



GETTING STARTED GUIDE FOR TEACHERS: GED ACADEMY™

Version 4.0.8, updated 12/18/2015

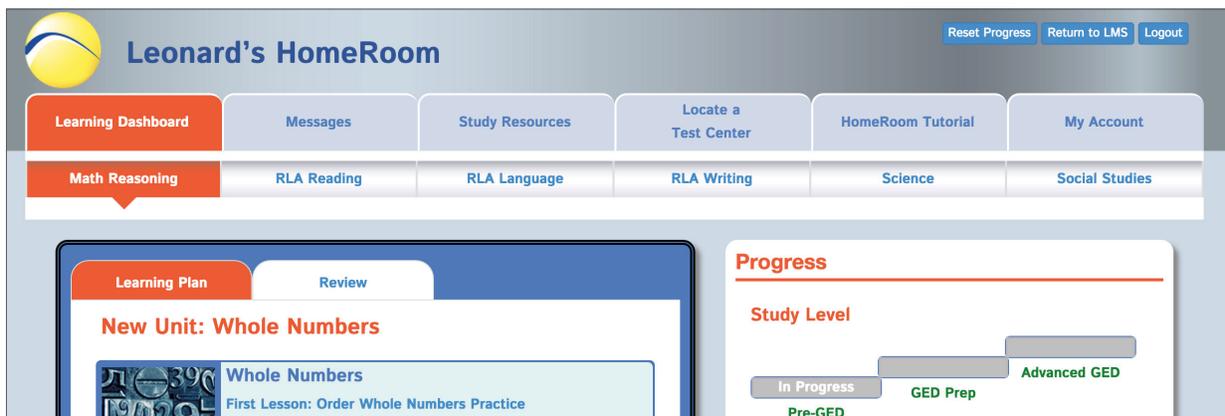
Welcome to our intuitive, and efficient e-learning tool. This guide will help you quickly get started creating and managing student accounts. We'll cover the following areas:

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I. WHAT IS GED ACADEMY™?

GED Academy is a computer-based study program that teaches the skills your students need in order to pass the GED® test. Your students will get what they need when they need it, including:

- Four half-length practice tests in each subject
- Over 460 hours of interactive lessons and quizzes
- Real-time feedback on study time and progress



In addition to providing a personalized student curriculum, GED Academy is also a Learning Management System (LMS) that allows you to track your students' progress. These tools are introduced in this Getting Started Guide. For more details, please see our [Training and Resources](#).

GED Academy is one of a range of products developed by Essential Education specifically for the adult education community. For more information, please visit <http://www.essentialed.com>.

2. RESOURCES

Before you get started, your computers need an updated browser. We recommend [Firefox](#) or [Chrome](#).

You will also need [Adobe Flash player](#), a PDF reader (ex: [Adobe Reader](#)) and speakers or headphones.

Having technical difficulties? Check out our [Quick Tech Guide for Teachers](#) and [Quick Tech Guide for Students](#).

Help your students log in with our one page [Quick Start Guide for Students](#).

For more guides and LMS training, click the “Resources” tab, then click “LMS Training.”



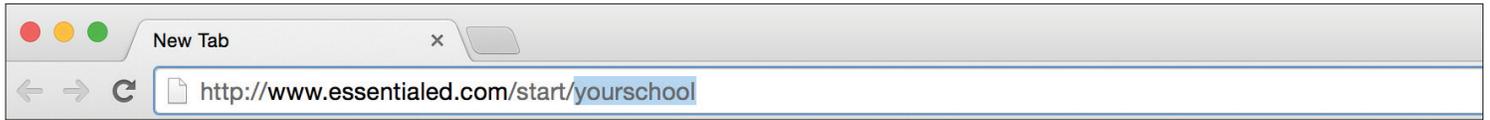
To download these guides, sign up for live or recorded webinars to get all your questions answered, please check out our [GED Academy Training and Resources](#) page: <http://goo.gl/STJGcE>.

“Have additional questions?”

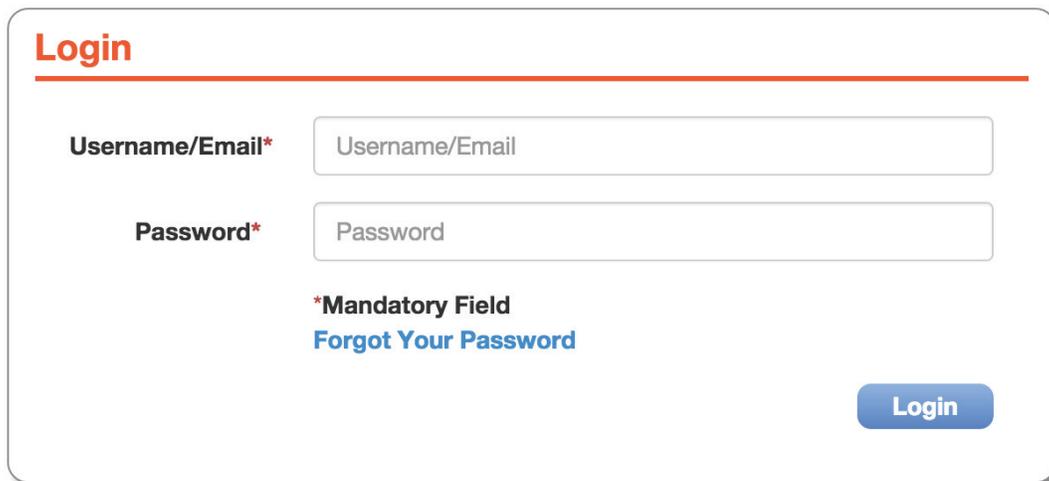
Contact customer support Monday through Friday, 5:30am to 4:00pm Pacific Time at support@essentialed.com or 1-800-931-8069.

3. LOGGING IN

The most important step to getting started with GED Academy is to **log in to the correct website**. Each organization has a unique website used by both teachers and students. Type the website address (URL) provided by your administrator into the address bar of your browser.



Remember, type your unique website address in the address bar, NOT the search bar. Your usernames and passwords will not work if you search the internet for GED Academy. We do sell single licenses of GED Academy to independent students not affiliated with a program, but your students will never be asked to pay for GED Academy directly. You and your students must log in to your organization's unique URL provided by your administrator.

A login form titled "Login" in red text. Below the title is a horizontal red line. There are two input fields: "Username/Email*" and "Password*", both with asterisks indicating they are mandatory. Below the "Password*" field is a link that says "*Mandatory Field" and "Forgot Your Password" in blue. At the bottom right of the form is a blue "Login" button.

HAVING LOG IN ISSUES? PLEASE CHECK:

1. Are you at the right website?

You must log in to your organization's unique website at essential.com/start/your-school

2. Is your caps lock on?

Passwords are case sensitive. Is everything spelled correctly?

3. Try resetting the password.

If you use an email address, click “Forgot Your Password” to reset. If you have a username or are working offline, your administrator can reset your password. As a teacher, you can change student passwords.

4. Does your student have a duplicate account?

In Administration > Students, select “All” or “No” under the Active dropdown menu to see and search for inactive student accounts.

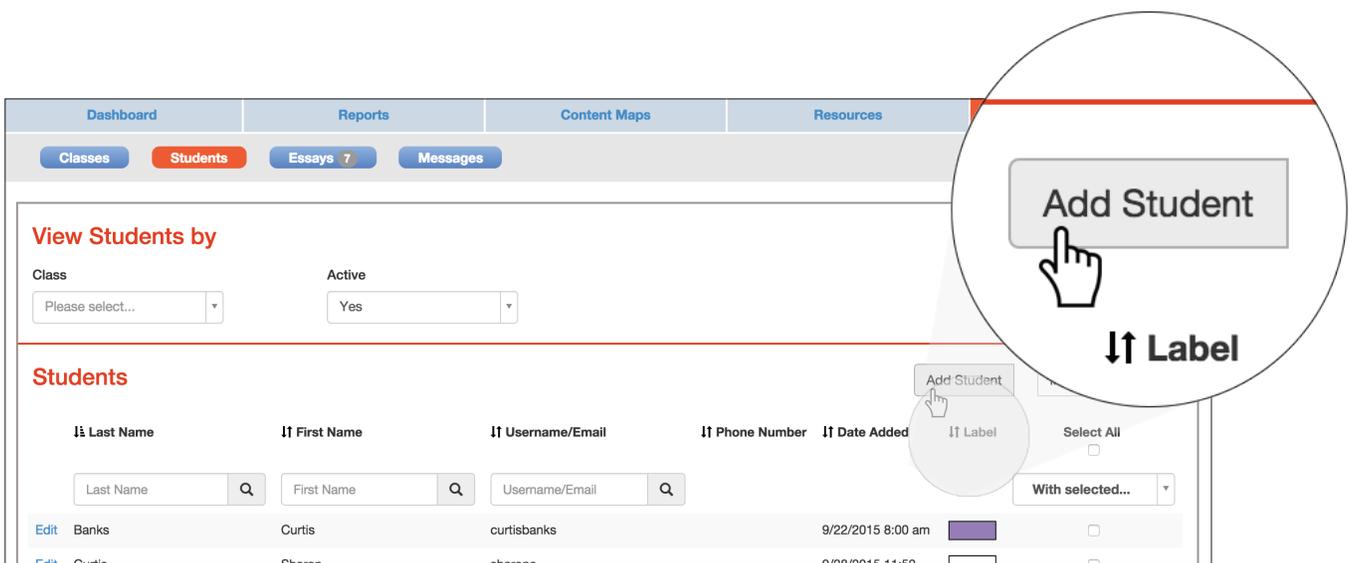
FIRST TIME LOGGING IN?

When you log in as a teacher or administrator, you will be directed to the Learning Management System (LMS). The first thing you will see when you log in is a welcome video, then the Administration tab.



4. QUICKLY ADDING STUDENTS

From the Students button on the Administration tab, entering a new student is just two clicks away.



1. First, click the “Add Student” button.

You are only required to enter the student’s first name, last name, username or email address, and password.

2. Click “Save” and your student is ready to get started!

Create Student [Return to Student List](#)

Student Information

First Name*

Last Name*

Phone

Email or Username*

Label

Disable time limits

Password

Password*

Confirm Password

Primary Teacher

Class

Default Academy

Additional Academies

TABE Academy

TASC Prep Academy

HISSET Academy

Active

Choose Save & Edit Settings to set student placement options. Choose Save & Add New to add another student.

STUDENT ACCOUNT OPTIONS

You have the option to enter additional information to manage student accounts.

1. Phone:

You can enter numbers, - or (), for example (541) 222-7777.

First Name*

Last Name*

Phone

Email or Username*

Label

Disable time limits

Password

Password*

Confirm Password

Primary Teacher

Class

Default Academy

Additional Academies

TABE Academy

TASC Prep Academy

HISSET Academy

Active

Choose Save & Edit Settings to set student placement options. Choose Save & Add New to add another student.

2. Label:

Choose from 24 color options to organize the students in your school.

The image shows a screenshot of a student profile form. A circular callout on the left highlights the 'Label' field, which includes a 4x6 grid of 24 color swatches. The main form contains the following fields: 'Phone', 'Email or Username*', 'Label', 'Placement Test', 'For Self-A', 'Primary Teacher', 'Class', 'Default Academy', 'Additional Academies' (with checkboxes for TABE Academy, TASC Prep Academy, and HSET Academy), 'Active' (checked), 'Password', and 'Confirm Password'. At the bottom right, there are buttons for 'Close', 'Save & Close', 'Save & Add New', and 'Save & Edit Settings'.

“What do the labels mean?”

Labels can mean anything! They can indicate an assigned tutor, enrollment status, location, and more. Labels should be decided on at the administrative level and communicated to all teacher users, to avoid two teacher accounts using the same label for different purposes or mislabeling students.

3. Disable PT Time Limits:

Remove the timer from practice tests for students with diagnosed disabilities. Additional time is the most common accommodation on the GED Test for people with disabilities.

Disable PT Time Limits

4. Primary Teacher:

You can assign one primary teacher per student. This teacher will see the student in reports and may also receive alerts.

5. Class:

You can assign a student to multiple classes. The student will appear in the reports for all assigned classes.

The screenshot shows the 'Create Student' form with a 'Class' dropdown menu open. The form includes fields for Student Information (First Name, Last Name, Phone, Email or Username, Label, Password, Confirm Password), Primary Teacher, Class, Default Academy (GED Academy), and Additional Academies (TABE Academy, TASC Prep Academy, HiSET Academy). The 'Class' dropdown is highlighted with a circle, and a callout box shows the selected classes: 'Kirsten's HSE Class' and 'GED AM Class'. The 'Licenses' section shows 'GED Academy (auto-assigned)' selected, 'HiSET Academy' and 'TASC Prep Academy' unselected, and 'Active' checked.

"What if I don't see my class?"

Before assigning a student to a class, you must create the class under the "Classes" button.

5. Default Academy:

You can decide which Essential Education product your student will study, if your school or organization has purchased more than one. The default is for students to only see one product at a time.

The screenshot shows the 'Default Academy' dropdown menu set to 'GED Academy'. Below it, the 'Additional Academies' section includes checkboxes for 'TABE Academy', 'TASC Prep Academy', and 'HiSET Academy', all of which are currently unselected.

5. CREATING A CLASS

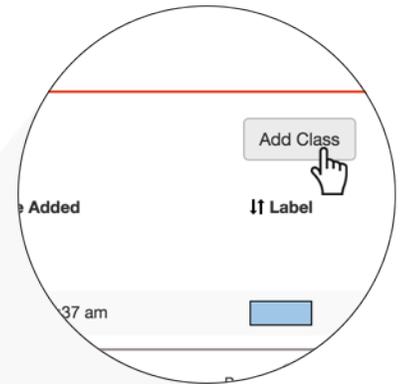
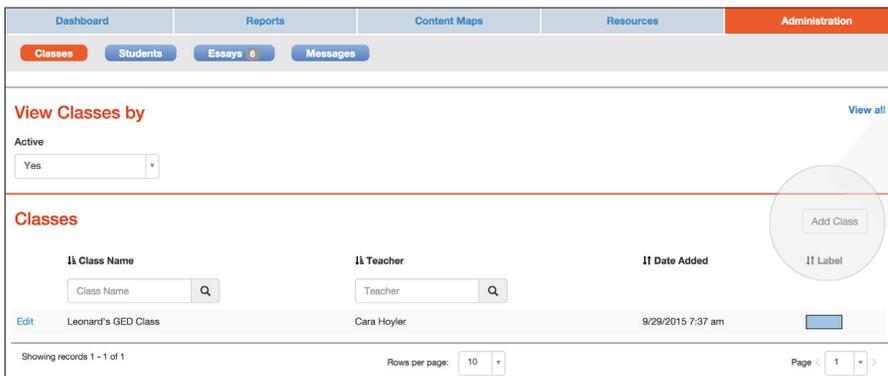
Organize your students into classes to view them in reports!



ADD A NEW CLASS

Believe it or not, adding a class is even easier than adding a student!

1. Click “Add Class.”



2. Add a name for your class.

Edit Class

Class Information

Name*

Teacher*

Open Date

Close Date

Color

Active

3. Click “Save.”

Voilà! Now your class is ready to be assigned to new students.

6. CREATING REPORTS

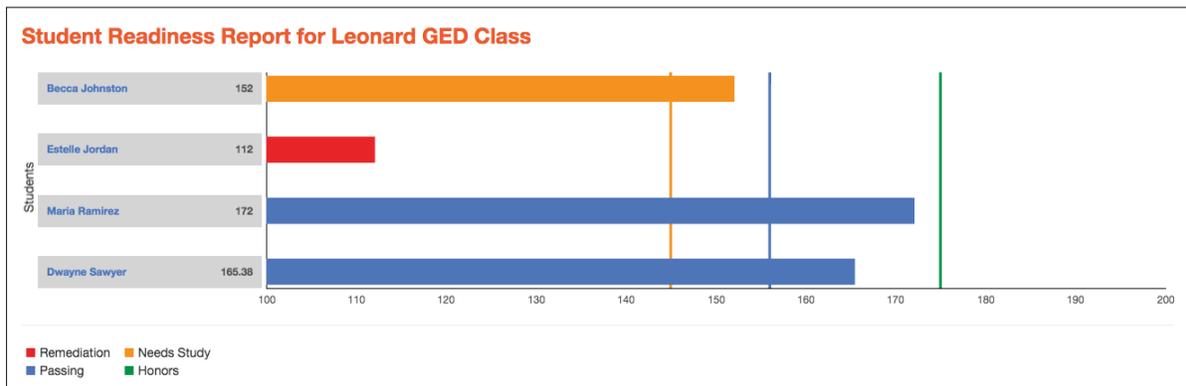
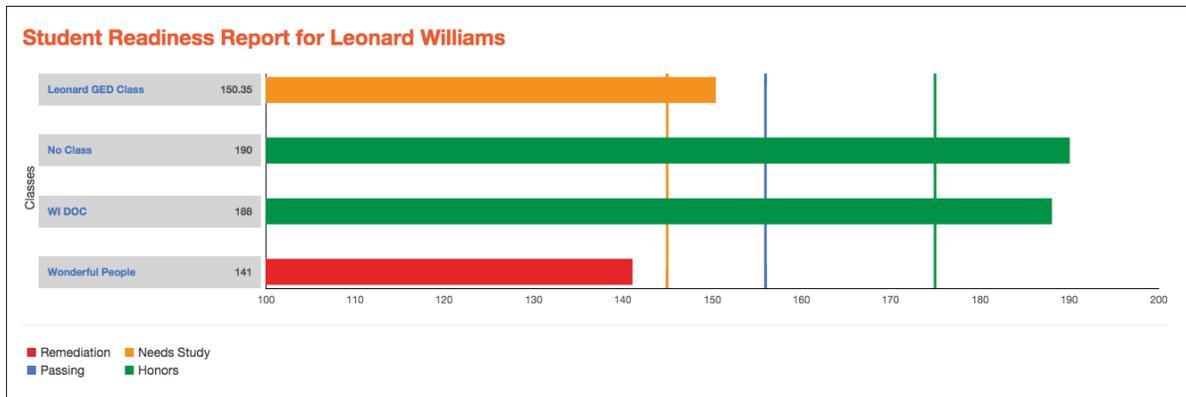
When your students have started studying in GED Academy™, you can track their progress with five reports: Student Readiness, Skill Mastery, Student Overview, Learning Plans, and Study Time.

STUDENT READINESS:



This report helps you know when a student is prepared to take the official GED® test by showing which students have scored 155 or higher on our timed half-length practice tests. This is a class report, so students must be assigned to a class before you can see them on this report. The report is color-coded for the following scores:

- Honors: Green (175-200)
- Passing: Blue (155-174)
- Needs Study: Yellow (145-154)
- Remediation: Red (100-144)



SKILL MASTERY:



This report can be used for standards-based lesson planning. It combines scores from quizzes and practice tests to show you how your student or class is performing on GED® assessment targets. The report will show:

- Ready (70% - 100%)
- Almost Ready (50% - 69%)
- Not Ready Yet (0% - 49%)
- Not Started (No Data)

Select the “Class,” “Student,” and “View” to see the report. Click the arrows next to a standard (e.g. L.2) to reveal sub-categories.

A screenshot of the Skill Mastery report interface. At the top is a navigation menu with tabs for Dashboard, Reports (highlighted), Content Maps, Resources, and Administration. Below this are sub-tabs for Student Readiness, Skill Mastery (highlighted), Student Overview, Learning Plans, and Study Time. The main content area has filters for Class (Leonard's #1 GED Cl...), Student (Maria Ramirez), Academy (GED Academy), and View (GED Language Targ...). Below the filters are buttons for See Report, Print, and Export. The report title is "GED Language Targets Report" for Leonard Williams, Leonard's #1 GED Class, and Maria Ramirez. The report shows a list of language targets under the heading "L | Language". Target L.1 is marked "Ready". Target L.2 is marked "Almost Ready" and is expanded to show sub-targets L.2.1 (Ready), L.2.2 (Ready), and L.2.3 (Not Ready Yet).

Class: Leonard's #1 GED Cl... Student: Maria Ramirez Academy: GED Academy View: GED Language Targ...

See Report Print Export

GED Language Targets Report

Leonard Williams, Leonard's #1 GED Class, Maria Ramirez

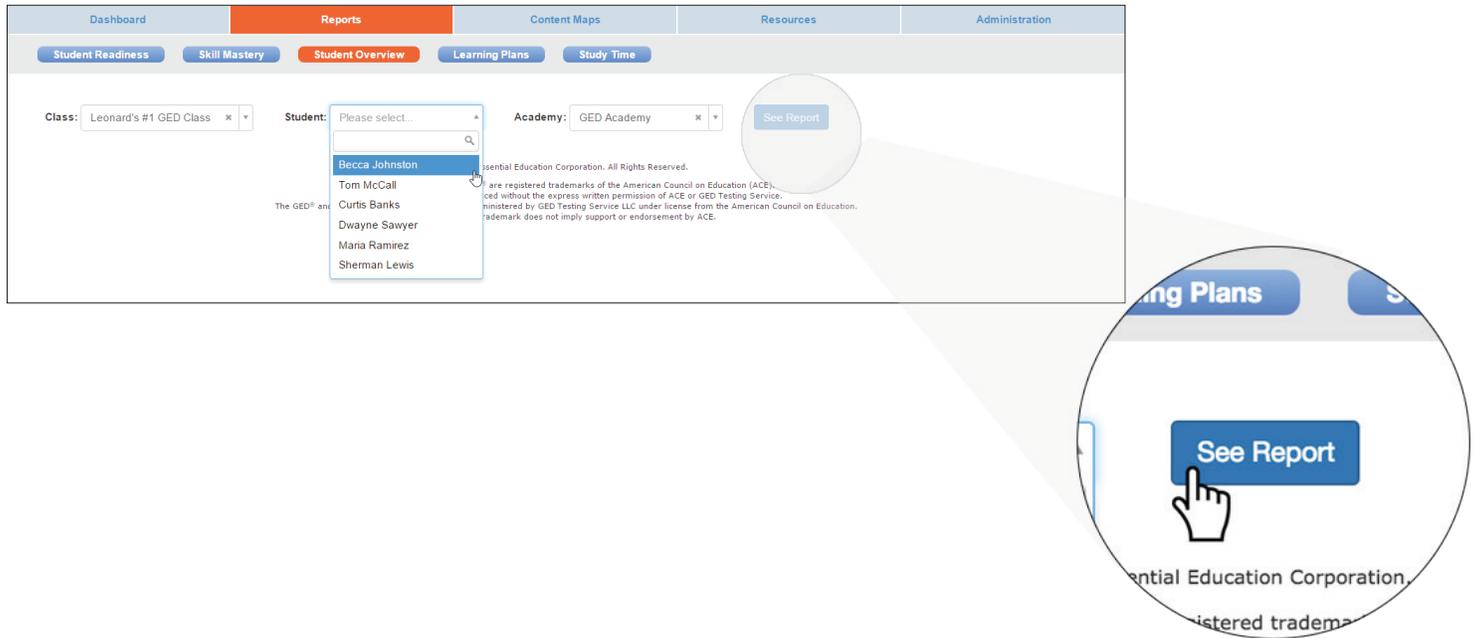
L | Language

- Ready ▶ L.1 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking
- Almost Ready ▼ L.2 Demonstrate command of the conventions of standard English capitalization and punctuation when writing
 - Ready ▶ L.2.1 Edit to ensure correct use of capitalization (e.g. proper nouns, titles, and beginnings of sentences).
 - Ready ▶ L.2.2 Edit to eliminate run-on sentences, fused sentences, or sentence fragments.
 - Not Ready Yet ▶ L.2.3 Edit to ensure correct use of apostrophes with possessive nouns.

STUDENT OVERVIEW:



This report allows you to check an individual student's progress. Once you select the student's name and click "See Report," you will see all elements of the Student's HomeRoom.



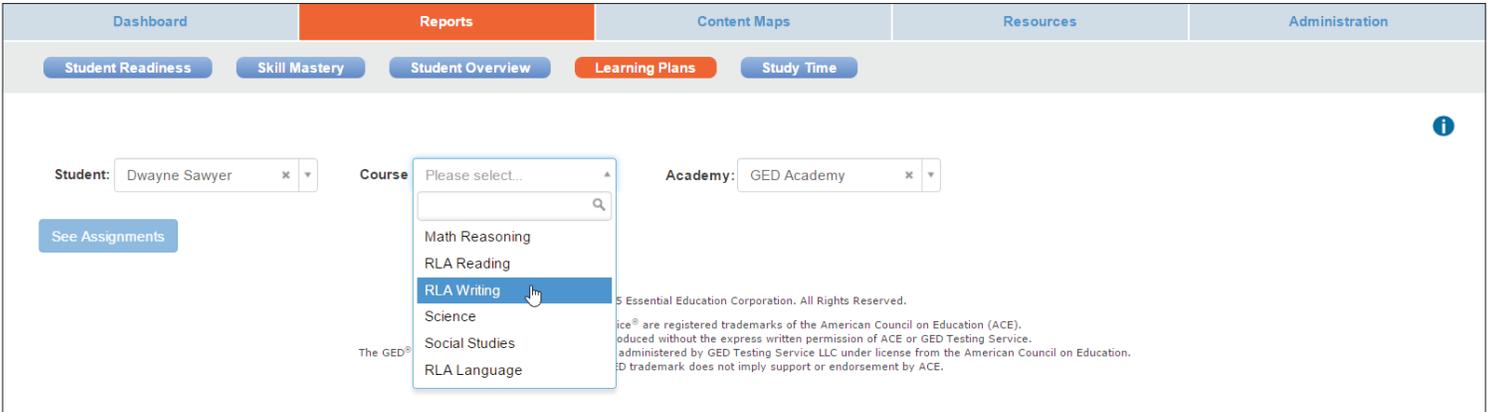
For more information on how to navigate the Student HomeRoom, please watch the [HomeRoom Tutorial](#):

- GED Academy: <https://www.youtube.com/watch?v=wVjlZTwwyk0>
- HiSET Academy: <https://www.youtube.com/watch?v=5CK0f9GNLZ4>
- TASC Prep Academy: <https://www.youtube.com/watch?v=N2ZxMFqjw0>

LEARNING PLANS:



Use this feature to view or customize your student's learning plan, or assign additional lessons. Select the student's name and course to review the student's completion of the units in each level.



Click the gear to make assignments required or optional.

Learning Plans

⚙️ Click on this icon to assign or remove units from this student's learning plan.

Pre-GED

Whole Numbers	not assigned	
Real-World Problems	not assigned	
Fractions, Rates, and Ratios	not assigned	
Decimals	not assigned	
Percents	not assigned	
Measurement	in progress	
Graphs and Charts	assigned	⚙️
Exponents and Roots	not assigned	⚙️

GED Prep

Introduction to Algebra	TBD	⚙️
Inequalities	TBD	⚙️
Two-Dimensional Geometry	TBD	⚙️
Three-Dimensional Geometry	TBD	⚙️

Teacher Assignments

[Add an Assignment](#)

[Assign a Practice Test](#)

[See Completed Teacher Assignments](#)

Click on “Add an Assignment” or “Assign a Practice Test” under Teacher Assignments on the right to

Learning Plans

⚙️ Click on this icon to assign or remove units from this student's learning plan.

Pre-GED

Whole Numbers	not assigned
Real-World Problems	not assigned

Teacher Assignments

[Add an Assignment](#)

[Assign a Practice Test](#)

[See Completed Teacher Assignments](#)

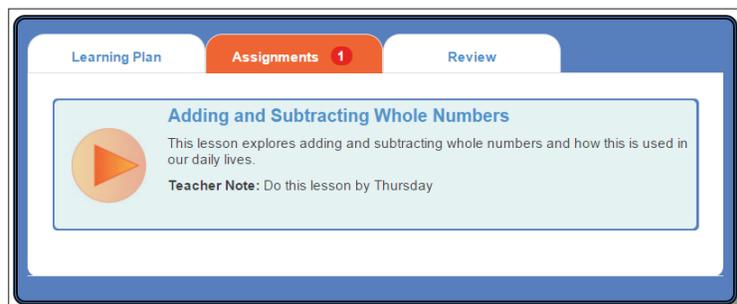
Assign Lesson

Math Reasoning ▾

Pre-GED

- ⊖ **Whole Numbers**
 - Adding and Subtracting Whole Numbers **Note** [Assign](#)
 - Multiplying and Dividing Whole Numbers **Note** [Assign](#)
 - Write Whole Number Expressions Practice **Note** [Assign](#)
 - Order Whole Numbers Practice **Note** [Assign](#)
 - Estimation and Mental Math **Note** [Assign](#)
 - How to Estimate Numbers **Note** [Assign](#)
- ⊕ **Real-World Problems**
- ⊕ **Fractions, Rates, and Ratios**
- ⊕ **Decimals**

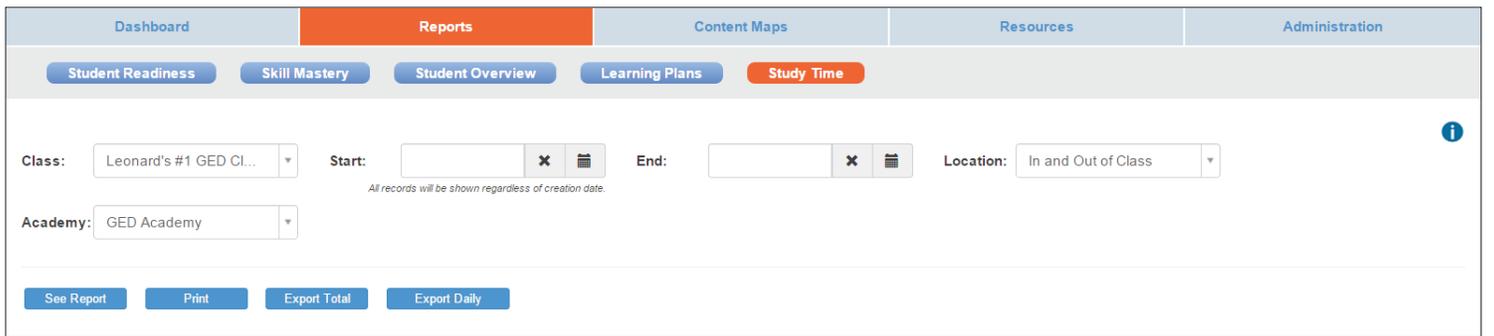
Students will click on the assignments tab to view the lessons you have assigned.



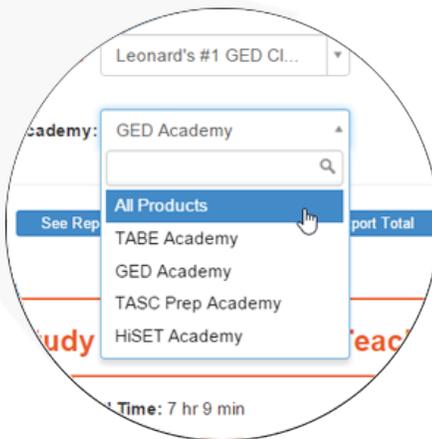
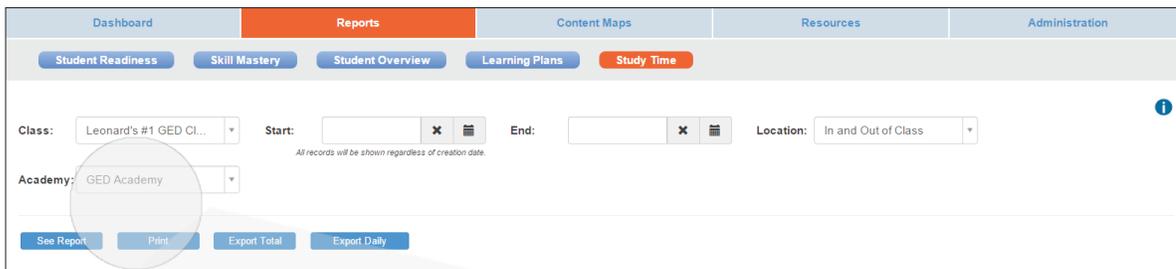
STUDY TIME:



This report allows you to increase student participation by closely tracking student study time and activity in GED Academy. “Study Time” measures the active time between when a student opens and submits a lesson, quiz, or practice test. This is a class report, so students must be assigned to a class for you to properly view their time.



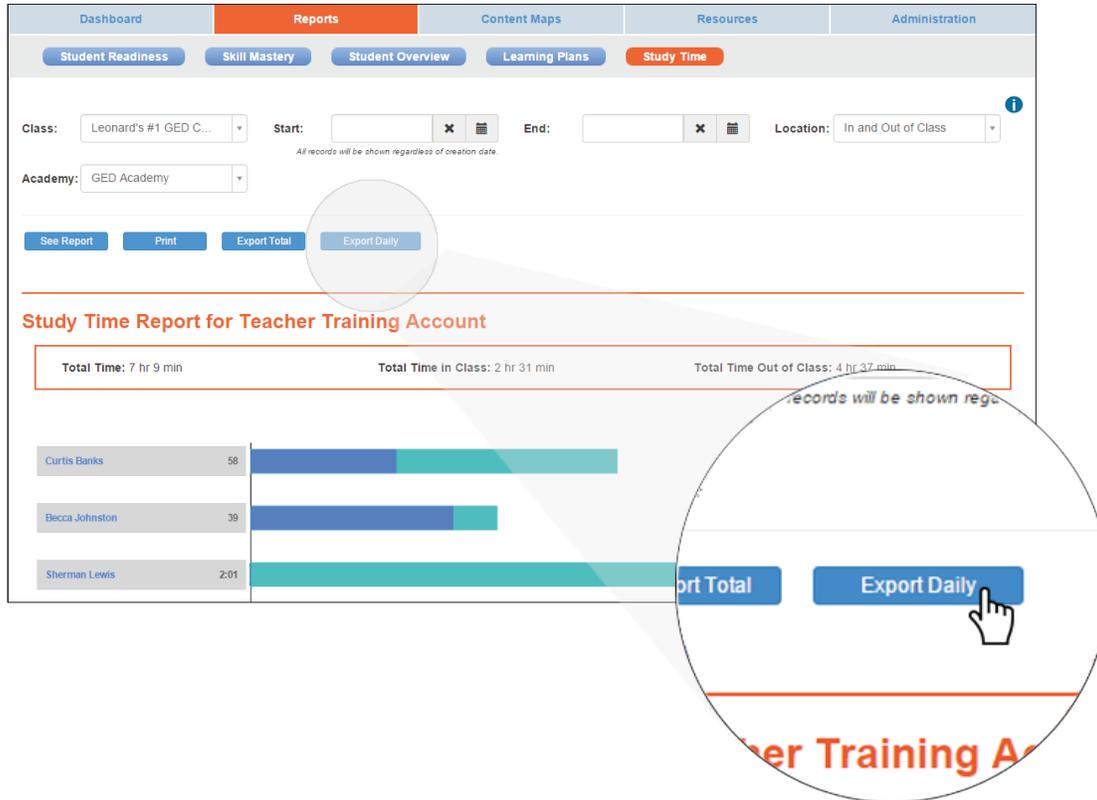
You can choose to see your students' activity for all products, or just the activity from GED Academy.



This report can be exported to a spreadsheet in two ways: Export Total and Export Daily.

Export Total will provide a spreadsheet version of the bar chart information on the screen.

To download a spreadsheet with detailed student activity for each day, click “Export Daily.”



First Name	Last Name	Username/Email	Content Item	Course	Date	Total Time on Task	In Class / Out of Class
Sherman	Lewis	shermanlewis	Introduction to Fractions	Other	09/23/2015	0:00:31	Out of Class
Sherman	Lewis	shermanlewis	Decimals and Place Value	Other	09/24/2015	0:21:50	Out of Class
Sherman	Lewis	shermanlewis	Decimals Test-Out Quiz	Other	09/24/2015	0:04:30	Out of Class
Sherman	Lewis	shermanlewis	Measurement Test-Out Quiz	Other	09/24/2015	0:06:30	Out of Class
Sherman	Lewis	shermanlewis	Writing GED Extended Response Test 1	Other	09/24/2015	0:11:33	Out of Class
Maria	Ramirez	mariaramirez	GED Reading Self-Assessment	Other	09/23/2015	0:04:00	Out of Class
Maria	Ramirez	mariaramirez	RLA Language Self-Assessment	Other	09/23/2015	0:03:00	Out of Class
Maria	Ramirez	mariaramirez	Capitalization of First Words, Titles, and Proper Nouns	Other	09/23/2015	0:10:55	Out of Class
Maria	Ramirez	mariaramirez	Capitalization Test-Out Quiz	Other	09/23/2015	0:04:30	Out of Class
Maria	Ramirez	mariaramirez	Language GED Practice Test 2	Other	09/23/2015	0:08:00	Out of Class
Maria	Ramirez	mariaramirez	Preparing to Read Test Out Quiz	Other	12/15/2015	0:02:00	Out of Class
Maria	Ramirez	mariaramirez	Barn Burning: Analyzing Imagery	Other	12/15/2015	0:00:30	Out of Class
Dwayne	Sawyer	dwaynesawyer	Math GED Practice Test 1 v2015.06 (c)	Other	09/25/2015	0:48:00	Out of Class
Dwayne	Sawyer	dwaynesawyer	GED Science Practice Test 1 v2015.06	Other	09/26/2015	0:27:35	Out of Class

You can also click “Who Hasn’t Logged In” to find out which students to contact and encourage to keep working.



Select the time range for Account Created and Hasn’t Logged In to view a list of students. Once you have identified those students, you can contact them by sending them a message or an email. For optimal results, it is suggested to use this feature weekly. Students are most likely to return to their studies if they know you are checking in on them.

Who Hasn't Logged In? ✕

Account Created:

Within 6 Months
▼

Hasn't Logged In:

Within 7 Days
▼

Meagen Farrell	view send message
Dan Griffith	view send message
Jason Guard	view send message

7. NAVIGATING THE DASHBOARD

Just like the dashboard of your car, the GED Academy Dashboard shows your class at-a-glance. At first, your dashboard will be blank, but soon it will become a quick and powerful picture of your students' and class progress.

Students must be assigned to you as a teacher or in your class to show on your Dashboard. Three unique areas map your students' journey to a GED® credential: Student Readiness, Student Activity, and GED® Test Results.

GED® STUDENT READINESS:

This report lets you know when your students are ready to register for the official GED® Test. The report includes two graphs: Readiness for the GED® Test and Mean Practice Test Scores. Graphs are color-coded by course.



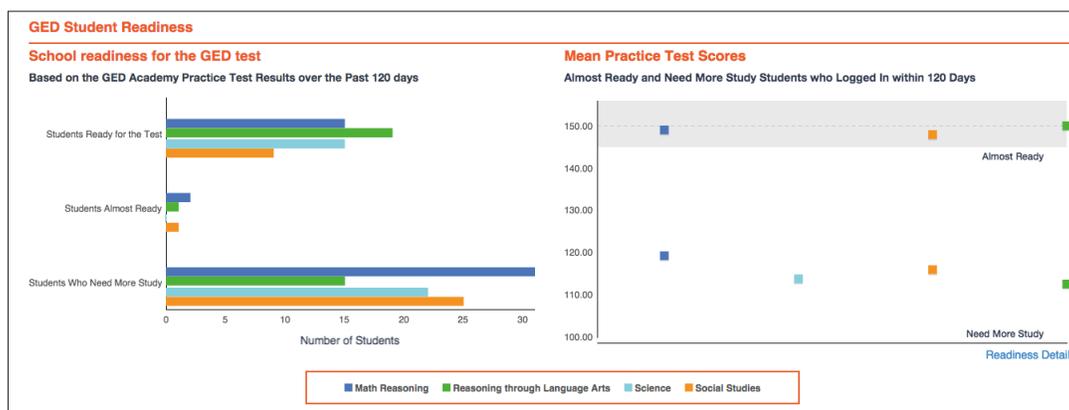
School Readiness for the GED® Test is an aggregate of how your students have performed on the GED Academy Practice Tests in the past 120 days.

Students Ready for the GED® Test: Shows how many students scored 155 or better. Send them to register for the official test!

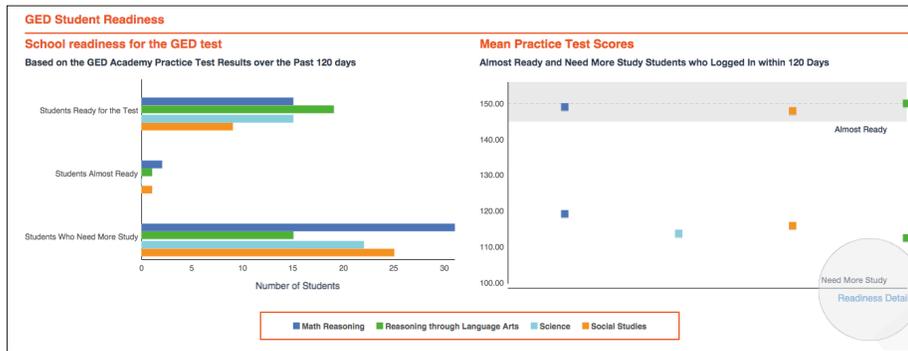
Students Almost Ready: Shows how many students have scored 145-155. Very close!

Students Who Need More Study: Shows how many students have scored 100-145.

Mean Practice Test Scores shows the mean of the highest scores for each student in the “Students Almost Ready” and the “Students Who Need More Study” groups.



Click “Readiness Details” to get more information from the **Student Readiness Report**.

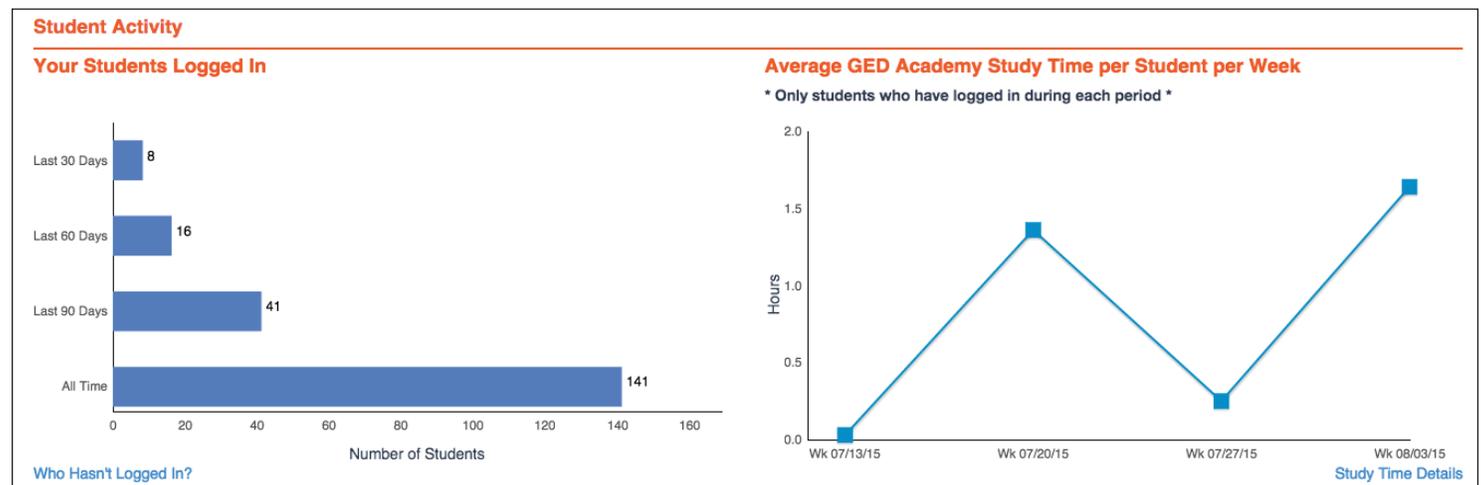


STUDENT ACTIVITY:

How much time are your students studying? This section summarizes your students’ activity in the program. The report includes two graphs:

Your Students Logged In tells you how many students have used the program in the last 90 days. “Who Hasn’t Logged In” allows you to identify which students you need to encourage to continue studying.

Average GED Academy Study Time per Student per Week shows the average student study time for the last four weeks. Click “Study Time Details” to get more information from the **Study Time Report**.

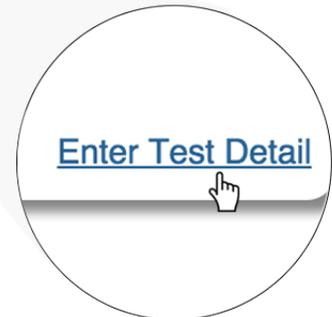
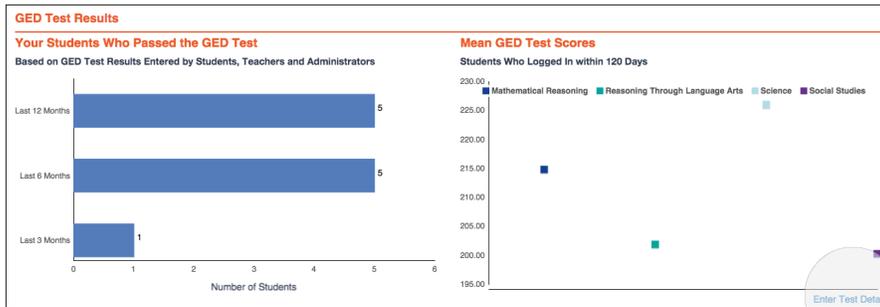


GED® TEST RESULTS:

Celebrate your students' successes with this display of official GED® test scores entered in GED Academy by students, teachers, and administrators. The report displays two graphs:

Your Students Who Passed the GED® Test provides a snapshot of how many students you have reported that passed the entire official GED® test in the past three, six and twelve months periods.

Mean GED® Test Scores shows the mean scores for each of the different GED® subject tests that your students have taken.



Click "Enter Test Detail" to enter standardized test scores for a particular student.

The screenshot shows the 'Enter Test Detail' form. It has two main sections: 'Select Student' and 'Enter Test Score'. The 'Select Student' section has dropdown menus for 'Class' (Leonard's GED Class) and 'Student' (Curtis Banks), with a 'Continue' button. The 'Enter Test Score' section has a dropdown for 'Tests' (GED Test, Reasoning Through Language Arts), a 'Test Date' field (11/03/2015), and a 'Score' field (160). There are 'Clear' and 'Enter Test' buttons. Below this is a section for 'Recorded Scores and Test Dates (GED)' showing a table with columns for subject, score, and date. The table contains one entry: Reasoning Through Language Arts with a score of 160 and date of 11/03/2015. At the bottom right are 'Close' and 'Save' buttons.

Subject	Score	Test Date
Reasoning Through Language Arts	160	11/03/2015

8. VIEWING CONTENT MAPS

Content Maps is a user-friendly tool that allows you to easily sort TABE Academy content and view Practice Tests.

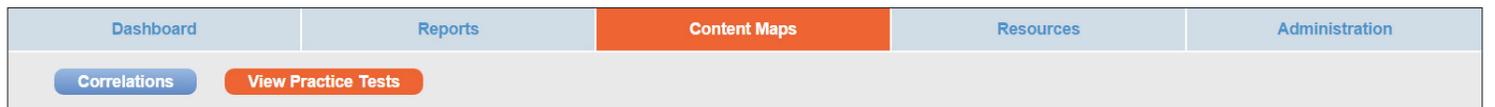
CORRELATIONS:



Select a course to view all of the lessons and units that teach specific GED Assessment Targets. Click on 'Assign' to assign the lesson to your students. This report will help you quickly find lessons that teach certain skills, along with their correlated Essential Skills workbook pages.

Q.2.b Perform computations and write numerical expressions with squares and square roots of positive, rational numbers.			
Lessons	Course	Unit	Assign Lesson
Write Whole Number Expressions Practice	Math Reasoning	Whole Numbers	Assign
Writing Numerical Expressions	Math Reasoning	Real-World Problems	Assign
Radicals	Math Reasoning	Exponents and Roots	Assign
Exponents & Roots	Math Reasoning	Exponents and Roots	Assign
Workbooks		Pages	
Essential Math Skills	349-349, 351-354		

VIEW PRACTICE TESTS:



You have the ability to view, take, or assign all of the Practice Tests in GED Academy.

GED Academy

GED Science Practice Test 1	Take Test View Summary Assign
GED Science Practice Test 2	Take Test View Summary Assign
GED Science Practice Test 3	Take Test View Summary Assign
GED Science Practice Test 4	Take Test View Summary Assign

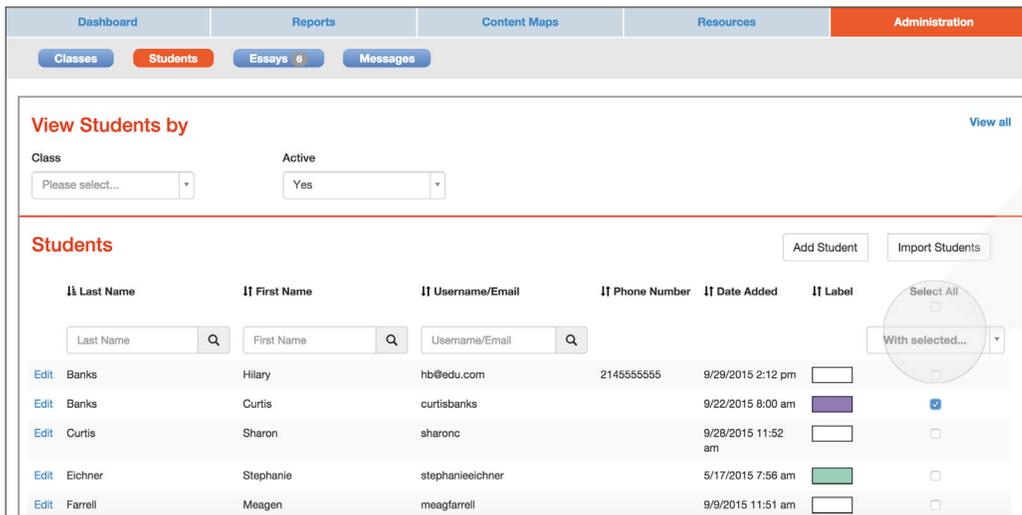
9. MAKING STUDENTS INACTIVE

Programs purchase a specific number of reusable licenses from Essential Education. The licenses, also called seats, refer to the number of active student accounts your program can have at one time. Once your students have graduated or left the program, you can reuse that seat.

To reuse a seat, make the previous student's account inactive. Inactive accounts retain the student's data, and can be reactivated if the student returns to your program.

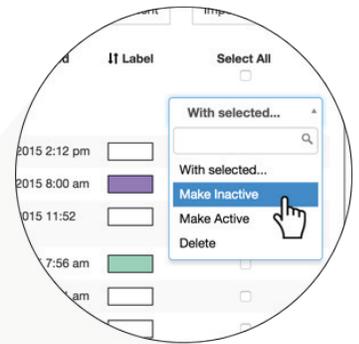
To make a student account inactive:

1. Find the student(s) in your list of student accounts on the Administration tab.
2. Click the checkbox on the right of the page for each student, or click "Select All."
3. Click the dropdown menu "With selected..."
4. Select "Make Inactive."



The screenshot shows the 'Administration' tab with the 'Students' sub-tab selected. A table of students is displayed with columns for Last Name, First Name, Username/Email, Phone Number, Date Added, and Label. A 'With selected...' dropdown menu is open over the table, showing options: 'With selected...', 'Make Inactive', 'Make Active', and 'Delete'. A hand cursor is pointing at the 'Make Inactive' option.

Last Name	First Name	Username/Email	Phone Number	Date Added	Label
Banks	Hilary	hb@edu.com	2145555555	9/29/2015 2:12 pm	
Banks	Curtis	curtisbanks		9/22/2015 8:00 am	
Curtis	Sharon	sharonc		9/28/2015 11:52 am	
Eichner	Stephanie	stephanieeichner		5/17/2015 7:56 am	
Farrell	Meagen	meagfarrell		9/9/2015 11:51 am	



5. Confirm your choice:

Please confirm

Are you sure you want to make inactive selected records?

“How do I check the number of active students (licenses) in use?”

When looking at your list of student accounts, scroll to the bottom of the page. Make sure that under “View Students by...” you have selected Active “Yes” and no other filters.

The screenshot shows a web interface with a navigation bar at the top containing 'Dashboard', 'Reports', 'Content Maps', 'Resources', and 'Administration'. Below this is a secondary bar with 'Classes', 'Students', 'Essays 6', and 'Messages'. The main content area is titled 'View Students by' and includes a 'Class' dropdown menu set to 'Please select...'. To the right, an 'Active' dropdown menu is open, showing options 'Yes', 'All', 'Yes', and 'No', with 'All' currently selected. Below the dropdowns, there are buttons for 'Add Student' and 'Import Students'. A table header is visible with columns: 'Last Name', 'First Name', 'Username/Email', 'Phone Number', 'Date Added', 'Label', and 'Select All'. Below the header are search input fields for 'Last Name', 'First Name', and 'Username/Email', and a 'Make Inactive' dropdown menu.

At the bottom, you will see a number of student records. The total records is your number of active students. In this example, there are 24 active student records, i.e. licenses.

Showing records 1 - 10 of 24

“Have additional questions?”

Contact customer support Monday through Friday, 5:30am to 4:00pm Pacific Time at support@essentialed.com or 1-800-931-8069.