

ExploreLearning Quick-Start Tutorial

This tutorial is meant to take you through the most important things you'll need to know about the ExploreLearning site. If you have trouble or suggestions, please contact our support team at support@explorellearning.com.



Editing your profile

When you first log in to the site, you may want to update your personal information, e.g., your name, username, and password.

Instructions:

1. Log in to your account. (Don't forget the username and password are case sensitive.) You should be taken to your personal homepage.
2. Click on the "My profile" icon (the one that looks like a person).
3. Edit your profile as desired and click the button to submit your changes.

Getting Gizmos onto your homepage

Here we'll learn how to browse for Gizmos and add them to your class tabs.

Directions:

1. Browse to a desired category of Gizmos.
2. Click the blue Add Gizmo to Class button from any Gizmo listing, Gizmo Details page, or Gizmo page.
3. Choose the tab(s) to which you want to add the Gizmo and click Add to Class.
4. Follow the link back to your homepage, or keep browsing for more Gizmos.

Organizing your Gizmos

Once you have a few Gizmos on a class tab, you may want to re-order, delete, or categorize them by adding headings to your list.

Directions:

1. Click the Manage Gizmo List link from any of your class tab with Gizmos.
 - A. Re-ordering Gizmos
 - i. Click on any Gizmo in the list to select it.
 - ii. Use the up and down arrows to re-order your list.
 - iii. Click Save Changes to save the new order and return to your class tab.
 - B. Adding a Heading
 - i. Type in your heading in the field on the left.
 - ii. Click the Insert Heading button.
 - iii. Position the header in the list as desired using the up and down arrows.

- iv. Click Save Changes to save your newly categorized list and return to your class tab.

C. Deleting Gizmos

- i. Select the Gizmo you want to delete by clicking on it.
- ii. Click on the X button on the right-hand side of the Gizmo List Manager.
- iii. Click Save Changes to save your newly categorized list and return to your class tab.

Giving your students access to ExploreLearning

Here's what you need to do to get your students into ExploreLearning.

Directions:

1. View the class code for the desired class tab by clicking on the Class Code link.
2. Distribute the class code to your students.
3. Send your students to ExploreLearning.com, tell them to click the Login/Join button, scroll down to the Enroll in a Class button, and follow the directions on that page.
4. Once students are enrolled, they can access your class tab just by logging in.

Trying the site as a student

To get a sense of what your students will need to do, we'll take you through a student session. First you'll enroll in your class as a student, go to a Gizmo, answer assessment questions, and logout.

Directions:

1. Write down the code for a class tab to which you've added Gizmos.
2. Log out of your teacher account by clicking the Logout button in the upper-left corner of the page.
3. Go to the front page of the site (this is where you'll first send your students).

A. Enrolling as a Student

- i. Click the Login/Join button.
- ii. From the Login/Join page, follow the link to Enroll in a Class.
- iii. Put in your class code and click Submit.
- iv. Fill out the student registration information for a fictitious student and click Submit.

Upon clicking Submit you should be taken to your (student) homepage.

B. Launching a Gizmo, Answering Assessment Questions, and Logging Out

- i. Click the Launch Gizmo link for any of the Gizmos on the class tab.

- ii. Scroll down and answer the assessment questions and click Check Your Answers.
- iii. Log out.

Checking assessment results

Next, you'll log back in to your teacher account and view an assessment report.

Directions:

1. Log in to your teacher account.
2. From your homepage, click the "view assessment results" link on the listing of the Gizmo you answered the questions for as a student.

In this report, you only have one student. If more students were in your class, they would appear in this report along with their results.

Retrieving a username and password for a student

You may from time to time need to remind a student of her username and password or remove a student from your roster. Here's how:

Directions:

1. From the appropriate class tab, click Manage Roster.
2. Look for the student in question. The username and password are listed next to the student's name.

A. Removing a Student from the Roster

- i. From the appropriate class tab, click "manage roster".
- ii. Check the box next to the student to be removed.
- iii. Click "delete checked".

Your student should no longer be enrolled in your class and will no longer appear in assessment reports.