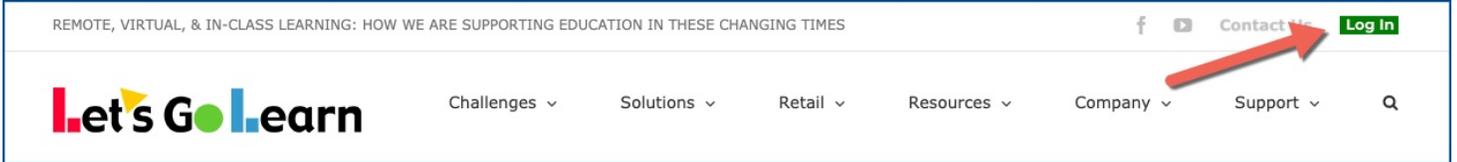


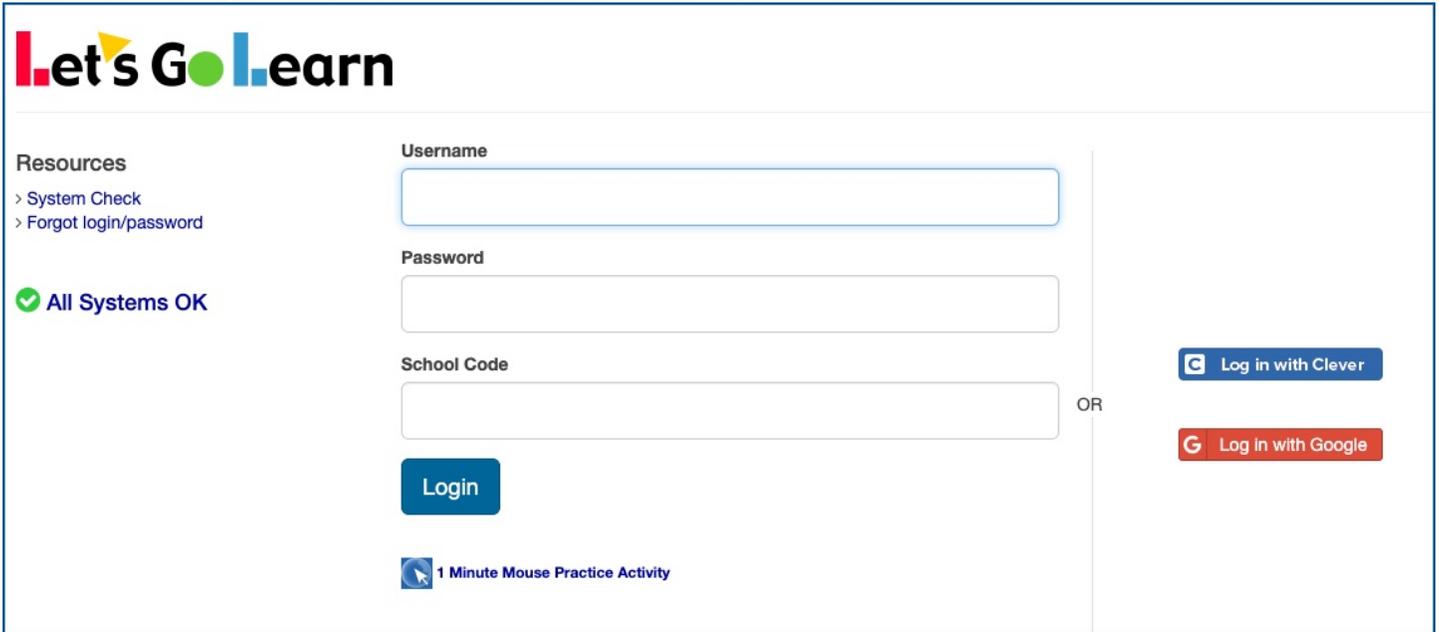
## Teacher/Parent Getting Started Instructions

### Log into your account:

To Log into your account go to [www.letsgolearn.com](http://www.letsgolearn.com) and click on the green <Log In> button.



Log into your account with your **username**(email or login), **password** and **School Code**(if applicable) and then click on <Login>. *If you do not have a school code, just leave that section blank.*

A screenshot of the login page on the Let's Go Learn website. The page includes the site logo, a 'Resources' sidebar with links for 'System Check' and 'Forgot login/password', and a status indicator 'All Systems OK'. The main login area contains three input fields: 'Username', 'Password', and 'School Code', each with a corresponding label. Below these fields is a blue 'Login' button. To the right of the 'School Code' field, there is an 'OR' separator and two buttons: 'Log in with Clever' and 'Log in with Google'. At the bottom left, there is a link for '1 Minute Mouse Practice Activity'.

### Add a Class:

After logging in for the first time, you will have to create a Class name. *If your school/district submitted a student upload and your roster has already been created, you can skip the next two steps.*

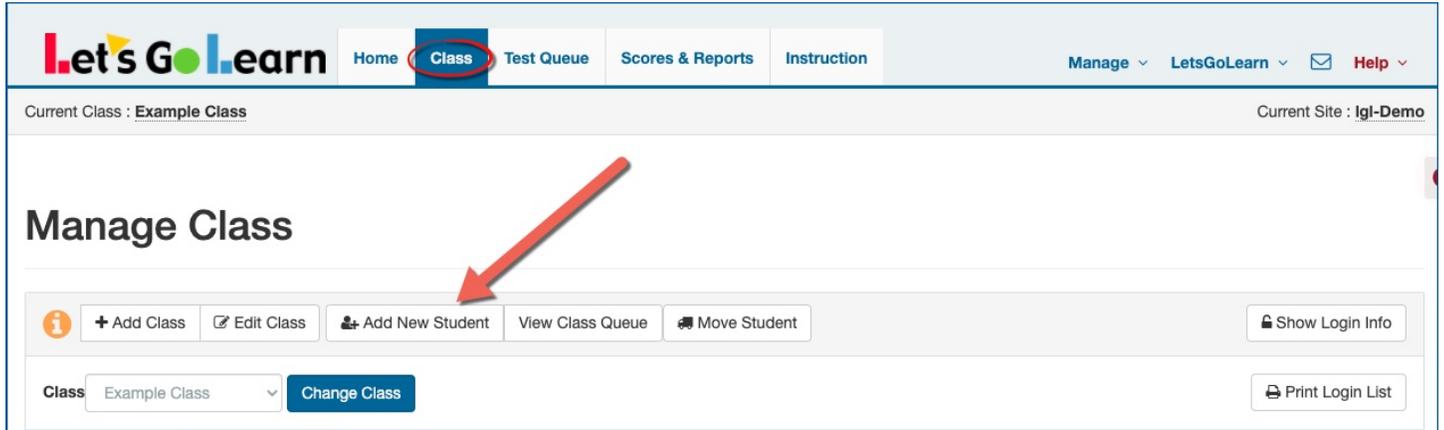
A pop up will appear notifying you that there are “No classes found”. Read information and then close the window.

You will then be prompted to “Add Class”. Fill out the Title and then click on “Add Class”.

A screenshot of the 'Add Class' form. The form is titled 'Add Class' and has a section for 'Class Info'. It contains three input fields: 'Site' (with a dropdown menu showing 'HUM1 - Kennedy Campus'), 'Title' (with a placeholder text 'Example: 2019-20 Homeroom'), and 'Description' (with a placeholder text 'Class Description'). At the bottom left of the form, there is a blue 'Add Class' button. A red arrow points to this button.

## Add a Student:

To add a new student, click on the <Class> tab and then click on the <Add New Student> button.



Let's Go Learn Home **Class** Test Queue Scores & Reports Instruction Manage LetsGoLearn Help

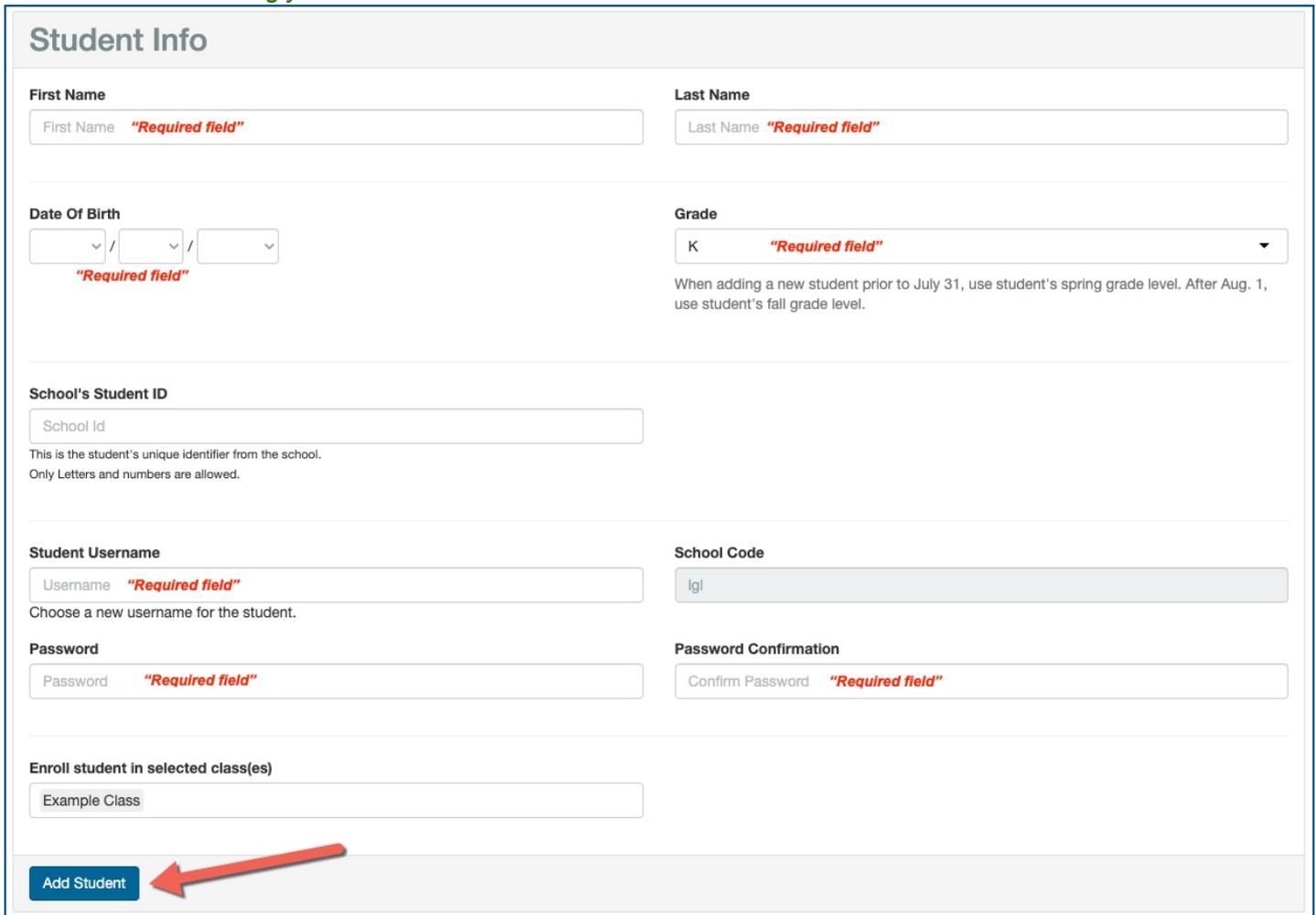
Current Class : Example Class Current Site : Igl-Demo

## Manage Class

**+** Add Class **✎** Edit Class **+** Add New Student View Class Queue **↔** Move Student **🔒** Show Login Info

Class: Example Class **Change Class** **🖨** Print Login List

Fill in student information and click on <Add Student>. *The "Student ID" is not required for homeschool accounts but it is strongly recommended for schools/districts.*



## Student Info

**First Name**  
First Name *"Required field"*

**Last Name**  
Last Name *"Required field"*

**Date Of Birth**  
/ / *"Required field"*

**Grade**  
K *"Required field"*  
When adding a new student prior to July 31, use student's spring grade level. After Aug. 1, use student's fall grade level.

**School's Student ID**  
School Id  
This is the student's unique identifier from the school.  
Only Letters and numbers are allowed.

**Student Username**  
Username *"Required field"*  
Choose a new username for the student.

**School Code**  
Igl

**Password**  
Password *"Required field"*

**Password Confirmation**  
Confirm Password *"Required field"*

**Enroll student in selected class(es)**  
Example Class

**Add Student**

## Assign your student the assessment:

After creating your student, you will now need to assign them the assessment. Click on the **<Test Queue>** tab and then click on **<Add/Edit>** for the student.

The screenshot shows the 'Manage Queue' page. At the top, there are navigation tabs: Home, Class, **Test Queue** (circled in red), Scores & Reports, and Instruction. Below the tabs, there's a 'Current Class : Example Class' and 'Current Site : Igl-Demo'. The main heading is 'Manage Queue'. Below this, there's a 'Class' dropdown menu set to 'Example Class' and a 'Change Class' button. To the right is a 'Manage Class Queue' button. Below these is a table with columns: First Name, Last Name, Grade, Test Queue, Tests Queued, Tests In Progress, ELA Assessed, Math Assessed, and Start. The first row shows 'Sample' as the first name, '1Student' as the last name, '4' as the grade, and 'Add/Edit' as the test queue. A red arrow points to the 'Add/Edit' button.

First Name	Last Name	Grade	Test Queue	Tests Queued	Tests In Progress	ELA Assessed	Math Assessed	Start
Sample	1Student	4	Add/Edit	1	0	-	-	Begin

In the Student Assessment Queue section, click on **<Select test>** and then click on the desired assessment.

The screenshot shows the 'Student Assessment Queue' page. Under the heading 'Comprehensive Diagnostics', there's a description: 'Major full assessments, DORA, ADAM, DOMA and multiple sub-test screeners or assessments'. Below this is a table with columns 'Status' and 'Actions'. A dropdown menu is open with the text 'Select test'. The dropdown list includes: DOMA Algebra - MATH, DOMA Pre-Algebra - MATH, **ADAM - MATH** (highlighted), and DORA - ELA. A red arrow points to the 'ADAM - MATH' option.

Status	Actions
	Select
	Select
	Select
	Select

When the **"Queue Assessment"** box pops up, click on the **<Queue>** button to assign the test.

The screenshot shows the 'Queue Assessment' dialog box. It contains the text 'Would you like to queue ADAM?'. Below this is an 'Optional Override Grade' dropdown menu set to 'Current Grade'. At the bottom right, there are two buttons: 'Queue' and 'Cancel'. A red arrow points to the 'Queue' button.

*Note: When queuing an individual student, you have the ability to override the grade the test starts from. This is ideally designed for students with IEPs whose instructional grade is significantly less than their actual grade (like a 5th grader that's working on a 2nd grade level). The tests will still adapt up or down based on how a student answers. However, familiar content will appear immediately instead of a student having to potentially answer a series of questions before seeing problems at their level of ability. Note: Once a student has tested at least once on DORA or ADAM, the test will pick up where the student left off the last time they tested, so the need for overriding the grade level is not as important. However, make sure that if a student has an IEP, that you abide by whatever modifications are required by it.*

Once queued correctly, the status will show “Ready” for your student.

The screenshot shows the 'Student Assessment Queue' interface. At the top, there is a section for 'Comprehensive Diagnostics' with a description: 'Major full assessments, DORA, ADAM, DOMA and multiple sub-test screeners or assessments'. Below this is a 'Select test' dropdown menu. The main table has columns for 'Status' and 'Actions'. A student named 'ADAM' is listed with a status of 'Ready' and an 'Unqueue' button. A red arrow points to the 'Ready' status.

## How to Start a Test:

There are two ways for a student to start the test. They can log in using their student login information or the teacher can log them in from the Teacher account.

## Using Student Login:

To verify or find your student's login information, go to your <Class> tab and select <Show Login Info> to view or click <Print Login List> to print.

The screenshot shows the 'Manage Class' interface. The navigation menu includes 'Home', 'Class' (circled in red), 'Test Queue', 'Scores & Reports', and 'Instruction'. The 'Class' tab is active. Below the navigation, there are buttons for '+ Add Class', 'Edit Class', 'Add New Student', 'View Class Queue', and 'Move Student'. At the bottom, there is a 'Class' dropdown menu set to 'Example Class' and a 'Change Class' button. Two red arrows point to the 'Show Login Info' and 'Print Login List' buttons.

Once you are ready for the student to start testing, have the student go to our website at [www.letsgolearn.com](http://www.letsgolearn.com) and click on the green <Log In> button.

The student will log in using their **username(login)**, **password** and **School Code**(if applicable) and then click on <Login>. *If you do not have a school code, just leave that section blank.*

Once the student is logged into their **Student Activity** page, they will click on the assigned assessment.

## Logging a student in through the Teacher account:

You can start an assessment for a student from the teacher account by clicking on “Begin” from the <Class> or <Test Queue> tab.

Current Class : Example Class Current Site : Igl-Demo

## Manage Class

[+ Add Class](#)
[Edit Class](#)
[Add New Student](#)
[View Class Queue](#)
[Move Student](#)
[Show Login Info](#)

Class: Example Class [Change Class](#)
[Print Login List](#)

First Name	Last Name	Profile	Grade	DOB	School ID	Queue	Disable Tests	Activity	Start
Sample	1Student	<a href="#">Edit</a>	4	03/16/2011	2234567	<a href="#">View Queue</a>	<input type="checkbox"/>	2/23/2021 10:19 AM	<a href="#">Begin</a>
Demo	Cynthia	<a href="#">Edit</a>	6	01/01/2009		<a href="#">View Queue</a>	<input type="checkbox"/>	2/10/2021 9:31 AM	<a href="#">Begin</a>

## How to check the status of a student's assessment:

To check the status of your student assessment, click on the <Test Queue> tab.

This page will tell you if a test is still **Queued(unstarted)**, **in progress**, or **completed**. You can roll your mouse over the numbers and dates under these columns to get additional details.

Current Class : Example Class Current Site : Igl-Demo

## Manage Queue

Class: Example Class [Change Class](#)
[Manage Class Queue](#)

First Name	Last Name	Grade	Test Queue	Tests Queued	Tests In Progress	ELA Assessed	Math Assessed	Start
Demo	Sabrina	1	<a href="#">Add/Edit</a>	1	1	10/16/2020	-	<a href="#">Begin</a>
Test	Student	13	<a href="#">Add/Edit</a>	0	0	-	-	<a href="#">Begin</a>

## How to View your results:

Once your student has completed the assessment, you can view the results by logging into your teacher account and clicking on the <Scores & Reports> tab. Select the **Active Pulse ELA** for Reading assessments and **Active Pulse Math** for Math assessments results.

The screenshot shows the top navigation bar of the Let's Go Learn interface. The 'Scores & Reports' tab is highlighted with a red circle. A dropdown menu is open, showing options: 'Active Pulse ELA', 'Active Pulse Math', 'Class Reports', 'DataPortal', and 'Surveys'. Red arrows point to the 'Active Pulse ELA' and 'Active Pulse Math' options.

To view the Reports, click on the <Reports> button under the Reports column.

The screenshot shows the 'Math Report' page in the Let's Go Learn interface. The 'Scores & Reports' tab is selected. The page displays a filter section with dropdowns for 'Class' (Math Class), 'Students' (All in Class), and 'Mode' (Grade). Below the filter, there are tabs for 'Summary', 'Numbers and Operations', 'Measurement', 'Data Analysis', 'Geometry', 'Algebraic Thinking', 'Algebra 1', 'Pre-Alg (1 to 5)', 'Pre-Alg (6 to 14)', and 'Standards'. The 'RTI' section is active, showing a 'Math Report' with a 'Select Subtest' dropdown and buttons for 'Instructional Placement' and 'Class Summary'. A table of student results is displayed with columns for 'Grade', 'Last Assessed', 'Total Score', 'NUM', 'ME1', 'DAT', 'GEO', and 'ALG'. The 'Reports' column contains a 'Reports' button for each student row. A red arrow points to the 'Reports' button for the student 'Lorna'.

Grade	Last Assessed	Total Score	NUM	ME1	DAT	GEO	ALG	Reports
Tina	Barrington	2.6	5.52	2.89	6.29	4.92	7.38	Reports
Lorna	Chekenian	11.6	2.3	2.78	5.17	2.25	6.71	Reports

If you need additional information to understand the page and results, click on the “More Info” button

