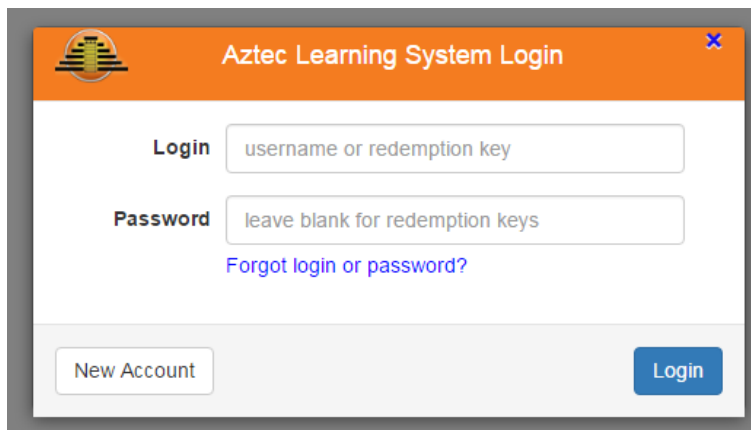


# CDHS/CW - Quick Start Administrator Guide

## Getting Started

To access the Aztec Learning System, administrators, teachers, and students will use this URL to login to Aztec Software: <https://nextgen.aztecsoftware.com>.



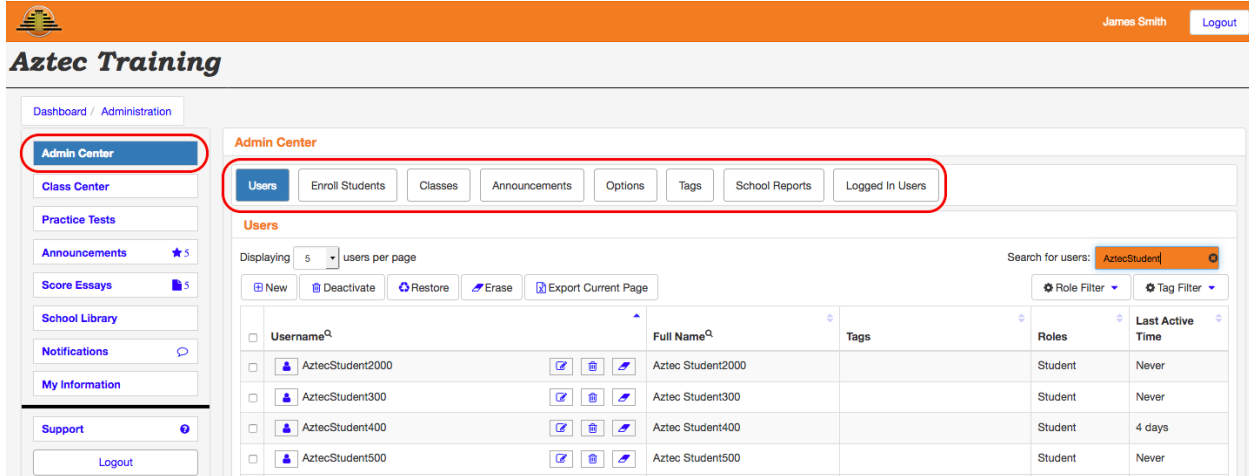
The screenshot shows a web browser window titled "Aztec Learning System Login". The page has an orange header with the Aztec logo on the left and a close button on the right. Below the header, there are two input fields: "Login" with the placeholder text "username or redemption key" and "Password" with the placeholder text "leave blank for redemption keys". Below the password field is a blue link that says "Forgot login or password?". At the bottom of the form, there are two buttons: "New Account" on the left and "Login" on the right.

## Administration Dashboard

The **Dashboard** is optimized for a snapshot of the data at a glance. On the left side of the screen you will see a menu with the features and functions within the system.

## Admin Center

The **Admin Center** will be where the administrator can find the following areas: **Users, Enroll Students, Classes, Announcements, Options, Tags, School Reports, and Logged in Users**. (If the user is only assigned the **Teacher** and/or **Registrar** role, this view may be limited).



Dashboard / Administration

James Smith Logout

**Aztec Training**

Dashboard / Administration

**Admin Center**

Class Center

Practice Tests

Announcements 5

Score Essays 5

School Library

Notifications

My Information

Support

Logout

**Admin Center**

Users Enroll Students Classes Announcements Options Tags School Reports Logged In Users

**Users**

Displaying 5 users per page

Search for users: AztecStudent

New Deactivate Restore Erase Export Current Page

Username	Full Name	Tags	Roles	Last Active Time
AztecStudent2000	Aztec Student2000		Student	Never
AztecStudent300	Aztec Student300		Student	Never
AztecStudent400	Aztec Student400		Student	4 days
AztecStudent500	Aztec Student500		Student	Never


## Users

When creating a **User** in the Learning System, you will need to assign them a role. The role will determine what the user can do (*you can select multiple roles for one user*). If you are creating a student, only select the **Student** role. **Do not** select any additional roles.

The roles available are:

- **Admin** – all the administrative features. Our recommendation is that one or two people should be assigned this role.
- **Teacher** – view students associated with their class (*must have the Registrar role to add and edit students*).
- **Registrar** – add and edit users.
- **Essay Grader** – the ability to score essays.
- **Report Viewer** – the ability to run reports.
- **Student** – login and work on the available content the teacher has assigned.

## Adding a New User

1. Click **Admin Center** in the menu on the left.
2. Click **Users**.
3. Click .
4. Enter a username.
  - a. The username will be used to login to the Learning System.
  - b. The username must be unique and cannot be used by any other Aztec user.
5. Enter first name and last name.
6. \*The email address field is optional.

7. Enter password/password confirmation.
    - a. Password is 8 – 20 letters and/or numbers or a combination of both.
    - b. You can choose to leave the password field blank and have a temporary password emailed to the user if you have entered a valid email address.
    - c. When editing an active user’s profile, you can use the “force password change” feature to have the user reset their password automatically upon signing in.
  8. Select a time zone.
  9. **Tags** – drop down to add a tag. This will be setup by location.
  10. **Roles** – drop down to add the role(s) you wish to add to the user.
- \*For Students, choose the **Student** Role. For other staff members at your location, choose **Teacher, Registrar, Essay Grader, and Report Viewer.**
11. Click **Save** on the bottom right.


### Editing a User

You can select a single student or a group of students by clicking the box next to multiple users.

To edit a user, click the  icon next to their username.

This is where you could make any changes to the student’s profile, including changing a tag or resetting a password.

### Reset a Password

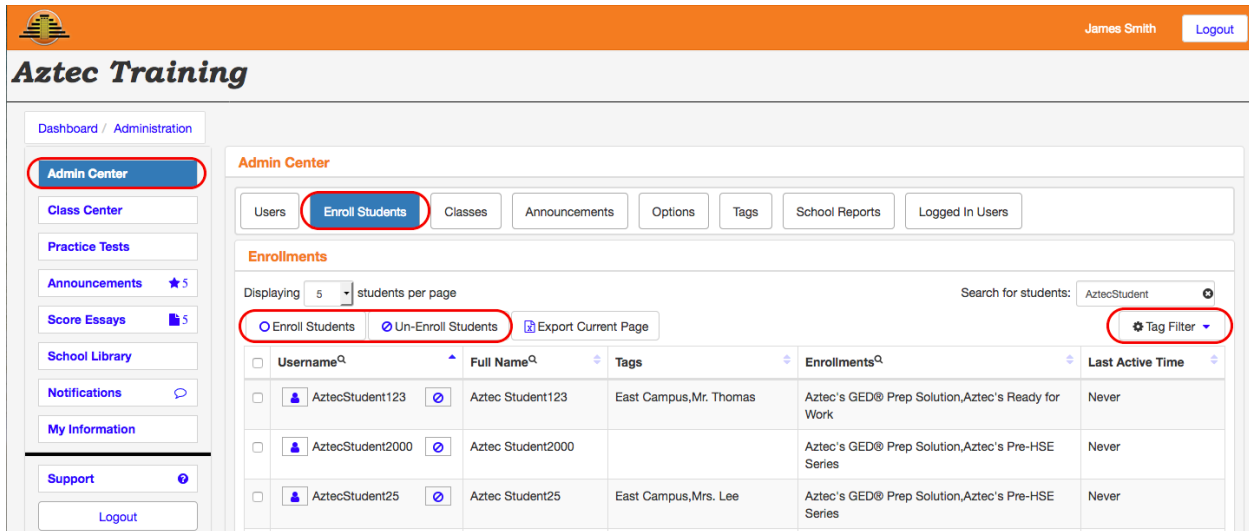
1. Click the  icon next to their username.
2. Type in the new password/password confirmation.
3. Click **Save**.

### Enroll Students

To enroll students into classes, click on the **Enroll Students** button within the **Admin Center**. **Admins** and/or **Teachers** with the **Registrar** role can enroll students into classes. Group enrolling can be initiated by clicking the box next to multiple usernames. You can also click the box on the top next to the **Username** label to check all the username boxes on the screen.

You may also filter students by tag. The **Tag Filter** will display only students associated with the tag(s) that you choose. This will be found on the top right side of the **Enrollments** screen. Simply click the **Tag Filter** button to reveal a drop-

down menu of your tags and choose the tag(s) you would like to filter by. The **Tag Filter** is also available in the **Users** area.



Dashboard / Administration

**Aztec Training**

James Smith Logout

Admin Center

Class Center

Practice Tests

Announcements 5

Score Essays 5

School Library

Notifications

My Information

Support

Logout

Admin Center

Users **Enroll Students** Classes Announcements Options Tags School Reports Logged In Users

Enrollments

Displaying 5 students per page Search for students: AztecStudent

Enroll Students Un-Enroll Students Export Current Page **Tag Filter**

<input type="checkbox"/>	Username	Full Name	Tags	Enrollments	Last Active Time
<input type="checkbox"/>	AztecStudent123	Aztec Student123	East Campus,Mr. Thomas	Aztec's GED® Prep Solution,Aztec's Ready for Work	Never
<input type="checkbox"/>	AztecStudent2000	Aztec Student2000		Aztec's GED® Prep Solution,Aztec's Pre-HSE Series	Never
<input type="checkbox"/>	AztecStudent25	Aztec Student25	East Campus,Mrs. Lee	Aztec's GED® Prep Solution,Aztec's Pre-HSE Series	Never

### Single User Enrollment

1. Click the box next to the username you would like to enroll.
2. Click the  next to the username. A list of available classes will appear.
3. Click the box(es) next to the class(es) in which you would like to enroll the student.
4. Click **OK**.

### Group Enrollment


1. Click the box next to the usernames you would like to enroll. To select all students on the screen, click the box on the top next to the  Username
2. Click  Enroll Students on the top left of the screen.
3. Click the box(es) next to the class(es) in which you would like to enroll the group of students.
4. Click **OK**.

### Classes

If you have the **Admin** role, a list of all classes and teachers will appear in this area. As an **Admin**, you must also have the **Teacher** role to assign yourself to a class.



## Edit a Class


To edit a class, click on the  icon next to the class you wish to edit. This is where you will be able to make any changes to your class, including assigning a teacher to a class.

To assign a teacher to a class, simply begin typing the teacher(s) name in the **Teachers** field. A drop down menu will appear. Click on the name to add it to the class. It will appear in blue in the **Teachers** field. You can assign more than one teacher to a class.

To remove a teacher from a class, click on the **x** to the right of their name within the **Teachers** field.

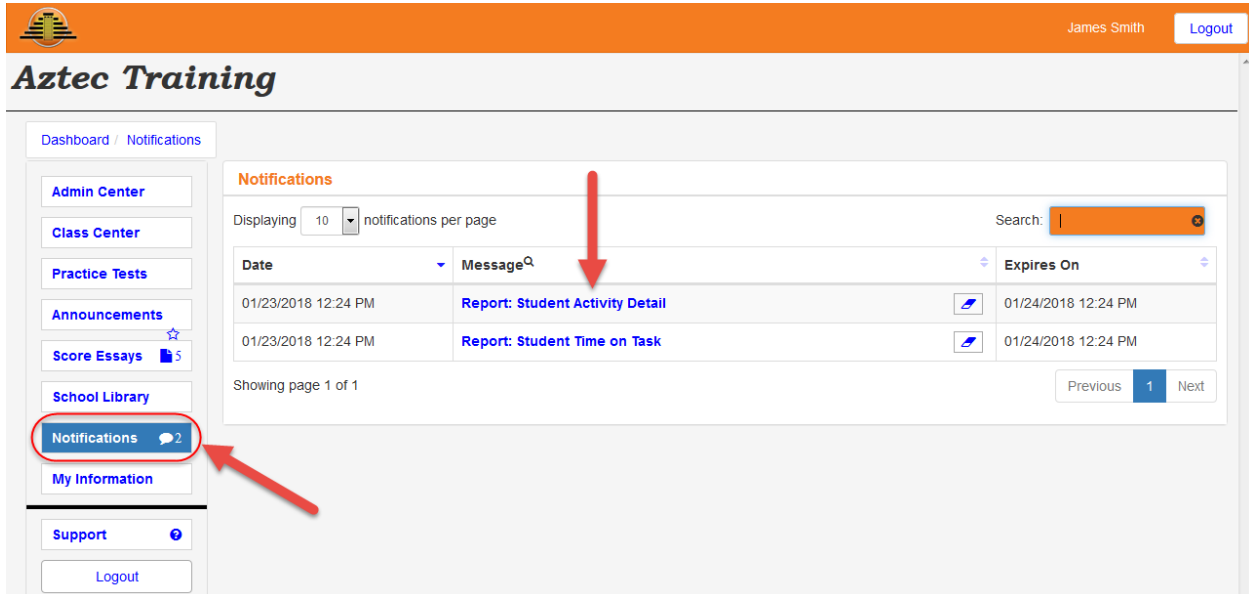
Make sure to click **Save** after any changes have been made.

## School Reports

The **School Reports** screen will give you access to detailed information about an individual student or a group of students by running the desired report. A user must have the **Report Viewer** role to view all reports. To access these reports, click on the  icon next to each report to expand the view. A detailed description of all the reports available are below.

### Notifications

All reports generated will be found in the main menu on the left side by clicking the **Notifications** button. You can open the report by clicking on the blue hyperlink of the report you wish to view. Once opened, all reports can be printed and/or exported.



Dashboard / Notifications

Admin Center

Class Center

Practice Tests

Announcements

Score Essays 5

School Library

**Notifications 2**

My Information

Support

Logout

Notifications

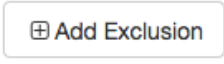


Displaying 10 notifications per page Search: [ ]

Date	Message	Expires On
01/23/2018 12:24 PM	<a href="#">Report: Student Activity Detail</a>	01/24/2018 12:24 PM
01/23/2018 12:24 PM	<a href="#">Report: Student Time on Task</a>	01/24/2018 12:24 PM

Showing page 1 of 1 Previous 1 Next

## Run a Report

To run a report, follow these general guidelines (there may be more/less options available depending on the type of report you choose to run):

1. Optional - Select a **tag**. *Any student matching this tag will automatically be included in the report.*
2. Select **student(s) name(s)**. *Any choices are combined with any chosen tags.*
3. Select the **activities** you would like to include in your report (if applicable).
4. Select the **time interval** (if applicable).
5. Select a **class** (if applicable).
6. Optional - Select any **exclusions** (if applicable). *This will exclude any days/times you choose from the report.*
  - Click the  icon.
  - Click the  icon to edit your exclusion times.
  - Click the  icon to save.
7. Optional – You can choose to save this report as a favorite or run a favorite report instead.
8. When finished, click **Generate**.



Reminders for teachers to inform their students:

- At the end of pretests, post tests, and practice tests, click **Submit Test**.
- When exiting the program, the students must click the **Logout** button on the top right or in the menu on the left.
- The ability of students to follow these directions will reflect the accuracy of certain reports.

Save a Report

To save a report, type a name for the report you would like to save in the **Save As** field. Once the report is run, it will save and can be found in the main menu on the left-hand side of the **Dashboard** within **My Information**. It can then be accessed through **Report Favorites**.

Student Time on Task

The **Student Time on Task** report provides a summary of a student's time spent on certain activities. This report is typically used for distance learning, calculating all the student's hours within the date range and categories selected. This report allows you to exempt specific days and times of in-class hours for an easier way to evaluate the student's out of class time spent within the Learning System. This report does not include menu time.

- *Ranged Summary* – Shows student name, total active time, and total time spent in each specific activity.
- *Daily Summary* – Shows date, student name, total active time, and time spent in each specific activity by date.

Student Activity Detail

The **Student Activity Detail** report displays a snapshot of all the details of an individual student's progress. The report will show the complete history of a student's scoring and progress percentages within the selected time frame. This report displays detailed student scores, percentage of progress in selected activities, and time data in the following areas: pretests, post tests, practice tests, essays, learning, and drills. This report also shows total active time spent in the Learning System, not including menu time.

Each area includes details in:

- Date and time of first usage/access/completion
- Name of classroom
- Name of exam/unit/lesson (as applicable)
- Duration



- Results (progress or accuracy)
- Total active time
- Actions taken (as applicable)

### Student Activity Overview

The **Student Activity Overview** report will display a snapshot of the student's cumulative time spent in a selected class. It will show exams taken, whether the minimum score has been met, and exam results. It will also show completed learning, waivers, and how those activities were waived.

This report will show student data in the following areas:

- Practice Test
- Pretest
- Post Test
- Essay Test
- Lessons
- Waived Activities

The exams section of this report will show:

- Date
- If the minimum score was met
- Current percentage score
- Previous percentage score (if applicable)
- Percentage of improvement (if applicable)

### Student Attendance

The **Student Attendance** report provides a snapshot of a student's time spent in the Learning System between specific date ranges and times of the day. It will display the day and date, login and logout times, and duration. At the top of the report, it will display the overall total time the student spent in the system between the dates selected. This report will calculate time from when they login to the Learning System to when they logout (which includes menu time).

This report will show student time in the following areas:

- Day and date
- Login time
- Logout time
- Duration
- Total Time



### Class Activity Summary

The **Class Activity Summary** report will display a snapshot of minimum and maximum test scores, class average test scores, and total time spent in various activities within a selected class. This report will measure the averages of all the students in pretests, post tests, practice tests, essay tests, and drills in a selected class. It will also show the number of times an activity has been taken, as well as how many unique students have taken that activity. This report does not include menu time.

This report will show data in the following areas:

- Pretest
- Post Test
- Practice Test
- Essay Test
- Learning Time
- Drills

### Classroom Login

The **Classroom Login** report provides a snapshot of a group of students' times by date in the selected class. This report will calculate time from when the student enters the class to when they exit the class (which includes menu time).


- *Summarized* – Shows total successful/rejected logins and total duration of time spent in the selected class.
- *Detailed* – Shows day, date, total usage, and duration of time for each student in the selected class.


### Masquerading

**Administrators** and/or **Teachers** with the **Registrar** role can “masquerade” or sign in as another user in the system. The purpose of masquerading is to gain access to what the other user is currently seeing, without having to login as that user.

No data will be saved during this action and it will have no effect on the user they are masquerading as.

To masquerade:

1. Go to **Admin Center**.
2. Go to **Users** or **Enroll Students**.
3. Click on the  icon next the username you wish to masquerade as.

- When finished, click on the  icon on the top right-hand corner of the screen. It will direct you back to the **Dashboard** page.

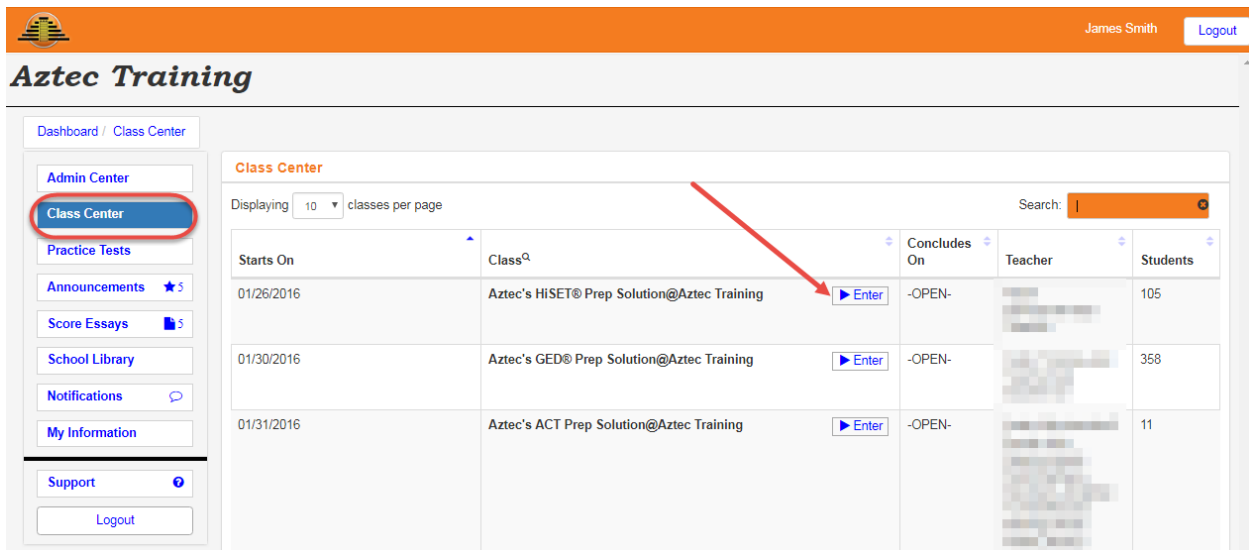
## Class Center

The **Class Center** displays a snapshot of all the available classes, the teachers associated with these classes, and the start dates of the classes. In addition, you can also access the specific **Reports** that are associated with these classes, as well as many other class specific features.

Only **Admins** have access to all the classes within **Class Center**. However, if you have the **Teacher** role and are assigned to a specific class, you will be able to view and manage your class within **Class Center** or in the **Active Teaching** area on your dashboard.

To access a specific class, click the  icon as seen in the images below (see **Admin** and **Teacher** views).

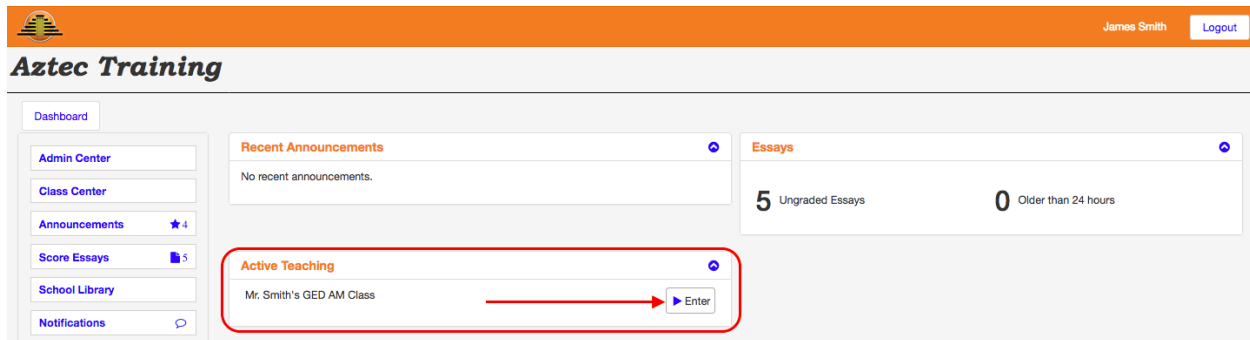
### Admin View:



The screenshot shows the Aztec Training interface. At the top, there is a navigation bar with the Aztec logo on the left, the user name "James Smith", and a "Logout" button on the right. Below the navigation bar is the "Aztec Training" header. On the left side, there is a sidebar menu with options: "Admin Center", "Class Center" (highlighted with a red circle), "Practice Tests", "Announcements" (5), "Score Essays" (5), "School Library", "Notifications", "My Information", "Support", and "Logout". The main content area is titled "Class Center" and shows a table of classes. The table has columns for "Starts On", "Class", "Concludes On", "Teacher", and "Students". There are three rows of class data, each with a blue "Enter" button next to the class name. A red arrow points to the "Enter" button for the first class: "Aztec's HISET® Prep Solution@Aztec Training".

Starts On	Class	Concludes On	Teacher	Students
01/26/2016	Aztec's HISET® Prep Solution@Aztec Training	-OPEN-	[Blurred]	105
01/30/2016	Aztec's GED® Prep Solution@Aztec Training	-OPEN-	[Blurred]	358
01/31/2016	Aztec's ACT Prep Solution@Aztec Training	-OPEN-	[Blurred]	11

## Teacher View:



**Aztec Training**

Dashboard

Admin Center

Class Center

Announcements ★ 4

Score Essays ■ 5

School Library

Notifications 🗨

Recent Announcements

No recent announcements.

Essays

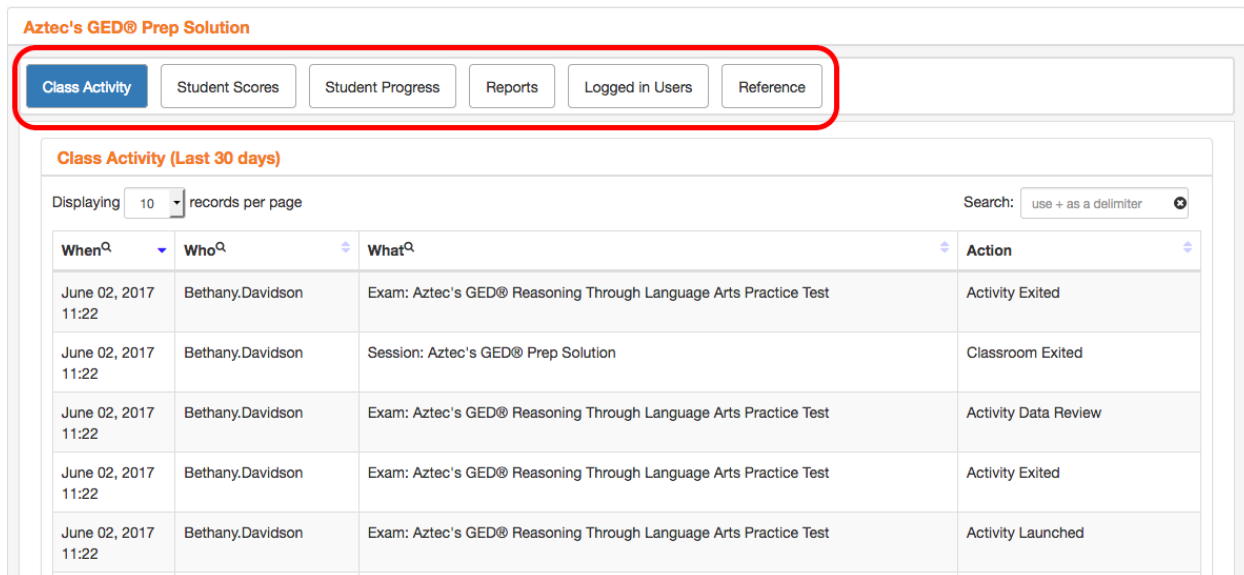
5 Ungraded Essays

0 Older than 24 hours

Active Teaching

Mr. Smith's GED AM Class ▶ Enter

Once you are in your specific class, you will then be able to view the following areas: **Class Activity, Student Scores, Student Progress, Reports, Logged in Users, and Reference.**



**Aztec's GED® Prep Solution**

Class Activity Student Scores Student Progress Reports Logged in Users Reference

**Class Activity (Last 30 days)**

Displaying 10 records per page

Search: use + as a delimiter

When <sup>Q</sup>	Who <sup>Q</sup>	What <sup>Q</sup>	Action
June 02, 2017 11:22	Bethany.Davidson	Exam: Aztec's GED® Reasoning Through Language Arts Practice Test	Activity Exited
June 02, 2017 11:22	Bethany.Davidson	Session: Aztec's GED® Prep Solution	Classroom Exited
June 02, 2017 11:22	Bethany.Davidson	Exam: Aztec's GED® Reasoning Through Language Arts Practice Test	Activity Data Review
June 02, 2017 11:22	Bethany.Davidson	Exam: Aztec's GED® Reasoning Through Language Arts Practice Test	Activity Exited
June 02, 2017 11:22	Bethany.Davidson	Exam: Aztec's GED® Reasoning Through Language Arts Practice Test	Activity Launched

### Class Activity


**Class Activity** displays a snapshot of the classes students have logged in and out of and their actions performed within those classes with time stamps.


### Student Scores

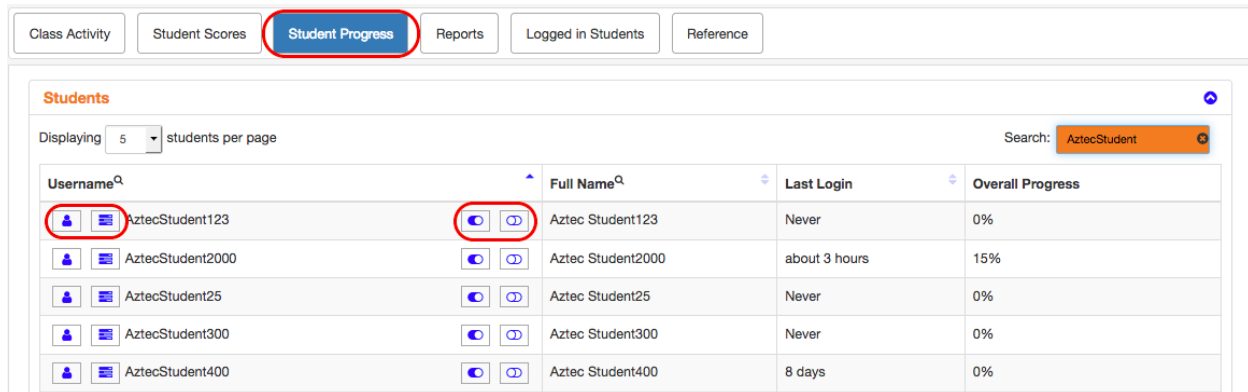
The **Student Scores** area displays each student's points, percentage, and scoring label organized by the following categories: practice tests, tests, drills, and essays.

## Student Progress

The **Student Progress** area allows the **Admin** and **Registrar** to:

- Masquerade as a student enrolled in their class (click the  icon).
- View and modify the student's learning plan.
- View student's last login and overall percentage of progress.





















A **Teacher** will only be allowed to view the student's learning plan (click the  icon), as well as the student's last login and overall percentage of progress. A **Teacher** must have the "**Advanced Class Management**" feature enabled by Aztec in the Options area to masquerade as a student and have access to modifying their learning plan.



Class Activity Student Scores **Student Progress** Reports Logged in Students Reference

Students

Displaying 5 students per page Search: AztecStudent



Username	Full Name	Last Login	Overall Progress
  AztecStudent123  	Aztec Student123	Never	0%
  AztecStudent2000  	Aztec Student2000	about 3 hours	15%
  AztecStudent25  	Aztec Student25	Never	0%
  AztecStudent300  	Aztec Student300	Never	0%
  AztecStudent400  	Aztec Student400	8 days	0%

## Masquerade:

This area will allow the **Admin**, **Registrar**, or **Teacher** with the "**Advanced Class Management**" feature to switch roles and sign in as a student.

The purpose of masquerading is to gain access to what the other user can see, without having to login in as that user. No data will be saved during this action and it will have no effect on the user they are masquerading as.


To masquerade as a student:

1. Click on the  icon to the left of the student's username you wish to masquerade as.
2. When finished, click on the  icon on the top right-hand corner of the screen. It will direct you back to the **Dashboard** page.

View a Learning Plan:

This area will allow the **Admin** or **Teacher** to view a student's progress within the Learning Plan.

To view a learning plan:



1. Click the  icon to the left of the student's username.
2. Scroll down the page to view that student's learning plan.
3. Select the Subject and Unit that you would like to view.

Reset a Learning Plan Requirement

This area will allow the **Admin** or **Teacher** with the "**Advanced Class Management**" feature to reset an activity in the student's learning plan as if they had never started it. This feature will also:

- Undo any waivers that were placed on the activity.
- Delete all data associated with that item, including time.

To reset a learning plan requirement:



1. Click on the  icon to the right of the student's username you wish to reset.
2. Scroll down the page to view that student's learning plan.
3. Select the Subject and Unit that you would like to view.
4. Choose the activity you would like to reset.
5. Click **OK** in the confirmation box.
6. Scroll back up the page and click again on the  icon.
7. When you return to the learning plan below, you will see the **Required** label return to the right of the activity you chose to reset. This will also show up in the Learning Plan on the Student side of the Learning System.

### Waive a Learning Plan Requirement

This area will allow the **Admin** or **Teacher** with the “**Advanced Class Management**” feature to waive a lesson or post test in the student’s learning plan, regardless of previous score results. You cannot waive a Practice Test or a pretest.

- When an activity is waived, it is no longer required to complete.
- Lessons and post tests waived are still accessible to the student.

To waive an activity:


1. Click on the  icon to the right of the student’s username.
2. Scroll down the page to view that student’s learning plan.
3. Select the Subject and Unit that you would like to view.
4. Choose the lesson or post test you wish to waive.
5. Click **OK** in the confirmation box.
6. Scroll back up the page and click again on the  icon.
7. When you return to the learning plan below, you will see a **Waived** label next to any lesson or post test you chose to waive. This will also show up in the Learning Plan on the Student side of the Learning System.

### Reports

The reports below are specific to the class selected. *To see the specific details of these reports, please refer back to the **School Reports** section of this administrative guide.*

- Student Time on Task
- Student Activity Detail
- Student Activity Overview
- Student Attendance
- Class Activity Summary
- Classroom Login

### Logged in Users

The **Logged in Users** area displays any users that are currently logged into the Learning System. If you would like to manually log out a user, simply click on the  icon next to the username.