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Create and Account

1. Go to the USA Learns Teacher Registration Page.
2. Complete the one-time registration form.
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.

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.
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.

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.
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.

![Email Invitation Example]

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.
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.

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

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

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

<table>
<thead>
<tr>
<th>Title</th>
<th>From</th>
<th>Class</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Welcome to My Class</strong></td>
<td>noneill</td>
<td>Fall ESL</td>
<td>8/20/2021</td>
</tr>
</tbody>
</table>

**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.

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.
3. Select a date range.
4. Select 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.
Manage Student Records/Scores

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

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

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.

<table>
<thead>
<tr>
<th>#</th>
<th>Unit Title</th>
<th>Completed?</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First English Class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>In the Classroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Numbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Around the Clock</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>The Calendar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Places to Go</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>#</th>
<th>Lesson Title</th>
<th>Completed?</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction &amp; Vocabulary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Language Practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Review and Quiz</td>
<td></td>
<td>42%</td>
</tr>
</tbody>
</table>
6. The page shows activity status and scores. Note the number of attempts and time spent.

<table>
<thead>
<tr>
<th>#</th>
<th>Activity Title</th>
<th>Completed?</th>
<th>Attempts</th>
<th>Time</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Welcome!</td>
<td></td>
<td>1</td>
<td>00:00:02</td>
<td>—</td>
</tr>
<tr>
<td>2</td>
<td>Learning Goals</td>
<td></td>
<td>1</td>
<td>00:00:01</td>
<td>—</td>
</tr>
<tr>
<td>3</td>
<td>Meet Miguel</td>
<td></td>
<td>1</td>
<td>00:00:07</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td><strong>Classroom Directions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Learn New Words</td>
<td></td>
<td>1</td>
<td></td>
<td>—</td>
</tr>
<tr>
<td>2</td>
<td>Meaning Match</td>
<td></td>
<td>0</td>
<td>0</td>
<td>•</td>
</tr>
<tr>
<td>3</td>
<td>Listening Match</td>
<td></td>
<td>0</td>
<td>0</td>
<td>•</td>
</tr>
<tr>
<td>4</td>
<td>Say it!</td>
<td></td>
<td>0</td>
<td></td>
<td>—</td>
</tr>
<tr>
<td>5</td>
<td>Listen for it!</td>
<td></td>
<td>0</td>
<td></td>
<td>•</td>
</tr>
</tbody>
</table>

**Student Gradebook**

1. From your My Home page, select the name of the class.
2. Select View Class Roster.
3. Select the student’s name from the list.

![Class Roster](image)

4. Select Student Gradebook.

![Manage Student](image)

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

![Class Roster Image]

4. Select Email Address and Password.

![Manage Student: O'Neill, Nancy Image]

5. Update the required fields. Use caution updating the fields so you don’t lock the student out of the website.

6. Select 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.
3. Select the student’s name from the list.

![Class Roster]

4. Select Edit Student Account.

![Manage Student: O'Neill, Nancy]

5. Update the required fields.
6. Check the box to ensure USA Learns can send the student emails.
7. Select 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.

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

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

How Videos for Teacher and Students

Download Translated Flyers
See Share Page