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Teacher Administration – Initial Login

- Once you receive your username and temporary password, access the login page at: http://englishgrammar101.com/login.

- Update your password when prompted.
Teacher Dashboard

- After successfully updating your password, you will automatically be directed to the Teacher Dashboard, where you will find:
  - Informational notices regarding your account
  - Other notices (system updates, feature updates, maintenance messages, etc.)
  - Renewal Notice (expiration date & renewal link)
  - Student seat capacity and current usage
  - Add student seats (purchase link)
  - User Guides
  - Recent Activity – shows recent student activity
  - Contact information
Class Roster – Add a Class

- Click on Class Roster to set up one or more classes. Choose a class name and click on the “Add” button.
- If you plan to allow students to self-register for a class, remember to add a registration key code of your choice.
- A registration key code is optional and can always be added at a later date.
- Refer to page 9 for additional details on the self-registration option.
Class Setup

- After you've chosen a class name and clicked "Add," the class name will appear on a tab under Class Roster. The registration key code (if you assigned one) will appear below the class name.
- To change a registration key code, click on the “Edit” key, then press “Save.” Note: The “Save” option appears after you have clicked on the “Edit” key.
Registering Students – Self Registration vs. Manually Adding Students to a Class

Student self-registration option:
- If you plan to allow students to self-register, your job is complete. As students log in and register for their classes, names will begin to populate under the appropriate class tabs.
- For student instructions on self-registration, see page 10.

To manually add students to a class:
- Under Class Roster, select the appropriate class from one of the tabs below.
- Use the student profile box to type the first and last name of the student, and press “Add”. A username and password will automatically be assigned.
- You can assign a unique username and password for a student by entering it in the student profile box manually.
- Entering a student’s email address is optional. It will be used only to allow the student to reset his or her password.
- Once a student is registered in the class, you will be able to see his or her name, username, and temporary password under the appropriate class tab.
- The student’s temporary password remains visible in the teacher administration area until the student logs in for the first time. Upon initial login, the student will be asked to change this password to a permanent one. After the temporary password has been changed, it will no longer be visible in the teacher administration area.
- Additional information on temporary passwords can be found on the next page.
Temporary Student Passwords

Upon initial login, each student will be asked to change his or her temporary password to a permanent one. If you do not wish for the student to change this password at initial login, follow the steps below:

- Make a note of the temporary password.
- Click the box labeled "Temporary" (located at the bottom of the student profile) to uncheck it and then press "Save" or "Add." The student’s temporary password has been converted to a permanent password, and he or she will not be prompted to change it at initial login.
- Once you uncheck the box labeled "Temporary," the password will no longer be visible in the teacher administration area.
- Note: Before unchecking the temporary password box, please refer to the “Download Class Roster” section on the next page.
Download Class Roster

- Click on the “Download roster” icon.
- Click on the “Roster” icon in the lower left-hand corner of the page to open and save it to a file.
- Please note: If you wish to keep a record of the temporary passwords, you must download the class roster document before students log in to change them, and/or before you choose to uncheck the “Temporary” box (located at the bottom of the "Student Profile" area).
- If the temporary password is not visible in the teacher administration area, it will not appear on the downloaded spreadsheet.
Student Self-Registration – Enter Registration Code

- Provide students with the registration key code for the class. A student must enter the registration key code exactly as it appears, including all letters and numbers plus the hyphen. Example: Kotter-Room222. (Refer to pages 4 and 5 for instructions on how to add or edit a class registration key code).
- Students will access the website at http://englishgrammar101.com/login, select STUDENT REGISTRATION, and enter the registration key code.
- Once the student has entered the registration key code, he or she will select "Next" to submit it.
Student Self-Registration – Enter Student Information

- After selecting "Next," the student will enter his or her first and last name.
- The student can also enter an email address if desired. Entering an email address is optional, and it will be used only to allow the student to reset his or her password.
- The student will select “Next” and move to step 3.
Student Self-Registration – Create Password

- Once the information is submitted, the student will be provided a username and asked to create a password.
- A prompt appears above the username encouraging the student to write down both the username and password.
- The student will then click the "Log in" button.
Student Dashboard

- After the student has successfully logged in, he or she will be able to view the Student Dashboard and begin working on any of the lessons.
Class Roster Auto-update (after student self-registration)

- Once a student completes the self-registration process, the information will be automatically updated under the appropriate class roster in the teacher administration area.
Reset Student Password or Change Username

- Go to the teacher administration area and select Class Roster.
- Select the appropriate class and click on the student who needs a new password.
- Type the new username and/or temporary password in the “Student Profile” box, and click “Save.”
- If you wish to convert the temporary password to a permanent one, note the password, uncheck the box next to "Temporary," and click "Save."
- Provide the student with the new password.
Move Students from One Class to Another

- In the teacher administration area, select Class Roster.
- Select one student or multiple students, then select “Move Students” next to the “Action” drop down menu.
  
  **Note:** You can select multiple students in one of two ways: to select multiple students that are listed one right after the other, click on the first student, hold down the shift key and click on the last student; to select students that are not near each other on the list, click on the first student, hold down the control key, and click on each student you wish to select.

- To move the students to the new class, select it from the drop-down menu.
- Click on “Move.”
Delete Students from a Class

- In the teacher administration area, select Class Roster.
- Select a student (or multiple students if desired), and then select "Delete Students" from the "Action" drop-down menu.
  
  **Note:** You can select multiple students in one of two ways: to select multiple students that are listed one right after the other, click on the first student, hold down the shift key and click on the last student; to select students that are not near each other on the list, click on the first student, hold down the control key, and click on each student you wish to select.

- Select “Delete.”
Merge Duplicate Students

- In the teacher administration area, select Class Roster.
- Select duplicate students and then select “Merge students” under the Action drop-down menu.
  
  **Note:** You can select multiple students in one of two ways: to select multiple students that are listed one right after the other, click on the first student, hold down the shift key and click on the last student; to select students that are not near each other on the list, click on the first student, hold down the control key, and click on each student you wish to select.
- Select “Merge.”
- All student records that were originally created in multiple accounts will now reside in a single student account.
Delete a Class from the Class Roster

- In the teacher administration area, select Class Roster.
- Click on the tab of the class you wish to delete.
- Select the “Delete Class” button on the right side of the page.
- Once you have selected the class, a pop-up window will appear to confirm your choice.
- When you delete a class, all students and student records will be deleted.
- Click “OK” if you wish to complete the action, or click “Cancel” if you do not want to delete the class and all student records.
View Student Records (by class)

- To view class progress at a glance, select Student Records in the teacher administration area.
- Select a class in order to see which modules and/or lessons your students have completed.
- The module names appear in the columns to the right of the "Student Name" column. You can hover over the green, yellow, or red boxes to view students’ scores for each lesson.
- The small number that appears in the upper right-hand corner of each colored box indicates the number of times a student submitted the lesson for a score.
- Toggle between the “Progress at a Glance” and ‘Numerical Score” buttons under the Best Score tab to switch between the colored boxes and the numerical scores.
View Student Records (by student)

- After selecting Student Records in the teacher administration area, select the “Record Details” tab.
- In the first drop-down menu next to "View," choose "Records for student." In the second drop-down menu, select the name of the student whose records you wish to see.
- By clicking on each individual lesson, you can see additional lesson details, such as: the dates and times for lesson start and submission, number of times lesson was reset before submission, and the score. You also have the option to print the individual record detail by selecting the “Print” button on the right.
Download Student Records (by class)

- To download all student records by class, first select the appropriate class. Then select the “Download records” icon under the Student Records tab.
- Once the download is complete, click on the “Records” icon at the bottom left-hand side of the page to open it and save it to a file on your computer.
Delete Student Records

- To delete records, highlight the ones you wish to delete and then select “Delete” under the Action drop-down menu.
  
  Note: You can select multiple students in one of two ways: to select multiple students that are listed one right after the other, click on the first student, hold down the shift key and click on the last student; to select students that are not near each other on the list, click on the first student, hold down the control key, and click on each student you wish to select.

- Once the “Delete” button is selected, a pop-up message will ask you if you are sure you wish to delete the records chosen.

- There is one student record highlighted in the example below and it will be the only one deleted. If you wish to delete all records for this student, all records should be highlighted before selecting the “Delete” key.
Delete Class Records

- To delete all records for a class with one action, select “Delete All Class Records” in the “Action” drop-down menu under the Student Records/Records Detail tabs.
- Select the "Delete" button to remove the selected records. Then, a message will pop up asking if you are sure you wish to delete all class records.
- If you choose “Delete All Class Records,” only student records for the selected class will be deleted, but the class roster will remain intact. This allows you to easily remove the records from the previous year without deleting the entire class roster.
- If you wish to delete the entire class roster, select Class Roster at the top of the page. You also have the option to delete a single student (or multiple students if desired) from the roster. Please refer to pages 17 and 19 for further instructions on how to delete students from the roster.
Assignments vs. Course Builder – Frequently Asked Questions (FAQ)

- **What can I do in the Assignments area?**
  - Choose the lessons, tests, or modules that you would like to appear in the Student Dashboard.
  - Assign start dates and due dates to any item in the “All Lessons” course.
  - Assign start dates and due dates to any curriculum developed by you in Course Builder.

- **What can I do in Course Builder that I cannot do in Assignments?**
  - In Course Builder you can build a curriculum to suit the needs of your students at their particular grade or skill level. Each module can be customized to include or exclude lessons related to the relevant concepts you wish to teach.
  - Based on the design of your curriculum, all pretests, posttests, reviews, and quizzes will only include questions pertaining to the lessons you’ve chosen. Any questions related to content you are not teaching will be omitted automatically.
  - Any lesson in your curriculum can be marked as optional or extra credit. These lessons will still appear in the Student Dashboard, and students can complete them if they wish, but there will be no questions about them in the reviews, quizzes, or tests.
  - Custom courses can be saved indefinitely, and they can be applied to as many different classes as you wish throughout the year.

- **Do I have to create a custom curriculum in Course Builder if I simply want to assign start dates or limit the number of questions in each module?**
  - No. In the Assignments area you can select lessons or modules to add them to the Student Dashboard, or you can deselect to remove them. You can also highlight a single lesson or a group of lessons to assign start dates or due dates.

- **Why would I want to assign a start date?**
  - Start dates keep students focused by determining when a lesson or test appears on the Student Dashboard. The student will not have access to the lesson until the designated start date and start time (if they are assigned).

- **Will the student see the lesson on the Student Dashboard after the start date has passed?**
  - Yes, the start date only determines when the lesson first appears on the dashboard. Once the start date passes, the lesson will remain on the Student Dashboard unless you decide to remove it.

- **What about due dates? Will they affect what the student sees on the Student Dashboard?**
  - No. Due dates are a visual reminder to the student that there is a deadline to meet. The lesson will remain on the Student Dashboard after the due date passes unless it is removed in the Assignments area.
Assignments – Assign or Remove Lessons from a Course

A checked box next to a lesson, review, quiz, or test under the “Assigned” column indicates the lesson will appear on the Student Dashboard. To remove a lesson from an assignment and keep it from appearing on the Student Dashboard:

- Select the class you wish to make changes to via the class tab.
- Select the course from the drop-down menu next to “Assigned Course”. You can choose from the “All Lessons” course or a custom course built in Course Builder.
- Uncheck the box to the left of the item you wish to remove (click the box to uncheck it). Once unchecked, the item will no longer appear on the Student Dashboard.
- To keep an entire module from appearing on the student dashboard for the class, uncheck the box to the left of the module name. Once the module is unchecked, all lessons, reviews, quizzes, and tests will also be unchecked, and the module will no longer appear on the Student Dashboard.

Note: The “Optional” and “Extra Credit” columns cannot be modified in the Assignments tab. These options can only be exercised in Course Builder.
Assignments – Assign Start Dates / Due Dates

- To assign a start date, due date, or time (optional) to a lesson or test, first select the lesson by highlighting it from the list of assigned lessons. To assign the same start date or due date to more than one lesson at a time, use the shift or Ctrl key on your computer keyboard to select all appropriate lessons.
- Under “Assignment Dates” type in the start date, due date, or time of your choice. You can also select dates from the calendar pop-up window, and times from the “time” drop-down menu.
- Click the “Save” key.
Course Builder – Getting Started

Course Builder allows you to create a customized curriculum based on class needs, grade level, and skill level. You also have the option to assign a suggested course based on grade level under “Course Suggestions,” and/or customize them and make them your own.

Once created, the courses can be assigned to classes under the “Assignments” tab. Benefits realized by creating your own curriculum include:

- All reviews, quizzes, pretests, and posttests will automatically adjust to include only questions that are relevant to the concepts you choose to cover.
- You can delete a class without deleting the course. Any course you create in Course Builder can be assigned to future classes even if the original class is deleted from your roster.
- Lessons can be marked as “Required,” “Optional,” or “Extra Credit.” Only lessons marked as “Required” will appear in the reviews, quizzes, pretests, and posttests.
Course Builder – Creating a Course

- In the box entitled “Course Detail,” type in the name of your course and choose the lessons you would like include. To include all lessons in a particular module, select the module by clicking on the box to the left of the module name. Or, you may select each lesson individually. The Nouns module was chosen to be included in the “Example Course 1 JHS.”
- Click the ‘Save” key to save the lessons to the course.
- Once the modules and/or lessons have been saved, the course will appear under “Custom Courses.” It is now ready to be assigned to the class or classes of your choice under the “Assignments” tab.
Course Builder – Add Courses

- Course Builder can be used to create and store multiple courses. Repeat the steps in "Creating a Course" (page 29) for each additional course you would like to add.

- All courses will now appear on the left side under “Custom Courses.”
Course Builder – Modify an Existing Course

- To modify an existing course, first select it under "Custom Courses." When it appears next to "Course Title," make your changes and click "Save." In this example, some of the lessons were changed from “Required” to “Optional”.

Note: Lessons marked as “Optional” or “Extra Credit” will not appear in reviews, quizzes, pretests, or posttests.
Course Builder – Delete a Course

- To delete a course, select it under “Custom Courses” and click on the “Delete” key.
What Can You do in the Teacher Settings Area?

Select “Settings” if you need to:

- Change your username or password
- Change the time zone
- Change your first or last name
- Change your email address
- Enable or disable your students' ability to review and/or resubmit previously completed lessons or tests. Note: the default setting allows students to view and resubmit lessons, but not quizzes or tests.
How to Use Teacher Settings Area

Once you are in the settings area:

- Click on the "Edit" key to initiate changes.
- Once complete, click "Save."