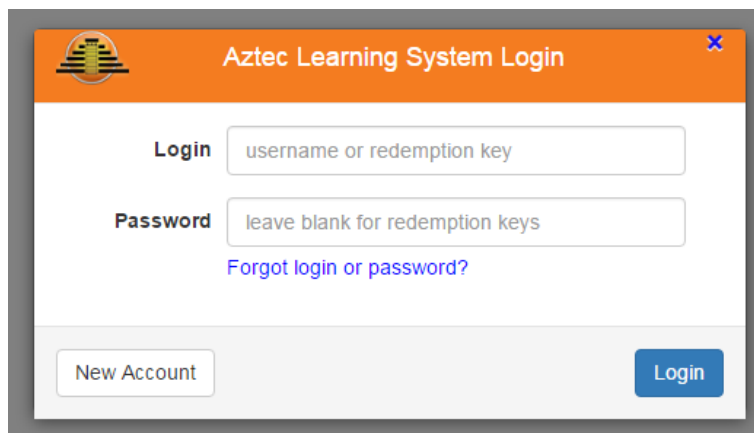


## Quick Start Teacher Guide

### Getting Started

To access the Aztec Learning System, administrators, teachers, and students will use this URL to login to Aztec Software: <https://nextgen.aztecsoftware.com>.



Your organization will receive an email with a default username and password. The designated person will be able to create additional users and assign roles to them in the Learning System.

### Administration Dashboard

The **Dashboard** is optimized for better use of data and conveying the information that you care about more clearly. On the left side of the screen you will see a menu with all the top-level features and functions within the system.

In the **Teacher** Role, your **Dashboard** will include the following areas: **Recent Announcements** and **Active Teaching**. You must also have the **Essay Grader** role to view **Essays**.



## Admin Center

The **Admin Center** will be where the teacher can find the following areas:

- **Users** (must also have the **Registrar** role)
- **Enroll Students** (must also have the **Registrar** role)
- **Classes**
- **Announcements**
- **School Reports** (must also have the **Report Viewer** role)

## Users


A **Teacher** must also have the **Registrar** role to create a **User**. When creating a user in the Learning System, you will need to assign them a role. The role will determine what the user can do.

The roles available are:

- **Admin** – all the administrative features all the administrative features. Our recommendation is that one or two people should be assigned this role.
- **Teacher** – view students associated with their class (*must have the Registrar role to add and edit students*).
- **Registrar** – add and edit users.
- **Essay Grader** – the ability to score essays.
- **Report Viewer** – the ability to run reports.
- **Student** – login and work on the available content the teacher has assigned.

To create a **Student**, select the **Student** role. Teachers and Registrars will be limited to creating only students in the system.


## Adding a New User

1. Click **Admin Center** in the menu on the left.
2. Click **Users**.
3. Click  **New**.
4. Enter a username.
  - a. The username will be used to login to the Learning System.
  - b. The username must be unique and cannot be used by any other Aztec user.
5. Enter first name and last name.
6. \*The email address field is optional.
7. Enter password/password confirmation.
  - a. Password is 8 – 20 letters and/or numbers or a combination of both.



- b. You can choose to leave the password field blank and have a temporary password emailed to the user if you have entered a valid email address.
  - c. When editing an active user's profile, you can use the "force password change" feature to have the user reset their password automatically upon signing in.
8. Select a time zone.
  9. \*The address fields are optional.
  10. **Tags** – drop down to add a tag (if applicable).
  11. **Roles** – drop down to add the role(s) you wish to add to the user.
  12. Click **Save** on the bottom right.

### Editing a User

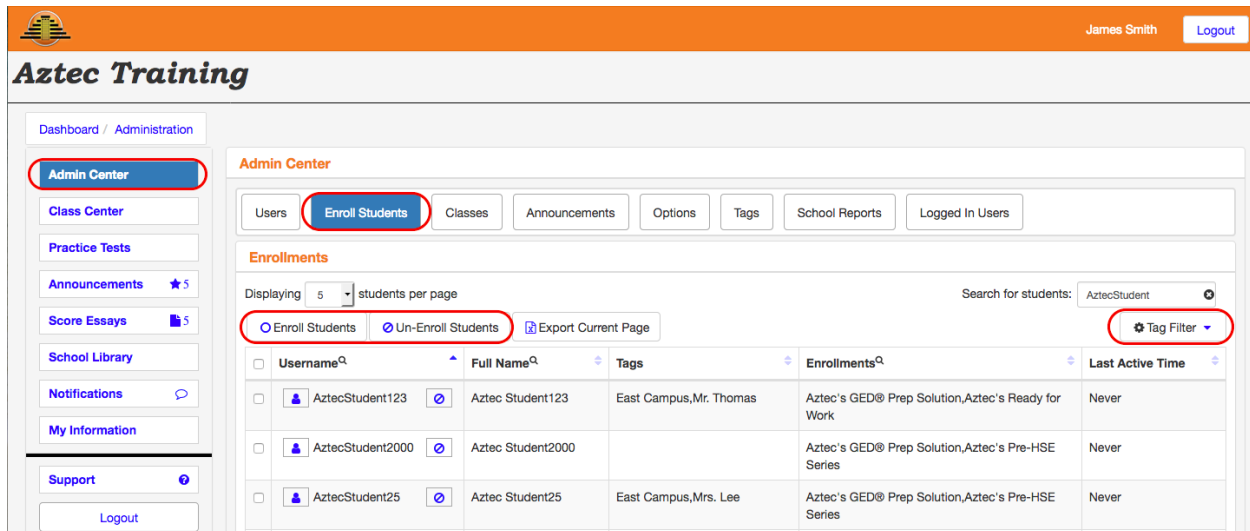
Click the box  to edit the user. Group editing can be done when clicking the box next to multiple users.

### Enroll Students

A **Teacher** must also have the **Registrar** role to enroll students into classes.

To enroll students into classes, click on the **Enroll Students** button within the **Admin Center**. **Admins** and/or **Teachers** with the **Registrar** role can enroll students into classes. Group enrolling can be initiated by clicking the box next to multiple usernames. You can also click the box on the top next to the **Username** label to check all the username boxes on the screen.

You may also filter students by tag. The **Tag Filter** will display only students associated with the tag(s) that you choose. This will be found on the top right side of the **Enrollments** screen. Simply click the **Tag Filter** button to reveal a drop-down menu of your tags and choose the tag(s) you would like to filter by. The **Tag Filter** is also available in the **Users** area.



Dashboard / Administration

James Smith Logout

## Aztec Training

Dashboard / Administration

Admin Center

Class Center

Practice Tests

Announcements 5

Score Essays 5

School Library

Notifications

My Information

Support

Logout

Admin Center

Users **Enroll Students** Classes Announcements Options Tags School Reports Logged In Users

Enrollments

Displaying 5 students per page Search for students: AztecStudent

Enroll Students Un-Enroll Students Export Current Page Tag Filter

| Username                                  | Full Name                                  | Tags                    | Enrollments  | Last Active Time |
|---|--|-------------------------|--|------------------|
| <input type="checkbox"/> AztecStudent123  | <input type="checkbox"/> Aztec Student123  | East Campus, Mr. Thomas | Aztec's GED® Prep Solution, Aztec's Ready for Work | Never            |
| <input type="checkbox"/> AztecStudent2000 | <input type="checkbox"/> Aztec Student2000 |                         | Aztec's GED® Prep Solution, Aztec's Pre-HSE Series | Never            |
| <input type="checkbox"/> AztecStudent25   | <input type="checkbox"/> Aztec Student25   | East Campus, Mrs. Lee   | Aztec's GED® Prep Solution, Aztec's Pre-HSE Series | Never            |

### Single User Enrollment

1. Click the box next to the username you would like to enroll.
2. Click the  next to the username. A list of available classes will appear.
3. Click the box(es) next to the class(es) in which you would like to enroll the student.
4. Click **OK**.

### Group Enrollment

1. Click the box next to the usernames you would like to enroll. To select all students on the screen, click the box on the top next to the  Username
2. Click  Enroll Students on the top left of the screen.
3. Click the box(es) next to the class(es) in which you would like to enroll the group of students.
4. Click **OK**.

### School Reports

The **School Reports** screen will give you access to detailed information about an individual student or a group of students by running the desired report. A user must have the **Report Viewer** role to view all reports. To access these reports, click on the  icon next to each report to expand the view. *To see the specific details of these reports, please refer back to the **School Reports** section of the full administrative guide. The following reports are available to run:*



- Student Time on Task
- Student Activity Detail
- Student Activity Overview
- Student Attendance
- Class Activity Summary
- Classroom Login

### Notifications

All reports generated will be found in the main menu on the left side by clicking the **Notifications** button. You can open the report by clicking on the blue hyperlink of the report you wish to view. Once opened, all reports can be printed and/or exported.

The screenshot shows the Aztec Training interface. At the top, there is a navigation bar with the user's name 'James Smith' and a 'Logout' button. Below this is the 'Aztec Training' header. The main content area is divided into a left sidebar and a main panel. The sidebar contains several menu items: 'Admin Center', 'Class Center', 'Practice Tests', 'Announcements', 'Score Essays', 'School Library', 'Notifications' (circled in red), 'My Information', and 'Support'. The main panel displays the 'Notifications' section, which includes a search bar, a table of notifications, and pagination controls. The table has columns for 'Date', 'Message', and 'Expires On'. Two notifications are listed: 'Report: Student Activity Detail' and 'Report: Student Time on Task'. A red arrow points to the 'Report: Student Activity Detail' link in the table.




### Run a Report

To run a report, follow these general guidelines (there may be more/less options available depending on the type of report you choose to run):

1. Optional - Select a **tag**. *Any student matching this tag will automatically be included in the report.*
2. Select **student(s) name(s)**. *Any choices are combined with any chosen tags.*
3. Select the **activities** you would like to include in your report (if applicable).
4. Select the **time interval** (if applicable).
5. Select a **class** (if applicable).



6. Optional - Select any **exclusions** (if applicable). *This will exclude any days/times you choose from the report.*

- Click the  icon.
- Click the  icon to edit your exclusion times.
- Click the  icon to save.

7. Optional – You can choose to save this report as a favorite or run a favorite report instead.

8. When finished, click **Generate**.

Reminders for teachers to inform their students:

- At the end of pretests, post tests, and practice tests, click **Submit Test**.
- When exiting the program, the students must click the **Logout** button on the top right or in the menu on the left.
- The ability of students to follow these directions will reflect the accuracy of certain reports.


Save a Report

To save a report, type a name for the report you would like to save in the **Save As** field. Once the report is run, it will save and can be found in the main menu on the left-hand side of the **Dashboard** within **My Information**. It can then be accessed through **Report Favorites**.

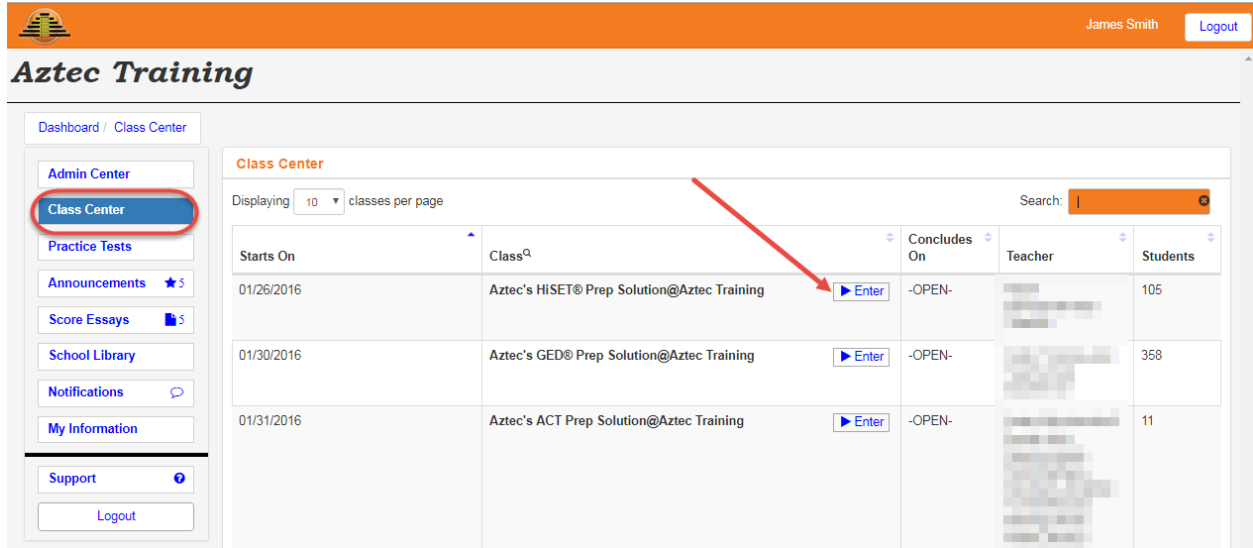
## Class Center

The **Class Center** displays a snapshot of all the available classes, the teachers associated with these classes, and the start dates of the classes. In addition, you can also access the specific **Reports** that are associated with these classes, as well as many other class specific features.

Only **Admins** have access to all the classes within **Class Center**. However, if you have the **Teacher** role and are assigned to a specific class, you will be able to view and manage your class within **Class Center** or in the **Active Teaching** area on your dashboard.

To access a specific class, click the  icon as seen in the images below (see **Admin** and **Teacher** views).

## Admin View:



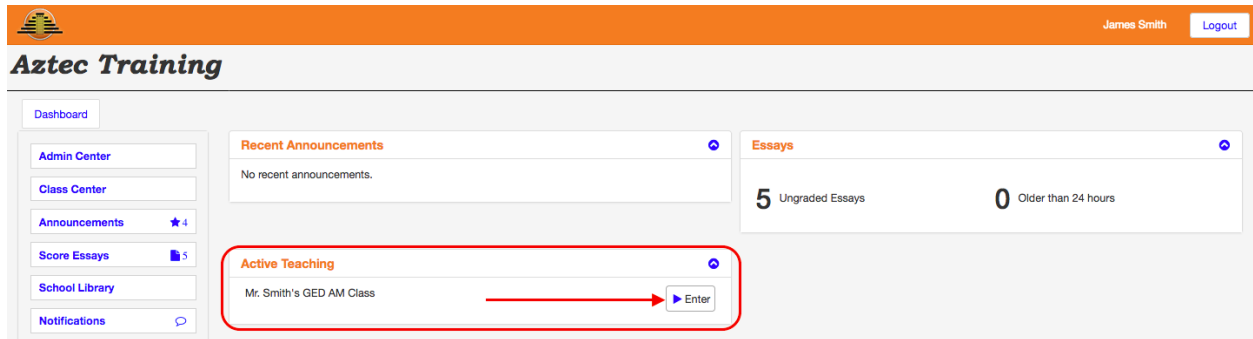
Dashboard / Class Center

Class Center

Displaying 10 classes per page Search: [ ]

| Starts On  | Class <sup>α</sup>                          | Concludes On | Teacher   | Students |
|------------|---|--------------|-----------|----------|
| 01/26/2016 | Aztec's HISET® Prep Solution@Aztec Training | -OPEN-       | [blurred] | 105      |
| 01/30/2016 | Aztec's GED® Prep Solution@Aztec Training   | -OPEN-       | [blurred] | 358      |
| 01/31/2016 | Aztec's ACT Prep Solution@Aztec Training    | -OPEN-       | [blurred] | 11       |

## Teacher View:



Dashboard

Recent Announcements

No recent announcements.

Essays

5 Ungraded Essays 0 Older than 24 hours

Active Teaching

Mr. Smith's GED AM Class

Once you are in your specific class, you will then be able to view the following areas: **Class Activity, Student Scores, Student Progress, Reports, Logged in Users, and Reference.**

**Aztec's GED® Prep Solution**

Class Activity | Student Scores | Student Progress | Reports | Logged in Users | Reference

**Class Activity (Last 30 days)**

Displaying 10 records per page Search: use + as a delimiter

| When <sup>Q</sup>   | Who <sup>Q</sup> | What <sup>Q</sup>  | Action               |
|---------------------|------------------|--|----------------------|
| June 02, 2017 11:22 | Bethany.Davidson | Exam: Aztec's GED® Reasoning Through Language Arts Practice Test | Activity Exited      |
| June 02, 2017 11:22 | Bethany.Davidson | Session: Aztec's GED® Prep Solution                              | Classroom Exited     |
| June 02, 2017 11:22 | Bethany.Davidson | Exam: Aztec's GED® Reasoning Through Language Arts Practice Test | Activity Data Review |
| June 02, 2017 11:22 | Bethany.Davidson | Exam: Aztec's GED® Reasoning Through Language Arts Practice Test | Activity Exited      |
| June 02, 2017 11:22 | Bethany.Davidson | Exam: Aztec's GED® Reasoning Through Language Arts Practice Test | Activity Launched    |

## Class Activity


**Class Activity** displays a snapshot of the classes students have logged in and out of and their actions performed within those classes with time stamps.


## Student Scores

The **Student Scores** area displays each student's points, percentage, and scoring label organized by the following categories: practice tests, tests, drills, and essays.

## Student Progress

The **Student Progress** area allows the **Admin** and **Registrar** to:

- Masquerade as a student enrolled in their class (click the  icon).
- View and modify the student's learning plan.
- View student's last login and overall percentage of progress.





















A **Teacher** will only be allowed to view the student's learning plan (click the  icon), as well as the student's last login and overall percentage of progress. A **Teacher** must have the "**Advanced Class Management**" feature enabled by Aztec in the Options area to masquerade as a student and have access to modifying their learning plan.



Class Activity   Student Scores   **Student Progress**   Reports   Logged in Students   Reference

**Students**

Displaying 5 students per page   Search: AztecStudent



| Username   | Full Name         | Last Login    | Overall Progress |
|--|-------------------|---------------|------------------|
|   AztecStudent123    | Aztec Student123  | Never         | 0%               |
|   AztecStudent2000   | Aztec Student2000 | about 3 hours | 15%              |
|   AztecStudent25     | Aztec Student25   | Never         | 0%               |
|   AztecStudent300    | Aztec Student300  | Never         | 0%               |
|   AztecStudent400    | Aztec Student400  | 8 days        | 0%               |

### Masquerade:

This area will allow the **Admin, Registrar, or Teacher** with the “**Advanced Class Management**” feature to switch roles and sign in as a student.

The purpose of masquerading is to gain access to what the other user can see, without having to login in as that user. No data will be saved during this action and it will have no effect on the user they are masquerading as.


To masquerade as a student:

1. Click on the  icon to the left of the student’s username you wish to masquerade as.
2. When finished, click on the  icon on the top right-hand corner of the screen. It will direct you back to the **Dashboard** page.

### View a Learning Plan:

This area will allow the **Admin or Teacher** to view a student’s progress within the Learning Plan.

To view a learning plan:

1. Click the  icon to the left of the student’s username.
2. Scroll down the page to view that student’s learning plan.
3. Select the Subject and Unit that you would like to view.



### Reset a Learning Plan Requirement

This area will allow the **Admin or Teacher** with the “**Advanced Class Management**” feature to reset an activity in the student’s learning plan as if they had never started it. This feature will also:



- Undo any waivers that were placed on the activity.
- Delete all data associated with that item, including time.

To reset a learning plan requirement:



1. Click on the  icon to the right of the student's username you wish to reset.
2. Scroll down the page to view that student's learning plan.
3. Select the Subject and Unit that you would like to view.
4. Choose the activity you would like to reset.
5. Click **OK** in the confirmation box.
6. Scroll back up the page and click again on the  icon.
7. When you return to the learning plan below, you will see the **Required** label return to the right of the activity you chose to reset. This will also show up in the Learning Plan on the Student side of the Learning System.

#### Waive a Learning Plan Requirement

This area will allow the **Admin** or **Teacher** with the "**Advanced Class Management**" feature to waive a lesson or post test in the student's learning plan, regardless of previous score results. You cannot waive a Practice Test or a pretest.

- When an activity is waived, it is no longer required to complete.
- Lessons and post tests waived are still accessible to the student.

To waive an activity:

1. Click on the  icon to the right of the student's username.
2. Scroll down the page to view that student's learning plan.
3. Select the Subject and Unit that you would like to view.
4. Choose the lesson or post test you wish to waive.
5. Click **OK** in the confirmation box.
6. Scroll back up the page and click again on the  icon.
7. When you return to the learning plan below, you will see a **Waived** label next to any lesson or post test you chose to waive. This will also show up in the Learning Plan on the Student side of the Learning System.


#### Reports

The reports below are specific to the class selected. *To see the specific details of these reports, please refer back to the **School Reports** section of this administrative guide.*



- Student Time on Task
- Student Activity Detail
- Student Activity Overview
- Student Attendance
- Class Activity Summary
- Classroom Login

#### [Logged in Users](#)

The **Logged in Users** area displays any users that are currently logged into the Learning System. If you would like to manually log out a user, simply click on the  icon next to the username.