

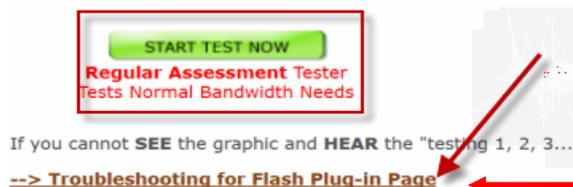


## How to prepare for an LGL assessment:

1. Go to [www.letsgolearn.com](http://www.letsgolearn.com) and click on the “Teacher/Parent Login” link.



2. Perform the System Check found under "Login Tools" on the left side of the screen.



If the system check fails, click on the "Troubleshooting for Flash Plug-in Page" to update Flash.

3. Check computer audio, if using headphones – confirm working, and adjust volume as necessary.



Log into your account:

Q search...



Home

Communities

Products

About

Support

Contact

Teacher/Parent Login

Student Login

Login with the email/login and password you created from your LGL order.



Resources

- > System Check
- > PDF Report Check
- > Forgot login/password

System upgrades

Username

user@example.com

Password

Password

School Code

Remember Me

Login

2 Minute Mouse Practice Activity

LU Login

After logging in for the first time, you will have to create a Class name. Click on the **<Class>** tab and then **+ Add Class**.



Home

Class

Test Queue

Scores & Reports

Instruction

Manage Class

+ Add Class

Edit Class

Add New Student

View Class Queue

Need Help? **888-618-7323**

Monday through Friday from 6am to 5pm Pacific [help@letsgolearn.com](mailto:help@letsgolearn.com)



## Add Class

Class Info

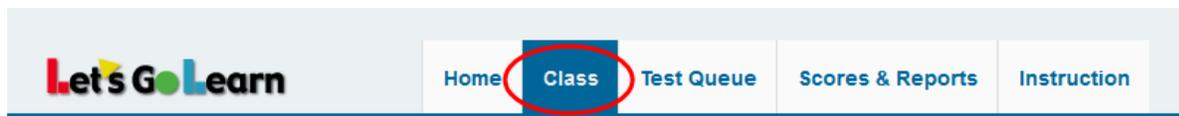
Title\*

Description

[Add Class](#) 

## How to Add your Student:

Click on the <Class> tab at the top and then click on "Add New Student".

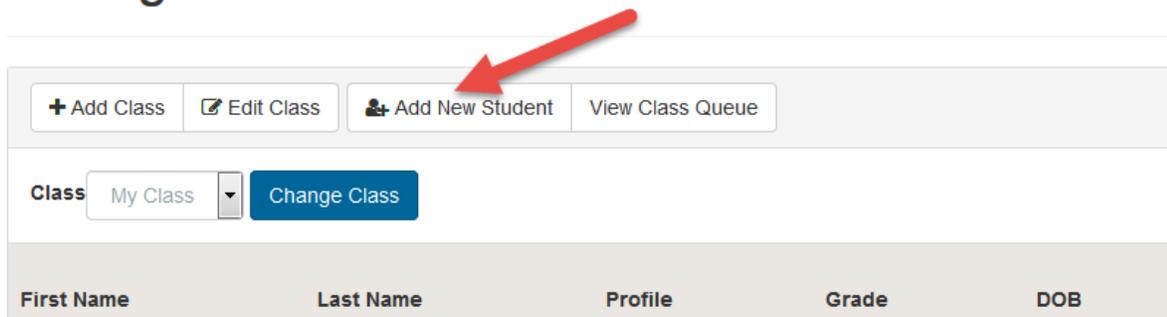


Let's Go Learn

Home **Class** Test Queue Scores & Reports Instruction

Warning  
No students found

## Manage Class



[+ Add Class](#) [Edit Class](#) [Add New Student](#) [View Class Queue](#)

Class  [Change Class](#)

First Name	Last Name	Profile	Grade	DOB
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Fill in student information: **First name, last name, date of birth, grade, username, and password** (Student ID not required).

### Student Info

<b>First Name</b> <input type="text" value="First Name"/>	<b>Last Name</b> <input type="text" value="Last Name"/>
<b>Date Of Birth</b> <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>	<b>Grade</b> <input type="text" value="K"/>
<b>School's Student ID</b> <input type="text" value="School Id"/>	
<b>Username</b> <input type="text" value="Username"/>	<b>School Code</b> <input type="text" value="lgl"/>
<b>Password</b> <input type="text" value="Password"/>	<b>Password Confirmation</b> <input type="text" value="Confirm Password"/>
<b>Enroll student in selected class(es)</b> <input type="text" value="2016 Grade 3"/>	
<input type="button" value="Add Student"/> 	

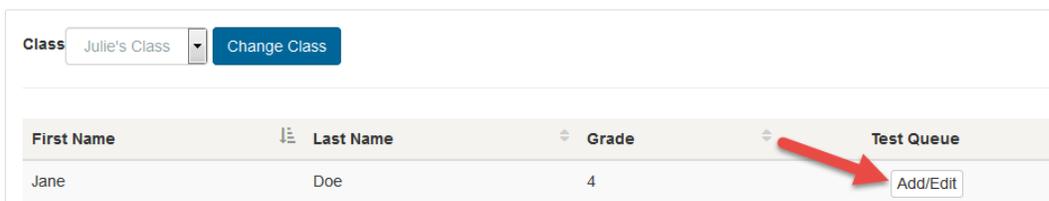


After creating your student, you will now need to assign them the assessment.

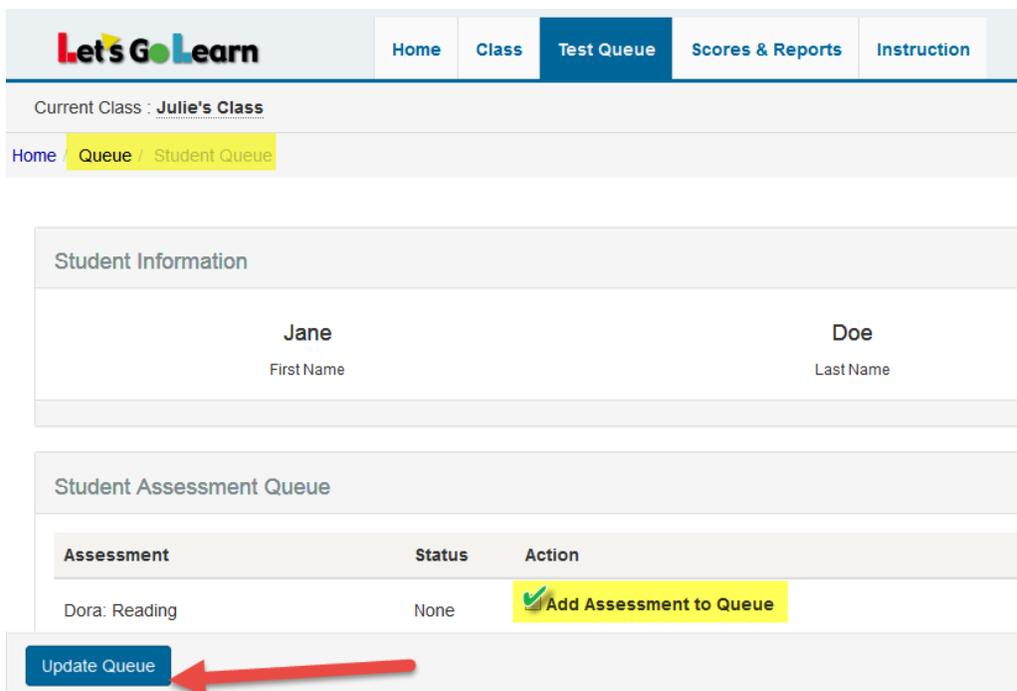
1. Click on the <Test Queue> tab and then Add/Edit.



## Manage Queue



2. Put a check mark in the box to **Add Assessment to Queue** for the Assessment you want to assign the student.
3. Click **Update Queue** to save.





## How to Start a Test - There two ways for a student to start the test.

1. Click "**Begin**" under the **Start** column for your student from your **<Class>** Tab.
2. Use the Student Login/Password/Sch code. (To view the student's login information, click on "Show Login Info". All students must use the Sch Code assigned to login with the student's login)

First Name	Last Name	Profile	Grade	DOB	School ID	Queue	Disable Assmnts	Start	Login	Sch. Code	Password
Jane	Doe	<a href="#">Edit</a>	4	01/01/2010		<a href="#">View Queue</a>	<input type="checkbox"/>	<a href="#">Begin</a>	janedoe99	lgl	dora

3. Click on the "**START**" button next to the assessment you are going to take when you are ready to start the assessment.

Welcome Jane Doe

[Parent Portal](#)

Assessments

	DORA Reading	<a href="#">START</a>
	ADAM Math Skills	<a href="#">START</a>

If you need to take a break during the assessment, click on the "**STOP**".



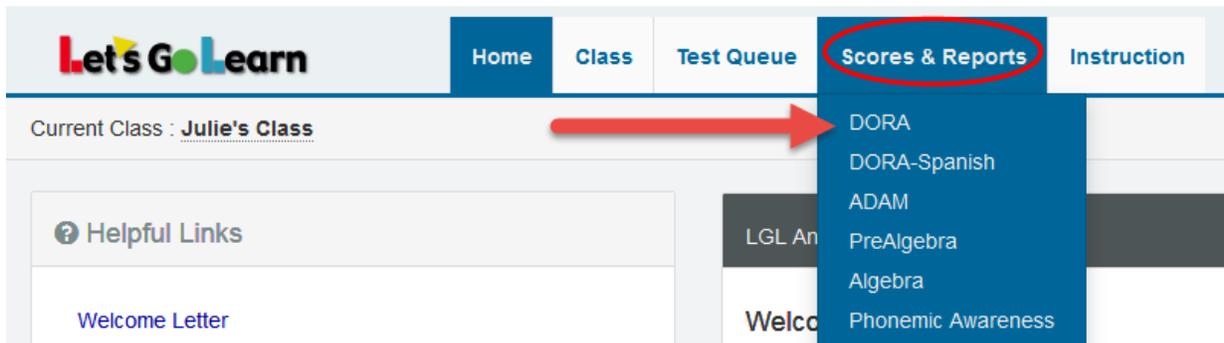
To re-start the assessment, repeat steps 1-3 and select "Continue" for the appropriate assessment.

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## How to View your results:

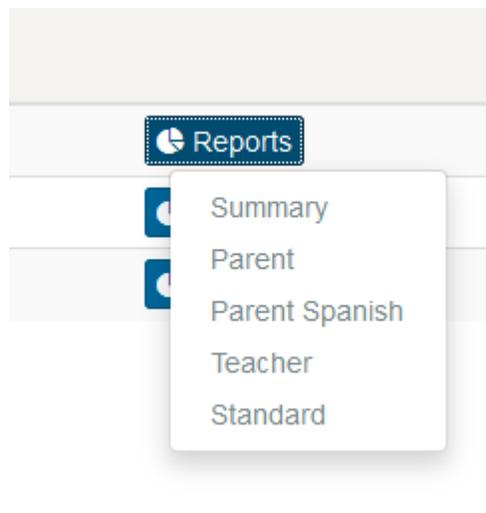
1. Log back into your account and click on the **<Scores & Reports>** tab. Click on the product tab (DORA, ADAM, etc.) to view the results.



*There are help links under each column for the sub-tests that will give you a description and the grade range of the sub-test.*



2. To view the Reports, click on the “Report” button to the far right of your students name. You can select from this link the reports you would like to view.



If your report is not displaying properly, go to this link and follow the directions to correct the issue:

**<https://letsgolearn.quickbase.com/db/bkqf8797p?a=dr&r=s8&rl=ufj>**