



TEACHER Registration and Class Creation

Before a student can enroll and appear in a Teacher's roster, a teacher account and a course must be created at www.usalearns.org/teacher (the red site). The student will then need a class password and the teacher's last name **before** they register at www.usalearns.org/class (the green site). If a student inadvertently registers at www.usalearns.org (blue site) they will not appear in a teacher's roster and their account will have to be deleted (they will lose all work and scores).

Creating a Teacher Account

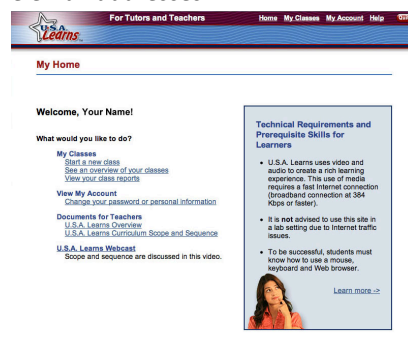
1. Open a browser to www.usalearns.org/teacher.
2. Click the "Register Now!" button.
3. Fill in the information required to create an account.

Important points to ponder:

- a. Use a valid email address! Technical support will not be available to fake email addresses.
- b. The Last Name entered here is the Last name students will need in order to register.

That's it! The next time you come to the site, click the "Sign In" link in the bar at the top of the page – you'll be taken into your teacher management system (homepage).

As a teacher you can create as many courses as you wish with only 1 account. You do not have to register again in order to create multiple classes.

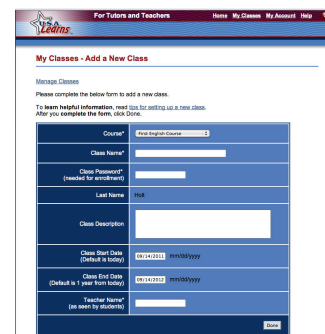


Creating a Course / Class

1. Sign In at www.usalearns.org/teacher.
2. Click the "Start a new class" link from your Homepage.
3. Select 1 of the 3 USAL courses for your class (First, Second, or Practice).
4. Fill in all other information.

Important points to ponder:

- a. CLASS PASSWORD must be unique for every class and must not be your teacher account password. The class password is what every student will need to Add this particular class.
 - b. PAY ATTENTION to the Class Start Date and Class End Date. Leave both of these blank if your class will have no time constraints. Once a class closes – no students will be able to access or add the class.
 - c. Note that the Last Name is already filled in. The Last Name comes from "My Account" and can be changed there at any time.
5. Click Done – the class is created.



After a teacher creates a class students can either register or "Add a Teacher-Led" class to their course. In either case they must go to www.usalearns.org/class and will need both the Teacher Last name and the Class Password.



Student Management

As students register or add your class to their account, they will be added to your roster. From there you will be able to view their email addresses, passwords, when they last accessed the class online and their status (determined by the teacher).

Teachers are able to change student account information (i.e., passwords, email addresses, etc.) A teacher should confirm all changes with a student.

Student	Email Password	First Access	Last Access	Class Status
Dr. Melin	jscostrn@usalearns.com	06/07/11	06/06/11	Inactive
Student_Melinda	mho@2009.us	10/14/08	08/30/11	Inactive
Student_Test	mho@2009.us	06/06/11	06/06/11	Active
Tester_Bill	jscostrn@usalearns.com	06/15/11	06/15/11	Inactive

Change Student Information

1. Click either "See an overview of your classes" link or "My Classes" at the top of the page.
2. Click the class in which the student is enrolled.
3. Find the student in the roster and click their email address.
4. Change the information necessary then click "Done."
5. Advise the student of the changes made (especially password information).

Remove a Student

1. Follow steps 1-3 above (Change Student Information).
2. From the Student Information Detail, click "Do Nothing...do not remove this student"
3. Select "Yes, remove this student and all completed classwork" from the drop down menu.

Point to Ponder - If you delete this student they will be permanently removed from your class. They will retain their classwork and grades but the student account will not be "attachable" to your teacher account. Lost data is a terrible thing.

4. IF you're sure, select Done.

Student Summary

A summary of a student's grades and progress through a single course can be downloaded as a PDF file. After the download is complete, it will appear in "View your class reports" from the teacher's Homepage.

1. Click either "See an overview of your classes" link or "My Classes" at the top of the page.
2. Click the class in which the student is enrolled.
3. Click the student name.
4. Click the "generate a student activity summary report" link (directly above the activity list).

A message will appear stating that you have "scheduled a report." When the report is complete it will appear in the Class Reports area. Until it is ready, the report will appear as "Queue" (you are basically standing in line.) A report can take anywhere from 5 minutes to 24 hours to generate.

You will receive an email from "auto@usalearns.org" when your report is ready. Once ready, you can download the report. If you no longer wish a report to appear in your USALearns report list, simply click the "X" next to the appropriate report. Once a report is deleted it cannot be retrieved.

Report Name	Status	Actions
Gradebook	Completed	Download
Gradebook	Completed	Download
Gradebook	Completed	Download
Student Activity	Completed	Download
Student Activity	Completed	Download
Student Activity	Completed	Download
Student Activity	Completed	Download



Class Management

Create a Gradebook

A Gradebook is generally created for reporting purposes or when a class will be ended. Gradebooks can be created at any time and are kept (until deleted) in the "View class reports" area of the Teacher Homepage.

1. Go to your Manage Classes area of USA learns.
2. Click the "view/edit" link next to the course you wish a gradebook created.
3. Click the "Generate the Gradebook Now" button towards the bottom of the page.
A message will appear stating that the system has received your request. The gradebook will appear in your "View class reports" area (on the homepage).

BK Test Class Gradebook			
Created (PDT)	Report Name	Status	Actions
7/28/2011 8:45 AM	Gradebook 110726	Completed	Download

Demo First ESL Class Gradebook			
Created (PDT)	Report Name	Status	Actions
6/6/2011 12:11 AM	Gradebook 110606	Completed	Download
6/6/2011 12:05 AM	Gradebook 110606	Completed	Download

Student Activity			
Created (PDT)	Report Name	Status	Actions
10/6/2011 1:58 PM	Melinda Student Activity	Completed	Download
10/6/2011 1:48 PM	Melinda Student Activity	Completed	Download
9/14/2011 3:54 PM	Melin Da Activity	Completed	Download
7/19/2011 11:07 AM	Test Student Activity	Completed	Download

Delete a Class

Once a Class is deleted from your account, it cannot be retrieved. Students will not lose their accounts (they can still Sign In to the site), but they will no longer appear in a teacher's roster.

Before a teacher deletes a class, a "Gradebook" should be created so that you have a record of the students in the class. See the steps above in Create a Gradebook.

1. Go to your Manage Classes area of USA learns.
2. Click the "view/edit" link next to the course you wish to delete.
3. Click the "Do Not Delete Class" menu and select "Delete class now" – its not too late to change your mind at this moment.
4. Click the "Done" button at the bottom of the page – the class has been cleared from the system.

Teacher Name* (as seen by students) The Enforcer

Gradebook

Before you delete a class you should generate a "Gradebook" which creates a PDF record of the class, roster, and scoring information. Below is the latest version of the Gradebook for this class. If this Gradebook does not contain the most recent class information you should generate another Gradebook before closing or deleting the class.

You may generate multiple gradebooks, however, only the most recent will show below. If you choose to generate a new Gradebook, you will receive an email notification when the report is complete. You may also check the status and/or download previous versions of your Gradebooks in your Class Reports section.

The most recent Gradebook for this class was completed on 6/6/2011 at 12:11 AM (pacific)

Generate the Gradebook Now

Delete this Class Do Not Delete Class Done

Students will retain their accounts and their class will become an "Independent Learner" course.

NOTES: