Enhanced Administration Guide

AZTEC SOFTWARE

Enhanced Administration Guide

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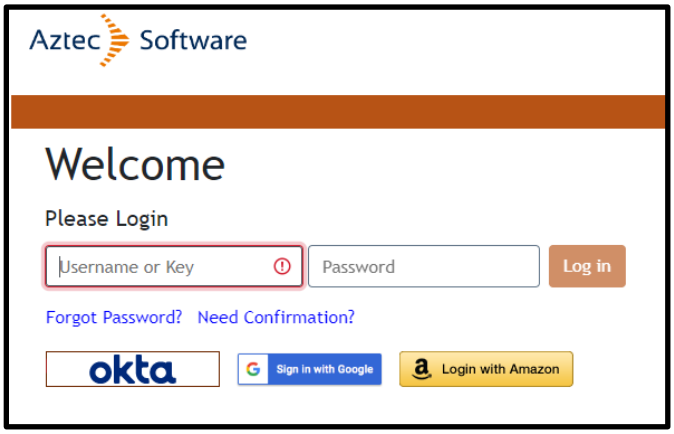
Welcome to Aztec Software Learning System. The Learning System provides educators with all the tools needed to ensure success within our software. The Aztec Software Guide will help you understand the features and functions needed to navigate through the Learning System.

You can use any modern browser that supports HTML-5. Here is a list of compatible browsers:

Firefox 115 and higher	Google Chrome 109 and higher
Safari 16 and higher	Edge 109 and higher

Getting Started

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

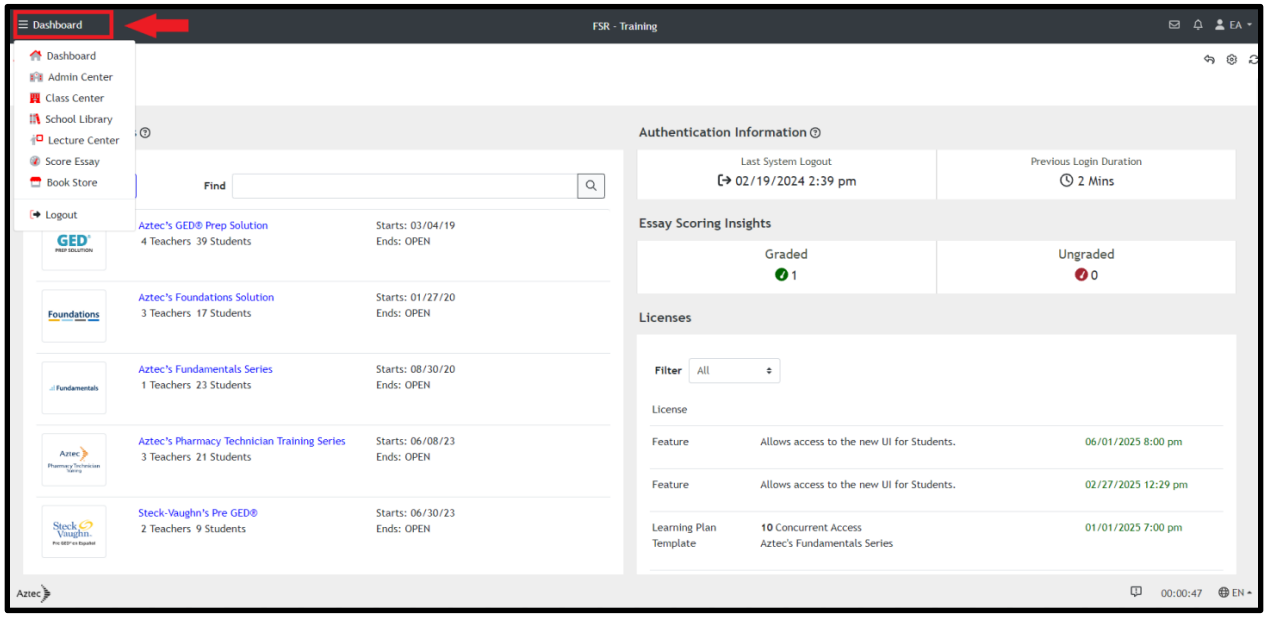


Your organization will receive an email with a default username and password. The designated person will be able to create additional users in the Learning System.

Administration Dashboard

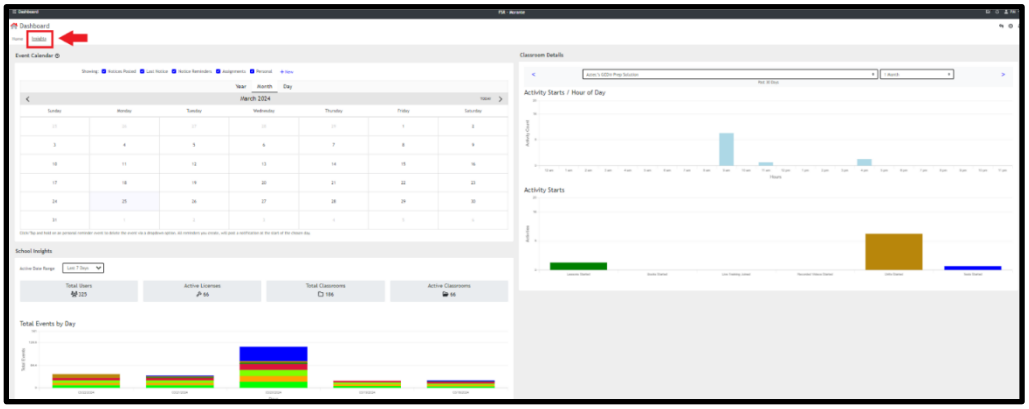
The **Dashboard** is optimized for a snapshot of classrooms and classroom insights at a glance.

On the top left side of the screen, you will see a drop-down menu with all the high-level features and functions within the system.



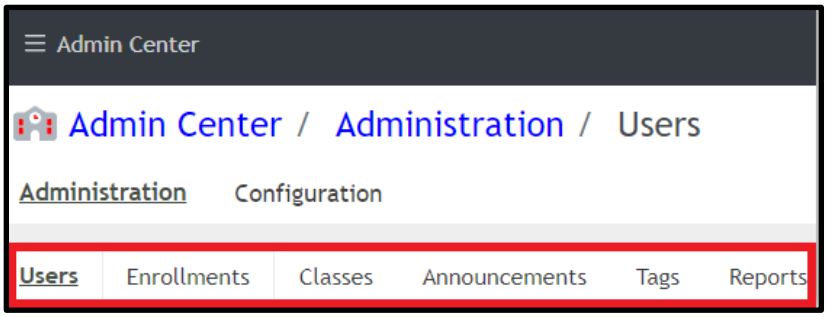
You can also view more data insights on your organization by clicking the **Insights tab** on the main Dashboard. This area will show you insights data on the following areas:

- Event Calendar
- School Insights
  - Includes data on total users, licenses, classrooms, events, etc.
  - Interactive based (you can click on bar graph titles to hide/include in the graph).
- Classroom Details
  - Activity Times
  - Number/Type of Activities Started

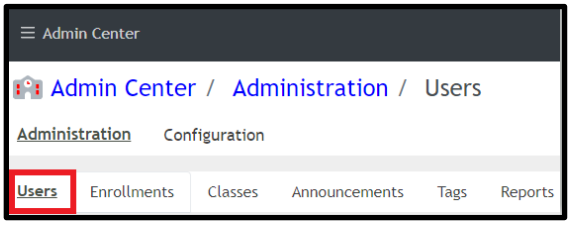


Admin Center

The **Admin Center** will be where the administrator and teacher can find the following areas under **Administration**: **Users, Enrollments, Classes, Announcements, Tags, Reports**, as well as other options in the **Configuration** tab. (Depending on your role, this view may be limited).



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).*

*Student Users - If you are creating a student, only select the Student role. **Do not** select any additional roles.*

The roles available are (*see Aztec PLUS Roles Chart at the end of this document*):

- **Admin**: Includes all of the administrative features. Our recommendation is that only one or two people should be assigned this role.
- **Advanced Teacher**: Gives the ability to enroll students into your own class. Once enrolled into your assigned class, then this user can edit that student.
- **Essay Grader**: Gives the ability to score essays.
- **Registrar**: Gives the ability to add and edit users, as well as add/drop from enrollments. Can also deactivate and delete users.
- **Report Viewer**: Gives the ability to run school-wide reports.

- **Student**: Can login and work on the available content the teacher has assigned (students should only be given this role).
- **System Options**: Gives access to high level options that are system wide. This includes the enablement of external links, password changes, default time zone and social setting, firewall settings and creation of certificates (*this Role should only be given to someone that understands what features the organization should have access to*).
- **Tag Editor**: Gives the ability to create and edit tags.
- **Teacher**: Gives the ability to view students associated with their class (*must also have the Registrar role to add/edit students and enroll and drop from classes*)

Adding a New User

1. New to create a new user.
2. Enter a username.
    - The username will be used to login to the Learning System.
    - This field is letters and/or numbers or a combination of both and must be unique to Aztec.
3. Enter password/password confirmation.
    - Password is 8 – 20 letters and/or numbers or a combination of both.
4. Tags – Select a tag (if applicable)
5. Roles – must be assigned to a user.
    - A combination of roles will allow access to different features.
6. Click **Create User** on the bottom right when completed.

Editing a User

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

Click the icon to edit.

This is where you could make any changes to a user's profile, including resetting a password.

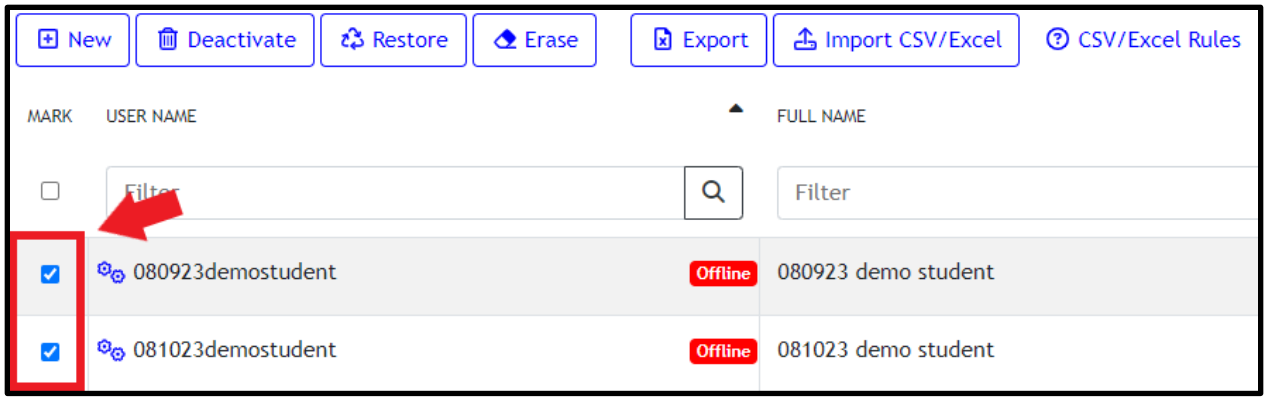
Managing Users: Deactivate, Restore, Erase, Export Users, and Import CSV

Deactivate: This feature allows for the user data to be stored in the system, but the user(s) cannot login.

Restore: This feature allows you to restore the deactivated user(s). Any restored student users would have to be re-enrolled into a class at that time.

Erase: This feature will delete the user from the Learning System, with no way to recover the data or the user. You will be asked to confirm your deletion choice and type in a one-time code to erase a user.

Editing of Multiple Users: You can select a group of users at once by clicking the box to the left of the multiple usernames.



Export Users: This feature allows you to export data to an Excel file. It will include all users currently in the system.

Import CSV: The importing of a student roster can be done here. Click the CSV/Excel Rules icon, to display CSV file requirements.

User Icons

For more options in user management, click the icon to the left of the username to reveal all user icons available.

Masquerading

Allows you to login as another user in the Learning System. The purpose of masquerading is to gain access to their user experience, without having to know their password.

While masquerading, any clicks, progress, or changes made will **NOT** be saved. It will have no effect on the user you are masquerading as. You will not be able to masquerade if a user is currently online.

Real Time Monitoring

View a snapshot of student's screen in 10 second intervals. This feature is only available while the student is logged in. Communicating with the student via chat messages is also available from this screen.

Edit User

The edit icon allows the editing of the user's information (password, tag, etc).

View Learning Plan

A quick way of viewing a student's learning profile at a glance. This will display exam scores, percentage of progress of their learning lessons, drill scores, etc.

Deactivate

When deactivating students, this feature allows for the user data to be stored in the system, but the user(s) cannot login.

Restore

Once a student has been deactivated, this feature allows for the user to be restored in the system again. Any student restored to the system must also be re-enrolled into their class(es) to see past data.

Rebuild Learning Profile

Used as a maintenance tool when something has changed in the student's learning plan. Only used if the red label "Rebuild Required" appears.

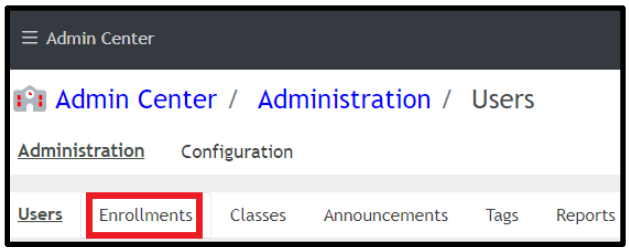
Erase

This feature will delete the user from the Learning System, with **no** way to recover the data or the user. You will be asked to confirm your deletion choice and type in a one-time code to erase a user.

Enrollments

This area allows you to enroll or un-enroll students in and out of class(es).

You can enroll a single student or multiple students into class(es) at one time.



Filter students by a tag to find a group of students.

Single Student Enrollment

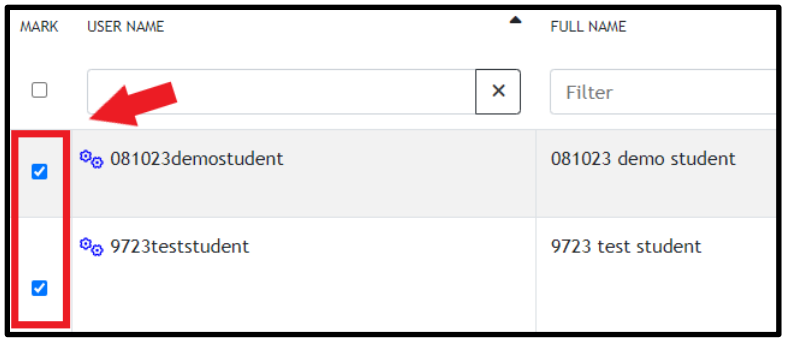
The ⚙ icon next to the username will reveal additional icons.

Click on the ✎ icon.

1. The Modify Enrollments screen will appear.
2. Click the drop-down menu to see a list of all available classes (you can also begin to type a class name to help narrow your search).
3. Select one or more classes for the student (if applicable).

Group of Students Enrollment

Click the check box next to the usernames you would like to enroll.



The Add/Drop Enrollments button will become available once the box(es) are checked.

1. The Modify Enrollments screen will appear.
2. Click the drop-down menu to see a list of all available classes (you can also begin to type a class name to help narrow your search).
3. Select one or more classes for the group of students (if applicable).

Un-Enroll Students

Use the search field to type a student's name or filter students by a tag. This will help with finding student(s) easier.

You can un-enroll a single student or multiple students at one time.

Single User Un-Enroll

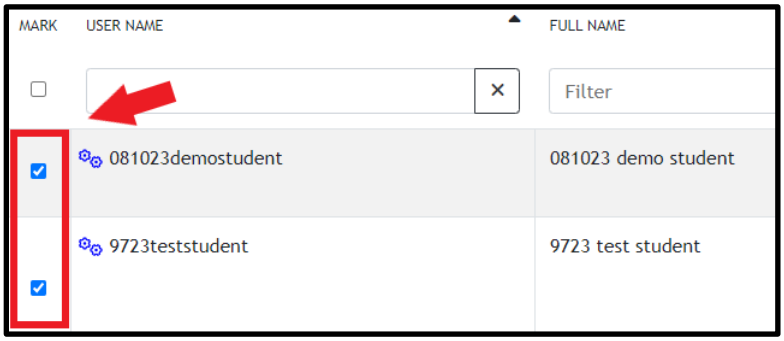
The ⚙ icon next to the username will reveal additional icons.

Click the ✎ icon.

1. The Modify Enrollments screen will appear.
2. Click on the **X** of each class(es) you wish to un-enroll the student(s).

Group Un-Enroll

1. Click the check box next to the usernames you would like to un-enroll.



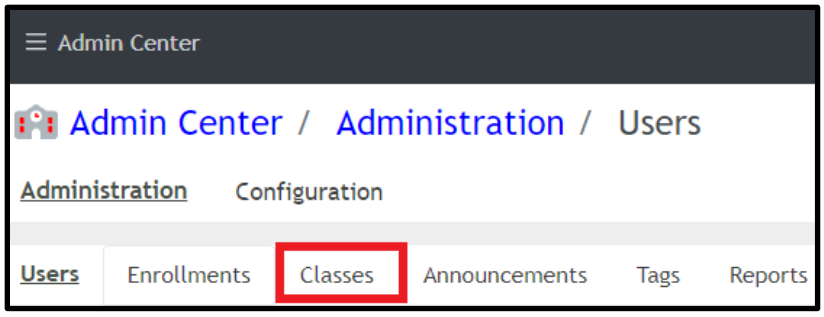
The Add/Drop Enrollments button will become available once the box(es) are checked.

2. The Modify Enrollments screen will appear.
3. Click on the **X** of each class(es) you wish to un-enroll the group of students.

Classes

This area allows you to create and manage your classes and content. The Administrator can create new classes with several customization options available. This includes classroom title/name, a description such as a topic, or goal hours. You can add additional teachers to share access.

The ability to upload files or ePubs (if purchased) is also available.



A list of all classes will appear in this area. The **Teacher** and **Advanced Teacher** role does **NOT** have the ability to create classes, so the **Admin** must do this for them. As an **Admin**, you must also have the **Teacher** role to assign yourself to a class. Please contact your FSR to assist with any additional needs you may have with setting up classes for your organization.

New Class

Click on New Classroom to create a new class.

New Class Details

Under Settings:

Name: Fill out the name of the class.

Description: Write a description of your class.

Goal Hours: Recommend the number of hours daily you would like the student to spend working in this specific class.

Teachers: Use the drop-down to select all the teachers associated with this class.

Icon: Choose an icon for your class.

Grading Scale Override: Choose only if you wish to customize how the exam banding labels are displayed (Aztec default passing score is 80% in most cases).

Override Calculator: Choose the type of calculator to be displayed in the classroom.

You will also choose from a variety of options to enable or allow certain features depending on your preference.

Under Files and Options:

Sorting Preference: Allows you to sort priority for student classroom list (higher number sorts first).

Video Set: Default or Kaplan (based upon what you have purchased).

a. *DO NOT* select *Kaplan* if you did not purchase it. The class will not work as intended.

Library Files: Choose a document to upload to this class. You will need to upload the document to the *School Library* prior to creating classes.

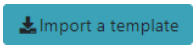
Books: Choose an ePub to be attached to the class (if applicable).

Start Date: Choose the date on which students can start accessing the classroom (default is the day of class creation).

Enable Auto Updates: When set, your classroom will automatically be updated to the most current version. Do NOT use this feature if you have a customized classroom.

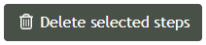
Adding Content to Classes

Under Learning:

To select the content of your class, click on 

under the Learning tab.

Check the box(es) to the left of the Unit and/or Lessons you would like to delete from the class.

Then click 

to remove them. **This feature is only available if you have a Class Customization license.*

When finished, click **Save**.

Editing an Existing Class

Click the icon next to the class session to reveal additional icons.

The icon allows you to edit or make changes to the class.

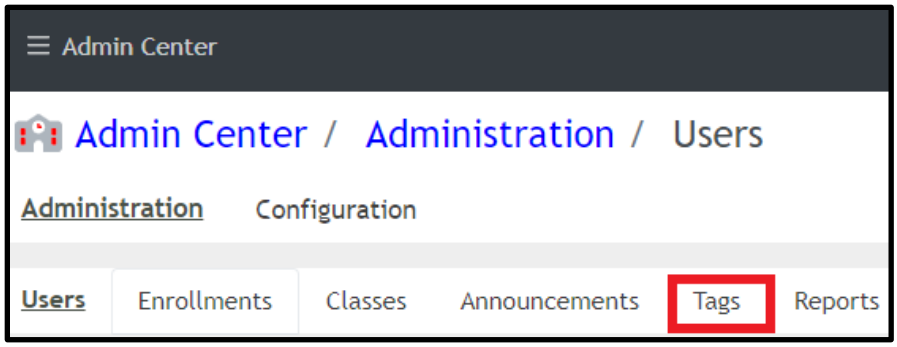
The icon allows you to clone a class. It will create a duplicate class, but it must be renamed.

The icon allows you to erase a class, however, this will delete the class permanently.

Tags

Creating a tag will help you filter groups of students within specific screens. When students are tagged, it can be useful when managing a group of students, adding students to classes as a group, or running reports for a group.

Attaching the tag to a student(s) is located within the Users tab when creating or editing a student profile. You can attach multiple tags to a student.



To create a new tag, click the New Tag icon. When creating tags, type the name of the tag. Then, click the “Yes, Create this Tag” button.

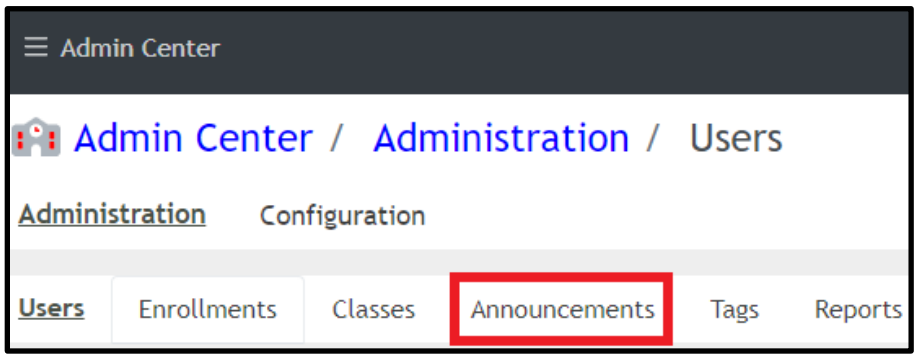
The icon next to the tag will reveal additional icons.

The icon allows you to edit or make changes to the tag. All users attached to the tag will remain tagged.

The icon allows you to erase a tag. This will delete the tag permanently.

Announcements

Announcements are used to inform students and/or staff of topics of interest from the organization.



The announcement can be created to only be viewed by:

- School Announcement or Classroom Announcement

Readable by: All users or user assigned specified roles:

- Admins
- Teachers
- Staff
- Students

Expiration Date: Choose date and time of announcement expiration. You may also choose an optional reminder to notify recipients 15 minutes prior to expiration.

Subject: Type the title of your message that will be viewable to all recipients.

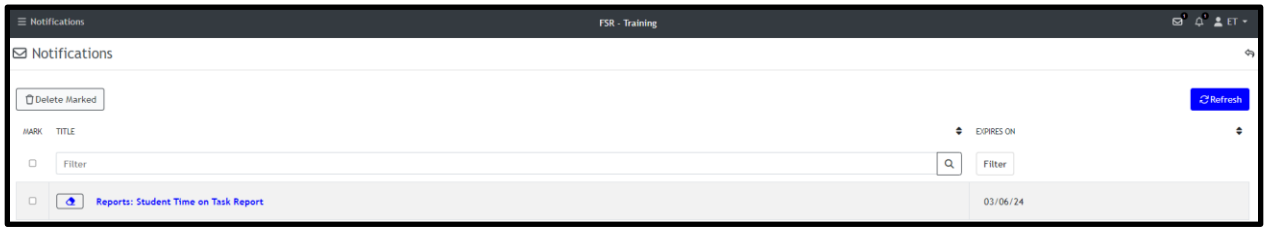
Labels: (Optional) Choose a label to group similar announcements together (must create the label prior to selecting for your current announcement).

Labels**:** (Optional) Create colored labels to group similar announcements together.

School Reports

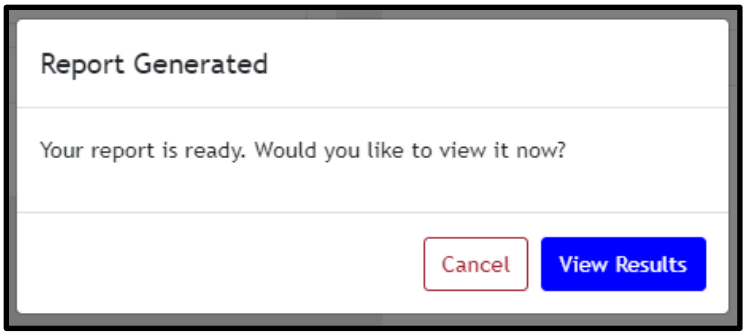
The **Reports** screen will give you detailed information about an individual student or a group of students. The user must have the **Report Viewer** role to view all reports.

All reports generated will be found in the **Notifications** envelope icon as well as in the Generated Reports view on the Reports screen. All reports can also be exported.



Reports

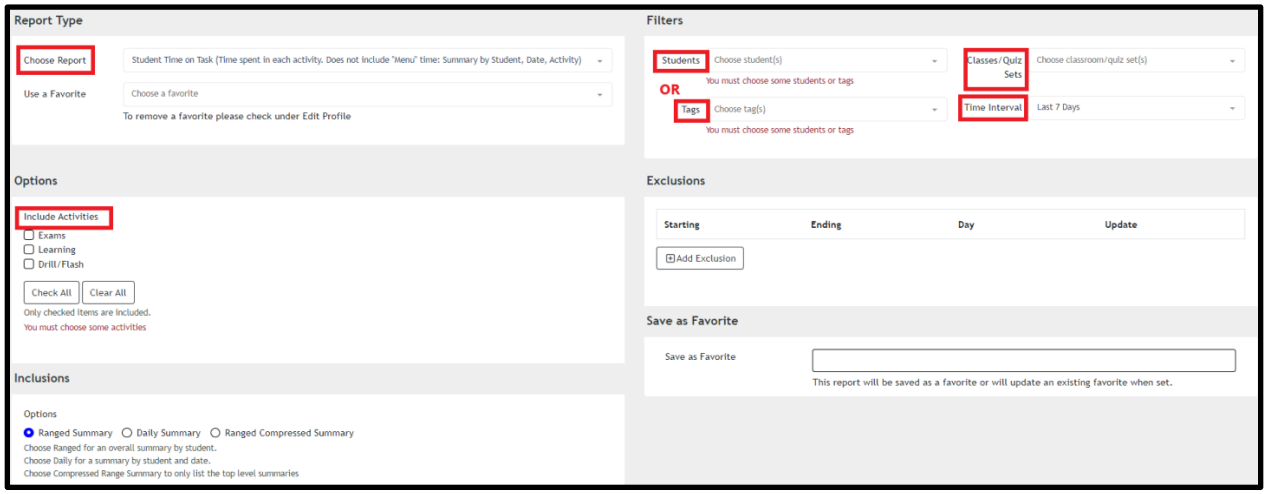
Once a report is generated, a pop-up message will appear. Click **View Results** to view the report now.



Run a Report

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

1. Choose **Report Type** (see detailed descriptions of each report below).
2. Select **student(s) name(s)** OR
3. Select a **Tag** (optional). *The tag will limit available students. (If using a tag, you do not have to select any students, the system will run a report on all students with the tag you selected).*
4. Select a **class(es)** (if applicable).
5. Select the **time interval** (if applicable).
6. Select the **activities** you would like to include in your report (if applicable).
7. Optional – You can choose to save this report as a favorite or run a favorite report instead.
8. When finished, click **Generate Report.**



Save a Report

To save a report, type a name for the report you would like to save in the **Save As Favorite** field. Once the report is run, it will save and can be found here in your **Notifications** as well as in the **Generated Reports** view on the Reports screen. The next time you need the report, it will be available in the **Use a Favorite** drop-down in Report Type.

Reminders for teachers to inform their students:

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

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.
- *Ranged Compressed Summary* – Shows condensed time ranges for learning, exams, and drills.

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, posttests, 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 (as applicable):

- Practice Tests
- Final Exams
- Pretests
- Post Tests or Unit Tests
- 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:

- Pretests
- Post Test or Unit Tests
- Practice Tests
- Final Exams
- Essay Tests
- 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.

Student Flash Knowledge (only available to clients with GED Flash)

The **Student Flash Knowledge** report shows student data per each GED standard according to the activities completed in GED Flash subjects. This report can be run on one student or a group of students and will show data in the following areas:

- Items correct or incorrect
- Percentage scoring

Learning Key Redemption (only available to Admins)

The **Learning Key Redemption** report only applies to those organizations who have purchased Learning Redemption Keys. This report allows Admins to see which assigned redemption keys have been redeemed in your organization. The report will show data in the following areas:

- Name of Class
- Date Redeemed
- Key Redeemed
- Username of Student

Communication Log (only available to Admins)

The **Communication Log** report shows all communication between teacher and student that has been logged in the Aztec Learning System. The report includes any notifications, announcements, and alerts that have been sent between teachers and students. The report will also show data in the following areas:

- Date
- Action
- From/To
- Message Sent

Grading Report (only available to classes within the Class Center)

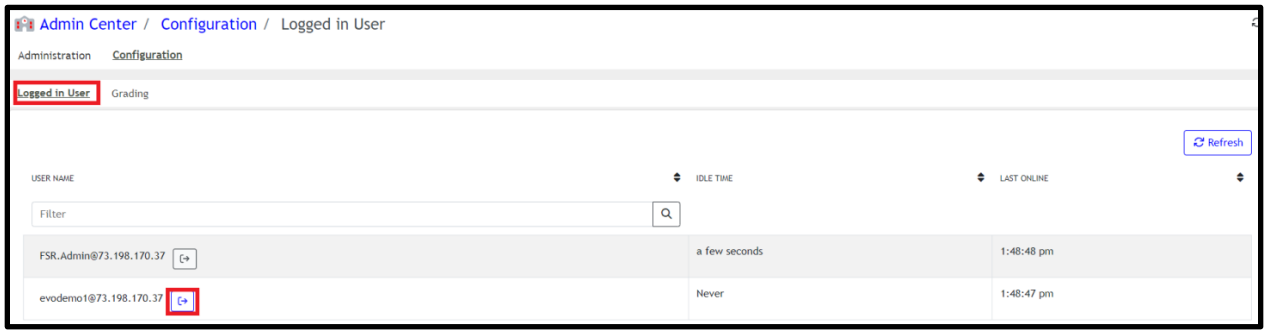
The **Grading Report** shows a snapshot of student exam data within a particular class. It will show the student's completed exams as well as their last 3 scores on that exam (if taken multiple times).

Configuration

This is where the Admin will find areas such as **Logged in User** and **Grading**. If the Admin is also given the **System Options** role, more options will also be available here.

Logged In User

Displays the username and the IP address a student is logged in from. The Admin can force a student to log-off by clicking the icon next to the student username.



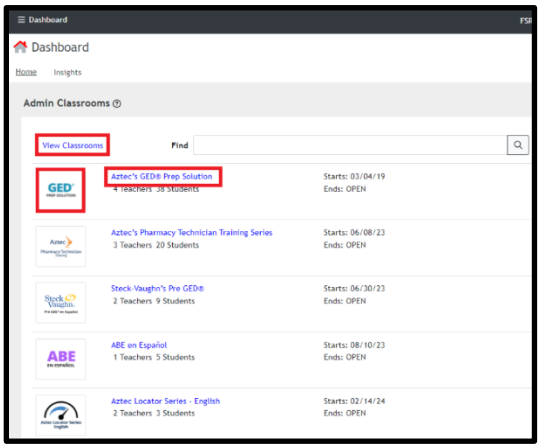
Grading

This area will allow you to change the grading scale used for exams in an entire class. Contact your Aztec FSR (Field Service Representative) for more details.

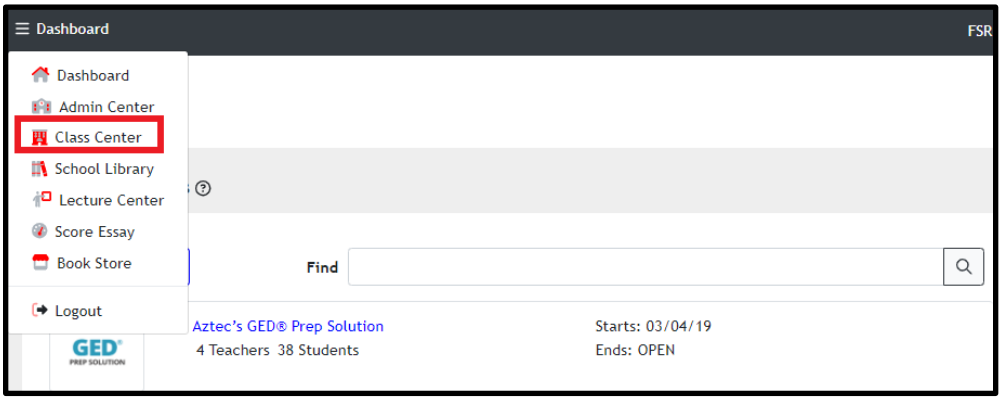
Class Center

The **Class Center** displays all the available classes. Teachers can only view classes they are attached to. In addition, you can also access classroom insights to help understand student data and assign remediation to the students.

To access a specific class**,** click on the class from the Admin Dashboard (you can click on the name of the class, class logo, or click “View Classrooms” classrooms for a full list of all assigned classes):



You can also access the **Class Center** by clicking on the Dashboard drop-down at any time to reveal the drop-down menu:

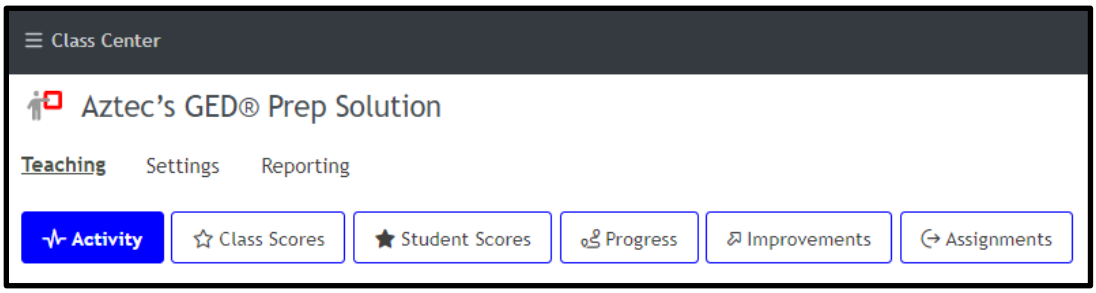


The **Class Center** will be where the administrator and assigned teacher can find the following areas: **Teaching, Settings, and Reporting.**

Teaching: Activity, Class Scores, Student Scores, Progress, Improvements, Assignments

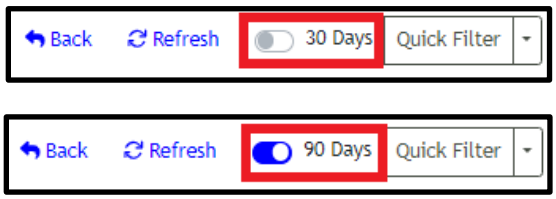
Settings: Resources, Learning Views, Quick Tags, Manual Options

Reporting: Roster, Reports



The class you entered will default to the **Teaching** tab and will have high level class activity displayed on the initial page. You can filter this on most screens by the last 7, 14, 30, 90 days of activity. You can also filter on any screen by using the **Quick Filter** (must have Quick Tags setup ahead of time).

To switch to the 90-day view, click on the toggle next to 30 Days, as shown below:



You can use data insights within the Class Center to further plan your students' next steps within a class. You will see the following features within most of the Class Center tabs:

Assignments

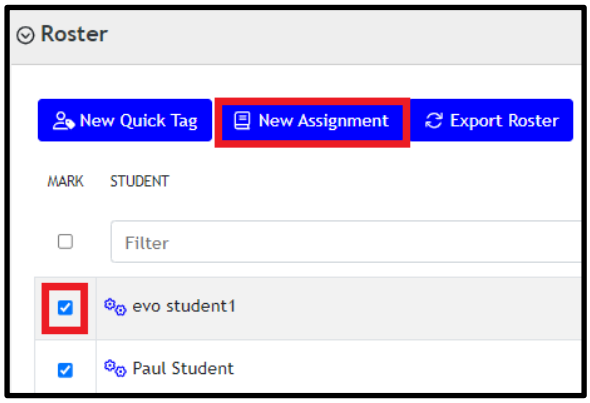
Used to direct students to complete an activity inside the learning plan. Once the student logs in, they will be notified of their new assignment. Teachers can also enable notifications for when the student completes the assignment.

You can choose to give an assignment to a single student or group of students. If you are working with a group of students, you can also create a new Quick Tag for that group (see Quick Tag description below for more details).

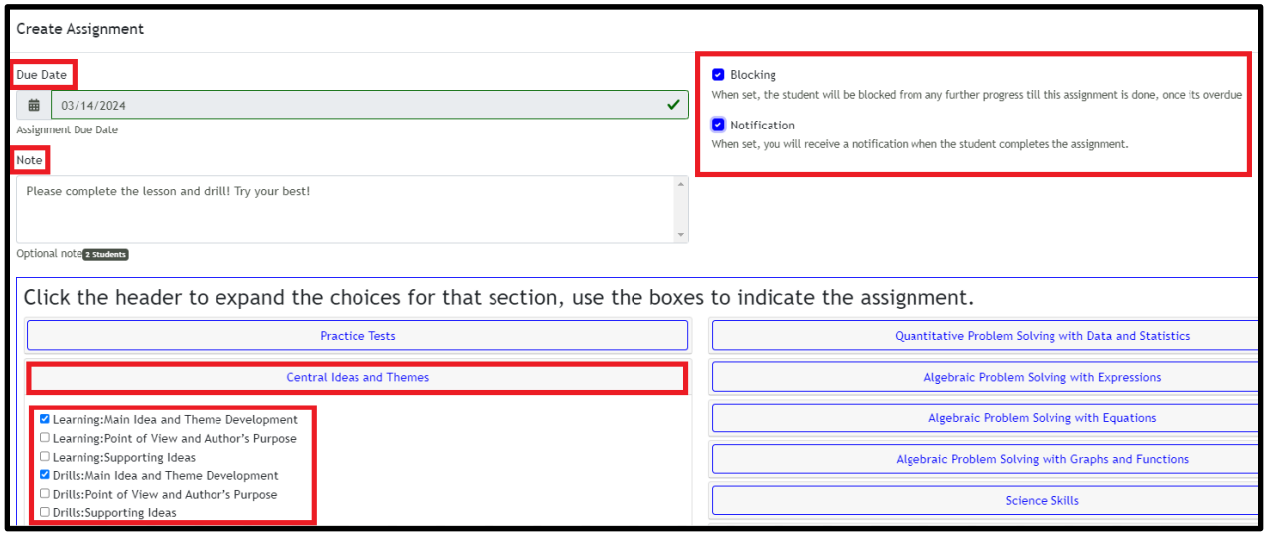
You can create Assignments from multiple tabs in Class Center where student data is listed (we recommend doing this from either the **Student Scores** or **Roster** tabs).

To create an assignment:

1. Check the student(s) you wish to give an assignment to.
2. Check the box to the left of each username.
3. Click on the" New Assignment" icon as shown below.



4. A new window will open with available assignments to give. Select a due date.
5. Open a unit by clicking the title.
6. Select the learning lessons and/or corresponding drills you wish to assign.
7. Optional: Write a note or give directions to your student.
8. Optional: Blocking and Notifications can be set by checking the appropriate box.
9. When finished, click "Create Assignments."



Blocking

When enabled, the student will be blocked from any further progress in their learning plan until this assignment is done, or once it is past the due date. Only check this box if you want to shut off access to all other activities once the due date passes.

Notification

When enabled, any teachers assigned to this class will receive a notification that the student has completed the assignment(s).

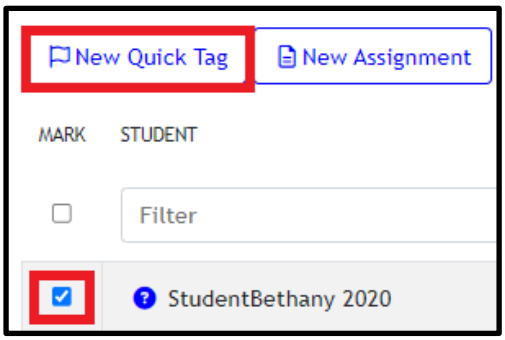
Quick Tags

Teachers can use data insights to help group like students together for remediation purposes. This is intended for temporary use while students complete their remediation.

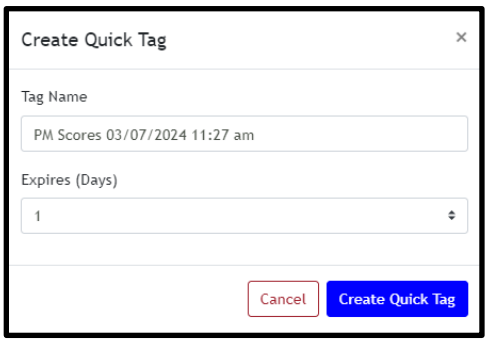
You can create Quick Tags from multiple tabs in Class Center where student data is listed (we recommend doing this from the **Roster** tab).

To create a Quick Tag:

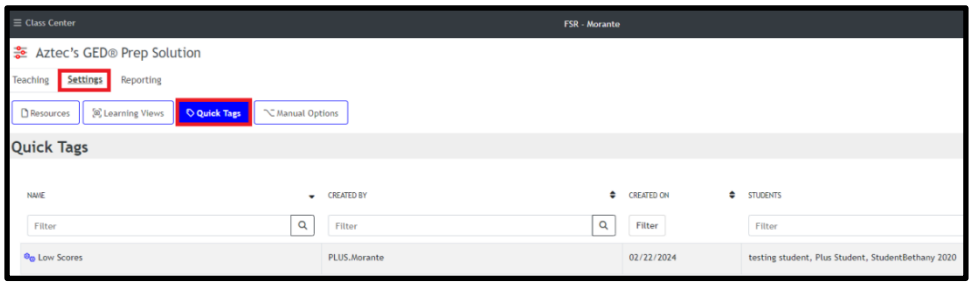
1. Find the student names you wish to group in a Quick Tag.
2. Check the box next to the left of each username.
3. Click on the “New Quick Tag” icon as shown below.



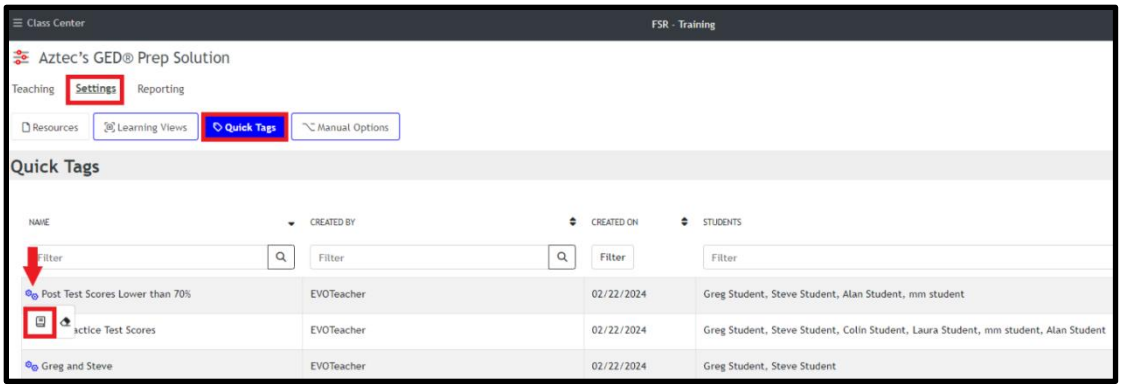
4. Create the name for your Quick Tag and choose when you would like it to expire. When finished, click “Create Quick Tag”.



5. You can view and manage your Quick Tags under the **Settings** tab under **Quick Tags**.

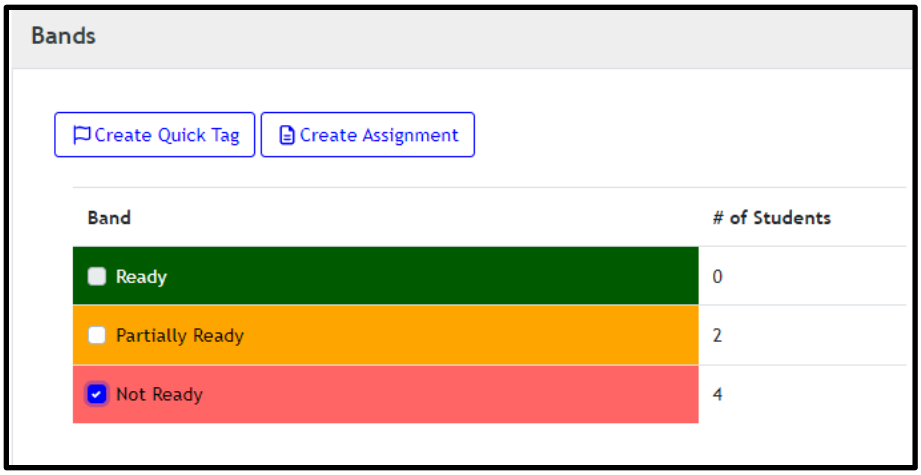


6. You can even choose to give an assignment to a Quick Tag by clicking the gear icon and choosing the “New Assignment” icon as shown below:



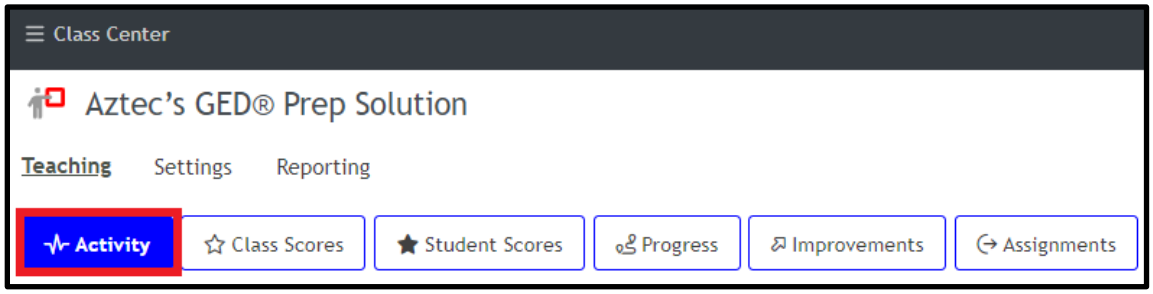
Banding

In the **Class Scores** tab, you will see sub-grouping of students based on the test score results. When the results for a group of students are completed, this provides the teacher a quick way to assign remediation to that group (which can be done through making a Quick Tag or creating an assignment for them as described above).



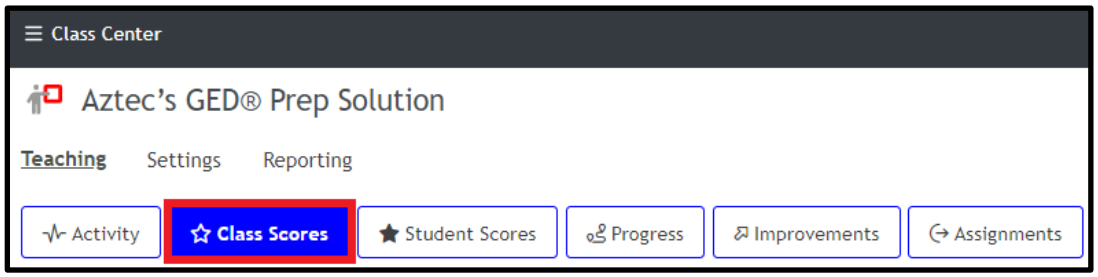
Classroom Activity

Class Activity displays a snapshot of student actions performed within the class with time stamps.

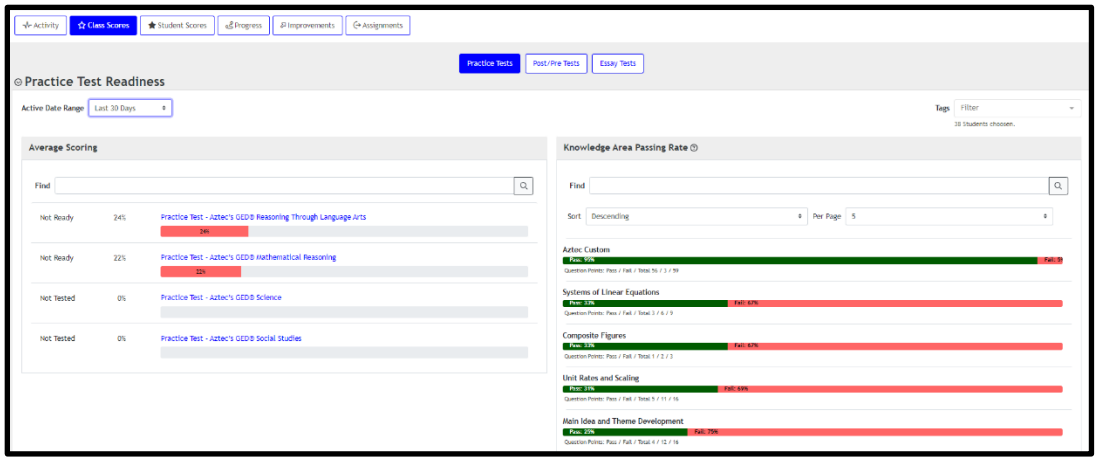


Classroom Scores

Displays the number of students who completed test(s), then averages those scores. You can filter by Practice Tests, Pre and Post Tests, and Essay Tests.

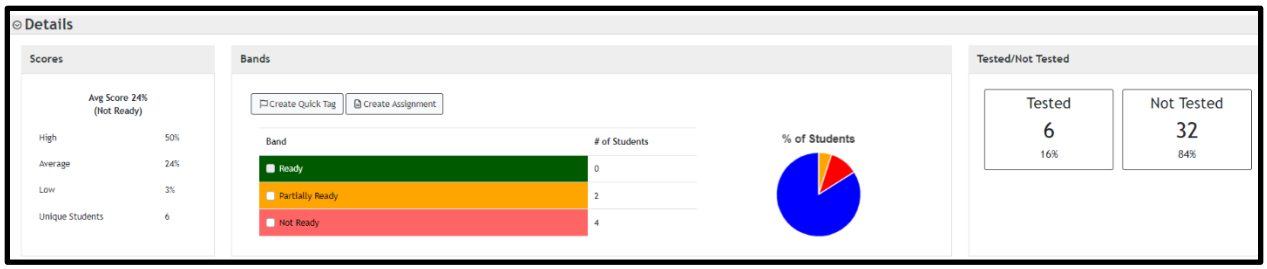


This area will provide detailed information in the following areas: Average Scoring, Knowledge Area Passing Rate, Scoring Bands/Details, and Knowledge Breakdown.



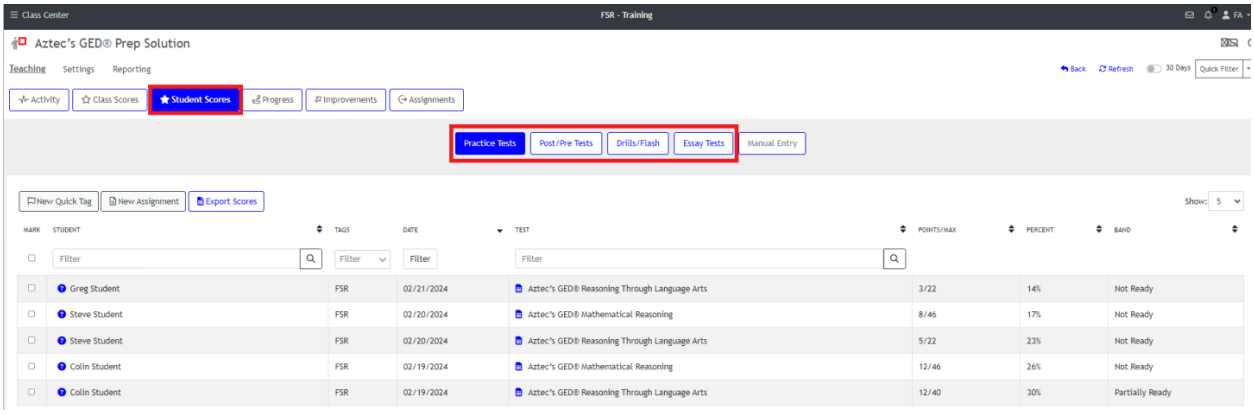
Banding is based on the students' scores. The results will automatically place the student in a band that allows the teacher to determine the next steps for remediation.

A teacher can then create a Quick Tag and/or an Assignment for a group of students in a selected band.



Student Scores

Displays each student's points/max, percentage, and band organized by the following categories: Practice tests, Tests, Drills/Flash, and Essays.

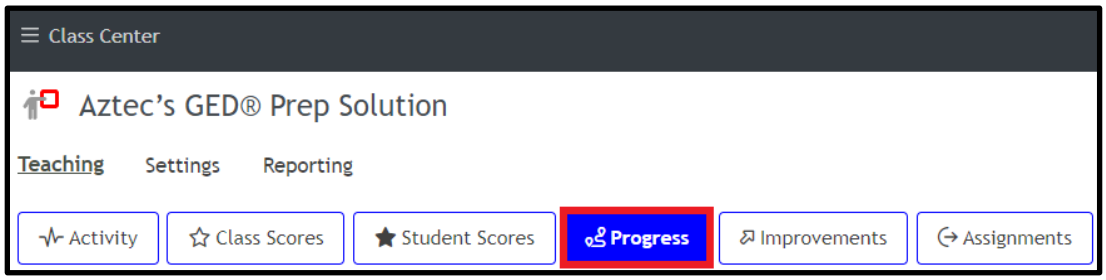


Clicking on the blue icons next to a student's test or name will give you additional information.

- Question Mark icon contains both current and historical data on the student.
- Review Exam icon displays actual questions/answers from a specific exam to review.

Progress

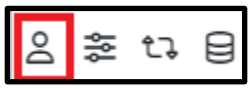
Displays percentage of class progress completed and last login for this class.



Clicking on the gear icon next to any student username will reveal the following icons:

Masquerade: Allows you to login as another user in the Learning System. The purpose of masquerading is to gain access to their user experience, without having to know their password. You will not be able to masquerade if a user is currently online.

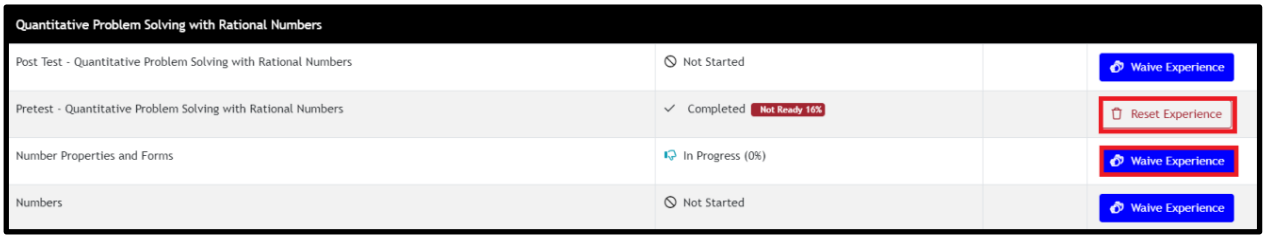
While masquerading, any clicks, progress, or changes made will **NOT** be saved. It will have no effect on the user you are masquerading as. You will not be able to masquerade if a user is currently online.



View Learning Profile: Allows for modification of the students learning plan (waive or reset activities).

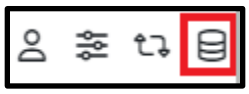
To waive or reset an activity:

1. Click on the “View Learning Profile” icon.
2. Choose which activity you wish to waive or reset.
3. Click either “Waive” or “Reset” Experience.
    a. Waiving an activity will allow the student to bypass that item.
    b. Resetting the activity will erase any time or past scoring data associated with that activity. The activity will appear as though the student has never accessed it before.



Rebuild Learning Plan: Used as a maintenance tool when something has changed in the student’s learning plan. Only used if the red label “Rebuild Required” appears.

View Scoring Details: Contains both current and historical data on the student.

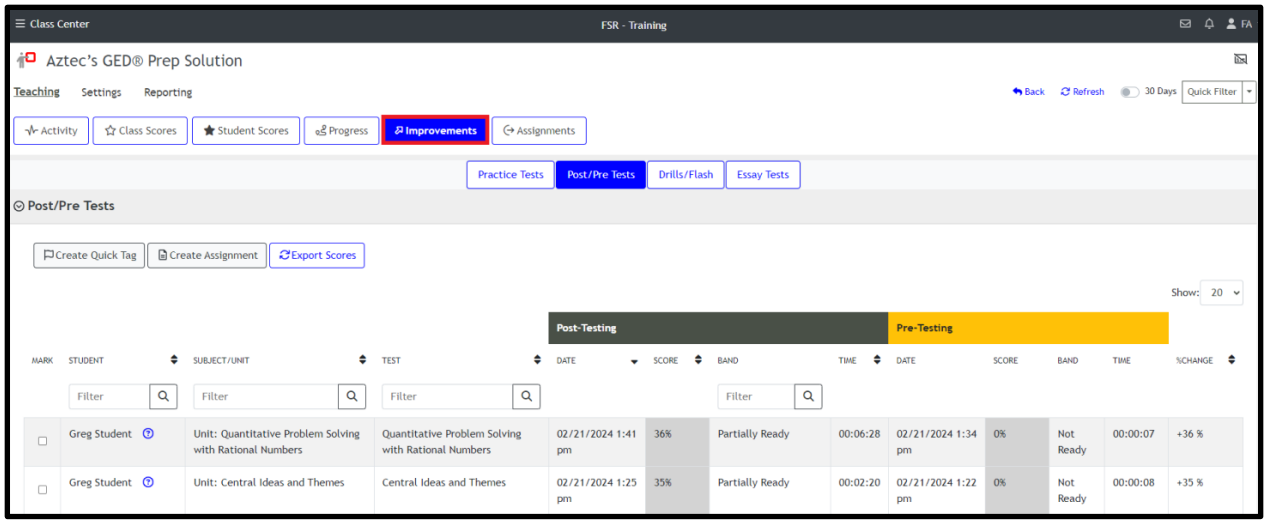


Improvements

Displays test scores and any positive or negative percentage changes if multiple tests were submitted. Also shows comparative pre and post test scores side by side.

Can be filtered by Practice Tests, Pre and Post Tests, Drills/Flash, and Essay Tests.

Question Mark ⓘ contains both current and historical data on the student.



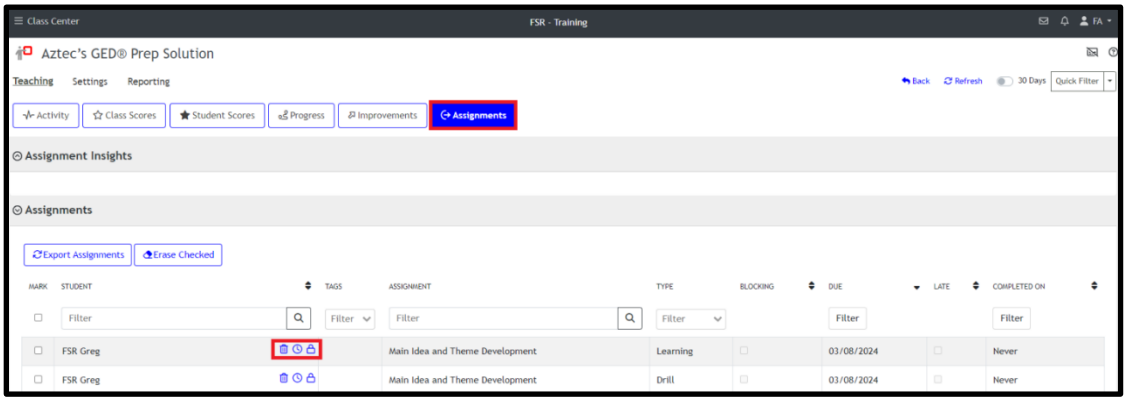
Assignments

Displays students' assignments that have been created with due dates and completion dates. You can also modify existing assignments in this area.

To create an assignment, see the above description which can be used in these additional tabs: Class Scores, Students Scores, Progress, Roster and Quick Tag.

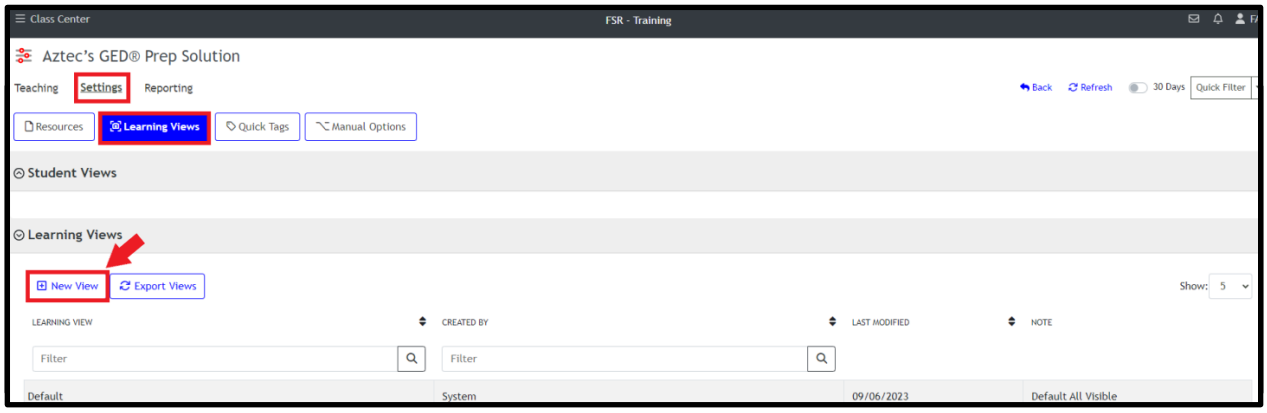
To modify an existing assignment:

1. Search for the student/assignment you wish to modify.
2. Click on the icon next to the student username (depending on what you wish to do):
    a. Click on the trash icon to **delete** the assignment.
    b. Click on the clock icon to **extend the due date** of the assignment.
    c. Click on the lock icon to **turn blocking on or off** for the assignment.
3. Follow the instructions in the corresponding pop-up message.



Resources

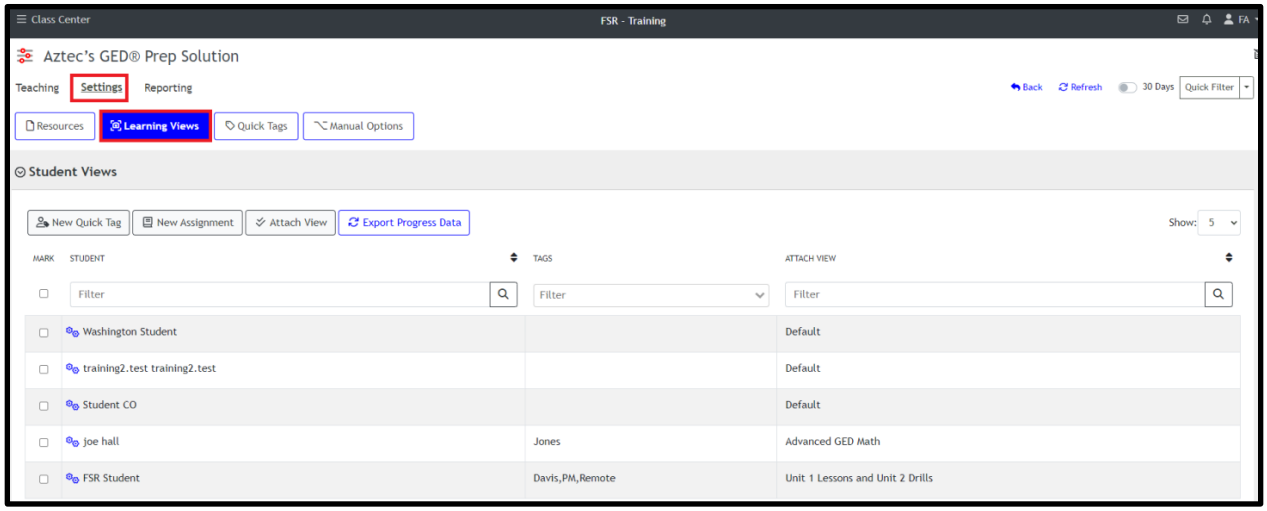
This area gives you the ability to upload documents, ePubs, or pre-recorded lecture videos to your current classroom for student use (as applicable according to what products you have access to).



Learning Views

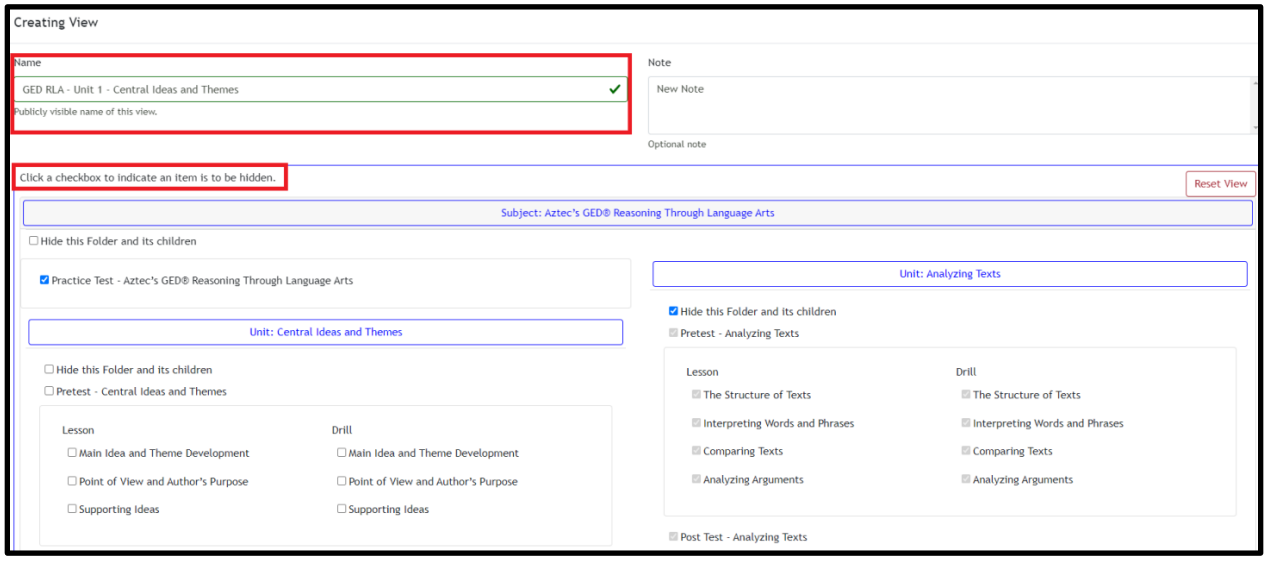
Learning views are a way for teachers to customize what activities a student sees within their enrolled classroom. Teachers can create a template or "view" for a student or group of students without making any changes to the actual classroom content. Teachers can allow students to see all content and some students to only see specific content, depending on their academic needs.

The top area will show all current Student Views. "Default" view refers to what is normally visible within the classroom.



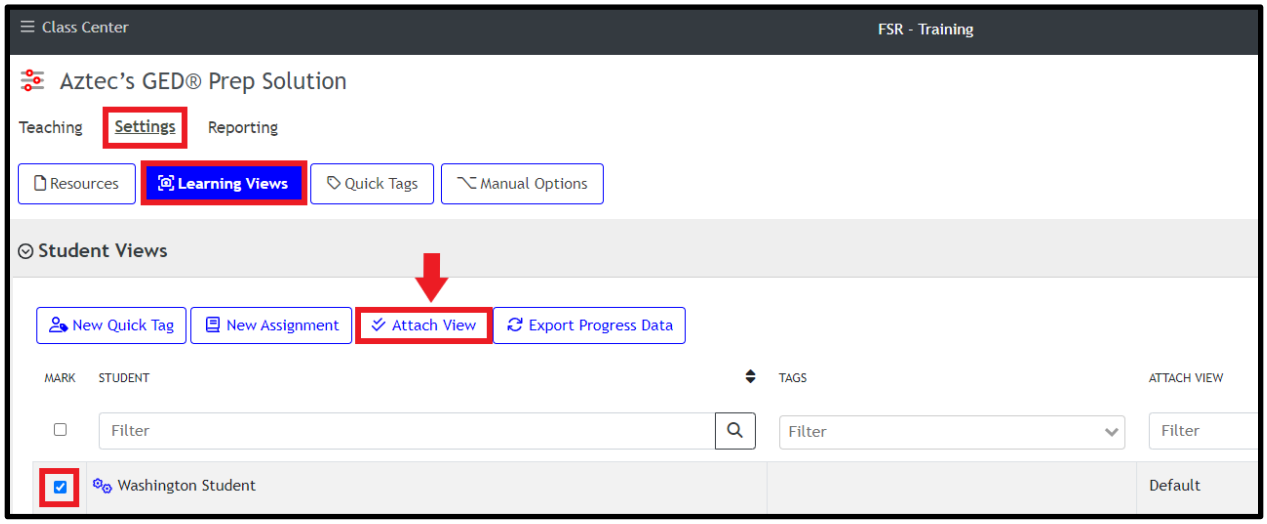
To create a new learning view:

1. Scroll down to "Learning Views" and click "New View."
2. Type in the Name of your View.
3. Check ONLY the boxes of those activities you would like to be HIDDEN from the students' view. (For example, if you only want students to only see the first unit, then click the boxes next to all other activities in the other units).
4. To hide an ENTIRE unit, click the box next to "Hide this Folder and its children".
5. Continue to hide activities/units/subjects as needed.
6. Click "Save" when finished.

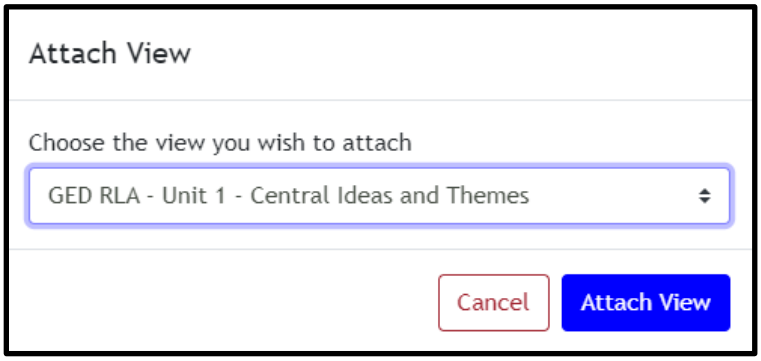


To attach a new view to a student:

1. Check the box next to the username of the student you wish to attach a view to.
2. Click on the “Attach View” button.



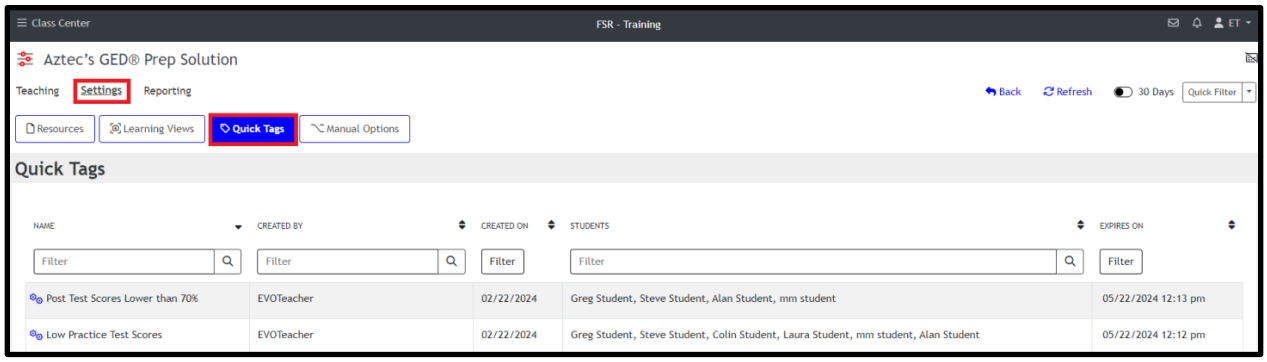
3. Use the drop-down menu to choose which view you would like to attach.
4. Click “Attach View” when finished.



Quick Tags

Quick Tags use data insights to help group like students together for remediation purposes. This is for temporary use while students complete their remediation.

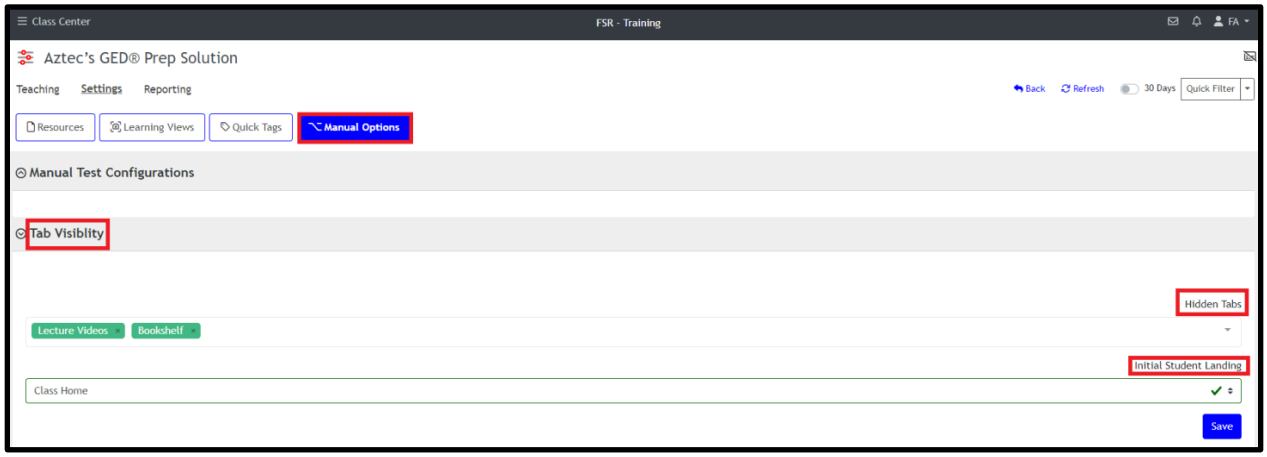
This area displays the list of Quick Tags created. It itemizes who it was created by, when the Quick Tags were created, the students that were assigned to that Quick Tag, and when it expires.



*To create a Quick Tag, see the above description which can be used to create Quick Tags from multiple tabs in Class Center where student data is listed (we recommend doing this from the **Roster** tab).*

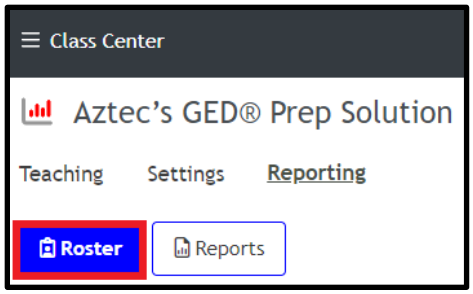
Manual Options

This area will allow you to set the Tab Visibility for your classrooms. Use the drop-down menus to choose to hide certain tabs in your classroom or choose a tab that you wish to have as an initial landing page. These changes will affect all students in your classroom. Click “Save” when finished making changes.



Roster

Displays class list and attendance insights, specific to the class you entered.



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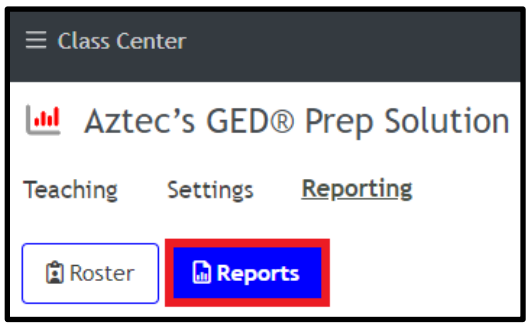
While masquerading, any clicks, progress, or changes made will **NOT** be saved. It will have no effect on the user you are masquerading as.

View Scoring Details: Contains both current and historical data on the student.

Attach View: Allows you to attach a pre-existing learning view to a student in the class (see details about Learning Views above).

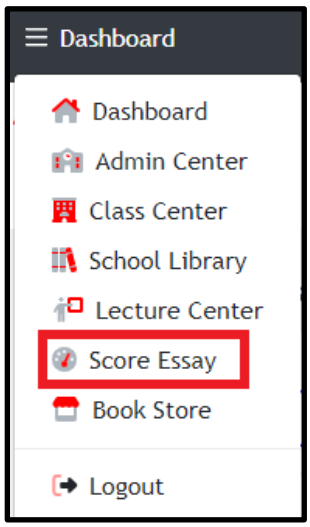
Classroom Reports

These reports are focused only on the class you entered. For a description, please refer to the above reports area for details.



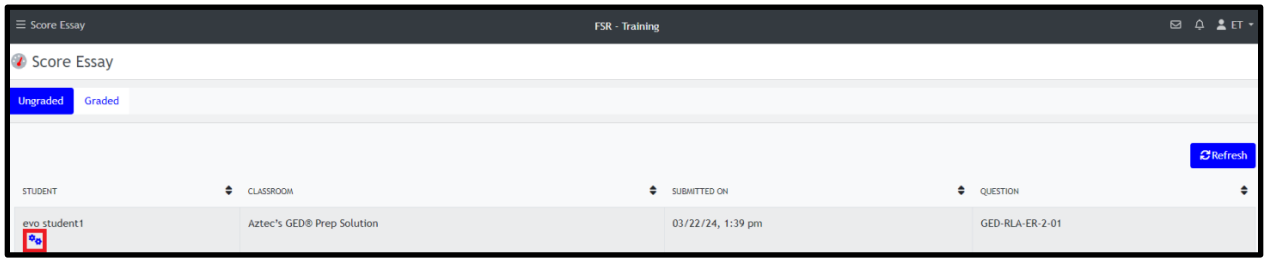
Score Essay

This tab gives the teacher the ability to score essays or extended response questions from students (not all series have essay questions or extended response questions).

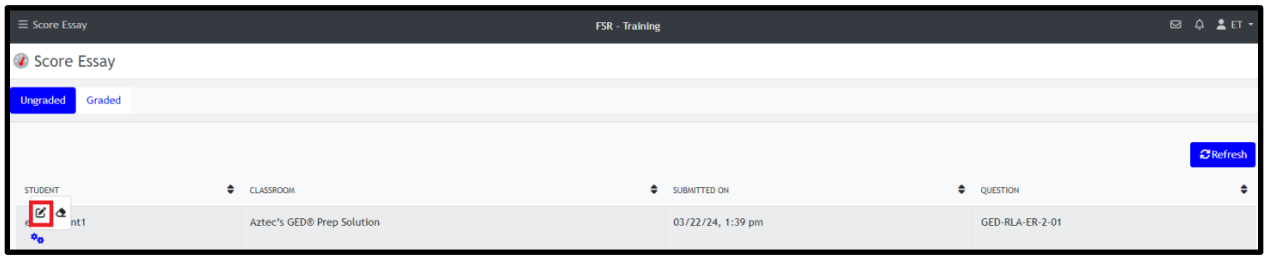


To score an essay:

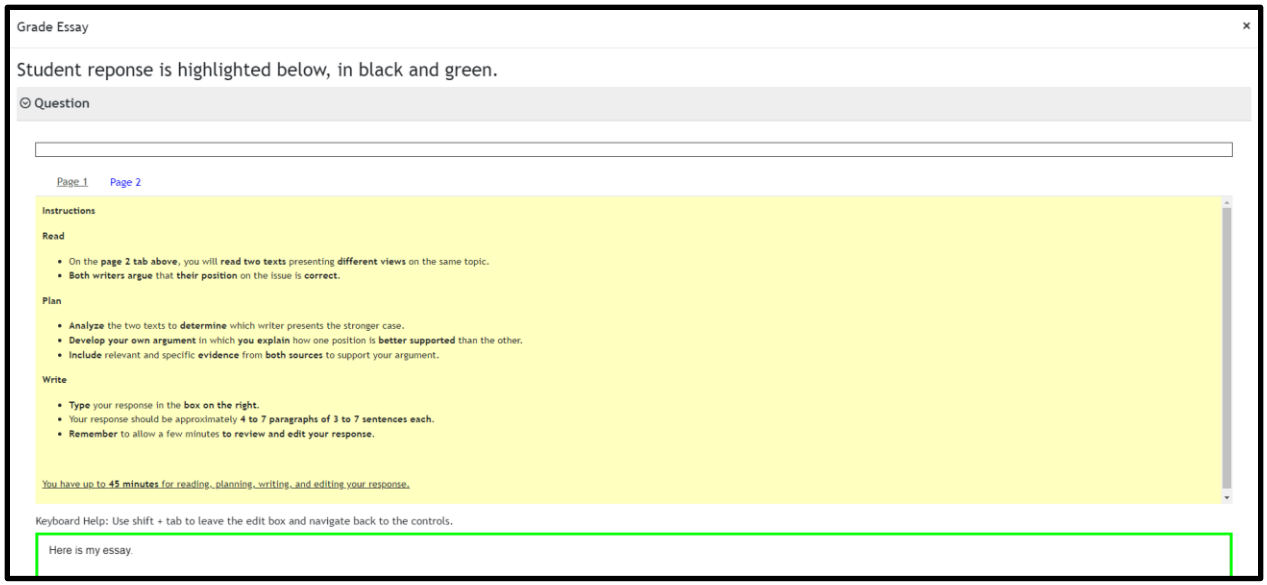
1. Click on the gear icon ⚙ next to the student username.



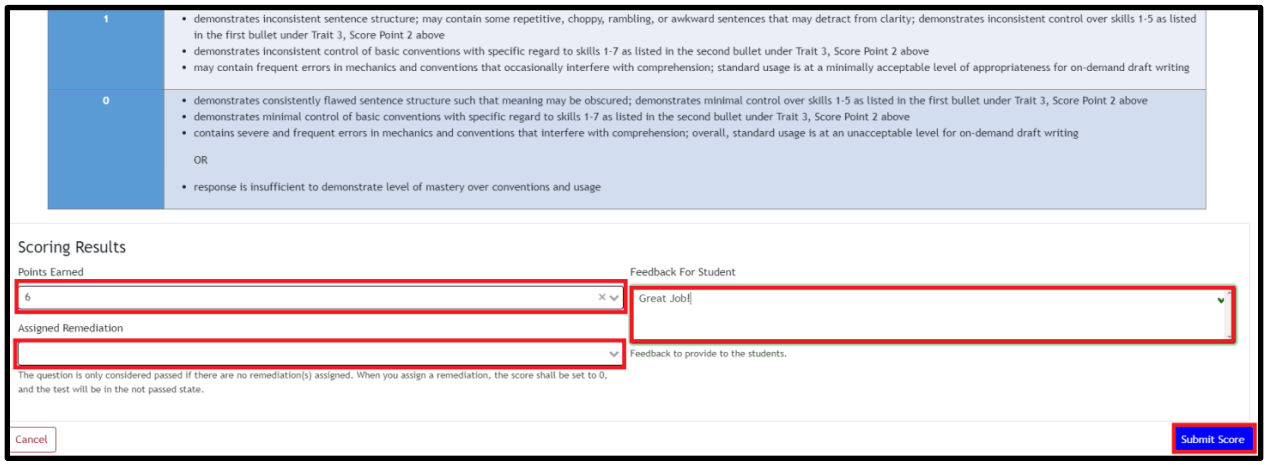
2. Click on the "Grade Question" icon ✎ to grade the student's essay.



3. You will be able to review the original directions/questions presented to the student along with any passages that were provided. You will also be able to read the student's essay in this area.



4. Using the provided rubric, give your student's essay an appropriate score, assign any remediation (if needed) and give feedback.
5. When finished, hit the "Submit Score" button.

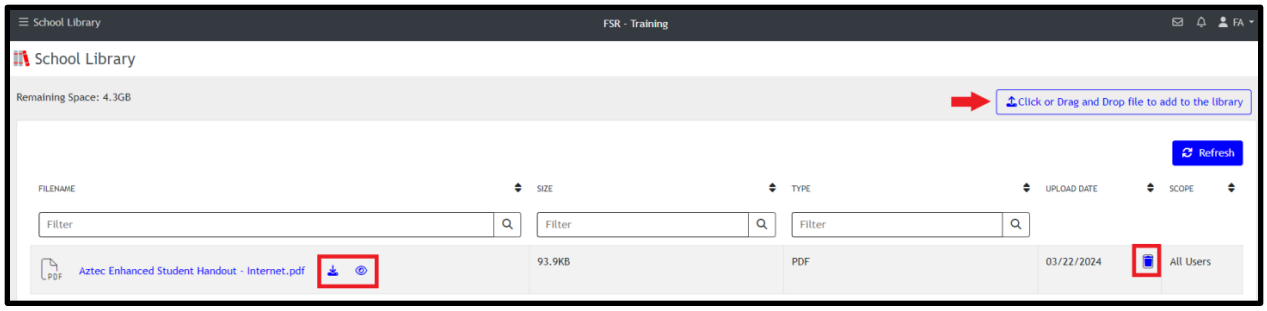


Students will be able to review any feedback you give in their Activity Scores area. Please note that if any remediation is assigned, it will bring their rubric score down to 0.

School Library

This area gives the ability for an Administrator or Teacher to upload documents for staff or student use.

As an Admin, you can also edit permissions as to which types of users have access to these files (either staff or all users). You can also choose to delete a file as needed.



To upload a file, choose the “Click or Drag and Drop file to add to the library” icon.

Once uploaded, you can either download the file by choosing the icon or set the permissions by choosing the icon.

To add a file to a class for student use, once the file has been uploaded to the School Library, you can attach it to any class within Class Center via the **Resources** tab under **Settings**. Students will be able to see the document under the **Handouts** tab in their classroom. Teachers will also be able to assign any handouts for students to view when creating assignments.

Certificates

Admins can create certificate templates which can be granted by teachers to students. There are multiple sample templates available to choose from. Once the sample template is generated by the Admin, the certificate is available for teachers to access and grant to students. Students will see the generated certificate appear on their Student Dashboard, which can later be downloaded and printed (if applicable).

Admins must also have the **System Options** role to utilize Certificates. Please contact your Field Service Representative to receive access to this feature and to receive additional information.

Lecture

Aztec Lecture allows instructors to utilize any Aztec content, or content currently being used in the classrooms, to provide online instruction across all delivery modalities. If you have purchased this additional feature, please contact your Field Service Representative for more information.

Aztec User Roles Chart

Note that roles with an asterisk can be combined with the **Teacher or **Advanced Teacher** roles to create a customized staff user profile based on the features you would like them to have. Students should always only have the "Student" role.*

Aztec Task	Admin	Teacher	Advanced Teacher	*Registrar	*Essay Grader	*Report Viewer	*Tag Editor	*System Options
Add and Edit All Users	✓	-	-	✓	-	-	-	-
Enroll Students in Any Class	✓	-	-	✓	-	-	-	-
Enroll/Edit Students in Assigned Class	✓	-	✓	-	-	-	-	-
Create/Assign a Class	✓	-	-	-	-	-	-	-
View an Announcement	✓	✓	✓	✓	✓	✓	✓	✓
Create an Announcement	✓	✓	✓	-	-	-	-	-
Manage Options System Wide	✓	-	-	-	-	-	-	✓
Create/Edit a Tag System Wide	✓	-	-	-	-	-	✓	-
Run a School-Wide Report	✓	-	-	-	-	✓	-	-
Run a Report in an Assigned Class	✓	✓	✓	-	-	-	-	-
View Activity in an Assigned Class	✓	✓	✓	-	-	-	-	-
View Scores in an Assigned Class	✓	✓	✓	-	-	-	-	-
Create an Assignment in an Assigned Class	✓	✓	✓	-	-	-	-	-
Create a Quick Tag in an Assigned Class	✓	✓	✓	-	-	-	-	-
Can Masquerade as a Student	✓	✓	✓	-	-	-	-	-
Can Real-Time Monitor Students	✓	-	-	✓	-	-	-	-
Score Essays	✓	✓	✓	-	✓	-	-	-