style-type: none">• Select CLASSES from the dashboard• Click on ADD CLASS to assign a license to a teacher• Select the grade level, name the license, and choose the teacher from the dropdown menu