



Personalized Learning Management System Q&As

Teacher

How do I create an assignment for students in my class?

- ❖ Access the Assignments Tile (expand to see large screen)
- ❖ Click the “New Assignment” Button (in blue with the + sign)
- ❖ Enter the Title, Start/End Date, total points of assignment
- ❖ Attach any documents (directions, rubrics, worksheets, etc.) and important web links applicable to the assignment
- ❖ Click the blue “Save” button
- ❖ The New Assignment is now posted & is visible to your students.
- ❖ To edit/add attachments, web links, & to participate in discussions, click on the link for the assignment you created
- ❖ This is also where you will access submitted assignments, grade assignments, and give/receive feedback on assignments received

How do I grade an assignment and provide feedback to my students?

- ❖ Access the Assignments Tile (expand to see large screen)
- ❖ Click on the Assignment you wish to grade and provide feedback
- ❖ Open submitted assignment(s) located next to the students name for review
- ❖ Once graded, click the blue “score” button and enter the numeric value accordingly
- ❖ Enter feedback to the student using the Message textbook. Click the blue “Update” tab located in the bottom right corner of the page once the assignment has been graded and feedback has been provided



How do I create a badge & assign a badge to students?

- ❖ Badges can be created and assigned to students through assignments, assessments, & specific trainings within Communities
- ❖ To create a badge, enter into an assessment, assignment, or training window
- ❖ Locate the Add/Edit badge button located at the top of your class/community roster
- ❖ Create the color scheme; choose the icon, shape, and wording of your customized badge.
- ❖ Enter the criteria for earning the badge
- ❖ Click save when finished
- ❖ Once grading the assessment/assignment, or upon successful completion of a training, click the award badge button for students who met criteria

How do I send & receive messages to and from other students and teachers?

- ❖ Received messages can be viewed by clicking the speaker located at the top of the main window
- ❖ The number of messages received will appear in green and message notifications can be adjusted under settings for email/text options
- ❖ Click “See All Notifications” to view all messages
- ❖ To send a new message, click the “Messages” tab on the left side of the page
- ❖ Click “New Message”
- ❖ Enter the names of students/teachers you wish to have receive the message
- ❖ Enter into the subject and message. Click the “Post” button at the bottom



How do I create and share folders with students?

- ❖ To create and folders, click the folders tab on the left side of the window
- ❖ Click the Add New Folder button
- ❖ Name the folder & provide a description (optional)
- ❖ To share the folder with a specific group of students/teachers, click “share”
- ❖ After clicking “share” enter the name(s) of students you wish to have access the folder
- ❖ To add specific resources to folders, click the “resources” tab, then “find resources”

How do I post and respond to discussions?

- ❖ Discussions can take place in multiple spaces within the platform (communities, assessments, assignments, etc.)
- ❖ Click the orange “Post” button to post a message to the discussion board
- ❖ Reply to other posts by clicking reply, typing the response, then clicking post
- ❖ “Like” any posts/discussions at any time in the boards
- ❖ To view the number of posts/discussions, replies, and “liked” comments, view the “members” section which provides a participation score

How do I track level of participation in discussions?

- ❖ Teachers & Students can view the number of posts, replies, and likes by accessing the Members Tile
- ❖ Use the toggle bar to move up and down and view activity

How do I create groups called Communities?

- ❖ Click on the Communities tab in the menu on the left side of the screen
- ❖ Click the blue button (+New Community) at the top of the page



- ❖ Give your Community a Title & Description (optional)
- ❖ Select if you wish for the community to be private or public. If the Community is Private, only invited members can join. Select students/members you wish to have join.
- ❖ Click the Save Button

How do I create a training inside of a Community?

- ❖ Enter a Community already created
- ❖ Locate the Trainings/Meeting Place Tile & click +New Event
- ❖ Give the training a title, start/end date, description
- ❖ Attach any materials, Web Links, and create a poll or multiple polls (optional)
- ❖ Click Save

How do I access digital resources?

- ❖ Click on the Resources Tab in the menu on the left side of the window. Resources can also be accessed in assignments, assessments, communities, and folders making it easy to access in multiple locations
- ❖ Use the Filter to sort by grade, subject, publisher, provider, rating, type, audience
- ❖ Click on the Resource to open and view
- ❖ Click the “Add” button then check the folder(s) you wish to place them in
- ❖ Resources will directly be placed into assessments, assignments, trainings, or communities instead of folders if accessed from those areas

How do I create my own resource and add it to the content library?

- ❖ Click on the Resources Tab in the menu on the left side of the window
- ❖ Click on the +Add New Resource button at the top of the window



- ❖ Enter in the resource type (URL, Content, Media, Scorm, Document, HTML), write a description, & upload appropriate files
- ❖ Tag the resource to the appropriate audience type, grade, subject, standard(s)
- ❖ Click the blue Save button at the top of the page when finished

How do I access relevant resources based on student needs?

- ❖ Click the Data Dashboard Tab in the menu on the left side of the page
- ❖ Click to view data by assessment or data performance by standard
- ❖ Drill through data and use the legend to determine proficiency level
- ❖ Click on the Cloud/Lens icon to enter the resource library. The software will generate relevant resources according to need
- ❖ Preview resources and add them to appropriate folders

How do you post items on the calendar?

- ❖ Items are posted on the calendar using the announcements tile. Locate the announcements tile and click the +New Announcement button
- ❖ Give a title to the announcement (this is what will show on the calendar) and a description of the event.
- ❖ Since you wish to place on the calendar, check yes under “Add this event to the calendar?”
- ❖ Fill in the start/end date and event type
- ❖ Click Save

How do you access curriculum maps?

- ❖ Enter into a course
- ❖ Locate the “Units” tile (if not currently on the page, click the Dashboard Tiles icon located in the top right corner of the page next to notifications to select)



- ❖ Toggle through Benchmarks to access all Units
- ❖ Click Units to view standards, resources, materials, test data, web links, and frameworks

Student

How do I access and complete assignments?

- ❖ Access the Assignments Tile (expand to see large screen)
- ❖ Click on the Assignment you wish to access
- ❖ View standards, assignment description, attachments, web links, and discussions within the assignment window. Interact with teachers and classmates through discussions or messages
- ❖ Once ready to submit, attach completed assignment, provide comments (optional) to your teacher, and click the green “Event Complete” Button in the bottom right corner
- ❖ Once the teacher scores the assignment, you will be able to view score along with feedback from the teacher on the assignment

How do I claim/receive an earned badge?

- ❖ Badges can be created and assigned to students through assignments, assessments, & specific trainings within Communities
- ❖ To claim a badge, you will see the badge show up in the top right corner of your assignment, assessment, or training you successfully completed and met criteria for the badge
- ❖ Click “Claim Badge”

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How do I join & participate in Communities?

- ❖ Click on the Communities tab in the menu on the left side of the screen
- ❖ Students will automatically receive access to private communities, however communities open to all will have a “join now” button to click in order to enter
- ❖ Student can view shared calendars, receive announcements, and participate in trainings related to the community

How do I register for and access a specific training?

- ❖ When a training/meeting place has been added, a “Join Now” button will appear in the meeting space
- ❖ Click the “Join Now” button
- ❖ You will have automatic access to any private trainings assigned

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How do I view my data in the dashboards & access resources that meet my learning needs and preferences?

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- ❖ Drill through data and use the legend to determine proficiency level
- ❖ Click on the Cloud/Lens icon to enter the resource library. The software will generate relevant resources according to areas of need while also taking into consideration your interests, preferences, and learning style
- ❖ Preview resources and add them to appropriate folders