Learn Portal User Guide for Teachers

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Account Registration and Set Up

Register for a Teacher Account

To create an account in the Learn Portal:

1. Go to the Learn Portal website at: https://learn.concord.org
2. Click the **Sign Up** button in the upper right-hand corner of the browser window.
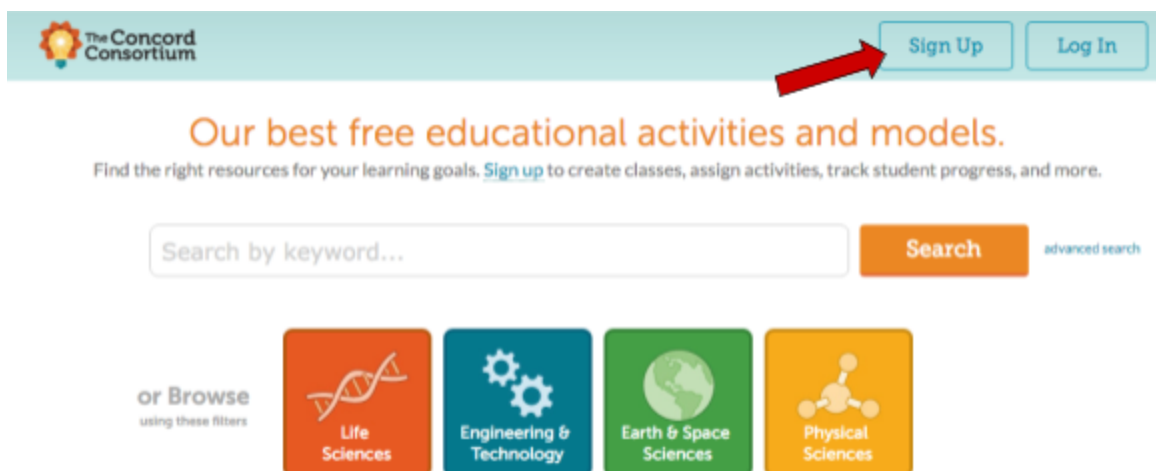
3. Complete the registration form and select the field for "Teacher." Click **Sign Up for Learn Portal!**
4. Complete the following steps by creating a unique username, providing an email address that you can access easily, and providing information about your location and school.
   - If you don't find your school listed, or you are a homeschool, click "I can't find my school in the list" to enter the name of your school.
5. After registering, you will receive an email from learn-help@concord.org. Click the "Confirm my account" link in the body of the email. This will activate your account and complete the registration process.
   - If you do not receive the activation email in your Inbox, please check your Junk or Spam mailbox, or any quarantine set up by your email provider.
   - If you cannot access the email in your Junk or Spam mailboxes or quarantined email, please contact learn-help@concord.org for assistance.

6. By clicking the link in the activation email, you will be directed to your teacher homepage within the Learn Portal. Here, you will be able to create and manage your classes, track student progress, view our collections, search for specific activities and interactives, and much more!

Create a Class

Once you complete your registration and click on the link in the registration email, you will be directed to your teacher homepage in the Learn Portal. To create a new class, click **Create a Class** in the left menu.
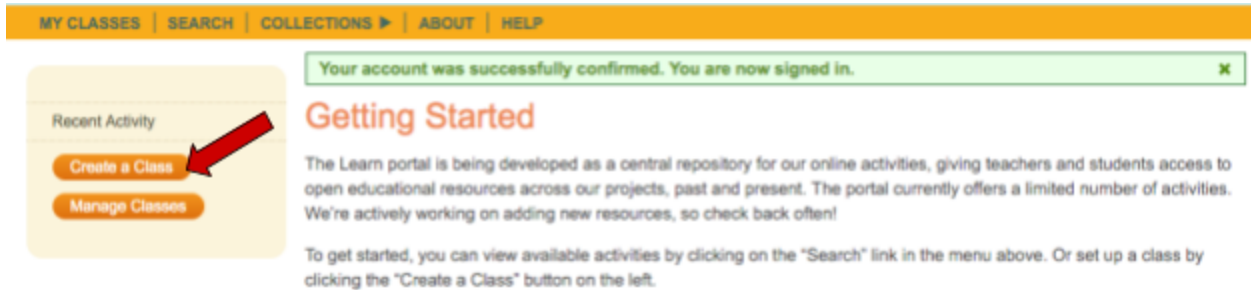
1. Name your class.
2. You may skip the **Term** field.
3. Optionally, give the class a short **Description**.
4. The **Class Word** is a *unique access code* that you create. It allows students to join the class. To create a unique class word, you can use your name and the class name or any other unique identifier for the class. For example, smithbio1. Do not include special characters (*&@%!) in the class word. Class words can be more than one word.
5. Remember to write down your class word. Your students will use it to register themselves.
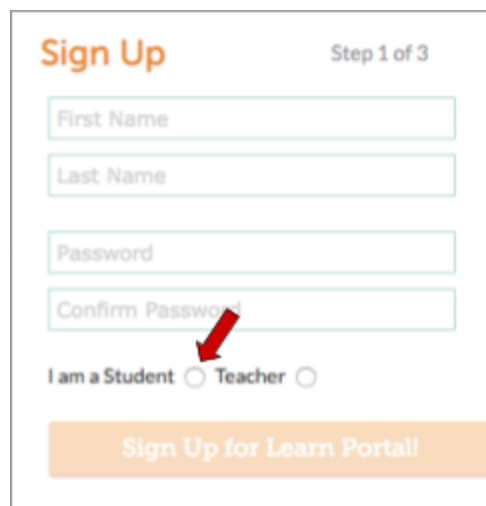6. Select the appropriate **Grade Level(s)** for your class.
7. Click **Save**.

Register and Add Students

Your students can register themselves or you can manually register them. We have found that upper middle and high school students can easily register themselves. If you teach younger students, it may be faster for you to register your students.

Student Self-Registration

1. Students click the **Sign Up** button on the Learn Portal homepage (https://learn.concord.org).

2. Students will complete the form and select the field for "Student." Students will then click on **Sign Up for Learn Portal!**

3. Students will then enter the unique **Class Word** for your class and click on **Sign Up!**.

4. The Learn Portal will assign the student a username consisting of their first initial followed by their last name (a number is appended if there is more than one student with the same first initial and last name in the system).

5. **Have your students write down their username and password.** If they forget either their username and/or password, you can use the class roster to see their username and reset their password, if necessary.

6. Students will receive a successful registration message once they have completed all of the required fields. Students can then log in to the Learn Portal by clicking **log in** in the pop-up window or using the **Log In** button on the Learn Portal homepage.

Teacher Registration of Students
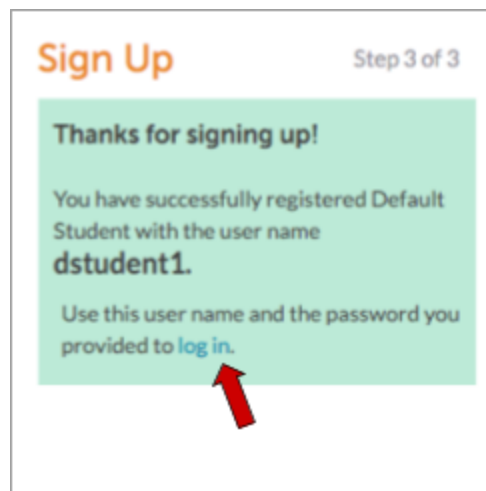
If you prefer to register your students (instead of having them registering themselves), you can do this from your account. Select a class in the left menu, then click the **Student Roster** link below it. Click the **Register and add new student** button; enter the student name and a password for the student. As students are registered for your classes, a student roster will appear with their usernames and an option for removing students or changing their passwords.

*Note: The class word is located on the upper right corner of the page. In this image, Biology101 is the class word for this class.

IMPORTANT: Students should not create additional accounts in the Learn Portal. If a student forgets his/her username and/or password, use the Student Roster to look up the username and/or change the student's password. Remind your students *not* to create additional accounts.

Due to the Learn Portal's use of secure, encrypted passwords, no one can *retrieve* a password -- neither a teacher, nor an account administrator. However, you may always enter a new password for a student using the change password function in the student roster.

Assign Materials to a Class

After creating a class in the Learn Portal, you can assign learning materials to that class.

There are several ways to find materials to assign.
1. Use the browse and search feature on the homepage of the portal.
2. Browse a collection using the **COLLECTIONS** menu.
3. Click the **SEARCH** link in the orange navigation bar. (This is essentially the same as option #1, using the browse and search feature on the homepage.)
4. Use the **Assign Materials** button under a particular class.

Assign Materials through the Homepage

There are several different ways to search for, filter, and assign materials to your class(es) through the features on the Learn Portal homepage.
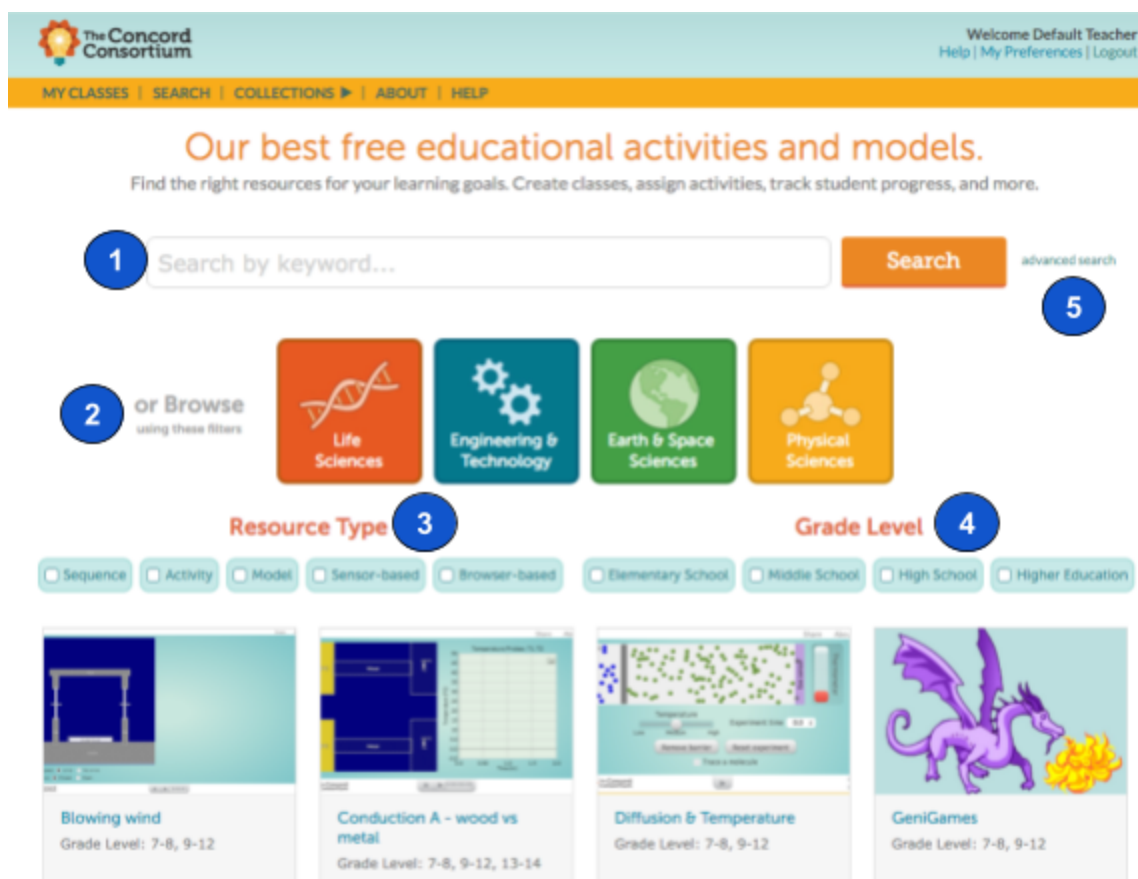
In order to search for and/or filter materials, perform any of the following steps:
1. Using the search bar, type in a keyword for an activity or topic that you would like to assign to your class. Click **Search** or press enter on your keyboard.
2. Browse by clicking on the filters in the center of the homepage. You can select more than one filter at a time.
3. Filter the materials by the "Resource Type." You can choose more than one selection at a time.

4. Filter the materials by "Grade Level." You may select more than one grade level at a time.
   NOTE: *You may filter by using any combination of any of the four methods described above.*
5. Click on "advanced search" and you will be directed to the search page (shown below). To find activities to assign to your class(es), you may type a search term or use the available filters to narrow down the list of materials found below in the filter pane.

Once you have found the appropriate materials to assign to your class, click on the activity, sequence, or model.

● If you would like to preview or demo the activity, click **Preview**. A new browser tab will open with the activity and allow you to demo the activity before assigning it to your class.
● If you are already familiar with the activity and/or have already previewed it, click the **Assign to Class** button.

● Select which class you would like to assign the materials to and click **Save**.

Assign Materials through the Collections Menu
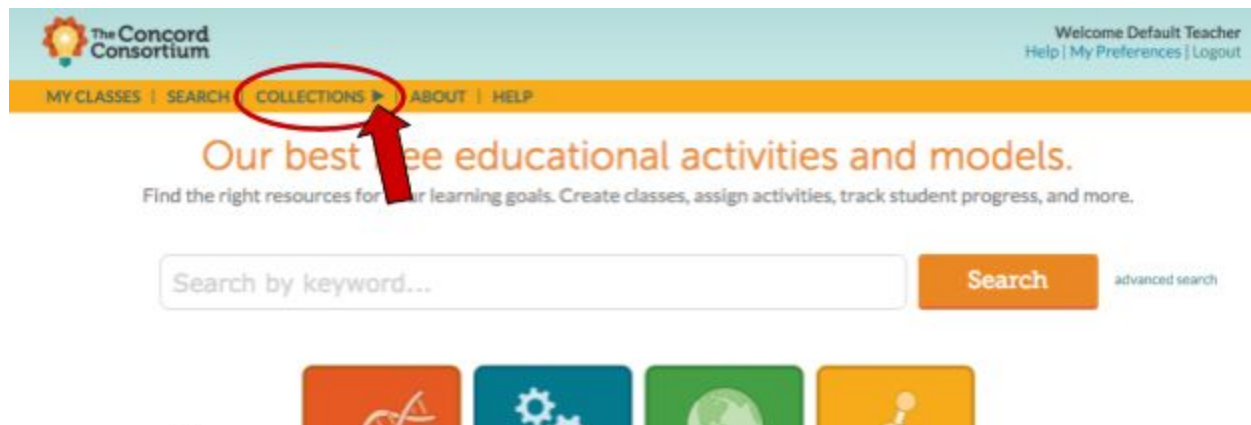
1. Click the arrow next to **COLLECTIONS** in the menu in the orange menu bar.
2. Select a collection from the drop down menu. Each collection page will display the activities and materials associated with that collection.
3. Click the activity that you would like to assign and then click **Assign to Class**.

NOTE: You may return to the Learn Portal homepage to search at any time by clicking on SEARCH in the menu bar at the top of the page.

Assign Materials using the Assign Materials Button

To do this, select a class in the left-hand menu and then click **Assignments**.

Click on the **Assign Materials** button. You will see a list of all of the activities available on the Learn Portal.

To find activities to assign to your class(es), you may type a search term or use the available filters to narrow down the list of materials found below in the filter pane.

Once you find the activity that you would like to assign to your class(es), follow these steps:
1. Click the **Assign to Class** button.
2. Select the appropriate class(es) to assign the activity to.
3. Click **Okay**.

Manage Class Materials

To see the assigned materials and track student progress, click the class name in the left-hand column of the page. This opens a class-specific menu, as shown below.

Click on **Assignments** in the left-hand menu to reach the Assignments page. Each assigned activity appears in the drop down menu (see below). Each drop down menu item contains a list of the students and shows their progress through the material. Select the different activities to review each student's progress in each assigned activity. Student progress is displayed by orange progress bars for each student and activity.

To control the appearance and sequence of the instructional materials for your students, click the **Manage Materials** button or click the **Class Setup** link in the left column. Scroll to the lower half of the page.

- In the list of materials there, **uncheck** any assignment that you do not want your students to see. This allows you to hide any materials until a class is ready, or to remove them from view after students have finished.
- To reorder the materials, **drag and drop** the assignment to reposition it within the list. This will be the order in which the assignments appear in your students' view of the portal.
- To lock any assignments so that students are unable to change their answers, click the box under **locked** on the particular assignment(s) that you wish to lock.
- Click **Save**.

Manage Instructional Materials

Uncheck the material that you do not want to appear on the list of assigned materials that students see for this class. Drag and drop the material names below to reorder them for students. The new order will also be reflected in the menu on your Instructional Materials page.

active	locked	name
☑	☐	Geniverse Final Assessment
☐	☑	Geniverse Initial Assessment
☑	☐	Geniverse Lab

Save   Cancel

Add Links to a Class

Each class has a **Links** section, which allows you to add any custom URL that you want students to see in their list of class links. To manage the links open a class and click the **Links** option.

Click the **Create Bookmark** button. Enter the name to be displayed and the URL where the link will direct students. Once several links are added you can manage their visibility, order them, delete them, or edit them.

When a student logs in they will see a list of links above the assigned materials like this:

Managing Class Visibility and Order

To make a class no longer show up in your list of classes, click the **Manage Classes** button in the left menu. In the "Manage Class List" page, you can uncheck classes on your list to make them inactive. All data from the inactive class will be preserved. You can drag and drop the classes to reorder them. This will be the order in which the classes appear in your view of the portal.

Tracking Student Progress

Recent Activity

On the Learn Portal homepage, click on **My Classes** in the menu at the top of the page. You will be directed to your teacher homepage where you will see graphs of your students' recent activity. This provides you with a quick snapshot of who has completed work, who is still working on some of the activities, and who has not yet started.

You can get an overview bar graph or you can click on the **Show detail** link above each bar to get information on the individual students in a class. Click the **Run Report** button for a detailed summary of student work
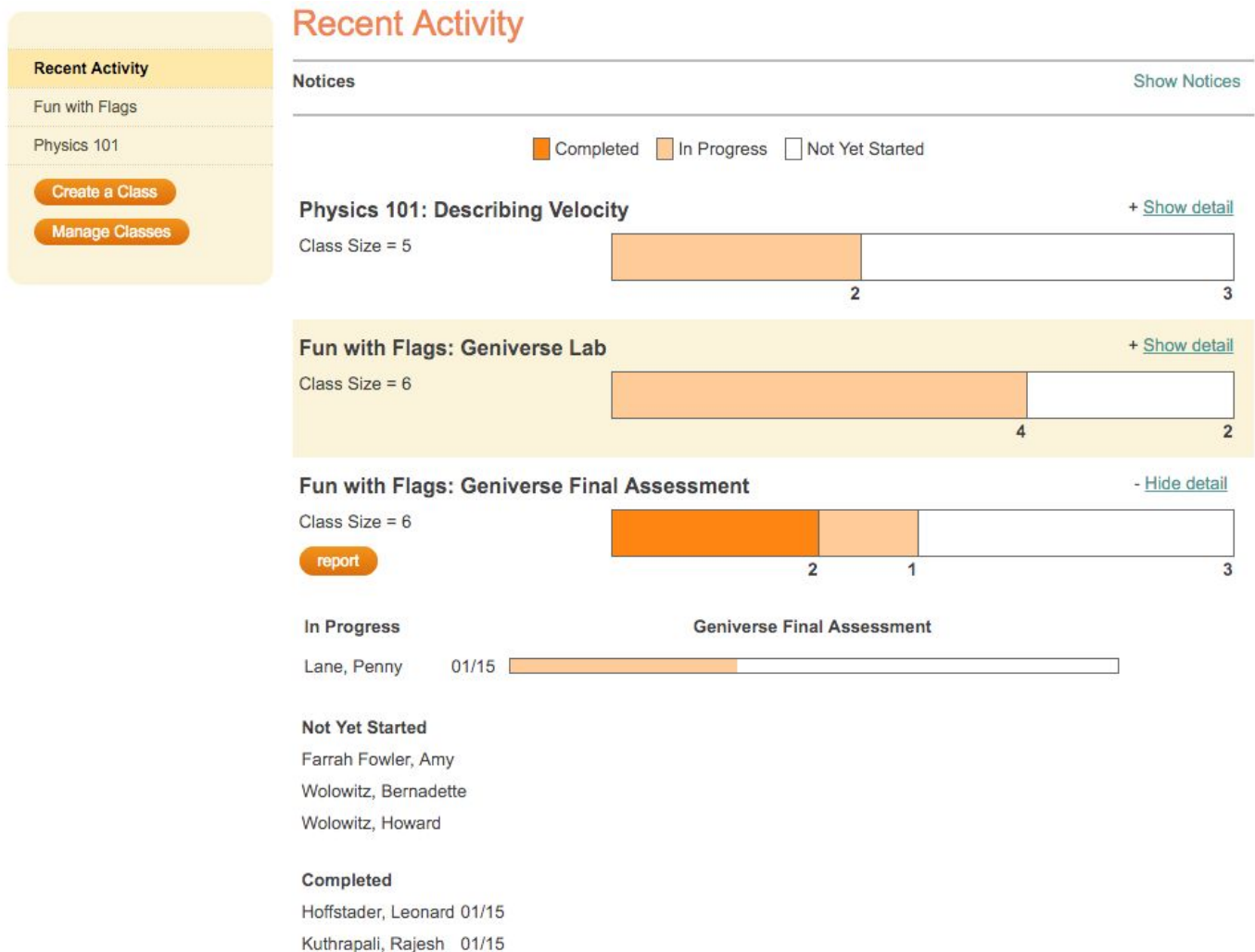
Student Progress and Reporting

As described in a previous section, individual student progress in each activity or assignment can also be tracked on the Assignments page.

1. In the left-hand column, click **Assignments** under the class name.
2. Click the drop down menu to access the activity you are interested in.
3. Each student's progress is displayed via the orange progress bars.
4. A detailed summary report is available via the **Run Report** button.
5. You can also get more targeted reports by:
   a. Clicking on the column header for a multi-activity investigation/sequence to generate a report of that activity.
   b. Clicking on a student name to get an individual report for that student.
   c. Clicking on the progress bar to get a report for that student for that specific activity.

Viewing Reports

Reports of student work can be accessed right from the **Recent Activity** page, using the **Report** button.

Click the **Report** button for the assignment for which you are interested in viewing student responses. A new window will open with the student report for the assignment.

A report will be displayed showing the questions and answers in the assignment. There are several functions on the Report page in order for you to navigate your report.

1. When the box next to the question name is selected, you can use the **Show selected** button at the top of the page to show only questions that are selected.
2. Click on the **Show all** button to show all questions in the assessment, regardless of which questions are selected.
3. Click on the **Show responses** link to the right of the question name to display individual student answers.
   a. Use the **Hide names** button at the top of the page to hide student names. This can be useful when showing examples of student work to the class or other situations where it is appropriate to anonymize student names.
4. Click on the **Provide Feedback** button to provide written text feedback on student work and/or a numerical score for their response.

Providing Feedback

When you choose to provide feedback to your students, the first thing to do is select which type(s) of feedback you would like to include in the student report.
1. Select the **Feedback Type** you would like to include. If you would like to provide students with a numerical score for their response, please provide the maximum score.
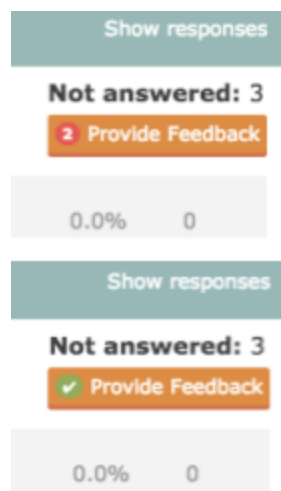2. Provide your feedback. When your feedback is complete, select "Feedback Complete".

At any time, you may jump to view a particular student's response by selecting the student's name from the "Jump to" dropdown menu in the upper-right corner of the Feedback window.

The default view of the Feedback screen is to show only students that need review. You may change this view by selecting "All students" in the "Show" menu in the upper-left corner of the Feedback window.

When you are finished providing feedback to your students, click **Done** in the lower-right corner of the Feedback window.

When you return to the main page of your report, the total number of student responses awaiting feedback will be shown within the **Provide Feedback** button.

If all student responses have been given feedback, a green check mark will be displayed within the **Provide Feedback** button.

Comparing Student Responses

The report allows you to compare and project student responses. After clicking **Show responses**, student responses to the selected question will be displayed. Select the answers that you would like to compare and/or project. Click the **Compare/project** button.

The selected students' answers will magnify in the window. You may highlight a student's answer by clicking on **Highlight** in the upper right corner of the answer of interest. Click **Remove** to remove any student answers that you do not wish to view.

Customized Reports
From the summary page you can create a customized report. Select the questions for which you want a report by selecting the checkboxes next to each item, then click the **Show selected** button. You can print the report using the **Print student reports** button in the upper right corner of the report.

Reports for Image/Drawing Questions

Students may submit snapshots of their work or create drawings as answers to image questions. You can browse the images by clicking on the thumbnails or use the controls on the left and right side to go to the next or previous image. Click on an image to enlarge it for closer viewing.
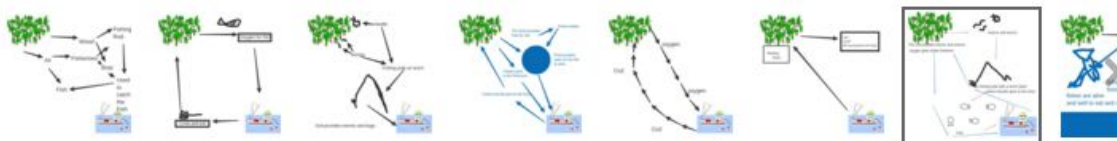
Student Access to Reports

Students can track their own progress and access reports of their own work, as shown below. Overall progress through an assignment is shown in the topmost progress bar labeled "completion." Students can access a detailed report of their work via the **Generate a report of your work** link beneath the bar.