



# **Learn Portal Users Guide: Genigames**

## **Account Registration and Class Management**

<b>Register for a teacher account</b>	<b>2</b>
<b>Set up your classes</b>	<b>3</b>
<b>Assign materials to your classes</b>	<b>4</b>
<b>Manage your class materials</b>	<b>5</b>
<b>Register and add students</b>	<b>7</b>
<b>Deactivate a class</b>	<b>8</b>

## **Following Student Progress**

<b>Recent activity</b>	<b>9</b>
<b>Student progress</b>	<b>10</b>
<b>Viewing reports</b>	<b>10</b>

## Register for a teacher account

To create an account in the portal,

1. Go to the Learn Portal website: <http://learn.concord.org>
2. Complete the Sign Up fields on the right side of the page.
  - Use an email address you can access easily.
  - If you don't find your school listed, click on the blue text "I can't find my school in the list," to enter your school.
3. After registering, you will receive an email from admin@concord.org. Click the **activation link** in the email to complete the registration process.
  - If you do not receive the activation email in your Inbox, check your Junk or Spam mailbox, or any quarantine set up by your email provider.
  - If you cannot access your quarantined email, contact learn-help@concord.org.
4. After activating, log into the portal with your username and password.

## Set up your classes

Once you register and log in, you will see the portal **Home page**, which will welcome you and ask you to “create a class.”

To create a new class, click the **create a class** button. This will bring up a form asking for some information about the class.

### Class Setup Information

Class Name:

Term:

Description:

Class Word:

School:

Grade Levels: ☐ 6 ☐ 7 ☐ 8 ☐ 9  
☐ 10 ☐ 11 ☐ 12

1. Name your class.
2. Choose a term. If it is a full year class you can choose **Fall** for the **Term** field.
3. Optionally, give the class a short **Description**.
4. The **Class Word** is a **unique access code** that you create. It allows students to join the class. To create a good, unique class word, use your name and the class name, for example, smithbio1.
5. Click **Save**.

## Assign materials to your classes

Students in your classes will only be able to see and access materials that you assign to the class. To assign materials, click the **Browse Instructional Materials** link in the orange bar, type “genigames” into the search box (without the quotes). Genigames will be displayed below the search box, as shown below. Click the orange *Assign to a Class* button.

The screenshot shows the The Concord Consortium website interface. At the top, there is a header with the logo and a navigation bar. Below the navigation bar, there is a search bar with the text "genigames" and a "GO" button. To the left of the search bar, there is a sidebar with "Recent Activity" and "BioSci (Period A)" sections, each containing "Create a Class" and "Manage Classes" buttons. To the right of the search bar, there are filter options for "Sort By" (Oldest, Newest, Alphabetical, Popularity), "Material Type" (Sequence, Activity), "Material Properties" (Runs In Browser, Requires Download), and "Authorship" (Official, Authored by Community). There is also a "Sensor Use" section with a "check all | clear" link and a "Sensors Not Necessary" checkbox. Below the filters, there is a message: "1 activity matching search term 'genigames' and selected criteria". Under the "Activities" section, there is a card for "Genigames" by Sam Fentress, which includes a dragon illustration, a "runs in browser" tag, an "official" tag, and buttons for "Preview" and "Assign to a Class". The card also states "Used in 4 classes."

The Concord Consortium

Welcome John Nash  
My Preferences | Logout

HOME | ABOUT | AUTHORIZING | BROWSE INSTRUCTIONAL MATERIALS | HELP

SEARCH  GO

Recent Activity  
BioSci (Period A)  
Create a Class  
Manage Classes

Sort By  
Oldest  
Newest  
Alphabetical  
Popularity

Material Type  
☐ Sequence  
☐ Activity

Material Properties  
☐ Runs In Browser  
☐ Requires Download


Authorship  
☒ Official  
☐ Authored by Community

Sensor Use [check all](#) | [clear](#)  
☐ Sensors Not Necessary

- Hide Filters

1 activity matching search term "genigames" and selected criteria

Activities  
Displaying 1 activity

 runs in browser official Preview Assign to a Class

**Genigames**  
By Sam Fentress  
Used in 4 classes.

When you click the *Assign to a Class* button, a popup box allows you to select the class(es) to which the material will be assigned. Click the check box next to the appropriate class(es) and then click **Save**.

## Manage your class materials

To control which assigned materials your students see, click the class in the left-hand column of the page. This opens a sub-menu, as shown at right.

Click on the **Materials** link and you will see each assigned material in a tab on the page (see figure below). Each tab contains a list of the students and shows their progress through the material.

**Feb 4 PD Demo Class**

- Materials
  - Student Roster
  - Class Setup
  - Full Status

Create a Class

Manage Classes

**Instructional Materials**

Manage MaterialsAssign Materials

◀ GeniGames Introduction ▶

**External Activity:** GeniGames(assigned on 06 February 2013)

Run as TeacherRun as Student

**Student Submissions** Run Report

ACTIVITY	Lullen	Angeral	Tarrins...	Narran	Luxcer...
Bunny, Bugs	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Daddy, Dog...	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Doggie, Augie	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Duck, Daffy	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Duck, Dewey	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Duck, Huey	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Duck, Louie	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

To control the access or order of the assigned materials for your students, click the **Manage Materials** button at upper right.

Clicking the **Manage Materials** button takes you to the Class Setup page. Scroll down the page to the list of materials for the class.

- Only materials that are checked will be seen by your students.
- Re-order the materials by drag and drop to change their order as seen by your students, and the order of the tabs on your Instructional Materials page.

In the figure below, the students in this class would see GeniGames and the Meiosis video, but not the Introduction video.

**Manage Instructional Materials**  
Uncheck the material that you do not want to appear on the list of assigned materials that students see for this class. Drag and drop the material names below to reorder them for students. The new order will also be reflected in the tabs on your Instructional Materials page.

<input checked="" type="checkbox"/>	GeniGames
<input checked="" type="checkbox"/>	Meiosis - Video Version
<input type="checkbox"/>	Introduction

**Save** Cancel

## Register and add students

Your students can register themselves, or you can register them yourself.

### Student self-registration

1. Students click on the Registration link on the portal home page.
2. They click the “Register as a student” button.
3. They fill out the registration form with their name, choose a password, and enter the **class word**.
4. They are given a username consisting of their first initial followed by their last name (a number is appended if there is more than one student with the same first initial and last name in the system).
5. **Have your students write down their username and password.** If they forget either one, you can use the class roster to see their username and reset their password, but you’d probably rather not do that every day.

### Registering your students

If you prefer to register your students (instead of them registering themselves), click on the **Student Roster** link in the left column. Click the “Register and Add New Student” button; enter the student name and a password for the student. As students are registered for your classes, a student roster will appear with their usernames and an option for removing students or changing their passwords.

### Student Roster

Class Name : **Biology 1**  
Student Count : 10

[Print Student Roster](#)

[Add](#) or [Register and add new student](#)

Name	User Name	
Bunny, Bugs	bbunny	<a href="#">Remove Student</a> <a href="#">Change Password</a>
Daddy, Doggie	ddaddy	<a href="#">Remove Student</a> <a href="#">Change Password</a>
Doggie, Augie	adoggie	<a href="#">Remove Student</a> <a href="#">Change Password</a>
Duck, Daffy	dduck	<a href="#">Remove Student</a> <a href="#">Change Password</a>
Duck, Dewey	dduck1	<a href="#">Remove Student</a> <a href="#">Change Password</a>
Duck, Huey	hduck	<a href="#">Remove Student</a> <a href="#">Change Password</a>
Duck, Louie	lduck	<a href="#">Remove Student</a> <a href="#">Change Password</a>
Fudd, Elmer	efudd	<a href="#">Remove Student</a> <a href="#">Change Password</a>
Test, Caitlin	ctest	<a href="#">Remove Student</a> <a href="#">Change Password</a>
Tester, Frieda	ftester	<a href="#">Remove Student</a> <a href="#">Change Password</a>

**IMPORTANT: Students should not create additional accounts.** If students forget their username or password, use the roster to look up the username and/or enter a new password for them. Remind your students *not* to create additional accounts – this becomes confusing for you and for the student, and complicates the research.

Due to the portal's use of secure, encrypted passwords, no one can *retrieve* a password – not a teacher, nor an account administrator. However, you can always enter a new password for the student using the roster.

## Deactivate a Class

To make a class inactive, click the **Manage Classes** button. A new window will appear. You can uncheck particular classes on your list. All data from the inactive class will be preserved. You can drag and drop the classes to reorder the class list.

### Manage Class List

Checked classes appear on your home page. To make a class inactive, uncheck its box. All data for inactive classes is preserved. Drag and drop class to reorder it in the list.

#### My Classes (6 Total, 2 Active)

Active classes

<input checked="" type="checkbox"/>	<b>Biology 1</b>	<a href="#">Copy Class</a>
<input checked="" type="checkbox"/>	<b>Feb 4 PD Demo Class</b>	<a href="#">Copy Class</a>
<input type="checkbox"/>	<b>PD Demo Class</b>	<a href="#">Copy Class</a>
<input type="checkbox"/>	<b>PD Demo Class 2</b>	<a href="#">Copy Class</a>
<input type="checkbox"/>	<b>Baseline Reportin...</b>	<a href="#">Copy Class</a>
<input type="checkbox"/>	<b>Genigames Reporti...</b>	<a href="#">Copy Class</a>

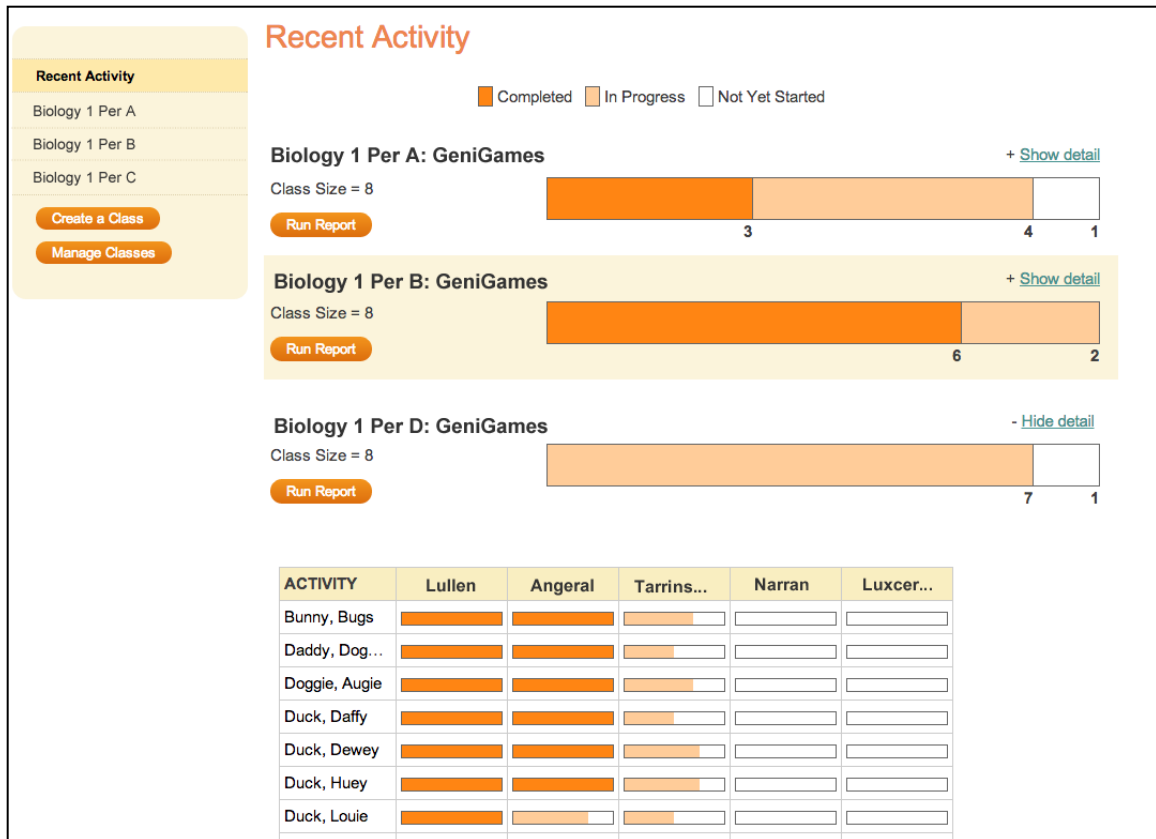


## Following Student Progress

### Recent activity

When you first log in, you will see graphs of your students' recent activity. This provides you with a quick snapshot of who has completed work, who is still working on some of the activities, and who has not yet started.

You can get an overview bar graph or you can click on the **Show detail** link above each bar to get information on the individual students in a class.



## Student progress

When a student has started a Level, the progress bar will be light orange, and filled in proportion to the number of Challenges completed. When they have completed the Level, the progress bar will change to dark orange. The **Run Report** button will create a summary report of all submitted student work for the class. You can also click on a **student name** to get a report for the student across activities, or on a **town name** to get a report on all students in that activity.

Student Submissions		Run Report			
<input checked="" type="checkbox"/>	Completed	<input type="checkbox"/>	In Progress	<input type="checkbox"/>	Not Yet Started
ACTIVITY	Lullen	Angeral	Tarrins...	Narran	Luxcer...
Bunny, Bugs	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Daddy, Dog...	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Doggie, Augie	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Duck, Daffy	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Duck, Dewey	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Duck, Huey	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Duck, Louie	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>

## Viewing reports

Click the **Run Report** button on the Instructional Materials page, or under Recent Activity. The report will show a bar graph of the number of students who have completed a task in the game, and below that, each student's score for the task.

✓ 1. completed	<div><div></div></div>	87.5%	7	Show responses
Not answered	<div><div></div></div>	12.5%	1	
Totals:		100.0%	8	
Score				Hide responses
Answered 8				
Skipped 0				
Total 8				
Bugs Bunny	10			
Doggie Daddy	25			
Augie Doggie	50			
Daffy Duck	35			
Dewey Duck	15			
Huey Duck	35			
Louie Duck				
Elmer Fudd	15			