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.

**Step 1:** For District managers after logging into istation.com select the administration tab at the top of the page.

For charter school campus managers this will be on the left hand side.

**Step 2:** In the left menu, select Public IP Ranges.

**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.
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.