



Learning Tree Q&As

Teacher

How do I access my course content?

- ◆ Access any of your courses by clicking on the course tile. This will take you directly into the course.
- ◆ The courses have units. By clicking the arrow on the left beside the course name , teacher should be able to see the activities inside each activity.
- ◆ This activity can be published by the teacher for the students to see it.

How do I edit an activity?

- ◆ Each unit has an icon with three dots (Action button) beside them.
- ◆ You will see a drop down list after clicking the action button.
- ◆ The drop down list will show an option called “Edit”.
- ◆ You can make necessary changes and click “Save” .
- ◆ The changes will be saved and you can publish those changes so that students will see the revised activity.

How do I publish & unpublish an activity?

- ◆ Publish – Each activity has a toggle button beside it. If the button is highlighted in blue, the activity is published and students can access it. You can click the toggle to unpublish the activity and make it unavailable to students.
- ◆ Unpublished – If the toggle button is grey then the activity is unpublished . You can publish it by toggling the button.

How do I preview the activity?

- ◆ Each unit has an Action button beside it.
- ◆ Click the Action button to see a drop down list.
- ◆ The drop down list will show an option called “Preview”.
- ◆ By clicking on this button , you can preview the activity.

How do I schedule an activity ?

- ◆ Each unit has an Action button beside it.
- ◆ Click that button to see a drop down list.
- ◆ The drop down list will show an option called “Schedule”.
- ◆ By clicking on this button ,you can provide the start date and time & end date and time when the activity should be made available to the students.
- ◆ Once the dates are provided, you can save them for the activities to be published later.

How do I monitor Progress at the course level?

- ◆ You can see the progress at the course level.
- ◆ Inside each course beside the home screen , you can select a tab called “Progress”.
- ◆ This report shows the overall progress of a student at the course level.

How do I view the Progress of students on each activity?

- ◆ Click the Action button beside each activity to see a drop down list.
- ◆ The drop down list will show an option called “Progress”.
- ◆ On the Activity Progress screen, you will see the progress of a student on each activity.

How do I reset the activity for a student?

- ◆ Click the Action button to see a drop down list.
- ◆ The drop down list will show an option called “Progress”.
- ◆ On the Activity Progress screen, you will see an inverted button beside the student’s name.
- ◆ By clicking the icon, you can reset the activity which will allow the student to access the activity again.

How do I add an announcement ?

- ◆ The Announcements Tab allows you to post any general announcements relevant to the course that all students will see.
- ◆ Inside each course beside the Learning tab, you will see a tab called “Announcements” .
- ◆ On the left side of the screen, you will see a “plus” sign to click on.
- ◆ Once you click that plus sign, enter the Name and Description.
- ◆ Once these details are entered, hit “Save’.
- ◆ If you want to delete the announcement, select that announcement and click the delete icon.

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

- ◆ Select the assignment and click the three dots to pull the drop down list beside each activity.
- ◆ This will show an option called “Progress” .
- ◆ On the Activity Progress screen, you will see a tab called “Score” .
- ◆ Click on the Score button, enter the score, and click “Save Scores”.
- ◆ On the teacher scoring screen, you will see a sub tab “Feedback” .

- ◆ This is where you can post feedback to the student's account.

How do I post and respond to discussions?

- ◆ Teacher can select the assignment and click the three dots to pull the drop down list beside each activity.
- ◆ This will show an option called "Progress" .
- ◆ On the Activity Progress screen, teacher will see the button which shows the progress like "Not Started" , "Score" or "Viewed".
- ◆ Teacher must click on that button which opens a new window to post the discussions about the activity.
- ◆ Teacher can post these discussions and the student can communicate through this channel with the teacher.

How do I create and share documents with students?

- ◆ Inside each course beside the home screen there is a tab "Documents".
- ◆ You can upload documents using this tab.
- ◆ Create folders by clicking "Add Root Folder" .
- ◆ If desired, you can add sub folders to these root folders.
- ◆ Once the folders are setup , there is an upload button beside each folder to upload the document.
- ◆ Students can view all these documents inside each course.

How do I customize the course by adding my own activity?

- ◆ The courses have units. Each unit has an icon with three dots beside them.
- ◆ Click on the three dots, and you will see a drop down list.
- ◆ The drop down list will show an option called "Add Activity".

- ◆ On the next screen, select the activity type, provide the necessary details and hit “Save”.
- ◆ Now the activity is added to the unit.

How to delete the activity?

- ◆ Each unit has an Action button beside it.
- ◆ Click on the three dots and you will see a drop down list.
- ◆ The drop down list will show an option called “Delete”.
- ◆ By clicking this Delete option , you can remove this activity.