

Student Support Guide for Administrators Version 8.0

AZTEC SOFTWARE Student Support Guide v8.0

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Getting Started

The teacher will need to enroll you (the student) into the **Aztec Learning System** prior to logging in. Once you are enrolled, the teacher will then assign you a username and password.

Username and Password

Your teacher may hand you the username and password, or it may be emailed to you. To access the Learning System, students will use the URL below:

https://nextgen.aztecsoftware.com

1.	Open	а	browser,	click	one	of	the	icons	on	your	desktop	to	open.

2.	Type L	nttps:/	/nextge	<u>en.aztec</u>	software	.com	into	your	web	address	bar.

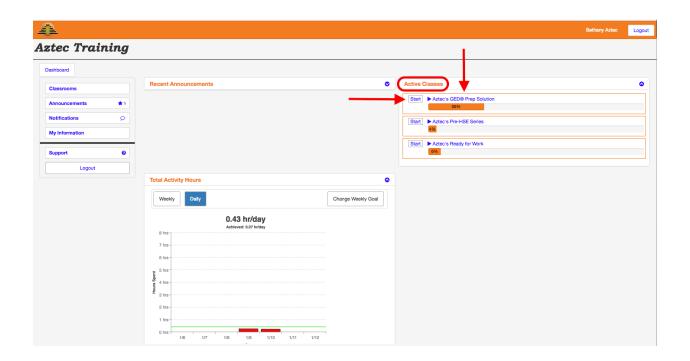
3. Enter USERNAME:		
	** Case sensitive **	
4. Enter PASSWORD:		
_	** Case sensitive **	

5. Click Login.

Dashboards

The Learning System makes it easy to identify what you've achieved, as well as what you're learning next.

After logging in for the first time, go to **Active Classes** on the right-hand side of the screen. Here you will find the classes you are currently enrolled in. Simply click on the class you would like to work on to get started, or click **Start** to run your next activity.



Navigating the Aztec Learning System

Aztec Software suggests the student to navigate through the Learning System in this order:

- 1. Click on **Learning Plan**.
- 2. Take the Subject Area Practice Test (may not be applicable in some series).
- 3. Click on the first Unit:
 - a. Take the Unit Pretest.
 - b. Work through your first lesson.
 - c. Practice with the matching drill.
 - d. Continue working through the lessons and practicing with the matching drills until the Unit is complete. (You can also choose to do all of the lessons first, and then do the corresponding drills depending on each facility's preferences).
 - e. Take the Unit Post Test.
- 4. Repeat this process through each Unit.
- 5. When all work is complete, take the Subject Area Practice Test again.

Below is a detailed description of each of the items the student will encounter throughout the Learning Plan:

Practice Tests (may not be applicable in some series):

- Can be taken at ANY time during a student's learning. However, we recommend having the student take the Practice Test BEFORE learning as an assessment of what the student already knows in this subject area and AFTER learning to confirm their knowledge.
- Can be taken MULTIPLE times.
- Include a readiness gauge that help determine the students' readiness to take the official HSE test.

Pretests:

- Used to assess/diagnose the students' performance.
- Will diagnose the student and provide information about skill areas needed for improvement.
- A student can only take a pretest <u>one time</u>.

Lessons:

- Used to remediate the students' skills.
- Each lesson will provide the learner with clear objectives for targeted focus instruction.
- Students can always go back to a lesson for review.

Drills:

- Used to reinforce the students' skills.
- Each drill has a pool of questions to strengthen the students' skills with practice.
- As you go through each question, the system provides the student with instant results each time after they answer a question.

Post Tests:

- Used to confirm the knowledge gained in the learning.
- Should be the last item the student works on within a Unit.
- Students can retake a post test until they pass.

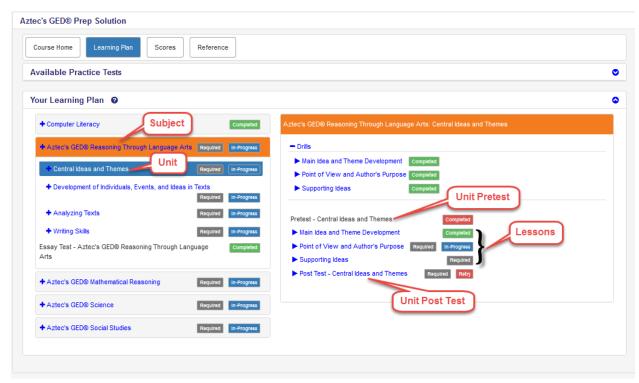
Managing the Aztec Learning System

The **Course Home** gives the student a snapshot of their:

Class Progress Class Activity Hours

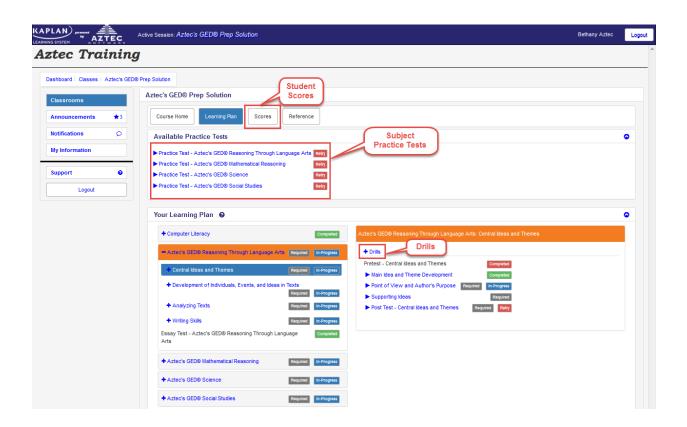
Practice Tests

The **Learning Plan** gives the student the ability to view all the subject areas they are currently working on. Every subject is broken down into Units. Each Unit has a pretest, lessons, and a post test.



Important Things to Know:

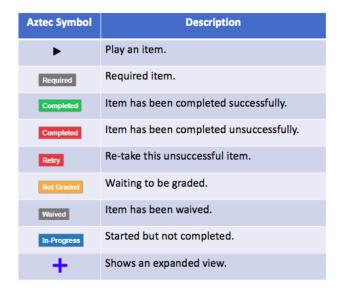
- **Subject Practice Tests** are located on the top of the screen. These tests can be taken at ANY time, but we recommend BEFORE learning as an assessment of what the student already knows in this subject area and AFTER learning to confirm their knowledge (may not be applicable in some series).
- **Drills** for each lesson are located within the learning plan, on the top of the screen. These can be taken after finishing each lesson.
- The **Scores** area will allow the student to access their most recent scores from their tests.

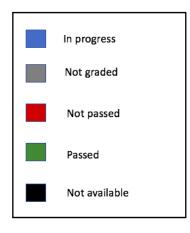


Use the **Student Learning Plan Key** below to help determine the various colors and icons throughout the Learning Plan.

- Every learning activity has a corresponding label that will show its status.
- Working in any of the learning activities will change the status of its label.
- Taking any exam (Practice Tests, pretests, and post tests) may change the status of other labels in the Learning Plan based on the exam results (ie. some labels may change to a Waived label or back to a Required label).

Student Learning Plan Key



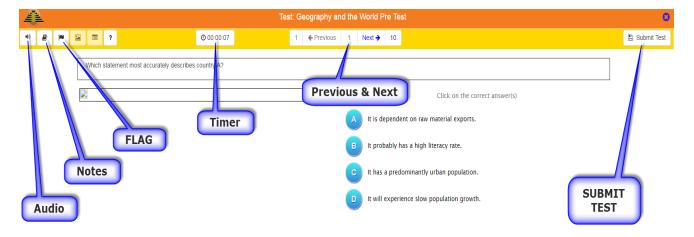


Testing Areas

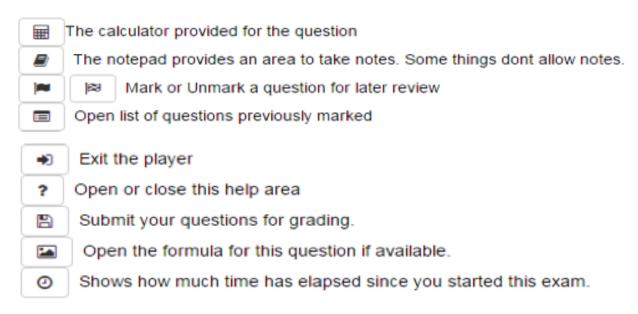
The question types the student will encounter in the **Testing Areas** are multiple choice, true and false, drag and drop, fill-in the blank, and drop down.

To move through the tests:

- Click the **Next** button to go forward.
- Click **Previous** to go back one screen.
- If there is an answer you would like to skip and come back later for review, click the **Flag** on the top left of the screen.



The additional features within testing will be represented by icons on the screen, the description is below.



^{**}At the end of each test the student must click **Submit Test** for their score and time to be recorded. **

Activity Hours

Students can keep track of how many hours they have spent working in the Learning System on a weekly and daily basis. As students progress through their work, they will begin to see a bar graph representing their hours for each day/week. These bars will start off as red until a student meets or exceeds their daily/weekly goal and will then turn green.

There are two types of charts in the Learning System that track activity hours:

- 1. <u>Total Activity Hours</u> reflects the combined total of hours the student has spent in the system in <u>ALL</u> their active classes. This chart is located on the **Student Dashboard** upon login.
 - a. Students can set a weekly goal for themselves that will be represented on the chart by a green line.
 - b. This number is automatically divided by 7 days and reflected in the daily goal (i.e. if the weekly goal is 14 hours, the daily goal will be set to 2 hours per day).
 - c. To set the weekly goal, simply click the chart.

- 2. <u>Class Activity Hours</u> reflects how many hours the student has spent in the system within a specific class. This chart is located within the **Course Home** of each specific class.
 - a. Students **CANNOT** change the weekly goal for specific classes.

Default Classes

Default classes within the Learning System come preset with the following goals:

- Total Activity Hours 12 hours per week, 1.71 hours per day
- Class Activity Hours 14 hours per week, 2 hours per day

Custom Classes

When an **Admin** creates a customized class, they can set the daily goal for that class. Students who are enrolled in that class will **NOT** be able to change the goal for that specific class.

Exiting Aztec

When logging out, it is important to click on the **Logout** button, located on the top right or bottom left of the screen.

