

Admin Quick Start Guide

1 Live Training Calendar

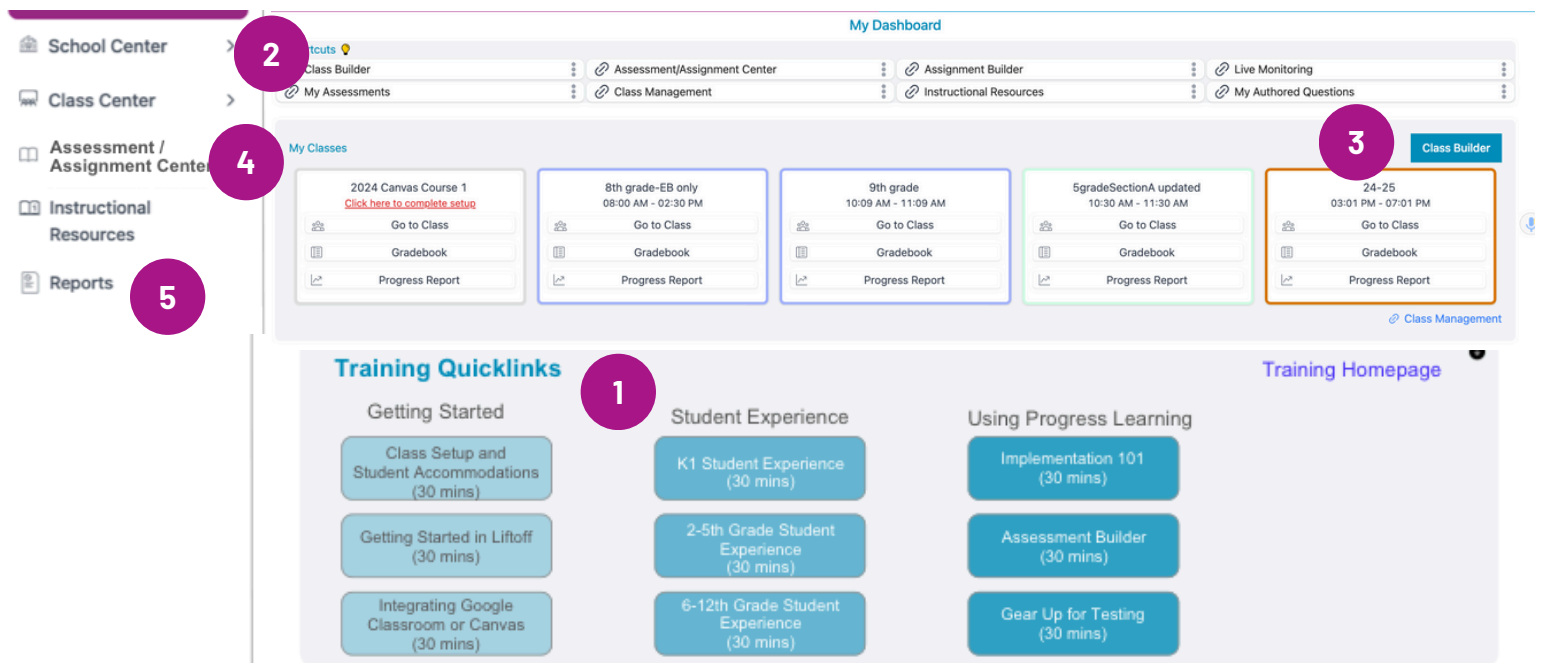
Within the HELP menu, a series of on-demand training modules are available and categorized based on your current level of knowledge in Progress Learning. This option also includes our Live Training Calendar that includes Special live webinar topics offered each month. Be sure to watch your email and check the calendar each month for new sessions!

2 School Center

Under "User Management" manage student and teacher login credentials. Customize and enable Liftoff settings, as well as view your "Account Information" to see what subjects are included with your campus subscription.

3 Set Up Classes

Use the "Create New Class" link to set up your classes (you can even share your class with other teachers), associate subject areas, and add students. If you prefer, students can join your class from their homepage instead.



The screenshot shows the Admin Dashboard with the following components and callouts:

- Callout 1:** Points to the "Training Quicklinks" section at the bottom, specifically the "Getting Started" area.
- Callout 2:** Points to the "School Center" menu item on the left sidebar.
- Callout 3:** Points to the "Class Builder" button in the top right corner of the "My Classes" section.
- Callout 4:** Points to the "Assessment / Assignment Center" menu item on the left sidebar.
- Callout 5:** Points to the "Reports" menu item on the left sidebar.

The dashboard includes a "My Dashboard" header, a "School Center" sidebar, a "My Classes" section with class cards (e.g., "2024 Canvas Course 1", "8th grade-EB only", "9th grade", "5gradeSectionA updated", "24-25"), and a "Training Quicklinks" section at the bottom with categories like "Getting Started", "Student Experience", and "Using Progress Learning".

4 Assessment and Assignment Center

Use our Assessment and Assignment Builder to create formative and summative assessments as well as a variety of activities, including practice questions and instructional videos. In our assessments, you can include a variety of technology-enhanced items or build your own with our teacher-authored questions feature.

5 Reports

Refer to your progress report to shows average scores by standard for your school, teachers, and individual students.

Tips for a Successful Bulk Upload

Enter in the required fields:

- First name
- Last name
- Grade level
- Username
- Password

All other fields are optional. Even if you do not use all the columns in your spreadsheet, do NOT delete, move, or rename them.

Progress Reports

School Dot Rank

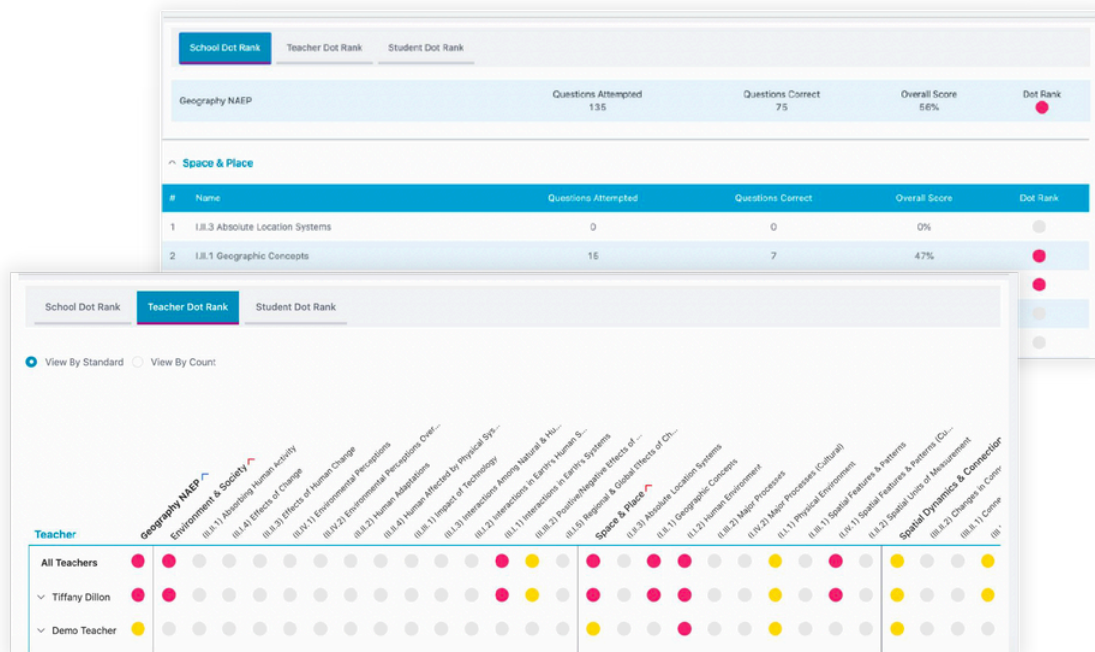
Refer to this tab for at-a-glance proficiency for a particular subject area. Our color-coded Dot Rank system indicates areas of strength and weakness for your school. Use filters to set specific date ranges or even specific question source(s).

Teacher Dot Rank

View school-wide Dot Rank scores by individual teachers and classes.

Student Dot Rank

View individual student dot rank information for a specific subject.



Assessment Builder

A detailed question breakdown has been added to the Content tab. This includes visibility into questions added, total points, and DOK information.

Assessment Tag management has been moved to Assessment Bank from the Assessment/Assignment Center.

The figure shows a screenshot of the Assessment Builder interface. It includes a 'CONTENT' tab, a search bar, and a table of questions. The table has columns for 'Select Domain(s)', 'Select Standard(s)', 'Question Type', 'Point Value', 'Question Type', 'DOK', 'Favorites', and 'Feedback'. The '3.6(F) Inferences (Info)' question is highlighted.

Training Options

- Series of on-demand webinars: Located on every teacher's page is a "Live Training Calendar" link within the HELP menu. Teachers have the freedom to skip around and locate the topics they're most interested in.
- Personal online webinar: If your school would like a custom, live webinar training, please email training@progresslearning.com for availability. Fees may apply.
- Weekly topic-specific live webinars: Our Progress Learning trainers conduct weekly webinars on a variety of valuable topics including Getting Started, Building Diagnostics, Assignments, Integrations and more! **Coming Soon!*
- To learn more about training options, click [here](#).



We are here to help!

Use the Help button at the very top of any page to ask questions or share feedback and receive announcements by clicking this icon on your dashboard.

Contact Us for Questions: info@progresslearning.com