



Quick Start Student Guide

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

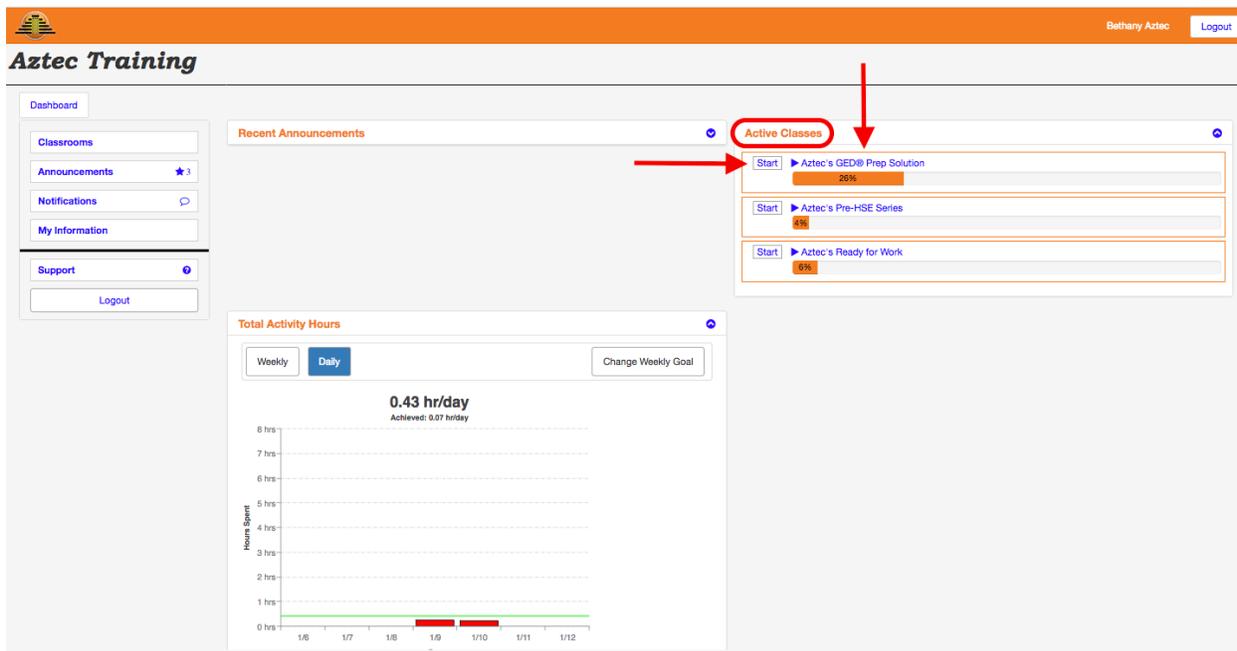
Your teacher may hand you the username and password, or it may be emailed to you. To access the Learning System, students will use the URL below:

<https://nextgen.aztecsoftware.com>

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 (this is for suggestion purposes only, please follow the directions of your teacher):

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.

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 you the ability to view all the subject areas you 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

Aztec Symbol	Description
	Play an item.
	Required item.
	Item has been completed successfully.
	Item has been completed unsuccessfully.
	Re-take this unsuccessful item.
	Waiting to be graded.
	Item has been waived.
	Started but not completed.
	Shows an expanded view.

	In progress
	Not graded
	Not passed
	Passed
	Not available

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. **

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.