



An Adventure of the American Mind Online Education Program Using the AAM Online Educator Admin Tool

The purpose of this administrative tool is to allow you, the educator, to...

- provide your students with access to the pre and post tests associated with the majority of our lessons.
- keep track of your students' progress through the AAM Online lessons.
- download class results to your grade book

This brief tutorial will guide you through the steps of signing up as an **Educator** in our system and creating classes, so you can track your students' progress.

Getting Started

1. Click on the "Login" link on the AAM website.
2. You will have two options: creating a new account, or logging in with an existing account:

New User?	Already have an AAM ID? Sign In
<p>New to AAM Online - Your AAM ID allows you to: Track your progress on AAM Lessons and quizzes - Save your customized information - Signing up is free and easy. Sign-up</p> <p style="text-align: center;">Create an Account</p>	<p>To access My Lessons you need an AAM ID - Don't have an AAM ID? - Signing up is easy.</p> <p>Username: <input type="text"/></p> <p>Forgot your Username?</p> <p>Password: <input type="password"/></p> <p>Forgot your Password?</p> <p style="text-align: center;">Sign In</p>

3. Click the "Create an Account" button to register. You will create a username and password with which you can log in to our system. Don't worry, if you ever forget your username or password, please click-on the "Forgot your Username?" or "Forgot your Password?" and we can send them to you.

Username: [Forgot your Username?](#)

Password: [Forgot your Password?](#)

[Sign In](#)

Login Information

First Name:

Last Name:

Username:

Password:

Confirm Password:

Status:

Address:

City:

State/Province:

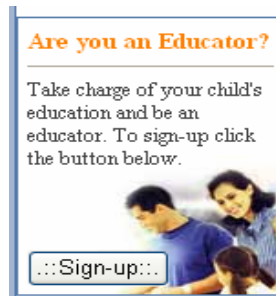
Zipcode:

Country: (2 letter abbreviation ex. "US")

Phone:

Email:

- Once you have created an account, you will be able to enter the administrative portion of our site. Initially, you will see two sections of your user admin screen: the lesson list and the quiz list. Here, you can review the content of both our lessons and the quizzes your students will be taking.
- To gain further access to our system, you must sign up to be an Educator. On the left side of the screen, you should see the Educator Sign-Up Section of the admin page. Click the "Sign-up" button.



- You will now see the Educator Agreement. This section provides information about who can be a recognized Educator and how the Educator is allowed to use the AAM Administrative Tool. Once you have reviewed the agreement, you can click 'I agree to Terms.' There may be a two-day turnaround for approval, but usually, you'll hear back from us much sooner than that.

- Once you have received your approval e-mail, log in to the system once more.
- At the bottom of your user screen, you will see the following:

Class

As an educator, you can create classes to keep track of your students' performance. Once you've created a class and students have completed at least one lesson, you can download the results of your students' assessments.

Add a class

Class	
<input type="checkbox"/>	TC Henderson Class
<input type="checkbox"/>	TestClass Reserve a classroom

Delete selected classes


This section of the administrative tool will allow you to create classes, so you can keep track of your students' work.

Creating Classes

- To create a class, type in a name for your class in the textbox provided, then click the 'Add a class' button.
- Your class should now show up in the list of classes shown above.

Adding Students to a Class

- Click on the class to which you'd like to add students
- You will see the following screen:

Hint  This classroom is empty. To add a student click on the links to the left

<p>Tasks</p> <p>Add a New Student</p> <p>Add an Existing Student</p>	
<p>See Also</p> <p>User Homepage</p> <p>Quiz List</p>	

The right-hand panel is your classroom which, as you can see, is currently empty. The left-hand panel is your class menu, which allows you to enroll students in your class.

- If you want to **add a student** to your class who is currently NOT in our system, select the "Add a New Student" link. You will then see a registration form, similar to the one you used to log in to our system. Enter your student's info into this form. Once you've entered their info and clicked submit, you will see that student in your class:

Tasks	<input type="checkbox"/> Amy Doe Email: adoe@email.com Phone: 555-555-5555 Address: 22 Nowhere St
Add a New Student Add an Existing Student Delete Student Enrollment(s) Export Class Data	
See Also	
User Homepage Quiz List	

- To delete this student** from you class, select the checkbox next to that student's name, then select the 'Delete Student Enrollment(s)' link.
- To add a student who already exists in our system**, select the 'Add an Existing Student' link. You will then be given a list of students from which to select:

Tasks	Search for users by full or patial name. Click Search to display matches. Search <input type="text"/> <input type="button" value="Search"/>	
See Also	Place a checkmark beside each use you wish to add to your class. Click Add Student(s) on the left-side of the page to add the selected users.	
Add Student(s)		
Classroom User Homepage		
	FullName	Status
	<input type="checkbox"/> John Doe	9 - 12
	<input type="checkbox"/> Jane Doe	6 - 8
	<input type="checkbox"/> Mark Doe	3 - 5
	<input type="checkbox"/> Amy Doe	3 - 5

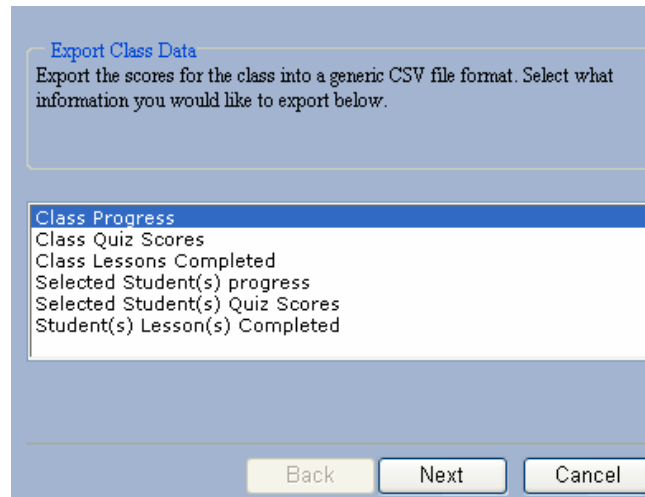
- To add students from this list, select the checkbox next to each student you wish to add to your class, then click the 'Add Student(s)' link. You will then return to your classroom with those students added to your class.

Downloading Class Records

Once you've created a class, each student in your class can log in to take lesson pretests and post-tests, using the usernames and passwords you created for them. Upon completion of the lesson or lessons you've assigned them, you can return to this class page and download your students' results:

- Log in to our system and click on the class you originally created. You should then see, again, the above class page.

2. To download class records, click the "Export Class Data" link.
3. You will see the following popup window:



4. Select the information you wish to download, then click 'Next.'
 - a. If you select **information about the entire class** (Class Progress, Class Quiz Scores or Class Lessons Completed), you will immediately be asked to save a Microsoft Excel sheet. Once downloaded, you can copy and paste the data in this document into your grade book, or save this document to your computer.
 - b. If you select **information about a particular student** (Selected Student(s) Progress, Selected Student(s) Quiz Scores or Student(s) Lesson(s) Completed), you will then be able to select the student or students whose information you wish to download. Once you've selected the students whose information you'd like to download, click 'Next.' You will then be prompted to download a Microsoft Excel document. Once downloaded, you can copy and paste the data in this document into your grade book, or save this document to your computer.