

# EasyTech® User 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.

## Logging In

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1. Go to [www.learning.com](http://www.learning.com).
2. Enter your username, password, and district name.
3. Click Enter.

## Management System Overview

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Click an icon at the top of the screen to explore the EasyTech interface:

- **Classes:** Create and manage classes.
- **Curriculum:** View and assign EasyTech curriculum.
- **Students:** Enroll and edit student information.
- **Reports:** View students' progress and scores.
- **Help and Resources:** Find information about how to troubleshoot basic technical issues, best practices for using EasyTech, and practical tools for implementing EasyTech.

## Classes

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### HOW DO I 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.
4. Click OK.

### HOW DO I DELETE A CLASS?

1. Click the name of the class.
2. Click the X button.

### HOW CAN I MAKE ANOTHER CLASS WITH THE SAME CURRICULUM AND/OR STUDENTS?

1. Click the name of the class.
2. Click Duplicate.
3. Enter information, and specify if you want to duplicate curriculum, students, or both.
4. Click OK

## HOW DO I DELETE A CLASS?

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## HOW DO I CHANGE CLASS INFORMATION (NAME, DESCRIPTION, ETC.)?

Teachers can do this by editing an existing class or when creating a new class.

1. Click the Classes icon.
2. Click the appropriate class name, and then Edit. OR, create a new class as described above.
3. Select Forced under the Assignment Sequence option.
4. Enter the minimum percentage desired.
5. Click OK.

## Curriculum

### HOW DO I GET STARTED?

1. Click the Curriculum icon.
2. Select a grade.
3. Browse curriculum.

### WHAT ARE THE OPTIONS FOR FINDING EASYTECH CURRICULUM ITEMS?

EasyTech gives you several options for finding curriculum items. You can:

- **Browse:** Easily see all EasyTech content for a grade level or range, organized by technology unit.
- **Find:** Access EasyTech content that addresses a specific subject area, technology tool, or content type.
- **Align:** Determine what EasyTech content aligns to your state's technology and core subject area standards.

- **EasySets:** Assign pre-determined sets of EasyTech curriculum that are grade specific and paced for an eight month school year.

## HOW DO I ASSIGN CURRICULUM ITEMS?

1. Click a unit name or curriculum item name.
2. Select a class.
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.

### *Drag-and-drop option:*

1. Select a class.
2. Select the curriculum item
3. Drag the curriculum item to Class Assignments.

## HOW DO I REMOVE CURRICULUM ITEMS THAT I ASSIGNED?

1. Select a class from the dropdown list.
2. Click the name of the curriculum item you would like to remove
3. Click X button.

## HOW DO I VIEW CURRICULUM FOR ANOTHER GRADE?

Click the radio button for the appropriate grade.

## HOW DO I VIEW SPANISH CURRICULUM?

1. If your school's EasyTech subscription includes Spanish adapted curriculum, you'll see the Spanish radio button next to the Grade radio buttons on the EasyTech curriculum page.
2. Click the Spanish radio button.
3. Click the English radio button to return to English curriculum.

## Students

### HOW DO I EDIT STUDENT INFORMATION (NAME, GRADE, USERNAME AND PASSWORD)?

1. Click the row containing the student's information.
2. Click Edit.
3. Make the necessary changes.
4. Click Save.

### HOW DO I ENROLL STUDENTS IN EASYTECH?

EasyTech gives you several options for finding curriculum items. You can:

1. Click on the Students icon.
2. Click on the School Roster tab.
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)

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5. Select the class in which you would like to enroll students.
6. Click on the Enroll button, or drag and drop their names into your class list.
7. If students are not on your School Roster, click on Add New Student
8. Enter the student's information in the fields provided.
9. Click on Create Students.

## HOW DO I REMOVE STUDENTS FROM MY STUDENTS?

1. Click on the My Students tab in the Students section.
2. Click on the row containing the student's information.
3. Click Remove.

## HOW DO I DROP A STUDENT FROM A CLASS?

1. Choose a class from the dropdown list.
2. Click the student's name.
3. Click Drop.

## HOW DO STUDENT ACCOUNTS GET CREATED IN EASYTECH?

There are three options for creating student accounts in EasyTech.

1. District Coordinators can upload all district student data from a student information system using the Learning.com User Import Tool (UIT) available in EasyTech's School and District Coordinator interface. (Contact the Implementation department if you would like details on this tool.)
2. School Coordinators can import a list of all students in a building using EasyTech's Coordinator interface. (Contact the Implementation team if you would like details on this feature.)
3. Teachers can manually enter their student information into EasyTech in the Students section of the EasyTech management system. (See "How do I enroll students in EasyTech?" above for more details.)

## HOW DO I PRINT CLASS ROSTERS? (STUDENTS ENROLLED, USERNAMES, PASSWORDS, ETC.)

1. Select the class.
2. Click Student Tab.
3. Click Print Roster button.
4. Print the roster that loads on your screen.

## HOW DO I PRINT LOGIN CARDS?

1. Select the class.
2. Click Student Tab.
3. Click Print Login Cards button.
4. Print the card that loads on your screen.

## Reports

### WHAT TYPE OF REPORTS ARE AVAILABLE IN MY EASYTECH TEACHER ACCOUNT?

EasyTech offers you access to five reports:

1. **Gradebook:** This report gives you an at-a-glance look at the progress of the students in your class towards the assignments you have given them in EasyTech. It includes all students in the class, the content assigned, and each student's highest score for each of the completed items.
2. **Student Detail:** This report shows all of the scores and completed EasyTech items for a student.
3. **Standards Alignment:** This report shows all technology, language arts, math, science, and social studies standards for your state that have been addressed by the assigned EasyTech curriculum items.
4. **Curriculum Item:** This report shows detailed information for each curriculum item assigned, including date, time, student score, average time it took to complete, and the number of times each item was completed by each student.
5. **Standards Progress:** This report shows how your class is addressing your state's technology standards.

### HOW DO I ACCESS REPORTS IN EASYTECH?

1. Click on the Reports icon.
2. Select a class.
3. Select the report you would like to access.

### HOW DO I PRINT REPORTS IN EASYTECH?

All EasyTech reports are printable.

1. Access the report you would like to print.
2. Click on the Print button.

### HOW CAN I MANUALLY ENTER SCORES THAT WERE NOT POSTED DUE TO AN INTERNET FAILURE?

1. Click the Reports icon.
2. Select the appropriate class.
3. Select the Gradebook report.
4. Click the Edit button below the relevant EasyTech item.
5. Enter score.
6. Click Save.

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## HOW CAN I RECORD COMPLETION OF AN ACTIVITY IN EASYTECH?

1. Click the Reports icon.
2. Select the appropriate class.
3. Select the Gradebook report.
4. Click the Edit button below the relevant EasyTech item.
5. Enter completion of the activity for all or selected students.
6. Click Save.