



Student Support Guide for Administrators  
Version 8.0

AZTEC SOFTWARE  
Student Support Guide v8.0

## Table of Contents

Getting Started.....	4
Username and Password .....	4
Dashboards .....	4
Navigating the Aztec Learning System.....	5
Managing the Aztec Learning System .....	6
Testing Areas.....	9
Activity Hours.....	10
Exiting Aztec.....	11



## 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 a browser, click one of the icons on your desktop to open.



2. Type <https://nextgen.aztecsoftware.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.

The screenshot displays the Aztec Training dashboard. At the top, the logo and user name 'Bethany Aztec' with a 'Logout' button are visible. The main navigation menu on the left includes 'Dashboard', 'Classrooms', 'Announcements' (with 3 items), 'Notifications', 'My Information', 'Support', and 'Logout'. The central area features 'Recent Announcements' and 'Active Classes'. The 'Active Classes' section lists three courses: 'Aztec's GED® Prep Solution' (23%), 'Aztec's Pre-HSE Series' (4%), and 'Aztec's Ready for Work' (6%). Below this is the 'Total Activity Hours' section, which shows a 'Daily' goal of 0.43 hr/day and a bar chart for the week of 1/6 to 1/12. The chart shows activity on 1/9 and 1/10.

## 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 one time.

**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.

The screenshot displays the 'Aztec's GED® Prep Solution' interface. At the top, there are navigation tabs: 'Course Home', 'Learning Plan' (selected), 'Scores', and 'Reference'. Below this is a section for 'Available Practice Tests'. The main area is titled 'Your Learning Plan' and is split into two panels. The left panel lists various subjects and units, each with a 'Required' status and a progress indicator (e.g., 'Completed', 'In-Progress'). A red callout box labeled 'Subject' points to 'Aztec's GED® Reasoning Through Language Arts', and another labeled 'Unit' points to 'Central Ideas and Themes'. The right panel provides a detailed view of the 'Central Ideas and Themes' unit, showing a list of drills and lessons. A red callout box labeled 'Unit Pretest' points to the 'Pretest - Central Ideas and Themes' section. Another red callout box labeled 'Lessons' points to the list of lessons: 'Main Idea and Theme Development', 'Point of View and Author's Purpose', and 'Supporting Ideas'. A final red callout box labeled 'Unit Post Test' points to the 'Post Test - Central Ideas and Themes' section.

### 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

Aztec Symbol	Description
▶	Play an item.
Required	Required item.
Completed	Item has been completed successfully.
Completed	Item has been completed unsuccessfully.
Retry	Re-take this unsuccessful item.
Not Graded	Waiting to be graded.
Waived	Item has been waived.
In-Progress	Started but not completed.
+	Shows an expanded view.

<span style="color: blue;">■</span>	In progress
<span style="color: gray;">■</span>	Not graded
<span style="color: red;">■</span>	Not passed
<span style="color: green;">■</span>	Passed
<span style="color: black;">■</span>	Not available

## 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 screenshot shows a test interface titled "Test: Geography and the World Pre Test". The interface includes a top navigation bar with a timer (00:00:07), navigation buttons (Previous, Next), and a "Submit Test" button. The main content area displays a question: "Which statement most accurately describes country A?". Below the question are four multiple-choice options labeled A, B, C, and D. Callouts point to various UI elements: "Audio" (speaker icon), "Notes" (notepad icon), "FLAG" (flag icon), "Timer" (timer display), "Previous & Next" (navigation buttons), and "SUBMIT TEST" (submit button).

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


-  The calculator provided for the question
-  The notepad provides an area to take notes. Some things dont allow notes.
-   Mark or Unmark a question for later review
-  Open list of questions previously marked
-  Exit the player
-  Open or close this help area
-  Submit your questions for grading.
-  Open the formula for this question if available.
-  Shows how much time has elapsed since you started this exam.

**\*\*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. *Total Activity Hours* – reflects the combined total of hours the student has spent in the system in ALL 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  icon on the top right of the chart.

2. Class Activity Hours - 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.

