



TEACHER'S GUIDE

We hope this guide is helpful to you, as you use the [USA Learns for Teacher's](#) website.

Provided by the [Sacramento County Office of Education](#)

12/13/21

Contents

TEACHER'S GUIDE	1
Create an Account.....	4
Signing In	5
Reset Password	6
Teacher Profile	8
Change my Password	8
Change my email address	9
Change my name	11
View Student Lessons and Activities.....	12
Create and Manage Classes	12
Start a New Class.....	12
Share Class Key	13
View Class Roster	17
New Message.....	18
Edit Class Details	20
Student Activity by Class	22
Manage Student Records.....	23
Student Scores	23
Student Gradebook.....	26
Email Address and Password	28
Edit Student Account	30
Deleting a Class	32
Removing a Student from a Class	33
Graded Writing Activities.....	34
Certificate of Completion.....	36
Student Placement Quiz	38
Frequently Asked Questions.....	39
Still have questions?	39

Create an Account

1. Complete each of the steps to obtain a teacher account.
2. Go to the USA Learns [Teacher Home Page](#).
3. Select [Register](#).



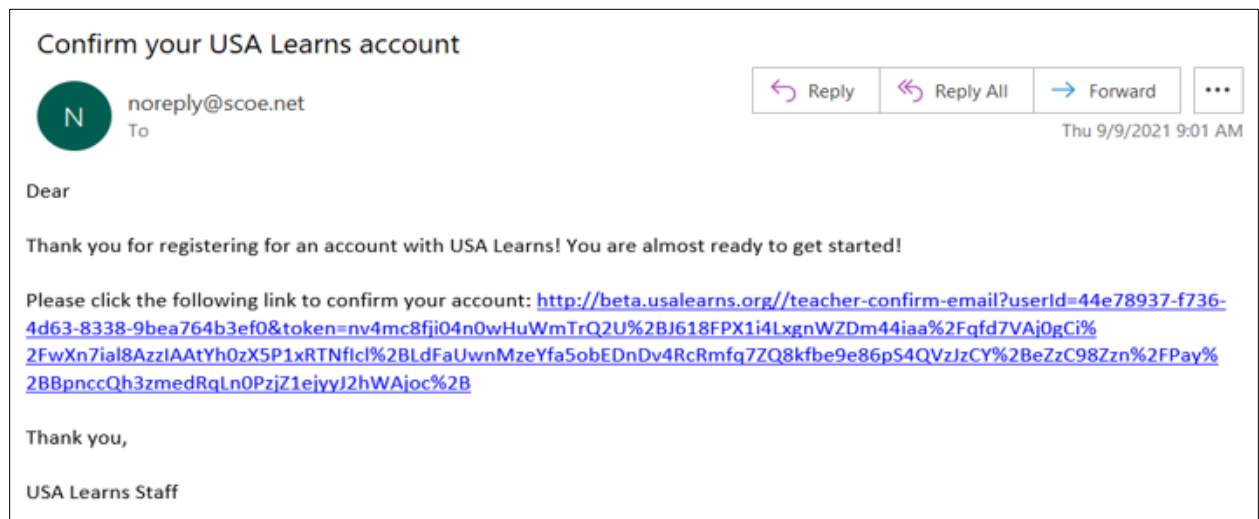
4. Complete the one-time registration form.

The image shows a registration form on a blue background. The form fields are as follows: 'Email Address:' with a red asterisk and a text box containing 'noneill@scoe.net'; 'First Name:' with a red asterisk and an empty text box; 'Last Name:' with a red asterisk and an empty text box; 'Alias:' with a red asterisk and a text box containing 'Your name as seen by students'; 'Country:' with a dropdown menu showing '(Not Specified)'; 'Agency Type:' with a dropdown menu showing 'Adult School'; 'Agency Name:' with an empty text box; 'Password:' with a red asterisk, a note '(Password should be at least 6 letters or numbers, no spaces.)', and a masked text box; and 'Confirm Password:' with a red asterisk and a masked text box. A red 'Register' button is at the bottom right of the form.

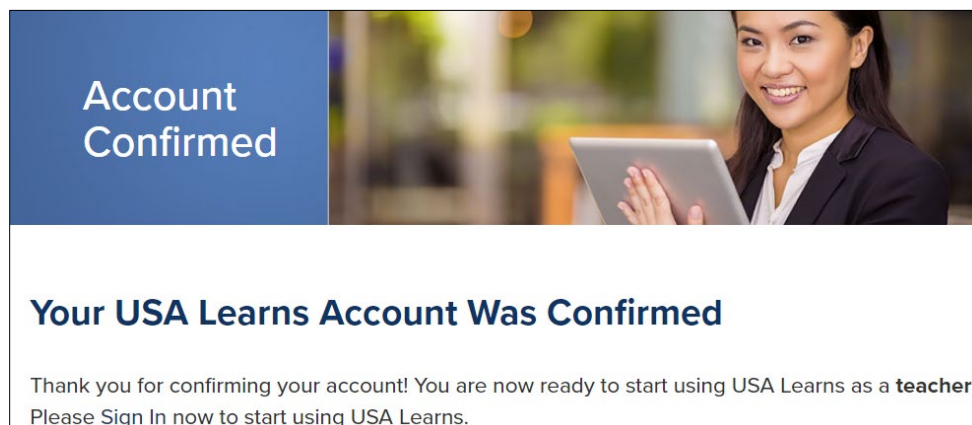
Register one time. [Sign in](#) when you return.

5. Select Register.
6. You are almost ready to start using USA Learns as a teacher. A message has been sent to your email address to verify your account.

7. Check your email for a message from USA Learns and select the link provided in the instructions.



8. An account confirmation message will be displayed. You are now ready to start using USA Learns as a teacher.



Signing In

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

A blue rectangular form titled "Teacher Sign in". It contains two input fields: "Email Address: *" and "Password: *". Each field has a small icon of three dots and the number "2" to its right. At the bottom right of the form is a red button with the text "Sign In" in white.

[Forgot your password?](#)

Reset Password

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

A blue rectangular form titled "Teacher Sign in". It contains two input fields: "Email Address: *" and "Password: *". Each field has a small icon of three dots and the number "2" to its right. At the bottom right of the form is a red button with the text "Sign In" in white.

[Forgot your password?](#)

3. Enter the email address used for the teacher account.
4. Enter a new password.
5. Confirm the new password.
6. Select Submit.
7. Check your email for a message from USA Learns.
8. Select the link provided in the instructions.

Change the password for your USA Learns account

N

noreply@scoe.net

To

Reply

Reply All

Forward

...

Thu 9/9/2021 9:14 AM

Test Teacher,

A request has been made to reset the password for your USA Learns account.

Please click the following link to reset your password: <http://beta.usalearns.org//teacher-reset-password?token=be1095ac-4566-4069-a984-c630278c988b>

Thank you,

USA Learns Staff

9. Enter your email address and new password below.
10. Select Submit.

Email Address: *

testteacher@fakemail.com

Password: *

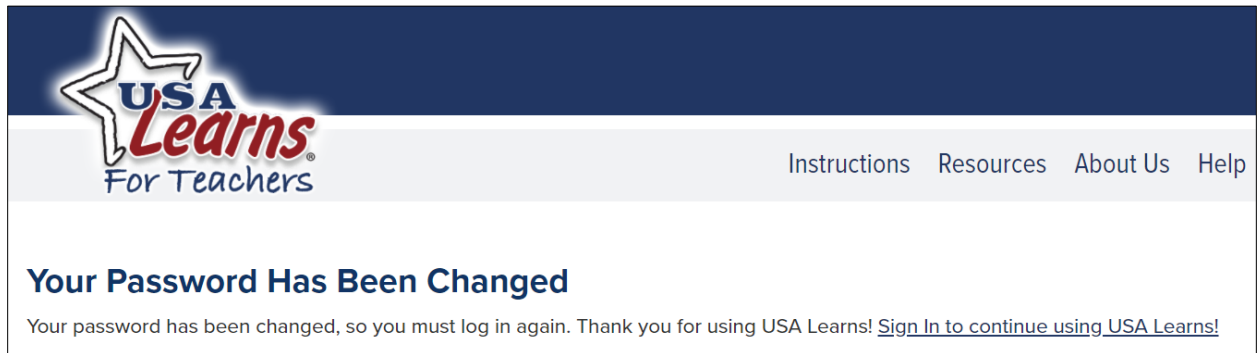
.....

Confirm New Password: *

.....

Submit

11. A confirmation message will be displayed that your password has been changed. You will need to log-in again.

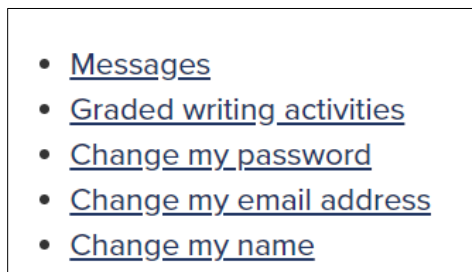


Teacher Profile

Change my Password

Teachers can manage their own passwords.

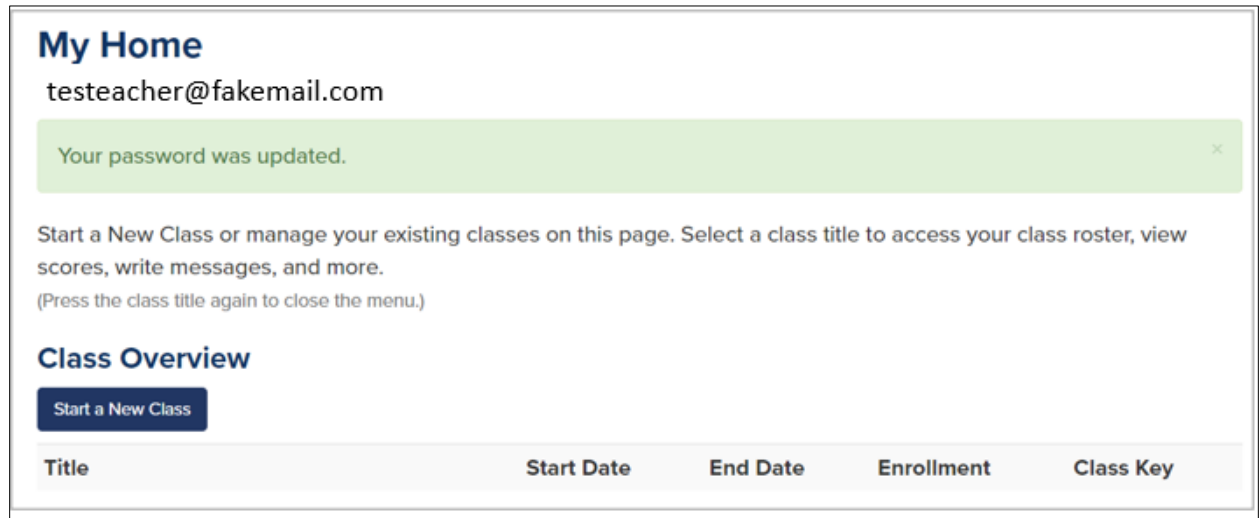
1. From the teacher My Home page, select Change my password.



2. Complete each of the fields.
3. Select Change My Password.
4. To change your password, enter your old and new passwords.
5. Select Change My Password.

A screenshot of a password change form. It has a blue background and contains three input fields: "Password:", "New Password:", and "Confirm Password:". Each field has a red asterisk icon to its left and a small icon to its right. Below the fields is a red button with white text that says "Change My Password".

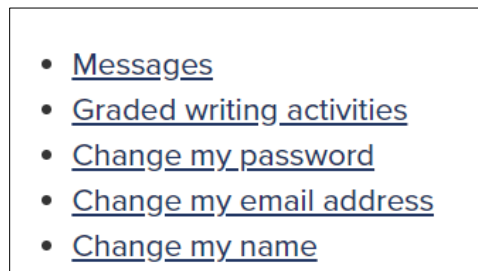
6. A confirmation message will be displayed.



Change my email address

Teachers can update their own email address.

1. From the teacher My Home page, select Change my email address.



2. Enter a new email address. **Note, you will be required to verify your email address before you can resume using USA Learns.**
3. Select the Send Confirmation Email.

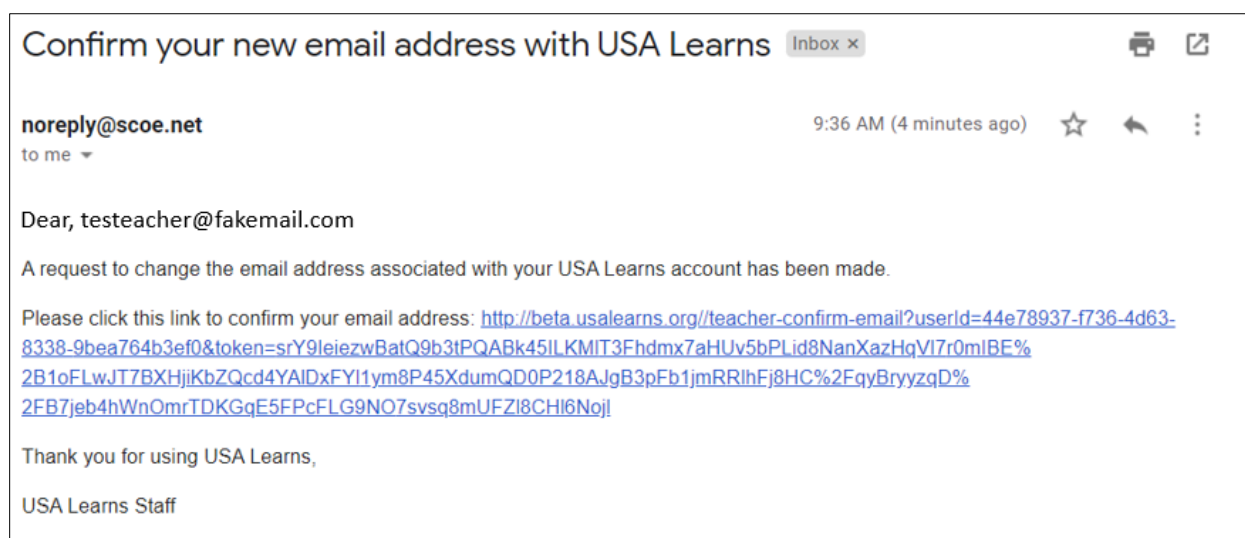
Warning!
You will be required to verify your email address before you can resume using USA Learns.

New Email Address: *

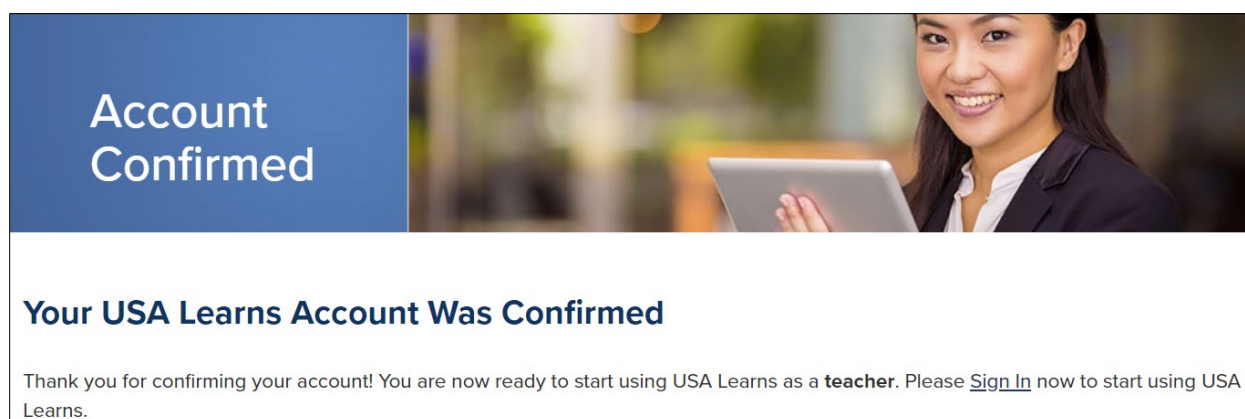
Type it again: *

[Send Confirmation Email](#)

11. Check your email for a message from USA Learns to verify your account.
12. Select the link provided in the instructions.



4. A confirmation message will be displayed.



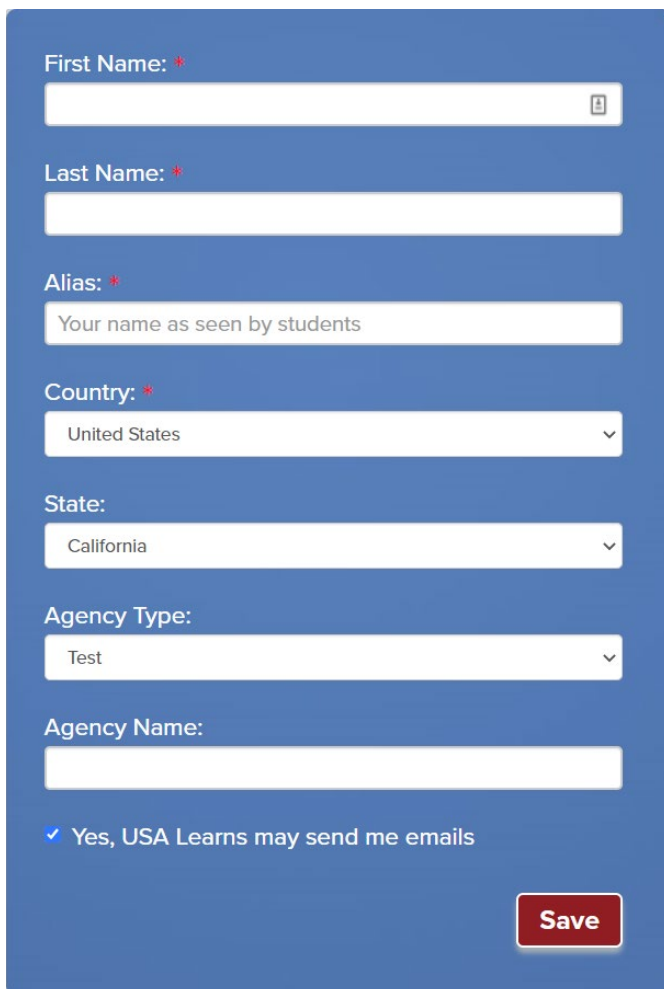
Change my name

Teachers can update their own name in their account settings.

1. From the teacher My Home page, select Change my name.

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

2. Update the information.
3. Select Save.



The form is titled 'Change my name' and is set against a blue background. It contains several input fields and a 'Save' button. The fields are labeled as follows:

- First Name: ***: A text input field with a small icon on the right.
- Last Name: ***: A text input field.
- Alias: ***: A text input field with the placeholder text 'Your name as seen by students'.
- Country: ***: A dropdown menu currently showing 'United States'.
- State:**: A dropdown menu currently showing 'California'.
- Agency Type:**: A dropdown menu currently showing 'Test'.
- Agency Name:**: A text input field.

At the bottom of the form, there is a checkbox labeled 'Yes, USA Learns may send me emails' which is checked. A red 'Save' button is located at the bottom right of the form.

View Student Lessons and Activities

To preview the lessons as if you were a student, you will want to **create a student account** on the [student registration page](#). You will need to **use a different email address** than the one you used to create your teacher account on the [teacher registration page](#). If you need another email account, the process is easy at free sites like [Google Gmail](#), etc.

Create and Manage Classes

Start a New Class

1. From your My Home page, select Start a New Class.

My Home

Start a New Class or manage your existing classes on this page. Select a class title to access your class roster, view scores, write messages, and more.
(Press the class title again to close the menu.)

[Messages](#)
[Graded writing activities](#)
[Change my password](#)
[Change my email address](#)
[Change my name](#)

Class Overview

Start a New Class

Title	Start Date	End Date	Enrollment	Class Key
Skills For Nursing	6/29/2021	n/a	0	ca176a89

2. Enter a class title of your choice.
3. Select the associated USA Learns Class from the drop-down menu.
4. Provide a description.
5. Confirm the start date.
6. Enter an optional end date. USA Learns recommends leaving this field blank. Students enrolled in the class will no longer be able to participate once the end date has occurred.
7. Select Create My Class.

Title: *

Based on Course: *

Description: *

Start Date: *

End Date:

Create My Class

Share Class Key

After creating a class, this is the next step where students can receive a unique class key and enroll in a specific class.

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

Class Overview

Start a New Class

Manage 'Fall ESL'

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

Title	Start Date	End Date	Enrollment	Class Key
Fall ESL	8/19/2021	n/a	0	fbab6b4a
Skills For	8/19/2021	n/a	0	ca176a89

3. The class key can be shared several ways. Instruct the students on how they will receive the class key and next steps.

Share Your Class Key

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

How would you like to share your class key?

- ➡ [Write it on a whiteboard, or display it on a projector](#)
- ➡ [View or print instructions](#)
- ➡ [Email instructions to students](#)

a) Write it on a whiteboard or display it on a projector.

➡ [Write it on a whiteboard, or display it on a projector](#)

Class Key:

fbab6b4a

b) Print out the instructions.

➡ [View or print instructions](#)

Instructions for...


New USA Learns Students

Existing USA Learns Students

- Go to <http://www.usalearns.org//student-registration>
- Type into the form:
 - Your **Email Address**
 - Your **First Name**
 - Your **Last Name**
 - A **Password** you will remember
- After the web page has loaded, click **Enroll in my teacher's class**
- Enter the **Class Key** **fbab6b4a** when the web page has loaded.
- Press **Enroll!!**

- Go to <http://www.usalearns.org//student-sign-in>
- Type into the form:
 - Your **Email Address**
 - Your **Password**
- Press **Sign In**
- After the web page has loaded, click **Enroll in my teacher's class**
- Enter the **Class Key** **fbab6b4a** when the web page has loaded.
- Press **Enroll!!**

c) Email the instructions to the students.

 [Email instructions to students](#)

To invite students to join your class, enter their email addresses below. As you start typing email addresses, more fields × will appear. You may email up to 10 students at a time.

If an email address you have entered belongs to an existing user of USA Learns, they will be invited to enroll in your class. If an email address you have entered does not belong to a user in our system, they will be invited to register for an account with USA Learns, and to enroll in your class.


Student Email

Student Email 2




[Send Email!](#)

4. When using the email option to send the class key, select Email instructions to students.

Share Your Class Key


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

How would you like to share your class key?

-  [Write it on a whiteboard, or display it on a projector](#)
-  [View or print instructions](#)
-  [Email instructions to students](#)

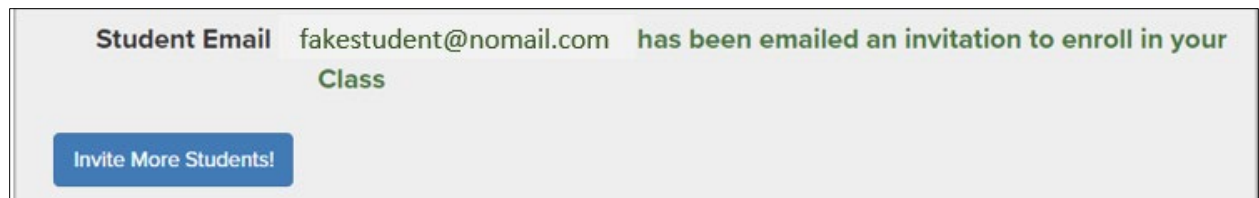
5. Enter the first student's email address. As you start typing, more student fields will appear. You may email up to 10 students at a time. You can repeat these steps to add additional students.
 - a) If an email address you have entered belongs to an existing user in our system, they will be invited to enroll in your class.
 - b) If an email address you have entered does not belong to a user in our system, they will be invited to register for a student account with USA Learns, and to enroll in your class.

Student Email

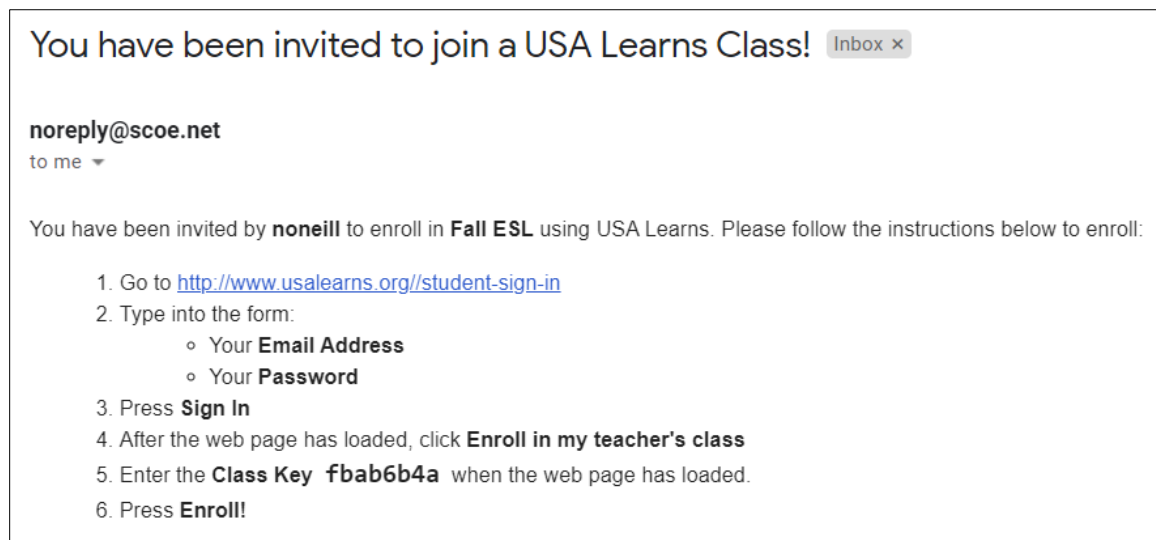
Student Email 2

[Send Email!](#)

6. Select Send Email.
7. A confirmation message will be displayed.



8. Instruct the students to check their email in-box and to follow the instructions in the message. This ensures enrollment in a specific class.



9. The class will now appear on the student's My Home page with the Teacher's name adjacent to the title.



View Class Roster

A student who has enrolled in a class by entering the class key will appear on the class roster. The class roster provides access to each student record.

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

Class Overview

Start a New Class

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. The list of students who have registered for the class will be displayed whether they are active or inactive in the class.
4. 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: All Students

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

New Message

Messages can be created by a teacher and posted on the student's My Home page. Messages can 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 scores or progress.

1. From the teacher My Home page, select the name of the class.
2. Select New Message.

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 recipient(s) from the list.
4. Provide a title.
5. Enter the message.
6. Select a display status. Note that choosing Display this message will provide a 90-day view of historical messages.

▼ Recipients: *

Display to Student?	Start Date	Most Recent Activity	Status
<input checked="" type="checkbox"/> O'Neill, 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

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
Welcome to My Class	8/20/2021	Entire Class	Displayed

8. When the student(s) log on they will see a message indicator on their My Home page (see red circled number).



Messages

oneillnancy5@gmail.com


[Home](#)
[Help](#)
[Messages 1](#)
[Enroll in My Teacher's Class](#)
[Change My Information](#)
[Sign off](#)

9. When the student selects the title, they can view 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
Welcome to My Class	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.

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

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. Modify the Title, Description, Start Date or End Date of a class.
4. Select Edit My Class.

Edit Class Details



Modify details specific to this class below. Please note that certain fields may not be editable after the Class was created.

Title: *

Fall ESL

Class Key:

fbab6b4a

Based on Course: *

1st English Course

Description: *

This class is for beginners.

Start Date: *

8/19/2021

End Date:

Edit My Class

Student Activity by Class

The Student Activity by Class report provides the total hours, minutes, and total elapsed hour for each student within a course. Please note that USA Learns can track how much time is spent on that 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.

The screenshot shows the 'Class Overview' page for a class named 'Fall ESL'. A dropdown menu is open, showing options: 'View Class Roster', 'New Message', 'Student Activity by Class' (highlighted), 'Share Class Key', and 'Edit Class Details'. In the background, a table lists class details:

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

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

The screenshot shows the 'Student Activity By Class' report generation page. It features a navigation bar with links: 'Class Roster', 'Class Key', 'Edit Details', 'Delete', and 'Student Activity by Class' (active). Below the navigation bar, there is a prompt: 'Select the date range for which you would like to generate this report.' Two date input fields are shown: 'Date Starting' with the value '08/02/2021' and 'Date Ending' with the value '08/20/2021'. A 'Generate Report' button is located to the right of the date fields.

5. The report provides the total hours, minutes, and total elapsed hour 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.

Student Activity By Class

[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](#)[Download CSV File](#)

Student Activity by Class: 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

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






Student Scores

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

Class Overview

Start a New Class



Manage 'Fall ESL '

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

Title	Start 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.
4. Select Student Scores.


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?
Test, Student	teststudent@fakemail.com	0/8/2020		

5. 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	First English Class	<input checked="" type="checkbox"/>	•
2	In the Classroom	<input type="checkbox"/>	•
3	Numbers	<input type="checkbox"/>	•
4	Around the Clock	<input type="checkbox"/>	•
5	The Calendar	<input type="checkbox"/>	•
6	Places to Go	<input type="checkbox"/>	•

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

#	Lesson Title	Completed?	Score
1	Introduction & Vocabulary	<input checked="" type="checkbox"/>	•
2	Language Practice	<input type="checkbox"/>	•
3	Review and Quiz	<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
Unit Introduction					
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	—
Classroom Directions					
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

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

- 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?
<u>Test, Student</u>	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 O'Neill, Nancy


Enrollment Date 0/8/2020

Manage Student: O'Neill, Nancy

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

5. 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

ONeill, Nancy

1st English Course

Title	Attempts	Completed	Time	Score
Unit 1: First English Class — Introduction & Vocabulary — Unit Introduction				
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	—

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 Class

Manage 'Fall ESL'

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

Title	Start 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?
<u>Test Student</u>	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 Enrollment Date

ONeill, Nancy 2020

Manage Student: ONeill, Nancy

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

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

Current Email Address:
teststudent@nomail.com

Email Address:

Type it again:

Password:

Confirm Password:

[Save](#)

Edit Student 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 Class](#)

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?
<u>Test, Student</u>	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 O'Neill, Nancy

Enrollment Date 0/8/2020

Manage Student: O'Neill, 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

Deleting a Class

Follow each step to ensure you are properly 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.

Students listed on the class roster will retain their progress and scores. They will be able to repeat the class as an independent learner or enroll in a teacher-led class with a new class key code.

USA Learns recommends downloading a copy of the **Student Activity by Class** report and copy/paste the student's **Gradebook information** to retain them for your own records. Follow the steps in the Student Scores and Student Gradebook section of the guide.

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

The screenshot shows the 'Class Overview' page. On the left, there's a sidebar with a 'Start a New' button and a list of classes including 'Fall ESL' and 'Skills For'. A dropdown menu is open for 'Manage 'Fall ESL'', showing 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'. It contains two rows of data for the year 2021.

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

3. Select Delete

The screenshot shows the 'Delete Class' page. At the top, there's a blue navigation bar with a home icon and several links: 'Class Roster', 'Class Key', 'Edit Details', 'Delete' (which is highlighted), and 'Student Activity by Class'.

4. Review the special comments:
 - a) Class and scoring data cannot be recovered.
 - b) Students will no longer be associated with the class.
 - c) Students will be converted to the corresponding self-led class.
 - d) Students will retain their progress and scores.
5. Select the Yes, permanently delete this class.
6. Select Delete.

Delete Class

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

Are you sure you want to permanently delete this class?

Title	Skills For Nursing
-------	--------------------

Please note that:

- Class and scoring data cannot be recovered
- Students will no longer be associated with your account
- Students will be converted to the corresponding self-led class
- **Students will retain their progress and scores**

☒ Yes, permanently delete this class

Delete

Removing a Student from a Class

A teacher should remove students from their class roster when the student is done participating in the class or the class is over. Students will retain their scores and progress and can repeat the class as an independent learner or enroll in a teacher-led class with a new class key code.

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

Class Overview

Start a New Class

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

Manage 'Fall ESL'

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

3. Select the student's name.

Class Roster

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

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, First	nomail@gmail.com	8/18/2021

4. Select Remove Student

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

5. Select Yes to remove the student from the class.

6. Select Confirm.

Class: Skills For Nursing


☒ Yes, remove this student from my class

Confirm

Graded 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.


1 writing activity to grade

- [Messages](#)
- [Change my password](#)
- [Change my email address](#)
- [Change my name](#)

2. Select an activity title for the student.

Ungraded Writing Activities		Graded Writing Activities	
Student	Class	Submitted	Activity Title
ONeill, Nancy	ESL Spring 2nd English	8/20/2021	Write about it!

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.

Student: ONeill, 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

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

Ungraded Writing Activities		Graded Writing Activities		
Student	Class	Submitted	Score	Activity Title
ONeill, Nancy	ESL Spring 2nd English	8/20/2021	100%	Write about it!

Certificate of Completion

An optional Certificate of Completion is available for teacher led courses. The template is provided in an editable PDF format.

1. From the teacher home page, select Certificate of completion to download the PDF file.

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

2. Open the PDF file and enter the name of the student, the course title, teacher's name, and the date.

CERTIFICATE
OF
COMPLETION

PRESENTED TO

FOR COMPLETING USA LEARNS' ONLINE COURSE

PRESENTED BY
TEACHER

USA Learns
WWW.USALEARNS.ORG

DATE

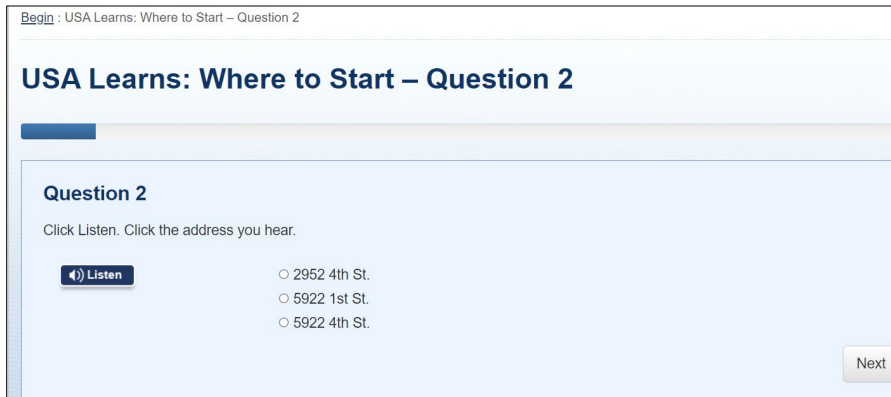
3. Save and/or print a copy of the file.
4. Distribute the document to the student.

Student Placement Quiz

If you are not sure which course your students should take, have them take the online quiz. Students are not required to log-in to the course website to access the quiz.

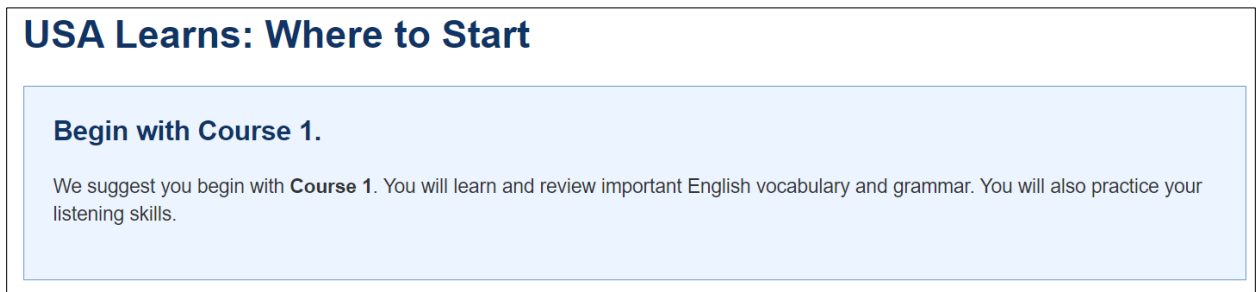
Please note that the English 1 Plus course is not yet included in this assessment. If it appears that your students' skills are somewhere between the 1st and 2nd English Course, try English 1 Plus.

1. Share the Placement Quiz URL <https://wheretostart.usalearns.org/> and your email address with your students.
2. Instruct them to complete the quiz by answering the online questions.



The screenshot shows a web interface for a placement quiz. At the top, it says "Begin : USA Learns: Where to Start – Question 2". Below this is a header "USA Learns: Where to Start – Question 2". A progress bar is partially filled. The main section is titled "Question 2" and contains the instruction "Click Listen. Click the address you hear." There is a "Listen" button with a speaker icon. To the right of the button are three radio button options: "2952 4th St.", "5922 1st St.", and "5922 4th St.". A "Next" button is located in the bottom right corner.

3. When the quiz has been completed, a course recommendation will be displayed.



The screenshot shows a web interface with the title "USA Learns: Where to Start". Below the title is a light blue box containing the text "Begin with Course 1." followed by a paragraph: "We suggest you begin with **Course 1**. You will learn and review important English vocabulary and grammar. You will also practice your listening skills."

4. The students will enter their name and your email address to send you the results.



Your Name

Your Teacher's Email

5. Provide instructions to the students on how to enroll in your class.
6. If the student is not assigned to a teacher and wants to learn using the self-led option, they should not submit the form. The student should go to <http://www.usalearns.org> and register for the course that has been recommended.

Frequently Asked Questions

The Frequently Asked Questions page lists some of the most common questions that we receive from [learners](#) and [teachers](#).

Still have questions?

Please email help@usalearns.org from your account email address along with details so we can help you. If you are submitting a question or problem for your student, include their account email within the details.