User Guide

FOR THE TEACHER ROLE



LEARNING UPGRADE®

LEARNING UPGRADE®

User Guide for the Teacher Role

Thank you for your purchase of Learning Upgrade. This user guide is designed to help teachers effectively navigate and utilize the tools and features available with the platform. Whether you are new to the platform or looking to deepen your understanding of its capabilities, this guide will provide the information needed to support your classroom goals.

Throughout this guide, you will learn how to access key features, manage classes and students, monitor progress and review performance data. Step-by-step directions and screenshots are included to help you quickly locate and use the tools most relevant to your needs.

We encourage you to use this guide as a reference as you become familiar with the platform.

Table of Contents

Getting Started 4

Quick Onboard Steps 5

Dashboard 5

Classes 6

- Creating a class 6
  - Add Class
  - Add Class with AI Assistant
  - Upload Classes
- Add Students 7
  - Add Existing Student to Class
  - Add a New Student
    - AI Assistant
    - Invite Student
    - Upload Student Information
    - Create a New Student Account
- List View 9
  - Activate/Deactivate a Student
  - View Student Details
    - Edit Student Information
    - View Student Report Card
    - View Student's Journey Map
    - Edit Student's Lesson
    - Deactivating/Activating a Course
    - Manage Notes
- Tile View 14
- Aerial View 15
- Progress (Class Goal) 16
  - Weekly Summary
  - Goal Calendar
  - Weekly Calendar
  - Edit Class Goal
- Leaderboard 18

Teach 20

Reports 23

Settings 23

Guide 24

Getting Started

Please go to the **Teacher Login** page at https://lms.learningupgrade.com/Account/login.

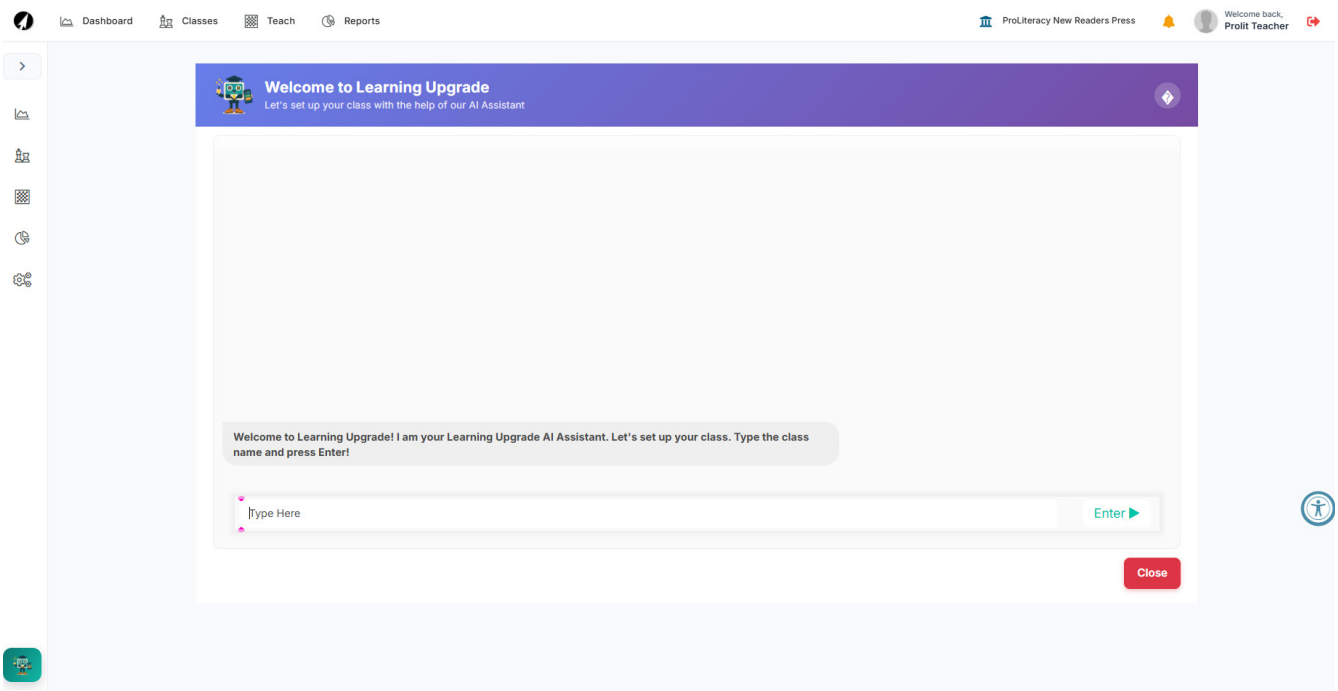
HINT: You may want to bookmark this login page for the future.

Any new **Teacher** will receive 2 automatic emails directly from **Learning Upgrade** (info@learningupgrade.com).

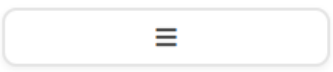
1. The first email subject line is "**Reset Password | Learning Upgrade**." The email includes your username. Click the blue "Set a new password" button to set up your password.
2. The second email, "**Your Learning Upgrade Teacher Account is Ready**!" includes your username and more information on getting started.

If you did not receive these emails or need help with logging in, please email support@proliteracy.org.

When you log in for the first time, the AI Assistant will greet you and can help you create your first class. If you prefer, you can click the diamond with ? in the upper right corner to exit out of the assistant and create classes manually.



This guide explains how to complete key tasks manually.



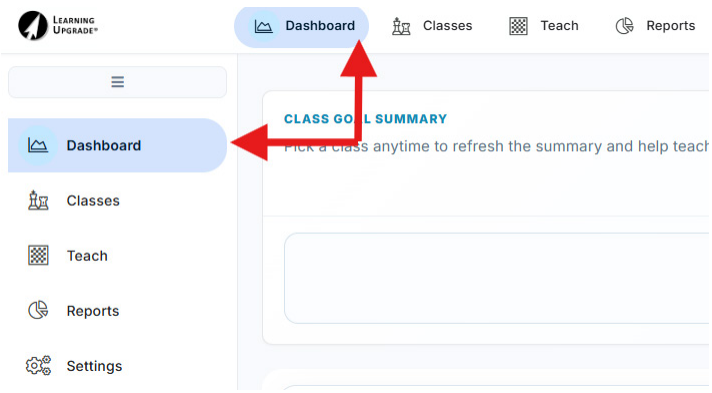
To the left of the screen, you will find a menu of all your dashboards. This menu is collapsible as well. You can click on the three-line icon to collapse the menu.

Quick Onboard Steps

Add a Class (pg 6) → **Add Students (pg 7)**

Dashboard

To access the Dashboard, just click on either button seen below.



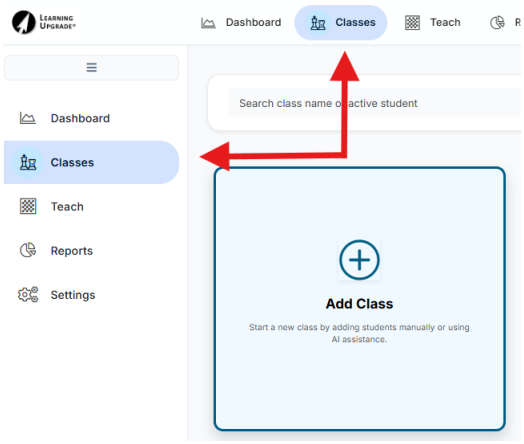
This is your main dashboard where you will find data at a glance. The data shows a default of three months but you can use the filters to change the time frame. In this dashboard you can view:

- Goal summary
- Classroom view
- License usage
- Device usage
- Course Usage
- Count of active vs inactive students
- Certificate distribution

Near the top of the screen to the right-hand side, you will see an "Aerial View" button. Select the class you wish to view in the drop-down menu. Then click on "Aerial View." You can view more information under "Aerial View" on page 15.

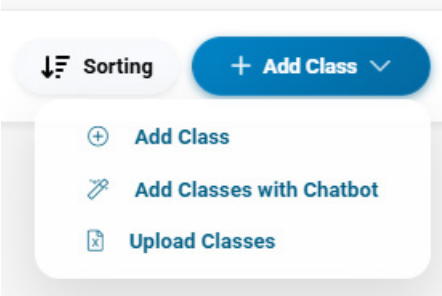
Classes

Click on “Classes” to take you this dashboard.



Creating a Class

From your “Classes” dashboard click on “**+ Add Class**.” You will have 3 options: add a class, add classes with chatbot, or upload classes.



Add Class

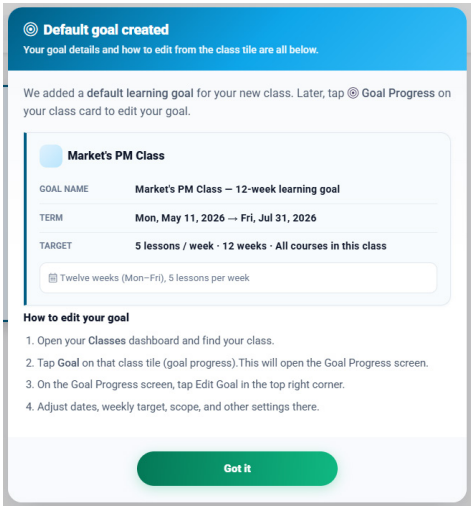
Enter a class name. It is recommended that you include the teacher’s name somewhere in the class name to make it easier to identify classes.

You may add a personal image for your class, or the system will assign you one. This can be changed later if needed.

Then click on “Add Class.” The screen to the right will show up, letting you know a class goal has been created.

The goal will be created for a timeframe of 12 weeks. The goal will be set for students to do 5 lessons per week in any of the courses they are assigned to. If you would like to edit the goal, go to section “Edit Class Goal.”

Click “Got it” to close the window.



Add Class with AI Assistant

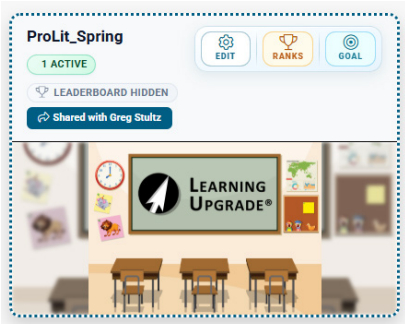
When selecting this option, the AI Assistant box will open. Follow the prompts to create your class.

Upload Classes

You can use a spreadsheet to add multiple classes.

Download the template and enter the names for your classes on the spreadsheet. Save the spreadsheet. Upload the spreadsheet. Verify the information. If it is correct, click "Submit." If it is incorrect, select the class and click "Remove Classes."

CONTINUE HERE: Once your classes are created, your Class dashboard will show all your classes. Each class tile will give you some brief information and let you do a few tasks right from your dashboard.

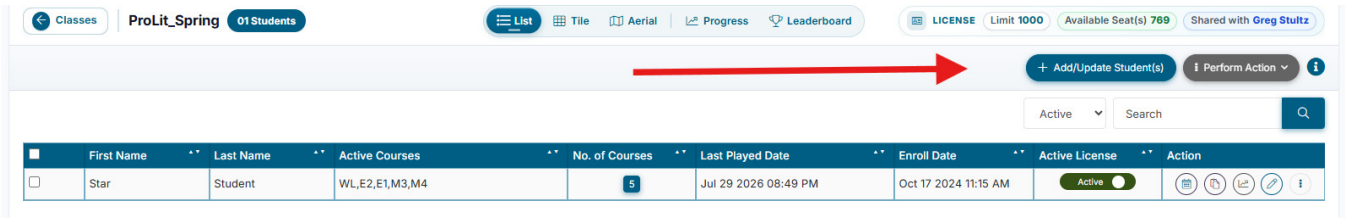


- You can see if your Leaderboard is visible or hidden to students.
- Number of Active Students
- If class is shared with another teacher, you can see who it is shared with.
- You can go directly to your Leaderboard dashboard by clicking RANKS.
- To go to Progress, click GOAL.
- Edit class by clicking EDIT.

Add Students

Click on your class once it's created. A guide will pop up with steps on adding students. Close the box to get started.

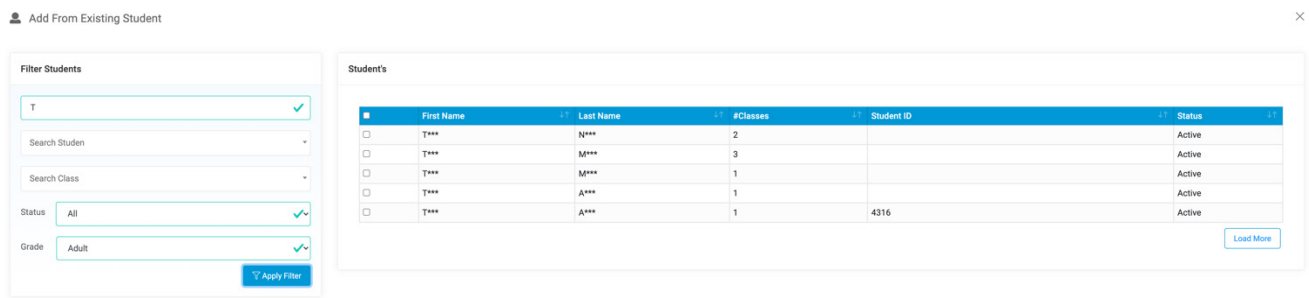
To start adding students, click the blue "**+Add/Update Student(s)**" button.



You will have two options for adding students. You may select to Add an Existing Student to Class or Add a New Student. NOTE: *To avoid duplicating accounts, search for an existing student before adding the student as new.*

Add Existing Student to Class

Select "Add an Existing Student to Class" in Step 1. Then search for the student using filters on the left or scroll the list on the right. If the student is located, select student using the check box, and then click the "add student(s)" button. If you use the filters, search by last name or first name only.



Add a New Student

If you select the "Add a New Student" option, you'll have four options: Use the AI Assistant, Invite Students, Upload Student Information, or Create a New Student Account.

AI Assistant

When selecting this option, the AI Assistant box will open. Follow the prompts to add students.

Invite Student

Students can self-enroll into Learning Upgrade and create their own accounts. You can invite your students with a class code, with a shareable link, or by sending an email. First, click the Invite Student button. Choose **one** of the three options below.

1. **Class Code:** Click the green button to download the class guide to share with the students. Once you have clicked the green button, you can select the language to translate the instructions. You can click the red button to export the PDF to share with students, or you can click the green button to print it out.
2. **Shareable Link:** Select the green "Copy" button to copy the link. You can share this with students in any format you wish.
3. **Send Emails:** Click the yellow "Send Emails" button and the email template will appear. At the top, you will enter the students' email addresses, separated with commas.

   If you wish to change anything on the template, you can customize it to your liking. Once you are done, click "Submit."

Upload Student Information

If you would like to upload multiple students with a spreadsheet, you can download our template, fill it in, then upload the file. Before uploading the file, you have the option of assigning the courses, choosing the username format, and selecting the password criteria. Leave "Update Criteria" as is. In the spreadsheet you can refer to a guide on the second tab. It includes the required fields with examples and explanations.

Once the spreadsheet has been filled out, save it and upload. After uploading the file, Learning Upgrade will display your uploaded student accounts. If you need to make any changes to a student profile, you can do it from here by clicking on the pencil to the right. Once you are done, click Submit.

Create a New Student Account

If you would like to create a new student individually, you can click the 'Create a New Student Account' and fill out all required fields in the form. Only the fields with an asterisk (*) are required, but we suggest entering all information you have on students.

Explanation of Fields

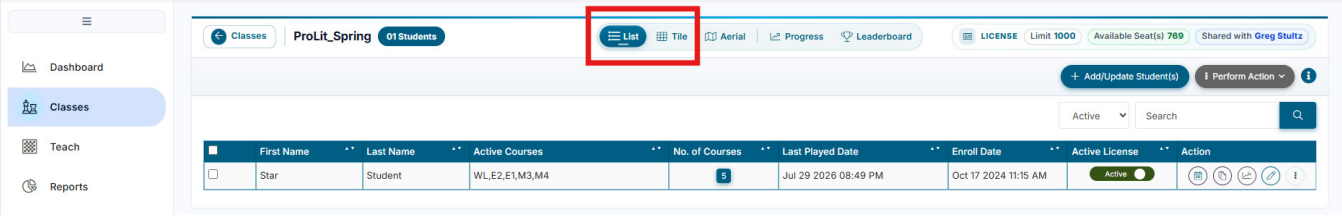
- **Username and password** can be left blank and the system will assign them, or you can enter your preferred username and password for student.
- **Assign Grade**: This will not assign a student to a course; it is just recorded on a student's profile. If "adult" is assigned, the student can add any of the skills and prep courses on their own.
- **Assign Course**: This allows you to assign multiple courses at once. If assigning the English and Math placement, you do not need to add any additional English or Math courses.

- **Lessons Unlocked**: If lessons are unlocked, students do not have to earn a score of 75% to move on to the next lesson.
- **Language**: Selecting a language here will allow the student to see the intro video in that language.
- **Notifications**: You can have notifications sent to the student through text, WhatsApp, and email. In order for any of these to function "Platform" must be checked, but all others are optional.

Once all the information is entered, click on "Add Student." It will ask you if you would like to add more; select yes or no.

It will provide you with a PDF that you can download and give to the learner. You can also change the language on this document. Then you can export or print. Exit out of this screen by clicking "x" on the top right hand side of the screen.

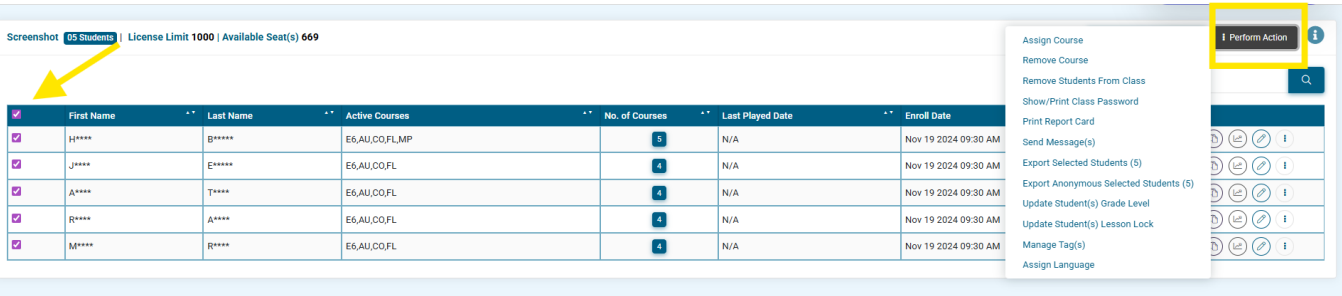
CONTINUE HERE: You will then land in your class. Here you have two options on how to view your students' information: List View and Tile View. Learning Upgrade will default to the List View. You can find the different views at the top.



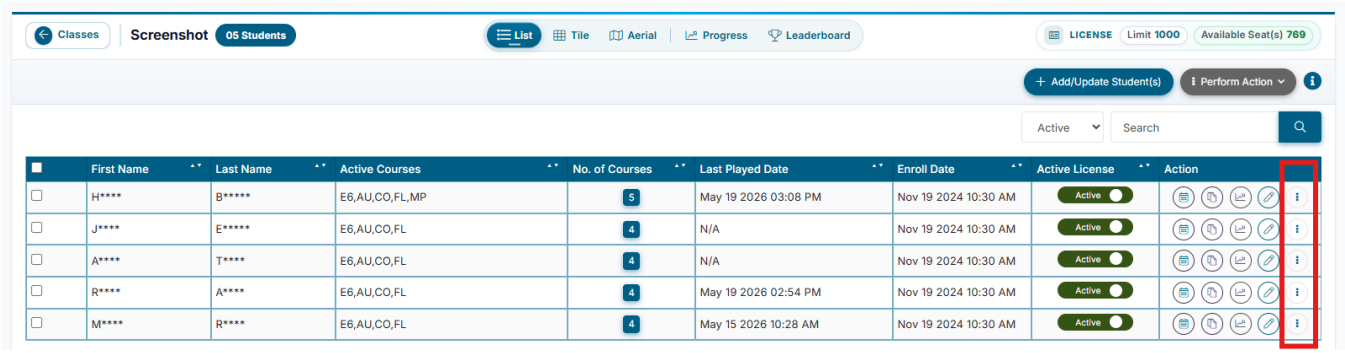
List View

The List View allows you to see all students on a table. This view is ideal for teachers who prefer a spreadsheet-style layout for managing student data. Once you have created a class, you can select multiple (or all) students and apply global actions. Select students to get started and click the grey "Perform Action" button to view available actions. Here are some of the most frequently used actions you can use with multiple students:

- assign and remove courses
- print passwords
- update grade level
- update lessons locked/unlocked
- assign a language
- and more



All of the actions available in the “Perform Action” menu are also available for individual students using the “⋮” button at the right end of each student row.





In the action menu, you’ll find buttons to view the student’s calendar to view lessons recommended for students to work on. You can also view the student monitor report, view the activity log report, and edit a student’s profile.

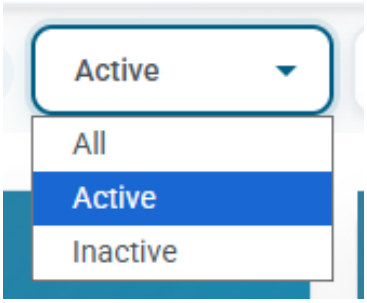
Activate/Deactivate a Student

Under the active license column on the student table you can toggle your student to be “active” or ”inactive.”



To deactivate a user, simply toggle the “Active” button. Then a pop-up box will ask you to confirm.

If you are looking to activate someone who has previously been inactive, change the drop-down above the active license column to “Inactive,” then find them among the inactive students.



To re-activate a user, make sure you select “Inactive” from the drop-down menu to show your inactive students.

Once your inactive students populate, simply toggle the “Inactive” button and confirm on the pop-up box. Make sure to go back to “Active” students by selecting Active in the drop-down menu.

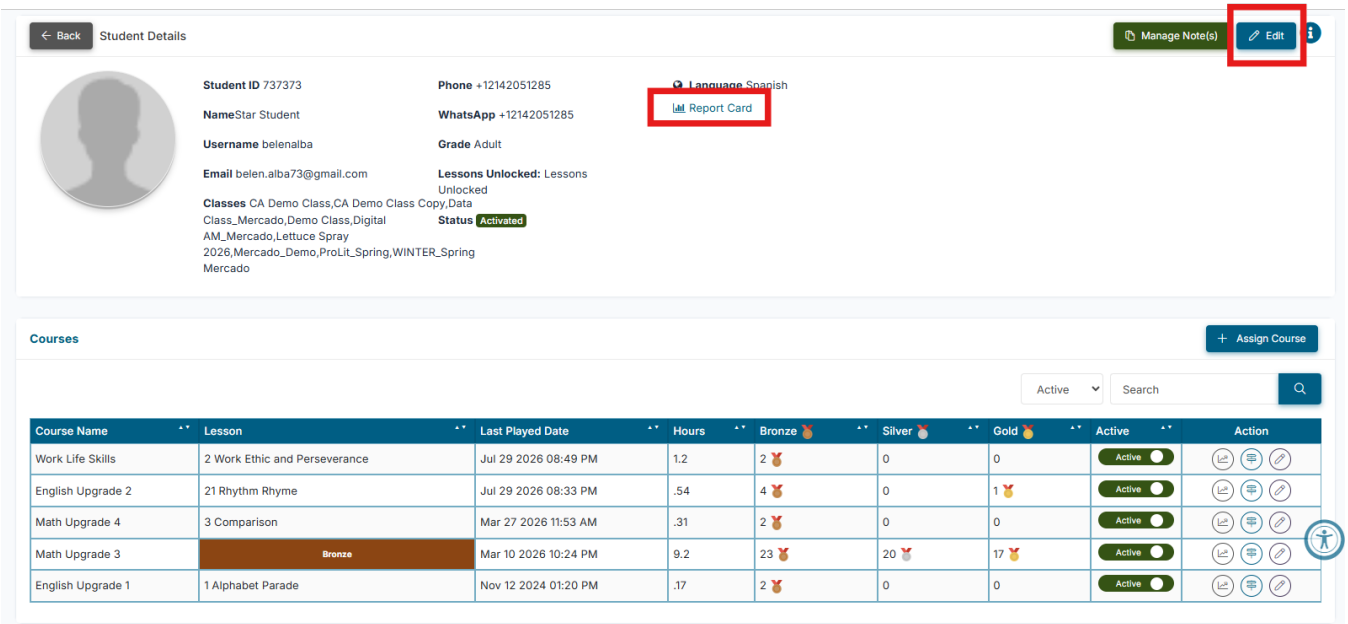
View Student Details

Within a class, from the table menu, click on a student. It will open the student's details.



From this screen, you can:

- edit a student's profile
- assign a course
- deactivate/activate a course for a student
- view activity log report for a specific course
- view the student's journey map
- edit a student's lesson
- view student's report card
- manage notes



Edit Student Information

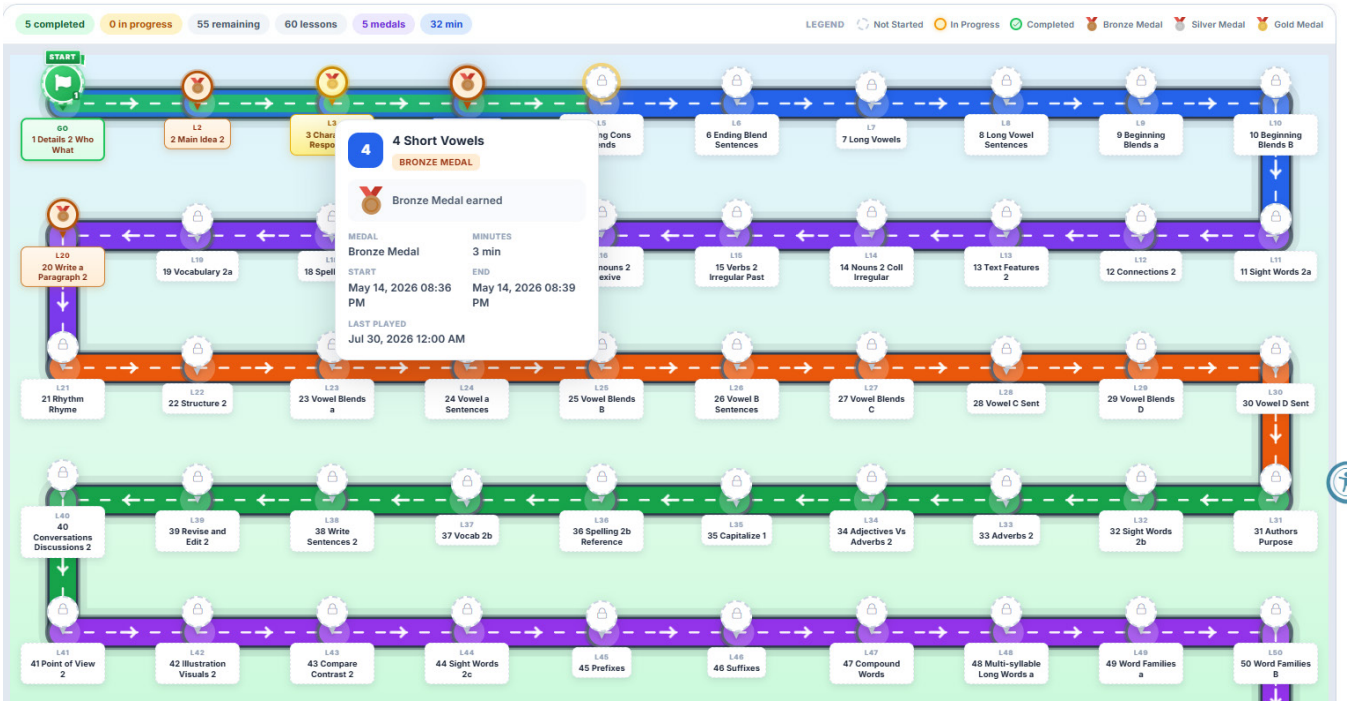
Click the blue “edit” button at the top right of the screen.

View Student Report Card

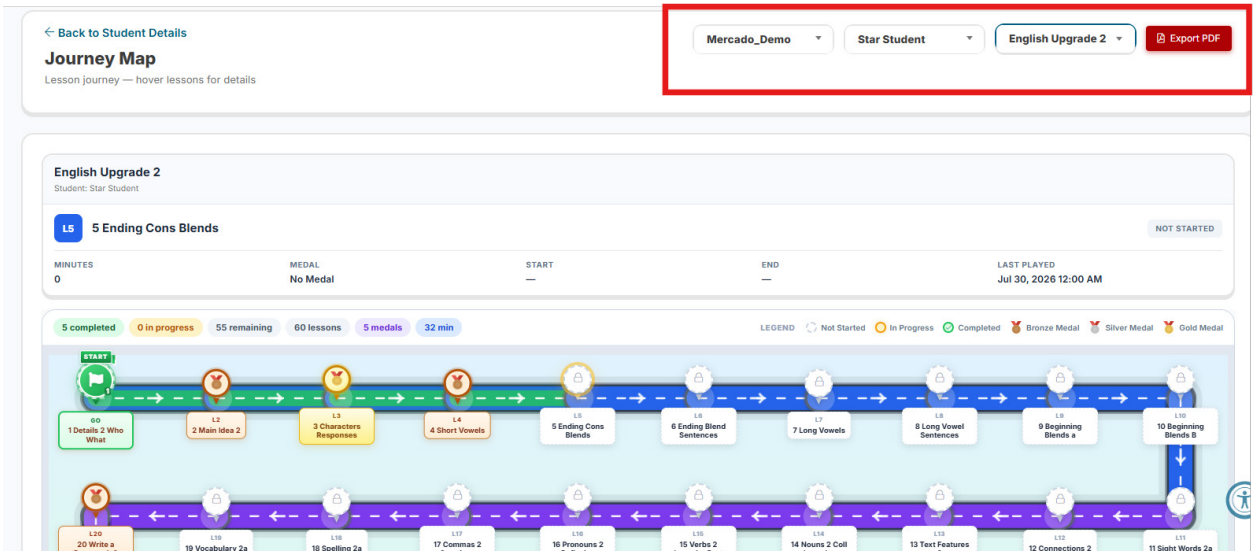
Click the “report card” button in the Student Details section near the top of the screen.

View a student’s Journey Map

Click on the second icon under the action menu to see a student’s Journey Map. The Journey Map is similar to the Student Monitor Report, but it offers a cleaner look. On the student’s learning path, you can see completed lessons and earned medals. When you hover over a lesson, you can see additional details.

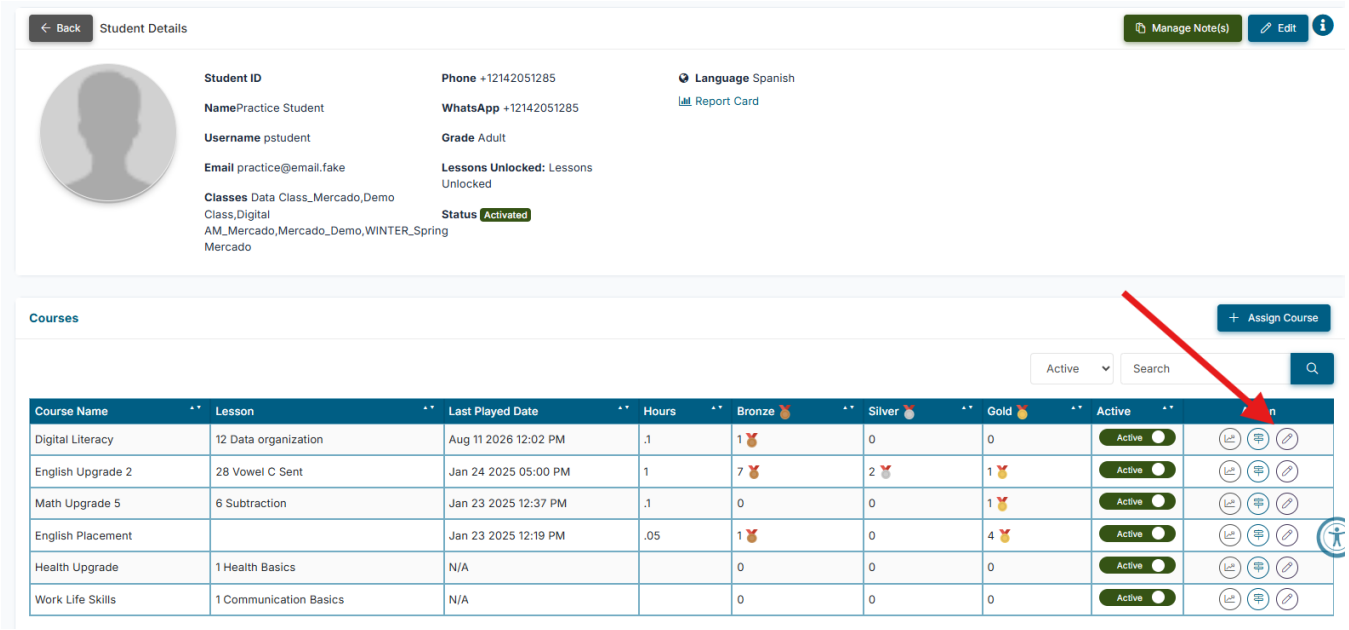


Toward the top, you can change the drop-downs to view other students’ Journey Maps.



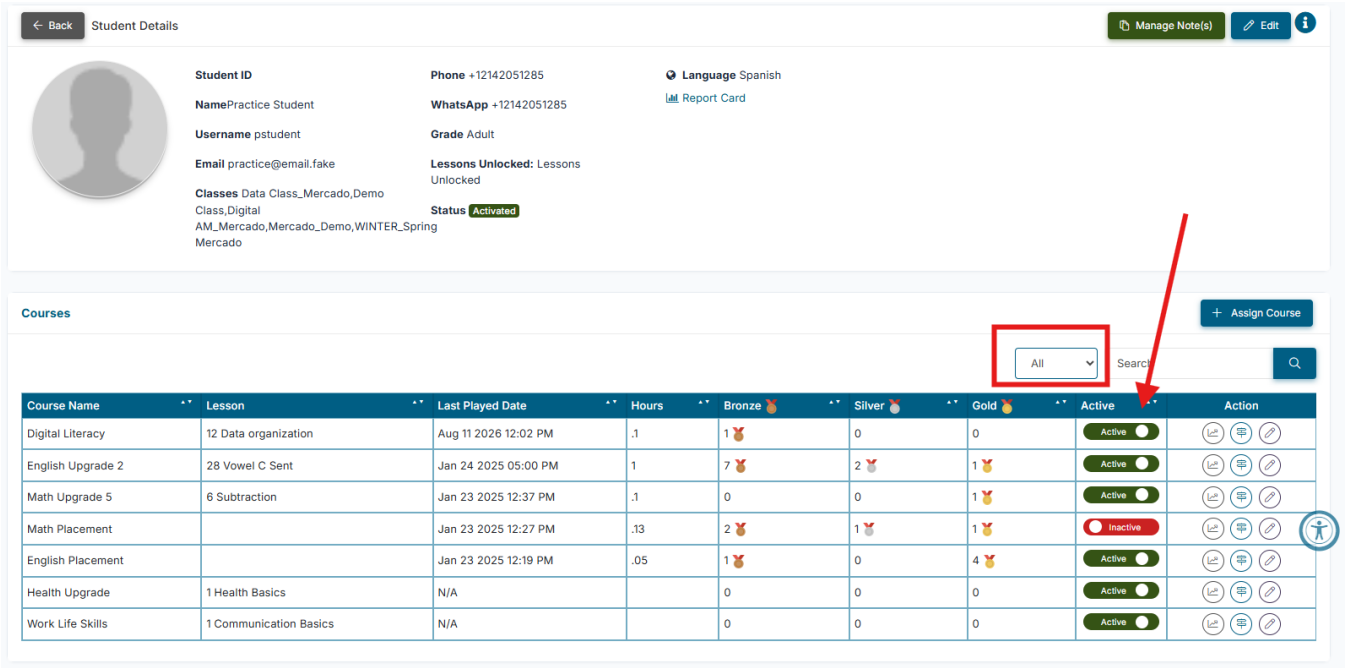
Editing a student's lesson

Click on the pencil in the action column for the course you need to edit. Select the lesson you want student to jump to and click "update lesson."



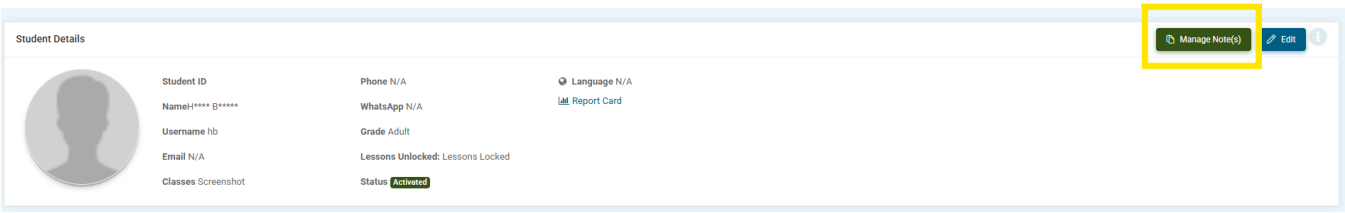
Deactivating or Activating a Course

Click the "Active/Inactive" button under the Action column to activate or deactivate a course for a student.



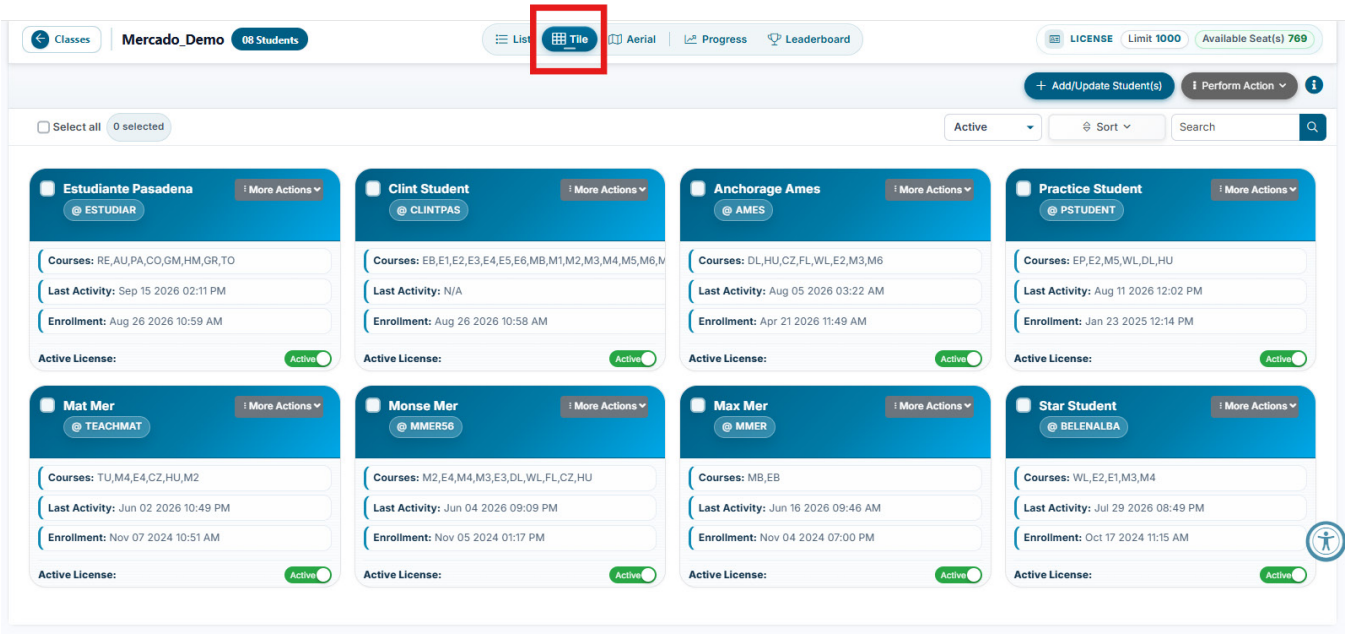
Manage Notes

Click the green “Manage Note(s)” button at the top of the screen. Notes can be added and viewed by teachers and administrators only.



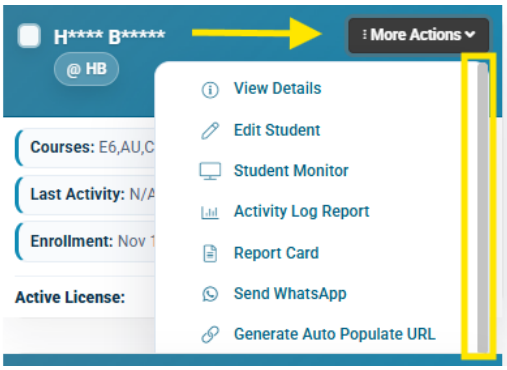
Tile View

Once you are back under your classes and in the class list, you can select to view your students in Tile View. Click on “Tile” at the top of your screen.

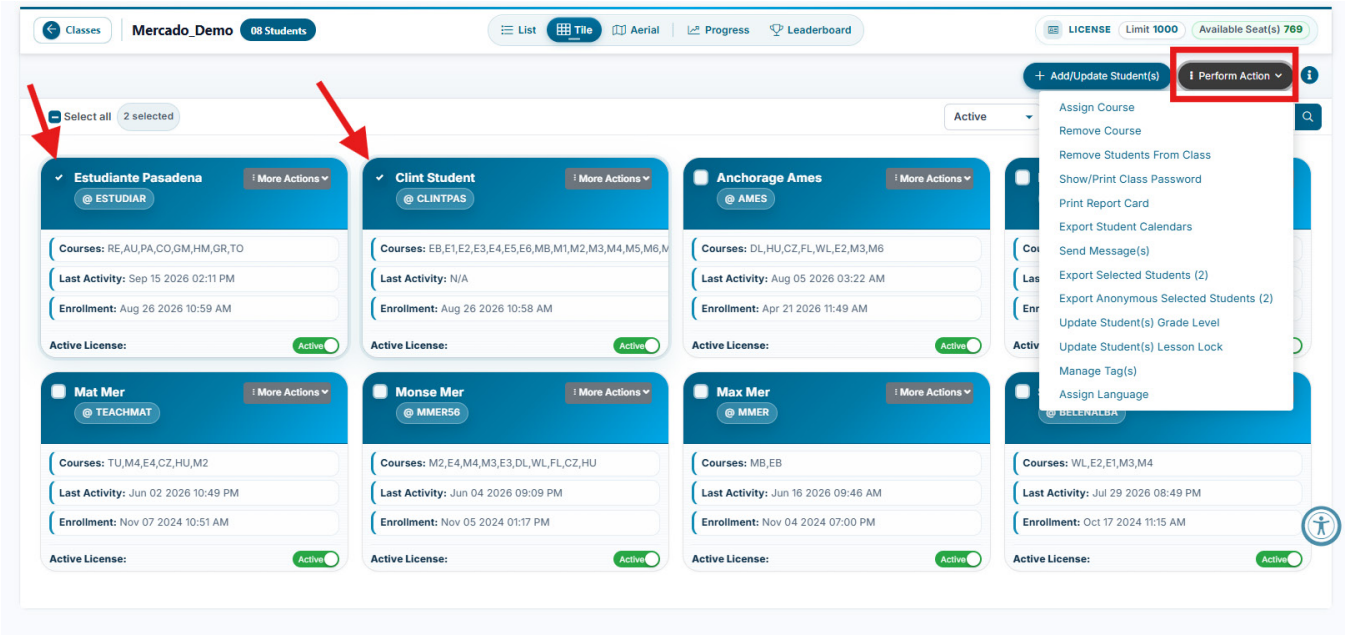


You will see the same information and can perform the same actions as in the List View. This view displays students as individual cards instead of rows in a table. This layout can make student information easier to see at a glance and easier to scan.

Within each tile, click on the three-dot “More Actions” button on the top right-hand corner of the tile to perform tasks individually for students. A scroll bar shows all the tasks you can perform on a student account.

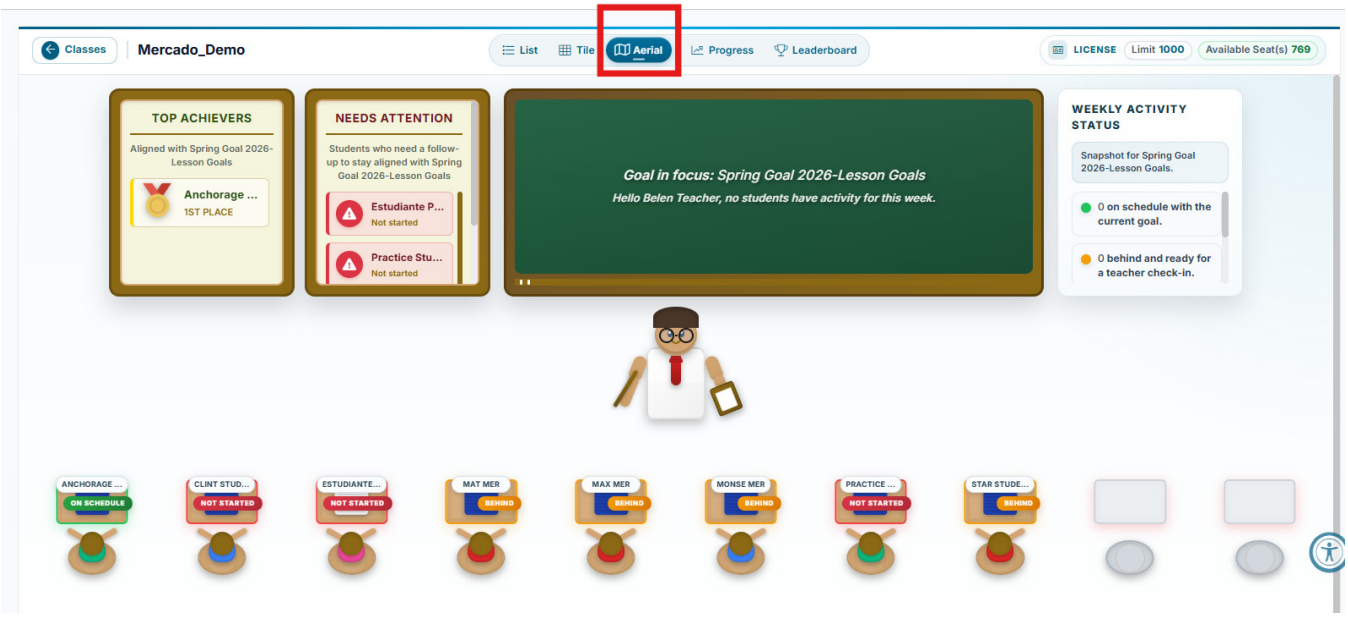


To select multiple (or all) students and apply global actions, select the students by clicking in their box on the upper left-hand corner. Then you can click the grey “Perform Action” button to view available actions.



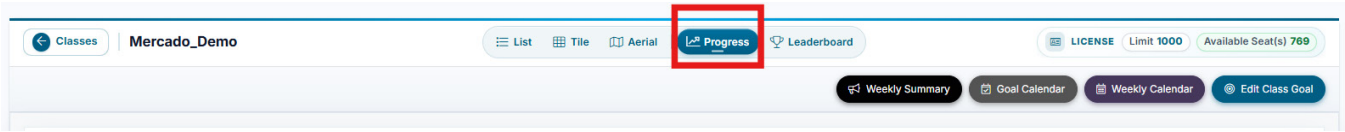
Aerial View

To view students in the Aerial View, click “Aerial” at the top of your screen. The Aerial View will show you all your students at a glance. You can see each student’s status based on their class goal. You will see your top achievers and who needs attention.



Progress (Class Goals)

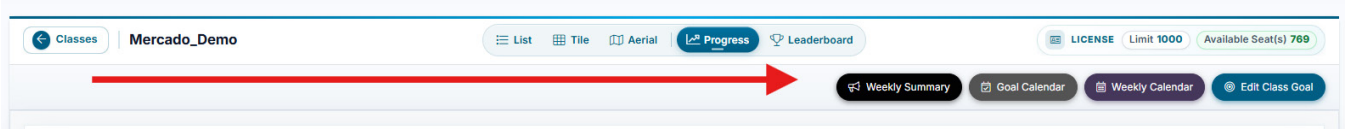
The goal dashboard is designed to help teachers monitor student progress by displaying clear, up-to-date performance data. Teachers can create and track class goals in the Progress View. This view focuses on progress tracking rather than individual student management. Teachers can define learning targets and monitor how the class is progressing toward those goals. From the Classes, at the top of the screen click on Progress.



When this dashboard opens up, you can view the goal summary as well as the following information.

- goal summary
- overall class status: how many students are on schedule, behind, or not started on goal
- current week status: how many students are on schedule, behind, or not started on goal for the current week
- certificates earned
- week progress timeline: see the class progress week by week during the goal period
- weekly student status: A histogram displays how students are progressing relative to the goal. Teachers can quickly identify students who are on track, ahead of schedule, or falling behind.
- student progress details: This table shows individual student progress toward the goal. You can click on "View Calendar" for any student to view their weekly plan, including the lessons the student should be working on. This calendar can be exported to a PDF and printed.

Near the top, you will see the following buttons that will be described here in detail.



Weekly Summary

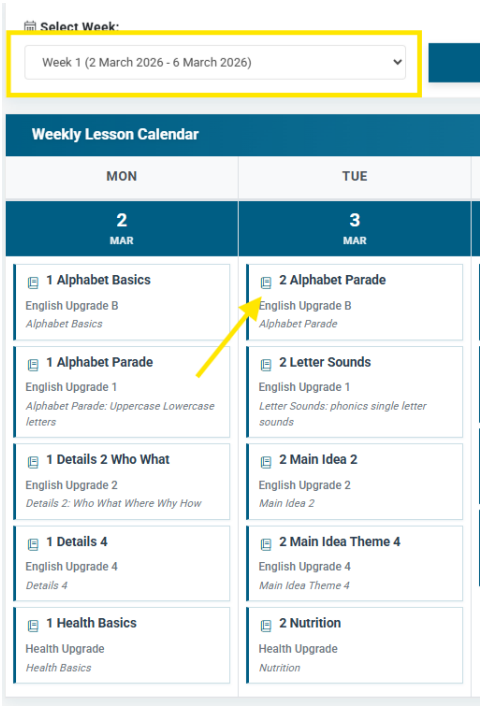
A pop-up box will appear with a quick snapshot of the progress toward the goal, students at risk, and next steps to help at-risk students.

Goal Calendar

The goal calendar is a weekly plan for your class goal. It will outline weekly lessons for the goal. Each week will have the assigned course, the lesson number, and weekly target. (This calendar can be downloaded as a PDF and printed.)

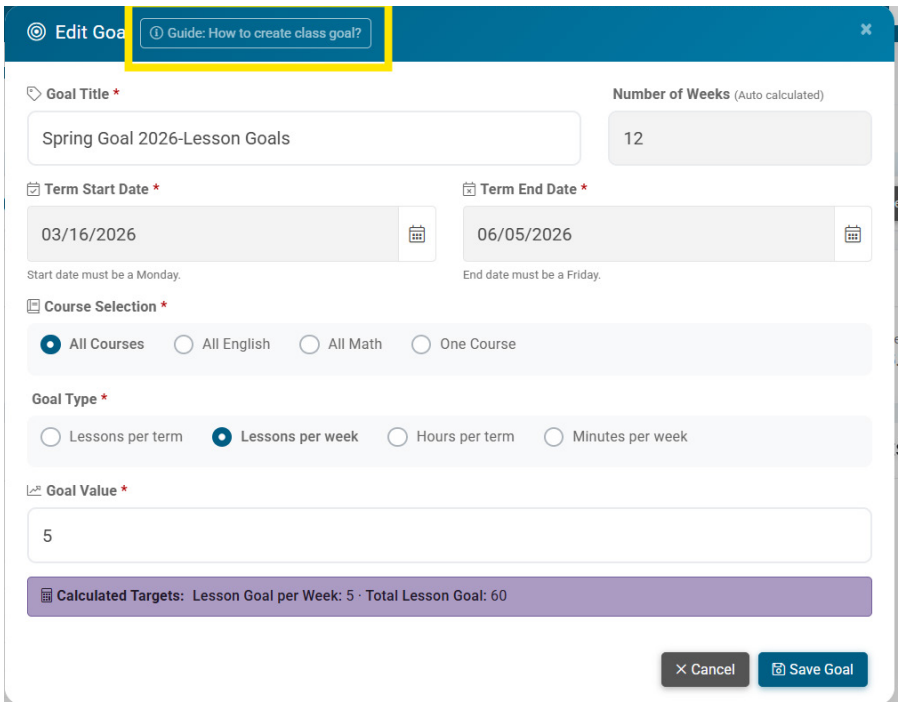
Weekly Calendar

The weekly calendar will display daily lessons for your class. You can use the drop-down menu to select a week (from your goal time frame) to view. You can click on a lesson and see student progress for that lesson. This helps teachers guide students and keep everyone on pace. To go back to the Progress tab, click on the "back" button at the top of the screen.



Edit Class Goal

The default class goal can be edited. You are only allowed to create one goal per class. If you would like to set more than one goal, have your administrator clone your class and then you can add a new goal to the cloned class. Click on the "Edit Class Goal" button and a screen will pop up with fields to edit. At the top of the pop-up box, you will find a guide to help you with editing the goal.



Goal Title (*Required*)

Enter a clear name for the goal.

TIP: Include the term and subject, e.g., "Spring Term – English Goal."

Term Start Date & Term End Date (*Required*)

Select the date range for the goal.

IMPORTANT

- End date must be on or after the start date.
- The system automatically stores goal dates as weekdays only (Mon–Fri).
  - Start is adjusted to the first Monday on/after your chosen start date.
  - End is adjusted to the Friday on/before your chosen end date.

TIP: Pick a range that includes at least one weekday.

Number of Weeks

This will automatically calculate.

Course Selection Type (*Required*)

Choose which courses this goal applies to:

- All Courses — Applies to all courses: English, Math, Skills, Prep only.
- All English — Applies to all English courses.
- All Math — Applies to all Math courses.
- One Course
  - Applies to one selected course.
  - You must select a course in "course name" field.
  - Course must be active.

Goal Type (*Required*)

Select a goal type from the available options.

Goal Value (*Required*)

Enter the target value for the goal. Must be a number greater than 0.

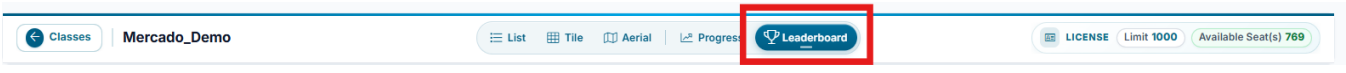
What happens when you click "Save"

If your goal saves successfully, the system will automatically:

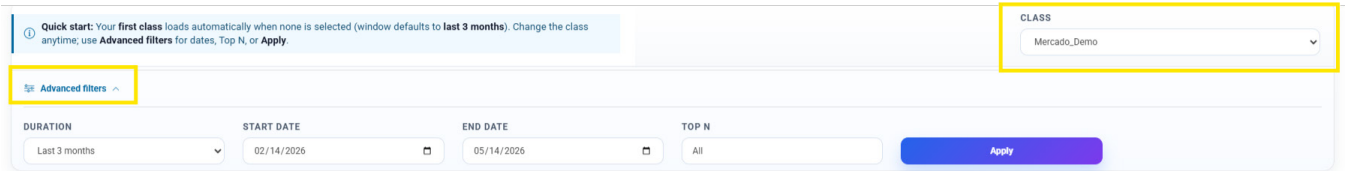
- update the weekly goal plan
- update the weekly lessons
- generate the student lesson plan for this goal

Leaderboard

The leaderboard is designed for teachers and students to encourage student participation and lesson completion. Students can earn points, badges, and awards as they progress through their lessons. You can access the leaderboard by clicking on Leaderboard at the top of your screen.



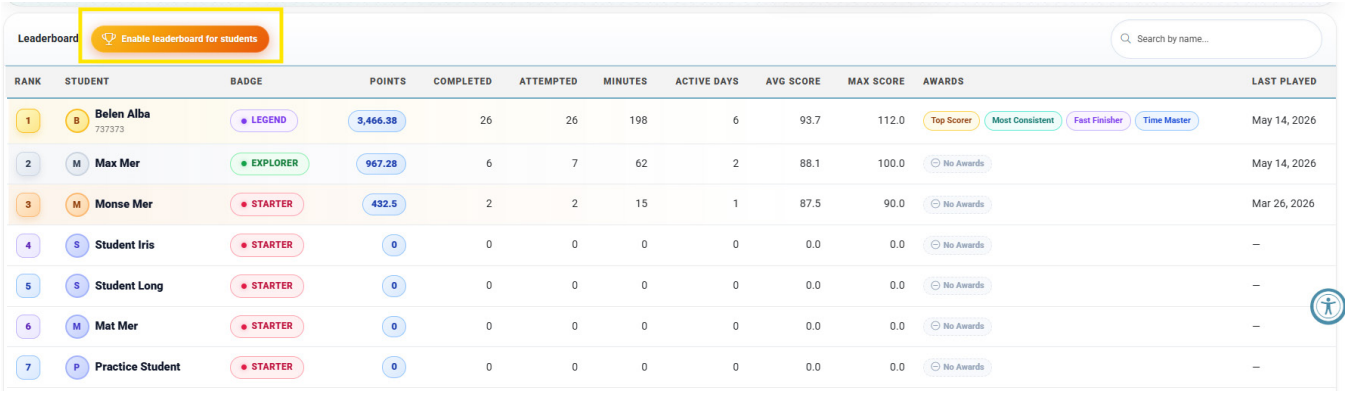
When this dashboard opens up, you can select a class and change the filters if you'd like.



Towards the middle of the dashboard, you will see your top three spotlight students.



As you scroll down, you will see the Leaderboard. On the top left-hand corner, you will see a button that will allow you to enable the Leaderboard for students to see on their student portal.



Badges

Students can earn a badge based on their performance percentile (Legend-Top 5%, Champion-Next 15%, Rising Start-Next 25%, Explorer-Next 30%, or Starter-Remaining).

Points

Students will earn points based on their performance, engaged time, lessons completed, and time to complete lessons.

Completed/Attempted

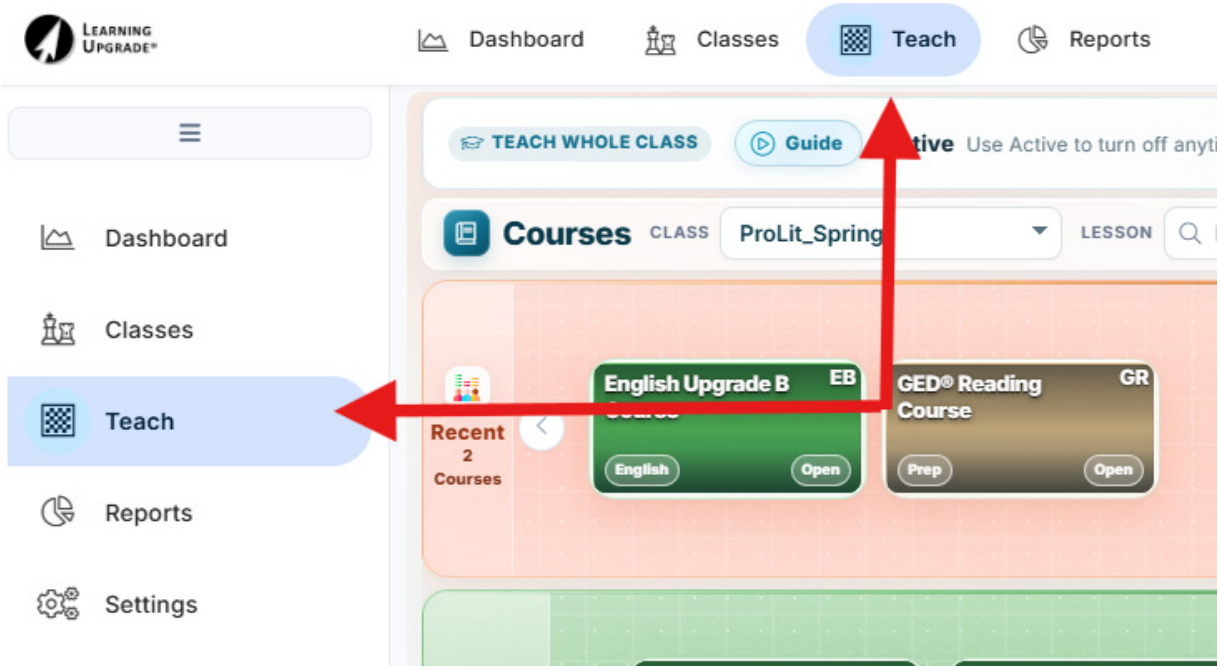
This shows lessons completed and attempted by the student.

Awards

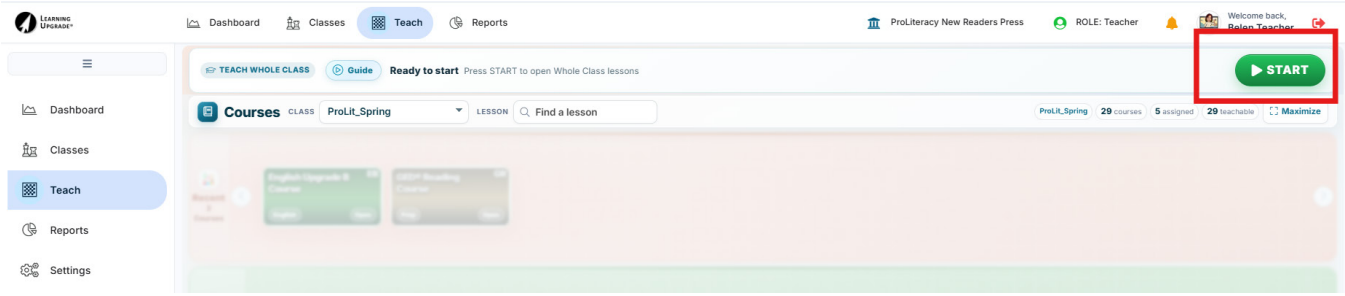
Students can earn awards (Top Scorer-Highest Best Score, Most Consistent- Highest # of Activity Days, Fast Finisher-Highest # of Completed Lessons, and Time Master-Highest # of Minutes Played)

Teach

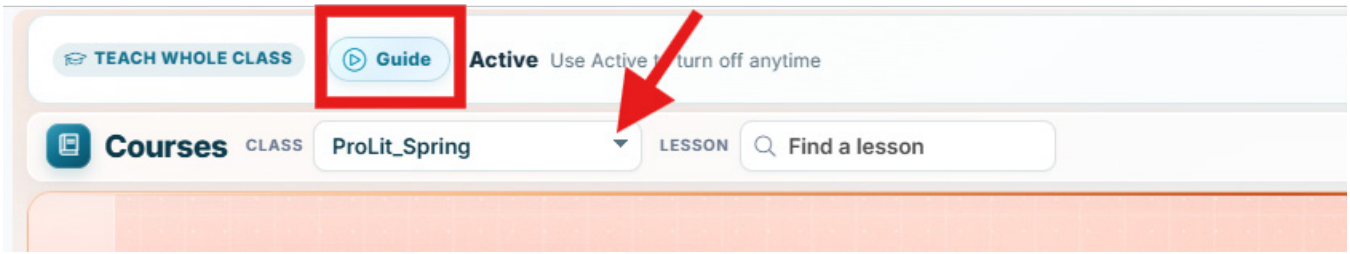
To access the Teach dashboard, just click on either button seen below.



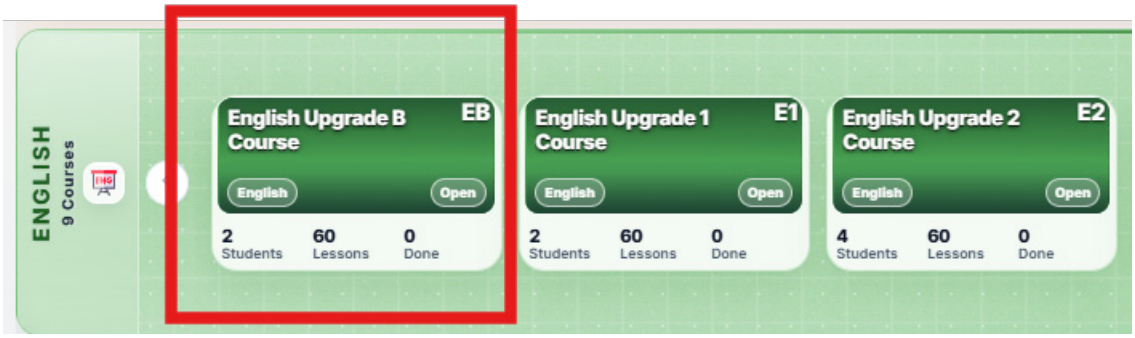
The Teach dashboard can be used to view content in any course. It can be used to share the lesson on a screen or for guided practice in the classroom. **Note: Activation of the Teach dashboard does count as an additional seat.** When you are ready to get started, click the "Start" button near the top right-hand corner. Then confirm that you want to activate the Teach dashboard.

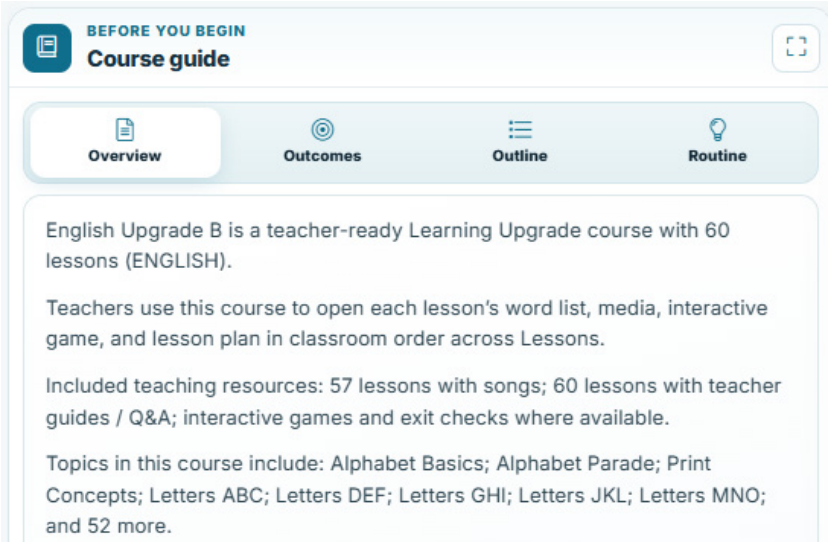


A "Guide" button at the top of the Teach dashboard gives more information on how to use this feature. You will have a Teach dashboard for each class. You can change classes by using the drop-down menu.



Within the course tile, you will see the number of students you have enrolled in this course from the class. You will also see the total number of lessons. The number over "Done" refers to the number of lessons you have used/ viewed in this course. Once you are ready to use the teach dashboard, click on a course.





On the left side you will see a menu with different tabs to click on.

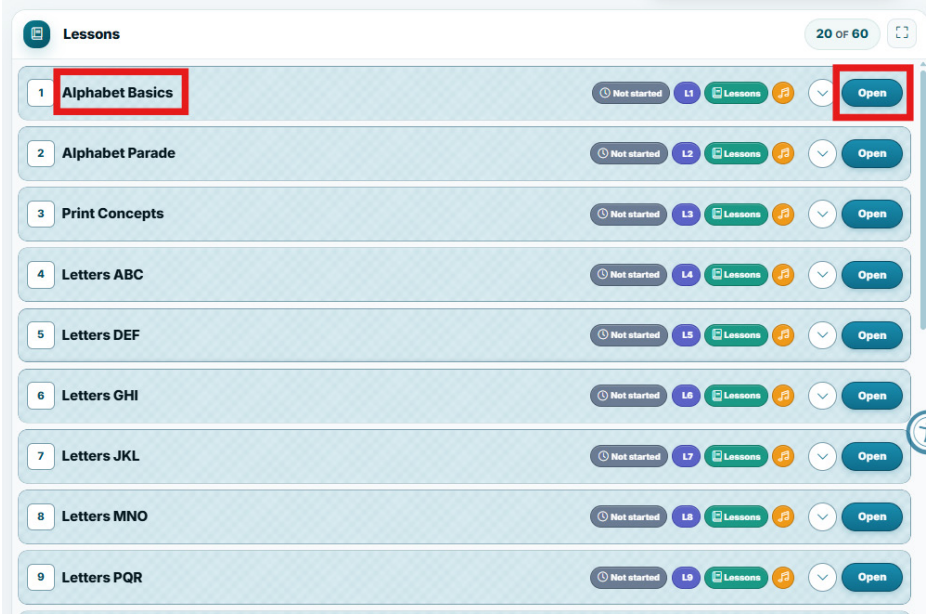
◄ The **Overview** will give you an summary of the course with some topics, number of lessons, etc.

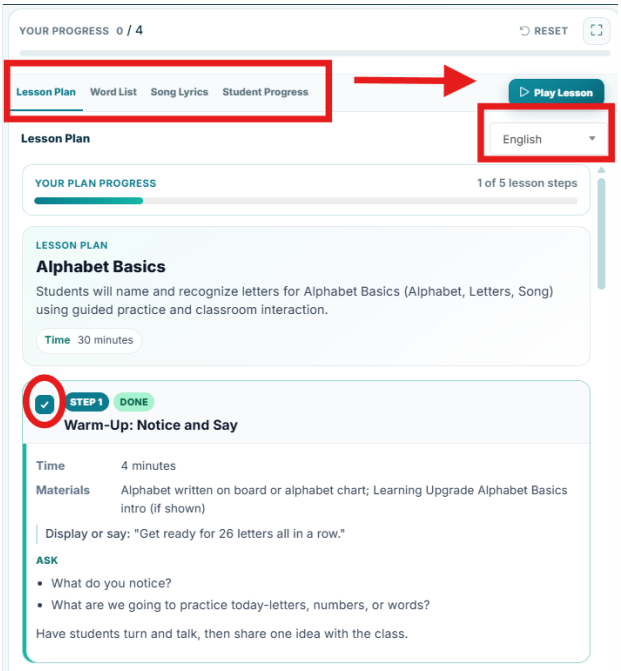
◄ The **Outcomes** will display the skills students will have gained when they are done with this course.

◄ The **Outline** will list all the lessons. In parentheses you will see the components included for each lesson.

◄ The **Routine** will have a suggested routine on how to teach the lesson.

On the right-hand side you will see each lesson, status of the lesson, lesson number, and the components of the lesson. You can either click on the lesson name or click "Open" to start teaching the lesson.



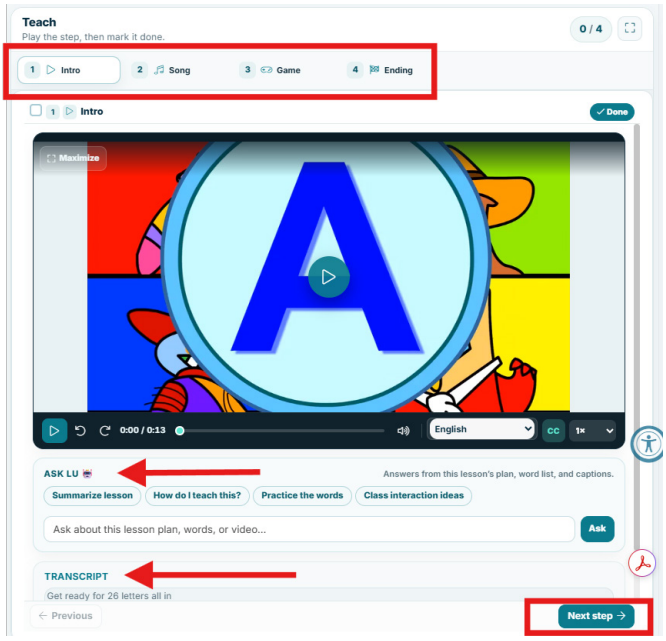


Once the lesson opens up, you will see a **lesson plan** on the left side of the screen. If you click on "Play" it goes straight to a lesson or song. You can follow the suggested lesson plan. If you do follow it, make sure to check off the component so that it can track your lesson progress. You can change the language of the lesson plan template if you wish by using the drop-down. You could also play the lesson components by clicking "Play Lesson" at the top.

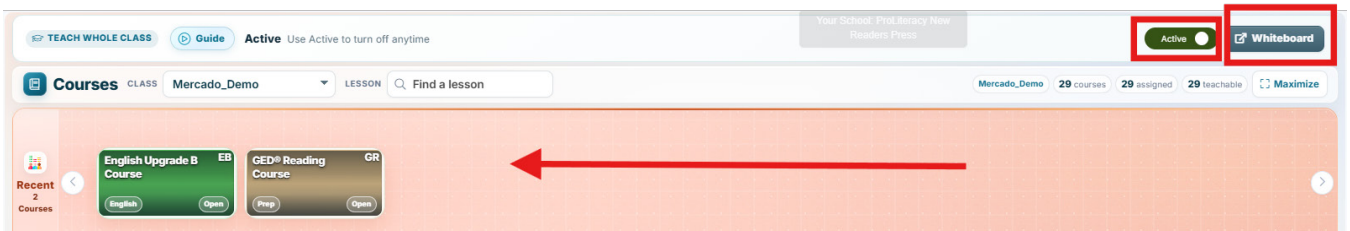
You will also have a **word list** at the top to view words you can pre-teach. The **song lyrics** are also available. In the **student progress** tab, you will see which of your students have completed the lesson and their score.

On the right-hand side, you will see each component of the lesson.

All components are listed on the top. Below the video, you will see an AI Assistant who can help with questions about this particular lesson. You will also see the transcript. The same layout is available for all lesson components. When you are ready to go to the next part of the lesson, click on "Next step."

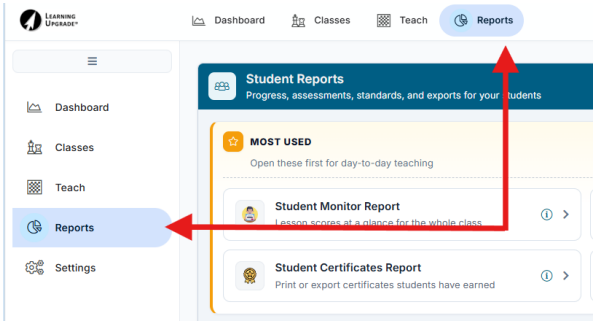


When you go back to your Teach dashboard, your recent courses will be at the top so they are easy to access. If you prefer the whiteboard view, you can access it by clicking on the "Whiteboard" button. If you don't want this using up a seat, make sure to deactivate it at the top.



Reports

To access the Reports, just click on either button seen below.



Once your students have access to a Learning Upgrade account and begin completing lessons, it's time to track and monitor their progress using the Reports dashboard.

We have two categories in our reports: Student Reports and Progress Summary Reports. The student reports are sorted in sections by: Most Used, Progress & Planning, Standards & Subject Areas, and Rosters and Export.

In each category, you'll find customizable reports. Each report has filters to customize the data. Every report is defaulted to different date parameters. We highly recommend putting in a date filter to ensure you see the data you need. Reports can be printed and exported to a spreadsheet.

Settings

Click on the **Account** tab to see three menus: Profile, Security, and Sessions.

PROFILE

Teachers can edit their name, email, phone number, and image.

SECURITY

Teachers can change their password.

SESSIONS

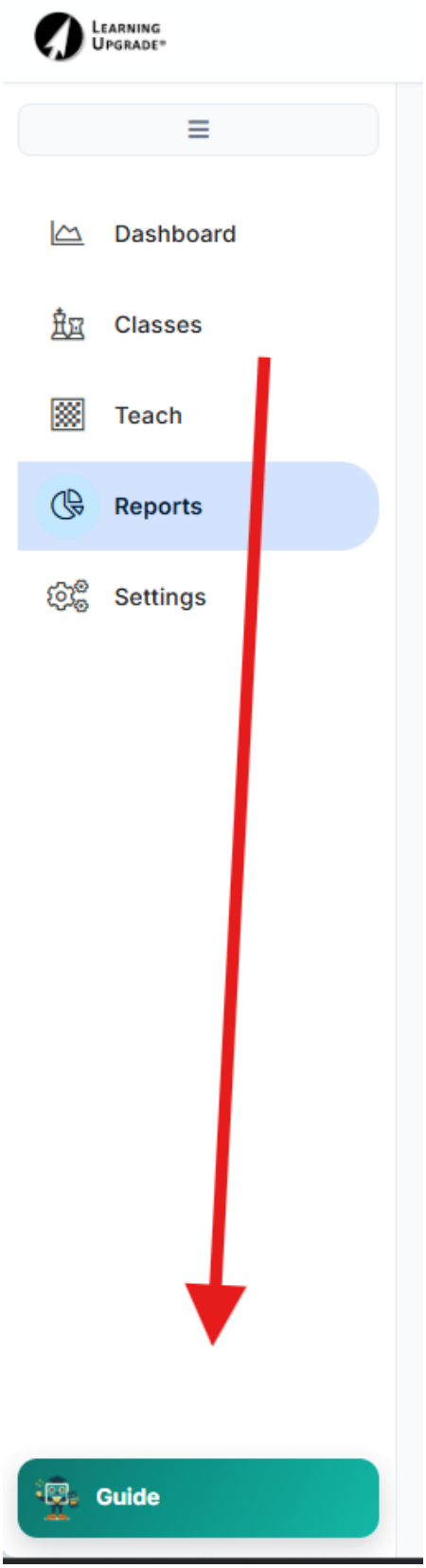
Teachers can manage how long students stay logged in while inactive. You can enable and disable this feature. Click < Settings to go back to the main settings menu.

Click on the **Help** tab to find guides to help you with certain tasks. Click on a task to learn more about it. Click < Settings to go back to the main settings menu.

Click on the **Accessibility** tab to view all the shortcuts and assisted technology Learning Upgrade has to offer. Click < Settings to go back to the main settings menu.

Click on the **Theme** tab and a menu will open up on the right-hand side with different interface settings you can turn on/off.

Guide



The Guide assists teachers to help keep them on track and up to speed with their class and students. The Guide appears on the bottom of the menu. It will walk you through the steps needed to be successful on Learning Upgrade. Once you have completed the task, you can mark it done so that you know you have completed the step.

