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Massachusetts Department of Education

Aztec PLUS Quick Start Teacher Guide

AZTEC SOFTWARE

PLUS Quick Start Teacher 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 to navigate through the Learning System.

Getting Started

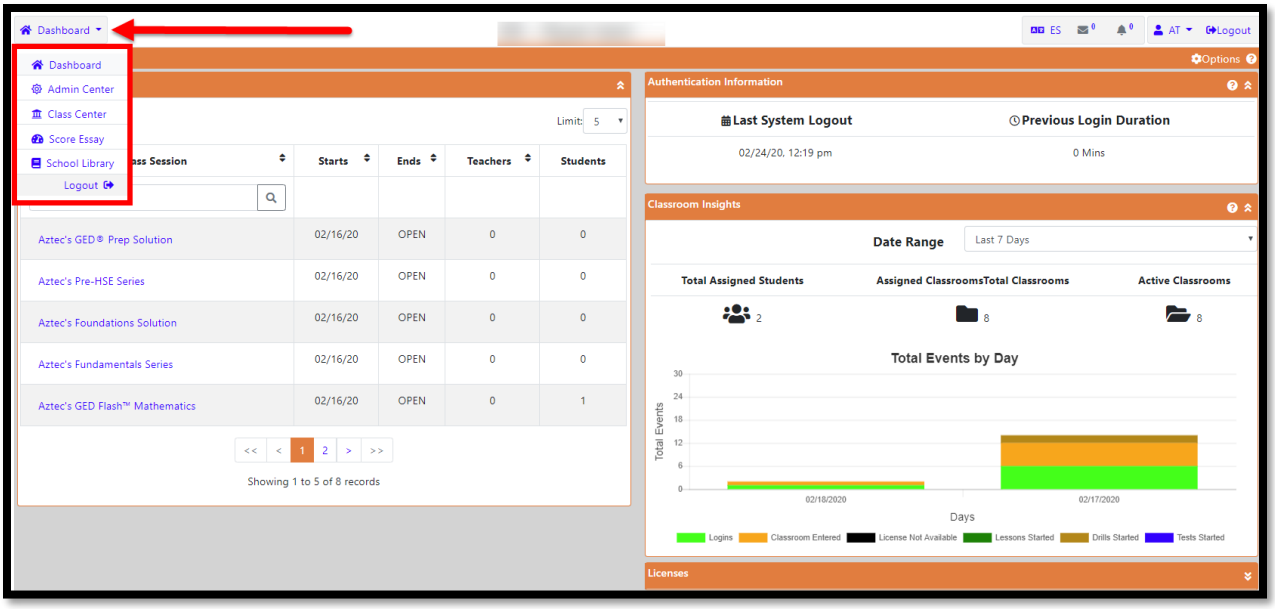
To access the Aztec Learning System, administrators, teachers, and students will click on the Aztec icon on their desktop to login to Aztec Software: https://plus.aztecsoftware.com/

Admins/Teachers can then login with the login credentials provided by your Field Service Representative. Students will receive their login credentials from their teachers after creation.

Administration Dashboard

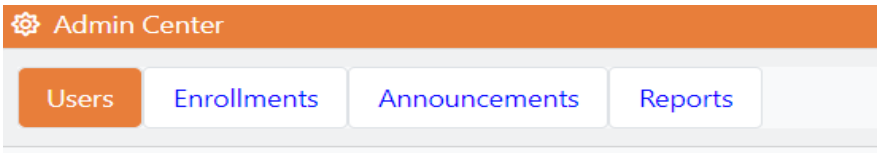
The **Dashboard** is optimized for a snapshot of classrooms and classroom insights at a glance.

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.



Admin Center

The **Admin Center** will be where the teacher can find the following areas: **Users, Enrollments, Announcements and Reports**.



Users

Supervisors and teachers will be limited to creating ONLY students in this area.

Adding a Student

1. New to create a new student.
2. Enter a username. **Your organization will be using: Firstname.Lastname (i.e. John.Smith)**
   - 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. **Your organization will be using: password1**

- Password is 8 – 20 letters and/or numbers or a combination of both.

4. Tags – Select a tag.
5. Roles – must be assigned to a user. **Select student role for students.**
6. Click **Create User** on the bottom right when completed.

Editing a User

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

Click the icon to edit.

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

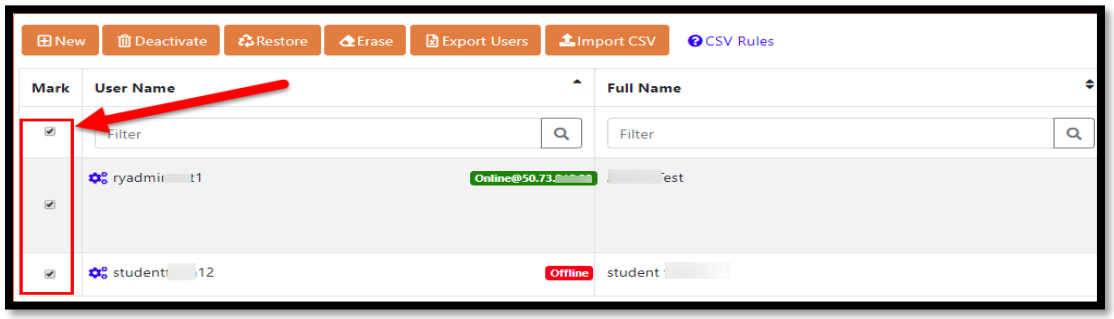
Managing Users: Deactivate, Restore, Erase, Export Users, and Import CSV

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.

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 on the page. Check the box next to all the users you want to export. To view additional users on this page, use the drop-down

.

Import CSV: The importing of a student roster can be done here. Click the

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.

Real Time Monitoring

View a snapshot of student's screen in 30 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, drills scores, etc.

Sync last 30 days

Used as a maintenance tool. This will sync the last 30 days of student progress within reports.

Deactivate

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

Rebuild Learning Profile

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

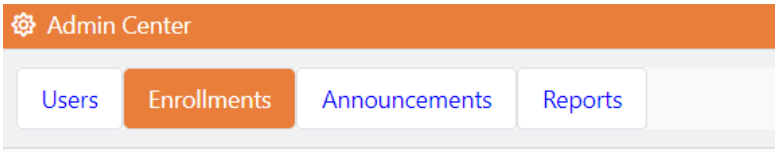
Erase

This feature will delete the user from the Learning System, with **no** way to recover the data or the user.

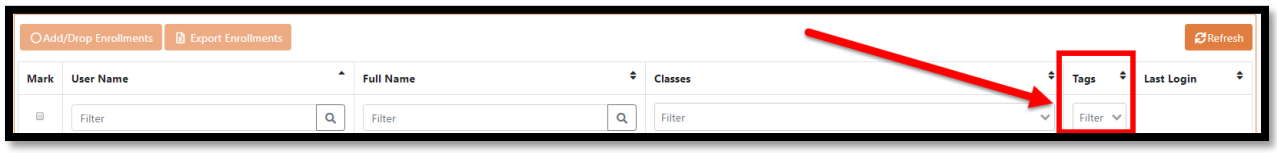
Enrollments

The 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

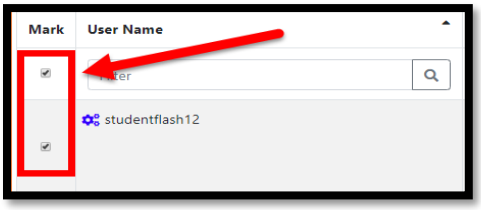
The icon next to the username will reveal additional icons.

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 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 to help narrow your search).
4. 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

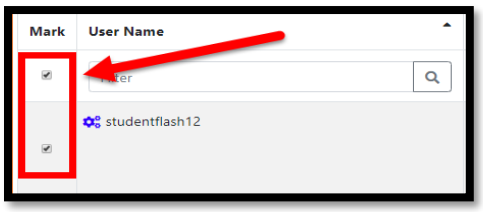
The icon next to the username will reveal additional icons.

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.

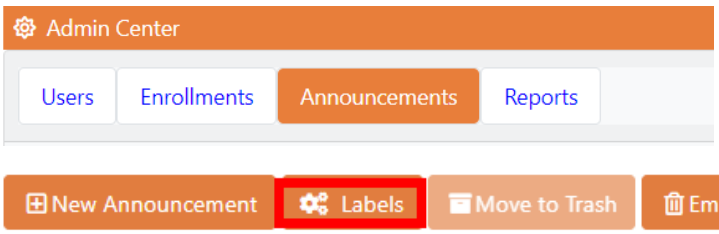


The Add/Drop Enrollments button will become available once the box(es) are checked.

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

Announcements

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



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

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

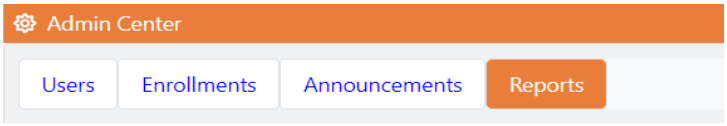
Expiration Date: Once it's selected, it can be changed, but the announcement will expire on the date selected.

Subject: Type the title of your message to help you identify the message if multiple messages are created.

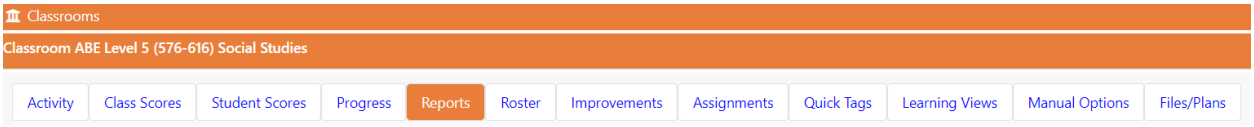
Labels: (Optional) Choose a label to group similar announcements together (must create the label prior to selecting for your current announcement).

Reports

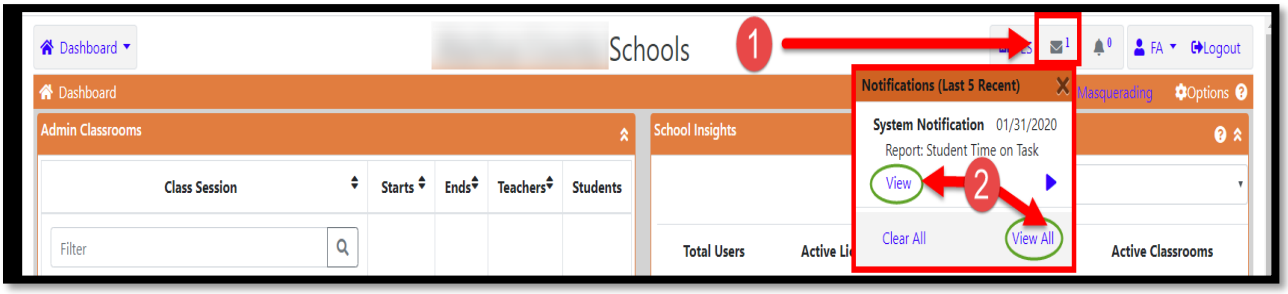
Supervisors will have access to the Reports tab in the Admin Center (for facility wide reports) and inside of each assigned facility's class (for specific class reports). The **Reports** screen will give you detailed information about an individual student or a group of students.



Teachers will have access to reports inside of their specific assigned classes inside of Class Center:

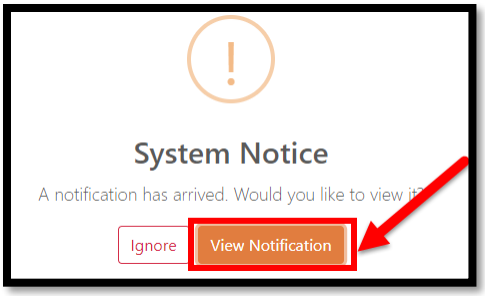


All reports generated will be found in the **Notifications** envelope icon, all reports can be exported.



Reports

Once a report is generated, a pop-up message will appear. Click **View Notification** 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. Optional - Select a **Tag**. *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 student with the Tag you selected).*
2. Select **student(s) name(s)**.
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(es)** (if applicable).
6. Optional – You can choose to save this report as a favorite or run a favorite report instead.
7. When finished, click **Run Report.**

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 here

in your **profile**. The next time you need the report, it will be available in the drop-down **Use Report Favorites** near the bottom of each report.

Reminders for teachers to inform their students:

- At the end of pretests, posttests, 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.

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:

- 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.

Class Center

The **Class Center** displays all the available classes. Teachers can only view classes they are attached to. For your organization, each teacher is assigned to a set of classes by facility name and TABE level or content area.

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.

The **Class Center** will be where the administrator and assigned teacher can find the following areas: **Activity, Class Scores, Student Scores, Progress, Reports, Roster, Improvements, Assignments, Quick Tags, and Files/Plans.**

The class you entered will have high level activity displayed on the initial page. You can filter this by the last 7, 14, 30, 60, and 90 days of activity.

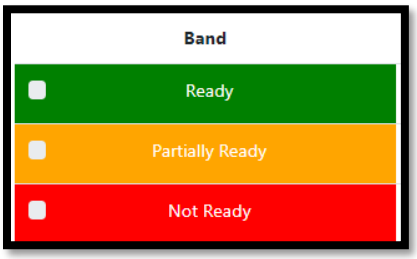
You can use data insights within the Class Center to further plan your students' next steps within a class. You will see the following features within most of the Class Center tabs:

Quick Tags

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

Banding

Sub-grouping of students based on the test score results. When the results for a group of students is completed, this provides the teacher a quick way to assign remediation to that group.



Assignments

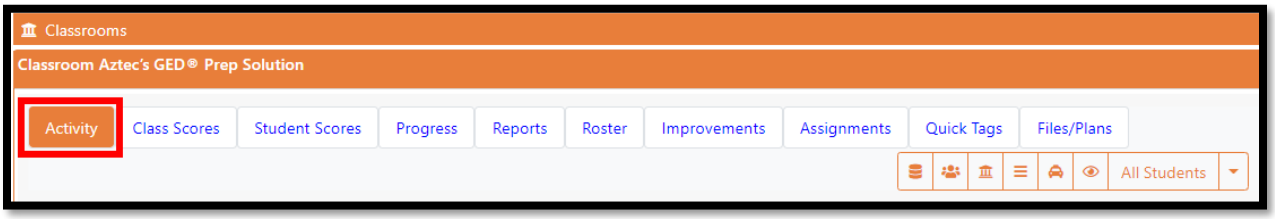
Used to direct student to complete an activity inside the learning plan. Once the student logs in, they will be notified of their new assignment. Teachers can also enable notifications for when the student completes the assignment.

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 expiration date.

Classroom Activity

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

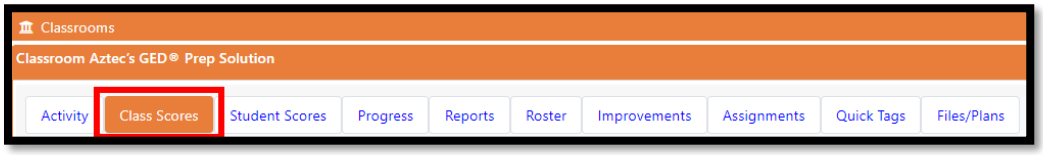


Classroom Scores

Displays the number of students who completed test(s), then averages those scores.

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.



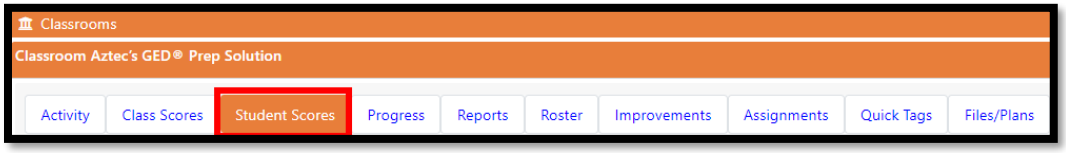
Student Score

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.

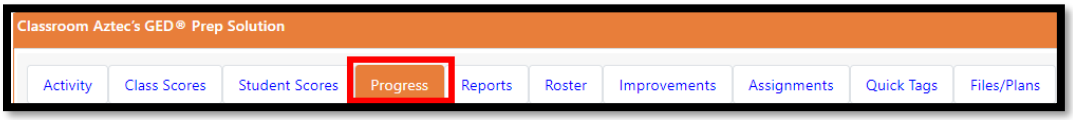
Question Mark icon contains both current and historical data on the student.

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.



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.

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

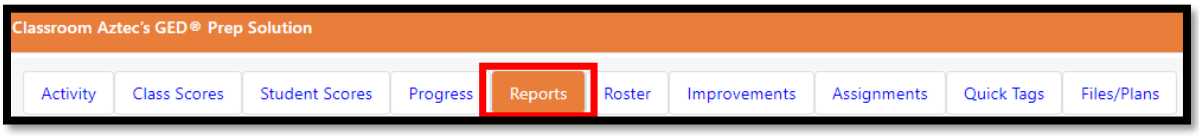
View Learning Profile: Allows for modification of the students learning plan (waive or reset activities).

Rebuild Learning Plan: Used as a maintenance tool. 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.

Classroom Reports

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



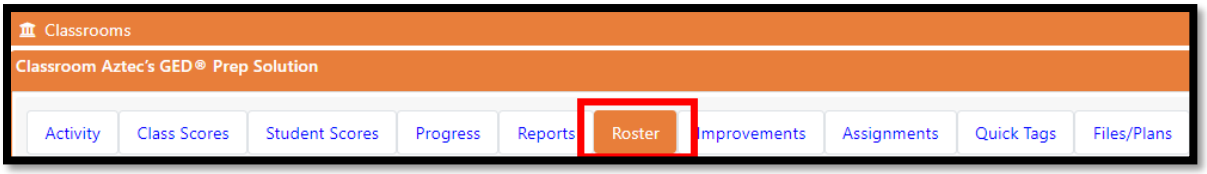
Roster

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

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.

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

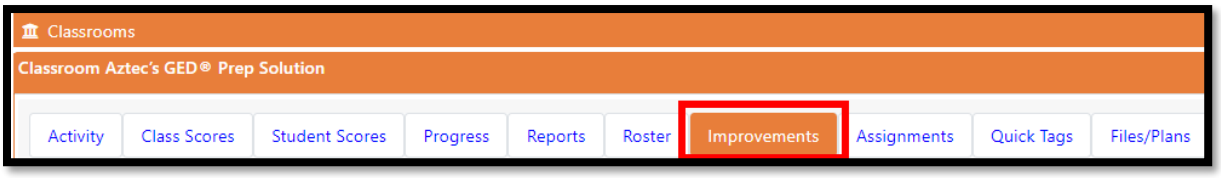
View Scoring Details: Contains both current and historical data on the student.



Improvements

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

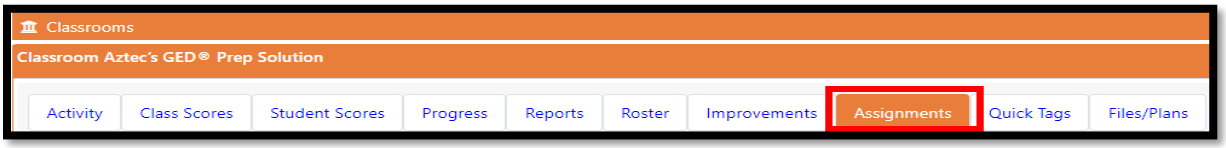
Question Mark contains both current and historical data on the student.



Assignments

Displays students' assignments that have been created with due dates and completion dates.

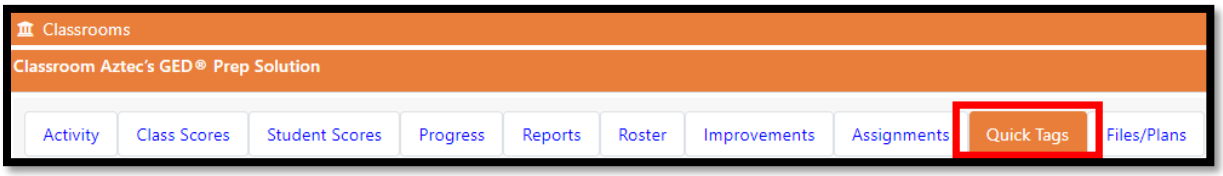
To create an assignment, use the additional tabs: Class Scores, Students Scores, Progress, Roster and Quick Tag.



Quick Tags

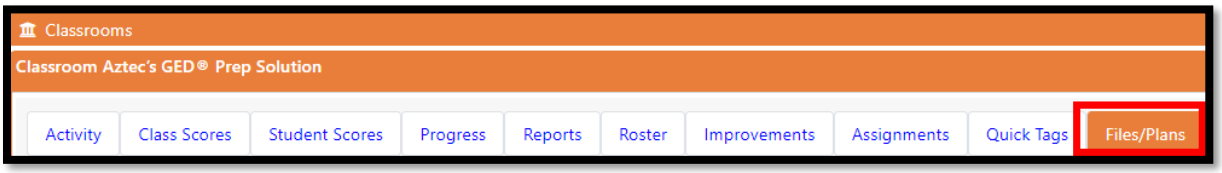
Quick Tags use data insights to help group like students together for remediation purposes. This is for temporary use while students complete their remediation.

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



Files/Plans

The ability to upload documents or links to a class for student use.



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).

School Library

The ability for an Administrator or Teacher to upload documents for staff or student use.