



# TEACHER'S GUIDE

## USA Learns

October 2023

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## Create and Account

1. Go to the USA Learns [Teacher Registration Page](#).
2. Complete the one-time registration form.



The screenshot shows a registration form on a blue background. The fields are as follows:

- Email Address:** A text input field with a red asterisk and a clear button.
- First Name:** A text input field with a red asterisk.
- Last Name:** A text input field with a red asterisk.
- Alias:** A text input field with a red asterisk and the placeholder text "Your name as seen by students".
- Country:** A dropdown menu with "( Not Specified )" selected.
- Agency Type:** A dropdown menu with "Adult School" selected.
- Agency Name:** A text input field.
- Password:** A text input field with a red asterisk and a note: "(Password should be at least 6 letters or numbers, no spaces.)". It has a clear button.
- Confirm Password:** A text input field with a red asterisk and a clear button.
- 1 + 3 =** A math problem displayed in a red box.
- Enter Answer:** A text input field.
- Register:** A red button in the bottom right corner.

3. Select Register.
4. Check your email and follow the steps provided to confirm your account.

NOTE: Teacher accounts must be confirmed before you can begin creating classes. If you do not receive a message, check your SPAM/JUNK folder. If you work for a school, check with the IT Dept. to ensure outside emails are not blocked.

## Signing In

1. Go to the USA Learns [Teacher Sign in Page](#).
2. Enter your email address and password.
3. Select Sign In.

## Reset Password

1. Go to the USA Learns [Teacher Sign in Page](#).
2. Select [Forgot your password?](#)
3. Enter your email address.

4. Select Reset Password.
5. Check your email and follow the link provided in the message.
6. Enter and confirm your new password.
7. Select Submit.



The image shows a screenshot of a password reset form on a blue background. It contains three input fields: 'Email Address: \*' with the text 'testteacher@fakemail.com', 'Password: \*' with masked characters, and 'Confirm New Password: \*' with masked characters. A red 'Submit' button is located at the bottom right.

## Manage Account Profile

Teachers can manage their password, email address and name change.

- [Messages](#)
- [Graded writing activities](#)
- [Change my password](#)
- [Change my email address](#)
- [Change my name](#)
- [Certificate of completion](#)

## Change Password

1. From your Teacher Home Page, select [Change My Password](#).
2. Enter your old and new password and confirm your new password.
3. Select Change My Password.

The image shows a screenshot of a password change form. It has a blue background. There are three white input fields stacked vertically. The first is labeled 'Password: \*', the second 'New Password: \*', and the third 'Confirm Password: \*'. Each field has a small icon on the right side. At the bottom right of the form is a red button with white text that says 'Change My Password'.

### Change Email Address

1. From your Teacher Home Page, select [Change Email Address](#).
2. Enter and re-enter your new email address for your teacher account.
3. Select Send Confirmation Email.
4. Check your email and follow the link provided in the message to confirm the change.

### Change Account Name

1. From your Teacher Home Page, select [Change My Name](#).
2. Use the form to update your account settings, name, alias, country, state, agency type or agency name.
3. Select Save.

## Access Student Course Materials

To access course materials from the student's perspective, you will need to create a student account using a different email address than the one used for your teacher account.

1. Go to the [Student Registration Page](#).
2. Complete the registration form.
3. Select Register.

### Student Registration

Do you want to learn English or prepare to become a U.S. citizen for free? Please enter your email address, name and a password.



The screenshot shows a registration form with the following fields and elements:

- Email Address:** A text input field with a dropdown arrow on the left and a clear button on the right.
- First Name:** A text input field with a dropdown arrow on the left.
- Last Name:** A text input field with a dropdown arrow on the left.
- Password:** A text input field with a dropdown arrow on the left and a clear button on the right. Below the field is the text: "(Password should be at least 6 letters or numbers, no spaces;)"
- Confirm Password:** A text input field with a dropdown arrow on the left and a clear button on the right.
- 5 + 3 =**: A small box containing the math problem.
- Enter Answer:** A text input field for the user to provide the answer to the math problem.
- Register**: A red button with white text located in the bottom right corner of the form.

4. Login to the [student sign-in page](#).
5. Select a course from the [student home page](#).


## Course Placement

To best determine which courses your students should study, refer to the [Course Placement page](#) for information about English levels, NRS levels, and content covered in each course.

## Create a Class

1. From your Teacher Home Page, select [Start a New Class](#).
2. Enter a title.
3. Select the USA Learns course.
4. Enter a description.
5. Enter a start date.
6. Enter an optional end date. We suggest you leave this blank if you want to reuse the class or want students to be able to enroll anytime.
7. Select Create My Class.

### Create a New Class

 **New Class**

Create your new Class by filling out the information below.

**Title:**

**Based on Course:**

**Description:**

**Start Date:**

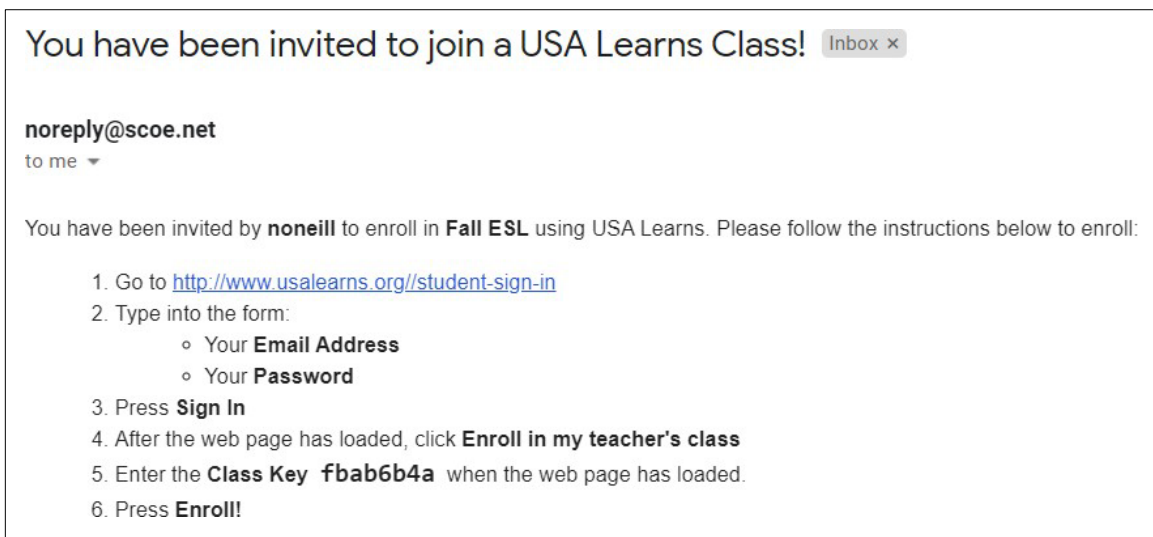
**End Date:**

[Create My Class](#)

## Share Class Key with Students

Ensure each student has an active email address, has an account and can [log-in](#) to the site before you send them your class key. You can share the key via email, whiteboard or print out instructions.

1. From your Teacher Home Page, select the name of the class.
2. Select Share Class Key.
3. Select Email Instructions to students.
4. Enter the first student's email address. More fields will appear. You can email up to ten students at a time.
5. Select Send Email.
6. The student will receive the Class Key Code in the email message.



7. The student will need to log-in to the website, and from the student home page, select [Enroll in My Teacher's Class](#), and enter the Class Key you provided.
8. The class will appear on the student's home page with the class title you created and your name.



 <p>1st English Course</p> <p>1</p> <p><b>Fall ESL</b> with noneill</p> <p>What do you want to do?</p> <ul style="list-style-type: none"><li>• <a href="#">Go to my next activity</a></li><li>• <a href="#">Select a different unit</a></li></ul>	
--	--

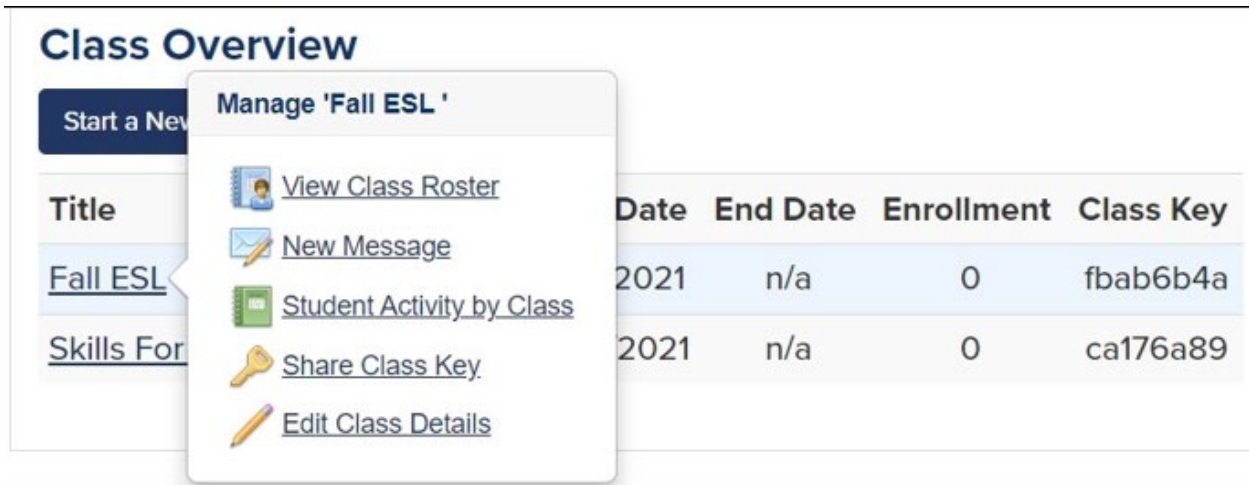
**NOTE:**

- If an email address entered **belongs** to an existing user account, they will receive an email inviting them to enroll in a class.
- If an email address entered **does not** have an existing account, they will receive an invitation to register for a student account with USA Learns, and to enroll in your class.
- If a student **struggles with digital literacy**, you may need to guide them through the process of account registration and class enrollment.

## Access Class Roster

Students that have enrolled using the class key will appear on the class roster. The roster provides access to each student record.






1. From your Teacher Home Page, select View Class Roster.



**Class Overview**

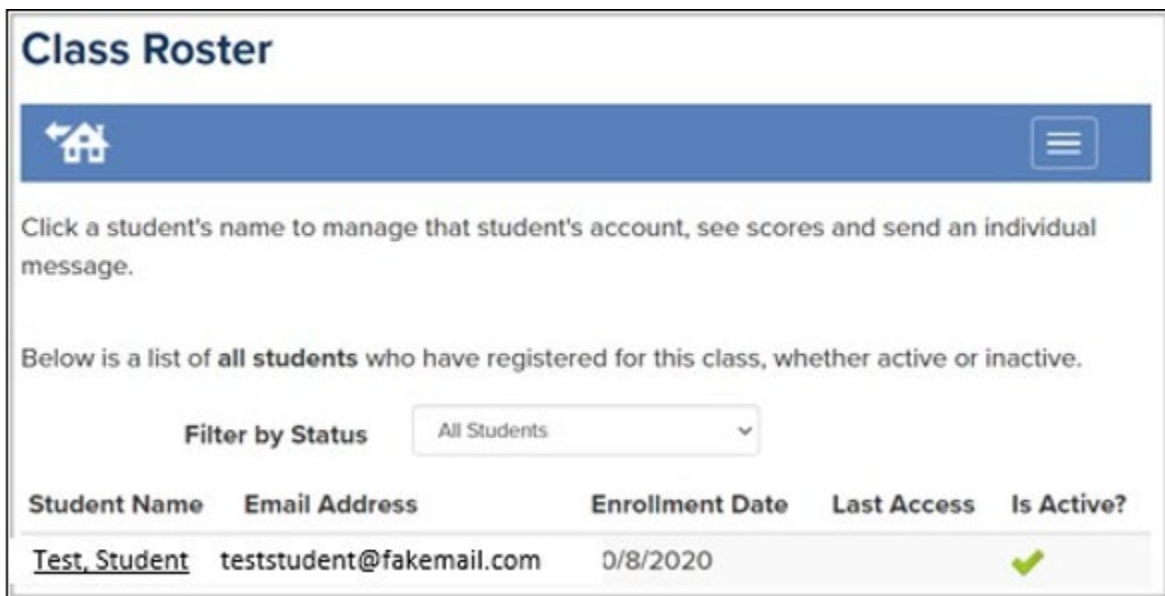
Start a New

**Manage 'Fall ESL'**

-  [View Class Roster](#)
-  [New Message](#)
-  [Student Activity by Class](#)
-  [Share Class Key](#)
-  [Edit Class Details](#)

Title	Date	End Date	Enrollment	Class Key
Fall ESL	2021	n/a	0	fbab6b4a
Skills For	2021	n/a	0	ca176a89

2. Filter by status of **All Students**, **Active**, or **Inactive** to narrow your search of student records.




**Class Roster**

Click a student's name to manage that student's account, see scores and send an individual message.

Below is a list of **all students** who have registered for this class, whether active or inactive.

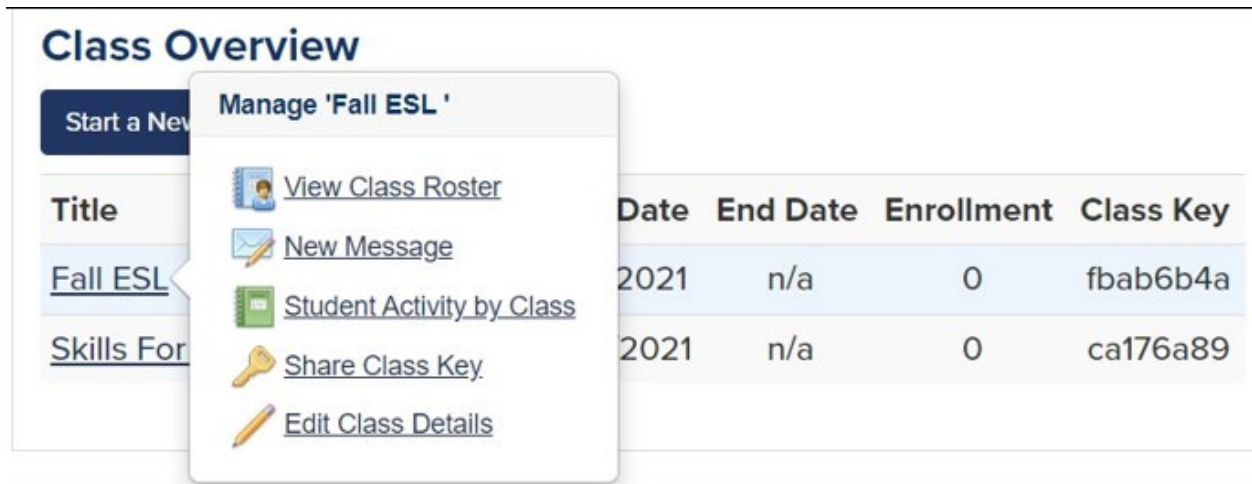
Filter by Status:

Student Name	Email Address	Enrollment Date	Last Access	Is Active?
<a href="#">Test Student</a>	teststudent@fakemail.com	0/8/2020		

## Send Messages to Students

Messages can be created by a teacher and posted on the student's My Home page and be sent to one or more students at a time. Use this feature to welcome students to the class, provide instructions on writing assignments, share your contact information, or communicate about a student's score or progress.

1. From your Teacher Home Page, select New Message.



The screenshot shows the 'Class Overview' section of a teacher's interface. A dropdown menu is open for the class 'Fall ESL'. The menu options are:

- View Class Roster
- New Message
- Student Activity by Class
- Share Class Key
- Edit Class Details

In the background, a table displays class details:

Date	End Date	Enrollment	Class Key
2021	n/a	0	fbab6b4a
2021	n/a	0	ca176a89

2. Select the recipient(s) from the list.
3. Provide a title.
4. Enter the message.
5. Select Send.

▼ Recipients: \*

Display to Student?	Start Date	Most Recent Activity	Status
<input checked="" type="checkbox"/> ONeill, Nancy	10/8/2020	n/a	Active

Title: \*

Welcome to My Class

Body: \*

Thank you for enrolling the class. We are happy you are here. Please begin Unit One. If you have any question, please contact me by email at noneill@scoe.net. Thank you!

Display Status:

Display this message     Do not display this message


**Send**

6. Select a display status. Note that choosing Display this message will provide a 90-day view of historical messages.
7. A list of messages sent over the past 90 days will be displayed. To modify an existing message, or change its display status, select the message title.

To add a new message, visit your [My Home page](#), select the class you want to message, and click 'New Message.'

Message Title	Sent	Recipients	Status
<a href="#">Welcome to My Class</a>	8/20/2021	Entire Class	Displayed

8. When the student(s) logs in they will see a message indicator on their My Home.



**Messages**

oneillnancy5@gmail.com

Home   Help   Messages **1**   Enroll in My Teacher's Class   Change My Information

[Sign off](#)

9. The student will select the message indicator, select the link to the message and read the message.

Below is a list of the messages you have received in the past 90 days. To read a message, click the message title.

Title	From	Class	Received
<a href="#">Welcome to My Class</a>	noneill	Fall ESL	8/20/2021

## Read Message



**From** noneill  
**Class** Fall ESL  
**Received** 8/20/2021

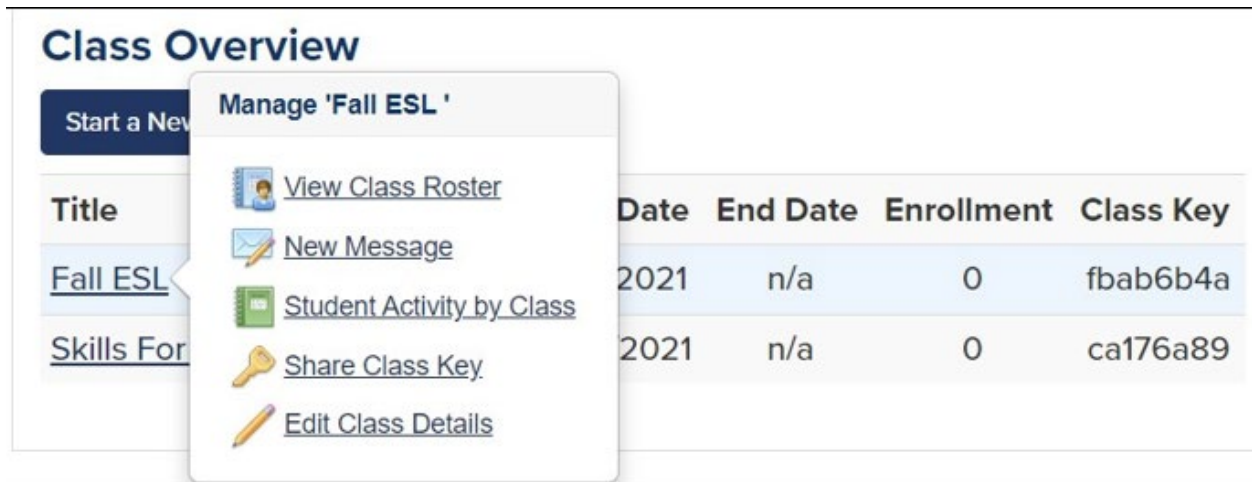
**Title** Welcome to My Class

**Message** Thank you for enrolling the class. We are happy you are here. Please begin Unit One. If you have any question, please contact me by email at noneill@scoe.net. Thank you.

## Edit Class Details

Select information can be changed after a class has been created; title, description, start date, and end date.

1. From your My Home page, select the name of the class.
2. Select Edit Class Details.



The screenshot shows a 'Class Overview' page. On the left, there is a sidebar with a 'Start a New' button and a list of class titles: 'Fall ESL' and 'Skills For'. A dropdown menu is open over the 'Fall ESL' class, titled 'Manage 'Fall ESL '''. The menu contains five options: 'View Class Roster' (with a person icon), 'New Message' (with an envelope icon), 'Student Activity by Class' (with a document icon), 'Share Class Key' (with a key icon), and 'Edit Class Details' (with a pencil icon). In the background, a table is visible with columns: 'Date', 'End Date', 'Enrollment', and 'Class Key'. The table has two rows of data.

Date	End Date	Enrollment	Class Key
2021	n/a	0	fbab6b4a
2021	n/a	0	ca176a89

3. Make required edits.
4. Select Edit My Class.

## Student Activity by Class

The Student Activity by Class report provides the total hours, minutes, and total elapsed hours for each student within a course.

USA Learns can track how much time is spent on an activity page. Time tracking is not an exact science with online learning tools. The time tracking feature should, however, give teachers a general idea of how much time a student spends on an activity.

1. From your My Home page, select the name of the class.
2. Select Student Activity by Class.

## Class Overview

Start a New

**Manage 'Fall ESL'**

- [View Class Roster](#)
- [New Message](#)
- [Student Activity by Class](#)
- [Share Class Key](#)
- [Edit Class Details](#)

Title	Date	End Date	Enrollment	Class Key
<a href="#">Fall ESL</a>	2021	n/a	0	fbab6b4a
<a href="#">Skills For</a>	2021	n/a	0	ca176a89

3. Select a date range.
4. Select Generate Report

## Student Activity By Class

[Home](#)
[Class Roster](#)
[Class Key](#)
[Edit Details](#)
[Delete](#)
[Student Activity by Class](#)

Select the date range for which you would like to generate this report.

**Date Starting**

**Date Ending**

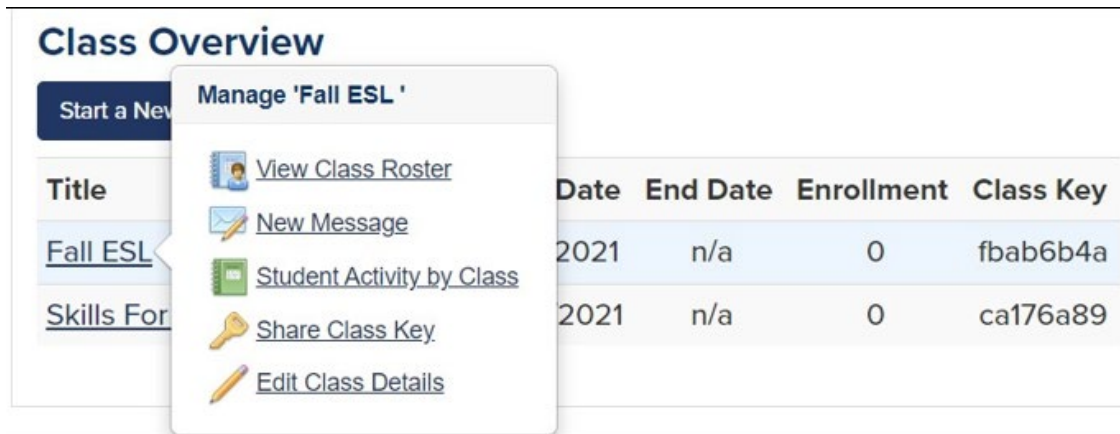
[Generate Report](#)

5. The report provides the total hours, minutes, and total elapsed hours for each student within a course.
6. Select Download CSV File to obtain a copy in a comma separated value (CSV) file format. The file can be opened with Excel or other licensed software.

Fall ESL	8/2/2021 - 8/20/2021			
Student Last Name	Student First Name	Hours	Minutes	Total Elapsed Hours
ONeill	Nancy	0	2	0.04

## Manage Student Records/Scores

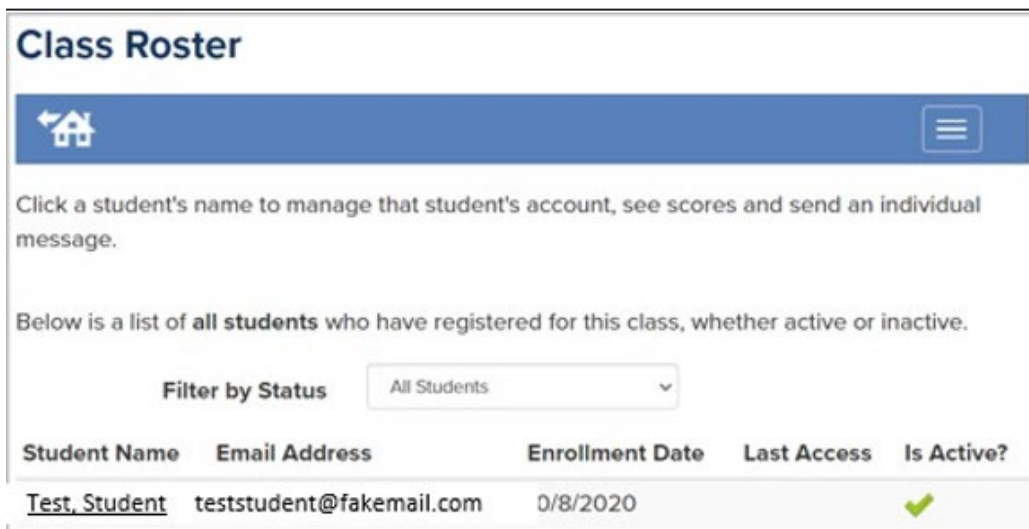
1. From your My Home page, select the name of the class.
2. Select View Class Roster.



The screenshot shows the 'Class Overview' interface. On the left, there is a sidebar with a 'Start a New' button and a list of class titles including 'Fall ESL' and 'Skills For'. A dropdown menu is open over the 'Fall ESL' class, titled 'Manage 'Fall ESL '''. The menu contains five options: 'View Class Roster' (with a person icon), 'New Message' (with an envelope icon), 'Student Activity by Class' (with a calendar icon), 'Share Class Key' (with a key icon), and 'Edit Class Details' (with a pencil icon). In the background, a table displays class information:

Date	End Date	Enrollment	Class Key
2021	n/a	0	fbab6b4a
2021	n/a	0	ca176a89

3. Select the student's name from the list.



The screenshot shows the 'Class Roster' page. At the top, there is a blue header with a home icon and a menu icon. Below the header, there is a message: 'Click a student's name to manage that student's account, see scores and send an individual message.' Below this, another message states: 'Below is a list of all students who have registered for this class, whether active or inactive.' There is a 'Filter by Status' dropdown menu currently set to 'All Students'. Below the filter is a table with the following columns: 'Student Name', 'Email Address', 'Enrollment Date', 'Last Access', and 'Is Active?'. The table contains one row of data:

Student Name	Email Address	Enrollment Date	Last Access	Is Active?
<a href="#">Test Student</a>	teststudent@fakemail.com	0/8/2020		✓

4. Select Student Scores.



The page shows the unit completion status and scores. Select a unit title to drill down to lesson status. An empty white box means that the student has not started the unit. A half filled in box means they started. A filled in box means the unit is complete.

#	Unit Title	Completed?	Score
1	<a href="#">First English Class</a>	<input type="checkbox"/>	•
2	<a href="#">In the Classroom</a>	<input type="checkbox"/>	•
3	<a href="#">Numbers</a>	<input type="checkbox"/>	•
4	<a href="#">Around the Clock</a>	<input type="checkbox"/>	•
5	<a href="#">The Calendar</a>	<input type="checkbox"/>	•
6	<a href="#">Places to Go</a>	<input type="checkbox"/>	•

5. The page shows lesson status and scores. Select a lesson title to drill down to activity status.

#	Lesson Title	Completed?	Score
1	<a href="#">Introduction &amp; Vocabulary</a>	<input type="checkbox"/>	•
2	<a href="#">Language Practice</a>	<input type="checkbox"/>	•
3	<a href="#">Review and Quiz</a>	<input checked="" type="checkbox"/>	42%

- The page shows activity status and scores. Note the number of attempts and time spent.

#	Activity Title	Completed?	Attempts	Time	Score
<b>Unit Introduction</b>					
1	Welcome!	<input checked="" type="checkbox"/>	1	00:00:02	—
2	Learning Goals	<input checked="" type="checkbox"/>	1	00:00:01	—
3	Meet Miguel	<input checked="" type="checkbox"/>	1	00:00:07	—
<b>Classroom Directions</b>					
1	Learn New Words	<input type="checkbox"/>	1		—
2	Meaning Match	<input type="checkbox"/>	0		•
3	Listening Match	<input type="checkbox"/>	0		•
4	Say it!	<input type="checkbox"/>	0		—
5	Listen for it!	<input type="checkbox"/>	0		•

## Student Gradebook

- From your My Home page, select the name of the class.
- Select View Class Roster.

### Class Overview






Start a New Class

**Title**

Fall ESL

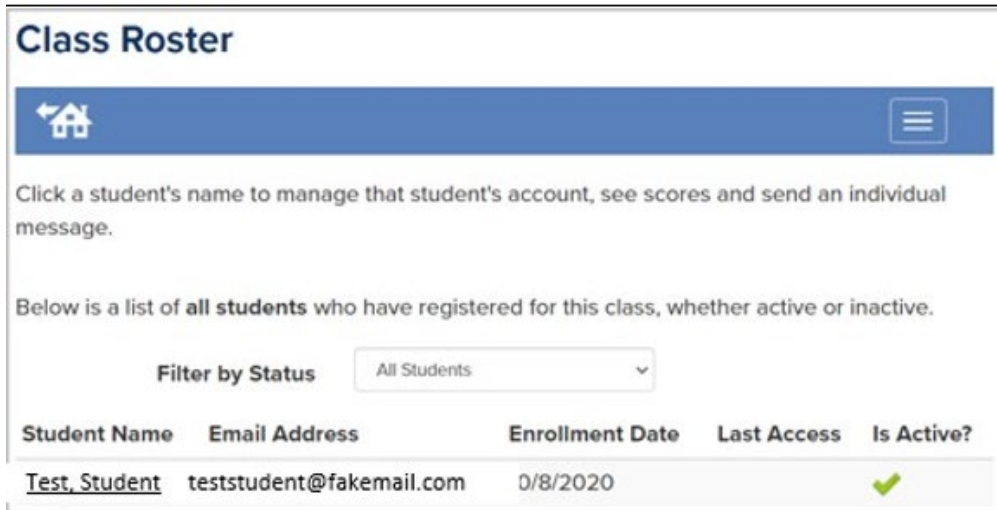
Skills For

**Manage 'Fall ESL'**

-  [View Class Roster](#)
-  [New Message](#)
-  [Student Activity by Class](#)
-  [Share Class Key](#)
-  [Edit Class Details](#)

Date	End Date	Enrollment	Class Key
2021	n/a	0	fbab6b4a
2021	n/a	0	ca176a89

3. Select the student's name from the list.



**Class Roster**

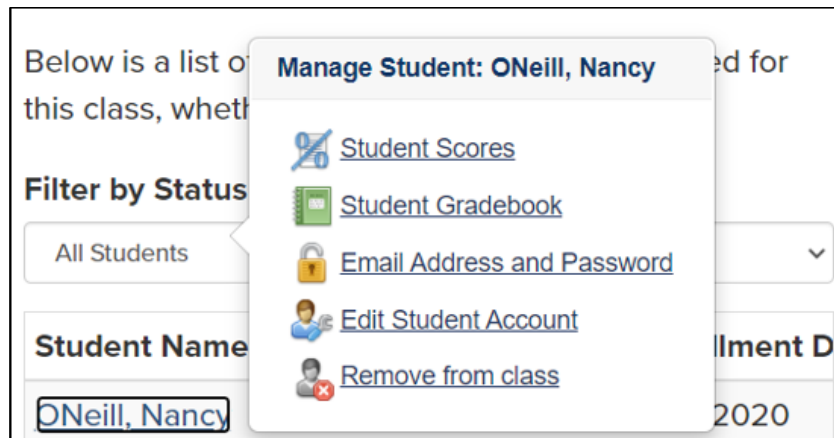
Click a student's name to manage that student's account, see scores and send an individual message.

Below is a list of **all students** who have registered for this class, whether active or inactive.

Filter by Status: All Students

Student Name	Email Address	Enrollment Date	Last Access	Is Active?
<a href="#">Test Student</a>	teststudent@fakemail.com	0/8/2020		✓

4. Select Student Gradebook.



Below is a list of students who have registered for this class, whether active or inactive.

Filter by Status: All Students

Student Name	Email Address	Enrollment Date	Last Access	Is Active?
<a href="#">ONeill, Nancy</a>				

- Manage Student: ONeill, Nancy
  - Student Scores
  - Student Gradebook
  - Email Address and Password
  - Edit Student Account
  - Remove from class

The gradebook provides the number of attempts, completed date, time and score for each unit activity within a course. USA Learns **retains** the gradebook information for classes so long as the **Teacher does not delete their class, nor remove the student from their roster.**

## Student Gradebook



**Class** Fall ESL  
**Student** O'Neill, Nancy

### 1st English Course

Title	Attempts	Completed	Time	Score
<b>Unit 1: First English Class — Introduction &amp; Vocabulary — Unit Introduction</b>				
Welcome!	1	8/20/2021	00:00:02	—
Learning Goals	1	8/20/2021	00:00:01	—
Meet Miguel	1	8/20/2021	00:00:07	—

## Changing Student Email Address and Password

Teachers can change a student's email and password. This may arise with a student needing to change to a school provided email account or to assist a student who is having trouble understanding how to update their information on their own.

1. From your My Home page, select the name of the class.
2. Select View Class Roster.

**Class Overview**

Start a New

**Manage 'Fall ESL'**

- [View Class Roster](#)
- [New Message](#)
- [Student Activity by Class](#)
- [Share Class Key](#)
- [Edit Class Details](#)

Title	Date	End Date	Enrollment	Class Key
<a href="#">Fall ESL</a>	2021	n/a	0	fbab6b4a
<a href="#">Skills For</a>	2021	n/a	0	ca176a89

3. Select the student's name from the list.

**Class Roster**

Click a student's name to manage that student's account, see scores and send an individual message.

Below is a list of **all students** who have registered for this class, whether active or inactive.

Filter by Status: All Students

Student Name	Email Address	Enrollment Date	Last Access	Is Active?
<a href="#">Test, Student</a>	teststudent@fakemail.com	0/8/2020		✓

4. Select Email Address and Password.

Below is a list of students who have registered for this class, whether active or inactive.

Filter by Status: All Students

Student Name	Email Address	Enrollment Date
<a href="#">ONeill, Nancy</a>		2020

**Manage Student: ONeill, Nancy**

- [Student Scores](#)
- [Student Gradebook](#)
- [Email Address and Password](#)
- [Edit Student Account](#)
- [Remove from class](#)

5. Update the required fields. Use caution updating the fields so you don't lock the student out of the website.
6. Select Save.

Current Email Address:  
teststudent@nomail.com

Email Address:

Type it again:

Password:

Confirm Password:

**Save**

## Edit Student's Account

Teachers can change a student's name on their USA Learns account. This may occur with a student who is having trouble understanding how to update their information on their own.

1. From your My Home page, select the name of the class.
2. Select View Class Roster.

**Class Overview**

Start a New

**Manage 'Fall ESL'**

- [View Class Roster](#)
- [New Message](#)
- [Student Activity by Class](#)
- [Share Class Key](#)
- [Edit Class Details](#)

Title	Date	End Date	Enrollment	Class Key
Fall ESL	2021	n/a	0	fbab6b4a
Skills For	2021	n/a	0	ca176a89

3. Select the student's name from the list.

**Class Roster**

Click a student's name to manage that student's account, see scores and send an individual message.

Below is a list of **all students** who have registered for this class, whether active or inactive.

Filter by Status: All Students

Student Name	Email Address	Enrollment Date	Last Access	Is Active?
<a href="#">Test Student</a>	teststudent@fakemail.com	0/8/2020		✓

4. Select Edit Student Account.

Below is a list of students who have registered for this class, whether active or inactive.

Filter by Status: All Students

**Student Name**: [ONeill, Nancy](#)

**Enrollment Date**: 2020

**Manage Student: ONeill, Nancy**

- Student Scores
- Student Gradebook
- Email Address and Password
- Edit Student Account**
- Remove from class

5. Update the required fields.

6. Check the box to ensure USA Learns can send the student emails.

7. Select Save.

**First Name:**

**Last Name:**

Yes, USA Learns may send me emails

**Save**

## Editing and Deleting a Class

Follow each step to ensure you are properly ending and deleting a class in the system. This will allow you to obtain report information for your own records and ensure the students can continue using USA Learns properly.

1. Download a copy of the **Student Activity by Class** report and copy/paste the student's **Gradebook information** to retain it for your own records. Follow the steps in the Student Scores and Student Gradebook section of the guide.
  - a. Once a student has been removed from a class roster, the scored activities will no longer appear in the teacher's gradebook or reports.
2. Remove each of the students from the class roster.
  - a. When a student is deleted from a teacher's class roster, the student retains the course for use as an independent learner, retains their scores and progress and may enroll in a new teacher led class.
  - b. Leaving students on a class roster when the class has ended or deleted, prevents the student from continuing to study in that course within the system.
3. From your My Home page, select the name of the class.
4. Select View Class Roster.

The screenshot shows the 'Class Overview' interface. A dropdown menu is open for the class 'Fall ESL', listing several management options. In the background, a table displays class details.

Date	End Date	Enrollment	Class Key
2021	n/a	0	fbab6b4a
2021	n/a	0	ca176a89

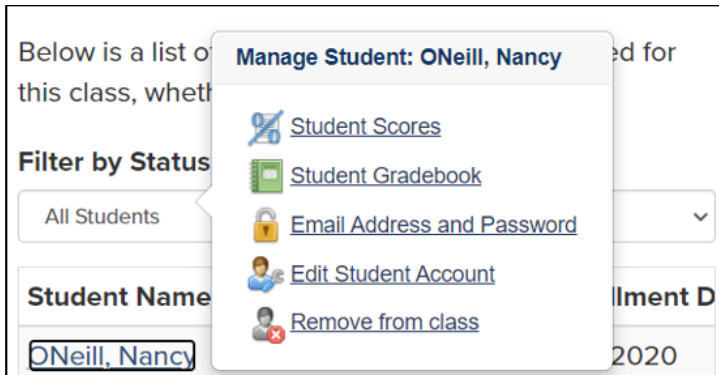
5. Select the student's name from the list.

The screenshot shows the 'Class Roster' page. It includes a filter by status dropdown set to 'All Students' and a table of student records.

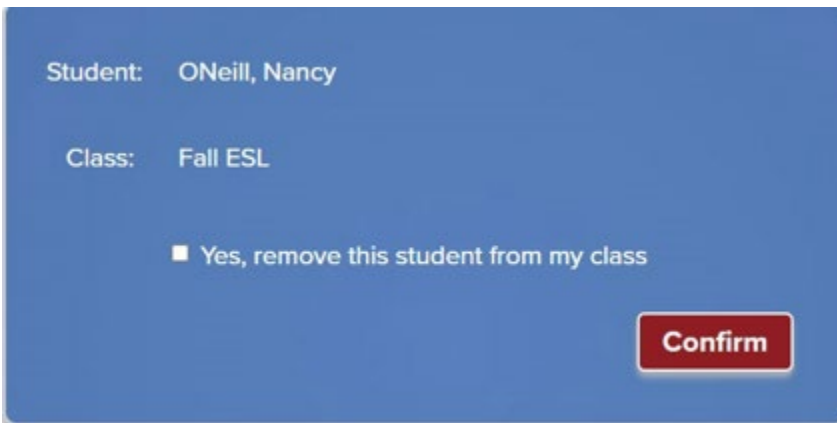
Student Name	Email Address	Enrollment Date	Last Access	Is Active?
Test_Student	teststudent@fakemail.com	0/8/2020		✓



6. Select Remove from class.



7. Select the checkbox Yes, remove this student from my class.



8. Select Confirm.

9. After all the students have been removed from the class roster, select Delete to remove the class from the system.

10. Review the reminder message:

- a. Remove all students from the class roster. Students left on the class roster will be blocked from studying in that course as an independent learner or enroll in a new teacher led class.
- b. Class and scoring data cannot be recovered.

11. Select the Yes, permanently delete this class.

12. Select Delete.

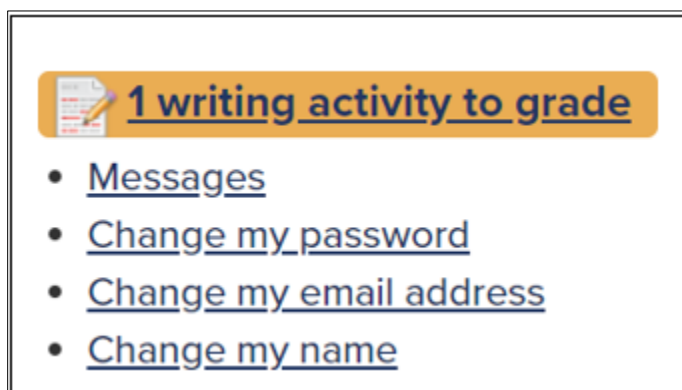


## Removing a Student from a Class

Follow the steps 2 – 8 in the Ending/Deleting a Class section of the guide.

## Grading Writing Activities

When a writing assignment has been submitted by a student, a notification appears on the teacher My Home page.



1. Select writing activity to grade link.
2. Select an activity title for the student.

<a href="#">Ungraded Writing Activities</a>		<a href="#">Graded Writing Activities</a>	
Student	Class	Submitted	Activity Title
ONeill, Nancy	ESL Spring 2nd English	8/20/2021	<a href="#">Write about it!</a>

3. Review this student's writing activity, score it, and provide comments. If you would like the student to revisit this activity, simply leave the score empty and provide further instructions. The student can edit their entry.

Student: O'Neill, Nancy  
 Submitted On: 8/20/2021  
 Class: ESL Spring 2nd English  
 Unit: Workers and the Workplace  
 Lesson / Topic: Job and Career Advancement — Grammar  
 Activity Title: Write about it!

Student's Writing:  
 I like to work. I don't like washing clothes. I need to study. I hate to drive.

Your Comments:  
 I like to work.  
 I don't like washing clothes.  
 I need to study.  
 I hate to drive.

Score (%):  
 100  
Enter a number between 0 and 100.

**Save**

4. Select Save.
5. Scored assignment will move to the Graded Writing Activities column.

<u>Ungraded Writing Activities</u>		<u>Graded Writing Activities</u>		
Student	Class	Submitted	Score	Activity Title
O'Neill, Nancy	ESL Spring 2nd English	8/20/2021	100%	<u>Write about it!</u>

## Troubleshooting / More Help

### My student is unable to login to their account.

- a. Have the student reset their password.
- b. Change the student's password on their behalf. [See Changing Student's Email and Password.](#)

### My student is already registered with a different teacher.

- a. Contact former teacher and ask them to remove the student from their class roster.
- b. Acquire login credentials of former teacher and remove the student from the class roster.
- c. If neither of the above is possible, have the student create a new student account using a different email address. Enroll the student in your class.

### Teacher unable to access their account.

- a. Ensure account was verified by following the steps provided in the confirmation email.
- b. Ensure you are using the right email address for your teacher account.
- c. Reset your password.

### Email to confirm new teacher account not received.

- a. Check your SPAM / Junk Folder.
- b. If you work at a school, check with the IT Dept. to ensure outside emails are not blocked.

### Change a student account to a teacher account.

- a. Send an email to [help@usalearns.org](mailto:help@usalearns.org) and ask for the student account to be deleted.
- b. Keep the student account and create a teacher account using a different email address.

### List of questions commonly asked by Students.

See [Help Page](#)

### List of frequently asked questions by Teachers.

See FAQs [here](#).

Scope and sequence for courses.

See [Teacher Resource Page](#).

How Videos for Teacher and Students

See [Teacher Resource Page](#).

Download Translated Flyers

See [Share Page](#)