

EasyTech Quick Start Guide

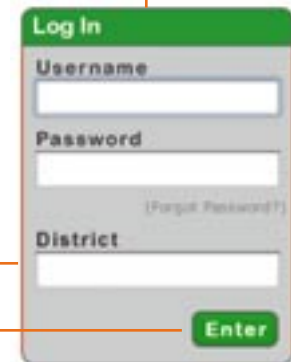
EasyTech by Learning.com is the proven online technology literacy curriculum that helps K-8 teachers and students develop and apply technology skills to enhance learning across core subject areas. Follow the steps below to begin using EasyTech.

Logging In

1 Go to www.learning.com.



2 Enter your teacher username, password, and district name in the login box.



3 Click Enter.

Management System

Click a button at the top of the screen to explore the EasyTech interface:



Classes

Classes

Create and manage classes to best meet your students' needs.



Curriculum

Curriculum

Plan, view, and assign EasyTech curriculum.



Students

Students

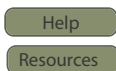
Enroll and edit student information.



Reports

Reports

View students' progress and scores.



Help/Resources

Find information on troubleshooting basic technical issues as well as best practices and helpful tools for implementing EasyTech in your classroom, school, or district.



easytech
by Learning.com

STEP 1 Create a New Class

1. Click the Classes icon in the management system.
2. Click **New** to create a new class.
3. Enter the information about your class.
(Note: On this screen you will select yes or no for student tracking. Classes with tracking give detailed reports on student progress.)



STEP 2 Preview Curriculum

1. Click the Curriculum icon in the management system.
2. Select a **grade**.
3. Browse curriculum.
4. To learn more about the curriculum in a unit, click the unit icon.
5. Preview a particular curriculum item by clicking the **Details** button. In this view, you will find standards, teacher notes, extension ideas, technology objectives, and core curriculum objectives.



- (Note: To find a curriculum item that addresses a specific subject area, type, or technology tool, click the **Find** tab. To find a curriculum item that meets a specific state or national standard, click on the **Align** tab. To access a grade-specific set of curriculum items to address technology standards, click on the **EasySets** tab.)
6. If your EasyTech license includes Spanish-adapted curriculum, you will see the **Spanish** radio button next to the **Grade** radio buttons on the EasyTech curriculum page.*

*If you don't see the Spanish radio button, you may view a sample of Spanish lessons and activities at www.learning.com/spanish.

STEP 3 Assign Curriculum to Your Class



1. Click a unit name or curriculum item name.
2. Select the class to which you want to assign curriculum.
3. Click the **Assign Unit** button to assign the entire unit, or the **Assign** button next to an individual curriculum item name to assign just that item.

STEP 4 Create Student Accounts and Enroll Them to Your Class

1. Click on the **Students** icon on the top navigation bar.
2. Click on the **School Roster** tab to see if students have already been entered into the EasyTech system.
3. Select the grade level of the students you would like to enroll.
4. Find the students you would like to enroll. (If you do not find the students, proceed to step 7)
5. Select the class to which you would like to enroll students.
6. Click on the **Enroll** button, or drag and drop their name into your class list.
7. *If students are not on your School Roster, click on **Add New Student**.*
8. *Enter the student information in the fields provided.*
9. *Click on **Create Students**.*
10. *Enroll the student in your class by following steps 5 and 6.*



The screenshot shows the 'Add New Students: Create Accounts' form. It includes the following fields:

- Use the last name for the username
- Use the student's username for the email
- Student Name: First, Last
- Grade: (dropdown menu)
- User Name: (text input)
- Password: (text input)
- Birth Date: (MM/DD/YYYY)

At the bottom, there is a 'Required Fields' checkbox and two buttons: 'Create Students' and 'Close Window'.

